

AUCKLAND SUNDAY FOOTBALL ASSOCIATION (Inc.)

A member association of Northern Regional Football (Inc.), New Zealand Football (Inc.), and F.I.F.A.

PO Box 40-582, Glenfield



CONSTITUTIONAL RULES of the AUCKLAND SUNDAY FOOTBALL ASSOCIATION

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CONSTITUTIONAL RULES OF THE ASSOCIATION

RULE 1: The Association and Membership

1. The association shall be known as the “Auckland Sunday Football Association Incorporated”.
2. The registered office of the “Auckland Sunday Football Association Incorporated”, hereafter referred to as the ASFA or the Association shall be at such a place as appointed by the Executive Committee of the Association.
3. The objective of the Association is to promote and administer the amateur game of association football within the Auckland region, as applied to Sunday football, under the ‘Laws of the Game’ as defined by Northern Regional Football, New Zealand Football (NZF) and FIFA.
4. The Association shall be affiliated to Northern Regional Football, New Zealand Football Incorporated and FIFA, and shall be governed by the Rules and Regulations of those bodies. Where the Rules and Regulations of the Association are at odds with those of NRF, NZF or FIFA, these shall each and in turn have precedence.
5. Membership of the Association shall be any individual person who is a member of a team or club under the control of, and financially affiliated to the Association, Life Members, current serving members of the Executive Committee, any individual co-opted to sit on any sub-committee of the executive Committee, and any entity, team or club financially affiliated to the Association. For the purposes of Regulation 11 all coaches, managers, supporters or any other person connected with but not a financial member of a club or team shall also be deemed to be a member of the Association.
6. Each team or club affiliated to the ASFA shall be free to govern itself in such a manner as it decides, subject in all cases to the overriding jurisdiction of these rules and regulations.
7. Teams and clubs may charge such membership fees to their members as defined by the management body of that entity.
8. Any individual member, team or club who is not a current financial member of the Association, as defined under Rule 5, shall forfeit all rights to exercise any privileges of membership of the Association.
9. A team or club is considered financial for the period of one year, running from one AGM to the next AGM (the following year) but only once the registration fees or deposit for all teams under the control of an entity of club have been received by the treasurer or another Executive Committee member at or before the first-mentioned AGM. Clubs or teams with unpaid liabilities to the Association arising during a year between AGM’s which have existed for more than sixty (60) days will be declared un-financial for the purposes of any Special or Emergency General Meeting held during that period and for as long as the liability exists.
10. The Association may, by a majority vote of its Executive Committee at a meeting properly constituted under these Rules, expel any member, team or club guilty of violating these Rules or Regulations through the news media, by word of mouth or any type of social network or media which has brought the game, Association or Executive members into disrepute.
11. Any member, team or club may resign from the Association at any time, by giving three weeks’ notice in writing to the Secretary of the Association.

