

## Changes to Constitution – Explanatory Note

This note explains the main changes proposed for the Athletics Wellington constitution.

### 1. Changes to annual general meeting cycle

The amended constitution provides for the annual general meeting cycle set out in the table below. This sequencing allows for the financial statements to be approved by the Board before distribution along with the notice of meeting. The sequencing also allows for calls for nominations ahead of the notice of meeting, so that the necessary resolutions can be set out in the notice of meeting, along with the annual report.

Date	Event
May	Financial statements finalised by Treasurer
Late May	Calls for nominations from clubs for: <ul style="list-style-type: none"><li>- President</li><li>- Board members</li><li>- Life members</li></ul>
First week of June	Board meeting to approve: <ul style="list-style-type: none"><li>- Financial statements</li><li>- Any nominated life members</li></ul>
Mid-June (no less than 3 weeks after calls for nominations)	Notice of AGM including: <ul style="list-style-type: none"><li>- Date and place of meeting</li><li>- If meeting will be live-streamed, details of that</li><li>- Resolutions for appointment of officers and board members and any life members</li><li>- List of clubs' voting entitlements and appointed delegates on record</li><li>- Proxy forms</li><li>- Annual report</li><li>- Financial statements</li><li>- Any other business to be transacted at the meeting</li></ul>
Mid-July (no less than 4 weeks after notice of AGM)	AGM

### 2. Changes to methods of holding and voting at general meetings

The amended constitution allows for general meetings to take place in person or by audio/audio-visual means (e.g. live streaming).

The quorum has been reduced to persons holding seven votes (previously eleven), reflecting the current number of active clubs. Where a proxy has been appointed this is now included in the quorum.

The previous voting provisions (where clubs but not club members can vote, with each club having up to three votes depending on its membership) have been retained but

set out slightly more clearly. The revised voting provisions clarify that Board members do not have the right to vote at general meetings.

### 3. Clarification of membership

The amended constitution clarifies that both clubs and club members are members of Athletics Wellington, along with Life Members. This is consistent with the constitution of Athletics NZ.

### 4. Streamlining of roles

The amended constitution removes reference to roles such as the Secretary, Centre Delegates, Surveyor, Coaching Co-ordinator and Official Co-ordinator. To ensure flexibility, the Board continues to have the power to appoint officials as it sees fit.

### 5. Verification of financial statements

The amended constitution also removes the requirement for a Verifier to verify the financial statements. This position was difficult to fill in practice. The Board continues to be responsible for approving the financial statements and is able to call for third party assurance or audit if required.

### 6. Other minor amendments

The amended constitution also makes a number of other minor amendments, including:

- Removal of detail around centre championships and centre records – these are operational matters and they are best addressed by the Board and committees than the constitution.
- A number of provisions relating to club uniforms, which again are operational in nature.
- Removal of the provision that required Board approval before an item raised at a general meeting could be raised again within 12 months. This provision was unusual and not used in practice.
- Clarification of the process to be followed to wind up Athletics Wellington, as the previous process was poorly drafted.
- Removal of the requirement that Athletics NZ approves all changes to the constitution, this does not appear to be an Athletics NZ requirement.