

# OSSA

April 29, 2009

To: OSSA Clubs and Members

Re: Notice of AGM and Club responsibilities

In accordance with By-Law No. 3 of the Ontario Speed Skating Association, and directed by the President of the Association, Graham Wilkins, this notice will inform you of the upcoming Annual General Meeting scheduled for May 22 – 24, 2009 at Trent University, Peterborough, Ontario. The purpose of the AGM is outlined in Article 6.04.3 and it is advised that you review the By-Law in advance of the meeting.

Details of the agenda will be forwarded prior to the meeting, a tentative weekend schedule is attached as well as proposed by-law amendments. It is important to have a representative from every club, a delegate registration form is attached. Subject to Article 7, each club will have one voting delegate for every fifty (50) registered members or part thereof. The numbers of voting delegates allowed per club has been prepared and is included with this notice. Please note Article 7.01.6 states that a voting delegate is entitled to one vote, which must be exercised personally and not by proxy. Each of the five existing members of the Board of Directors have put forward their names for re-election and no other nominations have been received.

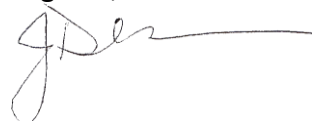
Four package options are available per attendee for this year's AGM. The detail of what is included with each package is listed on the delegate registration form. Please ensure the delegate registration form is returned by May 11<sup>th</sup>, 2009.

We have also included a two page Club Report Form (including the Service Recognition pin request) with this letter. Please ensure it is filled out and returned by May 11<sup>th</sup>, 2009.

AGM packages will be provided electronically to all registered delegates and made available on the OSSA website. Hardcopy AGM packages will be provided at the meeting.

The AGM weekend will be productive, informative and a step towards the continuous building of the Association and supporting and promoting speed skating in Ontario. On behalf of the Board of Directors, we look forward to seeing you in Peterborough!

Regards,



Jackie Deschenes  
Director of Administration



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**ONTARIO SPEED SKATING ASSOCIATION**  
**2009 ANNUAL GENERAL MEETING**

**2008 – 2009 Club Membership as it pertains to AGM votes**  
(as of April 1, 2009)

<b>Club</b>	<b>Membership</b>	<b>Special Event Members</b>	<b>Total Members for AGM</b>	<b>Number of votes per club</b>
Barrie	20	0	20	1
Brampton	64	4	60	2
Cambridge	165	0	165	4
Clarington	67	0	67	2
Durham	43	0	43	1
Gloucester	97	0	97	2
Hamilton	27	0	27	1
Independent	4	0	4	0
Kingston	103	0	103	3
Kitchener-Waterloo	131	0	131	3
Lakefield	16	5	11	1
London	64	4	60	2
Markham	63	15	48	1
Milton	24	0	24	1
Newmarket	34	0	34	1
Niagara	37	0	37	1
Oakville	109	3	106	3
Ottawa	205	18	187	4
Peterborough	66	8	58	2
Portland	10	59	0	1
Quinte	85	7	78	2
Sault Ste. Marie	45	0	45	1
St. Lawrence	68	5	63	2
Sudbury	27	0	27	1
Thunder Bay	40	0	40	1
Toronto	84	28	56	2
<b>Totals</b>	<b>1694</b>	<b>156</b>	<b>1587</b>	<b>45</b>

**NOTE:** By-Law 7.01.2: Clubs in existence for less than two complete years with five members registered as Ordinary Members of the Association have one vote.

**NOTE:** Special event members are not included in club totals for calculating number of club votes at the OSSA AGM. They are not considered Ordinary Members of the Association

**ONTARIO SPEED SKATING ASSOCIATION  
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**Delegate Registration Form**

Please complete the form below for the delegates attending the 2009 AGM at Trent University in Peterborough on May 22 – 24, 2009 and mail, fax or email it to the OSSA Office by May 11<sup>th</sup>, 2009.

