

**CHURCHES FOOTBALL ASSOCIATION
SYDNEY Inc**



CONSTITUTION

CONSTITUTION OF THE CHURCHES FOOTBALL ASSOCIATION SYDNEY Inc

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***** Note: Within this document the full title of this association "Churches Football Association Sydney Inc." shall be referred to only as CFA Sydney. *****

NOTE: Constitution amendments up to & including 2011 year were reprinted in full in November 2011. All further amendments are marked at the necessary clauses.

CONSTITUTION OF THE
CHURCHES FOOTBALL ASSOCIATION Sydney Inc

1. Churches Football Association Sydney Inc

1.1 The Association

This Association shall be called Churches Football Association Inc. (hereinafter referred to as **CFA Sydney**). The headquarters shall be in Sydney where all meetings shall be held. The jurisdiction of the Association extends to and is acknowledged by all Branch Associations. The Association's financial year shall commence on the 1st of October and end on the 30th September each year

1.2 Objects and Motto

The objects of **CFA Sydney** shall be to foster and develop the game of association football among the clubs of the Churches of New South Wales. The motto of **CFA Sydney** shall be 'For **God and Sport**'.

The Association will be a non-profit organisation for the benefits of its members.

1.3 Colours

The representative colours of **CFA Sydney** shall be blue.

1.4 Laws

CFA Sydney adopts the Laws of Football as laid down from time to time by the Federation Internationale de Football Association (FIFA) Handbook, but reserves the right to adopt such variations approved for use in designated competitions.

1.5 Affiliation

The Management Committee may affiliate with any other soccer football organisation, association or federation determined to be in the best interests of **CFA Sydney**. Dual affiliation restrictions shall not apply to any such organisation, association or federation while the affiliation is in force.

1.6 Constitution and Bylaws

The Constitution and Bylaws form the operating guide for the Association. Any matter not directly addressed by the Constitution and Bylaws is the province of the Management Committee and will be determined by that Committee. Any such determination will be binding on all members.

2. Office Bearers

2.1 Elected Officers

The President, Vice President, Honorary Secretary, and Honorary Treasurer shall form the Executive of **CFA Sydney**. The executive members shall be ex-officio members of all committees, sub-committees and boards.

Each Executive member is elected by ballot at an Annual General Meeting for a period of two (2) years, with the President and Honorary Treasurer being elected in one year and the Honorary Secretary and Vice President being elected in the alternate year.

Up to four (4) members will be elected by ballot at the Annual General Meeting to the Management Committee for a period of one (1) year.

2.2 Nomination for Election

Nominations for each of these positions must be in writing on a nomination form which is available upon request from the Honorary Secretary. The form must carry the full name and signature of the nominator and seconder, and must also be signed by the nominee to indicate his or her willingness to accept the nomination and stand for election to the office specified. The completed form must be in the hands of the Honorary Secretary at least fourteen (14) days prior to the date of the Annual General Meeting at which the election will be held.

2.3 Eligibility for Election

To be eligible to hold office, a person must be an appointed Councillor of a Club or Association that is affiliated with **CFA Sydney** in the year for which such a person is elected, or must be a life member of the Association, or must be a retiring member of the Management Committee

2.4 Committees

The Management Committee will comprise the Executive, the elected Management Committee members, and such other members as the Management Committee may appoint and will hold office until the next Annual General Meeting. A Convener of Referees will be appointed to the Management Committee each year. The Management Committee will appoint such committees as is deemed necessary for the operation of the Association. These committees will include as and when required, the Council Tribunal, the Judiciary Committee, and the Protests and Disputes Committee.

Composition of these committees will, unless specified in this Constitution, be determined by the Management Committee. There are no eligibility restrictions applying to members appointed to committees by the Management Committee.

2.5 Vacancies

Should a position on any committee become vacant, the Management Committee is empowered to fill that casual vacancy for the remainder of the term of office of the position concerned. The Management Committee has the power to declare a position vacant if the occupant of that position is absent without good cause from three consecutive meetings of the committee for which he or she has been appointed.

