CONSTITUTION OF

NORTHERN IRELAND WOMEN’S FOOTBALL ASSOCIATION

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1. The name of this organisation is:-

# NORTHERN IRELAND WOMEN’S FOOTBALL ASSOCIATION (NIWFA)

1. The organisation is established to:
	1. To legislate for and operate the NIWFA league and Cup competitions on behalf of the membership of the NIWFA in compliance of FIFA, UEFA and IFA Statutes and Articles, and to promote women’s football throughout Northern Ireland and assist with management and development of same, working in partnership with other stakeholders.
	2. To promote the sport of association football for young girls/women, without distinction of age, sexual orientation, race, employment status, political opinion, religious belief or any other opinion.
	3. To promote, social well-being and welfare, education and recreation across, within and beyond the NIWFA using the medium of association football in all its forms.
2. In furtherance of such an objective the organisation may:
	1. Work with the statutory authorities, voluntary organisations and community groups, clubs and players in a common effort to advance education through sport and promote social well-being.
	2. Recruit and train volunteers with relevant skills to carry out the objectives of the NIWFA organisation.
	3. Develop participation in women’s football by recruiting new clubs, teams and volunteer administrators as appropriate.

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* 1. Employ and pay any person or persons, to supervise, organise and carry on the work of the association and make all reasonable and necessary provision for the payment of remuneration to employees.
	2. Promote and organise co-operation in the achievement of the above objects and to that end, to work with associations engaged in the furtherance of the above objects.
	3. Do all such other lawful things as may be necessary for the attainment of the above objects or any of them.
	4. Foster and promote the principles and concepts of community relations in its own affairs and in sport.
	5. Enable clubs affiliated to the NIWFA to play competitive association football in the NIWFA leagues and cup competitions. In carrying out the aforesaid objects the Association shall have regard to promoting the physical, mental and spiritual well- being of the community and especially its members.
	6. And it is hereby declared that the objects specified in each paragraph of this clause shall, except where otherwise expressed in such paragraph, be independent main objects and shall be in no way limited or restricted by reference to or inference from the terms of any other paragraph or the name of the Association.

j) The Income and any property of the Association shall be applied solely towards the promotion of its objects as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever by profit, to members of the Association.

**MEMBERSHIP**

1. Membership shall be understood to mean Clubs who satisfy the criteria below. By extension this will include all registered officials and players of such Member Club.
2. Membership of the Association shall be open to all clubs who satisfy the Association Committee at interview, they have the capability to participate in the NIWFA League and Cup competitions. The Committee must be satisfied that a prospective club has sufficient player numbers, facilities, staff and finance. The Committee will also take into account geographical location and the effect on established local clubs already in membership.
3. Members shall act through Representatives appointed to act on their behalf. Each Member Club shall be entitled to send one representative to any Association meeting for each team they have in membership. Representatives in attendance shall have one vote in accordance with its membership.
4. Associate Membership is also open to individuals that the committee deems to have relevant skills that will be beneficial to the promotion and development of women and girls football.
5. Membership shall not be transferable.

# RESIGNATION / EXPULSION OF MEMBERS

1. A member shall cease to be a member if –
	1. Such member ceases to fulfill any of the qualifications specified in this Constitution or;
	2. A Member Club shall cease to be a member upon failure to compete in the NIWFA competitive structures.
	3. Any member Club who fails to pay the appropriate annual membership fee, by 28 February each year shall stand suspended from the Association until such times as the fee is paid.
	4. The Association Committee shall have the power to remove from membership Clubs who commit an offence considered serious enough to warrant such removal. Such action or other disciplinary procedure against member Clubs shall only be taken at a duly convened meeting where a selected panel of the Committee will be appointed, before whom the alleged offending Club shall be entitled to appear. The Association Committee may call such other witnesses as they deem appropriate.
	5. Individuals members wishing to resign must furnish a letter to the NIWFA chair outlining their reasons for resignation

