

Edmonton Touch Football Association Constitution

1. Name

The official name of the organization shall be the Edmonton Touch Football Association, hereafter called the League.

2. Objective

The objective of the League shall be to administrate, develop and promote touch football in and around the City of Edmonton.

1. Mission Statement

The Edmonton Touch Football Association (ETFFA) mission statement is to provide the best game time experience for touch football players in Edmonton.

2. Values

1. Games should be played on safe, good quality fields.
2. Games should be scheduled as best as possible to enjoy Edmonton summers.
3. Games should be officiated by a full-compliment of qualified referees.
4. Referees should be provided a safe and effective officiating environment.
5. Divisions shall be aligned to promote balanced competition with a focus on developing a higher level of play.

3. Membership

1. Membership in the League is open to any individual who is on the roster of a team that is in good standing with the League.
2. Membership in the League is also open to individuals who are not on the roster of any team, but are involved in the League as an official or volunteer.

4. Voting Privileges

1. All League Executive Members in good standing with the League are entitled to vote at the League Executive Meetings.
 1. A maximum of two (2) members per team are allowed on the League Executive.
2. Each team that is eligible and in good standing with the League is entitled to one vote at the Annual General Meeting and Special General Meetings only.
 1. Teams may vote by proxy, provided that written confirmation of this decision is present at the applicable meeting. This will include verifiable email.

5. Governing Power

1. The League shall be governed by a League Executive, in compliance with the League's Constitution and Bylaws.
2. The League Executive shall be elected by all eligible voting members, present or by proxy, at the Annual General Meeting or Special General Meeting called for that purpose.

3. The League Executive shall consist of the following positions: A President, a Vice President, a Secretary, a Treasurer, a Marketing and Promotions Coordinator, a Women's Division Liaison, an Officials' Coordinator and a Member at Large.
 4. The powers and authority of the League shall be vested in the Executive, which shall have exclusive authority to oversee the operations of the League through the formulation of policy and the setting of budgets.
 5. The Executive Committee, or President and one (1) other executive member, may, in accordance with any policy formulated or passed by the Executive, carry on the day-to-day business of the League and has full authority to take all actions to spend money and make all decisions on behalf of the League, in a responsible and timely manner, with the exception of:
 1. The formulation of policy;
 2. An expenditure which would exceed ten percent (10%) of that which is budgeted; and,
 3. An expenditure not anticipated in the budget which would exceed one thousand dollars (\$1000).
 6. The League Executive has the authority to add members to the Executive at any Executive meeting throughout the year.
 7. The League Executive has the authority to remove any Member of the Executive, Executive Members included, if deemed negligent in their duties or if they are deemed acting in a manner that is detrimental to the League Executive and/or the League. If the Executive Member removed is an Executive Member, the League Executive has the authority to fill the vacant position with an existing Executive Member for the rest of the term.
6. Executive Members and their Duties
1. President
 1. Shall chair all meetings of the League and shall perform such other duties that usually pertain to that office.
 2. Shall be an ex-officio member of all committees formed by the League Executive, but only has a tie-breaking vote on such committees.
 3. Shall prepare and submit to the Annual General Meeting, a statement and report of the preceding year for approval of the membership at the Annual General Meeting.
 4. Shall be one of the signing officers for all transactions of the League.
 5. Shall nominate or defer chair to any other Executive member in good standing if the president so chooses.
 6. Shall be responsible for communications between the Executive and the team representatives from all Divisions.
 7. Shall perform such other duties as assigned by the League Executive. And,
 8. Shall determine and coordinate scheduling of games for the league.

2. Vice-President

1. Shall assume all rights and duties of the President in the event the President should be absent or unable to act, and shall perform such other duties that usually pertain to that office.
2. If the Vice-President is also absent the League Executive will delegate a chair person from the Executive for the meeting.
3. Shall be one of the signing officers for all transactions of the League.
4. Chair the Disciplinary Committee.

3. Secretary

1. Shall be the recording secretary at all meetings of the League, responsible for circulation of minutes for such meetings, and shall perform such other duties that usually pertain to that office.
2. In the event of the Secretary's absence, another Executive member shall be appointed the duties of the Secretary.
3. Shall keep a register of all members and have custody of all books and records pertaining to this office.
4. Shall notify members of all meetings and other required functions.

