



ROPE SKIPPING ALBERTA 2018 ANNUAL GENERAL MEETING PACKAGE



**Annual General Meeting
Saturday, April 7, 2018
7:00 p.m.
Bailey Theatre
5041 50 Street
Camrose, Alberta**



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CONTACT US:

Questions or concerns regarding the Annual General Meeting, registration processes, or the submission of proxy forms may be addressed to the Rope Skipping Alberta (RSA) by contacting Denise Fisher, RSA President, at 780-236-5584, or ropeskippingalberta.board@gmail.com.



NOTICE OF MEETING

2018 ANNUAL GENERAL MEETING

DATE: Saturday, April 7, 2018
LOCATION: Bailey Theatre
5041 50 Street
Camrose, Alberta
TIME: 7:00 p.m.

Registration of delegates and proxies will commence at 6:30 p.m.

AGENDA

1. Opening remarks and call to order
2. Approval of the agenda
3. Approval of the minutes of the previous Annual General Meeting
4. Receipt of the reports of the Board of Directors
5. Approval of the audited financial statements
6. Appointment of auditors
7. Approval of the decisions of the Board of Directors
8. Elections of members of the Board of Directors
9. Consideration of matters specified in the notice of meeting
10. Closing remarks
11. Adjournment



PROXY VOTING FORM

2018 ANNUAL GENERAL MEETING

FOR EACH VOTING MEMBER UNABLE TO ATTEND THE 2018 ANNUAL GENERAL MEETING, PLEASE COMPLETE ONE PROXY FORM.

In accordance with Bylaw 9.8, each member eligible to vote at a meeting of members may appoint a proxy holder to attend and act as the member's representative at the meeting in the manner and to the extent authorized by the proxy. A proxy holder must be a member who is eligible to vote. No voting member may hold more than three proxy votes. Absentee voting is not permitted.

In accordance with Bylaw 9.9, proxies must be submitted prior to the Annual General Meeting being called to order. The process for executing proxy voting is approved by the Board of Directors and communicated to the membership in the Notice of Meeting.

PLEASE PRINT:

_____ (eligible voting member) hereby appoints:

Delegate Name: _____

Delegate Club: _____

As its proxy to attend, act and vote for and their behalf at the Annual General Meeting to be held on April 7, 2018, and at any adjournment thereof.

Signature of Member

Club of Member

Date



ELECTION OF DIRECTORS

2018 ANNUAL GENERAL MEETING

In accordance with Bylaw 16.1, to enable a transition from the former version of the bylaws to the version currently filed with Corporate Registry, at the Annual General Meeting all members of the Board of Directors will vacate their positions so that elections may occur pursuant to these bylaws.

The following positions will be elected for two-year terms:

- Chair (elected in even-numbered years);
- Vice Chair (elected in even-numbered years);
- Treasurer (elected in even-numbered years);
- Up to two Directors-at-Large (elected in even-numbered years)

The following positions will be elected for a one-year term to facilitate a complete transition in the subsequent year:

- Vice Chair (elected in odd-numbered years);
- Secretary (elected in odd-numbered years);
- Up to two Directors-at-Large (elected in odd-numbered years)
- Rope Skipping Canada Representative (elected in odd-numbered years)

All elected Directors will be considered to have been elected for their first term in their current position.

Nominations may be submitted to the Board of Directors through the Nomination Form to be submitted by March 30, 2018 to ropeskippingalberta.board@gmail.com. Nominations will be accepted from the floor at the 2018 Annual General Meeting.

Eligibility to Serve on the Board of Directors

In accordance with Bylaws 3.1, 3.2, and 3.3, during elections held at the Annual General Meetings, any member may nominate any eligible member in good standing for Director as long as the individual has consented in advance in writing or is present at the Annual General Meeting to accept such nomination, and meets all other eligibility criteria. The consent must specify the position, be dated up to twenty-one days before the Annual General Meeting, and contain the original signature of the member being nominated.

All Directors shall be of legal age of majority. Directors are not required to be members of the Association.

A person appointed or elected a Director becomes a Director if he/she is present at the meeting when being appointed or elected and consented to the nomination or appointment, or if the person who is appointed or elected provided signed consent prior to the nomination or appointment for the position being nominated if not present at the meeting.

Term of Office

In accordance with Bylaw 3.4, new Directors shall take office immediately following the Annual General Meeting. The term of office for all elected Directors is two years, except for those positions identified as a one-year term as a component of the transition.

Duties and Powers of Officers

Chair: The Chair shall be an ex-officio member of all Board committees. He/she shall, when present, preside at all meetings of the Board of Directors, Executive Committee, Special Meetings, and Annual General Meetings. In his/her absence, a Vice Chair shall preside at any such meetings.

Vice Chair: In the absence of the Chair, a Vice Chair shall act as the chair of meetings of the Board of Directors, Executive Committee, Special Meetings, and Annual General Meetings. In the absence of the Chair and Vice Chair, an alternate Officer may be appointed to preside.

Secretary: It shall be the duty of the Secretary to oversee the keeping of accurate minutes of the meetings of the Annual General Meeting, Special Meetings, Board of Directors Meetings, and Executive Committee Meetings. In case of the absence of the Secretary, his/her duties shall be discharged to another Officer appointed by the Board. The Secretary shall also ensure that all regulatory files are made in accordance with deadlines. The Secretary is responsible for maintaining all minutes, records, policies, and files of the Association.

Treasurer: The Treasurer shall oversee all financial matters related to the Association. He/she shall present a detailed account of receipts and disbursements to the Board whenever requested and shall prepare audited financial statements of the Association for approval at the Annual General Meeting, and submit approved financial statements and records to the Secretary.



NOMINATION FORM

2018 ANNUAL GENERAL MEETING

Submission Deadline: March 30, 2018

In accordance with Bylaw 3.4, during elections held at the Annual General Meetings, any member may nominate any eligible member in good standing for Director as long as the individual has consented in advance in writing or is present at the Annual General Meeting to accept such nomination, and meets all other eligibility criteria. The consent must specify the position, be dated up to twenty-one days before the Annual General Meeting, and contain the original signature of the member being nominated.

Nominee: _____

Club Affiliation (if applicable): _____

Position(s) of Interest:

2-Year Terms:

- ☐ Chair
- ☐ Vice Chair
- ☐ Treasurer
- ☐ Director-at-Large

1-Year Terms (for Transition):

- ☐ Vice Chair
- ☐ Secretary
- ☐ Director at Large
- ☐ Rope Skipping Canada Representative

Nominated by: _____

Acceptance of Nomination (Signature): _____

Nominee Signature Date: _____

Nominees may submit a brief biography and photograph to the Chair of the Nominating Committee using the Candidate Information Form. This biography will be shared at the Annual General Meeting in the event of an election.

Completed nomination forms can be sent to the Chair of the Nominating Committee by March 30, 2018 to ropeskippingalberta.board@gmail.com.

