

**LFA – MITCHELL'S PLAIN  
CONSTITUTION**

**LFA**



**EST. 2006  
MITCHELLS PLAIN**

**CONSTITUTION**

**2019**

# **LFA – MITCHELL’S PLAIN CONSTITUTION - 2019**

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## DEFINITIONS, ABBREVIATIONS AND INTERPRETATIONS

LFA–MP will give interpretation of any clause as per request by any individual in any of the eleven (11) different languages. Ma

**“Affiliate or Affiliates”** means a club/s that is duly and constitutionally accepted by the General Council of the LFA MP.

**“CAF”** means the Confederation Africana de Football.

**“CAF Statutes” or “Statutes of CAF”** includes the statutes, rules and regulations of CAF.

**“Constitution”** means the Articles of Association and Rules of LFA–MP.

**“Constitution of the Republic”** means the Constitution of the Republic of South Africa, Act no 108 of 1996.

**“DAY”** means a calendar day including Saturdays, Sundays and Public Holidays.

**“DC”** means the Disciplinary Committee of the LFA–MP.

**“Executive Committee”** means the Executive Committee of the LFA–MP.

**“FIFA”** means the Fédération Internationale de Football Association.

**“FIFA Statutes” or “Statutes of FIFA”** includes the statutes, rules and regulations of FIFA.

**“General Council”** means the gathering of the representatives of all the affiliates at either an Annual General Meeting, General Meeting or a Special General Meeting of the LFA–MP.

**“Junior team”** means a team of players playing which limit the ages of players to not older than nineteen (19) years as on 1 January of each year.

**“LFA–MP”** means the Local Football Association – Mitchell’s Plain.

**“Local Football Association”** means a Local Football Association as contemplated by SAFA.

**“Mancom”** refers to the elective Management Committee elected at the AGM

**“Non-playing season”** means the period between (and including) the date upon which the official league and or knockout matches (whichever is first) of the LFA–MP commence and the date upon which the last official league match and or knockout match (whichever is the latter) of the LFA–MP takes place. "

**“Office Bearer”** refers to members that serve on the Executive Committee of the LFA MP.

**“Regional Association”** means a regional football Association affiliated to SAFA.

**“Rule or Rules”** means an authoritative principle set forth to guide behaviour or action.

**“Regulation or Regulations”** means an authoritative direction or rule set within the constitution of LFA MP, SAFA CT or SAFA.

“SAFA” means the South African Football Association.

“SAFA Cape Town” means the Cape Town region affiliated to SAFA.

**NB: Terms** referring to natural persons are applicable to both genders and any term in the singular applies to the plural and vice-versa.

## **PREAMBLE**

We, the Management Committee, Executive and Sub-Committees, affiliates and members of the Local Football Association – Mitchell’s Plain (LFA–MP) therefore;  
through our freely elected representatives, adopt this Constitution as the guiding governing document of the LFA MP so as to-  
Heal the divisions of the past and establish a society based on democratic values, social justice and fundamental human rights;  
Improve the quality of life of all citizens and free the potential of each person; and  
Build a united and democratic LFA MP to take its rightful place as independent entity in the family of Mitchells Plain.

## **RECOGNISE;**

The injustice and inequalities we experienced in the past and that we must work towards a non-racial society as one in which all people shall be equal before the law and that;  
-There shall be no oppressive or uncalled for or unwarranted interference with the rights of affiliates and/or members.  
-The principles of democracy, accountability and consultation shall be upheld.  
-All affiliates and members shall enjoy freedom of association and freedom of movement.  
-The respect and dignity of all affiliates and members shall be upheld.  
--That the LFA MP is the custodian of organised football in the defined municipal areas of Mitchells Plain.

## **CONFIRMING;**

That the LFA–MP rejects racism, racial discrimination, racial harassment and sexism, and will strive to maintain its policy of non-discrimination i.e. with regard to race, religion and gender in the constitution of its membership, in the selection of its Management Committee, Executive Committee, Sub-Committees, delegates, employees and representative teams.  
That the philosophy of non-racialism and non-sexism to be the guiding principle in the organization and our endeavour to strive for unity, peace and harmony in sport in our country.

## **RESOLVING;**

To constitute all its affiliates and members into an indissoluble single organization, the Local Football Association – Mitchell’s Plain, and under its Constitution thereby established to promote football in Mitchells Plain in particular and the Western Cape and South Africa in general.

## **Article 1 Name and Headquarters**

1. The Association hereby constituted shall be known as the LOCAL FOOTBALL ASSOCIATION – MITCHELL’S PLAIN and abbreviated as the LFA–MP.
2. The headquarters LFA–MP are located in Mitchell’s Plain (South Africa) and may only be transferred to another location following a resolution passed by the General Council.
3. The area of jurisdiction of the LFA-MP shall be the Mitchells Plain local municipality.
4. The date of incorporation of the LFA-MP is 25 April 2006.
5. It is recorded that the LFA-MP is a Public Benefit Organization (PBO) in accordance with the provisions of Section 30(3) of the Income Tax Act of 1962, as amended

## **Article 2 Colours and Emblem**

1. The official colours of the LFA-MP shall be black, red and yellow with no specific design.
2. The official emblem of the LFA-MP shall be as depicted in Schedule 2.

## **Article 3 Legal Personality.**

1. The LFA-MP shall be universitas with full legal personality including the right to sue and to be sued in its own name and to hold property in its own name
2. No club, member or office-bearer of the LFA-MP shall have a right to its assets nor shall incur any liability on behalf of the LFA-MP.

## **Article 4 Aims, Objectives and Powers of the Association**

1. to carry on the public benefit activity of administering, developing, coordinating and promoting the game of football in which the participants take part in accordance with the principles as laid down in the statutes of SAFA
2. To improve the game of football constantly and promote, regulate and control it throughout the territory of Mitchells Plain in accordance with the principles of fair play and its unifying, educational, cultural and humanitarian values, particularly through youth and development programmes.
3. To organize competitions in Association Football in all its forms, by defining precisely, as required, the area of authority delegated to the various HOD's of which it is composed
4. To draw up regulations and provisions and to ensure their enforcement.
5. To protect the interests of its clubs
6. To respect and prevent any infringement of the statutes, regulations, directives and decisions of the LFA-MP, SAFA-CT, SAFA, COSAFA, CAF and FIFA as well as the Laws of the Game and to ensure that these are also respected by its clubs
7. To prevent all methods and practises which might jeopardise the integrity of matches or competitions or give rise to abuse of Association Football.
8. To control and supervise all football matches of all forms played throughout the territory of Mitchells Plain.
9. To manage local sporting relations connected with Association Football in all its forms
10. To host competitions at both Local and Regional levels
11. To settle disputes arising between Clubs, or bodies or persons connected directly or indirectly with football within the jurisdiction of the LFA-MP.
12. To raise funds by means of subscriptions, donations, fundraising and/or sponsorships, and to administer the funds of the LFA-MP in such a manner as the LFA-MP may deem advisable.
13. To acquire and develop playing facilities including the construction of stadia.
14. To distribute monies to its clubs for the protection, promotion and advancement of amateur football.
15. To affiliate to SAFA-CT and SASCOC structures in the area namely the Local Sports Council.

16. To do all things as may be incidental or conducive to the attainment of the objectives or anyone of them.
17. LFA-MP shall have the full power and authority to do any act, matter or thing as may be required to give effect to the aims and objectives of the LFA-MP as described herein, including but not limited to the following powers;
  - 17.1 to engage staff on the basis of a policy of fair employment and equal opportunities;
  - 17.2 to acquire assets and enter into commitments for the promotion of its aims , objectives and regulations.
  - 17.3 To confer honours and awards on individuals, in recognition of their contribution to football in Mitchells Plain.
  - 17.4 To grant practical and financial assistance to individuals and organizations in order to enable them to promote ideas and concepts consistent with the objectives of LFA-MP.
  - 17.5 To enter into donor funding arrangements with companies or individuals and to solicit and accept fees, donations, bequests, contributions and subscriptions for the funding of LFA-MP, provided however that the LFA-MP shall ensure that no donor will derive any monetary advantage from any monies paid to and on behalf of the LFA-MP.
  - 17.6 To take, lease, purchase or otherwise acquire premises, equipment, vehicles, furniture and other property or assets, whether movable or immovable which may be deemed necessary or convenient for any of the purposes of LFA-MP, and in order to provide suitable equipment, accommodation and football facilities
  - 17.7 To improve, manage, develop, exchange or lease, mortgage, sell, dispose of, turn to account and grant options, rights and privileges in respect of, or otherwise deal with, or any part of the property and rights of LFA-MP
  - 17.8 To subscribe, grant subsidies out of, administer and invest the funds of LFA-MP in such manner as it may be deemed best to achieve the objectives and purpose of the LFA-MP
  - 17.9 To enter into commercial or other transactions in connection with any trade or business of LFA-MP as it may seem desirable for the purpose of LFA-MP affairs
  - 17.10 To borrow, or raise money in such a manner as LFA-MP shall deem fit, and in particular to it may undertake of any obligations or liability secure payments of any money borrowed by means of mortgage, pledges, charge or lien to secure and guarantee the due performance by LFA-MP of any obligations or liability it may undertake
  - 17.11 To open and operate banking accounts and to draw, make, accept, endorse, sign, discount, execute, or issue cheques, promissory notes, bills of exchange, bills of lading, warrants, debentures and other negotiable instruments
  - 17.12 To make rules, regulations which shall not be inconsistent with the terms of this Constitution, Rules and Regulations of the LFA-MP and SAFA-CT shall have the same force and effect as if they were incorporated in the Articles of this Constitution
  - 17.13 To select teams representative teams for all levels and to arrange tours and to sanction matches in and regulate the transfer of players to and from clubs in terms of the SAFA-CT regulations
  - 17.14 To keep true accounts of all receipts, credits, payments, assets and liabilities of LFA-MP and all other matters necessary for showing the correct financial state of affairs of LFA-MP, the accounts

shall be kept in such books and in such a manner as the Local Executive Committee deems fit and to the satisfaction of the Auditors of LFA-MP

