



CONSTITUTION

April 2018

Australian Lebanese Football Association (ALFA) Ltd ACN 625 648 820

Public Company Limited by Guarantee

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1. NAME AND COLOURS

1.1 The football/ soccer Association shall be known as Australian Lebanese Football Association (ALFA).

1.2 The Association's address shall be 15 Quentin St Bass Hill, NSW, 2197.

1.3 The Association's colours shall be Red and/or White.

2. OBJECTIVES AND FUNDS

The Association's objectives are:

2.1 As a not for profit club, our aim is to encourage, assist and develop football/soccer within the Australian Lebanese Community.

2.2 To Promote good sportsmanship and fair play and to encourage and educate players, player's parents and parents players guardians to respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national or ethnic origin.

2.2.1 Through education and sanction, if necessary, to condemn abuse and violence in any form by, or against, spectators, coaches, officials or players.

2.3 The funds of the club shall be used to achieve the objectives of clauses 2.1 and 2.2, as above, as well as for the administration, day to day operation and betterment of the Association as determined by, and under the governance of, the Management Committee of the Association.

3. SUBSCRIPTIONS

Players within the Association shall pay the following fees:

3.1 An annual registration fee for each player, and category of player, such fee to be determined at a Management Committee of the Association before the start of competition for the year for which that determination is to apply.

3.1.1 At the absolute discretion of the Association's Management Committee a discount may be offered to a player who provides evidence of their membership of the FFA and FNSW Clubs for the year for which that discount is to apply.

3.1.2 At the absolute discretion of the Association's Management Committee a discount may be offered for a player under 18 years of age whose parent or legal guardian provides evidence of their membership of the FFA and FNSW Clubs for the year for which that discount is to apply.

3.2 A player's annual registration fee must be paid in full before the start of the competition for the year for which that registration is to apply. A player's annual registration shall be effective upon payment of the year's registration fee.

3.3 Match fees payable by, or for, each player shall be determined at a Management Committee Meeting of the Association before the start of the competition for the year for which that determination is to apply.

4. **MEMBERSHIP**

4.1 Membership of the Association shall be:

4.1.1 A founding member of the association.

4.1.2 Over 18 years of age at the date of the AGM/meeting.

4.1.3 A member must be financial unless exempted by the Management Committee.

4.2 A member of the Association, for any Club registered within Australian State Level Football Associations like Football NSW, Football Victoria, Football Queensland or FFA (Football Federation Australia) during the current season, is a club who has paid the applicable membership subscription to the Association. The membership subscription fee shall be determined by the Management Committee of the Association before the start of competition for the year for which that determination is to apply. Each club is represented by one member only.

4.2.1 A Member remains financial until the conclusion of the next Annual General Meeting of the Association.

4.3 A Member of the Association includes a Life Member. A Life Member remains financial until the date of the death of the Life Member or until the Life Member advises the Secretary of the Association, in writing, their intention to resign.

4.4 The Management Committee of the Association has the right to refuse membership to any club/person without assigning any reason.

4.5 Only a Member of the Management Committee has the right to:

4.5.1 Propose any resolution, motion or nomination;

4.5.2 Second any resolution, motion or nomination;

4.5.3 Speak to any resolution, motion or nomination;

4.5.4 Vote on any resolution, motion or nomination;

5. LIFE MEMBERSHIP

5.1 A Life Member of the Association can only be appointed at the General Meeting of the Club.

5.2 Any of the Club's Management Committee Members may submit a nominee for Life Membership at any General Meeting of the Club.

5.2.1 To be eligible as nominee for Life Membership the nominee must have no less than ten (10) years of service to the Association or one of the founding members of the Association.

5.3 For the award of Life Membership of the Association a nominee must receive a three-quarters (3/4) majority of the votes cast at the General Meeting of the Club where the nomination was proposed.

6. TERMINATION OF MEMBERSHIP

6.1 A member of the Association is deemed to have resigned fourteen (14) days after giving the Secretary of the Association a notice in writing stating the member's intention to resign. After the fourteenth (14) day that person ceases to be a member of the Association.

