

Port Macquarie Kart Racing Club Inc.



Statement of Objects And Rules of the Association

Port Macquarie Kart Racing Club Inc.

Statement of Objects

1. The name of the association shall be Port Macquarie Kart Racing Club Incorporated. (Referred to in the objects and rules as “the club” or the association).
2. The Objects for which the association is established are:-
 - a. To carry on and conduct a Kart Racing Club.
 - b. To affiliate, as required, with CAMS(confederation of Australian Motor Sport) or any other body having the control and governance of kart racing in the state of New South Wales and/ or Australia.
 - c. To control, govern, regulate, administer, manage and promote the sport of kart racing in all and any of its different forms and how soever named or described in every way which seems proper including the conditions rules, laws, regulations, administration or regulation of kart racing and arrangements for the conduct of competitions and race meetings and for the registration control and the conduct of participants and officials and all or any other such matters and things as may be considered necessary for or ancillary to the comfort, conveyance, convenience or benefit of participants, clubs, officials, any member of the public or any other person, body, corporation or association concerned with or involved or engaged in the sport of kart racing.
 - d. To encourage, foster and promote the sport of kart racing and to provide or to promote and conduct or be involved in the promotion of and conduct of race meetings, competitions and exhibitions in relation to kart racing and to provide or assist in the provisions of training, conditioning, teaching and coaching facilities for kart racing.
 - e. To acquire, prepare and maintain a kart racing track and other facilities necessary or desirable for the furtherance of any object of the club.
 - f. To promote, foster and encourage and support any sporting recreation or pastime or any other social activities of all kinds and descriptions amongst members of the club and in particular for such purpose to promote, give and provide entertainment, concerts, dinners, balls, dances, cabarets, amusements and to provide all or any other activities, facilities, conveniences or other advantages necessary or desirable for the furtherance of any object of the club.
 - g. To print and publish any newspaper, periodical, book, leaflet, program, brochure and any other promotional material or any exclusive or non exclusive or limited right to use the club name, emblem, badge or the grant of which may calculate directly or indirectly to benefit the club and to use, exercise, develop and grant or otherwise turn to account the property rights or information in respect of the club for the purpose of the club.

- h. To make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange of lading, warrants, debentures and other negotiable or transferable instruments.
- i. To borrow money from time to time and for such purpose to give debentures, liens, mortgages, charges or other security over the whole or part of the property, real or personal of the club.
- j. In furtherance of the objects of the club to apply for and obtain and hold a club licence or any other licence or licences or certificate of registration under the Liquor Act or Laws for the time being operative and for such purpose or purposes to appoint if necessary or desirable, a manager or managers or other officer or officers.
- k. In furtherance of the objects of the Club to obtain and hold any licence or permission necessary for and to carry on the business of restaurant keepers and/ or sellers of tobacco, cigars and cigarettes and of all kinds of goods, provisions etcetera required, used or desired by members.
- l. To take or reject any gift of property, moneys or goods whether subject to any special trust or not.
- m. To erect, maintain, improve or alter any building or buildings for the purpose of the club.
- n. To render aid, either financial or by any other means to person in necessitous circumstances.
- o. To indemnify any person or persons whether members of the club or not who may incur or have incurred any personal liability for the benefit of the Club and for that purpose, to give such person or persons mortgages, charges or other security over the whole or part of the real or personal property present or future of the club.
- p. To establish, support or aid in the establishment and support of associations, funds, trusts and conveniences calculated to benefit the members of the club or the dependents or connections of such members and to make payments towards insurance for any purpose, and to subscribe or guarantee money for charitable or benevolent, or for any exhibition or for any public, general or useful object.
- q. To carry on all such activities as may be necessary or convenient for the purpose of the Club.
- r. To purchase, borrow, take or lease on periodic tenancy or otherwise acquire any real or personal property or interest there in and any rights or privileges which the club considers necessary or desirable for the purpose of attaining its objects and to sell, improve, manage, lease, mortgage or dispose of such real or personal property, rights and privileges.

