

CONSTITUTION OF THE



(Incorporated)

A0002081U, Victoria



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DOCUMENT CONTROL

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NAME

1. The name of the Incorporated Association is the 'Australian Tractor Pullers Association Incorporated', incorporated in Victoria, **A0002081U** ; (in these Rules called the 'ATPA').

INTERPRETATION

- 2.1 In these Rules, unless the contrary intention appears-

"Member" means;

A promoter (entitled to 2 votes)

A tractor/truck driver (entitled to 1 vote)

A person, who is not a competitor but is interested in tractor pulling, and has paid the appropriate full membership fee. (entitled to 1 vote)

"Associate Member" means a person interested in pulling but not being a promoter, owner, or driver competing for points. (Not entitled to vote)

"Committee" means the Committee of Management of the ATPA.

"Committee Meeting" means an ordinary meeting of the Executive, Promoters, ordinary members of the committee and elected delegates.

"Financial Year" means year ending 31st March.

"Pulling Year" means the year ending with the Australian Championships on Easter Saturday at Quambatook. In the event that Easter falls prior to the established pull date for the Tintinara Tractor Pull, the eligibility for inclusion in the Australian Championships (held at Quambatook on Easter Saturday) will be based on the 50% plus one rule applied to those pulls that precede the Australian Championships and will not include the Tintinara pull. The Puller of the Year will still be decided on the overall Pulling Season (Pulling Year) (i.e.; including Tintinara).

"General Meeting" means a general meeting of members convened in accordance with Rule 9, 10 and 11 of this Constitution.

"Ordinary Member of the Committee" means a member of the Committee who is not an officer of the ATPA under Rule 21 of this Constitution.

"Delegate" means a voting member of the committee representing a pulling class or Promoter, who is not an office bearer.

"Gender" A reference to "he, him or his" is to be read as meaning the female gender if a female holds that office.

"Official Address" is the official address of the ATPA, this address will be that of the elected Secretary of the ATPA for that persons term of office.

"The Act" means the Associations Incorporation Act 1981.

"The Regulations" means Regulations under the Act.

"A 2/3rd majority" means 2/3rds of those members present or voting by proxy at a meeting of the ATPA, except in the case of constitutional amendments, where a 2/3rd majority of all financial members of the ATPA, is required.



- 2.2 In these Rules, a reference to the Secretary of an Association is a reference –
- (a) where a person holds office under these Rules as Secretary of the ATPA - to that person; and
 - (b) in any other case, to the Public Officer of the ATPA.
- 2.3 Words or expressions contained in these Rules shall be interpreted in accordance with the *Interpretation of Legislation Act 1984* and the Act as in force from time to time.

APPLICATION FOR MEMBERSHIP

Membership is open to any individual or organisation that is actively interested in promoting the sport of tractor pulling and has paid the appropriate membership fee for the current year.

- 3.1 A person who is nominated and approved for membership as provided in these Rules is eligible to be a member of the ATPA on payment of the membership fee payable under these Rules.
- 3.2 A person who is not a member of the ATPA (or who was a member but has ceased to be a member) shall not be admitted to membership-
- (a) unless nominated as provided in sub-clause 3.3; and
 - (b) the admission as a member is approved by the Committee.
- 3.3 A nomination of a person for membership of the ATPA –
- (a) shall be made in writing in the form set out in Appendix 1; and
 - (b) shall be lodged with the Secretary of the ATPA.
- 3.4 As soon as is practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Committee.
- 3.5 Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination.
- 3.6 Upon a nomination being approved by the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing of the approval for membership of the ATPA and request payment within the period of 28 days after receipt of the notification of the sum payable under these Rules as the membership fee.
- (a) Should a nomination be refused, the Secretary shall, with as little delay as possible, notify the nominee in writing.
- 3.7 The Secretary shall, upon payment of the amounts referred to in sub-clause 3.6 within the period referred to in that sub-clause, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the ATPA.
- 3.8 A right, privilege, or obligation of a person by reason of membership of the ATPA -
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.



