

# BC SCHOOL SPORTS



**44<sup>th</sup> ANNUAL GENERAL MEETING**

## **Meeting and Registration Information**

*MAY 5, 2012*

**North Surrey Secondary School,  
Surrey, BC**

Important Information – please review carefully!!

BC SCHOOL SPORTS  
2012 ANNUAL GENERAL MEETING WEEKEND  
Friday May 4 – Saturday May 5, 2012  
North Surrey Secondary  
15945-96<sup>th</sup> Ave.  
Surrey, BC

**WEEKEND MEETING SCHEDULE**

**Friday May 4, 2012**                      **Sheraton Guildford Hotel, 15269 104<sup>th</sup> Ave.  
Surrey.**

2:00 pm – 6:00 pm                      BCSS Board of Directors Meeting

6:30 pm – 9:00 pm                      Council of Sport Commissioners Meeting  
Council of Association Presidents Meeting

\* Dinner will be served commencing at 6:30 PM

**Saturday May 5, 2012** - registration is in the main lobby at North Surrey Secondary School.

**44<sup>th</sup> ANNUAL GENERAL MEETING**

- **Will be Webcast**

8:30 am - 9:30 am                      Registration, voting card pick-up and Continental Breakfast

**Voting cards MUST be picked up before 9:30 am**

9:30 am                                      AGM Opening

9:30 am - 12:00 pm                      AGM Business Meeting

12:00 pm - 1:00 pm                      Luncheon

1:00 pm - 4:00 pm                      AGM Business Meeting (Continued if Required)



# BC SCHOOL SPORTS

Mailing Address: 20800 Lougheed Hwy, PO Box 97, Maple Ridge, BC V2X 7E9

Location: 21821 - 122<sup>nd</sup> Ave, Room 1009, Maple Ridge, BC V2X 3X2

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## BC SCHOOL SPORTS 44th ANNUAL GENERAL MEETING MAY 5, 2012

The BC SCHOOL SPORTS 44th Annual General Meeting will be held on **Saturday May 5, 2012** at **North Surrey Secondary in Surrey, BC Location is 15945-96<sup>th</sup> Ave. Surrey**

The 2011-2012 AGM will take place all day on May 5<sup>th</sup>. This AGM registration package contains all of the information needed to register for the meeting, and to make the appropriate travel and accommodation arrangements. The actual voting forms, AGM reports, audited financial statements and resolutions will be made available to all Athletic Directors in April.

### ***Why attend the BC SCHOOL SPORTS AGM?***

Every BCSS Member School has a vote at the BC SCHOOL SPORTS Annual General Meeting. The Legislative Assembly at the AGM makes decisions on competitive and operating policies and regulations that will affect the way that your school's extra-curricular athletic programs function. The school representative must be a Teacher or Administrator Assigned to that Member School, and should be knowledgeable about school sport issues and concerns. Additional school observers may also attend for a small fee.

### ***To ensure that your school's views and opinions are well represented, attend the AGM, or send a proxy vote with a designated representative from another school in your local association.***

Member Schools have a direct say in the governance of BC SCHOOL SPORTS by exercising their AGM vote on all issues that affect school athletics.

Attendance at the AGM will:

- < enable the school representative to influence (through discussion and voting) the decisions made regarding school sports,
- < help the school representative to be better informed about rules and policy decisions, and
- < provide valuable networking and information-sharing experiences with teacher-coaches and administrators from across the province.

### ***Is there financial assistance to attend the BC SCHOOL SPORTS AGM?***

BC SCHOOL SPORTS contributes financial assistance for travel from/to each of the BCSS Designated Zones. The money is allocated to ensure that schools representing all parts of the province will be in attendance. (*please see the "General Information Sheet" for details*) BCSS attempts to keep the over-all costs and costs to individual schools as low as possible. There is no registration fee for the official school representative to the BC SCHOOL SPORTS Annual General Meeting. The registration fee for observers to the meeting is a minimal \$15 per person.

