



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION (FSMSA)

POLICIES AND PROCEDURES

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1.0 INTREPRETATION

1.1 Definitions:

Act means,

The *Societies Act* of the Province of Alberta.

Annual General Meeting means,

The meeting held once a year of the Association, including the Board of Directors and the Membership.

Annual Return means,

An annual independently audited statement of affairs of the FSMSA.

Association means,

The Fort Saskatchewan Minor Sports Association, herein referred to as the FSMSA, a body duly incorporated under the *Societies Act*.

Board of Directors, herein referred to as the "Board," means,

The governing body of the Fort Saskatchewan Minor Sports Association, are those individuals that are elected, including the President, 1st Vice President, 2nd Vice President, Secretary and Treasurer, and other members that may be required, as well as one member that is delegated by each Minor Sport program under the umbrella of the FSMSA as their representative.

Bylaws means,

Those Bylaws of the FSMSA that may be amended from time to time.

Good Standing means,

A member who has paid the annual Membership Fee. Any member who has been found guilty of violating the Bylaws or Policies and Procedures of the FSMSA shall no longer be considered to be in good standing.

Membership means,

Those members over 18 years of age who are in good standing, as described in Article 2.1.

Minor Sport means,

Amateur sport programs under the umbrella of the FSMSA, currently including, but not limited to, baseball, gymnastics, hockey, judo, lacrosse, outdoor soccer, ringette and softball, and any other sports which may be added or join the FSMSA from time to time.

Minor Sport Executive Committee means,

The governing body of each Minor Sport program under the umbrella of the FSMSA, are those individuals that are elected, including the President, Vice President, Secretary, Treasurer, Registrar, and other members that are required by the sport to deliver the programs.

Participant means,

Any athlete who is involved directly in any Minor Sport program under the umbrella of the FSMSA.

Quorum means,

A minimum number of voting members needed in attendance for a legal meeting.

Registered Address means,

The address to which service on the FSMSA is effected.

2.0 OBJECTIVES OF THE FSMSA

2.1 Mission Statement

The mission of the FSMSA is to provide centralized governance, administrative support and advocacy for minor sports programs under the umbrella of the FSMSA.

2.2 Vision Statement

To promote healthy and active lifestyle choices for children and youth.

2.3 Organizational Values

The FSMSA believes in:

- efficient and cost-effective delivery of services to our membership;
- operating with integrity, and in an open and transparent manner;
- our membership being treated fairly and with respect;
- the value of sports and sports development;
- all children having the right and equal opportunity to participate in sports;
- athletes having a variety of opportunities;
- ensuring safety for our athletes;
- the rules of fair play; and
- our members are ambassadors for your community.

2.4 Annual Report

The FSMSA shall annually provide its members with a report on the activities of the FSMSA, individual Minor Sport program reports and Audited Financial Statements at the Annual General Meeting.

These reports will be filed annually with the Corporate Registry of Alberta, and may consist only of the minutes of the Annual General Meeting, including the Audited Financial Statements.

2.5 FSMSA Office

The FSMSA shall maintain an office and remain open daily during the hours of 9:00 a.m. to 5:00 p.m., Monday through Friday.

The FSMSA shall hire full and/or part-time staff as required to administer the day-to-day affairs of the Association. These positions will provide support to the Board and Minor Sport programs in areas of accounts receivable/payable, registrations, answer membership enquiries, and other business services.

The Board shall collaboratively make all final staffing decisions, including setting the rate of pay of the staff and all benefits. Incumbents will be required to provide a criminal record check before being hired.

3.0 ORGANIZATIONAL STRUCTURE

The FSMSA is governed by a volunteer Board of Directors that is responsible for overseeing the administrative affairs for the Association and maintaining its integrity, as well as protecting the interests of its members. It assumes its role and responsibilities with the goal of open and transparent decision-making and accountability to the members through the Bylaws of the FSMSA, and by adhering to the Bylaws of the Association.

