

SUTHERLAND SHIRE FOOTBALL ASSOCIATION INC.

CONSTITUTION

22.1.07

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A. **INTRODUCTION**

1. The name of the Association shall be the Sutherland Shire Football Association Incorporated.
2. The objects of the Association shall be to foster and develop Football in the Sutherland Shire, conduct competitions and non-competitive games as required for all registered players.
3. The Association shall at all times be bound by the Constitution Rules, Regulations of Soccer New South Wales Limited.
4. Where there is any inconsistency between any provision of the Constitution and or Rules and Regulations of the Association and those of Soccer New South Wales Limited, then to the extent of such inconsistency the Constitution or Rules and Regulations of Soccer New South Wales shall prevail.
5. The Association shall be bound by the lawful decisions of the Board of Soccer New South Wales and it shall do all things reasonably necessary to implement and enforce for such decisions.
6. The Association shall do all such things necessary to implement and enforce any decision of Soccer New South Wales Limited relating to any player, official, person or club who is a member of or affiliated with the Association or seeks to be a member of or affiliated with that Association.
7. Source of funds shall be by subscription, affiliation fees, match fees or otherwise from Affiliated Clubs and sponsorships to the Association as approved by the M.C.
8. The Association's playing year shall be from the 1st January to the 31st December each year.
9. The Association's colours shall be blue and white.
10. Where the abbreviations appear herein, they shall have the meaning indicated:

A.G.M.	Annual General Meeting
G.M.	General Meeting
S.G.M.	Special General Meeting
E.C.M.	Executive Committee Meeting
M.C.M.	Management Committee Meeting
M.C.	Management Committee
J.C.	Judiciary Committee
S.S.S.R.A.	Sutherland Shire Soccer Referees' Association
S.S.S.F.C.	Sutherland Shire Soccer Football Club Inc.
11. The affairs of the Association shall be administered by a M.C.

12. The elected Committee shall be as follows:

President, Senior Vice President, Vice President, Honorary Secretary, Assistant Secretary, Honorary Treasurer, Registrars (2), Competition Secretary, Recorder, M.C. Delegate to the M.C. of the S.S.S.R.A., Women's Football Co-Ordinator, S.S.S.R.A. Representative and four (4) ordinary members.

B. ELECTION OF THE MANAGEMENT COMMITTEE

1. The ballot for the election of the members of the Management Committee shall be conducted at the A.G.M.
2. Nominations for all positions on the Management Committee will be invited at least twenty eight (28) days prior to the date of the A.G.M. by circulation of the Association's official Nomination Form to all Association Clubs and to the members of the Management Committee.

The members of the Management Committee may stand for election for any position on the M.C. for the following year.

3. Nominations must be submitted on the Association's official Nomination Form and be signed by the nominee and by:
 - a) The Secretary or President of an affiliated Club, or
 - b) For nominations from present Management Committee members only, by the Secretary or President of the Management Committee
4. Nominations must be received by the Association Secretary at least twenty one (21) days prior to the date of the A.G.M. who will immediately advise all affiliated Clubs of the nominations received.
5. Nominations may be accepted at the A.G.M. for any position where a nomination had not been received by the advertised closing date for nominations. For nominations to be accepted at the A.G.M. they must be moved and seconded by two Club Delegates and accepted verbally at the Meeting or in writing by the nominee.
6.
 - a) If nominations received for a position, or positions, exceed the number of positions available, then a ballot shall be held and voting shall be by a "first past the post" secret ballot.
 - b) If the ballot results in a tied vote by all candidates a recount shall be conducted and if the votes remain tied the incumbent on the Committee shall remain in the position. If the nominated persons are new then the position shall be decided by a "draw from a hat".
 - c) If all candidates for a position are not involved in the tied vote the unsuccessful candidates shall be eliminated and a new ballot conducted as in sub-section (a) and (b).

- d) A similar method shall be applied for elections where more than one position is available, e.g. Registrars, ordinary Committee Members, except that the candidates with tied votes who receive sufficient votes to be elected shall be declared elected before further ballots are conducted.

The elected candidates shall not take part in any subsequent ballots.

7. If only one nomination is received for a single position or nominations received for a group of positions e.g. Registrars or Ordinary Committee Members, are less than the number required, then the persons nominated shall be declared elected.
8. If a nomination is not received for a position then a casual vacancy shall be declared for the position.
9. Persons may be appointed by the Management Committee to fill any casual vacancies declared at the A.G.M. or any vacancies occurring prior to the next scheduled A.G.M.

