

SUNSHINE COAST RADIO CONTROL CAR CLUB Inc

CONSTITUTION

PART 1 TABLE OF CONTENTS

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1.1 Contents

PART 2 NAME AND STATUS

2.1 Name

2.2 Status

PART 3 OBJECTS

3.1 Objects

PART 4 INTERPRETATION

PART 5 MEMBERSHIP

5.1 Composition

5.2 Entitlements

5.3 Appeals

5.4 Classes

5.5 Membership Fees

PART 6 COMMITTEE

6.1 Membership

6.2 Meetings

6.3 Duties

6.4 Powers

PART 7 MANAGEMENT COMMITTEE

7.1 Membership

7.2 Entitlements

PART 8 OFFICERS

8.1 President

8.2 Vice-President

8.3 Secretary

8.4 Treasurer

8.5 Race Directors

PART 9 MEETINGS

9.1 General

9.2 Annual General

9.3 General Meeting

9.4 Special General

9.5 Quorum

9.6 Voting

PART 10 ELECTIONS

10.1 Eligibility

10.2 Positions

10.3 Nominating

10.4 Voting

10.5 Conduct of Election

10.6 Tenure of Office

PART 11 FINANCES

11.1 Funds

11.2 Nonprofit status

11.3 Withdrawals

11.4 Audit

PART 12 AMENDMENT AND DISSOLUTION

12.1 Amendment

12.2 Dissolution

PART 13 COMMON SEAL

PART 2 NAME OF STATUS

2.1 Name

2.1.1 The name of the association is SUNSHINE COAST RADIO CONTROL CAR CLUB Inc.

2.2 Status

2.2.1 The SCRCCC is affiliated with ORRCA QLD and AARCMCC Australia.

PART 3 OBJECTS

3.1 Objects

3.1.1 The SCRCCC's objects are:

To promote the sport of radio control model car racing on the Sunshine Coast encouraging physical, mental and social activity for both beginners and experienced drivers to compete at various levels of competition..

To encourage members to compete in local, state, national and world competitions.

To follow the rules for the sport of radio controlled car racing in Queensland.

To organize and host on a regular basis races for both Gas and Electric radio controlled cars.

To encourage participation by community members or organisations in the sport of radio control car racing.

PART 4 INTERPRETATION

4.1 The following definitions apply throughout this Constitution:

'AGM' is the Annual General Meeting

'Constitution' is the SCRCCC Constitution;

'Duties' are those detailed in the Constitution;

'Member' includes any paid up person/family for any given Calendar Year.

'Committee' is the Management Committee plus any additional committee members

'ORRCA Qld' SCRCCC is affiliated to ORRCA Qld and must adhere to their rules and regulations of conduct at Orrca sanctioned events.

'AARCMCC' SCRCCC is affiliated to AARCMCC and must adhere to their rules and regulations of conduct at AARCMCC sanctioned events.

'Quorum' is the physical number of members required in attendance at a meeting to validate any resolution passed at that meeting.

'SCRCCC' is Sunshine Coast Radio Control Car Club.

PART 5 MEMBERSHIP

5.1 Composition

- 5.1.1 All currently paid up person/persons shall be Members, these along with any Associate or Non Racing Members of the SCRCCC will be insured under a policy selected by the SCRCCC Committee.
- 5.1.2 Any person may decline Membership on the understanding that the weekly race fee increases if you are a non-member.
- 5.1.3 The SCRCCC can confer honorary life Membership of the SCRCCC on an individual by resolution. Honorary life Members can attend and speak at meetings of the SCRCCC but cannot vote or nominate for positions on any committee, Council or other body administered by the Association
- 5.1.4 All people on payment of membership will receive a copy of ORRCA Queensland Rules and Regulations.
- 5.1.5 Any person/s may be declined membership or membership may be nullified by majority vote from the committee.

