


THE SOUTH CANTERBURY FAMILY KART CLUB INC

RULE BOOK



www.sckartclub.co.nz



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Your Kart No. is

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INTRODUCTION TO THE KARTING WORLD

Grass Karting is one the cheapest, cost-effective pathways for those who wish to advance into a motorsport career - many well-established drivers have reached their respected top-tier racing careers from starting off in local grass kart racing.

South Canterbury Family Kart Club offers fun for the whole family with everyone having the opportunity to experience kart racing from 5yrs to 100yrs (young)

South Canterbury Family Kart Club has been around for over 30 years, with memberships growing each year, we welcome both new and existing families to join in the racing monthly.

With various racing grades from ladies, gents, seniors, junior and novice classes and of course the young ones, the South Canterbury Family Kart Club offers entry level beginners through to the more experienced the opportunity to compete on all levels.

Club race days are held monthly, typically the 4th Sunday of the month - postponements and date confirmation notices via Facebook and website.

Most of our racing is held on local farm paddocks, directions and racing schedules can be found on our website.

Our Club is strong in the South Island, however there are several other clubs racing on different weekends

Christchurch	– 1st weekend of the month
Ashburton	– 3rd weekend of the month.
South Canterbury	– 4th weekend of the month
NZ Grass Kart Championships	– Easter Weekend

NZ Grass Karting Championships are held annually (Easter Weekend) hosted by one of the South Island Clubs karting enthusiasts along with families and supporters gather for a two-day event. More info available on our website or through the Club Committee.



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CLUB OFFICALS

<u>PRESIDENT:</u>	-	Greg Ryan	-cell - 027 4890 477
<u>VICE PRESIDENT:</u>	-	Aaron Henderson	-cell - 027 2089 040
<u>SECRETARY:</u>	-	Chris West	-cell - 027 5757 410
<u>TREASURER:</u>	-	Richard Brown	-cell - 021 2300 798

NZ.W.C.M: - Richard Brown
(**NZ Working Committee Member**).

COMMITTEE MEMBERS

Simon West	Mobile 021 509 590	Jaime Sullivan	Mobile 021 155 8854
Leigh Shaw	Mobile 021 155 8425	Tony Gould	Mobile 027 308 6088
Matt Hendry	Mobile 021 556 543	Richard Brown	Mobile 021 355 183
Leanne Ryan	Mobile 027 600 4244	Gareth Welch	Mobile 027 321 1375
Richie Pow	Mobile 027 334 4557		

Any queries relating to our events, please do not hesitate to contact any of the Officers or Committee Members Directly.


CLUB MEMBERSHIP MEETINGS

Committee Meetings - held monthly

Club AGM – May

Annual Club Membership – June 1st



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STANDARD RULES & REGULATIONS

South Canterbury Family Kart Club Inc

INDEMNITY

ALL DRIVERS, HEAD MARSHAL, FLAG MARSHALS, and other volunteers MUST SIGN the Indemnity form provided by the club, to protect the club, ground owner, sponsors **or** officials from any form of claim

REFUNDS

- A Refund will only be given if the committee decides to cancel the meeting before any racing has been completed

ALCOHOL

- No alcohol is to be consumed by competitors, until such time as the competitors kart and gear has been packed away, (which time he/she is a spectator, and can enjoy a drink).

DRIVING CONDUCT

- Deliberate & Intentional barging, weaving or team driving and using the rear bar of someone else for braking will **NOT BE ACCEPTED.**

ABUSE

- Anybody using inappropriate language or physical abuse will be asked to leave

DISPUTES

- Any on track DISPUTES must be in writing, contain only the facts of the incident, be signed by the entrant/driver and handed to the President or Secretary. Any Disputes lodged incur a lodgment fee of \$50 per dispute.

TROPHIES

- All Karting trophies handed out each month are to be returned at the next meeting.

GRID POSITIONS

- No grid positions will be drawn for regular monthly meetings.



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PIT AREA

- Entry into event grounds are under the acknowledgement and acceptance of Club Notice Board displayed on entry into grounds having been read prior to entry.
- Pit areas are deemed smoke free areas
- Maximum speed limit of 10kph

INCIDENTS AND BREAKDOWNS

- If you spin out or break down on the track, you must remain in the kart with **BOTH HANDS RAISED** until track is safe and then remove kart as quickly as possible.
- If you run off the track, YOU MUST RE-ENTER AT THE POINT OF EXIT, when the track is clear and safe to do so.
- No unauthorized people may be on the circuit.
- Club 4x4 quad will assist with recovery or push start of karts
- Hand signals must be always used when stopping or leaving the track.
- Any kart leaving the track must do so safely and with consideration to others.

HELMETS

- Must be of NZ Safety standard
- Must be worn at **ALL TIMES** when in **MOVING KARTS**
- Must fit correctly
- Not damaged, chipped or cracked

PROTECTIVE CLOTHING

- Suitable protective footwear, eye protection, gloves and overalls (full length and long sleeves not flapping around,) **or** racing suits must be worn
- Neck braces are to be worn by **ALL CLASSES**

HAND SIGNALS

- Hand signals must be always used when stopping or leaving the track. This is defined as the **ARM/S FULLY EXTENDED ABOVE THE HELMET**.
- Both hands raised if you spin out or crash
- One hand raised as you exit the track.



