



AKA EXECUTIVE COMMISSION

Scope

This Standing Order applies to the Executive Commission as appointed by the Board of AKA Ltd

Definitions

AKA means the Australian Karting Association.

Board means the Directors of the AKA acting as a body which includes the Chairman.

CAMS means the Confederation of Australian Motor Sport Limited under whose delegated authority AKA derives its authority to run Karting throughout Australia.

CEO means the Chief Executive Officer of AKA.

Executive Commission means the body appointed by the Board in accordance with the provisions of the Memorandum Of Understanding with the Ordinary Members of AKA.

Club means a Kart racing Club affiliated with an Ordinary Member.

Committee means a Functional Committee, appointed by the Board in accordance with the provisions of a Standing Order.

Commission Member means a person who has been appointed by the Board as a member of the Executive Commission.

Constitution means the Constitution of the Australian Karting Association Ltd.

Director has the same meaning as in the Constitution.

Executive Officer means either a member of the Board or an AKA employee or a suitably competent person appointed to organise and manage the normal operational affairs of the Executive Commission including the calling of a meeting at the direction of the Commission Chair, the co-ordination of an agenda and the recording and distribution of all minutes of meetings

Ordinary Member means the state and territory Karting Associations that have affiliated with AKA in accordance with the Constitution.

State Karting Council means the body established under the Constitution in each State.



Objective **The objective of this Standing Order is to define the responsibilities and powers of an AKA Executive Commission to support the efficient administration of the organisation of sprint kart racing across Australia.**

Standing Order

1. Establishment

- 1.1** The Commission has been established by the Board in accordance with the provisions of the Memorandum Of Understanding with the Ordinary Members of AKA ;
- 1.2** The Executive Commission is responsible to the Board and may be established for an enduring or fixed term.

2. Composition

- 2.1** The Executive Commission shall consist of a:
 - i) Chair who shall be the CEO or if the CEO position is vacant such other person appointed by the Board. Such person may be a member of the Board; and
 - ii) One (1) representative of each Ordinary Member who shall be the President of the Ordinary Member or such other person approved at the sole discretion of the Board.
- 2.2** Commission Members shall hold office for the calendar year for which they are appointed or for the balance of that calendar year if they are appointed during that year.
- 2.3** The CEO may appoint an Executive Officer of the Executive Commission who shall provide administrative support to the Executive Commission. Such person will not be a member of the Executive Commission and shall not have any entitlement to vote.
- 2.4** In addition to the Commission Members, the following individuals shall have the right to attend each meeting of the Executive Commission to take part in discussions but not to move, second or vote on motions:
 - i) Directors of AKA;
 - ii) Other relevant management together with external parties who are not Directors but whose expertise or input is relevant to the operation of the Commission may attend by invitation of the Chair.
- 2.5** The powers of the Commission Members shall be limited to the powers delegated by the Board and stipulated in this Standing Order. No individual Commission Member carries any power in their own right.
- 2.6** The Commission has no delegated authority from the Board to determine outcomes of its reviews and investigations and the Board retains its authority over such matters.
- 2.7** All Commission Members must declare any potential conflict or pecuniary interest prior to the commencement of a meeting and absent themselves from any discussion and/or vote on the matters giving rise to this declaration.
- 2.8** The Board may, in its sole discretion, remove from office any Commission Member during the term of their appointment.

3. General Functions & Responsibility

- 3.1** The Executive Commission shall have responsibilities as determined by the Board and defined within the relevant Schedule to this Standing Order.
- 3.2** The Executive Commission shall at all times act within the parameters of the Schedule to this Standing Order, the Constitution of AKA, the General Standing Regulations of AKA, all AKA Policies, the International Sporting Code of the FIA, the National Competition Rules of CAMS and Government statutory obligations or civil legislation.
- 3.3** The Executive Commission shall have as its primary objective the achievement of the following functions and responsibilities:
 - i) increased participation in the sport through the development and implementation of proactive sport, club, community and member development programs;
 - ii) implement a deliberate strategy to develop a consistent national regulatory regime across its area of activity which facilitates participation in any state without any additional requirements;
 - iii) Establish and foster partnerships with key stakeholders for the betterment of the sport of karting;
 - iv) Focus on increasing equity and diversity within the sport and organisation, including but not limited to youth, women, disabled, indigenous and culturally diverse groups;
 - v) Contribute to the development of a National Infrastructure and Facilities Strategy to ensure the sport has access to facilities and venues of an appropriate standard into the future;
 - vi) Proactively engage with and contribute to the aims and objectives of AKA as contained within the AKA Strategic Plan;
 - vii) Report against a strategic plan for AKA.

4. Operation

4.1 Procedures

- i) The Executive Commission shall meet not less than two (2) times in each year either in person, by teleconference, video conference or other electronic means as determined by the Chair;
- ii) The date, time and place of each meeting of the Executive Commission shall be notified to all eligible persons at least seven (7) days prior to the meeting;
- iii) The minutes of an Executive Commission meeting shall be issued by the Executive Officer as soon as practicable after the meeting;
- iv) The Chair may convene a meeting of the Executive Commission at any time.

4.2 Quorum

- i) The quorum for an Executive Commission meeting shall be 50% of the Commission Members entitled to vote.
- ii) No business may be transacted at a meeting if a quorum is not present.

