



Voluntary Officers' Manual

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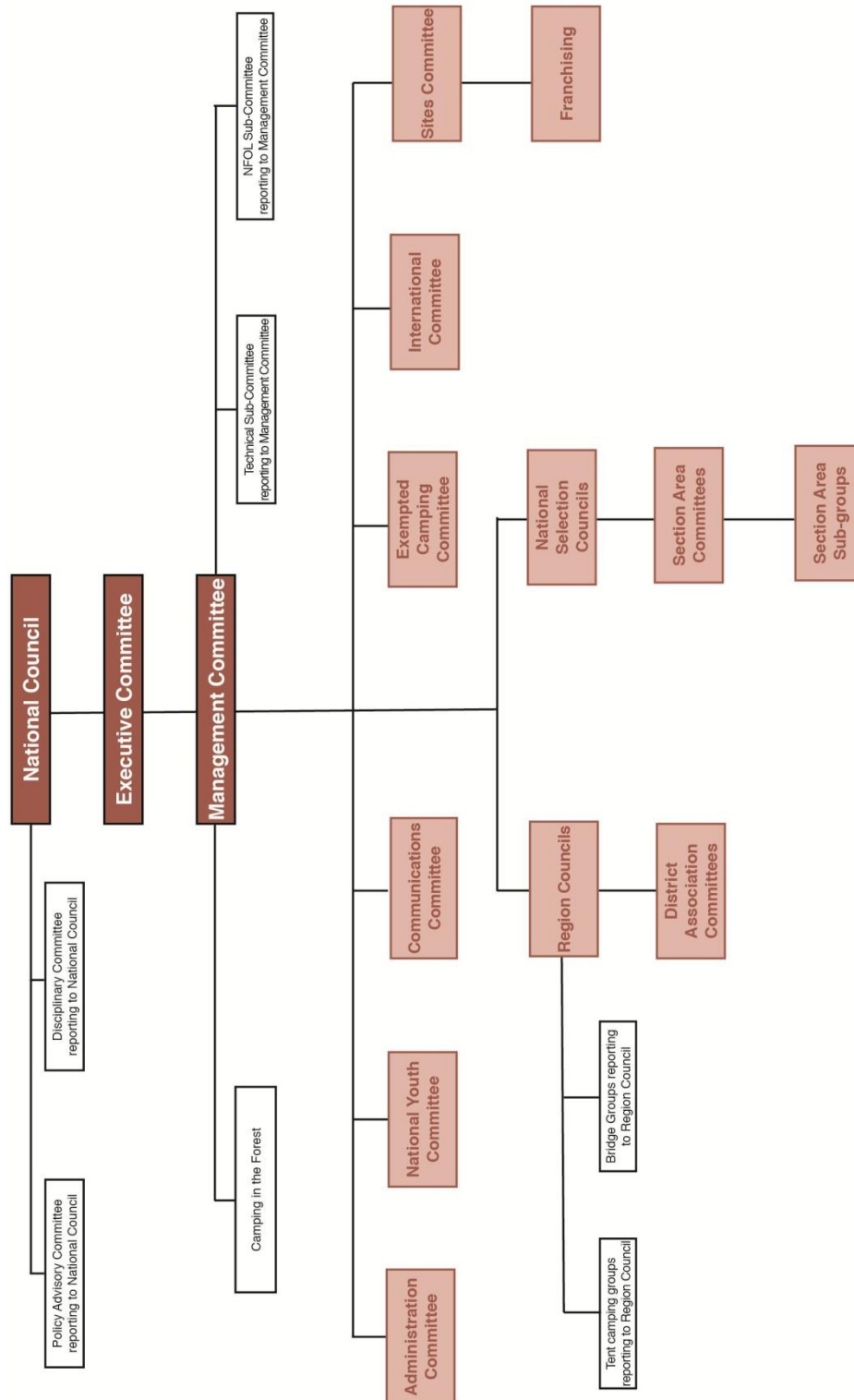
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SECTION 1 - ORGANISATIONAL STRUCTURE AT CLUB LEVEL

THE CLUB'S ORGANISATION CHART



CLUB PATRON AND PRESIDENT

The Club has both a Patron and a President. These are honorary positions. Although the Patron and President are eligible to attend meetings, they rarely do. If you would like to communicate with our Club Patron or President, you must do so through the Director General's office at Club Greenfields House.

The Club President is entitled to wear a jewel from a purple neck ribbon.

CLUB VICE-PRESIDENTS

Club Vice-Presidents are appointed by the Club's Annual General Meeting. These are also honorary appointments, made to recognise those who have made a particular contribution to the Club or hold office in another organisation that shares a common interest. Some Vice-Presidents are appointed by virtue of the office they hold and not on a personal basis.

Club Vice-Presidents are entitled to wear a jewel from a purple medal ribbon.

HONORARY MEMBERS

The Club confers Honorary Membership on those who have supported Club officials in their office, such as spouses of Presidents, Vice-Presidents and Club Chairmen. Honorary Membership is also given to senior trade and association personnel with whom the Club has a strong connection.

NATIONAL COUNCIL

NATIONAL COUNCILLORS

The National Council has 18 Elected Councillors (chosen by a ballot of the membership) and a number of Appointed Councillors plus the Club Honorary Treasurer. There is one Appointed Councillor from each of the Club's Regions and one Appointed Councillor from each Special Interest Section that has more than 3,000 members.

Any Club member aged 18 or over may stand for election to the National Council as long as he or she has had full voting rights in the Club for at least five years.

National Councillors carry an identity card when they are on Club business.

Members elected directly by the Club membership serve on the Council for three years, unless they have taken over from another elected member (known as being co-opted on to the Council), in which case they continue to serve until the next Club AGM.

Members appointed by their Regional or Qualifying National Section Councils serve for one year.

WORKING AS A NATIONAL COUNCILLOR

All members of the National Council and the Club Honorary Treasurer are entitled to vote at meetings of the National Council. Each member has one vote.

If a National Section reaches 3,000 members it may appoint a National Councillor for three years from the end of the Club's Annual General Meeting (AGM) following the year in which the qualifying membership was achieved, even if the membership drops below 3,000 during this time. This National Councillor appointment is made annually.

All National Councillors are Directors of The Camping and Caravanning Club Limited, and are therefore bound to implement current legislation. The first priority of all National Councillors is to the Club as a Company.

The names of Region- and National Section-appointed Councillors must be submitted to the Director General not later than seven days before the Club AGM where they are reported. Their term of office starts immediately after the AGM.

ADVISORY OFFICERS

National Sections with fewer than 3,000 members appoint a representative who is allowed a voice at Council but is not entitled to vote. These representatives are called National Section Advisory Officers.

Non-voting National Sections must notify the names of their Advisory Officers to the Director General no later than 14 days before the first Council Meeting after the AGM. These appointments will be approved at this meeting.

The Chairman of the National Youth Committee is the appointed Advisory Officer for the Camping Club Youth (CCY) on the National Council.

THE POLICY ADVISORY COMMITTEE (PAC)

The Policy Advisory Committee (PAC) is convened on the orders of the National Council to consider major policy issues. It also reviews the work of the National Council. The last four Club Chairmen form the PAC, with the Club Immediate Past Chairman in the chair. This Committee reports directly to National Council.

The Director General is Secretary of the PAC.

EXECUTIVE COMMITTEE

The Executive Committee currently includes:

The Club Chairman

The Club Vice-Chairman

The Club Immediate Past Chairman

The Club Honorary Treasurer

The Director General (who acts as Secretary)

The Executive Committee acts on behalf of the National Council in matters relating to Club employees and on any other urgent matters referred to them.

MANAGEMENT COMMITTEE

The Management Committee consists of the members of the Executive Committee, together with the Chairmen of the following committees:

Administration Committee

Communications Committee

Exempted Camping Committee

International Committee

Sites Committee

and

Two members elected to the Committee by the National Council

These final two members of the National Council on this committee shall not be members of a Main Committee (see below). Each serves for two years with one retiring annually and being available for re-election. These positions are filled before the election of the five Main Committees.

The Club Chairman and Vice-Chairman automatically become the Chairman and Vice-Chairman of the National Council, Management and Executive Committees.

If a Main Committee Chairman is unable to attend a meeting, the Vice-Chairman of that Committee may act in his or her place, with full voting rights.

The Staff Directors attend National Council and Management Committee meetings, and present reports on the current activities of their departments, assuming they are not already covered in the Agenda or recent minutes. The Director General also attends in his capacity as Secretary to the National Council and Management Committee. Senior members of staff have no vote in the proceedings.

The Management Committee has the power and authority to do the following:

- Implement National Council policies
- Prepare and control an annual budget for Club expenditure and investment
- Advise National Council on matters relating to capital expenditure and investment
- Safeguard the Club's assets
- Ensure the smooth and efficient management of Club affairs

The minutes of the Management Committee are circulated to all members of the National Council as soon as they are available, though they will initially be marked 'unapproved'.

The Management Committee may form Sub-Committees if it is appropriate

NATIONAL COUNCIL – MAIN COMMITTEES

National Council elects members to serve on five Main Committees. Each has four voting members who are elected for a period of two years, with two members retiring annually.

The Committee Chairmen are elected by their respective Committee members annually, by secret ballot. The member obtaining the most votes becomes the Chairman and the one with the next highest number of votes becomes the Vice-Chairman.

A Committee Chairman may nominate up to two additional Club members whose skills, experience and expertise would be an advantage to the work being undertaken by his or her Committee. Once these nominations have been agreed by the Management Committee the members have full voting rights on their Committee.

Other members may be co-opted for specific advisory roles, again with approval of the Management Committee. However, they have no voting rights.

National Council members may not serve on more than one Main Committee.

Members of the Club Executive Committee with full voting rights are allocated positions on the Administration Committee, Communications Committee, Exempted Camping Committee, International Committee and Sites Committee.

The Club Chairman and Director General may attend any Main Committee meeting.

ADMINISTRATION COMMITTEE

The Administration Committee has the power and authority to do the following:

- Establish policy and guidelines and receive reports from staff on the development, implementation and operation of those policies
- Monitor and oversee the development of all Club Units – Regions, District Associations (DAs) and National Sections – and to monitor Region and National Section meeting minutes along with Club activities

COMMUNICATIONS COMMITTEE

The Communications Committee has the power and authority to do the following:

- Establish policy and guidelines and receive reports from staff on the development, implementation and operation of those policies
- Oversee the Club's participation in exhibitions, the development of the Club's Public Relations Officer (PRO) network, receive reports and oversee the development of the Club's PR activity, Marketing and Publications

EXEMPTED CAMPING COMMITTEE

The Exempted Camping Committee has the power and authority to do the following:

- Establish policy and guidelines and receive reports from staff on the development, implementation and operation of those policies

- Approve Club rules for the control, establishment and development of campsites operated under the Club's exemptions granted in The Public Health Act 1936 and The Caravan Sites and Control of Development Act 1960 and oversee their implementation. This does not include Club Sites or Camping in the Forest sites.

The Club National Parks Officer is a member of this Committee. He or she may be additional to the members elected or appointed by the normal means.

INTERNATIONAL COMMITTEE

The International Committee has the power and authority to do the following:

- Establish policy and guidelines and receive reports from staff on the development, implementation and operation of those policies
- Oversee the international affairs of the Club, the administration and control of Club continental rallies and members' participation in International Federation of Camping and Caravanning (FICC) rallies

The Committee oversees and receives reports on all services offered by the Club's Travel Service and the development of those services.

SITES COMMITTEE

The Sites Committee has the power and authority to do the following:

- Establish policy and guidelines and receive reports from staff on the development, implementation and operation of those policies

DISCIPLINARY COMMITTEE

National Council elects a Chairman for this Committee before electing the Committee members. Members of this Committee (the Chairman plus a minimum of four others) must have served a minimum of three years on Council before being elected to the Disciplinary Committee. The Committee can call upon the services of a solicitor if necessary.

The Director General's office acts as Secretary to the Disciplinary Committee.

NATIONAL YOUTH COMMITTEE

This Committee, which consists of the Club Chairman, a Region Youth Liaison Officer (RYLO) from each Region, and a Section Youth Liaison Officer (SYLO) from each National Section with an active Youth Group, deals with all matters relating to the Club's Youth activities, and makes recommendations to National Council. The National Youth Committee appoints a Chairman who becomes the National Council Youth Advisory Officer. Each RYLO or SYLO is a joint appointment. This means it is formed of two people, one man and one woman. However, it carries only one vote at meetings.

MANAGEMENT COMMITTEE – SUB-COMMITTEES

TECHNICAL SUB-COMMITTEE

This Sub-Committee advises the Club on items of a technical nature relating to camping, caravanning and its associated interests.

NFOL SUB-COMMITTEE

This Sub-Committee has a Chairman, the Appointed Councillors to the NFOL Organising Committees (as appointed by National Council) and the Club Honorary Treasurer. The Chairman may also nominate two further members who will bring specialist skills or experience to the Committee. This Sub-Committee is responsible for reviewing the minutes of the NFOL Organising Committees and bringing items of importance to the Management Committee's attention.

Section 2 – Officers and Officials

VOLUNTARY POSITIONS WITHIN THE CLUB

National Council	Region Council	DA Committee	National Section	Section Area
President	President **	President **	President **	President **
Chairman *	Chairman *	Chairman *	Chairman *	Chairman *
Vice –Chairman *	Vice –Chairman *	Vice –Chairman *	Vice –Chairman *	Vice –Chairman *
Immediate Past Chairman	Elected Executive Member *	Elected Executive Member *	Elected Executive Member *	Elected Executive Member *
Director General Secretary	Secretary *	Secretary *	Secretary *	Secretary *
Club Honorary Treasurer	Treasurer	Treasurer	Treasurer	Treasurer
Chairman Communications Committee	Regional PRO	DA PRO	Section PRO	Section Area PRO
Chairman National Youth Committee	Regional Youth Liaison Officer (RYLO)	DA Youth Leaders	Section Youth Liaison Officers	Section Area Youth Leaders
Chairman Exempted Camping Committee	Region Sites Co-ordinator	DA Sites Secretary	Section Sites Co-ordinator	Section Area Sites Secretary
Appointed Councillor from Region or National Section	Appointed Councillor or Deputy Appointed Councillor to	Appointed Officer or Deputy Appointed Officer to Region Council *	Appointed Councillor or Deputy Appointed Councillor to	Appointed Officer or Deputy Appointed Officer to National Section *

	National Council *		National Council *	
	Appointed Officer to DA **		Appointed Officer to Section Areas **	
Club's National Parks Officer	Regional National Parks Officer **			
Club's National Countryside Care Officer	Region Countryside Care Officer	DA Countryside Care Officer	National Section Countryside Care Officer **	Section Area Countryside Care Officer **

* Elected from the voting members of the Council of Committee

** Where appointed

PRESIDENT AND VICE-PRESIDENTS

Along with the President and Vice-President of the Club, each Region, Section, District Association (DA) and Section Area may appoint its own President and Vice-Presidents.

Presidents and Vice-Presidents do not need to be members of the Club, but they usually are. They are Officers of their respective Club Units, though they do not have voting rights. Their appointment is recommended by their Unit's Council or Committee to the members at the AGM and they are appointed at the Unit's AGM. They may only be appointed when they have stepped down from any positions on the Unit's Council or Committee. They are entitled to attend the Club Unit's meetings and should be given a place of honour. The President may be asked to preside over the Unit's AGM, at the Chairman's discretion.

The President shall be appointed a Vice-President when he or she retires from the role of President.

Once a Vice-President has been appointed, he or she will hold this title for ever, unless a serious event or misdemeanor occurs and it is considered the individual should no longer have any connection with the Club.

THE CHAIRMAN

As the Senior Executive Officer in his or her Club Unit, the Chairman oversees all the activities of the Unit and should be kept up-to-date by the other Officers. The Chairman may offer help and support in any area of Club business relating to the Unit.

The Chairman takes a lead in Council or Committee meetings, addresses members at social gatherings, officiates at special meets (such as at the opening and closing ceremonies) and at any other important Unit events.

The Chairman of a Unit is elected from the voting members of the Unit's Council or Committee at the first meeting following the Unit's AGM.

THE VICE-CHAIRMAN

The Vice-Chairman supports the Chairman in his or her duties, standing in for the Chairman in his or her absence or if it would be inappropriate to act, for example in decisions where the Chairman could have a conflict of interests.

The Vice-Chairman of a Unit is elected from the voting members of the Unit's Council or Committee at the first meeting following the Unit's AGM.

THE HONORARY SECRETARY

The Secretary has many official duties, covered in Section 3 of this manual, and it is important he or she is given the information required to carry out these duties by other members of the Unit. Secretaries are often expected to introduce items at meetings, as well as giving guidance on Club procedures.

Arrangements for Unit Council or Committee meetings are the Secretary's responsibility so he or she will consult with the Chairman and other Officers in the preparation of an Agenda beforehand and produce draft minutes afterwards. These draft minutes will be passed to the Chairman for checking before the Secretary circulates them. Between meetings, the Secretary is responsible for the day-to-day business of the Unit, consulting with other Officers as necessary.

The Secretary of a Unit is elected from the voting members of the Unit's Council or Committee at the first meeting following the Unit's AGM.

THE HONORARY TREASURER

Although all posts within Club Units carry responsibility, the role of the Treasurer is governed by specific rules as the Treasurer handles the finances of the Club Unit. The Honorary Treasurer is appointed annually by the Council or Committee and reported at the AGM of the Unit concerned.

There is more detail on the Treasurer's role and responsibilities in The Guidelines for Treasurers, document. This includes vital information for all Club Treasurers, including procedures set up to protect both the Treasurer and the Club. It is updated annually and distributed to Treasurers by the Finance Department at Green Fields House.

The Treasurer is directly responsible to the members of the Unit and must make sure all expenditure is in accordance with the powers and decisions of the Committee. No financial activity may be contrary to the principles laid down by the National Council or rules of the Club.

The method of accounting must comply with the Club's standard to enable legal obligations to be met.

The Treasurer is appointed by the Unit's Council or Committee by the second Saturday in November. He or she takes up the post on 1 January. The appointment is reported at the Unit's AGM. Unless there are exceptional circumstances, if there is a change of Treasurer, the

outgoing Treasurer is responsible for the completion of the end-of-year accounts, their presentation at the Unit AGM and for obtaining audit approval.

The Unit Council or Committee oversees the work of the Treasurer. The Treasurer may be removed from the post at any time, if the Council or Committee feels it is necessary.

Appointments of DA or Section Area Treasurers must be reported immediately to the appropriate Region or National Section Secretary. Region and National Section appointments must be reported to the Director General.

If a Treasurer is not already a member of the Council or Committee he or she is given full speaking and voting rights, though the appointment can only ever have one vote.

Because of the financial responsibilities of being a Treasurer, those in the post should not combine their office in the Unit with any other role or act as Treasurer for any other Club Unit.

If a Treasurer is related to, or lives in the same household as any other Officer or Committee member then this relation or household member should not be involved in financial transactions of the Unit, for the protection of the both the Treasurer and the Club Unit. This means, for example, the relation or other household member must not be the second signatory on Unit cheques.

IMMEDIATE PAST CHAIRMAN

Once a Unit Chairman has retired from his or her role, he or she becomes the Immediate Past Chairman, providing a measure of continuity for the Unit.

YOUTH OFFICERS

The Club encourages every Unit to have an active Youth Section, which is responsible for enabling Club members under the age of 18 to enjoy camping in a safe and enjoyable way, aiming to foster a life-long love of both camping and Club.

The Club recognises that work with young people requires specialist skills and carries specific responsibilities. Those involved are referred to the Youth Leaders Handbook, which includes current regulatory requirements as well as information on the Youth Test – a scheme to recognise a young person's ability to camp without adult assistance.

Each Region or National Section with an active Youth Section will have a Region or Section Youth Liaison Officer (RYLO or SYLO) with speaking rights. However, the RYLO or SYLO will only have voting rights if elected in their own right.

Every Region and National Section with a Youth Section sends one RYLO or SYLO to the National Youth Committee, with full speaking and voting rights. This Committee also has a member appointed by National Council.

The National Youth Committee coordinates the activities of the Camping Club Youth (CCY) across the Club.

Youth Officers are appointed and may be removed by their Council or Committee. Appointments are made annually by the second Saturday in November and reported at the Unit's AGM. If the post of RYLO or Youth Leader (YL) becomes vacant between AGMs, the

Unit's Council or Committee will make a new appointment and notify the Director General at Greenfields House, the Region or Section Council and the Director of Operations.

When the Youth Leader is appointed, they must immediately apply for a DBS (Data Barring Service) or PVG (Protecting Venerable Group in Scotland) check and complete the Club online Safeguarding course by contacting the Director of Operations, before undertaking any unsupervised Youth activity.

Because of the specific nature of their work with young people, the appointment of YLs is subject to ratification by the Management Committee of the National Council. All YL appointees will be required to undertake DBS/PVG according to the current regulations.

The position of Youth Officer is unusual in that it is held jointly by two people, one male and one female. The Youth Officer(s) will only have full voting rights if they are elected members of the Council or Committee in their own right.

APPOINTED NATIONAL COUNCILLORS, REGION, SECTION, DA AND SECTION AREA COMMITTEE MEMBERS

The Club relies on the time and dedication of Unit Councillors and Committee members to enable its Regions, Sections, DAs and Section Areas to operate smoothly and in the best interests of their members and the Club. National Councillors have the extra responsibility of being Directors of the Company that is the Club.

Appointed Councillors (and their Deputies) to the National Council and Region or National Section Councils are elected from the voting members of their respective Council or Committee at its first meeting after its AGM.

When a Region or National Section nominates an Appointed Councillor and Deputy Appointed Councillor the names must be reported to the Director General at Greenfields House immediately (at least seven days before the Club AGM) and the appointments take effect immediately after the Club AGM. These Appointed Councillors then have speaking and voting rights on the National Council. Even if an Appointed Councillor stops being a member of the Regional or National Section Council, he or she will remain on the National Council until the next Club AGM.

Each DA and Section Area nominates an Appointed Councillor to its Region or Section Council from its Committee at the first meeting after its AGM, who takes up the post immediately. A Deputy Appointed Councillor must also be nominated.

A Region or Section can appoint a Councillor to attend DA Committee or Section Area meetings (respectively). This Councillor has the right to take part in the DA or Section Area meeting and vote on any motions.

SECTION ADVISORY OFFICERS

Sections represent those who camp together because of a common interest. As a result, specialist skills may be required to enable the Section to operate effectively. Section Advisory Officers with particular skills may be appointed to a Committee to provide help and advice, though they do not have voting rights.

PUBLIC RELATIONS OFFICER (PRO)

Each Region, Section, DA and Section Area should have a Public Relations Officer (PRO) to help promote the Club to the wider world – particularly to potential new members.

The primary roles for PROs is to support promotional work at shows, to support Merchandisers by visiting dealerships and outdoor retail outlets, and provide ideas to Greenfields House staff for attending new events. Further information about the Region/Section PRO and DA/Section Area PRO roles are contained in the job descriptions in the PRO section of the Club's website.

The Volunteers PRO Manual also holds information on many aspects of promotion, such as organising a small display or exhibition stand. The manual is also available for other Club Officers who would like to help promote the Club.

A PRO is appointed at the first Council or Committee meeting after the AGM. If he or she does not already have the right to speak on the Council or Committee, becoming PRO means he or she will gain the rights to speak. The PRO may only vote if he or she is already an elected member of the Council or Committee.

While the PRO role does not normally involve liaising with journalists, writing press releases or giving interviews, the role may on occasion involve being contacted by the media. Media contacts and interviews are mostly handled by specially-trained Club staff and must always be passed to the PR team at Greenfields House in the first instance, and at the earliest opportunity, via press.enquiries@campingandcaravanningclub.co.uk. However, situations could arise when the media wants to interview someone directly involved with a DA/Section activity, and so the Club's PR team will work with PROs to explore ways for them to carry out the interview with help and support, provided they are comfortable with it. This will be at the PR team's discretion.

