



MEADOWRIDGE ASSOCIATION FOOTBALL CLUB

Est. 1965

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MEADOWRIDGE ASSOCIATION FOOTBALL CLUB CONSTITUTION

1. NAME OF CLUB

The name of the Club shall be "Meadowridge Association Football Club".

2. OBJECT OF THE CLUB

The object of the Club is:

- 2.1 to provide its Members with such sporting, social and recreational facilities as would normally be associated with a football club, including such other items as may be incidental or ancillary to these facilities;
- 2.2 to foster, develop and encourage the playing of football in Meadowridge, Cape Town and surrounding areas.

3. NATURE OF THE CLUB

The Club is an association of its Members, is not established for the purpose of profit or gain and may sue or be sued in any competent Court of Law in its own name.

4. DEFINITIONS

- 4.1 "Annual General Meeting" or "AGM" shall mean a meeting of Members of the Club in accordance with clause 14 of this Constitution;
- 4.2 "Subscription" shall mean the amount paid annually by Members;
- 4.3 "Club" shall mean Meadowridge Association Football Club;
- 4.4 "Executive" shall mean the Executive Committee of the Club, as referred to in Clause 16 of this Constitution;
- 4.5 "Senior Committee" shall mean the committee elected to oversee the playing affairs of the senior section as referred to in clause 12 of this Constitution;
- 4.6 "Junior Committee" shall mean the committee elected to oversee the playing affairs of the junior section in terms of clause 13 of this Constitution;

4.7 "A Special General Meeting" shall mean a meeting called at any time in terms of Clause 15 of this Constitution;

4.8 "Members" shall mean such persons as are referred to in Clause 8 of this Constitution and who have successfully applied for membership of the Club.

5. **LIABILITY OF MEMBERS**

The liability of Members shall be limited to the amount of their unpaid annual subscriptions and any other amounts that they may owe the Club from time to time whether referred to in this constitution or not.

6. **AFFILIATION**

The Club will be affiliated to the Cape Town Tygerberg Football Association.

7. **LOCATION AND CLUB COLOURS**

7.1 The Club grounds and clubhouse shall be situated at Faraday Way, Meadowridge.

7.2 The Club colours shall be royal blue and gold.

8. **CATEGORIES OF MEMBERSHIP**

The Members of the Club shall, subject to the provisions of this Constitution, consist of:

8.1 "Life Members" – being Members who have rendered exceptional service to the Club and who have been Senior Members for a total period or periods of not less than ten years and who have, upon recommendation by the Executive, been elected as Life Members by a not less than two-thirds majority of votes cast at an Annual General Meeting, provided that the notice convening the AGM shall state the name of the prospective Life Member and that his/her election is to be sought at such meeting. In exceptional circumstances, a Senior Member with less than ten years' membership may be elected to life membership, provided that the person is so elected by a unanimous vote of an Annual General Meeting.

8.2 "Senior Members" – being Members who have attained the age of 18 years and who play or wish to qualify to play for a senior football team of the Club;

8.3 "Non-playing Members" – being Members who have attained the age of 18 years and who have been appointed to serve on the Executive and/or Senior Committee and/or Junior Committee and/or have been appointed to coach any team of the Club or have been appointed as an official Club referee, and which Members are not Members as described in 8.1 or 8.2. The membership of such a person will automatically be revoked upon such person's appointment, as described, ceasing;

8.4 "Junior Members" – being members who have not attained the age of 18 years and who play or wish to qualify to play for a junior football team of the Club;

8.5 "Social Members" — being members who have attained the age of 18 years and who wish to utilise the social facilities but not the football playing facilities of the Club and who are not members described in sub-clauses 8.1, 8.2, 8.3 or 8.4.

9. **RIGHTS, DUTIES AND PRIVILEGES OF MEMBERS**

Subject to the limitations set in this constitution and any rules made in terms thereof by the Executive:

- 9.1 all members shall be entitled to make use of all the facilities and amenities of the Club;
- 9.2 Life Members, Senior Members and Non-playing Members shall have the right to attend, speak and vote at Annual General Meetings and Special General Meetings;
- 9.3 all members shall also have the right to attend and speak at Executive, Senior and/or Junior Committee meetings provided such Member gives 14 days' written notice to the President of his intention to do so and the matter which he wishes to raise at such meeting. Members, other than those duly elected as office bearers on a Committee shall not be eligible to vote at such meetings;
- 9.4 Life Members shall have full privileges of membership of the Club without having to pay a subscription, including, the right to vote at any Annual and Special General Meetings;
- 9.5 Non-playing Members, with the exception of coaches who are registered as players, and Social Members shall not be entitled to represent the Club in or play for any football team of the Club;
- 9.6 all Members shall be subject to and adhere to any rule or decision made by the Executive;
- 9.7 any Member who has failed to fulfill his obligations to the Club shall not be eligible to vote at any meeting called in terms of this Constitution or to stand for nomination to or hold any official position in the Club, which includes any position on any committee and any managing or coaching position.