Minor Sport programs under the umbrella of the FSMSA, currently including, but not limited to, baseball, gymnastics, hockey, judo, lacrosse, outdoor soccer, ringette and softball, hold annual general meetings to elect executive to administer each individual Minor Sport program. Each Minor Sport, through its Policies and Procedures, ensures that one elected official is designated as a Director to represent the sport and sit on the Board of Directors, and that the Policies and Procedures of the Minor Sport align with the Mission, Vision and Organizational Values of the FSMSA.

3.1 Policies and Procedures

The FSMSA's Policies and Procedures provide information on how the Association will operate. An examination of the organization and its policies will enable each Minor Sport and its participants to function more productively in helping the FSMSA to achieve its mission and values.

The Board of Directors shall ensure these Policies and Procedures are followed to the best of their ability and reviewed and updated on an annual basis. The Board also recognizes that the Minor Sport programs under umbrella of the FSMSA are bound by rules and regulations of individual provincial sport governing bodies. The FSMSA Policies and Procedures provide flexibility to allow the Minor Sport programs to work in cooperation with the FSMSA and these provincial sport governing bodies.

Changes to the Policies and Procedures shall be introduced at regular general meetings of the Board, and come into effect upon approval by a motion. Members will be informed of new Policies and Procedures through membership communication and at the Annual General meeting.

In the event a Minor Sport program under the umbrella of the FSMSA does not have a relevant policy or procedure, the FSMSA Policies and Procedures will be considered the authority.

3.2 Governance

The Board shall work together cooperatively to handle all business of the FSMSA. Any Board member may bring forward business, recommendations or proposed Bylaws or Policies and Procedures for discussion.

All changes to Bylaws, Policies or Procedures, and matter pertaining to the administration of the business affairs of the FSMSA, will be made by a motion, and duly noted in minutes of the meeting.

The Board of Directors will:

- act in accordance with approved Bylaws with respect to matters such as attendance, conduct, policy-making principles, and act in the best interests of the FSMSA;
- focus on the administration of the FSMSA to ensure the Minor Sports programs under its umbrella can function;
- make decisions in the best interest of the Association,, having considered the interests and fairness to all parties;
- measure the performance of the Association and the Minor Sports under its umbrella through organizational objectives and performance measures;
- maintain a clear distinction between the role of the Board of Directors and the management of the individual Minor Sport programs under the umbrella of the FSMSA;
- encourage and respect individual diversity and expertise of each member of the Board;
- maintain an ongoing board development program through continuing education and development;

- ensure newly appoint Board members receive orientation into the governance role of the FSMSA and their responsibilities, and that they commit to fulfilling their individual obligations in the best interests of the FSMSA; and
- hire staff for the FSMSA office and annually review performance and job descriptions to ensure these positions meet the needs and requirements of the FSMSA and the Minor Sports programs under its umbrella.

3.3 Board of Directors

3.3.1 Board Membership Qualifications

Membership on the Board is restricted to those Board members who have been elected to a position at an Annual General Meeting called for the purpose of election to the Board. In addition, delegated members from each Minor Sports program under the umbrella of the FSMSA may be nominated for these positions. The elected members should include a fair representation from the Minor Sports groups under the umbrella of the FSMSA.

Those members who are currently on the Board and have served in their position for a minimum of one year, or who are currently or have been in the past three years, an Executive Committee member a Minor Sports program under the umbrella of the FSMSA, and are committed to the fair management and integrity of the FSMSA, are eligible to be nominated for any position on the Board of Directors, including President, 1st Vice President, 2nd Vice President, Secretary, Treasurer or additional Members-at-Large if appropriate. To be nominated for any position on the Board, the member must be in good standing with the FSMSA, and the lawful age of 18 years.

The most recent FSMSA President will occupy the Past President position in a advisory capacity only. If the former President is unable to fulfill this position, the Past President position shall remain vacant.

From time to time the Board may create new positions or reduce existing positions, subject to approval of a simple majority of 50%, plus one. These positions may be filled at an Annual General Meeting or general meeting of the Board, and ratified at the next annual meeting of the FSMSA. Once elected, these members will have full voting privileges.

