SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC.

CONSTITUTION

JANUARY 2026

Registered 26 February 2026 – Office of Fair Trading

SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

1 DEFINITIONS AND INTERPRETATION

(1) In these rules -

Act means the "Associations Incorporation Act (Qld) 1981".

Aggrieved party – see Rule 11A (3)

Dispute resolution centre means a dispute resolution centre established under the Dispute Resolution Centres Act 1990.

Present-

(a) At the management committee meeting, see rule 22(6); or

(b) At a general meeting, see rule 35(2).

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 NAME

The name of the incorporated association shall be "Short Circuit Motor Sport Association Inc."

3 OBJECTS

The Objects of the Association are-

(a) To perform all of the functions previously performed by the "Interclub Control Committee".

(b) To promote, foster and conduct the sport of automobilism and motor sport generally and in particular, and without limiting the generality thereof, to promote and conduct motor races, motor competitions and motor sporting events and contests of every sort and description.

(c) To formulate, establish and implement Rules, Regulations and By-Laws for the proper conduct of events involving members of "the association" and for regulating and determining their eligibility for participation.

(d) To devise, advocate, promote and encourage the adoption of precautionary measures, safety devices and rules of all kinds which may seem to "the association" calculated to or be conductive to the prevention, elimination, minimising or curtailment of all forms of accidents arising from the use of motor cars.

(e) To promote and foster the interest of owners of motor cars and the consideration and full discussion of all matters questions and things relating to or affecting the interest of owners of all types of motor cars.

Associations Incorporation Act 1981
Registered on
26 FEB 2026
Delegate of the Chief Executive

4 POWERS

(1) The Association has, in the exercise of its affairs, all the powers of an individual.

(2) Without limiting any other Rule, the Association may, for example -

(a) enter into contracts; and

(b) acquire, hold, deal with and dispose of property; and

(c) make charges for services and facilities it supplies; and

(d) do other things necessary or convenient to be done in carrying out its affairs.

(3) The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

5 CLASSES OF MEMBERSHIP

(1) The membership of the Association shall consist of the following classes of members:

(a) Life Members, being those persons referred to in Rule 5A.

(b) Competition Members, being those actively involved in motorsport as a competitor or entrant.

(c) General (Non-Competitive Members) who may officiate, volunteer or be an ordinary member.

(2) The number of members in each class of membership shall be unlimited.

5A. LIFE MEMBERS

(1) Any financial member can nominate any other financial member for Life Membership. The nomination must be submitted in writing to the Secretary, signed by the person nominating, and setting out concise detail the reasons for the nomination.

(2) The criteria for granting a life membership shall consider the candidate's history of involvement in and promotion of the Association's activities and aims over a long period of time, of the positive changes they initiated to improve and progress the Association, the depth of their involvement as a competitor, officiating or volunteer member, their character, their interaction with other Association Members, and to the length of membership of and service to the Association.

(3) A nomination shall be considered at the next Management Committee meeting, with a vote in support by two-thirds majority.

(4) The Life Membership should be awarded at the AGM, Association meeting or Association event as close as possible to the end of the Association's financial year.

(5) On the approval of the amended constitution, every person who has been previously given the status of a Life Member will immediately be deemed to be a Life Member without having to take any further action. The date of commencement of all such previously appointed Life Members will be deemed retrospectively to have commenced on whatever earlier date the person's Life Membership status was awarded.

(6) Life members are not required to pay annual membership fees, nor submit a yearly membership renewal.

6 NEW MEMBERSHIP

(1) An application for new membership of the association must be proposed by 1 member of the association.

(2) An application for membership must be -

(a) In writing; and

(b) Signed by the applicant and the applicant's proposer; and

(c) In the form decided by the management committee.

7 MEMBERSHIP FEES

(1) The membership fees for each class of membership –

(a) Is the amount decided by the Management Committee prior to the end of the year.

(b) Is payable when, and in the way, the management committee decides.

(c) Payment of the required membership fee allows a person to be a member of the association for the current membership period for which an application is made.

(d) If a member becomes unfinancial membership rights will cease to exist.

8 ADMISSION AND REJECTION OF NEW MEMBERS

(1) The management committee must consider an application for membership, at the next committee meeting held after it receives-

(a) The application for membership; and

(b) The appropriate membership fee for the application

(2) The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee consider the person's application, the person is advised –

(a) Whether or not the association has public liability insurance; and

(b) If the association has public liability insurance – the amount of insurance.

