

# FOOTBALL ASSOCIATION OF PRETORIA

## LOCAL STATUTES (Version 3)



### Preamble

#### **Noting;**

that the first organized formation of football at National level was established in 1892;

that the fragmentation in South African sport in general and football in particular, was caused by the policies of racial discrimination and apartheid;

that the policies of racial discrimination and apartheid based on the ideology of white supremacy over people of colour created a situation of independent existence of the various football organizations against the wishes of the majority of the football family in the country.

#### **Acknowledging;**

the meaningful role played by heroes and heroines of our struggle against racialism and ethnicity, and the role of non-racial organizations in particular in their attempts to unify football in South Africa.

#### **Realising;**

the urgent need to fulfil the historic task of unifying the different football organizations in preparation for a united, democratic, indivisible and non-racial South Africa.

The need to defend the democratic gains and to transform South African football to be in line with democratic values underpinning the South African Constitution and to be world class.

#### **Recognising;** a non-racial society in which: -

all people shall be equal before the law;

there is no oppressive interference with the rights of individuals;

athletes/players compete equally and fairly in football;

all shall have access to relevant, compulsory and equal education, adequate

residential and recreational facilities in general and adequate housing in particular and have a universal franchise system determined by the will of the people;

people enjoy the principles of democracy, accountability and transparency;

all people enjoy freedom of association, freedom of movement, freedom of domicile, freedom to ownership of land, freedom to participate fully in the economy of the country and share in its wealth and live in peace, harmony and comfort.

#### **Confirming;**

the philosophy of non-racialism to be the guiding principle in the organization and in our endeavour to enhance unity, peace and harmony in sport in our country;

that since unification of national football structures on 23 March 1991 and re- admission to CAF and FIFA one National Football governing body was constituted;

that the National Football Federation is part of South Africa having a new constitution which entrenches norms and values of the civilized world and a Bill of Rights;

#### **Acknowledging;**

that as the local structure which is part of a United, non-racial, non-sexist and democratic country;

that the aforementioned social conditions were and still are the fundamental requirements for the entry of South African sport into the international sporting community in general, and in respect of football in particular to the FEDERATION INTERNATIONALE de FOOTBALL ASSOCIATION (FIFA) and Confederation Africaine de Football (CAF), Confederation of Southern African Football Associations (COSAFA) and South African Sports Confederation and Olympic Committee (SASCOC)

These articles of the local statutes of the Football Association of Pretoria, as set out herein, shall cancel and replace any previous articles of the constitution of the association, notwithstanding anything to the contrary included in such previous articles of the constitution, and shall become full force as effect from the 1<sup>st</sup> December 2019.

**ARTICLES OF ASSOCIATION**  
**(Football Association of Pretoria)**

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## **DEFINITIONS**

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In this Constitution, the Rules and Regulations, unless the context indicates otherwise,

**“Absolute Majority”**: means more than half of the entire Membership that is eligible and entitled to vote;

**“Associate Member”**: means an associate Member affiliated to the FAP

**“Association Football”**: means the game controlled by FIFA and organized in accordance with the Laws of the Game;

**“CAF”**: means the Confederation Africaine de Football;

**“Close of business”**: means by no later than 12h00 on weekdays (Mondays to Fridays) excluding weekends and public holidays;

**“Club”**: means a football Club affiliated to the league administered by the Association or Member of the Football structure affiliated to the Association or its associate Member;

**“Constitution”**: means these Articles of Association as amended from time to time;

**“Constitution of the Republic”**: means the Constitution of the Republic of South Africa Act 108 of 1996 as amended from time to time;

**“Executive office in FAP”**: means the positions of President, Snr Vice President, Jnr Vice President or Member of the Local Executive Committee;

**“FIFA”**: means the Federation Internationale de Football Association;

**“SAFA Statutes” or “Statutes of SAFA”**: means the statutes, rules and regulations of SAFA;

**“IFAB”**: means the International Football Association Board;

**“Intermediary”**: a natural or legal person who, for a fee or free of charge, represents players and/or clubs in negotiations with a view to concluding an employment contract or represents clubs in negotiations with a view to concluding a transfer agreement.

**“Emergency Committee”**: means the Emergency Committee as required and formed by the FAP executive committee.

**“Member in good standing”**: means a Club or associate member which has complied with all obligations imposed upon said members;  
Financial obligations – No fees / fines or any other monies outstanding.  
Disciplinary obligations – No current suspension of any sort imposed.

**“Office-bearer”**: means the positions of President, Snr Vice President, Jnr Vice President or Member of the Local Executive Committee;

**“Ordinary Courts”**: means courts of law established in terms of the laws of the Republic of South Africa and the Constitution of the Republic of South Africa;

**“Player”**: means any amateur or professional football player registered with the Association or through its Members;

**“Registered Auditor”**: means an individual or firm registered as an auditor with the Regulatory Board

**“Regulations”**: means Regulations made in terms of the FAP Statutes;

**“Rules”**: means Rules made in terms of the FAP Statutes;

**“S.A.S.C.O.C.”**: means the South African Sports Confederation and Olympic Committee with the corresponding SACOC structure being affiliated to the Local Sports Council;

**“SAFA”**: means the South African Football Association;

**“Simple Majority”**: means more than half of the eligible Members who are present in a meeting, and who are entitled to vote;

**“The League”**: means an association of football clubs participating in organized completion under the aegis of the Association and subordinate to the Association.

## **ARTICLE 1: NAME, HEADQUARTERS. LEGAL FORM OF THE ASSOCIATION.**

The Association hereby constituted shall be known as the Football Association of Pretoria and hereinafter referred to as the FAP. In this Constitution, the Association is referred to as the Football Association of Pretoria

1.1 The LOGO will be portrayed as per the header page of this document.

1.2 The area of jurisdiction of The Local FA shall be throughout the Tshwane Central Local Municipality (demarcated by SAFA Tshwane)

1.3 The headquarters of The FAP shall be 190 Quagga Rd, Proclamation Hill, Pretoria, 0183 (Subject to change)

1.4 The date of incorporation of The Local FA is 1901.

1.5 The FAP shall be a universitas with full legal personality including the rights to sue and be sued in its own name and to hold property in its own name. It is formed for an unlimited period of time.

1.6 No Member or office-bearer of the FAP shall have any right to its assets nor incur any liability for its obligations.

## **ARTICLE 2: AIMS, OBJECTIVES AND POWERS OF THE ASSOCIATION**

The FAP shall have no other objectives save for the objectives provided for below and the funds it raises be employed exclusively in the promotion of such objectives and provided further that The FAP's activities shall be limited to the LFA. The FAP shall have the following aims and objectives:

2.1 to carry on the public benefit activity of administering, developing, co-ordinating 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.

2.2 to improve the game of football constantly and promote, regulate and control it throughout the Tshwane Central area in accordance with the principles of fair play and its unifying, educational, cultural and humanitarian values, particularly through youth and development programmes;

2.3 to organise competitions in Association Football in all its forms, by defining precisely, as required, the areas of authority delegated to the various Members and Leagues of which it is composed;

2.4 to draw up regulations and provisions and to ensure their enforcement;

2.5 to protect the interests of its Members;

2.6 to respect and prevent any infringement of the statutes, regulations, directives and decisions of SAFA Tshwane, SAFA, COSAFA, CAF and FIFA as well as the Laws of the Game and to ensure that these are also respected by its Members;

2.7 to prevent all methods or practices which might jeopardise the integrity of matches or competitions or give rise to abuse of Association Football;

2.8 to control and supervise all football matches of all forms played throughout its territory;

2.9 to manage Local sporting relations connected with Association Football in all its forms;

2.10 to host competitions at both Local and Regional levels;

2.11 to settle disputes arising between Members or bodies or persons connected directly or indirectly with football within its area of jurisdiction;

2.12 to raise funds by means of subscriptions, donations and from the carrying on of any business, trade or undertaking consistent with or ancillary to its objects or is calculated directly or indirectly to advance the interests of SAFA

2.13 to affiliate to SAFA Tshwane; and SASCOC structure in the area namely the Local Sports Council;

2.14 The FAP 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 FAP as described herein, including, but not limited to the following powers: -

2.14.1 to engage staff on the basis of a policy of fair employment and equal opportunities;

