

Canterbury Sunday Soccer League Incorporated



Constitution

www.canterburysundaysoccer.co.nz

PO Box 5462, Papanui, Christchurch 8542

Incorporated Society # 220724

IRD No: 55 088 705

Publication History			
Date	Meeting	Rule	Details
21 Sep 1987		All	Initial registration – Sunday Soccer League Inc.
3 Jan 2002		Name	Name change – Canterbury Sunday Soccer League Inc.
25 Aug 2005			Struck off the Incorporated Societies register.
29 Mar 2010	SGM 2010	All	Constitution separated from day to day rules.
20 Jul 2011			Restored to the Incorporated Societies register.

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1 Name

- 1.1 The name of the league shall be "Canterbury Sunday Soccer League Incorporated" ('the League').

2 Objects

- 2.1 The objects of the League are to:
- 2.1.1 Promote, encourage and develop soccer in a fair and just manner in accordance with the rules of the game; and
 - 2.1.2 Do anything else necessary or helpful to achieve the above objective.

3 Membership

- 3.1 The members of the League shall consist of the Management Committee and all Affiliated Clubs.
- 3.2 Affiliated clubs are those clubs approved by the Management Committee from time to time.
- 3.3 An individual or club wishing to become an affiliated club must complete an application in the form provided by the Management Committee and provide all information required by the Management Committee.
- 3.4 Any person not fitting the description in clause 2 may become a member of the League at the discretion of the Management Committee, PROVIDED HOWEVER that the Management Committee takes into consideration the objectives of the League set out in clause 2.1 above in exercising its discretion.
- 3.5 The membership fees shall be set by the Management Committee from time to time. Any alteration of the Membership Fees shall be publicised by the Management Committee to all existing members of the League.
- 3.6 Life Members:
- 3.6.1 On the recommendation of any Member of the League any person who has, in their opinion, rendered significant service to the League may be elected a Life Member of the League at any Annual General Meeting of the League.
 - 3.6.2 Nominations for life membership must be presented to the Secretary of the League no later than twenty one days (21) days before the Annual General Meeting.
 - 3.6.3 Voting shall be by secret ballot. The motion must be passed with a two-thirds majority.
- 3.7 Termination of membership:

Resignation

- 3.7.1 Any member may at any stage terminate its membership by providing written notice to the Secretary of the League. Termination of that member's membership shall be immediate upon the League receiving such notice.

Expulsion

- 3.7.2 The Management Committee has the authority to terminate the membership of any Affiliated Club on the grounds of:
- (i) Non-payment of any monies owing to the League; or
 - (ii) Bringing the League into disrepute.

- 3.7.3 A termination letter shall be given to the member by the Management Committee which will include the date of termination and include the reason for termination of membership under clause 3.7.2 of this Constitution.
- 3.7.4 Any right of appeal against termination of membership in accordance with clause 3.7.2 shall be at the discretion of the Management Committee.
- 3.7.5 The Secretary of the League shall notify Mainland Football within seven (7) days of any such expulsion and the particulars of the offence.
- 3.7.6 Termination or resignation of membership shall not limit the Management Committee's right or the right of the League to pursue that member for outstanding Membership Fees.

4 Club Delegate

- 4.1 Every Affiliated Club must have a Club Delegate.
- 4.2 At every General Meeting of the League every Affiliated Club must be represented by a Club Delegate who is entitled to one vote for every team registered with the League by the Affiliated Club but with a limit of three votes per Affiliated Club.

5 Rights and Privileges of Membership

- 5.1 The rights available to members of the League shall include, but not be limited to, the following:
 - 5.1.1 The right to vote at any General Meeting of the League on any matter put to the vote;
 - 5.1.2 The right to have a member elected to the Management Committee;
 - 5.1.3 The right to be informed of the League's activities upon request; and
 - 5.1.4 The right to receive preferential treatment in relation to activities of the League, where this is reasonable in the opinion of the Management Committee.
- 5.2 The Management Committee may, as it sees fit, devise and confer any other rights and privileges upon the entire membership of the League.

