

Constitution

1. Name

Hornsby Junior Dirt Bike Club Inc

2. Objectives

- (a) To promote and encourage mini biking/cycling via the sport of Minikhana and co-operate with kindred bodies in fostering and maintaining mini biking/cycling as a family sport.
- (b) To provide venues where riders can ride legally under adult supervision and learn motor cycling skills and participate in organised competition.
- (c) To provide safe and enjoyable environments where riders with a common interest can meet and develop friendships.
- (d) To organise and conduct social outings and to encourage good fellowship between all mini biking/cycling clubs.
- (e) To maintain the prestige of the Club and the sport.
- (f) To train and encourage future road safety, courtesy and goodwill.
- (g) To show proper concern for the environment.

The assets and income of the Club shall be applied solely in furtherance of its abovementioned objectives and no portion shall be distributed directly or indirectly to the members of the Club except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.

3. Membership

- (a) Application for membership shall be made in writing or electronically (*if applicable* RIDERNET) on the 'Application for Membership' form and co-signed / authorised by a parent(s) or legal guardian(s) if the proposed member is under 18 years old, and shall be in such form and contain such requirements as the Executive Committee from time to time prescribes.
- (b) The Sports Captain or appointed delegate shall approve or disapprove all applications for membership.
- (c) The annual membership fee shall be payable by each member not later than the second official riding day of the season.
- (d) Failure to comply by said member will forfeit all rights of membership.
- (e) Riders joining after 1 September of the membership year need only pay 50% of the annual membership fee.
- (f) A register of members shall be kept by the Public Officer showing in respect of each member – name, address, date of joining and date of birth.
- (g) No member under 18 years of age shall hold a position of office in the Club with the exception of Club Captain. The parent(s) or legal guardian(s) of a member who is under 18 years of age shall, if elected, be entitled to hold a position of office in the Club.

4. Executive Committee

- (a) The Executive Committee shall consist of President, Vice President, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Sports Captain, Working Bee Coordinator, Canteen Coordinator up to two (2) MNSW representatives (or as applicable) and non-voting participation by up to three (3) Club Captains.
- (b) The affairs of the Club shall be managed by the Executive Committee.
- (c) All significant committee decisions must be the subject of a motion and a majority vote of the Executive Committee before being enacted.
- (d) The President, Secretary and Treasurer or their appointed delegate shall be ex-officio members of any or all sub-committees formed.
- (e) The office bearers of the Club shall be elected at an Annual General Meeting and are required to represent or be responsible for at least one (1) financial member. Voting shall be by ballot. A casual vacancy occurring may be filled by a nominated member elected at any General Meeting.
- (f) The Executive Committee may elect an independent auditor.
- (g) No committee member duly appointed shall receive remuneration except for out of pocket expenses.
- (h) The Executive Committee shall be entitled to originate and administer Club Regulations and/or By-Laws provided such articles do not conflict with the Constitution.
- (i) The Executive Committee may negotiate to borrow money and to mortgage or change its undertakings and property, or any part thereof as security for any debt, liability or obligation of the Club.
- (j) All cheques, promissory notes, drafts, bills of exchange and other negotiable assets and all receipts for money paid to the Club shall be signed, drawn, accepted, endorsed or otherwise executed as the case may be by the Treasurer and either of the President or Secretary.

5. Vacation of Office

The office of any member of the Executive Committee shall become vacant:

- (a) upon death;
- (b) unstable mental state;
- (c) absence for three (3) consecutive meetings without leave;
- (d) upon ceasing to be a parent/legal guardian of a financial member;
- (e) upon resignation by notice in writing; and
- (f) upon resolution being passed by a 2/3 majority of members present at a properly constituted meeting called especially for the purpose to remove the member from office.

6. Proceedings of the Executive Committee

- (a) The Executive Committee will meet together as often as it deems fit and necessary to dispatch Club business.
- (b) Questions arising at any Executive Committee meeting shall be decided by a majority of votes of those present. Such determinations will then become the determination of the whole Executive Committee.
- (c) The Chair will refrain from voting except in the case of a deadlock, when the chair will have the casting vote.
- (d) Should the number of Executive Committee members fall below that set by the Constitution for any reason, the remaining members may at the next monthly meeting call for an election from those eligible to vote to regain the constituted numbers.

7. The Financial Year

The financial year will end on 30 November each year.

8. Financial Member

Any rider in whose name the annual required fee has been duly paid is regarded as a financial member of the Club.

9. Annual General Meeting

An Annual General Meeting will take place on the last ride day of the calendar year when all reports, financial statements and all official records shall be presented. Any ten (10) financial members in attendance and represented by a minimum of ten (10) parents/legal guardians will constitute a quorum.

10. Special General Meetings

Special General Meetings may be convened by the Secretary upon written request of 5% of the total financial voting representatives and shall be held within one (1) month of the request being received.

11. Quorum

Annual General Meeting:	Any ten (10) attending members and representatives by a minimum of ten (10) parents/legal guardians including the President or his nominee.
General Meeting:	Any seven (7) attending members and represented by a minimum of seven (7) parents/legal guardians including the President or his nominee.
Special General Meeting:	As for Annual General Meeting.
Executive Committee Meeting:	Any four (4) duly elected office bearers including President or Vice President.