6.2 The Management Committee may deny or withdraw membership from any Association by a motion to withdraw membership at a Management Committee Meeting of the Association that receives a majority of the votes of the Association where the motion to withdraw membership was proposed.

6.2.1 Possible grounds for denial and/ or withdrawal of membership include but are limited to:

6.2.1.1 Any breach or violation of the Constitution of the Association;

6.2.1.2 Any breach or violation of the Constitution and By Laws of the FNSW;

6.2.1.3 Any breach or violation of the Constitution and By Laws of FFA.

6.2.1.4 Serious misconduct as determined by the Association's Management Committee;

6.2.1.5 Acting contrary to the objectives of the Association as determined by the Association's Management Committee;

6.2.1.6 Acting in a manner, which in the eyes of a reasonable person. Could be viewed as bringing into disrepute; or

6.2.1.7 Acting in a manner, which in the eyes of a reasonable person, could be viewed as bringing the Association into disrepute.

6.3 A member who has had membership terminated for any reason whatsoever ceases to be a member forthwith and forfeits all claims to the property and privileges of the Association.

7. MEETINGS

7.1 A quorum, the minimum number of financial members of the Association required to be present to transact the business of the Association, shall consist of:

7.1.1 Three (3) for a Management Committee meeting; and

7.1.2 Four (4) for a General Meeting; and

7.1.3 Four (4) for the Annual General Meeting.

7.2 The following meetings of the Association and/ or its committees shall be held:

7.2.1 A General Meeting to be held upon decision by the Management Committee.

7.2.2 A Management Committee Meeting to be held as, and when, required for the proper functioning of the Association and will be convened by the President of the Association upon seven (7) days written notice given to the Association's Secretary.

7.2.3 An Annual General Meeting (AGM) to be held twice (2) times during the year:

7.2.4.1 at the start of the playing season to issue team equipment and provide instructions on team management and expectations;

7.2.4.2 After the end of the playing season for the return of all equipment and to make arrangements for Presentation Day.

7.3 The **Annual General Meeting** (AGM) shall take place no later than 30 November of the year.

7.3.1 The books of account of the Association shall close no later than the 2nd Friday in October of each year.

7.3.2 The Secretary shall give two (2) weeks' notice of the AGM to the members of the Association as set out at Clause 4 of this constitution.

7.3.3 The Secretary shall forward, or cause to be forwarded, a notice of an AGM by written notice forwarded to the last known address of each Financial Member of the Association, as set out at Clause 4 of this constitution, or by electronic means to the last known email address of that Member. All such notices must show the meeting date, meeting time and the venue from the AGM and be dispatched to give no less than two (2) weeks' notice of the AGM.

7.3.4 The purpose of the AGM shall be to:

7.3.4.1 Receive and consider the minutes from the previous AGM;

7.3.4.2 Receive and consider the annual reports on the activities of teams within the Association for the preceding season;

7.3.4.3 Receive and consider the books of account of the Association and to release those accounts for audit;

7.3.4.4 Receive, consider nominations for, and vote, if necessary, to elect six (6) members to the Management Committee of the Association for the year until the next AGM; being President, Vice President Senior, Vice President Junior, Secretary, Treasurer and Registrar.

7.3.4.5 Receive, consider nominations for, and vote, if necessary, to elect the Coaches/Technical Directors for the Association for the year until the next AGM;

7.3.4.5.1 All such nominations to be lodged with the Secretary of the Association, 5 days ,prior to the commencement of the AGM; and

7.3.4.5.2 Deal with vote, if necessary, on any general business of the Association for which notice has been lodged with the Secretary of the Association prior to the commencement of the AGM.

7.3.6 A returning officer and two (2) scrutineers shall be appointed at the AGM by the management committee to oversee the conduct of any ballot, or ballots, of that AGM.

7.4 An **Extraordinary General Meeting** (EGM) may be requested at any time by tendering to the Secretary of the Association a request, in writing, stating the reason for the EGM, such request to be signed by the majority of the Management Committee of the Association. The Secretary shall forward, or cause to be forwarded, a notice of the EGM by written notice forwarded to the last known address of each member of the Association, as set out at clause four (4) above, or by electronic means to the last known email address of that member. All such notices must show the meeting date, meeting time and the venue for the EGM and the dispatched to give no less than seven (7) days' notice of the EGM.

