

Shuswap Ringette Association ***Preparing for the Annual General Meeting (AGM)***

*** At least Two Months prior**

- Financial Information has been updated by the Treasurer for preparation of the Financial Statement
- Six (6) weeks prior to AGM the Board of Directors shall appoint a nominating committee of three (3) people, who shall be responsible for putting forth names willing to stand for Board of Directors positions.

*** One Month Prior**

- A committee has reviewed the Shuswap Ringette Constitution and Bylaws and is prepared to bring forth any items that need updating.
- Secure Date, Time and Location of AGM. The AGM shall not be later then the 31st of May.
- Any advertising that is to be placed in a newspaper, mailed or emailed is prepared.
- A financial budget has been prepared and approved by the Shuswap Ringette Board of Directors for presentation at the AGM.

*** Three Weeks Prior**

- A minimum of twenty-one (21) days notice is provided to the members as to the deadline for written submissions to Chair for additional agenda items and for any proposed Amendments to the Constitution and Bylaws.
- A minimum of fourteen (14) days notice of the meeting has been provided to all members in good standing. Method of notification is as per bylaws.
- The Financial Statement has been returned to the Board of Directors and any errors or omissions have been clarified with the Treasurer.

*** One Week Prior**

- The Treasurer financial statement, bylaw changes, minutes of last AGM and any other pertinent information has been copied for distribution.

- The Secretary should have a copy of all reports to be presented at the AGM. Copies of these reports will be attached to the minutes.
- Chair of the AGM has prepared the agenda, as per the ***Shuswap Ringette Constitution Bylaw 2.03***. The following will be the order of business:
 - (a) Call to order
 - (b) Adoption of minutes of minutes of the previous AGM and subsequent General Meetings
 - (c) Business arising out of the minutes
 - (d) The Presidents report
 - (e) The Treasurer's report and Financial Statements
 - (f) Appointment of the Auditor
 - (g) The Registrar's Report
 - (h) Other Board of Directors and Committee Reports
 - (i) Constitution and Bylaw amendments
 - (j) Setting of membership fees as per Bylaw 1.01(c)
 - (k) Election of a new Board of Directors
 - (l) New Business
 - (m) Adjournment

*** Day of the Meeting**

- Committee arrives at least one hour prior to meeting for set up.
- Have members and guests sign-in upon arrival.
- Confirmation of meeting quorum should be established at the beginning of the meeting.
- Quorum for the AGM is a minimum of five (5) members present. If a quorum can not be met, the meeting should be postponed and rescheduled, to a later date, which will allow the two (2) weeks minimum notice.
- No business should take place at a meeting without a quorum.
- The Treasurer financial statement must be presented at this meeting for the approval of the membership.
- Directors should come prepared to present reports and answer questions on their various responsibilities.
- A copy of the Shuswap Ringette Constitution and Bylaws, and a meeting procedure handbook (e.g. Robert's Rules of Order) should be at the meeting for reference.