6 Management of the League

- 6.1 The Management Committee shall manage the affairs of the League, including, but not limited to:
 - 6.1.1 Supervision, including but not limited to acquisition, maintenance and disposal, of the property of the League;
 - 6.1.2 The purchase of any goods and services by the League to achieve its object as set out in clause 2.1 of this Constitution;
 - 6.1.3 Approving accounts for payment;
 - 6.1.4 Maintenance of a bank account(s) for the League; and
 - 6.1.5 Entering into any associations, agreements, partnerships or any other arrangements with third parties to achieve the object of the League as set out in clause 2.1 of this Constitution.
- 6.2 The funds and resources of the League, from whatever source they may be derived, shall only be applied to the pursuit of the objects set out in clause 2.1 of this Constitution.
- 6.3 No funds, and/or resources of the League, may be paid or given, whether directly or indirectly, to any member of the League.
- 6.4 All monies paid to the League shall be received by the Treasurer or the Management

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Committee's nominee(s), who shall deposit them in the League's bank account(s) in accordance with clause 15.3;

- 6.5 The Management Committee may, as it sees fit, delegate the powers contained in clause 6.1 to any member, who will be bound by the rules contained in clause 6 of this Constitution.
- 6.6 No Management Committee member or member of the League may act on behalf of the League or use its funds or resources without the prior authority of a resolution passed at a properly constituted meeting of the Management Committee.

7 The Management Committee

- 7.1 The Management Committee shall be constituted with the following:
 - 7.1.1 The President;
 - 7.1.2 The Secretary;
 - 7.1.3 The Treasurer;
 - 7.1.4 No less than four committee members
- 7.2 The President, Secretary and Treasurer shall be known as the "Officers" of the League.
 - 7.2.1 The term of office for the Officers of the League shall not exceed two successive years, except where no nominations are received in the subsequent year, in which case the Officers of the League may remain in office for a further one year.
- 7.3 The tasks and duties of each Management Committee member identified in clause 7.1 shall be determined as follows:
 - 7.3.1 Each Management Committee member is primarily governed by the Job Description Guidelines (the "Job Guidelines") held within the policy documents of the Management Committee; and
 - 7.3.2 In the event that the Job Guidelines do not cover a particular situation, the Management Committee may amend the Job Guidelines accordingly.
- 7.4 All members of the Management Committee must be an associate from an Affiliated Club at the time they stand for office at an election of the Management Committee, unless a simple majority of those present at the Annual General Meeting waives this requirement; and for the duration of their term in office.
- 7.5 No Affiliated Club may have more than two associates on the Management Committee.
- 7.6 All Management Committee members shall take office following their election at the Annual General Meeting.
- 7.7 Subject to clause 7.8 of this Constitution, all Management Committee members shall:
 - 7.7.1 Hold office from the time of their election until the next Annual General Meeting; and
 - 7.7.2 Bear the responsibilities of giving effect to this Constitution until their term in office terminates.
- 7.8 The term of office of a Management Committee member shall only terminate in one of the following circumstances:
 - 7.8.1 His/her term in office expires in accordance with clause 7.7 of this Constitution;
 - 7.8.2 He/she dies;
 - 7.8.3 He/she resigns from the Management Committee according to the following procedure:

