
Sunstar AGM Notification



1st November 2001

Dear Sunstar member,

The Sunstar Sub Aqua Annual General Meeting will be held

- * on Wednesday 28th November 2001
- * at BT Adastral Park, Small Lecture Theatre
- * at 7:15pm for 7:30pm prompt start

Can you please reply (preferably by email) so that I know you have received this notification.

If you would like clarification of any aspect of the AGM please contact the Secretary.

I have enclosed information about the AGM including a draft agenda and details on submitting motions and putting forward nominations for Committee posts below.

Copies of the following items:-

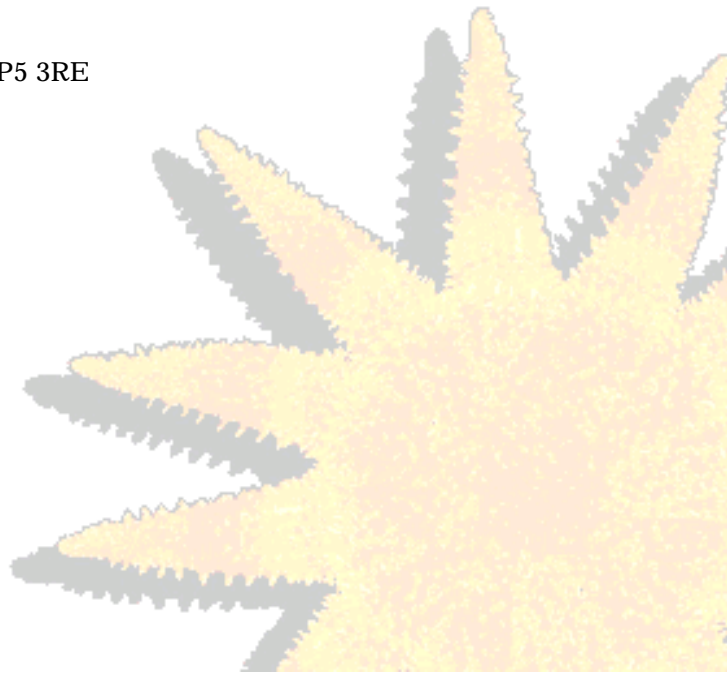
The Sunstar Constitution 2001
The Club Policy Decisions
The 2000 AGM minutes
The 2001 Agenda
The 2001 AGM notification

are available at <http://www.btinternet.com/~mike.saucede/> or from the secretary.

Regards,
Mike Saucedo (Sunstar secretary)

01473 645736
01473 623918
mike.saucede@btinternet.com

WT 1/9, BT Adastral Park, Martlesham Heath, Ipswich, IP5 3RE
1 Mackenzie Drive Kesgrave, IP5 1HW





Information Pack:

The AGM is your opportunity to find out more about the activities of the Club during 2001 and to voice your opinions regarding matters that will affect next year's activities including the club's fees for 2002.

We are encouraging nominations for Sunstar committee posts. Any club member can stand for any post. If you would like more information about the responsibilities of any committee post then please contact the current member in post.

Chairman Mick Morley
Secretary Mike Saucedo
Treasurer Paul Beaumont
Diving Officer Tracey Skirrow
Training Officer Raj Mistry
Boat Officer Peter Onion
Communications Officer Alex Edwards
Equipment Officer Andy Auchterlonie
Expeditions Officer Rob Spray
Records Officer Duncan Jay
Social Secretary Sharon Buckingham
New Members Rep. Andrew Thompson

Nominations for committee posts may be accepted up to and including the AGM.

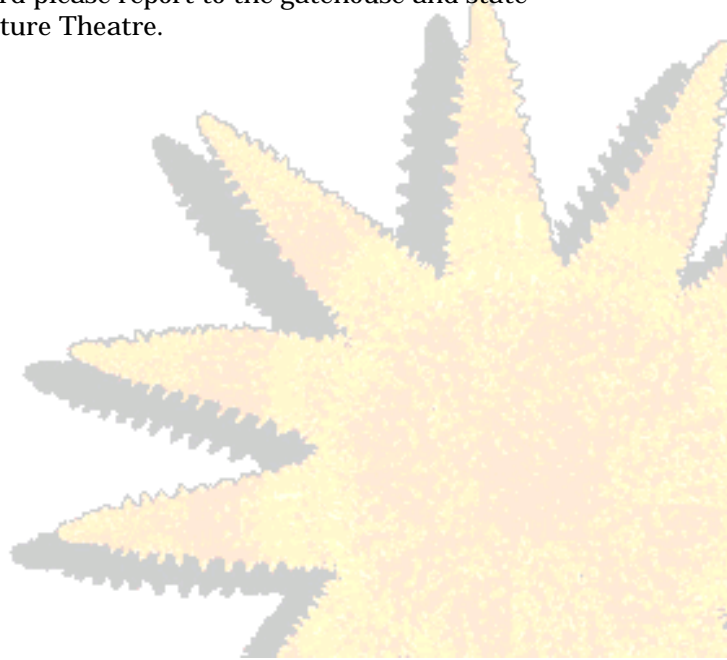
Motions - ALL motions MUST be submitted to the secretary before 19th November Proposers and seconders are required for all submitted motions and at the AGM.

