

# **THE CONSTITUTION OF THE LIGHTNING SPRINTS SA Incorporated**



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## 1. **TITLE**

The Club shall be titled "LIGHTNING SPRINTS SA Inc" and shall consist of all persons who are at present members and of such persons as shall be elected under these rules.

## 2. **INTERPRETATION**

- a) In this constitution, except where the context or subject matter requires a different construction:-  
"The Committee" shall mean the Committee, unless where it specifically says Executive Committee then that will mean Executive Committee, of the Lightning Sprints SA Incorporated.  
"Members" shall mean and include every member who has paid all moneys due and payable under these rules.  
"Special Resolution" means a resolution passed by a majority of three-fourths of the members voting at the meeting.
- b) All cases of dispute as to the correct interpretation of these rules shall be decided by the Executive Committee or the Committee whose decision shall be final.

## 3. **AFFILIATION**

The Club shall be affiliated with the 'Australian Lightning Sprints Racing Association Inc' or with other organisations as the Executive Committee may from time to time decide.

## 4. **OBJECTS AND APPROPRIATION OF FUNDS**

- a) To encourage the Sport of Lightning Sprints and to promote the spirit of sportsmanship and good fellowship amongst members
- b) To promote and organize Lightning Sprint racing & organise motor sport days, novelty events, social events, and any other activities for Club Members.
- c) To control and guard the interests of members competing in motor racing events in the Commonwealth of Australia or any State or Territory thereof.
- d) To submit to promoters of Speedway, any terms that may be of mutual benefit.
- e) To act with affiliated or similar bodies in any matter effecting their mutual welfare either in Australia or abroad.
- f) To raise money by nomination fees, subscriptions, levies, mortgages, debentures, entertainments, services and other ways and to grant rights and privileges to members.
- g) Neither the Club nor any official of the Club shall be liable to prosecution or to any action for damages or breach of contract or to an injunction order or judgment of a court at the instance of any member, driver, mechanic or person participating in any organised event;
- i. Done in pursuance of the Rules or intended or purported pursuance of the Rules or other power or authority
  - ii. Omitted to be done which by the Rules or by reason of some power or authority should have been done.
  - iii. Done as a Club or as a Committee or in their individual capacity
  - iv. Neither the Club nor any official of the Club shall be liable for any loss or damage
  - v. Arising on the track of the Club concerned or of which it was licensee or lessee or was in occupation at the time
  - vi. In connection with the custody or possession of any chattel whether such loss or damage be due to any act or omission or to negligence and whether it arose through the state or condition of the land or fixture or any moveable property on the land or to any other cause whatsoever. The funds of the Club, after providing for expenses, shall be devoted to these objects.
- h) To preserve & promote the V6 Sprints Heritage as established by Stanley David Wallace  
(Registered as "Stanley David Wallace Australia")

5. **REGISTER OF MEMBERS:** Records shall be kept & maintained of all Members Names, contact details, date joined the Club and if applicable the date and reasons for termination of membership.

## **5.1 FULL MEMBERS**

- a) Any person over the age of 16 years who desires to become a full member of the Club shall make application to the Secretary. Any such application shall be in writing signed by the applicant, shall bear the signatures of two members of the Club as proposer and seconder and shall be on a form prescribed by or acceptable to the Executive Committee or the Committee.
- b) Any person under 16 years of age shall be bound by the following restrictions:-
  - i. Shall not be eligible to be elected as a member of the Executive Committee.
  - ii. Shall not be entitled to vote on any issue of a general Club nature.
  - iii. Shall not be entitled to receive any notice required to be given to full members, except section notices
  - iv. Shall not introduce visitors to the Club
- c) The name of the Applicant shall be displayed on the Club Website for 14 days. Any member having any objections to the application shall, within the above 14 days, lodge with the Secretary a notice in writing of such objection. The name of such objector shall not be disclosed to any member of the Club other than a member of the Executive Committee.
  - i. If no objection is lodged as aforesaid the Applicant shall become a full member upon election by the Executive Committee or the Committee at which election the Secretary shall keep a record of the number of members present and voting.
  - ii. If any objection as herein before provided is lodged, a secret ballot shall be held at the next Executive Committee or the Committee meeting of the Club and the Applicant shall not be admitted as a full member unless at least four-fifths of the members voting shall so decide.
- d) The Secretary shall by letter notify every applicant so elected as a full member of the Club and there-upon such person shall be a full member of the Club. The Secretary shall also notify unsuccessful applicants and refund any moneys paid.
- e) The membership of the Club shall be limited to 400 full members unless altered at an Annual General Meeting by a Special Resolution