Part 1 – Preliminary

1. Interpretation

- 1.1 In these rules, except in so far as the context or subject otherwise indicates or requires–
- 1.1.1 “Club” means Port Macquarie Kart Racing Club Inc.
 - 1.1.2 “Junior Member” a member under the age of 17 years.
 - 1.1.3 “Senior Member” a member who is over the age 17 years.
 - 1.1.4 “Associate Member” a senior member who does not hold a recognised race licence.
 - 1.1.5 “Life Member” a senior member who has attained a status as defined by the committee.
 - 1.1.6 “Ordinary Member” means a member of the committee who is not an office-bearer of the association, as referred to in rule 13.2
 - 1.1.7 “Secretary” means –
 - 1.1.8 The person holding office under these rules as secretary of the association;
or
 - 1.1.9 Where no such person holds that office – the public officer of the association;
 - 1.1.10 “Special General Meeting” means a general meeting of the association other than Annual General Meeting;
 - 1.1.11 “The Act” means the Associations Incorporation Act 1984;
 - 1.1.12 “The Regulation” means the Associations Incorporation Regulation, 1985.
- 1.2 In these rules –
- 1.2.1 A reference to a function includes a reference to a power, authority and duty; and
 - 1.2.2 A reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- 1.3 The provisions of the Interpretation Act, 1897, apply to these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

Part 2 - Membership

2 Membership Qualifications

- 2.1 A person is qualified to be a member of the association if, but only if-
- 2.2 The person is a person referred to in section 15(1)(a), (b) or (c) of the Act and has not ceased to be a member of the association at any time after incorporation of the association under the Act; or

2.3 The person is a natural person who –

- 2.3.1 Has been nominated for membership of the association as provided by rule 3; and
- 2.3.2 Has been approved for membership of the association by the committee of the association.

3. Nominations for Membership

3.1 A nomination of a person for membership of the association

- 3.1.1 Shall be made by a member of the association in writing in the form set out in Appendix 1 to these rules
- 3.1.2 Shall be lodged with the secretary of the association.
- 3.1.3 Shall be accompanied by the appropriate nomination and annual fee.
- 3.1.4 Shall indicate the class of membership.
- 3.1.5 Classes of Membership
 - 3.1.5.1 Senior (Voting)
 - 3.1.5.2 Junior (Non Voting)
 - 3.1.5.3 Associate (Non Voting)
 - 3.1.5.4 Life (Voting)

3.2 As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the committee which shall determine whether to approve or reject the nomination.

3.3 The Secretary shall, upon acceptance of nomination, enter the nominee's name in the register of members and upon the name being so entered, the nominee becomes a member of the association.

4. Cessation of Membership

4.1 A person ceases to be a member of the association if the person –

- 4.1.1 Dies;
- 4.1.2 Resigns that membership;
- 4.1.3 is expelled from the association or
- 4.1.4 fails to pay annual membership fee by the due date

5. Membership entitlements not transferable

5.1 A right, privilege or obligation which a person has by reason of being a member of the association –

- 5.1.1 is not capable of being transferred or transmitted to another person; and
- 5.1.2 terminates upon cessation of the person's membership

6. Resignation of Membership

- 6.1 A member of the association is not entitled to resign that membership except in accordance with this rule.
- 6.2 a member of the association who has paid all amounts payable by the member to the association in respect of the member's membership may resign membership of the association by first giving notice (being not less than 1 month or not less than such other period as the committee may determine) in writing to the secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- 6.3 Where a member of the association ceases to be a member pursuant to clause 6.2 and in every other case where a member ceases to hold membership, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7. Register of Members

- 7.1 The Public Officer of the association shall establish and maintain a register of the members of the association specifying the name and address of each person who is a member of the association together with the date on which the person became a member.
- 7.2 The register of members shall be kept at the principal place of administration of the association and shall be open for inspection, free of charge, by any member of the association, at any reasonable hour.

8. Fees, Subscriptions, Etc.

- 8.1 A member of the association shall, upon admission to membership, pay to the association a fee of \$1.00 or where some other amount is determined by the committee, of that amount.
- 8.2 In addition to any amount payable by the member under clause 8.1., a member of the association shall pay to the association and Annual Membership Fee of \$2.00 or, where some other amount is determined by the committee, of that other amount-
 - 8.2.1 upon becoming a member and one calendar year from becoming a member and each succeeding year; or
 - 8.2.2 where the member becomes a member on or after January 1, in any calendar year – upon becoming a member and before January 1, each succeeding calendar year.