Motions may be submitted on paper or by email. A pro-forma is included below.

Nominations for Committee posts - these should be made using the process for motions described above. (Deadline is 19th November).

Agenda - the draft agenda is included below. Any requests for changes or additional items should be sent to me ASAP (no later than 19th November). The final version of the agenda will be available from the secretary from 19th November onwards.

Security - Anyone not holding a BT Adastral Park pass card please report to the gatehouse and state that you are attending the Sunstar AGM in the Small Lecture Theatre.



FORM: Motion for 2001 Sunstar AGM

(please, use, copy or email these details to Mike Saucedo)



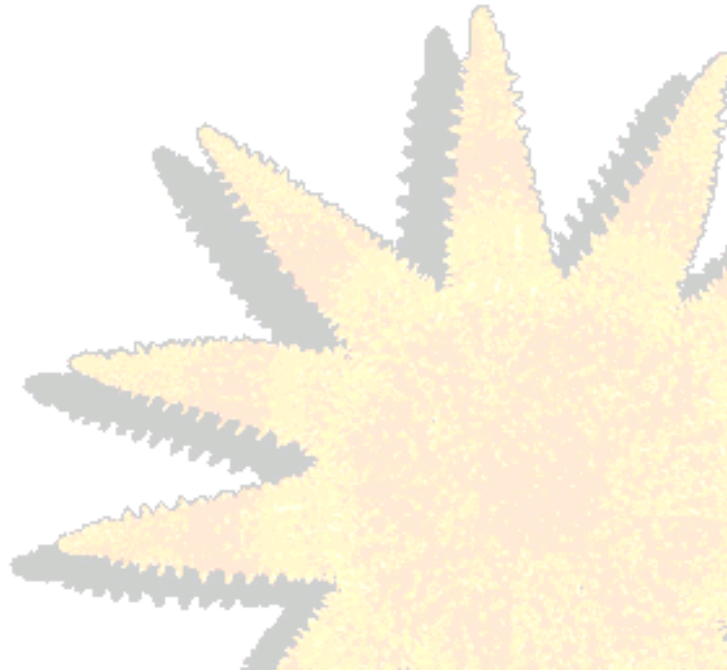
Motion:

Proposer:

Secunder:

Date:

Note - ALL motions MUST be submitted to the club secretary before 19th November 2001.
Motions should be sent to the secretary.



FORM: Nomination for 2001 Sunstar AGM Committee Post

(please, use, copy or email these details to Mike Saucedo)



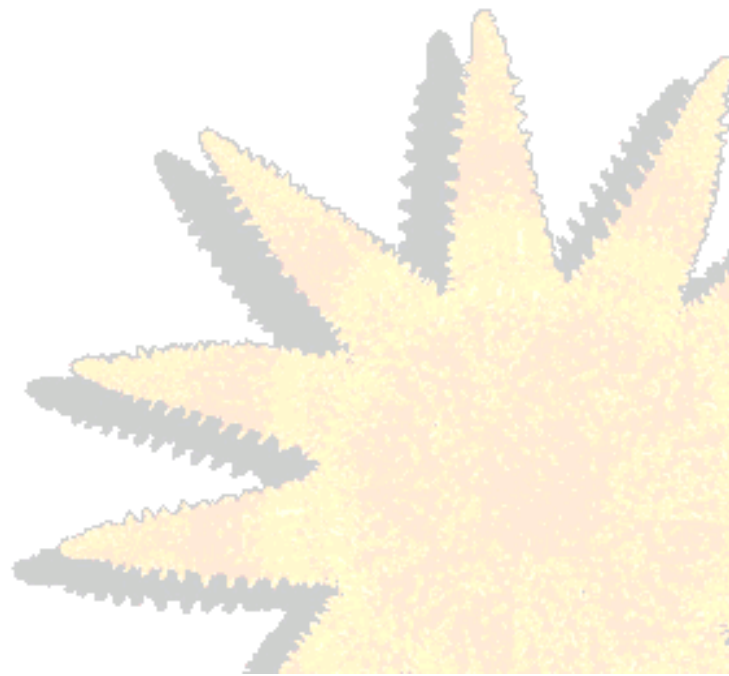
Nomination:

Post:

Proposer:

Secunder:

Date:



Sunstar Sub Aqua - AGM 2001

Draft Agenda



Date: Wednesday 28th Nov 2001

Time: 7:30pm (prompt)

Venue: Small Lecture Theatre, BT Adastral Park, Martlesham Heath.

(19:30) 1. Count members present to check we are quorate - welcome members
(The quorum of an AGM or other General Meeting shall be 10 members or 15% (11/69) of the membership whichever is the greater.)

(19:35) 2. Apologies for absence (Mike Saucedo).

