

THE CONSTITUTION
OF THE
TRINIDAD AND TOBAGO KARTING ASSOCIATION

1. NAME

The name of the Association is Trinidad and Tobago Karting Association hereinafter referred to as “the Association”

2. OBJECTS

The objects of the Association are:

- 2.1 To encourage participation and promote all aspects of karting.
- 2.2 To arrange, control and regulate kart racing in Trinidad and Tobago.
- 2.3 To encourage and emphasize healthy competition without discrimination on the grounds of creed, race, politics, religion, economic wealth or social standing.
- 2.4 To promote the need for safety in motorsport as well as safety on the public roads of Trinidad and Tobago.
- 2.5 To at all times foster and promote mutual trust and confidence between Association members.
- 2.6 To at all times act in the interests of karting.

3. ATTAINING OBJECTS

- 3.1 The Association shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the Association.

4. PROPERTY OF THE ASSOCIATION

- 4.1 The Association must apply all property and income of the Association towards

the promotion of the objects or purposes of the Association. No part of that property or income shall be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of the objectives stated in Article 2.

5. POWERS OF THE ASSOCIATION

- 5.1 To acquire, hold, deal with, and dispose of any real or personal property;
- 5.2 To open and operate bank accounts;
- 5.3 To invest its money-
 - (i) in any security in which trust moneys may be invested; or
 - (ii) in any other manner authorised by the rules of the Association;
- 5.4 To borrow money upon such terms and conditions as the Association thinks fit.
- 5.5 To give such security for the discharge of liabilities incurred by the Association as the Association thinks fit.
- 5.6 To appoint agents and employees to transact any business of the Association on its behalf for reward or otherwise;
- 5.7 To build, construct, erect, maintain, alter and repair any premises building or other structure of any kind and to furnish equip and improve the same for use by the Association;
- 5.8 Accept donations and gifts in accordance with the objects of the Association;
- 5.9 Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the Association;
- 5.10 Provide gifts and prizes in accordance with the objects of the Association;
- 5.11 Organise social events for Members and the promotion of the Association; and
- 5.12 To enter into any other contract the Association considers necessary or desirable.

6. MEMBERSHIP

- 6.1 Membership shall be open to any person who wishes to further the interests of the Association.

6.2 Any person seeking membership shall make application to the Management Committee, and the Management Committee shall determine whether the application is successful or not. No application shall be refused on grounds other than reasonable ones and the Management Committee shall not discriminate on grounds of creed, race, political affiliation or opinion, religion, economic wealth or social standing.

6.3 Membership Categories:

6.3.1 ORDINARY MEMBER

Any person who is a financial member of the Association is entitled to hold any office and enjoy the privileges of the Association.

6.3.2 SOCIAL MEMBER

Persons other than ordinary members who are interested in promoting the Association, but who do not wish to participate in the competitive activities of the Association, may become a Social Member. Such members shall not be entitled to vote or hold office in the Association.

6.3.3 JUNIOR MEMBER

Any person under the age of 18 years may become a Junior Member. Junior Members shall have no voting rights nor be entitled to hold any office.

6.3.4 TEMPORARY MEMBER

The Management Committee may admit any member to temporary membership of the Association for a period of 3 months at a time. Temporary Members shall be entitled to all the rights and privileges of the Association save and except that he or she shall not be entitled to vote or hold office in the Association.

6.3.5 HONOURARY MEMBER

Honourary members shall be appointed by the Management Committee as it sees fit. Their qualifications shall include professional, public or sporting distinctions related to the furtherance of the Association's aims and objectives. Such members shall not be entitled to vote or hold office in the Association. There shall be no more than 2 appointments of Honourary members per year.

6.3.6 LIFE MEMBER

The Management Committee as a Life Member may elect any member who has given outstanding service to the Association. Any member may nominate a person to the Management Committee for consideration for Life Membership. There shall be 1 appointment of a Life Members every two years.

6.3.7 PATRON

The Association may, at its discretion, elect a patron/s or vice patron/s of the Association for such period as may be deemed necessary. Such patron/s or vice patron/s shall not be eligible to vote unless they are current members of the Association under another category of membership that is entitled to vote.

- 6.4 The Management Committee shall appoint a member of the Management Committee to maintain an up to date register of members of the Association.
- 6.5 A Member may at any reasonable time inspect the records and documents of the Association. Any associated costs to the Association shall be for the Member's account.
- 6.6 Members in each category shall pay Membership fees as fixed by the Management Committee. The Association in General Meeting may also require Members to contribute to the funds of the Association by way of a special levy.
- 6.7 All Members joining the Association shall be deemed to have accepted the terms of this Constitution and any By-Laws from time to time adopted by the Association, in particular but without prejudice to the forgoing generality, the requirement to conduct themselves in accordance with the Association's ethical framework and the bye-laws as to discipline set out therein.