COMPETING MEMBER	ENTITLEMENT
Driver / Member	1 Vote
Day Driver	Non Voting

NON COMPETING MEMBER	ENTITLEMENT
Promoter	2 Votes
Member	1 Vote
Associate Member	Non Voting

MEMBERSHIP FEES

- 4.1 The membership fee for the categories of members (as described in Rule 2.1) shall be such as the members of the ATPA fix at the Annual General Meeting.
- 4.2 All annual fees shall become due and payable in advance on or before the first day of August in each year.

REGISTER OF MEMBERS

- 5.1 The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection and copying by members upon request.

CEASING MEMBERSHIP

- 6.1 A member of the ATPA who has paid all moneys due and payable by the member to the ATPA may resign from the ATPA by first giving one months notice in writing to the Secretary of his or her intention to resign and upon the expiration of that period of notice, the member ceases to be a member.
- 6.2 Upon the expiration of a notice given under sub-clause 6.1, the Secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.

DISCIPLINE, SUSPENSION & EXPULSION OF MEMBERS

- 7.1 Subject to these Rules, the Committee may by resolution-
- (a) Expel a member from the ATPA;
 - (b) Suspend a member from membership of the ATPA for a specified period; or
 - (c) Fine a member if the Committee is of the opinion that the member –
 - (i) Has refused or neglected to comply with these Rules; or
 - (ii) Has been guilty of conduct unbecoming a member or prejudicial to the interests of the ATPA.
- 7.2 A resolution of the Committee under sub-clause 7.1 –
- (a) does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause 7.3 confirms the resolution in accordance with this clause;
- and
- (b) where the member exercises a right of appeal to the ATPA under this clause, does not take effect unless the ATPA confirms the resolution in accordance with this clause.



- 7.3 If the Committee passes a resolution under sub-clause 7.1, the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing –
- (a) setting out the resolution of the Committee and the grounds on which it is based;
 - (b) stating that the member may address the Committee at a meeting to be held not earlier than 14 and not less than 28 days after service of the notice;
 - (c) stating the date, place and time of that meeting;
 - (d) informing the member that he or she may do one or more of the following:
 - (i) Attend that meeting;
 - (ii) Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution; and
 - (iii) Not later than 24 hours before the date of the meeting lodge with the Secretary a notice to the effect that he or she wishes to appeal to the ATPA in general meeting against the Resolution.
- 7.4 At a meeting of the Committee held in accordance with sub-clause 7.2, the Committee –
- (a) shall give to the member an opportunity to be heard;
 - (b) shall give due consideration to any written statement submitted by the member; and
 - (c) shall by resolution determine whether to confirm or to revoke the resolution.
- 7.5 If the Secretary receives a notice under sub-clause 7.3, he or she shall notify the Committee and the Committee shall convene a general meeting of the ATPA to be held within 21 days after the date on which the Secretary received the notice.
- 7.6 At a general meeting of the ATPA convened under sub-clause 7.5 -
- (a) no business other than the question of the appeal shall be transacted;
 - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - (c) the member shall be given an opportunity to be heard; and
 - (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 7.7 If at the general meeting –
- (a) two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
 - (b) in any other case, the resolution is revoked.

DISPUTES & MEDIATION

- 8.1 The grievance procedure set out in this rule applies to disputes under these Rules between;
- (a) a member and another member, where a member has a grievance arising from their involvement in the activities of the ATPA, whatever that may be, with another such member,
 - (b) provide to a member of the Committee a written account of the grievance or dispute.
- 8.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.
- 8.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 8.4 The mediator must be;



- (a) A person chosen by agreement between the parties
or
 - (b) In the absence of agreement –
 - (i) In the case of a dispute between a member and another member, a person appointed by the committee of the ATPA; or
 - (ii) In the case of a dispute between a member and the ATPA, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 8.5 A member of the ATPA can be a mediator.
- 8.6 The mediator cannot be a member who is party to the dispute.
- 8.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 8.8 The mediator, in conducting the mediation, must;
- (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 8.9 The mediator must not determine the dispute.
- 8.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the ACT otherwise at law.

