

BASC - Operation of the Management Committee and the role of Chairman

Part A GENERAL PRINCIPLES OF OPERATION TO APPLY TO THE MANAGEMENT COMMITTEE.

Authority of committee

1. The committee, in the form of its officers, installed at the AGM shall have over-riding authority in relation to the operation of the club during their tenure and their collective authority in that respect shall not be exceeded by any other parties, notwithstanding the proviso in part C.

Agenda & voting

2. An agenda for each meeting shall be established at the commencement of the meeting by:
 - a. consensus,
or, if considered necessary by any member,
 - b. a vote,
or, in the absence of the above,
 - c. the chairman.
3. Committee members are to submit agenda items to the Club Secretary at least 7 days prior to the date of the next scheduled meeting, except in exceptional circumstances which then must be made known to the Secretary at the time of submission. Such late submissions will then be considered by committee with reference to the reasons given and prioritised accordingly.
4. Submissions for the agenda made at the commencement of, or at any time during, the meeting may, time-permitting, be considered under AOB with the agreement of the members and with the consent of the chairman, otherwise they will be deferred to a subsequent meeting.
5. Committee will only accept items onto the agenda submitted by its members, however nothing shall prevent a non-committee member from seeking the support of committee members in respect of any aspect of the club's operation.
6. The business of committee will be conducted by means of correspondence, officer's reports and member's proposals.
7. It shall be understood that members may, on behalf of committee, take decisions on matters within the remit of their office where they have previously been given authorisation to do so. In such circumstances however it shall be understood that where issues are deemed by a majority of committee to require committee's agreement, such decisions will only be binding when made within a committee meeting.
8. Committee will seek to reach decisions by consensus, but will, at the request of any member made at the time, submit matters to a formal vote if so requested.
9. Once a formal proposal has been made, the chairman shall be entitled to seek, without undue delay, a seconder for that proposal. After the minimum of discussion necessary to inform committee of the background and implications of the proposal and to allow supporting and opposing views to be aired, the chairman will be entitled to bring the matter to a prompt conclusion in the established manner, whether by consensual agreement or vote.
10. Members will make reports to committee as appropriate to their office and duties, the contents of which need not be submitted to the Secretary in advance, however where the member intends to seek the committee's agreement to a formal proposal, they should submit that proposal to the Secretary in accordance with the provisions for submission of agenda items.
11. Where matters arise from club business that could not have reasonably been foreseen, a member shall be entitled to make a formal proposal in relation to those matters without prior notice.
12. Members seeking the committee's agreement to a formal proposal should ensure that they state the nature of their proposal without undue delay and, being as concise as possible, inform committee of the background and implications of the proposal, before concluding their submission.

Communications

13. Non-committee adult and junior members to be kept informed of committee business as deemed appropriate by committee.
14. Committee will be entitled to communicate internally between members & externally with non-committee members by any or all of the following means:
 - a. Copies of minutes, either complete or abridged, as deemed appropriate, distributed by e-mail, hard copy or posting on the club notice-board or club web-site.

- b. Newsletters and other similar documents distributed by e-mail, hard copy or posting on the club notice-board or club web-site.
 - c. Open Forum discussions and seminars (e.g. parent's evenings)
 - d. Invitation to committee meetings, or parts of meetings
 - e. EGM's and the AGM
15. In the intervals between meetings, consultation between members by e-mail will be encouraged, in particular where all members have agreed to provide an active e-mail address. In such instances, consultation will be deemed to have taken place where e-mails have been sent, in particular where an agenda is issued in this manner within the 7 days prior to a scheduled committee meeting. It shall be understood however that where issues are deemed by a majority of committee to require committee's agreement, such decisions will only be binding when made within a committee meeting.
 16. Non-committee members to be permitted to attend committee meetings, or parts of meetings, only by invitation prior to the formal commencement of any meeting.
 17. Committee members to be entitled to privacy to discuss any requests by non-committee members for the provision of any information or for an invitation to a meeting.
 18. Committee may authorise the coaches committee and/or club captains to act as a conduit to & from the club's junior members for information as appropriate.
 19. No member may consult with parties outside of committee, other than Swim Ulster or other legitimate authorities, in relation to club business on matters outside the remit of their office without the prior authorisation of committee, except in exceptional circumstances, in which case they will be obliged to provide an explanation to the club secretary of the nature of the consultation and their reasons for doing so at the earliest opportunity, whereupon the committee will take the matter, including the conduct of the member, under consideration.