RULE 2: Annual and Special General Meetings

1. The Annual General Meeting (hereafter called the AGM) shall be held on the second Sunday of February but no later than the second Sunday of March each year. Fourteen (14) days' notice shall be given prior to the meeting.
2. A Special General Meeting may be called by the Executive Committee, or at the written request of not less than six (6) financial teams. Seven (7) days' notice shall be given.
3. An Emergency General Meeting may be called by any Executive Committee member, after consultation with two other Executive Committee members, by giving at least 24 hours' notice, advising the venue, time and the business to be considered. The nature of business for an Emergency General Meeting shall be such that the matter is of sufficient importance or urgency that the time necessary to call a Special General Meeting is not in the Association's interest. No other business will be placed before such meetings.
4. It shall be compulsory for a representative of each team to be present at any AGM, SGM or EGM. An additional a non-present fee as per Schedule A:2.b will be charged to all teams failing to attend the AGM.
5. The ordinary business transacted at an AGM shall be the consideration and adoption of the minutes of the last Annual and/or Special General Meeting, receipt of the annual report and accounts, the election of officers for the coming year, and any other business as may be brought before the meeting in accordance with these Rules.
6. Notice of any business to be transacted at an Annual or Special General Meeting, other than ordinary business, shall be given in writing, bearing the names of the proposer and seconder, to the Secretary of the Association no less than twenty-eight (28) days before the meeting. Such business will be notified to members no less than seven (7) days prior to the AGM or SGM.
7. Attendance at an Annual or Special General Meeting shall be restricted to current financial members of any team or club which is in turn a current financial member of the Association. Attendance by non-financial members of teams or clubs or financial members of non-financial teams or clubs shall be at the sole discretion of the Chairperson.
8. Nomination of Officers of the Association shall be made in writing no less than fourteen (14) days before an Annual General Meeting.
 - The nominee and the proposer must sign such nominations.
 - Should only one nomination be received for any position, no vote shall be required, and that person shall be declared to the office.
 - Should no nomination be received for a position, the Chairperson may call nominations from the floor of the AGM.
9. The right to speak and vote at General Meetings shall be limited to current financial members and representatives of financial teams or clubs only, subject to standing orders. Any person with the right to speak at the meeting may do so only with the permission of the Chairperson.
10. All clubs and/or teams must have registrations and debts from the previous season paid up in full prior to the AGM to be regarded as financial. A club and/or team will only be financial until the day after the AGM. Clubs and/or teams with outstanding debt of any kind will be regarded as unfinancial and will not be granted with any voting privileges at the AGM.
11. Voting powers shall be restricted to one vote for a duly appointed representative of each team or club financial at the time of the meeting, one vote per member of the Executive Committee, and one vote per Life Member of the ASFA either present or having personally appointed a proxy. Entities or clubs with more than one team shall have one vote per team. Voting powers may be exercised by proxy by the delegate of another club or team or an Executive or Life Member entitled to vote, providing such proxy has been notified to the Secretary prior to the commencement of the meeting.
12. The chairperson may not be a representative of any team in voting matters. However, the chairperson still retains the right to his/her casting vote.
13. Amendments or recessions to the Rules may only be made at an Annual or Special General Meeting after a vote carried by 60% of those present and entitled to vote.
14. Amendments and recessions to any Regulation may be made at an Annual or Special General Meeting after a vote carried by the majority of those present and entitled to vote.
15. Any Annual or Special General Meeting may be adjourned for up to a period of seven (7) days to complete unfinished business on the agenda only.

RULE 3: Standing Orders

1. The order of business at all Annual General Meetings shall be:
 - Apologies
 - Obituaries

- Confirmation of the minutes of the previous meeting
 - Business arising from the minutes of the previous meeting
 - Correspondence (inward and outward)
 - Presentation of annual financial statements (AGM only)
 - Sub Committee reports
 - Election of Officers
 - Notices of Motion properly received
 - General Business
2. A quorum at any General Meeting shall be at least one half of those members entitled to vote. No business shall be conducted until a quorum is present. Apologies from current financial members shall be included in the count toward the total number of financial members required to make the quorum to proceed with any General Meeting. Should a quorum not be attained within 30 minutes of the scheduled meeting time, the meeting shall be abandoned and rescheduled within fourteen (14) days with a minimum seven (7) days' notice.
 3. Any person who disrupts a meeting or fails to abide by the Rules may be suspended or ejected from the meeting at the sole discretion of the Chairperson. Such persons may be subject to disciplinary action under regulation 11.
 4. Speaking rights at any meeting shall be in accordance with the following conditions:
 - Initial speaking rights to any motion shall be afforded to the proposer and seconder of the motion before the meeting.
 - General discussion shall be limited to each person wishing to speak to the motion being allowed to state his or her case one at a time.
 - The promoter and seconder shall have the right of closure after general discussion.
 - Speaking shall be restricted to a maximum of 3 minutes and be related to the motion.
 - The Chairperson shall decide when discussion is at an end and a vote is to be called.
 - Only one person shall be permitted to speak at any one time. Rule 3.3 will be brought into effect.
 5. A) Voting on general matters and the election of Officers and members of the Committee shall be by show of hands, or by secret ballot following a motion (proposed and seconded and duly passed by the Meeting) to hold a ballot. The Meeting shall elect two people to act as scrutineers for any secret ballot. Declaration by the Chairperson of the number of votes cast for and against the motion or election shall be conclusive. All voting papers shall be destroyed following the declaration of the ballot.
 B) Any business relating to changes to the constitution brought up by members must be presented in writing to the ASFA Executive committee no later than 72 hours before the ASFA AGM.
 C) Any business relating to changes to the ASFA constitution brought up under general business at the AGM, not presented 72 hours before the ASFA AGM will not be considered or passed at the AGM but will be investigated by the ASFA Executive committee at the next committee meeting.
 6. In the event of equal voting at any meeting, the Chairperson shall have the casting vote.
 7. All business at any General Meeting shall be concluded within 3 hours of the commencement of the meeting and by no later than 10.00 p.m. A motion may be carried to suspend discussion in order to finalise business before the meeting at the time. No discussion or transaction on any other business may be commenced.
 8. The auditing of the association's accounts shall be carried out only on a request from a 60% majority of financial members present.

