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In this Constitution, words importing masculine gender shall include the feminine and the singular where the context admits shall include the plural.

1. Name

The Organisation shall be called ALSAA (herewith “the Club”) with headquarters at ALSAA Sports Complex, Toberbunny in the County of Dublin.

2. Main Aims

The Main Aims of ALSAA are to promote and encourage sports and games and other forms of social, cultural and athletic activities among the employees of Companies operating at Dublin Airport and residents of all ages living in the surrounding areas. ALSAA may provide premises and playing fields to carry on any other business which may seem to the Club capable of being conveniently carried on in connection with the furtherance of its Main Aims.

3. Powers

The Club shall have the following powers through the Executive Council which are exclusively subsidiary and ancillary to the Main Aims and which powers may only be exercised in promoting the Main Aims. Any income generated by the exercise of these powers is to be applied to the promotion of the Main Aims:

- 3.1. To solicit and procure and to accept and receive any donation of property of any nature and any devise, legacy or annuity, subscription, gift, contribution or fund, including by means of payroll, giving or other similar arrangements, and including (but so as not to restrict the generality of the foregoing) the holding of lotteries in accordance with the law for the purpose of promoting the Main Aims.
- 3.2. To establish and support any charitable club or institution, trust or fund, and to subscribe or guarantee money for any charitable purpose which the Club shall consider calculated to promote its Main Aims.
- 3.3. To make application on behalf of the Club to any authority, whether governmental, local, philanthropic or otherwise, for financial funding of any kind.
- 3.4. To acquire, hold, sell, manage, lease, mortgage, exchange or dispose of and to develop and deal with all or any part of the property of the Club.
- 3.5. To borrow and raise money in such manner as may be considered expedient, and for the purpose of securing any debt or other obligation of the Club to mortgage or charge all or any part of the property of the Club, present or future.
- 3.6. To invest any monies of the Club not immediately required for the use in connection with its Main Aims and to place any such monies on deposit; prior permission to be obtained from the Revenue Commissioners where the Club intends to accumulate funds over a period in excess of two (2) years for any purposes.
- 3.7. To open one or more bank accounts and to draw, accept, make, endorse, discount, execute, issue and negotiate bills of exchange, promissory notes, bills of lading, warrants, debentures and other negotiable or transferable instruments.
- 3.8. Subject to the Income and Property clause hereof, to employ such staff, and on such terms, as are necessary or desirable for the proper promotion of the Main Object.

- 3.9. To grant pensions, gratuities, allowances or charitable aid to any person who may have served the Club as an employee, or to the wives, husbands, children or other dependents of such person provided that such pensions, gratuities, allowances or charitable aid shall be no more than that provided by a pension scheme covered by Part 30 of the Taxes Consolidation Act 1997 and provided that such pension scheme has been operated by the Club and the beneficiary of the pensions, gratuities, allowances or charitable aid, or their spouse or parent, has been a member of the pension scheme while employed by the Club; and to make payments towards insurance and to form and contribute to provident and benefit funds for the benefit of any persons employed by the Club and to subscribe or guarantee money for charitable Aims.
- 3.10. To insure any or all of the Council Members against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty, provided he or she acted in good faith and in the performance of his or her functions.
- 3.11. To do all such other lawful things as the Club may think incidental and conducive to the foregoing Main Aim.

4. Income and Property

The income and property of the Club shall be applied solely towards the promotion of Main Aims as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club.

- 4.1. No Council Member shall be appointed to any office of the Club paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Club. However, nothing shall prevent any payment in good faith by the Club of:
- 4.2. reasonable and proper remuneration to any member or servant of the Club (not being a Council Member) for any services rendered to the Club.
- 4.3. interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by Council Members or other members of the Club to the Club.
- 4.4. reasonable and proper rent for premises demised and let by any member of the Club (including any Council Member) to the Club.
- 4.5. reasonable and proper out-of-pocket expenses incurred by any Council Member in connection with their attendance to any matter affecting the Club.
- 4.6. fees, remuneration or other benefit in money or money's worth to any Club of which a Council Member may be a member holding not more than one hundredth part of the issued capital of such Club

5. Winding Up

If upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other charitable institution or institutions having main Aims similar to the main Aims of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the Income and Property clause hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object with the agreement of the Revenue Commissioners. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

