

STANDING ORDERS

FOR THE

COMPETITION COMMITTEE

OF THE

NEW ZEALAND

FOUR WHEEL DRIVE

ASSOCIATION

OCTOBER 2020



STANDING ORDERS FOR THE COMPETITION COMMITTEE OF THE NEW ZEALAND FOUR WHEEL DRIVE ASSOCIATION INC

1) OBJECTS OF THE COMPETITION COMMITTEE

The objects of the Competition Committee (the “Committee”) shall be to carry out those duties as delegated by the New Zealand Four Wheel Drive Association Incorporated (the “Association”), and to further and improve Four Wheel Drive Competitive activities in New Zealand and the doing of all such things as are incidental or conducive to the attainment of the above object and without limiting the generality of the foregoing more particularly:

- (a) To negotiate and arrange with Private or Public bodies for the access and the use of lands by any affiliated club and to disseminate such information gained to all interested parties.
- (b) To arrange, control and manage Four Wheel Drive competition.
- (c) To consider and settle disputes between Competitors, affiliated clubs or zones.
- (d) To make, maintain and enforce regulations for the control and governing of Four Wheel Drive Competition throughout New Zealand.
- (e) To invest, control and dispose of the funds and property of the Committee as may be considered advisable for the advancement of the sport and in particular, but without in any way limiting the foregoing:
 - i) To invest the same in such securities as are authorised trustee securities.
 - ii) To advance and lend money to any affiliated club or zone with or without interest and upon such terms and conditions as it thinks fit.
- (f) To sell, manage, improve, develop, exchange, lease, dispose of, turn into account or otherwise deal with all or any part of the property or assets of the Committee.
- (g) To receive any gifts or bequests whether subject to any trust, or restriction or not and to administer such gifts, bequests to trusts.

2) MEMBERSHIP

The following shall be members of the Committee:

Every holder of a current competition drivers licence shall be an ordinary member of the Competition Committee.

3) OFFICERS

- (a) The Officers of the Competition Committee (The Executive) shall be the National Competition Officer, Secretary, Treasurer, National Scorer, Three Stewards, Three Scrutineers, one from each Zone.
- (b) Any person holding more than one Office shall be entitled to one vote only.
- (c) The Offices of National Competition Officer, Treasurer and/or Secretary, National Scorer, Three Stewards, Three Scrutineers shall be elected at the Annual General Meeting
- (d) No person who is an employee of the Association or of anybody in which the Association has a financial interest shall be eligible to be an office bearer of the Committee
- (e) Design Safety Team is made up of Four members voted in at the AGM, plus Two Scrutineers.

4) OFFICERS AND OFFICIALS TERM OF OFFICE

The term of Office for all positions listed below shall commence from the Monday after the Annual General Meeting of the National Association, and shall terminate on the Monday after the next Annual General meeting of the National Association.

5) DUTIES OF THE NATIONAL COMPETITIONS OFFICER (NCO)

The NCO shall:

- (a) Preside over all Executive and General Meetings of the Committee. In the event of the NCO not being present at a validly called meeting then the chair shall be taken by any Officer as shall be determined by those Officers present.
- (b) Uphold the Constitution of the Association and these Standing Orders.
- (c) Represent, and be the voice of, the Committee, where able, at any meetings or negotiations with the National Association or other sporting bodies.
- (d) Provide leadership and guidance to the Committee, and ensure that all members receive fair and impartial consideration.
- (e) Co-ordinate as necessary all Official Competitions, including drawing up the calendar of events for the coming season.
- (f) Disseminate all information of relevance on competitive matters to Event Organisers, Officials, and Competitors.
- (g) Oversee the running of the National Finals, and liaise with the Organisers to ensure compliance with any Executive directives.
- (h) Present an Annual Report to the AGM of the National Association.

6) DUTIES OF THE SECRETARY

The Secretary shall:

- (a) Attend all meetings of the Executive or Committee.
- (b) Keep a true and proper record of the affairs of the Committee and shall keep the Minutes of all meetings.
- (c) Conduct all general correspondence and keep copies of such correspondence.
- (d) Maintain a roll of all current holders of Competition Driver's Licences and Navigator Tickets.
- (e) Give due Notice of all meetings and within one month after any Executive or General Meeting of the Committee, send out the Minutes of such meetings to the Executive.

