



Constitution & Rules

**Southern Go Kart Club
Incorporated**

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Section 1: Name & Objectives

1.1 Name

The name of the Incorporated Association is the Southern Go Kart Club Incorporated, referred to herein as “the Club”.

1.2 Interpretation

In these rules unless there is something in the context of these Rules inconsistent therewith, the following interpretation shall apply:

- a) “The Club” means the Southern Go Kart Club Incorporated.
- b) “Act” means the Association Incorporation Act 1985 as amended.
- c) “By Laws” means By Laws, Code of Conduct and Regulations of the Club as established by the Management Committee and in force for the time being.
- d) “The Management Committee” means the Elected Members being the Committee of Management of the Club and constitutes in accordance with the Rules and is the governing or controlling Body of the Club subject only to any direction of Members at an Annual General Meeting or Special General Meeting
- e) “KA” means Karting Australia
- f) “Karting SA” means Karting South Australia Incorporated.
- g) “Affiliated Association” means any Association the Club may affiliate with from time to time.
- h) “AGM” means Annual General Meeting.
- i) “Month” means calendar month.
- j) “Year” means the Club’s financial year and unless altered by the Members shall be from the 1st July until the 30th June of the following year.
- k) “The Rules” means the Constitution and Rules of the Club in force for the time being.

- l) “Dependant” means any person under the age of 22 years residing at the same address as the Primary Member, who is wholly or substantially dependant on that Member and is receiving full time education at a school, college, or university.
- m) “Member” means any Financial Member of the Southern Go Kart Club Incorporated.
- n) Reference to any gender includes the opposite gender unless the context indicates otherwise.
- o) Singular includes plural unless the context indicates otherwise.
- p) “Chair” means the Chairperson of any meeting.
- q) “By-laws” means a document published by the Club outlining rules for usage of the track. Available via request to the secretary.
- r) “Procedures” means a document published by the Club outlining administrative procedures for how the Club is run.
- s) “Code of Conduct” means a document published by the Club outlining behavioural standards expected of members.
- t) Headings are descriptive and do not form part of this Constitution and Rules.

1.3 Objectives

The objectives for which this Club is established are:

- a) To promote the sport of Karting according to the Rules of the sport and the rules of the appropriate regulatory entities, KA and Karting SA or any other Association that manages motorsport events, and to affiliate with them as required.
- b) To promote the sport of Karting and encourage the spirit of sportsmanship and fellowship amongst members. Provide Members with a vibrant, fun, and sustainable karting experience.
- c) To promote karting as a family friendly form of motorsport in a supportive, inclusive and a safe environment with a focus on junior development.

- d) Increase club membership through marketing, profile raising and initiatives to increase exposure to the sport of karting.
- e) Promote, encourage, and foster the development of volunteers by establishing training programs and recognition of contributions.
- f) To maintain and conduct a Club of non-political character and to provide a clubroom, racetrack and other conveniences for the use and recreation of the Members.
- g) Ensure the highest level of governance in the exercise of decisions affecting the financial wellbeing, status and reputation of the club.
- h) Administer and manage the club on behalf of and in the interest of Club Members.
- i) To do all such things as are incidental or necessary for the purpose of the above objectives.

1.4 Repeal of Constitution & Rules

- a) The Constitution and Rules adopted on the 12th April 2011 and as amended are hereby repealed.
- b) Any appointment made, or motion passed under the Constitution hereby repealed, if in force at the commencement of this Constitution, shall continue in force as far as practicable as if made or passed under this Constitution.

Section 2: Membership

2.1 Categories of Members

The Club shall consist of the following categories of Membership:

- a) **Single Membership**
Any person not less than 18 years of age may become a Single Member of the Club upon making application as hereinafter provided and on approval is entitled to 1 vote.
- b) **Family Membership**
Family Membership shall comprise of up to 2 adults and dependants under the age of 22 years who reside at the same address and participate in the sport of karting. The holder of a Family Membership is entitled to 1 vote only.

- c) **Vintage Membership**
Any person may become a Vintage Member upon application subject to the rules and exclusions that apply to their licence and equipment. A Vintage Member has the same rights as a Single Member and entitled to 1 vote. A Vintage Family Membership is not permitted.

- d) **Social Membership**
Any person who wishes to be involved with the Club on a social level may, on application, become a Social Member. A Social Member who holds a position on the Management Committee is entitled to 1 vote.