## **5.2 ASSOCIATE MEMBERS**

- a) Any spouse or proposed spouse of a full member shall be eligible for associate membership provided they are over the age of 16 years
- b) An associate member of the Club shall have no right to vote at any general meeting of the Club and shall not be eligible to be an Office Bearer of the Club or be a member of the Executive Committee or the Committee.

## **5.3 JUNIOR MEMBERS**

Any person up to the age of 16 years as at the date of the Annual General Meeting and whose parent is a full member also.

## **5.4 TEMPORARY ASSOCIATE MEMBERS**

- a) Any person who is a financial member of an affiliated Club or association or any other Car or Club or Association approved by the Executive Committee or the Committee, who visits the Club for the purpose of taking part in a competition or sporting event may be appointed as a 1 day/event temporary associate member for the period of that competition or sporting event.
- b) Notwithstanding anything in this rule contained, the Executive Committee or its duly appointed representative shall have the right at any time and from time to time to refuse temporary associate membership to any person or to cancel any temporary associate membership and shall not be bound to give any reason for so doing.
- c) Temporary associate members shall be liable to pay subscriptions as set by the Executive Committee or the Committee from time to time. They shall not vote at meetings, or receive notices from the Club.

## **5.5 LIFE MEMBERS**

- a) The Life Membership Committee shall consist of the Executive Committee and the Committee members and all available Life Members.
- b) All nominations for Life Membership shall be handed to the Secretary in a sealed envelope addressed to the Life Membership Committee, with a brief history of the nominee, prior to the 30th August. Life Membership meeting to be held in September, date to be set by the Executive Committee.
- c) If any person who is currently and has been a financial member of the Club and has been an active competitor and/or officer and/or Club official for a period of at least 5 years and who in the opinion of the Life Membership Committee rendered meritorious service to the Club and/or sport shall be eligible for nomination for Life Membership. The Life Membership Committee shall put a maximum of two (2) member's names forward to a vote.
- d) If more than 2 members are nominated, a secret ballot shall be held to determine the maximum of 2 candidates.
- e) At the meeting to decide Life Membership, a secret ballot shall be held, when members may vote for two candidates, who must receive more than a two-thirds (2/3) majority of those present and voting. Members to vote for persons they consider eligible.
- f) Successful candidates to be presented with Life Membership at the Annual General Meeting.

## **6. RESIGNATION OF MEMBERS**

Any member may resign his membership by giving fourteen days notice in writing to the Secretary. Thereafter his membership shall cease and he shall have no claim upon the Club or upon any of its property.

## **7. SUBSCRIPTION FEES**

- a) The financial membership year of the Club shall commence on the first day of September in every year.
- b) The Club subscription shall be determined 12 months in advance at the AGM of the Club for full members, junior members, associate members and temporary associate members. Fees shall be due and payable on the first day of September in every year. A Joining fee will apply. A late administration fee will be charged for any late memberships.

Full Member: 100% of Subscription Fee

Junior & Associate Member: 50% of Subscriptions Fee

Life Member & Temporary Associate Member: NIL Fees

- c) If a subscription of any member (except Life Member) shall remain unpaid for 30 days after becoming payable and such member shall have been notified thereof by the Secretary and if payment thereof be not made within 14 days after the giving of the notice, he shall there upon cease to be a member and on no account be permitted or eligible to hold office, vote or compete in any of the Club's competitions or otherwise be entitled to any of the privileges of membership. Such members may however, with approval of the Executive Committee be reinstated to membership of the Club on payment of all arrears of moneys payable to the Club.

