

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

**SOUTH AUSTRALIAN**  
**FOOTBALL REFEREES**  
**ASSOCIATION**  
**(SAFRA)**

**(Formally South Australian Amateur Soccer Referees Association from 1978 to 2021)**

**ASSOCIATION INCORPORATED**

**CONSTITUTION RULES**  
**&**  
**BY-LAWS**

**As at 27<sup>th</sup> September 2021**

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

**1 NAME:**

1.1 The name of the Association is South Australian Football Referees Association Incorporated.

1.2 The organisation shall be referred to in this Constitution as the Association.

**2 DEFINITIONS:**

2.1 **‘Committee’** means the committee of management of the association;

2.2 **‘General meeting’** means a general meeting of members of the association convened in accordance with these rules;

2.3 **‘Member’** means a member of the association;

2.4 **‘Active’** shall mean a Referee, Assistant Referee, Assessor, Instructor or Mentor;

2.5 **‘Life Member’** means a member of the association;

2.6 **‘Month’** shall mean a calendar month;

2.7 **‘Special Resolution’** means a special resolution defined in the Act;

2.8 **‘the Act’** means the *Associations Incorporation Act 1985 & Corporations Act 2001*; and

2.9 **‘the Regulations’** means *Associations Incorporation Regulations 2008*.

**3 POWERS OF THE ASSOCIATION:**

3.1 The association shall have all the powers conferred by section 25 of the Associations Incorporation Act (AI Act) to further the objects of the association.

**4 INTERPRETATIONS:**

4.1 Member shall mean a financial member of this Association.

4.2 League and Cup competition shall mean Football South Australia (FSA) and South Australian Amateur Soccer League (SAASL), Sports Association for Adelaide Schools (SAAS) and any other competition directed by the Committee.

4.3 Football Australia (FA) shall mean Football Australia or the equivalent governing body for football in Australia

4.4 FSA or equivalent governing body for football in South Australia.

4.5 Association Officers shall mean the following:

President;

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

Vice President;

Secretary; and

Treasurer.

4.6 A term of office shall mean the period of time from one Annual General Meeting to the next Annual General Meeting unless otherwise specified in this Constitution.

4.7 The four Association Officers will be appointed for a two year period. President and Treasurer will be offset against Vice President and Secretary, all committee members will be one year.

4.8 Words in this Constitution importing the singular shall include the plural and vice-versa.

4.9 Constitution shall mean the Constitution and By-Laws.

4.10 Financial members shall include life members and any other category of membership not required to pay a registration fee.

**5 OBJECTS OF THIS ASSOCIATION:**

5.1 The objects for which the Association is established are:

5.2 To promote the welfare and interests of match officials within the FA, FSA, SAASL and SAAS;

5.3 To promote the quality of match officials, and the association throughout the general community;

5.4 To promote and encourage the general community to be a match official within the football family;

5.5 To take all reasonable steps to ensure that there is no discrimination or distinction among Football participants on any grounds regulated under any Equal Opportunity Law;

5.6 To provide and promote education of Football players, coaches, club officials and administrators;

5.7 To foster friendly relations among the match officials and players of Football by encouraging Football games in South Australia;

5.8 To co-operate with FA and other bodies in the promotion and development of, or otherwise in relation to, Football, the Statutes and Regulations and the Laws of the Game;  
and

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

5.9 To prevent infringement of the constitution, statutes, regulations and by-laws of SAFRA to the extent it is able to do so.

**6 MEMBERSHIP TYPES:**

6.1 Assessors who are active officials of this Association shall be Associate Members.

6.2 Other non-active ordinary members may be Associate Members.

6.3 Life Membership may be granted to any past or current member subject to:

The submission of a nomination to the Association Secretary.

The recommendation of the Association Committee to the Annual General Meeting that such a nomination be considered at the aforesaid meeting.

A majority of two-thirds of all members present at the Annual General Meeting and entitled to vote thereat being in favour of the nomination for Life Membership.

The nominated person having been an active member of the Association Committee for ten years and given outstanding service to the Association;

The nominated person having been an active member of the association for twenty years and given active service to the Association; and

The nominated person having combined service as an active member of the association and an active committee member for a total of twenty years

Association Committee member is calculated for life membership in accordance with the following: Every full year service on committee equate to 2 years only towards life membership when combined service of twenty years is required (example five years on committee and ten years active service as an official equals twenty years' service) towards Life Membership.

Life Membership may be granted to any active member under the conditions pertaining in Rule 6.3.

