Notice of the Annual General Meeting of

**[MSA NAME]**

Dear Member,

This is to advise you of the upcoming annual general meeting of the members of the MSA.

The details of this meeting are as follows:

|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Place:** |  |

Business at the annual general meeting of the MSA will include:

* Accepting the MSA's annual financial statements and the executives' report.
* Ratifying the appointment of executives.
* [Election of additional executives [if necessary]
* Approving the revised constitution and bylaws (collectively called the “bylaws”). [Attached is a special resolution and the black-lined copy of the proposed revisions to the bylaws for your information and review.] [if necessary]
* Transacting other business that may come before the meeting.

Regards,

|  |  |
| --- | --- |
| **[MSA NAME]** | |
| By: |  |
|  | [NAME], Executive |