

## APPLICATION FOR MEMBERSHIP – MSNZ MEMBER CLUB

We acknowledge that, as a condition of the acceptance of this application, the Club undertakes to abide by the Constitution By-Laws and National Sporting Code of MotorSport New Zealand Incorporated and further, that all Meetings and Events organised by the Club shall be conducted in accordance with the provisions of the International Sporting Code of the FIA and the National Sporting Code of MotorSport New Zealand Incorporated.

We understand that any breach of our membership obligations may render the Club liable to discipline in accordance with the Constitution and By-Laws of MotorSport New Zealand Incorporated.

We have in our possession an up to date copy of the National Sporting Code and the Constitution and By-Laws of MotorSport New Zealand Incorporated and we have read and understand our obligations in them.

### WE ATTACH HERewith THE FOLLOWING:

- A Sealed copy of our Constitution/Rules issued by the Club in accordance with its Constitution/Rules
- Our Incorporation Certificate
- One copy of any By-Laws made in accordance with our Constitution/Rules
- A list of the principal Office Bearers of the Club as at the date of this application
- A certified copy of a Resolution of a Meeting of the Club or, if permitted under the Club's Constitution/Rules, the Club Committee/Executive in the following terms:

'That this Club instructs its Secretary to complete and send to MotorSport New Zealand Incorporated, a form of Application (which has been circulated to and read by members of this Club) for membership as a Member Club of MotorSport New Zealand Incorporated'.

- An Application for Membership fee of \$1,150.00 including GST

Card No	<input type="text"/>	Expires	<input type="text"/>
Name on Card	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>
A Transaction Fee will apply      GST Number # 10-062-349			

We, the \_\_\_\_\_ Club/Association Inc.

of \_\_\_\_\_

whose financial membership as at this date is \_\_\_\_\_ members, and of which Club the Secretary is of \_\_\_\_\_ hereby apply for membership of MotorSport New Zealand Inc.

We undertake to promptly notify MotorSport New Zealand Incorporated of any alteration to the Rules of this Club or the Membership of its Committee or the Club's registered address.

# DRAFT

IN WITNESS HEREOF the Common Seal of \_\_\_\_\_ is hereunto affixed in accordance with a Resolution of a meeting of the Club/Association Committee held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2 \_\_\_\_\_

Common Seal

Affixing of Common Seal witnessed by

Designation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2 \_\_\_\_\_

Member Club Contact Details	
Club Name	
Club Email	
Month of AGM	
Primary Contact	Name: _____ Phone: _____
	Email: _____
Secondary Contact	Name: _____ Phone: _____
	Email: _____
President	Name: _____ Phone: _____
	Email: _____
Secretary	Name: _____ Phone: _____
	Email: _____
Treasurer	Name: _____ Phone: _____
	Email: _____
Event Organisers	
Club Postal Address	
Club Courier Address	
Website	

**Constitution of CLUB NAME**

## **1. NAME**

The name of the society shall be the “**CLUB NAME**” and the registered office of the “**CLUB NAME**” shall be such place as determined from time to time by the committee.

## **2. REGISTERED OFFICE**

The registered office of the **CLUB NAME** shall be such place as determined from time to time by the Executive Committee.

## **3. AIMS AND OBJECTIVES**

The objects for which the Club is formed are:

- 3.1.** To foster, organise, arrange and control automotive sports meetings, automotive sporting events and automobile activities of all kinds.
- 3.2.** To determine records and awards for competitions.
- 3.3.** To join with any other club or association having objects similar to those of the Club in carrying into effect of these objects.
- 3.4.** To be affiliated to MotorSport New Zealand Inc. or its successors or assigns being the body or bodies having the primary role for national motorsport administration in New Zealand.

## **4. POWERS**

In addition to any power vested in it by statute or at law the Club in its absolute and uncontrolled discretion may exercise the following powers:

- 4.1.** Purchase lease, hire or by any other means acquire any real or personal estate necessary or convenient for the purposes of the Club.
- 4.2.** Sell, let, lease, dispose of or transfer all or any of the real or personal property of the Club for such consideration as the Club thinks fit and to sublet any portion or portions of its premises.
- 4.3.** Invest, borrow or advance monies.
- 4.4.** Receive subscriptions, grants and funds.
- 4.5.** Buy, sell, supply and deal in all kinds of apparatus and all kinds of provisions, liquid and solid, required or used by members of the Club.
- 4.6.** Hire and employ all classes of persons whose services may be deemed necessary for the purposes of the club.
- 4.7.** Discipline its members.
- 4.8.** Establish committees and delegate its powers to those committees.
- 4.9.** Determine policies and procedures to effectively further the objects of the Club.
- 4.10.** Determine rules to control activities of the Club
- 4.11.** Do any other acts or procedures which further the objects of the Club.

