

## 1. INTRODUCTION AND DEFINITIONS

- 1.1. The authority for the existence of the Group structure is the Memorandum and Articles of Association of the Motor Caravanners' Club Limited. Article 28 states:

“The Council has the power to create, merge, disband and regulate Groups from time to time. The Regulations for the organisation, management and disciplining of the Groups shall be determined by the Council and set out in the Constitution of Groups.” A Group is defined in the articles as
- 1.2. “A group organised to provide benefits for Members including, but not limited to, the organisation of local, national, and international rallies and special interest groups which can be deemed either Regional Groups or Special Interest Groups.”
- 1.3. This document is issued by authority of the Council of Management in accordance with Article 28. From time to time it will be revised and re-issued by Council to each Group Secretary. The purpose of the document is to provide a framework to enable the management of Groups within the Club. All groups shall operate within this framework and shall comply with all mandatory requirements. Groups should follow all recommended best practices. This document shall be available to Members at all times from the Club Administrator.
- 1.4. Requests for change, in accordance with **Appendix O** may be submitted by Groups to the Council and shall be accompanied by an approved minute of a properly convened Group Committee or General Meeting of the Group.
- 1.5. This document takes precedence over any previous issue of ‘Constitution for Groups’ and supersedes all other Council Directives. In the event of any lack of understanding of the document, or dispute arising from its application, the matter shall be referred to Council for arbitration.
- 1.6. The following definitions apply throughout this document, and shall be used in any Supplementary document prepared by a Group.
  - 1.6.1. The Club is The Motor Caravanners' Club Limited (by Guarantee) incorporated under the Companies Act.
  - 1.6.2. The Council is the Council of Management of The Club.
  - 1.6.3. The Articles of Association is the Memorandum and Articles of Association of The Motor Caravanners' Club.
  - 1.6.4. The Club's Certificate of Exemption is the exemption certificate issued by Natural England under the provision of the Caravan Act.
  - 1.6.5. A Member is a Full Member.
  - 1.6.6. A Full Member is a paid up subscribing member, of the Club holding a current Membership card.
  - 1.6.7. An Associate Member means either a former Full Member who, with the written consent of their regional Group committee, applies to the Administrator to become an Associate Member or a person, eighteen or over, who ordinarily resides with a Full Member but by reason of physical or mental incapacity is unable to become a Full Member.
  - 1.6.8. A Group is an unincorporated body consisting of members that can be deemed either a Regional Group or Special Interest Group.
  - 1.6.9. A Group Member is a Full Member who is registered with that Group.
  - 1.6.10. A Group Committee is a body of elected and co-opted Group members and is responsible to the Group membership.

## **THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS**

1.6.11. Caravan Act is the Caravan Sites and Control of Development Act 1960

1.6.12. Rally Hosts mean the designated members who agree to act as hosts for a Rally and incorporates the terms Rally Stewards and Rally Marshals.

1.7. The meaning and context of the following words is:

‘shall’ is used to express mandatory requirements.

‘should’ is used to express recommended best practices.

‘may’ is used to express reasonable alternatives.

‘will’ is used to express intent.

Unless the context otherwise requires the singular includes the plural and vice versa and reference to any gender includes the other genders.

1.8. When both Metric and Imperial dimensions are quoted the Metric dimension shall be regarded as precise, the Imperial equivalent is approximate.

## **2. OBJECTIVES**

2.1. The primary objectives of a group are to:

2.1.1. organise rallies and other social events for, and on behalf of, its members.

2.1.2. pursue the best interests of its members consistent with the objectives of the Club as stated in the Articles of Association.

2.1.3. maintain communication between Group Members and Council.

2.1.4. represent the best interests of the Club locally on behalf of Council.

## **3. GROUP STRUCTURE**

3.1. A Group is geographically identified by a number of postcodes closely resembling counties, these are known as Regional Groups. Current postcodes for each group are listed in Appendix A.

3.2. A Group may also be formed to provide for any special interest, at the discretion of the Council. Appendix B provides a procedure for creating a New Group.

