



MEMORANDUM

To: Karate BC Members
From: Donna Gardecki, President
Date: September 3, 2024
Subject: Karate BC 2024 Annual General Meeting 45-day Notice

As announced last month, Karate BC will be holding its 2024 Annual General Meeting online via Zoom on **Friday, October 18 from 8:00 pm** to approximately 9:00 pm.

This meeting will be held as a video conference to allow you to participate from anywhere there is internet. A link to the online webinar will be sent to all members. Participants simply click on the link to join the meeting. More details to follow.

In preparation for the AGM, the following information, or links, are included in this package:

1. Attendance Registration: information to follow
2. Details on how to vote (if necessary) will be included in an upcoming information package (see page 2)
3. Board Nomination Process (see pages 2 & 3)
4. Information for Individuals Considering a Position on the Karate BC Board (see page 4)
5. Nomination Form: link [HERE](#)
6. Bylaws: link [HERE](#)
7. Agenda: link [HERE](#)

Timeline:

- Nomination Period: August 18 to Sept. 18, 2024 (from 60 days to 30 days prior to meeting)
- Nomination Deadline: September 18 at 11:59pm (30 days prior to meeting)
- Voting Period: September 27 to October 15 (at least 21 days to 3 days prior to meeting)
- Voting Deadline: October 15 at 11:59pm (3 days prior to meeting)
- Meeting Date: October 18, 2024



KARATE BC ANNUAL GENERAL MEETING REGISTRATION

A link to attend the AGM webinar will be sent to all members. More information on registration, including how to vote (if necessary), will follow in an upcoming notice.

KARATE BC BOARD NOMINATION / ELECTION PROCESS

Nominated individuals must meet the criteria as outlined in the following section of the Bylaws:

- 4.1 The affairs of the Society shall be managed by the Executive Committee. Each Director must be and remain eligible in accordance with the Societies Act, and at the time of their election and throughout their term of office shall be a Regular or Associate Member of the Society.
- 4.2 Election of Directors
 - 4.2.1 Nominations for expiring positions on the Executive Committee will be sought by a Nominations Committee appointed by the Board.
 - a) The period for individuals seeking election to be nominated as a Director shall open with the notice of an upcoming Annual General Meeting 60 days prior to the meeting.
 - b) The nomination period for eligible candidates for expiring Director terms shall be open from 60 days to 30 days prior to the Annual General Meeting.
 - c) The Nominations Committee will compile and cause to be circulated to Voting Members a list of duly nominated eligible candidates and their information at least 21 days prior to the upcoming Annual General Meeting.
 - d) Each Voting Member shall be able to vote for the candidate(s) of their choice from the circulated list during a period from 21 days prior through to 3 days prior to the upcoming Annual General Meeting, through an electronic voting system to be made available by the Society.
 - e) The names of the successful candidates will be announced at the Annual General Meeting as Directors for a 2-year period (or 1-year as stated).

Once a nomination is received, a member of the Karate BC Governance Committee will contact the individual to provide an overview of the Board operations and commitment (see below for general overview) and discuss the individual's potential role on the Board.

The nomination and election process will also be reviewed with every candidate. Individuals can then determine if they want to stand for election.

Note that all duly nominated individuals will be put forth for consideration for election to the Board by the membership at the Annual General Meeting.

Note that the change in bylaws at the 2018 AGM means that nominations are not accepted from the floor at the meeting.



Current Board Members:

Board Member	Position	Year Elected	Term Expires
Donna Gardecki	President	2023	2025
Julie Zilber	1st Vice-President	2022	2024
Vacant (Trevor Walmsley resigned)	2nd Vice-President	2023	2025
Pam Ross	Secretary	2022	2024
Ken Corrigan	Treasurer	2022	2024
Djida Abdoulaye	Membership Director	2023	2025
Pete Williams	Director-at-Large	2023	2025
Jason Zurba	Director-at-Large	2022	2024
Fred Lee	Director-at-Large	2023	2025
Nathalie Chaloin	Director-at-Large	2022	2024
Jocelyn Fennell	Athlete Representative	2023	2025

Positions Available for Nomination in 2024:

- 1st Vice-President: two-year term 2024-2026
- 2nd Vice-President: one-year term 2024-2025
- Secretary: two-year term 2024-2026
- Treasurer: two-year term 2024-2026
- Director-at-Large: two-year term 2024-2026
- Director-at-Large: two-year term 2024-2026

Submitting a Nomination:

- Online nomination form: click [HERE](#) (submit by 11:59 pm, September 18, 2024)
- Confirmation of receipt of nominations for the Board of Directors will be verified in writing via email at the time of submission.
- If you do not receive confirmation prior to nomination deadline of 11:59 pm, September 18, 2024 (30 days prior to AGM) please contact the Karate BC office at 604-333-3610.

Voting Process:

More information regarding online voting procedures (if necessary) will be included in an upcoming package.



KARATE BC

INFORMATION FOR INDIVIDUALS CONSIDERING A POSITION ON KARATE BC's BOARD

Karate BC's Executive Committee Governance Policy, which includes Specific Responsibilities of the Executive Committee, can be found [HERE](#).

General Responsibilities of the Executive Committee:

3. Directors of Karate BC shall:
 - a) comply with the Societies Act of British Columbia and its regulations;
 - b) comply with the Society's Constitution and Bylaws and Policies and Procedures;
 - c) attend all meetings of the Executive Committee, or provide reasonable notice if attendance is not possible. Directors are expected to attend 75% of Executive Committee meetings in person or electronically within each 12-month period;
 - d) prepare for each Board of Directors meeting by reviewing previous meeting minutes and reviewing pre-circulated reports and documents;
 - e) actively participate in the Executive Committee's governance responsibilities for strategic direction, over-sight and accountability for the activities of the association;
 - f) report back to the Executive Committee as may be required from committees, events or meetings attended by the Director.

Termination of Directors as outlined in Karate BC's Bylaws:

- 4.5.1 A Director ceases to be a Director when:
 - a) subject to the Bylaws of the Society, the term of office of that Director expires;
 - b) the Director resigns office by delivering a resignation in writing to the Executive Committee, which resignation will be effective at the time it is received by the Executive Committee or at the time specified in the resignation whichever is later;
 - c) the Director ceases to be qualified as a Director under the Act or these Bylaws;
 - d) the Director fails to attend three or more meetings of the Executive Committee without reasonable excuse;
 - e) the Director is found by a court to be of unsound mind;
 - f) the Director becomes bankrupt;
 - g) the Director is convicted of an indictable offense;
 - h) the Director is removed by the Members in accordance with the Bylaws of the Society;or
 - i) the Director dies,and if any vacancy occurs for any reason set out in this Bylaw, then subject to these Bylaws, the Executive Committee, if a quorum remains in office, may appoint a Member to take the place of the former Director.
- 4.5.2 The Voting Members may, by special resolution, remove a Director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.

Commitment of Board Members:

Directors must have, as their first interest, a duty of loyalty and care to Karate BC. Information learned through their position should not be used for any other purpose. Decisions should always be made in the best interests of the association and its membership.