(19:45) 3. Approve minutes of previous AGM (22nd Nov 2000).

(19:50) 4. Actions and other matters arising from previous (22nd Nov 2000).

(20:00) 5. Committee Members' reports (5mins. max each)

Chairman	Mick Morley
Secretary	Mike Saucedo
Treasurer	Paul Beaumont
Diving Officer	Tracey Skirrow
Training Officer	Raj Mistry
Boat Officer	Peter Onion
Communications Officer	Alex Edwards
Equipment Officer	Andy Auchterlonie
Expeditions Officer	Rob Spray
Records Officer	Duncan Jay
Social Secretary	Sharon Buckingham
New Members Rep.	Andrew Thompson

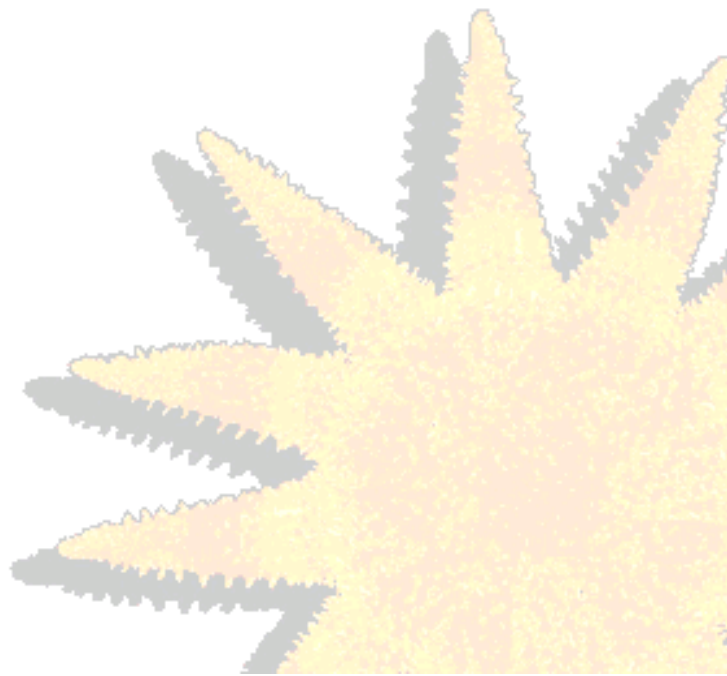
(20:55) 6. Motions

(21:40) 7. Election of new Committee (Mick Morley).

(21:50) 8. To formally adopt new issue of Club Rules (Mike Saucedo).

(21:55) 9. AOB.

(22:05) 10. Close



Nominations

You will find below the motions and nominations for this year's AGM. If you would like to serve on the committee all you need to do is find someone to propose and second your nomination which can be done any time up to and including the AGM.

If you wish to submit a motion to amend the constitution then this must be with the secretary before the 26th November.

Nominations for committee posts received so far:-

Post	Nomination	Proposed	Seconded
Chairman	Tracey Skirrow		
Chairman	Robert Spray		
Treasurer	Duncan Jay		
Secretary	Mike Saucedo	Committee	Committee
Social Secretary	??		
Diving Officer	Raj Mistry	Committee	Committee
Training Officer	Andy Mordecai		
Equipment Officer	Mark Smyth		
Boat Officer	Peter Onion	Committee	Committee
Expedition Officer	??		
Communication Officer	??		
New Members Rep.	??		
Mini Bus Officer	??		

Non voting officers

Assistant Boat Officer	Andy Auchterlonie
Assistant Diving Officer	??
Assistant Training Officer	Alex Edwards

Motion additional paragraph 13a to the Constitution:-

Purpose: as recommended in the BSAC model rules

Proposed: Mike Saucedo

Seconded: Rob Spray

(ii) The Notice shall identify those members of the Committee who are standing again and shall request nominations for Officers and the Committee in large. Committee members standing again shall be deemed to have been nominated by the Committee.

Motion to make addition to the Constitution:-

Purpose: as recommended in the BSAC model rules

Proposed: Mike Saucedo

Seconded: Tracey Skirrow

(iii) The Committee shall have the power to fill any vacancy amongst the Officers of the Branch or amongst the rest of the Committee's membership which occurs during their term of office, and any person newly appointed to the Committee to fill such vacancy shall become a full voting member thereof.

Motion to add section 9a) committee key roles to Constitution:-

Purpose: as recommended in the BSAC model rules

Proposed: Mike Saucedo

Seconded: Raj Mistry

(iii) The Committee shall hold and administer for the benefit of the membership all funds, equipment and property owned by the Branch.

The roles of the committee members are described in the "Sunstar job descriptions" file.

Motion to create a new committee post:-

Purpose: to ensure that the mini bus needs are fully represented in committee

Proposed: Andy Auchterlonie

Seconded: Rob Spray

To add the post of Mini Bus Officer to the committee roles

Motion to delete redundant committee post:-

Purpose: as above

Proposed: Andy Auchterlonie

Seconded: Rob Spray

To delete the post of Records Officer from the committee roles