## **8. SUSPENSION OF MEMBERS**

The Executive Committee and/or the Committee shall, subject to the provisions herein contained, be empowered by an extraordinary resolution to suspend or expel any member of the Club for any breach or infringement of the Rules of the Club or for any misconduct or for any misapplication of the funds of the Club or for non compliance with or disobedience of any order contained in any resolution of the Executive Committee or the Committee or if such member shall be convicted of a criminal offence or for any conduct which in the Executive Committee or the Committee's opinion is unworthy of a member, provided that such member shall have first been given notice in writing of the allegations or matters of complaint made against him and an opportunity to be heard in his defence thereto and provided also that any member so suspended or removed may within seven days from the date of suspension or removal, appeal to the Executive Committee or the Committee for a hearing of his appeal. Voting in this instance shall be by secret ballot. Subject to Clause 19.

## **9. THE OFFICE BEARERS / COMMITTEE**

- a) The management of the Club shall be vested in the Executive Committee, consisting of the office bearers. The Office Bearers shall consist of a President, Vice President, Secretary/Treasurer, Assistant Secretary, Drivers Representative and Technical Persons (2) & Publicity Officer.
- b) A Special Executive Committee meeting may be called by the President.

## **10. ELECTION OF EXECUTIVE COMMITTEE AND OFFICE BEARERS**

- a) The President, Secretary/Treasurer and Technical Persons (2) & Publicity Officer to be elected in every odd year, the Vice President, Assistant Secretary/Treasurer & Drivers Representative to be elected every even year.
- b) All vacant positions of Office Bearers shall be elected at the Annual General Meeting.
- c) The Drivers Annual Meeting will be held in conjunction with the Club AGM. Drivers or the owner of a vehicle shall be eligible to vote for their representative.
- d) All nominations shall be in writing and shall bear the signatures of two members of the Club as proposer and seconder and shall be signed by the person so nominated signifying his consent and to be in a form prescribed or approved by the Executive Committee.
- e) The persons nominated for any position of an Office Bearer or Committee Person shall be a member of the Club for at least six months standing.
- f) Any casual vacancy on the Executive Committee for whatever reason may be filled by the Committee and where possible from the representative section where that casual vacancy occurred. A person so appointed to fill a casual vacancy shall retire at the end of the position's due vacancy.
- g) All nominations shall be given to the Secretary at least seven days before the Annual General Meeting.
- h) If two or more such nominations for any office be so received then an election shall be held by secret ballot.
- i) The Chairman shall appoint a Returning Officer and not less than two scrutineers to assist in the conduct of the secret ballot, count the votes and report the result to the Chairman. The Returning Officer shall not be entitled to a deliberate vote but, in the event of equality of votes, the Returning Officer shall have a casting vote. The person so nominated who shall have the greatest number of such votes shall be elected to the office in respect of which such vote was taken.
- j) If only one nomination for any office shall be so received, then at the Annual General Meeting the person so nominated shall be appointed to such office, upon being voted in to that position.
- k) If no such nomination for any office shall be so received then at the Annual General Meeting, nominations may be received verbally and without the necessity of any notice.
- l) All Office bearers shall hold office until the conclusion of the Annual General Meeting following the one at which they were elected except where otherwise provided in the Constitution.

## **11. RESIGNATION OF MEMBER OF COMMITTEE**

Resignation from Office will be deemed to have been received and accepted in any of the following instances:-Failure on the part of any member of the Executive Committee and the Committee to attend three consecutive meetings of the Committees PROVIDED ALWAYS that where leave of absence has previously been granted by the Committees the foregoing shall not apply. Where however, the resignation takes effect under this rule then the member or officer concerned shall not be eligible for re-election to his former or any other office during the currency of the financial year in which such resignation becomes effective.