6. The Executive Council of ALSAA (the Council)

The number of the Council Members shall be not less than Four (4) and unless and until determined by the Club in general meeting, not more than twelve (12), (The Chair, Vice Chair, Honorary Treasurer, Honorary Secretary, not less than two (2) Trustees, and up to six general members

- 6.1. No remuneration shall be payable to any of the Council Members in respect of his/her services as Council Member or on any committee of the Council. The Council Members may be paid all travelling, hotel and other expenses properly incurred by them in attending and returning from meetings of the Council or any committee of the Council or general meetings of the Club or otherwise in connection with the business of the Club.
- 6.2. The business of the Club shall be managed by the Council, who may exercise all such powers of the Club as are not by this Constitution required to be exercised by the Club in general meeting, subject nevertheless to the provisions of this Constitution and to such directions as the Club in general meeting may give. No such direction given by the Club in general meeting shall invalidate any prior act of the Council which would have been valid if that direction had not been given.
- 6.3. All cheques and other negotiable instruments and all receipts for monies paid to the Club shall be signed, endorsed or otherwise executed by such person or persons and in such manner as the Council shall from time to time by resolution determine.
- 6.4. The Club shall keep minutes: -
 - 6.4.1. of the names of the Council Members present at each meeting of the Council and of any committee of the Council.
 - 6.4.2. of all resolutions and proceedings at all meetings of the Club and of the Council and of committees of the Council.

- 6.5. The Officers of ALSAA Council shall be the following
- 6.5.1. The Chairperson ("The Chair")
 - 6.5.2. The Vice Chairperson ("The Vice Chair")
 - 6.5.3. The Honorary Treasurer
 - 6.5.4. The Honorary Secretary
- 6.6. The Chair, the Honorary Treasurer and the Honorary Secretary shall be nominated for election by the Council.
- 6.7. The Chair, Honorary Treasurer and Honorary Secretary shall be elected by members present at the General Meeting.
- 6.7.1. These officers shall hold office for three years.
 - 6.7.2. One of these officers shall be elected in rotation each year, beginning with the Chair, followed by the Hon Treasurer and then the Hon Secretary. The outgoing officer shall be eligible for re-election
- 6.8. The Vice Chair shall be elected by the Council at its first meeting following the AGM
- 6.9. There shall be not less than two (2) Trustees, who shall be members of the Council by right of office. They shall be nominated and appointed by the Council and approved at the AGM.
- 6.10. Interim vacancies may be filled by the Council. They shall hold office until death or until such time as they tender to the Honorary Secretary their resignation from the office of Trustee.
- 6.11. One Third of the general Council members shall retire each year but shall be eligible to go forward for re-election.
- 6.11.1. Members only can vote in the election of general members, either by casting their vote on the day of the AGM at a designated location within the main complex or at the AGM. The term of office of each such member elected shall be three years. Only the adult primary member of a Duet, Group or Family membership can vote.
- 6.12. Twelve members may nominate a member to go forward for election.
- 6.13. A maximum of two (2) members from an affiliated section may be members of the Council at the same time. This number includes Officers of the Council.
- 6.14. Nominations must be received by the Honorary Secretary at least three (3) weeks before the election, along with the names and membership numbers of the twelve nominators.
- 6.15. If the number of nominees exceeds two (2), the Honorary Secretary shall prepare a list of names of nominees and issue each member who attends the Annual General Meeting with a ballot paper. Each member shall vote by marking an 'X' opposite the candidate of their choice and the candidates securing the highest number of votes shall be declared elected. In the event of a tie further ballots shall be held until a result is reached.

