

a good financial plan

**THE CONSTITUTION
OF THE
KINGSTON AND SAINT ANDREW
FOOTBALL ASSOCIATION**

(Submitted and approved at KSAFA's inaugural meeting Sunday, April 25, 1965 at the National Stadium and subsequently amended Thursday, May 15, 1969 at KSAFA's 4th Annual General Meeting at the National Stadium, at its 22nd Annual General Meeting held on Saturday, July 18, 1987 and on the 14th May 1988.)

INTERPRETATION

1. (a) Reference hereinafter to "The Association" shall be taken to mean the Kingston and St. Andrew Football Association except where the context denotes a different meaning.
- (b) The "Council" means the officers and other members of the Association as defined by these sections.
- (c) "Clubs" and "Organisations" mean such bodies promoting football within the parishes of Kingston & St. Andrew, (which area shall hereinafter be referred to as the "Corporate Area" and shall be regarded as one parish).
- (d) "Competition" shall mean any competition organised by the Association, or body recognised by or affiliated to the Association, in which the rules of football, as approved by the governing bodies of football recognised by the Association, are adopted and applied.

(e) "Player" shall be deemed to mean a member of a football team as defined by the rules of the game.

(f) "Manager" shall be deemed to mean the person responsible for the organisation of any football team playing in an organised competition, and each team shall have at least one such person who may be a non-playing member of the club or organisation.

CONSTITUTION

2. The Association shall consist of such clubs and organisations within the parishes of Kingston and St. Andrew which are affiliated to the Association.
3. The objects of the Association are:
 - (a) To promote the game of Association Football in every way which seems proper to the Association or the Council.
 - (b) To foster friendly relations among officials and players by encouraging football matches at all levels; amateur, non-amateur, professional and in all appropriate ways.
 - (c) To control football by taking such steps as shall be deemed necessary or advisable for preventing infringement of the Rules, Regulations and Standing Orders of the Council and the Association, or of the laws of the game as laid down by the controlling bodies of football recognised by the Association, to prevent the introduction of other improper methods or practices in the game and to protect it from abuses.

d) To prevent the racial, religious and political discrimination or distinction among players, whether their status be amateur, non-amateur or professional. Clubs and organisations when applying to take part in a competition or deciding to organise one, shall give written assurance to the Association that this Section will be respected. This section should be made an essential requirement of the Constitution of all affiliates, clubs, and the rules and regulations of every competition.

(e) To provide the Articles, Rules, Regulations and Bye-laws and or otherwise, the methods of deciding and settling all differences which may arise between clubs, organisations and or Players vis-a-vis one or the other.

(f) To acquire such equipment, land or other property and to enter into such contracts necessary to foster, promote and encourage the development of football within the Corporate Area.

AFFILIATION

4. (a) Every club or organisation desiring or intending to promote or engage in the playing of football shall make application to the Council to be duly affiliated or registered.

(b) Every application for affiliation or registration shall be accompanied by full particulars of the constitution of the applicant club or organisation.

(c) Every applicant for affiliation or registration shall satisfy the Council that the applicant is a properly constituted club or organisation, one of its objectives being the playing of association football in accordance with the laws of the game.

COUNCIL OF THE
ASSOCIATION

7. All business and functions of the Association shall be governed by a committee to be known as the Council of the Kingston & St. Andrew Football Association referred to in these Sections as "The Council" hereinafter save at an Annual or Special General Meeting.
8. The Council shall consist of the officers of the Association and four other affiliate organisations.

MEETINGS OF THE
COUNCIL

9. The Council shall meet not less than once per month and the proceedings of each meeting shall be duly minuted and approved at each subsequent Meeting.
10. Whenever the Council shall deem the same to be expedient a copy of the minutes of the Council Meeting shall be forwarded to the Secretary of each affiliate body.
11. For the transaction of business at a Meeting of the Council five members shall form a quorum.

POWERS AND DUTIES OF
THE COUNCIL

12. The entire control regulation and management of football including all competitions shall be the responsibility of the Council.
13. The Council shall make such rules, regulations and bye-laws relating to the management of the Association and the organisation of competitions as the Council may deem necessary.