2.6 Duties of Office

The duties of office of members of the Executive are detailed in Appendix A (A.1) of this Constitution. The duties of office of appointed members of committees are to be determined by the Executive and formally advised to those members.

3. General Rules Applying to the Executive and all Committees

3.1 Quorum

The quorum of any committee is three members. Waiting time after the appointed meeting time for the formation of a quorum is thirty (30) minutes. This waiting time is binding on the committee and any person or club scheduled to appear before that committee, and each party has the responsibility to wait for the appointed period for the other party to appear. Should a meeting lapse, the meeting will be rescheduled at a mutually convenient time.

3.2 Keeping of Records

The Chairperson of each committee will cause minutes of each meeting to be taken, or for other suitable records to be kept. Minutes shall be confirmed at the next meeting of the committee, and the confirmed minutes shall be signed by the Chairperson. Copies of minutes or other records must be provided to the Management Committee upon request.

3.3 Confidentiality

All matters discussed at a committee meeting are held confidential between those persons or parties present. No member of any committee shall disclose any information relating to any matter that has been discussed by that committee, and breaches of this provision shall be subject to strict disciplinary action.

No details of any Judiciary Committee meeting or any appeal hearing shall be disclosed outside the respective committee other than provision of the required report to the Management Committee, and the notification of the determination of each case to the Club concerned.

4. Membership

4.1 Eligibility

Clubs and Associations playing under Association rules are eligible for membership of **CFA Sydney** subject to the approval of the Management Committee who shall have the power to accept or reject any application.

4.2 Applications, Resignations and Fees

Membership applications must be accompanied by a subscription for the current year. This subscription shall be returned in the event that the application is rejected. Any Club or Association wishing to resign its membership must advise the Honorary Secretary in writing. No resignation will be accepted unless all financial obligations of the club have been met.

4.3 Appointment of Club and Association Officials

Each affiliated Club or Association must appoint a President, a Secretary, and a Treasurer, and notify the names and addresses of these officials to **CFA Sydney**. The Club or Association shall also appoint two persons to the Council of **CFA Sydney**. These officials are responsible to **CFA Sydney** for the following matters:-

- **The President** - for the overall operation and conduct of the Club or Association.
- **The Secretary** - for the general operation of all business pertaining to the Club or Association and for all contact and correspondence between the Club and **CFA Sydney**. Any letters coming from other than the Club Secretary (or Club President in the absence of the Secretary) will not be received by **CFA Sydney** (nor dealt with).
- **The Treasurer** - to receive and be responsible for all monies due to the club and to remit all monies due to **CFA Sydney** by the dates specified.
- **The Councillors** - to attend and vote at all Council meetings, at the Annual General Meeting and at any Special General Meetings. Only the nominated councillors are eligible to attend these meetings, but alternate Councillors may attend provided written authorisation is provided by the Secretary or President of the body that they represent. A Councillor may be any person appointed by the Club or Association and may include any of the above Club officials.

4.4 Annual Membership Renewal

Each affiliated Club or Association shall annually register with the Honorary Secretary on the form provided and by the date designated:-

- a). The name and postal address of its President, Secretary and Treasurer.
- b). The name of its Councillors.
- c). The nominated Club or Association colours.

The Management Committee has the power to approve or reject any colour schemes proposed by any Club or Association. White or predominantly white shirts will not be accepted as a playing colour. No Club or Association will be permitted to participate in any activity of **CFA Sydney** unless their colours have been approved in writing by **CFA Sydney**.

4.5 Membership Obligations

4.5.1 Constitution

The Constitution and Bylaws of **CFA Sydney** will be displayed on the **CFA Sydney** website and this shall be regarded as sufficient proof that all Clubs or Associations are aware of all incurred responsibilities.

**as amended 5/11/12*

4.5.2 Dual Affiliation Limitation

Any Club or Association that is affiliated with **CFA Sydney** will not affiliate with any other organisation that either conducts or participates in the code of Association (Soccer) Football without first obtaining permission in writing from **CFA Sydney**. Clubs or Associations affiliated with **CFA Sydney** must ensure that their individual members comply with this provision. Any affiliated Club or Association found to be in breach of this provision will face disciplinary action by **CFA Sydney** which may impose any penalty up to and including instant disqualification or disaffiliation.

