



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)

2. The organisation is established to:

- a) To promote women's football throughout Northern Ireland and assist with management of same and in particular deal with any matters arising from the Northern Ireland Women's Football League and Cup Competitions.
- b) To promote the sport of association football for young girls/woman, without distinction of age, sexual orientation, race, employment status, political opinion, religious belief or any other opinion.
- c) To promote, social well being and welfare, education and recreation across Northern Ireland using the medium of association football and other leisure time pursuits

3. In furtherance of such an objective the organisation may:

- a) To work with the statutory authorities, voluntary organisations and community groups in a common effort to advance education through sport and promote social well being.
- b) Recruit and train volunteers with relevant skills to carry out the objectives of the NIWFA organization
- c) Develop women's football by recruiting new teams as appropriate through the local media.
- d) Employ and pay any person or persons, to supervise, organize and carry on the work of the association and make all reasonable and necessary provision for the payment of remuneration to employees;
- e) To promote and organize 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 in the area of benefit in particular the Irish Football Association.
- f) Do all such other lawful things as may be necessary for the attainment of the above objects or any of them;
- g) To foster and promote the principles and concepts of community relations in its own affairs and in sport.
- h) To 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.
- i) 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.

4. In the event of winding up or dissolution the Liquidator shall first, according to law, use the assets of the Association to satisfy its debts and liabilities. Any balance of assets remaining will be transferred only to another recognized charity or charities in Northern Ireland, whose aims are similar to those of the Association.

INTERPRETATIONS

MEMBERSHIP

5. Membership of the Association shall be open to all clubs who have been accepted by the organisation on the recommendation of the Association Committee, on the basis of a simple majority vote; who have paid the appropriate fees; and who have agreed to abide by the constitution, aims and objectives of the organisation and have signed a Code of Conduct.
 - a) Membership of the Association shall consist of Clubs playing women's association football. Members shall act through Representatives appointed to act on their behalf. These representatives being entitled to vote in all Annual General and Special General Meetings of the organization.
 - b) 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
 - c) Membership shall not be transferable.
6. Every member club shall sign a written consent to become a member as well as a good conduct code

MEMBERSHIP FEES

7. The Association Management Committee shall have the power to set all membership fees for the League, and have the power to set different membership fees for Full, and Junior Clubs

RESIGNATION / EXPULSION OF MEMBERS

8. A member shall cease to be a member if –
 - a) Such member ceases to fulfill any of the qualifications specified in this Constitution or;
 - b) A Member Club shall cease to be a member upon failure to compete in the NIWFA competitive structures.
 - c) Any member Club who fails to pay the appropriate annual membership fee, by 31 March each year shall cease to be a member of the Association. All Member Clubs of the Association who have paid the appropriate fee for the current year shall be eligible to attend and vote at the Annual General Meeting.
 - d) 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 of the Association Committee before whom the alleged offending Club shall be entitled to appear.
 - e) Individuals members wishing to resign must furnish a letter to the NIWFA chair outlining their reasons for resignation

GENERAL MEETING

9. Annual general meeting shall provide for the following: -
 - a) The Annual general Meeting shall be held before the end of December each year.
 - b) The Annual General Meeting will also consider, and if approved, sanction, any duly made alterations in the Constitution of the Association and League affairs with the exception of arrangements for League Formations. 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.
 - c) The Annual General Meeting shall also be used for the election of the Association Committee and its Officers for the coming year, who shall be responsible for

managing the League affairs of the NIWFA and have the delegated power to allocate teams to leagues in the forthcoming season as they see fit for the betterment of women's football in Northern Ireland.

