

## CONSTITUTION FOR DISTRICT ASSOCIATIONS

Constitution for District Associations of The Camping and Caravanning Club as approved by the National Council on 12 June 2021.

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### 1 INTERPRETATION

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- a) The word “Club” shall mean The Camping and Caravanning Club Limited.
- b) The words “National Council” shall mean the National Council of the Club.
- c) The word “Region” shall mean the Southwest Region of the Club.
- d) The word “Association” shall mean the Tamar District Association of the Southwest Region.
- e) The words “Executive Committee” shall mean the Executive Committee of the Tamar District Association.
- f) The word “Committee” shall mean the Committee of the Tamar District Association
- g) The word “member” shall mean a Club member of the Tamar District Association.

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### 2 NAME

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The name of the Association shall be the Tamar District Association of the Southwest Region.

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### 3 AREA

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The Area shall be as approved by the National Council.

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### 4 MEMBERSHIP

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Every member of the Club who lives within the area of the Association shall be a member of that Association unless he or she expresses the wish to be a member of another Association. If a member wishes to transfer their membership they can do so by obtaining an Opted Members Form from the Secretary of the Association of their choice. That Secretary will forward the completed form, together with the appropriate membership card, to Headquarters for the issue of a new card. A Club member can only be a member of one Association at any one time.

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### 5 OBJECTS

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The objects of the Association shall be to promote the policy and protect the interests of the Club and the Association, in particular to arrange camping meets that normally shall be available to all members of the Club and to encourage the growth of the Club; to represent the views of Association members to the Region and the National Council and to undertake such work and activities as may be decided upon by the Region and the National Council (who shall decide matters of higher policy and higher finance) for the operation of DAs.

- a) **Officers.** The Officers of the Association shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer (the named positions shall not be combined).
- b) **Appointment of Treasurer.** The Treasurer shall be appointed, and may be removed, by the Committee. The appointment shall be made by the second Saturday in November and will commence on 1 January. The appointment shall be reported to the AGM. If there is a change of Treasurer, wherever possible the outgoing Treasurer is responsible for the completion and presentation of the year-end accounts and obtaining audit approval.

The Treasurer shall be accorded full speaking and voting rights if they are not already a member of the Committee.

A vacancy in the office of Treasurer arising for any reason between AGMs shall be filled by the Committee and notified to the Region Secretary with immediate effect.

If possible, the Treasurer should not combine their Office in the Association with any other, and they should not be related to, or reside in the same household as, any other Officer or Auditor (see 6(a)).

The Treasurer must not hold office as Treasurer in any other Unit within the Club.

- c) **Youth Leaders (YLS)** YLS, may be appointed, and may be removed by the Committee. The appointments shall be made annually by the second Saturday in November and will commence on 1 January. The appointments shall be reported to the AGM. It is essential that both a male and female officer are appointed.

The appointments must not commence, nor should the appointees become involved with caring for, training, supervising or being in sole charge of CCJ or CCY members, until a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure has been applied for and received – see Green Paper 4.1. Provision of an existing satisfactory Enhanced Disclosure is acceptable.

A vacancy in the office of YL, arising for any reason between AGMs, shall be filled by the Committee and notified to Region Secretary with immediate effect.

The YLS shall not have voting rights unless they are elected members of the Committee.

- d) **Auditors.** The Auditor(s) shall be elected at the AGM. They shall not be proposed by the Treasurer.

They must not be members of, or related to members of, the Committee or each other, and must not reside in the same household.

- e) **Committee.** The Committee shall consist of a minimum of six members including the Executive Committee.

If the constitutional number of committee members is not achieved at the AGM/EGM then the committee may co-opt members, if required, up to their maximum number and these members will be afforded full voting rights.

- f) **Election of Committee.** Members of the Committee shall be elected at the AGM and shall serve for a period of two years. Half the elected members of the Committee shall retire annually by rotation but shall be eligible for re-election.

Nomination for election to the Committee, with the consent of the nominee, may be submitted in writing to the Secretary prior to the AGM.

If insufficient nominations have been received then all written nominations are considered elected. For remaining vacancies verbal nominations may be received by the Chairman from the floor.