Competitions conducted by recognised educational institutions are exempted from these provisions, and players are free to compete in such competitions without the need for the approval of **CFA Sydney**.

4.5.3 Sunday Football

CFA Sydney will not organise any football competition to take place on a Sunday. **as amended 5/11/12*

4.5.4 Suspended Players

Clubs or Associations shall not permit players under suspension or disqualification by this or any other sporting body to take part in their affairs without receiving clearance from **CFA Sydney**. Any breach of this rule shall render the offender and the Club or Association liable to disciplinary action.

4.5.5 Behaviour of Teams, Officials and Spectators

Each Club or Association will be held responsible for the behaviour of their players, officials and spectators, and must take all possible steps to ensure that players and spectators conduct themselves in a suitable and proper manner, and that the Constitution of the Association is observed at all times.

4.5.6 Prohibited Behaviour

The possession of and consumption of alcohol at any ground or other venue used by this Association is strictly prohibited. Any person, Club or Association breaching this clause will be subject to severe discipline.

The use of foul and/or abusive language by players, officials or spectators is prohibited, and any breach will render the club liable to disciplinary action.

4.5.7 Appeals to the Association

Clubs and Associations shall provide in their rules that their members may appeal to **CFA Sydney** regarding rulings and/or decisions of the Club or their Association. **CFA Sydney** will hear and determine the matter. The procedure for lodging an appeal is as laid down elsewhere in the Constitution.

4.5.8 Fines and Bonds

Fines may be imposed by **CFA Sydney** on affiliated Clubs, Associations, officials, teams and/or players for any breach of this Constitution, the Bylaws, or playing conditions. The amount of the fine or bond will be determined by the Management Committee.

The Association may impose a fine for any other incident or action which, in itself, may bring **CFA Sydney** into disrepute. Bonds of up to \$1000.00 may be levied against any affiliated Club, Association, team, player or official who behaves in such a way as to bring **CFA Sydney** into disrepute.

Fines and Bonds must be paid within seven (7) days of the offender being notified of the fine or bond. The offender or offenders will not be allowed to participate in any match or other activity of the Association until the fine or bond has been paid.

5. Council

5.1 Council Membership

The Council shall consist of two (2) Councillors from each affiliated Club or Association of **CFA Sydney**. The names of the Councillors shall be submitted to the Association prior to the first General Meeting.

5.2 Councillor's Obligations

A Councillor shall not represent more than one (1) Club or Association. No person shall substitute for a Councillor unless that person is a member of the Club or Association he represents and has written approval from the Secretary or President of that Club or Association to attend as an alternate Councillor. Each Councillor shall have one vote only. Each Councillor shall retain his or her position from one Annual General Meeting to the next, unless the Honorary Secretary has been notified in writing by the Club or Association which the Councillor represents that another Councillor has been appointed.

In the event of a Councillor from any Club or Association being unable to attend a General Meeting of the Association for whatever reason, the Club or Association shall have the privilege of nominating in writing another member of the Club or Association to attend the meeting as their representative. This representative will have the same voting rights as the Councillor had they been present.

5.3 Responsibility of Council

Council shall administer the affairs of **CFA Sydney** in accordance with the Constitution and Bylaws. Between Council meetings, the management of **CFA Sydney** is the responsibility of the Management Committee, which must report its activities to Council at each Council meeting.

The Council shall have the power to alter, amend or temporarily suspend any Clause of the Constitution or Bylaws of the Association. No alteration, amendment or suspension shall be binding unless carried by a two-third majority of those present and entitled to vote. Once carried, such alteration, amendment or suspension shall be binding immediately but shall be subject to final acceptance or rejection by a two-third majority of those present and entitled to vote at the next Annual General Meeting.