## **5. MEMBERSHIP**

### **5.1. Categories of Members**

**5.1.1.** Ordinary Members, upon payment of all subscriptions and fees, shall be entitled to:

- vote at general meetings of the Club
- participate in all activities organised or sponsored by the Club
- be elected or appointed to committees of the Club
- receive trophies and prizes for competitions of the Club

### **5.1.2. Family Members**

Family membership may be granted to the members of one family living at the same address at the discretion of the Executive Committee. Family members shall have all of the privileges of ordinary members except that they must be 16 years of age or older to vote at meetings of the Club

### **5.1.3. Honorary Members**

Honorary membership will be appointed and/or reappointed on an annual basis, at the discretion of the Committee. Any person so appointed with Honorary Membership shall, for the duration of the appointment,

be exempt from any membership fees and entitled to all privileges and rights as a fully paid Member. The elected president of the Club shall be granted Honorary Membership for the duration of his/her term in office.

#### **5.1.4. Life Members**

Life members shall have all the privileges of ordinary members, including the right to vote at general meetings of the Club, but shall not be liable for any subscriptions or fees pertaining to membership. Life members shall be entitled to attend and speak at all committee meetings but shall not be entitled to vote at such meetings unless the Committee appoints that right to them.

#### **5.2. Termination of Membership**

**5.2.1.** A member may resign by giving notice in writing to the Secretary. Such resignation shall be effective upon receipt of the notice. In the event of a member resigning from the Club no refund of subscriptions or fees shall be payable by the Club.

**5.2.2.** Membership may be terminated by resolution of a two-thirds majority of the Executive Committee, where the Executive Committee considers that the member's conduct justifies that course. Before such resolution is made:

- The Executive Committee shall arrange a meeting to enquire into the alleged conduct of the member
  - The member in question shall be given at least 21 days, notice of such meeting and shall have the right to make submission to the meeting either in writing or in person.
  - The Executive Committee will give due regard and consideration to all evidence put before it.
- Following the meeting the member shall be advised in writing of the result of the vote taken by the Executive Committee.

### **6. COMMITTEES**

#### **6.1. Executive Committee**

##### **6.1.1. Composition:**

The Executive Committee is the governing body of the Club. It consists of:

- President
- Secretary
- Treasurer
- Vice President
- Ordinary Members

##### **6.1.2. Elections**

Subject to clause 6.1.3, members of the Executive Committee shall be elected by a simple majority at a general meeting of the Club following nomination and seconding by financial members of the Club.

##### **6.1.3. Term of Office**

Each member of the Executive Committee shall have a term of office of one year and then shall retire but may be available for re-election. If any Executive Committee Member is absent from (3) consecutive meetings without leave of absence the Executive Committee may declare that person's position to be vacant.

##### **6.1.4. Vacancies**

Any vacancy occurring during the term of office of a member of the Executive Committee shall be filled by appointment by the Executive Committee, except for the President, which shall be elected by a general meeting.

##### **6.1.5. Meetings**

The Executive Committee shall meet at such times and places as it shall determine. These meetings may be conducted virtually, online or in manner deemed appropriate. The President or any three members of the Executive Committee may call Executive Committee meetings as they consider necessary. The chair of

Executive Committee meetings shall be the President or, in his or her absence, any member of the Executive Committee elected by the Executive Committee.

#### **6.1.6. Powers**

The Executive Committee shall have the following powers:

- To plan, manage and control the affairs of the Club
- To plan, manage and control the finances of the Club
- To appoint such sub-committees as it deems necessary from time to time to assist in carrying out its duties
- To co-opt or engage the services of any persons or organisations to assist or advise the Club
- To delegate such power as it may deem necessary to members, employees or sub committees of the Club.
- To develop and regulate procedures as it deems necessary
- To appoint employees and fill any vacancies on the Executive Committee or in sub-committees appointed by it
- To determine the terms and conditions of employees, contractors, volunteers and any other persons rendering services to the Club.

#### **6.1.7. Voting**

All decisions and resolutions of the Executive Committee shall be passed by vote of a majority of Executive Committee members present at an Executive Committee meeting. Voting may be verbal, by show of hands, or secret ballot if requested by any Executive Committee member present. The Chairperson of the meeting shall have a casting vote in the event of a tied vote. Proxy votes shall be allowed if given to the Secretary in writing, along with an apology prior to the commencement of the meeting.