(3) The management committee must decide at the meeting whether to accept or reject the application.

(4) If the majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.

(5) The secretary or membership officer of the association must as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

9 WHEN MEMBERSHIP ENDS

(1) A member may resign from the Association at any time by giving notice in writing to the secretary or membership officer.

(2) The resignation takes effect at –

(a) the time such notice is received by the secretary or membership officer; or

(b) if a later date is stated in the notice.

(3) The management committee may terminate a member's membership if the member

(a) is convicted of an indictable offence; or
(b) does not comply with any of the provisions of these rules; or
(c) conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the association.

(4) Before the management committee terminates a member's membership, the management committee must give the member a full and fair opportunity to show why the membership should not be terminated.

(5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member written notice of the decision.

10 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

(1) A person whose application for membership has been rejected or whose membership has been terminated may give the secretary written notice of the person's intention to appeal against the decision.

(2) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.

(3) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

11 GENERAL MEETING TO DECIDE APPEAL

(1) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.

(2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership shall not be terminated.

(3) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership shall be terminated.

(4) An appeal shall be decided by a majority vote of the members present and eligible to vote at the meeting.

(5) If a person whose application is rejected does not appeal against the decision of the management committee within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

11A GRIEVANCE PROCEDURE

(1) This rule sets out a grievance procedure for dealing with a dispute under the rules between parties as mentioned in section 47A (1) of the Act.

(2) To remove any doubt, it is declared that the grievance procedure cannot be used by a person whose membership has been terminated if the rules provide for an appeal process against the termination.

(3) A member (the aggrieved party) initiates the grievance procedure in relation to the dispute by giving a notice in writing of the dispute to—

  (a) the other party; and

  (b) if the other party is not the management committee—the management committee.

(4) If 2 or more members initiate a grievance procedure in relation to the same subject matter, the management committee may deal with the disputes in a single process, and the members must choose 1 of the members (also the aggrieved party) to represent the members in the grievance procedure.

(5) Subject to Rule 11B, the parties to the dispute must, in good faith, attempt to resolve the dispute.

(6) If the parties to the dispute cannot resolve the dispute within 14 days after the aggrieved party initiates the grievance procedure, the aggrieved party may, within a further 21 days, ask the association's secretary to refer the dispute to mediation.

(7) Subject to Rule 11B, if the aggrieved party asks the association's secretary to refer the dispute to mediation under Subrule (6), the management committee must refer the dispute within 14 days after the request.

(8) If the aggrieved party does not ask the association's secretary to refer the dispute to mediation under Subrule (6), the grievance procedure in relation to the dispute ends.

11B GRIEVANCE PROCEDURE NOT CONTINUED IN PARTICULAR CIRCUMSTANCES

(1) This rule applies if—
  (a) a member initiates a grievance procedure in relation to a dispute, and the association or association's management committee is the other party to the dispute; or
  (b) the aggrieved party asks the association's secretary to refer the dispute to mediation under Rule 11A (6).

(2) The management committee does not have to act under Rule 11A (5) or (7) if—
  (a) the aggrieved party has, within 21 days before initiating the grievance procedure, behaved in a way that would give the management committee grounds for taking disciplinary action under the rules against the aggrieved party in relation to the matter the subject of the grievance procedure; or
  (b) before the grievance procedure was initiated, a process had started to take action under the rules against the aggrieved party or terminate the aggrieved party's membership, as provided for under the rules, and the dispute relates to that process or to a matter relevant to that process; or
  (c) the dispute relates to an obligation under the Liquor Act 1992 or any other State law to prevent the entry of the aggrieved party to, or to remove the aggrieved party from, premises used by the association, or to refuse to serve liquor to the aggrieved party at the premises; or
  (d) the dispute could reasonably be considered frivolous, vexatious, misconceived or lacking in substance, or relates to a matter that has already been the subject of the grievance procedure.