Accommodation is the responsibility of the Member School or School Representative. **The host hotel for this week-end will be the Sheraton Guildford Hotel, 15269 104<sup>th</sup> Ave. Surrey. Reservations can be made by calling Central Reservations at 1-888-627-8063 and ask for the BC SCHOOL SPORTS Guest rooms. Rooms will be held until April 4, 2012.**

BC SCHOOL SPORTS will offer AGM delegates an early morning continental breakfast, plus lunch on May 5th.

We look forward to seeing you in May at the AGM.

# BC SCHOOL SPORTS 44th ANNUAL GENERAL MEETING

May 5, 2012

North Surrey Secondary School, Surrey, BC

## GENERAL INFORMATION

*Please Read Carefully*

### **AGM OVERVIEW:**

The Annual General Meeting will take place on **Saturday May 5, 2012, from 9:30 am - 2:00 pm** at North Surrey Secondary School. Registration for the meeting will open at 8:30 am. Pre-meeting coffee and lunch will be provided.

### **OTHER MEETINGS:**

The BCSS Board of Directors will meet on May 4th. The Council of Association Presidents and the Council of Sport Commissioners will meet the evening of Friday, May 4<sup>th</sup> (**See the "Meeting Schedule" for complete details.**)

### **ANNUAL GENERAL MEETING REGISTRATION:**

AGM attendees are asked to **REGISTER FOR THE AGM BY APRIL 2nd**, so that we can confirm numbers for lunch at the meeting. Submit the registration form included in this package. All Member Schools will receive the full Annual General Meeting package (including resolutions) in mid-April, via the BCSS website for downloading.

**Please note that the Audited Financial statements will be posted to the BCSS website and copies will be available at the AGM.**

The Designated School Representative (*must be a teacher or administrator from that school*) from each Member School is the **official school delegate**, and can register for the AGM at no charge. Additional school attendees register as observers. The registration fee for observers is \$15. Travel, accommodation and meal information for delegates and observers can be found further on in this memo. Only registered delegates and registered observers can attend the AGM. (*The observer's fee is waived for Athletic Association Presidents and BCSS Sport Commissioners not holding their school's vote and for the 5 District Athletic Coordinators*)

### **VOTING AT THE ANNUAL GENERAL MEETING:**

Every Member School in good standing as of March 30<sup>th</sup>, 2012 is allowed to vote at the BCSS Annual General Meeting. Voting may be conducted in three ways. (Please refer to Bylaw 5.6). Voting Forms for Designated School Representatives, Proxy Forms and any required Secret Ballots will be in the AGM packages and made available to schools in April via email or can be found on the BCSS website.

- a) **Every Member School should have a Designated Representative at the AGM.** The representative must be a teacher or administrator assigned to that school by the District, or employed by that school (Independent Schools). Both the School Representative and the School Administrator must sign the Designated Representative form. **(This must be done to ensure your representative can in fact Vote at the AGM)**
- b) A Member School can be represented by proxy. The Member School "assigns" their vote to a Designated Representative from **another school in the same athletic association**, who will be attending the meeting. Proxy forms must be signed by the Athletic Directors & Administrators from both the assigning & receiving schools.
- c) A Member School can vote by secret ballot for Board elections.

### **RESOLUTIONS:**

Resolutions to revise the BCSS Constitution and/or Bylaws are due in the BCSS office by **March 23rd**. Other resolutions are due by **March 30<sup>th</sup>**. (**see the Resolution Form attached to this package for more details**)

### **NOMINATIONS FOR BCSS BOARD OF DIRECTORS:**

Information on the nomination process for a position on the BCSS Board of Directors is on the Nomination Form **enclosed in this package**. Nomination Forms are due in the BCSS Office by **March 23<sup>rd</sup>**.