14. The Council shall make such rules, regulations and bye-laws as may from time to time be deemed necessary and expedient with reference to Referees and the organisation, control and conduct of all competitions. Nothing in this Section shall be interpreted to be contrary to any sections, provisions, rules, regulations or the like made by any body recognised by this Association as the governing body of football in Jamaica.
15. (a) The Council may fill any vacancy in its structure in accordance with these articles, and the person appointed shall hold office until the next meeting for the election of Officers or for such shorter period as the council may decide.
16. The Council may appoint such sub-Committee(s) as it considers necessary as to ensure its proper functioning.
17. Regulations and decisions of the Council shall be binding on all affiliated bodies and upon all the members of affiliated bodies until such Resolution is rescinded or varied by a majority present at a General or Council Meeting.
18. It shall be lawful for the Association in its discretion, and if the funds of the Association render it practicable, to grant a sum in any current year as an Honorarium to the Honourary Secretary, Honourary Treasurer, Honourary Assistant Secretary, Honourary Assistant Treasurer or any of them for services rendered during such current year.

19. ^{AN} ~~Two~~ Auditors who are not ^{is} members of the Council shall be appointed by the Council and shall audit the Accounts of the Association prior to the Annual General Meeting each year.

PROPERTY OF THE
ASSOCIATION

20. All trophies competed for in competitions operated by the Association shall be the property of the Association. The President, Treasurer and Secretary of the Association shall be the trustees of the monies and properties of the Association, and shall deal with the same according to the directions of the Association or the Council.

AFFILIATION AND
COMPETITION FEES

21. (a) The affiliation fee for clubs shall be J\$80.00 and for organisations J\$~~100~~¹⁰⁰.00. The affiliation fee shall be deposited with each application for affiliation and must be renewed annually. Any failure to do so may result in disaffiliation.
(b) All football competitions embracing teams throughout the Corporate Area must be registered with and receive the approval of the Association. The organisation responsible for operating the competition, not being an affiliate organisation, shall pay an annual fee of J\$~~80~~⁸⁰.00 provided however that competitions involving teams from a given geographical section of the Corporate Area including Corner League competitions are excluded. Such fees are non-refundable.
22. An annual entrance fee of J\$40.00 for the Major League (Division 1) and J\$32 for all other competitions, operated by the Association, shall be payable to the Treasurer, for each affiliated club.

23. (a) Fees fixed for renewal of affiliation as per section 21 shall be payable in accordance with section 24 or at such time as the Council shall direct.

(b) The Council shall have the power to vary the competition fees and to fix penalties for default "payments", if such default shall continue for a period of one month the defaulting body shall thereupon cease to be a member unless otherwise decided by the Council.

24. Each club or organisation shall forward to the secretary ~~of the~~ ~~Secretary~~ of the Association on or before the 1st of July in each year a return in accordance with the following which should accompany their affiliation fees:

- 1 Name of club or organisation
- 2 Year of formation
- 3 Name and address of Secretary
- 4 Name and address of Manager
- 5 Address of grounds upon which the club plays
- 6 Distinguishing colours on costume and alternative colours of its team

25. The financial year shall commence on the 1st day of August in any one year and end on the 31st day of July in the following year.

ANNUAL GENERAL
MEETING

26. (a) Each affiliated club or organisation having complied with sections 21, 22, 23, and 24 shall be entitled to send two duly accredited representatives to the Annual General Meeting whose names shall be notified to the Secretary prior to the 1st of July of each year, or within seven days after affiliation, but the same individual shall not represent more than one club or organisation.

(b) No Officer or other member of the Council or ex officio shall be entitled to vote at the Annual General Meeting unless attending as a nominee of a duly accredited club or organisation.

(c) The Annual Statement of the Accounts and the Annual Reports of the Council of the preceding year shall be submitted at the Annual General Meeting.

see (a)
(d) The Officers of the Council shall be elected ~~at the~~ Annual General Meeting and shall continue in office until the next General Meeting for the election of Officers *which shall be held in the month of August.*

(e) The retiring Officers and other Members of the Council shall be eligible for re-election.

