




The Constitution of the
**Community Football
Federation**

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Article 1	Name	1.1 The name of the organization hereby constituted shall be the Community Football Federation, abbreviations CFF.
Article 2	Colours and Emblem 	2.1 The colours of the organization shall be red, blue, green, gold, and black. 2.2 The emblem shall be a colorful soccer ball behind a silhouette of a soccer player; the colours symbolize the wide range of people in the community playing football, organized, and arranged by the CFF.
Article 3	Area of Jurisdiction	3.1 The area of jurisdiction will be the Western Cape Province of South Africa.
Article 4	Head Office	4.1 The Head Office of the federation will be Hermanus, Overberg Region, Western Cape.
Article 5	Aims and Objectives	5.1 To provide structured football activity and competitions for the local communities. 5.2 To provide support and assistance to teams who need help to participate. 5.3 To galvanize and strengthen communities through the sport of football. 5.4 To provide healthy and positive opportunity for players and community members to occupy themselves, and thereby contribute positively to the community.
Article 6	Membership	6.1 Membership shall be through application to the CFF Executive and on its approval and endorsement. 6.2 Membership shall be cemented through the payment of the annual Affiliation Fee, determined annually by the CFF executive at a Special General Meeting.
Article 7	Governance	7.1 The day-to-day governance of the CFF shall be handled by a shared responsibility executive.

		<p>7.2 The executive will be made up of the Club owners who participate in the League of the CFF.</p> <p>7.3 The Clubs shall not be less than 8 and not exceed 16.</p> <p>7.4 Each Club owner has equal stake in responsibility and authority.</p> <p>7.5 All club owners will elect through a voting process (ballot or show of hands) a Chairman and Vice Chairman for one season only.</p> <p>7.6 When a second-tier football league/competition is added with promotion and relegation attributes, then the relegated club owner's stake will be transferred to the promoted club owner in the executive who will take over the responsibility.</p> <p>7.7 The executive has the right to select from lower tier leagues a representative to attend meetings and events; to share concerns and issues from those leagues.</p>
<p>Article 8</p>	<p>Election of Office Bearers</p>	<p>8.1 The election of a Chairman and Vice Chairman will be done at the end of every season where the promoted and relegated teams have been verified.</p> <p>8.2 A standing office bearer may avail himself for election again after every season.</p> <p>8.3 If an office bearer resigns, he may be replaced with either an interim appointment by the executive, or an elective process can be instituted as soon as is possible.</p> <p>8.4 The executive can table a vote of no confidence vote where more than 80% of</p>

		<p>the executive have signed such a letter or communication to the Chairman of the executive. The point will be motioned on the next meeting, either scheduled or Special General Meeting.</p>
<p>Article 9</p>	<p>Power of the Executive Body</p>	<p>9.1 The Executive Body of the Federation shall be subject to the provisions or rules adopted from time to time have power to:</p> <p>9.1.1 Appoint either a Chief Executive Officer or League Administration Company to run the business affairs of the Federation.</p> <p>9.1.2 Accept or decline applications for membership to all competitions.</p> <p>9.1.3 Approve or decline the institution of more leagues / football tiers with promotion and relegation status.</p> <p>9.1.4 Endorse, change, or remove competitions from the Season calendar.</p> <p>9.1.5 Engage and acquire sponsorships for the Federation.</p> <p>9.1.6 Appoint persons to Disciplinary Committee; Dispute Resolutions and any other either temporary or permanent Committee that is required to further the interests or protect the interests of the Federation.</p> <p>9.1.7 On annual basis re-visit all fees incoming and expenses for budgetary purposes.</p> <p>9.1.8 Authority to suspend, banish or fine any member that either brings the Federation under threat, ill repute or bad negative publication which damages the image of the Federation. Who without properly first bringing the situation under</p>

		<p>the attention of the Federation first with evidence.</p> <p>9.1.9 Must hold a minimum of 3 meetings per season: pre-season, mid-season, and post-season.</p>
<p>Article 10</p>	<p>Duties and Responsibilities of the Elected Office Bearers of the Federation Executive.</p>	<p>10.1 <u>Chairperson</u></p> <p>10.1.1 Ensures that meetings take place as required by 9.1.9.</p> <p>10.1.2 Ensures that all members of the executive are correctly informed of meeting facts (date, time, and venue).</p> <p>10.1.3 Ensures that meetings are strictly kept to the agenda and not side-tracked with other notions.</p> <p>10.1.4 Will engage external organizations, media, or communities on behalf of the Federation as needed.</p> <p>10.1.5 Ensures that the Constitution is observed and followed.</p> <p>10.1.6 Exercises general control over all activities.</p> <p>10.1.7 Having a decisive vote in case of tie of votes.</p> <p>10.1.8 Ensures that all meetings and content are correctly recorded.</p> <p>10.1.9 Ensures the integrity, positive influence and community vision remains intact.</p> <p>10.1.10 Will appoint a minute taker/ recording officer for each meeting prior to each meeting; either an executive member, external service provider or volunteer.</p>

		<p>10.2 <u>Vice Chairperson</u></p> <p>10.2.1 Will take over Chairperson responsibilities when the Chairperson is unavailable or unable to function in that capacity.</p> <p>10.2.2 Co-signatory on Federation documentation, minutes or press releases.</p> <p>10.2.3 Oversee administration of the Federation and ensure it is correct, in place and on standard.</p> <p>10.2.4 Will lead fact finding or investigative Committees for the Federation and report back on findings.</p> <p>10.3 <u>Executive Members</u></p> <p>10.3.1 Voting powers of equal share regarding any point that requires direction and governance.</p> <p>10.3.2 Will form part of Committees appointed by the Chairman for the governance, benefit, and direction of the Federation.</p> <p>10.3.3 Attend all meetings called by the Federation.</p>
Article 11	Meetings	<p>11.1 <u>Federation Executive</u></p> <p>11.1.2 Must meet a minimum of 3 times per season: Pre-season, Mid-Season and Post Season.</p> <p>11.1.2.1 <u>Pre-Season Meeting:</u></p> <ul style="list-style-type: none"> i- Must be held within 2 months prior to season start. ii- To ratify all participating teams' entries.