Nomination forms will also be accepted during delegate registration or from the floor at the Annual General Meeting.



CANDIDATE INFORMATION FORM

2018 ANNUAL GENERAL MEETING

Submission Deadline: March 30, 2018

Name of Candidate: _____

Club Affiliation (if applicable): _____

Years Involved in Rope Skipping: _____

Relevant Experience: _____

Relevant Skills: _____

Statement from candidate (100 words maximum) including candidate's goals and vision for Rope Skipping Alberta:

Position(s) of Interest:

2-Year Terms:

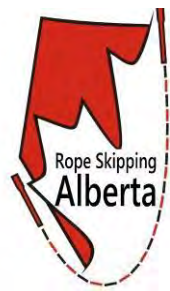
- ☐ Chair
- ☐ Vice Chair
- ☐ Treasurer
- ☐ Director-at-Large

1-Year Terms (for Transition):

- ☐ Vice Chair
- ☐ Secretary
- ☐ Director at Large
- ☐ Rope Skipping Canada Representative



**MINUTES OF THE
2017 ANNUAL GENERAL MEETING**
PENDING MEMBERSHIP APPROVAL



Draft Minutes

Chair: Jana Hamilton
Recorder: Jamie Smith

Attendees: Jana Hamilton (President), Tannis Coen (Vice President), Jamie Smith (Secretary), Kari Fenrich (Director), Olivia Beaudreau (Director), Erin Gillespie, Andrea Carlson, Jim Hamilton, Jeff Fox, Jolayne Leger, Dezirae Leger, Kealing Seppala, Anjalyne Leer, Tammy Seppala, Myles Bogstie, Carley Angeblad, Jodi Harrison, Jackie Lega, Nicola Eleniak, Agatha Lesage, Renee Marchildon(Director), Carolyn Landy, Murray Luger, Lara Hampson, Deanne Felstad, Nicole Michaud, Tara Sziva, Amy Cornett, Che Borden, Crystal Rasmussen, Kennedy Dinney, Dianne Wearden, Kyla Graham, Denise Fisher, Julianna Bourne, Ilona Reef, Tammy Ellis-Toddington

Regrets: Karen Luger (Treasurer)

Agenda Item	Discussion	Action
1. Welcome and Opening Remarks Chair	Meeting was called to order at 7:21pm by Jana Hamilton <ul style="list-style-type: none"> - No opening remarks - A special Resolution motion is needed (Roberts Rules of Order) Andrea Carlson motioned to adopt the Roberts Rules of Order for the AGM as presented 2nd Amy Cornett/All in Favor.	
2. Approval of Agenda All	Jackie Lega motioned to approve the April 7, 2017 agenda as presented 2nd Erin Gillespie/All in Favor.	
3. Review and Approval of Previous Minutes All	Jeff Fox motioned to approve the April 8, 2016 Annual General Meeting Minutes as presented 2nd Amy Cornett/All in Favor.	



<p>4. Receipt of the Annual Reports of the Board of Directors</p> <p style="text-align: right;">Chair and Treasurer</p>	<ul style="list-style-type: none"> - 4.1 President (See attached) - 4.2 Treasurers is not in attendance <p>Jim Fox motioned to accept the treasurer's report as presented by Jana Hamilton 2nd Andrea Carlson/All in Favor</p> <p>Andrea Carlson motioned to accept the unaudited financial statements as presented with the audit to be completed by April 30 by Nicola Eleniuk and Nicole Michaud, with their recommendations to be presented by May 7, to the Board for acceptance or rejection in behalf of the membership 2nd Denise Fisher/All in Favor.</p>	
<p>5. Approval of the Financial Statements 2016/17</p> <p style="text-align: right;">Chair</p>	<ul style="list-style-type: none"> - 5.1 Auditors Report Andrea Carlson (See Attached) <p>Julianna Bourne motioned motioned to accept the Auditor's Report as presented 2nd Tammy Seppala/All in Favor.</p>	
<p>6. Committee Reports</p> <p style="text-align: right;">Chair</p>	<ul style="list-style-type: none"> - 6.1 Athlete Development Committee Lara Hampson (See attached) Julianna Bourne motioned to accept the Athlete Development Report as presented 2nd Crystal Rasmussen/All in Favor. - 6.2 Competition Committee Jackie Lega (See Attached) Jim Hamilton motioned to accept the Competition Committee report as presented 2nd Ilona Reef/All in Favor. - 6.3 Coaches Committee Sky Christians - Report was received after the meeting was started and was not presented, report is attached. 	



<p>7. Approval of the Decision of the Board of Directors Chair</p>	<ul style="list-style-type: none"> - 7.1 Approval of Proposed Bylaws sent March 17, 2017 <p>Jackie Lega motioned to approve the proposed bylaws sent March 17, 2017 as presented 2nd Dianne Wearden/All in Favor.</p>	
<p>8. Elections of Members of the Board of Directors</p>	<ul style="list-style-type: none"> - 8.1 Approval of Election Chair - 8.1.1 The terms of the elected board of directors in accordance with the current 1989 by-laws are considered 1 year terms. <p>Erin Gillespie motioned for Agatha Lesage to chair the elections portion of the Annual General Meeting. 2nd Andrea Carlson/All in Favor.</p> <ul style="list-style-type: none"> - Rope Skipping Alberta distributed a call for nominations along with the Notice of Meeting on March 7, 2017. Nominations received will be presented without bias. The acceptance by all nominees has been confirmed. - Elections will be held for President, Vice President, Secretary, Treasurer, and three Directors. - These individuals form the Board of Directors according to the Bylaws approved by the membership and filed with Corporate Registry, with each term being for one year. - Elections will be held in the following order President, Vice President, Secretary, Treasurer, followed by the three Directors positions. - The three Directors positions will be voted on individually until a majority vote is obtained for each Director. - For President, Vice President, Secretary and Treasurer, if there is only a single nomination and the nominee accepts, they will be elected by acclamation. - Three Director positions, if there are fewer nominations and these nominees accept the nomination, this individuals will be elected by acclamation. <p>Agatha Lesage motioned for the voting for all elections be made by secret ballot 2nd Denise Fisher/All in Favor.</p>	