- e) **Honorary Life Membership**
Life Membership is the highest honour which can be bestowed by the Club for longstanding and valued service to the club.
 - i) Any Member who shall have rendered continuous and active service to the Club and who has completed a minimum of ten (10) consecutive years of full membership, may at any time, be nominated to receive Honorary Life Membership of the Club.

 - ii) An Honorary Life Member must be proposed in writing by two (2) Members illustrating the nominee's contribution to the Club during his/her term of Membership and presented to the Management Committee who will decide if suitable to be nominated at the next AGM for approval by the Members.

 - iii) Life Members are entitled to 1 vote each.

 - iv) The privilege of Life Membership entitles the bearer to free single or Family Membership of the Club. The Family Membership covers the Life Member, their partner, and dependants.

- f) **Honorary Membership**
The Management Committee may elect any person as an Honorary Member for a term of one (1) year. Honorary Members will not be entitled to vote at any meeting.

2.2 Application for Membership

- a) After the receipt of an application the Membership Officer shall refer the application to a Membership sub-committee. If approved, then provisional

Membership will be granted pending consideration by the Management Committee. The Membership Officer shall notify the applicant of their provisional Membership status.

- b) Upon an application being referred to the Management Committee, it shall determine whether to approve or decline the application.
- c) If the Management Committee approves the application for Membership, the Management Committee shall determine the appropriate category of Membership and the Membership Officer shall enter it on the Membership Register and notify the applicant. The Vice President of the Club will notify an applicant if their application is declined.
- d) If the application is declined the Management Committee is not required to give reasons for its decision. Details of the declined application will be recorded by the Membership Officer.
- e) On approval the Membership Officer shall enter the applicant's details in the Membership Register.
- f) The Membership Officer shall provide to such Member a copy of the Rules, Code of Conduct, By-Laws and Procedures of the Club for the time being in force and shall record that fact in the Register.

2.3 Membership to the Club

- a) The club must keep a register of all Members containing:
 - i) the name, address, and date of birth of each Member
 - ii) the email address of each Member
 - iii) the phone number of each Member
 - iv) the next of kin details or emergency contact details for applicants 18 years or older.
 - v) the date of Membership to the Club or resignation from the club
- b) A person whose Membership ceases does not have any claim against the Club or the Management Committee for damages or otherwise arising from cessation or termination of the Membership.

- c) A Member shall not or purport to assign the rights comprising or associated with Membership to any other person and any attempt to do so shall void that Membership.
- d) Members must treat fellow Members, volunteers, contractors, and representatives of the Club with respect and courtesy at all times.
- e) Members must not act in an unbecoming manner or prejudicial to the interests of the Club.

2.4 Membership Fees

- a) The Membership fees for each Category of Membership shall be determined at the AGM.
- b) The Membership fees of each Category of Membership shall be payable annually for a twelve (12) month period payable in advance.
- c) Any Member whose fees are outstanding after the due date for payment shall cease to be a Member of the Club.

The Management Committee may reinstate such a person's Membership on such terms as it deems appropriate.

2.5 Cessation of Membership

A person ceases to be a Member on:

- a) resignation
- b) death
- c) the termination of the Membership according to this Constitution or By-Laws or
- d) the Member no longer meets the requirements for Membership according to this Constitution and / or By-Laws
- e) Any Member may resign as a Member of the Club by giving 28 days written notice to the Management Committee and shall pay all monies due at the date of such notice. Members under the age of 18 years cannot resign without the approval of their participant, parent or legal guardian.
- f) Any Member resigning from the Club or ceasing for any reason shall not have any right, title, or interest in or to any property of the Club.