### **GENERAL OUTLINE OF THE 2011-2012 AGM BUSINESS:**

Business to be addressed at the Annual General Meeting will be:

- ✓ the General Business of the AGM, including Directors' Reports, Standing Committee Reports, Programming and Service Reports, the 2010-2011 Audited Financial Statement and the Election of Officers for 2012-2014
- ✓ Resolutions concerning revisions to the BCSS Constitution and Bylaws
- ✓ Resolutions concerning revisions to the BCSS Competitive Policies and Procedures
- ✓ Resolutions concerning revisions to the BCSS Operating Policies and Procedures
- ✓ any other resolutions as submitted by Member Schools

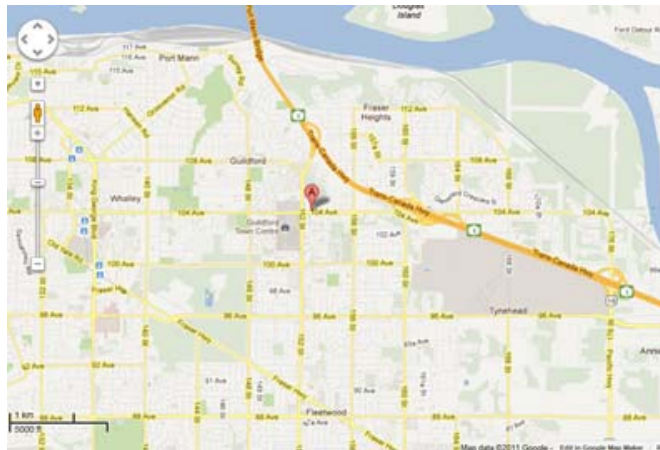
### **TRAVEL ARRANGEMENTS:**

If you are eligible for BCSS travel assistance to the AGM, air travel **MUST** be booked through *Personal Travel Incentives* no later than April 15. Phone **1-800-872-9080** or Vancouver local **604-739-3622** and **ask for Darcy**. (**Athletic Association Presidents MUST approve** travel expenditures prior to a booking being made. Observers are responsible for all of their own travel expenses.)

- **Okanagan** - BCSS will contribute \$40 per person. Delegates are encouraged to carpool
- **Lower Mainland, Howe Sound, Fraser Valley Schools** - Representatives from these Member Schools will NOT receive any travel assistance.
- **Vancouver & Gulf Island Schools** - BCSS will contribute \$50 per person. Delegates are encouraged to carpool.
- **Kootenays** - BCSS will contribute up to \$1600 toward the total travel costs of all school delegates from the two Kootenay Athletic Associations (combined). **Contact your Athletic Association President for details.**
- **Williams Lake/Quesnel** - BCSS will contribute \$50 per person. Delegates are encouraged to carpool.
- **Fort St. John/Dawson Creek/Chetwynd** - BCSS will contribute up to \$1200 towards the total travel costs of all school delegates from the Fort St. John, Dawson Creek, Chetwynd area. **Contact your Athletic Association President for details.**
- **Prince George/MacKenzie/Vanderhoof** - BCSS will contribute up to \$1800 towards the total travel costs of all school delegates from the Prince George, MacKenzie, Vanderhoof area. **Contact your Athletic Association President for details.**
- **Northwest Zone** - BCSS will contribute up to \$1800 towards the total travel costs of all school delegates from the Northwest Zone. **Contact your Athletic Association President for details.**

### **ACCOMMODATION ARRANGEMENTS:**

**Accommodation must be paid by the Member School delegate or observer.** BCSS does not pay for accommodation. **A block of rooms has been booked at the Sheraton Guildford Hotel @ Central Reservations at 1-888-627-8063 and ask for the BC SCHOOL SPORTS Guest rooms.**



**Sheraton Guildford Hotel, 15269 104<sup>th</sup> Ave. Surrey**  
**Central Reservations at 1-888-627-8063**

### **AGM MEALS:**

On Saturday May 5th, AGM delegates and observers can enjoy a stand-up luncheon in the Main lobby area of North Surrey Secondary. Other meals are the responsibility of the delegate or observer.

