



AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION INC.

# **Australian Independent Dirt Kart Association Inc. Regulations**

DECEMBER 2024





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## **Discipline of Individual Members and Clubs**

1. This regulation refers to discipline of Members of AIDKA as listed below:
  - a. Individual members, board members, life members and other categories of members as may be established by the board. (members)
  - b. Affiliated clubs of AIDKA and any other body of members as may be established by the board including sub committees etc. (clubs)
2. These regulations apply to all members and clubs as stated above and they must abide by the constitution, regulations, AIDKA rules and any approved document of AIDKA whilst they are regarded as a member of AIDKA including:
  - a. in relation to any dealings, they have with clubs or their executive members, officials, volunteers and representatives;
  - b. when dealing with other members or clubs in their capacity as an individual member/affiliated club; and
  - c. in relation to their membership or standing as a member or club in general;
3. The following does not apply to these regulations in regard to discipline:
  - a. where an interaction (including social media interactions) occurs involving one or more members or clubs, and the only link or connection between the interaction and AIDKA is the fact that one or more individuals are members or clubs \*1; and
  - b. where prohibited conduct occurs in contravention to the constitution, regulations, AIDKA rules and any approved document of AIDKA, any subsequent conduct or interaction(s) that whilst related to the original prohibited conduct no longer directly relates to AIDKA \*2.

\*1 Such as two Members of a club getting into a verbal or physical argument at a shopping centre, or two Members sending abusive social media messages to each other that have no direct link to AIDKA.

\*2 Such as where a member of a club allegedly breaches this Policy by physically assaulting another Member at an event, but then the personal grievance(s) between those two individuals spills into issues not directly related to AIDKA, such as social media abuse.

4. Those responsible for discipline include the following and their responsibility:
  - a. Chief steward and/or appointed accredited steward is responsible for any race event penalties prescribed in the current AIDKA Rule Book at that time including behaviour. The Chief steward will be responsible for discipline from the start of official drivers brief and concludes 60 minutes after the last race has been completed.
  - b. The hosting Club Executive committee will be responsible for all other behaviour discipline required outside of the above Chief Steward obligations.
    1. The Club has the right to penalise members under current AIDKA rules at that time for behaviour and fill in relevant paperwork and supply with race reports to AIDKA. The member must be informed of the alleged incident and given opportunity to respond to allegations.
    2. The host clubs have the right to inform AIDKA Board of any serious disciplinary action considered necessary for investigation and/or penalty because of the seriousness of the incident.
  - c. The AIDKA board is responsible if it is advised or considers that a member or club has allegedly:
    1. Breached, failed, refused or neglected to comply with the constitution, regulations, AIDKA rules and any approved document of AIDKA;
    2. A discipline matter has been referred to it by the Chief Steward or a host club of an event.

5. If a member is penalised for behaviour at a club, that club have the right to refuse nominations or entry onto the premises of that member.
6. Any member or club facing discipline will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of AIDKA set out in the Regulations, Rules, Policies.
7. The board may deal with a disciplinary matter and/or may appoint an individual to investigate the allegations and/or appoint a Judiciary panel to deal with any disciplinary matter referred to them or considers that a member or club allegedly requires discipline.
8. The board must determine by majority vote that disciplinary action will be taken. The board may refer their decision to the council delegates for a determination of disciplinary action.
9. Determination of Discipline outside of a race meeting
  - a. before any determination of discipline is made the member or club must be given the opportunity to present written and/or oral evidence in their defence.
  - b. the member or club must be given 7 days to present evidence in their defence.
  - c. the board members or appointed persons must consider all evidence presented before making a determination.
  - d. If a hearing/tribunal is convened to consider discipline matters, both the member or club and the complainant must be given at least 14 days' notice of the meeting and must include date, time and venue. The hearing/tribunal may be held by electronic means (video conference or tele conference).
  - e. if such a hearing/tribunal is convened both parties will be invited to attend and given the opportunity present evidence to support their case.
  - f. The board or appointed persons may then by majority vote, determine
    1. whether to discipline the member or club;
    2. whether the disciplinary action should be expulsion, suspension or fine and
    3. if the member or club is expelled it will be effective immediately.
    4. for any subsequent offence the penalty must be at least double of the first penalty.
  - g. A decision of the board or appointed persons in accordance with the procedure set out above to discipline a member or club, and to impose a penalty is final and no appeal is permitted.
10. If any individual member is penalised under any AIDKA Behaviour Rules, they will be ineligible to hold, or apply, to be a member of the AIDKA Board, Sub Committee, be a club delegate or hold any official position at an AIDKA sanctioned event for a minimum of 12 months from the conclusion of the penalty. After the total penalty has been served any individual member considering applying to be a member of the AIDKA Board, Sub Committee, be a club delegate or hold any official position at an AIDKA sanctioned event they must apply to AIDKA Council for approval prior to nominating for such a position.  
**(this rule will also replace the wording in AIDKA Rule Book 11.7)**
11. Life ban (expulsion) in AIDKA equates to a minimum of 15 years at which time if the offender has not breached the conditions of their expulsion as stated at the time of the penalty, they may be assessed to again be accepted as a member of AIDKA by an absolute majority of the Council vote.  
The conditions of this would be an indefinite probation and any similar breach or offence as decided by Council would mean an indefinite expulsion to re-join AIDKA. Also, the member if granted a reversal of expulsion, may not hold an Executive position at club level for a minimum of 5 years or AIDKA Executive or Council delegate for a minimum of 10 years.



