



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: AMENDMENT

POLICY #: 1700

Created: May 29, 2018	Last updated: March 4, 2020	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules and regulations that must be followed in the process of amending the Policies and Procedures of the Fort Saskatchewan Ringette Association (FSRA).

2.0 Scope

This policy applies only to the elected members of the FSRA Executive Board. It only applies to the process of amending the FSRA's Policies and Procedures.

3.0 Terms

Amendment – The process by which one of the FSRA's Policies or Procedures may be altered.

4.0 Policy

- 4.1 Updates or changes to the FSRA's Policies and Procedures can only come about following the acceptance of a business motion that has been made at one of the FSRA's Executive meetings. Any rewrite or new addition must be put before the Executive Board for review and discussion prior to the motion to place them.
- 4.2 The business motion must clearly indicate the section of the Policies and Procedures that needs to be amended. The motion must be clearly worded enough so that the full intent of the motion is stated.
- 4.3 New or updated Policies and Procedures that have been presented and approved by the Executive Board will be presented at the AGM for members to vote on to become permanent. Changes to the Policies and Procedures will then be found on the FSRA webpage.



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4.4 The Policies and Procedures may be updated without notice if there is a conflict with the Fort Saskatchewan Minor Sports Association, Zone 5 Ringette, Ringette Alberta, or Ringette Canada, or if additional clarification or detail is required.

4.5 Minor changes to FSRA Policies and Procedures can be carried out by the President or Secretary. Minor changes are such things as typos, spelling, and or formatting errors. If members note such an error they can email the President so that it can be fixed.