11C APPOINTMENT OF MEDIATOR

(1) If a dispute under Rule 11A is referred to mediation—
  (a) the parties to the dispute must choose a mediator to conduct the mediation; or
  (b) if the parties are unable to agree on the appointment of a mediator within 14 days after the dispute is referred to mediation, the mediator must be—
    (i) for a dispute between a member and another member—a person appointed by the management committee; or
    (ii) for a dispute between a member and the management committee or the association—an accredited mediator or a mediator appointed by the director of a dispute resolution centre.

(2) An accredited mediator may refuse to be the mediator, or the director of a dispute resolution centre may refuse to appoint a mediator, to mediate the dispute.

(3) If Subrule (2) applies, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

11D CONDUCT OF MEDIATION

(1) If a mediator is appointed under Rule 11C, the mediator must start the mediation as soon as possible after the appointment and try to finish the mediation within 28 days after the appointment.
(2) Subrule (1) does not apply if the mediator is a mediator appointed by the director of a dispute resolution centre.
(3) The mediator—
    (a) must give each party to the dispute an opportunity to be heard on the matter the subject of the dispute; and
    (b) must comply with natural justice; and
    (c) must not act as an adjudicator or arbitrator; and
    (d) during the mediation—may see the parties with or without their representatives, together or separately.
(4) The parties to the dispute must act reasonably and genuinely in the mediation and help the mediator to start and finish the mediation within the period mentioned in Subrule (1).
(5) The costs of the mediation, if any, are to be shared equally between the parties unless otherwise agreed.
(6) If the mediator cannot resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

11E REPRESENTATION FOR GRIEVANCE PROCEDURE

(1) A party to a dispute may appoint any qualified person to act on behalf of the party in the grievance procedure.
(2) For Subrule (1), a person is qualified to act on behalf of a party if the person—
    (a) has sufficient knowledge of the matter the subject of the dispute to be able to represent the party effectively; and
    (b) is authorised to negotiate an agreement for the party.
(3) If a party appoints a person under Subrule (1) to act on the party's behalf, the party must give written notice of the appointment to each of the following entities—
    (a) the other party to the dispute;
    (b) the management committee;
    (c) if a mediator has been appointed before the party appoints the person—the mediator.

11F ELECTRONIC COMMUNICATION FOR GRIEVANCE PROCEDURE

Any meeting or mediation session required under the grievance procedure may be conducted by electronic means if the parties to the dispute and, for a mediation, the mediator agree.

12 REGISTER OF MEMBERS

(1) The management committee must keep a register of members of the association.

(2) The register must be maintained in an up to date and accurate way by a membership officer appointed by management committee or, if there is no such officer, the secretary.

(3) The register must include the following particular of each member;

(a) the full name of the member;

(b) the postal or residential address of the member;

(c) the date of admission as a member;

(d) the date of death or time of resignation of the member;

(e) details about the termination or reinstatement of membership;

(f) any other particulars the management committee or the members at a general meeting decide.

(4) The register must be open for inspection by members of the association at all reasonable times.

(5) A member must contact the secretary to arrange an inspection of the register.

(6) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the members' full name) from the register available for inspection if the management committee has reasonable ground for believing the disclosure of the information would put the member at risk of harm.

12A VOTING AND OTHER RIGHTS OF MEMBERS

(1) Competition, General and Life Members may vote at general meetings of the association, nominate and second candidates for membership of the management committee or be nominated for election to the management committee.

(2) A Competition member or General member cannot exercise these rights if their membership fees are in arrears.

(3) Life Members may exercise these rights without payment of membership fees.

13 PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

(1) A member of the association must not -

(a) Use the information obtained by the register of members of the association to contact or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or

(b) Disclose information obtained by the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purposed of advertising for political, religious, charitable or commercial purposes.

(2) Subrule (1) does not apply if the use or disclosure of the information is approved by the association.

14 APPOINTMENT OR ELECTION OF SECRETARY

(1) The secretary must be an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border, who is –

(a) a member of the association elected by the association as secretary; or
(b) any of the following persons appointed by the management committee as secretary:
(i) a member of the association's management committee;
(ii) another member of the association;
(iii) another person.

(2) If a vacancy happens in the office of secretary, the members of the management committee must appoint or elect a secretary within 1 month after the vacancy happens.

(3) If the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.

(4) However, if the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary, and to fill a casual vacancy on the management committee, the person becomes a member of the management committee.

(5) If the management committee appoints a person mentioned in subrule (1)(b)(iii) as secretary, the person does not become a member of the management committee.