7.4.1 An EGM of the Association may be requested at any time by the Management Committee. The Secretary shall forward, or cause to be forwarded, a notice of the EGM by written notice forwarded to the last known address of each member of the Association, or by electronic means to the last known email address of that member. All such notices must show the meeting date, meeting time and the venue for the EGM and the dispatched to give no less than seven (7) days notice of the EGM.

7.4.2 The only business to be considered and voted upon, if necessary, at an EGM is the business or purpose specified as the business or purpose for the EGM. NO other business shall be received, considered nor voted upon at the EGM.

7.5 The business of any meeting may be adjournment from any member, such motion gaining a simple majority of the votes cast.

7.5.1 Any adjournment of a meeting is to be reconvened to a date and time and to a place to be advised to members, by the Secretary, by a notice of meeting, as required for the class or type of meeting that was adjourned. No business shall be transacted at the reconvened meeting other than the business left unfinished from the adjourned meeting.

8. CHAIRPERSON

8.1 The Chairperson for any: General Meeting; Management Committee Meeting; AGM; EGM; Managers and Coaches meeting, including any adjournment thereof, shall be the President of the Association.

9. OFFICE BEARERS/NOMINATIONS.

9.1 To be eligible to nominate, hold and run for an Office Bearers position at the Association, the nominee/candidate must be:

9.1.1 A member as set out in clause 4 above of this constitution.

9.1.2 Over 18 years of age at the date of the AGM/meeting.

9.1.3 A member must be financial unless exempted by the Management Committee.

Nominations for Association positions will be sent to the secretary as set out in clause 7 above by nominators as set out in clause 9.1 above.

9.2 Office bearers for the Association are:

9.2.1 The Executive Officers of the Association , being President, Vice President Senior, Vice President Junior, Secretary, Treasurer and Registrar.

9.2.2 General Officers of the Association, which could be elected, if necessary, by the Management Committee by the majority of the votes, being the Recorder, Social and Fund Raising Officer, Publicity/Media Officer, Games Organiser and Equipment Officer;

9.2.3 Delegates and alternative delegate for the Association to FFA; and

9.2.4 Delegates for the Association to the Australian State Level Football Associations.

9.3 A member shall not, ordinarily, be elected to serve more than one (1) Executive Officer or General Officer position of the Association unless there is an unfilled General Officer position, in which case a member may be elected to hold a maximum of two (2) positions.

9.4 Any unfilled position on the Management Committee of the Association shall be deemed a casual vacancy.

10. **OFFICE BEARER DUTIES**

10.1 **President** – shall occupy the chair at all the meetings of the Association and shall be responsible for controlling the progress and maintaining the discipline of members during the course of the meeting.

10.1.1 Shall supervise the affairs of the Association and ensure the activities of the Association are carried out in accordance with this Constitution.

10.1.2 Shall be liaison to FFA , Australian State Level Football Associations and Lebanese Football Association.

10.1.3 Shall investigate and documents related to the functioning of the Association.

10.2 **Vice Presidents** – the Senior Vice and Junior President shall, in the absence of the President at any meeting, jointly occupy the Chair. In their absence an election by the members from the floor will be held to determine Chairperson for the meeting.

10.2.1 Ensure the Association’s activities are carried out in accordance with this Constitution.

10.2.2 Assist the President by fulfilling the duties of the President in the absence of the President and fulfil other duties requested by the Members of the Association.

10.3 **Secretary** – shall be responsible to the relevant authorities/parties to ensure that all of the regulations of that association are adhered to.

10.3.1 Shall handle all communications and correspondence in relation to the Association.

10.3.2 Shall notify Members of all meetings as required by, and set out in, this Constitution.

10.3.3 Shall be responsible for the recording of the minutes and attendance at all meetings or for appointing an alternate to this role.