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RACE MEETING FLAGS

- Flag Marshalls must be obeyed at **ALL TIMES.**
- No racing will take place unless flag marshals are in place.

RACING START LIGHT OPERATED SYTEM

<u>GREEN</u> -	Flag DROPPED - GO
<u>RED</u> -	DANGER - STOP SAFELY
<u>YELLOW</u> -	CAUTION AND SLOW DOWN - NO OVERTAKING (Hold positions until passed hazard area.)
<u>BLACK ROLLED</u> -	WARNING OF AN OFFENCE (See head marshal at end of race, you have 10 mins)
<u>BLACK WAVED</u> -	MUST COME OFF TRACK IMMEDIATELY (Further action to be decided by head Marshall.)
<u>WHITE</u> -	LAST LAP (One further lap to complete until end of race)
<u>CHEQUERED</u> -	WINNING FLAG - FINISH OF RACE

- If less than 4 laps have been completed when race has been stopped- race to be restarted using original grid positions
- If 4 or more laps have been completed when race is stopped - race is finished and placing based on lap positions of last completed lap as passed the finished line



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Racing Grades

- | | | |
|-----------------|-------------|---|
| • Midgets | 5-8yrs | up to 125cc maximum air cooled, no 2 stroke engines above 75cc. Stationary engines of the correct capacity with a centrifugal clutch. |
| • Intermediates | 9-13yrs | up to 205cc Air-cooled or 85cc Water-cooled. |
| • Juniors | 14-16yrs | up to 205cc Air-cooled or 85cc Water-cooled. |
| • Ladies | 9yrs & over | up to 255cc Air-cooled or 85cc Water-cooled. |

Adult classes 17 years and over

- | | |
|---------------------|--|
| • Novice / Beginner | Until Committee approval, to move into appropriate class, incorporating females. |
| • Senior | up to 255cc Air-cooled or 85cc water-cooled. |
| • Open | all Water-cooled and Power ported engines (up to 510cc Air-cooled 610cc) |
| • Super kart | any senior kart that wants to run |
1. Burris or Hoosier tyres
 2. Front brakes
 3. Wings


***NOTE:** Open karts may run Burris or Hoosier tyres for club days only NOT Club Champs.

***NOTE:** Midget, Intermediate and juniors are graded by age.

Novice (adult beginners) – Must start in novice grade, before being eligible to move up a grade, this will be at the discretion of the Club Committee.

Subs: \$80.00 per year, per family (immediate family members). Annual Club membership is due 1st June.



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Day Subs: \$20.00 (for non-financial members) plus club entry fee.

Entry Fee: \$30.00 (Immediate family members) plus a day sub if not a financial member.

Late Entry: A late entry fee of \$5.00 will be enforced for those arriving late or after drivers briefing - this is to ensure we start the days racing on time.




NO SMOKING at ALLTIMES in the pit area



NO DOGS on the venue/site.



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RACE MEETING SCHEDULE:

Scrutineering: 9am-9:30am

Drivers Briefing: 9:45am

Racing Starts: 10am

Start Line Standing starts to be used when suitable (and or at the Committees discretion on the day.

Racing course and length will remain at the discretion of the Committee

UP COMING RACE MEETING INFORMATION

Dates, venues and cancellations will be posted on the Club Facebook and web pages.

Facebook - South Canterbury Family Kart Club

Website - www.sckartclub.co.nz

BBQ: Lunch break will be for approximately half an hour. This will be from 12.30-1pm pending on available time. Purpose of lunch break is to break for the marshals and volunteers.



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KART SPECIFICATIONS

ENGINES:

- Motorcycle production motors only.
- Stationary Engines are acceptable.
- No Methanol **or** Alcohol - Pump or Aviation gas only.
- No excessive exhaust noise - 95 decibel (db) strictly enforced.
- Must be naturally aspirated - no forced air, turbo etc.
- All karts must have a clutch.
- No Air Cooled engines to exceed 610cc.
- No Water Cooled engines to exceed 510cc.
- Pit bike engines allowed.
- No KT motors of any kind.
- All hose joins **MUST** be clamped.
- Single cylinder engines only.

WHEELBASE

- 1800mm x 1350mm wide maximum (bumper to bumper, outside of wheels)
- No four (4WD) wheel drive karts

WHEELS

- Four wheels per kart, NO duals and NO ATV tires.
- Tires must be no greater than 325mm in diameter and no wider than 140mm
- Maximum tire tread pattern spacing must be maximum of 12mm
- No tire tampering ie. - hand grooving
- Steel wheels to have ¼" bead welded all the way around the wheel

BRAKES

- Must work on both rear wheels.
- Brake cable thickness: 2.0mm Minimum

BUMPERS

- Not to exceed rear wheel and rim total width
- Must have rounded corners and be adequately constructed
- No less than 100mm of total rear base width



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- Must be minimum of 100mm deep and vertically up and down (90 degrees to ground)
- Must have at least 2 vertical bars fitted in bumpers
- Front bumper must NOT exceed the inside turning line of either front tyre
- Front bumper to match rear bumper, 100mm minimum depth
- No barge bars

