

THE MOTORCYCLE SPORTSMEN OF QLD INC CONSTITUTION 2023

1. PURPOSE

This document, known as the Club Constitution, is a set of rules outlining the Club's operations and detailing its members' rights, how the club management works and how its meetings will be run as an incorporated association in compliance with the Queensland government's Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999.

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3. GENERAL

3.1 Name

The name of the incorporated association shall be **THE MOTORCYCLE SPORTSMEN OF QLD INC** (in these rules called "the Association")

3.2 Definitions

- a) "The Association" means the above named Club.
- b) "The Constitution" means the Constitution of the Association in force for the time being.
- c) "Member" means any member of the Association.
- d) "Management committee" means the members for the time being of the Management Committee of the Association as constituted in accordance with this Constitution and is the controlling body of the Association subject only to any direction of members at a general meeting.
- e) Reference to any gender includes the opposite gender unless the context indicates otherwise.

- f) Singular includes plural unless the context indicates otherwise.

3.3 Objects of the Association

The objects for which the Association is established are:

- a) To promote the sport of motorcycle road racing.
- b) To encourage sportsmanship, safe handling and care of motorcycles by members.
- c) To conduct motorcycle road racing events on a regular basis including rounds of a club championship catering for various classes of machine.
- d) To recognize Motorcycling Queensland as the authority for motorcycle sport in Queensland and MA as the national authority for motorcycling in Australia, and their respective objects and abide by all stipulations, rules and regulations as laid down by these bodies in the MQ Club Manual and Manual of Motorsport (MoMS).
- e) To co-operate where possible with other motorcycle clubs in competitions, outings and social gatherings.
- f) To campaign for the sport of motorcycle road racing before the public and the authorities.
- g) To give support to such undertakings as the Association may deem desirable and facilitate and promote social intercourse amongst the membership.

3.4 Powers

The powers of the Association are: -

- a) To control the affairs, activities, funds and other assets and the liabilities of the association known as the "The Motorcycle Sportsmen of Qld Inc";
- b) To exercise, as may be necessary, such powers related to the above as detailed in Appendix A to this document.

3.5 Affiliation

The Club shall not affiliate with any Club or Association or Corporation which has an object or purpose of a political or religious nature.

3.6. Activities Shall Be Lawful

The Association shall comply with all lawful requirements of the Commonwealth, State and Local Government and other Statutory Authorities having jurisdiction over any activity of the Association.

4. MEMBERSHIP

4.1 Classes of Members

- a) The membership of the Association shall consist of Ordinary(Senior, Family, Junior) Members and any of the following classes of members:
 - i. Life Members;
- b) The number of Ordinary Members shall unlimited.

Only Ordinary and Life Members eighteen years of age or over shall have voting rights.

- c) A financial member at any material time is a member who is not then indebted to the Association in respect of annual subscription or levy or other payment whatsoever.
- d) Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting, to speak or vote upon any motion at any general meeting of the Association.

4.2 Ordinary Members

- a) Every person who at the date of revision of this constitution was an Ordinary Member of the Association, or wishes to become a member, and who agrees in writing to become an Ordinary Member of the Association shall be admitted to that class of membership of the Association. Every Ordinary Member of the Association agreeing to become a member of the Association shall be liable to pay the sum advised by the Management Committee by way of Annual subscription to the Association for the period prior to the day after the Annual General Meeting.
- b) Every application for membership shall be made in a manner currently set by the Management Committee and shall be in such form as the Management Committee from time to time prescribes.
- c) No restrictions shall be placed on any applicant for Ordinary Membership because of age.

4.3 Membership Fees

- a) The fees for membership shall be such sum as the members shall from time to time at the annual general meeting so determine.
- b) The fees for membership renewal shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

4.4 Admission and Rejection of Members

- a) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for membership, such application may be considered by the Management

Committee, who shall thereupon determine upon the admission or rejection of the applicant.

- b) Any applicant who receives a three-quarters majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member.
- c) Upon the rejection of an application for membership the Manager/Manager/Secretary shall forthwith give the applicant notice in writing of such rejection.
- d) Admission or rejection of nominations for Life Membership shall be in accordance with rule 4.5 (c).