	<p>Agatha Lesage motioned for for Jolayne Leger and Tara Sziva to act as tellers to tally the votes 2nd Erin Gillespie/All in Favor.</p> <ul style="list-style-type: none">- 8.2 President- Denise Fisher- Any other nominations were called, Jana Hamilton (declined), last call was made, no other nominations- Denise Fisher accepted by acclamation- 8.3 Vice President- Tannis Coen and Tyrel Gibson- Any other nominations were called, last call was made, no other nominations- Tannis spoke- Vote was made and tallied- Tannis Coen is elected Vice President- 8.4 Secretary- Denise Fisher- Any other nominations were called, Jamie Smith (declined), Jana Hamilton (declined), no other nominations- Denise Fisher accepted by acclamation- 8.5 Treasurer- Andrea Carlson- Any other nominations were called, Jana Hamilton (declined), no other nominations- Andrea Carlson accepted by acclamation- 8.6 Directors (3 positions)- Ilona Reef- Che Boarden	
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	<ul style="list-style-type: none"> - Olivia Beaudreau - Any other nominations were called, Kyla Graham (declined), Jana Hamilton (declined), no other nominations - All 3 are accepted by acclamation. <p>Agatha Carlson motioned that the ballots and tally sheets be retained by the secretary until July 7, 2017, at which time they are to be destroyed by the Secretary 2nd Jim Hamilton/Denise Fisher asked for the motioned to be amended to the “treasurer”./ Agatha Carlson accepted the change/All in Favor.</p> <ul style="list-style-type: none"> - Elections section of the Annual General Meeting is complete. 	
9. Appointment of Auditors Chair	<ul style="list-style-type: none"> - 9.1 Auditors 2016/17 - Nicole Michaud and Nicola Eleniak - 9.2 Auditors 2017/18 - Nicole Michaud and Nicola Eleniak <p>Amy Cornett motioned for Nicole Michaud and Nicola Eleniak be the 2017/18 Auditors as presented 2nd Jolayne Leger/All in Favor.</p> <p>Andrea Carlson motioned that the Board of Directors must transfer all Rope Skipping Alberta property to the incoming Board of Directors, via Connectivity Dance, as that is our registered address, with anyone failing to do so being placed in bad standing with Rope Skipping Alberta until the materials are received 2nd Denise Fisher/All in Favor.</p>	
10. Consideration of Matters Specified Chair	<ul style="list-style-type: none"> - 10.1 Announcement of RSC Director Amy Cornett (2 year term) - 10.2 RSA Competition Hosting 2018 	



RSA General Board Meeting
April 7, 2017
Draft

	<ul style="list-style-type: none"> - No changes will be made for the 2018 competition season, any changes will be discussed for the next year, 2019 - Team Host is still available - Master's - Calgary Jump Crew - Provincials - Camrose Spirals - 10.3 Nationals 2016 Report Jana Hamilton (See attached) - 10.4 Alberta Rope Skipping Foundation Presentation - Denise Fisher made a presentation on the concept of starting of the Alberta Rope Skipping Foundation - The foundation would be completely separate from Rope Skipping Alberta - The foundation would support the development of Rope Skipping in Alberta - The foundation could provide grant opportunities to clubs wanting to host skill development workshops - Support travel for athletes - Support the development of new clubs - Income would be smaller for the first 2 years, but would grow to be substantial by 5 years. - Would need a few people to start the foundation - Draft basic bylaws and form a Society - General assembly held to form Board 3 or 4 Directors - File required documents with Corporate Registry - Anyone interested in serving on the Board can contact Denise Fisher 	
11. Adjournment <div style="text-align: right;">Chair</div>	Jana Hamilton adjourned the meeting at 8:34 pm .	

President Report
(Jana Hamilton)

It was with much trust that this group before you began this season. Entering their first meeting to a President who asked to dissolve all committees, and let go of all volunteers. Prior to starting as President, I had been a director since the 2013 AGM, and even I had questions as to who was doing what, and which committees were active. Reluctant at first, I feel, but we took a step toward a new direction. At this time I would like to ask that all committee members please stand and be recognized for your contribution to RSA Association this season, as you have assisted RSA in moving forward and you are valued.

While the various committees were overseeing Athletes, Coaches, Competitions, Bylaws and Ethics, the Board had a busy year.

Our first task; catching the organization up on 3 years of past due filing. With Nationals only a month away, our board has been slated for dissolution. The reasons did not matter, getting back on track was the goal. Changing our address to begin receiving notices was a priority. Changing our name officially to act as one legal entity was necessary. While waiting for the member approved bylaws to be accepted at registries, things were moving forward.

Two months in, we had made it successfully through Nationals and were getting closer to catching up the annual filings, we then received notice the bylaws had been rejected. Deflate just a bit.

Moving forward to October, establishing new committees with Terms of Reference, proposed new bylaws sent for pre-approval with registries.

By December a new website was live and secure until 2019, and all annual returns had been filed. We felt as though we were advancing.

Despite all the small hiccups here and there, and new details and surprises each meeting, we have survived and accomplished much this season. We hope the new committee format has been effective to help broaden perspective, ideas, and action for the Association to grow. Many hands make light work. I personally would like to thank the board for enduring 13 meetings this year, some longer than others. Please be proud of what was accomplished. And to the new board coming in, may you move in only one direction - Forward.

Rope Skipping Alberta

BALANCE SHEET

As of April 7, 2017

	TOTAL
ASSETS	
Current Assets	
Computers; Equipment	1,260.51
Cash and cash equivalents	
ATB Financial	30,690.72
Total Cash and cash equivalents	\$30,690.72
Total Current Assets	\$31,951.23
Total Assets	\$31,951.23
LIABILITIES AND EQUITY	
Current Liabilities	
Loan - Camrose Spirals	0.00
Total Current Liabilities	\$0.00
Equity	
Opening Balance Equity	0.00
Unrestricted Net Assets	31,951.23
Profit for the year	0.00
Total Equity	\$31,951.23
Total Liabilities and Equity	\$31,951.23

**REPORT OF INDEPENDENT AUDITORS
FINANCIAL STATEMENT
ROPE SKIPPING ALBERTA ASSOCIATION
For the year April 8, 2016 - April 7, 2017**

Assets

Cash - Bank Account	\$30,690.72	
Computers: Equipment	<u>\$1,260.51</u>	
TOTAL ASSETS		\$31,951.23

Liabilities

Accounts Payable	<u>\$0.00</u>	
TOTAL LIABILITIES		\$0.00

Income

Capitation Fee	\$3,570.00	
Memberships	\$4215.00	
Nationals	\$59,131.78	
Interest Earned	\$9.53	
Judge Development	\$205.00	
Late Fee	\$20.00	
Uncategorized Income	<u>\$15.00</u>	
TOTAL INCOME		\$67,166.31

Disbursements

All-Star Expenses	\$38,60	
Coach Development	\$28.32	
Competition Expenses	\$598.79	
Judge Development	\$670.78	
Nationals Expenses	\$42,463.60	
Operations	<u>\$1,179.51</u>	
TOTAL DISBURSEMENTS		\$44,979.60

