

# 2009 CONSTITUTION ILLAWARRA CHURCHES SOCCER ASSOCIATION INC.



## 1. Definitions.

- 1.1 Title:  
This association shall be called the “Illawarra Churches Soccer Association Inc”
- 1.2 Objectives:  
The objectives of the association will be to foster Christian ideals and fellowship through the game of soccer.
- 1.3 Motto:  
The motto of the association shall be “For God and Sport.”
- 1.4 Colours:  
The Representative colours of the Association shall be Red and White.
- 1.5 Laws:  
The Association shall adopt the Laws of Football as laid down from time to time by the Football Association (England) Handbook.
- 1.6 Constitution:  
Rules as laid down in points 1 to 11 of this document.
- 1.7 By-Laws:  
Competition rules as detailed under By-Laws.
- 1.8 Year:  
The Association year shall commence on the 1st of January and end on the 31st of December each year.
- 1.9 Affiliation:  
The Association may affiliate to other soccer/football associations.
- 1.10 Abbreviations:  
*I.C.S.A. - Illawarra Churches Soccer Association*  
*M.C - Management Committee*  
*P&D - Protests and Disputes Committee*  
*JC - Judiciary Committee*  
*LM - Life Member*  
*AGM - Annual General Meetings*  
*GM - General Meeting*

## 2. OFFICERS OF ASSOCIATION AND DUTIES.

- 2.1 Election Of Officers:  
Officers of the Association shall be elected by ballot or by show of hand if so agreed at the AGM and shall consist of Honorary President, Honorary Vice-President, Honorary Secretary, Honorary Treasurer, Honorary Registrar, Honorary Referees Coordinator and two (2) additional members who together shall form the MC and who shall control the whole of the affairs of the Association.

(NB The Vice President may hold another position, but is only entitled to one vote on the MC)

This Committee with one delegate from each club shall form the GM. Where a club is represented on the MC, the MC member may act as a delegate but shall be entitled to one vote only. Retiring officers shall be eligible for re-election and entitled to vote.

The positions of Honorary Grounds Officer, Honorary Publicity Officer and Honorary Representative Games Co-Ordinator shall also be elected at the AGM (these positions will not form a part of the MC).

## 2.2 Honorary Officers Duties:

### 2.2.1 Honorary President:

The Hon. President or his/her nominee shall be Chairperson at all meetings and shall conduct the meetings in accordance with the rules of the Association.

### 2.2.2 Honorary Vice-President:

The Hon. Vice-President shall assume the position of delegate of the management committee to the ICSRC. The Vice-President shall automatically act as nominee of the President where possible.

### 2.2.3 Honorary Secretary:

The Hon. Secretary shall administer the affairs of the Association as directed by GM or the MC, and as the rules direct him. In addition he shall keep a proper record of all correspondence and general proceedings, prepare an Annual Report, if requested by the MC, and execute such other duties as may come within his province. A minute secretary may be called upon to take record of business at position of Public Officer of the Association.

### 2.2.4 Honorary Treasurer:

The Hon. Treasurer's duties shall be to receive all monies due to the Association from any source, giving a receipt in return; to bank all moneys so received at once; to have custody of the bank book and check books and to produce them at all meetings; to pay all expenditure on receiving an order from the Chairman of the MC; to prepare the Annual Balance Sheet; and to produce all books and receipts when required by the Auditors.

### 2.2.5 Honorary Registrar:

The duties of the Honorary Registrar shall be to keep a proper record of all persons registering as players, and also of disqualifications and suspensions under the supervision of the Honorary Secretary. He may also organise the competition draw and points table as directed by the MC.

### 2.2.6 Honorary Referees Coordinator

The duties of the Honorary Referees Coordinator shall be to organise the referees roster for all games (including Representative games where required).

### 2.2.7 Honorary Publicity Officer:

The duties of the Honorary Publicity Officer shall be to organise publicity in the media and also within local churches as directed by the MC or a GM. These duties shall include preparation of the weekly results table.

### 2.2.8 Honorary Grounds Officer:

The Hon. Grounds Officer shall be responsible for the acquisition of grounds preparation for the commencement of the playing season. In addition he shall liaise with groundsman, particularly in regard to wet weather, and organise working bees where necessary.

2.2.9 Honorary Representative Games Co-Ordinator:

The Hon. Representative Games Co-Ordinator shall be responsible for the co-ordination of ICSA representative games and shall oversee the selection of representative teams.

