



April 26<sup>th</sup> - 27<sup>th</sup>, 2019

# BC SCHOOL SPORTS

## Annual General Meeting

Kelowna, British Columbia



## MEETING PACKAGE 1

December 2018



**The Cove Lakeside Resort**  
Kelowna, BC

# Hotel Information

## The Cove Lakeside Resort - West Kelowna



The Cove Lakeside Resort is located on the western shore of Okanagan Lake. The Resort features elegantly decorated rooms, stunning views and comfortable in-room amenities.

**BC School Sports will be booking the rooms on behalf of our delegates. Delegates will be responsible for payment upon arrival to the Hotel.**

### Rates

AGM Room Rates are as follows:

- Mountain View - One Bedroom Suite (1 King Bed): \$125/night + taxes
- Mountain View - Two Bedroom Suite (King & Queen or Twin Beds - each bedroom has their own en-suite bathroom): \$175/night + taxes

Taxes: 3% Destination Marketing Fee (DMF), 5% Goods & Services Tax (GST), and 8% Rooms Sales Tax.

Rates will be available 3 days prior to and three days after the meetings.

***Please speak to others in your area about room arrangements - Rooms will be reserved on a first come, first serve basis***

### How to Book

Please book through the BC School Sports office by emailing [info@bcschoolsports.ca](mailto:info@bcschoolsports.ca) with the following information:

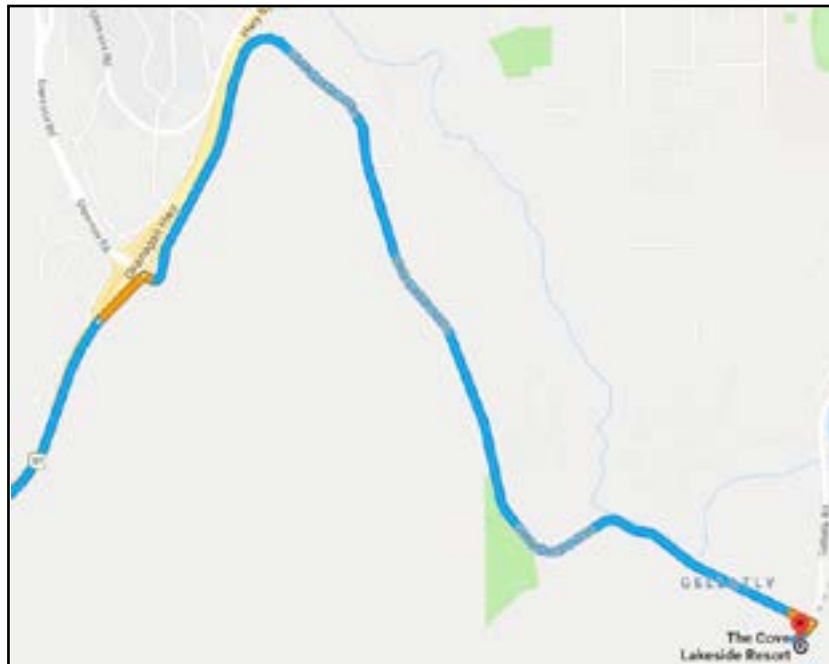
- Name
- School
- Room Preference
- Delegate you would like to share a room with (if applicable)
- Arrival Date
- Check Out Date