All Board members must submit a Criminal Record Check annually within one month of the Annual General Meeting in accordance with the Criminal Record Check Policy, and sign the Code of Conduct for FSMSA Board Members and Sports Executive and Directors

3.3.2 Election of Board Members

The President, 1st Vice President, 2nd Vice President, Secretary and Treasurer shall all serve for a period of two (2) years, with an option to serve for an additional two (2) years in a same position. At the conclusion of the four-year term, each member has the option to allow his/her name to be placed in nomination for any position that they have not just retired from.

The President and 2nd Vice President shall be up for election in even numbered years. The 1st Vice President, Secretary and Treasurer shall be up for election in odd numbered years.

Should an elected member opt to resign before the completion of their term, a replacement may be elected to the position for the balance of the term in accordance with Article 3.3.1.

3.3.3 Board Meetings

Regular meetings of the Board shall be held a minimum of once per quarter at a time and place determined by the President or his/her designate.

FSMSA members are also welcome to attend any general meeting of the Board of Directors with prior notice of attendance; however, only Board members carry a vote at any meeting of the Board of Directors. Individuals not in good standing shall not be allowed to attend any FSMSA meeting, including any meetings of any Minor Sport program.

Special Meetings of the Board shall be called at the request of the President or by 50%, plus one, of the members of the Board, and are generally closed meetings.

Special Meetings are called to deal with a particular problem that needs the attention of the Board. Special Meetings must comply with the quorum requirements of a regular meeting of the Board and are chaired by the highest ranking officer eligible to chair the meeting.

The FSMSA shall use "Roberts Rules of Order" as a guide to resolving matters of procedure and method of conducting a meeting and the voting on any motion.

3.3.4 Agendas

The President must be advised of all items to be included on the agenda of any meeting of the FSMSA Board one week preceding the meeting, and the agenda e-mailed to all Board members the Friday proceeding the meeting.

3.3.5 Quorum

A quorum of the Board shall consist of a simple majority of 50%, plus one, of the number of Board members.

3.3.6 Voting

Each individual on the Board shall be entitled to one vote, with the exception of the Past President who is a non-voting member.

Should a member hold an elected position, as well as be the delegated member for a Minor Sport program, they shall only have one vote.

Recognizing that the Board consists of volunteers, an e-mail vote may be undertaken to handle business that requires urgent attention and when a Board meeting cannot be conducted in a timely manner. The Secretary will maintain the e-mail votes until the next regular meeting of the Board, at which time the motion and vote is recorded in the minutes of the meeting and the voting information destroyed by a separate motion.

3.3.7 Roles and Responsibilities of the Board

The Board of Directors is responsible for overseeing the administrative affairs for the Association and maintaining its integrity, as well as protecting the interests of its members.

All decisions of the Board are made collaboratively, including all final staffing decisions.

The **Past President** shall serve as a non-voting member of the Board and act as an advisor to the Board.

The **President** shall:

- serve as Chair of the Board of Directors and act as Ex-officio chair of all committees and all Minor Sport programs under the umbrella of the FSMSA which have been developed and are a part of the Board;
- presides as the 'manager' of the Board's activities, ensuring that Board members follow the bylaws, policies and procedures of the FSMSA, and those obligations legitimately imposed by statute or regulation, but has no authority to make decisions outside the bylaws or the parameters of policies created by resolution of the Board;
- call at least one Annual General Meeting of the Membership, and chair the meeting or appoint a replacement who will chair the meeting;
- will set the agenda for Board meeting with the input from its members and ensure that these meetings are focused on matters of Board responsibility, and with the assistance of the Secretary, plan the conduct and timing of Board meetings in conjunction with the Board and chair regular meetings of the Board of Directors, and chair the meetings or appoint a replacement who will chair the meeting(s);
- present matters of new business to the Board to be dealt with by the Board, and take instructions from the Board on how to deal with those items of new business;
- bring to the attention those items of old business that have not been dealt with and secure from the Board's instructions on how to deal with those items;
- ensure that the Board is properly informed about the operations of the FSMSA, has the information and opportunity necessary to come to decisions on matters within its purview, and that decision-making is transparent;
- ensure that the Board works effectively as a team and that areas of overlap between Board, Minor Sport management, and FSMSA staff responsibilities are managed constructively;
- ensure that conflict of interest issues and other conflicts or disputes are addressed sensitively and resolved constructively;
- with the support and cooperation of the Board, is responsible for ensuring adequate communications and accountability to key stakeholders and the public;
- act as public and media spokesperson for the Board and FSMSA;
- cause to be prepared and/or secure any information requested by the Board;
- sign all documents as the official representative of the Board authorized to sign on behalf of the Board;
- chair the ad hoc committee that hires, fires or replaces the full or part-time administrative employees of the FSMSA, make recommendations to the Board with regard to staffing actions, and supervise the daily work of these employees;
- attend, where possible, meetings, events, games and special functions scheduled by the Minor Sport programs;
- work in close harmony with the Treasurer in the administration of the Board's Financial Policy and the Board budgets;
- act as a signing authority on all cheques and purchase orders issued by the Board and requiring his signatures;
- cause to be prepared the Annual Financial Statement to be presented to the Membership at the Annual General Meeting; and
- attend all FSMSA Board meetings.