**For more information, contact the BCSS office**  
(604) 477-1488 (T), (604) 477-1484(F). e-mail: [info@bcschoolsports.ca](mailto:info@bcschoolsports.ca)

# BC SCHOOL SPORTS 2012 ANNUAL GENERAL MEETING MAY 5, 2012

## BOARD OF DIRECTORS NOMINATION FORM

The BC SCHOOL SPORTS Board of Directors has 13 positions:

*President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, three Athletic Association Presidents, three Council of Sport Commissioners Representatives and four appointees representing the B.C. School Trustees' Association, B.C. School Superintendents' Association, B.C. Principals' and Vice-Principals' Association, and the B.C. Confederation of Parent Advisory Councils.*

The Board of Directors is responsible for the over-all management of the association, within the parameters of the membership-approved Bylaws, policies and other rules & regulations. The Board of Directors meet three times per year (in May before the AGM, mid-June and late January). In addition to these meetings, the Board may create ad hoc committees to deal with certain issues, or Directors may be asked to represent the association at various meetings, championships and other functions.

Individuals interested in having their name put forward for the Board of Directors should speak to one of the current members of the Board about the roles & responsibilities, workload and expectations.

Positions Open for Election at the 2012-2014 AGM (two year terms)

| <b>POSITION</b>  | <b>To Be Elected By?</b>  | <b>Name of Incumbent</b> |
|--|---|--------------------------|
| President  | <b>elected by the membership at large</b>   | Raj Puri                 |
| 1 <sup>st</sup> Vice-President                         | <b>elected by the membership at large</b>   | Randy Semenoff           |
| Athletic Association President X 1                     | <b>elected by the Athletic Association Presidents prior to the AGM and announced.</b> | Sue Thorne               |
| Sport Commissioner (2)<br>Volleyball – Boys<br>Curling | <b>agreed to by Commissioner rotation schedule and announced no later than June</b>   |                          |

### NOMINATION PROCEDURE:

Nomination Forms must be received in the BCSS office by **March 23rd** for the nominee to be listed on the Ballot in the pre-circulated AGM material that will be sent to delegates in late April if required.

If more than one nomination is received for the positions open for election by the membership at large the election will be conducted by Secret Ballot {as per BCSS Bylaw 5.6 c}. **Nominations will not be accepted from the floor at the AGM.**

Nominees must sign the nomination form (on the back of this sheet), or submit a letter indicating that they are willing to stand for office. Nominees do not have to be in attendance at the AGM.

For information on Board of Directors positions and eligibility requirements for Directors, refer to BCSS Bylaw Article VII or contact the BCSS Office for information.

**BC SCHOOL SPORTS 2011-2012 ANNUAL GENERAL MEETING  
MAY 5, 2012**

**NOMINATION FORM - BCSS BOARD OF DIRECTORS**

FOR THE POSITION OF: \_\_\_\_\_

**NOMINEE:** \_\_\_\_\_

SCHOOL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**I confirm that I meet the requirements for election to the BC SCHOOL SPORTS Board of Directors (Bylaw 7.3), and agree to stand for the above-noted position:**

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date

**NOMINEE'S QUALIFICATIONS FOR POSITION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOMINATED BY:** \_\_\_\_\_  
Name Member School

**SECONDED BY:** \_\_\_\_\_  
(Must be a different Member School than above) Name Member School

**Return by March 23rd to:  
BC SCHOOL SPORTS  
(604) 477-1484 (F)**

# BC SCHOOL SPORTS AGM RESOLUTION FORM

to go to the May 5, 2012 Annual General Meeting

**DUE MARCH 23:** Special Resolutions to change the BCSS Constitution and Bylaws

**DUE MARCH 30:** Any other resolutions (i.e.: Operating or Competitive policies and procedure, programming decisions, membership fees and levies)