## **12. REMOVAL OF MEMBER OF COMMITTEE**

Should it appear to the Executive Committee that any member of the Committees is not properly performing his duties, the Executive Committee may by Special Resolution declare such office vacant PROVIDED THAT any member so removed within seven days of such declaration, and the member having received written notice there of, may demand a ballot of members upon the question of his removal from office. Fourteen days notice of the intention to take such ballot shall be given to the member by the President for a Special General Meeting for this purpose. The taking of such ballot and the result thereof shall be binding on the Executive Committee. Any member removed from office under this rule may not be elected to any office whatsoever during the currency of the financial year in which he is removed.

## **13. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

- a) The Executive Committee shall have the entire management of the general affairs of the Club, including the power to discipline members.
- b) The Executive Committee shall be entitled to discipline members for any infringement of these rules or any by-laws made here under or the Racing Rules or for any unseemingly conduct unbecoming to a member of the Club, by the imposition of such fines and/or penalties, including suspension from enjoyment of all or some of the privileges of the Club, and compensation for damage of such amount, for such period and for such a nature as the Executive Committee shall determine, provided that the member involved shall first be notified in writing of the offence or conduct complained of and of the date and place and time of the Executive Committee meeting, to deal with the matter at least seven days prior to the hearing of such meeting and such member shall be entitled to attend the meeting and be represented by Counsel, and to conduct his defence by examining witnesses, calling evidence and addressing the meeting.
- c) The Executive Committee shall have the power from time to time to make by-laws for the proper conduct and better management of the affairs of the Club, provided that such by-laws shall not be inconsistent with any of these rules. By-laws shall be placed on the Club Website and shall not be deemed operative until the expiration of 14 days from the time of such placement whereafter they shall be deemed binding upon the Members.
- d) The Executive Committee shall have the power to authorise expenditure, borrow and raise money by mortgage or charge over any of the property of the Club, real and personal, issue debentures and loan certificates charged upon all or any of the property of the Club, receive all moneys and subscriptions, impose levies, appoint sub-committees, appoint members to such subsidiary positions as may be considered desirable and to revoke such appointments, engage or discharge servants or employees, take or accept a lease or lease of grounds, purchase real estate or any fixed assets and invest in securities provided that in the case of giving a mortgage or charge over the property of the Club or issuing debentures or loan certificates or accepting a lease or making a purchase of any real estate or imposing a levy, this may be done only after the same has been submitted to a Special General Meeting of members called for the purpose and approved by such meeting.
- e) The Executive Committee shall meet from time to time, at least bi-monthly, upon the days arranged for them or whenever summoned by the Secretary as directed, or whenever summoned by a notice signed by at least three members of the Executive Committee, with at least 24 hours notice given prior to such meeting.

## **14. AUDITORS**

The accounts of the Club shall be audited by Auditors to be appointed at the Annual General Meeting for the purpose. The Auditors may or may not be members of the Club, but may not be members of any of the Committees. The Auditors shall at all reasonable times have access to the books and other documents of the Club, and may in relation thereto examine any officer or member of the Executive Committee or the Committee or any employee. The Auditors shall be supplied with the books and statements of accounts at least twenty one (21) days before the Annual General Meeting and it shall be their duty to examine the same and certify as to their correctness.