The **1ST Vice President** shall:

- act as the first alternate to replace the President in the event the President is unable to fulfill his/her duties to the Board;
- carry out the duties of the President in the event of the absence of the President while in the position of President;
- be responsible for the overseeing of, annual review and update, and understanding of the FSMSA Bylaws and Policies and Procedures, and act as the chair of the Bylaw Review Committee;
- be responsible for assisting the Treasurer in the administration of the FSMSA Financial Policy;
- act as a signing authority, if appropriate, on all cheques and purchase orders issued by the FSMSA and requiring his/her signature; and
- attend all FSMSA Board meetings.

The **2nd Vice President** shall:

- act as the second alternate to replace the President and 1st Vice President in the event they are unable to fulfill their duties to the Board;
- carry out the duties of the President and the 1st Vice President in the event of the absence of the President or 1st Vice President while in the positions;
- be responsible for the Minor Sport programs represented on the Board and for providing assistance to those Minor Sport programs in the area of management assistance;
- oversee the committee responsible for the contract to operate the food concession services at the Jubilee Recreation Centre and Sportsplex arenas, the management of the concessions, and the hiring of the concession manager;
- work with the Minor Sport programs in solving any discipline problems;
- act as a signing authority, if appropriate, on all cheques and purchase orders issued by the FSMSA and requiring his/her signature; and
- attend all FSMSA Board meetings.

The **Secretary** shall:

- take minutes at all Board meetings and maintain a copy of the minutes on file for reference/historical purposes;
- ensure that copies of "draft" Board meeting minutes are distributed to all Board members for review within one week of the meeting, and final minutes with prior to each meeting;
- provide copies of the minutes of the Board to the FSMSA office upon approval and signing by the President and Secretary;
- bring to the attention of the President any matters of correspondence to be dealt with by the Board, and cause to be distributed to the members of the Board any matters requiring their attention;
- maintain the records of meetings, Bylaws, Policies and Procedures, membership and any other records required by law;
- maintain, or cause to be maintained, the files and records of the FSMSA to be passed on to future officers, and ensure the security and confidentiality of all such files and records;
- maintain and distribute an up-to-date Board of Director contact list;
- act as a signing authority, if appropriate, on all cheques and purchase orders issued by the FSMSA and requiring his/her signature;
- provide secretarial services to the Board as requested; and
- attend all FSMSA Board meetings.

The **Treasurer** shall:

- be responsible for the maintenance of the Financial Policy of the Board;
- maintain all records and books of the FSMSA;
- cause to be prepared all cheques of the FSMSA;
- prepare or cause to prepare budgets for the FSMSA and the FSMSA Board of Directors;
- cause to be prepared and maintain budgets of the Minor Sport programs, and work with the Minor Sport programs to ensure that they stay within their budgets, and assist any Minor Sport program having budget or financial problems;
- cause to be prepared and presented monthly statements of revenues and expenses of each Minor Sport program;
- cause an audit of the books and records of the FSMSA to be prepared and filed annually as per the requirement of the Act;
- present an Annual Audited Financial Statement of the affairs of the FSMSA at the Annual General Meeting;
- file and maintain all grant applications of the FSMSA;
- act as a signing authority, if appropriate, on all cheques and purchase orders issued by the FSMSA and requiring his/her signature; and
- attend all FSMSA Board meetings.