2.14.2 to acquire assets and enter into commitments for the promotion of its aims and objectives;

2.14.3 to confer honours and awards on individuals, in recognition of their contribution to football in South Africa;

2.14.5 to enter into donor funding arrangements with companies or individuals and to solicit and accept fees, donations, bequests, contributions, and subscriptions for the funds of The FAP, provided however that The FAP shall ensure that no donor will derive any monetary advantage from any monies paid to and on behalf of The FAP

2.14.6 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 The FAP, and in order to provide suitable equipment, accommodation and football facilities;

2.14.7 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 The FAP;

2.14.8 to subscribe, grant subsidies out of, administer and invest the funds of The FAP in such manner as it may be deemed best to achieve the objects and purposes of The FAP;

- 2.14.9 to enter into such commercial or other transactions in connection with any trade or business of FAP as may seem desirable for the purpose of FAP's affairs;
- 2.14.10 to borrow, or raise money in such a manner as The FAP shall deem fit, and in particular to secure payment of any money borrowed by means of mortgage, pledge, charge or lien to secure and guarantee the due performance by The FAP of any obligation or liability it may undertake;
- 2.14.11 to open and operate banking accounts and to draw, make, accept, endorse, sign, discount, execute, issue cheques, promissory notes, bills of exchange, bills of lading, warrants, debentures and other negotiable instruments;
- 2.14.12 to make rules which shall not be inconsistent with the terms of this Constitution. The Rules of The FAP shall have the same force and effect as if they were incorporated in the Articles of the Constitution (See separate document labelled "FAP Statutes Part B – Rules & Bye-Laws")  
These rules supersede the senior governing body's (SAFA, FIFA) in respect of the FAP's competition rules and may be amended as required and voted for via the FAP club members.
- 2.14.13 to select teams for Local and Representative matches at all levels within its area of jurisdiction and to arrange tours and to sanction matches in and regulate the transfer of players to and from the FAP in terms of the FAP rules and SAFA Regulations  
The status of Players and the provisions for their REGISTRATIONS AND TRANSFERS shall be regulated by the FAP in accordance with the current FAP RULES and SAFA Regulations for the Status and Transfer of Players.
- 2.14.14 to keep or cause to be kept, true accounts of all receipts, credits, payments, assets and liabilities of The FAP and all other matters necessary for showing the correct financial state of The FAP. The accounts shall be kept in such books and in such manner as the FAP Executive Committee deems fit and to the satisfaction of the Independent Accounting Professional of The FAP;
- 2.14.15 to appoint Independent Accounting Professional to verify annual accounts of The FAP;
- 2.14.16 to inquire into the administrative and/or financial affairs of Members, and, 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 Member until these are placed on a satisfactory footing;
- 2.14.17 to appoint such sub-committees or commissions upon such terms as it may consider necessary to give effect to its powers;
- 2.14.18 to suspend, fine, terminate the Membership of or otherwise deal with any Member, Club or individual affiliated to The FAP or any of its Members for infringing the Constitution, regulations, policies, principles or resolutions of The FAP or for engaging in acts of misconduct, improper practices, misdemeanour, acts of defiance, or for bringing The FAP into disrepute.
- 2.14.19 to establish, subscribe or carry on through any subsidiary company any activities which the FAP is authorized to carry on and to make any arrangements whatsoever with such subsidiary company as thought fit;
- 2.15 **Neutrality and Non-Discrimination**  
The FAP is neutral in matters of politics and religion.  
Discrimination of any kind against a Local, Regional or Provincial structure of SAFA, any country, private person or group of people because of ethnic origin, gender, language, religion, politics or any other reason is strictly prohibited and punishable by suspension or expulsion.
- 2.16 **Promoting Friendly Relations**  
The FAP shall promote friendly relations between its Members, Clubs, Officials and Players and in society for humanitarian objectives.  
Every person and organisation involved in the game of football is obliged to observe the Statutes, Regulations and the principles of fair play as well as the principles of loyalty, integrity and sportsmanship.  
Every person and organisation involved in the game of football is obliged to observe the Statutes, Regulations and the principles of fair play as well as the principles of loyalty, integrity and sportsmanship.  
The Local FA shall provide the necessary institutional means to resolve any internal dispute that may arise between Members, Clubs, Officials and Players affiliated to Members of The FAP.

**ARTICLE 3: LAWS OF THE GAME.**

The Local FA and its Members administer Association Football in compliance with the Laws of the Game issued by IFAB. Only IFAB may lay down and alter the Laws of the Game.

**ARTICLE 4: PLAYING COLOURS.**

The colors of the association shall be crimson and gold. Association, subject to the fact in an emergency the association shall have the right to authorise the wearing of such other colours as it may decide suitable.

The alternate colours of the association shall be sky blue and navy. These colours may be worn at competition tournaments by any teams representing the association.

**ARTICLE 5: CONDUCT OF MEMBERS AND OFFICIALS.**

The Members and Officials of FAP must observe the Statutes, regulations, directives, decisions and the Code of Ethics of SAFA in their activities.

**ARTICLE 6: OFFICIAL LANGUAGES AND POWERS OF THE ASSOCIATION**

- a. The official languages of the FAP shall be all the official languages in the region. Official documents and texts shall be written in one or more of these languages. In the event of any divergence between the interpretations of texts in different languages, the text written in the language approved by Congress shall be regarded as authoritative.
- b. The official language at the Congress shall be English
- c. Sign language shall be used as a medium of communication

**ARTICLE 7: ADMISSION, SUSPENSION, RESIGNATION AND EXPULSION.**

The FAP Executive shall decide whether to admit, suspend or expel a Member or any official subject to due processes been followed.

Admission may be granted if the applicant fulfils the requirements of the FAP, subject to due processes followed, and approved at the Annual Congress.

Suspended members shall lose its membership rights, and other members may not entertain sporting contact with said member. The Executive may impose further sanctions,

Expulsion may be realized due to financial obligations not being met after a reasonable period provided by the executive and serious and/or continuous minor violations of the Statutes / Rules as per this document.

Membership may be terminated by resignation.

Loss of Membership due to any condition does not relieve the Member from its financial obligations towards the FAP or other Members of the FAP, but leads to cancellation of all rights in relation to the FAP or its Member

**ARTICLE 8: MEMBERSHIP OF THE ASSOCIATION.**

Membership of the association shall be restricted to the following;

- a. Clubs affiliated directly to the association and playing in competitions controlled directly and indirectly by the association, and to be known as "club members",
- b. Sub-associations formed within the area controlled by the association and falling under the jurisdiction of the association to be known as "Association members",
- c. life members elected in terms of article 16.

## **ARTICLE 9: ELIGIBILITY FOR MEMBERSHIP.**

- a. Club membership:  
All properly constituted clubs playing association football according to the laws of the game as specified in Article 3 above and whose headquarters are within the area controlled by the association, shall be eligible for club membership, subject to compliance with the conditions for affiliation as specified in Article 10 below.
- b. Sub Association membership:  
Sub-Associations formed within an area under the control of the association for the purpose of organising association football competitions according to the laws of the game as specified in Article 3 above shall be eligible for association membership, provided that the formation of such sub-association shall be with previously obtained approval of the association and subject to compliance with the conditions for affiliation as specified in Article 11 below.
- c. Life member:  
life membership shall be subject to the conditions set out in article 16 below.

## **ARTICLE 10: CONDITIONS FOR AFFILIATION – CLUB MEMBERS.**

Conditions for affiliation of Club members, as defined in Article 8 (a) above, shall be as follows:

- a. Applications for affiliation shall be made in writing to the Secretary for the association 14 days prior to the AGM of the year prior to the year for which affiliation is being requested or subject to the consent of the executive committee having been obtained for submission of a late application, and shall be accompanied by;
  - A copy of the constitution and rules of the club.
  - A list of officials of the club, showing their names and contact detail.
  - An indication to the number senior and junior teams as per FAP leagues.
  - A statement of proposed colours of the club for registration if the application is accepted, provided that the association may refuse to register such colours for registration, and subject also to the fact that once registered such colours may not be changed without the written consent of the association.
  - A statement containing the reasons for forming the club.
  - Remittance of the appropriate affiliation fee as set out in article 12 below.
  - Submission must be accompanied by an affidavit confirming their intent using a soccer field within the jurisdiction of the association as their home ground.

