

CONSTITUTION

OF AUSTRALIAN NEPALESE FOOTBALL ASSOCIATION (ANFA)



PREAMBLE

Australian Nepalese Football Association (ANFA) aims to promote and enhance an active and ongoing participation in football in Australia. It provides an engaging platform for everyone, especially Nepalese communities to pursue an active and healthy lifestyle through participation in footballing activities. It also helps to connect and nurture footballing talents within Australia and between Australia and Nepal through various football events and programs.

ANFA is a federation of the member clubs and players in football. It has a proud Nepali heritage, but it encourages membership of any cultural heritage. It is committed to help addressing social, economic and cultural barriers to participation in football activities in Nepali and multicultural communities, thereby enhancing community building, social cohesion and resilience.

ANFA is a socially responsive and responsible organisation. It focuses on nurturing talents, committed to mutual help and reciprocity, and accountable to its members. Its ultimate goal is to help bring about nurturing footballing talents and positive social change.

1. NAME

The name of the association shall be the **Australian Nepalese Football Association (ANFA)**.

2. OBJECTIVES

The objective of ANFA shall be promoting an active, healthy lifestyle through football activities and events, promote healthy competition and healthy lifestyles.

ANFA will encourage, reward and recognise footballing talents, and engage, explore new talents as well as help the talents blend into rich multicultural and Nepalese culture and tradition through sporting and social means.

The federated association shall be sporting, social, cultural, non for profit and non-political.

Specific objectives shall be:

- **Goal 1:** Planning, organising and delivering football activities that are desired by its member clubs and stakeholders. ANFA aspires to be the leading community-based federation of football clubs by pursuing supportive, high quality and inspiration environment to nurture individual talents and aspirations.
- **Goal 2:** Governing of ANFA by a dedicated, passionate and professional team of members, executive members and advisers who are committed to respect, responsibility, ethics, transparency and integrity.
- **Goal 3:** Engaging with the multicultural communities and organisations in Sydney and Australia for catering to the needs of diverse social and cultural groups and increase the participation of multicultural and indigenous peoples and

students/ new migrants. ANFA is committed to providing an environment which is safe, supportive, equitable and welcoming for all.

- **Goal 4:** Nurturing individual talents, by identifying, supporting and advancing their personal and professional goals, and by being a vehicle to address barriers to achieve their full potential, and
- **Goal 5:** Facilitating inter-cultural engagement between Nepali communities and other communities in Australia, in Nepal and beyond, thereby contributing to community building and resilience.

3. MEMBERSHIP

Membership of the ANFA shall be open to any football club that is officially registered in Australia, irrespective of race and cultural affiliation with any Association. The clubs must have a functioning executive committee and at least 11 registered football players required for a football team.

The annual membership fee for the member club, as set down by the annual general meeting, or at a special general meeting, shall fall due on July 1st of each year. The current Membership structure and fees are as below:

Membership types	Annual fees (renewable 1 st July each year)
1. ANFA Member: A registered football club (Voting)	\$300
2. ANFA Life member: A registered football club (Voting)	\$1,000 (one-off)
3. <i>ANFA Associate member: Individual players by virtue of registration with the ANFA member club (Non-voting)</i>	\$10, this payer fees paid to ANFA through a respective member club
4. <i>ANFA Associate member: Event organiser by invitation (Non-voting)</i>	\$500 for each event
5. <i>ANFA Associate member: Business by invitation (Non-voting)</i>	\$500
6. <i>ANFA Invited member: Individual / Organisation (Non- voting)</i>	Nil; Invited for specific reasons
7. <i>ANFA Medallion: Individual life member (Non-voting)</i>	Nil; Awarded one each year

Only the football clubs that are ANFA member or ANFA life member will have voting right in the General Assembly of ANFA. Each member club will have the maximum of 3 (three) votes in the AGM of ANFA. A member club must nominate a maximum of 3 (three) representatives to the AGM of ANFA. Each representative will have one vote and must be present at the AGM to be able to vote.

ANFA follows a ‘double-registration system’. That is, all players must be registered with a club of their choice at any point in time. A club must recommend ANFA that a player is registered by ANFA. Upon check and verification if and when required, ANFA will consider registration of a player. If and when a player is registered, ANFA will issue a Player’s ID Card. The double-registration process must be completed for each player, and only then, a player is allowed to play the ANFA sanctioned football games and events.

