

## **FORMULA FORD ASSOCIATION INC.**

### **STATEMENT OF PURPOSES**

1. To acquire and take over as a going concern the property and affairs of the unincorporated Association known as Formula Ford Australia, including all rights privileges contracts and other liabilities and other assets liabilities and obligations whatsoever of the said unincorporated Association.
2. To promote and foster the interests of owners and drivers of Formula Ford racing cars and the consideration and free discussion of all matters and questions relating to or affecting the interest of owners and drivers of motor cars.
3. To consider initiate and support improvements and alterations to and comply with the rules and regulations of CAMS Limited and in the laws of the Commonwealth of Australia and of the several States of the Commonwealth and the by-laws of local governing bodies whether directly or indirectly to advance or protect the interests of owners and drivers of motor cars.
4. To co-operate in securing rational legislation and the formation of proper rules and regulations governing the use of motor cars.
5. To devise advocate promote and encourage the adoption of precautionary measures of all kinds which may seem to the members calculated to prevent accidents arising from the use of motor cars.
6. To purchase hire make or provide and maintain all kinds of furniture implements tools utensils and other things required for the orderly conduct of members' activities.
7. To buy prepare make supply sell and deal in all kinds of apparatus appliances and accessories and all kinds of provisions required or used by members.
8. To hire and employ administrators secretaries clerks managers servants and workmen and to pay to them and to other persons in return for services rendered salaries wages gratuities honoraria and pensions.
9. To establish rules and regulations for the proper conduct of members.
10. To promote and hold either alone or jointly with any other Associations Clubs or persons exhibitions competitions tournaments meetings lectures workshops dinners balls dances and concerts and to give prizes medals and awards.
11. To print and publish any newsletters circulars books or leaflets for the promotion of its objects.
12. To raise or borrow money in such manner and upon such security as the Committee may deem fit.
13. To invest and deal with monies not immediately required upon such securities or otherwise in such manner as the Committee may determine from time to time.
14. To do any act matter or thing which may appear to the Committee to be conducive towards carrying into effect the objects of Formula Ford.

# ASSOCIATIONS INCORPORATION ACT 1981 – SCHEDULE 3

## FORMULA FORD ASSOCIATION INC.

### RULES OF ASSOCIATION

Incorporated July 22, 1992

Including amendments approved up to 31 JANUARY 2011

#### **1 NAME**

- 1.1 The name of the incorporated Association is FORMULA FORD ASSOCIATION INC. (in these Rules, called “FFA”).

#### **2 DEFINITIONS**

- 2.1 In these rules, unless the contrary intention appears:

‘Committee’ means the National Committee of Management of FFA.

‘Administrator’ shall also mean Secretary and Treasurer.

‘Financial year’ means the year ending on June 30.

‘General Meetings’ means general meetings of members convened in accordance with Rule 13.

‘Member’ means a member of FFA.

‘Ordinary member of the Committee’ means a member of the Committee who is not an officer of FFA under Rule 17.

‘The Act’ means the Associations Incorporation Act 1981.

‘The Regulations’ means regulations issued under the Act.

‘CAMS’ shall mean the Confederation of Australian Motor Sport.

‘State’ shall mean any State or territory of the Commonwealth of Australia, but shall not include the Australian Capital Territory.

‘State Liaison Officer’ shall refer to the Committee member for that State elected by the members of the Committee for that State and who shall act as the senior member of the Committee for that State. Where a State has only one Committee member, that person shall be that Officer.

- 2.2 In these Rules, a reference to the Administrator of FFA is a reference to:-

(a) where a person holds office under these rules as Administrator - to that person;  
and

(b) in any other case, to the public officer of FFA.

- 2.3 Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act in force from time to time.

- 2.4 Headings are for convenience only and do not affect the interpretation of these Rules.
- 2.5 Unless the context otherwise requires:
- (a) Words importing the singular include the plural and vice versa;
  - (b) A person includes only an individual natural person;
  - (c) Words which are gender neutral or gender specific include each gender.