Application for affiliation by any club shall be tabled at the AGM for discussion, and then considered and dealt with by the executive committee of the association, which shall be the final authority subject only to the right of appeal by the club concerned to the South African Football Association.

## **ARTICLE 11: CONDITIONS FOR AFFILIATION – SUB-ASSOCIATION MEMBERS.**

The conditions for affiliation of sub-associations as association members shall be exactly the same as those set out in Article 10 for affiliation of club members with the exception that;

- The term “club” shall be replaced by the term “sub-association”
- A Sub-association applying for affiliation shall also render a statement reflecting the number of clubs or sub-organisations controlled by the applicant and details of the competitions at present organised or to be organised in the future by the applicant.

## **ARTICLE 12: AFFILIATION – FEES.**

Affiliation fees shall be as proposed by the executive and agreed to (by majority vote) by those present at the association’s Annual Congress.

## **ARTICLE 13: AFFILIATION CANCELLATION OR SUSPENSION.**

The Executive committee of the association retains the right to cancel, refuse to renew or to suspend affiliation of any Club or Association member for failure to comply with any of the conditions attaching to affiliation or for any policy or disciplinary reason whatsoever, subject to;

- Due notice having been given the Club or association member of the intention of the Executive committee.

- The Club member or association member having been given a reasonable period in which to comply with, or adjust itself to the reasonable requirements of the association.
- A fair hearing in Executive committee having been given to the properly nominated representative of the Club or association member.
- The retention by the Club or association member of the right to re-apply for re-affiliation as per Article 10 above.
- The retention by the Club or association member or the right to appeal to the Executive of the South African Football Association.

#### **ARTICLE 14: ANNUAL REPORTS, REPORTS AND BALANCE SHEETS.**

Every Club and / or Association member affiliated to the association may be requested to render to the secretary of the FAP an annual return together with a certified copy of the annual report and balance sheet of the member. A balance sheet certified by two independent examiners.

#### **ARTICLE 15: CLUB ANNUAL SUBSCRIPTIONS.**

Annual subscriptions per Club shall be as proposed by the executive and agreed to (by majority vote) by those present at the association's Annual Congress.

#### **ARTICLE 16: LIFE MEMBERSHIP.**

Any member who shall have rendered exceptional services to the association for at least ten years may after due notice has been given in the AGM agenda, be elected, by ballot at such AGM, an life member of the association. There shall not be more the ten (10) life members at any one time.

Life members shall have the right to attend all meetings of the association, and shall be entitled to vote at all such meetings.

#### **ARTICLE 17: CONTROL OF THE AFFAIRS OF THE ASSOCIATION.**

The affairs of the association shall be controlled by the Executive committee, which shall consist of;

- The officers, see article 18 of the association, plus
- A number of ordinary members to be nominated as club members, and/or members or group of members from other bodies affiliated to the association. All to be elected by election process at the Annual Congress in each year after proper nomination as is required in the case of officers.

#### **ARTICLE 18: OFFICERS OF THE ASSOCIATION – POSITIONS HELD.**

The Officers of the association shall be;

- President
- Senior Vice President
- Junior Vice President
- Treasurer

The Executive committee of the association shall be;

- The Officers of the association
- Recording Secretary
- Club members (As required)
  - Appointed Technical Officer.

Provided that the executive may appoint a paid official if and when they consider it expedient to do so, the paid official when appointed may be given the duties of more than one officer.

#### **ARTICLE 19: OFFICERS OF THE ASSOCIATION – TERMS OF OFFICE.**

The officers of the association shall serve a 4-year term, which terminates at the AGM 4 years after being elected.

There is no limit to the number of terms a member may serve.



Subject to the provision that any officer shall have the right to resign his office at any time and that any officer shall be compelled to resign his office if required to do so by a two-thirds majority vote at a properly convened and attended Executive meeting.

#### **ARTICLE 20: OFFICERS OF THE ASSOCIATION – ELECTION OF.**

The officers of the association will serve a 4-year term of office after which officers shall be elected at the Annual Congress by a majority vote of voting members, of the properly nominated delegates of the affiliated members of the association in good standing.

Voting members include life members, properly nominated delegates of the affiliated clubs and association members of the FAP in good standing, present and entitled to vote.

- Nominations for officers
  - The nominations of officers of the association, either en bloc or individually, together with written acceptance of such nomination, shall be made every 4 years by affiliated members of the association in good standing, such nominations to be made on the prescribed form (as attached and available from the Secretary on request), and to reach the Executive Administrator at least seven days before the advertised date of the appropriate Annual Congress of the association.
- Ineligibility of serving officers or officials of affiliated members.
  - No official will be considered for nomination should he/she not be in good standing with the association.
- Eligibility of retiring officers for re-election
  - The retiring officers of the association shall be eligible for re-election, subject to having been properly nominated.

#### **ARTICLE 21: OFFICERS OF THE ASSOCIATION – VACANCY.**

Any vacancy among the officers of the association, except those of the Presidents, however caused, shall be filled temporarily by the Executive committee, or by co-opting an individual, in good standing with the FAP, duly nominated and approved by the executive committee until the next Annual Congress of the association, provided that, if the circumstances so warrant, the Executive committee shall be empowered to convene a Special Congress or wait for the next Annual Congress for the purpose of electing a new officer or officers after proper circulation of notice of this intention to all affiliated members and life members of the association. In the event of the office of Presidents and /or that of the Secretary becoming vacant for any reason whatever a Special Congress shall be called within twenty-one days of such vacancy occurring in order to make a new appointment or appointments.

#### **ARTICLE 22: OFFICERS OF THE ASSOCIATION – VOTING POWERS.**

Elected Executive Officers of the association shall be entitled to vote at all meetings of the association during their term of office, provided that the President of the association shall have an additional and casting vote at all meetings of the association at which he shall be in the chair, except in the case of an appeal being heard by the executive committee when he shall have neither a deliberative

#### **ARTICLE 23: OFFICERS OF THE ASSOCIATION – DUTIES.**

##### **President;**

- The President of the association shall take the chair at all meetings of the association and of the Executive committee, and shall be an ex-officio member of all committees of the association

- He shall be empowered to act for and on behalf of, and to commit, the association on matters of policy in emergency, acting at his own discretion and in the best interest of the association, provided that in all matters of finance such decisions shall be made in conjunction and consultation with the Treasurer or in his absence the Chairman of the Finance committee.
  - Acting on the matters in the capacity of emergency allows the President to waiver periods of time in all aspects of the processes (Dates of documentation submission, periods of time for convening meetings, hearings etc.)
- He shall be the only officer empowered to temporarily suspend from the association any clubs or affiliated members whom he considers to have brought the association into disrepute, with the proviso that the notice of suspension is given in writing together with written notice of the date and the time of the resulting misconduct hearing.
- He shall be the only officer empowered to act as spokesman for the association in dealing with the media and / or any other publication on matters defined as association policy. He may at his own discretion instruct a committee member to release a previously prepared and approved statement to the media.
- He shall be the only officer empowered to liaise and communicate on all matters other than technical / competitions matters with SAFA.

**Senior Vice President;**

The Senior Vice President shall act for and on behalf of the President during any matter that cannot be held over until the President shall be available again.

The Senior Vice President is appointed to handle all the affairs related to the Senior section of the FAP

**Junior Vice President;**

The Junior Vice President shall act for and on behalf of the President and/or the Senior Vice President during any matter that cannot be held over until the President and/or the Senior Vice President shall be available again.

The Junior Vice President is appointed to handle all the affairs related to the Junior section of the FAP

**Treasurer;**

The Treasurer of the association shall be an automatic member of the Finance committee of the association, and shall be responsible for the proper keeping of all books, accounts and records of his office, and the handling of all monies and / or other assets of the association

He shall be joint signatory to all cheques and / or such other vehicles of payment as may be issued by the association, the second signatory to be any other member of the finance committee except where in the unavoidable absence of the Treasurer the President or acting president may sign in his stead.

He shall not be entitled or empowered to commit the association to any financial undertakings or debt except with the direct authority of the President or on the instruction of and with the permission of the Annual Congress or Special Congress or the Executive committee.

