

Rules of VUW Motorsports

The Club

1.0 Name

- 1.1 The name of the club is VUW Motorsports ("the Club").
- 1.2 The Society is constituted by resolution dated 02/10/2024.

2.0 Club/Society Affiliation

- 2.1 The Club is affiliation and/or registered with the following organisations
 - Victoria University of Wellington

1.0 Purposes of Society

- 3.1 The purposes of the Club are to:
 - a) Provide watch parties for Formula 1/Motorsport races where possible
 - b) Organise motorsport related events for the group, e.g. go karting.
 - c) Do anything necessary or helpful to the above purposes.
- 3.2 Pecuniary gain is not a purpose of the Society.

MANAGEMENT OF THE CLUB

4.0 Managing Committee

- 4.1 The Club shall have a managing committee ("the Committee"), comprising of Executive Officers and general committee members:
 - a) The Management Committee shall consist of no less than 5 members, being 5 Executive Officers and a minimum of 1 general committee members
- 4.2 All Committee positions will be elected annually at the Annual General Meeting.
 - a) At the Annual General Meeting, the Members may decide by majority vote:
 - i. Who shall be the Chair/President, Secretary, and Treasurer;
- 4.3 All committee members will retire each year but will be eligible for re-appointment.
- 4.4 Only current students can hold an Executive officer position.
- 4.5 Only Members of the Society may be Committee Members.
- 4.6 A Committee Member may not hold more than one position as an officer.

5.0 Executive Officers of the Committee

- 5.1 The Club/Society shall have Executive officers comprising of the following positions:
 - a) President/Chair
 - b) Vice President/Chair
 - c) Secretary
 - d) Treasurer
 - e) Marketing officer
- 5.2 Role Descriptions and responsibilities will be provided to all Executive Officers
- 5.3 Executive Officer positions must be filled before General Committee member positions are appointed.

6.0 General Committee Members

- 6.1 General Committee member positions can be appointed after all Executive Officer positions are filled
- 6.2 General committee members may be appointed a specific title/role but the position will not be recognised as an Executive Officer

7.0 Cessation of Committee Membership

- 7.1 Persons cease to be Committee Members when:
 - a) They resign by giving written notice to the Committee.
 - b) They are removed by majority vote of the Club at a Society Meeting.
 - c) Their Term expires.
- 7.2 If a person ceases to be a Committee Member, that person must within one month give to the Committee all Club documents and property.

8.0 Nomination of Committee Members

- 8.1 Nominations for members of the Committee shall be called for at least 7 days before an Annual General Meeting. Each candidate shall be proposed and seconded in writing by Members and the completed nomination delivered to the Secretary. Nominations shall close at 5pm on the second day before the Annual General Meeting. All retiring members of the Committee shall be eligible for re-election.
- 8.2 If the position of any Executive Officer or committee member becomes vacant between Annual General Meetings, the Committee may appoint another Committee Member to fill that vacancy until the next Annual General Meeting.
- 8.3 If any Committee Member is absent from three consecutive meetings without leave of absence the Chair/President may declare that person's position to be vacant.

9.0 Role of the Committee

- 9.1 Subject to the rules of the Society ("The Rules"), the role of the Committee is to:
 - a) Administer, manage, and control the Club;
 - b) Carry out the purposes of the Club, and use money or other assets to do that;
 - c) Manage the Club financial affairs, including approving the annual financial statements for presentation to the Members at the Annual General Meetings;
 - d) Set accounting policies in line with generally accepted accounting practice
 - e) Delegate responsibility and co-opt members where necessary
 - f) Ensure that all Members follow the Rules;
 - g) Decide how a person becomes a Member, and how a person stops being a Member;
 - h) Be responsible for convening a disciplinary panel for hearings of members who infringe the Club/Society rules or regulations.
 - i. Be responsible for any actions of suspension or discipline of a member as recommended by the Disciplinary panel
 - i) Decide the times and dates for Meetings, and set the agenda for Meetings;
 - j) Decide the procedures for dealing with complaints;
 - k) Set Membership fees, including subscriptions and levies;
 - l) Make regulations.

- 9.2 The Committee has all of the powers of the Club, unless the Committee's power is limited by these Rules, or by a majority decision of the Club.
- 9.3 All decisions of the Committee shall be by a majority vote. In the event of an equal vote, the President shall have a casting vote, that is, a second vote.
- 9.4 Decisions of the Committee bind the Club, unless the Committee's power is limited by these Rules or by a majority decision of the Club.

10.0 Committee Meetings

- 10.1 The Management Committee meetings will be convened by the Secretary of the club and held no less than 4 times per year.
 - a) Committee meetings may be held via video or telephone conference, or other formats, as the committee may decide.
- 10.2 The quorum required for business to be agreed at Management Committee meetings will be 3
- 10.3 The President shall chair Committee Meetings, or if the President is absent, the Vice-President shall chair the meeting. In the event both the President and the Vice-President are absent, the Committee shall elect a Committee Member to chair that meeting;
- 10.4 Decisions of the Committee shall be by majority vote;
- 10.5 Only Committee members present at a meeting may vote at that meeting
- 10.6 The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- 10.7 The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- 10.8 The President or person acting as President has a casting vote, that is, a second vote;
- 10.9 The President or his nominee shall adjourn the meeting if necessary.
- 10.10 Adjourned Meetings: If within half an hour after the time appointed for a meeting a quorum is not present the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the President of the Club , and if at such adjourned meeting a quorum is not present the meeting shall be dissolved without further adjournments.

