

Motorcycle Racing Club of WA – By Laws

1. **Constitution:** A copy of the Constitution and By-Laws shall be made available to all members. Members will be notified in writing or via electronic means of any amendments to the Constitution or By-Laws within 2 weeks of the change.

2. **Order of Debate (Meetings).**
 - a. Fines, swearing, interjecting: Members using obscene language, persisting in interjecting or causing a commotion after being warned by Chairman, shall be fined a sum as decided by the Executive and such member to be unfinancial until such time as the fine is paid.
 - b. Method of Address: Any Member desiring to propose a motion or amendment or to discuss any matter under consideration must rise and address the Chairman. Any Member when speaking must confine his/her remarks to the subject under debate and avoid personalities. He/she shall not use any discourteous language or reflect on any Member whilst in debate.
 - c. Discussion: When two (2) or more Members rise to speak, the Chairman shall call upon the Member who, in his opinion, rose first in his/her place.
 - d. Number of Speakers: The mover and seconder, except a seconder proforma or any motion or amendment shall be held to have spoken to the same. However, a Member seconding a motion or amendment without remark shall not be held to have spoken thereon.
 - e. Right of Reply: In the discussion, no member shall be allowed to speak more than once, except strictly in case of explanation, except the mover of the original motion, who shall have the right to apply.
 - f. Amendments: A motion having been duly moved and seconded, discussion may thereon be interrupted by some or all the following motions, which in turn must be seconded, but of which no notice shall be required:
 - i. To amend the motion
 - ii. To move the previous question
 - iii. To postpone the question
 - iv. To adjourn the debate
 - v. To adjourn the meeting

An amended motion shall not be a mere negative, but must be relevant to the original motion, and must not be moved after the question is put, gives no right of reply to the mover and cannot be withdrawn without the consent of the meeting. If an amendment to a motion is carried, the motion lapses and the amendment then becomes the motion.
 - g. Closure: (that the question be put). If after two (2) speakers have spoken successively on the same side of the question, and no speaker follows on the other side, the Chairman shall submit the motion to the meeting. No motion that "the question be now put" shall be entertained at any meeting.
 - h. Dissent from the Chair: Any Member feeling dissatisfied with the decision of the Chairman on any point of order, may appeal to the Members present provided the

appeal is seconded. In cases of appeal from the ruling of the Chairman, a temporary Chairman shall be appointed, and the question shall be as follows: "Shall the decision of the Chairman stand as the judgement of the Meeting?" And this question shall be decided without debate.

- i. Point of order: No Member, when speaking, shall be interrupted unless called to order, when he/she shall sit down and the member so calling the point of order shall be heard in preference to any other speaker and the Chairman shall then decide without discussion upon the point of order before the subject is resumed, or any other subject entered upon.
 - j. To adjourn the meeting: Before the motion to adjourn the debate is put, the mover of the question under debate shall be allowed the right of reply. No such motion shall be declared carried unless a majority of at least two-thirds (2/3rds) of the Members present and voting, vote in favour thereof.
3. **Club Property:** All Club property and records shall be the responsibility of the Executive Committee. The Executive Committee may delegate the responsibility of administrative equipment, office furniture and the like to the Administrative Secretary and other equipment and property to various nominated persons.
The Administrative Secretary shall keep a record of all club property and the location of the same.
4. **Workdays:** The Executive Committee will have the power to roster members for "workdays" when required.
5. **Tuning Days:** Every member / licensed competitor attending a tuning day shall be required to pay a fee to practice as determined by the Executive Committee to defray costs.
6. **Rider Training Courses:** Courses will be conducted by the Club for intending competitive members prior to application for a competition license, under the guidance of an appointed coach and assistants. A fee as determined by the Executive Committee will be payable.
7. **First Aid & Medical Facilities:** The club shall maintain a first aid box at the Clubrooms / Office. It is the intention of the club to ensure adequate first aid and / or medical personnel and facilities are available at permitted tuning days, rider training courses and race days.
8. **Debts:** Any Member having an outstanding debt for more than sixty (60) days to the club to be made unfinancial and not allowed to participate in Club activities until the debt is paid.
9. **Competitions Committee:** It is recommended that the committee be representative of solo's, sidecars and a machine examiner, who are responsible for the arranging of all sporting events, competition, race and eligibility rules, under the direction of the Motorcycling Australia Manual of Motorsport, and who will work in conjunction with the Administration Officer. They shall have the ability to co-opt any member for assistance that may be required.