2.6 Breaches by Members

- a) Every Member of the Club undertakes to comply with the Rules, Code of Conduct, By-Laws and Procedures of the Club. Any refusal or neglect to do so shall render such Member(s) liable to disciplinary action by the Management Committee.
- b) The Management Committee shall have power to reprimand without penalty, suspend or expel any Member for any conduct which in its opinion is undesirable or unbecoming and/or in breach of any Rules, Code of Conduct or By-Laws of the Club. If the Management Committee is of the opinion that any alleged breach is vexatious, trifling, or frivolous it can dismiss and take no further action.
- c) Members shall be notified within seven (7) days of any breach of club rules or policies brought against them. They will be given a minimum of fourteen (14) days' notice to be present at the hearing and address the Management Committee, should they so wish.
- d) Any Member censured, suspended, or expelled by the Management Committee shall be entitled to appeal against the decision to a Special General Meeting of the Club called for that purpose and convened by the Management Committee at their request. Such appeal must be submitted in writing to the Secretary within seven (7) days of the notification of the censure, suspension, or expulsion. Voting at such Special General Meeting shall be by secret ballot and shall be determined by a simple majority.
- e) Any Member expelled in accordance with the Rules or otherwise ceasing to be a Member of the Club shall forfeit all rights to a claim upon the Club or its property or funds as they would have had by reason of Membership.
- f) At the expiration of any financial year in respect of which any person(s) shall have paid their membership fee, the Management Committee if it is of the opinion that it is undesirable in the interest of the Club that such person(s) should continue to be Members, may decline to accept any further fees from that person.
- g) The Secretary shall notify such person of this decision and they shall thereupon cease to be Members of the Club. However, they shall have the same right of appeal and on the same conditions as stated in 2.6 d)

Section 3: Management by Members

3.1 Annual Meeting

The management of the Club shall be in the hands of the Members of the Club through the Annual General Meeting (AGM) and/or Special General Meeting as hereinafter provided.

3.2 Annual General Meeting

- a) The Annual General Meeting shall be held in accordance with the Act and on a date and time and at a place to be fixed by the Management Committee not later than November each year.
- b) Twenty eight (28) days' notice shall be given to all Members entitled to vote at such meetings, of the date, time and place appointed by the Management Committee for such meeting. This notice can be given in writing and/or electronically. Copies of any notice(s) of motion(s) to be considered at the meeting shall accompany the notice of the meeting. Entitled Members shall receive the appropriate documentation, to enable notification of motion(s) to be considered and the nomination documentation for Management Committee vacant positions as declared, no later than twenty-eight (28) days before the date of such meeting. Any motion or nomination not received in time will not be considered at the AGM.
- c) When the position of President is due for election, written nominations will be called for and submitted to the Secretary.
- d) All nominations for President are to be submitted not later than fourteen (14) days before the due date of the AGM. The Secretary will distribute copies of the written nominations to all Members of the Club at least eight (8) days before the date of the AGM.
- e) The order of business at the AGM shall be:
 - i) The confirmation of the minutes of the previous AGM and of any Special General Meeting held since that meeting.
 - ii) The Election of the Management Committee Members.
 - iii) The appointment of Auditors (if required)
 - iv) The consideration of the accounts and reports from the Management Committee and the Auditors report (if required)

- v) Any other business requiring consideration by the Club at the AGM.

3.3 Special General Meeting

- (a) The Management Committee may convene a Special General Meeting of the Club at any time.
- (b) For a Special General Meeting called by Members, upon a written request of not less than 10% of the Members of the Club entitled to vote, provided such written request sets out the resolution(s) sought by those Members in sufficient detail, the Management Committee shall, within one (1) month of the receipt of the written request, convene a Special General Meeting consideration of the written resolution(s) specified in the written request.
- (c) If a Special General Meeting called for by Members is not convened within one (1) month of the written request, the requisitionists, or at least 50% of their number, may convene a Special General Meeting in the same manner as a Special General Meeting convened by the Management Committee, and for this purpose the Management Committee shall ensure that the requisitionists are supplied free of charge with particulars of the Members entitled to receive a notice of the Special General Meeting. The reasonable expenses of convening and conducting the Special General Meeting shall be borne by the Club.
- (d) Notice of a Special General Meeting shall be given at least twenty eight (28) days prior to the date of the Special General Meeting to all Members entitled to vote at the meeting. The notice shall set out where and when the Special General Meeting will be held, and particulars of the nature and order of the business to be transacted at the Special General Meeting.

3.4 Voting at Annual or Special General Meetings

- a) Only financial Members and Honorary Life Members shall be entitled to one (1) vote at prescribed Annual and Special General Meetings of the Club subject to the clauses as set out in this Constitution.
- b) The President of the Club shall preside as Chairperson at Annual or Special General Meetings. In the absence of the President, the Members present may by a simple majority vote choose a Member of the Management Committee to be the Chairperson.
- c) The President shall appoint a Returning Officer and if necessary two (2) Scrutineers to conduct the election of previously advertised Management Committee vacancies.