6.4 All applications for membership or renewal of membership shall be subject to approval by the Association Committee.

6.5 Ordinary or Associate members may not be members of any Football Club or serve in an administrative capacity in any Football Association or like organisation except in the following and with the specific approval of the Association Committee:

6.6 Life Membership of any Football Club or Association or like organisation. Permission to accept this honour need only be sought once.

School Football. Written permission need only be sought once.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

As an official representative of this Association.

6.7 Any member accepted by the Association Committee who is a member, current player, committee member of any football club shall not receive any appointments to any fixtures involving that club to which the member is associated with.

6.8 All members shall be of good character and repute. Any match official serving a current suspension issued by any official body recognised by the FA, FSA or SAFRA will not be granted membership until the suspension has been served. A current member of this Association who is suspended by any FA body will be likewise suspended by this Association until the suspension is served.

6.9 Application for membership covered by Rule 6 shall be processed by the Registrar and reported to the Association Committee and announced to the membership. A period of fourteen days shall elapse after the general meeting of members before the membership may be confirmed during which time objection to the membership may be lodged with the Secretary.

6.10 Ordinary Member any person who, (specify any qualification for membership e.g. any person who supports the objects of the association and agrees to be bound by its constitution rules and by-laws) and who applies for membership of the association shall be proposed by one member and seconded by another member. The application for membership shall be made in writing, signed by the applicant and the proposer and seconder. Upon payment of the first annual subscription, and the acceptance of the application by the committee the applicant shall be a member of the association.

6.11 A member may resign from membership of the association by giving written notice to the secretary of the association. Any resigning member shall be liable for any outstanding subscriptions which may be recovered as a debt due to the association.

6.12 All active members must have a Working with Children Clearance before being appointed to any fixture/appointment.

6.13 Membership will be for One Year from 31<sup>st</sup> January to 30<sup>th</sup> January the following year.

**7 UNFINANCIAL AND UNREGISTERED MEMBERS:**

7.1 Unfinancial member's names shall be forwarded to the Appointments Member and they shall not be eligible for appointments.

7.2 Members shall be required to complete and submit a registration form and be financial by the date recorded in the Constitution each year.

7.3 Members who have not registered with the Association shall be deemed to be inactive and therefore unable to receive appointments as match officials.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

7.4 Members shall be deemed to be unfinancial if debts due to the Association remain unpaid seven days after such members have been advised by the Association Secretary or Association Treasurer of their indebtedness.

**8 GENERAL MEETINGS:**

8.1 Standing Order for Meeting:

General and Annual General Meetings;

Order of business shall be;

Roll Call;

Confirmation of Minutes;

Introduction of New Members;

Correspondence;

Financial and Association Committee Reports;

Reports of Sub-Committees; and

Any other Business.

8.2 General Meetings shall be held once each calendar month from February to September inclusive.

8.3 Twenty five percent (25%) of financial membership of this Association must be present in person to constitute a quorum for the transaction of business at any general meeting.

8.4 Only financial members present shall be entitled to vote at any General meeting.

8.5 If within thirty minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within thirty minutes of the time appointed for the meeting the members present shall form a quorum.

8.6 Subject to Rule 8.5 the President shall preside as chairperson at Association Committee, General, Annual and Special meetings of the Association.

8.7 If the President is not present within five minutes after the time appointed for holding the meeting, or he or she is present but declines to take or retires from the chair, the Vice President will chair the meeting, if the Vice President is not available the members may choose a committee member or one of their own number to be the chairperson of that meeting.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

8.8 Subject to these rules, every member of the association has only one vote at a meeting of the association.

8.9 The Chairperson of any meeting of the Association and its committees shall have a deliberative and a casting vote.

8.10 Subject to these rules, a question for decision at a general meeting, other than a special resolution, must be determined by a majority of members who vote in person or, where proxies are allowed, by proxy, at that meeting.

8.11 Unless a poll is demanded by at least five members, a question for decision at a general meeting must be determined by a show of hands.

8.12 If a poll is demanded by at least five members, it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.

8.13 A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

**9 ANNUAL GENERAL MEETING:**

9.1 An Annual General Meeting shall be held not later than the last day of November each year. The date shall be advised at the August General Meeting.

9.2 Proposed alterations to the Constitution must be submitted to the Annual General Meeting or a Special General Meeting.

9.3 Subject to the AI Act (Section 39), at least fourteen days' notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.

9.4 Notice of a meeting at which a special resolution is to be proposed shall be given at least twenty one days prior to the date of the meeting.

9.5 A notice may be given by the association to any member by serving the member with the notice personally, by sending it by email or post to the address appearing in the register of members (Rule 7.2).

