



# **Constitution**

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# Part 1 Preliminary

## 1 Definitions

(1) In this constitution:

**the association** means Racing Sedans Australia Inc.

**club** means an incorporated association whose membership application has been approved and is current and financial with the association.

**delegates** means persons appointed to represent their club at meetings of the association. Each club may appoint a maximum of 2 delegates to represent them at meetings of the association.

**observers** means persons other than delegates authorised by their club to be present at meetings of the association. Observers do not have the right to vote, move or second motions but may seek approval to speak from the chairperson and their club's delegate(s).

**ordinary committee member** means a member of the committee who is not an office-bearer of the association.

**secretary** means:

- (a) the person holding office under this constitution as secretary of the association, or
- (b) if no person holds that office - the public officer of the association.

**special general meeting** means a general meeting of the association other than an annual general meeting.

**the Act** means the *Associations Incorporation Act 2009*.

**the Regulation** means the *Associations Incorporation Regulation 2016*.

(2) In this constitution:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

## **Part 2 Membership**

### **2 Membership generally**

- (1) A club is eligible to be a member of the association if:
  - (a) the club is an incorporated association promoting motor sport in Australia, and
  - (b) the club has applied and been approved for membership of the association in accordance with clause 3.
- (2) A person is taken to be a member of the association if the person is a current and financial member of a club which has applied and been approved for membership of the association in accordance with clause 3.

### **3 Application for membership**

- (1) An application by a club for membership of the association:
  - (a) must be made in writing (including by email or other electronic means, if the committee so determines) in the form determined by the committee, and
  - (b) must be lodged (including by electronic means, if the committee so determines) with the secretary of the association.
- (2) As soon as practicable after receiving an application for membership, the secretary must refer the application to a meeting of the association, which is to determine whether to approve or to reject the application.
- (3) As soon as practicable after a meeting of the association makes that determination, the secretary must:
  - (a) notify the applicant in writing (including by email or other electronic means, if the committee so determines) that the meeting of the association has approved or rejected the application (whichever is applicable), and
  - (b) if the meeting of the association approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
- (4) The secretary must, on payment by the applicant of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the association.

### **4 Cessation of membership**

- (1) A club ceases to be a member of the association if the club:
  - (a) becomes insolvent, or
  - (b) resigns membership, or
  - (c) is expelled from the association, or
  - (d) fails to pay the annual membership fee under clause 8 (2) within 3 months after the fee is due.
- (2) A person ceases to be a member of the association if the person:
  - (a) dies, or
  - (b) resigns membership, or

- (c) is expelled from the association, or
- (d) ceases to be a current and financial member of a club which is a current member of the association.

## **5 Membership entitlements not transferable**

A right, privilege or obligation which a club has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another club, and
- (b) terminates on cessation of the club's membership.

## **6 Resignation of membership**

- (1) A club may resign from membership of the association by first giving to the secretary written notice of at least 1 month (or any other period that the committee may determine) of the club's intention to resign and, on the expiration of the period of notice, the club ceases to be a member of the association.
- (2) If a club ceases to be a member under subclause (1), and in every other case where a club ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the club ceased to be a member.

## **7 Register of members**

- (1) The secretary must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and postal, residential or email address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:
  - (a) at the main premises of the association, or
  - (b) if the association has no premises, at the association's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
  - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
  - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.
- (7) If the register of members is kept in electronic form:
  - (a) it must be convertible into hard copy, and
  - (b) the requirements in subclauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

## 8 Fees and subscriptions

- (1) A club must, on admission to membership, pay to the association a fee of \$1 or, if some other amount is determined by the annual general meeting of the association, that other amount.
- (2) In addition to any amount payable by the club under subclause (1), a club must pay to the association an annual membership fee of \$2 or, if some other amount is determined by the annual general meeting of the association, that other amount:
  - (a) except as provided by paragraph (b), before the first day of the financial year of the association in each calendar year, or
  - (b) if the member becomes a member on or after the first day of the financial year of the association in any calendar year—on becoming a member and before the first day of the financial year of the association in each succeeding calendar year.

## 9 Members' liabilities

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 clause 8.

## 10 Resolution of disputes

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

## 11 Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of the association:
  - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
  - (b) has wilfully acted in a manner prejudicial to the interests of the association, or
  - (c) has misapplied the funds of the association, or
  - (d) has not complied with an order or requirement contained in a resolution of the association, or
  - (e) has not complied with the Speedway Australia Racing Rules and Regulations.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
  - (a) must cause notice of the complaint to be served on the member concerned, and
  - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and

- (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the association-or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 12.
- (6) The expulsion or suspension does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 12,whichever is the later.

