



ADMINISTRATIVE **REGULATIONS**

The Administrative Regulations for AIDKA

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1.A TIME FRAME - MINUTES

Within a period of two weeks immediately following the meetings, Minutes of that meeting shall be circulated to each Executive member, Officer, Club Delegate and to each Club Secretary. Such minutes shall record the attendance; the substance of correspondence, business discussed and motions tabled, together with a record of the voting upon each motion tabled.

The recording device used for recording minutes shall be the AIDKA held unit. No other recorder shall be allowed.

2.A DUTIES OF THE AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION

- a) Collecting and remitting relevant fees, levies and other monies.
- b) Issuing and recording licences
- c) Keeping records of tribunal decisions and ensuring that penalties and warnings are endorsed on licences.
- d) Determine conditions organise and control the National, State and Territory Titles, in conjunction with hosting club and or Sub title committee if appointed.
- e) No executive officer shall make any decision without the support of the majority of the executive committee. This must be presented at the next council meeting for ratification.
- f) No more than \$5,000 dollars can be spent without prior endorsement by the full council.
- g) Any claims submitted must be done after the event/meeting. No advancement of monies permitted.

3.A PRESIDENT (CHAIRPERSON)

The President will be elected or appointed for a two-year term and will be alternated to the Vice President and Treasurer and shall,

- a) Attend all meetings requested.
- b) Preside at all meetings of the Executive, the Council and any other meetings.
- c) Liaise with all clubs on a regular basis.
- d) Carry out the directions of the Council.
- e) Attend and represent the Australian Independent Dirt Kart Association Inc. at all National and State Titles.
- f) Conduct handover to incumbent within a 30 day period of AGM.

4.A VICE PRESIDENT

The Vice President will be elected or appointed for a two-year term and will be alternated to the President shall,

- a) Attend all meetings as requested
- b) Preside in the absence of the President at any meeting of the Council, Executive or any other meeting
- c) Carry out the directions of the Council
- d) To chair calendar subcommittee. This subcommittee will be reviewed at the same time as the Vice President is elected
- e) Conduct handover to incumbent within a 30 day period of AGM.

5.A ADMINISTRATIVE ASSISTANTS: non-executive/ non-voting

5A .1 Licence secretary (12 month term)

- 1.a) Shall assist the AIDKA Secretary with the issuing of logbooks and casual pit passes. Will also maintain a backup database of AIDKA members.

5A.2 Publicity officer will be elected or appointed for a one year term and shall,

- 2.a) Advise the association on advertising programs
- 2.b) Promote the sport of dirt kart racing
- 2.c) Help clubs with advertising
- 2.d) Carry out directions from Council and Executive
- 2.e) Attend council and executive meetings when required

- 5A.3 **Web site administrator** – Via Tender on a two year term and shall,
- 3.a) Update web site with executive officer approval
 - 3.b) Attend council and executive meeting when required
 - 3.c) Maintain web website
 - 3.d) Carry out directions by council and executive
 - 3.e) A fee may apply to this position via a Tender
 - 3.f) Host will be independent of Web Site Administrator

6.A SECRETARY

The Secretary position is an ongoing paid contractual agreement until such time of dismissal or resignation and shall,

- a) Attend all meetings as requested and record minutes
- b) MYOB bookkeeping and provide AIDKA Accountant with necessary information for ATO
- c) Issue Affiliation fees as required by the Association
- d) Collect all monies due and payable to the Association
- e) Keep a complete list of all Club Officials and positions they hold
- f) Preparation and maintain the current Rulebook in conjunction with the Executive officers
- g) Receive all correspondence and forward to relevant persons
- h) Organise all Council, Executive and Committee meetings
- i) Prepare Agenda for all meetings
- j) Keep control of the Association's "COMMON SEAL"
- k) Issue annual Drivers Licences, Pit Crew Licences and Official Licences
- l) Maintain AIDKA database of all members and their licences
- m) Send to all Club Secretaries a list of all nominations for positions that will be declared vacant at the next Annual General Meeting. This information is to be forwarded a minimum of 21 days prior to the elections
- n) Carry out the directions of the Council
- o) Attend Title events for propose of Appeals & Protests
- p) Collect and evaluate results from Tribunals and advise Council
- q) Be paid a monthly income **as per the National Award rate**. This includes compulsory Superannuation and Workcover.
- r) Conduct handover to incumbent within a 30-day period of dismissal or resignation