9.6 Where a notice is sent by post or email:

9.7 The service is effected by properly addressing, prepaying and posting a letter, email or packet containing the notice, and

9.8 Unless the contrary is proved, service will be taken to have been effected at the time at which the letter, email or packet would be delivered in the ordinary course of post.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

9.9 The Association Committee shall call an Annual General Meeting in accordance with the AI Act and these Rules.

9.10 The order of the business at the meeting shall be:

The confirmation of the minutes of the previous Annual General Meeting and of any

Special General Meeting held since that meeting;

The election of Association Committee members;

The appointment of auditors;

The consideration of the accounts and reports of the committee and the auditor's report (if auditor's report is required); and

Any other business requiring consideration by the Association in a general meeting.

9.11 Notice of any business including alterations to this Constitution shall be submitted in writing to the Association Secretary at least fourteen days prior to the Annual General Meeting or twenty-one days prior to a Special General Meeting.

9.12 Any notice proposing alterations to the constitution of the Association, will display the names and signatures of the proposer and the seconder, and shall be sent to all members with the date both parties signed the proposed alteration.

9.13 Twenty five percent (25%) of financial membership of this Association must be present in person to constitute a quorum for the transaction of business at any Annual General Meeting.

9.14 Only financial members present shall be entitled to vote at any Annual General meeting.

9.15 Unless otherwise allowed for in this Constitution and By-laws, resolutions to motions shall be decided on a simple majority of votes cast at a meeting.

9.16 Proposed alterations to the Constitution must be submitted to the Annual General Meeting or a Special General Meeting.

**10 SPECIAL GENERAL MEETING:**

10.1 The committee may call a Special General Meeting of the Association at any time.

10.2 Upon a requisition in writing of not less than ten percent (10%) of the total number of members of the Association, the committee shall, within one month of the receipt of the requisition, convene a special general meeting for the purpose specified in the requisition. In some cases a lesser or greater percent may be appropriate or it may be on requisition of a specific number of members.



**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

10.3 Every requisition for a Special General Meeting shall be signed by the relevant members and shall state the purpose of the meeting.

10.4 If a Special General Meeting is not convened within one month, as required by 10.2 above, the requisitionists, or at least fifty percent (50%) of their number, may convene a Special General Meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the committee, and for this purpose the committee shall ensure that the requisitionists are supplied free of charge with particulars of the members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the Association.

10.5 Proposed alterations to the Constitution must be submitted to the Annual General Meeting or a Special General Meeting.

10.6 Twenty five percent (25%) of financial membership of this Association must be present in person to constitute a quorum for the transaction of business at any Special General Meeting.

10.7 Only financial members present shall be entitled to vote at any Special General meeting.

**11 NO SMOKING POLICY:**

11.1 Smoking is not permitted at any official meeting of this Association.

**12 ASSOCIATION OFFICERS AND COMMITTEE MEMBERS:**

12.1 The four Association Officers shall be:

President;

Vice President;

Secretary; and

Treasurer.

12.2 There shall be a maximum of Six Association Committee Members.

**13 ASSOCIATION COMMITTEE:**

13.1 The affairs of the association shall be managed and controlled by the association committee which, in addition to any powers and authorities conferred by these rules, may exercise all such powers and do all such things as are within the objects of the Association, and are not by the Act or by these rules required to be done by the association in general meeting.

13.2 The committee has the management and control of the funds and other property of the association.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

13.3 The committee shall have authority to interpret the meaning of these rules and any other matter relating to the affairs of the association on which these rules are silent.

13.4 The Association Committee shall comprise of President, Vice President, Secretary, Treasurer and Six Committee members.

13.5 The Association Committee shall ensure that the Constitution and By-Laws are upheld.

13.6 The Association Committee shall conduct the affairs of the Association.

13.7 The Association Committee shall meet together to conduct association business at least monthly.

13.8 Questions arising at any meeting of the Association Committee shall be decided by a majority of votes, and in the event of equality of votes the President shall have a casting vote in addition to a deliberative vote.

13.9 A quorum for a meeting of the committee shall be one half of the members of the association committee.

13.10 A member of the committee having a direct or indirect pecuniary interest in a contract or proposed contract with the association must disclose the nature and extent of that interest to the committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member of the committee must disclose the nature and extent of his or her interest in the contract at the next annual general meeting of the association.

13.11 A retiring committee member shall be eligible to stand for re-election without nomination. No other person shall be eligible to stand for election unless a member of the association has nominated that person at least twenty-eight days before the meeting by delivering the nomination of that person to the Association Secretary. The nomination shall be signed by the proposer, seconders and by the nominee.