REGION, SECTION, DA AND SECTION AREA SITES OFFICER

SITES OFFICERS ARE RESPONSIBLE FOR PRODUCING A CAMPING PROGRAMME, SO ALL CLUB MEMBERS KNOW ABOUT MEETS AND TEMPORARY HOLIDAY SITES (THSS) HELD BY THE UNIT.

It is important for all Site Officers (including Section and Section Area Site Officers) in a Region to work together to avoid conflicts. In some cases, a Region or Section Sites Officer may convene a meeting where any issues can be discussed.

Meet and THS organisers must co-ordinate events to avoid over-using any venue, taking into account its position, general suitability and the impact on the local area. Meets must not be organised on successive weekends at the same venue – unless there are exceptional circumstances – and back-to-back Meets are not permitted on the same site.

The Sites Officer is appointed at the first Council or Committee after the Unit's AGM. If the Sites Officer is not already an elected member, he or she will have speaking rights but may not vote.

REGIONAL AND NATIONAL SECTION SITES CO-ORDINATOR

It is the responsibility of the Regional and National Section Sites Co-ordinators to make sure that the policies mentioned above are adhered to. This may be done by arranging meetings between representatives of all DAs and Section Areas who camp within the Region boundaries or by checking their camping programmes online.

Each Region and National Section has a Sites Co-ordinator to oversee Club Meets. This Officer adjudicates on any matter where there is a conflict of interest between Units, or where there is a conflict with guidance given by National Council or elsewhere. If these Officers are unable to resolve an issue, the matter may be referred to the Regional Sites Officer who may call on the expertise of the Exempted Camping Department at Greenfields House.

The Sites Co-ordinator is appointed at the first Council or Committee after the Unit's AGM.

COUNTRYSIDE CARE OFFICER

The Club appoints a National Countryside Care Officer to oversee environmental conservation projects across the Club. Each Region and National Section should also appoint its own Countryside Care Officer, working under the guidance of the National Countryside Care Officer, to help organise and co-ordinate suitable projects.

DAs and Section Areas may also have Countryside Care Officers, if appropriate, operating under the guidance of their respective Region or National Section Countryside Care Officer.

A Countryside Care Officer is appointed at the first Council or Committee after the Unit's AGM. If the Countryside Care Officer is not already an elected member, he or she will have speaking rights but may not vote.

NATIONAL PARKS OFFICER

The Club appoints a National Parks Officer to manage the relationship between the Club and the areas across the country governed by National Parks legislation.

Regions with an area governed by National Parks legislation within their boundaries generally have their own Region National Parks Officers, who work closely with the Club's National Parks Officer to ensure all appropriate legislation and organisational requirements are met, allowing Meets and THSs to be held in these areas. Sections who camp in areas governed by National Parks legislation work in conjunction with the appropriate Region National Parks Officer.

A Region National Parks Officer is appointed annually by the second Saturday in November and reported at the Region's AGM. If the Officer is not already an elected member, he or she will have speaking rights but may not vote.

WEBMASTER AND WEB CO-ORDINATOR

The Club has an eBusiness Department, based at Greenfields House, where the ebusiness Manager oversees a team with responsibility for the Club's internet presence.

Many Regions, National Sections, DAs and Section Areas also have a presence on the internet through a website. The technical aspects of the website are managed by the Unit Webmaster, while the day-to-day collection, verification and uploading of information to the Unit website is done by the Web Co-ordinator.

A Unit's Webmaster and Web Co-ordinator are appointed at the first Council or Committee meeting after the AGM. If they do not already have the right to speak and vote on the Council or Committee, becoming a Webmaster or Web Co-ordinator means they have speaking rights at a Council or Committee meeting but will not be entitled to vote.

AUDITOR

Each Club Unit's financial affairs must be overseen by an Auditor or – ideally – two Auditors. An Auditor's job is to check the Unit's annual accounts, prepared by the Treasurer, for the protection of both the Treasurer and the Club.

Auditors are appointed at the Unit's AGM and may be completely independent of the Club. Their only role will be to audit the accounts.

A Club Unit must pass the minutes of all Unit Committee meetings and any financial reports to its Auditor to ensure the accounts include all relevant information.

Because of the financial responsibilities of being an Auditor, he or she must not be a member of the Club Unit's Council or Committee. An auditor must not be related to or live in the same household as another member of the Council or Committee or each other and he or she cannot be proposed by the Treasurer.

The Guidelines for Auditors is a document that includes vital information for all Club Auditors, including procedures set up to protect both the Auditor and the Club. It is updated annually and distributed to Auditors by the Finance Department at Greenfields House.

SCRUTINEER

Each Region and Section appoints a scrutineer to count the votes cast in the following year's ballots. The name and address of the scrutineer must be submitted to the Director General at Club Greenfields House when the Region notifies the date of its AGM.

The role of Scrutineer does not hold any special voting or speaking rights as a result of this position. He or she should not be related to a member of the Council or Committee nor live in the same household as a Council or Committee member.

For convenience and to show independence, a scrutineer may be a member of another Club Unit.

OTHER OFFICERS

From time to time it becomes necessary to appoint other Officers to support the work of a Club Unit. These appointments have no voting rights, unless the holder is already a member of the Council or Committee.

Appointments of Officers at Region and National Section level are subject to approval by the National Council. Those at DA and Section Area level are subject to approval by the appropriate Region Council or National Section Council.

OVERSIGHT OF ALL APPOINTMENTS

All appointments to office at any level within the Club – Region, National Section, DA, Section Area or Group – are subject to initial and continuing approval by the National Council. Councils, Committees and Officers may be dismissed or suspended by the National Council at any time, if there are serious procedural, administrative or other issues.

Appointments are not formally approved until they have been approved by the Administration Committee acting on behalf of the National Council, though this approval is normally given by default.

CANVASSING FOR ELECTION

There must be no canvassing for, or by, individual members seeking election as Officers of the Club, Regions, National Sections, DAs or Section Areas in any literature or at any official meetings, except when all the candidates in an election are referred to equally, in the same way and at the same time. Breaches of this ruling can lead to disqualification of the candidate concerned.

SECTION 3 – MANAGEMENT PROCEDURES

THE CLUB'S LEGAL STRUCTURE

ARTICLES OF ASSOCIATION

The Club operates in a legal framework defined by its Articles of Association. These include the way the Club operates, how membership is defined, the procedures at meetings and the financial management of the Club, among other things. There is a copy of the Articles of Association in Appendix 2.

REGION, NATIONAL SECTION, DA AND SECTION AREAS

The Club divides the UK into 13 Regions on a geographical basis, as agreed by the National Council. These Regions are subdivided into District Association (DA) areas, defined by postcode areas.

DA geographical areas can change for a number of reasons, such as two DAs merging or a new one being formed. Each Region must approve any changes on behalf of the National Council. Details of the areas covered by each DA are kept as part of the Region Constitution.

Special Interest Sections are based on a shared interest rather than geography, though National Sections generally choose to have geographically-based groups known as Section Areas. The boundaries of these Section Areas are defined by their Section and these may or may not coincide with Region boundaries.

In this manual the term Club Unit is used as a general term to include Regions, Sections, DAs and Section Areas.

MEMBERSHIP

All Club members are members of the DA in which their address falls when they join the Club. As a result they are automatically part of a Region. Members can easily change their allocated DA by contacting the Club's Membership Department or through the Secretary of their chosen DA. A Club member can only be a member of one DA, which is listed on his or her Membership Card. However, Club members are free to camp with any Region, DA, Section or Section Area in the Club.

If a Club member chooses to belong to a Section or Section Area this is also recorded on his or her membership card. There is generally a small membership fee, which helps support the Section.

A VOLUNTARY OFFICER OF THE CAMPING AND CARAVANNING CLUB

A person who has been appointed to a position by the Camping and Caravanning Club but does not have a contract or receive regular payment may be defined as being a Voluntary Office holder.

This includes:

- statutory appointments, such as registered company directors or secretaries, board members of statutory bodies.
- appointments made under the internal constitutions of the Club, such as the Club Treasurer or Club secretary.

Voluntary Office holders are neither employees nor workers.

Someone is likely to be a Voluntary Office holder if **most** of these statements apply to him or her:

- there is no contract or service agreement relating to the appointment
- his or her duties are only those required under the relevant statute or constitution
- he or she does not get a salary or any other form of regular payment for these services
- he or she is effectively working as an independent officer and is not under the close supervision or control of the appointing body

VOLUNTEERS' RIGHTS

Volunteers do not have a contract of employment, so they do not have the same rights as an employee or worker.

PAY AND EXPENSES

Volunteers are not paid for the time they spend volunteering, but may get money to cover expenses. This is usually limited to food, drink, travel or any equipment required to complete the tasks they undertake.

CONSTITUTIONS

The Club's current legal form was created on 22 November 1947 when its legal entity was created. Before this incorporation, the Club operated as an Association, which meant the individual members of the National Council were personally liable for the Club's actions.

Today the whole membership of the Club is liable for the Club's actions. In financial terms this means that when a member joins the Club he or she guarantees to contribute up to £1 to its assets in the unlikely event that the Club has to be wound up.

The Club has to be run strictly in accordance with the provisions of the Companies Act and its own Articles of Association. As a result, the Club Annual General Meeting (AGM) is legally required to follow particular procedures and implement certain structures. However, the Regions, Sections, District Associations (DAs) and Section Areas that form such an important part of the day-to-day running of the Club are not restricted in the same way so their meetings – including their AGMs – may be less formal.

Each Club Unit has its own Constitution, covering the way it works. The wording of the Constitutions has evolved over time but still retains a legal feel, to ensure that the information in it is as clear and unambiguous as possible. The main body of the Constitution is the same across all Club Units but there will be differences between the Constitutions of

different types of Unit. As an example, the Boating Group Constitution includes information about boating safety and liability, which would not be relevant to a local DA.

The Constitution for a given Region, Section, DA or Section Area is held by Unit's Secretary. A copy is kept with the appropriate Region (for DAs) or Section Secretary (for Section Areas) and with the Administration Committee at Greenfields House.

Detailed Constitution information is in Appendix 6.

OBJECTS OF REGIONS, NATIONAL SECTIONS, DAS AND SECTION AREAS

The Objects of a particular Region, Section, DA or Section Area are defined in the Unit's Constitution. The Unit exists to serve its members and should always be aware of its reason for existence, as given in its Objects.

COUNCILS AND COMMITTEES

WHY COUNCILS AND COMMITTEES?

The Club relies on its Council and Committee structure to work effectively. Each Club Unit will have its own Council or Committee to oversee its day-to-day running and to give structure to the Unit and Club, allowing Club members to make the most of their camping and caravanning.

A Committee represents a DA or Section Area, while a Council represents a Region, Section or the whole Club.

NATIONAL COUNCIL

Details of the organisation and functioning of the Club at a national level, which is overseen by the National Council, can be found in Section 1 of this manual.

REGION AND NATIONAL SECTION COUNCILS

A Region or Section Council is made up of a Chairman, Vice-Chairman, Secretary and Treasurer – known as the Constitutional Officers – along with any other appointed officers. These are likely to include a Youth Leader, Public Relations Officer (PRO), Sites Co-ordinator, Countryside Care Officer and National Parks Sites Officer (if appropriate).

CHOOSING REGION AND NATIONAL SECTION COUNCILLORS

Any Club member may stand for election to a Region or Section Council, as long as he or she is at least 18 years old and has been a member of the Club for at least three consecutive years (with voting rights).

A calling notice is published in the November issue of the Club's magazine – Camping & Caravanning – for nominations for Region Councillors. The closing date for nominations is 1 February.

Nominations must be made to the Region Secretary and must include the candidate's written consent to stand for election along with his or her name, address and Club membership number.

If more candidates are nominated than there are available seats on the Region Council, a ballot is needed. The names of all the candidates are published in the Club magazine and all Club members are eligible to vote in the ballot, using the ballot paper distributed with the magazine. Votes must be cast – as described in the magazine – by midnight on the Wednesday before the Region AGM. All votes are counted before the AGM and the result of the ballot is announced at that meeting.

If a Councillor is unable to continue in post during the year, the Council may choose another eligible Club member to replace him or her until the next AGM.

Sections may use this procedure to elect Councillors if they wish. If they choose a different system, then nominations for Section Councillors must be made to the Section Secretary at least 14 days before the National Section AGM.

Region and Section Councils must be set up so that every year one third of the Council retires, though the Councillors may stand for re-election.

REGION AND SECTION AGM

The AGM of a Region or Section must be held between 1 May and 30 June. Details must be published in the November issue of the Club magazine with the Notices of AGM appearing in the February or March edition.

The Club recognises the challenges faced by Councillors who may need to travel long distances to attend a Region AGM so it provides financial administrative support using the Region Administration Grant. Sections are expected to be self-supporting.

REGION AND SECTION EGM

Occasionally an Extraordinary General Meeting (EGM) may need to be called by a Region or Section. Other Club members must be given at least 21 days notice, along with the reason for the meeting, in the Club magazine. The meeting will only discuss the items indicated in the magazine.

REGION AND SECTION COUNCIL MEETINGS

Meetings of the Region or Section Council (or its Executive Committee, see below) are held as necessary and Council members must be given at least seven days notice of any meeting, along with a copy of the Agenda. If a member fails to attend 75 per cent of the meetings in any one 12-month administrative period, he or she will be considered to have stood down from the post, though the Council has the power to override this if there are extenuating circumstances.

The minimum number of meetings that must be held during a year is given in the Region or National Section's Constitution.

The Club recognises the challenges faced by Councillors who may need to travel long distances to attend Region Council meetings, so it provides financial administrative support using the Region Administration Grant for four Council meetings each year, alongside the AGM. National Sections are expected to be self-supporting.

REGION AND SECTION YOUTH LEADERS' MEETINGS

Regions and National Sections will generally organise meetings of their Youth Leaders (YLS) to allow them to exchange information and support each other in their work.

The Region Administration Grant provides financial administrative support for one Region Youth Leaders' meeting every year.

REGION AND SECTION SITES LIAISON MEETINGS

Regions and Sections may organise meetings of their Site Co-Ordinators so they can exchange information to make sure Meets and Temporary Holiday Sites do not clash.

The Region Administration Grant provides financial administrative support for one Region Sites Liaison meeting every year.

DA AND SECTION AREA COMMITTEES

A DA or Section Area Committee is made up of a Chairman, Vice-Chairman, Secretary and Treasurer – known as the Constitutional Officers – and any other elected members. There must be at least six members of such a Committee, with the maximum number being as given in the DA or Section Area's Constitution. Other Officers are likely to include a Youth Leader, Public Relations Officer (PRO), Sites Officer and a Countryside Care Officer.

CHOOSING DA AND SECTION AREA COMMITTEE MEMBERS

Committee members are elected at the DA or Section Area AGM. Nominations can be made to the DA or Section Area Secretary in writing or they can be made to the Chairman at the meeting itself. Any Club member age 18 or over may vote in person at the AGM but no proxy votes are allowed. The Chairman is allowed to vote and he or she will have the casting vote if there is a tie.

Each Unit's constitution will give the number of Committee members that should be elected at the AGM. If fewer members are elected than the number given in the constitution, the Committee may appoint more members to make this number up, all of whom will be entitled to vote.

The number of elected members should allow half the Committee members to retire annually.

At the first Committee meeting after the AGM the Committee members will elect the Chairman, Vice-Chairman, Secretary and the Appointed Councillor to the Region or Section Council (along with a deputy). These posts are filled from among the voting members of the Committee.

The Committee members may co-opt other members to join the Committee who can provide particular expertise that might otherwise be lacking. These people may speak at meetings but may not vote.

DA AND SECTION AREA AGM

DA and Section Area AGMs must be held between 1 February and 30 April. A Notice of the Meeting must be published in the November issue of the Club magazine and any Notices of Motion (giving details of the subject to be discussed and decided at the meeting) must be submitted at least 60 days before the AGM.

DA AND SECTION AREA EGM

Occasionally an Extraordinary General Meeting (EGM) may need to be called by a DA or Section Area. This must be called by at least 25 members of the Unit or by its Committee.

Other Club members must be given at least 21 days notice, along with the reason for the meeting, in the Club magazine. The meeting will only discuss the items indicated in the magazine.

DA AND SECTION AREA COMMITTEE MEETINGS

Meetings of the DA or Section Area Committee are held as necessary. All Committee members must be given at least seven days notice of the meeting. If a Committee member fails to attend three quarters of the meetings in any one 12-month administrative period, he or she will be considered to have stood down from the post, though the Committee has the power to override this if there are extenuating circumstances.

SUB-GROUPS OF COUNCILS AND COMMITTEES

The Club is large and as a result some Councils and Committees have many members to allow them to be fully representative of their membership. Such large groups can make decision-making slow, so Councils and Committee may choose to appoint sub-groups to make decisions on their behalf. These sub-groups are established at the Unit's AGM and are generally called Executive Committees, Sub-Committees or simply Ad-hoc Committees.

EXECUTIVE COMMITTEE

An Executive Committee can deal with day-to-day problems and urgent matters. It reports its actions to the main Council or Committee. The Executive Committee includes the Chairman, Vice-Chairman, Secretary and Treasurer of its Club Unit and one other voting member, who is normally the Immediate Past Chairman.

SUB-COMMITTEE

A Sub-Committee may be formed for a specific activity. It can include Unit members who are not members of the parent Council or Committee but have specialist expertise or the time to devote to the activity involved. As these members would not automatically have the right to attend the meetings of the parent Council or Committee, the Chairman of a Sub-Committee would normally be a member of the parent Unit so he or she can report back.

MEETING PROCEDURES

The Club AGM is a formal meeting that is required to follow a particular format to meet its legal obligations. Club Units are not obliged to conduct their meetings in a particular way, but most find it convenient to do so. The following sections lay out a suggested format for Unit meetings, which has worked well for many Units over the years.

THE AGENDA

The Unit Secretary will distribute an Agenda to Club members who are entitled to attend a meeting. It will normally arrive with the members at least seven days before the meeting, along with details of the location and time of the meeting.

The meeting Agenda gives details of what will be discussed at the meeting. If those attending the meeting need to have any further information, the supporting documentation will be distributed along with the Agenda.

The Secretary is generally responsible for writing the Agenda and does this with input from the Unit Chairman. If a Council or Committee member would like something discussed or decided at the meeting then ideally information should be provided to the Secretary in time for it to be included on the Agenda. In this case there should be enough detail provided so those at the meeting will understand what is to be discussed.

The Agenda will normally include a final section entitled Any Other Business (AOB). This allows for other issues to be raised by Council or Committee members at the meeting. Club regulations mean that financial issues must not be raised in the Any Other Business section, so they must be included in the main part of the Agenda.

ANNUAL GENERAL MEETINGS

Any Club member may attend the Annual General Meeting (AGM) of a Club Unit, though only full voting members of that Unit may vote on proposals.

As a result, it is important the Club Unit's officers can identify who is eligible to vote at the appropriate time. This is often done by creating an attendance list at the start of the meeting, annotated to show if a Club member is attending as an observer rather than a full voting member of the Unit.

CHAIRMANSHIP OF THE MEETING

The Chairman of the Club Unit will normally take charge of a meeting. If he or she is not able to attend, the Vice-Chairman will take the lead. If neither is available, those attending the meeting may elect another Chairman for that meeting.

The other Constitutional Officers remain in post until the end of the meeting at which their successors are elected.

QUORUM

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.

ITEMS TO BE DISCUSSED

At a Club Unit AGM the business is restricted to the things listed on the Agenda. The main items are likely to be the presentation of reports and accounts, reports on any appointments such as the Treasurer, Youth Liaison Officer and – if necessary – the announcement of the result of postal ballots.

PROPOSALS FROM THE FLOOR

Any Club member may attend a Club Unit AGM and speak to make a proposal (known as a 'proposal from the floor'). However, these proposals should be directly related to items already on the Agenda, such as a query on a report or the suggestion of a name for election to a Committee.

If the member making the proposal is not a voting member of the Club Unit this should be made clear to those attending the meeting. It should also be noted in the minutes.

REPORTS

The Unit Secretary prepares the documents for the Unit AGM, in consultation with other members of the Unit, particularly the Chairman. These documents will generally include:

- The minutes of the last AGM
- The Unit accounts and Auditor's Report
- Reports from other Committee members (such as the Youth Liaison Officer and Public Relations Officer) detailing the year's work and events

Many of those coming to a Unit AGM are likely to have access to email so the Unit Secretary can distribute much of the meeting's paperwork in advance by email. It is often convenient to do this along with the meeting Agenda. However, the Secretary will still need to take copies of the documents to the meeting for those who have not received them electronically or would like a paper copy on the day.

During the meeting it can be assumed that those attending have read the reports so the Officer concerned can simply add any further information and answer questions on the report at the meeting. It is not normally necessary to read out reports.

ELECTIONS

At Region Council level, vacancies will be filled by those nominated or – if there were more nominations than places available – elected by a ballot conducted before the meeting. At the AGM, therefore, the new Council members are simply announced to the meeting. If there are any unfilled posts on the Council the Council members may choose to invite others to fill these (along with any other vacancies that occur between AGMs) until the next AGM.

Sections may use the same method as Region Councils to fill posts. Otherwise they should invite nominations for Council posts, which should be made at least 14 days before the AGM or at the AGM itself. A ballot is then held at the AGM.

All other Units may choose the way they nominate and (if necessary) elect members of their Unit Council or Committee at the AGM. Many choose to use the same method as a Section.

NOTICES OF MOTION

If a Club member wishes to raise an issue at a Club Unit's AGM he or she should raise a Notice of Motion. This must be supported by the signatures of twenty five Club members and will appear on the meeting's Agenda. The motion will be discussed by the meeting exactly as it is written and the person who proposed the motion must attend the AGM.

The proposer and one other Club member (who has signed the motion) may speak at the AGM. Others may also speak for or against the motion, with the Chairman taking care to allow all reasonable views to be heard in a balanced way. The person who proposed the motion is generally allowed to sum up the case at the end of any discussion. The motion is then put to a vote.

Normal procedure dictates that amendments cannot be made to a motion at a Club Unit's AGM so it is important to make sure the Notice of Motion is clear and unambiguous.

If a motion is passed at a Club Unit AGM and it affects the Constitution of the Unit, any other Unit or the Club itself then it must be ratified by the parent Unit and at National Council before it comes into effect.

ANY OTHER BUSINESS

The AGM is a formal meeting with specific limits so it does not include an Any Other Business (AOB) item. However, if Club members have other things for the Unit to consider they may be discussed after the formal AGM is closed. No formal decisions may be made after the AGM is closed, but the subjects raised can be taken to the next Council or Committee meeting for action.

FIRST MEETING AFTER THE AGM

The first meeting of a Council or Committee after the Unit's AGM is a little different from the other Council or Committee meetings. During this meeting the Officers who will serve the Unit for the following year are elected by those entitled to vote at the meeting, starting with the election of the Chairman and Vice-Chairman.

The meeting will also need to consider any items raised by other Club members after the recent AGM.

OTHER UNIT COUNCIL OR COMMITTEE MEETINGS

CONDUCTING A MEETING

The way a meeting is conducted will depend on the Club Unit it represents. Some will include many members and may need a formal structure to help keep them in order, others may effectively be a small group of friends meeting to check on the running of their DA or Section Area. The running of the meeting should reflect the composition of its members but however formal or informal the meeting, any decisions made must be clearly understood and recorded so they make sense to others.

Although any Club member may attend the AGM of any Club Unit, a Unit's Council or Committee meetings are restricted to members of that Unit Council or Committee. Others may attend the meeting at the invitation of the Council or Committee Chairman but in such cases the invited guest is not entitled to vote.

Before the meeting the Chairman of and Secretary will have agreed on the timings and Agenda.

At the meeting itself the seating should be arranged so the Chairman, Secretary, Treasurer and anyone else who is likely to be at the centre of any discussion is easily visible to all those attending.

Generally the Chairman will lead the meeting and introduce all items, though he or she may find it convenient to hand over to other office holders to deal with issues relating to their duties.

QUORUM

If a meeting is to make decisions on behalf of its Unit then there must be a sufficient number of representatives at the meeting, known as a 'quorum'. The Chairman will need to make sure that at least half of those who are eligible to vote are present. Of these members, two must come from the Executive Officers (Chairman, Vice-Chairman, Secretary and Treasurer and one other Executive Officer, normally the Immediate Past Chairman). If this is not the case then the meeting must be postponed.