To alter or rescind any decision of **CFA Sydney**, fourteen (14) days' notice must be given by the member proposing the alteration or rescission.

5.4 Attendance

It is mandatory for each club to be represented at each Council meeting. Failure by Clubs or Associations to attend Council meetings will render such Club or Association liable to incur a fine. The amount of such fine shall be determined by the Council at its first meeting of each year.

5.5 Visitors

Council shall have the power to admit or exclude visitors or non-members at its meetings. Visitors have no voting rights.

6. **Meetings**

Councillors and all officers of **CFA Sydney** together with all members of the Management Committee shall be entitled to attend and vote at any General Meeting, Special General Meeting or the Annual General Meeting of **CFA Sydney**.

At any meeting, 25% of the total number of councillors appointed to **CFA Sydney** shall constitute a quorum. If no quorum is present one half hour after the time appointed for the meeting, the meeting shall lapse.

6.1 **Annual General Meeting**

The Annual General Meeting of **CFA Sydney** shall be held not later than the last week in November each year. At least fourteen (14) days notice in writing of the date and venue of such meeting shall be given to the Secretary of each affiliated Club or Association.

The order of business of the Annual General Meeting shall be:-

- a). Welcome to visitors.
- b). Apologies.
- c). Minutes of previous Annual General Meeting.
- d). Business arising from such minutes.
- e). Correspondence.
- f). Presentation of the Annual Report(s).
- g). Presentation of Annual Financial Statement.
- h). Appointment of Returning Officer and Scrutineers
- i). Election of Office Bearers (including Life Members).
- j). Appointment of Auditors.
- k). General Business and motions on notice.

6.2 **General (Council) Meetings**

A General Meeting of Councillors shall be held on the first Monday of each month or as determined by the Management Committee. Any General Meeting may be adjourned to such other place and time as the majority of those present may decide.

It is not incumbent on the Honorary Secretary, having notified clubs of the Association's annual calendar, to notify member Clubs and Associations of regular Council meetings. However, the Honorary Secretary is obliged to notify member Clubs and Associations of alterations to the time and venue of Council Meetings. The order of business for a General Meeting shall be:-

- a). Minutes of the previous General Meeting.
- b). Business arising from such minutes.

- c). Apologies.
- d). Correspondence.
- e). Reports.
- f). General Business and motions on notice.

6.3 **Special General Meetings**

A Special General Meeting shall be called by the Honorary Secretary
On

- a). Request of the President.
- b). Instruction from the Management Committee.
- c). Receipt of written request for the same by not less than ten percent (10%) of Clubs or Associations affiliated with **CFA Sydney**.

Seventy Two (72) hours clear notice of a Special General Meeting shall be provided by the Honorary Secretary to all affiliated Clubs and Associations by notice, listing the business to be discussed. Only matters listed in the notice shall be discussed.

6.4 **Procedure at Meetings**

All meetings shall be chaired by the President or, in his absence, the Vice President. The Chairperson shall have a deliberative vote as well as a casting vote at all meetings. All voting shall be by show of hands (except for election of Office Bearers at the Annual General Meeting, which shall be by ballot) unless a division be demanded or the votes are ordered to be recorded, which shall be done at the request of any member. If the Chairperson of any meeting be of the opinion that any motion proposed to be made thereat is of an objectionable character, it shall be competent for him, either before or after the motion is brought forward, to rule it out of order.

7. **Life Members**

Any person who has rendered signal service to **CFA Sydney** may be recommended by the Management Committee to the Annual General Meeting for election to Life Membership of **CFA Sydney**. Life members shall have full voting rights at General Meetings, Special General Meetings and the Annual General Meeting of **CFA Sydney**.

8. **Alteration to Constitution and/or Bylaws**

Notice of a resolution proposed to amend, add or rescind any part of the Constitution and/or Bylaws must be submitted, together with the names of the proposer and seconder, to the Honorary Secretary at least twenty one (21) days prior to the Annual General Meeting at which it shall be discussed. The Honorary Secretary shall give fourteen

(14) days notice of the proposed alteration, addition or rescission to all members by circular.