5.2 Entitlements

- 5.2.1 All Members are entitled to attend, speak at and vote at SCRCCC Annual, General and Special General Meetings.
- 5.2.2 All Members are entitled to nominate for SCRCCC committee providing they have been a member for 6 months or more.

5.3 Appeal against rejection or termination of membership

- 5.3.1 A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
- 5.3.2 A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
- 5.3.3 If the secretary receives a notice of intention to appeal, the secretary must, within 3 months after the day of receipt, call a general meeting to decide the appeal.
- 5.3.4 At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 5.3.5 Also the management committee and the committee members who rejected the application or terminated the membership must be given an opportunity to show why the application would be rejected or the membership should be terminated.
- 5.3.6 An appeal must be decided by a vote of the members present at the meeting.
- 5.3.7 If a person whose application has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the application fee, if any paid by the person.

5.4 Class of Membership.

- 5.4.1 There are three classes of membership – There is no eligibility criteria except as stated below:-
- 5.4.2 Family – Eligibility: - must be two or more direct members of the one family to be registered on the one application. Unlimited in numbers.

Single - One person only to be registered.

Non-Racing Member – One person who is not and does not intend to race a vehicle, but wishes to be involved in the club in some form or capacity and is registered under either a Family or Single membership.

Limited day Associate: A person who has volunteered or signed in to race for a day or event and is not a Family or Single Member, this is a limited membership; this person does not have voting rights.

- 5.4.3 All classes except Limited day Associates are to have equal voting rights and equal eligibility for holding office. Each person registered in the Family class has all the rights of a Single Class or Non Racing Membership.
- 5.4.4 A register will be kept of all Members by the Secretary, this will include the following:- Name, Address, Telephone Number, Member Number, Class Type (Family/Single), Date of Birth, and any further contact details as seen fit by the secretary.
- 5.4.5 The membership fee for each class of membership is the amount decided by the members from time to time at a general meeting: and is payable when, and in the way the management committee decides.

Part 6 COMMITTEE

6.1 Membership

- 6.1.1 The Committee consists of the Management Committee Office Bearers ie: President, Vice President, Treasurer, Secretary plus at least 3 members in addition to the status office bearers, which will include Race Director and Scruitineer.
- 6.1.2 The minimum requirement for a validly constituted Committee is the presence of three office bearers.
- 6.1.3 The absence of minimum requirement of Committee Members will make the meeting invalid.

6.2 Meetings

- 6.2.1 The Committee must meet at least once every three months
- 6.2.2 The Committee can meet additionally whenever at least three members of the Committee call a meeting.
- 6.2.3 Meetings can be called by oral or written agreement.

6.3 Duties

- 6.3.1 All duties must be exercised in accordance with the Constitution.
- 6.3.2 The Committee is the SCRCCC's governing body.
- 6.3.3 The Committee is ultimately responsible for all SCRCCC affairs, property and finances and may act in all matters concerning the SCRCCC.
- 6.3.4 The Committee members can delegate any of their powers, subject to 6.4.
- 6.3.5 The Committee shall determine how voting at the annual election is to be conducted, subject to this constitution.
- 6.3.6 The Committee shall convene the AGM.
- 6.3.7 The Committee shall convene at least one General Meeting annually

6.4 Powers

- 6.4.1 All powers must be exercised in accordance with the Constitution.
- 6.4.2 The Committee may establish Sub Committees and Working Parties.
- 6.4.3 The Committee may not delegate its power of delegation, its power to make Regulations and policy, its power to prepare the budget, or its power to distribute funds.
- 6.4.4 The Committee may in relation to any other SCRCCC function, delegate any of its powers to any Committee Member, to any Sub Committee or Working Party appointed by the Committee, or to any Officer/s or the SCRCCC.
- 6.4.5 The Committee has the power to approve procedures about any matter concerning the management and administration of its affairs.