(f) All issues at the Annual General Meeting ~~may be decided~~ by a show of hands provided that the business of election of Officers for the membership of the Council shall be done by secret ballot.

27. At the Annual General Meeting the delegates to the JFF Convention shall be elected. The ten KSAFA delegates shall be appointed from representatives who do not hold office in the JFF at the time of such Annual General Meeting. The KSAFA delegates to any JFF Convention shall take directives from the then KSAFA Council on all matters of policy and voting. The Council shall decide prior to such JFF Convention who the Chairman of the delegates will be.

SPECIAL GENERAL MEETING

28. A Special General Meeting shall be convened at any time.

(a) by order of the Council, or for any other matter for which it

is duly convened;

(b) on a requisition signed by the duly authorised representative of not less than five affiliated bodies;

(c) for the purpose of hearing an appeal against a decision of the council.

29. The Secretary shall give to all affiliated bodies at least ten days notice of the day, time and place fixed for such Special General Meeting, together with a copy of the Agenda.

30. Twenty ~~members~~ ^{affiliated bodies} shall form a quorum.

31. The provisions of section 26 (a) as to the representation of affiliated bodies shall apply to Special General Meetings.

32. Members of Council shall be entitled to vote at all Special General Meetings except in the case of an appeal being decided upon.

ALTERATIONS OF THE CONSTITUTION

33. No alterations or additions shall be made in or to the Articles of the Association, unless supported by at least two-thirds of those present, and voting at the Annual General Meeting or at a Special General Meeting convened for the purpose, and unless notice of such alterations and additions shall be given in writing to the Secretary at least 21 days previous to such Annual or Special General Meeting and the same shall be referred to in the Notice convening the Meeting.

FOOTBALL SEASON

34. The football season shall commence on the 1st day of August in any one year and end on the 31st day of July in the following year:

OBSERVANCE OF RULES

35. Players, officials and spectators are only allowed to take part in or attend matches on condition that they observe and enforce such Articles, Rules, Regulations and Bye-laws of the Association, and every affiliated club or organisation is required to observe and enforce such Articles, Rules, Regulations and Bye-laws.

RESPONSIBILITY FOR
ACTION OF OFFENDERS

36. (a) Every club or organisation is responsible to the Council for actions of its players, officials and spectators threatening or assaulting officials and players before, during or after any match under the aegis of the Association and for the carrying out of any other wrongful act against them.
- (b) No officials or members of the Association or a club shall bet on any such football match, clubs and/or organisations and are also required to prevent betting and the use of objectionable language.
- (c) In the case of a breach of this Article, any player, official or spectator may be removed from any ground at which such match is being played and such force used as may be reasonable for the purpose of effecting such removal.

PENALTIES & APPEALS

37. (a) All complaints and protests relating to competitions operated by the Association shall be submitted in writing to the Secretary who shall forward same to the Disciplinary Committee of the KSAFA for investigation. The Disciplinary Committee shall hear and determine all complaints regarding:

- (1) the behaviour of players, officials and members of affiliated clubs,
- (2) the conditions under which matches are played.

The decisions of the Disciplinary Committee shall be taken by the majority of the members present.

- (b)
- 1 All appeals against decisions of the Disciplinary Committee of the Association or decisions of an affiliate organisation shall be heard by an Appeal Board.
 - 2 The individual, club or organisation lodging an appeal shall submit same in writing to the Secretary within 14 or (21) days of the decision handed down by the Disciplinary Committee of the Association or by the affiliate organisation.
 - 3 The Secretary shall circulate or communicate to the Appeal Board for perusal the following documents at least three days before the appeal is heard.
 - a Copy of Referees report.
 - b Copy of Match Inspectors report.
 - c Copy of Appellant's submission.

d Copy of summary outlining reasons for decision taken by Disciplinary/Management Committee of the relevant league.

(c) No more than three persons shall appear on behalf of the club/organisation appealing.