4.5 Life Membership

- a) Any Life Member of the association appointed before 2022 shall continue to be recognised as a Life Member of the Association.
- b) A maximum of two (2) Life Members may be appointed each year.
- c) Nomination of proposed Life Members shall be made by the retiring Management Committee and the nominees' names and accomplishments shall be placed before the Annual General Meeting of the Association for acceptance or rejection.
- d) Life Membership shall not be obtained by way of a cash contribution.
- e) Life Members shall be entitled to all rights of financial members.
- f) Selection for Life Membership shall be based upon meritorious service rendered to the Association by any person.

4.6 Termination of Membership

- a) A member may resign from the Association at any time by giving notice in writing to the Manager/Manager/Secretary.
- b) Such resignation shall take effect at the time such notice is received by the Manager/Manager/Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- c) A resignation from membership shall not be valid unless it has been received and acknowledged in writing by the Manager/Manager/Secretary. A member shall not be deemed to have resigned from the Association unless his resignation is in writing and is delivered or posted to the Manager/Manager/Secretary and is acknowledged as aforesaid.

No such resignation shall relieve any person from the payment of any subscription or other money due or payable by him at the time of resignation. The resignation of any member shall involve automatic forfeiture of all rights and privileges in respect to all Club matters.

- d) If a member has membership fees or other moneys in arrears for a period of twenty-eight days or more, the Management Committee shall consider whether his membership shall be terminated.

4.7 Appeal Against Rejection or Termination of Membership

- a) A person whose application for membership has been rejected or whose membership has been terminated may within ten days of receiving written notification thereof lodge with the Manager/Secretary written notice of his intention to appeal against the decision of the Management Committee.
- b) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Manager/Secretary shall convene, within one month of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.
- c) Where a person whose application is rejected does not appeal against the decision of the Management Committee within the time prescribed by these Rules, or so appeals but the appeal is unsuccessful, the Manager/Secretary shall forthwith refund the amount of any fee paid.

4.8 Register of Members

- a) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission and class of membership.
- b) Particulars shall also be entered into the Register of the deaths, resignations, terminations and reinstatements of membership of members and any further particulars as the Management Committee or the members at any general meeting may require from time to time.

5. MANAGEMENT

5.1 Club Management

- a) The general management of the Association shall be bound by the following:

- i. The Executive of the Association shall consist of the following Office Bearers: President, Vice President, Treasurer, Manager/Manager/Secretary, and a maximum of 7 committee members as the members of the Association at any general meeting may from time to time elect or appoint and shall also constitute the Management Committee.
 - ii. The position of Manager/Manager/Secretary shall be filled by a suitably qualified person appointed by the Management committee as and when required.
 - iii. All positions held by Association Office Bearers except the Manager/Manager/Secretary shall be declared vacant at the Annual General Meeting each year;
 - iv. Any position of Association Office Bearer that becomes vacant during the year may be filled at any General Meeting;
 - v. Sub-Committees may be formed but decisions made by these subcommittees shall be subject to approval by a majority of members at the next management committee meeting;
 - vi. The Executive of the Association is empowered to make decisions on behalf of the Association where circumstances demand a prompt decision.
- b) The general management of the Association shall be under the control of the Management Committee who shall, subject to these rules and By-Laws, exercise all the powers of the Association.
- c) All offices under these Rules shall be honorary and elective save as hereinafter provided. Every financial Ordinary and Life Member of the Association aged eighteen years or over and who has been a current financial member of the Association for a period not less than 3 years shall be eligible to hold any such office.
- d) Save as is otherwise provided in these Rules and subject thereto, every office bearer shall be elected at the Annual General Meeting of the Association and shall hold office from the conclusion of the election at which he/she was elected until the conclusion of the election held at the next ensuing Annual General Meeting of the Association but shall be eligible for re-election.
- e) At the Annual General Meeting of the Association, all the members of the Management Committee, except the Manager/Manager/Secretary for the time being shall retire from office, but shall be eligible upon nomination for re-election.