(6) In this rule –

casual vacancy, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

15 REMOVAL OF SECRETARY

(1) The management committee of the association may at any time remove a person appointed by the committee as the secretary.

(2) If the management committee removes a secretary who is a person in rule 14(1)(b)(i), the person remains a member of the management committee.

(3) If the management committee removes a secretary who is a person mentioned in rule 14(1)(b)(ii), and who has been appointed to a casual vacancy on the management committee under rule 14(5), the person remains a member of the management committee.

16 FUNCTIONS OF SECRETARY

The secretary shall carry out the following duties:

(a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
(b) keeping minutes of each meeting;
(c) keeping a copy of all correspondence or other documents relating to the association;

17 MEMBERSHIP OF MANAGEMENT COMMITTEE

(1) The management committee of the association shall consist of at least five members and no more than seven members including: a president, treasurer, and any other members of the association members elect at an annual general meeting.

(2) At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.

(3) A member of the association may be appointed to a casual vacancy on the management committee under rule 20.

(4) The member must be a member of the association for a minimum of 12 months from when their membership is approved to be eligible for appointment.

18 ELECTING THE MANAGEMENT COMMITTEE

(1) A member of the management committee may only be elected as follows –
(a) any 2 members of the association may nominate any other member (the candidate) to serve as member of the management committee;

(b) the nomination must be –
(i) in writing and complies with the requirements of Rule 17; and
(ii) signed by the candidate and the members who nominated him or her; and

(iii) given to the Returning Officer 14 days before the annual general meeting at which the election is to be held;

(c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;

(d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

(2) A person may be a candidate only if the person –

(a) Is an adult; and

(b) Is not ineligible to be elected as a member under section 61A of the Act.

(3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted on the website of the association for at least 7 days immediately preceding the annual general meeting.

(4) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

(5) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—

a) whether or not the association has public liability insurance; and
b) if the association has public liability insurance—the amount of the insurance.

18A RETURNING OFFICER

(1) By no later than the closing date for nominations for management committee positions to be voted at an upcoming Annual General Meeting, the management committee must appoint a **Returning Officer** ("RO").

(2) The RO shall be a Life Member or, if one is not available, a person without conflict of interest.

(3) The role of the RO is to:
(a) scrutinise all candidates and proxies to check compliance with the relevant provisions of these Rules;
(b) to reject all such applications and proxies that at their discretion reasonably deems to be non-compliant with these Rules;
(c) to chair and oversee the election of members of management committee to ensure compliance with the relevant provisions of these Rules, including the supervision of any ballot requested under these Rules, and to count the votes cast by a show of hands or ballot and to then declare the outcome of the vote for each position on the management committee.

19 RESIGNATION OR REMOVAL FROM OFFICE OF MEMBER OF MANAGEMENT COMMITTEE

(1) Any member of the management committee may resign from membership of the management committee at any time by giving notice in writing to the secretary.

(2) The resignation takes effect at –

(a) at the time such notice is received by the secretary; or

(b) unless a later date is specified in the notice – the later time.

(3) A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.

(4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she shall not be removed from office.

(5) A member has no right of appeal against the member's removal from office under this rule.

(6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

20 VACANCIES ON MANAGEMENT COMMITTEE

(1) If a vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.

(2) The continuing members of the management committee may act despite a casual vacancy on the management committee

(3) However, if the number of the committee is less than the number fixed under rule 23(1) as a quorum of the management committee, the continuing members may act only to –

(a) increase the number of the management committee members to the number required for a quorum; or

(b) call a general meeting of the association.

21 FUNCTIONS OF THE MANAGEMENT COMMITTEE

(1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.

(2) The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note- The Act prevails if the association's rules are inconsistent with the Act – see section 1D of the Act.

(3) The management committee may exercise the powers of the association –

(a) to borrow, raise or secure the payment of amounts in such manner as the members of the association decide; and
(b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures, (perpetual or otherwise), charged upon the whole or part of the association's property, both present and future; and
(c) to purchase, redeem or pay off any securities issued; and
(d) to borrow amounts from members and pay interest on the amounts borrowed; and
(e) to mortgage or charge the whole or part of its property; and
(f) to issue debenture and other securities, whether outright or as security for any debt, liability or obligation of the association; and
(g) to provide and pay off any securities issued; and
(h) to invest in such manner as the members of the Association may from time to time determine.