All registered players, by virtue of them being registered with their clubs, must pay \$10 to their club as players fees for ANFA which must be transferred to ANFA as part of finalisation of the membership. Once registration is finalised and \$10 player fees is transferred to ANFA, a payer will become an Associate Member of ANFA. Associate members are non-voting members at the AGM of ANFA.

All players must follow all relevant ANFA rules regarding membership, transfer, registration, fees, uniform, disciplines, code of behaviour, sanctions and so on.

Where the rules of ANFA and an individual club do not align, the rules of ANFA will supersede the rules of any individual club.

ANFA may invite, for specific reasons as decided by the ANFA directors, specific businesses, organisations and event organisers to become an Associate Member of ANFA. Fees and charges are applicable as outlined in the table above. Associate members are non-voting members at the AGM of ANFA.

ANFA may invite, for specific reasons as decided by the ANFA directors, some individuals to become Invited member of ANFA each year. No fees are applicable for the invited members and their membership expires each year. Invited members are non-voting members at the AGM of ANFA.

ANFA through its annual general meeting, or at a special general meeting may offer a maximum of ONE special recognition per year, called the “**ANFA Medallion**” to a member of the broader community (including ANFA members) who has made significant contribution to ANFA. This is a special membership, granted for life and requires no payment of membership fees. The ANFA Medallions are non-voting members at the AGM of ANFA.

If any or all of the members of the ANFA’s institution, including advisory committee, disciplinary committee, committees and sub-committees, are not the members of ANFA, they will become an Associate Member of ANFA by virtue of their membership to the ANFA committees. These associate members will not pay any fees and they will not vote in the AGM of ANFA. These associate membership will cease once their membership of an ANFA committee expires.

All members (voting and non-voting) are invited to the AGM of ANFA.

4. EXECUTIVE MEMBERSHIP

To register the candidacy for an executive membership of the ANFA Central Committee (ACC) and ANFA State Committee (ASC), an individual must be a voting or non-voting member of the ANFA.

5. EXECUTIVE OFFICE BEARERS

To register the candidacy for the executive office of the ACC such as President, Vice President and General Secretary, the member must have served the executive committee, sub-committee, disciplinary committee, or advisory committee in any capacity for at least 1 year prior to the candidacy.

6. SPECIAL PROVISION

Directors may exempt any member from the public from meeting the requirements and nominate for candidacy of an executive member.

7. DISQUALIFICATION

An executive member will automatically disqualify himself or herself to remain in the ACC and ASC team if s/he is absent from the meetings for a maximum of 3 consecutive times without notifying the general secretary or joint secretary.

8. ADVISORS

ANFA shall appoint people of high standing or those with a long and/or outstanding record of contribution to the development of Nepali and other communities by the Executive Committee as Advisers of the Club. The number of advisors, usually 5 members, shall be nominated as per ACC Meeting and invited to attend Executive Committee meeting, express their opinion, offer advice, but shall have no voting right. ANFA shall appoint a Chief Advisor where appropriate and necessary.

9. ANFA DISCIPLINARY COMMITTEE (ADC)

ANFA shall appoint a committee, called Disciplinary Committee, for short – ANFA Disciplinary Committee or ADC, comprising a team of highly experienced and noted individuals. This committee shall research, investigate and make decision on all complaints and issues, including those brought to the committee's attention. The committee's decision are made within the ANFA rules and regulations and are consistent with the relevant government legislation in NSW and Australia. These members are expected to follow the ANFA Code of Conduct for ADC members. The decisions made by ADC is final. All ANFA members and associates agree to abide by this overarching requirement as part of ANFA membership.

10. ANFA LEADERSHIP CORE GROUP

ANFA will be registered at ASIC as a Not for Profit Community Business. ANFA will have maximum of 5 Directors who will serve as the ANFA Leadership Core Group (ALCG). These members are elected every three years by the ANFA Central Committee (ACC). The members of the Leadership Core includes at least the majority from the elected executive committee members, including President as a member. The remaining Directors, usually two members, will be external members to the ACC, selected by the elected President and the ACC. A member will be selected as Chair by consensus or by the majority voting.

The ANFA Leadership Core Group will serve as the Director of ANFA, and make decision according to the relevant legislation.

ALCG is a team, committed to take a realistic, feasible and systematic approach to reform ANFA, including the commencement of the ANFA Premier League (APL). ALCG team meets on average once a month.