- d) Where there is more than one nomination for a vacancy an election shall be held by secret ballot if requested by five (5) or more members present, otherwise a show of hands.
- e) All matters for decision by Members of the Club at the AGM or Special General Meeting shall be duly proposed and seconded and determined by a show of hands unless a ballot is called for by at least five (5) members present and entitled to vote.
- f) A resolution at an AGM or Special General Meeting must be determined by a majority of the Members who can vote in person.
- g) In the circumstance of two Members receiving equal votes, the Chairperson shall have the casting vote.

3.5 Quorum

- a) At any Annual or Special General Meeting of the Club five (5) Members of the Management Committee and at least eight (8) other Members who are entitled to vote shall form a quorum.
- b) If no quorum be present thirty (30) minutes after the time fixed for such meeting the meeting shall stand adjourned to a time, date, and place to be fixed by the Chair of the meeting. Written notice must be sent to all Members entitled to vote at such meeting at least five (5) days prior to the adjourned meeting. If there be no quorum at such adjourned meeting, those present thereat may act as if there were a quorum present.

Section 4: The Management Committee

4.1 Composition of the Management Committee

- a) The Club shall be managed and controlled by Management Committee Members elected at the AGM to the following ten (10) positions.
- b) The Management Committee shall comprise the following ten (10) Members:
 - i) President
 - ii) Vice-President
 - iii) Secretary
 - iv) Treasurer

- v) Membership Officer
 - vi) Competition Officer
 - vii) Grounds Manager
 - viii) Canteen Manager
 - ix) Two (2) Financial Members not being any of the above.
- c) The Management Committee may appoint any suitable Member of the Club to the following positions that will not form part of the Management Committee but who report to the elected Management Committee Members. The Management Committee Members may fill more than one (1) position in the Club. Refer to the powers under Section 4.4 (a).
- i) Publicity Officer
 - ii) Social Officer
 - iii) Grants Manager
 - iv) Track Safety Officer
 - v) Induction Officer
- d) The Management Committee with any assistance as it deems necessary will be responsible for the day-to-day operation of the Club and be subject to a discretionary spending budget cap as set at the AGM. Any expenditure over the agreed budget cap shall only be approved at a Management Committee Meeting on the provision of two (2) formal quotes.
- e) The Management Committee shall have the power to enter contracts, to sell, mortgage, improve, manage, develop, lease, dispose of, turn to account, or otherwise deal with all or any part of the property of the Club, provided that the Club shall not make any distribution of assets to Members.

4.2 Management Committee Meetings

- a) Management Committee Meetings may be convened whenever the Management Committee sees fit and must do so if required by the Act or as set out in this Constitution.
- b) The Management Committee shall meet at least once in each month for transaction of the business of the Club. The President of the Club or Secretary shall when necessary or when requested by three (3) Members of the Management Committee convene a Special Meeting of the Management Committee.
- c) The Management Committee Members are the only Members entitled to vote at a Management Committee Meeting where required to resolve any matters, issue or resolution raised at that meeting.
- d) Any financial Member of the Club may attend a Management Committee Meeting but is not permitted to vote on matters raised or discussed at that meeting. The Management Committee has the right to defer any matters raised to a later date for consideration and resolution.
- e) The President of the Club, if present, shall preside at all Management Committee Meetings or in President's absence the Vice President shall preside. If neither are present, or for any reason unwilling to preside, one (1) of the Management Committee elected by those present shall preside.
- f) Six (6) Management Committee Members present shall constitute a quorum at a Management Committee Meeting.
- g) Should any Member of the Management Committee fail to attend for three (3) consecutive Management Committee meetings without leave or apology at or prior to the Meeting, that Member shall thereupon cease to be a Member of the Management Committee.
- h) The Management Committee shall have the power, should a vacancy occur in their numbers, to fill a vacancy for the unexpired term from the Members of the Club qualified to accept such position.
- i) A motion at any Management Committee Meeting, shall be decided by a show of hands and the Chairperson of the meeting declaring that a motion has been carried or lost. Multiple role positions are only entitled to one (1) vote.
- j) The Management Committee will appoint one Member of that Committee to act as a delegate for and on behalf of the Club at Karting SA Council meetings and

may appoint a further Deputy Delegate from the Committee of Management membership.

4.3 Minutes

- a) Minutes of all Management Committee Meetings will be taken by the Secretary or any other suitable Management Committee member in the absence of the Secretary.
- b) The minutes shall be signed by the Chairperson of the meeting at which the proceeding related or by the Chairperson of the next meeting of the Management Committee.