9. Member Liabilities

- 9.1 the Liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by rule 8

10. Disciplining of Members

- 10.1 where the committee is of the opinion that a member of the association –
 - 10.1.1 has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - 10.1.2 has persistently and wilfully acted in a manner prejudicial to the interests of the association,
- 10.2 the committee may, by resolution –
 - 10.2.1 expel the member from the association; or
 - 10.2.2 suspend the member from membership of the association for a specified period.
- 10.3 A resolution of the committee under clause 10.2 is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under clause 3, confirms the resolution in accordance with this rule.
- 10.4 Where the committee passes a resolution under clause 10.2, the secretary shall, as soon as practicable, cause a notice in writing to be served on the member
 - 10.4.1 setting out the resolution of the committee and the grounds on which it is based;
 - 10.4.2 stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice.
 - 10.4.3 stating the date, place and time of that meeting; and
 - 10.4.4 informing the member that the member may do either or both of the following –
 - 10.4.4.1 attend and speak at the meeting
 - 10.4.4.2 submit to the committee at or prior to the date of that meeting written representation relating to the resolution.
- 10.5 At a meeting of the committee held as referred to in clause 10.3, the committee shall –
 - 10.5.1 give to the member an opportunity to make oral representations;
 - 10.5.2 give due consideration to any written representation submitted to the committee by the member at or prior to the meeting; and
 - 10.5.3 by resolution determined whether to confirm or revoke the resolution.
- 10.6 Where the committee confirms a resolution under clause 10.4 the secretary, shall within 7 days after the confirmation, by notice in writing inform the member of the fact and of the members right's of appeal under rule 11.
- 10.7 A resolution confirmed by the committee under clause 10.4 does not take effect –
 - 10.7.1 until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or

10.7.2 where within that period the member exercises the right of appeal, unless and until the association confirms the resolution pursuant to rule 11.4.

11. Rights of appeal of disciplined member

- 11.1 A member may appeal to the association in general meeting against a resolution of the committee which is confirmed under rule 10.4 within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 11.2 upon receipt of a notice from a member under clause 1 the secretary shall notify the committee which shall convene a general meeting of the association to be held within 21 days after the date on which the secretary received the notice.
- 11.3 At a general meeting of the association convened under clause 2
 - 11.3.1 no business other than the question of the appeal shall be transacted;
 - 11.3.2 the committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - 11.3.3 the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 11.4 if at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART 3 – The Committee

12. Powers, etc., of the Committee.

- 12.1 The committee shall be called the committee of management of the associates and, subject to the Act, the words, the regulation and these Rules and to any resolution passed by the association in general meeting –
 - 12.1.1 shall control and manage the affairs of the association;
 - 12.1.2 may exercise all functions that are required by these rules to be exercised by the association other than those functions that are required by these rules to be exercised by a general meeting of the members of the association; and
 - 12.1.3 has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management the affairs of the association.

13. Constitution and Membership

- 13.1 Subject in the case of the first members of the committee to section 21 of the Act, the committee shall consist of –
 - 13.1.1 the office bearers of the association; and
 - 13.1.2 seven (7) ordinary members each of whom shall be elected at the Annual General Meeting of the association pursuant to rule 14.
- 13.2 the office bearers of the association shall be –
 - 13.2.1 The President;
 - 13.2.2 The Vice President;
 - 13.2.3 The Treasurer;
 - 13.2.4 The Secretary.

- 13.3 Each member of the committee shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the members election, but is eligible for re-election.
- 13.4 In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of appointment.

14. Election of Members

- 14.1 Nominations of candidates for election as ordinary members of the committee –
 - 14.1.1 can be made in writing, signed by two (2) members of the association and accompanied by written consent of the candidate (which may be endorsed on the form of nomination); and
 - 14.1.2 shall be delivered to the secretary of the association before the date fixed for holding the annual general meeting at which the election is to take place
- 14.2 Nominations shall be received at the annual general meeting.
- 14.3 If insufficient further nominations are received, any vacant positions remaining on the committee shall be deemed to be casual vacancies.
- 14.4 If any number of nominations received is equal to the number of vacancies to be filled, the person nominated shall be deemed to be elected.
- 14.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 14.6 The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- 14.7 A nomination of a candidate for election under this clause is valid if that candidate has also been nominated for election to another office at the same election, however, they may only be elected to one position.
- 14.8 Only senior, associate or life members may be nominated for elections to the committee.