10. **MEMBERSHIP**

- 10.1 No person shall become a Member of the Club before the Executive has approved such person's application for membership. The Executive, in its sole discretion, shall be entitled to refuse membership to any person applying for same, without any obligation to provide reasons for such refusal.
- 10.2 All prospective Members shall be required to complete such membership application forms and to follow such procedures to apply for membership of the Club as may be prescribed by the Executive from time to time.
- 10.3 Applicants for membership shall be obliged to agree to be bound by this constitution as well as that of any body or association to which the Club is affiliated, and any rules, regulations and codes of conduct made in terms thereof.

10.4 A parent or guardian, who registers his or her minor child as a Junior member of the Club, does not acquire membership to the club by virtue of such registration.

10.5 A proper and true register of Club members shall be kept and maintained by the Club Secretary.

11. **THE CLUB PRESIDENT**

The Club President, elected annually at the Annual General Meeting of the Club, shall hold an honorary position, and shall serve as strategic leader of the senior and junior sections of the Club.

12. **SENIOR COMMITTEE**

12.1 The Club shall maintain at least the number of teams for Senior Members as may be required from time to time by any association to which the Club is affiliated or as is otherwise deemed appropriate by the Executive.

12.2 The playing affairs of the senior teams of the Club, including the appointment of coaches, shall be managed by the Senior Committee, subject to this Constitution and the rules of the Club, as well as all decisions made by the Executive from time to time, which Committee shall consist of:

12.2.1 the Club Chairman;

12.2.2 the Club Secretary;

12.2.3 the Club Treasurer;

12.2.4 the Senior Match Secretary;

12.2.5 the Club Captain;

12.2.6 the District Delegate; and

12.2.7 such further office bearers as the majority of Members eligible to vote may elect at an AGM or that the Senior Committee may from time to time co-opt.

12.3 The Senior Committee may meet together for the despatch of their business, adjourn and otherwise regulate their meetings as they think fit. Any Committee member shall be entitled at any time to summon a meeting of the Senior Committee.

13. **JUNIOR COMMITTEE**

13.1 The Club shall maintain at least the number of teams for Junior Members as may be required from time to time by any association to which the Club is affiliated or as is otherwise deemed appropriate by the Executive.

13.2 The playing affairs of the junior teams of the Club, including the appointment of coaches, shall be managed by the Junior Committee, subject to this Constitution and the rules of

the Club, as well as all decisions made by the Executive from time to time, which Committee shall consist of:

13.2.1 the Junior Club Chairman;

13.2.2 the Junior Club Vice-chairman;

13.2.3 the Junior Club Secretary;

13.2.4 the Junior Match Secretary;

13.2.5 such further office bearers as the majority of Members eligible to vote may elect at an AGM or that the Junior Committee may from time to time co-opt.

13.3 The Junior Committee may meet together for the despatch of their business, adjourn and otherwise regulate their meetings as they think fit. Any Committee member shall be entitled at any time to summon a meeting of the Junior Committee.

14. **ANNUAL GENERAL MEETING**

14.1 An Annual General Meeting of the Club shall be held not later than the end of November of each year.

14.2 Notice of the AGM shall be given by the Club Secretary to all Members eligible to vote at such meeting, giving the date and time thereof, as well as the venue where it is to be held. Such notice shall be given not less than fourteen days prior to the date of the meeting and shall be given by email sent to the most recent email address of each Member recorded in the register of Members and by posting a prominent notice on a noticeboard at the Clubhouse.

14.3 The AGM shall be chaired by the Club Chairman, or in his absence, any person elected by the Members for that purpose and the following business shall be transacted:

14.3.1 the adoption of the minutes of the previous AGM;

14.3.2 the consideration of the Club Chairman's report on the management and state of affairs of the Club;

14.3.3 the consideration and approval of the Club Treasurer's report and the annual financial statements for the preceding year;

14.3.4 the election of the Club President;

14.3.5 the election of the Senior Committee which shall consist of the office bearers set out in 12.2 above;

14.3.6 the election of the Junior Committee which shall consist of the office bearers set out in 13.2 above.