Four delegate registration packages are available:

	Package A - \$180	Package B - \$260	Package C - \$75	Package D - \$35
President's Reception		✓		
Friday night accommodation		✓		
Saturday accommodation	✓	✓		
Saturday Breakfast		✓		
Saturday Lunch and Dinner	✓	✓	✓	
Sunday Breakfast and Lunch	✓	✓		✓

Club: \_\_\_\_\_

Delegate #1: _____ <input type="checkbox"/> Package A <input type="checkbox"/> Package B <input type="checkbox"/> Package C <input type="checkbox"/> Package D	Email: _____
Delegate #2: _____ <input type="checkbox"/> Package A <input type="checkbox"/> Package B <input type="checkbox"/> Package C <input type="checkbox"/> Package D	Email: _____
Delegate #3: _____ <input type="checkbox"/> Package A <input type="checkbox"/> Package B <input type="checkbox"/> Package C <input type="checkbox"/> Package D	Email: _____
Delegate #4: _____ <input type="checkbox"/> Package A <input type="checkbox"/> Package B <input type="checkbox"/> Package C <input type="checkbox"/> Package D	Email: _____
Delegate #5: _____ <input type="checkbox"/> Package A <input type="checkbox"/> Package B <input type="checkbox"/> Package C <input type="checkbox"/> Package D	Email: _____

Package A: Number of Delegates \_\_\_\_\_ x \$170 = \$ \_\_\_\_\_  
 Package B: Number of Delegates \_\_\_\_\_ x \$250 = \$ \_\_\_\_\_  
 Package C: Number of Delegates \_\_\_\_\_ x \$65 = \$ \_\_\_\_\_  
 Package D: Number of Delegates \_\_\_\_\_ x \$30 = \$ \_\_\_\_\_

Total Club Delegate Registration Fee: = \$ \_\_\_\_\_

**Registration Deadline is May 11<sup>th</sup> 2009**

**ONTARIO SPEED SKATING ASSOCIATION  
2009 ANNUAL GENERAL MEETING**

**Weekend Schedule - TENTATIVE**

**Friday May 22<sup>nd</sup>**

6:00pm – 9:00pm	Friday Arrival Check-In	Trent University
9:00 – 11:00pm	President's Reception – Meet & Greet	Trent University

**Saturday May 23<sup>rd</sup>**

7:00am – 8:30am	Breakfast	Trent University
8:30am – 10:00am	Saturday Arrival Check-In	Trent University
10:00am – 12:30pm	Annual General Meeting	Trent University
12:30pm – 1:30pm	Lunch Break	Trent University
1:30pm – 3:30pm	Workshop Presentations 1. High School Skating Program 2. Competition format for the 2009 – 2010 Season	Trent University
6:00pm – 10:00pm	Awards Dinner	Bridgenorth (transportation provided)

**Sunday May 24<sup>th</sup>**

7:00am – 8:30am	Breakfast	Trent University
8:00am – 9:00am	President's Meeting	Trent University
9:00am – 12:00pm	Annual General Meeting	Trent University
12:00pm – 1:00pm	Closing Lunch	Trent University

**ONTARIO SPEED SKATING ASSOCIATION  
2009 ANNUAL GENERAL MEETING**

**2009 Club Report Form**

Club: \_\_\_\_\_

***Coaches***

Name	Email*	Phone*	Certification Attained

***Officials***

Name	Email*	Phone*	Certification Attained

***2009 2010 Club Executive***

Name	Email*	Phone*	Position

**NOTE:** Email and Phone numbers will not be published

Season Highlights and Successes:

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**ONTARIO SPEED SKATING ASSOCIATION  
2009 ANNUAL GENERAL MEETING**

Major Challenges and Lessons Learned:

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Goals/Projects for the next season:

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Requests of OSSA (coaching or officiating clinics):

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Other Comments:

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***Service Recognition Pins***

Club: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Volunteer Name	Description of Service (ie. Coach, Volunteer)	Years Served (5, 10, 20, 25)

***Please submit the Club Report form by May 11<sup>th</sup>, 2009***

**ONTARIO SPEED SKATING ASSOCIATION  
2009 ANNUAL GENERAL MEETING**

**By-Law Amendments**

**By-Law Amendment: Director Two-Year Terms**

**Rationale:** The model for this change is Speed Skating Canada's By-law where an election of one half of the Board is held each year. The proposed amendment to OSSA's By-law provides a better guarantee of administrative continuity which is important for OSSA's long term health.

**Article 9.03.1**

**Existing Article**

The Voting Delegates at the Annual Meeting shall elect the Directors and officers of the Association for the ensuing year save and except or another individual who is ex officio a Director and save and except the Secretary of the Association.

**Amended Article**

The Voting Delegates at the Annual Meeting shall elect the Directors and officers of the Association save and except an individual who is ex officio a Director and save and except the Secretary of the Association. Directors are elected for a two-year term. In odd years, the President, the Vice President Technical Programs Administration and the Vice President Marketing are elected. In even years, the Vice President Administration and Finance and the Vice President Development are elected.

