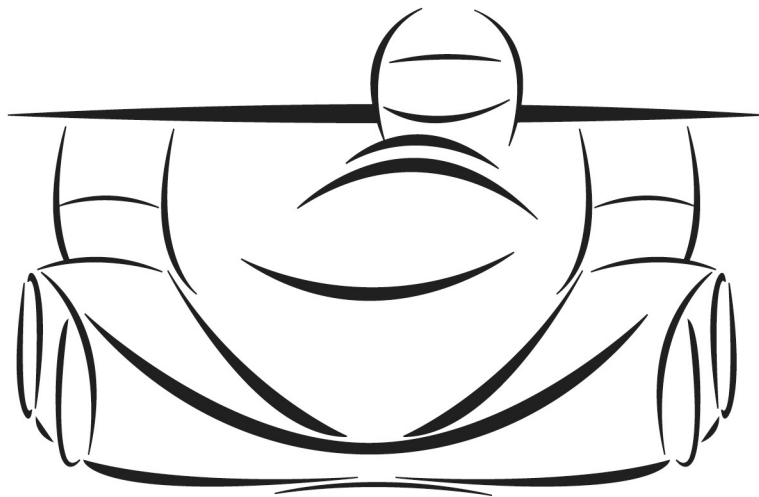


# MODEL RULES

Approved 1 Feb 2019



**VICTORIAN  
SUPERKART  
CLUB**

**CONSUMER AFFAIRS VICTORIA**  
**Associations Incorporation Reform Act 2012**

**MODEL RULES**  
**For the**  
**Victorian Superkart Club Inc.**

**Associations Incorporation Reform Regulations 2012**  
**Part 3**

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### **Model Rules for an Incorporated Association**

#### **Note**

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

#### **1. Name**

- (1) The name of the association is: Victorian Superkart Club Incorporated  
(Registered number A0010012V)

#### **2. Purpose**

To conduct motorsport and social events for members and guests of the Association..

#### **3. Definitions**

(1) In these Rules, unless the contrary intention appears;

“Act” means the Associations Incorporations Reform act 2012

“ Association” means the Victorian Superkart Club Inc:

“Committee” means the committee of management of the Association:

“Financial Year” means the year ending on 30<sup>th</sup> June:

“General Meeting” means a general meeting of members convened in accordance with Rule 12.

“Member” means a member of the Association:

“Ordinary member of the committee” means a member of the committee who is not an officer of the Association under Rule 21:

“Regulations” means the regulations under the Act:

“Relevant Documents: has the same meaning as in the Act:

#### **4. Alteration of the Rules**

These Rules may only be altered by special resolution of a general meeting of the Association.

**Note :** An alteration of these Rules does not take effect unless or until it is approved by the Registrar.

## **5. Membership, entry fees and subscription**

- (1) A person who applies and is approved for membership as provided in these Rules is eligible to be member of the Association on payment of the entrance fee and the annual subscription payable under these Rules.
  - (a) The membership of the Association shall be divided into the following categories:
    - (i) Ordinary members (Racing)
    - (ii) Social members (Non Racing)
    - (iii) Honorary members
    - (iv) Honorary Life members
    - (v) Interstate Members
  - (b) Ordinary members (Racing)

Fully paid up member of the Association with the right to compete or vote at any meeting of the Association.
  - (c) Social members (Non Racing)
    - (i) Fully paid up member of the Association with the right to vote at any meeting of the Association, but shall not be able to compete at any race meeting organized by the Association.
    - (ii) A social member may be an ordinary member of the Committee provided that Social members may not hold more 3 positions on the committee
    - (iii) A Social member may not be elected as an officer of the Association (that is President, Vice President, Secretary or Treasurer).
    - (iv) Notwithstanding the foregoing and subject to an Ordinary or Life member not being available, then Social members may be elected, after due process, to the position of Secretary or Treasurer.

(d) Life Members

(i) Any member of the Association may at any meeting of the Committee upon resolution passed by not less than 75% of the committee present at such meeting, be elected a Life Member of the Association.

(ii) Each person elected a Life Member of the Association:-

Shall be deemed to become a Life Member of the Association as from the 1<sup>st</sup> day of the month immediately succeeding the month during which they were elected a Life member. Commencing on the 1<sup>st</sup> day of the financial year of the Association succeeding their election as a Life member of the Association shall not be liable for payment of any further subscription.