C. EXECUTIVE COMMITTEE

1. There shall be an Executive Committee comprising the President, Senior Vice President, Vice President, Honorary Secretary, Assistant Secretary and the Honorary Treasurer who shall be elected at the A.G.M. each year.
2. Except as otherwise provided, members of the Executive Committee shall hold office in an honorary capacity during the year for which they were elected and until the next A.G.M.
3. Any member absent, without reasonable excuse (to be decided by the M.C.) from three (3) consecutive meetings, shall be deemed to have vacated office.
4. Any member found guilty of conduct prejudicial to the interest of the Association, may be removed from office at any G.M. by a vote of three quarters majority of those persons present and entitled to vote.
5. Any member wishing to resign may do so by giving written notice to the Secretary.
6. Any vacancy occurring during the year may be filled by the M.C.
7. The Executive will meet as required and shall act in the interests of the Association reporting any action or decision undertaken at the next M.C.M. The President, Secretary, Vice Presidents, Assistant Secretary and Treasurer will act to form a quorum of four (4).

D. MANAGEMENT COMMITTEE

1. The M.C. shall consist of the Executive, Registrars (2), Competition Secretary, Recorder, S.S.S.R.A. M.C. member, Women's Football Co-Ordinator, S.S.S.R.A. Representative, and four (4) ordinary members. The M.C. shall have the power to co-opt.

2. The members of the M.C., with the exception of the S.S.S.R.A. Representative, shall be elected at the A.G.M. each year.
3.
 - i) The M.C. shall meet as necessary to ensure the efficient conduct of the affairs of the Association and the competitions and in accordance with the Annual Schedule of Meetings approved by the M.C. following the A.G.M.
 - ii) The President may call additional or Special M.C. Meetings at any time. Unless called on the night of a G.M. all available M.C. members shall be notified verbally at least twenty four (24) hours in advance of such meetings.
4. The quorum at the M.C. meeting shall be five (5) members, excluding the Chairman. No business shall be transacted by the Committee unless a quorum is present.
5. Any member of the M.C. (excepting the Executive Committee) found guilty of conduct prejudicial to the interests of the Association may be removed from office at any G.M. by a vote of three quarters majority of those present and entitled to vote.
6. Any member of the M.C. (excepting the Executive Committee) absent without reasonable excuse (to be decided by the M.C.) from three (3) consecutive meetings shall be deemed to have vacated office.
7. Any member wishing to resign may do so by giving written notice to the Secretary.
8. Except as otherwise provided, members of the M.C. shall hold office during the year for which they were elected and until the next A.G.M.
9. Any member of the M.C. shall be entitled to stand for re-election at the next A.G.M.
10. The powers and functions of the M.C. shall include:
 - (a) The admission and/or the rejection of applications from Clubs for affiliation
 - (b) The control and management of the finances of the Association with the exceptions of any honorariums that may be granted
 - (c) Organising, arranging and controlling Club competitions run by this Association
 - (d) Organising, arranging and controlling Club Premiership competitions each year
 - (e) The acquisition and allocation of grounds
 - (f) The adjudication of appeals from affiliated clubs on J.C. decisions with the exception of appeals lodged on behalf of suspended players
 - (g) The requisition of any person to appear before it in conjunction with an appeal on J.C. decisions. Should the person or persons so requisitioned fail to appear, the matter may be decided in their absence

- (h) The administration and interpretation of matters governing the rules of the competition hereinafter referred to as Competition Rules
 - (i) The determination of any matter not considered adequately defined in the Competition Rules
 - (j) The rejection of the application for registration of any player is the absolute discretion of the M.C. which shall not be required to assign any reason for such rejection
 - (k) The adjudication of any protests or complaints lodged by an affiliated Club provided the conditions for lodging the protest or complaint have been met
11. Any decision of the M.C. with the exception of those dealing with appeals on J.C. decisions shall be subject to appeal by:-
- (a) Notice in writing, together with the appropriate fee as set from time to time, by an affiliated Club within twenty-eight (28) days of the decision such notice shall be dealt with as a Notice of Motion at the G.M. immediately following the lodgement of such notice. Variation of a M.C. decision shall require a three quarters majority of those present and entitled to vote. Members of the M.C. are not entitled to vote on an Appeal against a M.C. decision.
 - (b) Notice in writing to the Soccer New South Wales Limited (Sydney Branch)

12. By-Laws:

The M.C. may from time to time make, alter and repeal all such By-Laws as it may deem necessary or expedient for the proper conduct and management of the Association or in any way in regulation thereto in particular but not exclusively it may by By-Law regulate:-

- (a) The general management, control and trading activities of the Association
- (b) Such matters as they are specifically by this Constitution empowered to do
- (c) The control and management of the Association's premises
- (d) The control and management of all competitions
- (e) The conduct of members
- (f) Cups, trophies and equipment
- (g) Statistics
- (h) Any matter that arises relating to the management or control of the affairs of the Association which is not provided by the Constitution subject to the provisions of the Constitution of the Association.