7.A TREASURER

The Treasurer will be elected or appointed for a two (2) year term and shall,

- a) Treasurer to work in conjunction with Finance subcommittee as appointed by Council. This subcommittee to be reviewed at the same time as this position is appointed.
- b) Insurance arranging in conjunction with council, paying and queries
- c) Record and bank all monies into the Association's bank account
- d) Keep a complete list of all affiliated clubs
- e) The amount of subscriptions due by each club, along with date the subscriptions are due
- f) Responsible for the preparation a financial report to be presented to the Council and the members for perusal
- g) Responsible for the preparation a financial budget for presentation to the Council at the **Special Financial AGM in August** for consideration and approval
- h) Carry out the directions of the Council
- i) **Conduct handover to incumbent over a 3-month period from the Special Financial AGM held in August.**

8.A PUBLIC OFFICER

- a) Responsible for receiving correspondence sent to the association by the Corporate Affairs Commission
- b) Public Officers need to be aware of the statutory requirements set out in the Associations Incorporation Act, 1985
- c) Can hold another position on the Committee

9.A NATIONAL TECHNICAL OFFICER

The National Technical Officer will be elected for a two year term and shall,

- a) Attend all meetings as required
- b) Attend the National and State Titles in an advisory capacity
- c) Carry out the directions of the Council.
- d) Liaise with Clubs that are hosting National and State Titles
- e) Amend technical rulings when needed in conjunction with Technical Subcommittee as appointed by Council, and then ruling to be approved by Council. This Subcommittee to be reviewed at the same time as this position is appointed.
- f) Conduct handover to incumbent within a 30 day period of AGM.

10.A NATIONAL TRACK SAFETY OFFICER

The National Track Safety Officer will be elected for a two-year term and shall,

- a) Attend all meetings as requested
- b) Attend/inspect tracks a minimum of 3 months prior to National and State Titles
- c) Liaise with club Track inspectors
- d) To liaise with subcommittee. This Subcommittee to be reviewed at the same time as this position is appointed.
- e) Collect and evaluate information relating to accidents and advise the Council and the relevant club
- f) Ensure a consistent interpretation of track safety rules at each club
- g) Conduct handover to incumbent within a 30 day period of AGM.
- h) Carry out the directions of the Council

11.A NATIONAL STEWARD COORDINATOR

The National Steward Coordinator will be elected for a two-year term and shall,

- a) Attend all meetings as requested
- b) Preside and coordinate the Stewards Panel and act as the means of communication between the Council and the Panel. This panel to be reviewed at the same time as this position is appointed.
- c) Conduct at least two stewards' schools per year
- d) Ensure a consistent interpretation of rules
- e) Carry out the directions of the Council
- f) Recommend to the Council all steward accreditations
- g) Responsible to collect all completed report forms with 72 hours of all race meetings
- h) Conduct handover to incumbent within a 30 day period of AGM.

12.A NATIONAL SCRUTINEER COORDINATOR

The National Scrutineer Coordinator will be elected for a two-year term and shall,

- a) Attend all meetings as requested
- b) Preside and coordinate the scrutineers and act as the means of communication between the Council
- c) Conduct at least two scrutineers' schools per year
- d) Ensure a consistent interpretation of rules
- e) Carry out the directions of the Council
- f) Liaise with subcommittee. This Subcommittee to be reviewed at the same time as this position is appointed.
- g) Recommend to the Council all scrutineer accreditations
- h) Conduct handover to incumbent within a 30 day period of AGM.

13.A RULE OF CONDUCT FOR AIDKA MEETINGS

The rules of conduct shall apply to all meetings of AIDKA.

- a) Where these rules of conduct or the constitution do not cover a particular situation, the chairperson shall make the ruling.
- b) Meetings shall subject to the presence of a quorum. Commence at the time advised and shall continue until all the business on the agenda is dealt with.
- c) If no quorum is present after thirty minutes of stated starting time, the meeting will not commence and shall lapse. The agenda for such meeting will be carried over to the next meeting.
- d) Any member failing to attend two consecutive meetings will be asked by the Chairperson to explain. If a member fails to attend three consecutive meetings, will be deemed unable to carry out their duties, as such will lose the position and be replaced.
- e) Any member wishing to speak at a meeting shall indicate by raising their hand and when acknowledged shall do so through the chair.

- f) When the chairperson stands during a discussion, ALL MEMBERS shall cease discussion, (thus facilitating the closure of across the table arguments). Failure to do so can have such member/s asked to leave the meeting.
- g) Unless "at the discretion of the chairperson", only items on the agenda will be attended to. Items for the agenda must be sent via a club secretary and be in the hands of the AIDKA secretary fourteen (14) days before the meeting.
- h) Club members may attend all AIDKA meetings BUT cannot participate in anyway unless they have a specific item place on the agenda at which time the chairperson will call on them to speak.
- i) Motions without notice shall be submitted in writing to the secretary before commencement of meeting. This will be read during general business, a majority vote taken of members before opening discussion. If no majority then item will be placed on agenda for next meeting.
- j) Executive and one delegate from each club only shall sit at the table. All visitors must sit away from the table and adhere to rule 13A

14.A POINTS OF ORDER

Any person may at any time rise and address the President on a point of order, but shall confine his observations to the point of order raised which shall be taken immediately the breach of order occurs.

