



## **HENDERSON MINIATURE MOTOR RACING CLUB Inc.**

Rangeview Road,  
HENDERSON.

P.O. Box 21-207,  
HENDERSON.

### **HENDERSON MINIATURE MOTOR RACING CLUB INCORPORATED. CONSTITUTION and RULES**

**1. Name.**

The name of the Club shall be HENDERSON MINIATURE MOTOR RACING CLUB INCORPORATED (hereinafter called the 'Club').

**2. Registered Office.**

The Registered Office of the Club shall be situated at the Clubrooms, Rangeview Road, Henderson and Postal Address of P.O. Box 21-207, Henderson.

**3. Objects.**

The objects for which the Club is established are:

- a) The promotion and encouragement of the hobby of slot car racing.
- b) To acquire by purchase, lease, hire, gift or otherwise and to sell, exchange, lease, let, lend, mortgage, charge or otherwise deal with any real or personal property for the purposes of the Club.

**4. Election of New Members.**

Any person who is interested in the objects of the Club shall be eligible for membership. The Committee may reject any candidate for membership if they think fit.

**5. Patron, Life or Honorary Membership.**

- a) The election of a Patron, Life or Honorary member shall be vested in the Annual General Meeting of the Club.
- b) Any person of good standing in the community who may be interested or concerned in the furtherance of the objects of the Club may be nominated and seconded by two financial members of the Club, for election to the Office of Patron, Life or Honorary members of the Club. Any such nominations must be in the Secretary's hands not later than (14) days before the Annual General Meeting of the Club.
- c) The Secretary shall forthwith send to any such person elected written notice of such election.
- d) A Patron, Life or Honorary member may be elected as an Officer of the Club.

**6. Cessation of Membership.**

- a) Financial membership automatically ceases if subscriptions are unpaid two (2) calendar months after the AGM
- b) The Committee may expel or penalise any member wilfully disobeying any of these rules or any bylaws, regulations or decisions lawfully made by the Committee or guilty of any conduct rendering him or her, in their opinion unfit to be a member of the Club.

**7. Subscriptions.**

- a) The Annual General Meeting of the Club shall determine the amount of the membership subscriptions and any other Annual charges or levies payable by the Club members for each financial year.
- b) All membership subscriptions and any other Annual charges or levies shall be due and payable one calendar month after the Annual General Meeting.
- c) Time payment of subscriptions may be time-paid over six (6) months with Committee approval.

**8. Management of officers.**

- a) The management of the Club shall be vested in the Committee, which shall consist of the following Officers.
  - i) A President
  - ii) A Vice President
  - iii) A Secretary
  - iv) A Treasurer
  - v) A minimum of two (2) and up to five (5) Committee Members, determined by the nominations received.
- b) It shall be competent for one person to hold both the Offices of Secretary and Treasurer.
- c) Should any officer resign during his term of office or a member of the Committee cease to be such by reason of his or her failure to attend three consecutive duly convened meetings without furnishing satisfactory reasons for absence, the vacancies so occasioned may be filled by the Committee and any person co-opted to fill such vacancy shall remain a member of the Committee until the next Annual General Meeting. The omission to fill a vacancy in the Committee shall not in any way invalidate the proceedings of any meeting after such vacancy has occurred.

**9. Election of Officers.**

- a) The Officers of the Club shall be elected annually at the Annual General Meeting.
- b) Any Officer shall be eligible for re-election.
- c) If there shall be more nominations than required to fill the positions there shall be an election by ballot.
- d) Every financial member of the Club who is present at the meeting shall be entitled to one vote in respect of the election of each Officer.
- e) A Publicity Officer may be appointed by the Committee.

**10. General Meeting.**

- a) The financial year shall be from October the 1<sup>st</sup> to September 31<sup>st</sup>.
- b) The Annual General Meeting of the Club shall be held not later than the fourth Friday in November each year.
- c) Notice of the Annual General Meeting stating the date, time and place thereof shall be given or delivered by the Secretary to every member not less than twenty-one (21) clear days before the time of the meeting.
- d) The business of the Annual General Meeting shall be:
  - i) The adoption of the minutes of the last Annual General Meeting.
  - ii) The adoption of the Annual Report as signed by the President and the balance Sheet as signed by the Treasurer.
  - iii) The election of the Officers of the Club as herein before provided.
  - iv) The fixing of the membership subscriptions for the current financial year and any other annual charges or levies on members.
  - v) Written remits to be given to the Secretary fourteen (14) days before the Annual General Meeting.
  - vi) Any General Business.

- e) Any Extraordinary General Meeting may be called at any time whenever the President and/or Committee thinks fit or after the requisition of at least six financial members of the Club. Such requisition shall state the matters intended to be raised at such meeting and shall be lodged with the Secretary who shall summon such meeting within 21 days of the requisition being received. Notice of the Extraordinary General Meeting shall be given as provided in Rule 10 (c) hereof.  
The only business to be on the Agenda will be that which the meeting was called for.
- f) At all General Meetings and of Extraordinary Meetings eight (8) financial members of the Club present shall form a quorum. Every financial member present shall be subject to the provisions of Rule 9 (d) hereof be entitled to one vote on each matter put to vote, and the President shall have a deliberative or casting vote.
- g) Junior members are eligible to vote, but may not be a officer of the Club.