15. Secretary

- 15.1 The secretary of the association shall, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- 15.2 It is the duty of the secretary to keep minutes of –
 - 15.2.1 all appointments of office-bearers and members of the committee;
 - 15.2.2 the names of members of the committee present at a committee meeting or a general meeting; and
 - 15.2.3 all proceedings at committee meetings and general meetings.
- 15.3 Minutes of proceedings at a meeting shall be signed by the chair person of the meeting or the chair person of the next succeeding meeting

16. Treasurer

- 16.1 it is the duty of the treasurer of the association to ensure that–
- 16.1.1 all money to the association is collected and received and that all payments authorized by the association are made; and
 - 16.1.2 correct books and accounts are kept showing the financial affairs of the association including full details of all receipts and expenditure connected with the activities of the association.

17. Casual Vacancies

- 17.1 For the purpose of these rules, a casual vacancy in the office of a member of the committee occurs if the member –
- 17.1.1 dies;
 - 17.1.2 ceases to be a member of the association;
 - 17.1.3 becomes an insolvent under administration within the meaning of the Companies (New South Wales) code;
 - 17.1.4 resigns office by notice in writing given to the secretary;
 - 17.1.5 is removed from office under rule 18;
 - 17.1.6 becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under law relating to mental health; or
 - 17.1.7 is absent without consent of the committee from all meetings held during a period of six (6) months.

18. Removal of a Member

- 18.1 the association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the members term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 18.2 Where a member of a committee to whom a proposed resolution referred to in clause 18.1 relates, makes representation in writing to the secretary or president (not exceeding a reasonable length) and request that the representation be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if they are not so sent,
- 18.2.1 the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

19. Meetings and Quorum

- 19.1 The committee shall meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- 19.2 Additional meetings of the committee may be convened by the president or by any member of the committee.
- 19.3 Oral or written notice of a meeting of the committee shall be given by the Secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.

- 19.4 Notice of a meeting given under clause 19.3 shall specify the general nature of business to be transacted at the meeting, and no business other than that business shall be transacted at the meeting except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- 19.5 Any five (5) members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- 19.6 No business shall be transacted by the committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- 19.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- 19.8 At a meeting of the committee –
- 19.8.1 The President or, in the President’s absence, the Vice President shall preside; or
- 19.8.2 If the President and the Vice President are absent or unwilling to act, one of the remaining members of the committee as may be chosen by the members present at the meeting shall preside.

20. Delegation by Committee to Sub-committee

- 20.1 The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such functions of the committee as are specified in the instrument, other than –
- 20.1.1 this power of delegation; and
- 20.1.2 a function which is a duty imposed on the committee by the Act or by any other law.
- 20.2 A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 20.3 A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- 20.4 Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
- 20.5 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule, has the same force and effect as it would have if it had been done or suffered by the committee.
- 20.6 The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- 20.7 A sub-committee may meet and adjourn as it thinks proper.

21. Voting and Decisions

- 21.1 Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- 21.2 Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 21.3 Subject to rule 19.5, the committee may not act notwithstanding an vacancy on the committee.
- 21.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 4 – General meetings

22. Annual General Meetings – holding of

- 22.1 With the exceptions of the first Annual General Meeting of the association, the association shall, at least once in each calendar year and within the period of six months after the expiration of each financial year of the association, convene an Annual General Meeting of its members.
- 22.2 The Association shall hold its first Annual General Meeting –
 - 22.2.1 Within the period of 18 months after its incorporation under the act; and
 - 22.2.2 Within the period of 2 months after the expiration of the first financial year of the association.
- 22.3 Clause 22.2.1 and 22.2.2 have effect subject to any extension or permission granted by the Commission under section 26(3) of the Act.

23. Annual General Meeting – calling of and business at

- 23.1 The annual general meeting of the association shall, subject to the Act and to rule 22, be convened on such date and at such place and time as the committee thinks fit.
- 23.2 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be –
 - 23.2.1 to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - 23.2.2 to receive from the committee reports upon the activities of the association during the last preceding financial year;
 - 23.2.3 to elect office-bearers of the association and ordinary members of the committee; and
 - 23.2.4 to receive and consider the statement which is required to be submitted to members pursuant to section 26(6) of the Act.
- 23.3 An annual general meeting shall be specified as such in the notice convening it.