- g) **Members eligible for election.** Any member who has voting rights in the Club shall be eligible for election to the Committee from the start of their second consecutive year of membership, as stated on their membership card.

- h) **Appointment of President and Vice-Presidents.** The President and Vice-Presidents shall be appointed at the AGM. These positions have no voting rights.

The President upon retirement shall be appointed a Vice-President.

- i) **Ordinary Committee Meetings.** The Committee shall meet a minimum of four times between AGMs, with meetings spaced suitably during this period. A maximum of two of these meetings may be held virtually. Additionally, following the AGM, the Committee shall hold an appointments meeting to elect or appoint:

- i) **Officers** Chairman, Vice-Chairman, Secretary.
- ii) **Executive Committee** Consisting of the Chairman, Vice-Chairman, Secretary, Treasurer and a voting member of the Committee.
- iii) **Appointed Councillor and Deputy Appointed Councillor to the Region Council** from the voting members of the Committee.
- iv) **Representatives** to such other bodies as the Committee may decide.
- v) **Advisory members** to the Committee who shall have no voting rights.
- vi) **Other Officer** positions as required, such as Sites Officer

The appointment of all Officers is subject to ratification by the Management Committee of National Council.

- j) **Extraordinary General Meetings (EGMs) of the Committee** may be called by a majority of the Executive Committee, or at the request of a majority of the Committee who have signed the request.

- k) **Executive Committee.** The Executive Committee shall deal with any business referred to it by the Committee and decide matters of urgency, which shall subsequently be reported to the Committee.

- l) **Absences.** Any Committee member absent from 75 per cent of meetings within a 12-month administrative period shall be deemed to have vacated their post.

The Committee has the power to take into account extenuating circumstances and overrule this.

- m) **Vacancies.** Should a vacancy occur on the Executive Committee or the Committee between AGMs it may be filled by the Committee until the next AGM.

- n) **Records.** All books, records, correspondence and similar belonging to the DA may be inspected by any member of the Committee or higher authority. Other members may inspect the records subject to any confidentiality conditions in force at the time of the request.

Inspections shall be at a time convenient to the Officer responsible for the custody of the records, or at the direction of the Committee.

- o) **Representation from Region Council.** The Region Council shall have the right to appoint a Region Council member to represent it on the Committee of the Association. Upon the appointment being communicated to the Secretary of the Association, the Region Council member so appointed shall have full speaking and voting rights at all meetings of the Committee.

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## 7 MEETINGS

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- a) **Annual General Meeting (AGM).** The AGM shall be held during February, March or April at a place decided by the Association. The Agenda shall include the Annual Report, Audited Annual Accounts, Auditor's Report, Notices of Motion, Appointed Region Councillors Report, election of Committee and Auditors. The appointment of Treasurer and, if appointed, the YLs shall be reported and other relevant business including the appointment of the President and Vice-President(s).
- b) **Extraordinary General Meetings (EGMs).** EGMs of the Association may be called by the National Council, the Region Council, the Committee or at the written request of a minimum of 25 voting members.
- c) **Business of Annual General and Extraordinary General Meetings.** At AGMs and EGMs, only the business for which the meeting has been called shall be considered.
- d) **Voting.** Each member over the age of 18 attending an AGM or EGM shall have one vote. The Chairman shall have a vote and, if necessary, exercise a casting vote.
- e) **Notice of Meeting.** Notice of all Committee and Sub-Committee meetings shall be sent to the members concerned not later than seven days prior to a Meeting and shall be accompanied by a copy of the Agenda. Notice of the AGM and EGMs shall be deemed to have been fully and properly given if published in the Club magazine due for publication not less than 21 days before the date of the Meeting.
- f) **Notices of Motion.** Notices of Motion for inclusion in the Agenda of the AGM shall be delivered to the Association Secretary by a date specified by the Committee, **60 days or more prior to the AGM.** A preliminary notice of the AGM shall be published in the Club magazine in sufficient time to allow Notices of Motion to be submitted by the date specified.

Copies of the Agenda, including details of any Notices of Motion, will be available from the Secretary on submission of a stamped addressed envelope.

Any Notice of Motion must be supported by the signatures of 25 members.