SIDEBARS

- Must start as close as possible at rear of front wheel and finish as close as possible in front of rear wheel
- These are to be constructed of two (2) parallel 19mmOD bars (min) between 100mm and 200mm center to center apart with nothing protruding outside of rear of the wheels
- The lower of the two bars must be level with, or no more than 50mm above the center line of both axles
- The motor may act as a side bar but there must be bars at the front and rear of the motor
- Plastic side pods are also acceptable in place of the above side bars
- Check **GENERAL KART DIMENSIONS**

CHAINGUARD

- Must be fitted to cover the top of ALL the drive chain, must continue downwards at a minimum of the axle center and must be able to deflect the chain downwards in the event of a break

FLOOR PANS

- Front of the floor pan must be secured with either large washers under the floor pan, or be mounted on top of the front chassis tabs.

TANKS

- Must be securely mounted and retained fuel from spillage
- Fuel shut off valve to be fitted and be accessible on all types of tank systems
- Fuel shut off valves can be fitted to the tank or a maximum of 150mm down the supply line from the tank. They must be clearly visible.
- No fuel tanks mounted over engine
- Fuel hose lines must be clamped at joins
- Breather must be fitted and so designed that it completely prevents ALL spillage



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e.g. must go down below the motor

- If a battery is fitted, it must be sealed and mounted well away from the fuel Tank and lines. **No terminals are to be showing**

KILLSWITCH

- Must be accessible and **CLEARLY SEEN AND MUST BE WORKING**
- Also mounted on steering wheel or column or Nassau panel.

NUMBERS

- Must be mounted on **Front, Back and both sides of Kart**
- Minimum character size 150mm x 65mm
- Numbers can only be black on white **or** white on black
- Must be cleaned prior to each race
- Must be mounted on a horizontal plane only i.e; crossways
- Must be a 3- digit format with the club number being the leading digit, i.e.
- **(No.1 for SC). Numbers must be on the Karts for Identification.**

MUD FLAPS

- Fitted to rear bumper, NO HIGHER THAN 20mm off the ground
- Top of mud flap must be 25mm higher than top of rear wheel
- Must cover rear tyre and rim in width, plus a minimum of 5mm either side
- Any damaged mud flaps MUST be replaced or repaired before the next race
- Mud flaps must be rigid, but NOT metal, and be attached by nuts and bolts

