



# DUNFERMLINE WATERPOLO CLUB

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## **Notice of Intimation of the 38th Annual General Meeting of Dunfermline Waterpolo Club (DWPC)**

**Wednesday 24 Nov 2021 at 7.00pm start for Virtual Online AGM via Zoom.**

**It is requested that all reports, apologies and proposals are be sent direct to the Secretary.**

### **C5.2.6 - The order of business for an AGM shall be:**

1. Chairman's Remarks
2. Apologies for Absence
3. Voting Method - By hand using Zoom function.
4. Approval of minutes from previous AGM & matters arising:  
Minutes of 37th Annual General Meeting of Dunfermline WPC held online on Wednesday 26 November 2020.
5. Secretary's report and correspondence relating to the AGM
6. Financial Report and Auditors Report
7. Club Reports:
  - a) Club Captain –
  - b) Coaching –
  - c) Wellbeing and Protection –
  - d) Senior Men's Manager –
  - e) Ladies and Girls Manager -
  - f) Junior Boys Manager -
  - g) Officials –
  - h) Equipment –
  - i) Press & Publicity –
  - j) Fundraising –
  - k) Junior Representative –
  - l) Club Development -
8. Proposed changes to the Constitution (required no later than 7 days before AGM)
9. Proposed changes to the Bye-Laws (required no later than 7 days before AGM)

**10. Election of Officers and Management Committee Members for 2022**  
 (Nominations required no later than 7 days before AGM)

Position	Nominee (s)	Proposer	Seconded
President			
Secretary			
Treasurer			
Club Captain			
Club Head Coach			
Wellbeing and Protection Officer(s)			
Wellbeing and Protection Officer(s)			
Team Managers:			
Senior Men			
Senior Women			
Junior Women squads (U19 and U16)			
Junior Boys Squads (U19 Men, U16 Boys and Dev teams)			
Membership Secretary			
Equipment			
Fundraising			
Officials (T/Os)			
Press & Publicity Coord			
Junior Representative			
General Member			
General Member			
General Member			
General Member			

- 11.** Appointment of Auditors/Independent Examiner
- 12.** Appointment of Honorary President & Honorary Vice President(s)
- 13.** Life Membership Award(s)
- 14.** Other relevant business
  - a. Delegates
    - 1. SWPC
    - 2. East District
    - 3. Fife Region

## **Extract from DWPC Constitution**

*(Current Constitution and Bye-Laws are available on the DWPC website or can be obtained by contacting the Secretary)*

### **C5.1.5** Changes to the Constitution and Bye Laws.

(a) Any proposals to alter this Constitution or bye-laws must be submitted in writing to the Secretary and signed by at least two (2) Members eligible to vote at a General Meeting at least seven (7) days prior to the date of the General meeting.

**C5.2.2** 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.

**C5.2.3** Appended to the notice of intimation of an AGM shall be the Agenda, minutes of the last AGM, a note of the process governing alteration to the Constitution, Bye-Laws and nomination for the Management Committee.

**C5.2.4** Nominations for Officers of the Club and other members of the Management Committee shall be submitted in writing, signed by two Adult or Life Members and the nominee, to the Secretary no later than seven (7) days prior to the AGM. If no nominations are received prior to the AGM, nominations may be made by those Voting Members present at the AGM subject to the agreement of the nominee.

**C5.2.5** Proposed alterations to the Constitution and Bye-Laws, and notices of motion must be received by the Secretary no later than 7 days before the AGM.

**C6.1.2** A recommendation for Life Membership may be made by any Adult or Life Member to the Secretary for submission to the Management Committee. Full details of the nominee's service should be included with the recommendation. **Nominations for Life membership should be made to the secretary no later than 12:00 on 03 Nov.**