## **Affiliated Clubs**

1. All clubs who have or will be accepted for affiliation by AIDKA will form the body of the association under conditions as laid out in the AIDKA Constitution, Regulations, Policies and AIDKA documents.
2. Any club who desires to become affiliated with AIDKA shall make application to AIDKA. Any such application shall be in writing, on the approved form and signed by two Executive Members of that club. The club will also be required to supply any relevant information as requested by AIDKA. The application and supporting documentation will be assessed by the AIDKA Board and presented to club delegates at a general meeting for vote of acceptance.
3. Any Affiliated club intending to run a State Title must have been affiliated with AIDKA for a minimum of 2 years. Any club applying to host an Australian Title must have held at least 1 State Title before submitting an application.
4. All Affiliated clubs accepted by AIDKA must meet the following obligations:
  - a) Be or become an incorporated club within twelve months of acceptance into AIDKA.
  - b) Pay the initial joining fee for affiliation to AIDKA.
  - c) Pay an annual fee for affiliation to AIDKA as set at each Annual General Meeting. This is payable by January 31<sup>st</sup> of each year to be deemed financial.
  - d) Complete the annual self-track inspection and present to Safety Committee, pay annual track licence fee in full as set at each Annual General Meeting and have been issued an AIDKA Track Licence prior to any kart activity on the premises.
  - e) Provide required race day reports in required timeframes following the commencement of racing.
  - f) Respond or provide club votes and/or responses to correspondence from AIDKA in required timeframes.
  - g) Affiliated clubs must be represented in person by a delegate or nominated proxy at no less than 50% of all general meetings in one calendar year.
  - h) Adhere to AIDKA Rules, Regulations & Policies.
5. Any AIDKA affiliated club may be disciplined or cease to be an affiliated club by the AIDKA Board if:
  - a) They don't meet the above obligations set out in these regulations.
  - b) Membership fees remain outstanding 3 months after invoice/notification by AIDKA.
  - c) Conduct detrimental to AIDKA objectives as set out in the AIDKA.
  - d) Any behaviour or actions that brings or is likely to bring AIDKA or the sport into disrepute.
  - e) Notification is given in writing to AIDKA of the affiliated club wishing to resign from AIDKA.
  - f) Cause given under any AIDKA Rules, Regulations & Policies.



## **Officials Accreditations and Appointments**

### **1. Accreditations**

AIDKA will hold records of all accredited Officials, including their level of accreditation.

- 1.1 Accreditations will be awarded after attending appropriate training by a trainer approved by the National Stewards Coordinator.
- 1.2 Official accreditation shall remain current during the currency of AIDKA Licence and Official continues to be an active official at race meetings.
- 1.3 To remain a current accredited Scrutineer or Steward, training must be less than three years old, otherwise the accreditation will lapse.
- 1.4 To remain a current accredited steward the member must have been a Chief Steward, Corner Steward, Starter, Outgrid or Ingrid Marshall at least once in the previous licence year, otherwise their accreditation will lapse.

### **2. Positions Covered by Steward Accreditation**

- 2.1 Chief Steward
- 2.2 Corner Steward – For non-title events a Corner Steward does not need to be an accredited steward though when an accredited steward completes the role of a Corner Steward this counts towards to maintaining their accreditation.
- 2.3 Starter
- 2.4 Outgrid or Ingrid Marshall – For non-title events, an Outgrid or Ingrid Marshall does not need to be an accredited steward though when an accredited steward completes the role of an Outgrid or Ingrid Marshall, this counts towards to maintaining their accreditation.
- 2.5 All Other Positions – For non-title events, no accreditation is required.

### **3. Classification**

Accreditations shall be graded to a level of:

1. National
2. State/Territory
3. Club

### **4. Grading Process**

#### 1. National

The grade of National shall be attained through nomination of a suitably qualified State /Territory Official by a National Official. The AIDKA Officials Sub-Committee shall make evaluation of the official and approve upgrade.