7. MEMBERSHIP FEES

- 7.1 The Management Committee in its absolute discretion shall have the power to fix the entrance and annual subscription fees from year to year.
- 7.2 Every application for membership in the Association shall be accompanied by an entrance fee of \$300.00. In the event that application is unsuccessful, this fee shall be refunded in full.

- 7.3 Except in accordance with Article 7.4, every person admitted to the Association as Ordinary, Junior or Social Member shall pay an annual subscription fee of \$300.00 which shall be payable on the first working day of the year. A successful Ordinary, Junior or Social Member's entrance fee shall be applied towards his or her subscription fee for that year of joining.
- 7.4 Families (i.e. two or more immediate family members, for example, husband and wife, father and son, father, mother and son) shall pay an annual subscription fee of \$400.00. **Family membership for siblings becomes void when they attain the age of 18 years. At that time they can become Full members at the appropriate membership fee.**
- 7.5 Temporary Members shall pay a subscription fee of \$300.00 per three month period. A successful Temporary Member's entrance fee shall be applied towards his or her first period of membership.
- 7.6 Patrons and Vice-Patrons, Honorary Members shall not pay entrance or annual subscription fees.
- 7.7 Life Members from the year after their appointment as such shall not pay annual subscription fees.

8. TERMINATION OF MEMBERSHIP

- 8.1 Any Member's membership may be terminated by the following events:
- (i) Resignation;
 - (ii) Expulsion in accordance with Article 8.2;
 - (iii) The Member's annual subscription fee remaining unpaid after 30 days of it becoming due.
- 8.2 If any member of the Association is found after due inquiry to have-
- (i) made a statement which he or she knew to be false in his or her application for membership in the Association;
 - (ii) breached any rule, regulation or bye-law of the Association;
 - (iii) acted in a manner detrimental to the Association or in a manner so as to bring the Association or the sport of kart racing into disrepute.

the Management Committee shall have the power to-

- (a) censure or reprimand;
- (b) suspend for a period not exceeding 2 years;
- (c) expel

the Member of the Association.

- 8.3 Any Member who is expelled, suspended or has their membership terminated, shall have an appeal as of right against their expulsion, suspension or termination by presenting their case to a General meeting called for such purpose, and the decision of the General Meeting shall be final.

9. MANAGEMENT COMMITTEE

- 9.1 Management of the Association shall be vested in the Management Committee elected by the Members of the Association at the Annual General Meeting and consisting of:

President
Vice-President
Secretary
Treasurer
Competition Chairman

- 9.2 No person shall hold more than one position on the Management Committee at any one time. A person shall cease to be a member of the Management Committee **at the conclusion of the year end report** at the Annual General meeting which follows his/her election or until a successor has been duly elected and he/she will be eligible for re-election.
- 9.3 A quorum of the Management Committee shall be half of its members plus one **rounded upwards**.
- 9.4 If the President or Vice-President is unable to attend, then a chairperson nominated by the meeting shall chair the meeting.
- 9.5 A member of the Management Committee may lose his/her seat for either of the following:
- 9.5.1 Absence from three or more Management Committee meetings without a

leave of absence.

9.5.2 Found not to be a financial Member of the Association

10. POWER OF THE MANAGEMENT COMMITTEE

- 10.1 The Management Committee shall carry out the day-to-day running of the Association and shall have the power to:
- 10.1.1 Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account.
 - 10.1.2 Fix the manner in which such banking accounts shall be operated upon, providing the Management Committee passes all payments.
 - 10.1.3 Fix fees and subscriptions payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof.
 - 10.1.4 Adjudicate on all matters brought before it which in any way affect the Association.
 - 10.1.5 Cause minutes to be made of all proceedings at meetings of the Committee and General Meetings of members.
 - 10.1.6 Make, amend and rescind rulings and By-laws.
 - 10.1.7 Form and appoint any sub committee/s as required for specific purposes.
 - 10.1.8 At their discretion employ a person or persons to carry out certain duties required by the Association, at salaries or remunerations for such period of time, as may be deemed necessary.
 - 10.1.9 Appoint a successor should a vacancy occur on the Management Committee during the season until the next Annual General Meeting.
 - 10.1.10 Appoint an officer/s or agent of the Management Committee to have custody of the Association's records, documents and securities.

11. AUDITOR

- 11.1 The Annual General Meeting shall elect or appoint an Auditor or Auditors.
- 11.2 The Auditor/s shall examine and audit all the books and accounts of the Association annually, and have the power to call for all books, papers, accounts, receipts etc., of the Association and report thereon to the Annual General Meeting.