3.3. A Group or association of Groups may apply to Council to form new Groups by subdividing an existing Group or Groups.

3.4. A Group or association of Groups may apply to Council to alter the boundaries of the Group(s). Appendix B provides a procedure for subdividing or amalgamating Groups.

3.5. Council will approve the name of each group, which shall be in the style Thamesford Group, The Motor Caravanners' Club Ltd or Special Interest Group, The Motor Caravanners' Club Ltd. This name shall be used on all stationery, banking, and other documents and on the internet.

3.6. A Group may apply to Council to alter its name

3.7. Whenever the Club logo is used on any Group stationery, publications, insignia, signs, or advertising material it shall be in strict accordance with the registered trademark. Artwork prepared for such use shall be submitted to the Club Administrator for approval.

## **4. GROUP MEMBERSHIP**

4.1. New members, who in order to join, must own, or have the use of a Motor Caravan, will be automatically registered as group members in the region in which they reside. However members may transfer to any other regional group. Appendix C provides the Procedure for transferring members to another Group.

## THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS

- 4.2. If for whatever reason a Member subsequently changes to a caravan they can continue their membership. With the exception of a 'pup' tent' as part of a unit, no other type of camping equipment is acceptable under our Certificate of Exemption.
- 4.3. Members may join any properly constituted Special Interest Group and must retain membership of a Regional Group.
- 4.4. Each subscription payment entitles two adults to become Full Members for one year, or for 5 years if this option is selected and paid.
- 4.5. Children (under the age of 18) accompanying a Member are automatically members of the Junior Section, both nationally and regionally.
- 4.6. Full Members can serve on the Committee of their Regional Group and also serve on the Committee of a Special Interest Group and on Council of Management.
- 4.7. Full members may vote only in an election within their own regional or special interest group.
- 4.8. Full Members may take part in a Meeting of another group only by invitation from that group, and with the permission of its Chairperson but have no voting rights.
- 4.9. Full Members may take part in rallies and other social events of any Group
- 4.10. New Members may be recruited at a Rally, other social event, or Trade Shows. On completion of an application for membership in such form as the Council require and payment of the appropriate subscription and joining fee to an Officer of the Group, who shall be treated as having been authorised by Council, or to a Council member they are immediately entitled to membership status. If a new member joins at a Rally this must be dealt with immediately on arrival. A membership card will be sent to the new member by the Club Administrator. The Club may refuse applications for membership without giving reasons for so doing.
- 4.11. If a member has a relative aged eighteen or over who ordinarily resides with them, who by reason of any disability is unable to become a member in their own right he shall be entitled to an Associate Membership.
- 4.12. If an existing member ceases to own or have the use of a Motorcaravan with the written consent of their Group committee they can apply to the Club Administrator to become an Associate Member.
- 4.13. The fee for an Associate member is one half of the subscription fee for a Full member.
- 4.14. An Associate Member is entitled to:
  - 4.14.1. Receive the Motorcaravanner every month unless they reside with a Full Member
  - 4.14.2. Attend a group rally or social event as a day visitor
  - 4.14.3. Attend a Club or Group General Meeting
  - 4.14.4. Purchase goods or offers through the Club
- 4.15. An Associate Member may not:
  - 4.15.1. Occupy a pitch or stay overnight unless it is in a Motorcaravan belonging to a full Member who is present.
  - 4.15.2. Speak or vote at a Club or Group general meeting.
  - 4.15.3. Serve on a Group committee or Council.

## THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS

### 5. GROUP ADMINISTRATION

- 5.1. Each Group shall prepare a supplementary document in accordance with Appendix D, to record its choice of allowable options and to document any additional procedure considered necessary to satisfy the particular requirements of the Group. The document shall be accepted by the Members at the Group AGM. A copy of any such document shall be provided to the Club Office. This document shall not alter any mandatory requirements of this Constitution.
- 5.2. Each group shall be administered by Officers and a Committee. Each group should determine the size of its own Committee, including officers, and record this in its supplementary document. The absolute minimum for a Group Committee shall be 3.
- 5.3. The Group Committee shall be elected by a General Meeting of the Group, normally at an Annual General Meeting (AGM)
- 5.4. The Group shall publish the date, time, and venue of each AGM in The Motorcaravanner, in order to give not less than 28 days written notice to Group members. In the event of circumstances, beyond the control of the Group Committee, requiring the venue or time of the AGM to be altered, then the Group committee shall use its best efforts to secure an alternative which would allow all Group members intending to attend to be able to do so. All such changes shall be notified to the Club Office.
- 5.5. A Group Committee may call an Extraordinary General Meeting (EGM) at any time, by giving not less than 28 days written notice of date, time, and venue to Group members by publication of a notice in The Motorcaravanner, or if this would result in an unacceptable delay then by writing to each member by post. The Group committee shall call an EGM in response to a request signed by at least 5% of Group Members, (not more than one with the same membership number).
- 5.6. Twenty Group Members, or 5% of the Group membership (whichever is the smaller) shall constitute a quorum for a group General Meeting.
- 5.7. The voting procedure at a group General Meeting may be by a show of hands, show of cards or poll. Each Group should decide its own policy in this respect and record that decision in its supplementary document.
- 5.8. The Group Secretary shall provide a copy of the Minutes of all Group General Meetings to the Club Office within 4 weeks of the meeting.
- 5.9. Group members standing for election to the Group committee shall be proposed and seconded by Group members, and shall declare their willingness to stand. This shall all be in writing.
  - 5.9.1. If a Group member who is standing for election is an official of another camping, caravan or motorcaravan club, or is engaged or employed in any business which involves the selling of motor caravans, caravans, motor caravan or caravan accessories, camping equipment or the production of Club insignia, then they should declare that interest to the Group members prior to the voting.
  - 5.9.2. If a Group committee member becomes an official of another camping, caravan or motorcaravan club, or is engaged or employed in any business which involves the selling of motor caravans, caravans, motor caravan or caravan accessories, camping equipment or the production of Club insignia, then they should declare that interest to the Group members.
- 5.10. When electing a Group committee each Group shall adopt one of the procedures 'a' or 'b' and shall record this in the supplementary document.
  - a. All Group Committee Members shall retire at the end of the Group's AGM Individual members of the Group committee can stand for re-election in accordance with paragraph 5.9.

## **THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS**

- b. One third of all Group Committee members shall retire by rotation at the end of the Groups AGM and can stand for re-election in accordance with paragraph 5.9.
- 5.11. When electing Officers each Group shall adopt one of the procedures 'a' or 'b' and shall record this in the supplementary document:
- a. The Officers shall be elected by the Group Committee from within the Committee at a Committee meeting immediately after the AGM.
  - b. The officers shall be elected by the group members at a General Meeting of the group.
- 5.12. The Offices, which shall be Honorary, shall include at least those of Chairperson, Secretary, Treasurer, and Rally Officer and should include that of Vice Chairperson. Copies of Terms of Reference (Appendix E F G and H) should be given to the officers as soon as possible after the Group AGM.
- 5.13. The Office of Chairperson of a Group shall not be combined with any other Office including that of Group President. Other Offices may be combined.
- 5.14. A Group may recognise long and valuable service by appointing a President and/or Vice-President, such Office shall be purely honorary and shall have no authority in the administration of the Group. The procedure for appointing a President or Vice-President shall be a group committee proposal for adoption at a General Meeting of the Group.
- 5.15. An officer may be removed from Office by a vote of no confidence carried by a 75% majority of the Group committee.
- 5.16. The group committee may co-opt additional members, subject to any maximum determined by paragraph 5.2. Co-opted members shall serve only until the next General Meeting of the Group, when they may stand for re-election.
- 5.17. Any person wishing to be co-opted onto a group committee other than at an AGM or EGM shall submit their request in writing to the Group Committee, via the Group Secretary, duly proposed and seconded.
- 5.18. Any committee member wishing to resign their position other than at an AGM or EGM, shall do so in writing to the Group Chairman via the Group Secretary.
- 5.19. Any member resigning from a committee, either at AGM or at any other time, shall return any documents, papers or equipment held by that person to the Group secretary or nominated committee member within 14 days unless otherwise agreed with the committee.
- 5.20. Group committee members are eligible for election to the Council.
- 5.21. At least 7 days notice of a meeting of a Group committee should be given in writing.
- 5.22. A record of the minutes shall be maintained for Group committee meetings. The minutes should be distributed promptly to all Group Committee members, they shall be approved, subject to any agreed amendments, at the next meeting, and signed by the Chairperson as a true record.
- 5.23. The Group Committee shall keep the Group Members informed regularly of its decisions. This may be by displaying Group committee minutes on the notice board.
- 5.24. The Group Committee should decide, and record in its own supplementary document, how many of its members form a Quorum in order to be able to act in an emergency. This Quorum shall contain at least one of the Officers – Chairperson, Vice-Chairperson, Secretary, Treasurer, or Rally Officer. Minutes shall be taken and circulated to all Group Committee members within 7 days of a meeting of the Quorum.

## THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS

5.25. The Group Committee has powers to discipline Members guilty of misconduct in accordance with Appendix J.

### 6. PROCEDURE FOR GROUP ANNUAL GENERAL MEETING

6.1. The purpose of an Annual General Meeting of the Group is twofold:

6.1.1. To discharge the formal business necessary in the running of the Group

6.1.2. To enable a free and open discussion between members and the Group Committee relating to the activities of the Group.

The former constitutes the business of the Annual General Meeting (AGM) and recorded decisions are binding upon the Group Committee. The latter should take the form of a Members meeting and decisions are not binding on the Group committee but are for guidance only.

6.2. All Group AGMs must take place before the end of November.

6.3. The formal business which shall be covered by an AGM is:

6.3.1. To consider and accept the minutes of the previous AGM.

6.3.2. Matter arising from the minutes.

6.3.3. To receive reports on the activities of the Group over the **preceding financial year**.

6.3.4. To receive and approve reports on the financial performance of the Group over the **preceding financial year**.

6.3.5. To elect a Committee for the forthcoming year.

6.3.6. To elect an Independent Accounts Examiner.

6.3.7. To consider any properly tabled motions.

6.4. All other business should be covered by a Members meeting following immediately after the AGM.

6.5. All Members attending the AGM must produce their membership card. All Members should sign an attendance sheet if requested. Failure to produce a current membership card will exclude the person from the AGM meeting room for the duration of the AGM and members' meeting.

6.6. The Agenda for an AGM should contain the following items:

#### 6.6.1. Chairperson's Introduction

Declare the meeting open. Welcome members, introduce the existing Committee and any Council Member present, and explain the procedure for voting (show of hands, show of cards or poll depending on Group policy). He announces the planned duration of the Meeting and requests the Secretary to read the notice formally convening the AGM. This shall be of the form:-

"I hereby announce to Members that this meeting is the (number) Annual General Meeting of the (Name) Group of The Motor Caravanners' Club and that the meeting is now convened"

#### 6.6.2. Apologies

The Secretary shall read out and record any apologies for absence.

#### 6.6.3. Minutes of previous AGM

These shall have been made available before the meeting. Chairperson asks for any comments on the accuracy of the minutes and then subject to any corrections the Chairperson asks for a proposer and seconder that minutes be accepted. **Vote required.**

## THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS

### 6.6.4. **Matters arising**

Chairperson comments on any matters, which may have arisen and invites questions; discussions on the policies reflected in the minutes should not be allowed.

### 6.6.5. **Chairperson's Report**

Chairperson delivers a report on the activities and status of the Group; invites questions. It is courtesy to have a minute's silence for lost members. A formal vote of approval is not required although Groups may consider it a courtesy to adopt the Chairpersons report.

### 6.6.6. **Secretary's Report**

There is no formal requirement for the Secretary to report, however, if the Secretary does present a report it should avoid duplicating the Chairperson's.