## **12 Right of appeal of disciplined member**

- (1) A member may appeal to the association in general meeting against a resolution of the committee under clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee, which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under subclause (3):
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the delegates present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by delegates present.

## Part 3 The committee

### 13 Powers of the committee

Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of the association, and
- (c) has power to perform all the acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

### 14 Composition and membership of committee

(1) The committee is to consist of:

- (a) the office-bearers of the association, and
- (b) at least 3 ordinary committee members,

each of whom is to be elected at the annual general meeting of the association under clause 15.

**Note.** Section 28 of the Act contains further requirements concerning eligibility for membership and composition of the committee.

(2) The total number of committee members is to be 7.

(3) The office-bearers of the association are as follows:

- (a) the president,
- (b) the vice-president,
- (c) the treasurer,
- (d) the secretary.

(4) A committee member may hold up to 2 offices (other than both the offices of president and vice-president).

(5) There is no maximum number of consecutive terms for which a committee member may hold office.

**Note.** Schedule 1 to the Act provides that an association's constitution is to address the maximum number of consecutive terms of office of any office-bearers on the committee.

(6) Each member of the committee is, subject to this constitution, to hold office until immediately before the election of committee members at the annual general meeting next following the date of the member's election, and is eligible for re-election.

(7) A delegate who is elected president, secretary or treasurer will cease to be a delegate and his or her club will appoint another delegate. The vice-president will cease to be a delegate when he or she is performing the duties of president.

### 15 Election of committee members

(1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members:



- (a) must be made in writing, signed by the nominee's club's authorised representative and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
  - (b) must be delivered to the secretary of the association at least 3 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
  - (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
  - (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
  - (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
  - (6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in any usual and proper manner that the committee directs.
  - (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.
  - (8) The retiring office bearers will be automatically nominated for election.

## **16 President**

- (1) It is the duty of the president to:
  - (a) attend and preside over all meetings of the association whenever possible and ensure that the accepted standing orders and rules of debate are adhered to, and
  - (b) ensure that the minutes are circulated or read, and when accepted will sign the official association records copy, and
  - (c) ensure that the committee fulfils its obligations in relation to the day-to-day operation of the association and the requirements of an incorporated association, and
  - (d) at all times work in close co-operation with the secretary for the promotion of the association.
- (2) The president will be charged with the responsibility of representing the association and making urgent decisions between meetings when time does not permit a committee meeting. Such decisions must be in line with association policy and reported at the next committee and general meetings.

## **17 Vice-President**

- (1) It is the duty of the vice-president to:
  - (a) attend meetings of the association as a delegate for his or her club, except in the absence of the president when he or she will perform all the normal duties of the president, and
  - (b) ensure that the committee fulfils its obligations in relation to the day-to-day operation of the association and the requirements of an incorporated association.

## 18 Secretary

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to:
  - (a) keep accurate records and/or minutes (whether in written or electronic form) of:
    1. all appointments of office-bearers and members of the committee, and
    2. the names of members of the committee present at a committee meeting or a general meeting, and
    3. all proceedings at committee meetings and general meetings, and
    4. the office bearers, delegates, contact details and constitutions of all clubs, and
    5. all licenced drivers, registered cars and car inspection documentation, and
    6. all of the association's correspondence.and
  - (b) work with the President to promote the association throughout Australia and assist clubs whenever required without bias or favour, and keep all clubs informed of the associations business, and
  - (c) represent the association when called on to do so, and
  - (d) convene all meetings of the association and such other meetings as considered necessary, and
  - (e) receive and attend to all the association's correspondence between meetings, and
  - (f) issue memos and notices to clubs to ensure that club's commitments are met and directives complied with, and
  - (g) ensure that the committee fulfils its obligations in relation to the day-to-day operation of the association and the requirements of an incorporated association.
- (3) The secretary will supply a copy of the association's constitution and the current standing orders without charge to all clubs when any changes are made.
- (4) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (5) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (4).
- (6) The secretary may resign at any time provided such resignation is in writing to the committee with at least sixty (60) days notice of the effective date of the resignation.