NOTE: The Secretary and Treasurer may be a combined or separate positions.

The **Minor Sport Directors** shall:

- administer the Policies of the FSMSA within the Minor Sport program, and ensure the Policies of the Minor Sport program are kept current;
- host at least one annual general meeting of the Minor Sport program, for the purpose of receiving public input, reviewing policy, electing new executive members who will assist in the administration of the affairs of the Minor Sport program, recording complaints and compliments, and planning future programs to be sponsored by the Minor Sport. This meeting is to be held during the months when the sport is active.
- present to the Board of the FSMSA, annually, a list of executive members so elected;
- be responsible to report to the Minor Sport and the members for all monies raised through involvement with the participants of the sport;
- cause to be prepared and presented to the Board of the FSMSA an annual budget for the Minor Sport program, as well as any revisions;
- promote the development of the recreational and leisure time activities of the Minor Sport in the best interest of the participants of the sport and in keeping with the organizational values of the FSMSA;
- establish accountability requirements and present to the Board of the FSMSA a minimum set of standards to be met by all volunteers who wish to participate in the sport as either a coach, manager or official. Once established such standards are to be maintained. Volunteers not meeting the standard are to be removed from their duties;
- promote the improvement of the skill levels of all coaches, managers and officials within the Minor Sport by either hosting or sending volunteers to clinics for training or upgrading;
- prepare or cause to be prepared minutes of all meetings of the Minor Sport and provide to the FSMSA Registered Office a copy of such minutes; and
- attend all FSMSA Board meetings.

3.3.8 Resignation of Board Members

Members of the Board may from time to time wish to resign their positions for a variety of reasons. Elected members so wishing are requested to provide two weeks notice of resignation in writing and serve the resignation to the President or his/her alternate. Resigning members are requested to work with the Board in the process of securing their replacement.

Those members designated by a Minor Sport program under the umbrella of the FSMSA who wish to resign will work with their Minor Sport program to ensure a replacement is designated to the Board.

3.3.9 Removal of Board Members

Members of the Board may from time to time be removed by serving a Notice of Motion. A Special Meeting of the Board will be called for the purpose of dealing with the Notice of Motion. The Special Meeting may be called at the request of any three (3) members of the Board in good standing, and will be chaired by the President, or his/her alternate.

Board of Executive Committee members may be removed for: conduct unbecoming or detrimental to the FSMSA; disruptive behaviour; criminal offences; verbal, physical or emotional abuse; harassment; discrimination; breach of confidentiality; or other actions not for the good of the FSMSA.

The Board shall determine the length of time for which any member shall be removed. Once removed, the member has the right to appeal the terms of his/her removal.

In addition, any member of the Board who fails to attend three consecutive meetings of the board without notice of intent to miss the meeting will be deemed to have resigned, and the position considered vacant.

3.3.10 Filling a Vacancy

Subject to the requirements of Articles 3.3.1, 3.3.2, 3.3.8 and 3.3.9 above, vacant elected positions on the Board may be filled by the call of the President of the Board for receipt of nominations from the Board members present to fill the vacant position. If more than one person is nominated for the position, an election shall be held following the nominations. If only one person is nominated, or if only one person volunteers for the position, the President shall declare that person as elected.

These positions may be filled at an Annual General Meeting or general meeting of the Board, and ratified at the next annual meeting of the FSMSA. Once elected, these members will have full voting privileges.

3.3.11 Conflict of Interest

Members of the Board who find themselves required voting on a matter that they feel may be a conflict of interest must declare their potential conflict and refrain from any discussion on the motion.

A member of the Board may also have a conflict of interest when they are in a position of trust which requires them to exercise judgment on behalf of others (athletes, Minor Sports programs, etc.), and also has interests or obligations of the sort that might interfere with the exercise of their judgment. Where conflicts exist between a member's private interests and those of their volunteer position, the member is required to openly acknowledge any conflict of interest.

Any member of the Board who fails to declare their conflict of interest may be removed from the Board in accordance with the Disciplinary Policy of the FSMSA.