11. GOVERNANCE STRUCTURE FOR ANFA

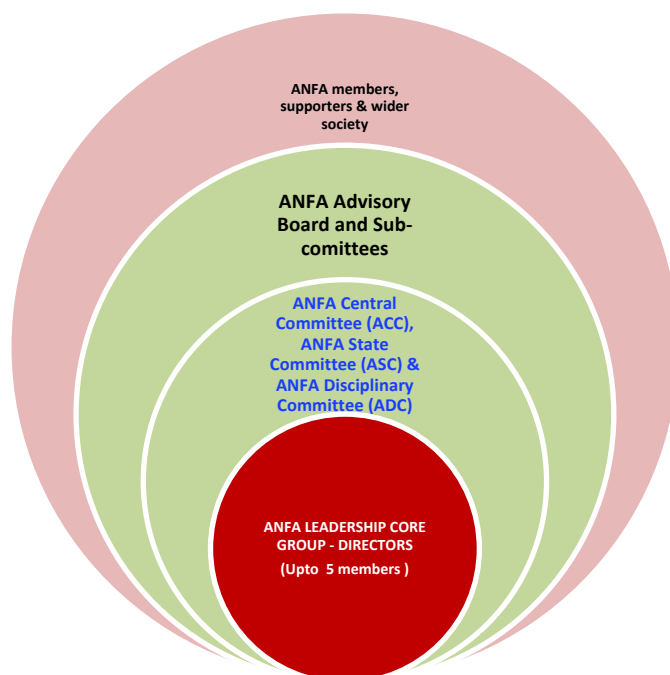
ANFA will be registered at ASIC as a Not for Profit Community Business. ANFA will have maximum of 5 Directors who will serve as the ANFA Leadership Core Group (ALCG).

Directors are ultimately responsible to make the decision of ANFA as required by the relevant legislation.

The ANFA Central Committee (ACC) and ANFA State Committee (ASC), which are the elected bodies by the ANFA members, will select a group of ACC members to serve as Directors. This group will represent the majority of the Directors to make the ANFA decision. The decisions made by the ACC will be taken and advocated to the meeting of the ANFA Directors.

The ACC and ASC will have Advisory Board and sub-committees as required.

All ANFA governance bodies will be accountable to the ANFA members, supported and wider footballing society.



12. ANFA CENTRAL COMMITTEE (ACC) AND ANFA STATE COMMITTEE (ASC)

The ANFA Central committee (ACC) shall be elected for a period of three years at the annual general meeting. The ACC shall comprise as follows:

- President
- Vice-President (up to 7; one from each Australian State)
- General Secretary and Secretary
- Treasurer and Assistant Treasurer
- Public Officer (appointed at the AGM)
- Executive Members (up to 7)
- Sub-committees up to 7: Executive member is usually chair/ co-ordinate the sub-committee

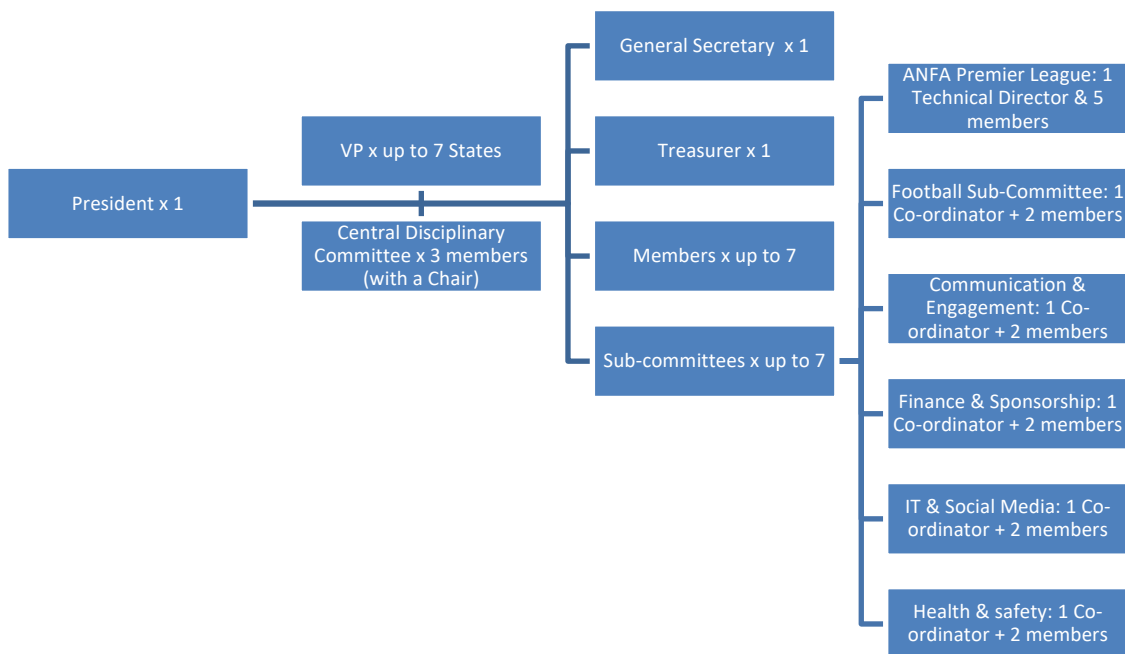
The ACC will appoint the ANFA State Committee (ASC) in each State, where the ANFA ACC's Vice President for a specific State will become the State Co-ordinator.