OPENING THE MEETING

The Chairman opens the meeting officially by calling it to order. He or she will then generally welcome any new members, make any introductions needed and ask whether anybody has sent apologies because they cannot attend.

The Secretary will normally keep a record of the meeting, which will include the names of those attending and those who have sent their apologies.

THE MINUTES OF THE PREVIOUS MEETING

Those who attend a Council or Committee meeting should have been given the opportunity to read the minutes of the previous meeting beforehand so it is not normally necessary to spend time reading them in detail. However, those who attended the meeting must be given the opportunity to make any corrections so the minutes reflect the meeting accurately.

The Secretary should record any amendments to the minutes of the previous meeting in the minutes of the current one, to make sure a true record of the original meeting is maintained. If the official copy of the original minutes is available and easily rectified, the Secretary can make any changes on this copy. The Chairman should mark the corrections with his or her initials to confirm the changes.

ACCEPTING THE MINUTES OF THE PREVIOUS MEETING

When any amendments to the minutes have been made, the Chairman should ask whether the minutes may be accepted as a true record of the previous meeting. Assuming there are no further objections, the Chairman will sign and date the official copy of the minutes.

MATTERS ARISING

Once the minutes have been accepted, the Chairman should ask whether there are any points in the minutes that need to be discussed immediately, or 'matters arising' from the minutes.

Normally any matters arising from the minutes that are already listed in the Agenda for the current meeting will be dealt with during the main part of the meeting rather than under 'matters arising'.

OTHER ITEMS

The Chairman will continue to lead the meeting, following the order of items on the Agenda. This can include encouraging others to speak or politely intervening if a speaker appears to be taking over the meeting or is deviating from the subject in hand.

In many cases, the tradition of addressing all comments and questions to the Chairman can help keep the discussion clear and avoid unnecessary personal wrangles between Council or Committee members.

If a decision needs to be made, the Chairman will generally sum up the feeling of the meeting, as he or she understands it, and then ask for agreement. If it is necessary to vote on an issue the Chairman will often ask for a member to 'propose a motion'. Another member will need to 'second' this motion and all the voting members will be asked to cast their votes for or against the motion. The Secretary will record the decision (known as a 'resolution') in the minutes along with the number of votes for and against and any abstentions.

POINTS OF ORDER

To keep the meeting on track and to allow all points of view to be taken into account, the Chairman may need to restrict the time any one member has to speak. Other members of the Council or Committee would not normally interrupt another member while he or she is speaking. However, a member may interrupt to clarify a point or raise a question of procedure, known as a 'point of order'. If this happens the point of order takes priority over other business until it is decided whether it is valid. Normally the question of whether the point of order is valid depends on interpretation of the rules and the Chairman's decision is final.

FORMAL PROPOSALS AND AMENDMENTS

Occasionally a Council or Committee will be asked to consider a formal proposal, especially when a decision needs to be made relating to the way a Unit is run or financial issues.

A formal proposal needs to be proposed by one Council or Committee member and seconded by another. During the discussion on the proposal it might be decided that the proposal is not ideal in its current form so an amendment may be suggested. Any amendments must also be proposed by one Council or Committee member and seconded by another.

At the end of the discussion, the Chairman will ask the voting members of the Council or Committee to vote on the proposal and any amendments. This can normally be done by a show of hands. If a proposal (with or without amendments) is passed it becomes a resolution. All the proposers, seconders and the results of any votes should be recorded along with the resolution in the minutes of the meeting.

The Chairman is entitled to vote on any proposal or amendment. If there is a tie the Chairman makes the final decision by having the 'casting vote'. Exercising the casting vote gives the Chairman significant responsibility for the decision so he or she may decide to ask the other voting members to re-consider their votes before the final decision is made.

CLOSING THE MEETING

Towards the end of the meeting there is an opportunity for all Council and Committee members to raise any further items, or 'Any Other Business'. The Chairman will normally ask the Secretary if any items are to be raised and then ask other members if they wish to speak.

Ideally, important matters should not be raised under Any Other Business and it may be preferable to defer any such items to a future meeting so other Council or Committee members are able to prepare for the discussion.

Club rules say that financial matters may not be raised under Any Other Business at Club Unit meetings.

REPORTING

The Club has a responsibility to all its members, numbering more than half a million at the time of writing. It relies on Voluntary Officers to help it run smoothly and effectively and in order to do this, a certain amount of reporting is required.

MINUTES (AND SUPPORTING PAPERS)

One of the ways the Club keeps track of the vital work of its local Units is by asking them to pass the minutes of their meetings along with any supporting papers – including any required financial documentation – to their parent Unit within 21 days of the meeting. The minutes must also be distributed to any Club member who was entitled to attend the meeting. Regions and Sections must send a copy of their minutes to the Director of Finance, Business Systems and HR.

Sections that are represented on a Region Council are not obliged to send their minutes to their Region Council but it is helpful if they do so.

There are some sample minutes documents in Appendix 5.

TREASURER'S REPORTS AND ACCOUNTS

Since the Treasurer is responsible for looking after the money of the Club on behalf of its members, a copy of the Treasurer's report and accounts must be attached to the minutes of all meetings. The work done by the Treasurer will be independently checked to produce the Auditor's report. Both these reports need to be included in the whole Club's financial reporting so they must be passed to Greenfields House, using the procedure described in the Guidelines for Treasurers.

The Treasurer is also responsible for providing an inventory of the Unit's property and stock, checked during December, which must be included with the Unit's AGM minutes.

ANNUAL REPORTS AND THE CLUB ANNUAL REPORT SUBMISSION

Every Club Unit holds an Annual General Meeting (AGM), during which its Council or Committee will present a report on the year's activities to fellow members. This report must be passed up to the parent Unit along with the minutes of the AGM.

At the Region and Section level, an extra summary annual report must be produced by a date specified by the Director General. Information from this will feed into the Club's Annual Report, which is published widely as part of the Club's legal obligations.

LIST OF COMMITTEE, COUNCIL AND OFFICERS

All Club Units must submit a list of its Committee members, Council members and any other Officers of the Unit to the Director General whenever the Officers are appointed. This will normally be at the first meeting after the AGM. DAs and Section Areas should also submit these lists to their respective Region or Section Secretary.

These lists form a yearly 'who's who' for use in the Club at all levels so it is important to keep them accurate and up-to-date.

The list should include the Officers' names, addresses, telephone numbers and Club membership numbers, along with their email addresses, if they have one. The list will normally be held and updated by the Unit Secretary.

DISCIPLINE

It is very rare for Article 14 of the Club's Articles of Association to be used (see Appendix 2), but if a Club member is in breach of Club rules, considered to have acted in a way that is detrimental to the Club or damaged its reputation then Article 14 can be invoked:

14. *Should any member be guilty in the opinion of the Council of a breach of the camping code or regulations referred to in Articles 9.3 and 9.4 or of conduct detrimental or inimicable to the reputation of the Association, the Council may by resolution terminate his membership. The Council may delegate its powers under this article to a Disciplinary Committee of not less than five members of the Association, of whom three shall form a quorum.*

Any action must be taken by National Council, though it will generally delegate this to the Disciplinary Committee. The Committee members may call on the services of a solicitor if necessary, and they are responsible for any penalties, including expulsion from the Club.

Club Units and Voluntary Officers or other Club officials are not permitted to take disciplinary action. The only exceptions to this are Holiday Site Managers and Camp Stewards, who can require a person to leave a campsite, if appropriate. In extreme circumstances, they can request help from the police, but Greenfields House should be contacted beforehand unless there is a serious emergency. No force should be used or property touched unless the circumstances make it absolutely necessary.

In almost all cases, incidents such as breaking Club rules can be sorted out simply with a quiet word. However, if things are more serious then further action should be taken. If a Club Unit is unsure whether something requires disciplinary action then its Officers should contact the Director General's office immediately to seek advice. In any case, the Director General's office should be contacted at the start of any disciplinary action.

Article 15 of the Club's Articles of Association sets out the basic procedure for disciplinary action:

15. *Any member whose conduct is in question shall have at least 14 days' notice of the intention to propose a resolution for his removal from membership under the last preceding article and shall be entitled to attend the meetings of the Council or Disciplinary Committee at which such resolution shall be proposed and to be heard thereon. The member shall also be entitled to appeal from any decision of the Council or Disciplinary Committee to a General Meeting of the Association called for that purpose.*

If a Club member is alleged to have done something that requires such action then the Club Unit involved must do the following:

- 1 Prepare a full account of the alleged event, giving the names, addresses and membership numbers (if known) of the people involved.
- 2 List the names, addresses and membership numbers (if known) of any witnesses.
- 3 Send both the account and witness list to the Director General as soon as possible, without waiting for any Council or Committee meeting.

The Club Unit must not obtain statements from those under investigation or witnesses – this is the responsibility of the Disciplinary Committee. The Unit may tell the person involved that the matter has been referred to the Disciplinary Committee, but must not provide him or her with a copy of the account or a list of witnesses' names.

If previous incidents have occurred involving the alleged offender it may be useful to provide details to the Disciplinary Committee.

IMPORTANT DATES AND ROUTINES

Club Units are required to appoint officers, report details of meetings and undertake other tasks according to a set routine. This section provides a reminder of many of these important dates and tasks.

REGION DATES AND ROUTINES

Action or event	Date
Appoint Treasurer, RYLOs and National Parks Sites Officer, reporting the information to the Director General	By the second Saturday in November
Preliminary details of AGM, Notice of Motions request and Region Council vacancies sent to the Director General	By the 1 September
Nominations for Region Council Elections sent to Director General	By the 14 February
Accounts close	31 December
Check all equipment and prepare a new inventory	By 31 December
Issue of audited accounts to the Club's Honorary Treasurer	Within 28 days of the audit and no later than 7 March
Prepare AGM Agenda, papers and Annual Report for the AGM	In time for the AGM
AGM	Between 1 May and 30 June
Prepare AGM minutes and send copies together with Annual Report to the Director General, Council members and DA or Section Secretaries	Within 21 days of the AGM
Complete the list of Officers, Councillors and DA Committees and issue this to the Director General, Council members and DA or Section Secretaries	Within 21 days of the AGM
Send any interesting information to the Club Reporter at Camping & Caravanning magazine	By 8th of the month before the anticipated month of publication
Copy for Out & About	By 8th of the month before the month of publication
Prepare Agendas and notify members of meetings	Giving at least seven days notice
Arrange for venues for meetings, as agreed in Council and confirm in writing	As required
Prepare and send out minutes of meetings	Within 21 days of all meetings

NATIONAL SECTION DATES AND ROUTINES

Appointment of Treasurer and SYLOs, as soon as their appointment have been agreed the names should be passed to the Director General	By the second Saturday in November
Accounts close	31 December
Notice of AGM published in Out & About	Copy date 8 December or 8 January

Copy of audited accounts to Club's Honorary Treasurer	No later than 7 March
AGM for Section with Areas	1 May to 30 June
AGM for Section without Areas	1 February and 30 June
Send copies of the AGM Minutes, Annual Report, accounts, inventory and auditor's statement to the Director General	Within 21 days of the AGM
Update the area information from Sections and send a complete appraisal of the Region Areas to the Director General	Within 21 days of the AGM
Prepare Agenda and notify all Council members of the first meeting	Giving at least seven days notice
From first meeting prepare minutes, complete the List of Officers and Council members and distribute to Director General and Council	Within 21 days of the meeting
Send any interesting information to the Club Reporter at Camping & Caravanning magazine	By 8th of the month before the anticipated month of publication
Copy for Out & About	By 8th of the month before the month of publication
Prepare Agendas and notify members of meetings	Giving at least seven days notice
Arrange for venues for meetings, as agreed in Council and confirm in writing	As required
Prepare and send out minutes of meetings	Within 21 days of all meetings

DA AND SECTION AREA DATES AND ROUTINES

Notice of AGM published in Out & About	Copy deadline 8 October
Appointment of Treasurer and YLs, as soon as their appointments have been agreed the names should be passed to the Director General	By the second Saturday in November
Accounts close	31 December
Accounts presented to the Unit Committee	No less than seven days before the AGM
Copy of audited accounts to the Region or Section Treasurer	No later than 14 February
AGM	Between 1 February and 30 April
If not already organised, arrange venue and make arrangements for first Committee meeting	
Prepare Agenda and notify all Committee members of the first meeting	Giving at least seven days notice
Following the AGM, prepare minutes and send a copy to Committee members and the Region or Section Secretary	Within 21 days of the AGM
Send copies of the AGM minutes, Annual Report, accounts, inventory and auditor's statement to the Region or Section Secretary	Within 21 days of the AGM

Send copies of the Annual Report, accounts, inventory and auditor's statement to the Region or Section Treasurer	Within 21 days of the AGM
From first meeting after the AGM, prepare minutes, complete the List of Officers and Council members and distribute to the Director General, Region or Section Secretary and Committee members	Within 21 days of the AGM
Send any interesting information to the Club Reporter at Camping & Caravanning magazine	By 8th of the month before the anticipated month of publication
Copy for Out & About	By 8th of the month before the month of publication
Prepare Agendas and notify members of subsequent meetings	Giving at least seven days notice
Arrange for venues for meetings, as agreed in Committee and confirm in writing	As required
Prepare and send out minutes of meetings	Within 21 days of all meetings

CORRESPONDENCE

RECORDING CORRESPONDENCE

Correspondence on behalf of a Club Unit should be recorded so other Unit officers can track what has been said and when. This can be done in a record book or digitally, perhaps in an Excel spreadsheet, so others can continue the system in the future as officers change over the years.

LETTERS, EMAILS AND TELEPHONE CALLS

Emails are generally taking over from postal communications for many Club Units, however it is still important to remember some basic principles for all Club communications:

- They should be brief, polite and clear
- All communications should be dated
- Correspondence addresses, telephone numbers and email addresses should be clear so the recipient can contact you easily
- All correspondence, on paper or electronic, should be filed so a future official can refer to it if necessary. This may be done electronically (by scanning a letter, for example) if the Club Unit agrees to this.

If a Club Unit sends official correspondence by post, it must use the latest headed Club paper. Supplies of this are available from Greenfields House.

Telephone calls relating to Club Unit business should be recorded and confirmed in writing (by post or email) if important subjects have been covered.

RECORDS AND FILES

All Club Units must keep proper records of their activities, including the signed minutes of meetings, audited copies of the Unit's accounts, a list of property (inventory), up-to-date copies of relevant Constitutions and a copy of the Club's Articles of Association.

Records of a Unit that are of future use to the Club or of historical interest (such as AGM Minutes) should be kept indefinitely and legally, accounting records must be retained for six years.

Any Club business information or data held on computers must be backed up regularly or held on an external hard drive.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

The use of all personal data about Club members is controlled by the General Data Protection Regulations (GDPR) Data Protection Act, which requires it to be:

1. processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency')
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes ('purpose limitation');
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy')
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; ('storage limitation')
6. processed in a manner that ensures appropriate security of the personal data, ('integrity and confidentiality').

It is important all those working on behalf of the Club adhere to the Club's Data Protection Policy, which is given in Appendix 7. All data held about Club members comes under this legislation, including manual indices and filing as well as electronically-held records.

GREEN PAPERS

Directives and advice from the Club are circulated to all Club Units using documents known as Green Papers. These are numbered and delivered to all Unit Secretaries for distribution to any relevant Voluntary Officer.

When a Green Paper is circulated or declared obsolete, it is the Unit Secretary's responsibility to update the Unit's Green Paper collection so it is available for reference when required.

An up-to-date collection of Green Papers is kept online in the Voluntary Officers' Area of the Club's website.

CLUB BUSINESS CARDS

Business cards are available for Region and Officers. The cards reflect the Club's current branding. If an Officer needs business cards the request must be recorded in the Minutes of the relevant Club Unit's Committee meeting, with confirmation of the precise name required on the cards.

CONTACTING THE CLUB PATRON AND PRESIDENT

Communication with the Club's Patron and the Club President can only be made through, and with the approval of, the Director General.

CERTIFICATE OF HONOUR

Voluntary Officers who have worked tirelessly behind the scenes but have not necessarily risen to a recognised office in the Club can be nominated for a Certificate of Honour, reflecting the Club's thanks for their work. Regions and Sections are invited to nominate candidates to receive such a Certificate by 30 June each year. Nomination forms are sent to the relevant Unit Secretaries every year, though there is no obligation to nominate anyone.

SECTION 4 CLUB MEMBER BENEFITS

The Club provides many benefits for its members from campsites to vehicle recovery services and from Meets with fellow members to window stickers. The services offered by the Club vary over time but currently include the following:

CLUB SITES

The Club has 110 campsites (at the time of writing) that carry its name. The majority are owned or leased by the Club, though there are a growing number of Franchised Sites. Franchised Sites are owned and run by Club Franchisees but carry the Club's branding and are promoted to Club members and others in the same way as the traditional Club Sites.

Most Club Sites are open to all campers, with non-Club members paying an extra pitch fee to stay on site. In a few cases landowners prefer campsites on their land to be used by Club members only and in other cases there are planning or access restrictions, meaning only certain types of camping unit (tents, trailer tents, folding campers, caravans or motorhomes) are permitted on site.

Club Sites are managed on behalf of the Club by the UK Club Sites department, overseen by the Sites Committee. The policies governing Club Sites are given online at the Club's website and printed in Your Big Sites Book and Your Place in the Country.

Much of the Club's income is generated by its Club Sites and most of its surplus funds are invested in site development and acquisition. As a result, it is important for the Club to encourage its members and others to make best use of its campsites.

EXEMPTED CAMPING

The Public Health Act 1936 was drawn up to allow local authorities to 'control the use of mobile dwellings', which had the effect of stopping many landowners from having campsites on their land.

Following much work by our Club and others, the Act allowed for some reputable organisations, including the Club, to have an 'exemption' from this legislation. Such organisations can allow their members to camp in places where campsites might not normally be allowed.

The Club also has permission under the Caravan Sites and Control of Development Act 1960 to provide certificates to landowners. A certificate gives permission to establish a campsite that can take up to five caravans or motorhomes at a time. These small campsites can also take tents if space allows, though tent campsites are not specifically covered by this legislation. The Club calls these campsites Certificated Sites (CSs). CSs are for Club members only but non-members can camp on site if they are given information on joining the Club and commit to becoming members for future CS stays.

CSs do not provide a revenue stream for the Club but they are valued by many members since campers may only use a CS if they belong to the Club. At the time of writing there are more than 1,500 CSs available to Club members. They are on farmers' fields, behind pubs, at museums – anywhere that a landowner can provide space with suitable access for caravans or motorhomes along with a supply of drinking water and somewhere to dispose of waste. Some will have facilities such as toilets, showers and electric hook-up points while others can be simply a field. Prices for a night's stay start at few pounds.

All CSs are listed online at siteseeker.co.uk and published every other year in Your Big Sites Book. Any Club member can nominate a piece of land to become a CS online at findanewCS.co.uk or by using the form in Your Big Sites Book. There is also an annual competition to find the CS of the Year, with Club members nominating their favourite small campsites online at CSoftheyear.co.uk or by post, using the form from Your Big Sites Book.

Clearly, an exemption from any legislation must be matched by responsibilities so the Club manages campsites run under its exemptions through its Exempted Camping department.

The Exempted Camping department also oversees the Meets and Temporary Holiday Sites organised by Club members (normally in the form of Club Units) for other Club members.

The Exempted Camping Department is overseen by the Exempted Camping Committee.

PUBLICATIONS

Club members receive a number of publications throughout the year as part of their membership package.

Camping & Caravanning is the monthly magazine delivered to all Club member households by the first of the month. It includes features, reviews, gear guides, tests and more. It also carries the Out & About section, which lists Meets and Temporary Holiday Sites (THSs) run by members for members across the country.

The Editor of the magazine welcomes contributions from all Club Units, though pressure of space means that publication cannot be guaranteed. Interesting stories of Club members'

activities or Unit events accompanied by high-resolution photographs can be forwarded to the Editor at Greenfields House or by email to magazine@thefriendlyclub.co.uk.

Each member household also receives a campsite guide each year. Your Big Sites book is published every second year and lists all Club Sites, Camping in the Forest Sites and Certificated Sites along with many other campsites (known as Listed Sites) that have paid a small fee to appear in the publication. Your Place in the Country is printed in the years between Your Big Sites Book publications. It includes details of all Club Sites and Camping in the Forest Sites.

Many Club Units produce their own publications – generally a newsletter or magazine – for members of their Unit. A copy of each publication must be sent to Greenfields House, for the attention of Editor of the Club magazine. An annual award – the Burnham Trophy – is presented to the Unit judged to have produced the best newsletter during the year. The award is judged by members of the Club's Publications team and presented by the Club Chairman at the Club's AGM.

THE CLUB'S TRAVEL SERVICE

The Club's Travel Service (formerly known as Carefree) is an international travel service with two distinct areas of work. The European Travel Service serves Club members who travel to Europe with their own units and Worldwide Motorhoming Holidays, where Club members and others can enjoy motorhome holidays further afield. The Club has been supporting its members on overseas tours since the early part of the 20th century.

The range of products supplied through the Club's Travel Service is large and includes all-inclusive family holidays, winter sun holidays, Club member rallies across Europe and worldwide Escorted Tours reaching as far afield as the USA, South Africa and Australia. It can also help Club members create their own holidays by providing ferry bookings and help with preparing a vehicle for travel on the Continent.

The Club's Travel Service produces brochures four times a year. One set of brochures is designed to be delivered to Club members with the January issue of the Club magazine, covering European summer holidays and rallies. The second is ready to be delivered with July's issue, covering European Winter Sun holidays, the third, covering worldwide motorhome touring holidays, is available from October with the European Escorted Touring Brochure being released in December.

Club members may browse the Club's Travel Service holidays, book online and find out more on the Club's website at campingandcaravanningclub.co.uk/travelabroad.

The work of this service is overseen by the Club's International Committee.

MEMBER SERVICES

With more than half a million members, the Club is able to provide a good range of services for its members, related to camping and caravanning. The webpage campingandcaravanningclub.co.uk/moreformembers includes up-to-date information on all these services.

CLUB CARE INSURANCE

Club Care offers insurance for Club members' cars, motorhomes, caravans, tents, trailer tents, folding campers, trailers, boats and scooters alongside home and pet insurance. The competitively-priced policies are designed for campers and caravanners so include items that might not normally be found in standard insurance policies.

ARRIVAL BY RAC

Arrival is the Club's breakdown and recovery scheme for campers and caravanners, provided by RAC. It has advantages for caravan and motorhome owners as, for example, there are no age, weight, length or width restrictions for cars, caravans or motorhomes and members are covered if they breakdown on a campsite. Arrival Camping is a breakdown and recovery service for tent campers.

COURSES FOR TOWING AND MANOEUVRING

The Club runs courses for those who would like to learn more about manoeuvring a caravan or trailer or driving a motorhome. It also provides training for those taking the test to add the B+E category to their driving licences, allowing them to tow larger caravans or trailers.

The instructors on these courses are fully-qualified driving instructors and are also Club members, generally with many years of towing or motorhome driving behind them. The atmosphere is relaxed but the courses are thorough, enabling the participants to gain confidence in a secure environment.

TECHNICAL ADVICE

At Greenfields House there is a small Technical Department, overseen by the Technical Sub-Committee, that provides technical help on all aspects of camping and caravanning to members and non-members alike. The Technical Department also produces practical technical documentation, including writing a regular feature in the Club magazine, creating technical Data Sheets and the technical section of the Club's website, with help from other experts in the field.

SITE WIFI

Campers at many Club Sites can take advantage of free Site WiFi to connect their computers or mobile devices to the internet.

CLUB REGALIA

The Club supplies a selection of Club-branded goods to allow members to show their affiliation to the Club, from ties and scarves to pennons and badges.

MEMBER DISCOUNTS

The Club works with many suppliers to provide discounts for Club members on a variety of goods and services related to camping and caravanning. These change over time but can include discounted entry to events such as caravan and motorhome shows alongside special offers on products.