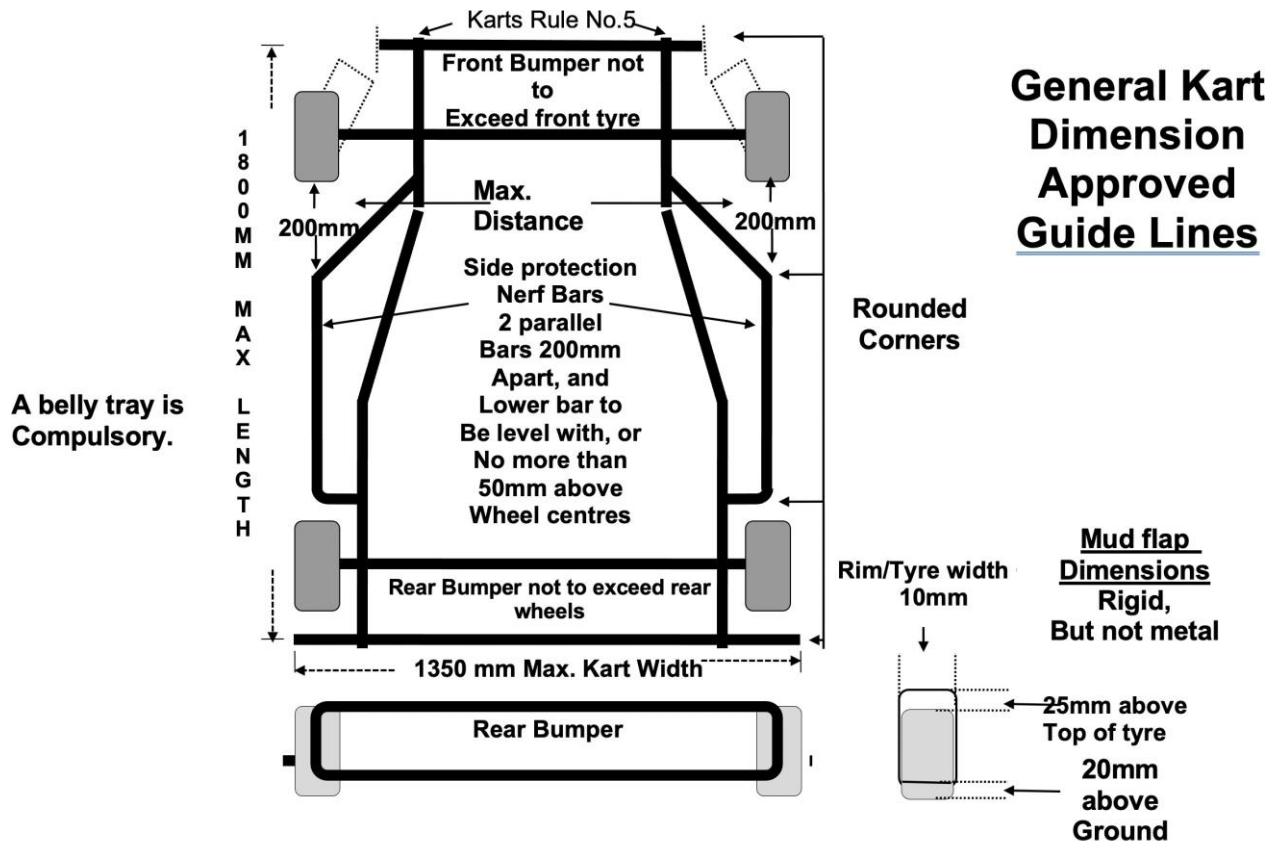
DAMAGED KARTS

- Must be re- scrutinized before racing again



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DIAGRAM



- Our spec and dimension run alongside NZ Grass Kart rules.
- Our class may differ, however if you intend to go to NZ Champs please beware to check their current rules.

Our club rules and kart specs run alongside of the NZ Grass Kart rules with the discretion of the club committee.

These Rules are for your and everyone else's Safety.

Our club rules and kart specs run alongside of the NZ Grass Kart rules with the discretion of the club committee.




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CHECK LIST INDEMNITY FORM

NAME			KART NUMBER		GRADE: M I J N S L O S/k	
FINANCIAL MEMBER YES <input type="checkbox"/> NO <input type="checkbox"/>			Contact Ph Number			
VENUE						
Entrant Safety Point Check List						
Front bar			Floor pan			Rear bumper
Brakes working			Floor pan mounting			Mud flaps
Kill switch			Left side bar			Chain guard
Front Wheels			Right side bar			Fuel tank
LH Wheel bearings			Seat securely mounted			Fuel tap
LH King pin			Engine securely mounted			Fuel lines
RH Wheel bearings			Exhaust			Fuel breather line
RH king pin			Rear axle bearings			Chassis
Steering arm rods			Rear wheels			Helmet
Steering bottom bearing			Battery mount			Overall's
Steering wheel fixing			Battery terminals			Gloves / Neck brace
Audited <input type="checkbox"/> Yes <input type="checkbox"/> No						
Auditor Comments						



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Terms and Conditions:

This is to certify that I/we, the undersigned understand and accept that the particulars supplied on this indemnity form are true and correct in every particular, that I/we obey the terms and conditions set out in the rules of the Sth Canterbury Family Kart Club.

Indemnification:

I/we acknowledge and agree as a condition of race entry that the Sth Canterbury Family Kart Club, all sponsors and all other club members officials, assistants, property/tenants, volunteers and agents or club representatives shall not be under any liability for any incident, death or bodily loss or harm which may be sustained or incurred as a result of my participation in any club meeting or event, howsoever such death or bodily injury loss or damage is caused not withstanding that such death, injury or loss or damage may have been contributed to or caused by the negligence of Sth Canterbury Kart Club or any of their respected representatives , club officials, servants or agents or by any other person.

Declaration:

I declare I am conversant with current Sth Canterbury Family Kart Club rules regulations and Sporting Codes, and that I will abide with any direction or instruction given by club committee officials, members, property owners or representatives.

I declare that I have no medical condition that may impede my ability to drive a kart

I declare that should I at the time of any event to be suffering from any disability of any kind, whether permanent or temporary which is likely to detrimentally effect my ability or fitness to drive, I will not participate.

I declare that I will not make use of drugs or prohibited substances as defined by the rules and regulations of the Sth Canterbury Family Kart Club.

I declare at this time all particulars given on this event/indemnity form are true and correct. This consent is given in accordance with the Privacy Act 1993

I HAVE READ AND UNDERSTAND THE OBLIGATIONS OF THIS INDEMINTY FORM

Competitors Name: Date Signature:

Drivers under the age of 18 (minors) must have parents/guardians signature approving conditions of entry, indemnification and declaration as started above. In signing on behalf of the minor the parent/guardian must be in attendance at all times during the course of the days event.

If under 18: Parent/Guardian Name: Parent Signature:



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ANNUAL CLUB CHAMPIONSHIP POINTS MEETING

The following rules below are in addition to the standard club rules set out in this booklet.

Classes for Championship Points Meeting Note: a minimum of six karts to constitute a grade or at the discretion of the organising committee

Conditions of entry:

To be eligible to enter each entrant must be a financial member prior to the event and have competed in 3x club meetings within the same financial year.

Entries must be submitted in accordance with Club Championship Instructions, details of this event including entrant submissions, acceptance of entry will be posted on Club prior to meeting date.

Event Officials: Event Officials will be advised upon acceptance of entry

POINTS SYSTEM/SERIES

- Points awarded per race will be the maximum of how many karts are entered in that Grade, ie if six karts entered then the winner receives six points, second place receives five points and so on
- There will be a trophy for each grade based on Club championship points earned over 3 races on the day
- Must be a financial club member to race at club champs and this a pre entered event
- Event officials can apply points penalty for poor sportsmanship or behaviour, this includes but is not limited to deliberate hitting of cones marking the track, cutting off others, shunting, weaving, blocking.
- Event Officials word or decision is final.
- Countback system - in the event of a tie (points) the overall winner will be decided based off whoever wins the last race held for that category



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GRID POSITIONS

- Grid positions will be drawn via standard grid format
- Any gaps in the grid created by failure of a kart turning up will remain unfilled
- All karts are to remain in their drawn grid positions.