3.3.12 Confidentiality

It is important that Board members can speak freely and openly in discussions at Board meetings. These discussions are confidential and general information and decisions are noted in the official minutes of the meeting.

In addition, portions of meetings, hearings or deliberations of the Board may be held "in camera" when it is in the best interests of the FSMSA that confidential discussions be held. The following rules apply to the portion of the meeting held in camera: only bona fide members of the meeting may attend; the minutes of the proceedings in camera are confidential and available only to those persons who were eligible to attend the meeting; those who take part in the meeting and avail themselves of the privilege of consulting the minutes are deemed to have agreed to maintain the confidentiality of the proceedings; and minutes of the proceedings will not be circulated, but copies retained by the FSMSA's President and Secretary, and the FSMSA Registered Office.

In addition, the FSMSA Board has access to the personal information of its participants and information may only be used for the purpose to which it was intended.

Members may be removed from office for breach of confidentiality.

3.3.13 Disciplinary Committee

The FSMSA Disciplinary Committee may address issues that arise from time to time concerning disciplinary situations involving executive members of any of the Minor Sport programs under the FSMSA, or the Board of Directors of the FSMSA.

Board of Executive Committee members may be removed for: conduct unbecoming or detrimental to the FSMSA; disruptive behaviour; criminal offences; verbal, physical or emotion abuse; harassment; discrimination; breach of confidentiality; or other actions not for the good of the FSMSA.

The FSMSA Board of Directors will act as the Disciplinary Committee on a ad hoc basis only after the complaint has been heard by the appropriate Minor Sport program and when a solution acceptable to all parties has not been achieved, or in exceptional circumstances where elected members are involved. Minor Sport programs or provincial sport governing bodies will be responsible for disciplinary situations involving players, coaches, managers, officials or parents whose actions are disruptive to a sporting event.

3.3.14 Bylaw Review Committee

The 1st Vice President will act as chair of the Bylaw Review Committee that will undertake an annual review of the FSMSA's Bylaws and Policies and Procedures. The ad hoc committee will make recommendations for updates, additions and deletions to the Bylaws and Policies and Procedures at regular general meetings of the Board.

The FSMSA Bylaws may be rescinded, altered or added to and become working Bylaws at a regular meeting of the Board of Directors, and ratified by a Special Resolution at any Annual General Meeting of the FSMSA.

Policies or Procedures that are approved by a motion of the Board come into effect immediately.

3.3.15 Ad Hoc Committees

The Board may create ad hoc committees from time to time to handle specific business issues or staffing. A chair will be appointed by the President to oversee the committee and report to the Board its findings or recommendations, and the committee dissolved at the conclusion of its business.

The decisions of the Board are made collaboratively, including all final staffing decisions.

3.3.16 Board Remuneration

There will be no remuneration paid for serving as a member of the Board.

3.1.17 Board Liability Insurance

The Board and each Board member shall not be liable for any action taken or omitted by them in good faith or for the acts of any agent, employee or attorney selected by the Board with reasonable care.

The FSMSA carries Non-profit Directors and Officers insurance coverage

3.4 Dissolving the FSMSA

If the FSMSA is dissolved, any funds or assets remaining after paying all debts are paid to a registered and incorporated charitable organization. Members will select this organization by a Special Resolution. Under no circumstances do any members receive any assets of the FSMSA.

4.0 MEMBERSHIP

Membership in the FSMSA is compulsory for all participants of any Minor Sport program under the umbrella of the FSMSA. Membership is open to all residents of Alberta of the lawful age of 18 years who pay the prescribed annual fee.

4.1 Membership Fees

The membership fee will be set by the Board of Directors annually and may subject to change from time to time. All memberships will expire December 31st in the year in which they are issued. However, the FSMSA recognizes that some Minor Sport programs may have different start and end dates to their seasons. Membership privileges will continue to the conclusion of the current sport session or next registration in that sport.

At the time of registration in any Minor Sport program under the umbrella of the FSMSA, a member is required to produce or purchase a valid membership card in order to qualify for registration of the member's family.

Through programs such as Kidsport, the FSMSA will ensure opportunities are provided for all young athletes to participate in Minor Sport programs under its umbrella.

