



## **Notice of Meeting**

**ANNUAL GENERAL MEETING OF MEMBERS**

**Sunday, December 12, 2021**

**10:00 - 11:30 pm - Annual General Meeting**

**Zoom**

60 Scarsdale Rd, Unit 111  
Toronto, ON M3B 2R7  
Phone: 416-426-7316  
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[info@ontariovolleyball.org](mailto:info@ontariovolleyball.org)  
[www.ontariovolleyball.org](http://www.ontariovolleyball.org)



Dear OVA Member:

The purpose of the Annual General Meeting (AGM) of the Ontario Volleyball Association (OVA) is to inform the members and to deal with the usual business of the OVA, such as review of the Annual Report and the Report of Auditors, along with the Elections.

Please register in MRS to attend the AGM, <https://mrs.ontariovolleyball.org/Event/Details/860>

Included in this package, please find the following information in preparation for Ontario Volleyball's 2021 Annual General Meeting:

1. AGM Agenda
2. Notification of Members
3. New Business, see Appendix B for form
4. Notice of Quorum
5. Approval of Auditor
6. Elections:
  - a. President
  - b. Vice-President - Admin/Secretary
  - c. Director, Regional Engagement
  - d. Director at Large
  - e. Athletes' Representative
7. Election Decision

Appendix A – AGM Agenda

Appendix B – New Business Form

Appendix C – Board Member Criteria and Job Descriptions

**Note 1 – Agenda  
Schedule for the Day**

See Appendix A for the Annual General Meeting Agenda.

**Note 2 – Notification of Members**

As per bylaw 2.1 (b), the following members belong to the Voting Member class of membership and are entitled to vote at the upcoming Annual General Meeting:

- (b) *Voting Member*, which includes an individual, other than those identified in 2.1(a), who:
- (i) is registered with the Association:
    - (1) as a competitive player;
    - (2) as a parent / guardian of one (1) or more competitive player(s), provided that such competitive player or at least one (1) of such competitive players is, or will be as of December 31<sup>st</sup> of the Association’s current fiscal year, under eighteen (18) years of age;
    - (3) as a coach;
    - (4) as a referee;
    - (5) as a club leader or such other role for club personnel (as defined by the Association);
    - (6) in another role or roles established by the Board; and
  - (ii) is, or will be as of December 31<sup>st</sup> of the Association’s current fiscal year, at least eighteen (18) years of age.

**Voting at Meetings of Members**

3.8 Voting Privileges – All Voting Members are entitled to one (1) vote. Non-voting Members are not entitled to vote.

**Note 3 – New Business**

Enclosed is a New Business Form (please see Appendix B). Any Member who wishes to have new business placed on the agenda of a meeting will provide written notice to the Association at least ten (10) days prior to the meeting date. The procedures are:

- New Business agenda requests must be received at the offices of Ontario Volleyball by email, no later than midnight on Wednesday December 2, 2021.
- Should a voting member wish to make a request, please complete and submit the form in Appendix A. New Business agenda requests will be accepted by email. Please forward to [jjubicic@ontariovolleyball.org](mailto:jjubicic@ontariovolleyball.org).

**Note 4 – Notice of Quorum**

As per bylaw 3.6, Quorum is achieved when thirty (30) Voting Members are present or deemed by the Act to be present.

**Note 5 - Approval of Auditors**

The Voting Members of Ontario Volleyball have the right to approve the Association's auditors for the following year. The OVA has decided to put forth the following firm for consideration as the Association's auditors for the Fiscal 2022 year:

MacNeill Edmundson Professional Corporation  
82 Wellington Street  
London, ON N6P 1C9  
This firm completed the Fiscal 2020 audit.

**Note 6 – Director Elections**

See Appendix C for board job descriptions. At the 2021 AGM, there are five Director Positions up for election:

- a. President
- b. Vice-President - Admin/Secretary
- c. Director, Regional Engagement
- d. Director at Large
- e. Athletes' Representative

Please submit applications complying with requirements found in by-law 4.6 to Nominations Committee [nominations@ontariovolleyball.org](mailto:nominations@ontariovolleyball.org) by November 26, 2021.

4.6 Nomination – Any nomination of an individual for election will include the following and be submitted to the Registered Office of the Association by November 26, 2021.

- (a) The written, signed consent of the nominee
- (b) A completed Board of Directors Application
- (c) A cover letter identifying the specific position with respect to which the nomination relates
- (d) A resume
- (e) Three (3) references

**Note 7 – Election Decision**

4.8 Elections – Elections will be decided by the Voting Members in accordance with the following:

- (a) One (1) Valid Nomination for a Specific Position – Winner declared by acclamation.
- (b) Two (2) or More Valid Nominations for a Specific Position – Winner is the nominee receiving the greatest number of votes. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more than two (2) nominees, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains only two (2) nominees or a winner is declared. If only two (2) nominees remain, and there continues to be a tie, neither will be elected to office and a vacancy will be declared.