10.3.4 Shall be responsible for the preparation and delivery of an annual report for submission at the AGM.

10.3.5 Shall document all issues and matters that require medical attention and submit all necessary supporting documentation to the relevant parties.

10.4 Treasurer – shall keep a true record of all income and expenditure of the Association and be responsible for the keeping of all of the monies of the Association.

10.4.1 Shall present supplier accounts to the authorised signatures at the time for their signatures on cheques for the payment of supplier accounts.

10.4.2 Shall present to the members at the Annual General Meeting a statement of income and expenditure for endorsement at the AGM prior to that statement of income and expenditure for endorsement at the AGM prior to that statement being forwarded to the parent club for auditing.

10.5 Registrar – Shall be responsible for the registration and other data pertaining to registrations required by the relevant parties.

10.5.1 Shall keep accurate and timely records of all documentations for the Association, and is solely responsible for the security of all such documents.

10.5.2 Shall provide the Head Coach with details of all registered players before the start of any competition for team selection for that year.

10.5.3 Shall be responsible for recording the number of consecutive years of service to the Association and for notification to the Executive Committee of the Association each member from whom at the conclusions of competition for that year has completed five (5) years increments, of loyal and meritorious service to the Association for recognition at the annual Presentation Day of the Association.

10.6 Recorder – shall be responsible for the keeping of all records pertaining to the Association and for submitting those records and results to the relevant parties in a format and within the timetable prescribed by the Management Executive committee.

10.7 Social Secretary and Fundraising Officer – shall form a sub-committee for the purpose of encouraging social activities within the Association

10.7.1 Shall organise fundraising activities for the benefit of the Association and its players.

10.8 Publicity/Media Officer – shall submit to the Secretary of the Association, for proof reading and editing, any report on Association activities for publication in printed, electronic or any other format.

10.8.1 Shall receive the results and the match report from each team and, from time to time, publish an internal Association newsletter.

10.8.2 Shall submit to the Management Committee of the Association concepts and other submissions for advertising and promotional material for the benefit and promotion of the Association.

10.9 Equipment Officer – Shall be responsible for the distribution, collection and safe keeping of all Association equipment.

10.9.1 Shall report all equipment needs, including recommendations for repairs and maintenance, to the Management Committee.

10.10 Games Organiser – Shall be responsible for the organisation of all trial and social games for the Association.

10.11 General Officers – Shall attend all meetings to which they are assigned to as delegates and notify the Secretary, in writing, of business transacted at those meeting. Such reports to be submitted at the next available General Meeting of the Association.

10.12 Coaches – Have ultimate sovereignty and responsibility for their team and the coaching and training of that team.

10.12.1 Shall work collaboratively with the Head Coach for the selection of players for their team however the Association recognises the sovereignty, or independence, of the coach of every team to make determinations relating to their team.

10.12.2 Organise and conduct their team's training sessions, or in their absence, appoint and alternate to temporarily fulfil the coaching role.

10.12.3 Shall work cooperatively with their team manager for the benefit of all their team however, as set out in 10.12.1, above, the sovereignty, or independence, of the coach to make determinations relating to their team is paramount.

10.13 Managers – Shall be responsible for the organisation and welfare of all of the players' in the team they manage.

10.13.1 Shall be responsible for all custody and care of all of the equipment issued by the Association for their team.

10.13.2 Shall be responsible for the safe keeping of player identification cards, for the preparing of the ALFA team sheet prior every game, paying referee fees at matches, liaising with the referee and liaising with the opposing manager.

10.13.2.1 All monies collected by the manager shall be furnished to the Treasurer of the Association weekly.

10.13.2.2 For all authorised monies expended by the manager a receipt must be sought and that receipt shall be furnished to the Treasurer for reimbursement weekly.

10.13.3 Shall work cooperatively with their team coach for the benefit of all of their team however, as set out in 10.12.1, as above, the sovereignty, or independence, of the coach to make determinations relating to their team is paramount.

10.14 **Financial Members and Life Members** shall attend all necessary meetings to support and advise the Association in new directions and decisions.