Any resolution shall not be declared carried unless with the consent of two-thirds of the members present and entitled to vote.

9. Appeals

Members have the right of appeal against the decision of any committee of **CFA Sydney** to the next highest committee. An appeal against a decision of the Judiciary Committee will be heard by the Protests and Disputes Committee or the Management Committee. An appeal against a decision of the Protests and Disputes Committee will be heard by the Management Committee. An appeal against a decision of the Management Committee will be heard by the Council Tribunal. There is no appeal against the decision of a Council Tribunal.

9.1 Appeal Procedure

Written notice of appeal must be lodged, in duplicate, with the Honorary Secretary within seven (7) days of the decision being advised to the Club or Association, stating the grounds on which the appeal is based. An appeal fee that is determined annually by the Management Committee must accompany the lodgement of the appeal, and this fee may be forfeited to **CFA Sydney** if the appeal is dismissed. Appeals will not be accepted unless the grounds of appeal contain fresh evidence for consideration. The right of appeal will lapse if the appeal is not lodged within the prescribed time. No person, Club or Association who is suspended as a result of a decision may participate in any activity while an appeal is pending.

10. Judiciary Committee

The Judiciary Committee shall be appointed by the Management Committee, and shall be directly responsible to the President of **CFA Sydney**.

10.1 Meetings and Jurisdiction

The Judiciary Committee shall convene at 6.30 pm each Wednesday night, or at other times as directed by the Management Committee, to receive and adjudicate on written and verbal evidence given by referees and players regarding any player or team or official or Club member who has been ordered from the field of play, or any player or team or official or Club member who has been cited to appear before the Judiciary Committee. The Judiciary Committee will also hear and determine any cases resulting from an abandonment of a match. When the Wednesday is a public holiday, the Judiciary Committee shall meet on the following night. The Chairperson shall have a casting vote only.

10.2 Powers

The Judiciary Committee may caution or suspend any player or place him or her on probation for any fixed period. The Chairperson will verbally advise the person or persons concerned of the Judiciary Committee's decision, and this decision will be confirmed in writing to the Club Secretary of the person's Club.

The Secretary or a delegate of the player's club, who is nominated in writing by the Club Secretary, may attend the hearing of the case. Such Secretary or nominated delegate shall not be permitted to speak with regard to evidence at the hearing.

10.3 Notice to Appear

The fact that a person has been ordered from the field of play or has been cited to appear before the Judiciary Committee is sufficient notice for that person to appear before the Judiciary Committee on the meeting night following the offence. An accused person shall be regarded as innocent until proven guilty of an offence.

- *(Note : Automatic Suspensions introduced in 2009 are in conjunction with these clauses.)*

11. Council Tribunal

The Council Tribunal shall consist of seven (7) current Council members or life members of the Association, appointed by the Management Committee of **CFA Sydney**, and will be chaired by the President. Any decision or determination of the Council Tribunal is binding on all members of the Association, and there is no right of appeal against such a decision or determination.

APPENDIX A

A.1 Executive Officers

The President and Vice President

The President shall be Chairperson of all meetings, and the Vice President shall assume the Chair in the absence of the President.

The Honorary Secretary

The Honorary Secretary will convene and attend all Executive Committee, Management Committee, Council meetings, Special General Meetings and the Annual General Meeting. The Honorary Secretary will administer the affairs of **CFA Sydney** as directed by the Council and the Management Committee, and will keep a proper record of all New South Wales Churches Football Association Inc. proceedings. The Honorary Secretary will prepare an annual report and present such report to the Annual General Meeting.

The Honorary Treasurer

The Honorary Treasurer will attend all meetings of the Management Committee, Council, Special General Meetings and the Annual General Meeting. The Honorary Treasurer will receive all monies due to **CFA Sydney** from any source and bank all monies promptly. The Honorary Treasurer will keep custody of **CFA Sydney's** cheque book(s) and bank book(s).