E. **DUTIES OF THE EXECUTIVE COMMITTEE AND OTHER COMMITTEE MEMBERS**

1. **President:**
The President shall be Chairman, when available, at all meetings and shall conduct such meetings in accordance with the rules of the Association. The President shall have a casting vote at all meetings and be an ex-officio member of all committees.
2. **Senior Vice President:**
The Senior Vice President in the absence of the President at any meeting shall act as Chairman. The Senior Vice President shall have a casting vote only when acting as Chairman, but at all other times he shall have a deliberate vote.
3. **Vice President:**
The Vice President in the absence of the President and the Senior Vice President at any meeting shall act as Chairman. The Vice President shall have a casting vote only when acting as Chairman, but at all other times shall have a deliberate vote. Shall attend District Club meetings and report on such meetings to the M.C./Exec. and shall liaise as necessary. An alternate member of the Executive also be appointed from time to time should the occasion arise.
4. In the absence of the President, Senior Vice President and Vice President, a Chairman shall be elected from the meeting and shall have a casting vote only when acting as Chairman.
5. **Honorary Secretary:**
The Secretary shall attend to the general business of the Association. The Secretary shall hold the common seal of the Association, accept any monies due, giving an interim receipt only, attend to the correspondence, circulate the minutes of all meetings to the members and prepare the Annual Report. The Secretary shall undertake any other duties found necessary in carrying out the above functions, be an ex-officio member of all committees. The Secretary shall undertake the duties of Weather Officer. Signatories to the common seal shall be the Secretary, together with any one of the following; President, Treasurer or Assistant Secretary.
6. **Assistant Secretary:**
The Assistant Secretary or any other such person appointed by the M.C. shall record the business transacted at all M.C.M., G.M., A.G.M. and S.G.M.; record any action taken by the Executive Committee, keep a record of the attendance at all meetings and assist the Secretary in every way. In the absence of the Secretary, the Assistant Secretary shall carry out the Secretary's duties as far as possible.
7. **Honorary Treasurer:**
The Treasurer shall receive all money, giving an official receipt therefore, arrange to have banked within ten (10) days all money received in the Association's approved bank account(s), have charge of the bank books, produce the bank books at each meeting, pay all accounts passed for payment and signed by the President in accordance with the rules, prepare a financial statement for all meetings, prepare an audited financial statement and submit it to the A.G.M.

8. Registrars (2):
 - (a) The Registrars shall record all registrations of clubs, teams and players, report any irregularities in such registrations. They shall under no circumstance divulge any information regarding registrations unless directed to do so by the M.C. They shall maintain registers of defaulting, suspended or other ineligible players and officials.
 - (b) The Association M.C. will nominate prior to the commencement of the season a meeting date of all affiliated club Registrars for the purpose of exchanging registration cards.
 - (c) The Association Registrars will prior to the commencement of the season nominate times, dates and place at which registration shall be carried out. No other times will be allowed without prior approval of the Association Registrars.
 - (d) The Association Registrars shall have the power to co-opt members of the Management Committee.
9. Competition Secretary:

The Competition Secretary shall arrange competitions as set down by the M.C. reporting all matters pertaining to the competitions to the M.C.
10. Recorder:

The Recorder shall check all match cards for discrepancies and prepare a report for the M.C. The Recorder shall check computer reports and advise the Secretary of changes to player grading, forfeits etc.
11. Sutherland Shire Soccer Referees' Association M.C. Member: This committee member shall attend all appropriate meetings of the S.S.S.R.A. and shall report the proceedings to the M.C.
12. Sutherland Shire Soccer Referees' Association Representative:
13. Delegate to Soccer New South Wales Limited (Sydney Branch): The M.C. shall appoint two (2) delegates, one of whom shall be the Association Secretary or the Secretary's nominee, each year to represent the Association at meetings of Soccer New South Wales Limited (Sydney Branch) and shall act in accordance with the following:
 - (a) Shall introduce matter at the above meeting in accordance with a notice of motion or letter from the Association.
 - (b) Have power to speak for the Association as directed by the M.C.
 - (c) Shall report the proceedings of all meetings to the M.C.

An alternate Delegate shall also be appointed by the M.C.
14. Four (4) other persons as elected shall carry out duties as assigned by the M.C.

15. Representative to the Sutherland Shire Council Sporting Advisory Committee: The person appointed by the M.C. at the first meeting following the A.G.M. shall be the representative of S.S.F.A. to attend appropriate meetings of the Sporting Advisory Committee and shall report the proceedings to the M.C.
16. Women's Football Co-Ordinator
To attend any meetings of Soccer NSW for women's football and attend to all matters in the Shire that relates to women's football.