A Motion will be presented on the Agenda and discussed by the meeting exactly as written. Amendments to a Notice of Motion are not permitted.

For a Motion to be carried it will require a two-thirds majority of voting members present at the meeting.

- g) **Approval of decisions** No decision approved at any AGM shall take effect until it has been approved by the Region Council.

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## 8 CHAIRMAN OF MEETINGS

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- a) At the first meeting following the AGM the President or, in their absence, the Treasurer will conduct proceedings until the appointment of the Chairman.
- b) The Chairman or, in their absence, the Vice-Chairman shall preside at all meetings. Should the Chairman and Vice-Chairman both be absent, the members present shall elect a Chairman from their number for that meeting only.

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## 9 QUORUMS

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### QUORUM

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There must be enough voting members at the meeting for any decisions made to be valid, known as a 'quorum'. At a Unit AGM this means that at least 15 Club members who are eligible to vote are at the meeting. Members will be asked to prove their membership (of both the Club and the relevant Unit) by showing their membership cards. If too few members attend then the meeting must be postponed.

The minimum numbers attending meetings shall be:

Association AGM and EGM: 15

Committee: 50 per cent of voting members.

A minimum of two Executive Committee members shall attend any such meeting. If these minimum numbers are not present, the meeting shall be postponed.

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## 10 MINUTES

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Within 21 days of the meeting to which they refer:

- a) A copy of the unapproved Minutes shall be sent by the Association Secretary to the Committee members and Region Secretary.
- b) Minutes of the AGM, accompanied by a copy of the Annual Report and Accounts shall be submitted to the Region Secretary.
- c) In accordance with the National Council requirements, details of the Officers shall be submitted to the Director General.
- d) Details of all Committee members shall be submitted to the Region Secretary.

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## 11 FINANCE

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- a) **District Association or funds.** The funds of the Association or Group may be obtained as follows:
  - i) By donation.
  - ii) By any means approved by the National Council, Region Council and Association Committee.
- b) **Bank accounts**
  - i) The Treasurer shall operate one Current Account. Club Headquarters shall act as bankers for all funds in excess of immediate requirements, which will attract interest.

The Current Account shall be in the name of the Association. Dealings on the Association's Current Account shall be on the signature of two of three approved signatories of the Committee. The signatories must not be related or members of the same household.

- ii) Where the Current Account attracts interest, this must be paid net of tax.
- c) **Financial Year.** The Financial Year of the Association shall end on 31 December.
- d) **Auditing of Accounts.** Prior to the AGM and at any time decided by the Committee, the Region Council or National Council, the accounts and financial records shall be audited. The DA Treasurer shall forward copies of audited DA Accounts to the Region Treasurer, no later than 14 February.
- e) **Club property.** All property for which the Association is responsible shall be included in an Inventory completed and checked by the end of December and attached to the Accounts submitted to the Auditors.
- f) **Funds and property.** In the event of the Association ceasing to exist, all funds, property and records in its possession shall be transferred to the Region Council to be disposed of as deemed appropriate and any funds obtained shall be used as directed by Region Council and National Council.
- g) **Expenditure.** Expenditure from the Association's funds should be limited to matters relevant to the activities of the Club, Region and the Association. Large capital expenditure should be approved by the Region Treasurer before any commitments are made.

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## 12 CONSTITUTION

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This Constitution is standard for all DAs.

- a) Association Committees may make proposals to the Region Council for alteration to the standard Constitution.
- b) Alterations must be approved by National Council.
- c) The Committee may amend Schedule A to conform to the provisions of the Constitution. Amendments must be approved by the Administration Committee on behalf of the National Council.

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## 13 RIGHT OF APPEAL

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Members shall have the right of appeal to the Region Council against any decision of the Committee.

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## 14 MATTERS NOT PROVIDED FOR

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Subject to Rules and Regulations of the National Council in force from time to time, any questions arising that are not provided for in this Constitution shall be referred to the Region Council for guidance.

For further details please refer to the appropriate section of the Voluntary Officers' Manual.

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## APPENDIX

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### SCHEDULE A

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The number of elected Committee members will be a minimum of 6 and a maximum of 15 members.