13. FUNCTIONS OF THE ANFA CENTRAL COMMITTEE (ACC) AND ANFA STATE COMMITTEE

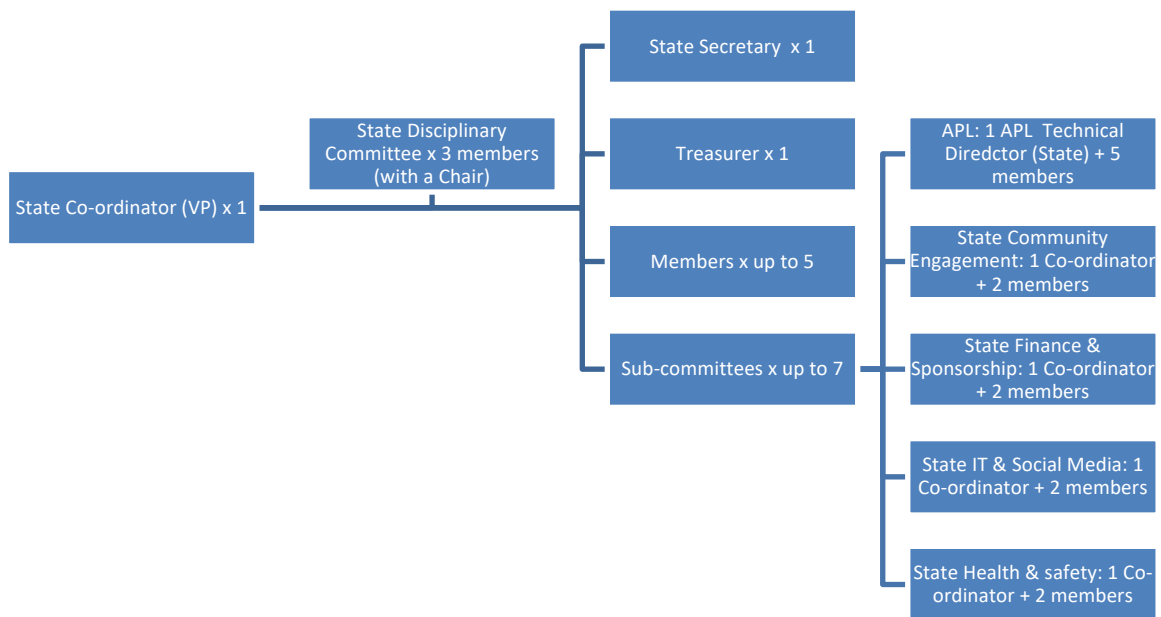
The major functions of the Committee shall be as follows:

- To prepare strategies, policy and program of the ANFA and submit to the General Meeting
- To plan and implement events in accordance with the objective of the ANFA
- To constitute committees and sub-committees to perform specific tasks during football, social and other events
- To review the activities of the ANFA and adopt appropriate actions plan
- To review the operation and management of the fund
- To establish an excellent working relationship and contact with other multi-cultural community organisations for the interest of the ANFA
- To perform any other tasks that may deem necessary to meet the objectives of the ANFA

The ANFA will have a Central Committee with up to 17 members. These members are elected/ selected directly from the member clubs. Each club will have 3 voting members for the purpose of the ANFA central committee.