13.12 Notice of all persons seeking election to the committee shall be given to all members of the Association with the notice calling the meeting at which the election is to take place.

13.13 The committee may appoint a person to fill a casual vacancy within the committee, and such a committee member shall hold office until a new member is elected at a General Meeting of the Association.

13.14 The Association Committee shall be empowered to frame By-Laws from time to time on matters affecting the conduct of the Association and its members. Such By-Laws (except for By-Law 11 Members Handbook) shall be presented to the next General Meeting for ratification, amendment or rejection.

13.15 The Association Committee shall receive reports from the Sub-Committees of the Association Committee.

13.16 The quorum at an Association Committee shall be fifty per cent (50%) of the elected Committee.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

13.17 The Association Committee shall have the power to take disciplinary action against any member as laid down in the Constitution and By-Laws.

13.18 If any Association Committee member is absent from four Committee meetings of which due notice has not been given, and provided that prior leave has not been granted by the Committee, the position may be declared vacant by the Committee and filled in accordance with Rule 13.13.

13.19 The Association Committee shall have the power to form Sub-Committees.

13.20 Disqualification of Association Committee members.

13.21 The office of a committee member shall become vacant if a committee member is;

13.22 Disqualified from being a committee member by the AI Act (Section 30);

13.23 Expelled as a member under these rules;

13.24 Permanently incapacitated by ill health; and

13.25 Absent without apology from more than four meetings in a financial year.

**14 SUB-COMMITTEES:**

14.1 All Sub-Committees shall act under a mandate from the Association Committee.

14.2 The Association Committee shall detail the terms of reference of each Sub-Committee.

14.3 All Sub-Committees shall be responsible to and report all proceedings and resolutions to the Association Committee. Such reports shall be received by the Association Committee and subsequently ratified or rejected or returned to the Sub-Committee for further consideration.

14.4 All Sub-Committees may form working parties from time to time. Such working parties shall report all proceedings to their parent committee which shall receive such reports and subsequently ratify or amend or reject any resolutions.

**15 ASSESSORS SUB-COMMITTEE:**

15.1 Assessors Committee.

15.2 The Assessors Committee shall comprise of a Chairperson, Secretary and all Assessors.

Chairperson and Secretary shall both be selected by the Association Committee; and

Chairperson and Secretary appointments can be combined by the Association Committee.

15.3 All Assessors shall be Match Officials or former Match Officials and shall be members of The Assessors Committee.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

15.4 The Secretary of Assessors shall receive from Assessors written reports on Match Officials.

15.5 The assessors may submit reports to the Association Instructor on individual match officials and relevant matters.

15.6 Reports shall be given to active match officials via Match Official System (MOS).

15.7 At the request of the Association Instructor active match officials will submit reports on match officials of a lower level.

15.8 Promotion of match officials from Level 4 to Level 1, the Assessors Committee shall make recommendations to Association Committee and Association Instructor for any match official who is considered ready for the next level within the association.

15.9 Assessor Committee and Association Instructor can recommend those match officials considered eligible for higher divisions to the Appointments Member.

15.10 Assessors Committee and Association Instructor shall identify those match officials who should receive lower grade matches.

15.11 The Secretary of Assessors will be paid an honorarium, payable at the August meeting of the Association Committee. The amounts payable shall be determined by the Annual General Meeting and recorded in the Constitution By-Laws BL9.

**16 ELECTION OF ASSOCIATION OFFICERS AND COMMITTEE:**

16.1 The Association Officers and Committee shall be elected by financial members at an Annual General Meeting and comply with the AI Act (Section 39A).

16.2 Any member of the association who is a current member of Football Australia within South Australia is ineligible to hold any elected association officers or committee positions within Association Committee being the Four Association Officers and the Six Committee positions.

16.3 Nominees and nominators and seconders shall be financial members of the association. Nominations of members present or not at the Annual General Meeting will be accepted from the floor, provided that confirmation of acceptance is given in accordance with Rule 13.11.

16.4 The Association Officers shall hold office until their successors are appointed.

16.5 Should a casual vacancy arise during the year, the Association Secretary can advise the membership that nominations to fill the casual vacancy shall be invited from the floor at the next General Meeting. All nominees shall be financial members and shall be present at the meeting at which their nominations are proposed.

16.6 All Association Officers not securing re-election shall forthwith hand to their successors all books and documents and records as may be in their possession.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

16.7 Election of Association Officers and Committee members shall be by secret ballot, unless the member is un-opposed.

16.8 The President shall appoint scrutineers to supervise any ballot.

16.9 The term of office for Association Officers shall be two years.

16.10 The term of office for Committee Members shall be one year.

16.11 The four Association Officers: President and Treasurer will be elected in odd years and Vice President and Secretary will be elected in even years.

