

Malahide Lawn Tennis & Croquet Club
Annual General Meeting
28th February 2022
Motions to Propose Amendments to MLTCC Constitution

Motion 1a

Clause 3.5 Overall Management Structure / Chairing of Sub-Committees

Existing Clause

Sub committees will be chaired and directed by the respective elected members of the Management Committee. In the case of the hearings / disciplinary this shall normally be the Vice – President but is at the discretion of the members of the hearings / disciplinary sub- committee.

Revised Clause

Each Subcommittee, with the exception of the Hearings Committee, will be chaired and directed by an elected member of the Management Committee.

Explanatory Note

The Hearings Committee must be independent of the Management Committee, hence the deletion.

Motion 2

Section 3.8 Overall Management Structure / Management Committee Meetings

Existing Clause

All meetings of a Management Committee shall be minuted and all attendees and absences noted. Remote attendance (by electronic means etc.) shall be permitted, but formally recorded and nature of participation noted. All minutes must record the key decisions of the Committee. Minutes should be circulated to all Management Committee members within 14 days of the date the meeting was held. Minutes of meeting shall be approved by means of initial and secondary nomination. This must be the first order of business of any Management Committee meeting and cannot be conducted online.

Revised Clause

All meetings of a Management Committee shall be minuted and all attendees and absences noted. Remote attendance (by electronic means etc.) shall be permitted, but formally recorded and nature of participation noted. All minutes must record the key decisions of the Committee. Minutes should be circulated to all Management Committee members within 14 days of the date the meeting was held. Minutes of meeting shall be approved by means of initial and secondary nomination. This must be the first order of business of any Management Committee meeting, which may be conducted online.

Explanatory Note

Remove the words “and cannot be conducted online” to allow for meetings to held on-line, as this has now become common practice.

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Motion 3

Voting at AGM / EGM's

New Clauses to replace Clauses 4.12 (AGM) and 5.11 (EGM) :

Existing Clauses

Clause 4.12 The voting procedure shall be a show of hands except during elections when contested which will be by secret ballot.

Clause 5.11 Voting procedure shall be by show of hands except when contested which will be by secret ballot.

Revised Clauses

Voting may be a combination of votes cast by members present, Proxy and Voting in Advance by Electronic Means.

For Proxy Voting, Members will download and print a Proxy Voting Form which contains details on all matters on which they may vote and voting choices. The Form should be completed, signed and returned to the Honorary Secretary to be received no later than 12:00 p.m. on the date prior to the date the AGM / EGM.

Members Voting in Advance by Electronic Means will be required to complete the same Voting Form on-line, with their credentials electronically verified and the process overseen by the Club's Honorary Auditor to verify the authenticity of votes.

Members present may vote by a show of hands, or secret ballot which may be stipulated in advance by the relevant By Law.

The outcome of each vote will be determined by a combination of votes cast expressed as a percentage of the number of members attending & eligible to vote (as detailed below) and overseen by the Club's Honorary Auditor, who will also ensure no duplicate voting.

The figure for numbers attending & eligible to vote will be calculated by adding the number of members attending (in person and / or online), the number of valid Proxy Votes and the number of valid Votes in Advance by Electronic Means.

The figure for the number of votes cast will be calculated by adding the number vote cast by members attending (in person and / or online), the number of valid Proxy Votes and the number of valid Votes in Advance by Electronic Means.

Motions cannot be amended at an AGM / EGM as this would render Proxy Votes and Vote in Advance by Electronic Means null and void.

Explanatory Note

The above allows for greater participation by Members on important changes to the Club's affairs and allows for Proxy Voting and Voting in Advance by Electronic Means. A Voting Form, covering all matters to be voted on, would need to be prepared to accompany all AGM's / EGM's.

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Motion 4

Attendance at AGM's / EGM's - New Clauses in Section 4 and Section 5.

Section 4

Attendance at an AGM by eligible members may be in person at the location specified for the AGM. Attendance by eligible members by electronic means may also be permitted as decided and approved by the Management Committee and set out in a By Law where circumstances may require.

