



# Terms of Reference:

Revised June 6, 2015

## **1. TITLE:**

The name of the committee shall be National Superkart Association of Australia (NSA).

## **2. PURPOSE/FUNCTION:**

**The purpose of the NSA is to:**

1. Co-ordinate, across all states, all levels of Superkarting other than Australian Championship and International Championship events.
2. Consult and liaise with the "Category Manager" of any Australian Championship and International level competition.
3. Provide advice to the AMRC on Superkart Technical Regulations (STRs).
4. Provide advice to the AMRC on Sporting and Standing Regulations that have an effect on superkarting.
5. Provide information flow between the CAMS affiliated State Superkart clubs (hereafter referred to as the State Superkart Clubs or State Clubs) and through this promote positive communications in Superkarting.

### **3. STRUCTURE:**

#### **i. Chairperson.**

A chairperson will be nominated from the voting representatives in the Association or from outside the Association, by the members of the Association.

The Chairperson shall be elected by the Association for a period of 12 months running from January to December of the following year. If that elected Chairman was a Superkart Club representative, then ceases to be a Superkart Club representative, he shall resign from the Chairman role and a new Chairman will be elected by the NSA for the remainder of the term of office, this new Chairman possibly being the same one that has just resigned as a Club representative. Their responsibilities include (in conjunction with any administrator/secretary elected by the NSA):

1. Scheduling meetings and notifying Association members;
2. Inviting specialists to attend meetings when required or requested by the Association;
3. Guiding the meeting according to the agenda and time available;
4. Ensuring all discussion items end with a decision, action or definite outcome;
5. Ensuring that all discussion is conducted appropriately and in a polite and respectful manner; and
6. Review and approve the draft minutes before distribution;
7. Coordinate email exchanges between the representatives, seek and maintain voting using emails, and maintain a record of such voting, for ratification at the next direct contact meeting.
8. Liaise with CAMS and with the Championship Manager on behalf of the NSA, or delegate this role to another person where it is deemed appropriate.

The Chairperson will hold equal voting rights only as a representative of their state club. If not a state club representative, that Chairperson will not have a vote. If the Chairperson is not available at any combined meeting (by phone or face to face), those present will elect an interim Chairperson from amongst their number. If the Chairperson is not available at any time that email business is being conducted, the Secretary shall act as the Acting Chairperson. If he/she is not available, the representatives there will elect a Chairperson for the meeting.

#### **ii. Representatives.**

1. The current State Superkart clubs (being Vic., NSW, QLD, SA.) will have equal representation within the Association, together with any Superkart club formed and affiliated with CAMS in the states which do not currently have a Superkart Club represented. Other Superkart clubs may be invited to join the NSA by invitation of the existing NSA at the time. A State Superkart club is defined as a club which at the time of writing is the club representing Superkarting in a state or territory of Australia.

2. Two members from each current State Superkart Club are to act as representatives in the Association with at least one representative preferably being an executive or committee member of their State club. Each of those representatives will hold 1 vote for use each time a vote is called for by the chairperson.

3. New clubs must be affiliated with CAMS then invited by the current NSA to be included in the Association.

4. The current member State Superkart Clubs at the time of issue of these TORs are:- Adelaide Superkart Club, Victorian Superkart Club, Superkart Club of New South Wales, and Queensland Superkart Club.

**iii. Term of appointment:**

1. Each Member Club will, at the time of their AGM meeting, appoint two representatives to represent their club in the Association for the following twelve months from the date of that meeting. Casual vacancies will be filled by the Executive of the Member Club at the time of the vacancy being identified, and that appointment shall be for the remainder of the term being vacated.
2. Representatives are able to be renominated by their club each year.

**iv. Removal of a representative:**

Member Club representatives will cease to be a representative to the Association if they:

1. Resign from the Association or from their club, or become deceased,
2. Fail to attend 3 consecutive meetings or fail to regularly participate in email exchanges and votes without providing apologies accepted by the Chairperson,
3. Act in a manner that breaches these Terms of Reference or is deemed to have brought the sport into disrepute as defined below,
4. A Member Club may by written notice to the Association remove their nominated representative. Written notice must be provided on club letterhead or by email and be signed or authorised by a minimum of two executive members of the club.
5. A Member Club may be given written notice that one of their representatives has breached the TOR of the NSA and they should consider the replacement of their representative.

Unless withdrawn as a representative by their club, a representative who has breached the Terms of Reference or is deemed to have brought the sport into disrepute may only be removed from the Association by the calling of a special or extraordinary meeting at which 75% of the available votes at the meeting support the said removal. Such a meeting must be requested by at least 75% of the Association representatives.

It will be considered a breach of these Terms of Reference if a representative fails to act in a polite and respectful manner to other representatives on the NSA, or to other persons outside the NSA.