14.4 All members may attend the AGM but only Life Members, Senior Members and Non-playing Members shall be entitled to vote. Every member who is entitled to vote at an AGM shall be entitled to appoint a proxy to vote in his place at such meeting, and the appointment of a proxy shall be by way of written notice in a form determined by the Executive for this

purpose and handed to the Club Secretary, or in his absence any member of the Executive, before the commencement of the meeting.

- 14.5 Fifteen Members, who are entitled to vote in terms of 14.4, shall constitute a quorum at an AGM. Should there not be sufficient Members present for a quorum to be constituted, the meeting shall be adjourned for one week. Those Members entitled to vote, as aforesaid, and present at the adjourned meeting shall constitute a quorum. The Club Secretary shall ensure that a true and correct list of members, entitled to vote in terms of 14.4, is available at any AGM.
- 14.6 In any election of office bearers, where more than one candidate is standing for election to a particular office, the election for such office is to be conducted as a series of votes, each of which is on the candidacy of a single individual to fill a single vacancy, with the candidate receiving the fewest votes falling out, and the series of votes continuing until all vacancies have been filled; and in each vote to fill a vacancy, the vacancy is filled only if a majority of the voting rights exercised support the candidate.

15. **SPECIAL GENERAL MEETINGS**

- 15.1 Notice of any Special General Meeting of the Club shall be given in the same manner as set out in 14.2.
- 15.2 A Special General Meeting of the Club shall be called by the Club Secretary:
- 15.2.1 upon a resolution of the Executive; or
 - 15.2.2 upon a requisition signed by not less than fifteen Members entitled to vote at such meeting, such requisition to state the object or objects of such meeting.
- 15.3 A Special General Meeting shall be chaired by the Club Chairman, or failing him any person elected by the Members for that purpose.
- 15.4 The provisions of 14.4, 14.5 and 14.6 apply, mutatis mutandis, to Special General Meetings of the Club.
- 15.5 No business other than that stated specifically in the Notice of a Special General Meeting may be introduced or discussed at such meeting.

16. **EXECUTIVE COMMITTEE**

- 16.1 The Executive Committee shall consist of:
- 16.1.1 the Club President;
 - 16.1.2 the Club Chairman;
 - 16.2.3 the Club Secretary;
 - 16.2.4 the Club Treasurer;
 - 16.2.5 the Club Captain;
 - 16.2.6 the Junior Club Chairman;

- 16.2.7 the Junior Club Vice-chairman; and
- 16.2.8 such other persons as the Executive may from time to time co-opt.
- 16.2 All of the members of the Executive shall serve in that capacity from the date upon which they are elected or co-opted to their position until the date upon which they cease to hold such position.
- 16.3 Meetings of the Executive shall be chaired by the Club Chairman, or in his absence, any member of the Executive elected by its members present at a meeting.
- 16.4 At any meeting of the Executive four Members of the Executive shall constitute a quorum. Should there not be sufficient members of the Executive present for a quorum to be constituted, the meeting shall be adjourned for one week. Those members of the Executive present at the adjourned meeting shall constitute a quorum.
- 16.5 Each member of the Executive, including the Club President, shall have one vote at a meeting of the Executive. In order for a resolution of the Executive to be of force and effect it must be approved by a majority of the votes cast and in the event of deadlock the Club Chairman shall have a casting vote.
- 16.6 The Executive may meet together for the dispatch of their business, adjourn and otherwise regulate their meetings as they think fit. Any member of the Executive shall be entitled at any time to summon a meeting of the Executive.