(4) For sub-section (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts for money lent (regardless of the term of the loan) by

(a) the financial institution for the association; or
(b) if there is more than 1 financial institution for the association - the financial institution nominated by the management committee.

22 MEETINGS OF MANAGEMENT COMMITTEE

(1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.

(2) The management committee must meet at least once every 4 months to exercise its functions.

(3) The management committee must decide how a meeting is to be called.

(4) Notice of a meeting is to be given in the way decided by the management committee.

(5) The management committee may hold meetings, or permit a committee member to take part in its meeting, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

(6) A committee member who participates in the meeting as mentions in subrule (5) is taken to be present at the meeting.

(7) A question arising at a committee meeting is to be decided by a majority of votes of the members of the committee present at the meeting, and if the votes are equal, the question is decided in the negative.

(8) The president is to preside as chairperson at the management committee meeting.

(9) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson of the meeting.

23 QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETING

(1) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.

(2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.

(3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of members of the committee –

(a) the meeting is to be adjourned for at least 1 day; and
(b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.

(4) If, at the adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

24 SPECIAL MEETING OF MANAGEMENT COMMITTEE

(1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.

(2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

(3) A request for a special meeting must state-

(a) why the special meeting is called; and

(b) the business to be conducted at the meeting.

(4) A notice of a special meeting must state-

(a) the day, time and place of the meeting; and

(b) the business to be conducted at the meeting.

(5) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

25 MINUTES OF MANAGEMENT COMMITTEE MEETINGS

(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.

(2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

26 APPOINTMENT OF SUBCOMMITTEES

(1) The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the association's operations.

(2) A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.

(3) A subcommittee may elect a chairperson of its meetings.

(4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.

(5) A subcommittee may meet and adjourn as it considers appropriate.

(6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

27 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

(1) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.

(2) Subrule (1) applies even if the act was performed when-

(a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or

(b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

28 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

(1) A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

(2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

29 ANNUAL GENERAL MEETINGS

Each subsequent annual general meeting must be held -

(a) at least once each year; and

(b) within 6 months after the end date of the association's reportable financial year.

29A MANAGEMENT COMMITTEE MEMBERS TO BE ELECTED AT ANNUAL GENERAL MEETING

The association must elect the members of the management committee at each annual general meeting of the association in accord with rules 17 and 18.

30 OTHER BUSINESS FOR ANNUAL GENERAL MEETING OF LARGE INCORPORATED ASSOCIATIONS AND PARTICULAR MEDIUM AND SMALL INCORPORATED ASSOCIATIONS

(1) This rule applies if the association is-

(a) a large incorporated association to which sections 59A and 59AA of the Act apply; or

(b) a medium incorporated association to 59A and 59AA of the Act apply; or

(c) a small incorporated association to which sections 59A and 59AA of the Act apply.

(2) The following business must be conducted at each annual general meeting of the association-

(a) receiving the association's financial statement, and audit report, for the last reportable financial year;

(b) presenting the financial statement and audit report to the meeting for adoption;

(c) for a large incorporated association – appointing an auditor or an accountant for the present financial year;

(d) for a medium or small incorporated association – appointing an auditor, an accountant or an approved person for the present financial year.

31 OTHER BUSINESS FOR ANNUAL GENERAL MEETING OF OTHER MEDIUM INCORPORATED ASSOCIATIONS

(1) This rule applies if the association is a medium incorporated association to which sections 59A and 59AB of the Act apply.

(2) The following business must be conducted at each annual general meeting of the association-

(a) receiving the association's financial statement, and verification statement, for the last reportable financial year;

(b) presenting the financial statement and verification statement to the meeting for adoption;

(c) appointing an auditor, an accountant or an approved person for the present financial year.

32 OTHER BUSINESS FOR ANNUAL GENERAL MEETING OF OTHER SMALL INCORPORATED ASSOCIATIONS

(1) This rule applies if the association is a small incorporated association to which sections 59A and 59AB of the Act apply.

(2) The following business must be conducted at each annual general meeting of the association-

(a) receiving the association's financial statement, and verification statement, for the last reportable financial year;

(b) presenting the financial statement and verification statement to the meeting for adoption.