**11. Committee Meetings.**

- a) The Committee shall meet at such times and at such places as either the President and the Secretary or any three (3) members of the Committee shall think fit, but at least one such meeting shall be held every two (2) calendar months.
- b) Every member of the Committee shall receive at least 48 hours notice of any Committee meeting.
- c) At all Committee meetings four (4) members shall constitute a quorum. The senior officer shall be Chairman and if no officer willing to act is present the members present shall elect a Chairman for that meeting. In every matter put to the vote, each member of the Committee shall have one vote and the Chairman shall have a deliberate or casting vote.
- d) At all Committee Meetings at least one (1) Executive Officer must be present.

**12. Duties and Powers of the Committee.**

- a) The powers of the Committee shall include all such things as may be necessary or expedient for the fulfilment of any of the objects of the Club.
- b) The Committee may make, amend or repeal such regulations as it may from time to time consider necessary for the well-being of the Club, not being inconsistent with these rules.
- c) The Committee may set up Sub-Committee's whether of members of the Club or not wherever and whenever it may deem expedient and the President and the Secretary of the Club shall each be a member of any such sub-committee, virtue officio.

**13. Duties and Powers of the President.**

- a) It shall be the duty of the President:
  - i) To supervise the business and affairs of the Club.
  - ii) To attend and preside over all meetings of the Committee, and to decide all points of order.
  - iii) To do and perform such lawful duties as may usually pertain to the office of President.
- b) When presiding at any meeting the President shall be Chairman and shall have the power:
  - i) To exercise a deliberate vote and in the case of equality of voting cast a vote also.
  - ii) To decide the order of business, to put motions, to decide the method of voting at all meetings and to declare the result of the voting.
  - iii) To order voting by resolution of the meeting or, in the absence of a quorum, to adjourn a meeting or to declare the meeting closed.

**14. Duties and Powers of the Vice President.**

It shall be the duty of the Vice President to assist the President in the discharge of his duties and in his absence to officiate in his stead and to exercise the duties and powers of the President.

**15. Duties and Powers of the Secretary.**

It shall be the duty of the Secretary:

- i) To ensure that all meetings, notices and acts and things required by the rules are duly summoned, given and done.
- ii) To attend all meetings of the Committee and to keep all necessary and usual minutes thereof.
- iii) To do and perform such lawful duties as may usually pertain to the Office of Secretary.

**16. Duties and Powers of the Treasurer.**

It shall be the duty of the Treasurer:

- i) To collect all monies due to the Club and issue receipts for such monies and for all legacies, donations or other monies bequested, made or given to the Club.
- ii) To do and perform such lawful duties as may usually pertain to the Office of Treasurer.

**17. Auditor.**

An auditor who shall be a qualified Accountant, but not a member of the Club may be appointed by the Committee and it shall be his/her duty to examine the Treasurer's Balance Sheet, and the income and expenditure accounts and all other accounts, receipts, statements and records relating thereto and to report the result of his examination to the Annual General Meeting.

**18. Finance.**

- a) The Committee shall establish, control and operate such banking accounts at any recognised Trading or Savings Bank in New Zealand as it thinks fit.
- b) All cheques drawn on any such bank account and paid on behalf of the Club shall be signed by:
  - i) President / Treasurer
  - ii) President / 2<sup>nd</sup> designated signature
  - iii) Treasurer / 2<sup>nd</sup> designated signature

**19. Common Seal.**

The Common Seal of the Club shall be held in the safe custody of the Secretary and shall not be affixed to any document except by the authority of the Committee and in the presence of not less than two members thereof, one of whom shall be the President or Vice President who shall affix their signature to every document so sealed.

**20. Club Building.**

The Committee may make regulations or decisions in connection with occupation, entry and maintenance of the building.

**21. Amendments of Rules.**

- a) These rules may be replaced, altered, added to or amended at the Annual General Meeting or at an Extraordinary General Meeting duly called for that purpose, or by a resolution to that effect passed by a majority of those financial members present and voting provided that at least twenty one (21) days notice shall be given of any proposed alterations, additions or amendment in the manner required for notice of the meeting at which such alteration, addition or amendment is proposed to be passed.
- b) Due notice of the text of every such alteration, addition or amendment of the rules shall be given forthwith to be Registrar of Incorporated Societies.

**22. Dissolution.**

- a) The Club may be voluntarily dissolved at any time by a resolution passed at an Annual General Meeting in accordance with Rule 21 (a) hereof, provided that such a resolution shall not take effect unless confirmed at a subsequent Extraordinary General Meeting convened for that purpose and held not earlier than thirty (30) days after the date on which the resolution so to be confirmed was passed.

- b) The members of the Club shall also at such a General Meeting pass a resolution to be confirmed in like manner at a subsequent Extraordinary General Meeting directing the method of realisation and disposition of the funds and property of the Club after the dissolution thereof and after the payment of all outstanding debts, liabilities, and engagements of the Club.
- c) Due notice of such dissolution shall be given to the Registrar of Incorporated Societies.

**23. Rules.**

If any case occurs which, in the opinion of the Committee is not provided for by these Rules, or if any doubt shall arise as to the interpretation or construction of these Rules, it shall be determined by the Committee in such a manner as it shall think fit and such decision shall be conclusive and binding on the Club and its members.

**24. Immediate Past President.**

The immediate Past President may be asked to be an ex-officio Committee member with full voting rights of a Committee member.