- 17.15 To appoint auditors to audit annual accounts of LFA-MP
- 17.16 To inquire into the administrative and/or financial affairs of clubs, where necessary, to recommend corrective measures in this regard and if these measures are not implemented to take over the administrative and/or financial affairs of the club until these are in place in a satisfactory footing
- 17.17 To appoint such Sub-Committees or Commissions upon such terms as it may consider necessary to give effect to its powers
- 17.18 To suspend, fine, terminate the membership of or otherwise deal with the club, members or individuals affiliated to LFA-MP or any other members for infringing the constitution, regulations, policies, principles or resolutions of SAFA or engaging in acts of misconduct, improper practises, misdemeanours, acts of defiance, or bringing the LFA-MP and SAFA-CT into disrepute
- 17.19 To establish, subscribe or carry on through any subsidiary company any activities which LFA-MP is authorised to carry on and to make any arrangements whatsoever with such subsidiary company as though fit
- 17.20 To aid, finance or provide consultative, managerial, administrative, technical and commercial services of all kinds for all or any part of the operations of any company, which is a subsidiary company of or otherwise under the control of LFA-MP or in which LFA-MP has an interest and to make payments by way of subsidy or otherwise and any other arrangements which may deem desirable with respect to any business or operations of or generally with respect to any such company and generally to carry on the business of a holding company

#### **Article 5 Honorary Life Membership/Award Colours/Post Humorous**

1. The LFA-MP may, at its discretion, confer Honorary Life Membership/award colours on any person as a mark of esteem, for exceptional services rendered to the LFA-MP in particular and or football in general.
2. The General Council may confer the titles of Life-membership or award colours upon a person or persons who has rendered meritorious service to LFA-MP
3. The Local Executive Committee shall make these nominations
4. The Life-member may attend and participate in Council Meetings. They may participate in debates but not entitled to vote
5. The Life-member shall only attend the Executive meetings on invitation and not be obliged to attend meetings of the LEC.
6. The Life-membership bestowed to a member may only be revoked by a General Council meeting on the recommendation received from the Local Executive Committee.

#### **Article 6 Membership, Affiliation & Resignation**

1. a. Membership of the LFA-MP, subject to approval of the General Council, shall be open to clubs playing Association Football.
1. b. Special/associated membership may also be granted to schools, and organizations that have its objectives to promote football in Mitchells Plain and particular Western Cape and South Africa.

2. Application/s for affiliation shall be made in writing to the LFA-MP's General Secretary by no later than the 30th September of each year, and shall be accompanied by the following;
  - a. A list of the names, surnames, identity numbers and addresses and respective portfolios of its Executive Committee members.
  - b. A list of the names, surnames, identity numbers and addresses of all its members and a list of the names of its players indicating clearly which are the age groups and/or divisions, which these teams wish to participate.
  - c. A copy of its Constitution.
  - d. a copy of the minutes of its last General Meeting, confirming the decision to join the LFA-MP
  - e. a copy of latest financial statement as proof that they financially sound
  - f. sample of its colours and emblems.
3. Applications for affiliation to the LFA-MP shall be dealt with by the Executive Committee of the LFA-MP, who shall recommend acceptance, or otherwise, to the General Council at the Annual General Meeting of the LFA-MP, the Executive Committee to present to Council, clubs to be called to attend, if successful.
4. The new Member shall be acquired membership rights and duties as soon as it has been accepted as a club, its delegates are eligible to vote and be elected with immediate effect.
5. No person/s shall have a direct or indirect controlling interest in more than one (1) club affiliated to the LFA-MP.
6. No club/s affiliated to the LFA-MP shall be a source of profit for its officials and/or individual members.
7. A club will have the right to enter into financial/sponsorship or marketing agreement with any third party. Should any agreement be finalized and such a decision should change the status of the affiliate, then such an affiliate shall notify the LFA-MP.
8. An affiliate/s of the LFA-MP shall have the following obligations;
  - a. To comply fully with the Constitution, directives, guidelines and decisions of the LFA-MP.
  - c. To participate in all competitions organised by the LFA-MP.
  - d. To pay their membership subscriptions and other financial obligations when it is due.
  - e. To ensure that their own members comply with the Constitution, directives, guidelines and decisions of the LFA-MP.
  - f. To adhere to and respect the Laws of the Game in force.
9. Violation of the provisions of Article 7.8 by any club of the LFA-MP may lead to sanctions provided in the LFA-MP's Constitution.
10. Each Affiliate shall be an independent entity, which will operate as a separate entity.
11. A club may resign from the LFA-MP with immediate effect from the end of the season applicable. Notice of the resignation must reach the General Secretary no later than 3 months before the end of the season applicable to that club.



12. The resignation is not valid until the club wishing to resign has fulfilled its financial obligations towards the LFA-MP and the others clubs of the LFA-MP.

13. Notwithstanding the resignation being endorsed by the General Council the bulk clearance will only be issued once the LFA-MP is satisfied that the club who resigned has met all its obligations and liabilities with the LFA-MP and its members

#### **Article 7 Bodies of the LFA-Mitchells Plain**

The bodies of the LFA-MP shall be the following;

1. General Council which is the supreme and legislative body of the LFA-MP
2. The Local Executive Committee which is the executive body of the LFA-MP
3. The Emergency Committee contemplated in Article 19
4. Standing & Adhoc Committees shall advise and assist the Local Executive Committee in fulfilling its duties. Their duties, composition and functions are defined in the various statutes and/ or special regulations drawn up by the Local Executive Committee
5. The General Secretariat which is the administrative body of the LFA-MP
6. The Judicial bodies are the Local Disciplinary Committee and the Appeal Committee
7. The bodies of the LFA-MP shall be either elected or appointed by the LFA-MP itself without any external influence and in accordance with the procedures described in the constitution

#### **Article 8 General Council Meeting**

Definition and composition of the Council Meeting

1. The General Council (GC) of the LFA-MP shall be the supreme and legislative body of the LFA-MP
2. A Council meeting may be a General or Special Council meeting
3. The President shall conduct the Council meetings business in compliance with the standing orders of the Council
4. The Council may appoint observers who take part in the Council without the right to debate or to vote
5. The Life-member may take part in the Council meetings. They may join the debate but are not entitled to vote
6. Clubs who are not represented at a Council meeting will be fined in accordance with clause 9.1.1
7. The General Council shall meet on a monthly basis

#### **Article 9 Delegates and Votes**

The Council is composed of a number of delegates allocated as follows;

1. Each club shall be entitled to two (2) delegates with one (1) vote. Each club may either mandate their two delegates to exercise its one vote collectively, or abstain from voting, in the event that a club is not represented a fine of R150 shall be imposed which becomes payable within 14 calendar days from the date of meeting

2. Each Associate member shall be entitled to two delegates who shall have no voting rights but may participate in the Council meeting
3. Delegates shall be accredited by the club by the club they represent having been either appointed or elected by that club. Written proof of appointment or election must be provided upon request. Failing to produce credentials will be fined a fee of R100, which is payable within 14 calendar days of date of meeting. A copy of the credentials must be present at the meeting or failing the club shall have observer status for the duration of the meeting
4. Only accredited delegates present are entitled to vote. Voting by proxy or by letter is not permitted
5. The members of the LEC may participate in the Council meeting and are not entitled to vote. Nothing contained herein shall be construed to preclude them eligibility for election
6. During their term of office, Members of the Local Executive Committee may not be appointed as delegates for their respective clubs or any other club in the LFA-MP

#### **Article 10 Council Area of Authority**

The Council has the following authority

1. Adopt or amend the Constitution, Regulations Governing the application of the statutes and the Standing Orders of the Council
2. Confirms the minutes of the last meeting
3. Electing the President, the three (3) Vice-Presidents of which one shall be a female, General Secretary, Treasurer and the 12 members to form the Local Executive Committee and to confirm those nominated by the clubs
4. Appointing the electoral Committee
5. Approving the Local Executive Committee Report
6. Appointing the independent Auditor upon the proposal of the Local Executive Committee
7. Fixing the Membership Subscriptions
8. Deciding, upon the nomination of the Local Executive Committee, whether to confer the title of Life-membership or award colours upon any person
9. Admitting, suspending or expelled a club, Special Member or Associate Member
10. Revoking the mandate of one or a number of members or a body of the LFA-MP
11. Dissolving the LFA-MP
12. Passing decisions at the request of a club in accordance with this Constitution

#### **Article 11 Quorum of the Council**

1. Quorum of the Council meetings shall be Fifty percent (50%) plus one (1) of the clubs of the LFA-MP in good standing and who are entitled to vote
2. In the event of a quorum not being present after thirty (30) minutes of the scheduled and advertised time of a Council meeting, the Council meeting will be postponed to the same day one week later, and at such postponed date, whoever shall be present shall then constitute a quorum and the Council meeting will proceed.

3. A quorum is not required for the second(postponed) meeting unless any item on the agenda proposes the amendment of the Constitution or the election of the President or any Member of the Local Executive Committee, the dismissal of one or a number of members or body of the LFA-MP, expulsion of a member of the LFA-MP or dissolution of the LFA-MP

#### **Article 12 Decisions of the Council**

1. Unless otherwise stipulated in these statutes, a simple majority of the accredited members in good standing who are entitled to vote is sufficient for a vote to be valid. The number of valid votes counted shall decide the majority. Spoilt or blank voting slips or any other forms of abstentions are disregarded in calculating the majority
2. A decision that requires a vote shall be reached by a show of hands or secret ballot voting. In the event that voting by show of hands does not result in a clear majority in favour of a motion, the vote shall be taken by calling the roll in alphabetical order. For election voting shall be by secret ballot
3. The status of the LFA-MP shall remain, however, if a majority for the motion is obtained a fresh motion can be instituted, however, if it affects a constitutional article/clause or a rule/regulation, a two thirds majority votes shall be required to adopt a fresh motion.