4. Treasurer

1. Shall have custody of all funds belonging to the League. Such funds shall be deposited by the Treasurer in a Canadian bank or Credit Union as approved by the League Executive. These accounts shall be in the name of the League.
2. Shall keep a regular account of the receipts and expenditures of the League and shall be the custodian of all the books, records, and other documents pertaining to this office.
3. Shall be one of the signing officers of the League for any financial transaction.
4. Shall issue cheques for all expenditures upon the authorization of the League Executive, the Executive Committee, or President and one (1) other executive member.
5. Shall present a financial summary at the League Executive Meetings.
6. Shall prepare an annual budget to be presented and approved by the League Executive after the start of the Fiscal Year, but prior to the commencement of league play.
7. Shall prepare and present a financial report for the year to date at the Annual General Meeting for approval of the membership, and for the Fiscal Year End at a League Executive Meeting at the end of each Fiscal Year.

5. Marketing and Promotions Coordinator

1. Shall chair the Marketing and Promotions Committee.
2. Shall be responsible for all Marketing and Promotions activities of the League as set out by the League Executive.

3. Shall turn over all monies received by the Marketing and Promotions Committee to the Treasurer at, or prior to the next League Executive Meeting.
4. Shall prepare and submit a written report of all marketing and promotional activities to the Annual General Meeting for approval of the membership.
6. Officials Coordinator
 1. Shall coordinate the scheduling of officials prior to, and during the season as set out by the League Executive.
 2. Shall chair all Official's Meetings.
 3. Shall collect and verify all official's pay sheets.
 4. Shall organize all Official's draft meetings.
 5. Shall oversee development of Officials.
 6. Shall oversee changes and additions to League Rule Book and present them to the League Executive as they arise.
7. Women's Division Liaison
 1. Shall coordinate the operation of the Women's Division of the League as set out by the League Executive.
 2. Shall prepare and submit to the Annual General Meeting, a statement and report of the preceding year for approval of the membership at the Annual General Meeting.
8. Member at Large
 1. Shall assist all other member of the Executive as necessary
7. Meetings
 1. Annual General Meeting
 1. The purposes of the Annual General Meeting are to receive the annual reports of the League, to elect the League Executive and to transact other business arising.
 1. All teams are expected to send a minimum of one team representative to the AGM.
 2. Each individual team representative can only represent one team.
 2. All nominated candidates for office must be present at the Annual General Meeting for elections or have provided confirmation of acceptance of their nomination prior to the Annual General Meeting.
 2. Special General Meeting
 1. A Special General Meeting of the League may be called at any time and for any purpose by the League Executive as they deem necessary.
 3. League Executive Meetings
 1. The League Executive Meetings shall be held at least once every two months, throughout the year, with the exception of December and January.
8. Quorum
 1. A quorum of any meeting of the League Executive shall consist of 50% (one-half) +1 of all eligible Executive Members.
 2. At any meeting of the League Executive where a quorum is not met, all resolutions and motions shall be tabled until the next meeting.

3. A quorum of the Annual General Meeting (AGM) or any Special General Meeting shall consist of (2/3) of all eligible voting members.

9. Completion of Office

All members, upon termination of office, shall deliver to the League Executive all property of the League which is in their possession.

10. Amendments to the Constitution and By-Laws

1. Constitution

The Constitution of the League may be amended at the Annual General Meeting, or any Special General Meeting called for that purpose, by a majority vote, provided a quorum has been met, including members voting by proxy. The changes to the Constitution must be made available to all eligible voting members twenty-eight (28) days in advance of the Annual General Meeting or Special General Meeting.

2. By-Laws

The Bylaws of the League may be amended at the Annual General Meeting or Special General Meeting called for that purpose by a majority vote of the eligible voting members present, provided a quorum has been met, including members voting by proxy. The changes to the By-Laws must be made available to all eligible voting members twenty-one (21) days in advance of the Meeting. The By-Laws of the League may also be amended at the Annual General Meeting by a three-quarters (3/4) majority of all eligible voting members present, provided a quorum has been met, including members voting by proxy, if the item was not circulated twenty-one (21) days prior to the meeting.

11. Fiscal Year

The fiscal year of the League shall end on the last day of September in each year.

12. Dissolution of the League

In the event of the winding up of the affairs of the League, all the assets of the League including cash on hand or in the bank, after the payment of all outstanding accounts and other liabilities shall be assigned, transferred and paid to a recognized charitable or non-profit organization as determined by all eligible voting members present prior to the final dissolution.