4.4 Powers & Functions of the Management Committee

The Management Committee shall have the power to:

- a) Appoint Sub-Committees, fill vacancies, make appointments, make By-Laws in conformity of the Rules of the Club, and do all such acts and things that it deems advisable for carrying out and managing the business and affairs of the Club. All Sub-Committees and person appointed for special purposes by the Management Committee shall be subject to and sub-ordinate to the Management Committee, which shall establish the terms or reference for each Sub-Committee. The Management Committee shall have the power to revoke such appointments.
- b) On the authority of an AGM or Special General Meeting of the Club to impose levies on the Members.
- c) Deal with resignations of Members which must be submitted in writing.
- d) Interpret the Rules, Code of Conduct, By-Laws and Procedures of the Club, such interpretations of the Management Committee being final.
- e) Carry out all resolutions which have been passed at the AGM or Special General Meeting of the Club.
- f) Employ or engage such staff or agents as it thinks fit and determine their responsibilities, remuneration and condition of employment.
- g) Ensure compliance with the Rules, Code of Conduct, By-Laws and Procedures of the Club and deal with the breaches as provided in Clause 2.6 of this Constitution.
- h) Deal with other matters which may arise or matters which are not specifically provided for in the Rules of the Club.

- i) Cause correct financial account and books and administrative records to be kept showing the affairs of the Club. They shall authorise all Management Committee expenditure including any expenditure passed at an AGM or Special General Meeting of the Club and direct the method of dealing with monies received for or on behalf of the Club.
- j) Invest funds in any security, which Trust Money may by an Act of Parliament be vested or in any other manner specifically authorised by the Members at an AGM or Special General Meeting.
- k) To raise and borrow any monies required for the purpose of the Club upon such terms and conditions and/or on such securities as may be determined.
- l) To purchase, take, lease, exchange, hire or otherwise acquire any real or personal property and other rights and privileges necessary or convenient for the purpose of the Club.
- m) To construct, alter, add to, and maintain all buildings and other property belonging to the Club.
- n) To sell, mortgage, improve, manage, develop, lease, dispose of, turn to account, or otherwise deal with all or any part of the property of the Club, provided that the Club shall not make any distribution of assets to Members.
- o) A budget cap for the disposal of any asset will be set at each AGM. Any asset valued above the disposal budget cap can only be approved for disposal by members at a Special General Meeting.

4.5 Other Functions of the Management Committee

- a) Any case or situation which, in the opinion of the Management Committee, is not provided for by these Rules, shall be determined by the Management Committee in such a manner as it thinks fit, and the decision shall be final and binding on the Members.
- b) Nominate the person who shall hold in their own name any licence under the provisions of the Liquor Licensing Act 1985 as amended.
- c) Give advice to the Members of the Club in relation to any track closure for whatever reason or if deemed necessary from time-to-time. Members of the Club shall be advised in advance of such closure via electronic media and/or by any other form of communication.
- e) Organise events or challenges between affiliated karting clubs.

- f) Ensure that any direction or instruction to the Club by KA and or Karting SA are correctly administered and always comply where required with the rules of KA and Karting SA.
- g) Appoint suitable Members to be responsible for the duties of Club Publicity, Club Social events, and Grants applications. These duties may, if necessary, be carried out by Management Committee Members.

4.6 Terms of Office

The following terms of office shall apply:

- a) The elected Management Committee takes office at the conclusion of the AGM and hold office for the period expiring at the conclusion of the next AGM except:
 - i) All Management Committee positions shall serve a two (2) year term.
 - ii) The two (2) year term will be staggered. The President, Treasurer, Competition Officer, Grounds manager and one (1) financial member will alternate by one (1) year from the Vice President, Secretary, Membership Officer, Canteen Manager and one (1) financial member.
 - iii) A retiring Management Committee member shall be eligible for re-election without nomination, excluding the President. Any Member may be nominated for a Management Committee position either in writing prior to the AGM or verbally at the AGM. The nomination shall be acknowledged by the proposer and the nominee and seconded by another Management Committee member.

4.7 Function of Management Committee

a) **President**

The President of the Club shall regulate and keep order at all Meetings and preside as prescribed by the Rule. The President may take only such action as determined by the Management Committee or by the Members at any General Meeting of the Club in assisting to ensure:

- i) That the Rules, Code of Conduct and By-Laws are effectively implemented.
- ii) Ensure effective administrative action is taken and follows decisions at those Meetings over which the President is constitutionally to preside. The President may act in any matter specifically detailed by these Rules.