## 19 Treasurer

- (1) It is the duty of the treasurer of the association to:
  - (a) ensure that all money due to the association is collected and received and that all payments authorised by the association are made, and
  - (b) ensure that 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, and
  - (c) deposit all monies received in the association's bank account within seven (7) days, and
  - (d) submit a financial report at every general meeting.
- (2) The treasurer may resign at any time provided such resignation is in writing to the committee with at least sixty (60) days notice of the effective date of the resignation.

## 20 Technical Officers

The Annual General Meeting of the association will elect a technical officer for each active RSA racing division. Nominees for the position of technical officer must have at least two (2) years experience at club level.

- (1) It is the duty of the technical officers to:
  - (a) advise on technical and specification matters for their division, and
  - (b) scrutineer at their division's State and National racing titles.

## 21 Casual vacancies

- (1) In the event the resignation of the president, the vice-president will act as president until the election of a new president at the next general meeting at which an election can take place in accordance with clause 15.
- (2) In the event of a casual vacancy occurring in the membership of the committee, or the resignation of a technical officer, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the next general meeting at which an election can take place in accordance with clause 15.
- (3) A casual vacancy in the office of a member of the committee occurs if the member:
  - (a) dies, or
  - (b) ceases to be a member of the association, or
  - (c) is or becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
  - (d) resigns office by notice in writing given to the secretary, or
  - (e) is removed from office under clause 22, or
  - (f) becomes a mentally incapacitated person, or
  - (g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
  - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
  - (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

## 22 Removal of committee members

- (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 member's 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.
- (2) If a member of the committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to all clubs the secretary or the president may send a copy of the representations to each club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **23 Committee meetings and quorum**

- (1) The committee must meet at least 3 times in each period of 12 months at the place and time that the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to 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 is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
  - (a) the president or, in the president's absence, the vice-president is to preside, or
  - (b) if the president and the vice-president are absent or unwilling to act, one of the remaining members of the committee chosen by the members present at the meeting is to preside.

## **24 Appointment of members as committee members to constitute quorum**

- (1) If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may appoint a sufficient number of members of the association as committee members to enable the quorum to be constituted.
- (2) A member of the committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 21 applies.

## **25 Use of technology at committee meetings**

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

## **26 Delegation by committee to sub-committee**

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of the member or members of the association that the committee thinks fit) the exercise of any of the functions of the committee that are specified in the instrument, other than:
  - (a) this power of delegation, and
  - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to any conditions or limitations as to the exercise of any function, or as to time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.
- (8) The President will be ex-officio a member of all sub-committees.
- (9) All sub-committees will automatically terminate upon completion of their specific task or upon the day of the next annual general meeting.

## **27 Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (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.
- (3) Subject to clause 23 (5), the committee may act despite any vacancy on the committee.
- (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 and effectual despite 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**

### **28 Annual general meetings - holding of**

- (1) The association must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The association must hold its annual general meetings:
  - (a) within 3 months after the close of the association's financial year, or
  - (b) within any later time that may be allowed or prescribed under section 37 (2) (b) of the Act.

### **29 Annual general meetings - calling of and business at**

- (1) The annual general meeting of the association is, subject to the Act and to clause 28, to be convened on the date and at the place and time that the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
  - (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
  - (c) to elect office-bearers of the association and ordinary committee members,
  - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as that type of meeting in the notice convening it.
- (4) At least twenty-one (21) days notice of the annual general meeting must be given to the secretary or nominated contact person of each club, specifying the time, date and location of the meeting with an agenda indicating the general nature of business.

### **30 Special general meetings - calling of**

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition of at least 5% of the total number of clubs, convene a special general meeting of the association.
- (3) A requisition of clubs for a special general meeting:
  - (a) must be in writing, and
  - (b) must state the purpose or purposes of the meeting, and
  - (c) must be signed by the clubs making the requisition, and
  - (d) must be lodged with the secretary, and
  - (e) may consist of several documents in a similar form, each signed by one or more of the clubs making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of clubs for the meeting is lodged with the secretary, any one or more of the clubs who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

- (5) A special general meeting convened by a club or clubs as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
- (6) For the purposes of subclause (3):
  - (a) a requisition may be in electronic form, and
  - (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

## 31 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each club specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each club specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.

**Note.** A special resolution must be passed in accordance with section 39 of the Act.

- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 29 (2).
- (4) A club desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the club.