7) DUTIES OF THE TREASURER

The Treasurer shall:

- (a) Keep the books and accounts of the Committee.
- (b) Issue Competition Driver's Licences and Navigator Tickets, and advise the Secretary accordingly.
- (c) Render all such financial statements as the Executive or the National Association may require.
- (d) Issue receipts for all incoming funds.
- (e) Pay all accounts after approval is given by the Executive or the Committee.
- (f) Prepare the Annual Statement of Accounts and Balance Sheet and submit for auditing to the National Association Treasurer.

8) DUTIES OF THE DESIGN SAFETY TEAM

- (a) Check all roll cage failures and report recommendations to ENCC
- (b) Check any design that does not comply with these regulations, give recommendations to ENCC.

9) MANAGEMENT

The management of the Committee shall be vested in the Executive. The Executive shall exercise all the powers of the Committee except for those matters expressly reserved for the Committee in general meeting.

10) MEETING OF THE EXECUTIVE

A meeting of the Executive shall be held at a minimum of twice a year and may be called at any time by the Secretary by notice in writing stating the time and place of the meeting and the business to be discussed at least 28 days before the appointed time. It shall be sufficient that such notice be given by telephone, fax or post.

11) POWERS RESTRICTED TO THE COMMITTEE IN GENERAL MEETING

The following powers shall be restricted to the Committee in general meeting.

- (a) The alteration of these Standing Orders.
- (b) The alteration to the Competition Regulations.
- (c) The Election of officers.
- (d) To determine the amount of fees payable for Licences.
- (e) Such other powers as may be expressly reserved by these rules or by the Annual General Meeting of the Committee from time to time.

12) REMOVAL OF OFFICERS

Any Officer subject to a vote of no confidence by not less than a two-thirds majority, shall cease to hold office on the Executive. The Secretary shall advise the National Executive of any such decision.

13) COMPETITORS CONFERENCE

- (a) The Competitors Conference shall be held at the 4th round of the National Series, with any additional conferences to be held at the 5th round. Notice of time and place shall be given by the Secretary, in writing and not less than 21 days before the conference. Such notice shall be sent to each ordinary member of the Competition Committee.
- (b) The aim of the Competitors Conference is to discuss any proposals made to alter the Standing Orders/Competition Regulations.
The conference(s) shall take place at the 4th round of the National Series with any further discussions to be held at the 5th round.
During the conference, proposals shall be discussed with any adjustments/alterations allowed to be made as well as the addition or removal of proposals.
- (c) At the conclusion of the (final) Competitors Conference, the proposals to alter the Standing Orders/Competition Regulations shall be deemed to be final.

14) GENERAL MEETING

- (a) The Annual General Meeting of the Committee shall be held at least 28 days prior to the Zone AGM(s). Notice of time and place shall be given by the Secretary, in writing and not less than 28 days before the meeting. Such notice shall be sent to each member of the Executive and to the Secretary of each affiliated club.
- (b) The annual report shall be submitted by the Executive and the annual balance sheet shall be submitted by the Treasurer. Copies of the balance sheet shall be sent with the notices of the meeting. The order of business shall be as follows:
 - i) Apologies for absence.
 - ii) Minutes of previous Annual General Meeting.
 - iii) Annual Report and Balance sheets of the Committees.
 - iv) Motions of which notice has been given pertaining to the Standing Orders.
 - v) Motions of which notice has been given pertaining to the Competition Regulations.
 - vi) Election of Officers.
 - vii) Reimbursement of expenses to Committee officers.
 - viii) Licence Fees.
 - ix) General Business.
- (c) The quorum of all general meetings shall consist of fifteen Members present.
- (d) All proxies must be in writing, and shall be presented to the Secretary prior to the commencement of the meeting for ratification. If valid, the proxy shall be accepted.
- (e) If there is no quorum the meeting shall be adjourned, and the Secretary shall call a special meeting as set down herein.
- (f) Special General Meetings may be called at any time by the Secretary if directed by the Executive or upon requisition of not less than ten Members. The secretary shall give notice of such meetings stating the time and place and business of such meetings not less than 28 clear days before the meeting time appointed for such meeting. The date of the Special General Meeting requisitioned for shall be a time within 42 days of the date of the receipt of the notice of requisition by the Secretary. Only specific business laid down in writing lodged with the Secretary may be dealt with at the meeting.

