



# **NEW SOUTH WALES SPEEDWAY KART CLUB**

## **New South Wales Speedway Kart Club Inc. Constitution**

**4<sup>th</sup> December 2013 (changes in red)**

**This Constitution to be read in conjunction with the Associations Incorporation Act 1984  
Associations Incorporation Regulation 1994  
Model Rules Schedule 1 1994**

### **1. Name**

- 1) The name of the club will be the New South Wales Speedway Kart Club Inc. (abbreviation NSWSKC.)

### **2. Objectives**

- 2) To foster and encourage the sport of Speedway Kart Racing.

### **3. Membership**

- 3) Will include all members who have paid all due dues hereinafter provided for and who have had their application for membership approved by the committee.

### **4. Officials, Office Bearers and Executive Committee**

- 1) The officials, office bearers and executive committee will be elected at the Annual General Meeting to be held in December of each year and will, subject to the constitution, hold office for one-year thereafter.
- 2) The elected committee will consist of the following office bearers together with three (3) duly elected club representatives:
  - (a) President
  - (b) Vice President
  - (c) Secretary
  - (d) TreasurerAny three (3) of this committee will constitute a quorum.
- 3) One of the seven (7) duly elected club representatives, or a representative appointed by and answerable to the elected Executive will be appointed as Karting NSW (A.K.A) Delegate in accordance with Australian Karting Association New South Wales Constitution – Section 7
- 4) All office bearers will have attained the age of eighteen years (18) on or before the date of the Annual General Meeting for which they have been nominated.
- 5) Executive Members May not hold an executive in any other club associated with kart racing.
- 6) Only current financial members may hold office.

*NEW SOUTH WALES SPEEDWAY KART CLUB INC.*

Postal Address: PO Box Seven Hills NSW 1730

Telephone: Club President 0418 662 003 – Club Secretary: 0417 679 700

Facsimile (02) 9864 5343 – e-mail: [info@nswskc.com.au](mailto:info@nswskc.com.au) – Web Site: [www.nswskc.com.au](http://www.nswskc.com.au)



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## **5. Nominations**

- 1) Nomination for Officials, Office Bearers and Executive Committee positions shall be received from the financial members and be notified to the Secretary at least seven (7) days before the date fixed for the Annual General Meetings.
- 2) Nominations will be duly signed by the proposed and seconded. The nominee shall also signify, by duly signing, his or her willingness to accept the nomination.
- 3) Nominations shall be received from the floor only for those positions where there are no prior nominations.
- 4) **Only current financial members that have been financial for a period of 6 months in that current year are entitled to nominate.**

## **6. Voting**

- 1) Those members entitled to vote will have attained the age of sixteen (16) years.
- 2) No proxy votes to be allowed at any meeting.

## **7. The Committee**

- 1) The committee will be called the Executive Committee and each member of the committee is, subject to these rules, entitled to hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.

## **8. Office Bearers and Duties**

### **8.1 President**

The President will:

- 1) Preside at all club meetings.
- 2) Exercise due and just control over other office bearers, executive committee and all club members.
- 3) Have the power to reprimand any club member or associate of that club member whom in his opinion is acting in a manner likely to bring the club into discredit or disrepute.
- 4) Upon taking action as outlined in clause (3) above, report such action to the next executive committee meeting for endorsement or otherwise.
- 5) Be a signatory on club cheques as required.

### **8.2 Vice President**

The Vice President will:

- 1) Upon the absence of the President will fulfil the duties of the President.
- 2) Will keep and maintain a register of all volunteer officials.
- 3) Facilitate or provide the opportunity for volunteers to attend training courses.
- 4) Initiate suitable recognition schemes to acknowledge all volunteer effort.
- 5) Maintain up to date records of volunteer effort within the club.

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## **8.3 Secretary**

The secretary will:

- 1) Attend all meetings.
- 2) Receive all correspondence and answer any questions that may arise in accordance with these rules.
- 3) File all correspondence received and retain a copy of all letters entered into.
- 4) Maintain a register of all club members.
- 5) Record minutes of all general, special and executive meetings.
- 6) Carry out any other duties that the executive committee may deem necessary.
- 7) Maintain a register of all club property.
- 8) Ensure that the Constitution and Rules of the club are in keeping with the Act.
- 9) Be a signatory on club cheques as required.