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- (i) The Management Committee member provides a letter of resignation, outlining the reasons for the resignation; and
 - (ii) The Management Committee member's letter of resignation is delivered to the Secretary or to the President; and
 - (iii) The Management Committee receives the resignation letter and notes the reasons contained in that letter within the minutes of the next Management Committee meeting.
- 7.8.4 The other members of the Management Committee unanimously decide that the Management Committee member in question should be expelled from office for reasons of incompetence and/or misfeasance.
- 7.9 If any vacancy occurs in the Management Committee for any reason, then the remaining members of the Management Committee:
 - 7.9.1 May appoint a temporary replacement to hold office for no longer than six weeks; and
 - 7.9.2 Shall convene a Special General Meeting within six weeks of the vacancy occurring, at which an election of a new Management Committee member shall take place; and
 - 7.9.3 Shall convene a subsequent Special General Meeting, within six weeks of a meeting held under clause 7.9.2 of this Constitution if quorum was not reached for that first meeting, at which a fresh election of a new Management Committee member shall take place whether a quorum is reached or not.
- 7.10 Where it sees fit, the Management Committee may appoint other members of the League to "ex officio" positions of responsibility who shall report to the Management Committee ("Ex Officio Committee Members") as follows:
 - 7.10.1 The positions shall be created for a specified term during which specified responsibilities are delegated to the Ex Officio Committee Members, such details to be set out in writing ("Ex Officio Role Description") at the time of appointment;
 - 7.10.2 Ex Officio Committee Members will not be appointed to such positions by election of the membership of the League and therefore will be subject to limited rights and obligations to the League and the Management Committee; and
 - 7.10.3 Termination of an Ex Officio Committee Member's position will either be upon the expiry of the specified term set out in the Ex Officio Role Description or upon earlier termination by written notice from the Management Committee. The Management Committee will not be required to provide the Ex Officio Committee Member with grounds for termination.

8 League Subcommittees

- 8.1 Where necessitated because of workload, the Management Committee may appoint a sub-committee to assist in the performance of the Management Committee's duties. The sub-committee may consist of Management Committee members and Ex Officio Committee Members of the Management Committee. Any sub-committee may be made up only of members of the League.
- 8.2 A position on any sub-committee shall be filled as follows:
 - 8.2.1 Candidates for the sub-committee position in question shall be approached by an Management Committee member and put to the Management Committee to consider; and
 - 8.2.2 The position will be filled if and when the Management Committee selects a candidate from those put forward under clause 8.2.1 of this Constitution and appoints the candidate to the sub-committee.

9 Management Committee Meetings

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- 9.1 The President shall call meetings of the Management Committee when he/she sees fit or when requested to do so by other Management Committee members.
- 9.2 The quorum for Management Committee meetings is two thirds of the members of the Management Committee.
- 9.3 Decisions of the Management Committee upon a matter shall be by simple majority of those Management Committee members attending a Management Committee meeting where that matter is raised and considered.
- 9.4 Each Management Committee meeting shall be chaired by the President or his/her nominee.
- 9.5 The Chair of each Management Committee meeting shall have a deliberative vote and, except in matters relating to the termination of office of any Management Committee member, the Chair shall also have a casting vote.
- 9.6 Notice of a Management Committee meeting may be provided to members of the League as the Management Committee sees fit.
- 9.7 Any member of the League may attend a Management Committee meeting and may have speaking rights, subject to the consent of the Chair.
- 9.8 Subject to the foregoing provisions, the Management Committee shall determine its own internal procedures as it sees fit.

10 Financial Year

- 10.1 The financial year shall end 30 September but can be altered by the Management Committee as it sees fit.

11 Annual General Meetings and Special General Meetings of the League

- 11.1 General Meetings of the League shall fall into two categories:
 - 11.1.1 Annual General Meetings and Special General Meetings.
- 11.2 An Annual General Meeting shall be held within three months of the end of each financial year.
- 11.3 A Special General Meeting may be called by the Management Committee:
 - 11.3.1 At any time that the Management Committee sees fit to do so; or
 - 11.3.2 Within twenty one (21) days of receipt by the Secretary of a written petition signed by a majority of the members of the League; or
 - 11.3.3 In accordance with clause 7.9 of this Constitution.
- 11.4 Notice of any General Meetings shall be given to all members of the League no less than fourteen days (14) days prior to the holding of the General Meeting. This will include the date, time, location and business of the General Meeting.
- 11.5 Notice is given by sending an electronic email to the last known email address of all members of the League.
- 11.6 The business of any Annual General Meeting shall consist of the following:
 - 11.6.1 To approve any minutes of the previous General Meeting(s);
 - 11.6.2 To receive the President's Report on the business of the League;
 - 11.6.3 To receive the Treasurer's Report on the finances of the League and the statement of accounts. The members of the League present shall approve the