RULE 4: The Executive Committee and Officers of the Association

1. The Executive Committee is the controlling body of the Association and shall have the right to exercise all powers and privileges of the Association. All decisions of any sub-committee shall be subject to the overriding jurisdiction of the Executive Committee.
2. The Executive Committee of the Association shall comprise:
 - Chairperson
 - Secretary
 - Treasurer
 - A minimum of four additional members co-opted by the Executive Committee
3. The positions of Chairperson, Secretary and Treasurer shall be voted at the Annual General Meeting. The holders of the other offices shall be proposed and seconded at the AGM, so long as all members are willing to continue their duties in their designated positions. All positions on the Executive Committee shall be held for one year until the following AGM. All Executive Committee members shall be eligible for re-election.

4. Eligibility for election to an elected position on the Executive Committee shall be restricted to members of a club or team that is currently a financial member of the Association and Life Members. The Executive Committee at its sole discretion may co-opt other members to the Committee from outside this qualification who it believes will well serve the interests of the members of the Association.
5. Should a position not be filled at the time of election, or a vacancy occurs during the term of the committee, the Executive Committee shall have the sole power to co-opt members to the committee.
6. The Executive Committee shall meet on a regular basis on a schedule to be defined by the Committee, but at an interval of no less than once every eight weeks, to discuss business relating to the Association. A quorum at any Executive Committee meeting shall be one half of those members of the Committee entitled to vote.
7. Where applicable, Executive Committee Members will attend any relevant meetings of Northern Regional Football to promote the interests of the Association.
8. The Executive Committee may call upon any person as deemed necessary to appear before the Committee as matters arise.
9. The Executive Committee or any of its members shall not be held liable or accountable, wholly or personally, for any costs or damages incurred by any event, action or person, to any person or any applicant or any witness in any judicial hearing or appeal.
10. Any elected or co-opted member of the Executive Committee who is absent from two consecutive meetings or fails to attend two-thirds of meetings within a 12-month period between any two AGM's, without notification or just cause may be removed as a member of the Executive Committee by the Committee.
11. The **Executive Committee** shall be empowered to:
 - Manage the affairs and assets of the Association, in accordance with the Rules
 - Define the structure of any competitions held under the control of the Association.
12. The duties of the **Chairperson** of the Association shall be to:
 - Act as Chairperson of any Annual or Special General Meeting, and all Executive Committee Meetings
 - Ensure that all meetings are held in accordance with the Rules and Regulations of the Association, and that order is maintained at all meetings
 - Uphold the Rules and Regulations of the Association, to the best of their ability
 - Act as a spokesperson for the Association in all matters
 - Act as delegate or to appoint another Executive Committee member in his absence to promote the rights and objectives of the Association to the Regional and/or National Associations.
13. The duties of the **Secretary** of the Association shall be to:
 - Be responsible for the correspondence and records of the Association
 - Give notice of meetings in accordance with the Rules and Regulations
 - Keep accurate minutes of all proceedings and resolutions at meetings (with the exception of Judicial meetings) and distribute minutes to attendees
 - Hold custody of all property of the Association, including deeds and papers
 - In the event of the Chairperson being unavailable or unable to complete the tenure of office, the Secretary shall automatically assume the position of Chairperson until the return of the Chairperson or the election of a replacement
14. The duties of the **Treasurer** of the Association shall be to:
 - Collect and receive all monies due to the Association, and lodging of all monies into the Association's bank accounts
 - Disburse funds to service all debts and accounts contracted, after receiving approval from the Executive Committee
 - Maintain accurate accounts and statements regarding the financial status of the Association and its members, and advise the Executive Committee of the financial status of the Association on a regular basis
15. The duties of the Competitions Manager shall be to:
 - Process and administer the structure of the league and fixtures
 - Administration of the Comet system
16. The duties of the **Registrations Officer** shall be to:
 - Process and administer the registration records of the Association
 - Liaise with other associations to ensure that all player transfers, clearances and registrations are completed in an efficient manner, and in accordance with the Regulations of the Association and governing bodies.
 - Impose penalties against teams guilty of playing or listing unregistered players, as defined in the Regulations.
 - The Registrations Officer shall have no affiliation to any club or team of the association.
17. The duties of the **Fixtures and Results Officer** shall be to:
 - Draft the structure of any competition under the control of the Association, for approval by the Executive Committee
 - Maintain records of the results of all games played under the Associations control, and monitor any fixtures not played that may require rescheduling