16.12 The Association Officer and Committee Member elected to fill a casual vacancy shall stand down on the day that the Association Officer or Committee Member replaced would have completed their term of office.

**17 DUTIES OF ASSOCIATION OFFICERS AND COMMITTEE:**

17.1. Special legal duties apply to Officers. Many duties that apply to officers are now listed in the AI Act and Corporations Act, including:

The duty to take all reasonable steps to comply with the AI Act and Corporations Act;

The duty to exercise reasonable care and diligence;

The duty not to make improper use of information acquired by virtue of their position or to make improper use of their position to gain personal advantage or cause harm to the association;

The duty not to manage the association with the intention of securing a financial profit for members of the association;

The duty not to intentionally deceive or defraud the association, members or creditors of the association or creditors of any other person; and

The duty to avoid ‘insolvent trading’. This means that the committee should not allow the association to incur debts that the association cannot repay.

**18 PUBLIC STATEMENTS:**

18.1 All public statements by a member in respect of Association matters must be authorised by the Association Committee before publication.

18.2 The Association Committee may make public statements in the interests of members.

18.3 Members shall not make comments in any forum having regard to refereeing and match officials in general or specific to a particular game or match official which may be construed to represent the views of the Association.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

**19 PRESIDENT:**

19.1 The President shall be the Principal Officer of the Association.

19.2 The President shall act as Chairperson at all meetings.

19.3 The President shall give rulings as and when required.

19.4 The President shall be the Public Officer of the Association in accordance with the AI Act (Section 56).

19.5 The President shall make a report to the Annual General Meeting

19.6 The President will be paid an honorarium, payable at the August meeting of the Association Committee. The amounts payable shall be determined by the Annual General Meeting and recorded in the Constitution By-Laws BL9.

**20 VICE PRESIDENT:**

20.1 The Vice President shall assist the President in his/her duties as directed by the President and shall act in his/her absence.

**21 SECRETARY:**

21.1 The Secretary shall administer the affairs of the Association as directed by the Association Committee and by resolutions carried at Association meetings.

21.2 The Secretary shall sign and receive all correspondence and keep a complete and accurate record of the Minutes of all Association Committee and Association meetings.

21.3 The Secretary shall make a report to the Annual General Meeting.

21.4 Proper minutes of all proceedings of general meetings of the association and of meetings of the committee, shall be entered within one month after the relevant meeting in minute books or electronic document kept for the purpose.

21.5 The minutes kept pursuant to this rule must be confirmed by the members of the Association or the members of the committee (as relevant) at a subsequent meeting in accordance with the AI Act (Section 51).

21.6 The minutes kept pursuant to this rule shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed.

21.7 Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid in accordance with the AI Act (Section 39C & 39D).

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

21.8 The Secretary will be paid an honorarium, payable at the August meeting of the Association Committee. The amounts payable shall be determined by the Annual General Meeting and recorded in the Constitution By-Laws B9.

**22 TREASURER:**

22.1 The Treasurer shall keep a record of all financial transactions and receive all monies for and on behalf of the Association and issue receipts and deposit such monies in an approved bank account or any other secured Government or semi-Government interest bearing deposits in the name of the Association and make authorised payments.

22.2 The Treasurer shall prepare an Audited Balance Sheet made up to date of the bank account statement immediately preceding the Annual General Meeting each year for presentation at that meeting.

22.3 The Treasurer shall present a financial statement at least once a month to the Association Committee Meeting and General Meeting.

22.4 The Treasurer shall make all books and records available to the auditors or any Association Committee member within seven days of the request.

22.5 All accounts shall be operated by the Association Committee any two of whom shall be required to conduct banking.

22.6 The association shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the association in accordance with the AI Act (Section 39C & 39D), also refer to regulation 8 of the Associations Incorporation Regulations 2008.

22.7 The Treasurer will be paid an honorarium, payable at the August meeting of the Association Committee. The amounts payable shall be determined by the Annual General Meeting and recorded in the Constitution By-Laws BL9.

**23 COMMITTEE MEMBERS:**

23.1 The Committee Members shall be members of the Association Committee.

23.2 The Committee Members shall undertake such duties as directed by the Association Committee.

23.3 Two of the Association Committee shall be appointed as Appointments Member and Registrar by the Association Committee before 31<sup>st</sup> December each year.