PART 7 – MANAGEMENT COMMITTEE (Office Bearers)

7.1 Membership

- 7.1.1 The Management Committee consists of the President, Vice President, Treasurer and Secretary.

7.2 Meetings

- 7.2.1 The Management Committee must meet monthly and can meet additionally whenever the President or Vice President calls a meeting.
- 7.2.2 Meetings can be called by oral or written agreement.
- 7.2.3 Management Committee quorum – simple majority.

7.3 Duties

- 7.3.1 The Management Committee is responsible for the SCRCCC's daily management.
- 7.3.2 The Management Committee shall appoint a person to act in the place of an officer who is temporarily unable to perform his or her duties or to act pending the filling a vacancy.

7.4 Powers

- 7.4.1 The Management Committee may establish committees and working parties.

- 7.4.2 The Management Committee may appoint a Member to fill an office on any sub-committee within the SCRCCC.
7.4.3 The Management Committee may convene Special General Meetings.
7.4.4 The Management Committee may approve procedures concerning financial administration, audit, bookkeeping, and the disbursement of funds.

PART 8 COMMITTEE POSITIONS

8.1 President

8.1.1 The President's duties include but are not limited to the following:

- Conducting the SCRCCC's business with the contributions of other officers
- Chairing Committee meetings and ensuring the Normal Meeting Procedures are carried out.
- Ensuring that decisions of the Committee are carried out;
- Making official statements on behalf of the SCRCCC.
- Makes final decision before commencement of race day at the track in the case of "WET" day called.

8.1.2 The President may delegate these responsibilities as required, but cannot delegate the power of delegation.

8.2 Vice President

8.2.1 The Vice President's duties include but are not limited to the following:

- Liaising with other Committee members
- Acting as President if the President is absent.
- Assisting the President in fulfilling his or her responsibilities;
- If the President resigns, acting as President until election of a new President.
- Assuring that items on the Risk Management Ledger are checked when required.

8.3 Secretary

8.3.1 The Secretary's duties include but are not limited to the following:

- Responsibility for taking minutes of all SCRCCC meetings;
- Distributing minutes to Committee members
- Preparing agendas for meetings
- Giving notice of all SCRCCC meetings
- Responsibility for SCRCCC correspondence.
- Keeping a register of members.

8.4 Treasurer

8.4.1 The Treasurer's duties include but are not limited to the following:

- Keeping complete and accurate SCRCCC accounts and financial records (which must be made available for inspection by any Member);
- Reporting on these accounts and records to the AGM
- Receiving and banking all SCRCCC income
- Responsibility for ensuring correct authorization of SCRCCC expenditure;
- With the Committee, drafting a Budget when necessary.
- The preparation of a statement of income and expenditure, assets and liabilities, mortgages, charges and securities affecting the property of the association for each financial year and the presentation of the statement, after audit, to the members.

8.5 Race Director

8.5.1 The Race Directors duties include but are not limited to the following:

- Set and design up of racetrack.
- Organisation of Marshall's for races.

- Co-ordination of Crystals and Car Numbers for each day of racing.
- Organisation of Race Start/Finish Times.
- The Race Directors have the authority to assign any of the above jobs to any Member he/she sees fit.

PART 9 MEETINGS

9.1 General

- 9.1.1 The President chairs all meetings, if unable or not present the Vice President to preside as chairperson.
- 9.1.2 A minimum of 4 members must be present to hold a meeting.
- 9.1.3 Voting by proxy is allowable with written signed authority of the giver, each member is entitled to one vote and if the votes are equal the chairperson has the casting vote as well as a primary vote.
- 9.1.4 Voting may be by a show of hands, unless at least 20% of the members present demand a secret ballot;
- 9.1.5 If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides
- 9.1.6 The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.
- 9.1.7 Subject to Part 9, reasonable notice of meetings must be given to those who are able to attend.
- 9.1.8 Any Member is entitled to attend and speak at SCRCCC Annual, General and Special General meetings.
- 9.1.9 The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting and general meeting are entered in a minute book; and
- 9.1.10 The secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial member who previously applies to the secretary for the inspection.
- 9.1.11 To ensure the accuracy of the minutes recorded under section 9.1.9 the minutes of any official meeting must be signed by the chairperson of the meeting, or the chairperson of the next corresponding meeting, verifying their accuracy.
- 9.1.12 Meetings are to be held once a month, extra meetings may be called at any time, with the secretary giving reasonable notice to members.