24. Special General Meeting – calling of

- 24.1 The committee may, whenever it thinks fit and not less than 6 times per year, convene a special general meeting of the association.
- 24.2 The committee shall on the requisition in writing of not less than 5% of the total numbers of members convene a special general meeting of the association.
- 24.3 A requisition of members for a special general meeting –
 - 24.3.1 shall state the purpose or purposes of the meeting;
 - 24.3.2 shall be signed by the members making the requisition;
 - 24.3.3 shall be lodged with the secretary; and
 - 24.3.4 may consist of several documents in a similar form, each signed by one member or more of the members making the requisition.
- 24.4 If the committee fails to convene a special general meeting to be held within 1 month after the date on which the requisition of the members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- 24.5 A special general meeting convened by a member or members as referred to in clause 24.4 shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any expense so incurred.

25. Notice

- 25.1 Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 4 days before the date fixed for the holding of the general meeting cause to be sent to each member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 25.2 Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 21 days before the date fixed for holding of the general meeting, cause notice to be sent to each member in a manner provided in clause 25.1 specifying, in addition to the matter required under clause 25.11, the intention to propose the resolution as a special resolution.
- 25.3 No business other than the specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to rule 23.2.
- 25.4 A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who shall include that business in the

next notice calling a general meeting given after receipt of the notice from the member.

26. Procedure

- 26.1 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 26.2 Ten members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 26.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 26.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 7) shall constitute a quorum.

27. Presiding Member

- 27.1 The president or, in the Presidents absence, the vice President, shall preside as chairperson at each general meeting of the association.
- 27.2 If the president and Vice President are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

28. Adjournment

- 28.1 The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of the members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 28.2 Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 28.3 Except as provided in clause 28.1 and 28.2, notice of an adjournment of a general meeting or of the business to be transacted at a general meeting is not required to be given.

29. Making of Decisions

- 29.1 A question arising at a general meeting of the association shall be determined on a show of hands and, unless before or on declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has on show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 29.2 At a general meeting of the association, a poll may be demanded by the chairperson or by not less than 3 members present in person or by proxy at the meeting.
- 29.3 Where a poll is demanded at a general meeting, the poll shall be taken –
 - 29.3.1 Immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - 29.3.2 in any other case, in such manner and at such time before the close of the meeting as the chairperson directs.
 - 29.3.3 and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

30. Special Resolution

- 30.1 A resolution of the association is a special resolution if –
 - 30.1.1 it is passed by a majority which comprises not less than three-quarters of such members of the association being present either in person or proxy as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
 - 30.1.2 Where it is made to appear to the commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph a – the resolution is passed in a manner specified by the commission.

31. Voting

- 31.1 Upon any question arising at a general meeting of the association a member has one vote only.
- 31.2 All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
- 31.3 In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- 31.4 A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid.
- 31.5 Only Senior and Life members may vote or act as proxy at a general meeting.

32. Appointment of Proxies

- 32.1 Each member shall be entitled to appoint another member as a proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 32.2 The notice appointing the proxy shall be in the form set out in appendix 2 to these rules.

Part 5 – Miscellaneous

33. Insurance

- 33.1 The association shall effect and maintain insurance pursuant to section 44 of the Act.
- 33.2 In addition to the insurance required under clause 33.1, the association may effect and maintain other insurance.

34. Funds - Source

- 34.1 The funds of the association shall be derived from entrance fees and annual subscriptions of members, donations and subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- 34.2 All money received by the association shall be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- 34.3 The association shall as soon as practicable after receiving any money, issue and appropriate receipt.

35. Funds

- 35.1 Subject to any resolution passed by the association in general meeting, the funds of the association shall be used in pursuance of the objects of the association in such manner as the committee determines.
- 35.2 All cheques, draft, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) of the office bearers or employees of the association, being members or employees authorized to do so by the committee.

36. Alteration of Objects and Rules

- 36.1 The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

37. Common Seal

- 37.1 The common seal of the association shall be kept in the custody of the public officer.
- 37.2 The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

38. Custody of Books, etc.

- 38.1 Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the association.

39. Inspection of Books, etc.

- 39.1 The records, books and other documents of the association shall be open to inspection, free of charge, by a member of the association at any reasonable hour.

40. Service of Notices

- 40.1 For the purpose of these rules, a notice may be served by or on behalf of the association upon any member either personally or by sending it by post to the member at the members address shown in the register of members.
- 40.2 Where a document is sent to a person by properly addressing, prepaying and posting to the persona letter containing the document, the document shall, unless the contrary is proved, be deemed for the purpose of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

41. Surplus Property

- 41.1 At the first general meeting of the association, the association shall pass a special resolution nominating an incorporated association as the association in which to vest its surplus property pursuant to section 53(2) of the Act in the event of the winding up or the cancellation of the incorporation of the association.
- 41.2 The incorporated association so nominated shall be one which fulfils the requirements specified in section 53(2)(a)-(c) of the Act.