As an interim procedure, prior to the removal of a representative is exercised as above:

1. The representatives will act with dignity towards each other at all times. They will refrain from using inflammatory, insulting or profane language towards each other, whether in speech or written word. Where this standard is not achieved, the Chairman shall have the right to suspend a delegate for a period of time announced at that time.
2. Where a representative is persistently offensive to other delegates or other persons outside the NSA, or where that delegate acts in a manner likely to miss-represent the NSA or to bring the NSA into disrepute, the NSA may request the club represented by that delegate to remove that delegate from the position as detailed above.

#### **4. MEETINGS AND CONTACT:**

1. Primary contact for this group will be via email.
2. Teleconferencing will be made available as a combined meeting of all parties when considered appropriate by the Chairperson.
3. An annual face to face meeting is recommended, though not compulsory. All states must agree to the calling of a face to face meeting including its time and location.
4. A quorum of members must be present before a meeting can proceed. Seventy five percent of the current representatives of the Association, including or plus a Chairperson if not a representative, present or in proxy held by a present representative or by the Chairman or Acting Chairman, constitute a quorum.
5. Minutes must be taken for all combined face to face or teleconferenced meetings. The Secretary will maintain records of discussion and voting by email.
6. Items/Motions should ideally be put forward for the agenda of any face to face or teleconference meeting, which will then be forwarded to each representative no less than 7 days prior to a meeting. Details of any such item/motion (as a part of, or an attachment to the agenda) must be forwarded to each representative for consideration by their club and their members prior to the scheduled meeting. Motions that are not distributed within this time frame may be postponed by the meeting.
7. Following reasonable discussion on proposals and motions, matters to be decided by email must be distributed to each representative in full detail, with a

simple request for a YES, NO, or REFER TO A COMBINED MEETING answer being required. Unanswered emails requiring a decision must be followed up by a telephone call from the Chairperson or NSA Secretary to ascertain whether the representative is available for an answer or not. A refusal or failure to answer within five working days will be taken as a non-vote and thus will not be counted towards the 75% vote required from those available.

8. Persons external to the Association may be invited to attend a meeting at the request of the Chairperson on behalf of the association to provide advice and assistance where necessary. The NSA representatives must be informed of this in advance of the meeting. Such a person will have no voting right and may be requested to leave the meeting at any time by the chairperson. Such persons may also be included in an email exchange, at the discretion of the NSA representatives.

#### **5. VOTING:**

1. Any decisions of the association will be made by the holding of a vote.
2. A motion/item is deemed to have passed if it is supported by 75% of the available votes (to the nearest complete number) at the Meeting or within the set timeframe. Where there is two complete numbers equally nearest to the 75%, the Chairman will decide which number is to be applicable.
3. A representative who is unable to attend any specified meeting is permitted to submit their vote by proxy to the second Member Club representative or to the Chairman or Acting Chairman if appropriate. The proxies must be announced at the beginning of the meeting, if not earlier by email.

#### **6. VACANT POSITIONS:**

Any vacant positions will be filled on a casual basis from their respective club until the term of office has expired. It will be the responsibility of the Member Club from which the vacancy exists to select a casual representative.

#### **7. CHANGES to TECHNICAL, STANDING, or OTHER REGULATIONS:**

1. Proposal Submissions from any source relating to technical or standing regulations may be received by the NSA and initial discussions ensue to establish the viability and suitability relating to the objectives of the NSA of the subject matter. Proposal Submissions may proceed through discussion stage to the NSA Draft Submission stage. This progression forms the promulgation process. Following a proposal reaching the NSA Draft Submission, the submission must be put to each Member Club and must be commented on by each Member Club's CAMS appointed scrutineer or other appropriate person, such comments being made available to all the Association representatives. Feedback from DRIVERS in a said class should be sought by the Association

representatives from their club members, and a summation of these opinions should be presented to the Association by the representatives.

These submissions to the Member Clubs relating to changes of CAMS Superkart Technical or Standing Regulations require at least 6 weeks' notice after promulgation before any voting by the Association takes place. In cases of Force Majeure, or in matters of safety, the NSA representatives may make a decision in a lesser time, but then must inform their club of the circumstances of the vote and the decision as soon as is possible. Such matters which are not a matter of safety or necessary urgency and not covered as above, where a decision is reached by the delegates without reference to the clubs, will sit on the table for one month before confirmation and action, in order that the clubs may have a chance to comment.

2. Once the Association has reached agreement on a submission, that submission is forwarded to the AMRC of CAMS asking for the CAMS Superkart Technical or Standing Regulations to be changed or the requested action be taken.
3. The NSA may institute and recognise a technical advisory group, under conditions agreed to by the NSA at the time, for the purpose of providing advice to the NSA on technical matters, prior to the matter being taken to the clubs.

#### **8. AMENDMENTS:**

Proposals from the NSA to alter these terms to meet the current needs of the Association must be supported by at least 75% of the available votes (to the nearest complete number). The amendments must have been supported by their respective state clubs, and will be forwarded to CAMS and the AMRC for their records.

End of Terms of Reference.

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