



SOUTH WALES ALLIANCE FOOTBALL LEAGUE

[www.southwalesallianceleague.co.uk](http://www.southwalesallianceleague.co.uk)

# CONSTITUTION 2023-2024



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## C.1. NAME:

The League shall be called the South Wales Alliance Football League (the League). The League Management Board (LMB) is authorised, at its discretion, to change the name of the League to incorporate the name of any sponsor, provided that prior permission has been obtained in writing from the South Wales Football Association (SWFA).

## C.2. AFFILIATION:

- C.2.1. The League will affiliate to and recognise and abide by the rules and regulations of the SWFA.
- C.2.2. The League will function as part of the Football Association of Wales (FAW) Pyramid Structure and will operate within the regulations of the FAW Pyramid as laid down by and, from time to time, changed by the FAW.

## C.3. AREA OF OPERATION AND MEMBERSHIP:

- C.3.1. The League will operate within the defined area of the SWFA.
- C.3.2. Only those clubs affiliated to the SWFA will be permitted as members of the League.
- C.3.3. The League will consist of a maximum of **four** divisions each consisting of a maximum of **12** clubs. **The LMB can decide if there are additional clubs in each division subject to relegation and promotion within the Pyramid regulations of the FAW.**

## C.4. GENERAL MEETINGS:

- C.4.1. A General Meeting of the League will be held each calendar year no later than the 31<sup>st</sup> July. This meeting will be called the Annual General Meeting (AGM).
- C.4.2. All other meetings will be called Extraordinary General Meetings (EGM).
- C.4.3. The Hon. Secretary shall call an EGM on receipt of a requisition signed by a minimum of twelve member clubs. The LMB may, by unanimous decision, call an EGM at any time. An EGM may be called at any time and for any purpose, provided a fully compliant requisition is received by the Hon. Secretary.
- C.4.4. At least **10 business** days notice will be given to clubs for all general meetings. For the avoidance of doubt, a business day is defined as any of Monday to Friday and excludes Saturdays and Sundays and Bank /National Holidays.
- C.4.5. The agenda for all general meetings will be forwarded by the Hon. Secretary by email to all member clubs not less than five business days prior to the meeting.

- C.4.6.** In the case of the AGM, the duly audited statement of Accounts and Balance Sheet and any other documentation in relation to the AGM must accompany the agenda. The LMB reserves the right to distribute any paperwork after this time period
- C.4.7.** Clubs in membership of the League must nominate a single representative to attend and vote at any General Meeting. Each club will be entitled to a second representative at any General Meeting, who will be permitted to speak at such meeting, but will not be entitled to vote on any matter. Clubs represented solely by a LMB member are only allowed one vote.
- C.4.8.** All members of the LMB may attend any General Meeting of the League in their own right, but will not have any voting rights as an individual at any such meeting, unless he/she has already voted on behalf of his/her own club. If the Chair is not a Club Representative then he/she can only have a casting vote.
- C.4.9.** In the event of a tied vote at any General Meeting, the Chairperson will be given an additional vote which he/she will exercise as the deciding vote, provided that he/she has already exercised his/her right to vote as in C.4.8. above. For the avoidance of doubt, this means that if the Chairperson fails to vote on the matter in hand (as in C.4.8. above), he/she cannot then exercise his/her right to an additional deciding vote on the same matter.
- C.4.10.** In the specific case of Rules Revision, a resolution can only be carried if supported by a two thirds majority of the members present and voting therein. Notice of alteration of rules for the Annual Meeting must reach the League Secretary by **24th February** in each year. The League Secretary must send the notice of amendments to Clubs at least **14 days** before the date of the meeting. All amendments to rules must be confirmed by the SWFA before they can become operative.

## **C.5. LEAGUE MANAGEMENT BOARD (LMB):**

- C.5.1.** The Officers of the League shall be the Hon. General Secretary, Hon. Assistant Secretary (Finance), Hon. Comet Champion, President, Patron, Chairperson and Vice Chairperson.
- C.5.2.** The affairs of the League will be managed by a LMB consisting of the Officers, Vice Presidents (up to a maximum of 3- in the event of there being additional vice presidents this will remain until the number reduces to 3), Life Members and a maximum of eight duly elected Club Representatives (In the event of there being additional Club Representatives this will remain until the number reduces to 8), who shall be nominated in accordance with C.5.4. below.
- C.5.3.** Club Representatives, as stated in C.5.2., will be elected at the AGM of the League for a period of office not greater than 2 years prior to seeking re-election.
- C.5.4.** Nominations for inclusion on the LMB as Club Representatives must be submitted in writing to the Hon. Secretary at least 10 business days before the AGM.