The Competition Committee shall comprise of a minimum of 6 elected members (total number of elected members to be decided by the Executive Committee prior to the Annual General Meeting) and the Chairman, all of whom are financial members of the club. Elected members shall be elected for a 2-year term at each Annual General Meeting, with three elected members rotating annually. The Chairman shall be elected by the Executive Committee from within the Executive Committee. The Competition Committee members shall have equal voting rights, however in the event of a tie the Chairman shall cast a second deciding vote.

10. **Administrative Officer:** Can attend all meetings of the Executive Committee in an Ex-Officio position, with no voting rights. Will manage and operate the Club Office and complete general administration of the Club. This includes;
 - a. Carry out management of Club (at the direction of the Secretary) and sporting records;
 - b. Secure, manage and retain competitor participation;
 - c. Ensure all competitor documentation and services are delivered to competitors as specified by Motorcycling Australia, MWA and Race Control requirements;
 - d. Organise and co-ordinate Practice and Race days;
 - e. Organise and co-ordinate Rider Training courses;
 - f. Liaise with sporting bodies/other authorities on the co-ordination of the events, competitor's documentation and regulations; and
 - g. Procure, co-ordinate and liaise with volunteer officials and services.
11. **Webmaster:** At the direction of the Executive Committee and Publicity Officers, responsibilities include;
 - a. Manage and maintain website to deliver Club and member needs and requirements;
 - b. Design and develop new pages to support marketing activities and events;
 - c. Update the website to include any news stories or promotions associated with upcoming or past events; and
 - d. Assist and support members and website users.
12. **Patrons:** Up to two patrons may be elected at any time. Patrons election should be an agenda item of the Annual General meeting, however, can be resolved at any meeting of the Club.

Patron's shall have no official responsibility but shall assist the club to the best of their ability. They may be responsible for the provision of a yearly award to be known as the "Patron's Cup". They may attend any general meeting or social function should they desire.
13. **Immediate Past President:** Can attend all meetings of the Executive Committee in an Ex-Officio position, with no voting rights. Shall carry out and perform such duties as are delegated by the Executive Committee and/or the club.
14. **Club Captain:** The Club Captain shall organise, conduct and regulate all Tuning Days of the Club, take complete charge and otherwise see that all members conform to the regulations. The Captain shall act as the Competitors presence at any Competition Committee Meeting, holding an Ex-Officio position with no voting rights. The Captain shall assist the Administrative Secretary in maintaining records of all Club properties.
15. **Education Officer:** The Education Officer shall be responsible for the organisation and training of all competitive members of the club. They will liaise with the Club Captain and co-ordinate all the activities pertaining to the sport related education of members of the club. They will have the power to co-opt any person to assist in that training. The Education Officer shall be an Ex-Officio member of the Executive Committee without voting rights. It is recommended that the Education Officer hold or attain at least a Level 1 Coaches certificate through Motorcycling Australia.
16. **MWA Council Delegates:** Shall be elected at the Annual General Meeting to be the Club's representative on the MWA Council, attending as many meetings as possible. Up to two (2) delegates can be elected, with the provision for an emergency delegate. The delegates shall act in the Club's best interests in all matters. They are not empowered to vote for

expenditure from the club's funds without reference to the Executive Committee, or members at a general meeting. The MWA Delegates may be called upon to attend Executive or Competition Committee Meetings in an Ex Officio capacity, with no voting rights.

17. **Chief Scrutineer:** The Executive Committee can appoint a Chief Scrutineer to act as the machine rule interpreter for competitions. The Chief Scrutineer shall be an Ex-Officio member of the Competitions Committee, with no voting rights.
18. **Publicity Officers:** Up to 3 Publicity Officers may be elected by the Club. They shall conduct the publicity of the club in co-operation with the Administrative Officer and Webmaster keeping in close contact with motoring journals and other media groups. They shall arrange pre-publicity campaigns for relevant club events, liaise with advertisers and advertising agents in any media requirement, and inform the media generally as to the results of those activities. Refer to Rule 73 of the Constitution regarding publishing statements about Club business.
19. **Social Committee:** Shall consist of no more than nine (9) financial club members, who shall be responsible for arranging and conducting of Social events. They shall have the power to co-opt any member for assistance that may be required. Request for finances to run social events shall be requested from the Executive Committee.