The Honorary Treasurer will act as a signatory, together with the President and the Honorary Secretary, to **CFA Sydney's** account(s) with financial institutions, with any two signatories to operate the account(s). The Honorary Treasurer to produce bank statements and cheque book(s) at meetings when necessary and pay all expenditure. The Honorary Treasurer shall present the Annual Balance Sheet, duly audited, to the Annual General Meeting.

A.2 The Executive and Management Committees

The Executive and Management Committees members shall:-

Meetings

Attend all meetings of **CFA Sydney** and control the affairs of **CFA Sydney**.

Management and Control

- Control all finances of **CFA Sydney**
- Annually review the Constitution and submit any recommendations to the Annual General Meeting.
- Annually determine the amounts to be paid by all Clubs for Application Fees, Subscriptions, Ground Fees, Competition Fees, Referees' Fees and Appeal Fees to be lodged by members or Clubs appealing against the decision of any committee.
- Attend to other matters as directed by the Council.
- Appoint the Convener or Chairperson and members of subsidiary committees or bodies including:-
 1. Council Tribunal.
 2. Judiciary Committee.
 3. Protest and Disputes Committee.
 4. **CFA Sydney** Referees.
- Report to the Council the outcome of deliberations and decisions reached concerning the operation and management of **CFA Sydney**.

Organise and Operate Competitions

Organise any competition conducted by **CFA Sydney**, determine the rules for control and management of these competitions, and divide all teams affiliated with **CFA Sydney** into grades and divisions. Sole jurisdiction over all competitions played by teams affiliated with **CFA Sydney** is vested with the Management Committee.

When necessary, determine the qualification of any player taking part in any competition conducted by this Association.

Take Disciplinary Action Necessary

Citing of Members:

Have the power to cite any player, team. Club or official to appear before it at a time and place to be specified. Such player, team, Club or official shall not participate in any match or other activity of **CFA Sydney** between the time of the citation being issued and appearing before the Management Committee for the matter to be determined. The Management Committee will

hear and determine any such matters and may impose any penalty as determined by any provision of this Constitution and By-laws, including fine, bond, suspension or disaffiliation of the player, team. Club or official, who shall not participate in any match or other activity of **CFA Sydney** until such time as the penalty imposed has been paid or served. The player, team, Club or official shall have the right of appeal to the Council Tribunal against any decision of the Management Committee as provided in this Constitution.

Citing of Referees:

Have the power to cite any referee to appear before it and to discipline such referee as it sees fit. Any referee cited to appear before the Management Committee shall not play in or control any match or participate in any activity of **CFA Sydney** until he has appeared before the specified committee.

Restrictions

Any member of the Management Committee having a vested interest in an affiliated Club or Association shall not vote on any report or matter concerning such Club or Association.

A person participating on the field of play in a match under the control of a Referee cannot be cited for misconduct whilst the match is in progress, as he/she is dealt with by the Referee under the Laws of the game. Any other member of a Club including a Coach, Manager, or spectator can be cited for misconduct

A.3 Protests and Disputes Committee

Make up of the Committee

The Chairperson of the Protests and Disputes Committee may not be a member of the Management Committee.

Responsibilities

The Protests and Disputes Committee shall be directly responsible to the President of **CFA Sydney**.

It shall meet to hear any appeal directed to it by the Management Committee as soon as practicable after such appeal has been lodged. It shall deal with protests, disputes or disagreements arising out of any decision, determination or ruling of the Judiciary Committee, or of any affiliated Club or Association.

The Protests and Disputes Committee shall forward to the President details of such case and any decisions reached within 24 hours of each case being determined, have the power to uphold, reverse or alter any

decision, determination or ruling of the Judiciary Committee. The Chairperson will verbally advise the player, Club or official concerned of the decision reached by the committee. The decision will be confirmed in writing by the committee to the Club or Association concerned.

Voting

Each member of the Protests and Disputes Committee shall have one vote and the Chairperson shall have a casting vote only.

A.4 Council Tribunal

Responsibilities:

The Council Tribunal will hear and determine all appeals arising from any decision of the Management Committee, and any determination will be binding on all parties with no further right of appeal.

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