- Liaise with local authorities and clubs to monitor ground availability and condition
 - Promote the Association's competitions and activities to Northern Regional Football
 - Impose penalties against teams guilty of late results or defaulted games, as defined in the Regulations.
18. The duties of the **Judicial Officer** shall be to:
- Chair the judicial sub-committee, and control the sub-committee's meetings
 - Maintain records of all cautions and misconducts arising from matches under the control of the Association, and any automatic suspensions imposed as a result
 - Arbitrate and adjudicate all cases brought before the Judiciary on merit
 - Maintain records of all decisions of the sub-committee.
 - Impose penalties against teams or persons found guilty as a result of misconducts or a judiciary hearing, as defined in the Regulations.
18. The duties of the **Divisions Representative** shall be to:
- Liaise with the representatives of clubs or teams regarding any issues that relate to divisional or matters pertaining to the Laws of the Game.
 - Ensure representatives of all clubs and teams are informed of all Rules and Regulations of the association that pertain to the Laws of the Game.
 - Be the main point of contact for representatives of all clubs and teams for any issues that may need to be brought to the Executive Committee's attention
 - Impose penalties against teams guilty of incorrect uniform and field set up, as defined in the Regulations.
19. The duties of the **Referees Liaison** shall be to:
- Co-ordinate any specific training of referees for clubs or teams in conjunction with NRF.
 - Liaise with NRF on all matters pertaining to referees.
 - Liaise with NRF to ensure that referees are of a competent standard for the level of fixture to which they are appointed.
 - Liaise with the Fixtures and Results Officer and NRF to have referees appointed where possible to any fixtures under the jurisdiction of the Association.
20. The Executive Committee shall assign responsibility for the above duties and positions, and other duties, such as public relations, Webmaster and Divisional Liaison Officer, as and when necessary. Such appointments can be made to co-opted members of the Executive Committee. No person shall hold more than two positions on the Executive Committee.

RULE 5: Finance

1. The funds of the Association shall be devoted to the interests of the Association.
2. All funds shall be paid into bank accounts to the credit of the Association. The Association's accounts shall be subject to the directives of the Executive Committee. Funds may be transferred between Association accounts or placed on term deposits at the discretion of the Executive Committee to attain maximum benefit from funds lodged.
3. Any payment of expenses or withdrawal of Association funds must be approved by the Executive Committee and authorised by two of the following officers: Chairperson, Secretary, Treasurer, or one of two appointed Executive members.
4. The Association will reimburse any reasonable expenses incurred by a member of the Association and/or Executive Committee, where such expenses have been incurred during the execution of such business approved by the Association.
5. The Association shall be responsible for all debts incurred by the Association, and no liability shall be held to the appointed officers of the Association. The exception shall be in the case of criminal acts by a person or persons, in which case liability shall rest with the person responsible for the criminal act.
6. The Association shall have the power to hold, lease, sell, exchange or mortgage land, or build on it with the power to alter, demolish or re-erect it. The Association shall also have the power to lay out such land as necessary for playing fields, to charge an admission fee to such land, and to so deal with such land as if a private person in the execution of its duties to fulfil Rule 1.3.
7. The Association may raise, borrow or secure the repayments of any sum of money for the furtherance of its objects, in such a manner and upon such terms and conditions by debentures or debenture stock charged upon or not charged upon any or all property of the Association.
8. The Association shall have the power to advance monies to affiliated clubs under such conditions and on such terms as the Executive Committee considers advisable, either without security or with security as may be advisable.
9. Subscription and membership fees shall be determined by the Executive Committee to cover the expenses of the Association and ratified at the Annual General Meeting.