ANNUAL GENERAL MEETING OF MEMBERS

- 9.1 The ATPA shall in each calendar year convene an annual general meeting of its members.
- 9.2 The annual general meeting shall be held as soon as practicable following the completion of the ATPA financial year on such day as the Committee determines.
- 9.3 The annual general meeting shall be specified as such in the notice convening it.
- 9.4 The ordinary business of the annual general meeting shall be
- (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the Committee reports upon the transactions of the ATPA during the last preceding financial year;
 - (c) to elect officers of the ATPA and the ordinary members of the Committee; and
 - (d) to receive and consider the financial statement submitted by the Treasurer of the ATPA in accordance with Section 30.3 of the Act.
- 9.5 The annual general meeting may transact special business of which notice is given in accordance with these Rules.
- 9.6 The annual general meeting shall be in addition to any other general meetings that may be held in the same year.



SPECIAL GENERAL MEETING OF MEMBERS

- 10.1 All general meetings of members other than the annual general meeting shall be called special general meetings.
- 10.2 The Committee may, whenever it thinks fit, convene a special general meeting of the ATPA and, where, but for this sub-clause, more than 15 months would elapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- 10.3 The Committee shall, on the requisition in writing of members representing an affiliated organisation or not less than 5 per cent of the total number of members, convene a special general meeting of the ATPA.
- 10.4 The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- 10.5 If the Committee does not cause a special general meeting to be held within the month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than three months after that date.
- 10.6 A special general meeting convened by members in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and, all reasonable expenses incurred in convening the meeting shall be refunded by the ATPA to the persons incurring the expenses.

NOTICE OF MEETING

- 11.1 The Secretary of the ATPA shall, at least 14 days before the date fixed for holding a general meeting of the ATPA, cause to be sent to each member of the ATPA at the address appearing in the register of members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 11.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 11.3 A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

PROCEEDINGS AT MEETINGS

- 12.1 All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these Rules as being the ordinary business of the annual general meeting shall be deemed to be special business.
- 12.2 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.



- 12.3 25% of members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 12.4 If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 15%) shall be a quorum.

Chairpersons Absence

- 13.1 The President, or in the Presidents absence, the Vice-President, shall preside as Chairperson at each general meeting of the ATPA.
- 13.2 If the President and the Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.

Adjournment

- 14.1 The Chairperson of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 14.2 Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- 14.3 Except as provided in sub-clause 14.1 and 14.2, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

Voting

- 15. A question arising at a general meeting of the ATPA shall be determined on a show of hands and unless, before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by 2/3 of members present or having voted by proxy and an entry to that effect in the Minute Book of the ATPA is evidence of the fact, without proof of the number or proportion of the votes in favour of, or against, that resolution.
- 16.1 Upon any question arising at a general meeting of the ATPA, a member has one vote only (based on the definition provided in Rule 2.1).
- 16.2 All votes shall be given personally or by proxy.
- 16.3 In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

Poll at Meetings

- 17.1 If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.



- 17.2 A poll that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any question shall be taken at such time before the close of the meeting as the Chairperson may direct.
18. A member is not entitled to vote at any general meeting unless all moneys due and payable by the member to the ATPA have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

Proxies and Proxy Votes

- 19.1 Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than the time for the commencement of the meeting in respect of which the proxy is appointed.
- 19.2 The notice appointing the proxy shall be in the form set out in Appendix 2.

COMMITTEE OF MANAGEMENT

- 20.1 The affairs of the ATPA shall be managed by a committee of management constituted as provided in rule 22, consisting of the Officers of the Association, ordinary members of the Committee and elected delegates.
- 20.2 The Committee –
- (a) shall control and manage the business and affairs of the ATPA;
 - (b) may, subject to these Rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by the ATPA other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the ATPA; and
 - (c) subject to these Rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the ATPA.

