**CONSTITUTION OF THE EDMONTON LADIES SOFTBALL ASSOCIATION**

Article I **NAME**

Edmonton Ladies Softball Association (hereinafter referred to as ELSA).

Article II **OBJECTIVES**

1. To foster and strengthen the ideals of good sportsmanship.
2. To promote, foster, and encourage amateur softball in the greater Edmonton area.
3. To control and administer association matters.
4. To maintain affiliation with the Alberta Amateur Softball Association (hereinafter referred to as AASA) and the Canadian Amateur Softball Association (hereinafter referred to as CASA).

Article III **RULES AND REGULATIONS**

Operating rules governing the ELSA are contained in the sections following the Constitution.

Article IV **GRANTS**

The executive shall pursue all avenues open to them (specifically, the City of Edmonton, adjacent municipal governments, the Government of Alberta, & the Government of Canada) to raise funds for the ELSA’s activities.

Article V **DISSOLUTION**

In the event the ELSA ceases to become operational, all assets of the ELSA shall become property of a charity group or a non-profit softball organization/association to be chosen by the current executive.

**BY‑LAWS OF THE EDMONTON LADIES SOFTBALL ASSOCIATION**

**PART I - MEMBERSHIP & ORGANIZATION**

**1. NAME**

1. The name of the organization shall be the Edmonton Ladies Softball Association (hereinafter referred to as the ELSA).
2. The executive of the association shall be authorized to execute, on behalf of the association, deeds, land titles, leases, etc., and the association shall have the right to own or lease real estate or other property.

**2. MEMBERSHIP**

1. Membership in the association shall consist of, but not be restricted to,all registered players and coaches/managers in the current or previous season.
2. All members shall receive one vote.
3. The business classification under which each member has been appointed to membership shall be recorded in the membership records of the association.
4. Application and admission of members:
   1. All executive are elected at the fall meeting.
   2. All appointed members of the executive and any association committees.
   3. Any registered team member.
   4. Any person attending an association meeting or attending an affiliated association meeting.
5. Suspension of members will occur in the event of:
   1. The engagement of any criminal activities.
   2. Misuse of association finds.
   3. Any person suspended by an affiliate association.
   4. Any member who fails to comply with the current operating rules.
   5. Any cause deemed necessary by the executive. Such suspension to be affected by the executive shall be for a time period as specified by our affiliates or at the discretion of the executive.
6. Honourary Membership‑ The association may, at a general meeting, upon recommendation of the executive, may elect any person as a honourary life member of the association, in recognition of distinguished services to the association or affiliate, or under special circumstances at the discretion of the executive. Any honourary life member shall not vote.
7. All members have a right to attend general meetings. They may present, address issues and make proposals to change or add to the league bylaws.
8. No members, directors or officers shall be paid for their duties in the delivery of the association’s programs.

**PART II ‑ GENERAL MEETINGS**

**1. ANNUAL GENERAL MEETING** (FALL)

The annual general meeting of the association shall be held once in every year, not later than October 15th of that year, on such a day as shall be determined by the executive, provided that, if, by inadvertence, or for other reason the meeting is not convened to be held in the month aforesaid, it may be scheduled to be held as soon thereafter as circumstances will permit. It shall receive reports of officers and committees, and generally transact such other business of the association as may be advisable. Seven days’ notice, at least, specifying the place, the day, and the hour of any general meeting, and the general nature of the business to be transacted, shall be given to the members and may be sent by post. The non‑receipt of the notice to any member, not the accidental omission to give a notice to any member, does not invalidate the proceeding or any resolution passed at a general meeting.

**2. ORDER OF BUSINESS**

The order of business at the annual general meeting shall be as follows (such order may be varied or suspended by a majority vote of the members present):

‑Report of attendance ‑Election of executive

‑Minutes ‑Unfinished business

‑Business arising from the minutes -Amendments to the constitution and bylaws

‑Correspondence ‑New Business

‑President’s report ‑Notices of Motion

‑Treasurer’s report ‑Resolutions

‑Committee reports

**3. GENERAL MEETINGS**

A general meeting may be called upon request of twenty (20) members in good standing with the association, provided that the reason for calling such a meeting is not one that is usually handled by the executive and association committees. Notice of such a meeting shall be mailed to each member, at least one week prior to the meeting, stating the subject to be considered, and no other subject shall be considered without the unanimous consent of all members present.