# MEETINGS

1. ANNUAL GENERAL MEETING (AGM)
2. The AGM shall be held each year no later than the 31st December. A quorum for an AGM will be a minimum of 50% of member clubs. The NIWFA Secretary shall give notice of an AGM to all members by email to the Registered Club Secretary at least 21 days in advance of the date, with the time and venue of the meeting and set out the order of business (agenda). Only business contained on the notice of such meeting will be considered competent.
3. Not less than 7 days before any AGM or EGM/SGM the NIWFA Secretary shall notify members via email, to their Registered Secretary, of the Resolutions and Nominations for election of Office Bearers and Committee.
4. The Agenda at the Annual General Meetings shall be as follows:
	* 1. Adoption of previous AGM minutes
		2. Chair’s Report
		3. Secretary’s Report
		4. Treasurer’s Report
		5. Election of Office Bearers
		6. Resolutions proposing alterations to the constitution
		7. Resolutions alterations to the Official League Rules
		8. Any other competent business
5. At an AGM all Motions or Resolutions shall be carried by a simple majority, of those present and entitled to vote. Clubs who stand suspended by the NIWFA, the IFA or a Divisional Association shall not be entitled to propose Nominations, Resolutions or vote.
6. EXTRAORDINARY or SPECIAL GENERAL MEETING (EGM/SGM)
7. Upon request of not less than 30% of all teams in membership, the NIWFA Chair shall cause to be convened an EGM/SGM within 28 days of receipt of such a request. The request shall be in writing to the NIWFA Secretary for the attention of the Chair.
8. The request shall state the business to be considered and this will constitute the agenda for any EGM/SGM.
9. An EGM/ SGM shall be notified, convened and conducted as if it were an AGM.
10. The NIWFA Committee may call an EGM/ SGM by a simple majority vote of the committee and the NIWFA Chair shall cause to be convened an EGM/SGM within 28 days of receipt of such a vote.
11. ORDINARY ASSOCIATION MEETING

# The NIWFA Committee may call such number of meetings as they deem necessary for the management and operation of the NIWFA League and Cup competitions and associated business. Notice of an ordinary meeting will be via email to the Registered Club Secretary of members at least 7 days prior to the date of the meeting and will include minutes to be approved and the order of business to be conducted. In any event the Association Committee must hold not less than 4 meetings per year, one of which will be in mid-season i.e. the period between the 2nd Monday in June and the 3rd Monday in July.

# A quorum for a general meeting will be 50% of members of the association. The passing of any motion duly proposed and seconded at an ordinary meeting shall be by simple majority of those present and entitled to vote.

1. ASSOCIATION COMMITTEE MEETING

An Association Committee meeting may be called by any elected member of the Association Committee, who has given 7 days’ notice, and may meet as often as is necessary to manage and operate the NIWFA. A quorum shall be half the members of the Association Committee with at least two members in attendance being Office Bearers. The business conducted shall be recorded in minutes, and if not present, shall be forwarded to the NIWFA Secretary for safekeeping. Minutes shall be approved at the next meeting of the Association Committee.

1. QUORUMS

If such a quorum as specified for each meeting is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place (or alternative available venue) or as regards an Association Committee meeting to such a day, time and place as the Association Committee may determine.

1. ALTERATION OF CONSTITUTION/RULES

a) Any member may propose a Resolution to add to, remove or alter the Constitution and/or Rules of the NIWFA, for consideration at an AGM or EGM/SGM duly convened for that purpose. Such Resolution must be notified by email to the NIWFA Honorary Secretary no less than 14 days prior to the notified date of an AGM or EGM/SGM duly convened for that purpose.

b) The NIWFA Committee shall have the power to propose Resolutions to add, remove or alter the Constitution and/or Rules of the NIWFA for consideration at an AGM or EGM/SGM duly convened for that purpose. Such Resolution must be notified by email to the NIWFA Honorary Secretary no less than 14 days prior to the notified date of an AGM or EGM/SGM duly convened for that purpose.

c) Any alteration to the Constitution or Rules shall be advised to the Irish Football Association.

**NOMINATIONS FOR NIWFA OFFICE BEARERS AND COMMITTEE**

1. Any member club may nominate a representative of any member club of the NIWFA, for election to any Officer Bearer or Committee position. Such nominations must be notified by email to the NIWFA Honorary Secretary no less than 14 days prior to the notified date of an AGM or EGM/SGM duly convened for that purpose.
	1. CHAIR

The elected Chair of NIWFA shall preside over all meetings. The Chair shall have a casting vote, if required, at all meetings. The Chair shall take such steps as are necessary to ensure the work of the Secretary and Treasurer are fulfilled in the case of their absence for any reason. This will not include co-opting any person to an Office Bearers position. The Chair shall provide the membership with an annual report at an AGM.

* 1. VICE CHAIR

The Vice Chair shall act in support of the Chair, conduct such business as delegated by the chair and deputise in all matters/roles normally carried out by the Chair.

* 1. SECRETARY

On behalf of the membership, the Association Secretary shall keep records of Membership, Associate Membership, and minutes of all Association committee meetings, all general meetings, AGM’s, EGM’s/SGM’s, discipline hearings, to include records of those in attendance. The Association Secretary shall submit an Annual Report at the AGM.