Shall be entitled to all the rights and privileges of an Ordinary Member of the Association.

(e) Honorary members

(i) The members may at the Annual General Meeting upon a resolution passed by a majority of the members present at such meeting elect any person who is not a member of the Association whose assistance, advice or experience the members believe would be of benefit to the Association to be an Honorary member of the Association for the purpose of holding an elected office. This Honorary Membership shall be limited in time commensurate with the position elected to.

(ii) Honorary Members of the Association shall not be liable for payment of any subscriptions and shall be entitled to the same rights, benefits and privileges as an Ordinary Member of the Association .

(f) Interstate members must reside outside the State of Victoria, must be current financial members of a CAMS affiliated Superkart club of their home state and are eligible to compete at Association events but have no voting rights.

(2) A person who is not a member of the Association at the time of the Incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership Unless –

- (a) He or she applies for membership in accordance with sub-rule (3); and
  - (b) The admission as a member is approved by the committee.
- (3) An application of a person for membership for the Association must –
- (a) Be made in writing in the form current for that year.
  - (b) Be lodged with the Membership secretary of the Association.
- (4) As soon as practicable after the receipt of an application, the Membership secretary must refer the application to the committee
- (5) The committee must determine whether to approve or reject the application.
- (6) If the committee approves an application for membership, the Membership Secretary must, as soon as practicable –
- (a) Notify the applicant in writing of the approval for membership, and
  - (b) Request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- (7) The Membership Secretary must, within 28 days after receipt of the amounts referred to in sub-rule (6), enter the applicant's name in the register of members.
- (8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (9) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (10) A right, privilege, or obligation of a person by reason of membership Of the Association –
- (a) Is not capable of being transferred or transmitted to another person; and
  - (b) Terminates upon the cessation of membership whether by death or resignation or otherwise.
- (11) The entrance fee and the annual subscription payable under these Rules shall be such amount as may be set by resolution of the members at the Annual General Meeting.

- (12) The annual subscription shall be Due and payable within 30 days of December 31 of that year.

**6. Register of members**

- (1) The Membership Secretary must keep and maintain a register of members containing –
- (a) The name and address of each member; and
  - (b) The date on which each member’s name was entered in the register.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

**Note**

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

**7. Ceasing Membership**

- (1) A member of the Association who has paid all moneys due and payable by the member to the Association may resign from the Association by giving one month notice in writing to the Secretary of his or her intention to resign.
- (2) After the expiration of the period referred to in sub-rule (1) –
- (a) The member ceases to be a member; and
  - (b) The Secretary must record in the register of members the date on which the member ceased to be a member.

**8. Discipline, Suspension and expulsion of members**

- (1) Subject to these Rules, if the committee is of the opinion that a Member has refused or neglected to comply with these Rules, Or has been guilty of conduct unbecoming a member or prejudicial to The interests of the Association, the committee may be resolution –
- (a) Fine that member an amount not exceeding \$500; or
  - (b) Suspend that member from membership of the Association For a specified period; or

(c) Expel that member from the Association

(2) A resolution of the committee under sub-rule (1)

(a) Does not take effect unless the committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-rule(3), confirms the resolution in accordance with this rule; and

(b) If the member exercises a right of appeal to the Association under this rule, does not take effect unless the Association confirms the resolution in accordance with this rule.

(3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after the notice has been given to the member in accordance with sub-rule (4).

(4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice –

(a) Setting out the resolution of the committee and the grounds on which it is based; and

(b) Stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and

(c) Stating the date, place and time of that meeting; and

(d) Informing the member that he or she may do one or both of the following –

(i) Attending that meeting;

(ii) Give to the committee before the date of that meeting a written statement seeking the revocation of the resolution.

(5) At a meeting of the committee to confirm or revoke a resolution passed Under sub-rule (1), the committee must;

(a) Give the member, or his or her representative, an opportunity to be heard; and



- (b) Give due consideration to any written statement submitted by the member; and
  - (c) Determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after the meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- (7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Association convened under sub-rule (7) –
  - (a) No business other than the question of the appeal may be conducted; and
  - (b) The committee may place before the meeting details of the grounds for the resolution and the reasons for passing of the resolution; and
  - (c) The member, or his or her representative, must be given an opportunity to be heard; and
  - (d) The members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two thirds of the members vote in person, or by proxy, in favor of the resolution. In any other case, the resolution is revoked.