DISPUTES

- Any DISPUTES or APPEALS must be in writing, contain only the facts of the incident in question, be signed by the entrant/driver and handed to the Club President or Secretary on the same day as the event. Any Disputes lodged incur a lodgment fee of \$50 per dispute.

TROPHIES AND AWARDS

- Midgets: 1st (trophy) Certificates to all entrants
- Intermediates: 1st (trophy) Certificates to all entrants
- Juniors: 1st (trophy) Certificates for 2nd, 3rd
- Ladies: 1st (trophy) Certificates for 2nd, 3rd
- Seniors: 1st (trophy) Certificates for 2nd, 3rd
- Novice: 1st (trophy) Certificates for 2nd, 3rd
- Open: 1st (trophy) Certificates for 2nd, 3rd

Club Champs trophies handed out will be recorded by Club Secretary, Club secretary will request these to be returned in time for next annual champs meeting.



SOUTH CANTERBURY FAMILY KART CLUB RULES

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Rules for South Canterbury Family Kart Club (SCFKC) are for everybody and everybody's safety.

Society Rules

1.0 The name of the society shall be South Canterbury Family Kart Club inc (hereafter known as SCFKC).

2.0 Registered office shall be the address of the secretary or treasurer at the time.

3.0 Purpose of the society

- Provide a safe and affordable motorsport environment
- Promote grass karting as a sport
- Develop driving skills, especially in young competitors

Pecuniary gain is not a purpose of the society

4.0 Powers of the society

- The SCFKC may use its funds to pay costs associated with carrying out its objectives, and for that purpose may employ people as necessary, with the committee approval
- Shall have the power to borrow or raise money by debenture, mortgage, or bonds or without security. Borrowing power may only be exercised by a resolution passed by the committee at a meeting of which 10 days notice has to be given to all members.
- Shall only use its money for lawful purposes, no money shall be used for the individual or personal benefit of any member.
- Payments to members for goods and/or services shall be the reasonable and not exceed the open market.
- The financial year of the SCFKC is April 1st - March 31st

5.0 Membership

- Any person may apply to become a member of the SCFKC
- All members are subject to the members code of conduct
- Initial members are those members of the SCFKC at the time incorporated
- The rights and duties of membership are personal and may not be transferred to any other person, membership rights, race numbers and duties end when membership ends.



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5.5 there shall be one class of membership

- Family membership - family members residing/living at the same address.

5.6

- Includes parents/guardians and any children under the age of 18 living at the same address
- Membership may be ratified by majority committee decision, and on payment of membership fees

5.7 Membership fees

- Shall be payable in June of each year, with costs being advised to all members at least 30 days prior
- The committee shall decide the cost of membership at the committee meeting prior to AGM

5.8

- Members can apply for the right to speak at committee meetings, and have the right to speak and vote at special meetings and the AGM
- A member may be called to account if a friend, relative or guest in their company breaches the SCFKC rules, or the members code of conduct at any SCFKC event.

5.9 Cessation of membership

- Resignation to the secretary
- Membership shall lapse if annual membership remains unpaid for 3 months after due date, the committee may at its discretion readmit the member upon receipt of fees being paid.
- Lapsed members must return all property and money belonging to the SCFKC

Suspension

Any member who in the opinion of the committee has acted in a manner prejudicial to the interest of the club and/or its members may be suspended. A committee meeting must be convened to determine the penalty (if any) and that member be invited to attend, and to bring a support person if required.

Physical or verbal abuse for another club member may result in immediate suspension of that persons membership (they will not be able to participate in any SCFKC event until the matter has been resolved), in which case a committee meeting shall be convened within 14 days to discuss the issue and determine outcome for that member. The member shall be invited to bring along a support person to this meeting, that person shall be entitled to speak regardless of whether they are a financial member or not.

6.0 Managing Committee

The SCFKC shall have a managing committee comprising of the following

- President
- Vice President
- Secretary
- Treasurer
- Committee members

Only financial members of the society may be elected as committee members

There shall be a minimum of 5x members and a maximum of 11x committee members (in addition to the officers)



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7.0 Appointment of committee members

- Members may decide at the AGM by majority vote
- How large the committee shall be
- How many officers there shall be
- How long the term of committee/officer member shall be
- Whether the member shall hold more than one official position.

8.0 Cessation of committee membership

Members cease to be committee members/officers when

- They resign by giving written notice to the committee
- Their term expires
- When they are moved by majority vote at a committee meeting

Election of committee members and officers

- Nominations for committee member/officers shall be called for at least 28 days before the AGM. Each nomination must be submitted and second by SCFKC financial members, and be presented to the secretary at the AGM.
- If any committee/officer position becomes vacant between AGM's the committee may appoint a member to fill that position by majority vote.
- IF any committee member/officer is absent from 3 consecutive committee meetings without apology/leave of absence the committee may declare that position vacant.