### **3 APPLICATION FOR MEMBERSHIP**

- 3.1 A natural person who applies for membership as provided in and subject to these rules is eligible to be a member of FFA on payment of any such entrance fee and annual subscription payable under these rules.
- 3.2 A person who is not a member of FFA at the time of incorporation of FFA (or who was such a member at that time but has ceased to be a member) shall not be admitted to membership:
- (a) unless he applies as provided in sub-clause 3.3; and
  - (b) his admission as a member is not refused by the Committee.
- 3.3 An application by a person for membership of FFA:-
- (a) shall be made in writing in the form as prescribed by the Committee from time to time: and
  - (b) shall be lodged with the Administrator of FFA; and
  - (c) must be accompanied by the relevant first year's annual subscription and any entrance fee as determined by the committee from time to time.
- 3.4 As soon as is practical after the receipt of an application, the Administrator shall refer the application to the Committee.
- 3.5 Upon an application being referred to the Committee, the Committee shall determine whether to approve or reject the application.
- 3.6 Upon an application being approved by the Committee, the Administrator shall, with as little delay as possible, notify the applicant in writing that he is approved for membership of FFA
- 3.7 The Administrator shall, after the approval of membership under clause 3.5 and upon payment of the amounts referred to in sub-clause 3.3, enter the nominee's name in the register of members kept by him and upon the name being so entered the applicant becomes a member of FFA.
- 3.8 A right, privilege or obligation of a person by reason of his membership of FFA:-
- (a) is not capable of being transferred or transmitted to another person;
  - (b) terminates upon the cessation of his membership whether by death or resignation or otherwise;
  - (c) terminates if the annual subscription is not paid within one month of the due date for payment, but shall remain liable for payment of the subscriptions then due.

### **4 ENTRANCE FEE AND SUBSCRIPTION**

- 4.1 Members must pay an annual membership fee and entrance fee as provided for under Clause 4.3.

- 4.2 Annual membership fees are payable in full annually in advance in respect of each Membership Financial Year on the first day of the Membership Financial Year, ie. January 1. Payment may be made within one (1) month of the due date (or such date as the Committee may determine from time to time) without prejudice to any rights of the Member.
- 4.3 The Committee may, from time to time, determine and or vary the entrance fee and the annual subscription.
- 4.4 Different rates may apply to different classes of membership but the same rate or rate scale applies to each Member within a class.
- 4.5 Honorary Members and Life Members shall not pay any membership or entrance fee.
- 4.6 Termination of membership does not entitle a person to any refund of all or part of any membership fees.
- 4.7 The Committee may, from time to time, determine differing class of membership and the applicable entitlements of each. All members regardless of class, shall be required to adhere to these rules without discrimination.

## **5 REGISTER OF MEMBERS.**

- 5.1 The Administrator 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. The register shall be available for inspection by members at the address of the Public Officer or at his advertised office as advised from time to time.
- 5.2 The Register of Members shall be closed each year from fourteen (14) days before the date of the Annual General Meeting in accordance with clause 10 until after the declaration of the poll at the Annual General Meeting.

## **6 RESIGNATION OF MEMBERS**

- 6.1 A member of FFA who has paid all monies due and payable by him to FFA may resign from FFA by first giving notice in writing to the Administrator of his intention to resign and the member shall cease to be a member.
- 6.2 Upon receipt of a notice given under sub-clause 6.1, the Administrator 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.

## **7 EXPULSION OF MEMBERS**

- 7.1 Subject to the Rules, the Committee may by resolution:-
- (a) expel, subject to the approval of CAMS, a member from FFA;
  - (b) suspend a member from membership of FFA for a specified period (save that where such period of suspension prevents a member from competing in a CAMS authorised event, then subject to the approval of CAMS); or
  - (c) fine a member in accordance with the Regulations; and in the event that FFA has incurred expense in relation to establishing an ineligibility of the member's competition car or cars;
  - (d) require the member to reimburse FFA for its and its officers or commissioners, or CAMS and its officers or commissioner, out-of-pocket expenses.
- 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 fourteen (14) and not later than twenty-eight (28) days after the service on the

members of a notice under sub-clause 7.1 confirms the resolution in accordance with this clause; and

- (b) where a member exercises the right of appeal to FFA under this clause does not take effect unless FFA confirms the resolution in accord with this clause.
- 7.3 Where the Committee passed a resolution under sub-clause 7.1, the Administrator shall, as soon as practical, 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, or its representatives in the State of residence of the member, at a meeting to be held not earlier than 14 nor later than 28 days after service of the notice;
  - (c) stating the date, time and place of the meeting;
  - (d) informing the member that he 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:
      - (iii) Not later than twenty-four (24) hours before the date of the meeting, lodge with the Administrator a notice to the effect that he wishes to appeal to FFA 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 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 revoke the resolution.
- 7.5 Where the Administrator receives a notice under sub-clause 7.3, he shall notify the Committee and the Committee, or the Committee members in the State of residence of the member, shall convene a general meeting of FFA, or a general meeting of members in the State of residence of the member, to be held within twenty-one (21) days of the date on which the Administrator received the notice.
- 7.6 At a general meeting of FFA, or at a general meeting of members in the State of residence of the member, convened under sub-clause 7.4:-
- (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 the opportunity to be heard; and
  - (d) the members present shall vote by secret ballot on the question of 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.
- 7.8 Notwithstanding anything stated in any sub-clause, nothing shall prevent the Committee or the Administrator from referring any matter to CAMS, when at its

discretion, and in accord with its rules and regulations, such matter may be determined by it.