- f) The election of office bearers shall take place in the following manner:
- i. Any two ordinary or Life members of the Association aged eighteen years or over shall be at liberty to nominate any other such member to serve as an officer or other member of the Management Committee;
 - ii. The nomination, which shall be in the form in Appendix C and signed by the member and his proposer and seconder, shall be lodged with the Manager/Secretary 28 DAYS before the Annual general meeting at which the election is to take place.
 - iii. A list of the candidates' names in alphabetical order, with the proposers' and seconders' names. shall be notified and posted **ON THE CLUB WEBSITE AND social media PAGES 14 Days** preceding the Annual General Meeting;
 - iv. Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
 - v. Voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting of which the ballot was demanded;
 - vi. A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorized representative shall have one vote;
 - vii. Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the form in Appendix C or a form as near thereto as circumstances permit:
 - viii. The instrument appointing a proxy shall be deposited with the Manager/Secretary prior to the commencement of any meeting or adjourned meetings at which the person named in the instrument proposes to vote; and the member's name holding the proxy shall be recorded against the proxy name in the sign on register.

- ix. Ballot shall be conducted in the following order. President, Vice-President, Treasurer, Committee members (7 vacancies).
 - x. Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
- g) Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Manager/Secretary but such resignation shall take effect at the time such notice is received by the Manager/Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- h) Any Executive officer (member of the Management Committee) may be removed from office by a Special Resolution at a Special General Meeting of the Association. Such person shall have due notice of such meeting and shall be afforded reasonable facilities for making such representations to the meeting as thought fit, but shall not be entitled to be represented by a Solicitor, Barrister or any other agent. The decision of the meeting shall be final.

5.2 Vacancies on Management Committee

- a) The Management Committee shall have power at any time to appoint any eligible member of the Association to fill any casual vacancy on the Management Committee until the next Annual General Meeting.
- b) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

5.3 Functions of the Management Committee

- a) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting, the Management Committee:
 - i. shall have the general control and management of the administration of the affairs, property and funds of the Association; and
 - ii. shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.

- b) The Management Committee may exercise all the powers of the Association as detailed in Appendix A

5.4 Committees

- a) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- b) Such committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
- c) A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.
- d) A report of each Committee meeting must be furnished to the following Management Committee Meeting for confirmation before its recommendations are implemented.

5.5 Acts not Affected by Defects or Disqualifications

All acts done by any meeting of the Management Committee or of a committee or sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

5.6 Resolutions of Management Committee without Meeting

A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

6. MEETINGS

6.1 Annual General Meetings

- a) An Annual General Meeting must be held each year.

- b) The annual general meeting shall be held within four months of the close of the financial year.
- c) The business to be transacted at every annual general meeting shall be:
 - i. the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Club for the last financial year;
 - ii. the receiving of the auditor's report on the financial affairs of the Association for the last financial year;
 - iii. the presenting of the audited statement to the meeting for adoption;
 - iv. the election of Executive Officers (members of the Management Committee); and
 - v. the appointment of an auditor for the current financial year.

6.2 Special General Meetings

The Manager/Secretary shall convene a special general meeting by sending out notice of the meeting within fourteen days of:

- a) being directed to do so by the Management Committee; or
- b) being given a requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Club which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or
- c) being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

6.3 Quorum at General Meeting

- a) At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.

- b) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy.
- c) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- d) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

6.4 Notice of General Meeting

- a) The Manager/Secretary shall convene quarterly general meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association.
- b) The manner by which such notice shall be given shall be determined by the Management Committee provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

6.5 Procedure at General Meeting

Unless otherwise provided by these Rules, at every general meeting:

- a) The President shall preside as Chairman, or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting;
- b) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;

- c) Every question, matter or resolution shall be decided by a majority of votes of the members present;
- d) Every financial member present shall be entitled to one vote and in the case of an equality of votes the Chairperson shall have a second or casting vote, provided that no member shall be entitled to vote at any general meeting if the member's annual subscription is in arrears at the date of the meeting;
- e) Voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting of which the ballot was demanded;
- f) A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote;
- g) Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the form in Appendix C or a form as near thereto as circumstances permit:
- h) The instrument appointing a proxy shall be deposited with the Manager/Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- i) The Manager/Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every general meeting to be kept.

6.6 Meetings of the Management Committee

- a) The Management Committee shall meet at least once every calendar month during the normal club motorcycle racing season (February to November inclusive) to exercise its functions.
- b) A special meeting of the Management Committee shall be convened by the Manager/Secretary on the requisition in writing signed by not less than two-thirds of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

- c) At special meetings of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- d) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit - provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- e) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising therefrom, and if he does so vote his vote shall not be counted.
- f) Not less than three days notice shall be given by the Manager/Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- g) The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- h) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- i) For the purposes of such monthly general meetings, a quorum shall be constituted by a number of members equal to that of the full management committee plus one.
- j) The Manager/Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting.