## **8.4 Treasurer**

The treasurer will:

- 1) Keep a correct account of all monies received and expended by the Club and pay all monies belonging to the Club into such bank or banks as shall be approved by the executive committee.
- 2) Advise Club members of bank balances and significant or unusual expenditure at each Club meeting.
- 3) Prepare income and expenditure statements and balance sheets for each financial year within six months of the year end and present the audited statements and balance sheets for approval by the executive committee, and subsequent presentation to members at the Annual General Meeting.
- 4) Act as joint signatory on all cheques with either of the Club President or Club Secretary.
- 5) Pay Club debts from Club accounts on or before the due dates.
- 6) Take responsibility to authorize all Club expenditure prior to debts being incurred on behalf of the Club.
- 7) Have custody of all books of account receipts, cheque books and documents pertaining to the financial status of the Club.
- 8) Act as assistant Treasurer from the point of election of a new Treasurer until the next subsequent audit date.

## **8.5 A.K.A. Delegate**

The A.K.A. Delegate will:

- 1) Attend A.K.A. State Karting Council (SKC) meetings where possible on behalf of the Club.
- 2) Be available for A.K.A. State Karting Council (SKC) phone hook ups.
- 3) Report to the Club on A.K.A. matters pertaining to the Club

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## **9. Club Procedure**

### ***9.1 Control of the Club***

- 1) The control of the club will be vested in its executive committee.

### ***9.2 Committee Meetings***

- 1) The executive committee will decide the frequency of the committee meetings during the term of office.

### ***9.3 Disqualification from Office***

- 1) Any office bearer or member of the executive committee who absents themselves from three (3) consecutive meetings of the club or committee without submitting reasonable cause shall be held to have forfeited their office.

### ***9.4 Club Monies and Property***

- 1) The executive committee will between the Annual General Meetings exercise absolute control over all club monies and property.

### ***9.5 Application for Membership***

- 1) The executive committee shall examine all applications for membership and determine such applications.
- 2) The decision of the committee on matters of membership will be final.

### ***9.6 Matters of Dispute***

- 1) The executive committee shall adjudicate on all matters of dispute arising during the period of its office and their decision will be final.

### ***9.7 Finance***

- 1) All financial transactions shall be by cheque with the exception of petty cash disbursements and not to exceed \$250.00.
- 2) All cheques are to be signed by the Treasurer and one of either the President or Secretary.

### ***9.8 Conduct***

- 1) Any person using language or gestures deemed to be in poor or improper taste or in any way miss-conducting themselves in the racing area or in club meetings will render themselves liable to suspension or expulsion from the club and forfeit any monies paid by them to the club and forfeit any rights and privileges they may have within the club.
- 2) The Club will function as a non-political and non-sectarian body.

### ***9.9 Rules***

- 1) Statement of Objectives and/or Rules of the club may only be changed by Special Resolution as stated in the Act (Section 20. 1998).
- 2) If not stated in these rules and constitution the Model Rules Schedule 1 1994 shall have effect.

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## **9.10 Inspection of Books (Financial)**

- 1) Any financial member after giving thirty (30) days written notice may inspect the books and documents pertaining to the finances of the club.

## **10. General Meetings**

- 1) Ten percent (10%) of the eligible voting financial members of the club register personally present at any general meeting duly convened will constitute a quorum.
- 2) A motion or amendment proposed and seconded at any general meeting shall be put by the chair and decided by a majority of the members present on a show of hands.
- 3) At least one general meeting shall be held quarterly being March, June, September and December.
- 4) Notice of general meetings shall be included in the Race Calendar.
- 5) For issues of significant change to the conduct of a committee, or to the organization policies, a Notice of Motion is to be forwarded to the Club Secretary at least seven (7) days before the date fixed for the next meeting.

## **11. Special General Meetings:**

- 1) On the petition of at least ten (10) eligible voting members, the secretary shall call a Special General meeting of the club within fourteen (14) days from receipt of such petition.
- 2) The petition will state clearly the reason thereof.
- 3) All members signing the petition are to be in attendance at the Special General Meeting otherwise the petition shall lapse.
- 4) Any decision to be carried by a three-fourths (3/4) majority of eligible voting club members present at the meeting.
- 5) Only those items that appear on the agenda shall be discussed at a Special General Meeting.

## **12. Alterations to Constitution, Club By-Law and In-House Rules:**

- 1) The Constitution, Club By-Laws and In-House rules or any clause thereof will not be altered or added to, except upon a resolution carried by a three-fourths majority of eligible voting club members present at a duly convened meeting thereof.
- 2) Such alterations, exception or addition as may be agreed upon will become effective as from that particular meeting.

## **13. Life Members**

- 1) Upon written recommendation from any club members, the Executive shall evaluate such recommendation for election of nominated person(s) for Life Membership of NSWSKC and award such honor if nominee is deemed worthy recipient.
- 2) The nominated person(s) shall have rendered significant long term dedication and service to the benefit of the club, the racing and or administrative activities of the club and or the promotion of the club and speedway karting.
- 3) The awarding of Life Membership will be made to the recipient at the annual presentation at the end of the year in which elected.

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