



March 12, 2012

TO THE MEMBERS OF THE CANADIAN SOCCER ASSOCIATION (CSA):

CSA Board of Directors
Provincial/Territorial Associations
Associate Members
Life Members
Professional Soccer Clubs
Professional Soccer Leagues
CSA Player Representatives

Dear Sir or Madam,

NOTICE OF SPECIAL GENERAL MEETING AND ANNUAL GENERAL MEETING

Notice is hereby given to all members that a **Special General Meeting** of the Canadian Soccer Association will be held on **Saturday, May 5, 2012** at 8:30 am ET at the Ottawa Convention Centre in Ottawa, Ontario to approve 2012 Constitution and By-Law amendments of the Association.

Notice is also hereby given to all members that the **Annual General Meeting** of the Canadian Soccer Association will be held on **Saturday, May 5, 2012** at 10:00 am ET at the Ottawa Convention Centre in Ottawa, Ontario.

Please find below details pertaining to the organization of the 2012 CSA Special and Annual General Meetings provided for your information and planning:

1. VENUE AND DATE

The Special General Meeting will be held in Ottawa, Ontario on **Saturday, May 5, 2012** at the Ottawa Convention Centre in Rooms GS 206/208, 55 Colonel By Drive, Ottawa, Ontario.

The Annual General Meeting will be held in Ottawa, Ontario on **Saturday, May 5, 2012** at the Ottawa Convention Centre in Rooms GS 206/208, 55 Colonel By Drive, Ottawa, Ontario.

You will receive the full program of events at a later date as additional meetings may be included.



DATE	EVENT
May 3, 2012	Arrival of Board of Directors
May 4, 2012	Arrival of Delegates Board of Directors' Meeting Governance Workshop regarding Election Process (7:00 pm)
May 5, 2012	Special General Meeting Annual General Meeting 100 th Anniversary and Awards Banquet
May 6, 2012	Members' Forum – Preliminary Meeting (8:30 am) Board of Directors' Meeting (10:00 am) Departure of Delegates

2. AFFILIATION FEES

In accordance with CSA By-law 20.6/21.6, an annual membership affiliation fee shall be due and payable prior to the each Annual General Meeting.

3. REGISTRATION

This year, all registrations for the Annual General Meeting will be conducted online at the following link:

[2012 SGM and AGM Registration](https://docs.google.com/spreadsheet/viewform?formkey=dHJLSmNsM2tHMUtFeVlzM2dYX3Z4THc6MQ)

<https://docs.google.com/spreadsheet/viewform?formkey=dHJLSmNsM2tHMUtFeVlzM2dYX3Z4THc6MQ>

Registration will commence immediately. Deadline for registration is April 1, 2011.

4. ACCOMMODATION

All delegates will be staying at the following hotel:

Fairmont Château Laurier

1 Rideau Street Ottawa, ON K1N 8S7

(613) 241-1414

<http://www.fairmont.com/laurier>



The room rate is guaranteed: **\$189.00** (standard suite). Guestroom rates are subject to the prevailing Harmonized Sales Taxes as well as Hotel Occupancy Tax.

A complete rooming list is due to the CSA by Thursday, April 1, 2011 via the online registration form. Any reservations made after that date will be accepted on a space available basis at the Hotel's prevailing rate.

Accommodation costs for delegates are the responsibility of the respective Provincial/Territorial Associations and Leagues and Professional Clubs.

The CSA will assume responsibility for the accommodation costs for the Board of Directors.

5. EXTENSION OF STAY IN OTTAWA

Any requests to extend a stay beyond the above dates must be submitted at the same time as the rooming requirements by **April 1, 2011**. Any additional expenses incurred as a result are to be borne by the delegate concerned.

6. TRANSPORTATION

The CSA is only responsible for air travel costs for members of the Board of Directors.

Travel costs for delegates are the responsibility of the respective Provincial Associations.

Transportation, for all delegates, to and from the airport, will be provided by the Canadian Soccer Association.

7. ANNUAL GENERAL MEETING AGENDA

The CSA General Secretary shall draw up the agenda based on submissions from the Board of Directors and the Members. Any submission that a Member wishes to discuss must be sent to the CSA General Secretary in writing by **March 30, 2012**.

8. DISPATCH OF OFFICIAL DOCUMENTS

You will receive a copy of the agenda, the CSA Annual Report and the CSA Financial Report by **April 4, 2012**.



9. ELIGIBILITY TO VOTE

Only a Member in good standing may exercise Member rights as established in the By-laws, Rules and Regulations of the CSA.

10. ELECTION OF OFFICERS:

The new CSA Board of Directors will consist of 14 Directors, including a President, Vice President, six (6) elected Directors and, over the next two years, six (6) appointed or independent Directors. The current call for nominations is for the following Board positions:

President (four-year term)

Elected Directors (6 positions)

- 2 Directors for a three-year term
- 2 Directors for a two-year term
- 2 Directors for a one-year term

Appointed Directors (3 positions)

- 2 Directors for a three-year term
- 1 Director for a two-year

Nominations Application Forms, together with other supporting documentation information and deadlines, are available at <http://www.canadasoccer.com/governance-s14655>.

11. PROXIES

As per By-law 24.1, Directors and Officers shall have a voice but no vote at all Annual General Meetings. At any general meeting, an Association in Membership may, by written proxy, appoint its President as its voting delegate for the Meeting. At any general meeting a Territory, being an Association in Membership, may, by written proxy, appoint its President as its voting member for the meeting. The President of The CSA shall have a deciding vote only.

All proxies must be submitted by **April 13, 2011**.



12. AMENDMENTS TO THE BY-LAWS, RULES, REGULATIONS

As per By-law 63.1/53.1, Voting Members, Members of the Board of Directors, and the Constitution Committee may propose changes to the By-laws and/or the Rules and Regulations which shall only be amended at an Annual General Meeting or a Special General Meeting called for that purpose provided that notice of all proposed amendments shall have been delivered to the CSA General Secretary at least forty five (45) days before the date fixed for the commencement of the Meeting or **March 20, 2012**.

Please include the following information with any proposed amendments: date, name of Association, present text, proposed text, and rationale for proposed changes.

13. SUMMARY OF IMPORTANT DATES

DATE	DEADLINE
March 20, 2012	Constitution and By-law Amendments
March 22, 2012	Submission of Nominations for Election for President and Elected Directors
March 30, 2012	Submission of Agenda Items for Special General Meeting
March 30, 2012	Submission of Agenda Items for Annual General Meeting
April 1, 2012	AGM Registration & Hotel Room Reservations
April 4, 2012	Receipt of Official Documents by Delegates
April 13, 2012	Submission of Proxies
April 30, 2012	Affiliation Fees
May 5, 2012	Special General Meeting
May 5, 2012	Annual General Meeting
May 6, 2012	Members' Forum – Preliminary Meeting
May 6, 2012	New Board of Directors' Meeting
May 8, 2012	Submission of Nominations for Independent Appointed Directors

We look forward to seeing you in Ottawa and celebrating our 100th anniversary. Should you have any questions, please do not hesitate to contact me.

Warm regards,

Peter Montopoli
General Secretary