7. DUTIES OF OFFICE BEARERS

- a) The President shall act as Chairman at all Association General Meetings and Executive Meetings. In the event of his/her absence the Chair will be occupied by the next most senior Executive Member present.

- b) The Treasurer is responsible for all financial dealings of the Association and shall keep records of all such dealings. An audited Balance Sheet must be presented at each Annual General Meeting.
- c) A detailed description of the duties of office bearers is contained in Appendix B.

8. ASSOCIATION RULES

8.1 By-Laws

The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

8.2 Alteration of Rules

Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting - however an amendment, rescission or addition is valid only if it is registered by the chief executive.

9. FINANCIAL

9.1 Funds and Accounts

- a) The funds of the Association shall be deposited in the name of the Association in such bank or permanent building society as the Management Committee may from time to time direct.
- b) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- c) All moneys shall be deposited as soon as practicable after receipt thereof.
- d) All amounts of one hundred dollars or over shall be paid by cheque signed by any two of the president, Manager/Secretary, treasurer or other member authorised from time to time by the Management Committee.
- e) All expenditure shall be approved or ratified at a Management Committee meeting.
- f) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of :
 - i. the income and expenditure for the financial year just ended; and

- ii. the assets and liabilities and of all mortgages, charges and securities affecting the property of the Club at the dose of that year.
- g) All such statements shall be examined by the auditor who shall present his report upon such audit to the Manager/Secretary prior to the holding of the annual general meeting next following the financial Year in respect of which such audit was made.
- h) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

9.2 Financial Year

The financial year of the Association shall close 31st December in each year.

10. DOCUMENTS

The Management Committee shall provide for the safe custody of all documents, including minutes of meetings, registers, books, instruments of title and securities of the Association.

11. DISTRIBUTION OF SURPLUS ASSETS

If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, gifts to which are allowable deductions under the provisions of Section 78(4) and (5) of the Income Tax Assessment Act, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 9.1j), such institution or institutions to be determined by the members of the Association.

APPENDIX A. Powers of the Association

The detailed powers of the association in accordance with Paragraph 4 are as follows:

- a. To subscribe to become a member of and co-operate with any other association, club or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe of its income and property among its members to an extent at least as great as that imposed on the Associations under or by virtue of rule 9.1j);
- b. In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members or the association or persons frequenting the Association's premises;
- c. To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association. Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- d. To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association: to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- e. To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association;
- f. To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated Association, or in or about the incorporated Association or promotion of the incorporated Association or in the furtherance of its objects;
- g. To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;

- h. To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;
- i. To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Association's property or assets present or future and to purchase, redeem or pay-off any such securities;
- j. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- k. In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
- l. To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others;
- m. To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Associations but subject always to the proviso in sub-rule (c);
- n. To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;
- o. To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
- p. In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 31(j);
- q. In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or

more of the incorporated associations with which the Association is authorised to amalgamate;

- r. In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- s. To make donations for patriotic, charitable or community purposes.
- t. To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- u. To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

APPENDIX B. THE MOTORCYCLE SPORTSMEN OF QLD INC Office Bearers Duty Descriptions

The detailed duties of the office bearers mentioned in subparagraph 7e) are as follows:

President:

1. Titular head of the Club, spokesperson responsible for providing information, as required (both within and outside the Club), on the general control, management and administration of the affairs, property and funds of the THE MOTORCYCLE SPORTSMEN OF QLD INC as exercised by the club management committee.
2. Preside as Chairman at monthly meetings (and any general meetings as may be required from time to time) and the AGM:
 - Maintain order and conduct the meeting in a proper and orderly manner according to a set agenda.
 - Ensure every question, matter or resolution shall be decided by a majority of votes of the members present.
 - Ensure agenda items not capable of decision at the time are set aside for further deliberation at a subsequent meeting.
 - Ensure that where agenda items set aside require further investigation, a member or group of members (subcommittee) is nominated to undertake such investigations and report for the purpose of further deliberation at a subsequent meeting.

Vice President :

Shall deputize for the President (see above) as and when required.