F. **COMMITTEES**

Following the A.G.M. the M.C. shall call for nominations from Association Members for the formation of Sub-Committees:

1. Judiciary Committees
2. Appeals Committee
3. Special Committees
 - 1.1 Judiciary Committees - From nominations received, the M.C. shall be empowered to elect persons to form two (2) or more J.C.s, who shall meet weekly during the competition.
 - 1.2 Prior to the commencement of the competition, all persons elected will attend a special meeting with the Association Executive.
 - 2.1 Appeal Committee - From nominations received the M.C. shall elect the Appeals Committee
 - 3.1 Special Committees - As required

G. **JOINT EXECUTIVE LIAISON COMMITTEE**

The Joint Executive Liaison Committee shall comprise the Executive Committee of the Sutherland Shire Soccer Referees' Association and the Executive Committee of this Association.

This Committee shall:-

- (a) Meet bi-monthly, the first meeting each year is to be held in February
- (b) Deliberate on matters referred by either Association
- (c) Meetings to be conducted under alternating Chairmanship of each Association
- (d) Discuss and set referees' fees for the following season at a meeting to be held in October each year

- (e) Submit findings and recommendations to the M.C. The decisions of this committee are to be considered of paramount importance and recommendations to the M.C. are to be dealt with on this basis.

H. JUDICIARY COMMITTEE AND JUDICIARY APPEALS COMMITTEE

1. JUDICIARY COMMITTEES

The J.C.'s shall be Sub-Committees of the M.C. and shall comprise the following:

- 1.1
 - (a) A member of the Executive shall preside at each of the J.C. Meetings. Should all Executive Members be unavailable, or, due to circumstances, precluded from chairing a J.C., then the M.C. be empowered to appoint an independent member of the Association as Chairman. The Chairman shall have a casting vote only.
 - (b) A quorum of three (3) voting members not including the Chairperson, one of whom shall be Secretary.
 - (c) An Executive member of the S.S.S.R.A. shall be permitted to attend meetings to advise the committee, when requested to do so, on matters relating to the Laws of Soccer, this member shall not be permitted to vote
 - (d) No member of a player's club or club protesting shall sit on the J.C. during the hearing of the specific case
 - (e) Each J.C. shall be entitled to have one registered player as a member
- 1.2 The J.C. shall hear and determine matters relating to:
 - (a) Referee's reports dealing with the sending off of players.
 - (b) Players receiving a total of nine (9) cautions during a season and for each caution received after nine (9) cautions.
 - (c) Any other matter referred to it by the M.C.
- 1.3 The J.C. shall have power to fine, suspend or otherwise discipline an official, club, team or player for misconduct or breach of the rules of this Association. The club, if found guilty of a breach of the rules, may be deprived of match points or fined or both.
- 1.4 The J.C. shall have power to request any person to appear before J.C. in connection with any matter with which it is dealing. A player shall be requested to appear before the Judiciary if the J.C. wishes to increase the standard suspension as set out in the By Laws. Should such a person fail to appear the J.C. shall be empowered to cite the player.

- 1.5 The J.C. shall meet prior to the following week's game after the Secretary of this Committee has received due notice of an infringement vide Item 1.2 (a). All other matters will be dealt with as promptly as possible.
- 1.6 The normal time and place for all meetings of the J.C. shall be advised during the last week of March each year.
- 1.7 The J.C. Chairman shall report all findings at the next meeting of the M.C.

2. APPEALS PROCEDURES

The Appeals Committee shall be a Sub Committee of the M.C. and shall comprise the following:

- 2.1 (a) A member of the Executive who, when present at meetings, shall preside. Should all Executive Members be unavailable or, due to circumstances, precluded from chairing the Appeals Committee, then the M.C. be empowered to appoint an independent member of the Association as Chairman. The Chairman shall have a casting vote only.
 - (b) Five (5) other members as appointed by the M.C. prior to the commencement of the season, one of whom shall be Secretary of this Committee
 - (c) A quorum shall be three (3) voting members not including the Chairperson.
 - (d) No member of the player's club shall be permitted to sit on the Appeals Committee
 - (e) Where a member of the J.C. or a member of the M.C. is a member of the appealing club, he shall not sit on the M.C. or Appeals Committee during the hearing of an appeal on the decision of the J.C.
- 2.2 Appeals against decisions of a J.C. shall be dealt with by an Appeals Committee or the Management Committee as follows:
 - i) Appeals by suspended players shall be heard by an Appeals Committee
 - ii) All other appeals shall be heard by the Management Committee
 - (a) In the event of an appeal all parties will be notified
 - (b) All new evidence relevant to that appeal will be made available during office hours to the parties concerned

- (c) Appeals, other than that lodged on behalf of suspended players, shall be in writing and lodged with the Secretary of this Association within seven (7) days of the date of the decision of the J.C. and shall be accompanied by a fee determined by the M.C. from time to time which may be forfeited. Appeals shall be heard at the next scheduled meeting of the Management Committee. Under special circumstances, the President may call a Special Management Committee Meeting to hear the appeal.
- (d) An appeal by a player against a decision of a Judiciary Committee must be lodged in writing, endorsed by his/her Club Secretary, President or Treasurer, and delivered to the Association office by 9.00 p.m. on the day following the handing down of the sentence. A fee, which shall be determined by the Management Committee from time to time, must be received prior to the Appeal Hearing and may be forfeited.
- (e) Appeals will only be heard by the Management Committee or the Appeals Committee on one of more of the following grounds:
 - i) Severity of sentence
 - ii) New evidence not presented at the J.C hearing
 - iii) Evidence improperly dealt with by the J.C.
 - iv) Unfair treatment of the player, Club or officials.

