



POLICY #5: GENERAL ASSEMBLY

1. GENERAL ASSEMBLY
Refer to Article III from the by-laws.

2. GENERAL ASSEMBLY LOCATIONS
 - 2.1 Scheduling Principles
 - a) The Regular Meeting will be held annual in a central location.
 - b) The hosting responsibilities for the AGM will rotate amongst full members. The rotation is, where possible, balanced east to west and include each school in a full rotation. The rotation can change with the addition of new members. Host will be given a minimum of two years notice if they move up in the schedule.

 - 2.2 Future Rotation
Meeting rotation is listed in Appendix A of this section.

3. REGULAR MEETING – HOSTING RESPONSIBILITIES
 - 3.1 The Canada West Office staff will be responsible for coordinating all meeting logistics for the Regular Meeting.

 - 3.2 Planned meals, meeting costs and the transportation costs for up to two (2) delegates from each institution, irrelevant of gender, shall be cost-shared amongst all members. Probationary member shall be excluded from the cost-sharing program during their first year of probation.

4. AGM – HOST INSTITUTION RESPONSIBILITIES
 - 4.1 Host
A Canada West member assigned to host the AGM will be responsible for coordinating all meeting logistics for the AGM.

 - 4.2 Minimum Hosting Requirements
The host shall work with the Canada West Office to confirm final hosting requirements. The Canada West Office will confirm the final number of delegates no later than twenty-one (21) days prior to the meeting
 - 4.2.1 Sample Schedule

Monday evening	Board meeting
----------------	---------------

Tuesday all day	AGM
Wednesday All Day	AGM
Wednesday Evening	Dinner and Volunteer Recognition
Thursday until 2pm	AGM

Note: The above schedule is subject to change by the Board of Directors.

4.2.2 Accommodations

Block book a sufficient number of rooms to accommodate a minimum of two (2) delegates per institutions with a release date of thirty (30) days prior to the event.

4.2.3 Facilities

- a) The host is responsible for the cost associated with all meeting space and audio visual equipment rentals.
- b) Host shall book a meeting room large enough to accommodate a minimum of two (2) delegates per institutions. Consideration should be given to allow sufficient space to accommodate working documents as well as additional delegates.
 - i. Hollow square set-up.
 - ii. Ensure sufficient electrical outlet access for all participants.
 - iii. Secure audio visual needs from Canada West Office.

4.2.4 Meals

The host is responsible for the cost associated with the provision of the following meals:

- Coffee/refreshment breaks for three (3) days
- Lunch for three (3) days
- Dinner on Wednesday.

4.2.5 Hospitality

The host is responsible for the cost associated with the provision of a hospitality room for each evening of the AGM.

4.2.6 Sponsorship

Host may secure sponsors to offset the costs associated with hosting the AGM. All sponsors must be approved by the Canada West Office prior to signing an agreement.

APPENDIX A

AGM MEETING LOCATION

<u>Year</u>	<u>Location</u>
2015	Brandon
2016	Thompson Rivers
2017	Lethbridge
2018	UBC Okanagan
2019	Trinity Western
2020	ZOOM
2021	ZOOM
2022	Winnipeg
2023	Regina
2024	MacEwan
2025	UNBC
2026	Mount Royal
2027	UBC
2028	Manitoba
2029	Victoria
2030	Saskatchewan
2031	Calgary
2032	Fraser Valley
2033	Alberta