**9. Disputes and mediation**

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between –
  - (a) a member and another member; or
  - (b) a member and the Association
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be –
  - (a) A person chosen by agreement between the parties; or
  - (b) In the absence of agreement –
    - (i) In the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
    - (ii) In the case of a dispute between a member and the Association, a person employed by the Dispute Settlement Centre or Victoria (Department of Justice).
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must –
  - (a) Give the parties to the mediation process every opportunity to be heard; or
  - (b) Allow due consideration by all parties of any written statement submitted by any party; and
  - (c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

#### **10. Annual general meetings**

- (1) The committee may determine the date, time and place of the annual general meeting of the Association.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.

- (3) The ordinary business of the annual general meeting shall be –
  - (a) To confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
  - (b) To receive from the committee reports upon the transactions of the Association during the last preceding financial year; and
  - (c) To elect officers of the Association and the ordinary members of the committee; and
  - (d) To receive and consider the statement submitted by the Association in accordance with section 30 (3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

**11. Special general meetings**

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) The committee must, on the request in writing of members representing not less than 5 per cent of the total numbers of members, convene a special general meeting of the Association.
- (6) The request for a special general meeting must –
  - (a) State the objects of the meeting;
  - (b) Be signed by the members requesting the meeting; and
  - (c) Be sent to the address of the Secretary.
- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 months after that date.

- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association of the persons incurring the expenses.

## **12. Special business**

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the Rules as ordinary business of the annual general meeting, is deemed to be special business.

## **13. Notice of general meetings**

- (1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent –
  - (a) By prepaid post to the address appearing in the register of members; or by facsimile transmission or electronic transmission.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

## **14. Quorum at general meetings**

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 14.5) of 10% of the members entitled to vote.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present –

- (i) In the case of a meeting convened upon the request of members – the meeting must be dissolved; and
  - (ii) In any other case- the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to member given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall be a quorum.
- (5). (i) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (ii) For the purposes of this Part, a member participating in a general meeting as permitted under sub rule (i) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

**15. Presiding at general meetings**

- (1) The President, or in the President’s absence, the Vice-President, shall Preside as Chairperson a each general meeting of the Association.
- (2) If the President and the Vice-President are absent from a general meeting, or unable to reside, the members present must select one of their number to preside as Chairperson.

**16. Adjournment of meetings**

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in sub-rule (13), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

**17. Voting at general meetings**

- (1) Upon any question arising at a general meeting of the Association, a member has one vote only
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all monies due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable respect of the current financial year.

**18. Poll at general meetings**

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

**19. Manner of determining whether resolution carried**

If a question arising at a general meeting of the Association is determined on a show of hands

- (a) A declaration by the Chairperson that a resolution has been
  - (i) carried; or
  - (ii) carried unanimously; or
  - (iii) carried by a particular majority; or
  - (iv) lost; and

- (b) An entry to that effect in the minute book of the Association – is evidence of the fact, without proof of the number or proportion of the votes recorded in favor of, or against, that resolution.

**20. Proxies**

- (1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be on the form as set out in Appendix 2

**21. Committee of Management**

- (1) The affairs of the Association shall be managed by the committee of management.
- (2) The committee –
  - (a) Shall control and manage the business and affairs of the Association;
  - (b) May, subject to these Rules, the Act and Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Association; and
  - (c) Subject to these Rules, the Act and Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.
- (3) Subject to section 23 of the Act, the committee shall consist of –
  - (a) The officers of the Association; and
  - (b) Seven ordinary member

**22. Office holders**

- (1) The officers of the Association shall be –
  - (a) A President;
  - (b) Immediate Past President;
  - (c) A Vice-President;
  - (d) A Treasurer; and
  - (e) A Secretary.
- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any other officers referred to in sub-rule (1).

- (3) Each member of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- (4) The President of the Association may hold office for a period of no more than four consecutive years. At which time he/she may not nominate again for the position of President for 12 months.
- (5) In the event of a casual vacancy in any office referred to in sub-rule (1) the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

**23. Ordinary members of the committee**

- (1) At each annual general meeting four ordinary members of the committee shall retire from office and are eligible for re-election.
- (2) The ordinary members of the committee to retire in any year shall, subject to these Rules, be those who have been longest in office since their last election, but as between persons who become ordinary members of the committee on the same day those who retire shall (unless otherwise agreed among themselves) be determined by lot.

