

Petone Football Club

Constitution Update 2016 – Explanation

Why update the Constitution?

- Support the Business Plan
- Bring the Constitution up to date to reflect the way the Club now operates
- Clarify what constitutes membership of the Club and what members are entitled to
- Make it easy to comply with the Club's liquor licence.

Approach

An initial workshop was held on 14 October 2015. Several routine changes were discussed and then there was considerable debate about what makes someone a member of the Club. There were still some areas of uncertainty and it became obvious that more discussion was needed and we wouldn't meet the deadline of presenting a proposed new Constitution to the Club's members at the 2015 AGM.

A second workshop was held on 7 June 2016. There was general agreement on the changes required and an updated draft of the Constitution was produced. Richard Arkinstall presented it to the Junior Management Committee and Jinece Bakhos to the Women's Committee. Feedback was minimal and no further changes were needed.

The proposed new Constitution was then approved by the Management Committee for recommendation to the Annual General Meeting for Club members' approval.

Proposed changes

Management Committee

The Management Committee may form subcommittees, with those specifically mentioned in the Constitution being the Junior, Women's and Supporters' subcommittees.

The Business Plan recommends that, by devolving responsibilities to subcommittees, and ensuring that all areas of the Club's operation are covered by those subcommittees, the Management Committee's focus changes to the governance and overall management of the Club. To reflect this change, we propose to rename it as the Executive Committee.

The term Executive Committee is currently used for the group that meets when quick decisions are needed, and comprises the President, Secretary, Treasurer and Chairperson. We propose to rename that group as the Emergency Committee.

Women's Committee

We propose to rename the Women's Committee as the Women's Management Committee to reflect that it has overall responsibility for the management of Women's Football.

Junior Committee

Similarly we propose to restore the Junior Committee's name to the Junior Management Committee to reflect that it has overall responsibility for the management of Junior Football. Note that the new name was the official name from 1962 for decades and has remained in common usage.

Juniors' and Women's annual meetings

The current Constitution states that the Junior Committee and Women's Committee will each hold an annual meeting but doesn't state who can attend or vote or be eligible for election.

We don't wish to be prescriptive about this in the Constitution but, as guidance to those chairing the respective meetings, the Club's general expectation is that any Club member is welcome to attend and vote, as are the parents of any player.

In practice, anyone else who wants to attend will normally also be welcome, although their right to speak/vote/be elected is at the discretion of the chair of the meeting. This provides protection in the event of a “hostile” group from outside the club interfering in the Club’s business.

Annual meetings

Elections for subcommittees are limited to the Junior and Women’s Management Committees, and with flexibility for the Executive Committee to approve not having an election.

Membership

Some of the membership clauses in the current Constitution are unnecessarily prescriptive and do not reflect the way the Club now operates.

How does someone become a member of the Club?

The following table shows the various ways someone can become a member of the Club, the term of their membership, whether they can vote at a general meeting (AGM or EGM) and whether they are required to pay a fee. The final column references the relevant clause in the proposed updated Constitution.

The categories of membership and their fees set out below do not constitute any changes of substance in the proposed amendments.

Type of Member	How	Term	General Meeting Vote?	Pay Fees?	Clause
Life Member	Elected	Life	Yes	No	5.1
Patron	Elected	1 year	No	No	5.2.1
Elected officer (Executive, Women’s, Juniors’) or co-opted officer (Executive Committee)	Elected	1 year	Yes	Yes*	5.2.2
Position appointed by Executive Committee (coach, manager, other role)	Appointed (by EC)	1 year	Yes	Yes*	5.2.2
Junior coach or manager or grade manager	Appointed (by JMC)	1 year	Yes	Yes*	5.2.3
Registered senior player (Men’s, Women’s, Youth)	Registering	1 year	Yes	Playing Fee	5.2.4
Registered Junior Player	Registering	1 year	No	Playing Fee	5.2.5
Non-Playing member	Paying a fee	1 year	Yes	Membership Fee	5.2.6
Honorary Member	Appointed (by EC)	1 year	No	No	5.2.7

* indicates a membership fee may be imposed but isn’t currently, although if the person is also a player there will be a playing fee imposed, although this may be reduced or waived at the discretion of the Executive Committee

Notes:

- Non-playing members, other than Life Members, cease to be financial members at the end of the financial year
- Membership (though not financial membership) should remain valid until such time as the member could reasonably be expected to have renewed (e.g. 15 May the following year) – this allows the member to continue using the Club’s facilities until they are able to renew their financial membership
- Eligibility to vote at the AGM remains based on being a financial member in the previous financial year
- Eligibility to vote at an EGM is based on being a financial member in either the current or previous financial year

- Ability to use the Club's licensed facility is based on having a membership card, rather than on being a current financial member.

Action in the event of liquidation

Currently, in the event of liquidation, any property remaining after satisfying all debts and liabilities will pass to Hutt City Council.

We propose that any property remaining will be passed to Capital Football so that it can still be used for football in the Hutt Valley.

Other changes to bring the Constitution up to date

- Minor typo corrections and grammatical changes
- "sub committee" becomes "subcommittee"
- Improved wording re minutes and minute books
- Add Recording Secretary as an officer of the Club
- Communicating to the Federation the names of the Chair, Secretary and Treasurer is following the AGM, rather than immediately after it
- The Executive Committee, rather than the Club, appoints delegates to the federation
- Remove the now-redundant clause that allows members of the Executive Committee to play in matches
- Application to become a registered player no longer specifies "in writing"
- Application for a player to transfer no longer specifies payment of a fee
- Breach of the Club's rules also includes breach of the Code of Conduct

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