## **15. VOTING & RESOLUTIONS**

- a) Ordinary Resolution: Voting at any meeting of the Club or of the Executive Committee or the Committee shall be by a show of hands of all members personally present. All full and life members present shall be entitled to vote. Resolution will be passed by a simple majority.
- b) Special Resolution: Voting at any Special General Meeting where the appropriate notice has been given requires a 75% majority to pass a special resolution.
- c) Polls may be conducted if deemed necessary at general meetings & in accordance with Rule 31
- d) Proxies: Voting by proxy is not allowable

## **16. MEETINGS**

- a) Annual General Meeting shall be held between August 20th and September 10th each year.
- b) The Secretary shall call a Special General Meeting when directed by the President or upon receiving a requisition signed by not less than three members of the Executive Committee or twelve members of the Club specifying the object of the proposed meeting. At a Special General Meeting no business shall be transacted other than that specified in the notice convening such meeting.
- c) The Committee shall meet once in bi-monthly with such extra meetings as may from time to time be found necessary. To rescind any Executive Committee meeting or Committee meeting during the life of that Committee notice is required at one meeting and a two-thirds majority is required at the following meeting.
- d) At all general or special general meetings each full member and life member present shall have one vote. Decisions except as otherwise provided in these rules, shall be by simple majority
- e) Meetings, except or otherwise provided in these rules and by-laws, shall be conducted to the ordinary rules of debate.
- f) Notice in writing of all general meeting shall be forwarded to all members at least seven days before the date of the meeting, or a calendar of dates to be supplied to each member.
- g) Quorum. At a general meeting of the club ten members shall form a quorum, and at an Executive Committee or Committee meeting, four Committee persons shall form a quorum. If at any meeting no quorum be present at the expiration of fifteen minutes after the time fixed for the commencement of the meeting, such meeting shall be postponed. Members shall be given two clear days notice of the date, time and place to which the meeting has been postponed. If at such meeting no quorum is present, those present shall be deemed to be a quorum.

## **17. FINANCIAL YEAR**

The financial year of the club shall commence on the first day of July in one year and will end on the thirtieth day of June in the next year.

## **18. INDEMNITY OF MEMBERS**

Any member of the club who may by the authority of the members in general meeting or of the Executive Committee and the Committee accept or incur any pecuniary liability on behalf of the club shall be indemnified by the club against any claim or personal loss in respect of such liability.

## **19. SEAL**

The club shall procure a common seal which shall be in the custody of the public officer and shall be affixed to documents only with the authority of a resolution of the Executive Committee and in the presence of two members of the Executive Committee and the public officer.

## **20. PUBLIC OFFICER**

The Executive Committee shall appoint a person who shall be a resident of South Australia with the exception of the auditor to be the Public Officer of the Club.

*The Public Officer shall forthwith cease to hold office:-*

- a) If he ceases to reside in South Australia
- b) If he becomes bankrupt or sentenced to a term of imprisonment for felony or misdemeanour
- c) If he retires or dies
- d) If he is removed from office by an ordinary resolution of the Executive Committee.  
Forthwith after the Public Officer for the time being ceases to hold such office the Executive Committee shall appoint another in his place. Unless another person is specifically appointed the Minute Secretary shall be the Public Officer

## **21. SUB-COMMITTEES**

The Executive Committee may delegate its powers to a sub-committee or sub-committees consisting of such members of the Club as it may think fit and the Executive Committee may make rules for regulating the conduct of such sub-committees and for prescribing the powers to be exercised by such sub-committee and for requiring such sub-committee to report on its activities to the Executive Committee.

## **22. DUTIES OF OFFICERS**

### a) PRESIDENT:

- i. The President shall preside at and be the Chairperson at all meetings of the Club, and all meetings of the Executive Committee and the Committee, shall have a casting vote only.
- ii. In the event of the President being absent from any meeting of the Executive Committee or the Committee or any general meeting of the Club the Vice President shall fill his place and he so appointed shall have and exercise all the powers which the President could have exercised had he been present.
- iii. The President as the Chairperson of all meetings of the Club shall preserve good order so that the business may be properly conducted. He shall see that the minutes are read and if upon such reading the same are confirmed, he shall sign same and shall endorse all accounts passed for payment.