The grounds for the appeal must be stated in the letter requesting the appeal.

- (f) Appeals on behalf of suspended players will be heard prior to the next game drawn for the player's team
- (g) Every effort will be made to have the reporting referee attend whilst the appeal is being heard
- (h) The decision of the Management Committee and the Appeals Committee shall be final within the Association. Further appeals may be lodged with Soccer New South Wales Limited (Sydney Branch) within seven (7) days of the appeal decision.
- (i) The J.C. shall be notified of all appeals and shall have one (1) member attend Management Committee and Appeals Committee meetings. This member shall not have voting rights at appeals meetings. This member will be available only to give the reason for the sentence imposed by the J.C.

The Judiciary Committee representative must leave the Appeals Hearing at the conclusion of the formal hearing and before the Committee considers its decision on the appeal.

- (j) The Management Committee and Appeals Committee have the right to accept or reject persons permitted to be in the room when the matter is being heard
 - (k) Players, officials or other persons guilty of abuse or violence to members of the Management Committee and Appeals Committee shall be dealt with as the Management Committee and Appeals Committee deem necessary
- 2.3 Decisions of the J.C. may only be changed by 2.2 (a) to (k). The M.C. does not have the power to alter or delete the J.C. decisions. The M.C. has the right to appeal to Soccer New South Wales Limited (Sydney Branch) on any decision.

I. PROTESTS, COMPLAINTS AND REPORTS

1. DEFINITIONS

- a) For the purposes of this Constitution the following interpretations will apply:
 - "Protests" means a written statement, signed by the Club Secretary, indicating a breach of a specific rule or rules.
 - "Complaint" means a written statement, signed by the Club Secretary, alleging misconduct or other matter by a Club, team, player, official or other persons associated with a Club.
 - "Report" means a statement by a member of the Association's M.C. or from a Ground controller.
- (b) If the Association President or Secretary or a Committee of the Association requests a Club to provide a written Report relating to a Protest, Complaint, Report or Incident Report, the report received from the Club shall not be made available for perusal by any other Club before being tabled for consideration by the appropriate Association Committee.

2. PROTESTS

- (a) The protest shall be lodged with the Secretary of this Association within forty-eight (48) hours of the match in which the protest arose and shall be accompanied by the appropriate fee as determined by the M.C. from time to time, which may be forfeited. For all matches the forty-eight (48) hours will be considered to count from 7.00 p.m. on the day of the match
- (b) The onus of proof shall be on the Club making such protest
- (c) The evidence will be made available during office hours to the parties concerned in the protest

- (d) A Club may lodge an appeal against the decision of the M.C. Such an appeal must be in writing and signed by the Club Secretary and delivered to the office of the Secretary of this Association within seven (7) days of the M.C. decision. A fee, which shall be determined by the M.C. from time to time, must be lodged with the appeal, which fee may be forfeited
- (e) The appeal shall be heard at the next G.M. of the Association as provided in Rule D. 11 (a).

3. COMPLAINTS

- (a) The complaint shall be lodged with the Secretary of this Association within seven days of the alleged incident occurring and shall be accompanied by the appropriate fee as determined by the M.C. from time to time, which may be forfeited
- (b) Prior to the M.C. hearing the complaint it shall be necessary for the Club submitting the complaint to produce evidence indicating that attempts have been made to settle the matter between the Clubs. In the event of the M.C. not being satisfied that sufficient effort has been made to settle the matter the complaint shall be returned to the complainant Club
- (c) To facilitate the settling of matters between Clubs a member of the Executive of the Association shall act as convenor of a meeting between the Clubs concerned. The convenor shall have no powers other than the authority to convene the meeting. The convenor shall report to the M.C. the outcome of the meeting
- (d) If the matter has not been satisfactorily settled following discussions between Clubs the matter will be heard by the M.C.
- (e) The onus of proof shall be on the Club making such complaint
- (f) The evidence will be made available during office hours to the parties concerned in the complaint
- (g) A Club may lodge an appeal against the decision of the M.C. Such an appeal must be in writing and signed by the Club Secretary and delivered to the office of the Secretary of this Association within seven (7) days of the M.C. decision. A fee, which shall be determined by the M.C. from time to time, must be lodged with the appeal, which fee may be forfeited
- (h) The appeal shall be heard at the next G.M. of the Association as provided in Rule D. 11 (a).