### 6.6.7. **Financial Report**

Treasurer presents and explains the accounts for the previous financial year, if the person certifying the accounts is present and wishes to speak, his report should follow the Treasurer's. Questions invited. Chairperson asks for a proposer and seconder for acceptance of the financial report. **Vote required.**

### 6.6.8. **Other Reports**

If other officers e.g. Rally Officer, Insignia Officer, Safety Officer etc., wish to report then this is the opportunity for them to do so. In presenting their reports they should be factual and historical, discussion on such items as the future Rally programme is best left to the Members meeting.

### 6.6.9. **Election of Group Committee**

Chairperson explains Group committee voting procedure and status of existing Group Committee members:

- a) That all committee members are standing down and which of them is seeking Re-election, or if the Group has elected to operate in accordance with the Alternative 5.10b)
- b) Who is standing down, who retires by rotation and is seeking re-election, and who will remain. Nominees for Group Committee, both retiring and new, shall have been proposed, seconded and indicated their willingness to stand in writing before the meeting.

Voting shall be on a simple majority, unless there is a possibility that the maximum size of the Group committee may be exceeded, in which case successful nominees shall be determined by the higher majorities. The Chairperson invites successful candidates to the platform.

A Group may choose by means of their supplementary document to accept proxy votes at an AGM or EGM. To facilitate this, forms must be printed and made available to all group members at least 1 month before the meeting. These forms must include items to be voted upon, result of vote, signature and membership number of the person casting the proxy. The supplementary document must also record the period before the AGM that these proxies must be received.

Results of proxy votes must be read out at the AGM or EGM.

### 6.6.10. **Election of Officers**

Chairperson explains procedure for election of Officers

## THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS

- a) That the Group committee will elect its own Officers at a subsequent Group Committee meeting, or if the Group has selected to operate in accordance with the alternative procedure 5.11b)
- b) That remaining and elected group Committee members have indicated which office or offices they would wish to fill on the Group Committee, and that they have been nominated, seconded and indicated their willingness to stand in writing prior to the meeting. In the event of more than one nomination for any office a vote shall be taken which shall be decided by a simple majority.

If procedure (5.11b) has been employed the new Chairperson should take over running the meeting. If not the original Chairperson should continue. If there has been a change of Secretary the retiring Secretary should continue to take the minutes and should produce these.

### 6.6.11. Election of Person to Examine Accounts

Nominees for the position of Independent Accounts Examiner should be adequately qualified, either by profession or experience, and be of good standing within the Group or local community. Nominees shall not be members of, (nor spouse/partner of a member of) the Group Committee. Independent Accounts Examiner to be proposed by the Treasurer after giving a resume of the suitability of the nominee; seconder required: **vote required.**

### 6.6.12. Business proposals

Chairperson explains that their proposals have been displayed at Rallies ensuring, at least 28 days immediately prior to AGM, invites proposer to present motion, invites questions and comments; **vote required.**

Chairperson closes meeting and calls for a short recess

### Notes

- i) The Chairperson is responsible for ensuring the meeting is convened correctly and is conducted in an orderly and proper manner, his ruling on all matters relating to the conduct of the meeting, including the resolution of points of order is final.
- ii) A local procedure shall be established and recorded in the supplementary document to ensure that only eligible members vote on any matter at an AGM
- iii) If procedure 5.11a) has been accepted then the new group committee may take the opportunity of the recess to convene a short meeting to elect its Officers. In which case the new Group Chairperson should run the members meeting otherwise the old Chairperson should take the meeting.

### 6.6.13. Members Meeting

Chairperson opens the Members meeting and introduces topics notified for discussion, invites sponsors to present their topic and welcomes general comment. Chairperson may take straw vote to test the feeling of meeting but should make no commitment on outcome. On conclusion of notified business Chairperson invites floor to raise other topics.

Chairperson should close meeting at pre-arranged time.