SECTION 5 FURTHER INFORMATION FOR OFFICERS

BECOMING A MEMBER

The Camping and Club is a membership organisation and members can join in a number of ways, including online at campingandcaravanningclub.co.uk/join.

The Club recognises that its current members are some of the best people to promote the Club so it encourages members to recommend membership to their friends and family. The 'introduce a friend' scheme (which used to be called 'member get member') allows Club members to receive a small gift, such as a campsite voucher, if a friend joins the Club. Membership forms appear regularly in *Camping & Caravanning* magazine. Online joiners can add their friend's membership number when they add their own details so the friend will still receive his or her gift.

From the Club's point of view, joining online and paying membership fees by continuous Direct Debit is cost effective so it encourages members to use this method, leaving more of the Club's funds available to support its members in their camping and caravanning.

There are several other ways that the Club promotes membership, including through camping and caravanning dealerships, outdoor retailers and at Certificated Sites. In these cases the retailer or campsite owner sells a membership pack and receives a small commission when a membership is sold. The Club is also regularly represented at camping, caravanning and other outdoor-related shows and exhibitions where potential new members can meet current members and find out more about the benefits of membership. Voluntary Officers often help out at these shows and events to help promote the Club.

KEEPING IN TOUCH

In a Club as large as The Camping and Caravanning Club it is important that information gets to Club members at the right time so they can make the most of their membership. At a Club level information can be passed on to the whole membership through the Club magazine (*Camping & Caravanning*).

GREEN PAPERS

The Club communicates with its Officers and Units using a system of Green Papers. Although in government terms a green paper is a consultation document, in the Club a Green Paper contains a definitive statement of Club policy.

Each Club Unit holds a complete set of Green Papers which can be located in the Voluntary Offices area of the Club Website. Updates are provided by email, along with instructions on whether any earlier versions of documents should be destroyed.

The policies described in the Club's Green Papers are ratified by National Council before being distributed. They cover a wide variety of issues from the special considerations needed for Meets in National Parks to the use of electricity at campsites.

It is useful for Voluntary Officers to have an idea of the policies addressed by the Club's Green Papers so they can refer to them if they are relevant to issues within the Unit.

Communication between members of a Club Unit can be more informal – and more immediate – and each Unit will have its own way of doing things. However, there are two main methods of communication that many Units use – newsletters and websites.

NEWSLETTERS

Many Club Units print regular newsletters to keep their members up-to-date with Unit news. The newsletter will often include a programme of events for future months and may feature accounts of special occasions, mark important anniversaries, report on changes to the Unit Committee and anything else that may be of interest to members, including wider Club news.

The newsletter editor is responsible for ensuring no inaccurate, inappropriate, libellous or defamatory information is published in the Unit newsletter. Where possible, it is good practice to have such printed material checked and proof-read by at least one other Voluntary Officer before publication.

Newsletter production is funded from the Unit's own funds, though if a Unit is starting a newsletter from scratch National Council may be able to help with start-up funding.

An annual award – the Burnham Trophy – is presented to the Unit judged to have produced the best newsletter during the year. The award is judged by members of the Club's Publications team and presented by the Chairman at the Club's AGM.

WEBSITES

It is the nature of the internet that things change quickly and the rules governing Club Unit websites change in response to this. Check the current Green Paper for up-to-date details.

Generally Club Unit websites must prominently display both the Club's name and the Unit's name and relationship with the Club (such as 'a District Association of The Camping and Caravanning Club') along with a brief introduction to the Club and Unit camping. The Club's logo must also be displayed and allow visitors to click through to the Club's website.

A new Unit website or a website that has been significantly updated must be verified by the parent Unit and Greenfields House (as specified in the Green Paper) before being promoted. Once this checking process is complete the Club's website will provide a link to the Unit website and the website address will be listed in the Out & About section of next available issue of the Club magazine.

It is important to remember that the information on a Unit's website is available to anyone with internet access immediately, unless it is in a restricted area of the site. Information that goes on a Unit's website should therefore be checked as thoroughly, if not more thoroughly, than any printed information before it goes online.

An annual award – the Brian Welham Trophy – is presented to the Unit judged to have produced the best website during the year. The award is judged by the Communications Committee and presented by the Club Chairman at the Club's AGM.

OTHER MEANS OF COMMUNICATION

At a Club Unit level there are many other ways a Unit can communicate with its members, including electronic methods such as email or social media (Facebook, Twitter and similar) alongside more traditional ways such as a noticeboard at a Meet.

Whenever a Club Unit communicates with its members it should always be aware of an individual's preferences relating to the publication of his or her details. As an example, when sending emails it is often best to use the 'blind copy' or 'bcc' facility when sending an email to many addressees rather than the standard 'To:' line, which allows everyone to see everyone else's email address.

It is also vital to ensure that all communications are appropriate in terms of style, content and language. Club communications must never be discriminatory or offensive.

CLUB UNIT RESPONSIBILITIES

Each Club Unit – Region, District Association (DA), Section or Section Area – exists both for its own members and the wider Club membership.

A Club Unit will normally organise and manage Meets and Temporary Holiday Sites (THSs) for Club members. In the case of Sections, these will generally reflect the specialisation of the Section. In all cases, however, Meets and THSs must be open to all Club members regardless of the type of camping unit they use (tent, trailer tent, folding camper, caravan or motorhome) unless the campsite has specific restrictions on the camping units it can accommodate.

Meets and THSs are generally covered by the Club's legal exemptions from certain legislation relating to camping and caravanning sites. There is more detail about this legislation in Section 4 of this manual. It is vital that Club Units follow the policies and procedures laid down in the appropriate Green Papers since the Club's exemptions could be removed without notice if its members do not act responsibly.

MEETS

A Meet is a temporary campsite where Club members can stay for up to five nights (five 24-hour periods) on a campsite organised and run by a Club Unit. Meets are overseen by Stewards from the Unit that set up the campsite and are on hand for campers during the Meet.

Meets are planned in advance and must be registered in a database held by the Exempted Camping Department at Greenfields House in time to appear in the Out & About section of Camping & Caravanning. It is important that Meets are registered correctly to ensure they comply with the appropriate exemptions held by the Club, which is a legal requirement.

Details of Meets also appear on the Club's website in an area that is only accessible to Club members, campingandcaravanningclub.co.uk/OutandAbout. Many Club Units also choose to promote their Unit Meets in an annual Unit Programme, which may be distributed to the Unit's members with one of its newsletters.

A Meet lasting longer than five days must have the approval of the Exempted Camping Committee.

TEMPORARY HOLIDAY SITES (THSS)

A Temporary Holiday Site (THS) is a temporary campsite that is run by a Club Unit for Club members. THSs generally last for a maximum of 28 days, though some have been held since before the most recent agreements came into effect so they are permitted to run for their traditional number of nights.

THSs provide cost-effective, friendly camping for all Club members – often in places where a permanent campsite would not be permitted.

Like Meets, these campsites are also planned in advance and listed in the Club's magazine and on its website. The Out & About section of Camping & Caravanning includes a 'You are invited' section where Club Units can promote future THSs.

MEETS AND THSS IN NATIONAL PARKS

The UK has several areas that come under National Parks legislation. These are beautiful parts of the country that are protected for today's and future generations. Planning legislation is particularly tight in National Parks, to make sure the landscape is protected for everyone.

The Club appoints a National Parks Officer to support Club Units who wish to hold a Meet or THS in a National Park as there are often extra conditions associated with camping in these areas. There is more information about the appointment of this Officer in Section 2.

Regions that regularly camp in National Parks generally have their own Region National Parks Officer who provides a point of contact for those organising Meets or THSs in National Parks. These Officers work together with the Club's National Parks Officer to ensure any campsite meets all required regulations.

Sections that wish to camp in areas covered by National Parks legislation work with the appropriate Region National Parks Officer who covers the area in which they hope to camp.

MEMBERS' GUESTS

The restrictions of camping legislation mean that all pitches at meets and THSs must be occupied by Club members. Non-members cannot stay on site. However, a non-member can stay in a Club member's camping unit (tent, trailer tent, folding camper, caravan or motorhome) at a Temporary Holiday Site (THS) as a guest on payment of a small fee.

MEET AND THS STEWARDS

The Club relies on the dedication of members of its Club Units to act as Stewards at all its Meets and THSs. Stewards are responsible for overseeing the setting up and running of a campsite, welcoming Club members and helping resolve any queries or issues during the event.

Stewards should be aware of the Club policies relating to their Meet or THS, which will mean familiarising themselves with relevant Green Papers and taking note of the Code of Conduct and Policies. These cover a range of policies including issues of public health (such as the requirement to keep drinking water and chemical toilet rinsing water completely separate) and general behaviour on site.

A Steward is responsible for recording the details of those on site at a Meet or THS and collecting pitch fees. The Unit Treasurer is responsible for providing the appropriate documentation for this and should work with the Stewards to make sure everything is accounted for correctly.

COUNTRYSIDE CARE

Members of the Club have always taken their responsibility for stewardship of the countryside seriously. Campers enjoy the great outdoors and appreciate that the landscape often needs a little extra help to remain at its best.

Many Club Units have Countryside Care groups that work on projects related to care of the environment, some of which – such as the working party that supports Rutland Water – have been running for many years. The groups often work with other organisations with particular expertise, such as Keep Britain Tidy.

Groups should refer to Green Paper 1.17 for further information on the safe operation of Countryside Care projects

Countryside Care activities are overseen at a national level by the Club's Countryside Care Officer, who can provide support to Units, generally through their own Countryside Care Officers. This support could include information on health and safety issues or help finding the appropriate training for those taking part in Countryside Care activities. There is further information about the appointment of a Unit's Countryside Care Officer in Section 2 of this manual. The National Countryside Care Officer can be contacted through the Director General's office at Greenfields House.

WORK PARTIES

Some Club Units work closely with Club Sites in their area, helping the Club Site prepare for the main camping season by providing a Work Party. Members of a Work Party receive a free pitch at the Club Site in return for practical help around the campsite for the duration of the work. The jobs required vary considerably from site to site, but may include mending fences, painting or gardening.

Work Parties are organised through the Sites Department at Greenfields House.

PROMOTING THE CLUB

Many Club Units take part in activities that help promote the Club. These may include things such as running an exhibition stand at a local event that attracts campers.

The Club's Marketing and Insight Department, based at Greenfields House, is able to provide support. The Events Team organises exhibition stands at a number of large camping and caravanning shows during the year including those held during February and October at Birmingham's NEC conference centre. Although Club staff work on the Club's stand at these shows, much of the promotional work is done by volunteers from Club Units. Those who are interested in helping with this work should contact the Events Team at Greenfields House.

There is medium-sized exhibition stand available for Club Units to use at mid-sized shows and exhibitions. The Communications Committee oversees the use of this stand to make sure

it is used as effectively as possible so a PRO will need to apply to the Committee well in advance if the Unit is interested in making use of it.

HEALTH AND SAFETY

Any activities undertaken by a Club Unit should be done responsibly with regard to the health and safety of all those involved. It is also important to take appropriate care of the environment in which the Unit operates.

The Club does not impose any particular duties on Club Units to undertake risk assessments or other tasks before holding Meets, events or THSs as it recognises that its members have always taken these responsibilities seriously and generally manages them well.

However, the Club issues Green Papers covering some health and safety policies and those in charge of Club Unit Meets and THSs should check these to make sure the appropriate policies are followed. There are, for example, Green Papers covering the use of electricity at DA Meets and the reporting of injury incidents.

FIRE SAFETY

There are some nationally-recognised standards that the Club implements across all its campsites. These must be followed by Club Units at Meets, events and THSs. The main one is known as 'the 6-metre rule', to help prevent the spread of fire.

At any campsite camping units (tents, trailer tents, folding campers, caravans and motorhomes) must be pitched at least 6 metres apart. A car may be parked in this gap, on the understanding that if there were a fire it would be driven away.

The 6m is measured from the edge of the fabric of a tent or awning so guylines may intrude into the gap.

The Club recommends that every unit has a red fire bucket full of water outside it, especially on campsites that do not have permanent fire points. Fire buckets provide a first line of defence for many fires, though water should never be used on electrical or fat fires.

Members attending a Meet or THS should be made aware of the procedures to follow if there is a fire, including details of the site's location (to be passed on to the Fire Brigade) and any fire assembly points.

FIRSTAID

An up-to-date first aid box should be available at all Club Meets and THSs, along with someone who has enough understanding to use its contents correctly. Any incidents requiring first aid must be reported using the procedure listed in the relevant Green Paper.

KEEPING THE CODES

There are some codes that are relevant to campers and caravanners and are recognised by many organisations as well as the Club. They are based on common sense and recognise the responsibilities all campers and caravanners have if they are to make the most of their pastime with the least disturbance to others and their environment.

These codes complement the Club's own campsite policies, on Club Sites, at Meets and at THSs. Details of the codes can be found online and in Your Big Sites Book.

COUNTRYSIDE AND OUTDOOR ACCESS CODES

The Countryside Code applies in England and Wales and was updated in 2012. Northern Ireland also its own Countryside Code and Scotland promotes the Outdoor Access Code. These codes underline the responsibilities of all those enjoying the countryside in the UK.

THE CODE FOR CAMPERS

This code was first published in 1933 in response to legislation introduced in 1932 that required individual campers to apply for permission to camp. The Club's exemption from this legislation incurred certain responsibilities. It introduced the Code for Campers to show it was taking responsibility for its members' behaviour.

THE CODE FOR CARAVANS

This code originated at Caravan Magazine and was adopted by the Club in the 1960s. It is approved by the National Caravan Council and is recommended by the International Federation of Camping and Caravanning, the Caravan Club and others.

DEALING WITH COMPLAINTS

Voluntary Officers are often seen as 'the face of the Club' during Club Unit activities. In most cases, complaints and queries can be dealt with tactfully at the time. However, if a serious complaint is raised that cannot be handled at a Club Unit level then it should be referred to the Director General's office at Greenfields House. Any complaints of a disciplinary nature should automatically be referred to the Director General's office.

SHOWING MEMBERSHIP

There are various ways Club members can show their membership of the Club, from window stickers and pennons to polo shirts and scarves. The Club also has some insignia that are designed specifically for those with designated roles in the Club.

INSIGNIA

BADGE OF OFFICE

Some of the higher ranking officials at the Club are entitled to wear a Badge of Office, which is displayed on a coloured ribbon. Traditionally, the Club President and Chairman wear their Badges of Office at all Club functions.

Tradition also dictates that other Unit Chairmen may wear their Badges of Office at national events, including the Club AGM, National Feast of Lanterns and National Council dinner, but only if given permission by the Club Chairman.

Similar traditions apply at Region or Section events. The President and Chairman of the host Region or Section may wear their Badges of Office but other Unit Officials should only do so if they have been given permission by the host Officers.

At DA or Section Area events the President and Chairman of the parent Unit will traditionally wear their Badges of Office, though others will not.

A Badge of Office should be in gilt (that is, gold coloured) and not longer than 95mm or wider than 65mm. It can be displayed on coloured ribbon 38mm wide. If a Club Unit would like to

mark each Officer's time in post, bars can be included on the ribbon, in gilt to match the Badge of Office. The bars should be straight, flat and engraved with the name of the office holder and his or her term of office.

The following Officers are entitled to wear ribbons of the following colours:

Club President	Purple ribbon
Club Vice-President	Purple ribbon
Club Chairman	Green ribbon
Region and National Section President	Purple ribbon
Region and National Section Vice-President	Purple ribbon
Region and National Section Chairman	Red ribbon
District Association and Section Area Chairman	Cambridge blue ribbon

Other sub-group Chairmen do not traditionally wear Badges of Office.

LAPEL BADGES

Voluntary Officers are often issued with lapel badges showing their names and the office they hold. These can be helpful, allowing other Club members to identify Officers and their responsibilities. There are traditionally no restrictions on the wearing of lapel badges.

REGALIA

The Club aims to give a unified image (or 'brand' in marketing terms) to the outside world. Like many other large organisations, it has clear rules on the use of its logo and other items in order to help everyone produce literature and other items in the same style. As a result, any items that use the Club's logo or other images – often known as 'regalia' – must be approved by the National Council before going into production.

The Club produces many items carrying its logo that are available to all members. These include badges, ties, scarves, hats, bags, mugs and stickers. They can be ordered online at campingandcaravanningclub.co.uk/regalia or through the Operations Department at Club Greenfields House.

PENNONS

Club members have been displaying pennons (also known as pennants) since around the time the Club began more than 110 years ago. Traditionally, pennons are small triangular flags that bear the Club or Club Unit logo along with a design that reflects something of the Unit or the event it is design to commemorate. Many members collect pennons and display them when they camp, giving a colourful reminder of their camping and caravanning history.

All pennon designs (other than Meet pennon designs) must be approved by the National Council before they are put into production. When a District Association (DA) or Section Area has selected a design it should seek the approval of its parent Unit. The parent Region or Section can then obtain approval from National Council, which is normally a formality.

CLUB UNIT PENNONS

Club Unit pennons take a traditional form, reflecting the Unit's membership of the Club as well as its individual identity. If the triangle of the pennon is held with the apex (narrow point) at the bottom, the lower half of the pennon must be in red with the Club's pennon symbol in the centre. The upper, wider half of the pennon holds the insignia of the Club Unit.

The exact design specifications and more information on creating and producing Club Unit pennons are given in a Green Paper.

MEET, THS OR EVENT PENNONS

There are no restrictions on the design of Meet, THS or special event pennons. Club Units often run competitions to design pennons for such special events and sometimes present one to a representative from each camping unit (tent, trailer tent, folding camper, caravan or motorhome) that attends the event as a memento.

APPENDIX 1 STANDING ORDERS OF THE NATIONAL COUNCIL

Approved February 2016

ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be arranged by the Council to take place at such time, date and venue as shall be deemed suitable, subject to the provisions of the Club's Articles of Association.

NATIONAL COUNCIL

- a) The National Council shall consist of: the Elected Members, as provided for in Article 52 of the Club's Articles of Association; an Honorary Treasurer, as appointed under Article 51; one Appointed Councillor from each Region, to be appointed annually; one Appointed Councillor from each Section, having FULL membership of 3,000 or more to be appointed annually; all of whom shall be entitled to one vote..
- b) The right of voting representation of Sections shall begin from the end of the Club AGM next following the end of the financial year in which the qualifying total membership has been achieved. Once qualified, a Section shall have the right of voting representation on the National Council for a minimum period of three years, irrespective of whether or not the qualifying total membership is maintained during that period.
- c) The names of Region and Section Appointed Councillors shall be submitted to the Director General not later than seven days prior to the Club Annual General Meeting and they shall be reported to the AGM and take office immediately after the meeting (Article 55 refers).
- d) Casual vacancies in the number of elected members of the Council shall be filled in accordance with Article 66, with consideration being given to the person who was unsuccessful with the highest number of votes at the last National Council Election, and casual vacancies among Regional and Section Appointed Councillors shall be filled by the Deputy Region or Section Appointed Councillor.
- e) The Council shall appoint Representatives with full powers to sit on the National Committees of all Sections, and a Representative with full powers to sit on the National Youth Committee.
- f) Those Sections not qualified to appoint an Appointed Councillor on the National Council shall be entitled to send an Advisory Officer to Council meetings in an advisory capacity. These Section Advisory Officers shall be appointed by the Council annually at the first Council meeting following the Club AGM, and nominations for appointment shall be notified to the Director General not later than 14 days prior to the Council meeting at which the appointments are to be made. These Section Advisory Officers are not members of the Council and do not have a vote on any matter nor may they stand for election to any National Council Office, Management Committee, Main Committees, or Disciplinary Committee. They may be co-opted onto a Committee with the Management Committee's approval.

- g) The Chairman may invite any other person to attend a meeting of the Council as an observer or to address the Council on any particular matter.
- h) Any member attending a National Council meeting shall be entitled to claim reimbursement for the minimum expenses necessarily and actually incurred in respect of travel, subsistence and accommodation in accordance with current guidelines.
- i) Members of the Council attending Regional and Section Council meetings, other than their own, are expected to do so in their capacity as National Councillors and they should not intervene in local matters unless they are entitled to do so by virtue of other qualifications.

NATIONAL COUNCIL MEETINGS

- a) The proceedings of the Council shall be conducted in accordance with Articles 67 to 75.
- b) The Council shall meet at least four times a year on such dates and at such venues and times as shall be agreed.
- c) Special meetings of the Council may be called by the Executive Committee giving seven days notice to the Council, or by five members of the Council, as provided for in Article 68.
- d) For the purpose of Article 69, the first meeting of the National Council shall be deemed to be the first meeting following the Club AGM.
 - 1. The Chairman and Vice-Chairman shall be appointed for an annual term with the intention that the Vice-Chairman shall succeed the Chairman in the following year. This shall not preclude the Council from electing either officer for further terms, either consecutively or subsequently, or from selecting as Chairman, any member of the Council.
 - 2. The successful candidates for election as Chairman and Vice-Chairman of the National Council shall have an overall majority vote over other candidates. Should the overall majority not be obtained in the first ballot, the candidate with the least number of votes shall stand down and a fresh ballot or ballots shall be held until one candidate obtains a majority over the other candidate or candidates involved in the tie. This procedure shall continue until a candidate obtains an overall majority. This process shall apply to all elections within the Council.
- e) The Director General shall forward to each member of the Council seven days prior to an ordinary meeting, a notice of such meeting containing the agenda of business.
- f) Only notices of motion or any other matter lodged with the Director General by not later than 14 days prior to a Council meeting shall be dealt with by that meeting. Matters of urgency can be raised under "Any Other Business" with the Chairman's permission, which must be obtained prior to the commencement of the meeting.
- g) Matters on the agenda for meetings of the Council shall be deemed to be subjudice until discussed by the Council and a decision reached.

- h) The Chairman shall call on members to speak and whilst a member is speaking, other members shall remain seated and silent. Speakers shall address themselves to the Chairman. Members shall be entitled to speak only once on any question under debate except the proposer of a motion that has the right to reply at the close of the debate, immediately before the motion is put to the vote. In his reply, the proposer shall confine himself to answering previous speakers and he shall not introduce any new matter into the debate. All speeches shall be relevant to the question under discussion and they should be as brief as possible.
- i) As a general practice, the Chairman's declaration that a motion is "Carried" or "Not Carried" shall be conclusive, and a Minute to that effect shall be evidence thereof without proof of the number or proportion of the votes recorded in favour of or against the resolution. In the event of a tied vote the Chairman shall have a casting vote. The Chairman may direct that the number of votes in favour of or against a particular motion shall be recorded in the Minutes together with the number of members present and entitled to vote who abstain from doing so.
- j) Amendments to a motion shall be relevant to it and shall be either to leave out words, and insert or add words. Such omission, insertion or addition of words shall not have the effect of negating the motion before the Council.
- k) Only one amendment may be moved or discussed at a time and no further amendment may be discussed until the amendment under discussion has been dealt with. Notice of further amendments may be given.
- l) If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and it shall become the motion upon which any further amendment may be moved.
- m) A member may rise on a point of order, which shall relate only to a breach of Standing Orders or a statutory provision and he shall specify the particular article and the way in which he considers it has been broken. A member may also rise on a personal explanation of some material part of his speech, which he considers has been misunderstood. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.
- n) Speakers shall give way to the Chairman at all times.
- o) Members of the Council are bound to support all decisions of the Council.
- p) Any disagreement with Minutes circulated after meetings shall be notified to the Director General within seven days of issue of the Minutes.

NATIONAL COUNCIL COMMITTEES

- a) All Committees established by the Council shall, on appointment, have their Terms of Reference and titles clearly defined.
- b) **Policy Advisory Committee** There shall be a Policy Advisory Committee, which shall be convened on the request of the National Council to consider major items of policy which are not covered by the remit of other main Committees. Its members

shall be the last four Chairmen of the Council and its Chairman shall be the Immediate Past-Chairman of the Council.