Officers of the ATPA (Committee Executives)

- 21.1 The officers (executive) of the ATPA shall be –
- (a) A President
 - (b) A Vice President
 - (c) A Secretary
 - (d) A Treasurer
- 21.2 The provisions of Rule 23 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause 21.1.
- 21.3 Each officer of the ATPA shall hold office until the annual general meeting next after the date of his or her election, but is eligible for re-election.
- 21.4 In the event of a casual vacancy in any office referred to in sub-clause 21.1 the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.



Delegates and Ordinary Members of Committee

- 22.1 Subject to Section 23 of the Act, the Committee shall consist of the Executive plus –
- (a) Promoter delegates (2 delegates per promoter)
 - (b) Puller Class delegates (1 delegate per five registered pulling vehicles, or part thereof, from each pulling class) each of whom shall be elected at the annual general meeting of the ATPA in each year.
 - (c) Ordinary members as determined to be necessary by the Annual Meeting of the Association. E.g. Chief Scrutineer, Media Correspondent, Promotions Officer, Public Officer, Track Marshalls etc.
- 22.2 Each ordinary member of the Committee shall, subject to these Rules, hold office until the annual general meeting next after the date of election, but is eligible for re-election.
- 22.3 In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the ATPA to fill the vacancy and the member so appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

ELECTION OF OFFICERS AND VACANCY

- 23.1 Nominations of candidates for election as officers of the ATPA or as ordinary members of the Committee –
- (a) shall be called for from the floor at the annual general meeting after all positions have been declared vacant , and/or
 - (b) shall be made in writing, signed by a member of the ATPA and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination) shall be delivered to the Secretary of the ATPA in sufficient time to be circulated on the agenda for the holding of the annual general meeting
 - (c) if the number of nominations received is equal to the number of vacancies to be filled the persons nominated shall be deemed to be elected
 - (d) if the number of nominations exceed the number of vacancies to be filled a ballot shall be held
 - (e) the ballot for the election of officers and ordinary members of the ATPA committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
24. For the purposes of these Rules, the office of an officer of the ATPA or of an ordinary member of the Committee becomes vacant if the officer or member
- (a) ceases to be a member of the ATPA;
 - (b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code;
- or
- (c) resigns from office by notice in writing given to the Secretary.



PROCEEDINGS OF COMMITTEE

- 25.1 The Committee shall meet at least 3 times in each year at such place and such times as the Committee may determine.
- 25.2 Special meetings of the Committee may be convened by the President or by any four of the members of the Committee.
- 25.3 Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 25.4 50% of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 25.5 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- 25.6 At meetings of the Committee-
- (a) the President or in the President's absence the Vice-President shall preside; or
 - (b) If the President and the Vice-President are absent, the members present shall choose one of the remaining members of the Committee the act as Chairperson.
- 25.7 Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 25.8 Each committee member present at a meeting of the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote,
- (a) If a Sub-committee has been appointed by the Committee, then each member of that sub-committee shall be entitled to one vote at any meetings of the Sub-committee.
 - (b) The results of these sub-committee meetings shall then be presented to the Committee.
- 25.9 Written notice of each committee meeting shall be served on each member of the Committee by delivering it to the member at a reasonable time before the meeting or by sending it by pre-paid post addressed to him or her at his or her usual or last known place or abode at least fourteen days before the date of the meeting,
- (a) In the event of any unforeseen issue arising, necessitating a committee meeting, no notice will need to be given and the committee's decision will be ratified at the next meeting of the ATPA.
- 25.10 Subject to sub-clause 25.4 the Committee may act notwithstanding any vacancy on the Committee.
- 25.11 All members of the Association are to be circulated with the agenda for Committee meetings at least 14 days in advance, and are entitled to attend Committee meetings and speak on any motion when invited to by the Chairman, but only members of Committee are entitled to vote.