Printed name and signature

Printed name and signature

Position

Position

Date

Date

Rope Skipping Alberta

PROFIT AND LOSS

April 8, 2016 - April 7, 2017

	TOTAL
INCOME	
Capitation Fee	3,570.00
Interest Earned	9.53
Judges Development Income	235.00
Late Fee Penalty	20.00
Memberships	0.00
Competitive Memberships	4,015.00
Recreational Memberships	200.00
Total Memberships	4,215.00
Nationals 2016	2,842.78
National Registration, 2016	32,030.00
National Sponsor	2,325.00
Nationals Merchandise Sales	19,324.00
Nationals Social	2,610.00
Total Nationals 2016	59,131.78
Registrations	0.00
AllStar Camp Fee	170.00
Total Registrations	170.00
Uncategorized Income	15.00
Total Income	\$67,366.31
GROSS PROFIT	\$67,366.31
EXPENSES	
Alberta AllStar Expenses	38.60
Coach Development	0.00
Honorarium & Gifts	28.32
Total Coach Development	28.32
Competition Expenses	0.00
Results Supplies	560.37
Supplies	38.42
Total Competition Expenses	598.79
Fee's and Licenses	42.00
Judge Development	0.00
Travel	670.78
Total Judge Development	670.78
Nationals Expenses	6.00
Capitation Fee; Nationals	4,734.00
Facility Rental	9,307.25
Nationals Programs, Raffle items	941.56
Nationals Ropes	1,221.06
Nationals, Clothing	17,599.94
Rbbons	280.88
Social	7,963.89
Supplies	409.02
Total Nationals Expenses	42,463.60
Operations	253.96
Business Registration Fees	144.82

	TOTAL
Supplies	60.57
Telephone, Telecommunications	720.16
Total Operations	1,179.51
Total Expenses	\$45,021.60
PROFIT	\$22,344.71

April 1, 2017

To the Executive Board (and members) of Rope Skipping Alberta Association;

On April 8, 2016, at the Annual General Meeting of the RSAA (then ASA), we were voted in to be the Financial Auditors of the 2016/17 fiscal year. We received the books and transaction records in good order from the previous treasurer, Janine Carroll, on April 25, 2016.

Upon further Board inspection, the Annual returns from the fiscal years 2013/14, 14/15, and 15/16 were outstanding, inclusive of the Financial statements and audits. In effort to save the ASA from dissolution, we were granted Board approval to complete the required audits, and file these, in conjunction with the Boards returns, with Alberta Registries. These three reports have been presented to the Board, and accepted by Alberta Registries. Our recommendations from these audits are as follows:

- Actual point of sale receipts must be provided for reimbursement; screenshots of prices from websites, post-it notes with penciled costs, and ATM withdrawal slips are unacceptable.

- Honorariums must be paid via RSA cheque, never cash, and must include reference to board meeting, or committee meeting, indicating approval of amount.

- Bank deposits must be indicated through an intact bank deposit book. Sheets of loose-leaf paper, or no record at all, are unacceptable. This leads to loss of records, and inability to properly allocate funds.

- Prepare concise list of all assets. These need to be indicated on record

- Ensure all financial documents are being maintained by the appointed Treasurer. To have financial statements, or bank statements, sent to another body and emailed to Treasurer is inconsistent with proper maintenance.

- Auditors should be provided with accurate financial statements. A financial audit is a thorough inspection of all financial records. This is conducted through the financial statement, much like profit and loss report, and referencing bank statements and supporting documents. If these are not supplied to the Auditors, they are typically unable to provide a Clean Opinion, and are restricted to, at best, an Unqualified Opinion.

As per the 2016/17 audit; it is with great regret to inform, we were unable to coordinate our schedules with the current Treasurer, Karen Luger. At this date, April 1, 2017, with a scheduled AGM of April 7, 2017, we will not be able to effectively conclude our audit in time. We will commence this process upon receipt of all statements on April 7, 2017, and will then pass the complete financial records onto the appointed Treasurer of the 2017/18 year.

Sincerely,
Andrea Carlson & Agatha Lesage

2016-17 Athlete Development – Year End Summary

- This year the committee focused on workshops; the path forward for the revitalization of the All Stars for 2017-18 season and a camp for competitive skippers in the 2017-18 season.
 - Two workshops were coordinated (one planned by the committee), the other conducted by Skip Time during the Masters competition. The format aligned to the committee's desire to expand content for athletes, but parents as well – great job!
- The committee also began developing a preliminary budget for the 2017-18 Athlete Development/Camp event.

Recommendations from the committee included:

- Placing the All Stars program on hold for the 2016-17 season in order to understand how other provinces run their program including:
 - Defining the program requirements/commitments of an All Star athlete.
 - The Athlete Development Committee has requested the capitation fee be allocated to general Athlete Development vs. specifically for the use of All Stars.
 - Funds could be allocated to the camp with a session specifically geared to those interested in joining the All Stars team.
 - The committee is recommending a task force be assembled to pursue the revitalization of the All Stars program.
- 2017-18 Camp
 - The committee has been actively pursuing the development of a fall camp for all competitive athletes.
 - The committee is proposing the weekend of September 22-24th as three school boards have a professional development day including Bonnyville and Calgary.
 - We have searched multiple venues located in Central Alberta to minimize travel for clubs in the Northern and Southern parts of the province.
 - Three potential venues available at the time of the AGM included:
 - Dow Center – Fort Saskatchewan (Estimated \$600 Saturday/Sunday – hourly rates available)
 - Agustana College – Camrose (est. \$800-\$900 for the weekend)
 - UofA East Gym (Van Vliet Complex (\$105.00 per hour)
 - Proposed Camp Hours include (sessions to be determined):
 - Friday 5:00 -900 p.m.
 - Saturday 9:00-6:00 p.m.
 - Sunday 9:00 – noon
 - The committee is recommending that a task force be formed immediately to pursue securing a venue and begin the planning process.
 - The committee is also seeking immediate approval to reserve the venue, paying a down payment if necessary as facility availability is a challenge.

2016 RSC Nationals Report
Summary presented at the 2017 AGM by Jana Hamilton

Nationals Profits:

MERCHANDISE TABLES

SweetShoppe Treats

The SweetShoppe in Leduc offered a fundraiser for Nationals and provided at cost Marshmallow Sticks, Candy Kebobs and Chocolate Lollipops. Item quantities had to be determined in advance by the Connectivity Skippers, RSA was billed for only the items sold at Nationals.

Cheque to Connectivity Dance for purchase of SweetShoppe Candy \$155.61

RSA profit on items sold at Nationals \$168.50

Invoice for quantities sold may be found in the Nationals Binder submitted to the Treasurer

Happy Hippo Bath Salts

Happy Hippo in Sylvan Lake offered a fundraiser for Nationals and provided at wholesale distributor costs items for our coaches bags as well as items to sell at retail to help offset costs. RSA was billed for only the items used in the coaches bags and items sold at Nationals.

Cheque to Connectivity Dance for purchase of Happy Hippo Bath Salts

RSA profit on items sold at Nationals \$56.22, above covering the costs for items given in the coaches gift bags.

Invoice for quantities sold may be found in the Nationals Binder submitted to the Treasurer

Origami Owl - Linda Soltesz

Offered that 70% of her sales profit would be donated to RSA. Linda Soltesz sent a cheque of \$ 325.00 in July.