17. **DUTIES OF THE EXECUTIVE**

The Executive shall:

- 17.1 meet regularly (but at least once a month during the football-playing season) for the dispatch of the current business of the Club. Any urgent decisions may be taken outside an Executive meeting after consultation between at least three members of the Executive and these decisions shall be valid in all respects as if duly agreed to at an Executive meeting provided the decision is ratified at the next formal meeting of the Executive and does not have financial implications for the Club to an amount higher than that determined by the Executive from time to time;
- 17.2 ensure that proper records are maintained of the functioning of the Club and proper minutes are kept of the meetings. Minutes of each Executive meeting shall be approved at each subsequent meeting and thereafter signed by the Club Chairman;
- 17.3 represent the Club in law and before any administrative authority;
- 17.4 keep a register of all the Members of the Club;
- 17.5 convene Annual General Meetings in accordance with 14 above;
- 17.6 convene Special General Meetings in accordance with 15 above;
- 17.7 establish or alter Club rules for the purpose of implementing the provisions of this Constitution and for the proper functioning of the Club;

- 17.8 cause to be kept proper books of account and such other registers, books or documents as shall be required from time to time;
- 17.9 submit the accounts for the past financial year to the Annual General Meeting for approval;
- 17.10 maintain a banking account in the name of the Club;
- 17.11 generally manage the overall affairs of the Club and see to the proper functioning thereof.

18. POWERS OF THE EXECUTIVE

The Executive shall, in addition to the powers conferred upon it elsewhere in this Constitution, have the following powers:

- 18.1 to fill in its discretion any vacancy in its numbers and in its office bearers;
- 18.2 to co-opt to the Executive members of the Club or any other persons who have particular aptitude or qualifications to serve thereon, or particular enthusiasm for any particular function or task which members so co-opted shall be eligible to vote upon any matter at a meeting of the Executive;
- 18.3 to appoint Sub-Committees for special purposes and to delegate to such Sub-Committees any appropriate powers and duties of the Executive. In the event of a Sub-Committee being delegated powers and/or duties of the Executive, its mandate shall be in writing;
- 18.4 to make, vary and rescind rules consistent with the provisions of this Constitution for the management of the Club's affairs, the use of its facilities by its Members and generally for arranging good management and administration of the Club and all its activities and functions;
- 18.5 to engage employees for the Club, to enter into service contracts with them upon such terms and conditions as it shall deem fit, to control, suspend and dismiss such employees and to vary their terms of employment from time to time;
- 18.6 to apply to any Court, or other authority for the grant, renewal, extension or modification of any license or right that the Club may require from time to time, and to do all such things as are necessary to maintain and protect same;
- 18.7 to appoint and employ professional advisors, to determine their remuneration and to vary such appointment from time to time;
- 18.8 to institute, conduct, defend, or abandon any legal proceedings by or against the Club or its officers, or otherwise concerning the affairs of the Club and generally to deal with any claims or demands by or against the Club;
- 18.9 to borrow or raise money in such manner, to such extent and for such purposes, as it shall deem fit;
- 18.10 to invest, lend and deal with any monies of the Club not immediately required for the purposes of the Club, upon such securities and on such terms as it may think fit and from

time to time to vary, transpose or release such investments. Such investments shall only be in the form of bank deposits with bona fide financial institutions and shall not be of a speculative nature;

- 18.11 to determine, vary, alter or change subscriptions payable by any Member or group of Members and grant rebates thereof and suspend or defer payment thereof;
- 18.12 to regulate and control the management of the Club, to take such action as it deems necessary to exercise its rights, to discharge its obligations and to ensure that it complies with the requirements of any law;
- 18.13 to decide such disputes between Members as shall be referred to it;
- 18.14 to acquire or lease any movable or immovable property on behalf of the Club;
- 18.15 to dispose of any movable or immovable property on behalf of the Club;
- 18.16 to suspend or expel any Member of the Club for contravention of the rules, by-laws and constitution of the Club or for conduct deemed to be unbecoming or detrimental to the welfare of the Club or the comfort of its Members.

19. **FINANCES**

- 19.1 The funds of the Club shall be kept in an account with a local Bank and all cheques shall be signed by two members of the Executive, one of whom shall be the Club Chairman or the Club Treasurer.
- 19.2 All disbursements, exceeding such amounts as may be stipulated from time to time by the Executive, shall only be made after approval by the Executive.
- 19.3 All monies received in cash shall be deposited at the Bank within seven days of receipt, except that the Executive may determine maximum amounts to be retained as floats or petty cash.
- 19.4 The financial year shall end on 30 September of each year.
- 19.5 True and correct books of account shall be kept and shall after the financial year end be reviewed and approved by the Executive and certified by the Chairman as being true and correct.
- 19.6 No fundraising shall be arranged without the approval of the Executive first having been obtained and a full report of each fundraising shall be made to the Executive as soon as possible after each fundraising.