- d) Alterations to the Constitution can only be made at the Annual General Meeting each year. Any Member Club wishing to add or change, said must notify the secretary at least 21 days before the Annual General Meeting. All Clubs must be notified of such proposals 7 days prior to the Annual General Meeting.
- e) The Annual General Meeting shall also consider any other business that the Association Committee desire to bring to the meeting, and/or any matter raised by Association Committee members present at the meeting.
- f) All other business transacted at an Annual General Meeting shall be deemed special.
- g) Decisions at Annual General Meetings, Extraordinary General Meetings and General Meetings shall be made by passing resolutions.
 - i. Decisions involving an alteration of the Constitution of the organisation and other decisions shall be made by a special resolution. A special resolution is one passed by a majority of not less than two-thirds of members present and voting at a General Meeting.
 - ii. All other decisions shall be made by ordinary resolution requiring a simple majority of members present and voting.

10. SPECIAL GENERAL MEETING

- a) A Special General Meeting may be convened by a Association Committee as often as is deemed necessary, or by the secretary at any time, when in receipt of a written request signed by not less than 30 percent of the affiliated clubs.
- b) A Special General Meeting shall have the same powers as an Annual General Meeting in regard to the stated business.

11. ASSOCIATION COMMITTEE MEETINGS

- a) The Association Committee shall meet for the conduct of business, as they see fit, but in any event shall hold not less than 4 League Meetings per year which shall be called with a minimum of 7 days notice by electronic or conventional mail.

12 NOTICES

- a) An Annual General Meeting and a meeting called for the passing of a special resolution shall be called by twenty-one clear days notice in writing either by letter or email. Any other General Meeting shall be called but at least seven clear days notice in writing. The notice shall specify the time and place of the meeting and include the Agenda of the business to be transacted and in the case of an Annual General Meeting shall specify the meeting as such.
- b) Proof that an email was sent or that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of forty-eight hours after the email was sent or the envelope containing it was posted.
- c) The accidental omission to give notice of a meeting to, or the non-receipt of the notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

13. PROCEDURES AT ANNUAL GENERAL MEETINGS

- a) At all Annual General Meetings the Chairperson or in his /her absence the Vice-Chairperson shall take the chair.

- b) Every Association Committee member and Club member present and entitled to vote shall have one vote upon every motion, except in the case of members of the same Club acting as Association Committee members in which case they shall be deemed to have only one vote. In the case of equality of votes the Chair shall have a second, casting vote.
 - c) The quorum at all Annual General Meetings of the Association shall be one quarter of the registered members/affiliated clubs entitled to vote.
14. If such a quorum 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 to such a day, time and place as the Association Committee members may determine.
15. A resolution put to the vote of a meeting shall be decided on a show of hands and by a 75% majority, unless before, or on the declaration of the result of, the show of hands a poll is duly demanded:-
- a) By the Chairperson; or
 - b) Not less than fifty per cent of the members attending the meeting and entitled to vote.
 - c) Votes may only be given personally and no Officer Bearer/Member shall have more than one vote.

16. OFFICER BEARERS

Unless otherwise determined by the Association in a General Meeting the number of officer bearers aged eighteen years and over shall not be subject to any maximum but shall not be less than four.

- a) At the Annual General Meeting of the NIWFA (where possible) up to nine (9) persons shall be elected to manage the affairs of the NIWFA. (subsequently known as the Association Committee).

Four (4) of these representatives shall be elected as Chairperson, Vice Chairperson, Secretary and Treasurer. The Association Committee will appoint such persons as necessary to represent NIWFA interests on IFA bodies. All levels of competition shall as far as possible be represented on the NIWFA Association Committee.

- b) Proposals for the NIWFA Office Bearers and Association Committee members must be submitted to the Honorary Secretary 21 days before the date of an Annual General Meeting (AGM). Proposals for Association Committee members should outline experience and expertise.
- c) The Office Bearers of the NIWFA Association Committee are Chairperson, Vice-chairperson Secretary and Treasurer and are deemed to be neutral and not to represent any Club and will be elected annually. Additional persons shall also be elected as Association Committee members and those persons shall not necessarily be 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

These individuals will be expected to oversee the strategic development of Association.

