



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: MINOR SPORT ANNUAL GENERAL MEETING

POLICY #: 2805

Created: August 8, 2017

Last updated: April 23, 2018

Approved: April 23, 2018

Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the requirements that all Minor Sports of the Fort Saskatchewan Minor Sports Association (FSMSA) must meet when holding an Annual General Meeting (AGM).

2.0 Scope

This policy applies to the Minor Sport programs under the umbrella of the FSMSA currently including baseball, fastball, gymnastics, hockey, judo, lacrosse, ringette, soccer and any other Minor Sports that may join the FSMSA. This policy only applies to the AGMs held by the individual Minor Sport programs, and not the AGM held by the FSMSA.

3.0 Terms

Annual General Meeting (AGM) – An annual meeting held by each Minor Sport for such purposes as, approving the preceding year's AGM minutes, presenting the annual President's report, electing a volunteer Executive Committee, presenting the sport's audited financial statements from the last fiscal year, presenting special motions that have been received at least 21 days before the meeting, and providing members of the Minor Sport a forum to ask questions or provide feedback.

4.0 Policy

- 4.1 Each Minor Sport must hold an AGM at least once a year. It may outline the exact requirements for these meetings (including attendance and participation) in its own policies and procedures provided it follows the requirements outlined in this document. The exact requirements must be made available to all participants of that Minor Sport.
- 4.2 After each AGM, the Minor Sport President, the FSMSA President, and a witness must sign an annual Terms of Reference agreement as per the Minor Sport Responsibilities Policy (#2000) with the FSMSA.
- 4.3 All Minor Sport programs must submit a copy of the meeting minutes to the FSMSA within two weeks of the AGM, or ensure that the minutes are available on the Minor Sport's website.