Buy Jump ropes.Net

Buy jumpropes.net were intended to be onsite for the weekend. 2 weeks leading up to the event, notification was received that they would not come but could send ropes instead for sale. A Canadian pricing list was provided and ropes were sold throughout the weekend with help from Myles Bogstie (Camrose) and Gillian Bryson (BC). Following the event, the original contact was no longer handling the account and was asking for ropes to be paid in US dollars and shipping to be paid by RSA. After much back and forth it was agreed that Canadian Pricing would be honoured if the entire shipment was paid in full. Connectivity Skippers club paid for the complete order of jump ropes sent. RSA was billed for only those ropes sold at Nationals. All upsale profit on items sold at Nationals is revenue of RSA.

Cheque to Connectivity Dance for purchase of jump ropes \$1221.06

RSA profit on sales from Nationals was \$1538.94

Invoice for quantities sold may be found in the Nationals Binder submitted to the Treasurer.

Team Skipping Apparel

Connectivity Dance purchased the bulk order of apparel for sale within their facility. RSA was billed for only the apparel sold at Nationals. All upsale profit on items sold at Nationals is revenue of RSA.

Cheque to Connectivity Dance for purchase of apparel items \$8150.18

RSA profit on sales from Nationals was \$2869.82

Invoice for quantities sold may be found in the Nationals Binder submitted to the Treasurer.

RSC Judges Hoodies

Connectivity Skippers purchased the bulk order of apparel as continued sales from the 2015/16 Provincial season. RSA was billed for only the apparel sold at Nationals. All upsale profit on items sold at Nationals is revenue of RSA. Due to the item amount of the second order the supplier dropped the cost significantly, however pre-orders had already been received and paid at the set price.

Connectivity Skippers will send a notice out prior to Team Competition for either a hoodie exchange to the newer logo-ed version or adding the RSC Judges logo at no cost to hoodies ordered within the Province prior to Nationals 2017.

Cheque to Connectivity Dance for Purchase of Judges Hoodies \$711.54

RSA profit on sales items \$328.46

Invoice for quantities sold may be found in the Nationals Binder submitted to the Treasurer

RSC Judges Shirts

The Host Province was responsible to supply all Judges with an official RSC Judges shirt for the 2016 National Championships. It was recommended to purchase a shirt for all listed judges to ensure all were covered. RSA was also given permission to sell additional White Judges Shirts for judges who were wanting additional shirts throughout the weekend. Within the registration packages there was a judge count of 171 judges, however, once the judges list was release the week prior to Nationals it was noticed that only 122 judges were being utilized. As the shirts had already been printed and paid for, it was decided to allot Judges shirts to only those judges on the list who required a shirt based on the registration forms. This decision, even with sales of shirts at nationals has left the Province with 78 white judges shirts for our 2016/17 competitive season. It was a recommendation from BC, host of 2014 Nationals to utilize (either pre-sale or free) the remaining Judges shirts for Alberta Judges heading into the 2017 Nationals.

Volunteer Shirts

The Host Province was responsible to supply all Volunteers with an official event shirt for the 2016 National Championships, that was a different colour from the Athlete event Shirt. It was decided to use a Green shirt, as no one was aware of a green jersey team, to stand out in a crowd, and to change the logo to the RSA logo as the host Province. A set of 39 green shirts was purchased with the event shirt order. These shirts were used by table volunteers, runners, 50/50 and security. Most of the shirts were returned at the end of the weekend by volunteers. RSA now has a set of green volunteer shirts which will be made available to all clubs for RSA/RSC sanctioned events and competitions.

Technical Committee shirts were originally decided that Green would be fine. Three days prior to Nationals it was determined a separate colour would be needed. 3 shirts were put on rush order and were ready for Nationals. With the amount of remaining Athlete Shirts it would be recommended to re-logo a set of shirts to have available to the Tech Committee at Provincial events.

RSA First Aid Box

The Host Province was responsible to provide a First Aid Station at the 2016 Nationals. A Red plastic supply box was purchased as were a few items requested by the First Responder's Lead Julianna Bourne. These items are noted with in the receipts and Nationals budget. Some items were donated to the box by the Connectivity Skippers and Skiptime clubs. A First aid Kit, Tensor bandages, medical Tape and cold packs were donated by the Shopper's Drugmart in Olds. All items will remain ready and inventoried in the new RSA First Aid Box. It was decided with the First Aid Responders that the box should go to the next host team and passed along at each competition to ensure it's availability. The box is currently with the Connectivity Skippers, as at May 2016. A full inventory following Nationals has yet to be done. Comments from Sarah Dubrowoski were that the level of First Aid provided on site and the detailed planning of Emergency contacts prepared for Nationals should be the standard for all events.

Competition Box

The Host Province was responsible to provide as much of the competition supplies as possible. Alberta had much of what was required remaining from Provincials. With the additional, or third Judges Table extra supplies were needed. Jackie Lega and Jana Hamilton discussed the needs for Nationals and decided to purchase additional supplies to ensure no items were needed once in Olds. Jana offered to purchase back from RSA any excess items such as calculators if too many were purchased for our Provincial needs. Jackie Lega will be re-organizing the boxes to prep for Team competition, at first glance it appears that our competition needs for next season will be minimal.

REFUND DECISION

Monika Brooke of Black Widow Rope Spinners withdrew 2 athletes the week prior to Nationals. It was decided by the RSC Competition Committee that the Host Province should follow up with a decision regarding a refund. The RSA Board of Directors decided that as it was only a weeks notice and that the request for withdraw came after the registration deadline that a refund would only be given in the case of injury accompanied by a Dr.'s note. One athlete was injured, one was not. The Brook's were notified that only 1 athlete would receive a refund with a dr's note of proof of injury. M.Brooke had then asked that we accept her request of a refund without a Dr.Note and to accept the word of herself and the coach as a Dr.Note will cost them \$110.00. The RSA board issued a full refund of \$100. The capitation fee was paid to RSC for this athlete.

CAPITATION FEES

Original Cheque sent was missed dated as 2017. RSC was charged \$6.00 for the error. Jana Hamilton paid the \$6.00 as it was her error. There was a charge of \$18.55 to have a new cheque re-sent express to clear up the capitation fee to receive the event expenses in return. Capitation fees paid were for 316 athletes at \$15 per athlete totalling \$4740.00

Nationals Expenses

RSC reimbursed for Nationals expenses for Competition Decor, Live Streaming and Technical/Audio Visual needs. Paper supplies were questioned as being high from RSC but were reimbursed as submitted. Total expenses paid back to RSA were \$2,842.78

Social

A Western Style Social was planned by Skiptime, lead Kim Ho, at the Pomeroy Inn in Olds. The Pomeroy was very accommodating and offered a fantastic discount on the rental and finger foods. Dani Lynn a local Music Artist provided entertainment. All of those that attended had fun. It was commented that although a social is difficult to plan and not attended by all, it helped to brighten the spirits of athletes who were finished following the Team portion or who may have not achieved the results intended that day. Social Tickets sold: 264