***Rooms must be booked by March 25<sup>th</sup>, 2019***

# Transportation

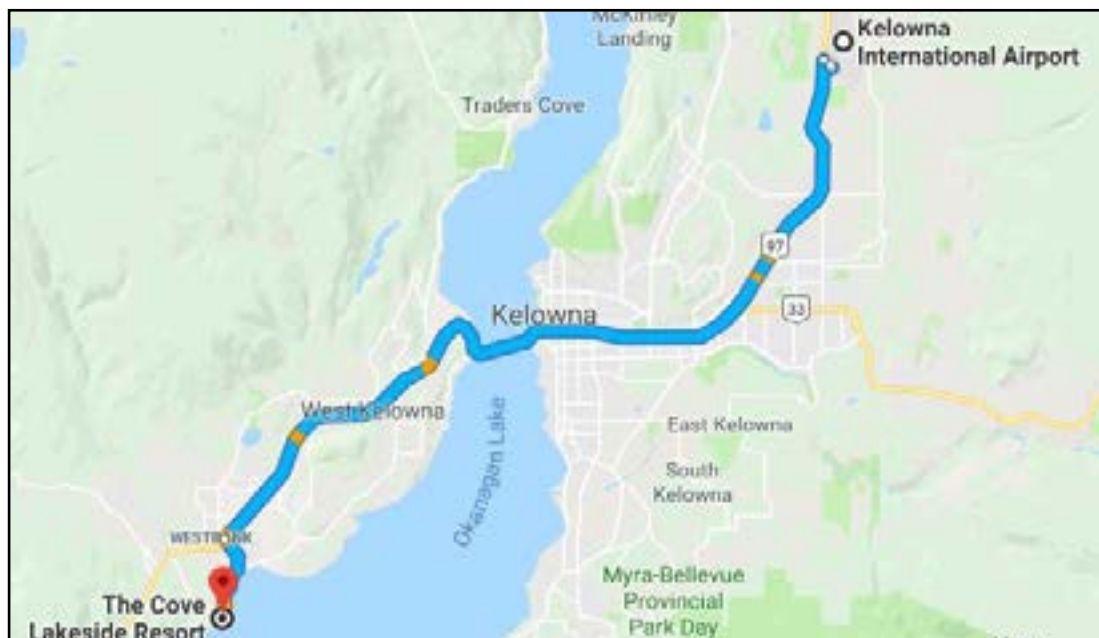
The Cove Lakeside Resort is located at:

4205 Gellatly Road  
West Kelowna, BC  
V4T 2K2



## Airport

Kelowna International Airport has frequent flights in and out daily from around the province. It is a short trip from the Airport to the Resort. If you will be flying in to the AGM please let us know and we can help with arrangements for transportation to the hotel.



## Kelowna Weather

Kelowna's weather this time of year ranges from:

Average Daily High: 15°C  
Average Daily Low: 3°C

Please keep an eye on the weather closer to the AGM.

# Itinerary (Tentative)

## Friday, April 26

Time	Event	Location
8:00am - 11:00am	BCSS Board of Directors Meeting	Meeting Room
11:00am - 3:30pm	BCSS Committee Meetings	Meeting Room
4:00pm - 6:00pm	Joint Council Meeting	Meeting Room
6:00pm - 8:00pm	Dinner	
8:00pm - 11:00pm	BCSS Awards & Social	Suite # _____

## Saturday, April 27

Time	Event	Location
8:00am	Breakfast	Meeting Room
9:00am	AGM Registration Open	Meeting Room
9:30am	AGM	Meeting Room
12:00pm	Lunch	Meeting Room





*BCSS Annual General Meeting, April 27, 2019*

## Resolution Information

**The resolution form must be returned to the BCSS office by February 15<sup>th</sup>, 2019. Late forms will NOT be accepted!**

### *Procedures for Submitting & Processing Resolutions*

1. Resolutions to make changes to the BC School Sports Constitution, By-laws, Operating Policies and Procedures or Competitive Rules and Regulations, must be received in the BCSS office by **February 15<sup>th</sup>, 2019**.
2. As per the BCSS By-laws, only pre-circulated resolutions will be dealt with at the AGM. Resolutions will not be accepted from the floor.
3. 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) need to be included on the resolution form.
4. The Resolution Form must be completed in its entirety and contain sufficient information (rationale, statistics, data etc.) to enable BCSS to process the resolution. If necessary, add a second page for the rationale.
5. Resolutions will be emailed out and published to the BCSS website 21 days prior to the AGM. The resolutions will be presented to the membership at the Annual General Meeting for the membership's consideration and adoption, referral, tabling or rejection.
6. If a special resolution is passed at the AGM it will become effective when accepted for filing by the Registrar.



*BCSS Annual General Meeting, April 27, 2019*

# How to - Writing a Notice of Motion

When writing a Notice of Motion please follow the format outlined on this form. **Incorrect or poorly written resolutions will not be accepted.**

**BCSS AGM Resolution Submission Document - Due February 15, 2019**

**Current Policy (Policy Number & Name):**

Enter the current Policy Name & Number from the BCSS Handbook

Enter the complete current Policy as it reads in the BCSS Handbook. If there is no current policy enter N/A

**Proposed Policy:**  **To add**  **To remove**  **To amend**

Select one of the check boxes that fits the description of your proposed policy

Enter the proposed Policy in the same format as the BCSS Handbook. Remember to use Policy Numbers.