7. Rotation of Council Members

- 7.1. At the first AGM of the Club, all Council Members shall retire from office and at the Annual General Meeting in every subsequent year, one-third of the Council for the time being, or, if their number is not three or a multiple of three, then the number nearest one-third, shall retire from office.
- 7.2. The Council Members to retire in every year shall be those who have been longest in office since their last election, but as between persons who became Council Members on the same day, those to retire shall (unless they otherwise agree amongst themselves) be determined by lot.
- 7.3. A retiring Council Member shall be eligible for re-election.
- 7.4. The Club, at a meeting at which a Council Member retires in manner aforesaid, may fill the vacated office by electing a person thereto, and in default of the Club doing so, the retiring Council Member shall, if offering himself for re-election, be deemed to have been re-elected, unless (a) at such meeting it is expressly resolved not to fill such vacated office; or (b) a resolution for the re-election of such Council Member has been put to the meeting and lost.
- 7.5. No person other than a Council Member retiring at the meeting shall, unless recommended by the Council, be eligible for election to the office of Council Member at any general meeting unless, not less than three nor more than 7 days before the date appointed for the meeting, there has been left at the Club's principal place of business (a) notice in writing, signed by a member of his/her intention to propose such a person for election, and (b) notice in writing signed by the person concerned of his/her willingness to be elected.
- 7.6. The Club may remove any Council Member before the expiry of his/her period of office.
- 7.7. The Council may at any time appoint any person to be a Council Member, either to fill a casual vacancy or as an addition to the existing Council Members, but so that the total number of Council Members shall not at any time exceed the number, if any, provided for in this Constitution. Any Council Member so appointed shall hold office only until the next annual general meeting and shall then be eligible for re-election.

8. The powers of the Council

- 8.1. Accept for membership those who qualify under the rules governing membership.
- 8.2. Decide on all policy matters affecting the affairs of the Club.
- 8.3. Decide on all financial matters affecting the Club. The Council shall obtain the approval of the Trustees for expenditure exceeding €100,000.00 for any one purpose and for the disposal of assets, other than of stocks for resale and other items which may be agreed by the Trustees from time to time.
- 8.4. Employ the General Manager to run the affairs of the Club and to determine their remuneration and Contract of Employment.
- 8.5. Establish whatever Sub-committees are necessary for the smooth running of the Club's affairs and to delegate to them whatever authority the Council may deem necessary to fulfil its function. The Chairperson of each Sub-committee shall be a member of the Executive Council.

- 8.6. Co-opt additional members to the Executive Council, if it deems necessary to do so, subject to the approval of the next AGM. Their length of co-option will be decided by the Executive Council.
- 8.7. Make arrangements for the Annual General Meeting of the Club and to arrange for the election of the new Executive Council every year.
- 8.8. Borrow money with the agreement of the Trustees for the operation and development of Club facilities. The officers and the members of the Executive Council shall be indemnified by members of the Club jointly and severally against all debts of the Club incurred in conformity with the exercise of their powers under this constitution.
- 8.9. Delegate to the General Manager the power to disburse funds for specified purposes subject to the limits imposed by the Executive Council.
- 8.10. Regulations governing clubs required by the Acts of the Oireachtas or judicial decision shall be incorporated into the Rules of the Club by the Executive Council.
- 8.11. Make rules to govern the use of any facilities provided for members of the Club.
- 8.12. Create Sub-Committees to address various areas of concern. Sub-Committees must include two (2) members of the council and a maximum of five other members with the expertise to address the issue of concern.

9. Meetings of the Executive Council

Executive Council meetings will normally take place at least once during each month. Four (4) members shall form a quorum for each meeting. Attendance may be in person or online.

10. The Honorary Secretary

- 10.1. Shall convene meetings of the Executive Council in accordance with the rules
- 10.2. Keep Minutes of the proceedings of all meetings of the Council and of the Annual General Meeting and any other meetings of the Club
- 10.3. Carry out any other duties of a secretarial nature as requested by the Executive Council.

11. The General Manager of the Club shall

- 11.1. Have full executive authority and responsibility for the management of the Club's employees, premises and grounds.
- 11.2. Operate under their contract of employment and terms of reference as laid down by the Executive Council.
- 11.3. Maintain correct and up to date accounts and books of the Club and follow the procedures and principles agreed with the Honorary Treasurer and external auditors. Such accounts and books shall not be destroyed for at least six years after they have become obsolete, and the Executive Council shall make provision for their safe keeping.
- 11.4. Authorise for payment as specified by the Executive Council under 8.3 payments outside the scope of 8.9 and in excess of €6,500 for any one payee shall be approved by any two of the following: - Chair, Honorary Treasurer, Honorary Secretary and General Manager.
- 11.5. Keep an up-to-date list of members of the Club available for the Executive Council as required.

11.6. Except for items under the control of the General Manager, no officer or member of the Executive Council or employee of the Club shall order anything on behalf of the Club without the consent of the Executive Council.

12. Members

The number of Members at the date of adoption of this Constitution is approximately 5,000 but the Council may from time to time register an increase or decrease in the number of Members, subject to there being a minimum of three Members. The Members shall be classed into the following categories of membership:

12.1. General Members include all members of ALSAA who have held continuous membership for over one year and have paid their subscription up to date.