A point of order may be taken in regard to any irregularity in the proceedings, for example,

- a) That the motion before the meeting lies outside the scope of the notice calling the meeting.
- b) That there is no quorum present.
- c) That there has been a failure to comply with some Rule or by-law.
- d) That improper language has been used.

A speaker called to order shall be given an opportunity to explain.

The President shall rule on the point of order taken, but may before doing so, permit others to speak briefly provided no new matter introduced.

15.A AGENDA FOR MEETINGS

- a) An Agenda will be sent out to Clubs one week prior to a meeting.
- b) Clubs that wish to have discussion on specific topics will contact the AIDKA Secretary two weeks prior, so that it will be included on the Agenda for discussion.
- c) The Agenda will be adhered to at all times, unless an emergency motion is put forward and seventy five percent of Council agrees to hear and discuss.
- d) General business if the Executive feels discussion should not take place at that time will recommend adding it to the next Agenda for General Meetings.

16.A CONDUCT OF COUNCIL MEETINGS

- a) All meetings will abide by the "RULES OF CONDUCT".
- b) The business of a General Meeting will be conducted an agenda and in the following order.
 - Welcoming of all delegates and visitors and the reading of any apologies for absence received.
 - Confirmation or correction and signing of minutes of the previous meeting.
 - Business arising from previous minutes.
 - Reading acceptance of general correspondence.
 - Business arising from correspondence.
 - Finance report.
 - Business arising from Financial report
 - General reports.
 - a. Steward Report
 - b. Track Safety Report
 - c. Technical Report
 - d. Scrutineer report
 - e. Licencing secretary/s report if requested
 - f. Publicity officer report if requested
 - Notices of Motion
 - General Business
 - Closure of Meeting

17.A CONDUCT OF ANNUAL GENERAL MEETINGS

The Annual General Meeting will be conducted in the following manner.

- Welcoming of all delegates and visitors and the reading of any apologies for absence received.
- Reading of the minutes from the previous Annual General Meeting and their confirmation or correction and signing.
- Following reports.
 - 1) Presidents report
 - 2) Secretary's report
 - 3) Treasurer's report
- Appointment of Returning Officer
- President declares all positions due for election vacant and hands over meeting to Returning Officer.
- Returning Officer will read out names of nominees and reconfirm their intention to contest the position vacant. This will be continued for all positions vacant.
- After the confirmation of the nominations the Returning Officer will then ask the Club Delegates to vote by secret ballot
- Only the Club Delegate appointed by the affiliated club will be entitled to vote.
- The votes will be collected and counted.
- The Returning Officer will then advise the Club Delegates of the successful nominee.
- At the completion of the elections the Returning Officer will hand over the chair to the incoming President.
- Close of Annual General Meeting.
- Discussion on Agenda items.
- Minutes to be forwarded to all club secretaries.
- Close of Meeting.

18.A CONDUCT OF EXECUTIVE MEETINGS

- a) All Executive Meetings will be conducted under the 'RULES OF CONDUCT'.
- b) The business of an Executive Meeting will be with an agenda and will be conducted in the following manner.
 - Welcoming of Executive Officers and guests and the reading of any apologies for absence received.
 - Confirmation or correction and signing of the minutes of the previous Executive meeting
 - Reading discussion of correspondence addressed to Executive.
 - Discussion on agenda items.

19.A CONDUCT OF SPECIAL GENERAL MEETINGS

- a) A Special General Meeting can only be held after twenty-eight days' notice in writing to the AIDKA Secretary listing the purpose of requesting a Special General Meeting.
- b) The Special General Meeting will be conducted in the following manner.
- c) All Special General Meetings will be conducted under the 'RULES OF CONDUCT'.
 - Welcoming of members and guests and the reading of any apologies for absence received.
 - Reading of the correspondence concerning the matter for the Special General Meeting.
 - Moving the Motion and receiving of a Secunder.
 - If no seconder is received, motion will lapse and Meeting closed.
 - If seconder is received then the Motion will be opened for discussion. After discussion the Motion is to be re-read and voted upon.
 - At completion of counting of votes the President will advise the Council of the result. Close of Meeting.