#### **Article 13 Elections**

1. Subject to the provisions of this Article, The election of office-bearers shall be by vote of accredited delegates present at a Quadrennial Council Meeting of the LFA-MP
2. Any person shall be eligible for election as President, three Vice-Presidents of which one shall be female, General Secretary, Treasurer or Member of the Local Executive Committee provided that such a person is nominated by a club in good standing and complies with the eligibility of the LFA-MP electrical Statutes
3. Each Member present at the elective Council Meeting shall have a vote which shall be exercised in accordance with the provisions of Article 15, in any election for office-bearers, provided that no delegate shall be entitled to vote unless the Club which he/she represents is a Club in good standing and the vote represents the mandate of the Club
4. Any Club in good standing, shall be entitled to submit nominations for the position of President, and three Vice-Presidents, of which one shall be a female, General Secretary, Treasurer or Members of the Local Executive Committee for election to the LEC.
5. Only Clubs in good standing shall be entitled to submit nominations from the clubs to the LFA-MP for elections
6. Sixty (60) days prior to the date of the elective Council meeting the General Secretary shall distribute nominations forms to Clubs for nominations
7. Clubs shall submit the original nomination forms either by e-mail or by hand delivery duly acknowledged to the LFA-MP appointed auditor such that they are received at least thirty (30) days prior to the date of the elective Council meeting. The closing date and time shall be specified in a circular distributed by the General Secretary with the nomination forms.
8. No nomination forms will be accepted by LFA-MP unless;
  - 8.1 The nomination form is signed by the President/Chairperson and the Secretary of the club submitting the nomination form, and
  - 8.2 The nominee has submitted to the auditor his/her signed acceptance of the nomination on the form provided for this purpose, or a copy or facsimile thereof, and this signed acceptance has

been received by the auditor at least thirty (30) days prior to the date of the elective Council meeting

9. The onus shall be on the club concerned to ensure that the nomination and acceptance form is received by the auditor on or before the closing date
10. Within seven (7) days after the closing date for nominations, the appointed auditor shall submit a list of those persons duly nominated to the General Secretary who shall forward the list to all clubs. The original nomination forms shall be retained by the auditor
11. Within fourteen (14) days of receipt of the nomination forms from the auditor, the General Secretary shall send the list of nominations as received from the auditor to all clubs along with the agenda for the elective Council meeting
12. The Chairperson of the Election Committee and Members of the Committee will conduct the elections in accordance with the provisions of the LFA-MP Electoral Statute
13. Should there be no nomination for a post that is vacant, nominations can be made from the floor. In such an event no nominations will be accepted unless the nominee in question is not present in the elective Council meeting and indicates his/her willingness to accept the nominations.
14. The first person to be elected shall be the President. Should only one nomination be received the candidate shall be declared duly elected. Where more than one nomination is received, the election shall take place by simple majority vote. In the event of a tie, the outgoing President (or if he/she is a candidate, an outgoing Office-bearer nominated for this purpose by the outgoing Local Executive Committee) shall have a casting vote
15. Following the election of the President, the three (3) Vice-Presidents, of which one shall be a female, shall be elected. Should only three (3) nominations be received, the candidates shall be declared duly elected. Should more than 3 nominations for these positions be received, then such elections will be determined of a ballot with the three candidates polling the most votes elected to the positions of Vice-Presidents, subject to at least one be a woman.
16. After the election of the General Secretary and Treasurer, respectively, shall take place. Should only one nomination be received, the candidate shall be declared duly elected. Should more than one candidate be received, then such positions shall be determined by a ballot vote with the one candidate receiving the most votes will be elected to the position of either General Secretary or Treasurer.
17. Thereafter the twelve (12) Members, who form part of the LEC, shall be elected at the elective Annual General Meeting.
18. Should any dispute relating to an election arise during the meeting, the Electoral Committee shall rule thereon, and its ruling shall be final and may not be challenged by any candidate, delegate or Club.
19. Subject to the provisions of this Article, Office-bearers hold office until their successors have been elected at a General Council Meeting.
20. A vacancy in any office of the Local Executive Committee shall occur;

20.1 Upon the death or resignation of a member.

20.2 If a member is absent from three (3) consecutive meetings of the Local Executive Committee, without prior permission unless the Local Executive Committee upon good cause shown, decides otherwise

20.3 If a member is found guilty of have conducted himself in any manner likely to prejudice the objectives and activities of the LFA-MP and/or whose conduct has the effect of bringing the LFA-MP or AFA-CT into disrepute

20.4 Upon the amendment of these statutes providing for lesser or an addition of Members

21. Should the office of any Member of the Local Executive Committee become vacant, the remaining Executive Committee shall have the power to co-opt a member in his/her place until the next Quadrennial elective Council meeting, provided that should the office of the President and or Vice President and or General Secretary becoming vacant, the Local Executive Committee shall at its next meeting, elect one of the three(3) ordinary Vice-Presidents to act as President until the next General Meeting.
22. At any General Council meeting which is not an elective Council meeting, elections will be held to fill offices that are vacant. Candidates for such elections may be nominated only in accordance with the nomination procedures of this Article. In each category of Office-bearer in respect of which there are vacancies, delegates may vote for as many candidates as there are vacancies with the required number of candidates, who obtain the highest number of votes in the first round of voting being elected. In the event of a tie, the tie-break mechanisms set out in this Article for the relevant category of Office-bearer will apply
23. An Office-bearer elected in accordance with Article13.22 to fill a vacancy on the Local Executive Committee holds office until the next Quadrennial elective Council meeting
24. The President and General Secretary shall not serve on the Executive body of any Club

#### **Article 14 General & Preliminary Policy Meetings**

1. General Council Meetings shall be held monthly
2. The Local Executive Committee shall fix the place and date. The Clubs shall be notified in writing at least 7 calendar days in advance of GCM.
3. This notice shall contain the agenda, Heads of Department monthly reports, financial Statements and statements of Income & Expenses, list of club accounts and Minutes of the last Council Meeting, list of all incoming and outgoing correspondence and any other relevant documents.
4. All delegates of clubs in good standing shall be entitled to speak at any General Council meeting.
5. The following, if present are entitled to vote, delegates appointed by each club in good standing
6. In the event a club is not represented at the Annual General Meeting, a fine of R600 will be imposed payable 14 days prior to the first GCM
7. The Preliminary Council meeting shall be held once a year and the provisions set out above for General Council meetings shall mutatis mutandis apply accept for clause14.3
8. Minutes and correspondence shall be circulated seven (7) days prior to meetings

#### **Article 15 AGM Agenda & Preliminary Meetings**

**ANNUAL GENERAL MEETING:**

1. The General Secretary shall by registered post and/or telefax or by email or by hand not less than fourteen 1days advance notice of the date of the Annual General Meeting, which date shall be determined by the Local Executive Committee and shall ordinarily be a date no later than the end of November.
2. If, by 30 June in any year, no date for an Annual General Meeting has not been fixed by the LEC, any club may by written notice to the General Secretary nominate a date for the Annual General Meeting between 100 and 120 days away, and the LEC shall convene the AGM for the date nominated in the first such notice he/she receives.
3. The General Secretary shall draw up the agenda based on proposals from the LEC and clubs. Any proposal that a club wishes to submit to the Council meeting shall be sent to the General Secretary in writing, with a brief explanation, by the close of business at least thirty (30) days before the date of the Annual General Meeting
4. Motions to the Annual General Council meeting shall be submitted to the General Secretary in writing per registered post and/or telefax or by email or by hand by the close of business not less than thirty (30) days prior to the date of such AGM , the General Secretary shall circulate all motions submitted to him/her together with the agenda for the meeting and the audited financial statements of the LFA-MP to all clubs and Executive Members per registered post and /or telefax or by email or by hand
5. Members shall forward in writing to the General Secretary the names of the delegates who will represent them at the Annual Meeting. Unless such confirmation is received by the General Secretary at least seven (7) days before the meeting, the delegates in question will not be accredited and will not be entitled to participate in the meeting
6. The Annual General Meeting agenda shall include the following mandatory items;
  - 6.1 Notice that the Annual General Meeting has been convened and composed in compliance with the statutes of LFA-MP
  - 6.2 Approval of the agenda
  - 6.3 Confirm credentials
  - 6.4 Confirm and accept the minutes of the previous meeting
  - 6.5 An address by the President
  - 6.6 Confirm the Local Executive Committee Report(containing activities of the Standing Committees, since the last AGM)
  - 6.7 Presentation of the consolidated Annual Financial Statements and Report of the Auditor for the previous year
  - 6.8 Suspension or expulsion of Members (if applicable)
  - 6.9 To confirm and accept the amendments to this constitution, Rules & Regulations governing the application of the Statutes and the Standing Orders of the Annual General Meeting (if applicable)
  - 6.10 Discussion of items proposed by the LEC of LFA-MP or clubs as contemplated in Article 22.4
  - 6.11 Appointment of independent auditors(if applicable) upon the proposal of the LEC.

6.12 Admission of Members(if applicable)

6.13 Election of Office-bearers (if applicable)

6.14 Any further items proposed by Members or the LEC (if applicable)

7. The agenda of an Annual General Meeting may be altered, provided two-thirds of the clubs present at the meeting and eligible to vote, agree to such a motion
8. The meeting shall not make a decision on any point not included in the agenda
9. The Agenda for the Preliminary Policy Council Meeting shall be determined by the LEC and the provisions regarding notices, motions etc. shall be mutatis mutandis be those set out for Annual General Meeting

#### **Article 16 Special General Council Meeting**

1. The Local Executive Committee may convene a Special General Meeting at any time
2. The LEC shall convene a Special General Meetings, if one third of clubs make such a request in writing. The request shall specify the items for the agenda. A Special General Meetings shall be held within fourteen calendar (14) days of receipt of the request. If a Special General Meeting is not convened, the clubs who requested it may convene a Special General Meeting themselves. As a last resort , the clubs may request assistance from SAFA-CT
3. The clubs shall be notified of the place, date and agenda at least fourteen (14) calendar days before the date of the SGM
4. When a Special General Meeting is convened on the initiative of the LEC, it must draw up the agenda. When the meeting is convened upon request of the clubs, the agenda must contain the points raised by those clubs
5. The agenda of the Special General Meetings may not be altered
6. In the event a club is not represented at the Special General Meeting a fine of R150 will be imposed as per Article 9.1.1

#### **Article 17 Mode of Play**

1. The Mode of Play Meeting shall be called annually by the LEC, who shall determine the agenda, date, venue and time of the meeting and shall not be later the **end of January of each year.**
2. All clubs shall send two delegates to the meeting in terms of Article 9 of the LFA constitution.
3. A club who is not represented at the Mode of Play Meeting of the LFA-MP shall be fine a fee of R150, and the fine shall be payable within fourteen (14) calendar days from the date of the meeting
4. The agenda for the Mode of Play Meeting shall be;
  - 4.1 Signing of the register.
  - 4.2 To read the notice convening the meeting.
  - 4.3 To read and confirm the delegates' credentials.
  - 4.4 To decide upon the type of competitions to be played by the LFA-MP for the ensuing season and which has not been dealt with at a Council meeting.