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- annual financial statements in order for them to be certified and submitted to the Registrar of Societies;
- 11.6.4 The election of Management Committee members;
 - 11.6.5 Motions to be considered; and
 - 11.6.6 General business;
- 11.7 The business of any Special General Meeting shall be determined by:
- 11.7.1 The Management Committee, where the meeting is called in accordance with clauses 11.3.1 or 11.3.3 of this Constitution; and
 - 11.7.2 The Management Committee, subject to the terms of the petition, where the meeting is called pursuant to clause 11.3.2 of this Constitution.
- 11.8 Subject to clause 7.9.3 of this Constitution, the quorum for any General Meeting is fifteen members of the League by their delegates.
- 11.9 In the event that quorum is not reached, the General Meeting will be adjourned to the same time at the same place fourteen days later, when the meeting will proceed even if no quorum be present.
- 11.10 At any General Meeting, the President or his/her nominee shall be Chair.
- 11.11 The Chair of a General Meeting shall have a casting vote.
- 11.12 Each member of the Management Committee and duly recorded Club Delegate are entitled to one vote.
- 11.13 Voting on any matter at any General Meeting shall be by a show of hands, unless a majority of those members present and voting decide that votes should be cast by secret ballot.
- 11.14 Except in matters concerning amendment to this Constitution which are dealt with under clause 18 of this Constitution, all motions shall be passed by simple majority of those members of the League present and voting at the General Meeting in question.
- 11.15 No vote at a General Meeting may be made by proxy.

12 Elections

- 12.1 The election of Management Committee members shall take place at the Annual General Meeting in accordance with clause 11 of this Constitution.
- 12.2 The number of Management Committee members to be elected at any Annual General Meeting shall be at least seven (7), with the maximum limit to be set by the incumbent Management Committee as they see fit, having regard to the objects of the League.
- 12.3 Nominations shall be made as follows:
- 12.3.1 Nominations shall be in writing, signed by the nominee, and lodged with the Secretary on the official application form approved by the Management Committee. The closing date for nominations shall be notified to members by the Management Committee;
 - 12.3.2 After nominations have closed the Management Committee shall inform all members via email to their last known email address of the names of all candidates and their application forms;
 - 12.3.3 If at the commencement of the meeting there are insufficient numbers of candidates nominated, nominations may be taken from the floor of the General Meeting;

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- 12.3.4 A candidate may stand for more than one position, but may only hold one position;
- 12.3.5 The application form requirements shall be determined by an Management Committee policy; and
- 12.3.6 Each nominee shall be endorsed by at least two members of the League.

12.4 At the Annual General Meeting that the election is taking place, the nomination forms of the members shall be made available in hard copy.

13 Committee Service

13.1 Each Affiliated Club, at the request of a member of the League or the Management Committee, must supply a member to become a member of the Management Committee.

14 Common Seal

14.1 The Common Seal shall be in custody of the Treasurer of the League.

14.2 The Common Seal shall be affixed to all legal documents and contracts that the League enters into.

14.3 The Common Seal shall be signed and witnessed in the presence of at least two Officers of the League

15 Pecuniary Gain

15.1 No member of the League shall receive or obtain any pecuniary gain from the property or operations of the League, except where permitted by clauses 15.2 and 15.3 of this Constitution.

15.2 The Management Committee shall have the power to approve payment of expenses to members of the League as necessary.

15.3 Any member, or any person associated with a member, who is to receive remuneration in accordance with this clause shall not by virtue of that member's capacity in any way determine or materially influence the amount of the remuneration to be paid.

