

**AUSTRALIAN OFF ROAD
RACING ASSOCIATION Inc.**

**ADMINISTRATIVE
REGULATIONS**

1.A	TIME FRAME – MINUTES	3
2.A	DUTIES OF THE AUSTRALIAN OFF ROAD RACING ASSOCIATION INC.	3
3.A	PRESIDENT (CHAIRPERSON)	3
4.A	VICE PRESIDENT	3
5.A	ADMINISTRATIVE ASSISTANTS	3
6.A	SECRETARY	4
7.A	TREASURER / PUBLIC OFFICER / INSURER LIAISON OFFICER	4
8.A	PUBLICITY OFFICER	5
9.A	NATIONAL COMPETITOR RELATIONS OFFICER	5
10.A	NATIONAL TECHNICAL OFFICER	5
11.A	NATIONAL SAFETY COORDINATOR	5
12.A	NATIONAL SCRUTINEER/STEWARD COORDINATOR	5
13.A	RULE OF CONDUCT FOR AORRA MEETINGS	6
14.A	POINTS OF ORDER	6
15.A	AGENDA FOR MEETINGS	6
16.A	CONDUCT OF COUNCIL MEETINGS	7
17.A	CONDUCT OF ANNUAL GENERAL MEETINGS	7
18.A	CONDUCT OF EXECUTIVE MEETINGS	8
19.A	CONDUCT OF SPECIAL GENERAL MEETINGS	8

1. A MINUTES

Within a period of two (2) weeks immediately following the meetings, Minutes of that meeting shall be circulated to each Club Secretary. Such minutes shall record the attendance; the substance of correspondence, business discussed and motions tabled, together with a record of the voting upon each motion tabled, including abstentions.

2. A DUTIES OF THE AUSTRALIAN OFF-ROAD RACING ASSOCIATION INC.

- a) Collecting and remitting relevant fees, levies and other monies.
- b) Issuing and recording member clubs
- c) Keeping records of tribunal decisions and ensuring that penalties and warnings.
- d) Determine conditions and control the National, State and Territory Titles, in conjunction with hosting clubs and or Sub title committee if appointed.
- e) No executive officer shall make any decision without the support of the majority of the executive committee. This must be presented at the next council meeting for ratification.
- f) No more than \$1,000 dollars can be spent without prior endorsement by the full council.

3. A PRESIDENT (CHAIRPERSON)

The President will be elected or appointed for a two (2) year term and will be alternated to the Vice President and Treasurer if unavailable and shall,

- a) Attend all meetings requested.
- b) Preside at all meetings of the Executive, the Council and any other meetings.
- c) Liaise with all clubs on a regular basis.
- d) Carry out the directions of the Council.
- e) Australian Off-Road Racing Association representation to be made at as many State Championship and National events as possible.
- f) Conduct handover to incumbent within a 30-day period of AGM.

4A VICE PRESIDENT

Vice President will be elected or appointed for a two (2) year term & will be alternated to the President shall,

- a) Attend all meetings as requested
- b) Preside in the absence of the President at any meeting of the Council, Executive or any other meeting
- c) Carry out the directions of the Council
- d) To chair calendar subcommittee.
- e) Conduct handover to incumbent within a 30-day period of AGM.

5A ADMINISTRATIVE ASSISTANTS:

5A.1 Insurer Liaison Officer (non-executive / non-voting)

1. a) Attend council and executive meetings when required
1. b) Carry out directions by council and executive
1. c) Honorarium may apply to this position as directed by council.
The Council will set the honorarium
1. d) Liaise with the insurer on matters affecting the association and insurers
1. e) May be incorporated with another position on the committee as required

- 5A.2 **Publicity Officer** (Executive / Voting) will be elected or appointed for a one (1) year term and shall,
2. a) Advise the association on advertising programs
 2. b) Promote the sport of Off-road racing
 2. c) Help clubs with advertising
 2. d) Carry out directions by council and executive
 2. e) Attend council and executive meetings when required
- 5A.3 **Web site administrator** (non-executive / non-voting)– Via Tender on a two (2) year term and shall,
3. a) Update web site with executive officer approval
 3. b) Attend council and executive meeting when required
 3. c) Maintain web website
 3. d) Carry out directions by council and executive
 3. e) A fee may apply to this position via a Tender

6A SECRETARY

Secretary will be elected or appointed for a two (2) year term & will be alternate to the Vice President, Treasurer & shall,

- a) Attend all meetings as requested and record minutes
- b) Keep a complete list of all Affiliated Clubs
- c) Receive all correspondence & forward to relevant persons
- d) Organize all Council, Executive and Committee meetings
- e) Prepare agenda for all meetings
- f) Keep control of the Association's "COMMON SEAL"
- g) Send to all Club Secretary's a list of all nominations for positions that will be declared vacant at the next Annual General Meeting. This information is to be forwarded a minimum of 21 days prior to the elections
- h) Carry out the directions of the Council
- i) Update Club Manuals (General Rules and Constitution).
- j) An honorarium will apply as set by AORRA at the AGM per annum
- k) Conduct handover to incumbent within a 30-day period of AGM.

