



# FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

## TITLE: FSMSA ANNUAL GENERAL MEETING

POLICY #: 2800

|                         |                                |                            |
|-------------------------|--------------------------------|----------------------------|
| Created: August 4, 2017 | Last updated: October 20, 2025 | Approved: October 20, 2025 |
|-------------------------|--------------------------------|----------------------------|

| Ver no. | Effective Date | Significant Changes |
|---------|----------------|---------------------|
|         |                |                     |

### 1.0 Purpose

To outline the requirements that the Fort Saskatchewan Minor Sports Association (FSMSA) must uphold when holding an Annual General Meeting (AGM) to be compliant with the Alberta Society's Act.

### 2.0 Scope

This policy applies to the general membership of the FSMSA and its yearly AGM, not the AGM of any individual Minor Sport under the FSMSA umbrella.

### 3.0 Terms

**Annual General Meeting (AGM)** – A meeting held once a year by the FSMSA Board of Directors. Any member in good standing is welcome to attend and vote on any motion being presented at the meeting.

**Audited Financial Statements** – Financial statements that have been inspected by a CPA and have been found to be accurate.

**Motion** – A formal proposal put forward by a member of the FSMSA. The members in attendance vote on the motion during the AGM.

**Minutes** – A written record of the subject matter of the AGM. They include resolutions, annual reports, amendments to the Bylaws, and Audited Financial Statements.

**Robert's Rules of Order** – A handbook of rules that govern meetings based on the rules of British Parliament.

### 4.0 Policy

- 4.1 The FSMSA President must annually call at least one AGM of the membership. The meeting must be publicly advertised at least four weeks before its planned date and include details of any proposed resolution(s) to change Bylaws.
- 4.2 During this meeting, the President will present any and all changes to the FSMSA Policies and Procedures that have been made by the Board since the last AGM. Any proposed changes to the FSMSA Bylaws must be ratified by a special resolution at any FSMSA AGM or Special Meeting. All changes must be duly noted in the meeting minutes.



# FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

- 4.3 The FSMSA Board of Directors must present the Audited Financial Statements of the FSMSA during the AGM and request approval of the Statements from the membership in attendance.
- 4.4 Election of new FSMSA Executive Board Members and Directors at Large must also take place during the AGM. The members in attendance will be asked to ratify the appointment of directors who are filling a vacancy on the Board created between the previous and current AGMs.
- 4.5 Any member in attendance at the AGM may submit a motion to be heard. The motion must be received in writing by the Secretary or FSMSA Office at least 21 days before the AGM.
- 4.6 The FSMSA President will provide the general membership with an annual report on the activities of the FSMSA and all Minor Sport Committees shall also provide a yearly report at the AGM.
- 4.7 The minutes from the AGM will be filed in the FSMSA Office to be inspected by any member of the FSMSA. The minutes and the audited financial statements will be submitted annually to the Corporate Registry of Alberta.
- 4.8 The FSMSA shall use “Robert’s Rules of Order” as a guide for governing the proceedings of any meeting as well as for voting on any motion.
- 4.9 The President and Secretary must be advised of all items to be included on the agenda of any meeting of the FSMSA Board one week before the meeting. This agenda is to be emailed to all Board members the Friday before the meeting.