4.5 Proposals from Clubs on competitions

4.6 Closure.

#### **Article 18 Emergency Committee**

1. The Emergency Committee shall deal with all matters requiring immediate settlement between the meetings of the Executive Committee and General Council meetings. The Committee shall consist of the President, the three Vice-Presidents, Secretary and Treasurer and one additional Member chosen from amongst the LEC and appointed by the Executive Committee for a period of four (4) years
2. The President shall convene the Emergency Committee meetings. If a meeting cannot be convened within an appropriate period of time, decisions may be passed through other means of communication. Such decisions shall have immediate legal effect. The President shall notify the Executive Committee immediately of the decisions passed by the Emergency Committee.
3. All decisions taken by the Management Committee shall be ratified by the Executive Committee at its next meeting.
4. If the President is unable to attend a meeting, the Vice Presidents shall deputise.

#### **Article 19 Local Executive Committee**

1. Composition
  - 1.1 The Local Executive Committee consist of the following Members
    - 1.1.1 President
    - 1.1.2 Three Vice-Presidents, one shall be a female
    - 1.1.3 General Secretary
    - 1.1.4 Treasurer
    - 1.1.5 One member responsible as Head of Department with reference to Article 26, Standing Committees
  2. All LEC members shall be elected by the General Council. Every candidate in the election of the LEC must be proposed by at least one club as the case may be. The nominee nominated shall be confirmed by the Council at any elective Council meeting.
  3. The mandate of the President, Vice-Presidents and Members of the LEC is for four (4) years. They may be re-elected.
  4. The Members of the LEC shall have been active in football, must not have been previously found guilty of a criminal offence and sentenced to a period of imprisonment without the option of a fine and have residency within the territory of the Municipal area of Mitchells Plain.



5. The official list of candidates must be sent to the clubs of the LFA-MP along with the agenda for the Council meeting at which the LEC will be elected as contemplated in Article 9.2
6. A Member of the LEC may not at the same time be a member of a judicial body of the LFA-MP or SAFA-CT
7. Should a position become vacant, the LEC shall fill that position until the next General Meeting, when a replacement will be elected for the remaining period of the mandate
- 8. The Mitchells Plain-LFA shall continue to exist even when its Membership changes and there are different office bearers**

#### **Article 20 Meetings of the Local Executive Committee**

1. The Local Executive Committee shall meet at least once a month on the last Thursday of the Month.
2. The General Secretary shall convene the LEC meetings in consultation with the President. Should 50% of the LEC Members request a meeting, the General Secretary shall convene it within fourteen (14) calendar days of such request.
3. The General Secretary shall compile the agenda in consultation with the President. Each Member of the LEC is entitled to propose items for inclusion in the agenda. Members of the LEC must submit the items they wish to be included in the agenda for the meeting to the General Secretary at least 14 calendar days before the meeting. The agenda must be sent out to the Members of the LEC at least seven (7) calendar days before the meeting.
4. The meetings of the LEC shall not be held in public. The LEC may, however, invite third parties to attend. Those third parties shall not have voting rights, and may only express an opinion with the permission of the LEC
5. The LEC shall approve a meeting calendar of the various standing and other committees appointed by the LEC.
6. The HOD monthly reports shall be circulated within 7 days to all LEC members and thereafter to all clubs, failing the portfolio report/s will be referred to the next GM or SGM for discussion and resolution, the Executive Committee to ensure accountability of same.

#### **Article 21 Powers of the Local Executive Committee**

1. The Local Executive Committee
  - 1.1 Shall pass decisions on all cases that do not come within the sphere of responsibility of the Council or are not exclusively reserved for other bodies by law or under these Statutes
  - 1.2 Shall prepare and convene the Annual, Preliminary and Special Meetings of the LFA-MP
  - 1.3 Shall appoint the Chairperson, Deputy chairperson and members of the Standing Committee
  - 1.4 Shall recommend to the Council the Chairperson, Deputy Chairperson and Members of the judicial bodies
  - 1.5 May decide to set up Adhoc Committees, if necessary at any time

- 1.6 Shall compile the regulations for the organization of Standing Committees and Adhoc Committees
- 1.7 Shall appoint or dismiss the office Administrator
- 1.8 Shall propose the independent auditors to the Council
- 1.9 Shall decide the place and date of the number of teams participating in the competitions of the LFA-MP
- 1.10 Shall appoint the coaches for the representative teams and other technical staff including Heads of Delegations
- 1.11 Shall approve regulations stipulating how LFA-MP shall be organized internally
- 1.12 Shall ensure that the Statutes are applied and adopt the executive arrangements required for their application
- 1.13 May dismiss a person or body or suspend a Member of LFA-MP provisionally until the next Council meeting
- 1.14 May delegate tasks arising out of its area of authority to other bodies of the LFA-MP or third parties
- 1.15 May give strategic direction to the policies of the LFA
- 1.16 Approve the financial statements
- 1.17 Approve the budget

#### **Article 22 Decisions of the Local Executive Committee**

1. The Local Executive Committee shall not engage in valid debate unless the absolute majority (50% + 1) of its members are present. Once the LEC meets the quorum at the commencement of the meeting, all decisions taken by the meeting shall be valid and binding.
2. The LEC shall reach decisions by a simple majority of the members present. In the event of a tied vote, the President shall have a casting vote. Voting by proxy or by letter is not permitted.
3. Any member of the LEC must withdraw from the debate and from taking a decision if there is any risk of a conflict of interests.
4. The decisions taken shall be recorded in the minutes.
5. The decisions taken by the LEC shall come into effect immediately unless the LEC decides otherwise.

#### **Article 23 Termination of Membership**

1. The Council may terminate the membership of a club. The LEC may place the termination of a person or body on the agenda for the Council meeting. The LEC may also terminate the membership of a person or body provisionally for a period of no longer than three (3) months. The LEC or any club may submit a proposal to place such a motion for termination of membership on the agenda of the LEC or Council.
2. The motion for termination of membership must be justified in writing and sent to the clubs of the LFA-MP along with the agenda

3. The person or body in question may attend the Council meeting and has the right to speak in his/her or its defence.
4. If the motion for terminations is upheld, the Council or LEC shall reach a decision by means of a secret ballot. For the motion to be passed, a majority of two thirds of the valid votes is required.
5. The club whose membership is terminated (provisionally) must be relieved of his/her or its functions with immediate effect.

#### **Article 24 President**

1. The President represents the Local LFA legally.
2. Her/she is primarily responsible for;
  - 2.1 monitoring the implementation of the decisions passed by the Council and the LEC through the General Secretary
  - 2.2 ensuring the effective functioning of the bodies of the LFA-MP in order that they achieve the objectives described in these Statutes
  - 2.3 oversee the work of the General Secretary
  - 2.4 promote good relations between the LFA and its clubs, political bodies and other organizations within the area of jurisdiction
3. The President may in consultation with the LEC propose the appointment or dismissal of the Regional Executive Officer
4. The President shall preside over Council meetings , the LEC meetings, Emergency Committee meetings and those Committees of which he/she has been appointed Chairperson
5. The President shall have an ordinary vote on the Executive Committee and, whenever votes are equal, shall have a casting vote.
6. If the President is absent or unavailable, the Vice-Presidents and should he/she not be available any senior Member of the LEC , shall deputise, and enjoy the same powers of the President
7. Ant additional powers of the President shall be contained in the internal organization regulations of the LFA-MP
8. Performs other responsibilities assigned by the LEC
9. The President shall not be an owner or have any interest financial or otherwise in any Football club under the jurisdiction of the LFA-MP
10. CANDIDATES FOR THE OFFICE OF THE PRESIDENT
  - 10.1 The President shall be elected by Council for a period of four (4) years. His/her mandate shall begin after the end of the Council meeting which has elected him. A President may be re-elected

- 10.2 The candidate must have served as an Executive Member of the local structure/body for a minimum of at least five (5) years
- 10.3 Only clubs of the LFA-MP may propose candidates for the office of the President. Clubs shall notify the General Secretary(or its appointed agent for this purpose) in writing of the name of a candidate at least 30 calendar days before the date of the Council Meeting
- 10.4 The General Secretary shall notify the clubs of the names of the proposed candidates at least fourteen 14 days before the date of the Council Meeting
- 10.5 If the President is permanently or temporarily prevented from performing his/her official functions, the Vice-Presidents shall represent him/her until the next Council meeting. The Council shall elect a new President, if necessary.

#### 11. REPRESENTATION AND SIGNATURE

- 11.1 The President and the General Secretary represent the LFA-MP legally and are duly authorised to represent the LFA in any legal proceedings and are entitled to sign for and on behalf of the LFA-MP. The LEC may set up internal organization regulations regarding the joint signature of officers, in particular in case of the President's absence concerning all important business of the LFA-MP

### **Article 25 Emergency Committee Functions**

1. The Emergency Committee shall deal with all matters requiring immediate settlement between the meetings of the Executive Committee and General Council meetings. The Committee shall consist of the President, the three Vice-Presidents, Secretary and Treasurer and one additional Member chosen from amongst the LEC and appointed by the Executive Committee for a period of four (4) years
2. The President shall convene the Emergency Committee meetings. If a meeting cannot be convened within an appropriate period of time, decisions may be passed through other means of communication. Such decisions shall have immediate legal effect. The President shall notify the Executive Committee immediately of the decisions passed by the Emergency Committee.
3. All decisions taken by the Management Committee shall be ratified by the Executive Committee at its next meeting.
4. If the President is unable to attend a meeting, the Vice Presidents shall deputise.
5. The Emergency Committee shall decide on matters that falls under the sole competence of the LEC. The Emergency Committee must not be seem to take over the responsibilities of other Standing bodies

### **Article 26 Standing Committees**

1. The standing committees of LFA MP are:
  - 1.1 Finance and Procurement Committee
  - 1.2 Competitions
  - 1.3 Technical, Coaching and Development Committee
  - 1.4 Referees Committee
  - 1.5 Legal, Status and Disputes
  - 1.6 Women's Football Committee
  - 1.7 Youth Football Committee
  - 1.8 Membership Affairs
  - 1.9 Schools Football
  - 1.10. Communications, Marketing & Public Relations
  - 1.11. Registrations

#### 1.12. Trustees

2. The chairperson of the standing committees shall be members of the LEC. The chairperson and the members of the standing committees shall be designated for a term of office of no more than four years or until the next Annual General Meeting.
3. Each chairperson shall represent his/her committee and conduct business on behalf sub-committees which are;
4. Each chairperson shall represent his/her committee and conduct business in compliance with the relevant organisation regulations drawn up by the LEC.
5. Each chairperson shall fix the dates of meetings in consultation with the General Secretary
6. Each committee may propose amendments to its regulations to the Executive Committee.