12. GENERAL MEETINGS

12.1 ANNUAL GENERAL MEETING

- 12.1.1 The Annual General Meeting of the Association shall be held on a day in the month of January of each year. The day, time and place of the Annual General Meeting shall be selected by the Committee
- 12.1.2 The Secretary shall give at least fourteen (14) days notice of the date of the Annual General Meeting, to members.
- 12.1.3 All financial members may attend the Annual General Meeting.
- 12.1.4 The quorum at the Annual General Meeting, shall be a minimum of 20 members. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.
- 12.1.5 The agenda for an Annual General Meeting shall be:
- Opening of Meeting
 - Apologies
 - Confirmation of Minutes of previous Annual General Meeting
 - Presentation of Annual Report
 - Adoption of Annual Report
 - Presentation of Treasurer's statement
 - Election of New Executive and appointment of Auditor
 - Vote of thanks to outgoing Executive
 - Determination of Annual Membership Fee
 - Notice/s of Motion
 - Urgent general business
 - Closure

12.2 GENERAL MEETINGS

- 12.2.1 General Meetings may be called by the Management Committee or at the request of the President and Secretary
- 12.2.2 The Secretary shall give at least seven (7) days notice, in writing, of the date of the General Meeting to the Members. Notice of General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting.
- 12.2.3 An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least 10% of the Members of the Association. The Committee shall also have the power to call an Extraordinary General Meeting by a decision of simple majority of its members.
- 12.2.3 The quorum at a General Meeting or an Extraordinary General Meeting shall be a minimum of 20 Members.

13. VOTING

13.1 VOTING POWERS AT THE ANNUAL GENERAL MEETING AND GENERAL MEETINGS

- 13.1.1 The President shall be entitled to a deliberate vote and, in the event of a tied vote, the President shall exercise a casting vote,
- 13.1.2 Each individual financial member present shall have one (1) vote,
- 13.1.3 Members absent may vote either by proxy or by sending their votes in writing in advance of the Meeting to the Secretary

13.2 VOTING POWERS AT MANAGEMENT COMMITTEE MEETINGS

- 13.2.1 The President shall be entitled to a deliberate vote, and, in the event of a tied vote, the President shall exercise a casting vote.
- 13.2.2 Each individual committee member present shall have one (1) vote.

14. FINANCE

- 14.1 All funds of the Association shall be deposited into the Association's accounts at such bank or recognised financial institution as the Management Committee may determine.

- 14.2 All accounts due by the Association shall be paid by cheque after having being passed for payment at the Management Committee Meeting and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next Management Committee Meeting.
- 14.3 The Secretary shall not spend more than a set amount Petty Cash without the consent of the Management Committee, and shall keep a record of such expenditure in a Petty Cash Book.
- 14.4 A statement showing the financial position of the Association shall be tabled at each Management Committee Meeting by the Treasurer.
- 14.5 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to such financial report.
- 14.6 The financial year of the Association shall commence on 1st December in each year. The accounts, books and all financial records of the Association shall be audited each year.
- 14.7 The signatories to the Association's account/s will be the Treasurer and any one (1) from the following:
- President
 - Vice President
 - Secretary
 - Treasurer
 - Competition Chairman
- 14.8 All property and income of the Association will apply solely to the promotion of the objects of the Association and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

15. COMMON SEAL

- 15.1 The common seal of the Association shall be kept in the care of the Secretary.
- 15.2 The seal shall not be used or affixed to any deed or document except pursuant to a resolution of the Management Committee and in the presence of at least the President and two members of the Committee, both of whom shall subscribe their names as witnesses.

16. ALTERNATIONS TO THE CONSTITUTION AND BY-LAWS

- 16.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or General Meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to Members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a General Meeting called for such purpose.
- 16.2 The Secretary shall forward such notices of motion to each Management Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a General Meeting.
- 16.3 Alterations to the By-laws can be made only at Management Committee Meetings provided notice of the proposed alteration/s has been duly notified to Committee Members.
- 16.4 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to a vote at the Annual General Meeting, General Meeting or Management Committee Meeting, as the case may be.
- 16.5 Within one month of the passing of a Special Resolution for the purpose of altering this Constitution or By-laws, the Secretary shall take such steps as are necessary to bring the alteration into force

17. DISSOLUTION

- 17.1 If at any General Meeting a resolution for the dissolution of the Association shall be passed by a majority of the Members present and such resolution shall at an Extraordinary General Meeting held not less than one month thereafter at which not less than one half of the member are present be confirmed by a resolution passed by a two-thirds majority, the Committee shall thereupon proceed to wind up the Association.
- 17.2 If, on the winding up of the Association, any property of the Association remains after satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of that winding up, that property shall be distributed to another incorporated association having objects similar to those of the Association. If no such incorporated association exists then that property shall be

distributed among Ordinary Members of the Association in proportion to the amount each Ordinary Member has paid in subscriptions.