**ONTARIO SPEED SKATING ASSOCIATION**  
**2009 ANNUAL GENERAL MEETING**

**By-Law Amendment: Nominating Committee Responsibilities**

**Rationale:** The proposed amendment clarifies the responsibilities of the Nominating Committee including a confirmation of the applicability of Article 7.09.2, i.e., “The results of the poll vote or ballot shall be recorded in the minutes of the Meeting of Members.”

**Article 12.06**

**Existing Article**

The Nominating Committee shall:

- (a) prepare a list of candidates for vacant offices;
- (b) accept any written nominations for elected offices;
- (d) make recommendations to the Board of individuals to fill vacancies in the offices, on the Board, or on any committee.
- (e) The members of the Committee shall consist of three Ordinary members of the Association appointed by the Board subsequent to the Annual General Meeting (AGM) but in any event not later than the January 31st following the AGM.

**Amended Article**

The Nominating Committee shall:

- a. Consist of three Ordinary members of the Association appointed by the Board subsequent to the Annual General Meeting (AGM) but in any event not later than the January 31st following the AGM,
- b. Prepare a list of candidates for vacant offices,
- c. Accept any written nominations for elected offices,
- d. Make recommendations to the Board of individuals to fill vacancies in the offices, on the Board, or on any committee,
- e. Conduct by ballot the Election of Directors, and,
- f. Record the results of the ballot in the minutes of the meeting.



**ONTARIO SPEED SKATING ASSOCIATION**  
**2009 ANNUAL GENERAL MEETING**

**By-Law Amendment: Nonpayment of fees**

**Rationale:** Non-payment and delays in the payment of fees has consequences for both individual members and clubs. The final notice to be issued by an officer of the Association ensures that the member or club involved is duly informed before membership benefits are revoked.

**Article 16.06**

**Existing Article**

If annual memberships, dues, other fees or special assessments are not paid by a Member within thirty (30) days of a notice of non-payment being given by the Secretary or Executive Director, the membership of such Member shall thereupon automatically cease but upon payment of all unpaid fees plus a penalty assessment (not to exceed 25% of the fees so payable as determined by the Board), any such Member shall be reinstated.

**Amended Article**

If annual memberships, dues, other fees or special assessments are not paid by a Member or Affiliated Club within thirty (30) days of a notice of non-payment being given by the Secretary or Vice President of Administration and Finance, the Member or Affiliated Club shall be declared to be not in good standing and ineligible to receive membership benefits. However, upon payment of all unpaid fees plus a penalty assessment (not to exceed 25% of the fees so payable as determined by the Board), any such Member or Affiliated Club shall be reinstated.

**ONTARIO SPEED SKATING ASSOCIATION  
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**Information Manual Amendment: Definition of Season and Membership Fees Due Dates**

**Rationale:** This amendment makes the definition of a season consistent with the change made last year in Speed Skating Canada's By-Law. The amendment also makes clear when the prescribed fees are due and the subsequent period of membership benefits.

**Article A6: Membership Dues**

**Existing Article**

- A6.01 The annual membership dues shall cover the period from January 1 to December 31 of each year.
- A6.02 Each affiliated club is responsible for the collection of membership dues from its members and for the transmission of the portion thereof applicable to the Association membership (and the portion thereof applicable to SSC membership, if the Association acts as intermediary) to the OSSA office or the Vice President Finance and Administration together with the prescribed forms.
- A6.03 Each affiliated club shall pay the appropriate membership dues to the Association, in advance, on or before December first of each year. (i.e., 2006 fees are due on December 1, 2005.) Any person who joins thereafter shall pay such dues at the time of registration.
- A6.04 No skater shall participate in an event sanctioned by the Association unless his/her dues have been paid and a membership number assigned to him or her.

**Amended Article**

- A6.01 A season begins April 1st of any given calendar year and shall last until March 31st of the following calendar year. Membership paid in one season expires on December 31st of the following season.
- A6.02 Each affiliated club is responsible for the collection of the fees, dues and special assessments detailed in Annex A4 and for the transmission of these fees to the OSSA office or the Vice President Finance and Administration and for registration of members on the Speed Skating Canada (SSC) database.
- A6.03 Each affiliated club shall pay to the Association the appropriate fees and special assessments detailed in Annex A4 as follows:
- a. Club fees (Affiliation and liability insurance) by December 1,
  - b. Membership fees (individual and family fees) within 60 days of registration on the SSC database but no later than March 31, and,
  - c. Competition fees (sanction and check-in fees) within 30 days of the last day of the competition.
- A6.04 No skater shall participate in an event sanctioned by the Association unless his/her membership fees have been paid and the individual has been registered on the SSC database.