#### 2. State / Territory

The grade of State /Territory shall be attained through nomination of a suitably qualified Club Official by a National Official. The AIDKA Stewards Committee shall make evaluation of the official and approve upgrade.

#### 3. Club

The grading of club shall be attained through the appropriated training as required by the AIDKA Officials Sub-Committee.

## **5. Appointment of Officials at Title Events**

The AIDKA Officials Sub-Committee, Host club and Sub Title committee if appointed, shall elect for Title Events:

1. AIDKA Officials
2. Officials
3. Chief Steward
4. Officiating Stewards
5. Starter

The AIDKA Administration, host club and Sub Title committee, if appointed, shall elect:

1. Independent Protest/Appeal Panel members (minimum of 3)

The AIDKA Technical Sub-Committee shall elect:

1. Engine Measurers
2. Fuel Testers (if required)
3. Scrutineers

The AIDKA Safety Sub-Committee and host club shall arrange the Track Inspection a minimum of 3 months prior to the event.



## **AIDKA Meeting Requirements and Conduct**

### **1. RULE OF CONDUCT FOR AIDKA MEETINGS**

The rules of conduct shall apply to all meetings of AIDKA.

- a) Where these rules of conduct or the constitution do not cover a particular situation, the chairperson shall make the ruling.
- b) Meetings shall be subject to the presence of a quorum. Commence at the time advised and shall continue until all the business on the agenda is dealt with.
- c) If no quorum is present after thirty minutes of stated starting time, the meeting will not commence and shall lapse. The agenda for such meeting will be carried over to the next meeting.
- d) Any member failing to attend two consecutive meetings will be asked by the Chairperson to explain. If a member fails to attend three consecutive meetings, will be deemed unable to carry out their duties, as such will lose the position and be replaced.
- e) Any member wishing to speak at a meeting shall indicate by raising their hand and when acknowledged shall do so through the chair.
- f) When the chairperson stands during a discussion, ALL MEMBERS shall cease discussion, (thus facilitating the closure of across the table arguments). Failure to do so can have such member/s asked to leave the meeting.
- g) Unless "at the discretion of the chairperson", only items on the agenda will be attended to. Items for the agenda must be sent via a club secretary and be in the hands of the AIDKA secretary fourteen (14) days before the meeting.
- h) Club members may attend all AIDKA meetings BUT cannot participate in anyway unless they have a specific item placed on the agenda at which time the chairperson will call on them to speak.
- i) Motions without notice shall be submitted in writing to the AIDKA secretary before commencement of meeting. This will be read during general business, a majority vote taken of members before opening discussion. If no majority, then item will be placed on agenda for next meeting.
- j) Chairperson and/or directors/and/or administration and one delegate from each club only shall sit at the table. All visitors must sit away from the table and adhere to of this regulation.
- k) All meetings of AIDKA may be held in person or via electronic means. The Annual General Meeting shall be held in person unless circumstances prevent this from happening.
- l) At all meetings of AIDKA if a vote is tied the motion/election will be lost. The Board or no one person has a casting vote.

### **2. POINTS OF ORDER**

Any person may at any time rise and address the Chairperson on a point of order but shall confine their observations to the point of order raised which shall be taken immediately the breach of order occurs.

A point of order may be taken in regard to any irregularity in the proceedings, for example,

- a) That the motion before the meeting lies outside the scope of the notice calling the meeting.
- b) That there is no quorum present.
- c) That there has been a failure to comply with the constitution, Rules or by-law.
- d) That improper language has been used.
- e) A speaker called to order shall be given an opportunity to explain.  
The Chairperson shall rule on the point of order taken, but may before doing so, permit others to speak briefly provided no new matter introduced.

### **3. AGENDA FOR MEETINGS**

- a) An Agenda will be sent out to Clubs one week prior to a meeting.



- b) Clubs that wish to have discussion on specific topics will contact the AIDKA Secretary two weeks prior, in writing and on correct document, so that it will be included on the Agenda for discussion.
- c) The Agenda will be adhered to at all times, unless an emergency motion is put forward and seventy five percent of Council agrees to hear and discuss.
- d) Agenda Items, if the AIDKA Board feel discussion should not take place at that time it shall recommend adding it to the next Agenda of General Meetings.