**Recording Secretary;**

He shall record the minutes of all Annual Congress, Special Congress and executive and general meetings of the association, and shall forward such minutes to the association administrator for typing and

distribution

**Administrator;**

He/she shall be responsible for the portfolios of General Secretary and Registrar (the position in general shall be filled by a paid employee).

Secretarial Duties:

- To conduct all correspondence under the direction of the President or any other officer.
- To issue all notices of meetings and prepare the agenda in consultation with the President or Vice President
- To see that all minutes are typed and distributed to relevant members.
- To present the minutes of the general and executive committee meetings for confirmation;
- To bring all communications directed to the President or the association through any channel to the executive committee, as soon after receipt as possible;
  - SAFA, Legal and general to President
  - Senior section to Senior Vice President
  - Junior section to Junior Vice President
  - Technical – to Technical Officer
  - Finance – Treasurer
- To circularise to all members, at their last known addresses, notice of meetings prior to the date of such meetings. These notices shall include on the agenda any notices of motions received timeously;
- To have available at all meetings a true copy of the Articles of the Constitution;
- To keep a register of attendance;
- He/she shall not be entitled to commit the association to any policy matter without the direct authority of the President, or officer.

Registrar / Administrator's Duties;

- The Registrar shall be responsible for keeping up to date and accurate records of the registered players;
- To advise the protest and misconduct committee of any breach of the rules in respect to playing of players and the appearance of unregistered players playing for any team as reported by members;
- To advise the protest and misconduct committee of any players playing under suspension;
- To keep record of all reported player's offences and to report such records to the committee;
- He/she shall be the sole authority for the issue and control of certificate of registration and no such certificate (FAP or SAFA) shall be valid unless issued by him/her;
- He/she shall also keep prior records of the results of all fixtures played in the association's senior and junior leagues.
- To keep record of all automatic fines and forward these to the associations Treasurer for invoicing.
- He/she shall accept any other duties that may be assigned by the associations President.
- He/she is responsible to keep the FAP website up to date in respect of but not limited to;
  - Results (as received from members)
  - Log tables (based on the results)

- Club Contact information (as supplied by the clubs)
- Any other documents that need to be readily available on the website.

**ARTICLE 24: CLUB MEMBERS.**

All clubs affiliated to the association will be represented at all executive / sub committee meetings enabling the association to have full communication and dialog with all clubs, clubs failing to participate shall constitute contempt of such committee and be fined accordingly

**ARTICLE 25: EXECUTIVE COMMITTEE – MEETINGS.**

The Executive committee of the association shall meet as soon as practicable after the Annual Congress. (Within 14 days)

The Administrator acting on instruction of the President shall call the executive committee to meet at least once monthly during the football season.

**ARTICLE 26: EXECUTIVE COMMITTEE – CONVENING MEETINGS.**

At the first meeting of each year, the President together with his Executive committee will decide which day of each month the executive committee will convene. The Administrator will make available the agenda and minutes of the meeting.

**ARTICLE 27: EXECUTIVE COMMITTEE – FORMING A QUORUM.**

A quorum requires a minimum of four members of the Executive committee, provided that there shall be at least two officers of the association present, one of who shall be the President or Senior Vice President. Should the President and/or the Senior vice President deem it necessary to proceed with the meeting due to the urgency of the matter(s) to be discussed then a minimum of 3 members must be present of which The President, The Senior Vice President, The Junior vice President must make up 2 of the said members.

**ARTICLE 28: EXECUTIVE COMMITTEE – DUTIES AT THE FIRST MEETING.**

To appoint the following standing committees for the year;

- Senior Selection Committee.  
This committee shall consist of three elected members, Coach, Manager and selector. If not an elected member of the executive or an ordinary member or of a paid official of the association, he shall have no vote in the proceedings of the Executive committee.
- Protest and Misconduct Committee.  
The protest and misconduct committee shall consist of the President (or an assigned Vice President) as chairman with both a deliberative and casting vote and as convenor, plus one nominee of the Referee's association, plus two further elected members.  
The Administrator shall not serve on this committee as a member but that the Administrator shall ensure that the appropriate registration records are always available to the committee.  
A quorum of three members shall be necessary to conduct any business of this committee and in event of such quorum being unobtainable from the serving elected members the President shall be empowered to co-opt any other serving members or members of the executive committee to make up the necessary quorum, further provided that in the event of such occurrence, the member or members so co-opted shall not be able to serve on the Executive committee for any

hearing of an appeal arising from any decision given by the protest and misconduct committee while they were serving on such committee.

NB: The President may call hearings based on the emergency clause at which acceptable times and members are stipulated by the President.

- Finance Committee.  
The Finance committee shall consist of the four Senior Executive members of the association whom shall be the President, the Senior Vice-President and the Treasurer who shall serve as automatic chairman and convenor of the committee, and the Junior Vice President.
- Grounds Committee.  
The grounds committee shall consist of two elected members, the senior elected member shall be the automatic chairman and convenor.  
Report on development and maintaining regulations on football pitches;
- Competitions Committee.  
The Competitions committee shall consist of one elected executive member and the President.
- Technical and Development Committee
- The Technical and Development Committee shall consist of an appointed Technical Officer and no more than 03 Members who shall:
  - Represent the FAP at the SAFA Technical and Competitions committee meetings.
  - primarily analyse the basic aspects of football training and technical development;
  - seek the improvement of training methods, and take all possible measures to improve the qualifications of coaches;
  - Inform FAP members of organised courses and conferences for instructors, trainers, coaches and administrators;
  - Obtain material on teaching and coaching techniques for trainers, coaches and referees;
  - Where possible provide the assistance necessary for the production of didactic films;
  - Consider and submit proposals on promotion and development of football;
  - Advise the Local Executive Committee on Reports submitted by coaches of Local Teams.
  - Keep FAP informed of all technical changes in respect of rule changes etc.

#### **ARTICLE 29: APPOINTMENTS OF DELEGATES.**

It shall be the duty of the Executive committee to appoint the following delegates each year;

- To the South African Football Association;
  - President as required.
  - Secretary – for Competitions Committee.
  - Elected member (senior LFA coach)
  - To the Referee’s association of Pretoria, one elected member.
  - Technical Officer

#### **ARTICLE 30: TEMPORARY AND / OR SPECIAL COMMITTEES.**

The Executive committee shall have the power to appoint any temporary and / or special committee either from among it’s own members or outside it’s members and may delegate to such temporary and / or special committee such powers as it may deem necessary for completion of the task committed to it, provided always that such powers are within it’s own authority.

**ARTICLE 31: AUTHORITY OF COMMITTEE IN RELATION TO THE TREASURER AND EXECUTIVE ADMINISTRATOR.**

The Executive committee shall have full control over the Administrator and Treasurer including, in the case of paid officials, the power of appointment and / or dismissal and the right to fix the terms of employment and reimbursement of such paid officials. In the case of appointments the power of appointment and to call for resignation shall vest only in the hands of the Annual Congress or Special Congress called for the purpose.

**ARTICLE 32: CAPACITY IN, WHICH MEMBERS SHALL BE, REQUIRED TO SERVE THE ASSOCIATION.**

Members of the Executive committee shall serve as servants of the association and shall be bound to legislate and conduct the affairs of the association in an impartial manner without club and / or other bias. Members who fail to act or legislate in the spirit of this article shall be guilty of contempt of committee, and of failure in their responsibility to clubs other than their own, and shall be subject to such disciplinary action as the Executive committee, in its own discretion, shall think fit, provided that such member shall have the right to appeal to a Special Congress which must be convened at the request of such member within 21 days to deal with the dispute in question only.

- Senior Executive members.  
The four elected committee members (officers) shall serve as custodians of the association ensuring the principles, objectives and integrity of the association is without question. They have the right to veto any new policy, which they deem is not in the best interest of the association.
- Executive members.  
The elected Executive members shall be part of the decision/policy making process with full voting powers. Where possible each Executive member shall be a chairman of a Task team together with four club members.
- Club Members.  
The main duty of the Club Member is to assist the Chairman of that particular Task group in the making of a resolution to solve a problem that has been handed down from the Executive committee.