12.2. All Council Members shall be members of ALSAA

12.3. Affiliate Club Members - each club constituted within ALSAA and which applies to the Club for membership and is approved in accordance with the Clubs policies for admission of Affiliate Clubs

13. Rights of Members

Membership of the Club is not transferable and shall cease,

13.1. If the member resigns by serving notice in writing to the Council at the clubs principal place of business.

13.2. On failure to renew annual fee within 30 days of membership renewal date

13.3. On the member's death.

14. General Meetings

The Club shall hold a general meeting in every calendar year as its Annual General Meeting (AGM) at such time and place as may be determined by the Council and shall specify the meeting as such in the notices calling it provided that every annual general meeting except the first shall be held not more than fifteen months after the holding of the last preceding annual general meeting. All general meetings other than annual general meetings shall be known as Extraordinary General Meetings (EGM's). None of the following matters may be brought into effect unless the same shall have been approved at a general meeting of the Club: -

1. To make any alteration, addition or amendment to this Constitution.
2. To wind up the Club.
3. To remove a Council Member.
4. To appoint a new trustee of the Club pursuant to Rule 14.
5. To change the name of the Club.

- 14.1. The Council may convene an extraordinary general meeting. If, at any time, there are not sufficient Council Members capable of acting to form a quorum of Council Members, any Council Member may convene an extraordinary general meeting.
- 14.2. The quorum for general meetings shall be a minimum of twenty five (25) adult members.
- 14.3. The Chair of the Executive Council shall preside as chairperson at every general meeting of the Club, or if there is no such chairperson, or if he or she is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Council Members present shall elect one of their number to be chairperson of the meeting.
- 14.4. If at any meeting no Council Member is willing to act as chairperson or if no Council Member is present within 15 minutes after the time appointed for holding the meeting, the members of the Club present shall choose one of their number to be chairperson of the meeting.
- 14.5. The chairperson may, with the consent of any meeting at which a quorum is present and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place. However, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting but, subject to that, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 14.6. Where there is an equality of votes the chairperson of the meeting shall be entitled to a second or casting vote.

The business of the AGM shall be: -

- 14.6.1. To adopt the Minutes of the previous AGM and discuss matters arising from those Minutes.
- 14.6.2. To receive the Chair's report on the Clubs operational and capital plans for the year ahead.
- 14.6.3. To receive the General Manager's report on the Club.
- 14.6.4. To receive the financial accounts of the Club for the year ended 31st December immediately preceding the AGM, which have been duly audited by external auditors, who shall be appointed by the Officers of the Club for that purpose and approved at the AGM.
- 14.6.5. To elect members to the Executive Council by secret ballot of adult primary members if necessary.
- 14.6.6. To consider resolutions and motions from the Club members and affiliated clubs.
- 14.6.7. To transact any other business relating to the affairs of the Club.

15. Extraordinary General Meeting

The Executive Council may call an Extraordinary General Meeting ("EGM") of members when it considers such a course is necessary or shall call such meeting on a requisition in writing to the Honorary Secretary signed by at least twenty-five adult primary members, which requisition must state the business to be brought forward. No business shall be transacted at such meeting except that

contained in the agenda issued by the Honorary Secretary or specified in the requisition. At least fourteen days (14) notice of an EGM shall be given to all members and for this purpose publication on the Clubs website, Swimming Pool and Main complex notice boards shall suffice. Such notice shall clearly indicate the purpose of the meeting. Ref Appendix 1 for Procedure general meetings.