## **8 LIFE MEMBERS**

- 8.1 Any person who is declared by a resolution of the Committee to be a person of distinguished position or attainments or to have rendered conspicuous services to Formula Ford may be elected by the Committee as a Life member and shall thereafter be exempt from the payment of entrance fees and annual subscriptions and may hold any office in FFA and shall, subject to these rules, be entitled to the rights and privileges of a member.

## **9 HONORARY MEMBERS**

- 9.1 The Committee may elect Honorary members of FFA.
- 9.2 Such persons may be:-
- (a) overseas visitors to Australia;
  - (b) persons temporarily living in Australia; or
  - (c) members of Clubs Associations or Bodies which in the opinion of the Committee co-operate with FFA in the organisation of sporting events or who assist in the promotion of Formula Ford.
- 9.3 Honorary members of FFA shall not be entitled to hold any office in FFA or be elected a member of the Committee or to vote at any meeting.
- 9.4 Honorary members shall be elected to membership for a period of one year and may be re-elected at the expiry of each period of membership.
- 9.5 Honorary members shall be exempt from the payment of entrance fees and annual subscription fees for the period of their honorary membership.

## **10 ANNUAL GENERAL MEETING**

- 10.1 FFA shall in each calendar year convene annual general meetings of its members.
- 10.2 The annual general meetings shall be held on such day or days as the Committee determines.
- 10.3 The annual general meetings shall be specified as such in the notices convening them.
- 10.4 The ordinary business of the annual general meetings 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 FFA during the last preceding financial year;
  - (c) to elect ordinary members of the Committee, on the basis specified in sub-clause 11.2; and
  - (d) to receive and consider the statement submitted by FFA in accordance with Section 30 (3) of The Act.
- 10.5 The annual general meeting may transact special business of which notice is given in accordance with these rules.
- 10.6 The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

## **11 ELECTION OF COMMITTEE**

- 11.1 The Committee shall comprise no more than twelve (12) persons.
- 11.2 Members of FFA in each State shall be entitled to elect ordinary members of the Committee on the basis of one member for the first five (5) financial members, and one (1) member for each fifteen (15) financial members thereafter, with a maximum number, subject to sub-clause 11.4, of two (2) persons to be elected by any one (1) State.
- 11.3 In the event that a State has four (4) or less financial members, then that State shall be considered to be part of the State with five (5) or more members with its capital city closest to the capital city of the State with four (4) or less members.
- 11.4 In the event that the total number of members of the Committee elected in the manner defined in sub-clause 11.2 exceeds the maximum number of persons stated in sub-clause 11.1, then the maximum number of members elected from any one (1) State and defined as three persons in sub-clause 11.2 shall be reduced to two (2) persons.
- 11.5 For the purposes of election of members of the Committee, members resident in the Australian Capital Territory shall be regarded as residents of New South Wales.
- 11.6 In each State in which elections are held, the members of that State shall also elect one only alternate Committee member who shall act, in the absence of an ordinary member of the Committee, as an ordinary Committee member at meetings of the Committee.
- 11.7 In the event that an alternate Committee member replaces an ordinary Committee member at meetings of the Committee, he shall have the same rights, privileges and obligations as if he was an elected ordinary member of the Committee.

## **12 SPECIAL GENERAL MEETING**

- 12.1 All general meetings other than the annual general meeting shall be called special general meetings.
- 12.2 The Committee may, whenever it thinks fit, convene a special general meeting of the Association and, where, but for this sub-clause, more than fifteen (15) months would elapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- 12.3 The Committee shall, on the requisition in writing of members representing not less than five per centum (5%) of the total number of members, regardless of their State of residence, convene a special general meeting of the Association.
- 12.4 The requisition for a special general meeting shall state the objects of the meeting and shall be signed by members making the requisition and be sent to the address of the Administrator and may consist of several documents in like form, each signed by one or more members making the requisition.
- 12.5 If the Committee does not cause a special general meeting to be held within one (1) month after the date on which the requisition is sent to the address of the Administrator, 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.
- 12.6 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 FFA to the persons incurring the expenses.