Conflict of interest

20. Committee members to be aware of the potential for accusations of a conflict of interest by any club member, to declare such interests where they arise and to proceed with due care during the conduct of any discussions and establishment of decisions, excluding themselves from particular discussions or votes as considered, by mutual agreement, to be appropriate. Committee to employ the club's disciplinary procedures as appropriate where a complaint arises from an apparent conflict of interest and is reported in accordance with the club's complaints procedure.

Resignation

21. Where any member tenders their resignation from committee, either verbally at a meeting or to more than one member, or in writing to the Club Secretary, the committee shall consider the offer as a proposal by that member and shall treat it according to the normal arrangements for the conduct of a vote. Where the vote is carried, the resignation will be considered as confirmed and the member will revert to the status of non-committee club member. Where the vote is not carried the member will be considered to remain as a committee member unless, and until, they resign as a club member.
22. A committee member may step down from any position held within committee however this will not affect their membership of committee unless the member so chooses.

Part B PRINCIPLES RELATING TO THE ROLE AND CONDUCT OF THE CHAIRMAN OF THE MANAGEMENT COMMITTEE.

Authority of chairman

1. The club member installed as chairman at the AGM shall have over-riding authority in relation to the role of chairman during his/her tenure and his/her authority in that respect shall not be exceeded by any other parties, notwithstanding the proviso in part C.
2. The chairman may consult with parties outside of committee on any matter relating to club business and will not be subject to:
 - a. prior authorisation by committee, or,
 - b. the limitations placed on such consultation by other members.

Agenda & voting

3. The Chairman shall not be able to make a formal proposal to committee or second any such proposal made to committee by another member however this shall not prevent the chairman from exercising his/her established authority.
4. The Chairman shall have no vote, other than a casting vote however this shall not prevent the chairman from exercising his/her established authority.
5. In the absence of an agreed agenda or time-limit for the meeting, the Chairman shall be entitled without delay to establish the agenda and set a time limit for the meeting, which shall then be binding upon that meeting.
6. The business of committee will be conducted by means of correspondence, officer's reports and member's proposals.
7. Once a proposal has been made, the chairman shall be entitled to seek, without undue delay, a seconder for that proposal. After the minimum of discussion necessary to inform committee of the background and implications of the proposal and to allow supporting and opposing views to be aired, the chairman will be entitled to bring the matter to a prompt conclusion in the established manner, whether by consensual agreement or vote.

Suspension & adjournment

8. The Chairman shall be entitled, where he/she considers it appropriate, to:
 - a. suspend the discussion of any matter, or
 - b. adjourn any meeting,
 and reschedule that discussion or meeting by announcement prior to the meeting's conclusion or adjournment to a date not more than 21 days later, and such circumstances will include the following:
 - c. Failure of the committee to establish or adhere to an agenda.
 - d. Over-running of any established time limit set for the meeting.
 - e. Failure on the part of committee to bring the discussion of any matter to a satisfactory conclusion within a reasonable period of time.
 - f. Disruptive behaviour on the part of any member, failure on the part of any member to maintain a constructive and harmonious atmosphere or any other circumstance likely to adversely affect the long-term successful operation of the club, bring it into disrepute or have an adverse impact on the interests of any or all of the club's junior members.

Part C: DEFINITIONS AND PROVISO

- References to "committee" & "members" shall mean the Management Committee of BASC and its members.
- Reference to any "established" arrangement shall mean any aspect of club operation, as previously agreed by committee, that has been brought into being by any means, formal or informal, appropriate to the circumstances, whether they be written, verbal or based on the club's custom & practice.

Proviso *Nothing in these arrangements shall permit the contravention of any provisions of the rules of Swim Ulster, Swim Ireland, the Club Constitution or any other established club policies or codes*

Part D: ADOPTION

BASC Management Committee hereby adopts the principles at parts A & B, and the definitions and proviso at part C, above in accordance with para 7(l) of the Club Constitution and shall apply them to the operation of the Committee, as it deems appropriate.

CHAIRMAN: Signed _____ Name _____ Date _____

HON SECRETARY: Signed _____ Name _____ Date _____