



### Woodthorpe Kart Club Constitution

#### **1. Name**

1.1 The name of the club shall be Woodthorpe Kart Club (hereafter referred to as “the Club”).

#### **2. Objectives**

2.1 Woodthorpe kart club is an independently run grassroots club.

2.2 The aims and objectives of the Club shall be:

- To promote and encourage the sport of kart racing in a safe, fair and inclusive manner.
- To organise and support karting events, training days, and social activities for members.
- To foster sportsmanship, teamwork, and respect within the karting community.
- To operate on a non-profit basis, with any surplus funds used to further the Club's objectives.
- To improve the sport of Karting in general under the General Competition Rules of the Sport, including any other Rules and Regulations agreed from time to time by the Club Committee or approved at General Meetings.

#### **3. Membership**

3.1 Membership shall be open to anyone with an interest in karting. They will consist of 'Full' and 'Day' memberships

3.2 Members must complete a membership form and pay the annual or day subscription fee, as set by the Committee.

3.3 All members agree to abide by the rules of the Club.

3.4 The Committee may suspend or terminate membership for conduct considered detrimental to the Club, following fair and reasonable process.

3.5 Any person who has attained the age of 5 (five) years of age shall be eligible for membership subject to the following conditions.

3.6 Memberships are renewable in January of each year and will expire at the end of December of that year.

3.7 The Committee will not discriminate on the grounds of race, religion, gender or ability (subject to insurance restrictions or safety issues) but may at its sole discretion, decline to accept or renew membership from any person without disclosing a reason. In such an event, the reason for refusal will be noted in the minutes of the Committee.

3.8 Any person who has not yet reached the age of 18 (eighteen) years of age shall need to provide the signed approval of parent, guardian or appropriate adult in order to be considered for membership.

3.9 It is a condition of Club membership that all members agree to accept and abide by the constitution and Rules of the Club which are in force at the relevant time.

3.10 Full year members will have the right to vote at the yearly A.G.M.

#### **4. Membership Subscriptions.**

4.1 The subscription shall be available in January each year on renewal of membership.

4.2 In the case of Day members the appropriate subscription shall be payable prior to or on the day of the membership.

4.3 Any person who has not paid a relevant subscription by the day of any race meeting, will not be allowed to race and is disqualified from gaining any Championship points at that meeting.

4.4 The amount of the Annual (and day) subscription shall be determined yearly at the Annual General Meeting (A.G.M)

#### **5. Committee and Officers**

5.1 The Club shall be managed by a Committee elected at the Annual General Meeting (AGM).

5.2 The Committee shall consist of at least the following officers:

- Chairperson
- Secretary
- Treasurer

Following their election, Officers shall serve for a period of two years following which they shall be eligible for re-appointment. All other Committee members shall serve for a period of 12 months following which they will also be eligible for re-election. Requirements for, and duties of such positions are detailed in Appendix A to the constitution.

- 5.3 Officers of the Club and other Committee members shall be elected on simple majority at the Club's Annual General Meeting.
- 5.4 Any nominations for Officers of the Club must be received by the Club Secretary prior to the Committee meeting before the appropriate AGM. Such nomination must be made by a member (not the nominee) and seconded by a second independent member. Such nomination must be accompanied by proof of relevant qualifications/references as per the requirements of Appendix A.
- 5.5 Nominations for other Committee members must be seconded and submitted to the Club Secretary by the end of the race event prior to the Annual General Meeting or a committee meeting. The Committee may co-opt additional members as needed. These will be voted in at committee meeting.
- 5.6 All properly submitted nominations shall be accepted unless there is particularly good reason for not doing so, at which time a record shall be minute as to the decision not to accept and the reasons behind this.
- 5.7 Should any Officer of the Club resign their position for any reason during their term in office, then their position may be filled by a General Committee member by a simple majority vote of the Committee.
- 5.8 The Committee shall have the power to co-opt members onto the Committee to fill vacancies which may occur during the year or for a specific purpose for the benefit of the Club.
- 5.9 The Committee shall be responsible for: Managing Club affairs & Organising events and ensuring compliance with safety standards.