**ARTICLE 33: FINANCE COMMITTEE – DUTIES.**

The Finance committee shall receive all payments to, and make all payments by the association and shall be responsible for advising the President, acting President and / or Executive committee of the financial obligations and the financial position of the association from time to time, and of any irregularities in the handling of the funds of the association. The committee, two members of which, meeting together, shall form a quorum, shall scrutinise all accounts for payment before actually authorising the payment and shall be responsible to be sure that no payments are made incorrectly or without prior authority from the funds of the association. Only the executive committee, or the association itself at an Annual Congress or in an emergency, the President acting in conjunction and consultation with the chairman for the time being of the finance committee and on behalf of the association, shall have authority to authorise expenditure from the funds of the association.

The Finance committee shall meet whenever necessary to conduct its business. Such meetings shall be convened by the chairman, or by the Treasurer.

All payments ex the funds of the association shall be made by the Finance committee and shall be by EFT (Electronic Fund Transfer) or by cheque except by express permission of the Executive committee and shall be made payable directly from the creditor concerned and a legal quittance received from such creditor, and all such cheques and / or other vehicles of payment shall be approved by:

- The Treasurer and any other authorized signatory.
- The Treasurer and the President.
- The President and any other authorized signatory.

**ARTICLE 34: SENIOR SELECTION COMMITTEE – DUTIES.**

The Senior Selection committee shall be responsible for the selection of all teams to represent the association, other than Junior and / or school teams, in any match whatever. They shall be limited to the selection of properly registered players of the association, and shall hold their deliberation secret until the first publication of the selected team or party, which shall be made, only on the direct authority and instruction of the Chairman of the committee or the President.

**ARTICLE 35: GROUNDS COMMITTEE – DUTIES.**

The Grounds committee, of which two people meeting together shall form a quorum, shall;

Meet as and when necessary, convened by the Chairman or President;

Visit all the registered grounds of the association about, which there may be reasonable doubt as to their fitness for use, or which have not been in use previously, before the start of play and during each season and shall report to the Executive committee on the fitness of such grounds and facilities for use;

Be responsible for making suggestions and / or recommendations to the Executive committee in connection with any ground and facilities registered with the association, or any ground and facilities that might be acquired by the association for future use.

**ARTICLE 36: COMPETITIONS COMMITTEE – DUTIES.**

The Competitions committee shall be responsible for;

The arrangements of properly drawn up fixture lists (League competitions and Cup competitions) for the conduct of fixtures in the competitions under direct control of the association each season

The publication of such fixtures in the form of a complete or partially complete schedule as early as possible in each season;

Dealing with all matters relative to replays and / or postponed (taking into account any Rule that may address such postponements) fixtures on the instructions of the President or Protest and Misconduct committee and ratified by the executive committee;

Meeting as and when necessary and as convened by the President of the association who shall be convenor of this committee.

**ARTICLE 37: JUNIOR SUB COMMITTEE – DUTIES.**

The Junior Sub-committee (Convened by Junior vice president) shall;

Be responsible to safeguard and promote the interests of junior football in the association;

Advise the President and / or Executive committee on all matters pertaining to junior football;

Be responsible for the organisation and the conduct of all junior football with in the association area,

subject to the supervision of and on the direction received from the Executive committee.

### **ARTICLE 38: EMERGENCY COMMITTEE.**

The Emergency Committee shall be convened by the President as required.

The President will act on receipt of the relevant reports, Protests, Appeals etc. (Where applicable and available; one per club, and the referees report, along with the team returns) and call an Emergency Committee meeting or in the case of possible disciplinary action an “Initial hearing”. The committee will consist of the President or at least one of the vice presidents, plus a minimum of 3 members of the executive committee;

The Emergency committee will deal, without fear and favour, with all breaches of rules, all reports of misconduct on or off the field of play, all protests, all appeals, all complaints or claims made by or against players, officials and / or affiliated clubs, both individually and / or collectively and will reach an initial decision being;

#### a. Disciplinary Hearing required

- President will convene the Disciplinary Committee and appoint a Chairman;
  - The President may waive any period restrictions in respect of notice periods as the President deems fit.
- Chairman to arrange the appropriate members for the hearing.
- Chairman to compile all documentation (charge sheet) etc.
- Chairman to distribute documentation to all parties.
- Chairman to conduct hearing.
  - Chairman to notify President and all parties of the outcome
  - The appeal process lodged against this decision must be lodged with SAFA Tshwane (See section 54 of the SAFA Statutes – Appeals Board)

#### b. No Disciplinary Hearing required

- The executive committee may apply a sanction against the relevant transgressors (See Automatic Disciplinary / Fines List included with the FAP Rules as a guide)
  - The Secretary will forward complete records of all decisions made and disciplinary steps taken against affiliated clubs and / or individuals to the administration office for recording and reference purposes.
- The Secretary will communicate the outcome to the relevant parties, including any sanctions to be levied.
  - Should an appeal be lodged with the appropriate appeal fee, the President will revert the decision to one of a Disciplinary Hearing required (see above) Should the appeal be upheld the appeal fee will be refunded.

### **ARTICLE 39: PROTEST AND MISCONDUCT COMMITTEE (Disciplinary Hearings) –GENERAL POWERS AND PROCEDURES.**

Representation at the Disciplinary Hearings;

Upon the hearing of a protest, appeals, all complaints or claims made by or against players, officials and / or affiliated clubs, both individually and / or collectively a club, sub-association, player or official may be represented at such a hearing by a member of the club and / or body concerned.



A Barrister or solicitor may only represent the bona fide member and provided he appears in a capacity, and may only represent a player or official of any club, sub-association or district association provided he is a bona fide member of the same club, sub-association or district association as such player or official and acting in an honorary capacity.

Power to deal with cases of misconduct etc. at Disciplinary Hearings;

The Protest and misconduct committee shall deal with all cases of misconduct, misdemeanour, breach of rules, regulations, bye-laws, Referee's reports, the conduct of any individual player, spectator or official on or off the field of play, and may insist on the attendance of any player, spectator or individual at any meeting of the committee.

Power to deal with questions of qualifications of players and clubs:

Interpretation of rules protests and disputes.

The decision of the Protest and Misconduct committee in the respect of all questions relating to the qualification of players or clubs or association members, or the interpretation of rules or in any dispute or protest whatsoever shall be final and binding, subject to the right of such player, individual, official or association member as may be affected to appeal, such appeal to be lodged in writing with SAFA Tshwane within **seven days** of the decision appealed against accompanied by a deposit (amount to be determined by SAFA Tshwane) and setting out the grounds of appeal.

Power to deal with protests and complaints.

The Protest and Misconduct committee shall deal with all protests, complaints and disputes on behalf of or against any affiliated club or association member or individual, all reports of Referee's relative to infringement of rules and regulations and all other matters that may be submitted to it for investigation.

Restriction of voting powers of members interested.

No member of the Protest and Misconduct committee may be a member of the club and / or association member concerned in the protest or dispute or disciplinary matter.

Persons authorised to be present when decision is given.

All persons directly concerned in the case under investigation may be permitted to be present at the enquiry and when the decision of the committee is given, but all except members of the committee shall be excluded during deliberation on the evidence. No witnesses shall be allowed to be present until his evidence is to be heard.

#### **ARTICLE 40: MISCONDUCT HEARING ADVISEMENT.**

Whenever a player is ordered to appear before the Protest and Misconduct committee his club or the organisation to which he belongs shall be advised within five days (NB: not working days) of the date and time of this enquiry.

The President has the right to call a hearing earlier if he deems it necessary.

#### **ARTICLE 41: MISCONDUCT HEARING – FAILURE TO ATTEND.**

Failure to attend a Disciplinary hearing of the Protest and Misconduct committee after due and proper notification by the Administrator to do so shall constitute contempt of such committee and shall constitute misconduct and shall lead to the case being dealt with in the absence of the club or individual concerned, along with disciplinary action being taken to meet the case of contempt of committee.

#### **ARTICLE 42: MISCONDUCT HEARING – MEMBERS REQUIRED.**

Three members meeting together, of whom one shall be either the President or a Vice President, shall

form a quorum for the Protest and Misconduct committee.

