Swim Ireland, Irish Sport HQ
National Sports Campus
Blanchardstown, Dublin 15

T +353 1 625 1120
F +353 1 625 1121

e-mail: admin@swimireland.ie
web: www.swimireland.ie

By email

To: Secretary - All Swim Ireland Clubs
cc Club Chair & Club Treasurer - All Swim Ireland Clubs
Swim Ireland Website

2nd March 2015

NOTICE OF:
Swim Ireland Annual General Meeting (AGM), Congress and Awards Night 2015
Saturday 9th May 2015

Dear Secretary

Notice is hereby given that the Swim Ireland Annual General Meeting (AGM), Congress and Awards Night 2015 will be held on Saturday 9th May 2015. This is an extremely important date in the Swim Ireland calendar and we would ask you to take note of it in your diaries. It is an ideal opportunity to participate in and make a meaningful contribution to the decision-making process, to be heard, to learn more about our organisation, and to meet fellow members. Arrangements in regard to the venue in Dublin will issue shortly. In the interim we are seeking certain documentation and information from Clubs. In particular:

Nominations from Clubs – Swim Ireland Posts

Nominations from Clubs are invited in respect of certain Swim Ireland posts which are detailed at Appendix A and relevant forms for completion are at Appendix B. Any member of a Swim Ireland Club may put him/herself forward through his/her Club to stand for election to this post/s provided that the following procedures are complied with:

1. Nomination is made through the Nominee's own Club on the Nomination Form – (AGM Form 1 at Appendix B)
2. Nominee completes and signs the Nominee Consent Form – (AGM Form 2 at Appendix B) and attaches a typed CV (keep to ten lines)
3. Nomination is supported by at least one other Club in Nominee's own Region on the Supporting Nomination Form - AGM Form 3 at Appendix B
4. The aforementioned documentation - duly completed and signed - must be sent by post or email (marked "Confidential") to: Company Secretary, Swim Ireland, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15; email: companysec@swimireland.ie and must be received by: **Deadline: 12 noon Wednesday 15th April 2015.**

Ms Anne McAdam *President,*
Ms Mary McMorrow Company Secretary
Board of Directors:
Ms Clare McGrath *Chair,*Mr Dee Maguire *Treasurer,*
Mr Michael Angus, Ms Loretta Clabby, Mr Alec Colvin, Ms Pat Donovan,
Mr Paul Doogue, Mr Kevin Dowling , Ms Caitriona McMahon and Mr Tony Thompson.

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Motions/Recommendations

Each Club is permitted to submit Motions/Recommendations for consideration by the AGM provided that the following procedures are complied with:

1. Motions/Recommendations must be in typed format and signatures provided as appropriate.
2. Any Motions/Recommendations proposing changes or amendments to the Swim Ireland Memorandum and Articles must make specific reference to the particular Article/s in question and outline any impact on any other Article/s. The Board will consider any submissions pursuant to the relevant Article of the Swim Ireland Articles of Association
3. Must be sent by post or email (marked "Confidential") to: Company Secretary, Swim Ireland, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15; email: companysec@swimireland.ie and must be received by: **Deadline: 12 noon Thursday 26th March 2015.**

A detailed AGM/Congress Report which will include information on Swim Ireland Audited Financial Statements 2014, AGM and Congress Timetables, Motions/Recommendations, Elections, Reports and details of the Awards Night etc. will be sent to all Clubs and Regions in due course.

Please note that the Board has given approval for AGM/Congress documentation to be issued on memory stick and/or by email rather than in hard copy. A hard copy of the Financial Statements 2014 will be provided at the AGM.

I trust that the above information is of assistance, however, please feel free to contact us with any queries.

We hope to see you all there.

Yours sincerely

Mary McMorrow
Company Secretary

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APPENDIX A
Details of Swim Ireland Posts

1. Company AGM Elections:

1.1 Swim Ireland Board Officers	
Chairperson	**None Required – Clare McGrath elected in 2014 for two year term**
Company Secretary	**Vacancy**
Treasurer	**Vacancy**

1.2 Diving Committee	
Diving Committee (4)	**VACANCIES** Four vacancies, of which no more than three nominees from may be from any one Region.

2. Annual Regional Conferences

In addition to the above positions which are due for election at the Swim Ireland AGM, please note for information purposes that almost all other Swim Ireland positions are elected at the Annual Regional Conferences including the following:

2.1 Swim Ireland Board Directors (non-Officer):

Eight Swim Ireland Board Directors are elected at Regional AGMs (two from each Region). This year elections will only take place for four positions as the other four positions were elected in 2014 for a two year term of office.

2.2 Office of the Presidency:

The Office of the Presidency is rotated each year amongst the Regions and is elected at the relevant Annual Regional Conference. This year it is the turn of the **Ulster Region**.

2.3 National Standing Committees

- **Elected**

The following National Standing Committee positions are elected at Annual Regional Conferences:

- Selection: one (and a substitute) from each Region
- National Performance: two from each Region
- Masters: two from each Region
- Complaints & Disciplinary two from each Region
- Competitions: two from each Region

- **Appointed**

- Child Welfare Committee one from each Region appointed (not elected)

Board Appointed Committees: To include a minimum of two volunteers

- Audit Committee
- Officials Committee
- High Performance Technical Committee
- Education Technical Committee

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APPENDIX B - AGM FORMS

AGM FORM 1

SWIM IRELAND CLUB COMMITTEE
NOMINATION FORM
Return to Swim Ireland Head Office no later than 12 noon on 15th April 2015

We, the undersigned, confirm that the Committee Meeting of:

Club: _____ **Region:** _____

was held on (date): _____ **Venue:** _____

and that (name of nominee): _____

was duly nominated at this meeting for the position/s of:

_____

***Signed:** _____ _____
Club Officer **Club Officer**

Date: _____ **Date:** _____

***The above MUST be signed by two Club Officers**

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AGM FORM 2

SWIM IRELAND NOMINEE CONSENT FORM

Return to Swim Ireland Head Office no later than 12 noon on 15th April 2015

Nominee: _____

Position/s nominated for: _____

_____

I am aware that my Club: _____

has nominated me for the position/s stated above and that I consent to this nomination.

Signed:

_____
Nominee

Signed:

_____
Club Secretary

This Nominee consent form should be copied for each nominee from your Club

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AGM FORM 3

CLUB COMMITTEE
SUPPORTING NOMINATION FORM

Return to Swim Ireland Head Office no later than 12 noon on 15th April 2015

We, the undersigned, confirm that the Committee Meeting of:

Club: _____ Region: _____

was held on (date): _____ Venue: _____

and that it was duly agreed to support the nomination of:

(name of nominee) _____

for the position/s of :

_____

*Signed: _____ _____
Club Officer Club Officer

Date: _____Date: _____

*The above MUST be signed by two Club Officers

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