33 NOTICE OF GENERAL MEETING

(1) The secretary may call a general meeting of the association.

(2) The secretary must give at least 14 days notice of the meeting to each member of the association.

(3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.

(4) The management committee may decide the way in which the notice must be given.

(5) However, notice of the following meetings must be given in writing-

(a) a meeting called to hear and decide the appeal of a person against the management committee's decision-

(i) to reject the person's application for membership of the association; or

(ii) to terminate the person's membership of the association;

(b) a meeting called to hear and decide a proposed special resolution of the association.

(6) A notice of a general meeting must state the business to be conducted at the meeting.

34 QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

(1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.

(2) However, if all members of the association are members of the management committee, the quorum is the total number of members less 1.

(3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.

(4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.

(5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association-

(a) the meeting is to be adjourned for at least 7 days; and

(b) the management committee is to decide the day, time and place of the adjourned meeting.

(6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.

(7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

(8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

(9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

35 PROCEDURE AT GENERAL MEETING

(1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

(2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.

(3) At each general meeting-

(a) the president is to preside as chairperson; and

(b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and

(c) the chairperson must conduct the meeting in a proper and orderly way.

36 VOTING AT GENERAL MEETING

(1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.

(2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.

(3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.

(4) The method of voting is to be decided by the management committee.

(5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.

(6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.

(7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

37 SPECIAL GENERAL MEETING

(1) The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after-

(a) being directed to call the meeting by the management committee; or

(b) being given a written request signed by-

(i) at least 33% of the number of members of the management committee when the request is signed; or

(ii) at least the number of members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or

(c) being given a written notice of an intention to appeal against the decision of the management committee-

(iii) to reject an application for membership; or

(iv) to terminate a person's membership.

(2) A request mentioned in subrule (1)(b) must state-

(a) why the special general meeting is being called; and

(b) the business to be conducted at the meeting.

(3) A special general meeting must be held within 3 months after the secretary-

(a) is directed to call the meeting by the management committee; or

(b) is given the written request mentioned in subrule (1)(b); or

(c) is given the written notice of an intention to appeal mentioned in subrule (1)(c).

(4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

38 PROXIES

(1) An instrument appointing a proxy must be in writing and be in the following or similar form-

[*Short Circuit Motor Sport Association Inc*]:

I, ___of _____being a Member of the association, appoint

_____as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the _____ day of ___ 20 _____ and at any adjournment of the meeting.

Signed this _____day of_____20_____

_____Signature

(2) The instrument appointing a proxy must be signed by the appointer or the appointer's attorney properly authorised in writing; or

(3) A proxy must be a member of the association and be present at the general meeting. A proxy may act as proxy for no more than 1 other member. Proxies can only be used during secret ballots.

(4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

(5) Each instrument appointing a proxy must be given to the returning officer 30 mins prior to the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

(6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.

(7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form-

[Short Circuit Motor Sport Association Inc]:

I, _____ of _____ being a Member of the association, appoint _____of as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the _____day of _____ 20 _____ and at any adjournment of the meeting.

Signed this _____day of_____ 20_____

_____Signature

This form is to be used *in favour of/*against *[strike out whichever is not wanted]* the following resolutions- *[List relevant resolutions]*

39 MINUTES OF GENERAL MEETINGS

(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.

(2) To ensure the accuracy of the minutes-

(a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and

(b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.

(3) If asked by a member of the association, the secretary must, within 28 days after the request is made-

(a) make the minutes for a particular general meeting available for inspection by the member at a mutually agreed time and place; and

(b) give the member copies of the minutes of the meeting.

(c) The association may require the member to pay the reasonable costs of providing copies of the minutes.

40 BY-LAWS

(1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.

(2) A by-law may be set aside by a vote of members at a general meeting of the association.

41 ALTERATION OF RULES

(1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

(2) However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

42 FUNDS AND ACCOUNTS

(1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.

(2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.

(3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.

(4) A payment by the association of $200 or more must be made by cheque or electronic funds transfer.

(5) If payments of $200 or more are made by cheque or EFT, they must be authorised by any 2 of the following-

(a) the president;

(b) the secretary;

(c) the treasurer;

(d) any 1 of 3 other members of the association who have been authorised by the management committee to authorise payments issued by the association.