**24 APPOINTMENTS MEMBER:**

24.1 The Appointments Member shall appoint, or re-appoint financial members to games in any football fixture that is authorised by the association.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

24.2 The Appointments Member will be paid an honorarium, payable at the August meeting of the Association Committee. The amounts payable shall be determined by the Annual General Meeting and recorded in the Constitution By-Laws BL9.

**25 REGISTRAR:**

25.1 The Registrar shall be responsible for maintaining a personal record of all individual members must be kept and contain the following:

The name and address of each member;

Email address of each member;

Phone number of each member;

The date on which each member was admitted to, or resigned from, the Association;

The date of and reason(s) for termination of membership (if applicable); and

The date of and reason(s) for suspension of membership (if applicable).

25.2 The Registrar will be paid an honorarium, payable at the August meeting of the Association Committee. The amounts payable shall be determined by the Annual General Meeting and recorded in the Constitution By-Laws B9.

**26 DISCIPLINARY ACTION:**

26.1 Any member may be summoned to appear before a three person Discipline Sub-Committee for reasons of investigation and/or disciplinary action provided that the member is informed in writing not less than five days before the hearing.

26.2 Any member so summoned shall be given the following information upon being summoned:

The reasons for the appearance;

Copy of any offence and charge;

The name of any person or body laying a charge or making an allegation, or

As a witness to any allegation.

26.3 A member may be summoned to appear before the Discipline Sub-Committee for investigation and/or disciplinary action if any allegation or charge against the member is reported in writing to the Association Committee.

26.4 The Discipline Sub-Committee shall be:

26.5 Selected from the Association Committee.



**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

26.6 Any member against whom the Discipline Sub-Committee takes disciplinary action shall be informed in writing of the action taken against the member within seven days of such disciplinary action being approved.

26.7 The Association Committee cannot sit in judgement on one of its own committee members in any case which may involve disciplinary action. A special committee shall be formed for this purpose consisting of five members to be drawn by a ballot held at a General Meeting or Special General Meeting from all financial members.

26.8 The special committee shall convene between seven and fourteen days after selection and shall elect its own Chairperson. The Secretary of the Association shall be available to record minutes. The Chairperson of the special committee shall inform the member concerned and the Association Committee in writing within seven days of the decision of the special committee.

26.9 Some offences have fixed penalties in accordance with By-Law 11 Members Handbook which can be updated at any time by the Association Committee.

**27 APPEALS:**

27.1 The purpose of the Discipline Review Committee is to allow the appellant the opportunity to present new evidence which wasn't considered previously or give mitigation on penalty that has not previously been heard.

27.2 Any member wishing to appeal against the decision of the Discipline Sub-Committee or special committee shall in writing, notify the Secretary within seven days of the date of the letter conveying the decision.

27.3 On receipt of the notice of appeal a Discipline Review Committee shall be formed as soon as possible. The Discipline Review Committee shall consist of the full board of Association Officers and Association Committee members excluding those who sat on the original Discipline Sub-Committee.

27.4 The members of the Discipline Review Committee shall be advised in writing and informed of the date they are to convene to hear the appeal which shall not be more than twenty-eight days after the date the notice of appeal was received.

27.5 Discipline Review Committee shall elect its own Chairperson.

27.6 Discipline Review Committee shall hear evidence from the appellant and any witnesses that he/she may call.

27.7 The decision of the Appeals Committee shall be given to the appellant in writing and its decision shall be final and binding on the member and on the Association.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

**28 EXPULSION OF A MEMBER:**

28.1 Subject to giving a member an opportunity to be heard or to make a written submission, the committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the association.

28.2 Particulars of the charge shall be communicated to the member at least twenty-eight days before the meeting of the committee at which the matter will be determined.

28.3 The determination of the committee shall be communicated to the member, and in the event of an adverse determination the member shall (subject to below paragraph), cease to be a member fourteen days after the committee has communicated its determination to the member.

28.4 It shall be open to a member to appeal the expulsion to the association at a general meeting. The intention to appeal shall be communicated to the Secretary or Public Officer of the association within fourteen days after the determination of the committee has been communicated to the member.

28.5 In the event of an appeal under above paragraph, the appellant's membership of the association shall not be terminated unless the determination of the committee to expel the member is upheld by the members of the association in a general meeting after the appellant has been heard by the members of the association, and in such event membership will be terminated at the date of the general meeting at which the determination of the committee is upheld.

**29 RULES OF DEBATE:**

29.1 A motion must be proposed and seconded before discussion may be permitted.

29.2 Subject to Rule 29.1 the member having proposed the motion shall be given the opportunity to speak first and shall have the right of reply.

