



The sport governing body for Karate in British Columbia, Canada

Fortius Athlete Development Centre  
2002A - 3713 Kensington Avenue  
Burnaby, BC V5B 0A7  
Tel: 604-333-3610 / Fax: 604-333-3612  
Toll Free: 855-806-8126  
www.karatebc.org / info@karatebc.org

Dear Club Instructor,

April 1, 2016

**Re: ANNUAL GENERAL MEETING**

It is time once again to encourage you and your members to attend the Karate BC Annual General Meeting, where the Board of Directors and Committee Chairs will share information with you about the current status of Karate BC and where you can vote to help make positive change.

The meeting will proceed immediately after the last event of the 2016 Provincial Championships at the Richmond Olympic Oval, 6111 River Road, Richmond, BC V7C 0A2 on **SATURDAY MAY 28, 2016**.

Please find enclosed:

1. Notice of the Annual General Meeting
2. Extracts from Karate BC Bylaws that apply to the AGM
3. Proxy form
4. Agenda

Please distribute one copy of this letter and one copy of each enclosure to all your members.

Those who are unable to attend the meeting in person have the right to appoint a proxy to attend and vote on their behalf. Please have your eligible members each complete one proxy form and ensure that you return them in a batch to Karate BC at the above address before the deadline described in the form.

On behalf of the Board of Directors, I look forward to seeing you at the AGM.

Sincerely,

Norma A. Foster  
President



*Funded by the Ministry of Community,  
Sport & Cultural Development*

Affiliations: Karate Canada, Pan-American Karate Federation, World Karate Federation, viaSport, Sport BC, Canadian Sport Council, Canadian Olympic Association, BC Winter Games Society, Coaches Association of BC, BC Recreation and Parks Association, Volunteer Vancouver, Volunteer Richmond

**NOTICE IS HEREBY GIVEN** that the Annual General Meeting of the Members of KARATE BC (the “Society”) will be held at the Richmond Olympic Oval, 6111 River Rd, Richmond, BC V7C 0A2 at approximately 6:30 pm, Saturday, May 28, 2016 for the following purposes:

1. To receive, consider and approve the minutes from the May 30, 2015 Annual General Meeting of the Society.
2. To receive the Directors’ Reports, including reports from the following:
  - a. President
  - b. First Vice-President
  - c. Executive Director
  - d. Treasurer
  - e. High Performance Committee
  - f. Membership Director
  - g. Officials Committee
  - h. Technical Committee
  - i. Tournament Committee
3. To receive the report of the auditors.
4. To appoint auditors of the Company for the ensuing year and to authorize the Directors to fix the remuneration to be paid to the auditors.
5. To elect individuals to the following positions on the Society’s Executive Committee:
  - i. First Vice-President (two-year term) - currently held by Donna Gardecki
  - ii. Second Vice-President (two-year term) - currently held by Kurt Nordli
  - iii. Secretary (two-year term) - currently held by Sarah Perez
  - iv. Director-at-Large (two-year term) - currently held by Paul Sexton
6. To transact such other business as may properly come before the meeting.

Each regular and associate member of the Society shall at all meetings of the Society be entitled to one vote and he/she may vote by proxy. The proxy must be held by a voting member who, before voting, must produce and deposit with the Secretary sufficient appointment in writing from his appointer or appointers. No members shall be entitled either in person or by proxy to vote at meetings of the Society unless they have paid all outstanding dues or fees, if any.

### **Notice of Executive Meeting**

The Executive Committee, including all newly-elected members, will meet immediately after the AGM.

DATED at Burnaby, British Columbia this April 1, 2016.

BY ORDER OF THE BOARD,

Norma A. Foster, President

Enc: Extracts from Society Bylaws that apply to general meetings; Proxy Form; Agenda for AGM

## **EXTRACTS FROM KARATE BC BYLAWS APPLICABLE TO ANNUAL GENERAL MEETINGS**

### **3.1**

The annual general meeting of the Society shall be held at least once in every calendar year and not more than fifteen months after the holding of the last preceding annual general meeting.

### **3.4**

At every annual meeting, in addition to any other business that may be transacted, the report of the Directors, the Financial Statement, and the report of the auditors shall be presented and a Board of Directors elected and auditors appointed for the ensuing year.

### **3.8 Quorum**

#### **3.8.1**

A quorum for the transaction of business at any general meeting of Members shall consist of not less than 10 Voting Members present in person.

#### **3.8.2**

At any general meeting of Members, each Voting Member shall be entitled to one vote. No Voting Member shall be entitled to vote in person or by proxy at any meeting of the Society unless that Voting Member has paid all dues or fees, if any, then payable by that Member.

#### **3.8.3**

At all general meetings of the Society, every question shall be decided by a majority of the votes of the Voting Members present in person or represented by proxy unless otherwise required by the By-laws of the Society, or by law.

Every question shall be decided in the first instance by a show of hands unless a poll is demanded by any Voting Member. Upon a show of hands, every Voting Member having voting rights shall have one vote, and unless a poll be demanded a declaration by the chairman that a resolution has been carried or not carried and an entry to that effect in the minutes of the Society shall be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution.

The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the Voting Members present in person or by proxy, and such poll shall be taken in such manner as the chairman shall direct and the result of such poll shall be deemed the decision of the Society in a general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the chairman shall be entitled to a casting vote.

