# Templemore Amateur Swimming Club Annual General Meeting

**Date and time of the meeting**

The club AGM will be held on 15 October 2014 at 7.30pm in Templemore.

The Committee is proposing a change to the Club Constitution in order to comply with Swim Ireland guidelines. The proposed new Constitution is available on the club website and can also be requested from the Club Secretary via info@templemore.org.uk.

The proposed Constitution is based on the Swim Ireland Constitution template. Members will be invited to vote on the new Constitution at the AGM.

**Arrangements for the AGM**

Our current Constitution specifies the following in relation to arrangements for the AGM:

- Only members of 16 years and over are eligible to vote.
- A quorum shall consist of 15 members eligible to vote.
- Amendments to the Constitution and items for inclusion in the AGM Agenda must be received by the Honorary Secretary at least 14 days before the meeting. They shall be in writing and signed by at least two voting members.
- A two thirds majority of those present and entitled to vote shall be sufficient to change or amend the Constitution. Any other proposals require a simple majority only. The Chairman has the right to a casting vote when necessary.

**Committee roles and responsibilities**

The main management committee will include the following roles:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Gala Secretary
- Designated Person (in addition to normal committee responsibilities this person is responsible for reporting any concerns or disclosures relating to child abuse to the Statutory authorities)

In addition, four other committee members whose responsibilities will include membership records, squad rep liaison, coach liaison etc.

In addition to these main committee responsibilities we also require volunteers (who do not necessarily need to be main committee members to help with the following:

- Grant applications
- Fundraising
- Website and Facebook updates / Media
- Squad representatives
- Assisting with arrangements for competition eg AquaSprint, PTL
- Supervision & Duty Rota