Section 5

Attendance at an EGM by eligible members may be in person at the location specified for the EGM. Attendance by eligible members by electronic means may also be permitted as decided and approved by the Management Committee and set out in a By Law where circumstances may require.

Explanatory Note

To allow members to attend AGM / EGM's remotely, by electronic means.

Meetings will either be entirely on-line, or entirely in person, or a hybrid of both.

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Motion 5

Clause 4.3.6 Annual General Meetings / Order of Business / Setting of Subscriptions

Existing Clause

4.3. Order of Business – The order of business for the AGM must include:

4.3.1. Minutes of prior AGM meeting (and any EGMs held in the previous year) and matters arising;

4.3.2. President’s report. This report should be posted online at least 7 days prior to the AGM

4.3.3. Secretary’s report. This report should be posted online at least 7 days prior to the AGM

4.3.4. Treasurer’s report & Annual Accounts. Where possible, this report should be posted online at least 7 days prior to the AGM;

4.3.5. Election of officers & committee members (and trustees, as appropriate)

4.3.6. Setting of subscriptions;

4.3.7. Budget & plan for succeeding year to include membership quotas, activities impacting on court availability and significant capital works. It should be structured as far as possible along the committee membership structure (e.g. secretarial, facilities, bar, tennis and social activities) and

4.3.8. Motions from members (if any).

Revised Clause

4.3. Order of Business – The order of business for the AGM must include:

4.3.1. Minutes of prior AGM meeting (and any EGMs held in the previous year) and matters arising;

4.3.2. President’s report. This report should be posted online at least 7 days prior to the AGM

4.3.3. Secretary’s report. This report should be posted online at least 7 days prior to the AGM

4.3.4. Treasurer’s report & Annual Accounts. Where possible, this report should be posted online at least 7 days prior to the AGM;

4.3.5. Election of officers & committee members (and trustees, as appropriate)

4.3.6. Any amendment to previously approved rates of membership subscriptions;

4.3.7. Budget & plan for succeeding year to include membership quotas, activities impacting on court availability and significant capital works. It should be structured as far as possible along the committee membership structure (e.g. secretarial, facilities, bar, tennis and social activities) and

4.3.8. Motions from members (if any).

Explanatory Note

This revision enables the AGM to be held on a more flexible date if there are no proposed amendments to subscriptions.

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Motion 6

Clause 4.4 AGM's / Publishing of Papers

Existing Clause

The following papers must be published by posting on the club's general notice club board or available from the club's administrative office at least 14 days in advance of meeting date:

- 4.4.1. Agenda;
- 4.4.2. Minutes of prior meeting;
- 4.4.3. Proposals regarding subscriptions or constitutional matters;
- 4.4.4. Motions, and
- 4.4.5. Budgets, plans and permanent / fixed contracts (of significant duration – in excess of 1 year) and employment proposals for the succeeding year(s). This last item to be available at least 7 days in advance of the meeting date.

Revised Clause

The following papers must be published by posting on the club's general notice board, the club's website or available from the club's administrative office at least 14 days in advance of meeting date:

- 4.4.1. Agenda;
- 4.4.2. Minutes of prior meeting;
- 4.4.3. Proposals regarding subscriptions or constitutional matters;
- 4.4.4. Motions, and
- 4.4.5. Budgets, plans and permanent / fixed contracts (of significant duration – in excess of 1 year) and employment proposals for the succeeding year(s). This last item to be available at least 7 days in advance of the meeting date.

Explanatory Notice

To update constitution appropriately for current practice of posting papers to the club's website in advance of AGM's.

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Motion 7

Clause 4.10 Annual General Meetings / Minutes of AGMs

Existing Clause

Minutes of AGMs must be recorded by the secretary, be agreed by the Management Committee and published on the club website within 30 days of the AGM. Disagreement with the minutes must be notified to the secretary within 30 days of their publication. In the event of such disagreement, this disagreement will be publicly noted and the appropriate wording of the minutes will be reviewed and ratified at the next subsequent AGM. Such disagreements shall be published on the website within 30 days from the date of receipt of the disagreement.