### **3.9**

#### **Proxies**

#### **3.9.1**

Each Voting Member who is entitled to vote at a general meeting shall be entitled to appoint a proxyholder to attend, act and vote for that Voting Member at that meeting or any adjournment thereof. Provided however that any proxy used at a general meeting must be held by a Voting Member.

#### **3.9.2**

The form of the proxy shall be in writing under the hand of the appointor.

### 3.9.3

The Directors may from time to time by resolution make regulations relating to:

- (a) the depositing of proxies at any place or places and fixing the time or times for depositing the proxies; or
- (b) the procedure or procedures to be followed by the Society to determine the validity of any proxy deposited by a Voting Member with respect to a general meeting or any adjournment thereof. The terms and conditions of any such regulations enacted by resolution of the Directors with respect to a general meeting shall be included with the notice of that general meeting. In the absence of any regulation to the contrary enacted by resolution of the Directors, any Voting Member wishing to appoint a proxyholder at a general meeting must deposit a form of proxy with the chair of the meeting prior to the commencement of that meeting.

### 3.9.4

A vote given in accordance with the terms of a proxy is valid notwithstanding the revocation of the proxy, provided that no notification in writing of such revocation shall have been received at the registered office of the Society or by the chair of the meeting or adjourned meeting for which the proxy was given before the vote is taken.

### 3.9.5

Every proxy may be revoked by an instrument in writing that is:

- (a) executed by the Voting Member giving the same; and
- (b) delivered either at the registered office of the Society at any time up to and including the last business day preceding the day of the meeting, or any adjournment thereof, at which the proxy is to be used, or to the chair of the meeting on the day of the meeting or any adjournment thereof, before any vote in respect of which the proxy is to be used shall have been taken, or in any other manner provided by law.



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## PROXY FORM

The undersigned voting (non-probationary) member in good standing with Karate BC, hereby appoints \_\_\_\_\_, or failing that person, \_\_\_\_\_, as proxy holder for the undersigned to attend, act, and vote for and on behalf of, the undersigned at the Annual General Meeting of Karate BC to be held at approximately 6:30 pm, Saturday, May 28, 2016 at the Richmond Olympic Oval, 6111 River Road, Richmond, BC V7C 0A2.

The undersigned confirms that he/she is a member in good standing by meeting the following qualifications:

- a. At least 16 years of age
- b. Canadian citizen/resident of British Columbia for more than six (6) months
- c. Karate BC membership fees are paid in full and no debts are owed to the Association

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ email \_\_\_\_\_

**\*ALL 2016 PROXIES MUST BE POSTMARKED AND MAILED TO THE ABOVE ADDRESS OR EMAILED BY MIDNIGHT, FRIDAY, MAY 13, 2016 TO [info@karatebc.org](mailto:info@karatebc.org)**

\*Electronic proxies received after midnight or proxies with postmarks dated after Friday, May 13, 2016 will be declared invalid.



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## **ANNUAL GENERAL MEETING**

6:30 p.m., Saturday, May 28, 2016  
Richmond Olympic Oval, 6111 River Road  
Richmond, BC V7C 0A2

### **A G E N D A**

1. Establish Quorum (minimum of 10 members must be present)
2. Motion to adopt the agenda
3. Adopt Minutes from the May 30, 2015 AGM
4. Directors' Reports
  - a. President
  - b. First Vice-President
  - c. Executive Director
  - d. Treasurer
  - e. High Performance Committee
  - f. Membership Director
  - g. Officials Committee
  - h. Technical Committee
  - i. Tournament Committee
5. Auditor's Report
  - a. Review Auditor's Report from previous year
  - b. Appointment of Auditor
6. Elections: To elect individuals to the following positions on the Executive Committee:
  - a. First Vice-President (two-year term) - currently held by Donna Gardecki
  - c. Second Vice-President (two-year term) - currently held by Kurt Nordli
  - d. Secretary (two-year term) - currently held by Sarah Perez
  - c. Director-at-Large (two-year term) - currently held by Paul Sexton
7. Other Business
8. Motion to adjourn



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## **DRAFT MINUTES**

Karate BC Annual General Meeting

May 30, 2015

Richmond, BC

Called to order at 6:00 pm

Quorum is declared.

Introduction of new Executive Director.

### **Reports of Directors**

- a) President (written)
- b) First Vice-President - Medical and Coaching Development Committees (written)
- c) Executive Director (verbal)
- d) Treasurer (verbal)
- e) High Performance Committee (none)
- f) Membership Director (verbal)
- g) Officials Committee (verbal)
- h) Technical Committee (written)
- i) Tournament Committee (verbal)

**Motion:** To maintain same auditor (D+H Group)

Approved

### **Elections**

President: Norma Foster voted in as the new Karate BC President (two-year term)

Treasurer: Ken Corrigan re-elected (two-year term)

Membership Director: Andreas Kuntze re-elected (two-year term)

Director-at-Large: Rick Penner re-elected (two-year term)

Director-at-Large: Richard Mosdell voted as director at large (two-year term)

**Motion:** To destroy all proxies and ballots

Approved

**Motion:** to adjourn

Approved

Meeting adjourned at 7:40 pm.