- c) **Executive Committee** There shall be an Executive Committee whose members shall be the holders of the following offices: Chairman, Vice Chairman, and Immediate Past Chairman of the National Council, and Honorary Treasurer. In the event of the Immediate Past Chairman not being a member of National Council for any reason then Council will appoint a Vice Chairman Elect as per 3(d) with the intention that the Vice Chairman Elect shall succeed the Vice Chairman. It is intended that there will always be four members serving on the Executive Committee and to this end, any vacancy in this number, however it arises, may be filled by the Council, notwithstanding the provisions of the previous sentences. The Executive Committee shall act on behalf of the National Council in matters of urgency, in matters relating to Club employees and other matters that might be referred to them.

The minutes of the Executive Committee shall be kept confidential to members of the Committee.

A member of the Executive Committee shall be eligible for election to another Committee of the National Council on their retirement from the Executive Committee.

- d) **Management Committee** There shall be a Management Committee which will meet monthly with a membership comprising of the members of the Executive Committee, and the Chairmen of the Club Administration Committee, Communications Committee, Exempted Camping Committee, International Committee and Sites Committee, together with two members of the National Council who shall not be members of a Main Committee, to be appointed by the Council to serve for a period of two years with one retiring each year and becoming eligible for reselection. These members will be appointed before the five Main Committees are elected. The Chairman and Vice Chairman of the Council will automatically become Chairman and Vice Chairman respectively of the Management Committee. If a Main Committee Chairman is unable to attend the meeting of the Management Committee, the Vice-Chairman may attend as deputy with full voting powers.

The Management Committee will receive reports and advice from the Staff Directors on the current activities of their departments not covered in the agenda or recent Minutes, who along with the Director General shall attend the meetings of the Management Committee; however, they shall have no vote in the proceedings.

- e) The Management Committee will be charged with the following responsibilities and Terms of Reference:
1. To implement National Council policy and to have the necessary powers to that end.
 2. To prepare and control an annual budget for Club expenditure and to deal with supplementary or additional expenditure.
 3. To advise the National Council on matters relating to capital expenditure and investment.
 4. To be responsible for safeguarding the Club's assets.
 5. To ensure the smooth and efficient management of Club affairs.

Minutes of the Management Committee shall be circulated to all members of the National Council as soon as they become available. The Minutes shall be marked "unapproved" and this fact should be fully appreciated by Members of the Council.

- f) Sub-Committees of the Management Committee will be formed as and when required. The Sub-Committee Chairmen will be appointed by the Management Committee, preferably from the membership of the National Council. The appointed Chairman will form his Committee from members of the Club, members of staff, and outside contractors as appropriate, subject to the approval of the Management Committee. The Management Committee may appoint a representative to the Committee. Two Sub-Committees presently exist and are tasked as follows:

- 1) **NFOL Sub-Committee** shall consist of a Chairman, the Chairman of the last NFOL Organising Committee, the Chairman of the next NFOL Organising Committee, and the Chairman of the following NFOL Organising Committee. There may be up to two co-opted members. The NFOL Sub-Committee Chairman may attend any meeting of an NFOL Organising Committee.

The NFOL Sub-Committee shall be responsible for the overview of the delivery of each NFOL and assisting the Chairman of the Organising Committee and their Committees.

- 2) **Technical Sub-Committee** to be responsible for advising the Club on items of a technical nature relating to camping and caravanning matters.

- g) **Main Committees** There shall be the following five Committees to be known as the Main Committees of the National Council. The National Council shall elect four of its members, not being members of the Executive Committee, to serve on each of the Main Committees. The members so appointed will serve for two years and be eligible for reappointment on retirement. Two of the appointed members will retire each year and the members appointed to fill the vacancies will have an overall majority over all other candidates for the appointment if a secret ballot is necessary. Each vacancy on a Committee will be appointed separately.

Once formed a Committee remains in place until the first Council meeting after the AGM (Article 71.1).

The appointment of a Main Committee Chairman should be made by secret ballot after the election of the members to a Committee. The four elected members of each Main Committee together with the Executive Committee member shall elect by secret ballot a Chairman from the four elected members. The elected Chairman will be the member with the highest vote and the Vice-Chairman shall be the member with the next highest.

The Chairman and Vice-Chairman of each Main Committee may nominate an additional two members with expertise and skills in the work of their Committees, for consideration by the Management Committee at its first meeting after the appointment of the Main Committees, for appointment to serve on the Main Committees.

The Main Committees shall have the power to co-opt other eligible members as they desire, subject to the approval of the Management Committee, and they may invite

any person to attend their meetings in an advisory capacity. All Committee Members including those co-opted shall have full voting rights.

No Council member, other than an Executive Committee member, shall be appointed to serve on more than one Main Committee.

The Executive Committee member to serve on a Main Committee will be agreed at the first Executive Committee meeting following the first meeting of the National Council.

The Club Chairman and Director General may attend any Main Committee or Sub-Committee meeting.

Main Committee meetings shall not be held between the first Wednesday in July and the first Wednesday in September.

h) **Main Committee's Terms of Reference**

- 1) **Club Administration Committee** To establish policy and guidelines and to receive reports from staff on the development, implementation, and operation of those policies. To monitor and oversee the development of all Club units i.e., Regions, DA and Sections, and to monitor Region and National Section Minutes reviewing Club Activities.
- 2) **Communications Committee** To establish policy and guidelines and to receive reports from staff on the development, implementation, and operation of those policies. To be responsible for the Club's participation in exhibitions, the control and development of the Club's PRO network, and to receive reports and oversee the development of the Club's Marketing, PR Activity and Publications. To control and monitor Club Units' digital and social media activity
- 3) **Exempted Camping Committee** To establish policy and guidelines and to receive reports from staff on the development, implementation, and operation of those policies. To approve Club rules for the control, establishment, and development of campsites operated under the Club's exemptions granted in the 1936 Public Health Act and 1960 Caravan Sites and Control of Development Act, other than Club Sites.
- 4) **International Committee** To establish policy and guidelines and to receive reports from staff on the development, implementation, and operation of those policies. To be responsible for dealing with all Club International affairs, the administration and control of Club continental rallies, and member participation in FICC rallies. The Committee will oversee and receive reports on all overseas services offered by the Club and the development of those service.

Club Members who are Chairmen or members of FICC Commissions or Council may be co-opted ex-officio subject to Management Committee approval.

- 5) **Sites Committee** To establish policy and guidelines and to receive reports from staff on the development, implementation, and operation of those

polices. To be responsible for the acquisition, development, maintenance, and operation of Club sites.

- i) The Minutes of the five Main Committees shall be circulated within seven days after the meeting to which they refer, to all members of the Council, on a subjudice basis for information. Any member of the Council may express an opinion, on any matter contained in the Minutes, in writing to the Director General within seven days of issuing the Minutes.
- j) The Council shall appoint a **Disciplinary Committee** of five members including a Chairman in accordance with Article 14. The Chairman of this Committee is appointed directly by the Council before the election of Committee members. Members of this Committee must have served a minimum period of three years on the Council before being elected to the Committee.
- k) The Council may also appoint a **National Youth Committee** to deal with matters relating to the Youth membership of the Club and to make recommendations thereon. The National Youth Committee shall consist of the Club Chairman with one RYLO from each Region and one SYLO from each Section or Group with an active Youth Section.
- l) The Council shall appoint such other Committees, as it deems necessary from time to time.
- m) A member of Greenfields House staff shall normally be assigned to each Committee to act as Secretary.
- n) All Committees shall be subject to the policy and directions of the Council and matters of major policy shall be reserved for decision by the Council.

OFFICERS

The Council may appoint officers to carry out specific duties on its behalf.

Currently these are:

- a) Countryside Care Officer – to co-ordinate Countryside Care activities across the Club. The Countryside Care Officer is an ex officio member of the Sites Committee.
- b) National Parks Officer – to co-ordinate the work of National Parks Site Officers. The National Parks Officer is an ex officio member of the Exempted Camping Committee.

FINANCE

- a) The Council shall have regard to its responsibilities under Articles 76 to 81.
- b) The Honorary Treasurer shall be responsible for all financial transactions of the Club and shall ensure that proper books of account are kept.

- c) The Honorary Treasurer shall produce monthly statements of income and expenditure to the Management Committee and shall ensure that all expenditure is properly authorised.
- d) Dealings with the Club's bank account and securities shall be in accordance with the mandate given to the Club's bankers by the Council and with the authority and responsibility vested in the Honorary Treasurer.

STAFF

- a) The Director General shall be responsible for all employees of the Club and he will report on staff matters to the Executive Committee.
- b) The Director General shall be responsible for carrying out any duties that might be delegated to him by the Honorary Treasurer including the day-to-day accounting procedures and practices.
- c) The Director General shall be responsible for all administrative, secretarial and management matters that devolve on him as a result of decisions by the National Council or its Committees.
- d) All employees of the Club shall be entitled to claim reimbursement for expenditure duly approved and necessarily incurred on travel, subsistence and accommodation whilst engaged on Club business.

CONFIDENTIALITY OF MINUTES

- a) Minutes of all Committees remain unapproved until approved by the next meeting of that Committee. Their content therefore remains confidential until approved.
- b) Councillors should use common sense before reporting matters recorded in Minutes.
- c) Councillors should appreciate that they are often in possession of commercially sensitive information when items in Minutes are sidelined. This information should remain confidential until such time as the matter is published, either through the Club magazine or the Committee has removed the sidelines.

APPENDIX 2 ARTICLES OF ASSOCIATION

COMPANY NUMBER 445520

THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

OF

THE CAMPING AND CARAVANNING CLUB LIMITED

INCORPORATED 22 NOVEMBER 1947

AMENDED 24 APRIL 1971

AMENDED BY SPECIAL RESOLUTION DATED 24 OCTOBER 2009

AND DATED 28 OCTOBER 2012

GENERAL

1. In these presents the words standing in the first column of the table next hereinafter contained shall bear the meaning set opposite to them respectively in the second column thereof it not inconsistent with the subject or context:-

the "Act"	means the Companies Act 2006, in force from time to time
"Appointed Councillor"	means a member of the Association elected by each regional or district association, group or section in accordance with Article 55 to represent that regional or district association, group or section on the Council
the "Association"	means the above named Association
the "Council"	means the Council of Management for the time being of the Association appointed in accordance with Articles 52 to 57
"Directly Elected Councillor"	means a member of the Association appointed to the Council by member vote in accordance with Article 54
"electronic" or "electronically"	has the meaning given to it in section 1168 of the Act
"Month"	means a calendar month
"the "Office"	means the Registered Office of the Association
"these presents"	means these Articles of Association, and the regulations of the Association from time to time in force
the "Seal"	means the Common Seal of the Association
"in writing"	means written, printed, electronic or lithographed, or partly one and partly another, and other models or representing or reproducing words in a visible form

- 1.1 and words importing the singular number only shall include the plural number, and vice versa;
- 1.2 words importing the masculine gender only shall include the feminine gender; and
- 1.3 words importing persons shall include corporations.

Subject as aforesaid, any words or expressions defined in the Act or any statutory modification thereof in force at the date on which these presents become binding on the Association shall, if not inconsistent with the subject or context, bear the same meaning in these presents.

2. The number of the members with which the Association proposes to be registered is unlimited.
3. The provisions of section 113 of the Act shall be observed by the Association, and every member of the Association shall either (i) sign a written consent or submit

their consent electronically to become a member or (ii) sign the register of members on becoming a member.

OBJECTS

4. The objects for which the Association is established are:-
 - 4.1 to encourage and to help all, especially young people and those of limited means, to a greater knowledge, love and care of the countryside, to develop their self reliance and independence, and to promote their physical health, spiritual welfare and education by spending as much time in the open air as possible by means of camping, caravanning and similar activities;
 - 4.2 to protect the interests of campers and caravanners;
 - 4.3 to acquire by gift, purchase or otherwise, lease, hold and manage camping sites for the use of its members and others at reasonable charges;
 - 4.4 to obtain and make available to its members and others information as to camping and caravanning sites;
 - 4.5 to stimulate the invention and adoption of appliances for camping and caravanning, and to arrange for the supply of the same to its members and others;
 - 4.6 to insist on a high standard and lay down a code of good camping and obtain observance of the same by its members and others;
 - 4.7 to promote and hold exhibitions, meetings and competitions to improve the standard of camping and caravanning and to give prizes, medals and awards therefor;
 - 4.8 to promote international understanding by the arrangement of tours and camps abroad for its members and others and by the organisation of tours and camps in Great Britain and Ireland for foreign campers and others;
 - 4.9 to co operate with any organisation which has as one of its objects the promotion of international goodwill through the medium of any of the activities aforesaid;
 - 4.10 to receive donations for the purpose of carrying out the above objects;
 - 4.11 to combine with other organisations interested in camping, caravanning, preservation of the countryside and access thereto in furthering any of the said objects;
 - 4.12 to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Association may think necessary or convenient for the promotion of its objects, and to construct, maintain and alter any buildings or erections necessary or convenient for the work of the Association.
 - 4.13 to sell, lease, sub-let, buy, mortgage, dispose of or turn to account all or any of the property or assets of the Association as may be thought expedient with a view to the promotion of its objects;

- 4.14 to undertake and execute any trusts which may lawfully be undertaken by the Association and may be conducive to its objects;
- 4.15 to borrow or raise money for the purposes of the Association on such terms and on such security as may be thought fit;
- 4.16 to invest the moneys of the Association not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, but so that moneys subject to or representing property subject to the jurisdiction of the Charity Commissioner for England and Wales shall only be invested in such securities and with such sanction (if any) as may for the time being be prescribed by law;
- 4.17 to establish and support or aid in the establishment and support of any charitable associations or institutions and to subscribe or guarantee money for charitable purposes in any way connected with the purposes of the Association or calculated to further its objects; and
- 4.18 to do all such other things as are incidental or conducive to the attainment of the above objects or any of them;

Provided that:

- 4.19 the Association shall not support with its funds any object, or endeavour to impose on or procure to be observed by its members or others, any regulation, restriction or condition which if an object of the Association would make it a Trade Union;
 - 4.20 in case the Association shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Association shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Managers or Trustees of the Association shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as they would as such Managers or Trustees have been if no incorporation had been effected, and the incorporation of the Association shall not diminish or impair any control or authority exercisable by the Charity Commissioners over such Managers or Trustees but they shall as regards any such property be subject jointly and separately to such control or authority as if the Association were not incorporated. In case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with the same in such manner as allowed by law, having regard to such trusts.
5. The income and property of the Association, whencesoever derived, shall be applied solely towards the promotion of the objects of the Association as set forth in these Articles of Association, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Association;

Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Association, or to any member of the Association, in return for any services actually rendered to the Association, nor prevent the payment of a reasonable rate of interest on money lent or reasonable and proper rent for premises demised or let by any member of the

Association; but so that no member of the Council of Management or Governing Body of the Association shall be appointed to any salaried office of the Association, or any office of the Association paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Association to any member of such Council or Governing Body, except repayment of out of pocket expenses and interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the Association; provided that the provision last aforesaid shall not apply to any payment to any railway, gas, electric lighting, water, cable, or telephone company of which a member of the Council of Management or Governing Body may be a member, or any other company in which such member shall not hold more than one hundredth part of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.

MEMBERS

6. The subscribers to the Memorandum of Association and the President and any Vice President or Vice Presidents of the Association from time to time, any co opted member of the Council during the period of his office and such other persons as the Council shall admit to membership in accordance with the provisions hereinafter contained shall be members of the Association.
7. There shall be payable to the Association by its members such entrance fees and subscriptions as the Council shall from time to time prescribe, provided that the Council may admit to membership any person distinguished for services to the Association or distinguished in connection with any of the matters in which the Association is interested without payment of entrance fees or subscriptions.
8. The liability of each member is limited.
9. Every applicant for membership shall, on application for membership, sign a form of undertaking:-
 - 9.1 to contribute to the assets of the Association in the event of its being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Association contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound;
 - 9.2 to pay to the Association during his membership such entrance fees and annual or life subscriptions as the Council shall from time to time prescribe (subject to exemption of those members referred to in Article 7 hereof);
 - 9.3 to be bound by the Articles of Association and the rules and regulations made by the Council thereunder and to observe the Camping and Caravanning Club's Code for Campers; and
 - 9.4 not to avail himself of the privileges granted to members under the Public Health Act, 1936, and the Town and Country Planning (General Permitted Development) Order 1995:-
 - 9.4.1 when using any site conducted on commercial lines;

- 9.4.2 when using any site for more than 42 consecutive days or more than 60 days in any 12 months unless such site has been specially approved for this purpose by the Council; and
- 9.4.3 when occupying any structure other than a bona fide mobile caravan or tent or such other camping equipment as may be approved by the Council.
10. The Council shall notify an applicant for membership whether they have been admitted as members or otherwise.
11. The Council may refuse to admit any person as a member or to accept an annual subscription from any member without assigning a reason for so doing.
12. Any member may resign and cease to be a member upon signifying his desire to do so in writing to the Secretary. Any member ceasing to be a member shall nevertheless remain liable to pay to the Association all monies due from him to the Association at the time of his ceasing to be a member.
13. Should the annual subscription of any member be refused under the provisions of Article 11 or be unpaid for a period of two months of the same becoming due, he shall cease ipso facto to be a member, but may be reinstated in the discretion of the Council on payment of all arrears.
14. Should any member be guilty in the opinion of the Council of a breach of the camping code or regulations referred to in Articles 9.3 and 9.4 or of conduct detrimental or inimicable to the reputation of the Association, the Council may by resolution terminate his membership. The Council may delegate its powers under this article to a Disciplinary Committee of not less than five members of the Association, of whom three shall form a quorum.
15. Any member whose conduct is in question shall have at least 14 days' notice of the intention to propose a resolution for his removal from membership under the last preceding article and shall be entitled to attend the meetings of the Council or Disciplinary Committee at which such resolution shall be proposed and to be heard thereon. The member shall also be entitled to appeal from any decision of the Council or Disciplinary Committee to a General Meeting of the Association called for that purpose.
16. The Council shall have power to sanction the formation of regional or district associations, groups or sections for the purposes of the local promotion of the interests of the Association, subject to such conditions and regulations as they may decide upon from time to time, and may from time to time alter, sub divide or amalgamate such areas and dissolve any regional or district association, group or section, and may from time to time approve of any member transferring his membership from one regional or district association, group or section to another or ceasing to be a member of a regional or district association, group or section.
17. Each regional or district association, group or section sanctioned by the Council shall have the power to nominate one Appointed Councillor in accordance with Article 55.

GENERAL MEETINGS

18. An Annual General Meeting of the Association shall be held once in every calendar year at such time and place as may be determined by the Council, provided that every Annual General Meeting shall be held not more than 15 months after the holding of the last preceding meeting.
19. All other meetings of the Association shall be called General Meetings.
20. The Council may whenever they think fit convene a General Meeting and General Meetings shall be convened on such requisition, or in default may be convened on the requisition of the members pursuant to the provisions of the Act.
21. At least 14 clear days' notice, specifying the place, the day and the hour of meeting, and in the case of special business the general nature of that business, shall be given in accordance with these Articles to such persons as are under these Articles entitled to receive such notices from the Association; but with the consent of the majority in number of members holding at least ninety per cent of the total voting rights at that meeting, a meeting may be convened by such notice and in such manner as those members may think fit. The accidental omission to give notice of a meeting to, or the non receipt of such notice by, any member shall not invalidate any resolution passed, or proceeding had, at any meeting.

PROCEEDINGS AT GENERAL MEETINGS

22. All business shall be deemed special that is transacted at a General Meeting, and all that is transacted at an Annual General Meeting shall also be deemed special, with the exception of the consideration of the profit and loss account and balance sheet, and the reports of the Council and of the Auditors, the election of members of the Council in the place of those retiring by rotation, and the fixing of the remuneration of the Auditors. A Special Resolution must be passed by a majority of not less than three fourths of such members as being entitled so to do, vote in person or by proxy at a general meeting of which notice specifying the intention to propose the resolution as a Special Resolution has been duly given.
23. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided seven members personally present shall be a quorum.
24. If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or at such other place as the Chairman shall appoint, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum.
25. The Chairman, or in his absence the Vice Chairman, of the Council shall preside as Chairman at every General Meeting, but if there be no such officer present within 15 minutes after the time appointed for holding the same, or if both such officers shall be unwilling to preside, the members present shall choose some members of the Council, or if no such member be present, or if all the members of the Council present

decline to take the chair, they shall choose some member of the Association who shall be present to preside.

26. The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn a meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for 10 days or more notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the members shall not be entitled to any notice of an adjournment, or of the business to be transferred at an adjourned meeting.
27. At all General Meetings a resolution put to the vote of the meeting shall be decided on a show of hands by a majority of the members present in person or by proxy and entitled to vote, unless:-
 - 27.1 before or upon the declaration of the result of the show of hands a poll be demanded by the Chairman; or
 - 27.2 at least three members present in person or by proxy and entitled to vote;and unless a poll be so demanded a declaration by the Chairman of the meeting that a resolution has been carried, or has been carried unanimously or by a particular majority, or lost, or not carried by a particular majority, shall be conclusive, and an entry to that effect in the minute book of the Association shall be conclusive evidence thereof, without proof of the number or proportion of the votes recorded in favour of or against the resolution.
28. If a poll be demanded in accordance with Article 27, it shall be taken at such time and place, and in such manner, as the Chairman of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
29. No poll shall be demanded on the election of a Chairman of a meeting, or on any question of adjournment.
30. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting shall be entitled to a second or casting vote.
31. The demand of a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

VOTES OF MEMBERS

32. Subject as hereinafter provided, every member of the age of 18 years and over shall have one vote.
33. Save as therein expressly provided no person other than a member duly registered and who shall have paid every subscription and other sum (if any) which shall be due and payable to the Association in respect of his membership, shall be entitled to be present or (if of the age of 18 years and over) to vote on any question either personally or by proxy, or as a proxy for another member, at any General Meeting.

34. Votes may be given on a poll or on a show of hands either personally or by proxy.
35. The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorised in writing, or if such appointer is a corporation under its common seal, if any, and, if none, then under the hand of some officer duly authorised in that behalf.
36. The instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed or a copy of such authority certified notarially or in some other way approved by the directors shall be:
- 36.1 in the case of an instrument made in hard copy, deposited at or sent by post or by facsimile transmission to the office or such other place as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Association in relation to the meeting not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, otherwise the person named shall not be entitled to vote in respect thereof; or
- 36.2 in the case of an instrument made by electronic means, where an address has been specified for the purpose of receiving electronic communications:
- 36.2.1 in the notice convening the meeting; or
- 36.2.2 in any instrument of proxy sent out by the Company in relation to the meeting; or
- 36.2.3 in any invitation contained in an electronic communication to appoint a proxy issued by the Company in relation to the meeting,
- be received at such address not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, otherwise the person named shall not be entitled to vote in respect thereof.
37. No instrument appointing a proxy shall be valid after the expiration of 12 months from the date of its execution.
38. In the case of a poll taken more than 48 hours after it is demanded, the instrument appointing a proxy and any appropriate authority shall be deposited as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll.
39. A vote given or poll demanded by proxy or by the duly authorised representative of a corporation in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy, provided that no intimation in writing of the death or revocation shall have been received at the office one hour at least before the time fixed for holding the meeting.
40. Any instrument appointing a proxy shall be in the following form or as near thereto as circumstances will admit:-

"The Camping and Caravanning Club Limited"

"I [] of [] a member of The Camping and Caravanning Club Limited, hereby appoint [], and failing him, [] of [], to vote for me and on my behalf at the [Annual or, as the case may be] General Meeting of the Association to be held on the [] day of [] and at every adjournment thereof. As witness my hand this [] day of []."