### **13 NOTICE OF MEETING**

- 13.1 The Administrator of FFA shall, at least fourteen (14) days before the date fixed for holding a general meeting of FFA, cause to be sent to each member of FFA at his address appearing in the register of members, a notice by either pre-paid post or electronic mail stating the place, date and time of the meeting and the nature of the business to be transacted at that meeting.
- 13.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 13.3 A member desiring to bring any business before a meeting may give notice of that business in writing to the Administrator, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

### **14 PROCEEDINGS AT MEETINGS**

- 14.1 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 special business.
- 14.2 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.
- 14.3 Five (5) members personally present, or thirty per centum (30%) of the membership in a State, whichever is the lesser, 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.
- 14.4 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 Chairman at the time of 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 a 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 three (3)) shall be a quorum.

### **15 CHAIRMAN**

- 15.1 The Chairman, or in his absence, the Administrator, or in his absence, the State Liaison Officer, shall preside as Chairman at each general meeting of FFA.
- 15.2 If the Chairman, Administrator and the State Liaison Officer are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.
- 15.3 The Chairman 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 from 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.
- 15.4 Where a meeting is adjourned for fourteen (14) days or more, a like notice of the adjourned meeting shall be given as in the case of a general meeting.
- 15.5 Except as provided in sub-clauses 15.3 and 15.4 it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.



## **16 VOTING**

- 16.1 A question arising at a general meeting of FFA shall be determined by show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of FFA is evidence of the fact.
- 16.2 Upon any question arising at a general meeting of FFA, a member has one vote only.
- 16.3 All votes shall be given personally or by proxy.
- 16.4 In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a casting vote.
- 16.5 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 Chairman may direct and the resolution of the poll shall be determined to be a resolution of the meeting on that question.
- 16.6 A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.
- 16.7 A member is not entitled to vote at any general meeting unless all monies due and payable by him to FFA have been paid.
- 16.8 Each member shall be entitled to appoint another member as his proxy by notice given to the Administrator no later than twenty four (24) hours before the time of the meeting in respect of which the proxy is appointed.
- 16.9 In the event that the Administrator is not available to receive such proxy, be he travelling to the State or for whatever reason, the lodgement of the proxy with the State Liaison Officer in the State in which the general meeting is being conducted shall be deemed to be as if it had been lodged with the Administrator.
- 16.10 The notice appointing the proxy shall be in the form as approved by the Committee from time to time.

## **17 COMMITTEE OF MANAGEMENT**

- 17.1 The affairs of FFA shall be managed by a Committee of Management constituted as provided herein.
- 17.2 The Committee:-
  - (a) shall control and manage the business and affairs of FFA;
  - (b) may, subject to these rules, the regulations, and the Act, exercise all powers and functions as may be exercised by FFA other than those powers or functions that are required by these Rules to be exercised by general meetings of members of FFA;
  - (c) subject to these rules, the regulations and 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 FFA;
  - (d) may appoint a Chairman or Acting Chairman who shall chair all General and Committee meetings. The Chairman so appointed shall not vote deliberatively on any matter, but may exercise a casting vote as required, provided that any Committee member so appointed shall still be entitled to a deliberative vote in his position as a Committee member;

(e) may appoint an Administrator and such other personnel as it deems desirable to carry out the day to day management of FFA, and any such Administrator and other personnel so appointed by the Committee shall be solely responsible to the Committee no matter whether or not he or they be members of FFA and whether or not they be remunerated or recompensed by whatever means by FFA and any other person, body or company.

17.3 Subject to Section 23 of the Act, the Committee shall consist of up to twelve (12) ordinary members, each of whom shall be elected at the annual general meetings of FFA in each year.

17.4 Each ordinary member of the Committee shall, subject to these rules, hold office until the annual general meeting next after the date of his election but is eligible for re-election.

17.5 In the event of a casual vacancy occurring in the office of an ordinary member of the Committee of a State, the position shall be taken by the alternate Committee member for that State

17.6 In the event of a further casual vacancy occurring in the office of an ordinary member of the Committee of a State, the Committee may appoint a member of FFA resident in that State 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 his appointment.

## **18 COMMITTEE ELECTIONS**

18.1 Nominations for candidates for election as members of the Committee shall be proposed and seconded by members of FFA in and for the State at the annual general meeting.

18.2 In the event that a candidate for nomination is not present at the meeting his consent to stand must be produced in writing at the meeting prior to his nomination.

18.3 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.

