

- 17) All motions passed in accordance with these rules shall take immediate effect unless otherwise stated.
- 18) The order of business to be transacted at the annual general meeting, unless standing orders are suspended, shall be.
  - a. President's Opening Address.
  - b. Minutes of last AGM and any Special General Meetings.
  - c. Apologies
  - d. Annual reports.
  - e. Election of Officers and Committee.
  - f. Notices of Motion.
  - g. Any other business ruled in order.
- 19) Two delegates to Swim Ireland AGM will be elected by the incoming committee from the body of the committee and coaches.

#### **SPECIAL GENERAL MEETINGS.**

- 1) A special general meeting may be called at the discretion of the executive committee.
- 2) A special general meeting may be called at the request of 20 eligible members, subject to 21 days notice being given. Every such request should specify the business for which the meeting is being convened and no other business shall be transacted.
- 3) Members shall receive not less than 14 days notice.
- 4) All motions should be passed by a two-thirds majority of those present and entitled to vote.
- 5) In addition to the above the ordinary rules governing conduct of the annual general meeting shall apply.

#### **FEES**

- 1) All club members shall be liable to pay an annual membership fee that will be due on 1<sup>st</sup> Sept. of each year - the commencement of the Club year. Only paid up members are entitled to participate in Club activities.
- 2) The executive committee shall fix the membership fees for both competing and non-competing members on or before 1<sup>st</sup> Sept each year.
- 3) The committee shall have the power to suspend any member who fails to pay his fees within one month of the due date.
- 4) In addition to the membership fees an activities fee may be levied on those participating in the swimming and other activities of the Club. The executive committee shall fix the amount of these fees, which shall be payable at such time and in such manner, as the executive committee may determine.

#### **SPONSORSHIP**

- 1) The committee shall have the power to negotiate sponsorship contracts on behalf of the Club.
- 2) The committee shall have the power to disperse sponsorship grants at its discretion.
- 3) The competing members shall wear, display such insignia or attire as may be directed by the executive committee relative to such sponsorship.

#### **FUND-RAISING.**

- 1) The committee may from time to time, need to engage in fund-raising activities and shall have the full support of all members in their endeavours.
- 2) Any monies accruing from such fund-raising activities shall be dispersed at the discretion of the committee.

- 6) The committee shall have the power to co-opt members to fill any vacancy on the committee with the exception of that of chairman.
- 7) The committee shall have the power to appoint sub-committees to perform specific functions. All decisions taken by sub-committees shall be subject to the approval of the executive committee.
- 7.1) The Committee will inform members of and implement any changes or new rules which Swim Ireland introduces between Club AGMs at a Special General meeting convened for that purpose. They will review the child protection measures of the Club annually.(03)
- 8) Any committee member absenting himself from three consecutive meetings, without reasonable explanation, shall be deemed to have resigned.
- 9) Committee members shall respect confidentiality of matters discussed at meetings.
- 10) The Committee will appoint two children's officers who shall not be members of the teaching or coaching staff or the Club Committee.
- 11) All Committee and staff members will sign the required Swim Ireland officials registration forms and Code of Ethics on taking up any position in the Club.

#### **FUNCTIONS OF THE COMMITTEE.**

- 1) The President shall represent the Club at all official functions and in his absence shall nominate somebody to act on his behalf.
- 2) The Chairman shall be the Chief Executive officer of the Club and shall speak for the Club on all day to day matters affecting Club activities. He may from time to time nominate somebody to speak on behalf of the club on specific areas. The Chairman shall preside at all meeting of the executive committee and in his absence the Vice-Chairman shall act as Chairman. The Chairman shall be responsible for the preparation of the Annual Report. The Chairman, together with the other officers, shall be responsible for drawing up detailed job specifications for the positions of Secretary, Treasurer and Coach. These may be amended and/or altered from time to time by agreement.
- 3) The Secretary shall take minutes of all executive committee meetings and circulate these to committee members prior to the next meeting. All correspondence shall be addressed to the Secretary who shall attend to, and report on same to the committee. He shall also attend to such matters as may be referred to him by the Chairman of the committee. The Secretary shall maintain an accurate register of all club members and Club records, which he will pass onto his successor on leaving the office of Secretary. The Secretary will notify Swim Ireland of all updates/changes to the Club Constitution and Information/Rulebook as and when they occur.
- 4) The Treasurer shall keep proper accounts and books at all times. He shall receive and deposit all cheques and monies noting the source of these receipts. All accounts properly presented to the Treasurer will be paid on the basis of prior or post confirmation by the executive committee. Cheques will be signed by two of three nominated officers of whom the Treasurer shall always be included. He shall submit a written report of the current financial position of the Club at each meeting. At each annual general meeting the Treasurer shall submit an audited account for that year for the information of the members. The Club year shall be from 1<sup>st</sup> August to 31<sup>st</sup> July. (2001). The committees bank accounts shall be as decided from time to time and all bank statements shall come through the Treasurer.
- 5) The Club Coach shall be appointed by the executive committee for a period not exceeding three years unless by special agreement. The appointment will be renewed annually. The Coach shall be responsible for all teaching and coaching of swimming and other activities within the Club supported by a team of coaching assistants as might be required from time to time. The selection of all teams shall be his responsibility in liaison with coaches of the respective squads. Out of pocket expenses will be

paid as incurred and agreed from time to time with the executive committee. He shall submit a written report monthly. He will organise the appointment by the swimmers of a male and female team Captain, who will have the responsibility of liaising with and between the Swimmers and the Club committee on any matters which they or the swimmers wish to discuss at Club level. The Captains shall be chosen from the senior swimmers, in view of the responsibility of their position and they should at all times bear in mind that they are role models for the junior members of the Club.