4. REPORTS

Reports shall be lodged with the Secretary of this Association within seven (7) days of the incident occurring. There shall be no fee required for the lodgement of a report. Reports shall be dealt with by the M.C.

J. AFFILIATION AND MEMBERSHIP

1. AFFILIATION

(a) Other Organisations

Affiliation by or with any other organisation or association shall be at the discretion of the M.C.

(b) Of Clubs

(i) A Club must be affiliated with the Association to be eligible to take part in Football matches, competition and non-competition, conducted by the Association.

(ii) To qualify for affiliation with the Association, a Club must have a minimum of three (3) Junior teams, Under 6 to Under 21, and must comply with the conditions and requirements stated in Sub-Section J. 1. (c).

(iii) Affiliation shall be on an annual basis from 1st January to 31st December.

(iv) Acceptance or rejection of an application for affiliation shall be at the discretion of the Management Committee.

c) Conditions of Affiliation by a Club

In addition to the requirements of Clause J. 1. (b) (ii), a Club must comply with the following conditions to be accepted for affiliation with the Association:

(i) The Club must be incorporated under the Associations Incorporation Act or the Companies Act in its own right, if possible, or if affiliated with or formally linked with a parent body or similar, they must show in writing that they are fully covered by the incorporation of the parent organisation.

(ii) Submit an Association “Application for Affiliation” form completed in all details by the due date and pay the prescribed fee.

(iii) Submit an audited copy of the Club’s Financial Statement for the previous financial year.

- (iv) Submit the names of the current Committee Members and the address and telephone numbers of the Executive Members.
- (v) Submit the names of the Manager and Coach of all teams representing the Club by Round 4 of the competition.
- (vi) Have Codes and Policies in place as directed by the Association from time to time, including but not exclusive to:
 - * Child/Member Protection
 - * Codes of Conduct for players, Club officials, Coaches and Managers and ensure that the Association has the most recent and up to date copies of these documents.
- (vii) The Club's Constitution to include appropriate clauses to ensure:
 - * That the Club operates at all times as a non-profit organisation.
 - * That in the event of dissolution, all funds and assets remaining after the dissolution is finalised are transferred to the Association or to a Club affiliated with the Association, unless the Club is linked to a parent body or similar by a binding agreement which requires the funds and assets to revert to the parent body.

2. MEMBERSHIP

(a) Membership Qualifications

A person is qualified to be a member of the Association if, but only if, that person, applies for membership, and -

- (i) Is a member of an affiliated Club and has been nominated by the person's affiliated Club and has been approved for membership of the Association by the M.C. of the Association, or,
- (ii) Is a life member, or,
- (iii) Is a member or former member of the E.C.
- (iv) Is a member or former member of the M.C.

(b) Application for Membership

- (i) An application of a person for membership of the Association and any nomination pursuant to Rule J. 2 (a) (i) shall be lodged with the Secretary of the Association.

- (ii) As soon as practicable after receiving a nomination for membership, the Secretary shall refer the nomination to the committee which shall determine whether to approve or to reject the nomination.
 - (iii) Where the committee determines to approve a nomination for membership, other than life membership, the Secretary shall, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay within the period of twenty-eight (28) days after receipt by the nominee of the notification the sum payable under these rules by a member as entrance fee and annual subscription.
 - (iv) The Secretary shall, on payment by the nominee, other than a life membership nominee, of the amounts referred to in clause (iii) within the period referred to in that clause, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the Association.
- (c) Cessation of Membership
- A person ceases to be a member of the Association if the person -
- (i) Dies
 - (ii) Resigns that membership; or
 - (iii) Is expelled from the Association
- (d) Register of Members
- (i) The Public Officer of the Association shall establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.
 - (ii) The register of members shall be kept at the principal place of administration of the Association and shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- (e) Fees, Subscriptions, etc.
- (i) A member of the Association shall, upon admission to membership, pay to the Association a fee, an amount to be determined by the M.C. from time to time
 - (ii) In addition to any amount payable by the member under Clause (i), a member of the Association shall pay to the Association an annual membership fee, an amount to be determined by the M.C. from time to time

- a) Except as provided by paragraph (b), before 1st February in each calendar year, or
- b) Where the member becomes a member on or after 1st February in any calendar year – upon becoming a member and before 1st February in each succeeding calendar year.

(f) Members' Liabilities

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by Section J. 2 (e).