**4. VOTING AT MEETINGS**

At any annual general meeting, only two (2) votes per member team shall be cast per ballot. No vote may be cast by proxy. At all general meetings, all questions shall be decided by a majority vote and all voting shall be open and by show of hands, unless a poll be demanded, and the decision of the president, of the result of voting, shall be sufficient evidence of the result. Whenever a poll is demanded on any question, the president of the meeting may appoint someone to oversee the poll and determine the method of the taking of the poll, either by ballot or otherwise, and, in case of an equality of votes, the president shall be entitled to cast a deciding vote.

**5. QUORUM**

Fifty-one percent (51%) of voting members representing teams registered for the season shall constitute a quorum at any general meeting of the association, and no business shall be transacted at any meeting unless a quorum of members is present. If, within one half hour from the time appointed for the meeting, a quorum is not present, the meeting shall, if convened upon a requisition of the members, be dissolved, and in any other case it shall stand adjourned, to be reconvened at the discretion of the executive at such a time and place as they shall deem convenient.

**PART III ‑ THE EXECUTIVE**

**1. GOVERNMENT**

The affairs of the association shall be managed by an executive of up to six (6) members.

**2. OFFICERS**

The officers of the association shall consist of the following:

1. The following officers shall be elected from the membership of the ELSA to serve a 2‑year term:
   1. Vice ‑ President
   2. Scheduler
   3. Events & Fundraising Coordinator
   4. Secretary
   5. Treasurer
   6. Facility Chairperson
2. The following officers shall be non-elected roles of the ELSA to serve a 2‑year term:
   1. President
   2. Past President
3. Temporary Executive Appointments ‑ If an executive office becomes vacant, or if an executive office remains vacant due to a failure to nominate or elect a member to fill that office at the Annual General Meeting, the remaining executive may appoint a replacement officer at their next ordinary executive meeting. Such an appointment shall stand until the next ordinary general meeting, at which time an officer will be elected to complete the term of office.
4. Such other officers appointed by the executive as it may deem advisable.

**3. DUTIES OF OFFICERS**

a) President (2‑year term, non-elected)

i) Shall preside at all ELSA meetings.

ii) Shall be ex‑officio of all committees and cast the deciding vote if required.

iii) Shall be chairman of the finance committee.

iv) Shall be chairman of the policy committee.

v) Shall be liaison between affiliate associations, government bodies, and such other organizations as needed from time to time.

vi) Shall be one of the signing authorities for all ELSA documents.

vii) Shall be responsible for calling executive meetings as required.

viii) Shall be responsible for presenting reports at the general meeting.

ix) Shall be responsible for delegating any special duties.

x) Will move into Past President role upon completion of 2-year term.

b) Vice ‑ President (2‑year term)

i) Duties of the president in his/her absence, including signing authority.

ii) Shall be chairman of the program committee, whose duties are scheduling and such other committees, and keeping a list of tournaments in the Edmonton area, etc.

iii) Such other duties as the President may assign.

iv) Will move into President role upon completion of 2-year term.

c) Past President (2‑year term, non-elected)

i) Offer assistance and knowledge to successor and executive members

d) Secretary (2‑year term)

i) Keeping minutes of all ELSA meetings.

ii) Keeping a file of all records and correspondence of the ELSA

iii) Notify members of meetings.

iv) One of the signing authorities for all ELSA documents.

v) Present for approval at every executive meeting, and for decisions made between meetings.

vi) Working with all functional committees.

vii) Keeping the seal of the association.

viii) Conduct all correspondence.

ix) Such other duties as requested by other executive members.

e) Treasurer (2‑year term)

i) One of the signing authorities for all ELSA documents.

ii) Shall keep a financial record of all ELSA funds.

iii) Provide a monthly statement or as requested by the executive.

iv) Assist the executive and all other executive in financial matters.

v) Paying all association bills on a regular basis as directed by the executive.

vi) Collecting and depositing all funds credited to the ELSA.

vii) Issuing receipts for all monies received by the ELSA.

viii) Such other duties as requested by other executive members.

f) Scheduler (2-year term)

i) Shall be chairman of the program committee, whose duties are scheduling and such other committees, and keeping a list of tournaments in the Edmonton area, etc.

ii) Such other duties as the President may assign.

g) Facility Chairperson (2‑year term)

i) Shall book and co‑ordinate the field availability:

‑ Deals with Parks & Rec. (includes meetings)

‑ Signs permits

ii) Such other duties as the President may assign.

h) Events & Fundraising Coordinator (2‑year term)

i) Assist in the planning and execution of fundraising events and other special events

ii) Research and propose other fundraising opportunities for the association

iii) Working with the Treasurer and President to ensure that the ELSA has a sustainable financial position.

iv) Such other duties as requested by other executive members.