#### **Article 27 – Finance and Procurement Committee**

The Finance and Procurement Committee shall consist of a Chairperson and no more than 05 (five) members and shall:

- 1 Advise on areas of financial planning such as;
  - a. Budget Preparation
  - b. Financial forecast
- 2 Shall ensure the LFA-MP keeps complete and detailed accounting records
- 3 Recommend to the LEC on the Association`s banker and or types of accounts to be operated
- 4 Ensure the LFA maintains proper control of its Fixed assets and approves the disposal of fixed assets
- 5 Recommend to the LEC on new Financial and Accounting Policies and amendments for approval
- 6 Establish sub-committees which are;
  - 6.1 Budget and cost Monitoring
  - 6.2 Procurement and Asset management
  - 6.3 Cost containment
- 7 Submit any irregularities on financial matters to the LEC

#### **Article 28 – Competitions Committee**

The Competitions Committee shall consist of a chairperson and no more than 05 (five) members and shall:-

- 1 organise and monitor the competitions of the LFA-MP in compliance with the provisions of the Constitution and the regulations applicable to competitions
- 2 provide and monitor the implementation of guidelines for the efficient management of all LFA-MP competitions
- 3 advise the Regional Executive Committee on the competitions calendar

- 4 shall examine and approve applications for all proposed new competitions amateur and non-amateur) by members to be played within LFA-MP's jurisdiction
- 5 submit regular reports to the LEC
- 6 Advise the LEC on applications for tournaments within the jurisdiction of the LFA-MP

#### **Article 29 – Technical, Coaching and Development Committee**

The Technical and Development Committee shall consist of a chairperson and no more than 05 (five) members who shall:

1. primarily analyse the basic aspects of football training and technical development;
2. seek the improvement of training methods;
3. take all possible measures to improve the qualifications of coaches;
4. resolve questions on the theory of and practice of football;
5. take all possible measures to promote familiarisation with and experience in teaching football;
6. organise courses and conferences for instructors, trainers, coaches and administrators;
7. compile material on teaching and coaching techniques for players, trainers, coaches and referees;
8. provide the assistance necessary for the production of instructional films
9. issue memoranda from time to time regarding technical assistance and grants which have been given or are to be given towards any development project;
10. be responsible for editing the technical section of official LFA MP publications;
11. recommend coaches, instructors or trainers for all LFA MP teams and Members at the Clubs request;
12. establish a database of all representative players participating in all LFA-MP representative games
13. consider and submit proposals on promotion and development of football;
14. develop and maintain regulations on football pitches;
15. advise the Executive Committee on Reports submitted by coaches of LFA MP Teams;
16. submit regular reports to the Executive Committee.
17. Serve as Chairperson of the LFA-MP Coaches Committee

#### **Article 30 – Referees Committee**

The LFA MP Referees Committee shall consist of a chairperson and no more than 05 (five) members and shall:-

- 1 supervise and monitor the implementation/ of the Laws of the Game;
- 2 make decisions and interpretations regarding the Application of the Laws of the Game;

- 3 propose to the Executive Committee any amendments to the Laws of the Game for submission to the SAFA CT Executive Committee;
- 4 compile a list of referees suitable to supervise the Senior Champions , Super League and Premier league matches for submission to Executive Committee and implementation into the leagues.
- 5 appoint the referees for all matches under the jurisdiction of LFA MP and all tournament organized by its clubs;
- 6 establish uniformity in methods of refereeing and implementation of the Laws for LFA MP use;
- 7 establish uniform criteria for the inspection of referees for use by all SAFA Cape Town members;
- 8 Co-ordinate courses for referees and referee instructors in the LFA MP;
- 9 Source and employ instructors and lecturers capable of conducting courses for referees;
- 10 prepare and produce useful instructional material on refereeing;
- 11 Develop a fees structure for referees to be used during LFA-MP competitions and tournaments organised by clubs for approval by the LEC
- 12 Annually pursue to establish a Referees Club, such a club will be accountable to the LEC. Regulations may be agreed on as per prescripts
- 13 Submit regular reports to the LEC

### **Article 31 – Legal Status and Dispute Committee**

The Legal, Status & Dispute Committee shall consist of a chairperson and no more than 05 (five) members and shall be responsible for the following:

- 1 analyse basic legal issues relating to football and the evolution of the Statutes and regulations of LFA MP and its Clubs;
- 2 take counsel, give advice on cases, disputes, or enquiries submitted to the Committee;
- 3 follow the development of the SAFA CT Statutes and Regulations which govern LFA MP and propose to the Executive Committee any amendment which the Committee deems useful;
- 4 check the statutes and regulations governing affiliated members, as the case may be, and recommend that the Executive Committee intervene to bring about any desired amendments;
- 5 issue memoranda from time to time on the meaning of, and lessons to be learnt from Disciplinary Committee, Appeals Board and Arbitration decisions and to advise the Association and/or its Members on relevant matters in this regard;
- 6 assist in the review of sponsorship, player/official and other contracts/legal agreements entered into from time to time by the Association;
- 7 conduct regular reviews of the LFA-MP Constitution to ensure compliance with SAFA statutes and to advise and propose changes/updates to the Associations Articles, Rules, Regulations and Guidelines;
- 8 assist with giving advice to representatives who present case for LFA-MP judicial bodies
- 9 review LFA-MP Members Constitutions, Rules and Regulations to ensure compliance with the provisions of the LFA MP statutes;

- 10 provide guidelines for the maintenance of the LFA MP Legal archives;
- 11 review LFA-MP's competition rules from time to time;
- 12 submit regular reports to the Executive Committee.

#### **Article 32 – Women's Football Committee**

The Committee for Women's Football shall consist of a chairperson and no more than 05 (five) members and shall be responsible for the following:

- 1 drafting and submitting proposals on policies on women football development;
- 2 dealing with all matters relating to women football;
- 3 monitoring women's football competitions;
- 4 promoting women's football
- 5 submitting regular reports to the Executive Committee.

#### **Article 33 – Youth Football Committee**

The Youth Football Committee shall consist of a chairperson 05(five) members and be responsible for the following:

- 1 monitoring youth football competitions;
- 2 advising the Executive Committee on all matters related to youth development;
- 4 conceptualising, guiding and coordinating the development of a comprehensive youth development policy framework for the Association;  
ensuring the implementation of the Associations Youth Development Framework;
- 5 advising the Executive Committee on all matters related to development of youth at all school levels;
- 6 ensuring the establishment of viable football structures in the local system;
- 7 Assist with the logistic arrangements with youth football programmes in the LFA-MP
- 8 submitting regular reports to the Executive Committee.

#### **Article 34 – Membership Affairs**

The Membership Affairs Committee shall consist of the chairperson and not more than five (05) members and shall be responsible for the following:

- 1 advising the Executive Committee on all matters related to status of Members;
- 2 establishing guidelines to ensure that all LFA-MP Members operate viable structures to develop the game of football in their areas of jurisdiction;
- 3 assisting the Local clubs in the execution of their duties;
- 4 assisting in the establishment of efficient communication systems between LFA-MP's Members and structures;



- 5 ensuring that all LFA-MP Members participate fully in the establishment and maintenance of the Regional players, coaches, referees, administrators and competitions registration database;
- 6 ensuring that all Association property allocated to the members is utilised in accordance with the rules, regulations and policies of the Association;
- 7 submitting regular reports to the Executive Committee.

#### **Article 35 – Schools Football Committee**

The Schools Committee shall consist of a chairperson and no more than 5 (five) members and shall:-

1. Drafting and submitting proposals on policies on school football development
2. Dealing with all matters relating to schools football
3. Monitoring school football competitions
4. Submit regular reports to the LEC

#### **Article 36 Communications, Marketing & Public Relations**

The Committee shall consist of a chairperson and no more than 5 (five) members and shall:-

1. Must develop and maintain a communications, marketing and public relations strategy for the LFA-MP
2. Assist in the establishment of efficient communication system between LFA-MP its members and other stakeholders
3. Draft media statements and responses in conjunction with the President for publication
4. Promote the LFA-MP with an aim to highlight the LFA-MP and to invite potential sponsors to the LFA-MP
5. Draft annual public relations programmes and promote and engage in social responsibility activities in and around the community of Mitchells Plain
6. Submit regular reports to the LEC

#### **Article 37 Registration Committee**

The Registration Committee shall consist of a chairperson and no more than 5 (five) members and shall:-

1. Monitor the registration of players and members with SAFA-CT
2. To liaise with SAFA-CT on behalf of the LFA-MP on all matters relating to registration of players and members
3. Report to the Treasurer on all matters relating to registration on a monthly basis
4. Draft and maintain the LFA-MP registration procedure and give input on registration as far as the constitution, Rules and Regulations are concern

5. Submit regular reports to the LEC

#### **Article 38 – ADHOC Committees and Sub Committees**

1. The Executive Committee may, if necessary, create Ad-Hoc committees for special duties and a limited period of time;
2. The convenor and the members and the terms of reference shall be set out in the resolution adopted by Local the Executive Committee;
3. Ad-Hoc committees shall report directly to the Local Executive Committee;
4. Standing Committees may establish sub-committees to facilitate their work and shall submit reports to their respective Standing Committees.