(6) However, 1 of the persons who signs authorises payments must be the president, the secretary or the treasurer.

(7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.

(8) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.

(9) Expenditure must be approved/ratified at a management committee meeting.

43 GENERAL FINANCIAL MATTERS

(1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

(2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

(3) No part of the association's income or property is to be distributed, paid or transferred by way of a bonus, dividend or other similar payment to the association's members.

(4) Subrule (3) does not apply to-

(a) reasonable remuneration paid to a member of the association for work done by the member for or on behalf of the association; or

(b) any payments or dispositions of property that are incidental to activities of the association in accordance or consistent with the association's objectives.

44 DOCUMENTS

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

45 FINANCIAL YEAR

The end date of the association's financial year is 31st December each year.

46 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

(1) This rule applies if the association-

(a) is wound-up under part 10 of the Act; and

(b) has surplus assets.

(2) The surplus assets must not be distributed among the members of the association.

(3) The surplus assets must be given to another entity-

(a) having objects similar to the association's objects; and

(b) the rules of which prohibit the distribution of the entity's income and assets to its members.

(4) Subrule (3) applies subject to rule 50.

(5) In this rule- surplus assets see section 92(3) of the Act.

47 TRANSFER OF RELEVANT ASSETS AND DISTRIBUTION OF OTHER SURPLUS ASSETS ON WINDING-UP

(1) This rule applies to an association that has been endorsed as a deductible gift recipient under the Income Tax Assessment Act 1997 (Cwlth) if the association

(a) is wound-up under part 10 of the Act; and
(b) has surplus assets.

(2) The association must transfer the association's relevant assets to another entity that has been endorsed as a deductible gift recipient under that Act.

(3) If the association is a charity registered under the Australian Charities and Not-for-profits Commission Act 2012 (Cwlth), the entity to which the association's relevant assets are transferred must be a charity at law.

(4) Any surplus assets that are not relevant assets must be distributed under rule 49.

(5) In this rule-
relevant assets, of an association, means the association's surplus assets that are-

(a) gifts of money or property given to the association for use for its principal purpose; or
(b) contributions made in relation to a fund-raising event within the meaning of the Income Tax Assessment Act 1997 (Cwlth) held for the principal purpose of the association; or
(c) money received by the association because of the gifts or contributions mentioned in paragraph (a) or (b).
surplus assets see section 92(3) of the Act.

48 DISTRIBUTION OF RELEVANT ASSETS ON REVOCATION OF ENDORSEMENT AS DEDUCTIBLE GIFT RECIPIENT

(1) This rule applies if an association's endorsement as a deductible gift recipient under the Income Tax Assessment Act 1997 (Cwlth) is revoked under that Act.

(2) The association must transfer the association's relevant assets to another entity that has been endorsed as a deductible gift recipient under that Act.

(3) In this rule-
relevant assets, of an association, see rule 50.
surplus assets see section 92(3) of the Act

End of Document

From: **Assoc Apps** <Assoc.Apps@justice.qld.gov.au>
Date: Thu, 26 Feb 2026 at 3:32 pm
Subject: IA19223 - Short Circuit Motor Sport Association Inc - Form 8 approval letter
To: secretary@scmsa.com.au <secretary@scmsa.com.au>

Dear Michelle,

I refer to your application to register amendments to the rules of the above incorporated association under the *Associations*

Incorporation Act 1981 (**the Act**) received by the Office of Fair Trading on 11 February 2026.

The application has been approved. Please find attached a copy of the registered rules approved on 26 February 2026.

Information and guidance relating to incorporated associations can be found at www.fairtrading.qld.gov.au

If you have any further questions, please contact us by email Registration.Services@justice.qld.gov.au or call (07) 3738 8700.

Kind Regards,

Jane Edwards
Business Services Officer *(Monday, Tuesday & Thursday)*

Registration Services Unit | Office of Fair Trading
Department of Justice

Direct: (07) 3738 8759 | **General:** (07) 3738 8700
Email: Jane.Edwards@justice.qld.gov.au | Registration.Services@justice.qld.gov.au

Postal: Registration Services Unit, GPO Box 3111 Brisbane Qld 4001
Location: 63 George Street Brisbane Qld 4000

I acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of Queensland and pay my respects to Elders past, present and emerging.