11. **CLUB PATRON**

11.1 At the AGM an Association Patron(s) may be nominated by members.

11.1.1 Each term as Association Patron shall not exceed a period of twelve (12) months.

11.1.2 Being eligible for nomination nothing herein should be constructed as precluding a Patron from serving consecutive terms as a Patron of the Association.

12. **VOTING**

12.1 To have a voting right at any meeting of the Association, or any adjournment, you must be a member of the club detailed at clause 4 above, thereof:

12.1.1 The member must be a financial member thirty (30) days prior to the start of the meeting. See MEMBERSHIP at clause 4 above.

12.1.2 Only a member of the Association can propose, second, nominate and vote at any meeting of the Association, see MEMBERSHIP at clause 4 above.

12.1.3 A Member shall be entitled to one (1) vote irrespective of the number of position held.

12.1.3.1 A life Member shall have the same voting right as a member, see LIFE MEMBERSHIP at clause 5 above.

12.2 Other than as provided for in this Constitution the resolution of any vote of Members of the Club shall be determined by a simple majority of the votes cast at that meeting by a show of hands of Members, or by secret ballot.

12.2.1 A vote can only be cast in person by a Member personally attending any meeting of the Club. Voting by proxy is not permitted.

12.3 At any meeting of the Association, should an equal number of votes be cast for a resolution, motion or nomination then exclusively for the purpose of resolving that deadlock the chairperson at that meeting, or the Alternate Chair where applicable, has the right to make a final and binding determination on the resolution, motion or nomination by a casting vote.

13. **MANAGEMENT COMMITTEE AND POWERS**

13.1 The determination, day to day operation and the governance of Association is vested in the Management Committee of the Association, see **Annual General Meeting** at Clause 7, above.

13.2 The Management Committee of the Association controls and manages the affairs of the Association, establishes policies, sets fees, appoints and employs people and contractors, if necessary, and performs all duties necessary or desirable for the proper management of the Association consistent with this Constitution.

13.3 Managers, coaches and trainers for teams of the Association shall be endorsed by the Management Committee before the start of competition for the year for which that endorsement is to apply.

13.4 The Executive Officers of the Association shall be ex-officio members on all sub-committees of the Association.

13.4.1 If necessary a special Urgent Sub-Committee, voted by the management committee, made up of not less than three (3) Executive Officers of the Association, shall have the power to document, consider and make determinations on that urgent and extraordinary business of the Association as, and when, that urgent and extraordinary business arises between meetings of the Management Committee.

13.4.2 All of the business put to, and the determinations of, the Special Urgent Sub-Committee, and any subsequent supporting information on the urgent and extraordinary business of the Association must be put to next available meeting of the Management Committee of the Club for full and deliberate consideration, conformation and/ or confirmation.

13.5 The Management Committee of the Association shall have the power to reprimand, suspend, fine and/ or expel any player, coach, manager or Member of the Association who is deemed by the Management Committee of the Club to:

13.5.1 be guilty of misconduct; or

13.5.2 have brought the Association into disrepute.

13.6 A member of the Management Committee of the Association having absented themselves from three (3) consecutive Management Committee Meetings without valid reason or reasons submitted to the secretary, shall be deemed to have resigned from the Management Committee and the Management Committee shall be entitled to fill that vacant position as a casual vacancy.

13.7 Players and coaches shall train at the place, or places, day and time appointed by the Management Committee of the Association.

13.8 All honorariums, bonuses and expenditure shall be determined by Management Committee of the Association at a Management Committee Meeting.

14. **TRUSTEES**

The trustees of the Association shall be the Management Committee.

15. **EXPENDITURE AND EXPENSES**

15.1 No player, manager nor coach shall receive reimbursement of expenditure including, but not limited to: equipment, hire, transportation, meals and accommodation unless prior written application has been made to the Secretary of the Association and approval, in writing, authorised by the Management Committee of the Association, is held by the player, manager or coach prior to making undertaking that expenditure.

15.2 The Association may, as its absolute discretion, fund a tournament or gala day per year for each team up to a maximum entry fee payment of \$2,000. Any other representative tournaments or gala day fees are to be borne by the team via sponsorships , donations or contributions.