* 1. TREASURER

On behalf of the Membership, the Honorary Treasurer shall maintain proper accounting records to be kept with respect to:

* All sums of money received and expended by the Association and all matters in respect of which the receipted expenditure take place.
* All sales and purchases of goods by the Association.
* The assets and liabilities of the Association.
* The accounting records to be held by the Treasurer or at such other places as the Association Committee think fit, and shall always be open to the inspection of all members of the Association Committee and by such other persons authorised by the Association in Ordinary Meeting. The Treasurer shall furnish the Annual General Meeting with a financial summary as appropriate.
* Proper accounting records shall be deemed to be kept if they give a true and fair record to the state of the association’s affairs and explain its true transactions.
* The Association Committee Members shall open a bank account in the name of the Association and shall specify those Committee members (not being less than two Committee members of the Association) authorised to sign cheques on behalf of the Association.
1. All levels of competition shall as far as possible be represented on the NIWFA Committee. In addition, persons may also be elected as Committee members who are not necessarily connected to any Club, but their nomination shall be determined by them having a background in one of the following areas:
	* Financial Management
	* Marketing
	* Community Development
	* Business Management
	* Sports Development
	* Youth Development
2. The NIWFA Committee members shall have the power at any time and from time to time to appoint any person to be a committee member either to fill a casual vacancy or as an addition to the existing Committee members. Any Committee member so appointed shall hold office only until the next following AGM and shall then be eligible for re-election.

# DISQUALIFICATION AND REMOVAL OF ASSOCIATION COMMITTEE MEMBERS

1. The office of an Association Committee member shall be vacated if:
	1. He/she resigns his/her office in writing to the Association Committee.
	2. He/she fails to declare his/her interest in any contract or matter.
	3. He/she is absent from three successive meetings of the Association Committee without the permission of the other Association Committee members and the Association Committee resolve by a majority that the office is to be vacated.
	4. He/she becomes bankrupt or makes any arrangement or composition with his/her creditors generally.
	5. He/she is removed from office by resolution in an AGM or EGM/SGM.

# REMUNERATION

1. The Association Committee members shall not be entitled to any remuneration other than expenses necessarily incurred in carrying out official business.
2. The Association Committee members may as required from time to time engage staff on a temporary or full time basis and set remuneration accordingly.

# LEAGUE COMMITTEE MEMBERS EXPENSES

1. Upon invoice or receipt, the Association Committee members may be paid travelling, telephone, printing, hotel and other expenses necessarily incurred by them in connection with their attendance at meetings of the Association Committee, Association Meetings or otherwise in connection with the discharge of their duties.

# DUTIES AND RESPONSIBILITIES OF THE ASSOCIATION COMMITTEE

1. The business of the Association shall be managed by the Association Committee who may exercise all such powers as they deem appropriate for the betterment of the NIWFA Association and League.
2. The Association Committee adheres to Child Protection policy guidelines in accordance with IFA guidelines.
3. The Association Committee has the power to organise the Leagues of the NIWFA as they see fit at the commencement of the forthcoming season having interviewed all prospective applicants to the Association and allocate teams as they deem in the best interests of women’s football in Northern Ireland. Formation of leagues for the forthcoming season is delegated to the Association Committee when they have in their possession all applicants to join the Association. League format shall be decided by the Association Committee no later than the end of February for the forthcoming season.
4. Any Association Committee member, including Office Bearers MUST declare any conflict of interest of any and all descriptions, prior to discussion or vote on any matter directly or indirectly relating to business conducted by or on behalf of the NIWFA. A Committee Member with such interest shall be required to retire from the meeting during the discussion, consideration or vote, or in the case of Discipline, while a hearing or decision is being taken in respect of any case involving his/her Club, Registered Officials or Players connected with his/her Club.
5. The NIWFA Committee shall have the authority to decide, annually, membership fees and tariffs for the incoming season.
6. The Association Committee are expected to remain neutral. Except as permitted elsewhere in this Constitution for the Chair, no member of the Association Committee may vote on any proposal or resolution other than the meeting is that of the Association Committee.

# ASSOCIATION ASSETS AND ACCOUNTS

1. The assets and finances of the NIWFA Association shall be used to solely further the aims and objectives of Women’s Football.
2. At no time shall the assets of the Association be distributed among members either on a temporary basis or, more permanently, in the event of the organisation being dissolved.

# DISSOLUTION

1. A resolution to dissolve the Association shall be passed only at an AGM or EGM/SGM specially summoned for such a purpose.
2. A resolution is to dissolve the Association will only be deemed to be passed if supported by no less than seventy five percent of those present entitled to vote.
3. Upon a resolution for dissolution being passed all assets of the NIWFA shall be used to meet any liabilities and any remaining funds will be passed to an organisation or organisations that have similar aims and objectives to the NIWFA