Upon failing to achieve a quorum at any General Meeting, such meeting will be adjourned for any time up to one (1) month. At this later meeting no less than four (4) financial members, represented by a minimum of four (4) parents/legal guardians, will constitute a quorum.

12. Proceedings at General Meetings

- (a) The President or his nominee will preside over every General Meeting.
- (b) At any General Meeting a resolution put to the vote will be decided on a majority show of hands unless a ballot is demanded by the Chair.
- (c) The results of the ballot will be duly recorded in the minutes.
- (d) If the result of the ballot is equal, the President will have the casting vote.
- (e) The meeting procedure will include as a minimum:
 - i. Apologies
 - ii. Minutes
 - iii. Correspondence (In/Out)
 - iv. Accounts
 - v. Reports
 - vi. General Business

13. Minutes

The Chair shall require minutes to be made:

- (a) of all Appointment of Office – bearers and members of the Executive Committee and/or sub-committees;
- (b) of the name and/or number of all riders and names of all Executive Committee members present at each meeting; and
- (c) of all proceedings at all meetings of the Club.

All minutes will be signed by the Chair.

Executive Committee minutes will be tabled and/or read out at any General Meeting.

14. Funds

- (a) All monies shall be deposited promptly into the Club's bank account and receipts issued immediately.
- (b) All payments in excess of \$150.00 made by the Club shall be paid by cheque or by electronic banking means, with two signatories or authorisation's.
- (c) Where practical or time permits at least two quotations (preferably three) are required for expenditure above \$500.

15. Authorisation of Account

All accounts/expenses shall be passed for payment by the Executive Committee and tabled at a General Meeting.

Expenditure above \$1500 is subject to a majority vote of the Executive Committee.

16. Audits

An auditor may be requested by the Executive Committee to examine the books of the Club before each Annual General Meeting and be entitled to be heard at an Annual General Meeting if deemed necessary.

17. Expulsion of Members

Any member, parent or legal guardian may be expelled from membership by the Executive Committee under the following procedures:

- (a) the member is made fully aware of the charges against and may, in writing or verbally, before a specially convened Special General Meeting defend his/her conduct;
- (b) expulsion will be effective if confirmed by a majority of votes present at a Special General Meeting, with voting undertaken by secret ballot only;
- (c) a Special General Meeting must be held not more than one month after the expulsion matter is first raised. During this time the member will not participate in any Club activity.

18. Trustees

- (a) Three (3) trustees may be appointed at a General Meeting. Their function will be to take custody of any responsibility for all deeds, documents and titles relating to property.
- (b) In a like manner the trustees would accept responsibility for all documentation should dissolution occur.

19. Dissolution

- (a) The Club shall be dissolved in the event of membership falling below seven (7) financial members and it being the wish of $\frac{3}{4}$ majority of these members through their voting parent/legal guardian being present at a Special General Meeting convened for the purpose of the dissolution.
- (b) In the event of the Club being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another Minikhana club(s) affiliated with Motorcycling NSW with similar purposes which are not carried on for the profit or gain of its individual members.

20. Amendments to the Constitution

The Constitution may be amended by a resolution passed by a 2/3 majority of votes present at an Annual General Meeting, or at a Special General Meeting provided that a notice of motion has been given at least one (1) full month prior to the Special General Meeting.

21. Voting

The following voting rules will apply to all and any meeting, except Executive Meetings convened for any purpose by the Club:

- (a) a maximum of two (2) adult votes of either parents or legal guardian per attending and financial rider;
- (b) riders under the age of 18 shall not be allowed to vote at any Club meeting;
- (c) matters related to the track, riding, social events, etc. may be raised by any financial rider and such rider shall have the right to expect a fair and reasonable discussion on the subject matter raised;
- (d) voting parents/legal guardians will duly recognise views/opinions and interests of Club riders and shall at all times give proper regard to the Club's Constitution, its By-Laws or Regulations, the Motorcycling Australia General Competition Rules (*i.e. Manual of Motorcycle Sport (MOMs)*) and Motorcycling New South Wales Minikhana Sports Committee Minikhana Rules and Regulations .

22. By-Laws

- (a) On official riding days all riders must be accompanied by a parent or legal guardian or person or persons appointed by the aforesaid who will sign an indemnity form before the rider is entitled to participate.
- (b) On unofficial riding days riders must be accompanied by a parent or legal guardian or person or persons appointed by the aforesaid, at all times.
- (c) Club Captains will be elected by riders and be entitled to attend Executive Committee Meetings.
- (d) On the recommendation of the Executive Committee any rider or parent or legal guardian or person or persons appointed by the aforesaid that has rendered distinguished or meritorious service to the Club may be elected to an Honorary Life Membership in recognition of these services. The declaration of such membership shall occur at any Annual General Meeting or Special General Meeting. The recipient shall thereafter be entitled to any privileges of membership without paying the annual subscription. (Refer to Constitution – ‘Life Membership Benefits’).

23. Amendments to Regulations /By-Laws

Regulations/By-Laws drawn up and administered by the Executive Committee may be amended at any Annual General Meeting and / or special General Meeting by a majority of votes of attending financial members.