### b) SECRETARY/TREASURER:

- i. Shall assist in the collection of subscriptions and all other monies due and payable to the Club as directed from time to time by the Executive Committee and the Committee. He shall keep a complete list of members together with their addresses and dates of election and shall record thereon the amount of subscriptions due by each member from time to time, showing also the date of subsequent payment. He shall conduct the correspondence of the Club and give such notices as may be required to be given to members.
- ii. Shall record in a book kept for the purpose, minutes of all meetings of the Club and of the Executive Committee and the Committee and shall submit same to the next ensuing meeting for confirmation.
- iii. Shall keep correct account books showing the financial affairs of the Club and shall submit same to the Executive Committee and the Committee whenever required and shall prepare and submit to each Annual General Meeting a financial report and balance sheet and statements of accounts which have been duly audited by the auditor.
- iv. Shall make and present financial reports of the Club's financial position monthly and the income received and the payments made since the preceding financial report was presented to the Executive Committee and the Committee or meeting of the Club. Unless the Executive Committee shall otherwise decide the Secretary shall submit all accounts in excess of \$10 to the Executive Committee for payment and when so passed shall see the President's signature is affixed to the monthly accounts. Petty cash advances of not more than \$200 shall be made as and when required.

**23. EXPULSION OF MEMBERS**

No member shall be required to resign or be expelled unless the resolution is supported by at least two-thirds of the members of the Executive Committee and the Committee present and voting and as herein before provided.

**24. MEMBERS' RIGHT OF APPEAL**

Any member cautioned, suspended, required to resign or expelled under these rules shall have the right of appeal as is provided by rule 8 & 15 hereof and in the event of resignation or expulsion shall forfeit all rights to or claims upon the club or its property or funds.

**25. VESTING OF PROPERTY**

All real and personal property of the Club shall vest in the Club in its corporate name as is provided by the provisions of the 'Associations Incorporation Act 1985'.

**26. NEGOTIABLE ACCOUNTING**

- a) All bank transactions to be either electronic or by cheque signed by any two persons, being the President, Secretary/Treasurer or other Executive members nominated by the Executive Committee as signatories. No cheque shall be signed unless by such person in such manner as determined by the Executive Committee from time to time.
- b) All other negotiable instruments and all receipts paid to the Club shall be signed, accepted or otherwise executed by such persons and in such manner as determined by the Executive Committee from time to time.

**27. MINUTES**

- a) The minutes of any General meeting of the Club shall be open to inspection by members of the Club on giving reasonable notice to the Secretary of their desire to inspect the minute book containing the same. .
- b) The minutes of any meeting of the Executive Committee or the Committee shall be open to inspection to all members of the Committees on giving reasonable notice to the Secretary of his desire to inspect the minute book containing the same.
- c) The minutes of any meeting of Registered owners/drivers shall be open to inspection by the Committees or any registered owners/drivers on giving reasonable notice to the Secretary of his desire to inspect the minute book containing the same

**28. NOTICE OF SPECIAL GENERAL MEETINGS**

At least seven (7) clear days notice to members specifying the date, place and hour of the Special General Meeting and in the case of special business, the general nature of such business shall be given by the Secretary in writing to all financial members of the Club.

**29. OMISSION TO GIVE NOTICE**

Accidental omission to give notice under rule 30 hereof to any member shall not invalidate any resolution passed at any meeting of the Club.

**30. HOW NOTICE SERVED**

A notice may be served by the Club upon any member either personally or by email or by sending it through the post office, pre-paid addressed to such member at his last registered place of address appearing in the books and records of the Club, except where official dates are supplied to Club members.

### **31. DISSOLUTION, WINDING UP AND PROPERTY**

- a) The Club shall not be dissolved unless a poll of all members be taken and dissolution be approved by three quarters of all the members of the Club and no such poll shall be taken except after one calendar month's notice in writing to all members of the intention to take such poll.
- b) The property, assets and income of the Club, however derived, shall be applied towards the objects of the Club and no portion thereof shall be paid or transferred either directly or indirectly by way of dividend, bonus or otherwise by way of profit to members or relatives of members PROVIDED THAT nothing herein contained shall prevent the payment in good faith of remuneration to any member or servants of the Club in return for services actually rendered or reasonable and proper rent for any premises let by any member of the Club, nor prevent the payment of interest or money borrowed from any member.
- c) If upon the winding up, dissolution or abandonment of the Club there remains after satisfaction of all debts and liabilities any property whether real or personal the same shall be transferred to and held in trust by the Murray Bridge Sporting Car Club & Motorcycle Club Inc for a period of up to five (5) years.