- iii) Act as the spokesperson for the Club unless an alternative spokesperson has been appointed by the Management Committee. The spokesperson shall make statements in accordance with previously agreed policy, or in an emergency following consultation with at least two (2) members of the Management Committee.
- iv) In conjunction with the Treasurer ensure that appropriate trophies are arranged and supplied for every Race Meeting.
- vi) Arrange for the posting of Race Results at the conclusion of the Race Meeting and present winning trophies to the appropriate recipients in accordance with the rules of KA.

b) Vice President

The Vice President shall fulfil the function of the President in any absences and:

- i) Assist the Membership Officer with approval or decline of applications for Membership to the Club.
- ii) Advise any applicant that has been declined Membership to the Club
- iii) Assist the Competition Officer in co-ordinating Race Day officials and staff including, Ambulance, Light Marshalls, Timing, Weigh Shed and Out Grid officials.
- iv) Liaise with the Canteen Manager to ensure sufficient staff are available to operate the Canteen on any Race Day.
- v) Carryout any or all functions as requested from time-to-time by the Management Committee.

c) Secretary

The Secretary shall be the officer of the Management Committee to act as the Public Officer of the Club consistent with the terms of the current Associations Incorporation Act 1985 as amended. The Secretary shall:

- i) If possible, attend all meeting of the Management Committee and AGM and Special General Meetings of the Club.
- ii) Record the Minutes of all Club and Management Committee meetings in a book or electronic means kept for that purpose.
- iii) Attend to all correspondence in connection with the general business of the Club.

- iv) Prepare for submission to the AGM of the club, the Report of the Management Committee on activities of the Club during the year.
- v) Carry out those duties usually associated with the Office of the Secretary with the approval or direction of the Management Committee.

d) **Treasurer**

The duties of the Treasurer shall be to:

- i) Oversee receipt of all monies belonging to the funds of the Club and within a reasonable time to deposit or arrange for the deposit of such monies with the Club's Banker or as directed by the Management Committee.
- ii) Oversee the payment of all Club accounts, which have been passed for payment by the Management Committee.
- iii) Oversee the keeping of correct accounts of all monies received and expended ensuring that records are kept of all financial transactions.

Such records shall be available for inspection by any Member upon receipt of a written request to do so.
- iv) Prepare a budget for each financial year and submit that budget to the Management Committee for action at the first Management Committee meeting after the AGM.
- v) Prepare and submit financial statements to each AGM
- vi) Produce a statement of financial transaction and of the financial position of the Club including the bank balance at each ordinary meeting of the Management Committee.
- vii) Provide all documentation requested by an Auditor.
- viii) Carry out such other duties as the Management Committee may from time-to-time require.
- ix) Keep proper books of accounts and those shall be open to the inspection of the Management Committee.

e) **Membership Officer**

The Membership Officer shall be responsible for:

- i) Receive all application for Membership to the Club and in consultation with the President and Vice President of the Club approve or reject any application received relative to 2.1 a) of this Constitution.
- ii) Maintain accurate records of all Members, as described in 2.3 a) of this Constitution.
- ii) Send out of all Membership renewal notices prior to the expiration date.
- iv) Regularly liaise with the Competition Officer and furnish up to date Membership listings.
- v) Present an up-to-date Membership list at the Management Committee meetings.
- vi) Keep a record of all monies received for Membership to the Club and present all such monies received to the Treasurer on a timely basis.
- vii) Advise successful applicants for Membership to the Club and supply a copy of the Rules, Code of Conduct and By-Laws of the Club.
- viii) Answer all queries relative to Membership.
- ix) Assist the Publicity Officer with the Newsletter as required.
- x) Maintain accurate records of electronic entry into the Sothern Go Kart Club facility to control such access.

f) **Competition Officer**

The Competition Officer will with any assistance as is deemed necessary be responsible for:

- i) Prepare Supplementary Regulations for required Race Meetings and seek approval with Karting SA for approval.
- ii) With the assistance of the Vice President, co-ordinate approved Officials, Ambulance, Light Marshalls, Timing staff, Weigh Shed and Out-Grid officials.