9.2 Annual General Meeting

- 9.2.1 The SCRCCC shall hold an Annual General Meeting
- 9.2.2 All members are entitled to vote at the AGM
- 9.2.3 The major purpose of the AGM is to elect Management/Committee office bearers, receive the President's report of the SCRCCC's activities throughout the year, and receive the Treasurer's financial report.
- 9.2.4 Any motion at an AGM must be passed by majority resolution.

9.3 General Meeting

- 9.3.1 At least one General Meeting of the SCRCCC shall be held each month.
- 9.3.2 All Members are entitled to vote at the General Meeting.
- 9.3.3 The business of a General Meeting includes amending the Constitution, removal of office bearers, replacement of office bearers, and filling casual vacancies.
- 9.3.4 Any motion at a General Meeting must be passed by majority resolution, except in a case of amendment to rules.

9.4 Special General Meeting

- 9.4.1 Special General Meetings of the SCRCCC may be convened by the Management Committee.
- 9.4.2 Special General Meetings shall be convened on the written requisition of ten Members.
- 9.4.3 In all cases, two weeks' notice of the Special General Meeting must be given to members.
- 9.4.4 The business of a Special General Meeting can include any urgent matter requiring resolution by the members.
- 9.4.5 A special General Meeting may, by majority resolution, remove any representative. No such proposed resolution shall be considered unless two weeks' notice of it has been given in the notice of the Special General Meeting.
- 9.4.6 Any motion at a Special General Meeting must be passed by majority resolution.

9.5 Quorum

- 9.5.1 The quorum for all Annual Meetings is double the number of members of the Management Committee plus 1.
- 9.5.2 The quorum for all General and Special Meetings is a Minimum of 3 Management Committee and any combination of 5 or more members, being either Office bearers or general members.
- 9.5.3 The quorum for Committee Meetings is a Minimum of 3 Management Committee members.

9.6 Voting

- 9.6.1 In all meetings, eligible voters are entitled to one vote per motion.

- 9.9.2 Committee members may propose a motion by Email, this motion must receive a majority vote of 6 (six) affirmative votes within a period of 7 (seven) calendar days of the motion being sent or at the start of the next committee meeting, which ever comes first. The Secretary is responsible for collating the votes and distributing the results. If the motion has not received the required 6 (six) votes by the deadline it fails.

PART 10 ELECTIONS

10.1 Eligibility

- 10.1.1 Management/Committee Members shall be elected from nominated Members and shall be announced at the AGM.
10.1.2 Only a member can nominate another member for office.

10.2 Positions

- 10.2.1 The Positions of the Committee which may be filled are the President, Vice-President, Secretary, Treasurer, Race Directors (2) and Scrutineer.
10.2.2 Elected Committee members shall also fill matching Management Committee positions.
10.2.3 No member may hold more than one position on the Committee.

10.3 Nominating

- 10.3.1 All persons for the Positions are to be nominated by a SCRCCC member, and seconded by a different SCRCCC member.

10.4 Voting

- 10.4.1 Election of Committee Members shall be by a first past the post voting system.
10.4.2 Votes may be lodged by postal ballot.
10.4.3 If voting is conducted by secret ballot or by any other means, the returning officer shall be responsible for moderating the vote.
10.4.4 If only one member is nominated for an office, that member is elected automatically without the requirement of a vote.