HONORARY TREASURER

51. There shall be an Honorary Treasurer of the Association who shall be appointed and may be removed by the Council.

COUNCIL

52. The Council shall consist of:-
- 52.1 an Honorary Treasurer;
- 52.2 18 Directly Elected Councillors;
- 52.3 such Appointed Councillors as the Council may from time to time decide;
- 52.4 persons co opted by the Council, provided that the number of Appointed Councillors and co opted members shall not together exceed the number of Directly Elected Councillors. Any member who has enjoyed full voting rights for not less than five years shall be eligible for election to the Council.
53. No person interested in the sale of camping or caravanning equipment or accessories may be elected to the Council or any of its Committees, or hold office as a Directly Elected Councillor, an Appointed Councillor or on any district association, regional association, group or section, except in an advisory capacity.
54. Directly Elected Councillors shall be elected by a vote of the members of the Association. The vote shall be conducted in such manner as the Council may direct, and until the Council shall otherwise direct nominations accompanied by the written consent of the nominees to nomination shall be made in writing and lodged with the Secretary. The list of nominations with ballot papers, if necessary, shall be circulated to all members resident within the United Kingdom at least 21 clear days before the Annual General Meeting by post or, where a member has provided an electronic address for the purpose of receiving communications from the Company electronically, by electronic means. All ballot papers duly completed and returned to the Secretary by post or, where an electronic address is provided by the Association for the submission of ballot papers, by electronic means, seven clear days before the Annual General Meetings shall be counted and tabulated by the Secretary and the result reported to the Annual General Meeting.
55. Appointed Councillors shall be elected by the regional or district association, group or section in such manner as the Council shall determine, or, failing such determination, by election at a General Meeting of the regional or district association, group or section, and the nomination shall be notified to the Secretary not less than seven clear days before the date of the Annual General Meeting and

shall be reported by the Secretary to such Annual General Meeting. Each Appointed Councillor shall hold office for one year, but shall be eligible for renomination.

56. Each regional or district association, group or section shall be entitled to appoint a member of the Association, not being an Appointed Councillor, to act as deputy for the Appointed Councillor. Such deputy shall be entitled to attend all meetings of the Council, but shall only attend and vote thereat in the absence of the relevant Appointed Councillor.
57. Co opted members shall hold office for one year, but shall be eligible for re co option.

POWERS OF THE COUNCIL

58. The business of the Association shall be managed by the Council who may pay all such expenses of, and preliminary and incidental to, the promotion, formation, establishment or registration of the Association as they think fit, and may make regulations for the carrying out of the objects of the Association and rules for the observance of members, and may exercise all such powers of the Association, and do on behalf of the Association all such acts as may be exercised and done by the Association, and as are not by the Act or by these presents required to be exercised or done by the Association in General Meeting, subject nevertheless to any regulations of these presents, to the provisions of the Act, and to such regulations, being not inconsistent with the aforesaid regulations or provisions, as may be prescribed by the Association in General Meeting, but no regulation made by the Association in General Meeting shall invalidate any prior act of the Council which would have been valid if such regulation had not been made.
59. The members for the time being of the Council may act notwithstanding any vacancy in their body; provided always that in case the members of the Council shall at any time be or be reduced in number to less than the minimum number prescribed by or in accordance with these presents, it shall be lawful for them to act as the Council for the purpose of filling up vacancies in their body, or of summoning a General Meeting, but not for any other purpose.

THE SEAL

60. The seal of the Association shall not be affixed to any instrument except by the authority of a resolution of the Council, and in the presence of at least two members of the Council and of the Secretary, and the said members and Secretary shall sign every instrument to which the seal shall be so affixed in their presence and in favour of any purchaser or person bona fide dealing with the Association such signatures shall be conclusive evidence of the fact that the seal has been properly affixed.

DISQUALIFICATION OF MEMBERS OF THE COUNCIL

61. The office of a member of the Council shall be vacated:-
 - 61.1 If he is made the subject of a bankruptcy order or has a receiving order or an administration order made against him, or he makes any arrangement or

composition with his creditors or otherwise takes advantage of any statute from time to time in force offering relief for insolvent debtors.

- 61.2 If he becomes a patient within the meaning of the Mental Health Act 1983.
- 61.3 If he ceases to be a member of the Association.
- 61.4 If by notice in writing to the Association he resigns his office.
- 61.5 If he ceases to hold office by virtue of any provision of the Act.
- 61.6 If without an excuse acceptable to the Council he fails to attend three consecutive meetings of the Council of which he shall have received due notice.
- 61.7 If he is convicted of a criminal offence (other than a driving offence) which the Council resolves renders him unfit to continue in office.

ROTATION OF MEMBERS OF THE COUNCIL

- 62. At the Annual General Meeting held every year, one third of the Directly Elected Councillors for the time being, or if their number is not a multiple of three then the number nearest to but not exceeding one third, shall retire from office.
- 63. A retiring member of the Council shall retain his office until the dissolution or adjournment of the meeting at which his successor is elected or until it is determined not to fill his place.
- 64. The members of the Council to retire shall be those who have been longest in office since their last election or appointment. As between members of equal seniority, the members to retire shall in the absence of agreement be selected from among them by lot. The length of time a member has been in office shall be computed from his last election or appointment. A retiring member of the Council shall be eligible for re election.
- 65. The Association shall, at the meeting at which any Directly Elected Councillors retire in manner aforesaid, fill up the vacated office of each member by electing a person thereto in accordance with Article 54.
- 66. A casual vacancy in the Directly Elected Councillors may be filled by the Council but the person so appointed shall retire at the next following Annual General Meeting when the remaining period of the vacancy shall be filled from the candidates nominated for election to the Council.

PROCEEDINGS OF THE COUNCIL

- 67. The Council may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, and determine the quorum necessary for the transaction of business. Unless otherwise determined, three shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chairman shall have a second or casting vote.

68. Five members of the Council may, and on the request of five members of the Council the Secretary shall, at any time, summon a meeting of the Council by notice served upon the several members of the Council. A member of the Council who is absent abroad shall not be entitled to notice of a meeting.
69. The Council shall at its first meeting in each year elect a Chairman and a Vice Chairman for the ensuing year. The Chairman or in his absence the Vice Chairman shall be entitled to preside at all meetings of the Council. If at any meeting the Chairman and Vice Chairman be not present within five minutes after the time appointed for holding the meeting and willing to preside, the members of the Council present shall choose one of their number to be Chairman of the meeting.
70. A meeting of the Council at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the regulations of the Association for the time being vested in the Council generally.
71. The Council may delegate any of their powers to committees consisting of such member or members of the Council and (save for the Disciplinary Committee) of other members of the Association as they think fit (a "**Committee**"), and any Committee so formed shall, in the execution of the powers so delegated, conform to any regulations imposed on it by the Council. The membership of each Committee shall be determined at the first meeting of the Council following the Annual General Meeting in any year (the "**First Council Meeting**"). The members of each Committee shall remain on that Committee until the First Council Meeting in the following year, unless during that period such members cease to be members of the Association in accordance with Article 61. For the avoidance of doubt:-
- 71.1 Any Appointed Councillor who is appointed as a Committee member shall remain on the relevant Committee until the First Council Meeting in the following year, regardless of whether his or her period of election under Article 56 expires during that period; and
- 71.2 Any member who is elected as an Appointed Councillor shall not be eligible to be appointed as a member of a Committee until the First Council Meeting following their appointment as an Appointed Councillor.
72. The meetings and proceedings of any Committee appointed under Article 71 shall be governed by the provisions of these presents for regulating the meetings and proceedings of the Council so far as applicable and so far as the same shall not be superseded by any regulations made by the Council as aforesaid.
73. All acts bona fide done by any meeting of the Council or of any Committee, or by any person acting as a member of the Council, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment of any such member or person acting as aforesaid, or that they or any of them, were disqualified be as valid as if every such person had been duly appointed and was qualified to be a member of the Council.
74. The Council shall cause proper minutes to be made of all appointments of officers made by the Council and of the proceedings of all meetings of Association and of the Council and of Committees, and all business transacted at such meetings, and any such minutes of any meeting, if purporting to be signed by the Chairman of such

meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.

75. A resolution in writing signed by all the members for the time being of the Council or of any Committee shall be as valid and effectual as if it had been passed at a meeting of the Council or of such Committee duly convened and constituted.

ACCOUNTS

76. The Council shall cause proper books of accounts to be kept in accordance with the Act with respect to:-
- 76.1 all sums of money received and expended by the Association and the matters in respect of which such receipts and expenditure take place;
- 76.2 all sales and purchases of goods by the Association; and
- 76.3 the assets and liabilities of the Association.
77. The books of accounts shall be kept at the office, or at such other place or places as the Council shall think fit, and shall always be open to the inspection of the members of the Council.
78. The Association in General Meeting may from time to time make reasonable conditions and regulations as to the time and manner of the inspection by the members of the accounts and books of the Association, or any of them, and subject to such conditions and regulations of the accounts and books of the Association shall be open to the inspection of members at all reasonable times during business hours.
79. In every financial year the Council shall draw up a profit and loss account for the period since the last preceding account, together with a balance sheet made up to the last day of the relevant financial year . Every such balance sheet shall be accompanied by a report of the Council and a report of the Auditors, and a copy of such account, balance sheet and reports shall be sent to all persons entitled to receive the same in accordance with sections 423 and 424 of the Act.

AUDIT

80. The accounts of the Association drawn up in accordance with Articles 76 to 79 shall be examined and the correctness of the profit and loss account and balance sheet shall be ascertained by one or more properly qualified auditor or auditors, who shall make a report to the Association's members in accordance with Chapter 3 of Part 16 of the Act.
81. Auditors shall be appointed and their duties regulated in accordance with Part 16 of the Act, the members of the Council being treated as the Directors mentioned in that part.

NOTICES

82. A notice may be served by the Association upon any member:-

- 82.1 personally;
- 82.2 by sending it through the post in a prepaid envelope, addressed to such member at his registered address as appearing in the register of members;
- 82.3 with the relevant Member's consent, shall be given electronically to an address for the time being notified for that purpose to the Association; or
- 82.4 by making it available on a website and notifying the member of its availability in accordance with the Act. A member shall be deemed to have agreed that the Association may send or supply a document or information by means of a website if the conditions set out in the Act have been satisfied.
83. Any member described in the register of members by an address not within the United Kingdom, who shall from time to time give the Association an address within the United Kingdom at which notices may be served upon him, shall be entitled to have notices served upon him at such address, but, save as aforesaid, only members described in the register of members by an address within the United Kingdom shall be entitled to receive notices from the Association.
84. Any notice served by post shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a prepaid letter.
85. Any notice given using electronic communications shall be deemed to have been given at the expiration of 48 hours after the time it was sent.
86. Any notice given by being made available on a website shall be deemed to be given when the material was first made available on the website, or if later, when the recipient received (or is deemed to have received), notice of the fact that the material was available on the website.

INDEMNITY

87. Subject to the provisions of the Act but without prejudice to any indemnity to which he may otherwise be entitled, every Director, Alternate Director, Secretary or other officer (other than the Auditors) of the Association or of any associated company shall be indemnified out of the assets of the Association against all costs, charges, expenses, losses, damages and liabilities ("Liabilities") incurred by him in or about the execution of his duties or the exercise of his powers or otherwise in relation thereto and, where the Association is a trustee of an occupational pension scheme, against all Liabilities incurred in connection with the Association's activities as a trustee of the pension scheme, including (without prejudice to the generality of the foregoing) any liability incurred by him in defending any proceedings, whether civil, criminal or regulatory which relate to anything done or omitted or alleged to have been done or omitted by him as an officer or employee of the Association or of any associated company in which judgment is given in his favour or in which he is acquitted, or which are otherwise disposed of without any finding or admission of material breach of duty on his part or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Association.

WINDING UP

88. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities and all costs, charges and expenses of winding up the same, any property whatsoever, the same shall be paid to or distributed among any current or previous members who have paid contributions to the Association over the 5 year period prior to the winding up or dissolution (the "**Relevant Period**") in proportion to the amounts of contributions paid by them over the Relevant Period so that the certificate of the liquidator to the amounts of the contributions so paid shall be conclusive.
89. The Association may be voluntarily wound up or dissolved only if the members of the Association resolve by special resolution passed as a written resolution that it be wound up voluntarily.

APPENDIX 3 SAMPLE CORRESPONDENCE

Voluntary Officers are often expected to correspond with other people or organisations on behalf of the Club or their Club Unit. In the past all formal correspondence was put in writing but today much – if not all – of a Unit's contact with its members may be electronic, using emails or websites.

EMAIL CORRESPONDENCE

Although emails are often seen as informal documents, they carry as much weight as formal letters in both practical and legal terms. As a result, it is important to take as much care when composing emails as when writing a letter.

When corresponding by email on behalf of a Club Unit it may be helpful to add an electronic signature to the end of the email. The electronic signature holds the writer and his or her Unit's contact details. Most email programmes allow the user to type in an email signature once and select it for use each time a relevant email is sent.

SAMPLE EMAIL SIGNATURE

John Brown

Secretary

?????? District Association

????? ??????

DAwebsitename.co.uk

Voluntary Officer's name

Position

Club Unit

Contact telephone number

Club Unit website

A District Association of The Camping and Caravanning Club
www.thefriendlyclub.co.uk

Club information

WRITTEN CORRESPONDENCE

The Club provides headed paper for Club correspondence, which carries the Club's logo, contact details for Greenfields House and the Club's company registration number, among other things.

Voluntary Officers should always add their own contact details on any correspondence using Club headed paper so any replies go to the Club Unit rather than Greenfields House. A sample layout for use with the Club's headed paper is given overleaf.

Sarah Smith
2 Another Street
Another Town
Another County
EF3 4FH

Please reply to:
John Brown
1 Sample Street
Sample Town
Sample County
AB1 2CD

1 January 2012

Dear Sarah

Subject of the letter

Text of the letter....

Yours sincerely

John Brown
Honorary Secretary
???? District Association

APPENDIX 4 SAMPLE AGENDA

There are important differences between the Annual General Meeting of a Club Unit, the first Council or Committee meeting after a Unit's AGM – when appointments are made – and other Council or Committee meetings. As a result, this Appendix includes six sample agenda, a set of three for Region or Section Council meetings and three more for District Association or Section Area meetings.

The Unit-appropriate details should replace any entry on an agenda shown in italics.

REGION AND SECTION COUNCIL MEETINGS

SAMPLE AGENDA FOR A REGION OR SECTION AGM

Camping and Caravanning Club

Notice is hereby given that a meeting of the

REGION/SECTION AGM

Will be held at XXXX on XXX

Commencing at XXXX

AGENDA

- | | | |
|---|---|------------------|
| 1 | Chairman's opening remarks | |
| 2 | Apologies for absence | |
| 3 | Minutes of the last AGM held on <i><day month year></i> for confirmation. | See note 1 below |
| 4 | Annual Report of the <i><Region or Section></i> for <i><preceding year></i> | |
| 5 | Accounts for the <i><Region or Section></i> year ending 31 December <i><year></i> | |
| 6 | Auditor's report | |
| 7 | Adoption of the accounts | |
| 8 | Reports | |
| | a) Appointed Officer to National Council | |
| | b) Youth Liaison Officer | |
| | c) Public Relations Officer | |
| | d) Other reports (if needed) | |
| 9 | Notice of appointments | |
| | a) President and Vice-Presidents | |

- b) Treasurer
- c) Youth Liaison Officer
- d) Region or Section National Parks Officer
- 10 Elections:
 - a) Result of ballot – Councillors See note 2 below
- 11 b) Appointment of Auditors
- 12 Notice of Motion (if required) See note 3 below
<Details of the Motion and its proposer are listed here>
- 13 Date, time and venue for the next meeting
- Close of formal business
- Open meeting See note 4 below

Note 1

This meeting does not have a 'matters arising' item on the agenda since any such matters would be included in the Annual Report.

Note 2

If a vacancy has occurred during the year the Council may appoint someone to fill that vacancy. At the AGM the vacancy must be filled using the normal election procedure and the elected Councillor will complete the original term of office.

Note 3

Normal procedure dictates that amendments cannot be made to a motion at a Club Unit's AGM so it is important to make sure the Notice of Motion is clear and unambiguous.

Note 4

There is no 'any other business' discussion at an AGM so if any other topics are to be discussed they are taken after the end of the formal business of the AGM at a separate Open Meeting.

Note - Reports must be nominated or seconded by anyone other than the report author

SAMPLE AGENDA FOR A REGION OR SECTION COUNCIL APPOINTMENTS MEETING

Camping and Caravanning Club

Notice is hereby given that a meeting of the

REGION/SECTION Appointments Meeting

Will be held at XXXX on XXX

Commencing at XXXX

AGENDA

- 1 Apologies for absence
- 2 Election of the Chairman
- 3 Election of the Vice-Chairman
- 4 Election of the Honorary Secretary
- 5 Election of the Appointed Councillor and Deputy Appointed Councillor to the National Council
- 6 Election of the Executive Committee
- 7 Appointments:
 - a) Public Relations Officer
 - b) <Region or Section> Sites Co-ordinator
 - c) Stores and Equipment Officer
 - d) Appointed Representative to DA Committees (if needed)
- 8 Appointments of Appointed Representative to:
 - a) <Region or Section> Sports Council
 - b) Any other appointments
- 9 Appointment of Sub-Committees:
 - a) <Region or Section> Summer Meet Sub-Committee
- 10 Co-opted members See
Note 1
- 11 Any other urgent business
- 12 Date, time and venue for the next meeting

This agenda assumes the Treasurer, Youth Leader and National Parks Officer have already been appointed.

Note 1 – Co-opted members will only be appointed if there are vacancies that cannot be filled by elected members

Note - Reports must be nominated or seconded by anyone other than the report author

SAMPLE AGENDA FOR A REGION OR SECTION COUNCIL MEETING

Camping and Caravanning Club
Notice is hereby given that a meeting of the
REGION/SECTION Council Meeting
Will be held at XXXX on XXX
Commencing at XXXX

AGENDA

Chairman's Opening Remarks

Apologies for absence

Attendees

- 1 Minutes of the Last meeting held (*INSERT DATE*)
- 2 Matters arising from the Minutes
(*List any matters from the previous meeting that need further discussion and the minute number it relates too as per example below*)
 - a. 10 – Meeting dates - Chairman to update
- 3 Executive Committee Update
- 4 Items of correspondence for noting or action
- 5 Treasurer's Report and Statement of Accounts
(*This report can be circulated with the agenda prior to the meeting*)
- 6 National Councillor's report
(*This report can be circulated with the agenda prior to the meeting*)
- 7 Other reports
(*These reports can be circulated with the agenda prior to the meeting*)
- 8 Other business items
 - a. *List here any other business matters to be discussed*
- 9 Any other business
- 10 Date of next meeting
The next meeting is to held at XXX on XXXX commencing at xxxxx

DISTRICT ASSOCIATION AND SECTION AREA COMMITTEE MEETINGS

SAMPLE AGENDA FOR A DISTRICT ASSOCIATION OR SECTION AREA AGM

Camping and Caravanning Club

Notice is hereby given that a meeting of the

DA/ Section Area

(Number of meeting) **XXX AGM**

Will be held at XXXX on XXX

Commencing at XXXX

AGENDA

- 1 Chairman's opening remarks
- 2 Apologies for absence
- 3 Minutes of the last AGM held on *<day month year>* for confirmation, to include : See note 1 below
- 4 Chairman's report for *<preceding year>*
- 5 Secretary's report for the year ending 31 December *<year>*
- 6 Treasurer's report for the year ending 31 December *<year>*
- 7 Auditor's report
- 8 Adoption of the accounts
- 9 Reports:
 - a) Appointed Officers to *<Region or Section>* Council
 - b) Youth Leaders
 - c) Public Relations Officer
 - d) Other reports (if needed)
- 10 Notice of appointments
 - a) President and Vice-Presidents
 - b) Treasurer
 - c) Youth Leaders
- 11 Elections:
 - a) Committee members See note 2
 - b) Auditors

- | | | |
|----|---|------------------------|
| 12 | Notice of Motion (if required)
<i><Details of the Motion and its proposer are listed here></i> | See note 3 |
| 13 | Date, time and venue for the next meeting

Close of formal business

Open meeting |

See note 4 |

Note 1

This meeting does not have a 'matters arising' item on the agenda since any such matters would be included in the Secretary's Report.

Note 2

If a vacancy has occurred during the year the Committee may appoint someone to fill that vacancy. At the AGM the vacancy must be filled using the normal election procedure and the elected Councillor will complete the original term of office.

Note 3

Normal procedure dictates that amendments cannot be made to a motion at a Club Unit's AGM so it is important to make sure the Notice of Motion is clear and unambiguous.

Note 4

There is no 'any other business' discussion at an AGM so if any other topics are to be discussed they are taken after the end of the formal business of the AGM at a separate Open Meeting.

Note - Reports must be nominated or seconded by anyone other than the report author

SAMPLE AGENDA FOR A DISTRICT ASSOCIATION OR SECTION AREA
APPOINTMENTS MEETING

Camping and Caravanning Club

Notice is hereby given that a meeting of the
DA/Section Area Appointments Meeting

Will be held at XXXX on XXX

Commencing at XXXX

AGENDA

- 1 Apologies for absence
- 2 Elections of:
 - a) Chairman
 - b) Vice-Chairman
 - c) Secretary
 - d) Appointed Councillor and Deputy Appointed Councillor to the
<Region or Section> Council
 - e) Public Relations Officer
 - a) The Executive Committee
- 3 Appointments:
 - b) Sites Secretary
 - c) Stores and Equipment Officer
 - d) Countryside Care Officer
- 4 Appointment of Sub-Committees:
 - a) Summer Meet Sub-Committee
- 5 Co-opted members See Note 1
- 6 Date, time and venue for the next meeting
- 7 Any other urgent business

This agenda assumes the Treasurer, Youth Leader and National Parks Officer have already been appointed.

Note 1 – Co-opted members will only be appointed if there are vacancies that cannot be filled by elected members

SAMPLE AGENDA FOR A DISTRICT ASSOCIATION OR SECTION AREA
COMMITTEE MEETING

Camping and Caravanning Club

Notice is hereby given that a meeting of the

DA/Section Area Committee meeting

Will be held at XXXX on XXX

Commencing at XXXX

AGENDA

- | | | |
|----|--|------------|
| 1 | Chairman's remarks | |
| 2 | Apologies for absence | |
| 3 | Attendees | |
| 4 | Minutes of the last Committee meeting held on <day month year> | |
| 5 | Matters arising from the Minutes | |
| 6 | Minutes of the recent AGM held on <day month year> | See note 1 |
| 7 | Minutes of the Appointments Meeting held after the AGM | See note 1 |
| 8 | Notes of the Open Meeting held following the AGM | See note 1 |
| 9 | Matters arising from the above Minutes | See note 1 |
| 10 | Treasurer's report and statement of accounts | |
| 11 | Items of correspondence for noting or action | |
| 12 | Specific items of business <to be listed> | |
| 13 | Reports from: | |
| | a) Appointed <Region or Section> Councillor | |
| | b) Youth Leader | |
| | c) Public Relations Officer | |
| | d) Countryside Care Officer | |
| | e) Sites Secretary | |
| | f) Other reports (if needed) | |
| 14 | Any Other business | |
| 15 | Date, time and venue for the next meeting | |

Note 1 – Not needed if this is the second or subsequent normal Council meeting after the AGM

Note - Reports must be nominated or seconded by anyone other than the report author

APPENDIX 5 SAMPLE MINUTES

REGION AND SECTION COUNCIL MEETINGS

SAMPLE MINUTES FOR A REGION OR SECTION COUNCIL APPOINTMENTS MEETING

CAMPING AND CARAVANNING CLUB

MINUTES of the meeting of the REGION/SECTION Appointments

held at XX on XXX commencing at XX am.

CHAIRMAN'S REMARKS

Name and Club role of the person taking the Chair at the meeting took the Chair, opened the meeting and called for nominations for Chairman.

<If another person – generally the new Chairman – takes the Chair for the rest of the meeting this should be noted here.>

Minutes of the last meeting held on (DD/Month/Year)

These minutes should be agreed as a true record and signed by the Chairman.