#### **6.1.8. Quorum**

At least half of the Executive Committee shall be present at a meeting of the Executive Committee to constitute a quorum.

### **7. GENERAL MEETINGS**

#### **7.1. Annual General Meeting**

The Annual General Meeting of the Club shall be held no later than 30th April in each year.

#### **7.2. Special General Meetings**

On appropriate notice, a Special General Meeting of the Club may be called at any time by a minimum of ten financial ordinary members or by the Executive Committee.

#### **7.3. Notice**

Not less than **28 days** written or **electronic** notice shall be given to all members by the Executive Committee of the date, place, time and agenda for the Annual General Meeting. On receipt of a request for a Special General Meeting not less than **21 days**, notice shall be given by the Executive Committee of the date, time and place for the Special General Meeting and the item(s) of business, to be discussed.

#### **7.4. Business to be discussed**

The agenda for the Annual General Meeting shall include:

- 7.4.1.** Minutes of the previous General Meeting
- 7.4.2.** President's report.
- 7.4.3.** Statement of annual accounts.
- 7.4.4.** Ratification of subscriptions

#### **7.5. Voting**

Each financial ordinary and family member (sixteen years of age and over) and life members shall be entitled to one vote each. Voting shall be by a majority of those present and entitled to vote, except for alterations to these rules and appointment of a liquidator which shall be by a two thirds majority of those present at a meeting. Voting may be by a show of hands or a secret ballot, if requested by two members at the meeting. The chairperson of the meeting shall have a casting vote in the event of a tied vote. Proxy Votes of financial members shall only be allowed when notice of the motions/s to be discussed has been circulated to all financial members along with the Notice of the AGM or SGM. The apology and the vote decision on the motions/s should be forwarded to the Secretary as a written or electronic signed apology 48 hours prior to commencement of the meeting.

## **7.6. Quorum**

At least 50% of the financial members of the Club must be present at a general meeting of the Club to form a quorum.

## **8. FINANCE**

### **8.1. Financial Year**

The financial year of the Club shall commence on **1st April and end on 31st March** of the following year

### **8.2. Control**

The finances of the Club shall be controlled and managed by the Executive Committee

### **8.3. Annual Report**

The Executive Committee shall present to the Annual General Meeting an annual report and statement of annual accounts.

## **9. SUBSCRIPTIONS**

### **9.1. Payment**

Subscriptions shall be paid by each member of the Club for the year 1st April to 31st March

### **9.2. Setting of Subscriptions**

Subscriptions for the next financial year shall be set by the Executive Committee in time for invoices to be sent to all members during April. The subscriptions set by the Executive Committee shall be ratified by the Annual General Meeting.

## **10. COMMON SEAL**

The **CLUB NAME** shall have a common seal Subject to the Incorporated Societies Act, the Executive Committee shall determine when the common seal is to be used and make provision for its safe custody.

## **11. BYLAWS**

The Club may from time to time make and amend bylaws to direct the day to day running of the Club. Bylaws shall be ratified by a General Meeting

## **12. ALTERATION TO RULES**

These rules may only be amended, added to or repealed by resolution of a two thirds majority vote at a General Meeting. Notice of an intention to alter these rules must be given in writing to the Secretary no later than 28 days prior to a General Meeting.

## **13. LIQUIDATION**

**13.1.** The **CLUB NAME** Incorporated may be put into liquidation if:

**13.1.1.** a two thirds majority of votes at a General Meeting passes a resolution to do so, and

**13.1.2.** such resolution is confirmed in a subsequent Special General Meeting, called for that purpose, and held not later than thirty (30) working days after the date on which the resolution was passed.

**13.2.** In the event of the club being liquidated under section 24 of the Incorporated Societies Act 1908, the surplus assets after payment of the Club's liabilities and the expenses of the liquidation shall not be divided amongst the members equally but shall be disposed of with reference to the objects of the Club and in a manner determined by a special general meeting of the Club called for the purpose.

**14. DISPUTE RESOLUTION**

In the event of any difference of dispute between or within the Club and its members or its office bearers in relation to any matters contained in these rules, or their application or interpretation, those concerned shall use their best endeavours to resolve the difference or dispute by agreement between them

**15. MATTERS NOT PROVIDED FOR**

If at any time any matter shall arise which is not provided for in these rules, or in the interpretation of these rules, the same shall be determined where appropriate by the Executive Committee whose decision shall be final.

The common seal of the **CLUB NAME** Incorporated affixed in the presence of:

**Signed:**

**Name:**

**Date:**

**Position: President**

**Signed:**

**Name:**

**Date:**

**Position: Club Secretary**

**Signed:**

**Name:**

**Date:**