10.5 Conduct of Election

- 10.5.1 The election shall be conducted by a Returning Officer appointed by the Management Committee.
10.5.2 The Committee shall fix the time period and notice times for the election of office bearers.
10.5.3 The Returning Officer must give notice of the election to the members. Notice comprises:
- Notice of the opening of nominations;
 - Notice of the time for nominees to nominate (nominees must nominate on an official nomination form).
 - Nominees' names must be made available to voters;
 - Notice of the time over which voting must take place.

10.6 Tenure of Office

- 10.6.1 The Committee for each year shall hold office from election until the next AGM.
10.6.2 A person who ceases to hold the office or qualification essential to their appointment or election as a Member of the Committee cannot become or continue to be a Member of the Committee.
10.6.3 Elected Committee Members shall be eligible for reappointment, but a person shall not be eligible to be a Management Committee Office Bearer in the same capacity for more than three consecutive terms of office.
10.6.4 Should a Committee/Management officer resign during his/her term of office the Vice (Deputy) shall step into the position until the next General Meeting. A vote will be taken at the next General Meeting for a temporary fulfillment of the role until the next AGM.
10.6.5 A member can only be removed from office by a majority vote of no confidence taken at a General Meeting. This 'No Confidence' vote must be in writing and submitted at least 1 month prior to meeting. (see rule 5 for rights of appeal)

PART 11 FINANCES

11.1 Funds

- 11.1.1 SCRCCC funds are those received from both Members and from any other source.
- 11.1.2 The funds of the association shall be kept in an account in the name of the association in a financial institution decided by the management committee.
- 11.1.3 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 11.1.4 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 11.1.5 The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.
- 11.1.6 If an amount of \$100 or more is paid by cheque, or to be withdrawn from the associations account the cheque or withdrawal must have the signature of at least the President or Vice President and one other of either the Secretary or Treasurer or another member authorized by the management committee.

11.2 Nonprofit status

- 11.2.1 The SCRCCC shall only use its funds for the promotion of its objects
- 11.2.2 No Committee or Management Committee member or any other member is to receive any remuneration.
- 11.2.3 Committee or Management Committee members who incur private expenses in conduction SCRCCC business will be reimbursed.

11.3 Withdrawals

- 11.3.1 Withdrawals from any SCRCCC account can only be made after a resolution is passed by a majority of the Committee .
- 11.3.2 All Withdrawals must have the signature of at least the President or Vice President and one other of either the Secretary or Treasurer, or another member authorized by the management committee.

11.4 Audit

- 11.4.1 The accounts of the Club shall be audited annually and the audited statement and auditors report presented to the AGM.
- 11.4.2 Audit to be completed after the end of financial year for the club which is the 30th June in any given year.

11.5 Documents

- 11.5.1 The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

PART 12 AMENDMENT AND DISSOLUTION

12.1 Amendment

- 12.1.1 Subject to the Associations Incorporation Act 1981, these rules may be amended, repealed or added to by a special resolution carried at a general meeting and must be by a 75% majority resolution of those present.
- 12.1.2 An amendment, repeal or addition is valid only if it is registered by the chief Executive of the Department of Justice and Attorney General.

12.2 Dissolution

- 12.2.1 This section applies is the association –
 - (a) is wound-up under part 10 of the Act; and
 - (b) it has surplus assets.
- 12.2.2 The surplus assets must not be distributed among the association members.
- 12.2.3 The surplus assets must be given to another entity-
 - (a) having objects similar to the association's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
 - (c) If the SCRCCC is wound up, cancelled or abolished, its affiliation with ORRCA Qld ceases.

PART 13 COMMON SEAL

- 13.1 The management committee must ensure the association has a common seal.
- 13.2 The common seal must be –
 - (a) kept securely by the management committee; and
 - (b) used only under the authority of the management committee.
- 13.2.3 Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by-
 - (a) the secretary; or
 - (b) another member of the management committee; or
 - (c) someone appointed by the management committee.