## PROCEDURES FOR SUBMITTING AND PROCESSING RESOLUTIONS

1. Resolutions to make changes to the BC SCHOOL SPORTS Constitution and/or Bylaws must be received in the BCSS office by **MARCH 23**. Resolutions that reference policies, procedures, rules & regulations, fees or programs must be received in the BCSS office by **MARCH 30**.
2. All resolutions will be referred to the Resolutions Committee for editing, consistency and acceptance. Resolutions will be pre-circulated to the membership two weeks prior to the AGM.
3. Only pre-circulated resolutions will be dealt with at the AGM. Resolutions will not be accepted from the floor except at the discretion of the Chairperson, or to be tabled to the 2012-2013 Annual General Meeting.
4. Resolutions can only be submitted by school-based representatives of BC SCHOOL SPORTS Member Schools. The mover and seconder of a resolution must be from two different Member Schools. The Administrators' signatures from these two schools (indicating awareness of and consent for a resolution submission from their school) should be included on the resolution form.
5. The Resolution Form (reverse) must be completed in its entirety and contain sufficient information (rationale, statistics, data etc.) to enable the Resolutions Committee to process the resolution. If necessary, add a second page for the rationale.
6. The Resolutions Committee will present the resolution package to the membership at the Annual General Meeting for the membership's consideration and adoption, referral, tabling or rejection.
7. If a resolution is passed at the AGM:
  - a) The Resolutions Committee will further edit the resolution(s) as may be required should presentation to government or another agency be necessary.
  - b) If applicable, the Chairperson of the Resolutions Committee will arrange appointments with the appropriate authority to present the resolution(s) as soon as is possible and practical after the Annual General Meeting.



# BC SCHOOL SPORTS 44th ANNUAL GENERAL MEETING

## SATURDAY MAY 5, 2012

North Surrey Secondary School, Surrey, BC

### REGISTRATION FORM

Please complete a separate registration form for each individual attending the AGM. Print or type.

**This is NOT a Voting Form – you will receive the voting form in April.**

Registrant's Name: \_\_\_\_\_ Member School: \_\_\_\_\_

School Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_

Registrant's Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Please Check

- OFFICIAL DESIGNATED SCHOOL REPRESENTATIVE** – 1 per Member School (no registration fee) or
- OBSERVER** (\$15 registration fee for observers)
- or
- FULL TIME DISTRICT ATHLETIC COORDINATOR** (no observer's fee – no voting privileges)
- Or
- ATHLETIC ASSOCIATION PRESIDENT OR SPORT COMMISSIONERS** who is NOT an Official Designated School Representative (no observer's fee and no voting privileges)

#### AGM Travel:

- Yes**, I request BCSS travel assistance as per the enclosed AGM general information sheet. Air travel must be booked by April 15<sup>th</sup> and **MUST** be booked through the BCSS travel agent. (Air travel arrangements may necessitate that these delegates will not return home until Sunday morning)
- No**, I will not utilize BCSS organized travel and understand that I will not receive any travel reimbursement.

#### AGM Accommodation:

- Yes**, I do require accommodation and understand that I am responsible for all accommodation charges.
- No**, I do not require accommodation.

#### Annual General Meeting Timelines:

AGM Registration will be open from 8:30am – 9:30am on Saturday May 5<sup>th</sup>. **All voting Delegates must be registered by this time. Non-Voting DELEGATES MUST REGISTER ON-SITE and collect their package no later than 9:30pm.** (See Bylaw 6.6) The General portion of the meeting will start at 9:30 am and conclude around 4:00pm. **If applicable, the \$15 fee for observers must accompany the registration form.** Cheques should be made out to BC SCHOOL SPORTS. AGM packages, including the Voting Forms that must be signed by School Administrators, will be made available to Member Schools and meeting registrants in late April.

Return to the BC SCHOOL SPORTS office by **April 2<sup>nd</sup>**

**This will allow sufficient time to notify the hotels and caterers. Thank you for your cooperation!**

**FAX: 604-477-1484**