18.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

18.5 The ballot for election of members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

## **19 COMMITTEE VACANCIES**

19.1 For the purposes of these rules, the office of a member of the Committee becomes vacant if the member:-

(a) ceases to be a member of FFA;

(b) becomes insolvent under administration within the meaning of the Corporations Law; or

(c) resigns his office by notice in writing given to the Administrator.

## **20 COMMITTEE MEETINGS**

20.1 The Committee shall meet at least once every twelve months at such place and at such times as the Committee may determine.

20.2 Special meetings of the Committee may be convened by the Chairman or by any four members of the Committee.

- (a) The Committee may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they see fit. The Committee may conduct the meetings by telephone, or by whatever means desired, without a Committee member being in the physical presence of another Committee Member or other Committee Members.
- 20.3 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.
- 20.4 Any six (6) members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 20.5 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 special meeting in which case it lapses.
- 20.6 At meetings of the Committee:-
- (a) the Chairman or Acting Chairman shall preside; or
  - (b) in their absence, the Administrator shall preside; or
  - (c) if the Administrator is absent, such one of the other persons in attendance shall be chosen by the members of the Committee present.
- 20.7 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 a manner as the person presiding at the meeting may determine.
- 20.8 Each member of the Committee present at a meeting of the Committee or any member of any sub-committee appointed by the Committee is entitled to one vote and, in the event of an equality of votes on any one question, the person presiding may exercise a casting vote.
- 20.9 Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to him at a reasonable time before the meeting or by sending it to him by either electronic mail or pre-paid post addressed to him at his usual or last known place of abode at least six business days before the date of the meeting.
- 20.10 Subject to sub-clause 20.4 the Committee may act notwithstanding any vacancy on the Committee.

## **21 ADMINISTRATOR'S DUTIES**

- 21.1 The Administrator of FFA or his nominee shall keep minutes of the resolutions and proceedings of each General meeting and each Committee meeting in books provided for that purpose together with a record of the names of persons present at Committee meetings.
- 21.2 In the absence of the Administrator or his nominee, a member of the Committee shall be chosen by the members of the Committee present at the meeting to act in his place.
- 21.3 The Administrator or his nominee of FFA:-
- (a) shall collect and receive all monies due to FFA and make all payments authorised by FFA; and

(b) shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of FFA.

21.4 The accounts and books referred to in sub-clause 21.3 shall be available for inspection by members.

## **22 REMOVING COMMITTEE MEMBERS**

22.1 FFA in general meeting may by resolution remove any member of the Committee before the expiration of his term of office and appoint another member in his stead to hold office until the expiration of the term of the first-mentioned member.

22.2 Where the member to whom a proposed resolution referred to in sub-clause 22.1 makes representations in writing to the Administrator of FFA or the State Liaison Officer of the State in which the member concerned resides (such representations not exceeding a reasonable length) and requests that they be notified to the members of FFA in that State, the Administrator, or failing him the State Liaison Officer, may send a copy of the representations to all members of the Committee and to each member of FFA in that State or, if they are not sent, the member may require that they be read out at the meeting.

## **23 CHEQUES**

23.1 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Administrator and any one member of the Committee, or any two members of the Committee.

23.2 The Administrator shall have the authority to be the sole signatory for cheques with a total value of less than \$1,000.

## **24 SEAL**

24.1 The Common Seal of Formula Ford Association Inc. shall be kept in the custody of the Administrator.

24.2 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 any one member of the Committee and the Administrator or of one member of the Committee and the Public Officer.

## **25 ALTERATION OF RULES AND STATEMENT OF PURPOSES**

25.1 These rules and the statement of purposes of FFA shall not be altered except in accordance with the Act.

## **26 NOTICES**

26.1 A notice may be served by or on behalf of FFA upon any member either personally or by sending it by either electronic mail or post to the member at his address shown in the Register of members.

26.2 Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proven, 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.

## **27 WINDING UP OR CANCELLATION**

27.1 In the event of winding up or cancellation of the incorporation of the Association, the assets shall be disposed of in accordance with the provisions of the Act.

## **28 RECORDS AND FUNDS**

28.1 Except as otherwise provided in these Rules, the Administrator shall keep in his custody or under his control all books, documents and securities of FFA.

28.2 The funds of FFA shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.

## **29 COMPETITION AND CARS**

29.1 All Formula Ford racing cars being the property of a member of FFA shall be the subject of a Certificate of Origin.

29.2 Certificates of Origin shall be issued to the member by the Administrator on application by the member and after payment of the fee prescribed by the Committee from time to time.

Last Update: 31 January 2011