42. Payment, etc., of Office Bearers and Members

- 42.1 A member of the committee shall not be appointed to any salaried office of the association or any office of the association paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the association to any member of the committee except –
- 42.1.1 repayment of out-of-pocket expenses;
- 42.1.2 interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the association's bankers for money lent to the association; and
- 42.1.3 reasonable and proper rent for premises let to the association.

43. Vacation of Office

- 43.1 Without limiting the operation of rule 17, the office of a member of the committee shall become vacant if –
 - 43.1.1 The member holds an office of profit in the association;
 - 43.1.2 Any member of the Committee of management or of any sub-committee of the club fails to advise of any direct or indirect interest in any present or anticipated contract, agreement or arrangement with the club at the first meeting of the club or the sub-committee (as the case may be) after he becomes aware of the interest, or the contract, agreement or arrangement, and/or votes in respect of any such matter.

Appendix 1

PORT MACQUARIE KART RACING CLUB Inc.

199 Pacific Parkway Postal Address: P.O Box 1644 Cowarra Forest Port
Macquarie NSW 2444 Via Wauchope NSW 2446 Phone: 0488 233161 E-mail :
info@portmacquariekartclub.com.au Web : www.portmacquariekartclub.com.au

RENEWAL & APPLICATION FOR CLUB MEMBERSHIP

I/we wish to renew or nominate for membership to the PORT MACQUARIE KART CLUB Inc.

Surname: Given Name.....

Address:.....

..... Postcode..... D.O.B.

.....

(Complete for Family Membership)

Family Members: 1..... 2.....

D.O.B D.O.B.

3..... 4.....

D.O.B. D.O.B.

Phone No:..... Mobile:

E-mail:

I/we agree to abide by the rules and by laws of the Port Macquarie Kart Club Inc.
and subsequent rules of karting as laid down by the Australian Karting
Association Inc.

Signature.....Dated.....

(For New Members Only)

Nominated by: (print) Signature:

Seconded by: (print) Signature:

Membership Fee's: 12 months from application or renewal

PLEASE CIRCLE

Family \$ 150.00 (parent's with resident or student children under 18 yrs)

Senior \$110.00

Junior (Under 16) \$ 80.00

Associate Member \$ 20.00 (no key issued)

Life Member Nil

New Replacement Key: \$10.00

New Key Deposit: \$50.00 (\$40.00 refund on return of key)

Office Use Only

New membership/ Membership Renewal

Date..... Key No Key Deposit/Replacement

Paid..... Yes/No

Amount Received Cash/ Cheque / Money Order

Received By

Number:.....

Appendix 2

Port Macquarie Kart Racing Club Inc
P.O Box 1644 Port Macquarie NSW 2444
www.portmacquariekartclub.com.au

Appendix 2

FORM OF APPOINTMENT OF PROXY

I, _____
(full name)
of

(address)

being a member of Port Macquarie Kart Racing Club Inc,
hereby appoint

(full name of proxy)
of

(address)

being a member of that incorporated association, as my proxy to vote for me on my behalf at the Annual General Meeting of the association, to be held on the 16th day of August 2012 and at any adjournment of that meeting.

My proxy is authorized to vote in favour / against (delete as appropriate) the resolution

(Signature of member appointing proxy) (date)

Note: A proxy vote may not be given to a person who is not a member of the association.

Pacific Park International kart Racing Circuit

199 Pacific Parkway, Cowarra Forest, Via Wauchope NSW 2446

Amendments

#1	October 6, 1998	Amended Clause 43.b	conflict of interest
#2	August 2, 2001	Amended Clause 19.5	Committee Quorum 7 to 5
#2	August 2, 2001	Amended Clause 26.2	General Quorum 20 to 13
#3	July 7, 2009	Amended Clause 3.1.5.3	Associates non voting
#3	July 7, 2009	Amended Clause 31.5	Associates non voting
#3	July 7, 2009	Amended Clause 8.2.1	Membership dates amended
#3	July 7, 2009	Amended Clause 8.2.2	deleted
#4	September 8, 2011	Amended Clause 26.2	General Quorum 13 to 10
#4	September 8, 2011	Amended Clause 26.4	After adjournment Quorum7