Sponsors

Sponsor letters were hand delivered around Olds, Leduc and Edmonton by the Connectivity Skippers. Letters were sent to each club as well as city office/Mayor of each RSA town/city. The City of Camrose responded with items for athlete bags and local businesses gave gift cards, which were used for beverages for Judges. Many sponsors from Leduc contributed with monetary donations or silent auction items, as did the Town of Olds. The town itself donating \$1000. A large amount of Tennis Balls were donated by the Royal Glenora Club of Edmonton to cover the chair and table legs for the gym floor. Sponsors were hard to find given the economy, many sponsors coming through within the final 2 weeks. Approximately 200 letters were distributed throughout the province as well as emails to large companies. Letters of approval and rejection are all included in the Nationals binder for future reference

Publicity

Global and CTV were contacted, but our event was deemed to far to commit to reporting on. The local Olds College radio station conducted a radio interview with Jana Hamilton and the Olds Owl Tv was present at the event to build a short documentary on Rope Skipping. Our event was advertised on the campus viewing screens for the month leading up to the event. A group of athletes attended a church service at the Home church in Olds in exchange for the singing of Oh Canada during opening ceremonies. Videos were posted on Facebook of this demonstration of athletes from across Canada.

Venue

The Ralph Klein Centre was commented by the Competition Committee as a great facility to host the event. Feedback from coaches and athletes was that more warm-up space was needed for the number of athletes present. The college did have 2 more dance studio style rooms, but they were not available for the duration of that particular weekend. Food catering was great and effective once the proper menus were provided. It would be recommended to offer the catering menu to teams to order into the event. The event contact changed hands during January and many details and costs and inclusions needed to be re-confirmed. Having a full contract up front with full organizing details would be recommended.

Overall the feedback from the event was excellent and Alberta was successful in hosting.

Coached Committee

While we only tried having a few email correspondences and one meeting, we found that having a meeting amongst coaches after a competition is the best way for direct feedback. It seems as questions are at the forefront of minds, and it is great to bounce off other coaches, thus we would recommend that after Team and Masters Competitions that there be a coaches meeting during the traditional workshop. Included in the coaches meeting should be a Judge to help answer "judging" type questions.

Other items that have been brought up are:

Resources - perhaps this can be done through our website, things such as rope purchasing sites, great links to online drills or class ideas. We are also in need of having consistent information to hand out to new clubs. Again perhaps this can be started through the website.

More workshops needed for Athlete Development and a coaches development camp desperately needed. We also would like to work closely with the Athlete Development groups to help keep older Skippers so they can assist in coaching.

I apologize once again for not running this committee efficiently this year, however due to my kids not skipping and other life events, this was something that always got pushed to my back burner.

Best of Luck this weekend

Skye Christians

Rope Skipping Alberta Association
Bylaws
Approved by the General Membership on April 7, 2017

ARTICLE 1: GENERAL

- 1.1 The name of the society shall be Rope Skipping Alberta Association, and is referred to below as the Association.
- 1.2 The geographical base of the Association shall be the Province of Alberta.

ARTICLE 2: MEMBERSHIP

- 2.1 Membership classes in the Association shall be Athlete Members, Coach Member, Officials Member, and Associate Member.
 - a. An Athlete Member is any individual who is a rope skipping athlete and has applied for membership, has agreed to abide by the Association's bylaws, policies, rules, and regulations, and is registered with the Association. Categories of Athlete Members may be determined by the Board of Directors.
 - b. A Coach Member is any individual who is a rope skipping coach and meets the coaching criteria and standards of the Association, has applied for membership, has agreed to abide by the Association's bylaws, policies, rules, and regulations, and is registered with the Association.
 - c. An Officials Member is any individual who meets the criteria and standards of the Association for competition officials, has applied for membership, has agreed to abide by the Association's bylaws, policies, rules, and regulations, and is registered with the Association.
 - d. An Associate Member is any individual who is not registered as an athlete, coach, or official, has applied for membership, has agreed to abide by the Association's bylaws, policies, rules, and regulations, and is registered with the Association.
- 2.2 All members are required to ensure their contact information is provided to the Association.
- 2.3 The Association's membership fees and membership duration shall be determined by the Board of Directors.
- 2.4 Membership in the Association may be terminated by the following:
 - a. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through the Secretary. Resignation shall not release the member from payment of any fees owing, including those for the current membership year, or any other indebtedness to the Association.
 - b. If any member is in arrears for fees owing for any year, such member shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the Association until reinstated.
 - c. Any member, upon a majority vote of the Board of Directors, may be expelled from membership for any cause which is deemed reasonable by the Board of Directors.

ARTICLE 3: ELECTION OF DIRECTORS

- 3.1 The Board of Directors shall, subject to the Bylaws or directions given to it by majority vote at any Annual General Meetings and Special Meetings, have full control and management of the affairs of the Association.
- 3.2 A Nominating Committee is responsible for ensuring that there is a slate for election at the Annual General Meeting and to make recommendations pertaining to any unfilled position on the Board of Directors.
- 3.3 During elections held at the Annual General Meetings, any member may nominate any eligible member in good standing for Director as long as the individual has consented in advance in writing or is present at the Annual General Meeting to accept such nomination, and meets all other eligibility criteria. The consent must specify the position, be dated up to twenty-one days before the Annual General Meeting, and contain the original signature of the member being nominated.
- 3.4 A majority vote is required to elect all Directors. No Director may be elected by acclamation. If a position is subsequently unfilled at the Annual General Meeting, it will become a casual vacancy.
- 3.5 The Board of Directors shall consist of no less than five voting Directors and no more than nine voting Directors. Rope Skipping Canada Representatives are ex-officio Directors. The Board of Directors will include the following positions:
- Chair (elected in odd-numbered years)
 - Vice Chair (elected in even-numbered years)
 - Vice Chair (elected in odd-numbered years)
 - Secretary (elected in even-numbered years)
 - Treasurer (elected in odd-numbered years)
 - Up to two Directors-at-Large (elected in odd-numbered years)
 - Up to two Directors-at-Large (elected in even-numbered years)
 - Rope Skipping Canada Representative (elected in even-numbered years)
- 3.6 Additional Rope Skipping Canada Representatives may be elected if permissible according to the bylaws of Rope Skipping Canada. Once confirmed by Rope Skipping Canada, additional Rope Skipping Canada Representatives positions shall be considered as casual vacancies until the next Annual General Meeting
- 3.7 All Directors shall be of legal age of majority. Directors are not required to be members of the Association.
- 3.8 A person appointed or elected a Director becomes a Director if he/she is present at the meeting when being appointed or elected and consented to the nomination or appointment, or if the person who is appointed or elected provided signed consent prior to the nomination or appointment for the position being nominated if not present at the meeting.