10.0 Responsibilities of the committee

- Any financial member 18 years of age and over is eligible for selection to the committee.
- All committee members/officers agree to abide to the committee code of conduct
- To help manage the affairs of the SCFKC
- To assist of race days, and ensure all members follow the rules of the SCFKC
- To attend committee meetings and assist in making decisions pertaining to the SCFKC
- To ensure that the interests of the SCFKC and it members are upheld at all times.
- To provide interpretation of any inconsistencies in the rules, or any points not covered in the rules/code of conduct.
- The committee has all the powers of the society, unless the committee's power is limited by these rules, or by majority of the society.
- All decisions of the committee shall be my majority vote. In the event of equal vote the president/chairman shall have the casting vote.
- Decisions of the committee shall be binding on the society, unless the committee's power is limited by these rules, or by majority decision of the society

11.0 Responsibilities of the Officers

The president/chair is responsible for

- Ensuring that the rules and committee decisions are followed.
- Chairing committee meetings, deciding who may speak and when
- Overseeing the operation of the SCFKC
- Chairing special meetings



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- Providing a report on the operations of the SCFKC
- To interpret any points not covered in the rules/code of conduct
- To call for votes on motions at committee meetings, special meetings and the AGM
- To be the SCFKC media spokesperson

The Vice President is responsible for

- Rendering all assistance to the president
- To assume full power of the president in their absence

The secretary is responsible for

- Recording of the minutes
- Conducting the correspondence of the SCFKC, and keeping a copy of all correspondence
- Keeping a register of club members details including names, address and contact numbers, date joining.
- Making the members register available on written request of a member
- Maintaining all records of the SCFKC
- Advising the register of incorporated societies of any rule changes

The treasurer is responsible for:

- Keeping proper accounting records of the SCFKC's financial transactions
- Allowing the SCFKC's financial position to be readily ascertained
- Preparing annual financial statements for presentation at the AGM
- Providing a financial report at the AGM
- Payment of all SCFKC accounts (authorisation required), and banking of all income
- Preparing a duly audited balance sheet, and statement of income and expenditure with assets and liabilities at the AGM
- Preparing a balance sheet and statement of income and expenditure within 28 days of retiring (whether by resignation or term of office)

12.0 Meetings

Committee meetings

- Shall be held at least 6 times per calendar year
- Dates and times to be set by the committee, and members duly notified
- All financial members may attend and apply to speak at a committee meeting, but only committee members/officers may vote
- Cannot be held unless a quorum (7 committee members/officers) is present, if a quorum is not present 30 minutes after the commencement time of the meeting the meeting shall be adjourned, and a new meeting scheduled within 14 days.
- Decisions of the committee shall be by majority vote.
- The president/chair shall have the casting vote (that is a second vote in the event of a tie).
- Only committee members present at the meeting may vote, unless a written proxy has been submitted by the absent member
- Decisions made at committee meetings shall be binding on the SCFKC



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- The business of the meeting shall be as follows...
 - Apologies
 - To confirm the minutes of the previous meeting
 - Correspondence
 - To receive the financial report
 - To consider any notices of motion before the meeting
 - General business: to provide a forum to discuss matters pertaining to the SCFKC, to propose motions and vote on them as necessary, as time permits.

12.1 Special meetings

- The committee or officers may instruct the secretary to call a special meeting for any purpose which the committee deems fit.
- A special meeting may be called on receipt by the secretary of a requisition in writing, signed by at least ten financial members, which must state the purpose for the meeting. If the meeting is not held within one month the members signing shall be entitled to call and hold the meeting as if calling of the meeting has been directed, and any decisions made shall be binding.
- Members must be given a minimum of 48 hours' notice of any special meeting.
- Only business specified in the notification of the meeting may be transacted at the special meeting, unless the members present agree by majority vote.
- Only financial members are allowed to attend and speak at a special meeting.
- A quorum of seven members applies at special meetings, if a quorum is not present by thirty minutes after the start time of the meeting, the meeting is automatically dissolved.
- The president (and in his absence the vice president) shall chair any special meeting, if both president and vice president are absent the members present shall elect one of their number to chair the meeting.

12.2 Annual General meetings

- The society must convene an AGM each calendar year.
- The committee shall set the date of the meeting, to be held no later than the 31st May each year. Members shall be advised of the date at least 30 days in advance.
- Only business specified in the notification of the meeting may be transacted at the AGM, unless the members present agree by majority vote. Minor issues may be raised during general business.
- Nominations for committee member/officers must be called for by the secretary a minimum of 30 days before the AGM. Any financial member 18 years of age and over is eligible for nomination. Nominations must be submitted to the secretary at least 48 hours before the start of the meeting.
- If a member wants an item of business included in the agenda they must give notice in writing at least 7 days prior to the meeting, the secretary shall notify members of any change in the agenda as soon as practicable.
- A quorum of seven members applies at the AGM, if a quorum is not present by thirty minutes after the start time of the meeting, the meeting is adjourned, and another meeting scheduled within 14 days. Members shall be given at least 48 hours' notice of the rescheduled meeting.
- The president (and in his absence the vice president) shall chair any AGM, if both president and vice president are absent the members present shall elect one of their number to chair the meeting.
- The business of the AGM. shall be as follows...



