**Club logo image**

**Constitution of**

**(Name) Football Club**

**Article**  1. **Name**

* 1. The name of the club hereby constitute shall be the ***(name)*** Football Club abbreviations ***(name)*** FC.

**Article** 2. **Colours and Emblem**

2.1 The colours of the club shall be ***(colour)*** and ***(colour).***

The emblem shall be a ***(brief description)***

**Article 3.** **Area of Jurisdiction**

3.1 The area of jurisdiction shall be the ***(province/region)*** in the RSA.

**Article 4. Head Office**

4.1 The head office of the club shall be ***(office).***

**Article 5. Aims and objectives**

5.1 ***(aims and objectives of the cub)***

**Article 6. Membership**

6.1 Membership shall be ***(determined).***

6.2 The ***(club name)*** will be affiliated to a ***(regional LFA***) of its choosing, and will pay the required affiliation fee as determined by the body.

6.3 Annual subscription and club fees will be determined annually at the AGM and each player will be responsible for paying his fee to ***(club name)***.

**Article 7. Management and Organisation**

7.1 The day to day management of the affairs and activities of the club shall vest in the management Committee consisting of the following

7.1.1 Chairperson

7.1.2 Deputy Chairperson

7.1.3 Chief Executive Officer

7.1.4 Treasurer

7.1.5 Kit Manager

7.1.6 Club Captain

7.1.7 Registration Officer

7.1.8 Referee Co-ordinator

7.1.9 Additional members as determined by the elected Chairperson, to a maximum of 5 elected officials.

**Article 8. Election of the office Bearers**

* 1. The election of the office bearers shall be conducted during an annual general meeting where representation of club members are to attend and make their nominations and vote accordingly.
  2. An independent election official must be present to ensure that the election process is free and fair.

**Article 9. Power of the Executive Committee**

The Executive Committee of the Football Club shall subject to the Provisions or rules adopted from time to time have power to:

9.1.1 Nominate or cause to be elect and sub- Committee or Ad- hoc Committee deemed necessary for the achievement of the aims and objectives of the club.

9.1.2 Choose or cause to be selected Players/ Coach / Manager on merit to represent the club in the LFA leagues.

9.1.3 Keep an official record of all registered officials and their achievements in Football.

9.1.4 Raise funds through donations, sponsorships, etc. For the attainment of the aims and objective of the club.

9.1.5 Investigate complaints and or misconducts by and or against its members as well as settling disputes.

**Article 10. Duties and Responsibilities of the Executive Committee Members**

10.1 Chairperson

10.1.1 Presiding over all ExCo meetings

10.1.2 Ensuring that the Constitution is observed.

10.1.3 Exercising general control over all activities

10.1.4 Having a decisive vote in case of tie of votes.

10.1.5 Communicating with ***(region)*** about the activities of the club.

10.2 Deputy Chairperson

10.2.1 Oversee the administration of the club.

10.2.2 Attend LFA and represent the Club at meetings or activities.

10.2.3 Co- Signatory on documentation of the club.

10.2.4 Perform the Chairperson’s functions in case the latter is unable.

10.2.5 Co-ordinate activities/ Championships/ Games/ Tours, etc

10.3 Chief Executive Officer

10.3.1 Co-ordinate all the activities of the club.

10.3.2 Issue notices concerning meetings.

10.3.3 Keep record of all activities of the club.

10.3.4 Communicate between ***(club name)*** and LFA; ***(club name)*** and Region.

10.3.5 Keep all players informed of ongoing/ changing/ amendments/ alterations/ fixtures/ draws/ league information as it occurs.

10.3.6 Keep social media platforms updated for members to receive updated information.

10.3.7 Inform Sport Office/ PEC of all results and match reports.

10.3.8 Ensure player registration process is correct and up to date between Registration Officer and LFA.

10.3.9 Ensure all documentation pertaining to the club is up to date and ready for inspection by LFA and relevant role players.

10.3.10 Take minutes at all meetings and ensure it runs smoothly and all relevant tasks have been adhered to by the designated persons.

10.3.11 Record keeping of all activities, meetings, decisions and league results for the club.

10.3.12 Ensure all LFA club responsibilities are done and within the required time frame.

10.3.13 Promotion and marketing activities of the club.

10.3.14 Monitor media for club.

10.4 Treasurer

10.4. 1 Receives all monies paid to the club and issue a receipt to the payer and deposit such monies into the account.

10.4.2 Keep Financial registers up to date for the representation to relevant inspections.

10.4.3 Co-ordinating all fund raising activities and sponsorship deals.

10.4.4 Prepare financial statement for presentation to the Executive Committee meeting annual financial report for an AGM.