4.3 Voting - by the simple majority

- i) Voting procedures at meetings of the Executive Commission shall include:
 - (a) All appointed Commission Members including the Chair shall have the right to vote;
 - (b) The determination of any matter will be by simple majority; in the event of equality of votes, there is no casting vote and the motion shall be declared to have failed;

Email voting is permitted out of session and will be administered as follows:

- (a) The Chair, may from time to time seek resolution through email. The procedure for such resolution is as follows:
- (b) A Decision Paper outlining the matter to be considered will be circulated to all Commission Members; and
- (c) The Executive Commission will be requested to cast their decision either for or against the motion that has been proposed with a reply response required by the Chair.

4.4 Reporting to the Board

- i) The minutes of meetings of the Executive Commission will be forwarded to the Board;
 - (a) Minutes of each Executive Commission meeting will reflect resolutions only, subject only to specific reporting requirements or issues requiring tabling to the Board.
- ii) The Executive Commission through the Chair, will report annually to the Board on the Executive Commissions progress.

4.5 Modification of this Standing Order

- i) This Standing Order may only be amended by the Board, who may do so as it deems necessary from time to time in the following manner:

A proposal by the CEO after consultation with the Executive Commission.

- All activities of the Executive Commission will be:
 - Aligned and conducted with safety as a paramount consideration and without detriment to the health and wellbeing of any member;
 - Conducted in a manner of openness and transparency and non-discriminative.

Safety Notes

Environmental Notes

- All Executive Commissions and their respective operations are to be acutely aware of environmental considerations and administer themselves in a manner that minimises the overall detriment of the natural and manmade environment.



Customer Satisfaction

- The Executive Commission will ensure that their activities will have as a primary objective, the improvement of customer satisfaction levels in the sport so as to achieve the broad objectives of:
 - Encouraging competition from a young age at appropriate levels,
 - Developing excellence in driving, mechanics and officiating, and
 - Increasing participation in the sport of karting.
- The Executive Commission and their respective operations are to be acutely aware that the Board of AKA holds as an imperative that our sporting competitions should be fun, fair, well run, and provide the best value for money that is achievable, in a quality environment where people can participate for the simple enjoyment of sport and to be able to strive for success at elite levels. To that end, officials decision making and interaction with our customers at all levels should be:
 - Respectful,
 - Fair and
 - Transparent so as to encourage all who desire to compete in Karting on a level playing field.
- The Executive Commission should adopt and follow sound principles of governance, administrative responsibility and decision making for a fit and proper purpose.
- The Executive Commission should consider National, State and Club levels of karting competition in their processes and decision making.



AKA EXECUTIVE COMMISSION – POWERS, COMPOSITION, RESPONSIBILITIES & FUNCTIONS

Powers

The Executive Commission is empowered to make recommendations to the Board in supporting the administration of Karting across Australia.

Composition

- The Executive Commission will comprise the following members;
 - Chair – who shall be the CEO of AKA Ltd;
 - 1 Representative of each Ordinary Member – who shall be the President of the State Karting Council in that State or Territory or such other person approved by the Board.

Responsibilities & Functions

The Executive Commission will have the responsibility to:

- Provide a State based feedback and communication forum on karting issues with the Board;
- Communicate with their State on matters discussed by the Commission;
- Provide advice to the Board on issues and matters considered important to the sport of Karting in Australia;
- Provide advice to the Board on the ongoing progress of the AKA Strategic Plan and suggest adjustments and developments to the Strategic Plan from time to time;
- Keep the Board advised of State based issues of which it considers that the Board ought to be aware so as to ensure that the sport of Karting is developed and enhanced within each State and Territory and nationally;
- Ensure that the Ordinary Members are fulfilling the responsibilities allocated to them in accordance with Clause 8.4 of the Constitution;
- Maintain positive lines of communication between the Ordinary Members and the Board so as to ensure a positive and collegiate working relationship between AKA and the Ordinary Members;
- Provide advice to the Board on the development of facilities needed to enhance the conduct of Karting Nationally;
- Provide advice to the Board on the matter of the most appropriate use of the Track Development Fund and priorities for the application of funds from the Track Development Trust;
- Provide advice to the Board on programs that it considers will be of benefit in the ongoing development of Karting nationally;
- Assist the Board with the establishment and implementation of specific state based and national programs that may be approved by the Board for implementation from time to time;
- Provide advice to the Board on the standards that it considers ought to be applied to encourage the development, construction and maintenance of Karting circuits across Australia;
- Assist the Standing Functional Committees of AKA to achieve their goals and objectives.

The Executive Commission will be required to attend to, but not be limited to these matters:

- Consider and make recommendations to the CEO and the Board regarding the appropriate regional service delivery model for Karting (AKA → State → Club);
- Provide general support and advice to the CEO and the Board on any matters relating to karting including but not limited to: competition classes at Club, State, National and Elite levels, Officials, International Karting, circuits, track safety related issues and any other matter referred by the CEO to the Executive Commission for advice and/or action;



- Liaise with the National Medical Advisor with respect to the areas of common interest and/or interdependency.

The Executive Commission shall ensure that the interests of all stakeholders in karting are considered fairly and equitably in its deliberations and decisions. All deliberations, recommendations and decisions shall be in the interests of safety and karting generally on a national basis. In pursuing an issue in the national interest, the Executive Commission will, where relevant, consider the implications of its recommendations and decisions on the interface between karting at club, state national and international levels; on karting generally in each State/Territory and nationally and any potential impact on AKA and to the commercial viability of venues across Australia.