		<ul style="list-style-type: none">iii- To endorse or remove competitions to the season calendar.iv- Finalize the season Competition calendar.v- Finalize and update Competition Rules as required.vi- Approve budget provisions on projected expenses and prize monies. <p>11.1.2.2 <u>Mid-Season Meeting.</u></p> <ul style="list-style-type: none">i- Ratify Competition statuses on the mid way of the season.ii- Sign off on first round League results and ratify positions on the log standings.iii- Ratify and finalize all DC case outcomes and Committee findings.iv- Review the performance of the appointed persons and service providers. <p>11.1.2.3 <u>Post Season Meeting.</u></p> <ul style="list-style-type: none">i- To ratify all competition results and finalize their sign off.ii- Finalize all League positions and ratify paying of prize monies as per schedule.iii- Sign off on all outstanding Committee matters to finalize for the season.iv- To forward any concerns, concepts, best practices, and acknowledgements for the new season.v- Election of the new office bearers for the new Season.vi- Review the performance of the appointed persons and service providers.
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		<p>11.1.3 May meet as many times as they require to achieve their goals.</p> <p>11.1.4 <u>Special General Meetings.</u></p> <p>11.1.4.1 Only when deemed necessary by the Federation executive.</p> <p>11.1.4.2 Only agenda points addressed at this meeting.</p> <p>11.1.5 <u>Annual General Meeting:</u></p> <p>11.1.5.1 Will be introduced once more than 1 tier of football is incorporated into the Federation.</p> <p>11.1.5.2 The Constitution will be amended on this point to accommodate an additional tier of club owners and their respective powers to be determined by the Federation Executive at a Special General Meeting.</p> <p>11.1.6 The quorum for all meetings is 50% plus 1.</p>
Article 12	Notice to Convene a Meeting	<p>12.1 A written notice must be communicated to all executive members on attendance of a meeting at least 7 days prior to the meeting, inclusive of date, time, venue, and dress code.</p> <p>12.2 Agenda points, other than constitutionally required, to be forwarded for listing 14 days prior to the meeting.</p> <p>12.3 Credentials on attendance and club owner representation to be submitted at least 24 hours prior to the meeting. Only those with credentials may attend.</p>
Article 13	Voting	<p>13.1 All voting can be done either through a secret ballot or by hand.</p> <p>13.2 The Chairperson will decide on which</p>

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		<p>method will be used for a voting outcome.</p> <p>13.3 The Chairperson will have the deciding vote on a tied vote situation.</p>
Article 14	Finance and Expenditure	<p>14.1 The Federation will be managed through the income of affiliation fees, fines, funding grants, and sponsorship deals.</p> <p>14.2 The Federation will annually determine the affiliation fee for clubs.</p> <p>14.3 The Federation will pre-determine all expenses in the running of the Community Football Federation competitions.</p> <p>14.4 The Federation will determine and publish a schedule of prize monies before the start of each season.</p> <p>14.5 The Federation will approve any additional spending on equipment, branding, events and attire based on additional income beyond budgeted from affiliation fees.</p> <p>14.6 The Federation will keep books on all transactions made and be ready to present at all meetings.</p>
Article 15	Indemnity	<p>15.1 The 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, unless it proved beyond reasonable doubt that they have been deliberate in their actions.</p>
Article 16	Amendment	<p>16.1 This constitution can only be amended through the following process:</p> <p>16.1.1 Change to the constitution is identified and submitted a request at a meeting where it is minuted.</p> <p>16.1.2 The change is documented and put forward for discussion and presentation.</p>

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		<p>16.1.3 Once the presented change is discussed, the requested change is circulated to all members for additional scrutiny.</p> <p>16.1.4 A Special General Meeting is scheduled for a voting process regarding the amendment.</p> <p>16.1.5 The amendment will be endorsed on a voting percentage of 80% of the executive.</p> <p>16.1.6 Executive members not in attendance can submit a pre-vote with special dispensation from the Chairperson.</p> <p>16.1.7 Once an amendment is passed, the Constitution will be amended within 5 days and then circulated to all members for confirmation.</p> <p>16.1.8 The amended Constitution will have the date and AMENDED scribed on the last page for record purposes as per Article 18.</p>
Article 17	Dissolution	<p>17.1 If upon dissolution of the Federation therein remains, after satisfaction of all debts and commitments, any property, capital or acquired income whatsoever of the Federation thus shall be dealt with in such a manner the Federation in a Special General Meeting deems Fit.</p>
Article 18	Constitution Record	<p>18.1 The record of the Constitution development and evolution to be kept for future reference.</p>

Community Football Federation Constitution drafted 19 January 2024
 Community Football Federation Constitution adopted -----
 Community Football Federation Constitution amendment to Article ----- on -----

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Signatories on adoption of the Community Football Federation

Signed this Date: 03 March 2024 | Time: 11:45 | Place: Cransburg

Nr	Office Bearer	Name and Surname	Signature
01	Chairperson	Luvuyo September	
02	Vice Chairperson	Lindile MomoKhwe	
03	Executive Member	Sinoxolo Lubeni	
04	Executive Member	Goodwell Mngizwe	
05	Executive Member	Ernest Gwebeni	
06	Executive Member	Monwabisi Mdoou	
07	Executive Member		
08	Executive Member		