15) VOTING AT GENERAL MEETING

- (a) Each Member shall have one vote, and the Chairman shall have a casting vote.
- (b) Amendments to the Standing Orders and/or Competition Regulations shall be passed by not less than a two-thirds majority. All other matters shall be decided by a bare majority.
- (c) At the AGM new remits can be amended by ruling to improve the wording to suit, for voting on the day.

16) POSTAL BALLOT OR EMAIL BALLOT

Any item of business other than amendments to the Standing Orders, may at the discretion of the Executive, be referred to a postal ballot or email ballot. The Secretary shall despatch to each Member, details of the motion to be decided, together with a ballot paper. The closing date for return of ballot papers shall be not less than 28 days following their date of despatch.

17) MISCONDUCT

- (a) Any Member whose conduct is considered by the Executive to be prejudicial to the aims and objectives of the sport of four wheel driving, shall have their competition driver's licence and/or navigator's ticket suspended forthwith.
- (b) Any Member subject to such suspension shall have a right of appeal to the Committee at general meeting and as further defined in the Constitution of the National Association.

18) FINANCE

- (a) The funds of the Committee shall be devoted to the furtherance of the objects of four wheel drive competitive activities.
- (b) All monies shall be banked in the name of the Committee in an appropriate account at a bank.
- (c) All payments shall be made by cheque duly signed and passed for payment by the Executive. All cheques shall be signed by any two of the NCO, Secretary, Treasurer or one Member appointed for that purpose.
- (d) An imprest petty cash account of \$500.00 shall be allowed the Secretary.
- (e) The Executive shall have the power to open special accounts.
- (f) The financial year shall be from the 1st day of January to the 31st day of December of the same year.
- (g) The expenses of Officers shall be paid retrospectively as may be deemed fit at the Annual General Meeting.
- (h) No part of any income or other funds of the Committee may be used or be available to be used for the private pecuniary profit of a Member.
- (i) Reimbursements to cover costs and expenses incurred during the business or other activities of the Committee may be made to members.
- (j) No member of the National Association, or any person associated with a such a member, shall participate in or materially influence any decision made by the Committee in respect of the reimbursement or payment to or on behalf of that member or associated person whatsoever.

19) ALTERATIONS TO STANDING ORDERS AND/OR COMPETITION REGULATIONS

- (a) Alterations to Standing Orders may only be made at General Meeting by resolution carried by a not less than two-thirds majority of the votes exercised by Members.
- (b) Alterations to Competition Regulations may be made either by postal ballot, email ballot, or at General Meeting. In either case, resolution must be carried by a not less than two-thirds majority of the votes exercised by Members.
- (c) A Special General Meeting to make alterations to the Standing Orders and/or Competition Regulations may be called by the Executive, or by the Secretary upon receipt of a Member's petition as defined herein. The Notice of Meeting and proposed alterations must be received by Club Secretaries no less than 28 days before the date of the Special General Meeting.
- (d) Proposals to amend the Standing Orders and/or Competition Regulations at the Annual General Meeting shall be forwarded in writing to the Secretary before the 3rd round, with further adjustments, additions or removal of the proposals to be made at the Competitors Conference.
- (e) In the situation where there are multiple remits that conflict with each other, there will be a preliminary vote on which sole remit will go forward to be voted on as an alteration to the Standing Orders/Competition Regulations.

- (f) All alterations to these Standing Orders shall be forwarded to the Executive of the National Association for ratification. All such changes will only take effect following such ratification.
- (g) The Executive Council of the National Association, at its absolute discretion, may alter these Standing Orders.

20) VALIDATION

No action taken by the Executive or any person acting under the powers delegated to them by the Committee or Executive shall be deemed to be invalidated by reasons only of an inadvertent irregularity provided that such action is ratified at the first meeting of the Executive or Committee subsequent to the discovery.

21) INDEMNITY CLAUSE

The Executive and their servants shall be indemnified by the Committee against expenses incurred in or about the discharge of their duties except such as happens to be their own wilful act, neglect or default.