16 Winding Up

16.1 The League may be wound up voluntarily if:

- 16.1.1 A resolution is passed at a General Meeting called specifically for the purpose of winding up the League; and
- 16.1.2 The resolution passed in clause 16.1.1 of this Constitution is confirmed at a General Meeting held at least thirty days after the date of the passing of the resolution in clause 16.1.1 of this Constitution.

16.2 If the League is wound up or liquidated, the accumulated funds of the League shall be distributed as follows and in the following order:

- 16.2.1 In paying the costs in winding up or liquidation (as applicable); and
- 16.2.2 In paying the debts and liabilities on a pro rata basis between the creditors of the League, if any.

16.3 If upon the winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the organisation but shall be given or transferred to Mainland Football (Junior Section) for the intent purposes of Junior Football in Canterbury.

17 Control and investment of the League's funds

- 17.1 The responsibility for the League's chequebook will be with the Treasurer.
- 17.2 The President and the Treasurer will be co-signatories on any cheque that is provided by the League.
- 17.3 The President and the Treasurer will be co-signatories on any deposit of funds into the League's bank account or any withdrawal of funds from the League's bank account. A receipt must be presented to the Treasurer for any approved purchases.
- 17.4 Any person owing money to the League will be accountable to the League for the payment of monies due and owing and shall make such payment to the Treasurer.
- 17.5 Any invoices for goods and services provided by the League must be signed by the Treasurer and include the Common Seal pursuant to clause 14.2 of this Constitution.
- 17.6 The financial records will be kept by the Treasurer and will be presented on the request of the President or any Management Committee member and a report will be filed at all Management Committee Meetings.
- 17.7 Any surplus funds the League may have at the end of the membership year will roll over to the following year and will be available to the Management Committee for that year.

18 The Constitution

- 18.1 This Constitution may only be amended or replaced at a General Meeting of the League.
- 18.2 Any proposed amendment to or replacement of this Constitution must be received by the Secretary at least two (2) Working Days prior to the notice being given for the meeting at which the amendment or replacement is to be discussed.
- 18.3 Any proposed amendment to or replacement of this Constitution shall be printed together with the notice for the meeting at which the amendment or replacement is to be discussed.
- 18.4 Any motion to amend or replace this Constitution, including any amendment to or replacement of this part, may only be passed by at least a two-thirds majority of those members present and voting at the meeting at which the amendment or replacement is under consideration.
- 18.5 The Secretary shall keep copies of this Constitution and make them available for inspection upon request by any member of the League.
- 18.6 A copy of the Constitution will appear at all times on the League's website.

19 Honorarium

- 19.1 An annual Honorarium shall be paid to all members of the incumbent Management Committee for their contribution to the League's administration, in amounts to be set and voted on at the Annual General Meeting.
- 19.2 All Honorariums shall be paid in full before the end of the financial year. The Management Committee may, in its discretion, reduce the amount of any Honorarium to be paid to any member of the Management Committee on the basis the member has not attended sufficient meetings.

20 CSSL League Rules Book

20.1 Every affiliated club and each of its registered players is bound absolutely by the rules and regulations contained in the CSSL Rule Book.

21 Effect

21.1 This Constitution is dated this **29** day of **March 2010** and shall be in force from this date.

22 Definitions

22.1 In this Constitution, in addition to the terms defined throughout the Constitution, the following terms shall have the following meanings:

- 22.1.1 "Annual General Meeting" means an annual general meeting held in accordance with clause 11;
- 22.1.2 "Constitution" means this constitution, being the constitution of the League;
- 22.1.3 "Management Committee" means the management committee of the League;
- 22.1.4 "General Meeting" means either an Annual General Meeting or a Special General Meeting;
- 22.1.5 "Special General Meeting" means a special general meeting held in accordance with clause 11; and
- 22.1.6 "Membership Fees" means all subscriptions, entrance fees, registration fees, levies, bonds, transfer fees, fines and other penalties.
- 22.1.7 "Working Day" means a day, other than a Saturday, Sunday or public holiday in Christchurch.