**4. NOMINATION AND ELECTION OF EXECUTIVE**

a) The executive members of the ELSA league shall stand until their present terms expire.

b) Officers to be elected in even numbered years are:

-Vice‑President

‑Secretary

‑Facility Chairperson

c) Officers to be elected in uneven numbered years are:

-Scheduler

-Events & Fundraising Coordinator

-Treasurer

d) The current or outgoing president shall oversee the nomination and election of all officers of the board. They may appoint another member or officer to oversee the nomination and election of officers of the board if they are unable to fulfill these duties.

e) Any member may be nominated and run for a position on the executive.

**5. APPOINTED OFFICERS**

All appointments shall either cease or be reappointed at the fall meeting or as soon thereafter as required, unless earlier terminated by the executive.

**6. SPECIAL EXECUTIVE MEETING**

A special executive meeting may be called by any two (2) executive members on forty‑ eight (48) hours’ notice.

**7. EMERGENCY DECISION**

Any ELSA officer may make emergency decisions after consulting with at least one member of the executive, subject to ratification at the next executive meeting or committee meeting.

**8. QUORUM**

Three (3) members shall constitute a quorum of the executive.

**9. ABSENTEES**

Any executive member who misses two (2) consecutive meetings without notification to the president and approval of absence by the executive may be replaced at the discretion of the remaining executive.

**10. REMOVAL FROM OFFICE**

a) Any officer may be removed from office for cause by a two‑thirds majority vote of the executive.

b) The office becomes vacant if, by notice in writing, he resigns from office.

**PART IV ‑ GENERAL**

**1. BANKING BY‑LAW**

All cheques, drafts, or orders for payment of money, and all notes and acceptances and bills of exchange, shall be signed by two officers of the ELSA, namely the President, Vice‑President, Secretary, or Treasurer, and shall bind and oblige the association to any chartered bank in Canada appointed by the executive as the banker of the association.

**2. FISCAL YEAR**

The fiscal year of the ELSA shall terminate on the 31st day of December in each year.

**3. AUDIT**

Before the annual general meeting each fall, the President and Treasurer will perform an internal audit of the last complete fiscal year together. They will audit the books, vouchers, and accounts of the ELSA, examine and verify the securities and other assets in the custody of the Treasurer, and approve of the valuation at which the ELSA’s assets are carried and certify the correct balance sheet of the association. The results of this audit will be made available at the meeting and to any member who submit written inquiries to the President or Treasurer after the meeting; all detailed financial records must be supplied to a member upon request.

**4. BYLAWS**

Society members must pass a special resolution to alter, rescind, add, or otherwise update the bylaws outlined in this document.

**5. RECORDS**

The Treasurer will be responsible for custody of financial books and documentation, while the Secretary will be responsible for custody of meeting minutes and all other records pertaining to the operation of ELSA. These records will be made available for inspection to any member in good standing who submits a written request to the relevant Officer.

**6. DISSOLUTION**

a) Dissolution of the Edmonton Ladies Softball Association requires a special resolution of the membership.

b) Upon the dissolution of the Edmonton Ladies Softball Association and after payment of all debts and liabilities, the remaining property of the association shall be donated to charity group or a non-profit softball organization/ association to be chosen by the current executive.

**2024 ELSA EXECUTIVE**

PAST PRESIDENT N/A

PRESIDENT ALLANA BRIDGEWATER EDMONTON WARRIORS (former)

VICE PRESIDENT CASSANDRA JACOBSEN EDMONTON ROYALS

SECRETARY LEANNE HANSEN THUNDER

TREASURER ALLANA BRIDGEWATER EDMONTON WARRIORS (former)

SCHEDULER ERIN KENNEDY EDMONTON ROYALS

FACILITIES DIANE LEEDER EDMONTON STINGERS

EVENTS & FUNDRAISING JAMIE WAGNER THUNDER