Rationale (Why this motion is being put forward):

- Provide detailed rationale as to the reasons why the authoring of this motion is required
- 
- 

Intended Outcomes of the Motion (What is the desired effect of the change):

- Provide detailed information as to what outcomes do you desire to see as a result of the motion being adopted by the membership
- 
-



*BCSS Annual General Meeting, April 27, 2019*

# Notice of Motion - Special & Ordinary

**This form must be returned to the BCSS office by February 15<sup>th</sup>, 2019. Late forms will not be accepted!**

**BCSS AGM Resolution Submission Document - Due February 15th, 2019**

**Current Policy (Policy Number & Name):**

**Proposed Policy:**  **To add**  **To remove**  **To amend**

Rationale (Why this motion is being put forward):

- 
- 
- 

Intended Outcomes of the Motion (What is the desired effect of the change):

- 
- 
-



*BCSS Annual General Meeting, April 27, 2019*

## Notice of Motion - Special & Ordinary

***Moved By:***

Member School:	_____
Principal Name:	_____
Principal Signature:	_____
Athletic Director Name:	_____
Athletic Director Signature:	_____

***Seconded By:***

Member School:	_____
Principal Name:	_____
Principal Signature:	_____
Athletic Director Name:	_____
Athletic Director Signature:	_____

**Please scan and send all documents to [info@bcschoolsports.ca](mailto:info@bcschoolsports.ca). Fax submissions will not be accepted**





**BCSS Annual General Meeting, April 27, 2019**

# Board of Directors Nomination Information

## Duties of the Board of Directors

The Board of Directors is responsible for the oversight and strategic direction of BCSS, within the parameters of the membership-approved Constitution, By-laws, Operating Policies & Procedures and Competitive Rules & Regulations. The Board of Directors meet 7-9 times per year as required. In addition to these meetings, the Board may create ad-hoc committees to deal with certain issues, or Directors may be asked to represent BCSS at various meetings, championships and other functions.

Individuals interested in having their name put forward for the Board of Directors should speak with the Executive Director about the roles & responsibilities, workload and expectations.

## Positions OPEN for Election at the 2019 AGM for the 2019-2021 term

Position	To be elected by	Name of incumbent	Term
Director at Large	The membership	Sean Juteau	May 2019 - May 2021
Director at Large	The membership	Gerry Karvelis	May 2019 - May 2021
Director at Large	The membership	Rick Lopez	May 2019 - May 2021

## Positions NOT up for Election at the 2019 AGM

Position	Elected by	Name of incumbent	Term
President	The membership	Mike Allina	May 2018 - May 2020
Vice President	The membership	Brent Sweeney	May 2018 - May 2020
Director at Large	The Membership	Rick Thiessen	May 2018 - May 2020
Director at Large	The Membership	Tim Martens	May 2018 - May 2020

## Nomination Procedure

Nomination Forms must be received in the BCSS office by **March 15th, 2019** for the nominee to be listed on the ballot that will be sent to delegates in early April.

If more than one (1) nomination is received for the positions open for election by the membership, the election will be conducted by secret ballot as per the BC School Sports By-laws Article 7.11.

Nominees must sign the nomination form, 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 Director positions and eligibility requirements for Directors, refer to BCSS Bylaw Article 7.3 or contact the BCSS office for information.



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# Board of Directors Nomination Form

**This form must be returned to the BCSS office by March 15<sup>th</sup>, 2019. Late forms will not be accepted!**

**For the position of:**

Director at Large

**Nominee's Personal Information:**

Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

School: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Nominee Declaration:**

I confirm that I meet the requirements for election to the BC School Sports Board of Directors (By-law 7.3), and I agree to stand for the above noted position:

Signature: \_\_\_\_\_

**Nominee School Administrator Consent:**

I confirm that \_\_\_\_\_ meets the requirements for election to the BC School Sports Board of Directors and I support them in their decision to become a member of the Board of Directors.

Administrator Name: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_



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# Board of Directors Nomination Form

## Nominee's Qualifications for the Position

Please write a short bio in the box below that will communicate your experience with education and sports and why you are qualified to be a director on the BCSS Board (Maximum 750 characters).

### Please attach the following:

- Photo (head shot) of the Nominee

### Nominator Information:

**Mover:** \_\_\_\_\_

Member School: \_\_\_\_\_

Member School Principal: \_\_\_\_\_

Mover Signature: \_\_\_\_\_

**Second:** \_\_\_\_\_

Member School: \_\_\_\_\_

Member School Principal: \_\_\_\_\_

Mover Signature: \_\_\_\_\_

*Please scan and send all documents to info@bcschoolsports.ca. The deadline for receipt of Board of Director nominations to be considered at the 2019 AGM is **March 15<sup>th</sup>, 2019.***