



AGM NOTICE OF CHANGES TO CONSTITUTION

In line with the Constitution, please see below proposed changes to the Club's Constitution:

In order to bring our Constitution and Bye-Laws in line with Scottish Swimming Club Model Constitution Issue 2018:

- C2.1 The objectives of the Club shall be to:-
- a) Advance the public participation in Aquatic Sports **and life saving** ~~by promoting and managing the teaching, knowledge and practice of one or more Aquatic Sports,~~ in accordance with paragraph C2.1 of the SASA Constitution ~~where relevant.~~
- C5.1.1 At least fourteen days notice and the Agenda shall be given to all Adult **and Life** members of any General Meeting
- C5.2.1 The Club shall hold an Annual General Meeting in ~~either~~ the month of March, ~~or~~ April **or May.** ~~to:~~
- a) ~~Approve the minutes of the previous year's AGM.~~
 - b) ~~Receive a report from the President.~~
 - c) ~~Receive a report from the Head Coach.~~
 - d) ~~Receive a report from the Treasurer and approve the Annual Accounts.~~
 - e) ~~Receive a report from the Auditor(s) / Independent Examiner(s).~~
 - f) ~~Elect Management Committee Members.~~
 - g) ~~Appoint Auditor(s) / Independent Examiner(s) for the Club's Accounts.~~
 - h) ~~Consider changes to the Constitution.~~
 - i) ~~Consider changes to the Bye-Laws.~~
 - j) ~~Present Life Membership(s).~~
 - k) ~~Deal with other relevant business.~~
- C5.2.2 ~~The Secretary shall give written notice of not less than fourteen days prior to the date of the AGM. This notice shall be published on the Club notice board and circulated to all Members.~~ **The Secretary shall give notice not less than 30 days prior to the date of the AGM to all Adult and Life Members. The format of the notice shall be agreed by the Management Committee.**
- C5.2.4 Nominees for Officers of the Club and other Management Committee positions can nominate themselves by:
- a) Adding their name to the AGM nominations list on the Noticeboard;
 - b) Sending an email to the Club Secretary or any other committee member;

c) Speaking in person to the Club Secretary or any other committee member.

Nominations ~~Appointments~~ to the committee of any nominee will then require to be proposed and seconded **by two Adult Committee Members** before, or at, the AGM **and duly recorded**.

C5.2.6 ~~Having received all nominations and proposed alterations, the Secretary shall arrange for this information to be displayed on the Club notice board/website at least seven days before the meeting.~~ **The Secretary shall arrange for all nominations and proposed alterations to be circulated at least seven days before the meeting. The format of the circulation shall be agreed by the Management Committee.**

C5.2.7 The business for an AGM shall include:

- a) President's Remarks
- b) Apologies for Absence
- c) Approval of minutes from previous AGM and matters arising.
- d) Secretary Report**
- e) Head Coach Report
- f) Financial Report
- g) Proposed Changes to the Constitution
- h) Proposed Changes to Bye-Laws
- i) Notices of Motion**
- j) Election of Management Committee Members
- k) Appointment of Auditors / Independent Examiners
- l) Appointment of Honorary President and Vice President(s)
- m) Life Membership Awards
- n) Other relevant business

C6.1.3 In the event that a Life Membership should require to be removed from any recipient, the Management Committee will make the decision to rescind and notify the Member concerned.

BL1.1 The affairs of the Club shall be conducted by a Management Committee which shall consist of the Officers of the Club plus at least 10 other Adult Members and ex-officio members set out in Bye-Law ~~BL1.5.1 and BL1.5.2.~~

Adult Committee Members can be Adult or Life Members of the Club.

BL1.2 The Officers of the Club, known as the Executive Committee, who shall be honorary members, shall consist of a President, Vice-President, Treasurer and Secretary who shall be elected at an Annual General Meeting, as shall be the said Adult **Committee** Members.

BL1.6.2 The term of office for President, **Vice President**, Secretary and Treasurer shall be three years, ~~one retiring annually in rotation.~~

BL1.6.3 The ~~Vice-President~~, Membership Secretary, **Child Wellbeing and** Protection Officer and Competition Secretary shall be elected for a term of two years.

BL1.6.4 The term of office for the ~~other~~ Adult **Committee** Members shall be two years, ~~half retiring annually.~~

- BL1.6.6 ~~Management Committee member(s) elected or co-opted to fill a vacancy part way through a term of office shall retire in sequence with the original order of rotation.~~
- BL1.6.8 The Management Committee shall be responsible for:
- a) **Running the day to day management of the affairs of the Club.**
 - b) The organisation and control of all members during Club hours.
 - c) The annual appointment of coaches and instructors.
 - d) The selection of members to represent the Club.
 - e) The handicapping of Club events as necessary.
 - f) The organisation of swimming activities as may be requested by other bodies.
 - g) ~~Presenting annually their nominations for Hon. President and Hon. Vice President(s) to the AGM for ratification.~~
 - h) Considering and approving or otherwise nominations for Life Membership of the Club.
 - i) All changes to the Rules and Regulations of the Club.
- BL2.1.7 The minutes of all meetings will be circulated to all Committee Members. The minutes can be made available to any other adult **and Life** members upon request to the Club Secretary.
- BL2.2.2 A Management Committee Meeting shall be called by the Secretary when there is business to transact or on request of an Officer of the Club or by an application in writing by at least seven Adult **or Life** Members of the Club.
- BL3.4 All cheques or internet banking transfers drawn against the Club's funds shall be signed (cheques) or approved (internet banking) by a minimum of two approved signatories. Approved signatories shall be the Officers of the Club, ~~and the Competition Secretary~~ **and Membership Secretary.**
- BL3.6 All adult members **and Life Members, who are Adult Committee Members** of the Club, shall be jointly responsible for the financial liabilities of the Club
- BL3.11 ~~Wherever possible, outgoing payments shall be made by cheque or by internet banking, signed or approved in accordance with paragraph BL3.4. Any cash payments will be covered by receipt.~~ **All outgoing payments shall be made by cheque or direct Bank transfer duly authorised in accordance with paragraph BL3.4.**

In addition, all references to "Child Protection" and "Child Abuse" have been updated to "Wellbeing and Protection" and "CPO" changed to "WPO" in the following clauses: C4.2, BL1.6.3, BL1.6.10, BL4.10.1 and BL4.10.3.

In order to bring our list of Policies published on our website up to date and in line with Scottish Swimming Club Model Constitution Issue 2018:

Policy 1: Child Protection – to be updated to the current SASA Wellbeing and Protection Policy.

Policy 4: Coaches Code of Conduct - to be reinstated on the website.

Policy 21: Data Privacy Notice - to be updated and added to the website.

Please take this as official notice of these proposed changes.

Kindest regards
Caroline Griffiths
Club Secretary, BASC