Attendees

List the names of those present, with their Club titles – if appropriate

1 Apologies for absence

<List the names of those who have sent their apologies, along with a brief reason for their absence – if appropriate.>

2 Elections of Officers and others

Post	Elected	Proposed	Seconded
Chairman	<name>	<name>	<name>
Vice-Chairman	<name>	<name>	<name>
Secretary	<name>	<name>	<name>
Councillor	<name>	<name>	<name>
Deputy Appointed	<name>	<name>	<name>
Councillor to the National Council			

3 Election of the Executive Committee

<List those elected to the Executive Committee>

4

Appointments:

Post	Appointment
Public Relations Officer	<name>
Sites Co-Ordinator	<name>
Stores and Equipment Officer	<name>
Appointed Councillor to <DA or Section Area> Committees (if needed)	<name>
Appointed Councillor to <Region or Section> Sports Council	<name>
Any other appointments	<name>

5

Co-opted members

See Note 1

6

Appointment of Sub-Committees:

<List those appointed to Sub-Committees, along with the Sub-Committee name>

7

Any other urgent business

<Include brief notes of any other urgent business discussed>

8

Date, time and venue for next meeting

The next meeting will be held at <time, date and venue>

These Minutes assume the Treasurer, Youth Leader and National Parks Officer have already been appointed

Note 1 – Co-opted members will only be appointed if there are vacancies that cannot be filled by elected members

SAMPLE MINUTES FOR A REGION OR SECTION COUNCIL MEETING

CAMPING AND CARAVANNING CLUB**MINUTES** of the meeting of the
REGION/SECTION

held at XX on XXX commencing at XX am.

Min No.		Action
	CHAIRMAN'S REMARKS <i>(Include brief notes on the Chairman's opening remarks)</i>	
	APOLOGIES FOR ABSENCE <i>(List the names including position of those who have sent their apologies)</i>	
	ABSENCE WITHOUT APOLOGIES <i>(List the names including position)</i>	
	ATTENDEES <i>(list those attending, full name and position (initials can be used in the minutes))</i>	
1	MINUTES OF THE LAST MEETING HELD ON <i>(Name of proposer) proposed that the Minutes should be accepted, seconded by (name of seconder). These minutes should be agreed as a true record and signed by the Chairman.</i>	
2	MATTERS ARISING FROM THE MINUTES <i>(Briefly describe any discussions on matters arising from the Minutes, include minute number from previous meeting)</i>	
3	EXECUTIVE COMMITTEE UPDATE	
4	ITEMS OF CORRESPONDENCE FOR NOTING OR ACTION <i>(Minute items of correspondence discussed at the meeting, all other correspondence should be noted on a separate report and distributed with the agenda as an appendix)</i>	
5	TREASURER'S REPORT AND STATEMENT OF ACCOUNTS <i>(Please record proposer and seconder for report)</i>	
6	NATIONAL COUNCILLOR'S REPORT	

7	OTHER REPORTS a. <u>Report Title</u> <i>(Briefly describe the report or detail where the information can be found, such as in a separate document)</i> b. <u>Report Title</u> <i>(Briefly describe the report or detail where the information can be found, such as in a separate document)</i>	
8	OTHER BUSINESS ITEMS a. (Same as Agenda)	
9	ANY ANOTHER BUSINESS a. (Items discussed in the meeting not on agenda)	
10	DATE OF NEXT MEETING The next meeting will be held on XXX	

There being no further business, the meeting closed at xxx

CHAIRMAN.....

DATE.....

Note - Reports must be nominated or seconded by anyone other than the report author

DISTRICT ASSOCIATION AND SECTION AREA MEETINGS

SAMPLE MINUTES FOR A DISTRICT ASSOCIATION OR SECTION AREA COMMITTEE
APPOINTMENTS MEETING**CAMPING AND CARAVANNING CLUB**

MINUTES of the meeting of the
DA or Section Area
Appointments Meeting
 held at XX on XXX commencing at XX am

Chairman's Remarks

Name and Club role of the person taking the Chair at the meeting> took the Chair, opened the meeting and called for nominations for Chairman.

<If another person – generally the new Chairman – takes the Chair for the rest of the meeting this should be noted here.>

Minutes of the Last meeting held on immediately after the AGM on <day month year> at <venue>.

Attendees

List those attending, full name and position (initials can be used in the minutes)

1 **Apologies for absence**

<List the names of those who have sent their apologies, along with a brief reason for their absence – if appropriate.>

2 **Elections of Officers and others**

Post	Elected	Proposed	Seconded
Chairman	<name>	<name>	<name>
Vice-Chairman	<name>	<name>	<name>
Secretary	<name>	<name>	<name>
Appointed	<name>	<name>	<name>
Councillor to the <Region or Section> Council			
Deputy Appointed Councillor to the <Region or Section> Council	<name>	<name>	<name>

3 **Election of the Executive Committee**

<List those elected to the Executive Committee>

4 **Appointments:**

Post	Appointment
Public Relations Officer	<name>
Sites Secretary	<name>
Stores and Equipment Officer	<name>
Countryside Care Officer	<name>
Any other appointments	<name>

5 Co-opted members See Note 1

6 **Any other urgent business***<Include brief notes of any other urgent business discussed>*7 **Date, time and venue for next meeting**

The next meeting will be held at <time, date and venue>

*These Minutes assume the Treasurer and Youth Leader have already been appointed**Note 1 – Co-opted members will only be appointed if there are vacancies that cannot be filled by elected members*

SAMPLE MINUTES FOR A DISTRICT ASSOCIATION OR SECTION AREA
COMMITTEE MEETING

CAMPING AND CARAVANNING CLUB
MINUTES of the meeting of the
DA or Section Area
Committee Meeting
held at XX on XXX commencing at XX am

- 1 **Chairman's opening remarks**
<Include brief notes on the Chairman's opening remarks>
- 2 **Apologies for absence**
<List the names of those who have sent their apologies, along with a brief reason for their absence – if appropriate.>
- 3 **Attendees**
(list those attending, full name and position (initials can be used in the minutes))
- 4 **Minutes of the last Committee meeting held on <day month year>**
<Name of proposer> proposed that the Minutes should be accepted, seconded by <name of seconder>.
- 5 **Matters arising from the Minutes**
<Briefly describe any discussions on matters arising from the Minutes.>
- 6 **Minutes of the recent AGM held on <day month year>** See note 1
The AGM Minutes were approved and noted, in preparation for the next AGM.
- 7 **Minutes of the Appointments Meeting held after the AGM** See note 1
<Name of proposer> proposed that the Minutes should be accepted, seconded by <name of seconder>.
- 8 **Notes of the Open Meeting held following the AGM** See note 1
<Briefly describe any discussions on matters arising from the notes or mention when further discussions were held, such as 'during the course of the meeting'.>
- 9 **Matters arising from the above Minutes** See note 1
<Briefly describe any discussions on matters arising from the notes>
- 10 **Treasurer's report and statement of accounts**
<Briefly describe the Treasurer's report or detail where the information can be found, such as in a separate document>
- 11 **Items of correspondence for noting or action**
<Briefly describe any such items>
- 12 **Specific items of business <to be listed>**
<Briefly describe any discussions on these items>
- 13 **Reports from:**

a) **Appointed <Region or Section> Councillor**

<Briefly describe the Officer's report or detail where the information can be found, such as in a separate document>

b) **Youth Leader**

<Briefly describe the Officer's report or detail where the information can be found, such as in a separate document>

c) **Public Relations Officer**

<Briefly describe the Officer's report or detail where the information can be found, such as in a separate document>

d) **Countryside Care Officer**

<Briefly describe the Officer's report or detail where the information can be found, such as in a separate document>

e) **Sites Secretary**

<Briefly describe the Officer's report or detail where the information can be found, such as in a separate document>

f) **Other reports (if needed)**

<Briefly describe the other reports or detail where the information can be found, such as in a separate document>

14 **Any other business**

<Briefly describe any discussions held around other items of business>

15 **Date, time and venue for the next meeting**

The next meeting will be held at *<time, date and venue>*

Note 1 – Not needed if this is the second or subsequent normal Committee meeting after the AGM

Note - Reports must be nominated or seconded by anyone other than the report author

APPENDIX 6 CONSTITUTIONS



CONSTITUTION FOR REGIONS

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

1 INTERPRETATION

- 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 **<Region name>** Region of the Club.
- d) The word "Council" shall mean the Region Council of the **<Region name>** Region.
- e) The words "Executive Committee" shall mean the Executive Committee of the **<Region name>** Region Council.
- f) The words "District Association" or "DA" shall mean a District Association within the Region.
- g) The word "member" shall mean a Club member of a District Association within the **<Region name>** Region.

2 NAME

The name of the Region shall be the **<Region name>** Region of The Camping and Caravanning Club Limited.

3 AREA

The Area of the Region shall be the area covered by the District Associations within the Region, as listed in Schedule A of the Appendices.

4 MEMBERSHIP

The membership of the Region shall consist of the Club members of the District Associations within the Region as designated on the members' membership cards.

5 OBJECTS

The objects of the Region shall be to promote the policy and protect the interests of the Club; to co-ordinate the activities as may be approved by National Council; to encourage the growth of the Club and, where appropriate, the formation of new District Associations within the Region; to represent the views of its members to National Council and to undertake such work and activities as may be decided on by National Council. The Council shall be responsible to National Council (who shall decide matters of higher policy and higher finance) for the operation of DAs within the Region.

6 REGION COUNCIL

- a) **Officers.** The Officers of the Region 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 Council. The appointment shall be made annually 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 Council.

A vacancy in the office of Treasurer, arising for any reason between AGMs, shall be filled by the Council and notified to the Director General with immediate effect.

If possible, the Treasurer should not combine their Office in the Region with any other, and they should not be related to, nor 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) **Regional Youth Liaison Officer (RYLO).** RYLOs, may be appointed, and may be removed by the Council. 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 RYLOs arising for any reason between AGMs shall be filled by the Council and notified to Greenfields House with immediate effect.

The RYLOs shall not have voting rights unless they are elected members of the Council.

- 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, nor related to members of, the Council or each other, and must not reside in the same household.

- e) **Council.** The Council shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, and at least two elected members, one Appointed Councillor from each DA, one Appointed Councillor from each Club Section and other elected members in accordance with Schedule B in the Appendices, together with such advisory members as may be deemed appropriate.

If the constitutional number of council members is not achieved at the AGM/EGM then the council may co-opt members, if required, up to their maximum number and these

members will be afforded full voting rights. These members may remain in post until the next AGM and would then have to stand for election in their own right.

Elected members, DA Appointed Councillors and Treasurer shall have full voting rights on the Region Council, as shall Appointed Councillors of Sections that have acquired similar rights on the National Council. The number of elected members shall always exceed the number of voting Appointed Councillors. The number of elected Council members shall be divisible by three.

Voting members of the National Council shall be eligible to attend any meetings of the Region Council. They may speak but have no voting rights.

- f) **Election of Council.** Nominations for election to the Council shall be delivered to the Region Secretary by a date specified by the Director General, which shall not be less than 60 days prior to the AGM. A nomination should be submitted on the approved form, obtained from the Region Secretary.

Members of the Council shall be elected by electronic or postal ballot and shall serve for three years. One-third of the elected members shall retire annually by rotation but shall be eligible for re-election.

- g) **Members eligible for election.** Any member who has voting rights in the Club shall be eligible for election to the Council from the start of their fourth consecutive year of membership, as stated on their membership card. In making appointments, Committees and Councils should pay due regard to the experience and skills of the member as they relate to the role they are being asked to perform.
- 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 Council Meetings.** The Council 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 Council 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 Council.
 - iii) **Appointed Councillor and Deputy Appointed Councillor to the National Council** from the voting members of the Region Council.
 - iv) **Representatives** to such other bodies as the Council may decide.
 - v) **Advisory members** to the Council, who shall have no voting rights.
 - vi) **Other Officer** positions as may be 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 Council** may be called by a majority of the Executive Committee, or at the request of a majority of the Council who have signed a request.
- k) **Executive Committee.** The Executive Committee shall deal with any business referred to it by the Council and decide matters of urgency, which shall subsequently be reported to the Council.
- l) **Absences.** Any Region Council member absent from 75 per cent of meetings within 12-month administrative period shall be deemed to have vacated their post. The council has the power to take into account extenuating circumstances and overrule this.
- m) **Vacancies** Should a vacancy occur on the Executive Committee or the Council between AGMs it may be filled by the Council until the next AGM.
- n) **Records** All books, records, correspondence and similar belonging to the Region may be inspected by any member of the Council 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 Council.
- o) **Representation on DA Committees** The Council shall have the right to appoint Region Council members to represent it on the Committees of DAs. When the appointment has been communicated to the Secretary of the DA, the Region Council member so appointed shall have full speaking and voting rights at all meetings of the Committee.

7 MEETINGS

- a) **Annual General Meeting (AGM)** The AGM shall be held during May or June at a place decided by the Council. The Agenda should include the Annual Report (which shall incorporate a summary of DA and Section Reports), audited annual accounts, Auditor's report, Notices of Motion, Appointed National Councillor's Report, election of Auditors and Scrutineers. The appointment of Treasurer, and if appointed RYLOs, shall be reported and other relevant business including the appointment of President, Vice-President(s).

The results of the ballot for election to the Council shall be announced.
- b) **Extraordinary General Meetings (EGM)** EGMs may be called by the National Council, the Council or at the written request of a minimum of 50 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 Council 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 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 AGM.

- f) **Notices of Motion** Notices of Motion for inclusion in the Agenda of the AGM shall be delivered to the Secretary by a date specified by the Council, **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 decision** No decision approved at the AGM shall take effect until it has been approved by the National Council.

8 CHAIRMAN OF MEETINGS

- a) At the first meeting following the AGM the President or, if not present, the Treasurer will conduct proceedings until the appointment of the Chairman.
- b) The Chairman or, if not present, the Vice-Chairman shall preside at all meetings. If the Chairman and Vice-Chairman are both not present, the attending members should elect a Chairman from their number for that meeting only.

9 QUORUMS

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:

Region AGM and EGM:	15
Council:	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.

10 MINUTES

Within 21 days of the meeting to which they refer:

- a) A copy of the unapproved minutes shall be sent by the Region Secretary to the Director General, Administration Committee Secretary, Council members and DA Secretaries.
- b) Minutes of the AGM accompanied by a copy of the Annual Report and Accounts shall be submitted to the Director General.

- c) In accordance with the National Council requirements, details of the Officers shall be submitted to the Director General.

11 FINANCE

- a) **Region funds** The funds of the Region may be obtained as follows:
- i) By grant from the National Council. Any further application for a grant should be submitted to the Club Honorary Treasurer.
 - ii) By donations from DAs, Sections, Groups and members.
 - iii) By any means approved by both the National Council and Regional Council.
- b) **Bank accounts**
- i) The Treasurer shall operate one Current Account. Greenfields House 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 Region.

Dealings on the Region's Current Account shall be on the signature of two of three approved signatories of the Council. The signatories must not be related nor 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 Region shall end on 31 December.
- d) **Auditing of Accounts** The Council Treasurer shall forward copies of audited Region Accounts to the Club Honorary Treasurer no later than 7 March.
- e) **Club property** All property for which the Region 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 Region ceasing to exist, all funds, property and records in its possession shall be transferred to the National Council to be disposed of as deemed appropriate and any funds obtained shall be used as directed by the National Council.
- g) **Expenditure** Expenditure from the Region funds should be limited to matters relevant to the activities of the Club and Region. Large capital expenditure should be approved by the Club Honorary Treasurer before any commitments are made.

12 CONSTITUTION

This Constitution is standard for all Regions.

- a) Region Councils may make proposals to the Administration Committee for alteration to the standard Constitution.
- b) Alterations must be approved by National Council.

- c) The Council may amend Schedules A and B as necessary to conform to the provisions of the Constitution. Amendments must be approved by the Administration Committee on behalf of the National Council.

13 GROUPS

The Council shall:

- a) Have the power to sanction the formation of Tent Camping Groups, provided they conform to the standard constitution for Tent Camping Groups.
- b) Be fully responsible for the management and finances of any such group.

14 RIGHT OF APPEAL

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

15 MATTERS NOT PROVIDED FOR

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 National Council for guidance.

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

APPENDICES

SCHEDULE A

The following DAs comprise the Region: *<insert DA titles>*

SCHEDULE B

The number of elected Council members (divisible by three) will be *<insert number>*



CONSTITUTION FOR DISTRICT ASSOCIATIONS

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

1 INTERPRETATION

- 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 **<Region name>** Region of the Club.
- d) The word "Association" shall mean the **<District Association name>** District Association of the **<Region name>** Region.
- e) The words "Executive Committee" shall mean the Executive Committee of the **<District Association name>** District Association.
- f) The word "Committee" shall mean the Committee of the **<District Association name>** District Association
- g) The word "member" shall mean a Club member of the **<District Association name>** District Association.

2 NAME

The name of the Association shall be the **<District Association name>** District Association of the **<Region name>** Region.

3 AREA

The Area shall be as approved by the National Council.

4 MEMBERSHIP

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 Greenfields House for the issue of a new card. A Club member can only be a member of one Association at any one time.

5 OBJECTS

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.

6 DISTRICT ASSOCIATION COMMITTEE

- a) **Officers.** The Officers of the Association shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer (the named positions must 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, nor 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, nor 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. In making appointments, Committees and Councils should pay due regard to the experience and skills of the member as they relate to the role they are being asked to perform.

- 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 50% of 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.

7 MEETINGS

- 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.

8 CHAIRMAN OF MEETINGS

- a) At the first meeting following the AGM the President or, if not present, the Treasurer will conduct proceedings until the appointment of the Chairman.
- b) The Chairman or, if not present, the Vice-Chairman shall preside at all meetings. If the Chairman and Vice-Chairman are both not present, the attending members should elect a Chairman from their number for that meeting only.

9 QUORUMS

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.

10 MINUTES

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.

11 FINANCE

- 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. Greenfields House 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 nor reside in 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.

12 CONSTITUTION

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.

13 RIGHT OF APPEAL

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

14 MATTERS NOT PROVIDED FOR

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.

APPENDIX

SCHEDULE A

The number of elected Committee members will be *<insert number>*.



CONSTITUTION FOR SECTIONS

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

1 INTERPRETATION

- 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 "Section" shall mean **<Section name>**.
- d) The word "Council" shall mean the Council of **<Section name>**.
- e) The words "Executive Committee" shall mean the Executive Committee of **<Section name>**.
- f) The word "Area" shall mean an Area of **<Section name>**.
- g) The word "member" shall mean a Club member of **<Section name>**.

2 NAME

The name shall be **<Section name>** of The Camping and Caravanning Club Limited.

3 MEMBERSHIP

Membership of the Section shall be open to any member of the Club upon payment of the appropriate Section annual subscription.

4 OBJECTS

The objects of the Section shall be to promote the policy and protect the interests of the Club; to co-ordinate activities, as may be approved by National Council; to encourage the growth of the Club and, where appropriate, the formation of new Areas within the Section; to represent the views of its members to National Council and to undertake such work and activities as may be decided upon by the National Council. The Council shall be responsible to the National Council (who shall decide matters of higher policy and higher finance) for the operation of Areas within the Section.

The specific objectives of the Section are:

<Objectives of the Section>

Further Section Rules and Requirements may be found under Schedule D in the Appendices.

5 SECTION COUNCIL

- a) **Officers.** The Officers of the Section 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 Council. The appointment shall be made annually 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 Council.

A vacancy in the office of Treasurer, arising for any reason between AGMs, shall be filled by the Council and notified to the Director General with immediate effect.

If possible, the Treasurer should not combine their Office in the Section with any other, and they should not be related to, nor reside in the same household as, any other Officer or Auditor (see 5(a)).

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

- c) **Section Youth Liaison Officers (SYLOs)** SYLOs, may be appointed, and may be removed by the Council. 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 SYLOs, arising for any reason between AGMs, shall be filled by the Council and notified to Greenfields House with immediate effect.

The SYLOs shall not have voting rights unless they are elected members of the Council.

- 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, nor related to members of, the Council or each other, and must not reside in the same household.

- e) **Council.** The Council shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, and at least two elected members, one Appointed Councillor from each Area in Schedule A and other elected members in accordance with Schedule B in the Appendices, together with such advisory members as may be deemed appropriate.

Elected members, Appointed Councillors and Treasurer shall have full voting rights on the Section Council. The number of elected Council members shall be divisible by three.

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. These members may remain in post until the next AGM and would then have to stand for election in their own right.

A member of The Camping and Caravanning Club National Executive or National Councillor Elected to the Management Committee shall be appointed to the Council.

f) **Further appointments.** Office Bearers considered appropriate by the Council are shown in Schedule C of the Appendices.

g) **Election of Council.** Nominations for election to the Council shall be delivered to the Section Secretary by a date specified by the Director General, which should not be less than 60 days prior to the AGM. A nomination should be submitted on the approved form, obtained from the Section Secretary.

Members of the Council shall be elected by electronic or postal ballot and shall serve for three years. One-third of the elected members shall retire annually by rotation but shall be eligible for re-election.

h) **Members eligible for election.** Any member who has voting rights in the Club shall be eligible for election to the Council from the start of their fourth consecutive year of full membership as stated on their membership card, including one year's membership of the Section.

i) **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.

j) **Ordinary Council Meetings.** The Council 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 Council 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 Council.

iii) **Appointed Councillor/Appointed Section Advisory Officer, and Deputy Appointed Officer/ Deputy Appointed Section Advisory Officer** to the National Council from the voting council.

iv) **Representatives** to such other bodies as the Council may decide.

v) **Advisory members** to the Council who shall have no voting rights.

vi) **Other Officer** positions that may be required such as Sites Officer

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

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

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

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

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

- n) **Vacancies.** Should a vacancy occur on the Executive Committee or the Council between AGMs it may be filled by the Council until the next AGM.
- o) **Records.** All books, records, correspondence and similar belonging to the Section may be inspected by any member of the Council 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 Council.

- p) **Representation on Area Committees.** The Council shall have the right to appoint a Section Council member to represent it on the Committee of an Area. When the appointment has been communicated to the Secretary of the Area, the Section Council member so appointed shall have full speaking and voting rights at all meetings of the Area Committee.

6 MEETINGS

- a) **Annual General Meeting (AGM).** The AGM shall be held during May or June at a place decided by the Council. The Agenda shall include the Annual Report (which shall incorporate a summary of Area Reports), audited Annual Accounts, Auditor's Report, Notices of Motion, Appointed National Councillor's Report, election of Council, Scrutineers and Auditors. The appointment of Treasurer and if appointed SYLOs shall be reported and other relevant business, including appointment of the President and Vice-President(s).

The results of the ballot for election to the Council shall be announced, if appropriate.

- b) **Extraordinary General Meetings (EGMs).** EGMs may be called by the National Council, the Section Council or at the written request of a minimum of 50 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 Council 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 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 AGM.
- f) **Notices of Motion.** Notices of Motion for inclusion in the Agenda of the AGM shall be delivered to the Secretary by a date specified by the Council, **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 shall be decided on a show of hands by two thirds majority of voting members in person or by proxy.

In the case of an equality of votes, the Chairman of the meeting shall have the casting vote.

Any instrument appointing a proxy shall be in the following form or as near thereto as circumstances will admit.

The Section Name

I [.....] of [Section Name] hereby appoint [.....] and failing him, [.....] of [.....], to vote for me and on my behalf at the [Annual or, as the case maybe] General Meeting of the Section to be held on the [...] day of [.....] and at every adjournment thereof. As witness my hand this [.....] day of [...]

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

7 CHAIRMAN OF MEETINGS

- a) At the first meeting following the AGM the President or, if not present, the Treasurer will conduct proceedings until the appointment of the Chairman.
- b) The Chairman or, if not present, the Vice-Chairman shall preside at all meetings. If the Chairman and Vice-Chairman are both not present, the attending members at the meeting shall elect a Chairman from their number for that meeting only.

8 QUORUMS

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:

Section AGM and EGMs:	15
Council:	50 per cent of voting members

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

9 MINUTES

Within 21 days of the meeting to which they refer:

- a) A copy of the unapproved minutes shall be sent by the Section Secretary to the Director of Finance, Business Systems and HR, Section Council members, Area and Group Secretaries.

- b) Minutes of the AGM accompanied by a copy of the Annual Report and Accounts shall be submitted to the Director General and the Director of Business Systems, Finance and HR.
- c) In accordance with the National Council requirements, details of the Officers shall be submitted to the Director General.