7.A TREASURER

The Treasurer will be elected or appointed for a two (2) year term and will be alternate to the Secretary and shall,

- a) Issue affiliation fees as required by the Association
- c) Insurance arranging in conjunction with council, paying and queries
- d) Collect all monies due and payable to the Association
- e) Record and bank all monies into the Association's bank account
- e) Keep a complete list of financially affiliated clubs
- g) The number of subscriptions due by each club, along with date the subscriptions are due
- h) Responsible for the preparation a financial report to be presented to the Council and the members for perusal
- i) Responsible for the preparation a financial budget for presentation to the Council at the Annual General Meeting for consideration and approval
- j) Carry out the directions of the Council
- k) An honorarium will apply as set by AORRA at the AGM per annum
- l) Conduct handover to incumbent within a 30-day period of AGM

8A PUBLIC OFFICER (Non-Voting)

- a) Responsible for receiving correspondence sent to the association by the Corporate Affairs Commission
- b) Public Officers need to be aware of the statutory requirements set out in the Associations Incorporation Act, 1985
- c) Can hold another position on the Committee
- d) May be incorporated with another position on the committee as required

9A NATIONAL COMPETITOR RELATIONS OFFICER

The National Competitor Relations Officer will be elected for a two (2) year term and shall,

- a) Attend all meetings as required
- b) Carry out the directions of the Council.
- c) Liaise with Clubs and members on submissions to AORRA in regard to Class and competitor rule submissions.
- d) Amend technical rulings when needed and supply relevant information to members wish to apply for rule adjustments.
- f) Conduct handover to incumbent within a 30-day period of AGM.

10A NATIONAL TECHNICAL OFFICER

The National Technical Officer will be elected for a two- (2) year term and shall,

- a) Attend all meetings as requested
- b) Receive submissions in regard to vehicle and event technical alterations.
- c) Collect and evaluate information and advise the Council and Insurers were necessary.
- d) Ensure a consistent interpretation of competitor issues.
- e) Conduct handover to incumbent within a 30-day period of AGM.
- f) Carry out the directions of the Council

11A NATIONAL SAFTEY OFFICER

The National Safety Officer will be elected for a two- (2) year term and shall,

- a) attend all meetings as requested
- b) Preside and coordinate the Safety Panel and act as the means of communication between the Council and the Panel
- c) Constantly revise and review safety aspects of the sport to ensure competitors and event organizers full support.
- d) Ensure a consistent interpretation of rules
- e) Carry out the directions of the Council
- e) Recommend to the Council all safety improvements and alterations as required.
- f) Conduct handover to incumbent within a 30-day period of AGM.

12A NATIONAL SCRUTINEER/STEWARD COORDINATOR

The National Scrutineer/Steward Coordinator will be elected for a two- (2) year term and shall,

- a) attend all meetings as requested
- b) Preside and coordinate the scrutineers/stewards and act as the means of communication between the Council.
- c) Arrange at least two (2) training sessions per year (AORRA funded)
- d) Ensure a consistent interpretation of rules
- e) Carry out the directions of the Council
- f) Recommend to the Council all scrutineer/steward accreditations
- g) Conduct handover to incumbent within a 30-day period of AGM.

13A RULE OF CONDUCT FOR AORRA MEETINGS

The rules of conduct shall apply to all meetings of AORRA.

- a) Where these rules of conduct or the constitution do not cover a particular situation, the chairperson shall make the ruling.
- b) Meetings shall subject to the presence of a quorum. Commence at the time advised and shall continue until all the business on the agenda is dealt with.
- c) If no quorum is present after thirty minutes of stated starting time, the meeting will not commence and shall lapse.
The agenda for such meeting will be carried over to the next meeting.
- d) Members failing to attend AORRA meetings will be asked by the Chairperson to explain. If a member then fails to attend a further three (3) consecutive meetings, will be deemed unable to carry out their duties, as such will lose the position and be replaced.
- e) Any member wishing to speak at a meeting shall indicate by raising their hand and when acknowledged shall do so through the chair.
- f) When the chairperson stands during a discussion, ALL MEMBERS shall cease discussion, (thus facilitating the closure of across the table arguments). Failure to do so can have such member/s asked to leave the meeting.
- g) Unless "at the discretion of the chairperson" for items requiring urgent attention, only items on the agenda will be attended to. Items to be put on the agenda must be forwarded to the AORRA secretary two(2) weeks prior to the next meeting.
- h) Club members may attend all AORRA meetings BUT cannot participate in anyway unless they have a specific item
place on the agenda at which time the chairperson will call on them to speak.
- i) Motions without notice shall be submitted in writing to the secretary before commencement of meeting. This will be read during general business, a majority vote taken of members before opening discussion. If no majority then item will be placed on agenda for next meeting.
- j) Executive and one (1) delegate from each club only shall sit at the table. All visitors must sit away from the table and adhere to rule 13A