Within the ANFA Central Committee, the ACC will appoint a State Committee in each state. These members are elected/ selected directly from the member clubs. Each club will have 3 voting members for the purpose of the ANFA central committee.



14. DUTIES OF OFFICE BEARERS AND COORDINATORS

a) President

The President shall preside at all meeting of the ANFA, call such meeting as he or she is empowered to call, exercise general supervision over the affairs of the ANFA. In the absence of the President, the Vice President will undertake the role of the President.

A president can occupy the office for the maximum of three - years terms (6 years maximum; that is, 2 terms; consecutive or otherwise).

The duties of the President shall include but not limited to:

- Develop and present a strategic plan, with specific goals and vision for discussion at the beginning of each term.
- Lead, inspire and motivate members to achieve ANFA's common goals.
- Extend ANFA's goodwill among Nepalese community members and organisations.
- Explore opportunities to work with other government and non-government football and social organisations.
- Create healthy discussion environment in the organisation to allow equal participation and to conclude with a result agreed by everyone.
- Make and implement decisions collaboratively, inclusively and responsibly

b) Vice-President x up to 7

The Vice-President, representing each Australian States shall assist the president in fulfilling his/her duty as the president. The vice-president shall act as the president in his/her absence or when empowered to do so by the executive team.

c) General Secretary and Secretary

The General Secretary shall keep a record of the monthly proceeding of the Association, give notice of meetings in writing to members of the Association, shall post to each financial member, not less than 7 days prior to a general meeting, and not less than 14 days prior to an Annual General Meeting, details of the time, place and agenda, and shall publish such other items as decreed by the executive members.

The duties of General Secretary are but not limited to:

- With the help of all executive members, implement the goals set by the executive committee.
- Become the central point of contact of all executive members and keep up to date record of all happenings in the organisation.
- Inform the executive team of the progress of tasks managed by all executive members and co-ordinators.

d) Treasurer and Assistant Treasurer

The treasurer shall have custody of the monies belonging to the Association, and shall receive and send receipts for annual membership due or any other monies belonging to the Association shall make disbursements as approved at the general meeting or the annual general meeting. Cheques drawn on the ANFA's bank account will require the signature of the Treasurer and President. Any official expenditure which has been approved by the President or at the general meeting shall be paid by the Treasurer by cheque, EFT or appropriate means. The treasurer shall keep accounting records of the Club and prepare Annual Financial Statements for the Club as of 1st July to 30th June each year.

e) Members / Chair or Coordinators of Sub-committees (x up to 7)

The coordinators (or Chair) shall:

- Take accountability of the respective activities as assigned in the role of co-ordinator
- Discuss, plan and implement activities to implement ANFA's strategies through the engagement of members and their families
- Maintain details of the activities, members engaged and any other information.
- Communicate activities to ANFA members and others where required
- Report their activities, performance and issues/ opportunities to the executive committee meetings
- Work together with the executive committee and membership to make and implement decisions.

f) Executive Members

The executive members shall:

- Attend all meetings and contribute to the various initiatives taken on by various co-ordinators
- Actively participate in discussion, planning and implementation of the ANFA strategies through the engagement of members and their families
- Communicate activities to ANFA members and others where required
- Act as a working committee member as and when required by the club
- Work together and in the club's interest, with the executive committee and membership to make and implement decisions.

15. ANFA DISCIPLINARY COMMITTEE, ADVISORY BOARD AND ANFA SUB-COMMITTEES

- ANFA will have an ANFA Disciplinary Committee (ADC) at the central level. Members will be appointed by the ACC. The Committee will have a Chair of the Committee.
- ANFA will have an ANFA Disciplinary Committee (ADC) at each State. Members will be appointed by the ASC. The Committee will have a Chair of the Committee.
- ANFA will have an Advisory Board at the centre level and the members will be appointed by the ACC. The Board will have a Chief Advisor.
- The ACC will have a number of functional sub-committees at the central level, which will be appointed by the ACC President.
- The ASC will have a number of functional sub-committees at the State level, which will be appointed by the ACC Vice President and State Co-ordinator in consultation with the ACC president.
- Members of the ANFA Disciplinary committee, ANFA Advisory Board and ANFA Sub-committees will be brought from the member clubs as well as from the wider community.