- iii) Organise the required Race Permit with Karting SA
- iv) Prepare the Race Order approved by the Management Committee.
- v) With assistance as is necessary prepare and print a Race Programme.
- vi) Liaise with the Vice President and Canteen Manager in relation to entry numbers as soon as possible prior to the Race Meeting but in any case, immediately after the close date of entries.
- vii) Arrange a commentator (where possible) for every race meeting.
- viii) Upload the race entrants for a Race Meeting in the relative computerised system and make it available to the appropriate officials on the day.
- ix) Liaise with the Chief Steward on Race Day and render assistance that may be required from time to time.
- x) With the assistance of the Management Committee and volunteers carry out duties as is require at the completion of a Race Meeting.

g) **Grounds Manager**

The Grounds Manager with assistance deemed necessary from time to time be responsible for the general up-keep of the Clubs facilities and shall also:

- i) Act in the capacity of the Track Safety Officer (if required) and ensure that the track and facility is compliant with the Standards set out by KA and Karting SA.
- II) Submit recommendations to the Management Committee for approval of required upgrades, repairs and or improvements to the facility that exceed the expenditure cap set by the Members at the AGM.
- III) Ensure that the track and facility is prepared for each Race Meeting held at the Club.
- iv) Allocate pit spaces when required at a Race Meeting.
- iv) Carryout and/or organise any maintenance at the Club facility that from time-to-time is requested by the Management Committee.

h) Canteen Manager

The Canteen Manager with any assistance as necessary be responsible for the overall management of the Club's Canteen and will include but not limited to:

- i) In consultation with the Treasurer purchase supplies to effectively cater for the needs of patrons at any event held at the Club, if required.
- ii) Ensure sufficient suitable staff / volunteers are available to assist in the efficient operation of the canteen when required.
- v) Ensure that all staff / volunteers are trained to carryout delegated duties within the canteen.
- iv) Ensure that the food handling regulations are adhered to by persons working within the canteen.
- v) Ensure annual council health inspection has been facilitated.
- vi) Ensure that safe work practices are adhered to by persons working within the canteen.
- vii) Arrange the supply of meals and drinks, when required, for the officials at any race meeting held at the Club.
- viii) Set retail pricing of all goods sold realising a reasonable profit for the Club.
- ix) Carryout any other duties involving the use of the canteen and general areas of the clubrooms (Training Centre) that may be required from time-to-time by the Management Committee

4.8 Voting at Management Committee Meetings

All propositions for decision by the Management Committee and any Sub-Committee of the Club shall be proposed and seconded and the result thereof shall be determined by a show of hands unless a ballot be requested by at least three (3) Members. The Chair of a Meeting shall be entitled to vote. When the votes are equal the motion or amendment shall not be endorsed.

4.9 Common Seal of the Southern Go Kart Club Incorporated

The Club shall have a common seal upon which its Corporation name shall appear in legible characters and kept in the control of the Secretary.

- a) The Seal shall not be used except by resolution of the Management Committee of the Club, and in the presence of the President and one (1) Management Committee member.
- b) The Secretary shall maintain a Register recording the use of the Common Seal showing:
 - i) Date used
 - ii) Document and purpose
 - iii) Name of the signatories
 - iv) Reference to the authority for use (e.g. Item in appropriate Minutes)

Section 5: Financials

5.1 Financial Year

The financial year of the Club shall be the twelve-month period commencing on the 1st July and ending on the 30th June the following year.

5.2 Bank Accounts & Expenditure Controls

- a) The banking account(s) of the Club shall be kept with such financial institution as shall from time to time be approved by the Management Committee and all monies shall be banked therein.
- b) All expenditure more than the cap set at the AGM or Special General Meeting is to be approved by the Management Committee either at a regular monthly meeting or out of session in an emergency.
- c) Authority to access bank accounts, perform online transactions and pay invoices will be the Treasurer. If for any reason the Treasurer is unable to carry out these duties, a suitable Member of the Management Committee will fulfil this role.

5.3 Membership Fees

The annual Membership Fees payable for Members for the ensuing year shall be recommended by the Management Committee and ratified or amended by Members at the AGM.

5.4 Borrowing Powers

If, at any time, the Club at any AGM or Special General Meeting shall pass by resolution authorising the Management Committee to borrow money, the Management Committee shall be empowered for the purpose of the Club borrow such amount of money. It may be borrowed at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution. Thereupon the Management Committee shall make all dispositions of the Club property, or part thereof, and enter into such agreement in relation thereto as the Management Committee may deem proper for such loans and interest. All Member of the Club shall be bound by the decision of the Meeting.