4.2 Rights of the Members

Every member in good standing shall be entitled to participate in any Minor Sport program under the umbrella of the FSMSA, including, but not limited to, baseball, gymnastics, hockey, judo, lacrosse, outdoor soccer, ringette and softball, and any other sports which may be added or join the FSMSA from time to time.

4.3 Attendance at FSMSA Meetings

Every member is entitled to attend all Annual General Meetings of the FSMSA and to speak on any motion before the FSMSA. Members are entitled to vote on any motion before the FSMSA at any Annual General Meeting.

Members are also welcome to attend any general meeting of the Board of Directors, however, only Board members carry a vote at any meeting of the Board of Directors.

Individuals who are not in good standing shall not be allowed to attend any FSMSA meeting, including any meetings of any Minor Sport program under the umbrella of the FSMSA.

4.4 Voting Rights

Every member in good standing, over the age of 18, present at an Annual General Meeting is entitled to one vote on any motion before the Membership.

5.0 REQUIREMENTS OF THE ANNUAL GENERAL MEETING

- 5.1** The President of the FSMSA shall call annually at least one Annual General Meeting of the membership and present to the membership in attendance at such meeting any and all changes to the Bylaws and Policies and Procedures established by the Board during the time from the last Annual General Meeting, that effect the membership. The Bylaws must be ratified by a Special Resolution at any Annual General Meeting of the FSMSA.

The Board of Directors shall also present the Audited Financial Statements of the FSMSA and request approval of the membership of the Statements as presented.

Election of new Board members of the FSMSA shall also take place at the Annual General meeting. The members present at the meeting shall be asked to ratify the appointment of those new directors to the Board who have assumed office due to the filling of a vacancy on the Board created prior to the Annual General Meeting, but after the previous Annual General Meeting as per the requirement of Article 3.3.10.

The meeting will be advertised at least four (4) weeks prior to the date of the meeting in the local papers serving the area. The minutes for these meetings will be prepared by the Secretary and filed in the Registered Office for inspection by any member of the FSMSA.

Any member may submit a motion to be heard at the Annual General Meeting. The motion must be received in writing by the Secretary or Registered Office at least 21 days prior to the Annual General Meeting.

The minutes of the meeting, including resolutions and amendments to the Bylaws and the Audited Financial Statements, will be filed annually with the Corporate Registry of Alberta.

6.0 MINOR SPORT PROGRAMS

Minor Sport programs under the umbrella of the FSMSA, currently include, but not limited to, baseball, gymnastics, hockey, judo, lacrosse, outdoor soccer, ringette and softball.

Each Minor Sport program will annually sign an agreement with the FSMSA following its annual general meeting.

6.1 Minor Sport Annual General Meetings

Each Minor Sport shall hold an annual general meeting to elect and Executive to administer the sport program. The exact requirements for each Minor Sport's annual general meeting shall be outlined in their Policies and Procedures and made available to the participants in their sport.

6.2 Minor Sport Executive Committees

Each elected representative of all Minor Sport programs must sign a Code of Conduct for Executive and Directors and conduct a criminal record check within one month of their election and provide to the FSMSA.

Each Minor Sport shall sign an operating agreement with the FSMSA annually following their annual general meeting, to ensure that all Executive Committee members understand and respect the relationship of the Minor Sport to the FSMSA and each of their responsibilities.

6.3 Minor Sport Policies and Procedures

Through its Policies and Procedures, the Minor Sport programs ensure that one elected official is designated as a Director to represent the sport and sit on the Board of Directors of the FSMSA.

The Minor Sport programs shall ensure that the Policies and Procedures of their sport program are reviewed and updated as appropriate annually, and a copy of the current submitted to the FSMSA on a timely basis. The Policies and Procedures should reference and compliment the Mission, Vision and Organizational Values of the FSMSA.

Where an individual Minor Sport program does not have their own policy, they may adopt the FSMSA policy by default.

6.4 Minor Sport Meetings

The guidelines for attendance and participation in Minor Sport meetings will be determined in accordance with Policies and Procedures of each Minor Sport program.