29.3 Other members may speak to the motion after gaining the recognition of the chair.

29.4 No member shall speak to a motion on more than one occasion unless on a point of clarification or as a personal explanation or as a right of reply and then only with the consent of the chair.

**30 FINANCIAL ARRANGEMENTS:**

30.1 The Association shall be a non-profit organisation. Upon dissolution, any accumulated funds shall, after payment of all accounts and debts, in accordance with Section 43 of the AI Act be disbursed to a charity organisation as recorded in the Constitution By-Laws BL10.

30.2 An auditor shall be appointed each year to audit the Association books and records. The Association Committee shall recommend an auditor to a General Meeting prior to the Annual General Meeting.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

**31 ASSOCIATION INSTRUCTOR (COACH):**

31.1 The Association Instructor shall be appointed annually at a meeting of the Association Committee after each Annual General Meeting and not later than 31st December in each year.

31.2 The Association Instructor shall be responsible to the Association Committee for the control and coordination of all matters appertaining to the education and training of all members.

31.3 The Association Instructor will be paid an honorarium, payable at the August meeting of the Association Committee. The amounts payable shall be determined by the Annual General Meeting and recorded in the Constitution By-Laws BL9.

**32 UNIFORMS:**

32.1 Match Officials shall wear uniforms that conform to the Constitution of this Association and as recorded in the Constitution and By-Laws.

**33 DEVELOPMENTS OF MATCH OFFICIALS:**

33.1 This Association shall abide by the current Football Australia Match Official Development or equivalent.

**34 QUALIFICATIONS:**

34.1 Until evidence of eligibility for qualifications has been produced and verified new members shall receive appointments at the discretion of the Appointments Member in accordance with Rules 4.3 of the Constitution

**35 REPORTS:**

35.1 In the event of game abandonments, send-offs, cautions or club reported, reports must be sent to the SAASL within forty-eight hours. The reports must be sent to Association's Secretary within twenty four hours.

35.2 Match Officials who do not comply with 35.1 shall be liable to a fine, set by the Association Committee and not exceeding the fee applicable to the particular game.

**36 MATCH TEAM SHEETS REQUIREMENTS:**

36.1 Match Officials failing to complete Team Sheets with respect to goal scorers, "best and fairest", injuries, cautions and send-offs will be liable to discipline action set by the Association Committee and not exceeding the match fee applicable to the particular game.

**37 CONDUCT ON APPOINTMENT DAY:**

37.1 Match Official must not consume alcohol prior to or during an appointment on the day of the appointment.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

**38 SOCIAL CLUB:**

38.1 Association Social Club may be formed.

**39 ALTERATIONS TO THE CONSTITUTION:**

39.1 Notice of any proposed alteration to this Constitution shall be submitted in accordance with AI Act Division 3 (24). The association must, within one month after making an alteration to a rule, register the alteration with the Commission.

39.2 A majority or two-thirds of ordinary financial members present and voting shall be required to amend the Constitution.

39.3 Amendments passed shall become effective immediately.

39.4 Proposed alterations to the Constitution must be submitted to an Annual General Meeting or a Special General Meeting.

**40 THE SEAL:**

40.1 The association shall have a common seal upon which its corporate name shall appear in legible characters.

40.2 The seal shall not be used without the express authorisation of the committee, and every use of the seal shall be recorded in the minute book of the Association. The affixing of the seal shall be witnessed by the president and the secretary.

40.3 AI Act Division 5 26(1)(a) deals with contracts made under common seal. AI Act Part 6 63(5) deals with documents bearing the common seal.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

**SOUTH AUSTRALIAN FOOTBALL REFEREE ASSOCIATION**

**(ASSOCIATION INCORPORATED)**

**BY-LAWS**

**BL1 - BRANCH INSTRUCTOR:**

BL1.1 Instruction sessions shall be held in the months March to August inclusive, at least one evening per month at the discretion of the Association Instructor.

BL1.2 Sessions shall commence at 7.30pm unless otherwise decided by the Association Committee.

**BL2 - PHYSICAL AND MEDICAL REQUIREMENTS:**

BL2.1 Physical training sessions shall be voluntary as programmed by the Association Committee.

BL2.2 All active members must complete the medical declaration on the registration form. Members who fail to do so will have their applications for registration refused and will not receive appointments.

BL2.3 Members may elect to undergo an annual fitness test as detailed in B2.9.

BL2.4 The test will be conducted on at least two occasions prior to the start of the League Competitions and additional tests may also be conducted at any time during the season.

BL2.5 Members may attempt to pass the test at any time it's being conducted.