(g) Disciplining of Members

- (i) Where the M.C. is of the opinion that a member of the Association
 - (a) Has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (b) Has persistently and wilfully acted in a manner prejudicial to the interests of the Association the M.C. may, by resolution -
 - (c) Expel the member from the Association; or
 - (d) Suspend the member from membership of the Association for a specified period.
- (ii) A resolution of the M.C. under clause (i) is of no effect unless the M.C., at a meeting held not earlier than fourteen (14) days and not later than twenty-eight (28) days after the service on the member of a notice under clause (ii), confirms the resolution in accordance with this rule.
- (iii) Where the M.C. passes a resolution under clause (i), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member
 - (a) Setting out the resolution of the M.C. and the grounds on which it is based:
 - (b) Stating that the member may address the M.C. at a meeting to be held not earlier than fourteen (14) days and not later than twenty-eight (28) days after the service of the notice:
 - (c) Stating the date, place and time of that meeting; and
 - (d) Informing the member that the member may do either or both of the following:

- (i) Attend and speak at that meeting;
 - (ii) Submit to the M.C. at or prior to the date of the meeting written representations relating to the resolution.
- (iv) At a meeting of the M.C. held as referred to in clause (iii), the M.C. shall:
 - (a) Give to the member an opportunity to make oral representations;
 - (b) Give due consideration to any written representations submitted to the committee by the member at or prior to the meeting; and
 - (c) By resolution determine whether to confirm or to revoke the resolution.
- (v) Where the M.C. confirms a resolution under clause (iv), the Secretary shall, within seven (7) days after that confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under rule H.
- (vi) A resolution confirmed by the M.C. under clause (iv) does not take effect -
 - (a) Until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (b) Where within that period the member exercises the right of appeal, unless and until the Association confirms the resolution pursuant to Rule J. (h) (iv).
- (h) Right of Appeal of a Disciplined Member
 - (i) A member may appeal to a S.G.M. against a resolution of the M.C. which is confirmed under rule (g) (iv), within seven (7) days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
 - (ii) Upon receipt of a notice from a member under Clause (i), the Secretary shall notify the M.C. which shall convene a S.G.M. of the Association to be held within twenty-one (21) days after the date on which the Secretary received the notice.
 - (iii) At a S.G.M. of the Association convened under clause (ii) -
 - (a) No business other than the question of the appeal shall be transacted;
 - (b) The M.C. and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and

- (c) The members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (iv) If at the S.G.M. the Association passes a special resolution in favour of the resolution, the resolution is confirmed.
- (i) Voting rights for Life Members

Life members will be entitled to vote at General Meetings, Special General Meetings and at Annual General Meetings provided:

 - (a) A Life Member being a member of the current Management Committee shall not be entitled to vote on an appeal against a Management Committee decision.
 - (b) A Life Member shall only be entitled to vote at the election of Office Bearers as a delegate of a Club.

K. ANNUAL GENERAL MEETING

1. The A.G.M. of this Association shall not be held later than the 30th November of each year and twenty eight (28) days notice shall be given to all affiliated Clubs and Referees' Association.
2. At the A.G.M. the Clubs which are affiliated shall be entitled to be represented by the Club's President and Secretary and up to two (2) official delegates with each Club entitled to two (2) votes. Voting for the election of the Association Executive and M.C. shall be one (1) vote per affiliated club.
3. At the A.G.M. the retiring members of the Executive, M.C. or other M.C. members of the Association shall not have the right to vote after the declaration of all positions vacant, unless they are representing an affiliated Club.
4. Members of the Executive, M.C. members of the Association shall be entitled to vote at the A.G.M. after the election of the M.C. has been completed. The voting rights of the incoming committee members shall not affect the voting rights of the delegates.
5. At the A.G.M. the order of business shall be:-
 - (a) Finalisation of voting entitlements
 - (b) Reading of the Minutes of the last A.G.M. (if requested)
 - (c) Presentation of the Annual Report
 - (d) Adoption of the Annual Report
 - (e) Presentation of Annual Balance Sheet
 - (f) Consideration of Honorariums
 - (g) Declaration of all positions vacant
 - (h) Election of President
 - (i) Election of Senior Vice President
 - (j) Election of Vice President

- (k) Election of Honorary Secretary
 - (l) Election of Assistant Secretary
 - (m) Election of Honorary Treasurer
 - (n) Election of Registrars (2)
 - (o) Election of Competition Secretary
 - (p) Election of Recorder
 - (q) Election of Representative to the M.C. of the S.S.S.R.A.
 - (r) Election of Women's Football Co-Ordinator
 - (s) Election of four (4) ordinary members
6. Alterations to the Constitution of which notice has been given twenty-eight (28) days prior to the meeting.
 7. Motions of which notice has been given twenty-eight (28) days prior to the meeting.
 8. The rules of Debate shall apply to the A.G.M.
 9. No decision of the A.G.M. shall be altered unless by an A.G.M. or S.G.M.

L. **GENERAL MEETING**

1. G.M's. of the Association shall be held at least monthly.
2. At the first G.M. following the completion of the A.G.M., the minutes of the A.G.M. shall be submitted for adoption
3. Each affiliated Club shall be entitled to be represented by the Club's President and Secretary and two (2) official delegates only. The Referees' Association shall be entitled to one (1) delegate
4. At G.M's. each member of the M.C. and two (2) of the Club representatives, as per Sub-Section 3 above, shall be entitled to vote. The President shall have a casting vote only.
5.
 - (a) A quorum at the G.M. shall be ten (10) persons eligible to vote
 - (b) No item of business shall be transacted at a G.M. unless a quorum is present during the time the meeting is considering that item.
 - (c) If within half an hour after the appointed time for the commencement of a G.M. a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
 - (d) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 5) shall constitute a quorum.