- 3.9 New Directors shall take office immediately following the Annual General Meeting. The term of office for all elected Directors is two years. Directors shall not hold the same elected office for more than two successive terms or until successors are elected.
- 3.10 The Officers of the Association are the Chair, Vice Chairs, Secretary and Treasurer. The Officers collectively form the Executive Committee.
- 3.11 The Board of Directors, by resolution of which advance notice has been given in the notice of meeting, may remove any Member of the Board of Directors before the end of their term of office with a special majority vote of two-thirds of the Board of Directors. This may be done for reasons of non-attendance at three consecutive Board of Directors' meetings for which the required notice had been provided; being convicted of a criminal offence; for non-performance of duties as outlined in these Bylaws; or for any behaviour or speech that defames or slanders the Association or its Members. The resulting vacancy may subsequently be filled by appointment by the Board of Directors. The person so appointed shall hold office until the next Annual General Meeting.
- 3.12 Any casual vacancy occurring on the Board of Directors may be filled by appointment by the Board of Directors. The person so appointed shall hold office until the next Annual General Meeting.

ARTICLE 4: DUTIES AND POWERS OF OFFICERS

- 4.1 The Chair shall be an ex-officio member of all Board committees. He/she shall, when present, preside at all meetings of the Board of Directors, Executive Committee, Special Meetings, and Annual General Meetings. In his/her absence, a Vice Chair shall preside at any such meetings.
- 4.2 In the absence of the Chair, a Vice Chair shall act as the chair of meetings of the Board of Directors, Executive Committee, Special Meetings, and Annual General Meetings. In the absence of the Chair and Vice Chair, an alternate Officer may be appointed to preside.
- 4.3 It shall be the duty of the Secretary to oversee the keeping of accurate minutes of the meetings of the Annual General Meeting, Special Meetings, Board of Directors Meetings, and Executive Committee Meetings. In case of the absence of the Secretary, his/her duties shall be discharged to another Officer appointed by the Board. The Secretary shall also ensure that all regulatory files are made in accordance with deadlines. The Secretary is responsible for maintaining all minutes, records, policies, and files of the Association.
- 4.4 The Treasurer shall oversee all financial matters related to the Association. He/she shall present a detailed account of receipts and disbursements to the Board whenever requested and shall prepare audited financial statements of the Association for approval at the Annual General Meeting, and submit approved financial statements and records to the Secretary.

ARTICLE 5: REMUNERATION

- 5.1 All Officers and Directors of the Board shall serve without remuneration. All services performed by a Member of the Association on behalf of the Association are without remuneration unless approved by the Board of Directors.

ARTICLE 6: BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE MEETINGS

- 6.1 When present, the Chair shall preside at all meetings of the Board of Directors, Executive Committee, Special Meetings, and Annual General Meetings. In the Chair's absence, a Vice Chair shall preside at these meetings.
- 6.2 Meetings of the Board of Directors shall be held as often as may be required, but at least once every three months, and shall be called by the Chair or by any two Officers. Meetings of the Board of Directors shall be called by ten days notice with each member of the Board of Directors receiving notice by mail, fax, telephone, or electronically. Meetings of the Board of Directors may be held without notice if a quorum of the Board of Directors is present provided that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board of Directors. A quorum of the Board of Directors shall be fifty percent plus one of the Directors, including the meeting chair.
- 6.3 Meetings of the Executive Committee shall be held as often as required. Meetings of the Executive Committee shall be called by ten days notice with each member of the Executive Committee receiving notice by mail, fax, telephone, or electronically. Meetings of the Executive Committee may be held without notice if a quorum of the Executive Committee is present provided that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Executive Committee. A quorum for a meeting of the Executive Committee shall be fifty percent plus one of the Executive Committee members, including the meeting chair.
- 6.4 The following procedures shall be followed at Board of Directors and Executive Committee meetings.
- Voting shall be by a show of hands, electronic ballot, or by voice at the discretion of the meeting chair. A vote by a secret ballot shall be taken if so requested by a member of the Board of Directors.
 - At the discretion of the Chair, a resolution, duly moved and seconded, may be voted by mail, e-mail, electronic communication system, or voice ballot.
 - There shall be no voting by proxy at a Board of Directors meeting or an Executive Committee meeting.
 - Teleconferencing or other technology based communication system may be used in lieu of a face-to-face Board of Directors or Executive Committee meetings.
 - The meeting chair may only vote in order to break a tie.
- 6.5 All meetings of the Board of Directors are open only to members of the Board of Directors, and to guests approved as a component of approving the agenda. Guests may only attend for the relevant agenda item.
- 6.6 All meetings of the Executive Committee are open only to members of the Executive Committee, and to guests approved as a component of approving the agenda. Guests may only attend for the relevant agenda item.

ARTICLE 7: COMMITTEES

- 7.1 The Board of Directors may establish, constitute, or dissolve committees, working groups, and task groups as it deems necessary.

- 7.2 The Board will establish the terms of reference and budgets for all committees, working groups, and task groups, and may delegate any of its powers, duties, or functions to any committee, working group, or task group. No committee, working group, or task group will have the authority to incur debt on behalf of the Association.
- 7.3 The Chair of the Board of Directors shall be an ex-officio member of all committees, working groups, and task groups.
- 7.4 The members of each committee, working group, and task group are approved by the Board of Directors. When a vacancy occurs on any committee, working group, or task group, the Board of Directors may appoint a qualified individual to fill the vacancy for the remainder of the term.
- 7.5 A quorum of any committee, working group, and task group shall be fifty percent plus one of its members, including the meeting chair.
- 7.6 The meeting chair for any committee, working group, or task group meeting may only vote in order to break a tie.
- 7.7 All committee meetings are open only to members of the committee, and to guests approved as a component of approving the agenda. Guests may only attend for the relevant agenda item.

ARTICLE 8: FINANCE

- 8.1 The Chair, Treasurer, and one other Officer as appointed following each Annual General Meeting by the Board of Directors have signing authority for the Association, with any two signatures being required to complete a financial transaction.
- 8.2 The Finance Committee will propose an annual budget to Board of Directors for approval. The Finance Committee shall liaise with each committee, task group, or work group to identify anticipated revenues and expenses in programs for which they hold responsibility. The Board of Directors shall approve an annual budget prior to the Annual General Meeting.
- 8.3 The financial statements of the Association shall be audited annually by a duly qualified accountant or by two individuals approved for that purpose at the Annual General Meeting. Financial statements shall include a balance sheet, statement of revenues and expenses, and statement of cash flows. These financial statements shall be presented by the Treasurer or designate at the Annual General Meeting for approval by the membership. No remuneration will be received by members who complete the audit.
- 8.4 The fiscal year end of the Association in each year shall be December 31.
- 8.5 The books and records of the Association may be inspected by any member of the Association at any time upon giving reasonable notice and arranging a time and location satisfactory to the Officers having charge of same. Each member of the Board shall at all times have access to such books and records. The Board of Directors may open any accounts at credible financial institutions as it deems necessary.

- 8.6 For the purpose of carrying out its objects, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a Special Resolution of the Association.