Revised Clause

Minutes of all agenda items, key proposals & decisions, amendments to subscriptions, management committee appointments, budgets, plans and permanent / fixed contracts, employment proposals for the succeeding year and voting on motions at AGMs must be recorded by the secretary, be agreed by the Management Committee and published on the club website within 30 days of the AGM. Disagreement with the minutes can relate solely to these matters and must be notified to the secretary within 30 days of their publication. In the event of such disagreement, this disagreement will be published on the club's website, and the disputed wording of the minutes will be reviewed and ratified at the next subsequent AGM. Such disagreements shall be published on the club's website within 30 days from the date of receipt of the disagreement.

Explanatory Note

To ensure that the AGM minutes cover all key matters covered at the AGM, and that any disagreements with the minutes are limited to these key areas.

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Motion 8

Clause 5.8 Extraordinary General Meetings / Minutes of EGMs

Existing Clause

Minutes of EGMs must be recorded by the secretary, be agreed by the Management Committee and published on the club website within 30 days of the EGM. Disagreement with the minutes must be notified to the secretary within 30 days of their publication. In the event of such disagreement, this disagreement will be publicly noted and the appropriate wording of the minutes will be reviewed and ratified at the next subsequent AGM. Such disagreements shall be published on the website within 30 days from the date of receipt of the disagreement.

Revised Clause

Minutes of EGMs must be recorded by the secretary, be agreed by the Management Committee and published on the club's website within 30 days of the EGM. The minutes will include the EGM Motion, key points from contributions by the President, Proposer/s & Responder/s, summary contributions from Members, numbers attending & eligible to vote, results of the vote/s and the implication of the vote/s. Disagreements with the minutes can relate solely to these matters and must be notified to the secretary within 30 days of their publication. In the event of such disagreement, this disagreement will be published on the club's website, and the disputed wording of the minutes will be reviewed and ratified at the next subsequent AGM. Such disagreements shall be published on the website within 30 days from the date of receipt of the disagreement.

The figure for numbers attending & eligible to vote will be calculated by adding the number of members attending (in person and / or online), the number of valid Proxy Votes and the number of valid Votes in Advance by Electronic Means, in accordance with Clause 5.11.

The figure for the number of votes cast will be calculated by adding the number vote cast by members attending (in person and / or online), the number of valid Proxy Votes and the number of valid Votes in Advance by Electronic Means, in accordance with Clause 5.11.

Explanatory Note

To clarify the contents of EGM Minutes and the matters on which disagreements may be considered at the subsequent AGM.

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Motion 9a

Clause 8.10 Membership / Setting of Membership Subscriptions

Existing Clause

Setting & Approval of Subscriptions: The structure and rate of subscription for all membership categories, any admission fees and other levies, may only be approved by a simple majority of the *membership* at an AGM or EGM. However, the Management Committee may from time to time vary any admission fees if it deems it necessary on a temporary basis for specific periods of time.

Revised Clause

Setting & Approval of Subscriptions: The structure and rate of subscription for all membership categories, any admission fees and other levies, may only be approved by a simple majority of the *members present and eligible to vote* at an AGM or EGM. However, the Management Committee may from time to time vary any admission fees if it deems it necessary on a temporary basis for specific periods of time.

The figure for numbers attending & eligible to vote will be calculated by adding the number of members attending (in person and / or online), the number of valid Proxy Votes and the number of valid Votes in Advance by Electronic Means, in accordance with Clause 4.12.

The figure for the number of votes cast will be calculated by adding the number vote cast by members attending (in person and / or online), the number of valid Proxy Votes and the number of valid Votes in Advance by Electronic Means, in accordance with Clause 4.12.

Explanatory Note

Clarification so as to be consistent with voting at AGM / EGM's.

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Motion 9b

Clause 11.7 Financial & Advisory / Setting & Approval of Subscriptions

Existing Clause

Setting & Approval of Subscriptions: The structure and rate of subscription for all membership categories, including admission fees and other levies, may only be approved by a simple majority of the membership at an AGM or EGM.

Revised Clause

Setting & Approval of Subscriptions: The structure and rate of subscription for all membership categories, including admission fees and other levies, may only be approved by a simple majority of the *members present, eligible to vote* at an AGM or EGM.