5.5 Auditor

- a) An Auditor may be appointed by the Management Committee each financial year. Such Auditor shall not be a Member of the Management Committee and shall be appointed in a manner consistent with the terms of the current Associations Incorporation Act 1985 as amended.
- b) The Auditor shall always have the power to examine the books and documents of the Club and shall also, as soon as conveniently possible, after the close of the financial year, in each year audit statement or receipts and expenditure and balance sheets, setting forth the financial business of the Club since the end of the preceding financial year. This statement shall be prepared by the Treasurer. Any Report of the Auditor shall be submitted to the AGM of the Club.

Section 6: General

6.1 Constitution Changes

This Constitution can only be altered, amended, or repealed at the AGM or Special General Meeting of the Club called for that purpose.

- a) A copy of the proposed new Rules, alterations, or amendments to be considered shall be delivered to the Secretary at least twenty-eight (28) days before such Meeting and shall be inserted in the notice convening the Meeting at which such proposed new Rules, alteration or repeal is to be considered and notice thereof shall be given 14 clear days before such Meeting.
- b) Any resulting changes to this Constitution shall come into operation from the date of adoption unless another date is specified in the motion.

- c) The Secretary shall advise all Members of the alteration(s) to the constitution and if required will forward a copy of the Constitution to Karting SA. An electronic version of the Constitution will be posted on the Clubs website and remain a permanent document on that site easily accessible by Members of the Club.

6.2 Interpretation of Rules

In the event of any doubt or difficulty arising as to the meaning of any Rule or By-Law or should question arise as to their interpretation, the Management Committee shall have the power to pronounce a decision thereon and its decision shall be final and binding on the Members, subject only to affirmation or reversal by a Special General Meeting convened for that purpose.

6.3 Winding up & Dissolution.

- a) The procedure for winding up and dissolution may be commenced by a Special General Meeting of the Club called for the purpose of passing a Special Resolution in accordance with the Associations Incorporation Act.
- b) A Special Resolution means a resolution of the Club which is passed by a majority which comprises not less than three-quarters of such Members of the Club as, being entitled under these Rules to vote at an AGM or Special General Meeting of which not less than twenty one (21) day written notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with these Rules.
- c) A motion to proceed to dissolution must be passed by a majority of those present and entitled to vote. A second Special General Meeting of the Club shall be called for that purpose, not less than one (1) calendar month after the previously mentioned Special General Meeting of the Club and at which a quorum of fifty percent (50%) of the Members of the Club entitled to vote. At this Meeting a motion to confirm the dissolution shall be put and shall require three quarters (3/4) of the Members present and eligible to vote, voting in the affirmative to succeed.
- d) Following confirmation of the decision to dissolve, the Management Committee must conform with the provisions of the current Associations Incorporations Act 1985 as amended and appoint a person who may be a Member of the Club to act as a Liquidator and have the appointment approved by the Corporate Affairs Commission.
- e) Following acknowledgement by the Corporate Affairs Commission the liquidator shall thereupon proceed to sell and realise the property and assets owned by the

Club and out of the net proceeds of such sale and realisation to discharge and satisfy all liabilities of the Club.

- f) In the event of the Club being wound up, whether voluntarily or otherwise, the net proceeds of the sale and realisation of the Club's property and assets, both real and personal, after payment of all the debts and liabilities of the Club and of all cost, charges, and expenses properly payable in connection with such sale and realisations of the Club's property and of the winding up of the Club shall be disposed of to other Karting Organisation(s) or charitable institution(s) or other body(ies) as may be determined by the Management Committee in their absolute discretion and no Member shall be entitled to share in or receive any benefit from such net proceeds in the event of the Club being wound up as aforesaid.

6.4 Rules, Regulations & By-Laws

The Management Committee shall have the power from time to time to make Rules, Regulations, By-Laws, Club Procedures and Code of Conduct consistent with these Rules for the efficient workings of the Club and to alter, amend or rescind those rules as may be necessary. All such rules shall be entered by the Secretary in a Register to be kept for the purpose and be available for inspection by the Members.

6.5 Power of the Association

The Association shall have all the powers conferred by Section 25 of the Association Incorporation Act 1985 as amended.

Section 7: Signatories

The Common Seal of the Southern Go Kart Club Inc was hereto affixed.

..... day of..... 2023 in the presence of:

.....(President)

.....(Management Committee Member)