16. THE FUNDS OF THE ANFA

a) Source of fund

Activities of the ANFA shall be run by the following sources:

- Club membership fees
- Savings generated from the programs run by the ANFA
- Amount received as Event Sponsorship
- Incentives from partnership organisations
- Governments or non-government grants

b) Management of the Funds

Any amount received by the ANFA shall be deposited in the bank. As much as practicable, all the transactions shall be carried out through a bank. The Treasurer and the President shall jointly sign for the operation of the ANFA's bank accounts.

The Treasurers shall maintain appropriate records of all funds received, expenditures incurred and balance. The Treasurer shall furnish the statement of income and expenditure to the Annual Meetings.

17. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in every year in July - November. Written notice of the meeting and the agenda shall be sent by the Secretary to all financial members, to reach them out later than 14 days prior to the meeting. Elections for the Executive Committee shall take place in every alternative year. Every financial member of the Association shall be entitled to attend the Annual General Meeting, vote on the business transacted at the meeting, vote on the election of office bearers/ACC members and submit a notice of any motion for inclusion in the agenda of the Annual General Meeting in accordance with this constitution.

General meeting of the association shall perform the following tasks:

- To evaluate the performance of the Executive Committee of the Club and give the necessary direction
- To determine the policy and program of the Club to meet its objective
- To amend the constitution of the Club, if required
- To adopt the recommendations from Advisors
- To discuss and decide on any other relevant issues raised during the general meeting

18. VOTING

At the Annual General Meeting, each member Club will have 3 votes. Those officially sent by the member clubs will vote in the AGM.

19. CONSTITUTION AMENDMENT

This constitution shall be amended only at an Annual General Meeting of the Association, or at a special general meeting called for that purpose, at least 21 days prior to which written notice of such proposed amendments has been forwarded to the General Secretary. A majority of two-thirds of those present and voting required passing an amendment of the constitution.

20. ANFA CODE OF CONDUCT

ANFA Code of Conduct must be abided by all member clubs and members of ANFA at all time.

Code of conduct is a set of guidelines on ethical behaviour for all the members of the ANFA. Breaches of some or any aspects of this code may be raised in the meeting and result in disciplinary action against the member. The disciplinary action may be warning or expulsion from the committee. The decision to expel can be made only by a two-thirds majority of the executive committee members.

Please refer to “ANFA Code of Conduct for members, executives, advisors and affiliates” in Appendix I for the code of conduct. This code of conduct may be amended if need be by the executive committee at any time.

ANFA Code of Conduct and all disciplinary actions will be handled by its ANFA Disciplinary Committee (ADC).

21. LOGO

The Club has its own logo with the wording “ANFA” as per Appendix II.

22. DISSOLUTION

The ANFA may be dissolved or disbanded by a resolution passed at any General Meeting or Special General Meeting of the ANFA by a two-thirds majority of the Members present and voting. However, such resolution will not become effective until one year of the adoption of such a resolution and approved by the Office of Fair Trading NSW.

The End

APPENDIX I - CODE OF CONDUCT FOR ANFA MEMBERS, EXECUTIVES, ADVISORS AND AFFILIATES

ANFA Code of Conduct must be abided by all member clubs and members of ANFA at all time.

The ANFA comprises general members including players and coaches, members of the executive, advisory board and conflict management and disciplinary committee. It is expected that all the members of ANFA including the executive committee and the advisory board within the ANFA will behave towards one another with respect, integrity, fairness, impartiality and compassion and that they will perform their duties as efficiently and responsibly as possible.

This code of conduct establishes the standard of behaviour expected of ANFA's executives, members and the advisors and is a guide to resolving issues. While there is no set of rules capable of providing answers to all the questions, which arise, this framework provides basic principles for appropriate conduct in a variety of context.

1. Behaviour

ANFA member clubs and associated individual members are passionate and compassionate individuals and families who love football and who support one another at good times and bads. They should strive to present themselves as a responsible and responsible members, the executives performing their duties allocated by the executive committee diligently, impartially, conscientiously and in a professional manner to the best of their ability.

2. Conflicts of Interest

ANFA executive members should avoid any financial or other interest or undertaking that could directly or indirectly compromise the performance of their duties and responsibilities. Any financial or other interests should be only in the benefit of the entire organization rather than of an individual.

3. Non Political and Professional

ANFA is a federated organisation that is non-political.