## **6. Committee Meetings & Votes**

- 6.1 Annual General Meeting (AGM): Held once a year to receive reports, elect officers, and review Club matters.
- 6.2 Extraordinary General Meeting (EGM): May be called by the Committee or by written request of at least 25% of members.

- 6.3 The Committee shall meet (whenever possible) at least once per month during the racing season. The time and place of such meetings shall be determined by the Committee itself so as to be most convenient for the majority of Committee members.
- 6.4 At all Committee meetings, five members shall form a quorum capable of passing motions.
- 6.5 Decisions shall be made by a simple majority vote; in the event of a tie, the Chairperson shall have the casting vote.
- 6.6 At any Committee meeting where the Chairperson is not present, a deputizing Chairperson shall be elected by the Committee to preside at that meeting only.
- 6.7 Each meeting shall contain a report by the Clerk of the Course on the last race meeting and a report by the Treasurer on the state of the Club's affairs.
- 6.8 Any Committee member wishing to debate any issue should, where possible, inform the Club Secretary of the nature of the issue with as much notice as possible prior to the meeting.

## **7. Finance**

- 7.1 The Club's funds shall be held in a bank account in the name of the Club.
- 7.2 All Club monies shall be accounted for and held on behalf of the Club by the Club Treasurer.
- 7.3 The Club Treasurer shall be responsible for banking monies in the Club Bank Account and managing this account for the benefit of the Club alone.
- 7.4 The Club shall be a non-profit-making organization with all monies being used for the benefit of the Club and its objectives.
- 7.5 The Committee shall be the decision-making body in all Clubs spending and retains the right to both raise and distribute funds to assist the Club's aims.
- 7.6 A brief financial report shall be presented at all Committee meetings and Accounts shall be prepared and presented to members at each Annual General Meeting.

- 7.7 Any person misusing the Club Funds or retaining Club monies for non-authorized purposes shall be immediately expelled from the Club without notice and shall cease to enjoy the privileges of membership.

## **8. Code of Conduct and Safety**

- 8.1 All members must uphold high standards of behavior and safety at all times.
- 8.2 The Club is an independently run club all drivers must comply with our safety guidelines in rules and briefings.
- 8.3 Members must ensure their equipment is maintained in safe condition and used responsibly.

## **9. Liability.**

- 9.1 The Committee shall manage the affairs of the Club. However, save as is preserved by statute, liability both financial and legal incurred in the rightful exercise of their office shall not be the personal responsibility of individuals of the Committee, but shall be the responsibility of the Club as a whole.
- 9.2 All members or other persons who attend the Club or enjoy its facilities or activities do so at their own risk, and neither the Club nor its Officers or Committee or Members can accept liability for any loss or injury of any kind, howsoever caused or sustained.

## **10. Expulsion of Members.**

- 10.1 If any person, driver, or connected team member, parent, guardian, guest or any other member of the public is found to be using threatening or abusive language, or behavior, or indulges in any kind of conduct which is likely to bring the club into disrepute, or is contrary to the aims, objectives and principals of the Club, then the following shall apply:-
- 10.2 Officials reserve the right to have the said person or persons removed from the area of activity. The matter will also be considered by the Committee who have the right to impose any disciplinary action deemed necessary for the good of the Club.
- 10.3 In regard to the above subsection, a member will be held accountable for the behavior of any connected team member or guest or person associated with that member, who are not themselves, members.
- 10.4 As an ultimate sanction, in cases of serious infringement, the Committee shall have the power to refuse any application for membership or suspend or revoke any existing membership at any time.

10.5 In such cases, the Committee shall inform that member of the decision and that person shall have the right to make representations to the Committee, (either in person or in writing) by giving notice of such in writing to the Club Secretary within 21 days of the notice of the decision being received.

10.6 Any member whose membership is so suspended or revoked shall not have any claim for any fees previously paid.

## **11. General Meetings of the Club.**

11.1 There shall be an Annual General Meeting (AGM) held once a year, which will be held within two months of the Clubs financial year end.

11.2 This meeting shall be held on 'Notice' of at least 31 days and such notice shall be given in writing and displayed prominently on the Club notice board (and on the Club Website) and shall state the date, time and place of the meeting together.

