



Co-operative Housing Federation of BC

220 - 1651 Commercial Drive, Vancouver, BC V5L 3Y3

www.chf.bc.ca

OFFICIAL NOTICE TO CHF BC MEMBERS OF THE 2013 SEMI-ANNUAL GENERAL MEETING

DATE: Saturday, May 4, 2013

REGISTRATION: Opens at 9:15 a.m.

ORIENTATION: 9:45 a.m.

BUSINESS MEETING: Begins at 10:30 a.m.
Finishes by 4:30 p.m.

Lunch will be served.

LOCATION: Executive Hotel & Conference Centre
4201 Lougheed Hwy, Burnaby, BC

The main items of business at the SAGM will be the approval of CHF BC's 2013-2014 budget, a provincial election forum, the awarding of two CHF BC Scholarships, and much more.

PLEASE USE THE ATTACHED FORM TO REGISTER

Please register by mail, fax or email (members@chf.bc.ca)



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Semi-Annual General Meeting

Saturday, May 4, 2013

Executive Hotel & Conference Centre

4201 Lougheed Hwy, Burnaby, BC

Registration Opens: 9:15 a.m. Orientation: 9:45 a.m. Business Meeting: 10:30 a.m.

CHF BC members are entitled to register **one** voting delegate and **one** alternate. Participants can represent only one co-op/organization as a voting delegate or alternate. Any number of observers and guests may attend. Co-ops and other groups that are not yet members of CHF BC are welcome to attend as observers. The registration fee includes business meeting, lunch and refreshments.

Registration fee is \$50 per person (\$25 per youth delegate).



Delegate Handbooks are available on our website (www.chf.bc.ca) and will not be mailed except on request. If you would like a hard copy mailed to you please check the appropriate box.

CO-OP/ORGANIZATION NAME _____

DELEGATE (one voting delegate per member co-op/organization)

Name _____ Phone (h) _____

Home Address _____ (w) _____

_____ Email _____

City _____ Postal Code _____ Delegate handbook mailed to you? Yes No

ALTERNATE (one alternate per member co-op/organization)

Name _____ Phone (h) _____

Home Address _____ (w) _____

_____ Email _____

City _____ Postal Code _____ Delegate handbook mailed to you? Yes No

OBSERVER

Name _____ Phone (h) _____

Home Address _____ (w) _____

_____ Email _____

City _____ Postal Code _____ Delegate handbook mailed to you? Yes No

YOUTH DELEGATE (up to 25 years of age. Co-op must have a registered voting delegate.)

Name _____ Phone (h) _____
Home Address _____ (w) _____

City _____ Postal Code _____ Email _____
Delegate handbook mailed to you? Yes No

Fee Schedule

	NUMBER	FEE*	TOTAL
Delegate	1	\$50.00	
Alternate	1	\$50.00	
Observer(s)	_____	\$50.00	
Youth Delegate(s) <i>*To encourage co-op youth to take an active role in the Federation, youth up to 25 years of age can register at a reduced rate if their co-op is sending a voting delegate.</i>	_____	\$25.00	
FINAL TOTAL * all fees include taxes			=

Kindly send your registration form by mail, fax or email. CHF BC will send your co-op an invoice after the event.

Delegate Handbooks will be available on our website (www.chf.bc.ca) after Monday April 29, 2013.

There will be no refunds given for cancellations after Tuesday, April 30, 2013. **Please ensure that your co-op authorizes this registration by signing below.**

Authorized Signature

Print Name

Title

CO-OPERATIVE HOUSING FEDERATION OF BC

220-1651 Commercial Drive, Vancouver, BC V5L 3Y3

Tel: 604.879.5111

Toll-free: 1.866.879.5111

Fax: 604.879.4611

Toll-free: 1.877.879.4611

Email: members@chf.bc.ca

Website: www.chf.bc.ca



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CALL FOR RESOLUTIONS

Resolutions for the Semi-Annual General Meeting on Saturday, May 4, 2013 must be submitted using the attached *Resolution Form*, by Monday, April 22, 2013 to:

Co-operative Housing Federation of BC

- fax: 604-879-4611 (toll-free 1-877-879-4611)
- or email: members@chf.bc.ca

Additional resolution forms are available on our website at www.chf.bc.ca.

Resolutions received after the deadline will be referred to the Board of Directors unless the meeting decides that they are urgent and require the immediate attention of SAGM delegates.



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RESOLUTION FORM

_____ submits the following resolution for consideration
(Name of member organization)

at the CHF BC Semi-Annual General Meeting:

WE RESOLVE:

THAT

Our reasons for the Resolution are:

We think that this will cost:

Authorized Signature

Name and Title

Contact e-mail and telephone

*Members may submit resolutions by fax: 604-879-4611 (toll-free 1-877-879-4611) or email: members@chf.bc.ca.
Deadline for submission is April 22, 2013.*

**CO-OPERATIVE HOUSING FEDERATION OF BC
POLICY MANUAL**

Date Approved/Amended: June 7, 2010

Approved by: Board of Directors

Subject: Delegates

Delegate Job Description

Responsibilities

- a) Represent your co-op at the annual general meeting in the fall and the semi-annual general meeting in the spring.
- b) Represent your co-op at the delegate forums held at CHF BC's Vancouver office or at Vancouver Island council meetings held in Victoria.
- c) Keep informed by reviewing the minutes of CHF BC meetings and other information sent to you, and by checking the website at www.chf.bc.ca.
- d) Make reports to your co-op to keep the members and directors informed of Federation activities and services.
- e) Make sure that information from CHF BC is distributed to members in your co-op.
- f) Make sure your co-op's annual budget includes CHF BC membership dues and enough money to attend members' meetings and education events.

Meetings

- a) Annual General Meeting (AGM): usually held on the last Saturday in November.
- b) Semi-Annual General Meeting (SAGM): usually held on the first Saturday in May.
- c) Delegate forums: usually held on the second Monday evening in the month, with a break over the summer.
- d) Vancouver Island council meetings: held three times a year at times and locations determined by delegates.