10 FINANCE

- a) **Section funds** The funds of the Section may be obtained as follows:
 - i) By payment of Section subscriptions, as proposed by Council.
 - ii) By donations from Areas and members.
 - iii) By any means approved by both the National Council and Section Council.
- b) **Bank accounts**
 - i) The Treasurer shall operate one Current Account. Greenfields House 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 Section. Dealings on the Section's Current Account shall be on the signature of two of three approved signatories of the Council. The signatories must not be related nor reside in 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 Section shall end on 31 December.
- d) **Auditing of Accounts** The Section Treasurer shall forward copies of audited Accounts to the Club Honorary Treasurer no later than 7 March.
- e) **Club property** All property for which the Section 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 Section ceasing to exist, all funds, property and records in its possession shall be transferred to the National Council to be disposed of as deemed appropriate and any funds obtained shall be used as directed by the National Council.
- g) **Expenditure** Expenditure from the Section funds should be limited to matters relevant to the activities of the Club and the Section. Large capital expenditure should be approved by the Club Honorary Treasurer before any commitments are made.

11 CONSTITUTION

This Constitution is standard for all Sections.

- a) Section Councils may make proposals to the Administration Committee for alteration to the standard Constitution.
- b) Alterations must be approved by National Council.

- c) The Council may amend Schedules A, B, C and D as necessary to conform to the provisions of the Constitution. Amendments must be approved by the Administration Committee on behalf of the National Council.

12 AREAS

The Section Council shall:

- a) Have the power to sanction the formation of specified Areas of the Section.
- b) Be fully responsible for the management and finances of any such Area.

13 RIGHT OF APPEAL

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

14 MATTERS NOT PROVIDED FOR

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 National Council for guidance.

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

APPENDICES

SCHEDULE A

The following Areas comprise the Section:

<Section areas>

SCHEDULE B

The number of elected Council members (divisible by three) will be *<insert number>*

This shall exceed the number of appointed members by a minimum of one.

SCHEDULE C

As required further appointments/Office bearers may be:

<Appointments and Office bearers>

SCHEDULE D

Further Section Rules and Requirements:



CONSTITUTION FOR SECTION AREAS

Further Section Rules and Requirements Constitution for Section Areas of The Camping and Caravanning Club as approved by the National Council on 12 June 2021.

1 INTERPRETATION

- 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 "Section" shall mean the **<Parent Section name>**.
- d) The word "Council" shall mean the Council of the **<Parent Section name>**.
- e) The word "Area" shall mean the **<Area name>** Area of the **<Parent Section name>**.
- f) The words "Executive Committee" shall mean the Executive Committee of the **<Area name>** Area of the **<Parent Section name>**.
- g) The word "Committee" shall mean the Committee of the **<Area name>** Area of the **<Parent Section name>**.
- h) The word "Group" shall mean the **<Group name>** Group within the **<Area name>** Area of the **<Parent Section name>** where a Group exists.
- i) The word "member" shall mean a Club member of the **<Area name>** Area of the **<Parent Section name>**.

2 NAME

The name of the Area shall be the **<Area name>** Area of the **<Parent Section name>**.

3 AREA

The Area shall be as approved by the Council and subsequently by the National Council.

4 MEMBERSHIP

Membership of the Area shall be open to any Club member of the Section living within the Area unless they express a wish to be a member of another Area. A member can only be a member of one Area at any one time.

5 OBJECTS

The objects of the Area shall be to promote the policy and to protect the interests of the Club, the Section and its Areas; to co-ordinate activities as may be approved by National Council and to encourage the growth of the Club; to represent the views of Area members to the Section and to National Council and to undertake such work and activities as may be decided upon by the Section and the National Council (who shall decide matters of higher policy and higher finance) for the operation of Areas within the Section.

<Objectives of the Section>

Further Section Rules and Requirements may be found under Schedule C of the Appendices.

6 AREA COMMITTEE

- a) **Officers.** The Officers of the Area shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer (the named positions must 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 Section Secretary with immediate effect.

If possible, the Treasurer should not combine their Office in the Area with any other, and they should not be related to, nor 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 Council and notified to Section 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) **Further appointments.** Office bearers considered appropriate by the Area are shown in Schedule B of the Appendices.

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

- g) **Election of Committee.** Members of the Committee shall be elected at the AGM and shall serve for a period of two years. Half of 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.

- h) **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 full membership as stated on their membership card, including one year's membership of the Section. In making appointments, Committees and Councils should pay due regard to the experience and skills of the member as they relate to the role they are being asked to perform.

- i) **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.

- j) **Ordinary Committee Meetings.** The Committee shall meet a minimum of four times between AGMs, with meetings spaced suitably during this period. A maximum of 50% 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 Sections Councillor and Deputy Appointed Councillor to the Section 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.

- k) **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 a request.
- l) **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.
- m) **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.

- n) **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.
- o) **Records.** All books, records, correspondence and similar belonging to the Area 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.

- p) **Group Representatives.** Groups present within an Area are not entitled to appoint a representative to the Section Council.
- q) **Representation on Group Committees.** The Committee shall have the right to appoint a member to represent it on the Committee of a Group. Upon the appointment being communicated to the Secretary of the Group the member so appointed shall have full speaking and voting rights at all meetings of the Committee.
- r) **Representatives from the Section Council.** The Council shall have the right to appoint a Section Council member to represent it on the Committee of an Area. Upon the appointment being duly communicated to the Secretary of the Area the Section Council member so appointed shall have full speaking and voting rights at all meetings of the Committee.

7 MEETINGS

- a) **Annual General Meeting (AGM).** The AGM shall be held during February, March or April at a place decided by the Area. The Agenda shall include the Annual Report, Audited Annual Accounts, Auditor's Report, Notices of Motion, Section Advisory 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 may be called by the National Council, Section 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 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 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 Section Council.

8 CHAIRMAN OF MEETINGS

- a) At the first meeting following the AGM the President or, if not present, the Treasurer will conduct proceedings until the appointment of the Chairman.
- b) The Chairman or, if not present, the Vice-Chairman shall preside at all meetings. If the Chairman and Vice-Chairman are both not present, the attending members shall elect a Chairman from their number for that meeting only.

9 QUORUM

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:

Area AGM and EGMs:	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.

10 MINUTES

Within 21 days of the meeting to which they refer:

- a) A copy of the unapproved Minutes shall be sent by the Area Secretary to the Section Secretary and Area Committee members.
- b) Minutes of the AGM accompanied by a copy of the Annual Report and Accounts shall be submitted to the Section 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 Section Secretary.

11 FINANCE

- a) **Area funds** The funds of the Area may be obtained as follows:
 - i) By donation.
 - ii) By any means approved by both the National Council, Section Council and Area Committee.
- b) **Bank accounts**
 - i) The Treasurer shall operate one Current Account. Greenfields House shall act as bankers for all Area funds in excess of immediate requirements, which will attract interest. The Current Account shall be in the name of the Area. Dealings on the Area'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 Area shall end on 31 December.
- d) **Auditing of Accounts.** Prior to the AGM and at any time decided by the Committee, the Section Council or National Council, the Accounts and financial records shall be audited.

The Area Treasurer shall forward copies of audited Area Accounts to the Section Treasurer, no later than 14 February.
- e) **Club property.** All property for which the Area 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 Area ceasing to exist, all funds, property and records in its possession shall be transferred to the Section Council to be disposed of as deemed appropriate and any funds obtained shall be used as directed by the Section Council and National Council.
- g) **Expenditure.** Expenditure from the Area funds should be limited to matters relevant to the activities of the Club, Section and Area. Large capital expenditure should be approved by the Section Treasurer before any commitments are made.

12 CONSTITUTION

This Constitution is standard for all Areas.

- a) The Area may make proposals to the Section Council for alteration to the standard Constitution.
- b) Alterations must be approved by National Council.

- c) The Committee may amend Schedules A, B and C as necessary to conform to the provisions of the Constitution. Amendments must be approved by the Section Council and the Administration Committee on behalf of the National Council.

13 RIGHT OF APPEAL

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

14 MATTERS NOT PROVIDED FOR

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 Section Council for guidance.

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

APPENDICES

SCHEDULE A

The number of elected Committee members will be **<insert number>**.

SCHEDULE B

As required further appointments/Office bearers shall be:

<Appointments and Office bearers>

SCHEDULE C

Further Section Rules and Requirements:

APPENDIX 7 – DATA PROTECTION

THE CAMPING AND CARAVANNING CLUB'S DATA PROTECTION POLICY

Published Date: 13 March 2018

1. Who We Are
 - 1.1. The Camping and Caravanning Club (the Club) is a Not For Profit Organisation, Limited by Guarantee, registered in England and Wales under company number: 445520. Our registered company address is The Camping and Caravanning Club, Greenfields House, Westwood Way, Coventry, CV4 8JH.
 - 1.2. At the Club, we collect different types of Personal Data about current, past and prospective members and non-members, who contact us, visit our websites or use our applications for three main reasons:
 - 1.2.1. To provide personalised services, unique to the individual;
 - 1.2.2. To help us to monitor and improve the services we offer;
 - 1.2.3. To market our services, if we have permission from the individual.
 - 1.3. The Club also processes Personal Data relating to current, past and prospective employees, to:
 - 1.3.1. Enter into employment contracts and to administer pay, benefits, pension and other entitlements;
 - 1.3.2. Comply with our legal obligations including, taxation, health and safety, other directives and leave entitlements;
 - 1.3.3. Deliver effective Human Resource (HR) and business administration activities.
 - 1.4. The Club uses the following lawful reasons for the processing of Personal Data:
 - 1.4.1. In the formation and delivery of a contract;
 - 1.4.2. To comply with legal obligations;
 - 1.4.3. Where we have a Legitimate Interest.
 - 1.5. For more information about the Personal Data we collect, manage, share and securely destroy, please review our Fair Processing Notice.
 - 1.6. The Club also trades under a number of associated brands:
 - 1.6.1. UK Club Sites;
 - 1.6.2. Ready Camp;
 - 1.6.3. Worldwide Motorhoming Holidays;
 - 1.6.4. Club Holiday Homes;

- 1.6.5. European and Worldwide Travel Services;
- 1.7. In addition, the Club partners with the Forestry Commission under the trading name of Camping in the Forest.
2. Commitment to Privacy
 - 2.1. The Directors, Staff and Office Holders of the Club are committed to defending the rights and freedoms of individuals by complying with Data Protection Legislation and best practice.
 - 2.2. The Club shall establish, implement, maintain and continually improve a Personal Information Management System (PIMS).
 - 2.3. The Directors and Senior Managers (Top Management) of the Club shall demonstrate leadership and commitment with respect to privacy, by:
 - 2.3.1. Ensuring that the Data Protection Policy and objectives are established and are compatible with the strategic direction of the Club.
 - 2.3.2. Ensuring that the resources needed for the PIMS are available.
 - 2.3.3. Communicating the importance of effective Personal Data management and of conforming to the requirements of the PIMS.
 - 2.4. All Staff and Office Holders who come into contact with Personal Data shall:
 - 2.4.1. Be trained in Data Protection, ensuring they understand their role and the importance of strong information security and privacy practices.
 - 2.4.2. Ensure they maintain the confidentiality, integrity and availability of Personal Data.
 - 2.5. Top Management shall establish, publish and maintain a Data Protection Policy (the Policy). The Policy shall be documented, communicated within the organisation and made available to interested parties.
 - 2.5.1. The Policy shall cover all processing of Personal Data within the Club.
3. Data Protection Objectives
 - 3.1. The Club shall protect the confidentiality, integrity and availability of Personal Data processed on behalf of its members, non-members and employees.
 - 3.2. To comply with all relevant Data Protection Legislation and best practice to protect the Club's trusted reputation.
4. Data Protection Principles
 - 4.1. The Club shall establish and continually improve all necessary technical and organisational measures, ensuring:
 - 4.1.1. The processing of Personal Data is fair, lawful and transparent.
 - 4.1.2. We provide clear information to individuals about how their Personal Data will be used and by whom.

- 4.1.3. Personal Data will only be processed where it is strictly necessary for legal or legitimate organisational purposes.
- 4.1.4. The minimum, relevant and adequate Personal Data is processed, being retained for only as long as is necessary.
- 4.1.5. To keep Personal Data accurate and, where necessary, up-to-date.
- 4.2. The Club shall only transfer Personal Data outside the European Economic Area (EEA) in circumstances where it can be adequately protected.
- 5. Respect Individuals Rights
 - 5.1. The Club respects and actively supports the rights of individuals (also known as Data Subjects) to:
 - 5.1.1. Make informed decisions about the processing of their Personal Data.
 - 5.1.2. Be informed of the means and purpose of processing, ensuring fairness and transparency.
 - 5.1.3. To obtain confirmation and access to Personal Data processed by the Club (Subject Access Requests or SARs)
 - 5.1.4. To request rectification, erasure or a portable copy of Personal Data.
 - 5.1.5. To object to, or request restrictions in, processing or automated decision making.
- 6. Data Protection Legislation
 - 6.1. In the United Kingdom and the EEA, "Data Protection Legislation" means all applicable data protection and privacy legislation or regulations including The Privacy and Electronic Communications (EC Directive) Regulations 2003 (also known as PECR) and any guidance or codes of practice issued by the European Data Protection Board or the Information Commissioner, together with:
 - 6.1.1. Prior to 25 May 2018, the UK Data Protection Act 1998.
 - 6.1.2. From 25 May 2018 onwards Regulation (EU) 2016/679 (the "General Data Protection Regulation" or "GDPR"), as amended by the UK Data Protection Bill.
 - 6.2. Outside of the EEA, "Data Protection Legislation" means local, territorial data protection and privacy legislation that governs the processing of Personal Data.
- 7. Data Protection Office
 - 7.1. The Club shall ensure that it has appointed someone with the necessary skills and the specific responsibility for Data Protection within the organisation.
 - 7.2. Individuals have the right to obtain information from the Club if their Personal Data is processed. This right is exercised by the submission of a written Subject Access Request (SAR). The Data Protection Office will coordinate the response to SARs accurately and within the period specified by Data Protection laws.

- 7.3. The Data Protection Office will coordinate the response to individuals exercising their rights by requesting their Personal Data:
 - 7.3.1. Be rectified if incorrect.
 - 7.3.2. Erased if no longer required, appropriate or lawful.
 - 7.3.3. Has processing restrictions applied or objections made.
 - 7.3.4. Be provided in a portable format.
- 7.4. If an individual is unhappy with how their Personal Data is processed by the Club, they have the right to complain to the Data Protection Office. The Data Protection Office shall investigate any complaints fairly and notify the individual of their findings promptly.
- 7.5. Requests, queries, objections and complaints about how the Club handles personal data will be dealt with promptly and courteously.
- 7.6. The Data Protection Office can be contacted by post to: The Data Protection Office, The Camping and Caravanning Club, Greenfields House, Westwood Way, Coventry, CV4 8JH; by email at: data.protection@campingandcaravanningclub.co.uk or telephone on: +44 (0)24 7647 5448.
- 8. Supervisory Authority
 - 8.1. The Club is registered with the Information Commissioner's Office (ICO) as a Data Controller for the processing of Personal Data (Registration No. Z658287X).
 - 8.2. If an individual is unhappy with how the Club has responded to a request or dealt with an issue, they have the right to lodge a complaint with the ICO. The Club shall cooperate and assist the ICO in their investigations.
 - 8.3. The ICO is the independent supervisory authority set up to promote and oversee compliance with Data Protection Legislation in the UK. Their address is: Information Commissioner's Office, Wycliffe House, Water Lane, Cheshire, SK9 5AF. You can also contact them by telephone on: 01625 545 745 or via their website at: www.ico.org.uk.

APPROVED on behalf of The Camping and Caravanning Club

Signature:

Name: Sabina Voysey

Position: Director General

MEMBERS' PRIVACY NOTICE

WHAT PERSONAL DATA DOES THE ORGANISATION COLLECT

The Camping and Caravanning Club (the Club) collects and processes Personal Data relating to our past, present and future Members. The Club is committed to being transparent about how it collects and uses Personal Data and to meet our data protection obligations.

CATEGORIES OF PERSONAL DATA

The following categories of Personal Data are processed by the Club:

- Personal Data
- High Risk Personal Data

Your data is stored in a range of systems and formats. These include in our Membership Relationship Management system and in other IT systems, including the organisation's email system.

PERSONAL DATA PROVIDED BY YOU

The Club processes a range of information collected from you. This may include:

PERSONAL DATA

- Your name, address and contact details, including email address and telephone numbers;
- Your gender and date of birth;
- Names and contact details relating to your spouse and dependents;
- Membership numbers;
- Website usage data, including Cookies and IP Addresses;
- Advice, incidents and correspondence, including letters, emails, Messages and Social Media;
- Voice recordings of conversations with our Contact Centres;
- Pictures, photos and videos (where submitted or captured at unit events).

HIGH RISK PERSONAL DATA

- Payment Details, including Credit Cards and Direct Debit;
- Passport and driving license information.

SPECIAL CATEGORY AND CRIMINAL OFFENCE DATA

- None

The Club may collect your Personal Data in a number of ways. For example, your name, contact and family details will be collected from application or renewal forms. Your Membership Number will be allocated on acceptance to membership. Where required, identity information might be obtained from your passport or other documents such as your driving license.

We may also collect your Personal Data through interactions with the Club. For example, we collect information about your usage of our websites through logging on, monitoring, the use of cookies and analytical tools. We also may collect information from you through correspondence, emails and telephone calls to our Contact Centres.

Occasionally, we perform research on relevant topics which may capture your opinions and intentions. This information is used to improve the Clubs performance, services and products.

PERSONAL DATA PROVIDED BY THIRD PARTIES

The organisation may collect Personal Data about you from third parties. For example, we may collect Personal Data from Social Media platforms, including the Clubs accounts.

Where Members purchase either Club Care Insurance or Membership Benefits, we may collect Personal Data from our Partners to validate Club Membership credentials.

RETENTION PERIOD

The Club will retain your Personal Data for the duration of your Membership and for period of five years from leaving, in accordance with our Articles of Association.

WHY DOES THE ORGANISATION PROCESS PERSONAL DATA

The Club will process your Personal Data at your request, prior to and for the duration of your membership contract. During the period of your membership, we will use your Personal Data to administer your membership account, provide you with details of our Annual General Meeting and to invite you to vote for Voluntary Office Holders.

In addition, we will use your Personal Data to promote recreational camping and caravanning. We will make you aware of relevant advice, events, courses, awareness communications (including offers), products, publications, newsletters, quality, research and analysis.

If as a Member, you make a booking with our UK Campsites or Travel Abroad with the Club, please refer to Campers, Holidaymakers, and Tourists Privacy Notice for details of how your Personal Data is used for these purposes.

The Club also monitors the use of our Website for the purpose of optimising performance and ensuring content is relevant to the needs of our site visitors. Members who purchase a Camping Card International (CCI) card will have their Personal Data used for the production and postage of the card.

In the unlikely event that the Club is dissolved or wound up under the terms of our Articles of Association, we will process your Personal Data;

- to contact present members for their contribution to assets should there be a shortfall, or;
- to distribute any remaining funds between past and present members.

In order to comply with Data Protection Laws, the Club needs a lawful basis to process your Personal Data. We use the following lawful reasons to obtain and use your Personal Data.

CONSENT

Where you have provided your consent, the Club will process your Personal Data for discretionary purposes, specified at the time of collection. For example, we may ask for your consent to share your details with a sponsor if you enter a competition. Alternately, we may ask to use a picture or video of you taken at one of our events or locations.

CONTRACT

In becoming a member of the Club, you enter into a contract with the organisation for the purpose of delivering your inclusive membership services. Following the end of your membership, we retain your personal information in compliance with our Articles of Association for a period of five years.

LEGAL OBLIGATION

We will process your Personal Data to ensure that we comply with legal obligations. These obligations include matters related to payments and taxation.

As the Club is for recreational camping and caravanning only, we may need to provide your Personal Data in response to enquiries from local councils and other public bodies, if residential use is suspected.

LEGITIMATE INTEREST

The Club has a legitimate interest in processing your Personal Data. For example, if you have participated in one of our events, stayed at one of our facilities or campsites, we may contact you with details of similar events or locations.

WHO MAY HAVE ACCESS TO PERSONAL DATA

Your Personal Data will be used internally by the staff of the Club. At a local level, your Personal Data will be shared with the relevant Region and District Association. If you have joined one of our special interest groups, your Personal Data will be shared with the Voluntary Office Holders of the section.

PROCESSORS

The Club may share your Personal Data with third-party processors who provide services to the organisation. Classes of Processors include:

- Business Systems Providers;
- Publishers;
- Website Content & Hosting Providers along with Analytics.

JOINT CONTROLLERS

The Club are not Joint Controllers for any Personal Data of our Members.

SEPARATE CONTROLLERS

The Club may share your Personal Data with organisations who operate as Separate Controllers where we have consent, a contract, a legal obligation or other legitimate interest to do so. Classes of Separate Controllers include:

- Club Care Insurance Services Providers;
- Membership Benefits Providers.

THIRD COUNTRIES

The Club will not transfer the Personal Data of Members outside of the European Economic Area (EEA) for membership purposes. If however, a member purchases a holiday or tour which is outside of the EEA, Personal Data may be shared with tour operators, travel and holiday providers.

WHAT IF YOU DO NOT SUPPLY YOUR PERSONAL DATA?

You are under no statutory or contractual obligation to provide data to the Club during the membership application process. However, if you do not provide the necessary information, we may be unable to process your membership application properly or at all.

AUTOMATED DECISION MAKING

No Membership related decisions are made solely using automated decision making technologies.

APPENDIX 8 CONTACT DETAILS AT GREENFIELDS HOUSE

This Appendix shows the contact details of the Departments at Greenfields House.

Officers from District Associations, Sections Areas, and Tent Camping Groups are asked to contact their respective Regions and Sections to find information about the Club, its Units, policies and organisation.

Regions and Sections are most likely to have the up-to-date information to help.

REGION AND SECTION OFFICERS AND NATIONAL COUNCILLORS

If a Region or Section Officer needs information from Greenfields House the following contact details should be used. Please refer to Section 4 of this manual for more information on the responsibilities of each department.

DIRECTOR GENERAL

Sabina Voysey

Responsible for the Club's Governance Structure, National Council, Executive Committee, Management Committee, Disciplinary Committee and Club staff.

Contact email address: sabina.voysey@campingandcaravanningclub.co.uk

Contact phone number: 02476 475360

EA:

Lauren Weare.

Contact email: Lauren.Weare@campingandcaravanningclub.co.uk

Contact phone number: 02476 475012

DEPUTY DIRECTOR GENERAL

Darren Whittington

Responsible for Club Sites, Membership, Membership Services, Travel Services, National Youth Committee, Sites and Franchising Committees and International Committee

Contact email address: darren.whittington@campingandcaravanningclub.co.uk

Contact phone number: 02476 475130

EAs:

Natalie Doidge/ natalie.doidge@campingandcaravanningclub.co.uk

Contact phone number: 02476 475266
(Membership/Youth)

Tracy Mills: tracy.mills@campingandcaravanningclub.co.uk

Contact phone number: 02476 475130
(Sites/Travel Services)

DIRECTOR OF PROPERTY AND DEVELOPMENT

Responsible for development of new sites and maintenance of exiting sites and CS Sites, and Exempted Camping Committee

Contact email address: Tony.kimber@campingandcaravanningclub.co.uk
Contact phone number: 02476 475062

EA:

Lina Hibberd: lina.hibberd@campingandcaravanningclub.co.uk
Contact phone number: 02476 475046

DIRECTOR OF MARKETING AND INSIGHT

Nicola Simpson

Responsible for Marketing, Insight, PR, Club Communications and Publications, Communications Committee and the NFOL Sub Committee.

Contact email address: nicola.simpson@campingandcaravanningclub.co.uk
Contact phone number: 02476 475230

EA:

Vickie Thomas: vickie.thomas@campingandcaravanningclub.co.uk
Contact Number: 02476 475032

DIRECTOR OF FINANCE AND TECHNOLOGY

Emma Teviotdale

Responsible for Finance, Business Systems, Third Part Insurance (not Club Care) and Administration Committee

Contact email address: emma.teviotdale@campingandcaravanningclub.co.uk
Contact phone number: 02476 475382

EA:

Sophie Watts: sophie.watts@campingandcaravanningclub.co.uk
Contact phone number: 02476 475042