17. An Association Committee member shall, hold office until the next Annual General Meeting following his/her appointment. A retiring Association Committee member shall be eligible for re-election.
18. No person shall serve more than seven (7) consecutive years on the Association Committee, irrespective of role or position. For example if a person has served four (4) years as Treasurer, they may only serve an additional three (3) years in another role.
19. The Association 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 Association Committee members. Any Association Committee member so appointed shall hold office only until the next following Annual General Meeting and shall then be eligible for re-election.

DISQUALIFICATION AND REMOVAL OF ASSOCIATION COMMITTEE MEMBERS

20. The office of an Association Committee member shall be vacated if:
 - a) He/she resigns his/her office in writing to the Association Committee.
 - b) He/she fails to declare his/her interest in any contract or matter.
 - c) 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.
 - d) He/she becomes bankrupt or makes any arrangement or composition with his/her creditors generally.
 - e) He/she is removed from office by resolution in a General Meeting.

REMUNERATION

21. The Association Committee members shall not be entitled to any remuneration other than expenses occurred in carrying out official business.
 - a) 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

22. The Association Committee members may be paid travelling, telephone, printing, hotel and other expenses properly incurred by them in connection with their attendance at meetings of the Association Committee, Committees of IFA or General Meetings or otherwise in connection with the discharge of their duties.

DUTIES AND RESPONSIBILITIES OF THE ASSOCIATION COMMITTEE

23.
 - a) 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.
 - b) The Association Committee adheres to Child Protection policy guidelines in accordance with IFA guidelines.
24. 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

25. The Association Committee members shall ensure minutes of meetings are retained for the purpose:-
- a. Recording all the names of the Association Committee members present at each meeting of the Association Committee and of any sub-committee of the Association Committee.
 - b. Recording all resolutions and proceedings at all meetings of the Association Committee, all meetings of the Association, and all other Committee/Member meetings.

PROCEEDINGS OF THE ASSOCIATION COMMITTEE

26. If the Association Committee members shall at any time be reduced in number to less than the minimum prescribed in this constitution, they may act as Officer Bearers for the purpose of filling vacancies in their body or summoning a General Meeting of the Association but for no other purpose.
27. If at any meeting the Chairperson is not present the Vice-chairperson will chair the meeting.
- (a) No Association Committee member shall vote in respect of any matter in which he/she is directly or indirectly interested or any matter arising there from and if he/she does so vote his/her vote shall not be counted
 - (b) An Association Committee member may and the Secretary shall on the requisition of an association Committee member summon a meeting of the Association Committee at any reasonable time.
 - (c) The quorum necessary for the transaction of business of the Association Committee shall be four association committee members.

ASSOCIATION ASSETS AND ACCOUNTS

28. ASSOCIATION ASSETS
- (a) The assets and finances of the NIWFA Association shall be used to solely further the aims and objectives of Women's Football.
 - (b) At no time shall the assets of the Association be distributed among, members either on a temporary basis or, more permanently, in the event if the organization being dissolved.
29. The Association Committee members shall retain proper accounting records to be kept with respect to:-
- (a) All sums of money received and expended by the Association and all matters in respect of which the receipt expenditure take place.
 - (b) All sales and purchases of goods by the Association.
 - (c) The assets and liabilities of the Association.
 - (d) 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.
30. The accounting records to be held by the honorary treasurer or at such other places as the Association Committee members think fit, and shall always be open to the inspection of all members of the Association Committee during their working hours and by such other persons authorised by the Association in General Meeting. The Treasurer shall furnish General Meetings with a financial summary as appropriate.

- (a) 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.

31. A copy of every balance sheet ending 31 October will be laid before the association in General Meeting.

32. **DISSOLUTION**

- (a) A resolution to dissolve the Association shall be passed only at a General Meeting specially summoned for such a Purpose.
- (b) A resolution 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.
- (c) 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 organization or organizations that have similar aims and objectives to the NIWFA