Where appropriate, the outcome of vote will be determined by a combination of votes cast expressed as a percentage of the number of members attending & eligible to vote (as detailed below) and overseen by the Club's Honorary Auditor, who will also ensure no duplicate voting.

The figure for numbers attending & eligible to vote will be calculated by adding the number of members attending (in person and / or online), the number of valid Proxy Votes and the number of valid Votes in Advance by Electronic Means.

The figure for the number of votes cast will be calculated by adding the number vote cast by members attending (in person and / or online), the number of valid Proxy Votes and the number of valid Votes in Advance by Electronic Means.

Explanatory Note

Clarification so as to be consistent with voting at AGM / EGM's.

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Motion 10

Clause 8.11 Membership / Leave of Absence

Existing Clause

Leave of absence may be granted on a discretionary basis for periods not less than six months and not exceeding one year on formal application to the Management committee. Membership fees are suspended on a prorated basis for the duration of the leave of absence. Members on leave of absence enjoy no playing rights.

Revised Clause

Leave of absence may be granted on a discretionary basis for periods not less than six months and not exceeding one year on formal application to the Management committee. Leave of absence cannot be granted retrospectively. Membership fees are suspended on a prorated basis for the duration of the leave of absence. Members on leave of absence enjoy no playing rights.

Explanatory Note

Self-explanatory to allow for proper commencement of period of Leave of Absence.

Motion 11

Clause 11.6 Financial & Advisory / Professional Advisors

Existing Clause

Professional Advisors: Lawyers, accountants and other professional advisors may be appointed by the Management Committee with the consent of the Trustees.

Revised Clause

Professional Advisors: Lawyers, accountants and other professional advisors may be appointed by the Management Committee.

Explanatory Note

Trustees consent should not be required to appoint Professional Advisors.

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Motion 12

Clause 4.5 – Election of Committee

Existing Clause

Where Possible nominations to membership of the management committee shall be recorded on the appropriate nomination form and signed by the proposer, seconder and nominated person should be furnished to the Secretary and published on the club noticeboard and website no less than 5 days in advance of the meeting. All nominations to the management committee must be current fully paid up senior or over sixty members of the club. Nominations may be accepted from the floor of the AGM.

Revised Clause

Nominations to membership of the Management Committee shall be recorded on the appropriate nomination form and be signed by the proposer, seconder and nominated person. Completed Nomination Forms should be furnished to the Secretary and published on the club noticeboard and website no less than 5 days in advance of the AGM. All nominations to the Management Committee must be current fully paid-up Senior, Over 60 or Intermediate Members of the club.

Explanatory Note

Nominations from the floor at an AGM should not be allowed in line with good practice so that members can know in advance who is being nominated.

Also, to enable a member aged 18 to 25 to be elected to the Management Committee.

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Motion 13

Clause 15 Management Committee Composition

15. Management Committees Composition

- 15.1. The Management Committee shall comprise of the following positions
 - 15.1.1. The President - Officer of the Club
 - 15.1.2. The Vice-President – Officer of the Club
 - 15.1.3. The Secretary - Officer of the Club
 - 15.1.4. The Treasurer - Officer of the Club
 - 15.1.5. The Men’s Captain
 - 15.1.6. The men’s vice-captain (optional)
 - 15.1.7. The Ladies’ Captain
 - 15.1.8. The ladies’ vice-captain (optional)
 - 15.1.9. The Junior Coordinator - Officer of the Club
 - 15.1.10. The assistant junior Coordinator (optional)
 - 15.1.11. The Facilities Manager - Health & Safety Officer & Officer of the Club
 - 15.1.12. The Bar Manager
 - 15.1.13. The Social Activities coordinator
 - 15.1.14. The social activities assistant coordinator (optional)
 - 15.1.15. Communication coordinator
 - 15.1.16. Childrens Officer

Amend 15.1.9 to ‘The Junior Committee Representative – Officer of the Club’

Delete 15.1.10

Explanatory Note

To reflect that Junior activities will be overseen by a Junior Committee with support from paid club staff and a representative of the Junior Committee will be on Management Committee