- 6) The Club Children's officers duties shall be those determined by the child protection guidelines for parents and officials (Swim Ireland) and the Code of Ethics and Good Practice for Children's Sport in Ireland. The CCOs Names, with a current photograph will be displayed in the pool area accessible to all swimmers/club members. The CCOs will accept any communication from swimmers/club members and will communicate that information/communication to the committee, preferably the Secretary. As such the CCO is a confidential channel through which the swimmers/club members can air their views/grievances without direct contact with any member of the Committee or complaints committee.(02)  
The CCO's position will be reviewed at each AGM
- 7) The Complaints committee will elect a chairman and secretary from the body of the committee on their first meeting. The complaints committee will keep accurate and up to date records of all complaints made in original and chronological order. The Complaints committee will investigate and determine on the validity of any complaint on the balance of probability, and will make recommendations to the Club Committee on what disciplinary action should be taken. The Club committee will consider such recommendations persuasive in nature and will follow the recommendation(s) unless there are mitigating or other justifiable circumstances which were not considered by the Complaints committee in making its recommendation(s).
- 8) Complaints of any nature that are received from any persons on any matter will be logged in the minutes of the Club committee in original and chronological order.

### **COMPLAINTS PRODECURE (03)**

The sitting committee are obliged to expedite a resolution to any and all complaints as soon as is possible. The Club and its member will abide by the rules and regulations of Swim Ireland and shall follow the procedure set out hereunder and in the Club Rules/Information Booklet.

- a) Members with a complaint of child abuse should report the matter to one of the Club Children's Officers, (names of which can be found in the Club Rule/Information booklet.) If any complaints are made alleging child sexual abuse by a committee member or official that person shall step down whilst the complaint is being examined. The reporting of such a complaint is privileged and accordingly will not be defamatory unless it is made with malice. The name of the complainant shall remain known only to the Club Children's Officers who will inform the complainant of the procedure that will be followed. Detail of the complaint, be it child abuse or general, shall be logged in the complaints logbook retained by the committee specifically for that purpose.
- b) The Club Children's officers will collect relevant details (as per Child Protection Guidelines, Version 2 page 12), shall log these details in a complaints logbook retained by them specifically for that purpose. They shall inform the Club Secretary, who in turn shall inform the other Clubs officers of the facts of the matter.
- c) The CCOs will then pass on all the information to Swim Ireland's Child Protection Officer who will then take over the complaint.
- d) Swim Ireland's Child Protection Officer will contact the person named in the complaint and inform them of the nature of the complaint, that this it is not an accusation and that the Child Protection Officer has made no judgement and is just following procedure.
- e) Swim Ireland's Child Protection Officer will advise the individual that as per "Code of Ethics...." He/she must step aside from activities involving children until the mat-

ter has been resolved.

- f) If the complainant is not satisfied with the decision of the Committee an independent Arbitrator will be appointed with the agreement of the complainant and the Committee and in default of agreement by the President of Swim Ireland..
- g) Members with a complaint other than child abuse should report the matter to the Club Secretary (name of which can be found in the Club Rule/Information Booklet, who will meet with the Club Officers to discuss the complaint. They will then meet with the accused person to hear their explanation on the matter Subsequently the Clubs officers will decide on whether disciplinary action is to be taken
- h) The accused person is entitled to appeal the result of this hearing and if still not satisfied with the decision, then an independent arbitrator will be appointed.

### **ANNUAL GENERAL MEETINGS**

- 1) The Club annual general meeting shall be held within 15 months of the preceding AGM.12 members to form a quorum.
- 2) Members shall receive not less than 14 days notice. A notice posted on the Club notice board shall be deemed to be the minimum notification to members.
- 3) Paid up members over 16 years of age or one Proxy per member over 16 years of age shall be eligible to vote and paid up members over 18 years of age shall be eligible to hold any position.on the committee(03)
- 4) At this meeting the annual reports shall be presented. These shall consist of Chairman's report, Secretary's Report, Treasurer's Audited Report , and Coaches Report.
- 5) Nominations for officers shall be lodged with the secretary together with the proposers and seconds name at least 7 days before the annual general meeting. Election of officers and committee shall be by ballot.
- 6) Where an immediately previous officer who has served a 3 year term is proposed for election there must be a two thirds majority of those present in favour of that persons name remaining on the ballot sheet. If such a person receives a two thirds majority then they shall be considered for election through the usual process. If such a person does not receive a two third majority then their name shall be removed from the ballot sheet.
- 7) Any member proposed or nominated as an officer must have at least served one year as a committee member and have had at least two years continuous membership of the Club.
- 8) The committee members on the executive shall be a member of coaching staff (who may substitute one of his assistants to attend meetings), together with five other members whose names may be proposed and seconded either prior to or at the annual general meeting (03)
- 9) No alteration of constitution shall be made except at a general meeting.
- 10) Notice of motion shall be sent to the Secretary at least 7 days before the date of the annual general meeting with the names of proposer and seconder setting out the old rule as well as the amendment.
- 11) Motions without due notice shall not be discussed or voted on.
- 12) At the general meeting each member present and entitled to vote shall have one vote on every question. Where there is an equality of votes the Chairman shall have a second or casting vote.
- 13) Motions to make new rules or to alter or rescind existing rules shall require a simple majority of those present and entitled to vote.
- 14) All motions, except those for which expressed provision is made, shall be passed by a simple majority of those present and entitled to vote.
- 15) Votes on motions or amendments shall be taken by a show of hands, but any person entitled to vote may demand a ballot when tellers shall be appointed.
- 16) Motions to amend or alter the Constitution must be passed by a two-third majority of members members present and entitled to vote.