

SOCIETY ACT

CONSTITUTION

1. The name of the Society is Capital City Kart Club
2. The purposes of the Society are:
 - a) to promote karting on Vancouver Island
 - b) to oversee and set rules for karting within the Society
3. Upon dissolution of the Society, its property and assets remaining shall be donated to a non-profit Canadian organization, which organization has similar purposes and objectives to the Society, and this provision of the Constitution is unalterable.
4. The above purposes of the Society shall be carried out without the purpose of gain for its members and any profits of other increase to the Society shall be used for promoting its purposes.
5. No director or officer shall be remunerated for being or acting as a director or officer but shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the Society.

Bylaws of: The Society

Part 1 – Interpretation

1. In these By-laws, unless the context otherwise requires
 - “chair” means the President or Chairman
 - “club” means the Society, Capital City Kart Club
2. Words importing the singular include the plural and vice versa and words importing male person include a female person

Part 2 – Membership

3. An individual or family may apply to the Treasurer for membership in the Society
4. Eligibility for family membership shall be determined (one vote per family) based on the definition, “members of immediate family residing at the same address or place of residence”.
5. A day membership, valid for one day only, shall be permitted once per year per person,
6. Every member must uphold the constitution and comply with these By-laws

7. Membership fees for all classes of members shall be determined each year at the annual general meeting of the Society
8. Membership in the society shall be for a term of one year, commencing January 1 of each year and expiring on December 31 of each year. Membership is renewable upon the payment of annual dues on or after January 1 of each year.
9. Members are entitled to participate in all of the Society's activities in which they meet the requirements set forth from time to time by the Rules Committee, pertaining to safety and competitor classes and recognized standards of behaviour.
10. Any member may nominate another member for life membership in the Society. Nominees will have been a member for at least fifteen (15) years and will have contributed significantly to the Society. The nomination will be voted upon by the membership at the AGM and will need a two thirds (66%) majority vote in favour to pass. Life memberships will receive a special membership card and be entitled to all the benefits of a regular membership.
11. Members may be dismissed from the Society and membership cancelled by a special resolution of the Society subject to a two thirds (66%) majority vote. Any member who has been dismissed shall have the right to make an appeal of judgement to the entire Society. The Society will have final judgement on all appeals. Any member of a "family membership" group, who has been suspended, shall be treated as an individual.
12. Dismissed members may re-apply for membership in the Society after serving their suspension period. Acceptance of re-application shall be by a two-thirds (66%) majority vote at an annual general meeting.

Part 3 – Meetings of Members

13. General meetings of the Society shall be held at the time and place, in accordance with the Society Act, that the Directors decide.
14. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
15. An annual general meeting of the Society must be held once every calendar year and not more than 13 months after the last preceding annual general meeting
16. Members shall be notified two (2) weeks in advance of an annual general meeting or special meetings, by mail or by electronic means.
17. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

Part 4 – Proceedings at General Meetings

18. Roberts Rules of Order are the rules of order of the Society

19. Special business is:
- a) all business at an extraordinary general meeting except the adoption of rules of order, and
 - b) all business conducted at an annual general meeting, except the following:
 - i. The consideration of the financial statements
 - ii. The election of directors
 - iii. The other business that, under these by-laws, ought to be conducted at an annual general meeting
 - iv. The determination of fees for membership in the Society
20. The quorum required to transact business at any meeting of the Society shall be eleven (11) members.
21. All members, except one day members, have voting rights at general and special meetings. In the case of a family membership where a discounted membership fee is established, the family unit will have one vote.
22. Proxy votes will not be permitted.

Part 5 – Directors and Officers

23. The president, first vice-president, second vice-president, secretary, treasurer, race director and assistant race director are directors of the Society.
24. a) The directors must retire from office at each annual general meeting when their successors are elected
- b) Separate elections must be held for each office to be filled.
- c) An election may be by acclamation, otherwise it must be by ballot
- d) If a successor is not elected, the person previously elected or appointed continues to hold office.
25. If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director
26. The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
27. A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.

Part 6 – Proceedings of Directors

28. a. The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meeting and proceedings, as they see fit.
- b. A director may at any time convene a meeting of the directors.
29. a. The directors may delegate any, but not all, of their powers to committees consisting of the director or directors, member or members, as they think fit.

- b. A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors and must report every act or thing done in the exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
- c. The members of a committee may meet and adjourn, as they think proper.

Part 7 – Duties of Officers

- 30. The president has the following duties and responsibilities
 - a. to preside at all meetings of the society and of the directors.
 - b. the president is the chief executive officer of the society and must supervise the other officers in the execution of their duties.
 - c. To act as a signing authority on the society's bank accounts
 - d. The president is an ex-officio member of all committees of the society.
- 31. The first vice-president has the following duties and responsibilities:
 - a. to carry out the duties of the president during the president's absence.
 - b. to act as a signing authority on the society's bank accounts
 - c. to act as chair of the race committee
- 32. The second vice-president has the following duties and responsibilities:
 - a. to carry out the duties of the first vice-president in the absence of the first vice-president.
 - b. to serve on the race committee
- 34. The secretary has the following duties and responsibilities:
 - a. to conduct the correspondence of the society
 - b. to issue notices of meeting of the society and the directors
 - c. to keep minutes of all meetings of the society and the directors
 - d. to have custody of all records and documents of the society except those required to be kept by the treasurer
- 23. The treasurer has the following duties and responsibilities:
 - a. to keep the financial records, including books of account necessary to comply with the Society Act
 - b. to accept applications for membership in the society and issue membership cards
 - c. to act as a signing authority on the society's bank accounts
 - d. to collect and deposit all funds due to the society and pay all liabilities of the society
 - e. to maintain a register of members
 - f. to render financial statements to the directors, members and others when required
- 35. The race director has the following duties and responsibilities:
 - a. to chair the rules committee
 - b. is responsible for enforcing the rules that are adopted by the rules committee
 - c. is responsible for all on track activities of the society
 - d. is responsible for the appointment of all track officials
- 36. The assistant race director shall assist the race director in the performance of his duties and shall serve on the rules committee.

Part 8 – Committees

37. Rules Committee
 - a. The rules committee shall consist of the race director, assistant race director, and one member from each competition class appointed by the majority of that class.
 - b. The purpose of the committee is to establish annual rules, standards, and penalties relating to the competition classes, rules of conduct, safety and technical specifications of karts and drivers.
 - c. The rules shall be completed and presented at the February meeting and confirmed by the membership.
38. Race Committee
 - a. The race committee shall consist of the first vice-president, the second vice-president and the race director.
 - b. The purpose of the committee is to establish a schedule of events for each season that shall be presented at the February meeting.

Part 9 – Authority of Directors and Officers

39. In order to carry out the purposes of the society, the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and in particular, but without limiting that power, by the issue of a debenture.
40. A debenture must not be issued without the authorization of a special resolution.
41. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.
42. The members may, by special resolution, restrict the spending limit of the directors, spending in excess of which requires a resolution passed by a majority of members at a regular meeting, but a restriction imposed expires at the next annual general meeting.
43. All cheques drawn on the society's bank accounts must have the signatures of two unrelated members of the board of directors.
44. Two members of the society not having signing authority appointed at the annual general meeting shall carry out an annual audit. These members shall report to the general membership at the meeting following the annual general meeting. An annual audit may be waived by special resolution at the annual general meeting.
45. The fiscal year end of the society will be September 30.

Part 10 – Bylaws

46. On being admitted to membership, each member is entitled to and the society must give the member without charge a copy of the constitution and bylaws of the society.
47. These by-laws must not be altered or added to except by special resolution.