All Minor Sports must submit a copy of all meeting minutes to the FSMSA within two weeks of each meeting or ensure that the minutes are available to members via the sport's website.

6.5 Minor Sport Program Budgets

Minor Sport program's budgets should:

- be submitted within the first two-three months of the sport's new fiscal year, and approved/rejected at a general meeting of the Board;
- not reflect a deficit
- if appropriate, sports shall include a portion of the Concession proceeds, as determined annually, in their budget;
- include all program expenses for the forthcoming season;
- include all revenue earned on behalf of the FSMSA;
- all approved budget items require a purchase order; and
- any budget accounts in arrears required FSMSA Board approval prior to any additional purchases.

NOTE: "Approval" of a budget indicates approval of submitted expenses only, however, ALL monies and revenue must be turned in to the FSMSA to ensure budgeted expenses are recovered and the budgets remain balanced as submitted.

Thereby, there shall be no independent bank accounts allowed for the Minor Sport programs, except as required by Alberta Gaming for fundraising accounts and individual representative team accounts. A \$100 petty cash fund will be given to the individual Minor Sport, if requested, and a cheque issued by the Treasurer. This fund could be used to cover minor expenses such as postage, coffee for clinics, etc. However, receipts must be retained and turned over to the Treasurer for those monies expended. No additional monies will be issued if receipts are not turned in. This is necessary to record all expenses and for the preparation of the financial statements.

The Minor Sport will follow the requirements set out in the FSMSA's Financial Policy.

6.6 Minor Sport Assets

All general financial accounts and equipment of the Minor Sport programs are the property of the FSMSA. Equipment shall be kept in good condition and repaired by each Minor Sport. All equipment shall be of a standard dictated by the sport in which it is used.

Each Minor Sport program shall submit an annual inventory of equipment to the Board for insurance purposes.

Equipment which was the property of a Minor Sport prior to joining the FSMSA, will remain the property of the Minor Sport.

6.6 Minor Sport Fundraising Activities

Minor Sport programs are encouraged to undertake fundraising activities to help offset the costs of their sport and maintain lower fees to participants whenever possible.

Minor Sport programs may apply for fundraising casinos or other opportunities through Alberta Gaming under the umbrella of the FSMSA. Applications for such fundraising opportunities will comply with the rules and regulations set out by Alberta Gaming, and only those expenses eligible paid for through these funds. Receipts must be retained for audit purposes.

In the event the Minor Sport program is unable to spend the monies received within the time limits outlined by Alberta Gaming, or the sport disbands or disassociates itself from the FSMSA, all funds will be returned to Alberta Gaming. The FSMSA does not include these funds in the general accounts of the FSMSA.

Where other fundraising activities are undertaken, no portion of the funds raised may be distributed to individuals, but must be used for which they were raised.

6.7 Dissolving Minor Sport Programs under the FSMSA

In the event that a Minor Sports program under the umbrella of the FSMSA is unable to operate due to lack of interest, registration, coaching, etc., the sport will remain under the FSMSA umbrella for two (2) sport seasons. At the completion of two seasons without active participation, the sport will be disbanded and the assets will revert to the FSMSA for liquidation. The monies will be held in trust for the disbanded sport for a two-year time period; at the end of which the funds will be disbursed on a per capita basis to the remaining sports in good standing with the FSMSA.

6.8 Disassociation of Sports from the FSMSA

Should any Minor Sports program wish to remove itself from under the FSMSA umbrella by registering itself as a new or separate society, all current assets, financial records, membership lists, records, equipment, funds or other assets of its operations will be immediately returned to the FSMSA. The new society will not be privileged to any of the services offered by the FSMSA, except by special agreements established with the FSMSA which outlines the terms and conditions of their agreement.

7.0 OPERATIONAL POLICIES AND PROCEDURES

1. Committee

- a. Minor Sports Operating Terms of Reference Agreement
- b. Concession Policy and Procedures

2. Fair Play and Disciplinary

- a. Member Code of Conduct: Zero Tolerance Policy
- b. Disciplinary Policy
- c. Code of Conduct for FSMSA Board Members and Sport Executive and Directors

3. Criminal Record Check

4. Financial