- C.5.5.** The **Chairperson** and Vice **Chairperson** will be elected from the members of the LMB at the first meeting of the LMB after the AGM. The **Chairperson** and Vice **Chairperson** are to serve for a maximum of 3 years prior to re-election.
- C.5.6.** The appointment of Vice Presidents and Officers will be vested in the LMB.
- C.5.7.** Any elected Club Representative who serves on the LMB for a continuous period of 10 years will qualify to become a Vice President, provided that a vacancy exists. In the event that there is no such vacancy, the appointment will be deferred until such vacancy occurs.
- C.5.8.** Any individual who completes 21 years continuous service on the LMB, in any capacity, will become a Life Member.
- C.5.9.** All Life Members and Vice Presidents will be entitled to attend and exercise full voting rights at LMB Meetings.
- C5.9.1** The Officers will determine the validity and merits of any item to be placed on the agenda
- C 5.9.2.** Any agenda item for discussion proposed by an LMB member will only be discussed if the member is present at the meeting where it is an agenda item. If the LMB member proposing the item is not in attendance at the meeting the item will be allowed to 'lie on the table' until the **next meeting**. If the LMB member concerned does not attend **that** meeting then the item will not be discussed **at any further point**.
- C.5.10.** A Life Member or a Vice President who concurrently holds a position as a League Officer may continue in that post, subject to the conditions stated in C.5.2 above.
- C.5.11.** No club shall be allowed more than one representative on the LMB.
- C.5.12.** No referee currently registered and active in the League will be allowed to serve on the LMB.
- C.5.13.** In the event of the resignation of any Club Representative of the LMB during a season, the LMB may, at its discretion, appoint an immediate replacement to serve in an interim capacity until the next AGM, at which the appointment must be ratified.
- C.5.13.1.** The new Club Representative appointee will be elected to serve only for the period resulting from the resignation i.e. if the resigning person has one more year to serve, then, the new appointee will be elected to serve for one year.
- C.5.14.** At its meeting in May each year, the LMB will nominate, from within its membership, a representative to sit on the Council of the SWFA.
- C.5.14.1.** This nomination will be forwarded EACH year in writing to the Hon. General Secretary of the SWFA by 15<sup>th</sup> June.
- C.5.15.** All decisions will be reached by simple majority. In the event of a tied vote at any LMB meeting, the **Chairperson** will be given an additional vote which he/**she** will exercise as the deciding vote, provided that he/**she** has already exercised his/**her** right to vote on the matter in hand. For the avoidance of doubt, this means that if the

**Chairperson** fails to vote on the matter in hand, he/**she** cannot then exercise his/**her** right to an additional deciding vote on the same matter.

- C.5.16.** The appointment of the League Patron shall be entirely at the discretion of the LMB.
- C5.17. CONDUCT OF LMB MEMBERS** - The SWAL reserves the right to terminate the membership of a **Life Member, Vice President, Officer or Club Representative** LMB member in the event of **him/her** being disciplined by the SWFA in relation to **his/her** conduct.
- C5.18.** Any member of the LMB who fails to attend three consecutive meetings, including sub-committees, without giving their apologies, will be notified in writing that absence from the next meeting will be considered as immediate resignation from the LMB.
- C5.19.** The definition of reasonable in C5.18 above will be at the sole discretion of the LMB.

## **C.6. MANAGEMENT OF THE LEAGUE:**

- C.6.1.** The LMB will meet **as and when required as determined by the Officers.**
- C.6.2.** The agenda for the **LMB** meeting and any relevant papers for discussion will be circulated by the Hon. Secretary by email not later than **2 days** prior to the meeting.
- C.6.3.** A meeting will be deemed quorate, provided that at least **five** members are present. In the unlikely event of both the **Chairperson** and Vice-**Chairperson** being absent at an otherwise quorate meeting, a Chair for the meeting may be appointed from those present provided that at least **1 League Officer is** in attendance.
- C.6.4.** At its discretion, the LMB may appoint a sub-committee to deal with any matter, and may delegate all necessary powers to the sub-committee. THE LMB WILL DETERMINE THE SIZE OF THE SUB-COMMITTEE IN RELATION TO THE NATURE OF THE ISSUE
- C.6.5.** A sub-committee will be deemed quorate, provided that at least three members and the sub-committee **Chairperson** are present.
- C.6.6.** The minutes of all LMB meetings will be circulated to member clubs and LMB within 14 days of the meeting.
- C.6.7** The Officers of the League will meet as an **executive group** as and when required. The Officers will be empowered at such meetings to make decisions in **relation to the running of the League including those in** urgent cases as per rule C.7. Such decisions and all other relevant matters should be contained in the minutes for ratification at the next LMB Meeting.

## **C.7. URGENT MATTERS:**

- C.7.1.** The Hon. Secretary will manage the day-to-day affairs of the League, and will be authorised to deal with urgent important matters wherever possible by consultation with the **Chairperson**, Vice **Chairperson** or another League Officer either by telephone or email. If for whatever reason this consultation process is not possible, the Hon. Secretary will be empowered, where necessary, to make an immediate decision. This decision will be communicated to the **Chairperson** as soon as possible after the event, and will then be ratified at the next LMB.

## **C.8. ATTENDANCE AT MEETINGS:**

- C.8.1.** Members of the LMB will be entitled to claim travelling expenses for attendance at any League meeting at the rate given in Annex 1.
- C.8.2.** LMB members will be expected to regularly attend LMB meetings and a record of members' attendance at LMB meetings will be presented at the AGM.
- C.8.3.** Any Club Representative who fails to attend three consecutive meetings including sub-committees, without reasonable excuse, will be notified in writing that absence from the next meeting will be considered as immediate resignation from the LMB.
- C.8.3.1.** The definition of 'reasonable', in C.8.3. above, will be at the sole discretion of the LMB.