MINUTES OF MEETINGS

26. The Secretary of the ATPA shall keep minutes of the resolutions and proceedings of all meetings in books provided for that purpose together with a record of the names of persons present at those meetings.
- 26.1 Each Member of the ATPA shall be circulated with a draft copy of all minutes as soon as practical, but not later than 30 days, after the conclusion of Committee, Special General or Annual meetings.

TREASURER

27. The Treasurer of the ATPA-
- (a) shall collect and receive all moneys due to the ATPA and make all payments authorised by the ATPA; and
 - (b) shall keep correct accounts and books showing the financial affairs of the ATPA with full details of all receipts and expenditure connected with the activities of the ATPA

REMOVAL OF MEMBER OF COMMITTEE

- 28.1 The ATPA in general meeting may by resolution remove any member of the Committee before the expiration of the member's term of office and appoint another member in his or her stead to hold office until the expiration of the term of the first-mentioned member.
- 28.2 Where the member to whom a proposed resolution referred to in sub-clause 28.1 makes representations in writing to the Secretary or President of the ATPA (not exceeding a reasonable length of time) and requests that they be notified to the members of the ATPA, the Secretary or the President may send a copy of the representations to each member of the ATPA or, if they are not so sent, the member may require that they be read out at the meeting.

CHEQUES

29. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Executive (who have been installed as registered signatories of the ATPA's accounts).

SEAL

- 30.1 The Common Seal of the ATPA shall be kept in the custody of the Secretary.
- 30.2 The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer of the ATPA.
- 30.3 The Common Seal of the ATPA shall state the associations name and its incorporation number (A2081).



ALTERATION OF RULES AND STATEMENT OF PURPOSES

31. These Rules and the Statement of Purposes of the ATPA shall not be altered except in accordance with the Act. i.e. With a 3/4 majority of members voting in person or by proxy at an Annual or Special General Meeting called in accordance with section 9 of these rules.

NOTICES

- 32.1 A notice may be served by or on behalf of the ATPA upon any member either personally or by sending it by post to the member at the address shown in the Register of Members.
- 32.2 Where a document is properly addressed prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

WINDING UP OR CANCELLATION

33. In the event of the ATPA being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes which is not carried on for the profit or gain of its individual members.

CUSTODY OF RECORDS

- 34.1 Except as otherwise provided in these Rules, the Secretary shall keep in his or her custody or under his or her control all books, documents and securities of the ATPA.
- 34.2 All accounts, books, documents and securities of the ATPA shall be available for inspection and copying by any member of the ATPA upon request.

FUNDS

35. The funds of the ATPA shall be derived from membership fees, annual subscriptions, donations and such other sources as the Committee determine.
- 35.1 The assets and income of the ATPA shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the association except as bona-fide compensation for services rendered or expenses incurred on behalf of the ATPA.

ATPA COMPETITION RULES

- 36.1 For the conduct of tractor pull competitions and the construction of pulling vehicles the members of the ATPA from time to time at Annual or Special general meetings may agree to rule changes. Rule changes follow the same procedures as constitutional amendments. i.e. 14 days written notice and passed by a 2/3 majority of members in attendance or by proxy.



- 36.2 The Committee can implement rule changes involving imminent safety during a competition season as an interim measure, but need to be ratified at the next annual general meeting.

- 36.3 Rule changes involving imminent safety can be implemented by the Committee during a competition season as an interim measure, but need to be ratified at the next annual general meeting.



APPENDIX 1 – APPLICATION FOR MEMBERSHIP

I,
(Full Name of Applicant)

of
(Address)

.....

desire to become a member of the Australian Tractor Pullers Association Incorporated (ATPA).

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

.....
(Signature of Applicant)

.....
(Date)

I,
(Full Name of Nominator)

a member of the Association, nominate the applicant, who is personally known to me, for membership of the Association.

