January, 2018

To: CURLSASK Affiliated Curling Clubs and Associate Members

CC: CURLSASK Board Members and Region Coordinators

From: Mitch Minken, CURLSASK President/ Ashley Howard, CURLSASK Executive Director

Re: 2018 Annual General Meeting, Member Proposals and CURLSASK Board Member Nominations

Thank you for your continued efforts to create opportunity for curling in the Province of Saskatchewan. Your club and its members play an integral part in the organization of curling at the community level but as an affiliate member of CURLSASK, you also play a key role in the provincial organization through your attendance at the Annual General Meeting and by nominating candidates for the provincial Board of Directors.

The CURLSASK 2018 Annual General Meeting will be held in Regina on April 28, 2018. A formal Notice of Meeting and detailed agenda will be sent to your club by mid-March.

As per the Bylaws, each Affiliated Curling Club and Associate Member will be allowed one (1) voting delegate to the Annual General Meeting. Other members of your organization may attend as observers but only the designated delegate can vote at the meeting. CURLSASK will send out information on registering your voting delegate in mid-March.

Any member of CURLSASK that wishes to bring forth a Member Proposal to the Annual General Meeting, as per CURLSASK Policy, should do so in writing by January 29, 2018. Attached is a Member Proposal form that can be used to submit. All Member Proposals received will become business at the AGM once reviewed by the Board of Directors and deemed appropriate. Any Member Proposal forwarded after January 29 or brought from the floor at the AGM, will require a 75% majority vote by the delegates present at the AGM to be considered.

CURLSASK is seeking volunteers from our member curling clubs to be part of the Board of Directors. The following positions on the CURLSASK Board will be voted on at the 2018 AGM:
- President
- Vice President
- Finance Officer
- Up to 3 Members at Large

All positions are 2 year terms. Clubs are encouraged to nominate candidates for the Member at Large positions. Nominations must be received by the CURLSASK Office by March 14, 2018. The CURLSASK Nomination Policy, Form and Information are attached to this letter for your information. If any potential candidates have questions about the role as a CURLSASK Board Member, please feel free to contact myself or Ashley Howard, Executive Director.

CURLSASK is pleased to partner with Three Farmers as the presenting partner of Curling Day in Saskatchewan. Please find a delicious snack from Three Farmers enclosed!

Yours in curling,

Mitch Minken
CURLSASK President
president@curlsask.ca

Ashley Howard
Executive Director
ashley. howard@curlsask.ca

CURLSASK
2018 MEMBER PROPOSAL FORM / TEMPLATE

- Member Proposals: Member Proposals will be accepted in accordance with section 127 of the Saskatchewan Non-Profit Act, which generally requires as follows):
  o Member Proposals should be submitted to the CURLSASK at least 90 days before the anniversary date of the previous year's AGM.

Be it Resolved that the CURLSASK Board of Directors be requested to: investigate / consider: (please circle one)

Background information or rationale:

Member Organization Submitting ____________________________

Contact Name ____________________________

Contact Email/Phone ____________________________

OFFICE USE CNLY

Date received ____________________________

Date circulated ____________________________
Term: Board Members are elected to the CURLSASK Board for a 2 year term

Meetings: There are three (3) face to face board meetings per year and additional conference calls and committee meetings during the year.

Committees & Duties: Usually appointed to 2 or 3 committees

- Committees of the Board
  - Finance and Audit
  - Governance and Policy
  - Participation Development
  - Strategic Planning
  - Competition
  - Volunteer Screening
- Competition Liaison – board members may be asked to attend Competitions and act as a Liaison.

Administrative Support: Board Members are provided with a Board Orientation and resource information detailing various policies and operations of the organization. Staff members provide Board and Committees with administrative support such as drafting of agenda, coordination of meetings, preparation of financial statements, taking of minutes, etc.

Miscellaneous: All Board/Committee Members are required to pay their own expenses while conducting CURLSASK business with reimbursement provided in accordance with the CURLSASK’s policies. Board members may be asked to represent CURLSASK at various event, functions, competitions, etc.
CURLSASK Board of Director - Nomination Policy

Purpose:
- To ensure eligibility and process for nomination to the CURLSASK Board of Directors in compliance with the Non-Profit Corporations Act and CURLSASK Bylaws

Eligibility:
- Nominees must be a Player Member in good standing of a Nominating Affiliate or Associate Member
- Nominees must be 18 years of age or older
- To ensure provincial representation, no more than one nomination can be submitted from any Affiliate or Associate Member per year. In the event there are two candidates; one candidate may be nominated by the Affiliate or Associate Member and the Affiliate or Associate Member will request that other candidate’s nomination be approved by the CURLSASK Board.
- Board members will be expected to serve their full term as elected.
- Nominations for President and Vice President will only be accepted from individuals who have served at least one (1) full term on the Board.
- Any person who has served on the Board more than Four (4) full terms in any position is not eligible to be nominated until they have sat off the board for at least one year.