2.3 Indemnity of Officers:

All ICSA Officers shall at all times be indemnified by the Association in respect of all business transacted and all legal proceedings, demands or claims whatsoever arising out of their position of Officers.

2.4 Auditors:

If required by a GM or the MC, an Auditor may be appointed by the MC.

2.5 Life Membership:

Any person who has rendered signal service towards the advancement of the ICSA may be elected at an AGM as a Life Member. LM's shall have full voting powers at all GM's of the Association.

### **3. CLUB APPLICATION.**

3.1 Initial application:

Club must make written application, on the approved form, to the Honorary Secretary of the Association by the stipulated time each year. Each club must nominate a Secretary, President and an alternate delegate.

3.2 The MC shall have the power to admit or reject such application.

3.3 Applications must be accompanied by a nomination fee set by the AGM. This fee will be returned in the event of the application being refused, or will be credited towards annual fees if the club is accepted.

3.4 Clubs are to pay an annual fee to cover the costs of the Association. Such fee will be set annually at the AGM on advice of the Treasurer.

3.5 Each club on acceptance shall be furnished with a copy of the Constitution and By-Laws of the Association. Receipt of same will be regarded as sufficient proof that clubs are aware of their responsibilities.

3.6 Any club wishing to resign from membership of the Association shall communicate the same in writing to the Hon. Secretary. No resignation shall be accepted unless all outstanding monies are paid.

3.7 All teams shall be divided into grades and divisions as the MC deems appropriate.

3.8 Clubs shall not permit players under suspension or disqualification by this or any other soccer football association to take part in their affairs without first receiving permission of the MC to do so. A breach of this sub-section will be dealt with as the MC deems fit and proper.

3.9 Clubs and other officers shall keep books detailing all monies received and paid out along with an address book containing the names and addresses of all their players and shall

produce their books at any time the MC or a GM may request them. A club failing to comply with this rule may be suspended.

- 3.10 Active participation in, or the organisation of Sunday football by any member of this Association without the approval of the MC, will render the person liable to such action as deemed appropriate by the MC.
- 3.11 Players who are registered with any club in the Association cannot play with another team or association without the approval of the Hon. Secretary; midweek business houses and schools are exempt.
- 3.12 Where approval by the MC is given for a player to play for other clubs (eg Paired team), penalties (red and yellow cards) shall apply to the individual's record; however goals and best and fairest points will not apply.

#### **4. ANNUAL GENERAL MEETING.**

- 4.1 The AGM will be held once a year before the commencement of the competition. Twenty eight days notice of the date and place of holding shall be given by circular to the Secretary of each club.
- 4.2 Notice of the business proposed to be transacted at any AGM shall be given in writing (together with the names of the proposer and seconder) to the Hon. Secretary of the Association at least fourteen days prior to the date of the proposed AGM, who shall notify by circular each Affiliated Club at least seven days prior to the AGM.
- 4.3 The ordinary business to be conducted at an AGM shall be consideration and adoption of the Annual Reports and Balance Sheet, the election of the officers of the Association; consideration of alternations and adjustments to by-laws; setting of fees and other such business as may be brought forward.
- 4.4 A Special General Meeting may be convened by the Hon. Secretary by circular giving at least seven days notice to each affiliated stating the business to be transacted.
- 4.5 Each club shall be represented at the AGM and any Special General Meeting by one or two delegates, such to be approved by the MC.
- 4.6 A delegate shall not represent more than one club. Each delegate can only have one vote. No person shall substitute unless he is a member of the club and is approved by the MC.

#### **5. GENERAL MEETING.**

- 5.1 The GM shall administer the affairs to the Association in accordance with the powers herein conferred.
- 5.2 At the first GM in each year after team entries are closed, a Committee shall be appointed for the selection of representative teams. A committee of three members (including the Hon. Representative Games co-ordinator) shall take charge of the organisation of representative matches under the control of the Hon. Representative Games Coordinator.
- 5.3 An ordinary GM will be held::
- As determined by the MC
  - As requested by two clubs.