SOCIETY MEMBERSHIP

11.0 Types of Members

- 11.1 Membership may comprise different classes of membership as decided by the.
 - a) Members will be enrolled as a Full Member
- 11.2 All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- 11.3 Members have the rights and responsibilities set out in these Rules.

12.0 Admission of Members

- 12.1 To ensure all present and future members receive fair and equal treatment, to become a member, a person must;
 - a) Complete an application form, if the Rules, Bylaws or Committee require this; and

- b) Supply any other information the committee requires;
 - c) The Committee may interview applicants when it considers applications;
 - d) Pay the membership fee of \$3 per year.
- 12.2 The Committee shall have complete discretion when it decides whether or not to allow an applicant to become a member.
- a) To avoid unnecessary conflict, the committee should have valid justified reasons for declining a membership
 - b) The Committee will advise the applicant of its decision, and that decision shall be final.

13.0 The Register of Members

- 13.1 The Secretary shall keep a register of Members (“the Register”), which shall contain the names, contact details and Student ID number of all Members, and the dates at which they became Members.
- a) If a Member’s contact details change, that Member shall give the new details to the Secretary.
- 13.2 Each Member shall provide such other details as the Committee requires.
- 13.3 The Secretary will provide the register of Members to University Clubs Support

14.0 Cessation of Membership

- 14.1 Any Member may resign by giving written notice to the Secretary.
- 14.2 Membership terminated in the following way:
- a) If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Club, the Committee may give written notice of this to the Member (“the Committee’s Notice”). The Committee’s Notice must:
 - i. Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Club;
 - ii. State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member’s Membership.
 - iii. State that if, within 14 days of the Member receiving the Committee’s Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member’s Membership.
 - iv. State that if the Committee terminates the Member’s Membership, the Member may appeal to the Club.
 - b) Fourteen days after the Member received the Committee’s Notice, the Committee may in its absolute discretion by majority vote terminate the Member’s Membership by giving the Member written notice (“Termination Notice”), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Society at the next Meeting by giving written notice to the Secretary (“Member’s Notice”) within 14 days of the Member’s receipt of the Termination Notice.
 - c) If the Member gives the Member’s Notice to the Secretary, the Member will have the right to be fairly heard at a Club Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them (“the

Member's Explanation"), and the Member may require the Secretary to give the Member's Explanation to every other Member within 7 days of the Secretary receiving the Member's Explanation. If the Member is not satisfied that the other Club Members have had sufficient time to consider the Member's Explanation, the Member may defer his or her right to be heard until the following Club Meeting.

- d) When the Member is heard at a Club Meeting, the Club may question the Member and the Committee Members.
- e) The Club shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Club decision will be final.

15.0 Obligations of Members

- 15.1 All Members (and Committee Members) shall promote the purposes of the Club and shall do nothing to bring the Club into disrepute.

MONEY AND OTHER ASSETS OF THE SOCIETY

16.0 Use of Money and Other Assets

- 16.1 The Club may only Use Money and Other Assets if:
 - a) It is for a purpose of the Club;
 - b) It is not for the sole personal or individual benefit of any Member; and
 - c) That Use has been approved by either the Committee or by majority vote of the Club.
- 16.2 All club monies will be banked in an account held in the name of the Club.
 - a) The Club will maintain a minimum of 2 signatories with the Bank.
- 16.3 The Club Treasurer will be responsible for the finances of the club.
- 16.4 Any payment made with club funds will hold the signatures or approval of the Treasurer plus at least one other Officer.
- 16.5 Any request for Sponsorship or funding by the Club must be noted as a resolution for funding in the minutes of a Management Committee meeting.

17.0 Joining Fees, Subscriptions and Levies

- 17.1 Any Joining fee, subscription and levies to be charged to members, the period of the fee and the frequency of payment will be decided at an Annual General Meeting by majority vote.
- 17.2 If a Subscription or levy is set, any Member that does not pay by the date set by the Committee or the Club, the Secretary will give written notice that, unless the arrears are paid by a nominated date, the Membership will be terminated. After that date, the Member shall (without being released from the obligation of payment of any sums due to the Club) have no Membership rights and shall not be entitled to participate in any Club activity.

18.0 Financial Year

- 18.1 The financial year of the Club begins on the 1st of February of every year and ends on the 31st of January of the next year.

19.0 Assurance on the Financial Statements

- 19.1 No review or audit of the annual financial statements is required unless a review or audit is requested by 51% of the Members at any properly convened Society Meeting.