## 32 Quorum for general meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of clubs entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Two committee members plus representation from 50% of clubs (being clubs entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - (a) if convened on the requisition of clubs—is to be dissolved, and
  - (b) in any other case—is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to clubs given before the day to which the meeting is adjourned) at the same place.
- (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 clubs present (being at least 3) are to constitute a quorum.

### 33 Presiding member

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.
- (2) If the president and the vice-president are absent or unwilling to act, the delegates present must elect one of their number to preside as chairperson at the meeting.

### 34 Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of delegates present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### 35 Making of decisions

- (1) A question arising at a general meeting of the association is to be determined by:
  - (a) a show of hands by the delegates present at the meeting or, if the meeting is one to which clause 40 applies, any appropriate corresponding method that the committee may determine, or
  - (b) if on the motion of the chairperson or if 5 or more delegates present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minutes 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.
- (3) Subclause (2) applies to a method determined by the committee under subclause (1) (a) in the same way as it applies to a show of hands.
- (4) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

### 36 Special resolutions

A special resolution may only be passed by the association in accordance with section 39 of the Act.

**Note:** For a special resolution to be passed, the Act requires that it is supported by at least three-quarters of the votes cast by delegates of the association who, under the association's constitution, are entitled to vote on the proposed resolution.

### 37 Voting

- (1) On any question arising at a general meeting of the association a delegate has one vote only.



- (2) 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.
- (3) A delegate is not entitled to vote at any general meeting of the association unless all money due and payable by the delegate's club to the association has been paid.
- (4) Voting on all matters of policy and rules is compulsory.
- (5) Voting on specification matters is limited to the delegates representing clubs which have registered cars in the division(s) affected by the specifications being voted on.
- (6) A delegate is not entitled to vote at any general meeting of the association if the delegate is under 18 years of age.

### **38 Proxy votes not permitted**

Proxy voting must not be undertaken at or in respect of a general meeting.

**Note.** Schedule 1 to the Act provides that an association's constitution is to address whether members of the association are entitled to vote by proxy at general meetings.

### **39 Postal or electronic ballots**

- (1) The association may hold a postal or electronic ballot (as the committee determines) to determine any issue or proposal (other than an appeal under clause 12).
- (2) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

### **40 Use of technology at general meetings**

- (1) A general meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the association's clubs a reasonable opportunity to participate.
- (2) A delegate who participates in a general meeting using that technology is taken to be present at the meeting and, if the delegate votes at the meeting, is taken to have voted in person.

## Part 5 Miscellaneous

### 41 Insurance

The association may effect and maintain insurance.

### 42 Funds - source

- (1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, any other sources that the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### 43 Funds - management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used solely in pursuance of the objects of the association in the manner that the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories from the president, vice-president, secretary or treasurer.

### 44 Association is non-profit

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

**Note.** Section 5 of the Act defines **pecuniary gain** for the purpose of this clause.

### 45 Distribution of property on winding up of association

- (1) Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.
- (2) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

**Note.** Section 65 of the Act provides for distribution of surplus property on the winding up of an association.

### 46 Change of name, objects and constitution

An application for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

## **47 Custody of books etc**

Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:

- (a) at the main premises of the association, in the custody of the public officer or a member of the association (as the committee determines), or
- (b) if the association has no premises, at the association's official address, in the custody of the public officer.

## **48 Inspection of books etc**

- (1) The following documents must be open to inspection, free of charge, by a club at any reasonable hour:
  - (a) records, books and other financial documents of the association,
  - (b) this constitution,
  - (c) minutes of all committee meetings and general meetings of the association.
- (2) A club may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.
- (3) Despite subclauses (1) and (2), the committee may refuse to permit a club to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.

## **49 Service of notices**

- (1) For the purpose of this constitution, a notice may be served on or given to a person or club:
  - (a) by delivering it to the person personally, or
  - (b) by sending it by pre-paid post to the address of the person, or
  - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
  - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

## **50 Financial year**

The financial year of the association is:

- (a) the period of time commencing on the date of incorporation of the association and ending on the following 31 May, and

- (b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 June and ending on the following 31 May.

**Notes.**

1. Schedule 1 to the Act provides that an association's constitution is to address the association's financial year.
2. Clause 19 of the Regulation contains a substitute clause 50 for certain associations incorporated under the *Associations Incorporation Act 1984*.

## **51 Affiliation**

The association may affiliate with such other associations or bodies as the general meeting of the association may decide from time to time.