



Information Sheet 8.

The Association of Caravan & Camping Exempted Organisations

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THE CLUB CONSTITUTION

The following is provided for the benefit of fellow interest groups wishing to formalise the founding of a caravan and/or camping club, perhaps with a view to obtaining a Certificate of Exemption from the appropriate Government department. (For information on Certificates of Exemption see ACCEO Information Sheet No.6.)

Your constitution will be regarded as a legal document. Bear this in mind when proposing and making amendments and keep records of any changes made.

You will find it helpful to keep your rally and other rules separate from the constitution. This will enable you to update them without having to comply with the procedure in paragraph 12.

OUTLINE CONSTITUTION

1. TITLE

The title of the club shall be.....

1. AIMS OF THE CLUB SHALL BE TO:

- a) Organise events of interest to its members.
- b) Create a spirit of friendship and fellowship among its members through a common interest in caravanning and/or camping.
- c) Promote the exchange of information, ideas and experiences of caravanning/camping.

2. MEMBERSHIP

- a) Membership shall be open to..... (Define requirements for membership, e.g. owners of a particular make of caravan, employment by an organisation, prior membership of a social club, charity, etc.)
- b) Applications for membership shall be by means of a form prescribed by the Committee giving such information as may be required.
- c) Honorary members may be elected only at an Annual General Meeting for a term of one year, but may be re-elected.
- d) "Member" means both applicant and spouse, both of whom shall be entitled to vote at meetings.
- e) Membership may be withdrawn at the discretion of the Committee. The member will have the right of appeal and to appear before the Committee to state the case for continuation of membership

3. CONDUCT

- a) All members are required to observe the Caravan Code, the Country Code and the Coastal Code and to assist Rally Officers in maintaining adherence to the criteria for rallies as laid down by the Secretary of State for the Environment.
- b) Members are required to carry suitable fire extinguishers in their caravans.

4. MANAGEMENT

- a) The affairs of the club shall be administered by the Committee in accordance with the terms of this constitution.
- b) The property, assets and income of the club shall be applied solely for the benefit of the club and its members, or for the purposes of donations to charity as decided by the Committee.
- c) The Committee shall have the right to invite a respected person to accept the office of President, who shall be kept informed of all club activities and may participate in Committee meetings in a non-voting capacity.



Information Sheet 8.

6) COMMITTEE

- a) The Committee shall consist of a chairman, vice chairman, secretary, treasurer and rally secretary who shall be defined as officers, together with (five) other members.

(Clubs with a small number of members may decide to reduce the number of officers by combining some of the above duties and also of the general Committee Members who are usually equal in number to those of the officers.)

- b) The Committee shall be elected annually at an Annual General Meeting.

The Committee shall take office immediately after the meeting and remain in the office until the conclusion of the next Annual General Meeting.

- c) All offices and committee membership shall be honorary.
- d) Subject to the above, any two members may, as proposer and seconder and with the consent of the nominee, nominate members to serve as officers or as members of the Committee.
- e) Nominations must reach the Secretary not less than 28 days before the Annual General Meeting.

In the event of there being insufficient numbers of persons nominated the Chairman may call for nominees from those present at the Annual General Meeting who must also be proposed and seconded.

- f) The Committee shall be empowered to:
- i) Decide subscriptions and other fees and to introduce classes of membership.
 - ii) Co-opt members onto the committee and its sub-committees.
 - iii) Determine dates and venues for members General Meetings.
 - iv) Agree and ensure compliance with the rules for the conduct of rallies.

7. ANNUAL GENERAL MEETING

- a) A General Meeting, designated as an Annual General Meeting shall be held every calendar year.
A minimum of 28 days notice of the date, time and venue of the meeting, together with the agenda, shall be given to all members. Notice may be included in the club newsletter or rally list.
- b) The only business to be formally conducted at this meeting shall be:
- i) To approve the minutes of the previous A.G.M.
 - ii) To receive reports of the Chairman, Secretary, Treasurer and Rally Secretary.
 - iii) To receive and approve the accounts for the last completed year.
 - iv) To notify any change in subscriptions.
 - v) To appoint an auditor.
 - vi) To consider any proposals of which due notice has been given to all members.
- c) If time permits a discussion 'forum' may be held after closure of the A.G.M. during which members may raise matters they wish to be considered by the Committee.
- d) Propositions for consideration at an A.G.M. must carry the names of the proposer and seconder and be received by the Secretary not less than six weeks before the meeting.



Information Sheet 8.

8. OTHER GENERAL MEETINGS **Extraordinary General Meeting**

May be convened by the Committee for the purpose stated in a notice sent to all members.

A minimum of 28 days notice shall be given.

The only business to be conducted at this meeting shall be as specified in the notice.

Special General Meeting

Shall be convened by the Secretary on receipt of a request in writing signed on behalf of no fewer than family units stating clearly the reason(s) for which the meeting is required. *(Insert number of family units. This could be as low as five for clubs having twenty to thirty members and up to twenty for large clubs with several hundred members.)*

The only business to be conducted at this meeting shall be that stated in a notice sent by post by the Secretary to all members.

A minimum of 28 days notice shall be given. *(Large clubs may wish to include a clause requiring members calling for a Special General Meeting to deposit with the Treasurer the estimated cost of convening the meeting before notices are issued.)*

9. MINUTES AND ACCOUNTS

The Chairman shall cause correct minutes of all Committee and General Meetings to be kept by the Secretary and proper accounts to be kept by the Treasurer.

10. VOTING

A simple majority of valid votes will be deemed sufficient to decide all questions other than a change in the constitution for which a two-thirds majority of those present at an A.G.M. will be required.

The election of officers and committee members at an A.G.M. shall be by ballot.

SUBSCRIPTIONS

Subscriptions shall become due on the 1st January. Membership shall be terminated if a members' s subscription remains unpaid by 31st March in any year.

CHANGES TO THE CONSTITUTION

Any proposal to change this constitution must be submitted to the Secretary not less than 12 weeks before the date of the Annual General Meeting.

The Secretary shall ensure that written notice of any such proposal is included with the notification of the A.G.M.

Under no circumstances will a motion to alter the content of a proposed change to the constitution be accepted from the body of the meeting.

The meeting is required to vote to accept the change as specified or reject it completely. *(Changes to the constitution need careful consideration. The time available at an A. G. M. is insufficient for this. The reason for the long period of notice is to enable the committee to give full consideration to the proposed change(s) and advise the meeting accordingly).*