10.5 Kit Manager

10.5.1 The Kit manager is responsible for the monitoring of the assets of the club.

10.5.2 A monthly kit inspection must be done and a report of the state of the kits must be forwarded to the Chairperson, and CEO. All needs and breakages must also be reported. This will be tabled at next scheduled meetings.

10.6 Club Captain

10.6.1 The Club Captain is to ensure club spirit and discipline is maintained.

10.6.2 He is to mentor younger players in the club and show the code of conduct through example.

10.6.3 Ensure that the premises where ***(name of club)*** are participating at, is left in a good condition, reflecting good discipline.

10.6.4 He must keep his finger on the pulse of the players’ moods and frustrations, intervening on behalf of management when the need arises. Continually assess the spirit of the members and inform the ExCo of problems and grapevine rumours.

10.6.5 Intercept grapevine rumours and bring the truth to the issue being discussed.

10.7 Registration Officer

10.7.1 Ensure all players are registered with SAFA and LFA.

10.7.2 Ensure that all documentation required for registration is completed correctly and handed in timeously by LFA offices.

10.7.3 Provide a detailed namelist of all registered players to the ExCo at any given time.

10.7.4 Inform all players of the registration statuses and what is outstanding.

10.8 Referee Co-ordinator

10.8.1 Co-ordinate all club referees and inform them of the fixtures they need to officiate in.

10.8.2 Be in constant communication with LFA Referee Association and status of referees and linesmen.

10.8.3 Ensure there is enough quality linesmen/ assistant referees for scheduled matches.

10.8.4 Co-ordinate, in conjunction with LFA Referee Association all AR courses and ensure attendance.

10.9 Additional Members

10.9.1 Attend all meetings and make contributions to the achievement of aim and objectives of the association.

10.9.2 Perform any such duties as may be referred to by the Executive Committee of the club.

**Article 11 Meetings**

11.1 Executive Committee

11.1.1 It shall meet as frequent as the need arises.

11.1.2 All members of the Executive Committee to attend.

11.2 Special General Meetings

11.2.1 Shall be held as deemed necessary by the Executive Committe.

11.2.2 Only matters put on the Agenda prior to the meeting shall be discussed during this meeting.

11.3 Annual General Meeting

11.3.1 Shall be held once after twelve months and not later than May month every year.

11.3.2 Representation in this meeting shall be the minimum of 50% of the club members.

11.3.3 The business during this meeting shall be to:

11.3.3.1 Read and adopt Notice Convening the meeting

11.3.3.2 Read and adopt minutes of the previous meeting.

11.3.3.3 Deal with matter arising from previous AGM.

11.3.3.4 Discussion points

* Activity report
* Financial report
* Constitution amendment (if need be)
* Points as received from members
* Read correspondence
* Election of bearers (if the term of office has expired.)
* Closure.

**Article 12 Notice convening meeting.**

12.1 A written notice convening and Executive Committee meeting shall be sent to the members at least seven (7) days before the date of the meeting and notices for both shall be sent at least twenty one (21) days before the date of the meeting with an Agenda.

12.2 Members having points for discussion shall notify the Secretary in writing a least fourteen (14) days before the date of the meeting in case of Special General and Annual General Meeting.

**Article 13 Voting**

13.1 Every member of the club shall have a right to vote

13.2 Every member of the club shall be entitled to one vote for any matter to be voted on.

13.3 The chairperson shall have a decisive vote in the case of a tie at every meeting.

13.4 Voting shall be by Ballot unless the meeting decides otherwise

**Article 14 Finance and Expenditure**

14.1 The club shall be managed with funds obtained from the affiliates, affiliation, subscription fees and any other monies generated through donations, sponsorship, etc

14.2 The Executive Committee shall have a prerogative to determine both the affiliation subscription fees to be paid by the member.

14.3 Executive Committee may purchase any equipment necessary for the achievement of the aims and objectives of the club.

**Article 15 Indemnity**

15.1 The officials and or office bearers of the club are hereby indemnified against any loss, charges, costs, damages and other expenses as well as liability they may incur in the execution of their functions as members of the Executive Committee unless it proved beyond reasonable doubt that they have been deliberate in their acts.

**Article 16 Amendment**

16.1 The constitution shall only be amended on a resolution passed by more than 50% of those members present and entitled to vote at the Annual General Meeting or Special General Meeting solely convened for this purpose.

16.2 Suggestion (s) and Proposal (s) for the amendment of the Constitution shall be forwarded in writing to the CEO at least fourteen (14) days before the meeting.

16.3 Amendment shall take effect on the day of adoption

**Article 17 Dissolution**

17.1 If upon dissolution of the club therein remains, after satisfaction of all debts and commitments, any property, capital or acquired income whatsoever of the club thus shall be dealt with in such a manner the club in a General Meeting deems Fit.