ARTICLE 9: ANNUAL GENERAL MEETINGS AND SPECIAL MEETINGS

- 9.1 The Board of Directors of the Association shall set the date and location of the Annual General Meeting. It shall be held after January 1 and prior to July 1 each year. Annual General Meetings shall only be face-to-face meetings, and all attendees must register in-person prior to the meeting to be recognized.
- 9.2 A Special Meeting of the Association may be called by the Board of Directors or by the Chair. A Special Meeting of the Association shall also be called at any time upon receipt of a petition signed by one-third of the members in good standing. Such request shall express the object of the meeting and shall be sent by mail or electronic notice to the Chair and Secretary. The only items to be discussed at a Special Meeting are those specified in the request.
- 9.3 Teleconferencing or electronic means of communication may be used instead of a face-to-face meeting for Special Meetings at the discretion of the Chair. If a Special Meeting has been called at a physical location, all attendees must register in-person prior to the meeting to be recognized.
- 9.4 The following procedures shall be followed at Annual General Meetings and Special Meetings.
- a. Each member of the Association shall be notified at least twenty-one days prior to the actual date of the Annual General Meeting or Special Meeting by mail or electronic notice. The notice shall specify the place or meeting method, date and hour of the meeting, a summary of the business to come before the meeting and a list of all nominations to date to the Board of Directors for an Annual General Meeting. The accidental omission to give notice of any meeting to, or the non-receipt of any notice by a member, shall not invalidate any resolution passed or any proceeding taken at the meeting.
 - b. Quorum for the transaction of business at an Annual General Meeting or Special Meeting shall be representation by delegates and proxies received in writing from fifteen percent of the members who are eligible to vote.
 - c. At an Annual General Meeting or Special Meeting, votes shall be determined by a show of hands unless a secret ballot is requested by the Chair or by at least twenty-five percent of the members present.
 - d. If a Special Meeting is held via teleconference, voting may be done by voice or other electronic means at the discretion of the meeting Chair.
 - e. Abstaining voters are not counted in determining a majority. A tie vote is defeated. A majority of the votes cast by the voting delegates shall determine the questions.
- 9.5 Annual General Meetings and Special Meetings shall be open to all members.
- 9.6 The general public may attend Annual General Meetings or Special Meetings; however, the members in attendance by majority vote may close all or part of the meeting to anyone who is not a member. The minutes of Annual General Meetings or Special Meetings where part or all of the meeting is closed to the general public will record only the decisions made during that portion of the meeting.

- 9.7 Any member in good standing eighteen years of age or older has the right to vote at any Annual General Meetings and Special Meetings. The Association's Chair, or in the absence of the Association's Chair the chair of the meeting, is eligible to vote on all motions at Annual General Meetings and Special Meetings.
- 9.8 Each member eligible to vote at a meeting of members may appoint a proxy holder to attend and act as the member's representative at the meeting in the manner and to the extent authorized by the proxy. A proxy holder must be a member who is eligible to vote. No voting member may hold more than three proxy votes. Absentee voting is not permitted.
- 9.9 Proxies must be submitted prior to the Annual General Meeting or Special Meeting being called to order. The process for executing proxy voting is approved by the Board of Directors and communicated to the membership in the notice of meeting.
- 9.10 The agenda for the Annual General Meeting shall be as follows:
- (a) Approval of the agenda
 - (b) Approval of the minutes of the last Annual General Meeting and/or Special Meeting
 - (c) Receipt of the reports of the Board of Directors
 - (d) Approval of the audited financial statements
 - (e) Appointment of auditors
 - (f) Approval of the decisions of the Board of Directors
 - (g) Elections of members of the Board of Directors when their terms have expired
 - (h) Consideration of matters specified in the notice of meeting

ARTICLE 10: CONFLICT OF INTEREST

- 10.1 A Director or a member of a committee who has an interest, or who may be perceived as having an interest in a proposed decision or transaction will disclose fully and promptly the nature and extent of such interest to the Board of Directors or committee as the case may be, will refrain from voting or speaking in debate on such decision or transaction, and will refrain from influencing the decision on such decision or transaction.

ARTICLE 11: DISPUTE RESOLUTION

- 11.1 The Association is committed to prompt and fair resolution of all disputes of any nature which may arise. This includes all aspects of dispute resolution, including all legal claims that the Member may have against the Association, and any claims of discrimination based upon race, color, sex, disability, religion, national origin, age or any other protected attribute, or any claims arising under any federal, provincial, local law, or any common law. Agreement with the Association dispute resolution policies and procedures is a condition of membership with the Association and a condition of serving on the Board of Directors.

ARTICLE 12: ROBERT'S RULES OF ORDER

- 12.1 The rules contained in "Robert's Rules of Order" shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of this Association.

ARTICLE 13: BYLAW CHANGES

- 13.1 Amendments to the Association bylaws must be approved by the Board of Directors of the Association before presentation at any Annual General Meeting or Special Meeting. Bylaws of the Association may be amended at any Annual General Meeting or Special Meeting provided that such amendments have been specified in the notice of the meeting issued a minimum of twenty-one days prior to the date of the meeting. To enact any amendment, seventy-five percent of voting Members present must vote in favour of the Special Resolution.

ARTICLE 14: INDEMNIFICATION

- 14.1 The Association will indemnify and hold harmless out of the funds of the Association each Director, their heirs, executors, and administrators from and against any and all claims, demands, actions, or costs that may arise or be incurred as a result of occupying the position or performing the duties of a Director. The Association will not indemnify a Director or any other person for acts of fraud, dishonesty, or bad faith.

ARTICLE 15: DISSOLUTION

- 15.1 The Association may be dissolved by a Special Resolution of the Association at a Special Meeting called for that purpose. Any assets remaining after paying all debts and liabilities will be disbursed to an eligible charitable organization as determined by the Board.

ARTICLE 16: TRANSITION

- 16.1 To enable a transition from the former version of the Bylaws to this version, at the Annual General Meeting all members of the Board of Directors will vacate their positions so that elections may occur pursuant to these bylaws.
- a. The following positions will be elected for two-year terms pursuant to these bylaws:
 - Chair (elected in even-numbered years);
 - Vice Chair (elected in even-numbered years);
 - Treasurer (elected in even-numbered years);
 - Up to two Directors-at-Large (elected in even-numbered years)
 - b. The following positions will be elected for a one-year term to facilitate a complete transition to these bylaws in the subsequent year:
 - Vice Chair (elected in odd-numbered years);
 - Secretary (elected in odd-numbered years);
 - Up to two Directors-at-Large (elected in odd-numbered years)
 - Rope Skipping Canada Representative (elected in odd-numbered years)
 - c. All elected Directors, including those elected according to 16.1.b, will be considered to have been elected for their first term in their current position.
- 16.2 These Bylaws are hereby enacted and will come into force upon their acceptance and filing as the official bylaws by Corporate Registry.