### **32. AMENDMENT TO CONSTITUTION**

Neither this constitution nor any part of it shall be repealed, amended or added to unless the same shall be approved by a Special Resolution passed at the Annual General Meeting or a Special General Meeting and in either case after at least fourteen days written notice of such proposed repeal, amendment or addition shall have been given to the members of the Club. The previous Constitution of the Club is hereby repealed, but this repeal shall not prejudice or affect anything done or commenced or relieve any person from any penalty or forfeiture.

### **33. EMPLOYEES**

No servant or employee may sign on behalf of the Club any cheques or other negotiable instruments unless authorised by a resolution of the Executive Committee.

### **34. TRANSLATION/DEFINITIONS**

- a) In this Constitution every word of the masculine gender shall be construed as including the feminine gender except where otherwise appears.
- b) "The Club" means the Lightning Sprints SA Incorporated
- c) "The Committee" means the Managing Committee for The Club, duly elected for the time being in accordance with these Rules.
- d) "The By-Laws" means the codes of rules made and adopted in accordance with Rule 35 & 36
- e) "Annual Meeting" means an Annual General meeting.  
"Special General Meeting" means a General Meeting as defined below, called in accordance with Rule 16 at which only business that has been described in the notice may be transacted.  
"General Meeting" means the General meeting of The Club whether Annual or Special.

### **35. BYLAWS – STANDING ORDERS**

The following order of procedure shall be adhered to as far as practicable at all meetings of the club;

- a) The chairman shall take the chair at the hour appointed for the meeting, and upon ascertaining that a quorum is present, shall then declare the meeting open for the transaction of business. In the event of no quorum being present, the chairman shall proceed in accordance with that rule.
- b) Roll call and apologies
- c) Reading of minutes shall be presented for confirmation, but no discussion shall be allowed except as to their accuracy as a record of proceedings.
- d) Business arising out of minutes.
- e) Introduction of new members and nominations of officers if necessary.
- f) Correspondence shall be received and dealt with as necessary.

- g) Financial statements and accounts to be passed for payment.
- h) Reporting
- i) Notices of motion; Every member on giving notice of motion shall read it aloud, and give to the SECRETARY, a copy of such notice, together with his name and the date proposed to bring on such notice. Notices of motion shall only be required for the rescission or alteration of rules, standing orders, and rules of debate or some previous resolution. No notice entered on the notice paper shall be proceeded with unless the member who has given such notice or some person authorised by him is present when the business is called in order. Notices not proceeded with shall be struck out.
- j) Adjourned business.
- k) General business and any other matters which may be arranged from time to time.

### **36. RULES OF DEBATE**

The following rules of debate shall be observed at all meetings of the club;