- 5.4 Clubs and delegates shall be given at least seven days notice of the time and place of a GM
- 5.5 At any GM, 50 percent of the total number of delegates appointed to the association shall form a quorum.
- 5.6 Delegates and officers of the association, together with all members of the management committee shall be allowed to vote at any GM of the Association.
- 5.7 At all GM's a clubs delegate has only one vote and no person shall represent more than one club.
- 5.8 The voting at all GM's shall be by show of hands, which will be conclusive on the declaration of the result by the Chairperson. Any member may call for a division.
- 5.9 Any GM may be adjourned to such other place and time as the majority of those present shall decide.
- 5.10 Each delegate shall, except as otherwise provided, retain his powers from one AGM to the next, unless the Hon. Secretary has been notified by the Secretary of the club which the delegate represents that another delegate has been appointed.
- 5.11 In the event of any delegate being unable to be present at any GM of the Association, the club shall have the privilege of nominating ( by letter) any other member of the club.
- 5.12 The GM shall have the power to admit or exclude strangers at its meetings. The GM or MC may call upon any member or officer of an affiliated club to attend any meeting and to reply to such matters as may be put; and if such member, after receiving due notice, fails to appear, or to answer such questions he may at the discretion of the GM or MC, unless he gives reasonable excuse, be disqualified from taking part in any match under Association Rules during the GM or MC displeasure, and from holding any positions within the association or club.
- 5.13 If any Office becomes vacant between one AGM and another, the GM shall have the power to appoint some qualified person to fill it. The MC may select an interim appointment until a GM is held.
- 5.14 It is not incumbent on the Hon. Secretary to notify delegates to the GM of regular meetings.
- 5.15 Minutes of each GM shall be mailed to each club secretary for dissemination to players.
- 5.16 The ordinary GM will be held as required, on a day to be set by the AGM, GM or MC.
- The order of business shall be:
  - Prayer and Bible reading.
  - Reading and confirmation of the minutes of the previous meetings.
  - Correspondence.
  - Business arising out of the minutes of the previous meeting and conformation.
  - Motions on notice.
  - General Business.
- 5.17 To alter or rescind any resolutions of the GM, seven days notice must be given of the alteration or recession.

- 5.18 The Hon. Secretary may at any time call a Special General Meeting by giving at least 72 hours notice. The notice shall definitely state the business to be considered, and no other business except that for which the meeting has been called shall be taken at the meeting.
- 5.19 Failure by teams to be represented at a GM shall bring a fine for non-attendance at the discretion of the MC.

## **6. MANAGEMENT COMMITTEE.**

- 6.1 It shall be the duty of the MC to generally transact the business of the association where not otherwise provided for in this Constitution.
- 6.2 The MC shall meet as required
- 6.3 Four members of the MC shall form a quorum. Any member of the MC, being interested in an affiliated club shall not vote on any matter which concerns such club.
- 6.4 The seat of any member of the MC absenting himself from three consecutive meetings without satisfactory explanation shall be declared vacant unless leave of absence has been granted.
- 6.5 Any vacancy in the MC shall be filled at the next GM.
- 6.6 The Hon. Secretary shall have power to convene all meetings by giving where possible 24 hours notice.
- 6.7 When matters of urgency the Executive (President of the Assoc. Hon. Secretary and Hon. Treasurer.) shall act as they think befitting the interests of the Association, and report to the next MC meeting.
- 6.8 The MC shall have power to alter, amend or temporarily suspend any By-Law subject to confirmation by a GM. No alteration, amendment, or suspension shall be binding unless carried by a two-thirds majority of those present. All alterations and amendments shall be binding until accepted or rejected by the next AGM.
- 6.9 The MC shall at the commencement of the season decide the amount to be paid as referee, general and ground fees for each year.
- 6.10 The MC shall at the commencement of the season decide on all matters for the yearly By-Laws and General Information Handout, including monetary penalties for non attendance at a GM and all dates for Association activities and deadlines.
- 6.11 The MC shall control all finance of the Association, other than moneys voted for at the AGM and at a GM.
- 6.12 Rules for the control and management of the various competitions shall be determined by the MC.
- 6.13 The MC shall have sole control and jurisdiction over all matches played by teams affiliated to the Association. Any team representing the Association must be comprised of registered players of the Association. No team shall play a team outside of this Association without approval of the Hon. Secretary.
- 6.14 The MC shall have power to appoint sub-committees to deal with any matter coming within its scope, and to appoint any person to such sub-committees. The Hon. Secretary shall be ex-officio member of all sub-committees or in his absence any member of the MC. Rules governing the sub-committees shall be laid down by the MC. The Hon. President shall be an ex-officio at all meetings.