.....
(Signature of Nominator)

.....
(Date)

I,
(Full Name of Seconder)

a member of the Association, second the applicant, who is personally known to me, for membership of the Association.

.....
(Signature of Seconder)

.....
(Date)



APPENDIX 2 – APPOINTMENT OF PROXY

I, _____
 (Name)
 of _____
 (Address)

hereby appoint the Chairman as my proxy,

or

(insert the name and address below, if you are nominating a person other than the Chairman).

_____ (Name)
 of _____ (Address)

being a member of the Australian Tractor Pullers Association Inc., as my proxy to vote for me on my behalf at the Annual General Meeting of the Association to be held on the and at any adjournment of that meeting.
 (Date)

My proxy is authorised to vote :-

in favour of / against (delete as appropriate) the resolutions as listed below (details provided on the Agenda for the AGM),

OR

on my behalf as he or she see fit.

Please indicate your preference by placing a tick in one of the above choices.

Signed _____

The _____ day of _____, _____ (Year)

- | | | | |
|----|----------------------|-----|----------------------|
| 1. | For / Against | 6. | For / Against |
| 2. | For / Against | 7. | For / Against |
| 3. | For / Against | 8. | For / Against |
| 4. | For / Against | 9. | For / Against |
| 5. | For / Against | 10. | For / Against |



APPENDIX 3 - INFORMATION FOR THE PUBLIC OFFICER & SECRETARY

The rules contained within this constitution can be amended by the Association (via a Special Resolution at a Special General Meeting/or Annual General Meeting) to reflect the organisations purpose or special needs.

Rule amendments attract a fee, due when the amendment is lodged with the Office of Fair Trading & Business Affairs.

The amendment should be forwarded to;

**The Registrar of Associations
Office of Fair Trading & Business Affairs
GPO Box 4567
Melbourne VIC 3000**

The Office of Fair Trading & Business Affairs can be contacted on:

Tel: 03 9627 6200

Fax: 03 9627 6210

They are located at: Level 2, 452 Flinders Street, Melbourne
Office hours are 9am – 4pm Mon-Fri.



APPENDIX 4 – ATPA POSITION DESCRIPTIONS

ATPA Committee

President

Shall act as the representative of the Association in all matters. The President also provides motivation and direction to members of the Association. Enthusiasm, organisation and the ability to act as a liaison between the Association and any other party are key characteristics of this committee member.

The President shall preside as chairperson at all meetings of the Association, provide a communication path between the committee and the members of the Association and shall manage the Executive Committee of the Association.

The Executive Committee of the Association comprises of the President, Vice President, Treasurer, Secretary and at least two ordinary members of the Association.

Vice President

To provide support to the President and fulfil the role of the President whenever called upon.

Treasurer

To maintain the financial records of the Association. The treasurer shall collect and receive all moneys due to the Association and make all payments authorised by the Association and shall keep accurate accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

The treasurer shall prepare a financial statement annually and present this statement for approval by the members of the Association at the Annual General Meeting, once approved the financial statement is to be lodged with the registrar for Incorporated Associations.

The treasurer is accountable for all financial transactions to the Association and is usually nominated as the Public Officer for dealings with the relevant Government bodies.

Secretary

Shall maintain a register of all members, record all business conducted at every meeting of the association; provide any required documents relating to the business of the association to all financial members.

Notify members of all meetings and the agenda for these meeting. Receive and deal with all correspondence of the Association.

The Secretary should work closely with the Publicity Officer and Media Correspondent in ensuring the quality and validity of all information, either printed or electronic, that is provided to the general public.

Public Officer

Is responsible for all interaction on behalf of the Association with the Business & Corporate Affairs Office. This involves submitting Annual General Meeting Minutes and Financial Statement and to notify any alterations to the constitution.

In the event that the Association not continue, the Public Officer is responsible for the winding up of the Association.