(d) The three persons must include any two of the following:

- official representative of the club or organisation to Annual General Meeting.
- Manager or Coach (if not the above).
- captain of team.

(e) The Appeal Board shall have authority to call any individual, club or organisation which it believes would aid in the investigation of said appeal, complaint or protest.

ADMISSION OF OFFICIALS

38. Each member of the Council and accredited officials of the Council shall be presented by the Secretary and/or President with a ticket or the like (which shall not be transferable), and all clubs and organisations affiliated to this Association shall admit the holder of such ticket without requiring any other authority, except on occasion when the Council decides otherwise.

CHARITY FUND

39. The Council shall have the power to appropriate such part of the funds belonging to the Association as they may consider necessary from time to time for the purpose of a CHARITY FUND and may distribute the funds so appropriated or any part thereof to such charitable or benevolent cause as they may think fit.

- Competition*
40. No compensation shall be conducted by any affiliated body nor any clubs or teams play a match for which a trophy or any premium are to be competed for without the permission of the Association. Annual playing fixtures with dates must first be approved by the Council prior to official publication. Non-observance may result in the Council's decision to declare the game/competition contrary to the rules of the Association.

GENERAL POWERS

41. The Association shall have the power to deal with and determine any matter not provided for in the foregoing Rules.

STANDING ORDERS OF
COUNCIL MEETING

42. The first meeting of the Council in every year will be called by the Secretary and shall be held as soon as practicable after the Annual General Meeting.
- ✓ 43. The first Meeting of the Council shall set about electing its standing Committees for the ensuing year and these shall be duly elected as soon as is reasonably possible.
44. Subject to the provisions of Section 14 of the Rules of the Association, all subsequent ordinary meetings of the Council shall be called by the Secretary in accordance with any resolution to that effect passed by the Council, and failing any such resolution at the discretion of the President and the Secretary or upon the requisition of three members of the Council.
45. In the event of a Special General Meeting of the Association being called under Section 23 hereof, the Secretary shall call a meeting of the Council to consider the matters

to be dealt with at such Special
General Meeting.

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3rd Vice-P

46. The President of the Association, or in his absence, the 1st Vice-President, and in his absence the 2nd Vice-President shall take the Chair at Council Meetings and subject thereto every meeting shall, in the absence of all the aforesaid officers, vote some member present to the Chair before proceeding to business.

NOTICE OF MEETINGS

47. Notice of every Council Meeting shall as far as is practicable be addressed by the Secretary to each member at his usual address and shall be posted four clear days at least before the day appointed for such meeting; and such notice shall state the date, time and place of the holding of such meeting and the business to be transacted thereat.
48. A copy of every report to be presented at a Council Meeting shall, as far as practicable, be sent to each member with the notice convening the meeting at which such report is to be considered.

MINUTES

49. At every meeting the Minutes of the previous meeting shall be taken as the first business and, if accurate, be signed by the Chairman of the meeting, but no motion or discussion shall be allowed upon Minutes except as to their accuracy.

ORDER OF BUSINESS

50. The order of business at meetings of the Council after the Minutes have been taken should as far as possible be as follows:
 - (a) Matters arising
 - (b) Consideration of business adjourned from a previous meeting

- (c) Consideration or reports and other routine business
- (d) Motions of which notice has been given
- (e) General.

- 51. All issues shall be decided by a show of hands, and in case of a tie, the Chairman shall have a second casting vote.
- 52. Motions upon matters of extreme urgency, and motions for the temporary suspension of these standing orders, may be moved without notice if a majority of not less than two-thirds of those present shall consent thereto.
- 53. Every Notice of motion to be placed on the Agenda for every meeting shall be sent in writing to the Secretary and shall be signed by the member of the Council giving it.

POWERS OF THE
CHAIRMAN

- 54. A motion of which due notice has been given may be moved either by the member of the Council giving such notice or by any other member.
- 55. The ruling of the Chairman upon all points of order shall be final.
- 56. Any member disobeying the ruling of the Chair may be suspended by ordinary resolution of the meeting.