- 6.15 It shall be the duty of the MC at the end of each season to review the Constitution in the light of the work of the proceeding year. The suggested amendments of the MC together with the suggested amendments of all clubs shall be made available to all delegates at least seven days prior to the AGM.
- 6.16 The MC shall have power to organise any other competition which may be deemed beneficial to the Association.
- 6.17 Should the MC doubt the qualifications of a person to take part in this competition they shall have the power to call upon any such player of the club to which he belongs, or for which he has played, to prove that he is qualified according to the rules, and failing such proof the MC may disqualify such player, and may remove the club from the competition or impose such other penalty as they see fit.

## **7. PROCEDURE AT MEETINGS.**

- 7.1 At all meetings the Hon. President shall take the chair or in his absence the Hon. Vice-President or a person so nominated by the Hon. President.
- 7.2 The Hon. President shall have a deliberative as well as a casting vote at all meetings.
- 7.3 If after half an hour subsequent to the time fixed for a meeting no quorum is present, the meeting shall lapse.
- 7.4 Voting at all meetings shall be by show of hands, unless afterwards a divisions be demanded, or the votes ordered to be recorded, which shall be done at the request of any member.
- 7.5 That each member on speaking shall rise and address himself to the Chairperson, and not to any other member. During the time any member is speaking all others shall remain seated. When the Chairperson rises to speak, no one shall continue standing, nor shall anyone rise until the chair has been resumed.
- 7.6 That the mover of every ordinary motion but not of an amendment shall have the right to reply, not introducing therein any new matter, and confining himself strictly to the answering of previous objections, immediately after which the question shall be put from the chair. No other member shall be allowed to speak more than once on the same question, unless permission be given to explain or the attention of the Chairperson be called to a point of order.
- 7.7 That when an amendment is moved upon a proposition, no further amendment shall be moved or taken into consideration until the first is disposed of, but any number of amendments may be brought forward in succession and a question must be put in such a manner that if one amendment be negated another may be moved on the original proposition; but if an amendment be affirmed, it shall form the proposition under consideration, whereupon further amendments may be moved, providing notice has been given to the Chairperson and if after the disposal of an amendment, no second or further amendment be moved, the question must be put upon the original or amended proposition, as the case may be, in order to its being passed as a resolution.
- 7.8 That all motions, whether original ones or amendments, shall if the Chairperson requests it, be reduced to writing, signed by the mover, and handed to the Hon. Secretary.
- 7.9 That if the Chairperson of any meeting be of the opinion that any motion proposed to be made thereat is of an objectionable nature, it shall be competent for him either before or after the same is brought forward to rule it out of order.
- 7.10 Any decision or ruling of the chairperson may be dissented upon and overruled by a majority of the voters present, but the motion of dissent from the Chairpersons ruling may not be spoken to except by the dissident, whose remarks must be confined to a period of five minutes, and the Chairperson.

- 7.11 No motion to amend, repeal, or add to the associations constitution or By-Laws shall be put to the vote unless seven days notice of such notion has been given and no such motion shall be deemed to be carried unless passed by a two thirds majority of the members present.

## **8. SUBSIDIARY BODIES OF ASSOCIATION.**

- 8.1 The subsidiary bodies of the Association shall consist of:
- i. The General Meeting (GM)
  - ii. Judiciary Committee consisting of three members to be elected at the AGM and three members from the MC being the Hon. Registrar the Hon. Vice President and one other, one of which is to be Chairperson.
  - iii. Protest and Disputes Committee consisting of six members three to be elected at the AGM (preferably with no club affiliation and familiar with Association ideals) two from the MC and one from the ICSRC.
  - iv. ICSRC
  - v. Representative teams Committee consisting of three members to be elected by the GM.
- 8.2 All of the above committees are under the direct control of the MC and reports of their findings and work are to be given to the Hon. Secretary of the Association.
- 8.3 Should a temporary vacancy occur in any of the above bodies at or after the AGM a person or persons shall be appointed by the MC.