Exception: For purposes of electing Directors at the 2018 AGM only:
Notwithstanding article 6.2.2, 6.2.3 and 6.2.4 of the CURLSASK Bylaws the following Directors shall be given the option to put their names forward to be elected:
- 2017-18 President for a one year term
- 2017-18 Vice-President for a one year term – will be provided an exemption to serve a ninth year AND complete the two year term as President due to the transition of bylaws in 2018.

- Successful candidates will be required to complete CURLSASK Volunteer Screening Process as per CURLSASK Policy.

Nomination Process:
- The name of nominee must be provided to the Executive Director no later than 45 days prior to the AGM on the CURLSASK Nomination Form provided to Affiliate or Associate Members.
- The nomination must be signed and verified by the Affiliate or Associate Member and nominee as acceptance of the nomination.
- The nominee is not required to be present at the AGM if they have accepted their nomination in writing.
- Nominations for all positions available will close 45 days prior to the AGM. In the event that there are not a sufficient number of nominees for all available positions, nominations from the floor will be accepted. A nomination from the floor must have the consent of the nominee and, if the nominee is not present at the meeting, consent must be presented in writing.
Positions Available:

- Candidates must specify which positions they are being nominated for on their nomination form. An individual can be nominated for more than one (1) position in the event they are unsuccessful in a prior nomination.
- Directors shall be elected by Voting Members at the AGM by a majority of 50% plus one. Elections shall be held as follows: for the following positions as they may become vacant:
  a) The President, Vice President and up to three (3) Members-at-Large will be elected at alternate AGMs to those in sub-section b; and
  b) The Secretary/Treasurer, and up to (3) Members-at-Large will be elected at alternate AGMs to those listed in sub-section a.
CURLSASK Board of Directors - NOMINATION FORM

recognizing the conditions and responsibilities I hereby agree to let my name stand for nomination to the Board of Directors of CURLSASK.

NAME OF NOMINEE: __________________________________________

Address: ___________________________ City: _______________________

Postal Code: ___________ Phone: (W) ___________ (H) ___________ (Cell) ___________

Email: ____________________________

NOMINATOR/AFFILIATE CLUB OR ASSOCIATE MEMBER: __________________________________________

Delegate: __________________________________________

Address: ___________________________ City: _______________________

Postal Code: ___________ Phone: (W) ___________ (H) ___________ (Fax) ___________

Email: ____________________________

POSITIONS NOMINATED FOR:

___ President ___ Vice President ___ Finance Officer ___ Member at Large

Check all that apply - Candidates must specify which positions they are being nominated for on their nomination form. An individual can be nominated for more than one (1) position in the event they are unsuccessful in a prior nomination. Please indicate if you would serve a One (1) year term if available. Yes _________ No _________

General Information:

Eligibility:

- Nominees must be a Player Member in good standing of the Nominating Affiliate or Associate Member
- Nominees must be 18 years of age or older
- To ensure provincial representation, no more than one nomination can be submitted from any Affiliate or Associate Member per year. In the event there are two candidates; one candidate may be nominated by the Affiliate or Associate Member and the Affiliate or Associate Member will request that other candidate’s nomination be approved by the CURLSASK Board.
- Board members will be expected to serve their full terms as elected.
- Any person who has served on the Board more than four (4) full terms in any position is not eligible to be nominated until they have sat off the board for at least one year.
- Successful candidates acknowledge that this position is subject to CURLSASK Volunteer Screening Program. Therefore, notwithstanding the provisions of any applicable Privacy or Anti-Discrimination Legislation, the candidate hereby agrees to provide any required information or allow CURLSASK to gather any required information for the purposes of CURLSASK Volunteer Screening Program.

Expenses:

- All Board/Committee Members are required to pay their own expenses while conducting CURLSASK business. Reimbursement is provided in accordance with the CURLSASK’s policies.
  
  (Copies of Bylaws, Board Policy and Procedures are available at the CURLSASK office)
PLAE ATTACH A BRIEF BIOGRAPHY AND PHOTOGRAPH OF THE NOMINEE. This will be circulated to delegates.

NOMINEE SIGNATURE: ___________________________ DATE: ___________________________

AFFILIATE or ASSOCIATE MEMBER SIGNATURE: _______________________________________

Name: ___________________________ Position: _______________________________________

Nomination must be received no later than 45 days prior to the CURLSASK Annual General Meeting.

REQUEST FOR CURLSASK BOARD OF DIRECTORS APPROVAL
(If more than one candidate from Affiliate/Associate Member)

NAME OF NOMINEE: ________________________________________________________________

Address: ___________________________ City: ___________________________

Postal Code: ___________ Phone: (W) ___________ (H) ___________ (Cell) ___________

Email: ________________________________________________________________

NOMINEE SIGNATURE: ___________________________ DATE: ___________________________

NOMINATOR/AFFILIATE CLUB OR ASSOCIATE MEMBER:

Delegate: ________________________________________________________________

Address: ___________________________ City: ___________________________

Postal Code: ___________ Phone: (W) ___________ (H) ___________ (Fax) ___________

Email: ________________________________________________________________

AFFILIATE or ASSOCIATE MEMBER SIGNATURE: __________________________________

Name: ___________________________ Position: ____________________________________