CONDUCT OF MEETINGS

20.0 Society Meetings

- 20.1 A Society Meeting is either an Annual General Meeting or a Special General Meeting.
- 20.2 The Annual General Meeting shall be held once every year no later than five months after the Club balance date. The Committee shall determine when and where the Club shall meet within those dates.
- 20.3 Special General Meetings may be called by the Committee. The Committee must call a Special General Meeting if the Secretary receives a written request signed by at least 75% of the Members.
- 20.4 The Secretary shall:
- a) Give all Members at least 14 days Written Notice of the business to be conducted at any Club Meeting
 - b) Additionally, the Secretary will provide, appropriate:
 - i. A copy of the President's Report on the Society's operations and of the Annual Financial Statements as approved by the Committee,
 - ii. A list of Nominees for the Committee, and information about those Nominees if it has been provided. (The Secretary must not provide Members with information exceeding one side of an A4 sheet of paper per Nominee)
 - iii. Notice of any motions and the Committee's recommendations about those motions.
 - c) If the Secretary has sent a notice to all Members in good faith, the Meeting and its business will not be invalidated simply because one or more Members do not receive the notice.
- 20.5 All Members may attend and vote at Society Meetings.
- 20.6 No Society Meeting may be held unless at least 20% of eligible Members attend. (This will constitute a quorum.)
- 20.7 All Society Meetings shall be Chaired by the President. If the President is absent, the Society shall elect another Committee Member to Chair that meeting. Any person Chairing a Society Meeting has a casting vote.
- 20.8 On any given motion at a Society Meeting, the President shall in good faith determine whether to vote by:
- a) Voices;
 - b) Show of hands; or
 - c) Secret ballot.
 - i. However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is held, the President will have a casting, that is, second vote.
- 20.9 The business of an Annual General Meeting shall be:
- a) Receiving any minutes of the previous Society's Meeting(s);
 - b) The President's report on the business of the Society;

- c) The Treasurer's report on the finances of the Club, and the Annual Financial Statements;
 - d) Election of Committee Members;
 - e) Motions to be considered;
 - f) General business.
- 20.10 The President or his nominee shall adjourn the meeting if necessary.
- 20.11 Adjourned Meetings: If within half an hour after the time appointed for a meeting a quorum is not present the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the President of the Club, and if at such adjourned meeting a quorum is not present the meeting shall be dissolved without further adjournments.

21.0 Motions at Society Meetings

- 21.1 Any Member may request that a motion be voted on ("Member's Motion") at a particular Society Meeting, by giving written notice to the Secretary at least 28 days before that meeting. The Member may also provide information in support of the motion ("Member's Information"). The Committee may in its absolute discretion decide whether or not the Club will vote on the motion. However, if the Member's Motion is signed by at least 51% of eligible Members:
- a) It must be voted on at the Society Meeting chosen by the Member; and
 - b) The Secretary must give the Member's Information to all Members at least 14 days before the Society Meeting chosen by the Member; or
 - c) If the Secretary fails to do this, the Member has the right to raise the motion at the following Society Meeting.
- 21.2 The Committee may also decide to put forward motions for the Club to vote on ("Committee Motions") which shall be suitably notified.

ALTERING THE RULES

22.0 Altering the Rules

- 22.1 The Club may alter or replace these Rules at a Society Meeting by a resolution passed by a two-thirds majority of those Members present and voting.
- 22.2 Any proposed motion to amend or replace these Rules shall be signed by at least 51% of eligible Members and given in writing to the Secretary at least 28 days before the Society Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.
- 22.3 At least 14 days before the General Meeting at which any Rule change is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.
- 22.4 When a Rule change is approved by a General Meeting the Secretary will file the new rules with University Club Support

BYLAWS

23.0 Bylaws to govern the Club

23.1 The Committee may from time-to-time make, alter or rescind bylaws for the general management of the society, so long as these are not repugnant to these rules or to the provisions of law. All such bylaws shall be binding on members of the Society. A copy of the bylaws for the time being, shall be available for inspection by any member on request to the Secretary.

WINDING UP

24.0 Winding up

24.1 If the Club is wound up:

- a) The Club debts, costs and liabilities shall be paid;
- b) Surplus Money and Other Assets of the Society may be disposed of by resolution to either
 - i. Distributed equally among current active members;
 - ii. Gifted to the organisation(s) the Club are affiliated/registered to under Rule 2.0
 - iii. Gifted to a Club with similar objectives

DEFINITIONS

25.0 Definitions and Miscellaneous matters

25.1 In these Rules:

- a) "Majority vote" means a vote made by more than half of the Members who are present at a Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.
- b) "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the Club.
- c) "Society Meeting" means any Annual General Meeting, or any Special General Meeting, but not a Committee Meeting.
- d) "Use Money or Other Assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, Money or Other Assets.
- e) "Written Notice" means communication by post, electronic means (including email, and website posting), or advertisement in periodicals, or a combination of these methods.
- f) It is assumed that
 - i. Where a masculine is used, the feminine is included
 - ii. Where the singular is used, plural forms of the noun are also inferred
 - iii. Headings are a matter of reference and not a part of the rules
 - iv. Matters not covered in these rules shall be decided upon by the Committee.

DECLARATION

VUW Motorsports hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: 

Date: 02/10/2024

Name: Ajay Quirk

Position: President

Signed: 

Date: 02/10/2024

Name: Poppy Muir

Position: Vice President