**Annual General Meeting Agenda  
Sunday December 12, 2021 – 10:00 am**

**Zoom**

**AGM Agenda**

1. Call to order
2. Establishment of Quorum
3. Introduction of Scrutineers
4. Approval of the Agenda
5. Declaration of any Conflicts of Interest
6. Adoption of Minutes of the previous Annual Meeting
7. Adoption of Minutes of the Special Meeting
8. Presentation of the Annual Report
9. Report of Auditor
10. Appointment of Auditor
11. New Business (if necessary)
12. Election of new Directors
  - a. President
  - b. Vice-President Secretary/Admin
  - c. Director Regional Engagement
  - d. Director at Large
  - e. Athletes' Representative
13. Adjournment



APPENDIX A

NEW BUSINESS SUBMISSION

Any Voting Member who wishes to have new business placed on the agenda of a meeting will give written notice to the Association at least ten (10) days prior to the meeting. **New Business requests must be received in the Ontario Volleyball Office no later than midnight on Wednesday December 2, 2021.**

- Should a voting member wish to make a request, please complete and submit this form by email to [jjubicic@ontariovolleyball.org](mailto:jjubicic@ontariovolleyball.org).

New Business Request Form

DATE: \_\_\_\_\_

New Business Request: (PLEASE PRINT)


RATIONALE: (PLEASE PRINT)


\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Member Name (please print)

\_\_\_\_\_  
Date

## APPENDIX C

### OVA BOARD OF DIRECTORS JOB DESCRIPTIONS

The **President** will be responsible for the general supervision of the affairs and operations of the Association, will chair the Annual and General Meetings of the Association and at meetings of the Board, will be the official spokesperson of the Association, and will perform such other duties as may from time to time be established by the Board.

Candidates for President should possess some or all of the following characteristics:

- Commitment to the Association, and strong knowledge of the OVA's governance and operational issues
- Strong managerial and leadership skills
- Ability to commit the required time
- Excellent interpersonal skills

The **Vice-President Admin/Secretary** will be responsible for ensuring that the Association meets all legal requirements for record keeping by ensuring that all official documents and records of the Association are properly kept, ensure records of minutes of all meetings of Members, Board of Directors and Committees of the Association are properly kept and will perform such other duties as may from time to time be established by the Board.

This position requires the following:

- Attention to detail
- Strong written and verbal communication skills
- Knowledge of the Association's by-Laws

The **Director, Regional Engagement** will ensure integration of and collaboration with regions and lead the Regional Council. The Director, Regional Engagement is bound by a fiduciary duty to make decisions and to act in the best interests of the Association, and must not engage in transactions or conduct that creates a conflict between their duty to act in the best interests of the Association and the interests of the members of the Regional Council.

**Directors-at-Large** will assist with the strategic leadership of the Association. They will be engaged by the Executive Committee or other members of the Board to assist with strategic initiatives, and may be tasked with some of the following responsibilities:

- Representing and promoting the OVA at events
- Engaging with provincial, municipal or district levels of government
- Serve on committees of the Board
- Collaborate and communicate with other Directors

The **Athletes' Representative** will, through leadership of the Athletes' Council, represent and promote the views and interests of the OVA's athletes to the Board, and manage all issues that directly or indirectly affect athletes.

Key duties of the Athletes' Representative include

- Advocating for the needs of athletes in the development of OVA policies and programs;
- Providing input prior to approval on key documents / policies / topics directly affecting athletes;
- Soliciting and presenting athletes' views and positions to any relevant decision-making body on issues identified by the athletes as affecting athlete health, safety, and performance;
- Representing OVA athlete interests at meetings and events;
- Contributing content to OVA communications; and
- Building leadership succession and skills within the OVA athlete community, with the support of the OVA.

The prospective Athletes' Representative would be eligible with the following criteria:

- A current or past volleyball athlete that participated for 2+ years in OVA competitions within the last 10 years.
- Must have the required time commitment available to fulfill the Board and Athlete Council responsibilities

Desirable attributes and characteristics would include:

- Passionate about supporting athletes on and off the field of play
- Ability to be objective when bringing athlete feedback to the organization's leadership, separating themselves from their personal viewpoint for the betterment of their entire athlete community
- Excellent time management and commitment to following up on items in a timely fashion
- Trustworthy and respected, with the ability to maintain confidentiality about sensitive matters
- Knowledgeable about your organization's policies, especially those that affect athletes and keeping up to date with current issues