#### **Article 39 Judicial Bodies**

1. The judicial bodies of the LFA-MP are;
  - 1.1 Disciplinary Committee
  - 1.2 Appeal Board
2. The responsibilities and functions of these bodies shall be stipulated in the Disciplinary Code of the LFA-MP, which shall comply with the SAFA Disciplinary Code
3. The decision making powers of other Committees remains unaffected
4. The Members of the judicial bodies may not serve on any other body of the LFA-MP at the same time

#### **Article 40 – Disciplinary Committee**

1. The Disciplinary Committee shall consist of a chairperson and the number of Members deemed necessary. The Chairperson shall have a legal background
2. The functions of this body shall be governed by the Disciplinary Code of SAFA. The committee shall pass decisions only when at least three members are present. In certain cases the chairperson may rule alone in accordance with the Disciplinary Code of SAFA
3. The committee may pronounce the sanctions prescribed in these Statutes and the Disciplinary Code of SAFA no members, officials, players, clubs and match officials.
4. These provisions are subject to the disciplinary powers of the Council and the LEC with regards to the suspension and expulsion of members

#### **Article 41 Appeal Board**

1. Appeal from the Disciplinary Committee shall be referred to the LFA-MP Appeals Board
2. The appeal fee shall be paid directly into the LFA-MP banking account by the appellant and proof of payment must be handed in to the LFA-MP General Secretary for submission of all documentation to the Appeals Board Secretary
3. All rules and protocol on appeals as contained in the SAFA-CT constitution and amendments thereto from time to time, with or without notice, will apply

4. All appeals lodged by members must be accompanied by a fee of R800 per case

#### **Article 42 Disputes**

1. No disputes with the LFA-MP or SAFA-CT or SAFA or other LFA's or Associate members, clubs or members of clubs may be brought before a court of law. All such disputes shall be submitted to a local Dispute Committee or an Arbitrator appointed by mutual agreement
2. Decisions taken by an independent Arbitration Tribunal duly established by the LFA-MP or SAFA-CT shall be final and binding and not subject to any appeal to the court of Arbitration for Sport (CAS) However, the arbitration outcome may be reviewed by the parties involved
3. The LFA-MP agrees to recognize CAS as an independent judicial authority, and to ensure they comply with CAS arbitration rules

#### **Article 43 Appeal Procedure**

1. Any Club, member, official or player directly concerned shall have the right of appeal to the LFA-MP against any decision of a lower Appeals Committee, a DC, or of an official or employee of the LFA-MP or an affiliate, or of the Executive Committee or any of its Sub-Committees, subject to the appeal being lodged in writing with the General Secretary of the LFA-MP accompanied by an appeal fee as specified in the schedule of fees within fourteen (14) days of the decision appealed against. In this regard, a club, member, official or player shall not be directly concerned if the Constitution and or Rules and Regulations of the affiliate of which such member, official or player is a member, specifically excludes his/her right of appeal.
2. No appeal will be entertained unless the remedies of the affiliate concerned have already been fully exhausted.
3. The appeal shall fully set out the grounds of appeal in detail.
4. No more than seventy-five (75%) percent of the appeal fee shall be refunded if the appeal is upheld.
5. The Appeals Board shall consist of five (5) persons, but shall specifically exclude the presence of any member of the DC or other Body which dealt with the case previously, and shall further exclude any members of the club or body affected by the dispute or appeal.
6. The persons, duly registered and in good standing, constituting the Appeal Board of the LFA-MP shall be nominated by the respective affiliates of the LFA-MP, and the person/s shall be interviewed by the Executive Committee of the LFA-MP, and they should the Executive Committee be satisfied with the credentials of the person/s and that such persons in their view is competent to serve on the Appeal Board, and then the Executive Committee shall recommend the nomination of the person/s, and they shall be elected at the first General Meeting of the LFA-MP, in the election year, and shall hold their portfolios for two (2) consecutive years.
7. A person/s serving as a member of the Appeal Board of the LFA-MP cannot serve on the Executive Committee and or Sub-Committees of the LFA-MP nor may he or they represent their respective affiliates at any of the prescribed meetings of the LFA-MP.
8. The operations of the decision being appealed against shall not be suspended pending the hearing of an appeal, unless the appellant has submitted a written application for the setting aside of the decision and the application has been granted by the General Council.
9. The appeal shall not be withdrawn except by leave of the General Council.

10. The appeal shall not be conducted, as a re-hearing of the case, neither shall fresh evidence be permitted except with the permission of the Appeal Board appointed. The Appeals Board may, in its discretion, allow fresh evidence from the referee if the original case was conducted in his/her absence.
11. The Appeals Board may consider the matter purely on the documentation submitted, or may allow an oral presentation in support of the documentation submitted
12. The Appeals Board shall have the power to adjourn the hearing wholly or in part, and having considered the contentions of the parties shall make one or a combination of the following decisions:
  - a. To allow or to dismiss the appeal
  - b. To alter or modify the decision being appealed against;
  - c. To reduce, increase, modify or leave unaltered the penalty, if any, resulting from the decision being appealed against;
  - d To order a rehearing of the original case heard by a DC which shall specifically exclude the presence of any member of the DC or other body that dealt with the case in the first instance.
13. All appeals shall be heard as soon as practical and if possible within fourteen (14) days of the lodging of the appeal
14. The Appeals Board shall, via the General Secretary of the LFA-MP, give reasonable notice to the appellant, the Body whose decision is being appealed against, and any other interested party, in writing, of the date of the hearing of such an appeal. All such parties shall have the right to attend such hearing, if
15. No club/s, official or player may refer any dispute with the LFA-MP or any other club, official or player to a Court of Law. Should this rule be contravened, the offending party shall be guilty of infringing the rules and regulations of the LFA-MP, and shall be dealt with in terms of Article 9 of the LFA-MP's Constitution.
16. Should any party not be satisfied with the findings of the Appeals Board, a further appeal may be lodged with the Disciplinary Committee of SAFA Cape Town, in terms of the SAFA Cape Town Constitution.
17. In the event of an appeal being upheld, the club/s who lodged the appeal shall be entitled to a refund of not greater than seventy-five percent (75%) of the appeal fee they paid, and such a refund shall be payable to the affiliate at the next General Meeting of the LFA-MP.

#### **Article 44 Resources**

1. The resources of the LFA-MP shall consist of;
  - 1.1 the annual subscription fees of clubs and Associate Members
  - 1.2 competition entry fees
  - 1.3 players registration fees
  - 1.4 donations, subject to section 30 (3)(b)(v) of the Income Tax Act 58 of 1962
  - 1.5 loans
  - 1.6 state grants

1.7 Return on investments

1.8 Proceeds of sales of assets

1.9 Radio and electronic broadcasting rights

<b>Article 45 Finances (Fees, Accounts)</b>
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1. The LFA-MP shall be conducted on a non-profit basis, with the intent and purposes that its capital and income, however derived shall be applied solely towards the promotion of its objects, and no portion thereof shall be paid or transferred directly or indirectly (whether by salary, dividend, bonus or otherwise howsoever by way of profit or distribution to any member of the LFA-MP or their office-bearers or members, provided that nothing herein contained shall preclude the payment in good faith to a club or any other person of
  - 1.1 Reasonable remuneration for the services actually rendered for or on behalf of the LFA-MP
  - 1.2 Reimbursement of actual cost, expenses and other commitments incurred on behalf of the LFA-MP
  - 1.3 Payment of honoraria to members of the LEC on a basis to be determined and approved by the Annual General Council
  - 1.4 Expenses approved by the Council
  - 1.5 Expenses incurred by the LEC within the scope Reasonable remuneration for the services actually rendered for or on behalf of the LFA-MP of its authority
  - 1.6 All other expenses in keeping with the objective pursued by the LFA-MP
2. The financial period of the LFA-MP shall be one (1) year and shall begin 01 July and end on 30 June
3. A new club accepted by the LFA-MP shall pay an affiliation fee which become payable 30 days after the AGM where it was accepted as a member
4. A club of the LFA-MP pay an annual subscription fee of three thousand and two hundred rand (R3,200) of which, 50% shall become payable on the 01 April and remaining 50% payable at the end of June, failing to settle, on these date/s, the club is not in good standing and cannot participate until the amount/s is settled
5. A senior player/s and/or member/s of the LFA-MP shall register annually and pay a senior annual registration fee, applicable
6. A junior player/s Reasonable remuneration for the services actually rendered for or on behalf of the LFA-MP
7. A junior player/s and /or junior member/s of the LFA-MP Reasonable remuneration for the services actually rendered for or on behalf of the LFA-MP, Reasonable remuneration for the services actually rendered for or on behalf of the LFA-MP, from U6 until U19 shall register annually and pay a junior registration fee, applicable

8. Any monies owed by a club shall become payable to the LFA-MP within a turnaround period of 14 days from the date of the club has received notice from the LFA-MP. The LFA-MP shall operate an accounting system that shall ensure the LFA-MP collect outstanding monies on a month to month basis and generate monthly reports for scrutiny by the LEC, all funds outstanding from the previous season shall be settled by/on the end of April, failing to settle the club shall not be in good standing and all relating clauses (clause 49.9 & 49.10) shall apply
9. A club that fails to settle its accounts by the due date which shall not be later than the last Monday of a month at 00.00pm, shall be withdrawn from all programmes of the LFA-MP, SAFA-CT, SAFA and associate programmes for the ensuing week and weekend programmes. All matches scheduled for this period shall be awarded to the opponent in good standing
10. A club , which have transgressed Article 45.9 and has been stopped from playing, shall only be reinstated forty-eight (48) hours after they have settled their account with the Treasurer of the LFA-MP
11. All office-bearers are exempted from being suspended from duty(LFA-MP duties) in the event of the club he or she is a registered member is not in good standing
12. The LFA-MP shall reserve the right to operate an injury fund, funded by its clubs on a monthly basis, which purpose can assist the those players and/or match officials who sustain serious injuries while participating in leagues and competitions arranged by the LFA-MP
13. The LFA-MP shall limit all claims from the injury fund to a maximum of Five hundred rand (R500) per incident
14. A claim/s must be forwarded in writing, together with all relevant documentation prescribed from time to time, to the General Secretary of the LFA-MP, and shall be thoroughly scrutinized by both LFA-MP Competition and Treasurer before any payment/s is made, and the claim/s should be processed within twenty-one (21) days after the claim has been lodged with the LFA-MP
15. A player/s and or match official/s that is a member/s of a medical aid fund/society shall not be eligible to claim from the injury fund
16. An annual honorarium of one thousand rand(R1,000) for LEC Members and five hundred rand (R500) for sub-committee Members, shall be paid to qualifying members, and these honoraria shall be awarded at the Annual General Meeting of the LFA-MP
17. A person/s co-opted to serve on the LEC and/or sub-committee of the LFA-MP shall be eligible to be awarded an honorarium on recommendation from the LEC and endorsement by the General Council
18. Should an Executive and/ or Sub-Committee member of the LFA-MP be removed from his/her post, or such a member dies and or is replaced by another person/s after an election is held during the course of the qualifying period to be awarded an honorarium,

then the LFA-MP General Council shall consider and decide whether such a person/s shall be awarded a full honorarium or part of it