**ARTICLE 43: MISCONDUCT HEARING – PROCEDURES TO APPLY (FAP Disciplinary Hearing document)**

In matters affecting the conduct of players the following procedure shall apply;

Persons or person to be admitted first

The first person or persons to be admitted shall be;

The Referee or party (e.g. linesman) making the report or bringing the charge.

The person or persons (hereinafter called the defendants) specifically named in the report or charge, and the cause thereof, subject to the fact that this defendant or defendants may, by permission of the Chairman, be accompanied by not more than one representative of the club to which he belongs, but this representative may not take part in the proceedings unless by leave of the chairman.

Reception of report and / or charge or complaint.

The Secretary of the committee shall in the hearing of the defendant or defendants, read out the report, charge or complaint received from the Referee or other party.

Additions to be made by the Referee or other party.

The Chairman of the committee shall then ask the referee or other party if he wishes to make additions to the statement read, such additional matter to be relevant to the report.

Examination permissible.

The Chairman or members of the committee through the chairman may address questions to the Referee or other party.

Cross – examination permissible.

The Referee or other party may then be questioned by or on behalf of the defendant or defendants.

Evidence to be led or taken.

The defendant or defendants may then, if necessary, give evidence on his own or their own behalf. The committee and Referee or other party, through the Chairman may question him or them.

Calling or producing corroborative evidence.

If necessary, the Referee or other party may then call or produce his corroborative evidence by calling witnesses, who shall be dealt with:

By examination by the committee through the Chairman;

By cross-examination by the defendant or defendants or by his or their representatives.

Calling of supporting witnesses for the defence.

The defendant or defendants may then call his or their supporting witnesses. Each will be examined first by the defendant or defendants or his or their representatives, and then by the committee, referee or other party, through the Chairman.

Reading of any written statement made by the defendant or defendants and / or by the club concerned.

The Secretary shall then read any written statement made by the defendant or defendants or any report made on his behalf by his club or their club or clubs, provided that such report is concerned with the incident under investigation. All extraneous matter should be ruled out.

Withdraw of all except Committee.

Everybody present except the members of the Protest and Misconduct committee shall then withdraw and the committee shall arrive at its decision.

Consideration of record of defendant or defendants.

There shall be no consideration of the defendant's record until this is done. If found "not guilty" the parties involved shall be brought in and the verdict announced. If found "guilty" the chairman shall give the defendant an opportunity of making a plea for leniency.

Announcement of record given.

The secretary shall then state, in the presence of the defendant or defendants, the defendant or defendants record if any. The Chairman of the committee shall then announce the decision of the committee:

As they affect the defendant himself, or the defendants themselves, and

As they affect the club or organisation to which the defendant belongs or defendants belong.

#### **ARTICLE 44: MISCONDUCT HEARING – POWER OF SENTENCE.**

The Protest and Misconduct committee shall have the following powers:

Disqualification.

- The committee shall be empowered to disqualify any competing club, official, member or association member who have been proved to have been guilty of any breach of the constitution, rules, regulations, bye-laws of the association, or of ungentlemanly conduct.

Imposition of monetary fines imposed.

- The committee shall have the power to inflict a monetary fine not exceeding R5000.00 (Five thousand Rand) per offence on clubs or association members.

Power of suspension.

- The committee shall have the power to suspend, reprimand and caution individuals, clubs and/or association members as it may deem fit and desirable.

Power to levy costs.

- The committee shall have the power to order clubs association members or individuals to pay the costs of any investigation, which has been found necessary.

Power to order the withdrawal of teams.

- The committee shall have the power to order the withdrawal, of teams from any competition.

Power of order to replay.

- The committee shall have the power to order that any match shall be replayed.
  - Depending on the circumstances the replay may be purely the remaining period of the interrupted game, with both club's "status" being exactly as it was at the time of interruption (Cautions, Red Cards, substitutes used)

Power to fine a club by loss of points.

- The committee shall have the power to impose a fine of a number of points on any club.

#### **ARTICLE 45: MISCONDUCT HEARING – APPEALS AGAINST DECISION.**

Any appeal against any decision made by the Executive committee (Initial Hearing) and/or the Disciplinary Hearing committee shall be lodged as provided in Article 38.

Executive Committee;

Time within which the hearing must be held.

- All appeals shall be heard within 21 days of the appeal being lodged – Disciplinary Hearing.

Disciplinary Hearing;

The decision from the hearing will stand subject to the right of said player, individual, official or association member as may be affected to appeal, such appeal to be lodged in writing with SAFA Tshwane within **seven days** of the decision appealed against accompanied by a deposit (amount to be determined by SAFA Tshwane) and setting out the grounds of appeal.

**ARTICLE 46: ANNUAL CONGRESS – DATE TO BE HELD.**

The Annual Congress of the association shall be held during the third week of November of each year at a venue to be decided by the President, and to be notified to all affiliated members, life members in writing, not less than two full weeks before the date of the meeting.

**ARTICLE 47: ANNUAL CONGRESS – BASIS FOR REPRESENTATION ENTITLEMENT.**

The basis for reckoning representation entitlement of affiliated club and association members at any Annual Congress or special meeting shall be competition entries for the season immediately preceding the Annual Congress at which the representation is to take place, or, in the case of a Special Congress convened during the playing season, the competition entries for the season during which the meeting is being held, or in the case of a Special Congress convened during the closed season it shall be the competition entries for the immediate past season.

**ARTICLE 48: ANNUAL CONGRESS – REPRESENTATION PERMITTED.**

The following shall be the representation permitted at any Annual Congress of the association:

- Affiliated clubs not in good standing with the FAP will have no voting rights.
- Affiliated clubs participating in the association's most senior league, two delegate each.
- Affiliated clubs participating in the associations other senior leagues, one delegate per team entered.
- Affiliated association members (e.g. Referee's association) one delegate each.
- Affiliated clubs participating in the associations Junior league(s), one delegate per club.
- Each individual officer of the association.
- Each individual life member.

**ARTICLE 49: ANNUAL CONGRESS – CONDITIONS TO BE FULFILLED BY REPRESENTATIVES.**

Representation at an Annual Congress or Special Congress shall be restricted to bona fide members of the affiliated club or association member, subject to the further condition that:

- The affiliated club is in good standing with the FAP 48 hours prior to the meeting, Payments after this will not be included.
- They shall be duly nominated as delegates to such meeting at a properly convened and constituted meeting of their club, district and / or sub association.
- Their names shall have been advised to the Secretary / Administrator of the association in writing not less than forty-eight hours before the time of the meeting to which they are to be delegates.
- Where a duly nominated delegate whose name shall be forwarded to the Secretary / Administrator as per above is unable to attend he may be represented by proxy, always provided that;

- The proxy representative complies with the requirements that he is a duly nominated bona-fide member of the club and / or association member concerned, and
- Written authority for the representation by proxy is produced to the Secretary / Administrator of the association either before or at the meeting to which the original delegate was nominated, signed by the President or Secretary of the affiliated club or association member being represented, authorising the proxy delegate by name to substitute for the original delegate who must also be named specifically.

**ARTICLE 50: ANNUAL CONGRESS – VOTING POWERS.**

At every Annual Congress of the association each of the following shall be entitled to one vote only, subject to the provisos that the President shall have an additional and casting vote over and above this normal deliberative vote to be used at his discretion when voting is otherwise equal, and that no other person present shall be entitled to vote at all;

- Affiliated clubs not in good standing with the FAP, 48 hours prior to the AGM will have no voting rights.
- Each individual officer of the association, provided that no paid officer shall be entitled to vote.
- Each duly nominated and accepted delegate of (as stipulated above) an affiliated club and / or association
- Member, or his accepted proxy
- Each duly elected life member of the association.

**ARTICLE 51: ANNUAL CONGRESS – REQUIREMENTS TO FORM A QUORUM.**

The minimum requirement to form a quorum at an Annual Congress or Special Congress shall be the presence, duly nominated and entitled vote of not less than one third plus 1 of the total number of officers, life members and delegates entitled to be present and to vote at such meeting.

**ARTICLE 52: ANNUAL CONGRESS – FAILURE TO SECURE A QUORUM.**

In the event of failure to obtain a quorum at an Annual Congress or Special Congress within thirty minutes of the time set down for such a meeting, the meeting shall automatically stand adjourned for one week from the date of the original meeting, when it shall be held at the same time, and if possible the same venue as the original meeting.