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- Apologies
- To confirm the minutes of the previous AGM
- To receive the annual report and balance sheet
- To elect a president, vice-president, secretary, treasurer and up to eleven committee members
- To consider any notices of motions before the meeting
- General business: to provide a forum for members to discuss issues of a minor nature. Items of a serious nature must be put on the agenda.

All financial members of the SCFKC who are 18 years of age and over shall be entitled to vote at the AGM, the chairman shall have the casting vote in the event of a tie.

Voting at the AGM shall be by show of hands, unless the chairman or any three members request a secret ballot, in the event of a secret ballot being called the meeting shall appoint a returning officer and two scrutineers to count the votes.

Only financial members present at the meeting may vote, unless a written proxy has been submitted by the absent financial member

Decisions made at the AGM shall be binding on the SCFKC

Alterations to the rules

Financial members may propose and second alterations to the rules

Alterations to the rules may only be raised as a motion at special meetings or at the AGM, notice must be in writing and submitted at least seven days prior to the meeting.

Decision shall be by majority vote of all members present.

The secretary shall lodge the alteration with the Registrar of Incorporated Societies as per the requirements of the Incorporated Societies act 1908.

Changes of rule take effect once the secretary has filed the changes with the Registrar of Incorporated Societies.

No changes to the personal benefit or the winding up clause shall be approved without the approval of the Inland Revenue Department.

Race day rules and matter of safety remain the prerogative of the committee to set and review.

Resolutions binding

All resolutions of the SCFKC made in meetings in accordance with these rules shall be binding on all members, whether or not they are present at the meeting, and a declaration by the chairman that the resolution has been carried, along with an entry in the minutes, shall be conclusive evidence of that fact.

Dissolution

The society may be dissolved and its affairs wound up by resolution passed by a majority of votes at a special meeting. The notice for that special meeting must specify dissolution as the business, or part of the business, of that meeting

In the event of the SCFKC being wound up, the surplus assets after payment of the SCFKC's liabilities and



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expenses shall not be distributed among the members, but shall be given or transferred to a society with similar objectives to the SCFKC, or to some other charitable body, as per the Incorporated Societies Act 1908.

Definitions

- “Majority vote” means a vote made by more than half of the members present at a meeting, who are entitled to vote.
- “Money or other assets” means any real or personal property or any interest therein, owned or controlled to any extent by the society.
- “Society meeting” means any AGM, special meeting but not a committee meeting
- “Use money or other assets” means to use, handle, invest, transfer, give, apply, expend or dispose of, or in any way deal with money or other assets.
- “Written notice” means communication by post, electronic means (including email and website posting) or advertisement in periodicals, or a combination of these methods.

It is assumed that...

- Where a masculine is used, the feminine is included
- Where a singular is used, the plural is also inferred
- Headings are a matter of reference, and not part of the rules

Matters not covered in these rules shall be decided on by the committee

Code of Conduct

Introduction:

This code of conduct provides guidance on the standards of behaviour that is expected from all financial members of the South Canterbury Family Kart Club Inc. The code applies to all members in their dealings with

- all club members (*either as an individual or family member*)
- duly elected committee members
- the general public
- agencies associated with the effective running of the Society (*hereby known as the Club*)


The objective of the code is to enhance:

- the effectiveness of each individual member within the Incorporated Society
- the credibility and accountability of each individual club member
- mutual trust, respect and tolerance between members and the public

The code of conduct also seeks to achieve its objectives by recording:

- an agreed statement of roles and responsibilities of club members
- agreed principles of conduct by club members
- specific code of conduct applying to particular circumstances or matters relating to club members and
- penalties associated with breaches of the code of conduct by club members



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This code of conduct seeks to facilitate more effective club membership and is based on the principles of good governance under the general rules of the society.

Roles and Responsibilities of Club Members

All club members have declared that:

They will faithfully and impartially, and according to the best of their skill and judgement, execute and perform, in the best interests of the South Canterbury Family Kart Club Inc.

Relationships

Club members will conduct their dealings with other club members and or visitors in ways that:

- enhance the relationships between members
- maintain club members confidence in the objectives of the club
- treat all club members and visitors with courtesy and respect (*including the avoidance of familiar, aggressive or abusive conduct - whether actual or perceived*).
- avoid publicly criticising club members which are without foundation

Relationships with committee members

Club members will conduct their dealings with committee members in ways that include:

- maintaining members/public confidence in the office to which that member has been elected.
- communication that is open and honest
- focus on issues rather than personalities
- not placing undue pressure on any committee member for personal gain or self purpose
- accept all decisions made by the committee, if made in line with clubs current rules
- not openly criticising any committee decision before bringing their concerns to the attention of the committee.

Confidential information

Club members may receive information which could be deemed personal to a particular individual or organisation and this information should be treated as confidential.

Club members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to that member/s.



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Conflict of interest

Club members must be careful that they maintain a clear separation between their personal and or other interests (whether real or perceived) that may impact on their ability to maintain a non bias membership.