11.3 At the A.G.M. the Club shall:-

- Approve the minutes of the last AGM
- Receive a report from the Chairperson of the activities of the Club during that year.
- Receive a report from the Treasurer of the state of the Clubs finances including accounts detailing income and expenditure for the preceding year and approve and adopt those accounts.
- Elect Officers and Members of the Committee where appropriate.
- Fix 'Annual Subscriptions' and 'Race Entry Fees'.
- Vote on any other resolution which has been submitted to the Secretary in writing by a member (and seconded) by the end of the race event prior to the meeting.

11.4 At any general, voting shall be decided by a simple majority

11.5 In the event of a tied vote, the Chairperson shall have casting vote.

11.6 Special or Extraordinary Meetings may be summoned at any time by the Secretary on the instruction of the Committee with at least 31 days notice to members upon written receipt of a request by not less than Twenty-Five members. No business other than that stated in the request shall be transacted at any such Special or Extraordinary Meeting. Such a written request must state the purpose of the proposed meeting and a proposal, for the resolution to be decided.

## **12. Amendments to the Constitution**

- 12.1 This Constitution may be amended only at the AGM.
- 12.2 Proposed amendments must be submitted in writing to the Secretary at least 30 days before the meeting.
- 12.3 Any resolution to give effect to changes to the Constitution must be passed by at least 50% of members present at the said meeting.

## **13. Dissolution**

- 13.1 In the event of the Committee and the members decide to dissolve the Club, then a General Meeting must be called to debate the matter under the terms of part 11 above.
- 13.2 If at such a meeting, it is resolved to terminate the Club, those members present will elect a sub-Committee of not less than three members whose responsibility it shall be to wind-up the Club's affairs and dispose of the Club's assets.
- 13.3 Upon discharge of liabilities, all surplus assets shall be banked in the Club bank account and frozen for a period of three months during which time all efforts will be made to formulate a future for the Club.
- 13.4 If no solution can be found, then all surplus funds shall be distributed by agreement to a worthy cause for the general good of the sport of Karting.

## **14. Observance of the Club Constitution and Rules.**

- 14.1 Every member of the Club, in joining, accepts and agrees to abide by the Constitution of the Club and its Rules and accepts that the Club Committee will be the final decision-maker in respect of all disputes and disagreements.

## **Appendix A to the Constitution**

This document sets out the Requirements and Duties of the Officers of the Club.

### **CHAIRPERSON**

The Chairperson must be a person of good standing and able to attend most meetings of the Committee. They should have relevant experience in Karting and Kart Clubs.

It will be the duty of the Chairperson to convene and control meetings of the Committee making sure that Club procedure is adhered to and keeping meetings relevant and to order. The Chairperson will lead debate and be responsible for calling votes. In the event of a tied vote, the Chairperson will have the casting vote.

At Annual General Meetings, the Chairperson will again control the meeting and will deliver to members a report of the Club's activities for the preceding year.

### **TREASURER**

The Treasurer must be a person of good standing and able to attend most meetings of the Committee. They should be of impeccable character and satisfy relevant Criminal Records Office checks. Where possible, a treasurer should be appointed who holds a relevant professional qualification and relevant knowledge and experience to maintain and present accounts.

All things financial within the Club will be the responsibility of the Treasurer. The Treasurer shall hold the Club's monies and be responsible for banking the same. The Treasurer shall maintain accurate records of the Club's income and expenditure and report these to the Committee at each meeting.

At Annual General Meetings, the Treasurer shall present a report to members, of the state of the Club's finances including accounts detailing income and expenditure for the preceding year and invite members to approve and adopt those accounts.

### **SECRETARY**

The Secretary shall be a person of good standing and able to attend most meeting of the Committee. The Secretary will be of impeccable character and satisfy relevant Criminal Record Office Checks. The Secretary must be able to maintain confidentiality and have relevant experience and ability to organise and keep records.

The Secretary shall be responsible for keeping Club records, including those of memberships. The Secretary shall be responsible for taking minutes at meetings and will present the same for approval at the following meeting.

### **Adoption**

22 /11 / 2025