#### **Article 46 Review & Rescind**

1. A club shall have the right to move a motion to review or rescind any resolution of the LFA-MP and notice of such motion may be given at the meeting at which such resolution is passed or by any subsequent meeting and must be moved at the following meeting of the LFA-MP on pain of lapsing, provided that no decision may be reviewed more than once in the same season
2. If such a motion is not given at the meeting, it must reach the General Secretary of the LFA-MP fourteen (14) days prior to the meeting at which it is to be moved and the General Secretary shall inform all clubs thereof at least seven days prior to the meeting
3. No resolution may be rescinded unless two-thirds of those present and entitled to vote are in favour of such resolution
4. Upon rescission of a resolution of the LFA-MP shall have the power to pass a fresh resolution if it deems it fit

#### **Article 47 Amendments and Force of Constitution**

1. The Constitution shall not be amended save and except upon a resolution passed by two-thirds of those entitled to vote and present at the time of voting at an Annual General Meeting or at a Special General Meeting convened for the purpose, after considering such amendment
2. When considering an amendment to the constitution, it shall be competent to adopt an amendment to such amendment
3. Proposed amendments to the constitution, must be forwarded to the General Secretary of the LFA-MP, fourteen (14) days prior to the Preliminary Meeting of the LFA-MP
4. All amendment to this constitution shall be effective from the time of adoption of such amendment
5. Where this constitution is silent on a particular matter, then firstly the SAFA-CT Constitution shall be consulted and applied, and secondly the SAFA Constitution shall be consulted and applied

#### **Article 48 Dissolution**

1. The LFA-MP may, by a resolution taken at a special General Council Meeting called solely for this purpose, be dissolved.
2. The resolution to dissolve the LFA-MP will have no force and effect if it is not carried by two-thirds (2/3) majority of the affiliated clubs present and voting.
3. The LFA-MP's General Secretary shall notify all of its affiliates and/or members of the Special General Meeting described in Article 16, twenty-one (21) days prior to such a meeting being held.
4. The notice for such a meeting mentioned, shall clearly state that the question of dissolution of the LFA-MP and the disposal of its assets are to be debated and decided upon at this/her meeting.

5. If there is no quorum at such a meeting described in Article 16, and then the meeting shall stand adjourned for one (1) week, and the affiliates attending the adjourned meeting shall constitute a quorum and any decisions derived at, shall be binding on the LFA-MP.
6. If upon dissolution and after all debts and liabilities have been discharged, and there are assets which remain, then such assets shall not be paid to or distributed amongst the affiliates of the LFA-MP.
7. Such assets, described in this Article, shall be donated to a body or organization having similar objectives as this LFA-MP and such decisions shall be taken at a specially convened meeting of the LFA-MP where the question of dissolution is decided.

<p><b>Article 49 Registration and Clearance Certificates</b></p>
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1. A player/s and or member/s desirous of playing for or registering with any club of the LFA-MP must produce a valid duly completed clearance certificate, complying substantially with the prescribed clearance certificate of SAFA Cape Town, that shall be countersigned by the previous LFA's General Secretary where he last played.
2. Any clearance certificate/s not meeting the specifications as laid down by SAFA Cape Town shall be deemed to be invalid. A member of the LFA-MP have the right to request a clearance certificate from his/her club and such clearance certificate may not be unreasonably be withheld by the club
3. **A member/s of the LFA-MP shall be allowed to play for or be registered with a maximum of three (3) different clubs affiliated to the LFA-MP, provided such a member/s produce a valid clearance certificate upon joining any of these clubs, and providing such transfer is not contrary to any provision in any rule or regulations approved by SAFA-Cape Town **ALIGNED****
4. No member/s of the LFA-MP shall play or be registered with more than one (1) club of SAFA-CT and upon submission of sufficient evidence of such double registration the registration with the LFA-MP will be terminated with immediate effect and SAFA-CT will be informed accordingly
5. A club of the LFA-MP shall insist upon their members to pay their subscription fee as it becomes due.
6. A club of the LFA-MP may refuse to issue a member/s with a clearance certificate until his/her liability to the club in question has been discharged, provided that such liability shall not exceed:
  - a. One (1) season's subscription fee, and
  - b. Any other financial commitments and outstanding club property not exceeding the value of five hundred rand (R500,00) and combined with
  - c. Any liabilities in terms of a valid contract or agreement with the club
  - d. **However a member/s wishing to leave the LFA-Mitchells Plain shall be subjected to the regulation of transfer/clearance fees as decided by SAFA-Cape Town. **ALIGNED****
7. A member/s of a club of the LFA-MP shall be liable to pay one (1) season's subscription fee to their respective club only after he/she has attended the club's first general meeting and such attendance must be proven by the club and not the member
8. The registration of member/s for the current playing season may be effected until the 15 September of each year except for the clubs participating in SAFA Cape Town and/or SAFA competitions, for whom



registration shall be effected until and including 15 September of each year, or as amended by SAFA Cape Town, SAFA from time to time.

9. All clubs affiliated to the LFA-MP shall register with the LFA-MP, a minimum of two (2) Senior teams, **consisting of 35 senior players registered** and a minimum of two (2) junior teams for each ensuing playing season in order to remain a club of the LFA-MP.
10. Where a club has a team playing in any of the SAFA Cape Town and or SAFA leagues then that team shall form part of the affiliate's two (2) senior teams as required in Article 49.9.
11. The closing date for the registration of teams by the clubs with the LFA-MP shall be at the Mode of Play, failing the teams registered during the previous year will be entered as teams for the new season , by default and a club/s who registers a team/s after this date shall be liable for a late registration fee of R250 per team which shall be payable within 30 days from the date of acceptance of teams and such a team/s will play in a league decided by the Competitions Committee
12. A club may resign from the LFA-MP and request in writing for a bulk clearance certificate for its , members. Such clearance certificate for clubs must be requested three (3) months prior to the end of the current playing season(September of each year) of the LFA-MP deemed to be the end of June of each year. The request shall include the minutes of the meeting where the decision was taken and a signed register of all members present at such meeting

#### **Article 50 General Rules**

1. When a club/s ceases to exist or leaves the LFA-MP, then each registered member of such a club/s shall be held liable for any liabilities his/her club has with the LFA-MP.
2. Clubs shall be obliged to furnish the General Council – on demand – with their (the club in question) minute book/s, financial records and or any other records, providing that a reasonable explanation is given to the respective club/s from whom the book/s and or records are called from.
3. The constitution and or any rules of all clubs shall be subject to the approval of the LFA-MP.
4. Fees that are paid, except refundable fees where specified, are not refundable by the LFA-MP.
5. All clubs of the LFA-MP shall forward to the General Secretary of the LFA-MP all correspondence that they wish to be considered at a meeting, fourteen (14) days prior to any such meeting.
6. No member/s and or player/s of the LFA-MP shall be allowed to enter the playing venues under the jurisdiction of the LFA-MP with liquor and or drugs in his/her possession.
7. Member/s and or player/s and or official/s of the LFA-MP shall be prohibited from consuming drugs at the playing fields under the jurisdiction of the LFA-MP.
8. Member/s and or player/s and or official/s of the LFA-MP reported for contravening Article 50.6 shall be summoned to appear before the DC of the LFA-MP.
9. An club/s of the LFA-MP shall be held responsible for the behaviour and control of its members and supporters at all matches and functions under the jurisdiction of the LFA-MP, or anywhere the LFA-MP is represented.
10. Clubs that are cited for the behaviour and/or lack of control over their supporters on match days or functions as described in clause 50.9 shall be summoned to appear before the DC of the LFA-MP

#### **Article 51 Finance Oversight Committee**

1. Consist of the President (Chairing) and three (3) Club Chairpersons and the Treasurer(reporting)

2. Duties shall be to ensure the Annual Financial Reports are submitted as prescribed including the Annual Financial Audit Report which should also include the Monthly Financial Reports are submitted to the LEC then to the Council

<b>Article 52 Honorary Life Member/Post Humorous/Awarded Colors</b>
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1. The LFA-MP shall award colors to the Executive and Sub Committee members upon their Election on condition the member serves their full term in office.
2. The LFA-MP may award an official badge and tie.
3. To a person/s that has brought honor or done meritorious services that has benefited the LFAMP.
4. The awarding of the items described in 1 and 2 above shall be done at the LFA-MP's Annual Awards Ceremony.
5. The closing date for nominations of Honorary Life-member shall be forwarded to the LFA-MP General Secretary not later than the 31 July of each year.
6. An Ad Hoc Committee shall be appointed to recommend, after considering the merits of the nominee/s, to the LFA-MP's General Council whether the items described in 1 and 2 above shall be awarded to the respective nominee/s, or not, and the LFA-MP's General Council shall sanction, amend or reject the recommendations.
7. The Ad Hoc Committee described in Article 5.5 shall be constituted as follows;
  - a. One (1) member from the Disciplinary Committee nominated by the Disciplinary
  - b. One (1) member from the Referees Committee nominated by the Referees Committee.
  - c. Two (2) members from the Executive Committee nominated by the Executive Committee.
  - d. Three (3) members from the clubs of the LFA-MP, nominated by the clubs of the LFA-MP one (1) of the three (3) nominees shall be the Chairperson of the Committee.
8. The LFA-MP may, at its discretion, confer Honorary Life Membership on any person as a mark of esteem, for exceptional services rendered to the LFA-MP in particular and or football in general but shall exclude active players and referees, provided, that Honorary Life Membership shall not be conferred on more than three (3) persons per Annual General Meeting.
9. Proposals for such Honorary Life Membership, together with written motivations justifying such proposals must be submitted to the General Secretary of the LFA-MP at least thirty (30) days prior to the Annual General Meeting.
10. The said proposal shall be read out, seconded and passed by two thirds (2/3) majority at an Annual General Meeting of the LFA-MP, before given effect.
11. Such Honorary Life Members shall be entitled to attend and participate in the discussions at any Annual General Meeting, General Meeting or Special General Meeting of the LFA-M P and shall not have the right to vote.
- 12 Nominations for Honorary Life Membership may only be made by;
  - a. The Executive Committee in office.
  - b. The Sub-Committees of the LFA-MP as constituted in accordance with this Constitution.

c. Club/s or a member/s in good standing.