Media Correspondent To provide appropriate information pertaining to the activities of the Association to the Media. This person shall maintain a list of contacts; this list is to be available to the Association.

The Media Correspondent should work closely with the Publicity Officer and Secretary in ensuring the quality and validity of all information, either printed or electronic, that is provided to the general public.

Publicity Officer To gather and compile information, photographs/images and any other items which may be used by the Association in the promotion of its activities.

The Publicity Officer shall also act as the editor for the Associations Newsletter and should work closely with the Media Correspondent and Secretary in ensuring the quality and validity of all information, either printed or electronic, that is provided to the general public.

Information Officer

This person will have a good knowledge of running pulls, building tractors, and general knowledge of the sport and will have all necessary promotional information to provide to any interested person who contacts the ATPA for information.

ATPA Tractor Pull Officials

Points Scrutineer Has overall responsibility for the collation of points awarded as a result of any competitions conducted by the Association.

These results are to be tabled at the Annual General Meeting for the purposes of determining the overall placing of all competitors for the preceding season's competition.

Following each event during the Associations competition season, the results of that event are to be provided to the Publicity Officer for inclusion in the Associations Newsletter.

Points Assistants Are to assist the Points Scrutineer in the collation of points at each competition event for the Associations specified competition season.

Chief Scrutineer The Chief Scrutineers responsibility is to enforce the ATPA Competition Rules.

Safety is the primary concern and the Chief Scrutineer shall have final say in resolution of any issue relating to pulling vehicles and the Rules.

The Chief Scrutineer is to ensure that all pulling vehicles entered in any sanctioned event comply with the Rules and are scrutinised prior to he commencement of each event of competition.

Scrutineers Are to assist the Chief Scrutineer in upholding the ATPA Competition Rules and in conducting the scrutinising of pulling vehicles at all sanctioned event collation of points at each competition event for the Associations specified competition season.

ALL scrutineers **must** attend an accreditation class prior to the commencement of the pulling season. This class **must** have a chairperson who is not a scrutineer.



Representatives at Pull Centres Responsible members of the ATPA, who know the ATPA Rules, Track requirements, soil types and possess an overall general knowledge of tractor pulling.

Representatives should attend all meetings relating to a particular tractor pull, must be willing to travel and inspect the site. Constant contact with the pull centre is required.

Authorised Track Marshall This should be the only task of that person on the day.

1. Complete knowledge of all the ATPA rules.
2. Knowledge of track preparation & in the case of bad tracks, to know what to do.
3. To make sure that all necessary equipment is on site, hooked up and operational before the start of the day's events.
4. Must have the knowledge of sled operations, so they can confer with sled operators.
5. Big Sled – to be hooked and unhooked through the safety door.
6. To ensure sufficient track personnel is available and to have authority over same.

Flag Marshall Two persons required - To control vehicles on the track.

Flag Marshall 1 Located at the start line, initially behind the pulling vehicle to oversee hooking up of the vehicle, when complete, then in front of the pulling vehicle to indicate to sled operator and the vehicle driver that all is ready to commence the pull. This person is also responsible to keep the area clear of all personnel.

Flag Marshall 2 Located between the 80m and 100m mark of the track. This person indicates to the start line that the track is clear and it is safe to commence the pull. Also to check vehicle during a pull (for disqualification, unsafe vehicle, etc). To stop the vehicle at the completion of a pull.

Tractor Pull Event Co-ordinator This person is the direct contact between the promoter and the ATPA and its members on the day of the Tractor Pull Event. Any requirements by either party should be made through the Tractor Pull Event Co-ordinator. This includes ATPA required equipment and ensuring sufficient personnel are provided by the promoter.

Pit Marshall The Pit Marshall is responsible for the designated Pit Area at an ATPA Sanctioned Event.

This responsibility includes;

- Security – controlling access to the area.
- Marshalling – ensuring that pulling vehicles are organised through the weigh scales and are located at the start line in the correct order.