16. Trustees

for the purpose of holding property of the Club

- 16.1. The property of the Club shall be vested in and held by the Trustees for the time being of the Club upon trust for the Club as beneficial owner, to be dealt with at all times as and only as the Executive Council may, in accordance with the main objects, direct. The Trustees shall, at the request of the Executive Council and at the cost of the Club as beneficial owner, transfer or convey the trust property to such persons, at such times and in such manner as the Executive Council shall direct.
- 16.2. The Trustees shall be indemnified out of the assets of the Club against present and future liabilities, actions, proceedings, claims, demands, duties and taxes and all other costs and expenses whatsoever in respect of the trust property. The Trustees shall not be required to incur any expenditure in respect of the trust property unless and until money shall have been provided by the Executive Council for that purpose. The number of the Trustees shall be not less than two. The Club in general meeting shall have the power of appointing new Trustees.
- 16.3. Trustees shall be chargeable only for such monies as they shall actually receive and shall be answerable and responsible only for their own acts, receipts, omissions, neglects and defaults. They shall not be liable for any loss occasioned by negligence or breach of duty in any case, if, in the opinion of the Executive Council, such Trustee has acted honestly and reasonably in the matter and ought fairly to be excused
- 16.4. A Trustee may be removed from office by a resolution of a general meeting of ALSAA for any reason that seems sufficient to a two-thirds majority of the members present. The Council shall by resolution appoint the replacement Trustee

Appendix 1

1. Procedure at Annual General Meetings (AGM).

- 1.1 The quorum shall be minimum twenty five (25) adult primary members. If thirty (30) minutes after the time fixed for the commencement of the meeting a quorum is not present the Chair shall declare the meeting automatically adjourned to the same day in the next week at the same time and place or to such other date and at such other time and place as the Executive Council may determine, without the need to give notice of the adjournment. At the adjourned meeting, those who are entitled to vote, whatever their number, shall constitute a quorum and shall be entitled to deal with any matters which, but for the lack of a quorum could properly have been dealt with at the meeting from which the adjournment took place.
- 1.2 Voting on any motion after the election of the Executive Council shall be decided by a simple majority or by a show of hands, with every adult primary member having a vote on each motion. The Chair, who presides at such meetings shall have a casting vote when necessary.
- 1.3 The adult primary Club members shall not be entitled to vote by postal vote, but a proxy vote will be accepted in the main complex office on the day of the AGM between the hours of 10.00 and 16.00 in a format prescribed by ALSAA.
- 1.4 The Chair's decision as to the result of the voting on any motion shall be final.
- 1.5 Alterations or additions to the Constitution and Rules may be made at the AGM of the Club provided that: -
- 1.6 One month's notice in writing is given to the Honorary Secretary and be posted on the Clubs notice boards and website, setting out the grounds for such proposals and listing the names of the twenty-five adult primary members of the Club who support the proposal, or that such proposals are made by the Executive Council.
- 1.7 A two thirds majority of those present and who have a vote are in favour.
- 1.8 The approval of the Trustees is obtained prior to the Annual General Meeting (AGM) on all proposals.
- 1.9 If at any AGM, a resolution for the dissolution of the Club affairs shall be passed by a majority of the adult primary members present, the following procedures will apply
- 1.10 An Extraordinary General Meeting (EGM) shall be held not less than 6 weeks later (of which not less than 4 weeks written notice has been given to each adult primary member).
- 1.11 At the EGM, not less than twenty five (25) of the adult primary members entitled to vote shall be present. At the EGM for dissolution, not less than Fifty (50) of the adult primary members entitled to vote shall be present.
- 1.12 The resolution must be passed by at least two thirds of the adult primary members present

2. Agenda for AGM.

- a) Present, In Attendance and Apologies
- b) Declaration that a quorum is present
- c) Minutes of last AGM
- d) Chair's Address
- e) Annual Report / Secretary's Report
- f) Approval of Financial Statements / Income & Expenditure
- g) Rotation of Directors / Executive Committee Members
- h) Election of Directors / Executive Committee Members
- i) Election of Sub - Committees
- j) Approval of Auditor's Fee
- k) Appointment of Auditors
- l) Appointment of Legal Advisers
- m) Re-appointment of Company Secretary (if an outside person / body)
- n) Any other business (AOB).

"In Attendance" covers Members, Accountants, Solicitor, etc and attendance recorded.

3. Annual General Meeting Standing Orders

3.1. Voting

- 3.1.1. Voting in relation to elections shall be by show of hands unless a ballot is demanded by more than 50% of members present and entitled to vote. In the event of a tie further ballots shall be held until a result is reached.
- 3.1.2. Voting on other questions shall be by a show of hands unless a ballot is demanded by at least 50% of members present and entitled to vote. Should the result of such voting be equal, the presiding Chairperson shall have a casting vote.
- 3.1.3. At least two tellers shall be appointed to count the votes

3.2. Order Of Business (Current)

The order of business shall normally be as follows

- 3.2.1. Opening of the Meeting.
- 3.2.2. Minutes of the previous meeting (may be 'taken as read' if already distributed).
- 3.2.3. Matters arising from the minutes.
- 3.2.4. Adoption of the minutes.
- 3.2.5. President's Address.
- 3.2.6. Financial Report.
- 3.2.7. Variable items (motions received, etc.)
- 3.2.8. Any Other Business (AOB).
- 3.2.9. Elections.
- 3.2.10. Closing of the Meeting.