Manager/Manager/Secretary:

1. Shall carry out the directions of the monthly meetings and keep a true and accurate record of all meetings of the Association:
 - Keep full and accurate minutes of all questions, matters, resolutions and other proceedings at all meetings to be recorded and available to all financial members in a reasonable timeframe (but before the due date of the next meeting).
 - For the purposes of ensuring accuracy, the minutes shall be presented for endorsement by the next meeting as a true and accurate record of the previous meeting's proceedings.
2. Prepare an agenda for the conduct of each meeting comprised of outstanding matters from previous meetings, reports of correspondence received, the monthly financial report and any new business to be considered.
3. Maintain an up-to-date record of club membership including all member contact details.
4. Accept membership applications, issue membership cards, receipts and forward monies to the Treasurer.

5. Prepare and provide to Motorcycling Queensland (MQ), when required, all necessary documentation and fees associated with club affiliation and track licensing.
6. Prepare and provide to the Office of Fair Trading all required documentation and fees associated with club registration.
7. Retain copies of all incoming and outgoing correspondence.
8. Maintain a library of all instructions and edicts from MQ and MA regarding general club activities.
9. Be custodian of all club official and legal documentation, including the club constitution, access and leasing agreements, and track approval and other historical papers.
10. Retain competitors' signed indemnity forms for the period prescribed by MQ
11. Prepare, have approved and arrange issue of the calendar of the club's activities for the forthcoming year.
12. Apply for and be custodian of all necessary Motorcycling Queensland (MQ) permits for club activities and prepare and submit to MQ for approval all Supplementary Regulations (Supp Regs) required.
13. Issue approved Supp Regs for upcoming events for posting on website and/or email.
14. Arrange purchase of a sufficient supply of One Event Licences (Competitive, Recreational and Come-and-Try).
15. Maintain a supply of all forms and other documentation necessary for the conduct of club competition activities.
16. Perform, or delegate, detail planning for each upcoming event.
17. After each race day, collate the race results, work out the scores, and forward this info to webmaster to put on the website. Keep a running tally over all rounds for championship purposes.
18. Ensure the Race Manager/Secretary on the day passes all necessary paperwork and monies associated with each race day to the club Manager/Secretary and/or treasurer as appropriate.
19. Arrange the purchase of trophies.
20. promote the club and its activities, through advertising of upcoming events in the daily press and at motorcycle and other appropriate businesses , arranging attendance and displays at shows, and preparation of news articles.
21. Obtaining sponsorship.
22. Preparation correspondence regarding sponsorship including "Thank You" letters.
23. Assisting, or acting as, webmaster for the purposes of maintaining the club website and Facebook page.

Treasurer:

1. Is responsible for all financial dealings of the Association and shall keep full auditable records of all such dealings:
 - Issue receipts for club takings.
 - Deposit the takings from club activities in the Club's bank account as soon as practicable after receipt thereof.

- Make such payments as maybe required in support of the club's activities.
 - Be custodian of the club's petty cash.
 - Submit an up-to-date financial report at each monthly meeting.
2. The Treasurer shall have all financial books and records audited at the completion of the (calendar) year's activities and an audited Balance Sheet shall be made available for presentation at the Annual General Meeting and to the Office of Fair Trading.

APPENDIX C. THE MOTORCYCLE SPORTSMEN OF QLD INC Forms

The Motorcycle Sportsmen of Qld Inc Nomination Form

I _____ of _____ being a member of the association, wish to PROPOSE:

Name _____ of _____ for the Position of

(PLEASE TICK ONE)

- President
- Vice President
- Treasurer
- Committee Member

In min 500 words, why do you want to join the MSQ Committee?

In min 500 words, what have you done for MSQ Club in the last 12 months?

In min 500 words, what do you plan to do for MSQ Club in the next 12 months?

I _____ of _____ being a member of the association, wish to SECOND the above nomination.

Signed this _____ day of _____ XXXX.

Signature _____

Nominee

Signature _____

Proposer

Signature _____

Secunder

All completed forms must be emailed to manager@motorcyclesportsmen.com.au All nominations must be received no later than XXXXX

The Motorcycle Sportsmen of Qld Inc Proxy Voting Form

I, _____ of _____

Being a member of the association, appoint _____
of _____

as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the _____ and at any adjournment of the meeting.

Signed this _____ day of _____

Signature: _____

Proxy forms with empty or misused fields will not be accepted.