14A POINTS OF ORDER

Any person may at any time rise and address the President on a point of order, but shall confine his observations to the point of order raised which shall be taken immediately the breach of order OCCURS.

A point of order may be taken in regard to any irregularity in the proceedings, for example,

- a) That the motion before the meeting lies outside the scope of the notice calling the meeting.
- b) That there is no quorum present.
- c) That there has been a failure to comply with some Rule or by-law.
- d) That improper language has been used.

A speaker called to order shall be given an opportunity to explain.

The President shall rule on the point of order taken, but may before doing so, permit others to speak briefly provided no new matter introduced.

15A AGENDA FOR MEETINGS

- a) Clubs that wish to have discussion on specific topics will contact the AORRA Secretary two (2) weeks prior, so that it will be included on the agenda for discussion.
- b) The agenda will be adhered to at all times, unless an emergency motion is put forward and seventy five percent (75%) of Council agrees to hear and discuss.
- c) General business if the Executive feels discussion should not take place at that time will recommend adding it to the next Agenda for General Meetings.

16A CONDUCT OF COUNCIL MEETINGS

- a) All meetings will abide by the "RULES OF CONDUCT".
- b) The business of a General Meeting will be conducted as agenda and in the following order.

Welcoming of all delegates and visitors and the reading of any apologies for absence received.

Confirmation or correction and signing of minutes of the previous meeting.

Business arising from previous minutes.

Reading & acceptance of general correspondence.

Business arising from correspondence.

Finance report.

Business arising from financial report.

General reports.

- a. Safety
- b. Officials
- c. Technical
- d. Competitor
- e. State Representative – NSW
- f. State Representative – Qld, WA, NT & Tas
- g. State Representative – SA
- h. State Representative – VIC
- i. Publicity officer

Notices of Motion

General Business

Closure of Meeting

17A CONDUCT OF ANNUAL GENERAL MEETINGS

The Annual General Meeting will be conducted in the following manner.

Welcoming of all delegates and visitors and the reading of any apologies for absence received.

Reading of the minutes from the previous Annual General Meeting and their confirmation or correction and signing.

Following reports:

- 1) Chairpersons report
- 2) Treasurer's report

Appointment of Returning Officer

President declares all positions due for election vacant and hands over meeting to Returning Officer.

Returning Officer will read out names of nominees and reconfirm their intention to contest the position vacant. This will be continued for all positions vacant.

After the confirmation of the nominations the Returning Officer will then ask the Club Delegates to Vote by secret ballot

Only the Club Delegate appointed by the affiliated club will be entitled to vote.

The votes will be collected and counted.

The Returning Officer will then advise the Club Delegates of the successful nominee.

At the completion of the elections the Returning Officer will hand over the chair to the incoming Chairperson.

Discussion on Agenda items.

Minutes to be forwarded to all club secretaries.

Close of Annual General Meeting.

18A CONDUCT OF EXECUTIVE MEETINGS

- a) All Executive Meetings will be conducted under the 'RULES OF CONDUCT'.
- b) The business of an Executive Meeting will be with an agenda and will be conducted in the following manner.

Welcoming of Executive Officers and guests and the reading of any apologies for absence received.

Confirmation or correction and signing of the minutes of the previous Executive meeting

Reading discussion of correspondence addressed to Executive.

Discussion on agenda items.

19A CONDUCT OF SPECIAL GENERAL MEETINGS

- a) A Special General Meeting can only be held after twenty-eight (28) days' notice in writing to the AORRA Secretary listing the purpose of requesting a Special General Meeting.
- b) The Special General Meeting will be conducted in the following manner.
- c) All Special General Meetings will be conducted under the 'RULES OF CONDUCT'.

Welcoming of members and guests and the reading of any apologies for absence received.

Reading of the correspondence concerning the matter for the Special General Meeting.

Moving the Motion and receiving of a Secunder.

If no seconder is received, motion will lapse and Meeting closed.

If seconder is received then the Motion will be opened for discussion. After discussion the Motion is to be re-read and voted upon.

At completion of counting of votes the President will advise the Council of the result.

Close of Meeting.