- a) When any member wishes to speak in debate he shall rise and address the Chairman. If two or more members rise at the same time, the Chairman shall decide who has precedence.
- b) Members addressing the meeting shall direct their remarks to the chair, and remain standing while so doing. No member, except the member addressing the Chairman shall remain standing during a discussion.
- c) When the Chairman rises during a debate, any member then speaking or offering to speak shall be seated, so that the Chairman may be heard without interruption
- d) The Chairman shall call to order any speaker who departs from the question, or who violates the courtesies or rules of debate.
- e) Should the Chairman desire to take part in a debate at any general meeting, he shall vacate the chair for the time being, and another Chairman shall be appointed.
- f) No motion or amendment shall be entertained or discussed until it has been seconded.
- g) When a motion has been duly seconded, the Chairman shall at once proceed to put it to the vote, unless some member rises, but no amendment shall be in order unless it be moved and seconded before the mover of the motion has replied.
- h) Motions of which due notice has been given shall, except in special cases, be dealt with under the questions to which they relate or refer.
- i) Any number of amendments to a motion may be moved, but only one amendment shall be received at a time, and such amendment must be disposed of before any further amendment is moved. All amendments shall be put before the original motion, and they shall be taken in the order in which they are moved.
- j) Should an amendment be carried, it becomes the substantive motion, and thereon an amendment may be proposed. If, however, no further amendment be proposed, the amendment which has become the substantive motion shall be put without further discussion.
- k) Should an amendment be lost and no further amendment be proposed, the original motion shall be put without further discussion.
- l) When a motion or an amendment has been moved and seconded, it shall not be withdrawn without the consent of the meeting.
- m) Every motion or amendment to a motion at a general meeting shall be presented in writing by the mover at the time it is moved, and shall immediately be handed to the Secretary if the Chairman so requires.
- n) The mover of the motion shall have the right of reply, but not the mover of the amendment. The reply must be limited to the answering of arguments against the motion.
- o) The seconder of a motion or an amendment may reserve his speech.

### 36. RULES OF DEBATE - continued

The following rules of debate shall be observed at all meetings of the club;

- p) No member shall be allowed more than ten minutes to speak to a motion unless with the consent of the meeting.
- q) Not more than two members shall speak in succession on one side, either for or against any question before the meeting. If at the conclusion of the second speaker's remarks, no member rises to speak on the other side, the motion or amendment shall at once be put to the meeting.
- r) No member, other than the mover of a motion, shall without leave of the meeting, speak more than once on the same motion, unless to make an explanation (except when the meeting is in Committee of the whole)
- s) Any member who thinks himself misrepresented by a speaker may, by the indulgence of the meeting, interrupt the speaker to correct the misstatement, but he must not enter into argument.
- t) At the close of the discussion the Chairman shall request all members to be seated, and the motion or the motion and amendment shall be read before being put to the vote. The vote on the amendment (if any) shall be taken first. No member shall speak to any motion after the Chairman has risen to put it to the meeting.
- u) It shall be competent at any time during a debate for a member who has not spoken to the motion to rise and move "that the question be now put", but no discussion shall be allowed thereon, If the motion be duly seconded and carried by no less than two-thirds of those voting, the Chairman shall forthwith call upon the mover of the original motion who shall have the right of reply, and immediately following such reply he shall put the question which shall include the amendments (if any) which have been moved, or which notice has been given.
- v) No motion upon any other subject shall be submitted until the one before the chair is disposed of, as prescribed in these rules of debate.
- w) Should any question have occupied the attention of the meeting for thirty minutes, the discussion on such question shall be deemed to have closed, and the Chairman shall forthwith call on the mover to reply, unless the meeting decides by resolution to continue the discussion of the matter in question.
- x) A motion may be dealt with by:-
  - i. Adoption as moved
  - ii. Rejection as moved
  - iii. Adoption after amendment of the subject matter by:-
    - iii. a) Striking out certain words, or
    - iii. b) Adding certain words, or
    - iii. c) Striking out certain words and inserting others in their place
  - iv. Any of the following motions, which will be in order, whether a motion, or motion with amendment, shall be before the meeting:-
    - iv. a) "The Order of the Day", i.e. that the next business as ordered be now taken.
    - iv. b) Postponement of the question, either to a definite time or a time to be fixed.
    - iv. c) Reference to a Committee.
  - v. Adjournment;
    - v. a) Of the debate
    - v. b) Of the meeting
- y) A motion for adjournment may be moved at any time during the meeting, and shall if and when seconded, be at once put to the meeting without discussion: but a second motion for adjournment shall not be moved until the subject under discussion at the time of the first motion for adjournment has been disposed of. Such adjournment shall follow if carried by a majority of members present.