**24. Election of officers and ordinary committee members**

- (1) Nominations of candidates for the election as officers of the Association or as ordinary members of the committee must be –
  - (a) Made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) Delivered to the Secretary of the Association not less than seven days before the date fixed for the holding of the annual general meeting. (see appendix 1)
- (2) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.



- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

**25. Vacancies**

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member –

- (a) Ceases to be a member of the Association; or
- (b) Becomes an insolvent under administration within the meaning of the Corporation Law; or
- (c) Resigns from office by notice in writing given to the Secretary.

**26: Filling casual vacancies**

- (1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
  - (a) has become vacant under rule 25; or
  - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 22 applies to any committee member appointed by the Committee .
- (4) The Committee may continue to act despite any vacancy in its membership.

**27. Meetings of the committee**

- (1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President or by any four members of the committee.

**28. Notice of committee meetings**

- (1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.

- (2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

**29. Quorum for committee meetings**

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present –
  - (i) In the case of a special meeting – the meeting lapses;
  - (ii) In any other case – the meeting shall stand adjourned to the same place and same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

**30. Presiding at committee meetings**

- (1) At meetings of the committee –
  - (a) The President or, in the President’s absence, the Vice-President presides; or
  - (b) If the President and Vice-President are absent, or unable to preside, the members present must choose one of their number to preside

**31. Voting at committee meetings**

- (1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

**32. Removal of committee members**

- (1) The Association in general meetings may, by resolution, remove any

member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

- (2) The member who is the subject of the proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representation be provided to the members of the Association.
- (3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

### **33. Minutes of meetings**

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

### **34. Funds**

- (1) The Treasurer of the Association must –
  - (a) Collect and receive all monies due to the Association and make all payments authorized by the Association; and
  - (b) Keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure with the activities of the Association.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
- (3) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.
- (4) The assets and income of the Association shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

**35. Seal**

- (1) The common seal (if used) of the Association must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and one of the Public officer or the Association.

**36. Notice of members**

Except for the requirement in rule 12, any notice that is required to be given to a member, by on behalf of the Association, under these Rules may be given by –

- (a) Delivering the notice to the member personally; or
- (b) Sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) Facsimile transmission, if the member had requested that the notice be given to him or her in this manner; or
- (d) Electronic transmission, if the member had requested that the notice be given to him or her in this manner

**37. Winding up**

In the event of the winding up or the cancellation of the incorporation of the Association, The amount that remains after such winding up and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes with is not carried on for the profit or gain of its individual members. The assets of the Association must be disposed of in accordance with the provisions of the Act.

**38. Custody and inspection of books and records**

- (1) Members may on request inspect free of charge—
  - (a) the register of members;
  - (b) the minutes of general meetings;
  - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

**Note**

See note following rule 18 for details of access to the register of members.

- (2) The Committee may refuse to permit a member to inspect 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.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
  
- (5) For purposes of this rule—
  - relevant documents** means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—
    - (a) its membership records;
    - (b) its financial statements;
    - (c) its financial records;
    - (d) records and documents relating to transactions, dealings, business or property of the Association.

**39. Legal indemnity**

The association will maintain legal indemnity through insurance against claims Bought against the Association, Committee or members.

(Appendix 1)



Registration number A0010012V

# Nomination of Office Bearer:

I, .....being a fully financial member of the Victorian Superkart Club Inc Nominate

.....for the office of

..... for the Victorian Superkart Club Inc for the year .....(insert year)

Signature of Nominee: \* .....

Signature of Nominator: \* .....

Signature Seconded: \* .....

**\*All of the above being fully financial members of the Victorian Superkart Club Inc,**

Successful nominees will be required to obtain a Victorian Working with Children check.

This form must be lodged with the secretary, no later than seven (7) days prior to the Annual General meeting.

(APPENDIX 2)



Registration number A0010012V

## FORM OF APPOINTMENT OF PROXY

I,

(name)

Of

(address)

Being a member of The Victorian Superkart Club Inc.

Appoint

(Name of Proxy holder)

Of

(address of Proxy holder)

Being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the meeting of the Association to be held on .....

(Date of meeting) and at any adjournment of that meeting

Signed:

Date:

This form must be lodged with the secretary no later than 24 hours prior to the meeting.