#### **4. CONDUCT OF COUNCIL MEETINGS**

- a) All meetings will abide by the "RULES OF CONDUCT".
- b) The business of a General Meeting will be conducted by an agenda in the following order.
  - Welcoming of all delegates and visitors and the reading of any apologies for absence received.
  - Confirmation or correction and signing of minutes of the previous meeting.
  - Business arising from previous minutes.
  - Reading acceptance of general correspondence.
  - Business arising from correspondence.
  - Finance report.
  - Business arising from Financial report
  - General reports.
    - Insurance Report
    - Officials Committee Report
    - Technical Committee Report
    - Safety Committee Report
    - Calendar/Events Committee Report
    - Marketing/Publicity Committee Report
    - Rule Change Panel Report
    - Publicity officer report if requested
  - Agenda Items
  - Notices of Motion
  - Closure of Meeting

#### **5. CONDUCT OF ANNUAL GENERAL MEETINGS**

Annual General Meetings will abide by the "RULES OF CONDUCT".

The Annual General Meeting will be conducted in the following manner.

- Welcoming of all delegates and visitors and the reading of any apologies for absence received.
- Reading of the minutes from the previous Annual General Meeting and their confirmation or correction and signing.
- Following reports.
  - 1) Chairperson's report
  - 2) Treasurer's report
- Appointment of Returning Officer
- Chairperson declares all positions due for election vacant and hands over the meeting to Returning Officer.
- Returning Officer will read out names of nominees and reconfirm their intention to contest the position vacant. This will be continued for all positions vacant.
- After the confirmation of the nominations the Returning Officer will then ask the Club Delegates to vote by secret ballot.
- Returning Officer will appoint scrutineers of votes, if an electronic vote is taken the AIDKA Secretary will be appointed scrutineer.
- Only the Club Delegate appointed by the affiliated club will be entitled to vote.
- The votes will be collected and counted.
- The Returning Officer will then advise the Club Delegates of the successful nominee.
- At the completion of the elections the Returning Officer will hand over the chair to the Chairperson or appointed Board Member.
- Discussion and acceptance of Annual Fees and Charges.
- Agenda Items.
- Close of Annual General Meeting.

## **6. CONDUCT OF BOARD MEETINGS**

All Board Meetings will be conducted under the RULES OF CONDUCT'.

The business of a Board Meeting will be with an agenda and will be conducted in the following manner.

- Welcoming of Board Directors and guests and the reading of any apologies for absence received.
- Confirmation or correction and signing of the minutes of the previous Board meeting.
- Reading and discussion of correspondence addressed to Board.
- Discussion on agenda items.

## **7. CONDUCT OF SPECIAL GENERAL MEETINGS**

a) A Special General Meeting can only be held after twenty-eight days' notice in writing to the AIDKA Secretary listing the purpose of requesting a Special General Meeting.

b) All Special General Meetings will be conducted under the 'RULES OF CONDUCT'.

c) The Special General Meeting will be conducted in the following manner.

- Welcoming of members and guests and the reading of any apologies for absence received.
- Reading of the correspondence concerning the matter for the Special General Meeting.
- Moving the Motion and receiving of a Seconder.
- If no seconder is received, motion will lapse, and Meeting closed.
- Should there be more than one agenda item, all notices of motion are to be heard before the meeting is closed.
- If seconder is received then the Motion will be opened for discussion. After discussion the Motion is to be re-read and voted upon.
- At completion of counting of votes the Chairperson will advise the Council of the result. Close of Meeting.

## **8. CONDUCT OF SUB COMMITTEE MEETINGS**

a) All Sub Committee Meetings will be conducted under the RULES OF CONDUCT'.

b) The business of a Sub Committee Meeting will be with an agenda and will be conducted in the following manner.

- Welcoming of Committee Members and guests and the reading of any apologies for absence received.
- Confirmation or correction and signing of the minutes of the previous Sub-Committee meeting.
- Reading and discussion of correspondence addressed to the committee.
- Recommendations to Council and/or AIDKA Board of Directors to be included in the Committee meeting minutes will be forwarded to the AIDKA Board of Directors.

## **9. MEETING MINUTES**

a) All meetings of AIDKA will be minuted.

b) All minutes shall record as a minimum the following,

- Record of all persons in attendance.
- Record of any apologies.
- The Substance of Correspondence.
- Business discussed.
- Any motions tabled, together with a record of the voting upon each motion tabled.

c) An AIDKA appointed recording device is the only device allowed for the purpose recording meeting minutes. Strictly no other device shall be allowed.

d) All minutes should be submitted to, or prepared by AIDKA Administration and circulated to the appropriate persons within 28 days of any meeting.

- Council Meetings, Annual General Meetings and Special General Meeting minutes will be circulated to the Board of Directors, Club Delegates and to each club secretary and any other relevant persons approved by the Board.
- Board Meetings and Sub Committee Meeting minutes will be circulated to the Board of Directors, Relevant Sub Committee members and any other relevant persons approved by the Board. Sub Committees will also prepare a written report for Council Meetings.