13 Such nominations must be signed by the President/Chairperson and Secretary of the proposing club, and must be accompanied by the meetings minutes of the said club's General Meeting at which such decision to nominate the said member for Honorary Life Membership was taken.

14 To qualify for nomination, the nominee must have been a member of the LFA-MP for at least ten (10) years and provided that, under special circumstances, the General Council, on recommendation from the Executive Committee, has the power to waive the qualification period for a nominee to qualify.

#### **Article 53 Delegates at General Meetings**

1. Each club shall be represented by a minimum of two (2) and a maximum of four (4) delegates at General Meetings of the LFA-M P.

2 Delegates/delegations to LFA-MP meetings must produce written credentials, should submit proof of credentials electronically submitted before meeting officially starts, failing which delegates have observer status, the Secretary to confirm receipt of credentials electronically submitted. but delegates of clubs who attend the LFA-MP's general meetings regularly, can be registered for the entire season (standing credentials), which must be renewed at the LFA-MP's First General Meeting of the following season.

3. Club/s who does not forward written credentials for their respective delegates to attend General Meetings shall have no voting rights at these meetings and shall also be fined, and the shall be payable at the next General Meeting of the LFA-MP. They shall have observer status and will not be allowed to take part in any decision-making process.

4. Clubs who is absent from two (2) consecutive General Meetings shall not be permitted to participate in any activities of the LFA-MP and or SA FA Cape Town and or SAFA and or any other body to which the LFA-MP is affiliated to, inclusive of competitions, until the affiliate's Executive Committee had appeared before the LFA-MP's Executive Committee, who shall be empowered to deal and take the necessary punitive measures against such a defaulting club/s.

5. Delegates and Executive and or Sub-Committee members attending General and or Special General Meetings of the LFA-M P shall be properly attired.

6. The wearing of a jacket and tie is compulsory; a jacket shall mean a normal dress/dinner jacket or a blazer.

7. The wearing of jeans, tracksuits, talkies, shorts and/or sandals will be unacceptable.

8. Should a club/s, delegate/s wish to leave midway through the proceedings at General and or Special General and or Annual General Meeting of the LFA-MP then such affiliate/s shall be bound by any decision/s taken during the period of the absence of their delegates at these meetings.

9. Any delegate/s conducting himself in a disorderly manner by interrupting and retarding the proceedings at any General Meeting and or Special General Meeting of the LFA-MP or ignoring the ruling of the Chairperson, shall be called to order, and should such a delegate/s persist then the Chairperson shall at once order such a delegate/s from the meeting, and the club to which such a delegate/s is registered, shall be informed of the occurrence and shall be requested to replace the offending delegate/s with another or other delegate/s.

10. No smoking shall be allowed in all meetings of the LFA-MP but should a delegate/member have

a need to smoke then he shall request from the Chairperson to be excused from the meeting.

#### **Article 54 Duties of Officials**

##### 1. VICE-PRESIDENTS:

a. Shall, in the absence of the President, assume the duties of the President.

b. Shall act as the Convener of the managers and selectors of the LFA-MP's representative teams, and shall serve on the Junior Committee, with responsibilities limited to the junior representative teams i.e. under 12 to under 18, whilst engaged in activities relating to the Junior Committee.

##### 2. GENERAL SECRETARY:

a. Shall be responsible for keeping an accurate record of all the proceedings of Annual General, General, Special, Preliminary, Emergency and Executive Committee meetings of the LFA-MP.

b. Shall be responsible for the recording of the minutes of all Annual General, General, Special, Preliminary, Emergency and Executive Committee meetings of the LFA-MP

c. Shall be responsible for the preparation of the minutes of the Annual General, General, Special, Preliminary, Emergency and Executive Committee meetings of the LFA-MP and for the distribution thereof to all clubs, Executive Committee members and Sub-Committees of the LFA-MP, as the case may be.

d. Shall carry out the instructions that may be given by the General Council or the President, provided that these instructions are reasonable and pertaining to the business of the LFA-MP.

e. Shall notify the Executive Committee members, Sub-Committee members and affiliates of the date, venue, time and agenda of Annual General Meetings fourteen (14) days prior to such meetings being held.

f. Shall notify the Executive Committee members, Sub-Committee members and clubs of the date, venue, time and agenda of General Meetings seven (7) days prior to such a meeting being held.

g. Shall notify the Executive Committee members of the date, venue, time and agenda of Executive Committee Meetings three (3) days prior to such meetings being held, and as soon as possible for matters of urgency.

h. Shall, on behalf of the LFA-MP, receive, keep a record of, countersign and stamp all clearance certificates of players and/or members who intend transferring from one affiliate to another or from one affiliate to another club affiliated to another Association affiliated to SAFA Cape Town.

##### 3. TREASURER:

a. Shall keep a true and complete record/s of all the finances of the LFA-MP, inclusive of but not limited to receipts, payments, assets and liabilities of the LFA-MP.

b. Shall submit the financial books of the LFA-MP for auditing to auditors of the LFAMP twenty one (21) days after the end of the LFA-MP's financial year.

c. Shall send each affiliate an Income and Expenditure Statement and the balance sheet and the findings of the Auditors no later than fourteen (14) days prior to the AGM of the LFA-MP, and the findings and recommendations of the Auditors shall form part of the Treasurer's report for the AGM.

d. Shall submit monthly Income and Expenditure statements to all clubs and Executive Committee

members seven (7) days prior to the monthly meeting/s of the LFA-MP.

- e. Shall ensure that all cheques and/or withdrawals are at all times signed by the  
President,  
Treasurer and General Secretary

#### **Article 55 Defunct Clubs**

1 A club/s of the LFA-MP who is declared defunct (no longer operative or functional or in existence) the following shall occur;

- a. A period of one month shall lapse, after the date upon which such a club is declared defunct, before member/s shall be permitted to join another club
  - b. A senior member who was a member at the time of the club in the LFA-MP was declared defunct shall be held responsible for any liabilities, financial or otherwise, the club may have incurred with the LFA-MP
- c. A senior/s shall be held liable for a pro-rata share of the total debt owing to the LFA-MP.

#### **Article 56 Assets and Trophies**

1 All the trophies of the LFA-MP shall be floating trophies unless otherwise specified by the LFA-MP.

2 A club, before being presented with any trophies must be in good standing, financially, with the LFA-MP.

**3 A club/s shall return the trophy/ies to the LFA-MP on the first Tuesday after the 31st May of each Year and ONLY thereafter every Tuesday, between 19h00 and 21h00, and in the same condition it was presented, failing to return the trophy/ies on the due date. In addition, such club shall be under immediate suspension until the next Tuesday after the due date, failing still to comply shall remain under suspension until it has returned each and every trophy presented to it.**

4 The LFA-MP shall repair any damage to a trophy/ies of the LFA-MP, and the club responsible shall be billed for the cost of the repairs, which costs shall be paid at the next General Meeting of the LFA-MP.

#### **Article 57 Tournaments**

1. A club/s who intend staging a soccer tournament must request permission from the Executive Committee of the LFA-MP to do so by 30 September of the preceding year of the tournament date/s and the following must accompany such a request:

- a. The concept (age, group, type, how many teams).
- b. The date and venue.
- c. Copy of the format and rules (if available at the time).

2. A tournament/s played under the auspices/jurisdiction of the LFA-MP must be sanctioned by SAFA Cape Town.

3. Clubs of the LFA-MP intending to participate in a tournament/s (sanctioned by SAFA Cape Town) must request permission/approval from the LFA-MP to do so.

4. A club whose team/s participates in a tournament/s without the permission/approval of the LFA-MP will be dealt with in terms of the disciplinary measures provided by the LFAMP's Constitution.

5. The Executive Committee may, on good cause shown, reject or accept the application of a club to host a tournament within the jurisdiction of the LFA-MP

#### **SCHEDULE 1 FEES, SUBSCRIPTIONS AND FINES:**

1. *Absent from the Annual General Meeting R 600,00*
2. *Absent from Preliminary Meetings R 200,00*
3. *Absent from General & Special General Meetings R200,00*
4. *Absent from the Mode of Play Meeting R 150,00*
5. *Absent from the Standing Committee Meeting R 100,00*
6. *No written Credentials R 100.00*
7. *Affiliation fee (new affiliate ) R 1000,00*
8. *Annual Subscription Fees R 3,200,00*
9. *Associate Members fees R1,500.00*
10. *Annual Registration Fees – Seniors playing in 2019 = R 80.00*
11. *Annual Registration Fees – Senior in 2020 = R50.00*
12. *Annual Registration Fees- Junior playing in 2019 = R50.00*
13. *Annual Registration Fee - Junior in 2020 = R30.00*
14. *Contribution to the Injury Fund = R100 per month*
15. *Late registration of teams after the Mode of Play = R250 per team*

#### **SCHEDULE 2 EMBLEM**



**EST. 2006  
MITCHELLS PLAIN**

#### **ADOPTION OF CONSTITUTION**

**ADOPTED BY THE ANNUAL GENERAL MEETING HELD AT MITCHELLS PLAIN ON THIS DAY OF  
20 January 2019**

\_\_\_\_\_  
**PRESIDENT**

\_\_\_\_\_  
**GENERAL SECRETARY**