15.2.1 A written application for tournament or gala day funding must be made to the Secretary of the Association no less than thirty (30) days prior to the closing date for applications for the tournament or gala day. Funding, if approved, will be notified by the Secretary of the Association, and can only be in writing, after having been authorised by the Management Committee of the Association.

15.2.2 A team, a player, a manager or a coach must not make any financial or other commitment on behalf of the Association in the absence of the prior written approval of the Association, authorised by the Management Committee of the Association.

15.3 The Association may, at its absolute discretion, approach for sponsors ,donors or contributors, for assistance with transportation and other costs associated with overseas, country or inter-state tournament(s) or gala day(s).

15.3.1 All ancillary costs including, but not limited to: equipment, hire, meals and accommodation are the responsibility of the individual player or, where applicable, the player's parent(s) or legal guardian(s) unless funding has been secured by the Association.

15.3.2 A team, a player, a manager or a coach must not make any financial or other commitment on behalf of the Association in the absence of the prior written approval of the Association.

15.4 All representative tournament and gala day game, match and/ or referee fees shall be borne by the Association unless determined otherwise by the Association.

16. BANKING

16.1 The Club shall bank with the National Australia Bank or any other banker as specified by the Management Committee.

16.2 The account name shall be the Australian Lebanese Football Association-ALFA.

16.3 All accounts shall be paid by cheque or electronically and supported by a vendor, or supplier, invoice or receipt.

16.4 Cheques shall be crossed "Not Negotiable", made payable to the creditors and remitted at the earliest possible date.

16.5 The names of the President, Secretary and Treasurer shall be nominated as authorised signatories to the National Australia Bank, or any other bank specified by the Management Committee, and to the all of the Association's bankers and all of the providers of other financial instruments.

16.5.1 The authority to the bankers, and others, if applicable, must specify any two (2) of the authorised signatories are required to operate the account when paid in Cheques.

17. COMPETITION RULES

The Club will adopt and follow the rules of competition as set out in the Constitution of FIFA and FFA.

18. AMENDMENTS

This Constitution may be amended by a three quarter (3/4) majority vote at a Annual General Meeting/General Meeting providing fourteen (14) day's notice of the proposed amendment, or amendments, have been given to Members of the Association.

19. QUERIES

Any doubt arising on the application or meaning of any clause, or clauses, in this Constitution shall be resolved by a vote of Members of the Association at a General Meeting and shall be determined by a simple majority of the votes cast at the meeting by a show of hands of Members of the Association or secret ballot.

20. FINES AND APPEALS

20.1 All fines incurred by the Association relating to incidents that occurred before, during or after any game, shall be paid by the team or person(s) involved.

20.1.1 All such fines will be paid to the Treasurer of the Association within seven (7) days of notification from the Secretary of the Association.

20.2 All appeal fees are to be paid to the Treasurer of the Association by the team, or person(s) appealing, prior to the appeal.

20.3 All bonds imposed by either the Club's Management Committee must be paid in full to the Treasurer of the Association before the player, or team, or coach, or manager can continue playing in competition or in the case of another person before that person can again be involved in Association or other competition.

21. **APPEALS**

21.1 By lodging, with the Secretary of the Association, a written notice of the intent to appeal and the grounds for the appeal a member may seek leave to make an appeal to the Association at the next available General Meeting.

21.1.1 Any such notice of the intent to appeal and the grounds for the appeal must be lodged with the Secretary of the Association within seven (7) days of the service of the original notice of the appellant.

21.1.2 On receipt of any such notice the Secretary of the Association shall convene, should no General Meeting be already be scheduled, a General Meeting of the Association, such meeting to be held no later than twenty eight (28) days from the date of receipt of the notice from the appellant by the Secretary.

21.2 All resolutions put to Members of the Association at a General Meeting in relation to any appeal, or business arising therefrom, shall only be resolved by a secret ballot of Members entitled to vote, as set out in Clause 4 above, and shall be determined by a simple majority of the votes cast at the meeting.

21.2.1 As is set out in Clause 12, above, a vote can only be cast in person by a member personally attending the General Meeting of the Association. Voting by proxy is not permitted.

(END)

(END)