20. **DISCIPLINE**

- 20.1 Should any Member in the opinion of the Executive or the Disciplinary Committee, commit any breach of the Constitution or rules of the Club and/or those of any body or association to which the Club is affiliated, fail to pay subscriptions, special levies, or any other charges due and payable to the Club, or be guilty of improper, dishonest, unsportsmanlike,

offensive, unseemly, or objectionable conduct, or conduct likely to reflect discredit on the Club or its Members as a group, or of conduct that is prejudicial to the interests or the reputation of the Club, whether within the Club's premises or outside them, the Disciplinary Committee shall have the power:

20.1.1 to reprimand such Member;

20.1.2 to deprive such Member of all or any rights and privileges of Membership for such period as the Disciplinary Committee may deem fit;

20.1.3 to suspend such Member during such time or period as the Disciplinary Committee may deem fit;

20.1.4 to impose a fine on such Member for such an amount as it may deem fit which shall be a debt owing to the Club and payable on demand;

20.1.5 to call upon a Member in writing to resign; if he or she fails to resign within seven days the Disciplinary Committee may expel such Member from the Club;

20.1.6 to declare such Member for such period as the Disciplinary Committee shall deem fit ineligible for re-election or re-election to any committee of the Club;

20.1.7 to publish names of Members against whom disciplinary action has been taken in such form and place as the Committee in its sole discretion may deem fit and appropriate;

20.1.8 to publish names of Members who fail to pay their Subscription or any other amount within 30 (thirty) days of it becoming due, in such form and place as the Disciplinary Committee in its sole discretion may deem fit and appropriate.

20.2 The powers set out in 20.1 may be exercised only after the Member affected by such disciplinary action, or in the case of a Junior Member, his parent or guardian, has been given the opportunity to make oral or written representations to the Disciplinary Committee of the impending disciplinary action. After considering the representations by the Member affected, the Disciplinary Committee must notify the Member in writing of its decision. Subject to the aforesaid, the Disciplinary Committee shall have the power to determine the rules and procedures applying to disciplinary processes within the Club.

20.3 A Member shall have the right of appeal to the Executive against any disciplinary steps taken against that Member. Such an appeal shall be lodged in writing with the Club Chairman or Club Secretary within seven days of the decision of the Disciplinary Committee. If so requested in writing by the Member appealing, the Member shall be given an opportunity to make oral or written representation to the Executive by such date stipulated by the Executive. The Executive may confirm or reverse all or part of the decision of the Disciplinary Committee or refer the matter back to the Disciplinary Committee for further deliberation and must notify the Member in writing of its decision within fourteen days of the decision.

20.4 The Disciplinary Committee shall consist of at least three persons, appointed by the Executive for this purpose from time to time.

21. ALTERATIONS AND INTERPRETATION OF CONSTITUTION

21.1 This Constitution may be amended, added to, altered or varied by a two-thirds majority of those members entitled to vote at any AGM or Special General Meeting which may be called in terms of this Constitution, and provided that notice of the intention to amend the Constitution at such Meeting shall have been given in the notice convening such meeting.

21.2 If any doubt or dispute shall arise over the proper interpretation of this Constitution, the matter shall be referred to the Executive, whose decision shall be final.

21.3 Any reference in this Constitution to the masculine gender shall be deemed to include the feminine or neuter gender and vice versa, unless the context clearly indicates otherwise. Any reference to the singular shall indicate the plural, and vice versa.

21.4 If any clause or part thereof is found by any competent court to be defective or unenforceable for any reason whatsoever, the remaining clauses shall continue to be of full force and effect.

22. LIQUIDATION

22.1 The Club shall be wound up by a resolution by not less than 75% (seventy-five percent) of the total number of Life Members, Senior Members and Non-playing Members of the Club, passed at a Special General Meeting called for that purpose.

22.2 If upon winding up of the Club, and after the satisfaction of all its debts and liabilities, there shall remain any assets whatever, the same shall be given or transferred to a company, society or association having objects similar to the Club nominated for this purpose by the Executive, and approved by majority vote at the meeting described in 22.1 above.

23. PREVIOUS CONSTITUTION AND TRANSITIONAL ARRANGEMENTS

23.1 This Constitution repeals and replaces all previous Constitutions adopted by the Members.

23.2 All decisions, rules and agreements made and entered into prior to the adoption of this Constitution, including the appointment of office bearers, shall remain in force and effect until or unless amended or terminated in terms of or by this Constitution.