6. Voting shall be by a show of hands unless a secret ballot is called for.
7. No member shall attend or vote at any meeting of the Association or of any committee of the Association or vote at any election of the Association as a proxy of another person.
8. The order of business at a G.M. shall be:-
 - (a) Reading and confirmation of Minutes of the previous G.M.
 - (b) Business arising out of previous Minutes
 - (c) Relevant business
 - (d) Financial Statement
 - (e) Reports by Executive Committee members and M.C.M.
 - (f) Notice of Motion (if any)
 - (g) General Business
9. A resolution at a G.M. shall be final, subject only by appeal to Soccer New South Wales Limited (Sydney Branch)
10. Absence from G.M.s will leave affiliated clubs liable to a fine, an amount to be determined by the M.C. from time to time.

M. **SPECIAL GENERAL MEETINGS**

A S.G.M. may be called by the President or alternatively upon the receipt of a written requisition to do so, signed by five (5) members of the M.C. Such requisition must set out the general nature of the business to be discussed and at such meeting no business will be discussed except that on the notice paper. Upon the receipt of such requisition the Secretary shall within twenty-eight (28) days convene the meeting and give seven (7) days notice to all affiliated Clubs, as to the business to be discussed.

N. **AUDITOR**

All books appertaining to the financial position and dealings of the Association shall be examined each year by a qualified Auditor. Prior to the A.G.M. the auditor shall certify that the required audit has been carried out and issue a certificate as to the correctness or otherwise of the Association accounts. The Auditor shall be appointed each year.

O. **BANK AUTHORITY**

All cheques issued by the Association shall be signed by any two (2) of the following members of the Executive Committee viz., President, Secretary, Treasurer and Assistant Secretary.

P. **LIFE MEMBERS**

1. Life members may only be elected at the A.G.M. upon the recommendation of the M.C. Life members of the unincorporated body known as the Sutherland Shire Football Association shall be regarded as life members of the Incorporated Association.
2. Life members as such, shall be entitled to attend any Association meetings and may speak on any matters under discussion. Life members of this Association and affiliated Associations shall be eligible for election to any sub-committee formed under this Constitution.

Q. **COMPETITION RULES**

1. For the efficient administration and control of a competition conducted by this Association, rules shall be formulated and shall be known as Competition Rules
2. A special G.M. to determine amendments to the Competition Rules shall be designated Rules and Revision:-
 - (a) Such meetings shall be held in accordance with the provisions of the Competition Rules
 - (b) Any M.C. decision vide paragraph D. 10. (h) shall be included in the agenda to be dealt with at the next ensuing Rules and Revision meeting.

R. **PAYMENT OF ACCOUNTS BY CLUBS**

1. Each affiliated Club shall pay to the Association each and every account rendered by or on behalf of the Association to such club within twenty-eight (28) days from the date shown on the account
2. Should any Club default in payment of any account by the due date, interest shall be levied and shall be payable by the Club to the Association at the rate of 1% per month on the overdue portion of account for each month or any part thereof that such account remains unpaid
3. Such interest shall be payable without prejudice to any other rights the Association may otherwise have in relation to such Club, this Constitution, or the Competition rules

S. **ALTERATION TO CONSTITUTION**

1. Each affiliated club and the M.C. shall have the right to apply for variation or amendment of the Constitution at the A.G.M. or adjourned A.G.M.
2. Any such application shall be made in writing and be in the hands of the Secretary at least twenty-eight (28) days prior to the meeting
3. The Secretary shall circulate copy of such application, to each affiliated club, at least twenty-one (21) days prior to the meeting being held.
4. A S.G.M. may be called by the M.C. or by any five (5) of the clubs affiliated with S.S.F.A. and signed by any two (2) members of the Club's Executive to alter or amend the Constitution and by giving twenty-one (21) days clear notice of the meeting to be held.
5. The Constitution shall only be varied by the vote of three quarters majority of the persons present and entitled to vote.

T. **MISCELLANEOUS**

1. Custody of Books etc.

Except as otherwise provided by these rules, the Public Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

2. Inspection of Books etc.

The records, books and other documents of the Association shall be open to inspection, free of charge, by member of the Association at any reasonable hour.

3. Non Profit Clause

The assets and income of the Association shall be applied solely in furtherance of the Association's objects as outlined in Clause A. 2. and no portion shall be distributed directly or indirectly to the members of the Association or to other persons, organisations or companies, except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

4. Dissolution Clause

In the event of the Association being dissolved, the funds and assets that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.