BL2.6 Members who pass the fitness test will be considered for appointments in all the League's competitions fixtures including cup semi-finals and finals.

BL2.7 Members who have not passed the test may also be appointed to these games at the discretion of the Appointments Member.

BL2.8 If an appointment is made in accordance with BL2.7, to a Premier Division fixture, Cup Semi Final or Final, the Appointments Member must notify the Association Committee no later than five days before the fixture.

BL2.9 The minimum physical fitness test for members to officiate as referees in Premier Division, and Division Two, Cup semi-finals and finals is defined in the Constitution By-Law.

BL2.10 The test will be conducted by a member of the Association Committee or Branch Instructor and accompanied by one other member of the Association.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

BL2.11 Affiliate members who can provide written evidence of having successfully completed a fitness test equal to or better than that defined as follows, will not be required to complete the fitness test with this Association.

BL2.12 Test forty metres walk immediately followed by an eighty metres run, followed by a forty metres walk immediately followed by an eighty metres run: This Equals One Lap.

A minimum of twelve laps (2.88km) must be completed within nineteen minutes and twenty seconds.

Immediately at the conclusion of the minimum twelve laps, members will then sprint from the top corner of one penalty box to the corner of the other penalty box, forty metres walk (no longer than twenty seconds) maximum time including the twelve laps is Twenty one minutes and ten seconds).

**BL3 - SUBSCRIPTIONS AND LEVIES:**

BL3.1 The annual subscription rate shall be decided at any General Meeting, Annual General Meeting or Special General Meeting.

BL3.2 SAFRA Referee - \$250

BL3.3 FSA affiliate Referee - \$126

BL3.4 SAFRA Assistant Referee - \$100

BL3.5 FSA affiliate Assistant Referee - \$100

BL3.6 Associate Member - \$62.50

BL3.7 Active Associate Assessor - Nil

BL3.8 Honorary Member - Nil

BL3.9 Life Member - Nil

BL3.10 Subscriptions must be paid by the date specified in the Constitution and before members will receive appointments.

BL3.11 Members shall present their official level accreditation certificate when requested by the Association Committee.

**BL4 - PRESIDENT'S AWARD:**

BL4.1 The person nominated by the Association President as the "President's Annual Trophy" shall be presented with the perpetual trophy at the expense of the Association.

**CONSTITUTION RULES & BY-LAWS – Annexure A**  
**Registration No A9426**

**BL5 - ASSESSORS FEES:**

BL5.1 Assessors attending matches in a match official capacity shall be paid a fee as recorded in the Constitution By-Law BL5.3.

BL5.2 All persons who are accepted as Assessors shall be made associate members of the Association.

BL5.3 \$85 fee for any appointment is paid via Electronic Fund Transfer (EFT) by SAASL, every Wednesday after the appointment.

**BL6 - OFFICIALS UNIFORM DRESS:**

BL6.1 Any member not complying with the dress code as laid down by the Association will be warned on the first offence and any further offence shall incur a fine or suspension for such period as determined by the Association Committee. Advice of any such infringements has to be given in writing.

BL6.2 Association Committee will direct the correct uniform before the start of each season.

**BL7 - ALTERATIONS TO BY-LAWS:**

BL7.1 Proposed alterations to the By-laws (except for By-Law 11) must be submitted to a General Meeting, Annual General Meeting or a Special Meeting.

BL7.2 Majority of two-thirds of the members present and voting shall be required to amend By-Laws.

BL7.3 Amendments shall become effective immediately.

**BL8 - TRAVELLING FEES:**

BL8.1 Travelling fees due to members shall be made in the following manner:

BL8.2 Via EFT by SAASL, every Wednesday after the appointment.

BL8.3 The following locations will be paid a travel fee:

Port Pirie - \$230;

Port Elliott - \$75;

Barossa - \$65;

Murray Bridge - \$65;

Strathalbyn - \$55; and

McLaren Districts - \$45

**CONSTITUTION RULES & BY-LAWS – Annexure A  
Registration No A9426**

**BL9 - HONORARIUMS:**

BL9.1 The following members will be paid an honorariums

President - \$400

Secretary - \$600

Treasurer - \$400

Appointments Member - \$800

Registrar - \$200

Assessors Secretary - \$400

Branch Instructor as directed by Association Committee up to \$500

**BL10 - CHARITY ORGANISATION:**

BL10.1 National Heart Foundation.

**BL 11 MEMBERS HANDBOOK:**

BL 11.1 Undated and released by Association Committee as required.

**BL 12 MATCH FEES:**

BL 12.1 In Accordance with Members Handbook