All members and executives are expected to communicate professionally the ANFA values and activities with accuracy and openness.

Any executive member is a member of the club and has right and responsibility to make public comment and to enter into public debate. However, there may be circumstances in which they should clearly indicate that their comments are being made in a private capacity and should not be attributed as an official comment of the organization.

Executive members have access to the ANFA's official documents and information; they need to maintain confidentiality and privacy of that information in order to protect individuals concerned and to ensure the efficiency and effectiveness of the operation of the club.

In general executive, members should only disclose official information when required to do so by law, when the need arises as part of their normal duties, where they are called upon to give evidence in court or where the information has been officially approved for release.

4. Association with Other Organisations

All the executive members are required to inform the executive committee about their involvement with any other similar organizations if there is a need. In cases where the executive member has already been a member of such organisations, he/she must inform the executive committee in the next meeting.

5. Attendance

All members of ANFA are expected to attend the General Assembly and ANFA's events.

It is very important that all the members, particularly executive members recognise the importance of being punctual in all the meetings and functions organised by ANFA.

In circumstances where the executive members are running late or cannot attend a meeting or a function, they are required to notify either the general secretary or the joint secretary well in advance.

If an executive member is not present in regular meetings without notifying the designated officers for two consecutive meetings, a warning will be sent to the member by the executive team. If he/she is absent for a third consecutive meeting, he/she will be automatically expelled from the executive committee with no further communication. Such executive member would then only remain as a general member.

6. Commitment

ANFA members are expected to be committed to ANFA visions, values and activities.

Each executive member must be responsible and committed for the tasks and duties allocated to him/her by the executive committee meeting through mutual agreement between the member and the committee.

In a case where the executive member cannot perform the duty because of various circumstances, he/she should inform the executive committee via email or in the meeting without delay. The executive committee will then allocate the responsibility to another executive member.

7. Ethos of Community and Mutual Help

All Members of the club shall be driven by the ethos of the community. That is, they respect each other, receive/give mutual support and act as a responsive and responsible team all the time. ANFA members must be willing to and proactively provide help and support to any ANFA member needing help at a time of distress.

Being a member of ANFA should be a pride in itself and their contribution is

completely voluntary. They shall not be paid any kind of salaries or allowances for the time they have devoted or for the works they have undertaken for the Club during the term of their office. They can, however, claim the reimbursement of the expenses incurred for official purpose.

8. Communication

All ANFA members are expected to respect one another and communicate professional to whoever they encounter in the course of ANFA activities.

All official communications of ANFA with other organisations or external people must be made via the official email address of the organisation.

President and General Secretary will be provided with an official email address of ANFA which must be used at all times when communicating with external parties such as other Community organisations, Australian Government Departments and Agencies, etc.

Formal contacts should not be made via personal or work email address.

The member's database of ANFA must not be used by any members for their personal or business purpose.

9. ANFA's Interest First

All ANFA members shall act to achieve the objectives and interests of the ANFA first and foremost. Any act against this shall be considered as unethical and unaccountable. Property and resources of the Club shall be used only for its official purposes. Private use of property and resources shall be considered unethical. Members shall refrain from any personal criticism (either in person or in writing) against other Members.

10. Breaches of this Code of Conduct

This code of conduct is a set of guidelines on ethical behaviour for all the members of ANFA. Breaches of some aspects of this code may be raised in the general assembly, executive committee meeting and in the meeting of the conflict management and disciplinary committee (CMDC). The CMDC can initiate disciplinary action against the member if there is a breach. The disciplinary action may be warning or expulsion from ANFA or from the executive committee. The decision to expel can be made only by the special general assembly, or if it concerns to the executive committee, by a two-thirds majority of the executive committee members.

11. Code of Conduct/ Behaviours for Players, Coaches, Officials, Spectators etc.

A separate set of code of conduct shall be developed for specific cohort of ANFA members or supporters who are engaged in ANFA associated sporting events. The following code of conduct shall be developed and implemented:

- ANFA Code of Conduct for Players
- ANFA Code of Conduct for Coaches
- ANFA Code of Conduct for Managers and Officials
- ANFA Expected Behaviour of Spectators

These code of conduct may be amended if need be by the ANFA executive committee at any time.

**APPENDIX II –
LOGO OF AUSTRALIAN NEPALESE FOOTBALL ASSOCIATION (ANFA)**