Such adjourned meeting whether or not a quorum as required in Article 51 is present, shall proceed to deal with the business set down in the agenda for the original meeting, provided that it shall deal only with the business set down on such agenda, and shall not under any circumstances proceed to deal with any business arising since the date of the original meeting.

**ARTICLE 53: ANNUAL CONGRESS – ELIGIBILITY TO ATTEND.**

Any duly registered or bona fide member of an affiliated club and / or association member may attend any Annual General or Special Congress of the association, always provided that such individual shall NOT be entitled to speak or vote unless he is duly authorised, nominated and accepted as a delegate or proxy delegate.

**ARTICLE 54: ANNUAL CONGRESS – NOTICE OF BUSINESS.**

Notice of any business to be introduced by a club at an Annual Congress and / or Special Congress shall

be sent to the Executive Administrator of the association in writing to reach him a minimum of three weeks prior to the date of the Annual Congress that is to be held, or in the case of a Special Congress not later than two weeks before the date of the meeting, for inclusion in the agenda.

**ARTICLE 55: ANNUAL CONGRESS – METHOD OF CONVENING.**

The Executive Administrator of the association shall send in writing to each of the affiliated clubs and association members, to each life member and to each officer of the association, to reach the addressee in each case not less than two full weeks before the time and date of the Annual Congress:

- An order convening the meeting and showing clearly the venue, date and time of such meeting
- A copy of the agenda, including in the case of business to be introduced, the nature of business and the name of the proposed and of the seconded.

**ARTICLE 56: ANNUAL CONGRESS – AMENDMENTS BUSINESS NOTIFIED.**

Any affiliated club and / or association member desirous of bringing any amendments to the business, or of submitting any alternative proposal arising directly out of such business set down on the agenda, may do so by lodging written notice of such intention with the Secretary, stating clearly the proposed amendments and / or alternative proposal, provided that;

- Such amendments and / or alternative proposals is properly seconded in writing by some other affiliated club or association member
- Such notice of intention to introduce an amendment or alternative proposal, together with notification of the intention to second such amendments or proposal, shall reach the Secretary / Administrator of the association in writing not less than twenty-one days before the time and date of the meeting.

**ARTICLE 57: ANNUAL CONGRESS – BUSINESS OF MEETING.**

The business of the Annual Congress in each year shall be restricted to, and dealt with in accordance with the order or precedence of the following;

- Reading of notice convening meeting
- Reading of the names of authorised delegates present who are entitled to vote
- Approval of minutes of the Previous Annual Congress
- Matters arising from these minutes
- Presentation and adoption of annual reports
- Presentation and adoption of financial statements
- Appointment of Independent Accounting Professional
- Election of patrons
- Election of President and other officials for ensuing year
- Election of life members
- Amendments or alterations to the constitution, competition rules and bylaws in accordance with written proposals as approved by the Executive
- Application for affiliation (New Clubs / Sub-Associations)
- Transaction of any business of which due notice has been given in writing
- Award of the FAP Executive badges

- Award of the FAP Certificate of merit

#### **ARTICLE 58: SPECIAL CONGRESS**

The Secretary of the association may convene a Special Congress at any time; Instructions received by the President, acting at his own discretion, and / or instructions received from the executive committee, even if such instructions given by majority vote, be contrary to the wish of the President, and / or receipt of an instruction signed not less than five of the Secretaries of affiliated clubs and / or association members in good standing on behalf of their club or sub-association, and setting out clearly and fully the specific business to be dealt with by the Special Congress.

#### **ARTICLE 59: SPECIAL CONGRESS- CONVENING, HOLDING AND CONDITIONS.**

The following general conditions will be as set out in this constitution for Annual Congress.

- Convening a meeting
- Holding of a meeting
- Representation permissible and conditions
- Voting powers
- Number required forming a quorum and action in the event of failure to obtain a quorum
- Attendance of individuals

#### **ARTICLE 60: FORMATION OF A REFEREES ASSOCIATION**

The association authorises the referees of Pretoria to form an association to be called the Referees Association of Pretoria, subject to the following conditions, limitations, privileges and conduct of affairs; Such association shall be responsible for the preparation and periodic amendment of constitution and bye-laws for the conduct of its affairs, and

No provision of such constitution shall be of any force or effect whatever if it runs contrary to, or is not in keeping with the conditions and / or meaning of these articles of constitution of the Football Association of Pretoria, and

Such constitution shall be subject to the approval of the Football Association of Pretoria in all its terms and provisions, and shall not be of any force and effect in respect of such clauses as have not been submitted to and approved by the Football Association of Pretoria

Such constitution shall be subject to the inclusion of any clauses or number of clauses as may be required by the Football Association of Pretoria at any time, whether or not the referee's association of Pretoria shall have approved their inclusion, and

The Football Association of Pretoria shall retain the right to have two duly appointed delegates at all meetings of the Referees association, and such delegates shall have the right and privileges as if they were themselves members of the Referees Association of Pretoria

The Referee's Association of Pretoria shall be entitled to the following representation;

At the Annual Congress or any Special meeting of the Football Association of Pretoria, as provided in this constitution above, and

On the Executive committee of the Football Association of Pretoria, as provided in this constitution  
A committee composed of four members of the Referees Association of Pretoria shall consider and finalise all appointments of referees and assistant referees to all matches played under the jurisdiction of the Football Association of Pretoria, provided that such appointments shall be subject to review by,

and alteration or veto by the Executive committee of the Football Association of Pretoria  
The Referees Association of Pretoria shall appoint referees for both Junior and Senior league and Cup games.

**ARTICLE 61: PAYMENT OF EXPENSES OF DELEGATES**

The association shall pay all the reasonable expenses of any properly appointed delegate to any meeting in which the association is entitled to be, or desires to be, represented wherever such meeting shall be held, subject to;

The representation having been approved by the Executive committee or the Annual General or a Special Congress, and

The withholding and non-payment of such expenses if and when;

The delegate or delegates speaks or speak or vote contrary to the instructions given by the association or

The Executive committee, the Annual General or Special Congress may have decided not to bear the expense and the delegates were warned to that effect in writing before their departure to the meeting.

**ARTICLE 62: RIGHT TO CALL FOR BOOKS, DOCUMENTS, CORRESPONDENCE AND / OR ACCOUNTS**

The association reserves itself the right to be exercised by the Executive committee and / or the Protest and misconduct committee on its behalf, to call for the books, or any documents, correspondence or accounts of or from any affiliated club or association member, such books, documents, correspondence or account to be made available to, or delivered to the association at the associations office as required in writing by the association, within three days after the demand is made.

**ARTICLE 63: PRESS REPRESENTATION AT MEETINGS**

Representation of the press and / or other interested bodies may be invited and / or permitted to attend any part or all of the meeting of the association, including Executive committee meetings, at the discretion of the President, acting President at the time.

**ARTICLE 64: PRIVILEGE ADMISSION TO GROUNDS**

The association retains to itself the right of granting the privilege of free admission to all or any of the grounds under its jurisdiction and control subject to the following provisions:

Issue of normal season tickets; The Secretary of the association shall issue annually to each of the following, a single season ticket conferring the right of free admission to all or any ground under the jurisdiction of the association and situate within the area under the control of the association, provided that no one individual shall be issued with more than one such ticket;

To the two Senior Officials of each Club and / or association member affiliated to the association, and  
To each individual member of the executive committee of the association, subject, further to the provisos that such single tickets shall not be transferable under any circumstances except with written authority of the Executive committee and that they shall only be eligible for normal leagues and challenge cup games and not for any Inter – provincial or international matches or matches against visiting sides of any sort.

Issue of special tickets; The executive committee of the association shall prepare a list of persons to whom special tickets granting the privilege of free admission to any particular inter-provincial,



international or other match against a visiting side played on any ground within the area controlled by the association and under the jurisdiction of the association shall be issued, provided that the list shall be reconsidered for each separate fixture and that the Executive committee shall be the sole and final deciding body and authority for such decision.