3.3. Nominations

- 3.3.1. All persons nominated for election to the Executive Council / Board must be proposed and seconded in writing.
- 3.3.2. Nominations must be received by the Honorary Secretary in sufficient time for inclusion in the notice, as per Article 9 of the Constitution.
- 3.3.3. Should there be insufficient candidates for the number of positions available, nominations may be taken from the floor.

3.4. Motions And Amendments

- 3.4.1. Motions for the AGM (other than procedural motions) must be notified to the Honorary Secretary in sufficient time for inclusion in the agenda, as per Article 7.1 of the Constitution. (Such notice must state the name*of the Proposer and Seconder.)
- 3.4.2. Motions on the agenda shall be moved by the member in whose name they stand, or, in their absence, by another member with the permission of the Chairperson.
- 3.4.3. No proposal or amendment shall be discussed unless and until it has been seconded.
- 3.4.4. Amendments may be proposed without previous notice provided that such amendments do not contravene the intention of the original motion.
- 3.4.5. Amendments shall be dealt with one at a time, in the order in which they affect the words of the original motion, subject to the provision that each amendment may itself be amended. (Any motion to which an amendment has been proposed may not be withdrawn, until the amendment has been dealt with.

3.5. Time Limits

Where a meeting has a great deal of business to dispose of within a limited time, the Chairperson may apply the time limits provided hereunder:

- 3.5.1. Speakers seeking to report to the General Meeting, other than the person presenting the report, shall be allowed to speak only once, and for not more than three (3) minutes on any one report, except to raise points of order or information.
- 3.5.2. The proposer of a motion shall be allowed to speak for not more than five (5) minutes and each succeeding speaker not more than three (3) minutes.
- 3.5.3. No speaker shall be allowed to speak more than once on any one motion except to raise points of order or information, provided however, that the proposer of the motion may reply only once to the debate, and in so doing shall speak for not more than three (3) minutes, and shall not introduce new matter.

3.6. Closure of discussion

The Chairperson shall normally decide when each item of business has been sufficiently discussed. However, discussion may also be cut short by the adoption of one of the procedural motions provided hereunder:

- 3.6.1. In the event of a motion 'That the meeting proceed to the next business' being proposed and seconded all further discussions on the matter before the chair shall cease until such motion is put to a vote. If the procedural motion is carried, the original motion and amendments (if any) shall be deemed to have been disposed of, and the next business shall be taken up. If defeated the discussion shall be resumed.
- 3.6.2. A motion 'That the question be now put' shall be decided immediately, without discussion, once it is proposed and seconded. If carried, the proposer of the original motion shall be allowed to reply to the debate, and the matter shall then be put to a vote without further discussion. If the procedural motion is defeated, the discussion on the original motion shall be resumed.
- 3.6.3. A procedural motion which has been defeated shall not be re-introduced until a period of twenty (20) minutes has elapsed.

3.7. General

- 3.7.1. The Chairperson may permit a person who is not a member, to attend, and address the meeting, if he/she is satisfied that it would be in the interests of the Club to do so.
- 3.7.2. Any of these Standing Orders may be suspended provided a motion to that effect is adopted by two thirds of the members present and voting.
- 3.7.3. The relevant paragraphs of these Standing Orders shall also apply to any Special General Meeting, Extraordinary General Meeting or adjourned General Meeting.

3.8. Unauthorised Recording or transmission of a meeting

The Honorary Secretary is the only person officially entitled to record a meeting for the purposes of producing minutes. This may include the use of electronic devices.

- 3.8.1. It is expressly forbidden for any other person attending an AGM, EGM or ALSAA Executive Council meeting to record via electronic devices the meeting proceedings (and / or transmission of such recordings to non-members or other entities outside of ALSAA) without the notification to and acceptance of all the attending members.
- 3.8.2. Recording personal data without consent can breach data protection laws, such as the GDPR, which requires data to be processed lawfully and transparently.