10. The Association shall require all clubs or teams to subscribe to any fees as may be levied by Northern Regional Football or New Zealand Football.
11. Upon ratification at an Annual, Special or Emergency General Meeting, The Association may call upon affiliated clubs to subscribe to any fees to cover any extraordinary expenses of the Association.
12. All team registrations must be paid no later than 5pm the Friday prior to the first playing Sunday of April unless other arrangements have been made with the ASFA Executive Committee; but may not exceed 1st July. Non-payment of any registrations or backdated accounts by this date, Non-payment of any registrations or backdated accounts by this date may result in the team being expelled from the ASFA competition.
13. All invoices issued by the Association shall be due for payment within fourteen (14) days of issue. Any team or club with outstanding debts may be suspended or ejected from the Association, at the sole discretion of the Executive Committee.
14. Teams failing to meet the financial obligations set out by the ASFA Executive Committee may result in the team being issued with a "Football Creditors Rule". Teams issued with the Football Creditors Rule will have one or more of the following penalties imposed upon them by the ASFA Executive Committee:
 - a) A loss of up to 10 points, as determined by the ASFA Executive Committee. If this penalty falls within the last 3 regulation league games of the season, the penalty will be carried over to the following season whereas the team will start the following season on the points deduction imposed by the ASFA Executive Committee.
 - b) A loss of division position for the following season of up to 3 divisions, as determined by the ASFA Executive Committee.
 - c) Immediate suspension from all ASFA sanctioned competition for a period determined by the ASFA Executive Committee.
 - d) Details of team management passed onto a debt collection agency for collection of all monies owed to the Association.
 - e) All outstanding debt will include any additional expenses or fees incurred by the association to recover monies owed.
 - f) Management suspension from all ASFA competition and monetary fine as determined by the ASFA Executive Committee.
 - g) Team, player and management suspension from all ASFA competition for a period of up to 12 months from the date of the Football Creditors Rule being imposed by the ASFA Executive Committee.
15. The financial contact for each team shall take full responsibility for all invoices sent out by the association, and all debts incurred by the named club.
16. Fees incurred by teams whose debt has been forwarded onto a debt collection agency, will also be responsible for the agency fees charged.
17. Teams suspended for non-payment (of any fees, fines or invoices) may not participate in any competition or tournament organised by the Association. Any fixtures scheduled during such suspensions will be deemed as being defaulted and the fixture awarded to the opposing team. Additional penalties as defined by Regulation 2 will also be applied.
18. The common seal of the Association shall be held by the Secretary and affixed to any documents authorised by the Executive Committee, and in the presence of any two members of that committee.
19. If an auditor appointed by an Annual General Meeting shall audit each year's accounts. The Auditor may not hold an office of the Association at any time during the audit period.
20. Notwithstanding anything expressed or implied in these Rules the activities of the Association shall not be carried on for the personal pecuniary profit or benefit of any member or individual or associated person.
21. No member of the Association or any person associated with a member shall participate in or materially influence any decision made by the Association in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value). The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

RULE 6: Winding Up

1. The Association may be wound up in any matter provided by the Incorporated Societies Act 1922 (and any subsequent amendments), and the regulation therein. If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other organisation or body having objects similar to the objects of the Association, or to some other charitable organisation or purpose, within New Zealand. The winding up of the association and allocation of funds may only be voted on by financial members at a special general meeting or annual general meeting.

RULE 7: General

1. Each club shall be entitled once per year, upon application to the Executive Committee, to be supplied with a copy of these Rules and Regulations.
2. No team may play in any match, competition, or tournament, or travel overseas without notification to the Executive Committee at least 10 days prior to the event.
3. No addition or alteration to the aims/objects, payments to member's clause or the winding-up clause shall be approved without the approval of the Inland Revenue. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.