#### **ARTICLE 65: COMPETITION RULES AND BYE – LAWS**

The Competition rules and bye – laws of the association issued separately from these Articles of constitution in the form of “FAP Statutes Part B – Rules & Bye-Laws” and as amended from time to time, shall be of the same force and effect as they were embodied in these Articles of constitution, subject to the proviso that;

The Executive committee shall have the power without reference to the Annual general or any Special Congress of the association, to alter, add to or amend the rules within the FAP Statutes Part B – Rules & Bye-Laws.

The Executive may at its discretion table any change request to the FAP Statutes Part B – Rules & Bye-Laws at any meeting/congress for club/members input.

No rule or bye-law shall have any force of effect whatsoever in respect of any departure from the provisions of these Articles of Constitution, and

The rules and bye-laws covering competitions organised and played under the control of any association member of this association shall first be approved by this association and have shall have no force and effect unless such approval has been obtained from the Executive committee on behalf of this association.

#### **ARTICLE 66: AWARD OF THE ASSOCIATIONS COLOURS – CONDITIONS**

The officially registered blazer and badge of the association, referred to as the ‘colours’ of the association, shall not be worn by any person under any circumstances whatever unless awarded to that person by the association in writing, and

The award by the association of its colours shall be governed by the provisions that;

The badge awarded to and worn by any player for representation of the association on the field of play shall be different and distinctive in design from the badge awarded to any other person for a reason or reasons other than actual representation on the field of play as a player shall be known as the ‘officials badge’, and

The badge awarded by the association to any person whatever, whether a player or otherwise, shall be so awarded at the expense of and provided by the association; and

The blazer of the association shall not be awarded as such, but every person whether a player or otherwise, to whom the badge of the association shall have been awarded, shall be entitled, on production of a written authority of the association and at his own expense, to purchase and wear such registered blazer of the association, and

No service whether by representation on the field of play as a player or in any administrative or official capacity, rendered prior to the first day of March 1946, shall be reckoned, or taken into account by the association when considering the award of colours in terms of this Article, except in the case of an award to a Life member of the association.

#### **ARTICLE 67: TO WHOM COLOURS MAY BE AWARDED**

Subjects to the conditions set out in Article 65 above the colours of the association may be awarded by

the association as follows:

#### Player's Badge

The Player's Badge shall be awarded to any registered player of the association who since the first day of March 1946 has represented the association as a player on the field of play;

In any one match against an overseas touring team sponsored by the South African Football Association

In any three matches in any Inter district tournament or competition.

#### Official's Badge

The Official's Badge shall be awarded to;

A Manager and / or Coach who since the first day of march 1946, has served as official manager and / or coach to an officially selected team representing the association for any two matches against an overseas Touring team sponsored by the Football Association of South Africa of for any three matches in any Inter district tournament or competition.

An officer of the association who since the first day of March 1946, has served as an officer of the association, as defined in Article 18 above, for a period of not less than five years in all, and to

A member of the Executive committee of the association who, since the first day of March 1946, shall have rendered meritorious service as a member of the Executive committee, as constituted in terms of Article 17 above, for a period of not less than five years in all, and to

Any Life member of the association immediately on his appointment as a Life member or at any time thereafter.

#### Junior Badge

The registered badge of the association for juniors with appropriate inscription shall be awarded to any registered player of the association who has been represented the association as a player.

On the field of play in any three officials Inter Provincial matches in any one age group.

The registered badge for juniors with appropriate inscription shall be awarded to the Manager / Coach of any of the association's age group teams who has managed three official Inter-provincial matches in one age group in one season and who has been recommended by the Executive committee.

#### Official Tie

Any one who has been awarded a badge in terms of this Article shall be entitled to wear the official tie of the association.

### **ARTICLE 68: AWARD OF THE ASSOCIATIONS MEDAL OF MERIT**

The association shall institute, with immediate effect, a special medal to be known as the Football Association of Pretoria's Medal of Merit which shall be open for award by the association to any person in recognition of not less than ten years outstanding and meritorious service to and in the interests of the game of association football within South Africa, subject to the provision that.

Recommendation for the award of such Medal of Merit shall be submitted by the Executive committee annually to the association at the Annual Congress and no award shall be made except with the approval of the delegates present at such Annual Congress, and

At any time after the first award of such medal of Merit to any person a 'bar' to the medal may be awarded to the same person in recognition of any further act or of continued rendition of outstanding service to the game of association football provided that no such award of a 'bar' to the medal of Merit shall be made except with the approval of the delegates present at an Annual Congress.

### **ARTICLE 69: AWARD OF THE ASSOCIATIONS CERTIFICATE OF MERIT**

The association shall also institute, with immediate effect, an award to be known as a 'Certificate of Merit' which shall be open for award by the association to any person in recognition of any outstanding service or services to and in the interests of the game of association football within South Africa but especially within the area controlled by the association subject to the condition that recommendation for the award of such certificates shall be submitted by the Executive committee to the Annual Congress and no award shall be made except with the approval of the majority of the delegates present at such Annual Congress.

**ARTICLE 70: PROOF OF DELIVERY OF ALL NOTICES AND CORRESPONDENCE**

All notices and / or correspondence sent out by the association under the terms and requirements of these articles of the constitution, or in terms of the competition rules and bylaws, or in the ordinary Course of conducting the affairs of the association, shall be deemed to have to have been sufficiently served if sent by ordinary post or 'non-returned e-mail', addressed to the Official(s) of the affiliated club or association member at the last known address of the individual concerned. The time at which such communication so posted/faxed/e-mailed (confirmed) would normally be delivered in the ordinary course of the postal/electronic non-returned delivery to the given address shall be deemed to be the time at which such communication is received.

All notices required from affiliated clubs or association member or from individuals and all postal matter sent to the association at the registered address (E-mail – Info@fap.co.za) of the association shall be deemed to have been delivered, if posted by ordinary post / faxed or non-returned e-mailed, in the same way and course of time as provided above except that the onus of producing proof of posting shall rest with affiliated club or association member or individual concerned.

**ARTICLE 71: LEGAL POSITION / INDEMNITY**

The Officials / Executive members of the FAP are indemnified against all losses, charges, costs, damages, and all other expense and liability they may incur or be put to concerning the bona-fide execution of their duties as officials of the Football Association of Pretoria.

**ARTICLE 72: APPLICATION OF THE RULES AND CONSTITUTION OF THE SOUTH AFRICA FOOTBALL ASSOCIATION.**

Notwithstanding anything to the contrary included within these Articles of the Constitution the association shall be bound by and subject to the Articles of Constitution of the Football Association of South Africa, which should read, in conjunction with these Articles of Constitution.

**ARTICLE 73: ALTERATION HAVE AND / OR AMENDMENTS TO THE ASSOCIATIONS CONSTITUTION.**

The Articles of Constitution, or any part of them, shall not be amended or altered in any part or in whole, except at an Annual Congress or a Special Congress of the association, and then only subject to the amendment, alteration or rescinding of the whole or any part being approved by a two-thirds majority vote of the members present and entitled to vote at such annual general or Special Congress.

**ARTICLE 74: UNFORSEEN CONTINGENCIES ANDFORCE MAJEURE**

The executive committee shall have the final decision on any matters not provided for in these articles or not provided for in the SAFA / FIFA Statutes or in the case of force majeure

**ARTICLE 75: AMENDMENT HISTORY****Version 1**

- As part of the 2006 Amendments to The Pretoria Football Association Articles of Constitution
  - a. “Part C – Rules / Bye laws of the Junior Section” of the constitution were incorporated in the “Constitution Part B-Rules & Bye-Laws” and “General Requirements & Reminders”

**Version 2**

- As part of the 2017/18 Amendments to The Football Association of Pretoria Articles of Constitution;
  - a. Recommended by SAFA Tshwane;
    - a. The name will change to FOOTBALL ASSOCIATION OF PRETORIA LOCAL STATUTES,
  - b. The “Constitution Part B – Rules & Bye-Laws” document has been renamed to “FAP Statute Part B – Rules & Bye-Laws”
  - c. The “General Requirements & Reminders” document has been incorporated into the “FAP Statute Part B – Rules & Bye-Laws” document.
  - d. Naming Conventions changed – General Meeting – Congress.
  - e. Changes as per the 2019 AGM.