



The Constitution of the Vanmaster Owners' Club
Amended as voted for at the 2017 AGM

1 TITLE

The title of the club shall be "The Vanmaster Owners' Club".

2. AIMS OF THE CLUB SHALL BE TO:

- a) Organise events of interest to its members in its capacity as a Social and Recreational Club.
- b) Create a spirit of friendship and fellowship among its members through a common interest in caravanning.
- c) Promote the exchange of information, ideas and experiences of caravanning.

3. MEMBERSHIP

- a) Membership shall be open to owners of any caravan.
- b) Applications for membership shall be by means of a form prescribed by the Committee giving such information as may be required.
- c) Honorary members may be elected by the Committee under the following conditions:
 1. Have lost their partner.
 2. Been of Service to the Club in some capacity.
 3. Been a Member for at least 5 years.
- d) Member means any named adult applicant who has been accepted for Membership and paid their subscription, those named will be entitled to vote at meetings.
- e) Membership may be withdrawn at the discretion of the Committee. The member will have the right of appeal and to appear before the Committee to state the case for continuation of membership. The appeal must be made within 28 days.
- f) Membership shall only be granted from the date of the application until the end of that year or the following year if the application is made after the Date of the Annual General Meeting
- g) Nobody will be allowed to attend a rally until their application has been accepted.
- h) Members will sign to abide by the Constitution.

4. CONDUCT

All members are required to abide by the caravan code and the Country code and to assist Rally Officers in maintaining adherence to the criteria for rallies as laid down by the Secretary of State for the Environment. Members are also required to carry suitable fire extinguishers in their caravan.

All members will abide by the Rally code of conduct when attending or running a Rally held under the auspices of the Vanmaster Owners' Club.

5. MANAGEMENT

- a) The affairs of the club shall be administered by the Committee in accordance with the terms of this constitution.

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

6. COMMITTEE

- a) The Committee shall consist of a minimum of a Chairman, Secretary and Treasurer, who shall be defined as officers, together with a max of 4 other members. A quorum at a Committee Meeting will be 50% of the Committee, two of whom must be Officers.
- b) The Committee shall be elected annually at the Annual General Meeting. They shall take office immediately after the meeting and remain in office until the conclusion of the next Annual General Meeting.
- c) All offices and Committee membership shall be honorary.
- d) Subject to the above, any two members may, as proposer and seconder and with the consent of the nominee, nominate members to serve as officers or as members of the Committee.
- e) Nominations must reach the secretary not less than 28 days before the AGM. In the event of there being insufficient numbers of persons nominated the Chairman may call for nominees from those present at the Annual General Meeting who must also be proposed and seconded.
- f) The Committee shall be empowered to:-
 - I. Decide subscriptions and other fees and to introduce classes of membership.
 - II. Co-opt members onto the Committee and its sub-committees.
 - III. Determine dates and venues for members General Meetings.
 - IV. Agree and ensure compliance with the rules for the conduct of Rallies.

7. ANNUAL GENERAL MEETINGS

- a) A General Meeting designated as an Annual General Meeting shall be held every calendar year. A minimum of 28 days notice of the date, time and venue of the meeting together with the agenda shall be given to all members. Notification will be by post or e-mail and can be included on the website
- b) The only business to be formally conducted at this meeting shall be:
 - I. To approve the minutes of the previous AGM.
 - II. To receive reports of the Chairman, Secretary and Treasurer.
 - III. To receive and approve the accounts for the last completed year.
 - IV. To notify any changes in subscriptions.
 - V. To appoint an auditor.
 - VI. To consider any proposals of which due notice has been given to all members.
- c) After formal closure of the AGM an un-minuted discussion forum may be held, during which Members may raise matters they wish to be considered by the Committee.
- d) Propositions for consideration at an AGM must carry the names of the Proposer and seconder and be received by the secretary not less than six weeks before the meeting.

8. OTHER GENERAL MEETINGS

Extraordinary General Meeting

May be convened by the Committee for the purpose stated in a notice sent to all members. A minimum of 28 days notice shall be given. The only business to be conducted at this meeting shall be as specified in the notice.

Special General Meeting

Shall be convened by the Secretary on receipt of a request in writing signed on behalf of not less than 10 family units stating clearly the reason(s) for which the meeting is required. The only

business to be conducted at this meeting shall be as stated in a notice sent by post by the secretary to all members. A minimum of 28 days notice shall be given.

9. MINUTES AND ACCOUNTS

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

10. VOTING

- a) A simple majority of valid votes shall be sufficient to decide all questions other than a change in the Constitution for which a two thirds majority of those present at an AGM is required
- b) The election of officers and committee members at an AGM shall be by ballot.
- c) Voting shall be by a show of hands of named adult members.

11. SUBSCRIPTIONS

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

12. RALLIES

Club rallies shall be held under the caravan sites and control development act 1960.

Interest in land may be acquired by purchase, lease or licence for the purpose of holding rallies or meetings as permitted by legislation or by local planning authorities for any other Club other activity.

For the purpose of taking an interest in land, officers of the club, namely the Chairman and the Secretary will be trustees

The trustees undertake that when rallying under para 4 exemption certificate they will consult the Relevant local authority regarding any site the Club proposes to use and not to use any site to which the local authority objects.

A rally organised under para 4 or 6 must be supervised by a member. This member 'The Rally Marshall', shall be given a copy of the certificate and be responsible for making it available for inspection at rallies.

Any rally limited to five days shall be held under para 4. In such cases the local authority shall be consulted, and trustees will undertake not to rally if the local authority objects.

The rally Marshall should ensure that the Vanmaster Owners Club flag is displayed when a site is in use, as a means of identification.

13. CHANGES TO THE CONSTITUTION

- a) Any proposal to change this constitution must be submitted to the Secretary not less than 12 weeks before the date of the AGM.
- b) The Secretary shall ensure that written notice of any such proposal is included with the notice of the AGM.
- c) Under no circumstances will a motion to alter the content of a proposed change to the constitution be accepted from the body of the meeting. The meeting is required to vote to accept the change as specified or reject it completely.