Ethics

The South Canterbury Family Kart Club Inc seeks to promote the highest standards of ethical conduct amongst its members. Accordingly, club members agree to:

- not directly or indirectly associate the club or it's members in unethical or unlawful actions
- not influence, or attempt to influence any elected or club member for personal interests
- upheld the values and integrity of the club

Breaches of Code of Conduct

As part of implementing this Code of Conduct, the club has the following process in place to deal with any alleged breaches of this Code of Conduct.

It is up to the elected committee to determine if a smaller committee is established to hear any alleged breach or dealt within general committee business.

The process for hearing or dealing with a breach could include:

- a complaint not resolved on the day must be presented in writing to the president, secretary or treasurer within 48 hours of the alleged incident, for consideration at the next committee meeting.
- committee will consider the alleged breach and all of the information available
- committee will set a date, time and venue for any hearing if committee deems a hearing is necessary
- establish appropriate penalties for breaches eg: request an apology, censure in writing, removal from committee, exclusion from the club

Note: A decision to apply one or more of the above actions requires the committee to move a motion and be passed by a majority vote

- * all parties are notified verbally and in writing of decision within an agreed timeframe.
- * rights of appeal for either party stated (*must be lodged within 48 hours of decision*)

Review

Once adopted, a code of conduct continues in force until amended by the committee.

The code of conduct can be amended at any time but cannot be revoked unless the committee replaces it with another code. Amendments to the code of conduct require a resolution/motion supported by 75% or more of the elected members.

Approved and validated by the incumbent committee on this day the 12th July 2021



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Committee Code of Conduct

Introduction:

This code of conduct provides guidance on the standards of behavior that is expected from the elected members of the SCFKC. The code applies to elected members in their dealings with

- each other
- club members
- the general public
- agencies associated with the effective running of the Society {Club}

The objective of the code is to enhance:

- the effectiveness of the committee as a duly elected group with statutory responsibilities of being an Incorporated Society
- the credibility and accountability of the committee with its members
- mutual trust, respect and tolerance between the elected members as a group and the club members and public

The code of conduct seeks to achieve its objectives by recording:

- an agreed statement of roles and responsibilities
- agreed principles of conduct
- specific code of conduct applying to particular circumstances or matters
- penalties associated with breaches of the code of conduct

This code of conduct seeks to facilitate more effective teamwork and is based on the principles of good governance.

Roles and Responsibilities of Elected Members

Elected members have declared that:

They will faithfully and impartially, and according to the best of their skill and judgement, execute and perform, in the best interests of the South Canterbury Family Kart Club Inc.

The committee can only act by majority decisions at meetings. Each member has one vote and the President has a casting vote (*in the event of a tie*)

Committee Meetings:

Elected members will conduct themselves in a way that they will:

- allow all members equal opportunity to voice views/opinions



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- not unduly control discussion (*including interruption other speakers*)
- acknowledge they wish to speak and this will be recognised by the Chairperson.
- Chairperson can call an end to any discussion if no progress is being made or no new points raised.
- member/s can call for a vote or motion forward any item to another meeting.

Relationships with other elected members:

Elected members will conduct their dealings with each other in ways that:

- maintain public confidence in the office to which they have been elected (*including non criticism any elected member in public*)
- are open and honest
- focus on issues rather than personalities
- avoid aggressive, offensive or abusive conduct.

Relationships with club members:

Elected members will conduct their dealings with club members in ways that:

- maintain club members confidence in the elected member/s
- make themselves available to communicate with and represent club members points of view
- treat all club members with courtesy and respect (*including the avoidance of familiar, aggressive or abusive conduct toward club members*).
- avoid publicly criticising club members

Confidential information:

Members may receive information which could be deemed personal to a particular individual or organisational and this information should be treated as confidential.

Elected members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to that member/s.

Conflict of interest:

Elected members must be careful that they maintain a clear separation between their personal and other interests and their duties as an elected member. Members must carry out their duties free from bias (*whether real or perceived*) and with the best interest of the club as their focus.

Ethics:

The SCFKC seeks to promote the highest standards of ethical conduct amongst in elected members. Accordingly, elected members agree to:

- * claim only legitimate expenses where they relate to the running of the club.
- * seek authority from committee where expenditure exceeds \$200.00
- * not influence, or attempt to influence any elected or club member for personal interests
- * apply all clubs rules as published without question or bias.

- * upheld the values and integrity of the office they have been elected to

Breaches of Code of Conduct

As part of implementing the Code of Conduct, the club has the following process in place to deal with any alleged breaches of the Code of Conduct.

It is up to the committee to determine if a smaller committee is established to hear the alleged breach or dealt with in general committee business.

The process for hearing or dealing with a breach could include:

- complaint must be in writing to the Secretary or President of the Club within 48hrs of the alleged incident
- committee will consider the alleged breach and all of the information available
- committee will set a date, time and venue for any hearing if committee deems a hearing is necessary
- establish appropriate penalties for breaches eg: request an apology, censure in writing, removal from committee, exclusion from the club

Note: A decision to apply one or more of the above actions requires the committee to move a motion and be passed by a majority vote

- all parties are notified verbally and in writing of decision within an agreed timeframe.
- rights of appeal for either party stated (must *be lodged within 48 hours of decision*)

Review

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