## **9. JUDICIARY COMMITTEE.**

- 9.1 The JC shall hear and determine referees reports; players ordered from the field of play or leaving the field without permission of the referee; or cited to appear for incidents prior to or after the game where not dealt with within the Association By-Laws or when an appeal is lodged with the Honorary Secretary within 48 hours of an alleged offence.
- 9.2 The JC shall elect a Secretary or in his absence an acting Secretary who shall;
- i. Keep a resume of all evidence heard by the committee.
  - ii. Keep a record of all cases discussed or heard by the committee; including findings and penalties.
  - iii. Forward to the Hon. Secretary of the Association the determination of each case heard or discussed within 24hours.
- 9.3 A quorum of the Committee shall consist of three members, one being a member of the MC as Chairperson.
- 9.4 Referees or other relevant reports shall not be read or discussed elsewhere prior to the decision of the JC.
- 9.5 No person under the jurisdiction of the Association shall leave the room while evidence is being taken except with the permission of the Chairperson.
- 9.6 The player who has been ordered to appear before the committee shall continue to play until his case has been determined.
- 9.7 The committee shall meet, when notified by the MC or Hon. Secretary at a time and place determined by the Chairperson. All persons required to attend shall be notified by the Hon. Secretary no less than 24hours prior to the schedule commencement of the meeting.

- 9.8 The committee shall hear each case as promptly as possible and shall have the power to caution or suspend any player for any period or sine die.
- 9.9 The decision of the committee will be given to the person concerned verbally by the Chairperson and will be confirmed in writing by the Hon. Secretary of the Association.
- 9.10 Each person appearing before the committee is required to answer questions put to them. Failure to answer such questions shall render the person liable to suspension or disqualification.
- 9.11 One nominated delegate of the players club may accompany the player to the hearing of the committee but may not speak.
- 9.12 The JC may call any person they see fit to appear as a witness to any matter. The decision as to whether a person will be heard as a witness is at the discretion of the JC.
- 9.13 Persons have the right of appeal from the JC to the P&D committee. Appeals must be lodged in writing to the Hon. Secretary of the Association within fourteen days of the hearing. Such appeals must be accompanied by a fee to be determined at the AGM which will be returned should the appeal be successful.

## **10. PROTEST AND DISPUTES COMMITTEE.**

- 10.1 The P&D shall deal with all protests and disputes arising out of any decision of the MC or in respect of any matter relating to the eligibility, qualification or disqualification of players or Clubs or arising out of competition rules or this Constitution, but not relating to any matters referred to elsewhere as being the jurisdiction of the JC. The P&D will also hear any appeals from a decision of the JC.
- 10.2 The P&D shall elect a Secretary or in his absence an acting Secretary who shall:
- i. Keep a resume of all evidence heard by the committee.
  - ii. Keep a record of all cases discussed or heard by the Committee; including findings and penalties.
  - iii. Forward to the Hon. Secretary of the Association the determination of each case heard or discussed within 24 hours.
- 10.3 A quorum of the committee shall consist of three members, one being a member of the MC as Chairperson.
- 10.4 No person under the jurisdiction of the Association shall leave the room while evidence is being taken except with the permission of the Chairperson.
- 10.5 A player who has been ordered to appear before the committee will continue to play until his case has been determined.
- 10.6 The committee shall meet, when notified by the MC or Hon. Secretary at a time and place determined by the Chairperson. All persons required to attend shall be notified by the Hon. Secretary no less than 24 hours prior to the schedule commencement of the meeting.
- 10.7 The committee shall hear each case as promptly as possible and shall have the power to caution or suspend any player for any period or sine die.
- 10.8 The decision of the committee will be given to the person concerned verbally by the Chairperson and will be confirmed in writing by the Hon. Secretary of the Association.

- 10.9 Each person appearing before the committee is required to answer questions put to them. Failure to answer such question shall render the person liable to suspension or disqualification.
- 10.10 One nominated delegate of the players club may accompany the player to the hearing of the committee but may not speak.
- 10.11 The Chairperson of the P&D shall have a casting vote only.
- 10.12 The MC may call upon the Chairperson of the P&D to supply a detailed written report where any determination, decision or ruling of the MC has been reversed, upset or altered. Such report shall be supplied within fourteen days.
- 10.13 Before an appeal is heard all written evidence available at the original hearing and a copy of all oral evidence together with a copy of the charge made by the committee and the decisions arrived at shall be made available to the P&D.
- 10.14 All reports and transcripts of evidence from any disciplinary or appeals body shall be lodged with the Association's records for safe keeping after the appeal period has elapsed.

## **11. MISCELLANEOUS**

- 11.1 Insurance.  
The association shall effect and may maintain insurance pursuant to section 44 of the Act.
- 11.2 Source of Funds.  
The funds of the Association shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution of the Association past in general meeting, such other sources as the MC determines.
- 11.3 Management of Fund.  
All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be agreed to by the MC and shall be signed by any two members of the MC, being members authorised to do so by the MC.