## 7. GROUP FINANCE

- 7.1. Group funds shall be held in the name of “\_\_\_\_\_ Group, Motor Caravanners' Club” in a recognised Bank, Building Society, Post office or National Savings accounts, interest from which should be received net of deduction of tax at the basic rate. Internet accounts are not acceptable as they can be operated by only one person. Full details of the Bank address, sort code and account number should be recorded at 6.1 in the Group's supplementary document **Appendix D** and should



## THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS

be notified to the Club Financial Officer for payments by the BACKS system or such suitable system as operated by the Club's bank from time to time. Any changes in account details should be notified and the Groups supplementary document should be altered

- 7.2. All cheques drawn on Group accounts shall require the signatures of at least two designated members of the group who shall not be joint members or a relative or dependant of any other designated signatory.
  - 7.2.1. All internet banking shall require dual control thereby necessitating two signatories to authorise any internet transaction. The designated signatories shall not be joint members or a relative or dependant of any other designated signatory.
  - 7.2.2. An Internet only bank account is not acceptable.
- 7.3. No Group member shall involve the Group in any financial commitment without prior authorisation from the Group Committee
  - 7.3.1. No Group or Group Member shall involve the Club in any financial commitment without prior authorisation from the Council
- 7.4. Groups shall not borrow funds from any source other than Club general funds. The Council shall have the right to refuse any unsuitable application
- 7.5. Any group in or expecting to be in financial difficulties should request assistance from the Club Financial Officer, who will seek authority from Council for the recommended course of action.
- 7.6. Any Group can elect to allocate a percentage of their capital funds to be designated as a Protected Fund. Such percentage is to be determined by the Group at an AGM and is to be recorded within their Supplementary Document (Appendix D). There is no requirement for the Protected Fund to be held in a separate account. The Protected Fund cannot be used without the agreement of the majority of Group members present at an AGM or EGM. In the event of any of the Protected Fund being used without such consent those Members responsible shall be subject to disciplinary proceedings for serious misconduct.
- 7.7. Each Group shall submit a set of accounts to the Club Office within a period of 4 weeks from the Group's AGM. These accounts should include:
  - 7.7.1. An Income and Expenditure Account which includes the total value of Raffle ticket sales (only where the profit is paid to the Group) and Bingo Ticket Sales **see Appendix N**
  - 7.7.2. An Insignia Account
  - 7.7.3. A list of equipment and other items owned by the Group

**These accounts should follow the format described on following pages**
- 7.8. Group Accounts shall be made up to the 31<sup>st</sup> July each year, a date which shall be not more than six months prior to the AGM of the Group
- 7.9. The Group Treasurer shall keep written copies of all transactions and records and not rely solely on computer systems
- 7.10. Group Accounts and supporting documents shall be inspected and certified as such on the face of the accounts by the Independent Accounts Examiner. Guidance as to the suitability of a prospective Independent Accounts Examiner and the scope of the task is available from the Club Office.
- 7.11. The normal operation of a Group should not incur any liability for tax as a Group does not trade and provided turnover is below the VAT threshold. Interest, or other investment income, arising

## **THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS**

from accumulated balances remains liable to tax. The Group shall ensure that all such liabilities are met, either by deduction at source or by payment to HM Revenue and Customs

- 7.12. Group accounting records shall be retained for a minimum of six years and should be passed by an outgoing Group Treasurer to his successor.
- 7.13. If a Group is redefined, or ceases to operate refer to Appendix B
- 7.14. This section must be read in conjunction with Appendix G – Terms of reference – Treasurer.

**THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS**

**PROCEDURE FOR PRESENTING GROUP ACCOUNTS**

1. An Income and Expenditure Account shall be prepared as part of the accounts and should take the form:-

**THE..... GROUP  
MOTOR CARAVANNERS' CLUB**

**Income and Expenditure Account  
Year ending 31 July 20..**

<u>Opening Balances</u>	<u>20</u>	<u>20</u>	
Cash in hand	.....	.....	
Cash in current account	.....	.....	
Cash in deposit account	.....	.....	
<b>Total Opening Balance</b>	<b>.....</b>	<b>.....</b>	<b>(a)</b>
 <b><u>Income</u></b>			
Surplus from Rallies	.....	.....	
Surplus on Insignia	.....	.....	
Donations received	.....	.....	
Bank/Building Society interest	.....	.....	
Other (Itemised)	.....	.....	
<b>Total Income</b>	<b>.....</b>	<b>.....</b>	<b>(b)</b>
<b>Totals</b>	<b>.....</b>	<b>.....</b>	<b>(c)</b>
 <b><u>Expenditure</u></b>			
Printing & distribution of Rally Programme	.....	.....	
Postage and Telephone	.....	.....	
Stationery	.....	.....	.....
Social expenditure	.....	.....	
Subscriptions & Donations	.....	.....	
Other (Itemised)	.....	.....	
<b>Total Expenditure</b>	<b>.....</b>	<b>.....</b>	<b>(d)</b>
			<b><u>Closing</u></b>
 <b><u>Balances</u></b>			
Cash in hand	.....	.....	
Cash in current account	.....	.....	
Cash in deposit account	.....	.....	
<b>Total Closing Balances</b>	<b>.....</b>	<b>.....</b>	<b>(e)</b>
<b>Totals</b>	<b>.....</b>	<b>.....</b>	<b>(f)</b>
<b>Of which is the Protected Fund</b>	<b>.....</b>	<b>.....</b>	<b>(g)</b>

\_\_\_\_\_ Hon. Treasurer. / / .

Notes:

- 1 Line (c) is the sum of lines (a) & (b), line (f) is the sum of lines (d) & (e), line (f) should be equal to line (c).
- 2 If it is Group practice for capital expenditure to be carried in the books and written off over a period of years then this format may be modified to accommodate.
- 3 (g) The amount which, if agreed and required, is the protected fund iaw para7.6

**THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS**

The Accounts should be Examined and reported in the manner:

THE \_\_\_\_\_ GROUP  
THE MOTOR CARAVANNERS' CLUB

Accounts Certificate

I have examined the Income and Expenditure Account and the Insignia Account for The  
..... Group of

The Motor Caravanners' Club, together with the books, receipts, banking and other information  
supplied by the Group Treasurer. It is my opinion that the said accounts are a true record of the  
financial transactions of the Group during the year ending 31st. July 20.

..... (signature)  
Honorary Independent Accounts Examiner

..... (date)

..... (print name)

..... (address)

.....

THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS

An Insignia Account shall be prepared and should take the form:

THE \_\_\_\_\_ GROUP  
THE MOTOR CARAVANNERS' CLUB

**Insignia Account**

Year ending 31 July 20....

**Stock Account**

Opening stock	
Purchases	
Donations / Surplus	
<b>Total</b>	<b>(a)</b>
Sales	
Revaluations / write offs	
Closing stock at cost / realisable value	
<b>Total</b>	<b>(b)</b>
<b><u>Cash Account</u></b>	
Opening balance	
Cash received from sales	
Cash from Group funds	
<b>Total</b>	<b>(c)</b>
Cash purchases	
Transferred to Group funds	
Closing Balance	
<b>Total</b>	<b>(d)</b>

Signed: Insignia Officer \_\_\_\_\_ Date

Treasurer \_\_\_\_\_ Date

Note: Line (a) should be equal to line (b) and line (c) equal to line (d)

## THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS

### 8. GROUP SOCIAL EVENTS

- 8.1. All social events formally organised and run by a Group shall be authorised by a Group Committee or General Meeting and recorded by a minute. Social events may include Luncheons, Dinners, Dances, Theatre visits, Day Meets, Weekend rallies, Midweek Rallies, Holiday Rallies, overseas Rallies, etc. A Code of practice for the Organisation of rallies and the Conduct of Rally-goers is contained in Appendix K.
- 8.2. Groups shall not organise or support any event or function which is contrary to the objectives of the Club as stated in the Articles of Association.
- 8.3. Groups shall not organise or support any event or function, which clashes with the National Rally and Annual General Meeting of the Club. The only exception being that Groups may support Trade Shows for the purpose of promoting the Club by agreement with the Exhibitions Organiser.
- 8.4. To prevent overuse of a rally site (and avoid any conflict of interests) rallies shall not be arranged in another group's area unless written permission has been requested and consent, in writing, is received. Replies to such requests should be sent without undue delay and where permission is refused, the reasons for refusal should be stated. If Groups do not comply, then the appropriate corrective action will be taken by Council.
- 8.5. The only exception will be Special Interest Groups who rally nationally. These Groups shall use common sense when booking venues in order that conflicts do not arise and shall inform the home group of their intentions at the earliest opportunity.
- 8.6. All social events shall be notified to the editor of The Motorcaravanner for inclusion in the Motor Caravanners' Diary, they will then be covered by the Club's Public Liability Insurance. In the event that arrangements, or changes, are too late for publication they should be notified to the Club Office, and will then be covered by insurance. Weekend or Holiday rallies shall not normally commence before 2pm on the first day of the Rally. Earlier start times for individual Rallies may be set, but any earlier start time shall be published in The Motorcaravanner and the Club website. In the event of a change to the start time of a rally or the duration of the rally, after publication of the Rally in the Motorcaravanner, then the Group shall notify the Club Office of the details of the change to ensure that the rally is covered by Public Liability Insurance.
- 8.7. A complete printed list of all group rallies for the following year should be sent to the Editor and Webmaster by the end of November for inclusion in the January issue of The Motorcaravanner and the website. A printed list should also be sent to the Council Member responsible for the preparation of the Handbook by end of October.
- 8.8. Details of Holiday Rallies and Special Rallies should also be sent for inclusion in The Motorcaravanner and website.
- 8.9. Groups should prepare their own rally booklet containing details of social events and of the Officers and Committee. This should be available to all group members and a copy should be sent to the Club Office, the Editor and the Club webmaster.
- 8.10. Any weekend, midweek or holiday rally not taking place on licensed land requires exemption or Local Authority planning permission. Rallies, of up to 5 night's duration, may be covered by the Club's Certificate of Exemption. Rallies exceeding 5 night's duration may be covered by the Club's Certificate of Exemption together with a formal Tenancy Agreement or by specific Local

## THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS

Authority planning permission. The Group Committee shall liaise with the appropriate Local Authority to ensure the correct procedure is applied. A copy of the Club's Certificate of Exemption and a model Tenancy Agreement are provided in Appendix L.

- 8.11. Informal events organised by individual members or groups of members have no standing, and will not be covered by the Club's Public Liability Insurance. The organisers shall not state, or imply, the event has Club approval, insurance, or exemption.
- 8.12. All Group social events shall be open to all Members unless the Group Committee determines that special circumstances apply i.e. a dinner dance.
- 8.13. Guests or potential members, in their own units, shall not be allowed to stay overnight at rallies of up to 5 night's organised under the authority of the Club's Certificate of Exemption.
- 8.14. Guests or potential members may be invited to stay overnight at rallies held on Commercial Licensed Sites or at rallies exceeding 5 nights duration organised in accordance with paragraph 8.8.
- 8.15. A simple statement of income and expenditure (substantiated by receipts) shall be prepared for every Rally. The Treasurer shall receive any surplus for transfer into group funds or will arrange for reimbursement of any agreed loss.
- 8.16. Traders may be invited by the Group Committee to exhibit and sell goods at group events provided the Landowner and Local Authority have no objection.
- 8.17. Concise and clear directions for finding the rally site (including the postcode) and the start time shall be published in Group News or Motor Caravanners' Diary and Club website.
- 8.18. A public relations person or persons should be appointed to welcome new members and visitors from other groups, and to ensure they are introduced to a cross section of established Members.
- 8.19. In the Ministers' Conclusions on Touring Caravanning and Tent Camping, announced on November 5<sup>th</sup> 1980, it is stated:

*"The Secretary of State (for the Environment) will expect the organisations to issue among its members a suitable general Code of Conduct, to secure adherence to appropriate public health and fire precautions at the rally site during the rally, to avoid unduly frequent or immediately successive rallies at the same site; to take steps to minimise traffic congestion on adjacent roads during the course of the rally, and to avoid arranging caravan rallies where there are likely to be road safety problems."*

A Code, prepared to satisfy these requirements has taken into account the specific needs of the Club. This code shall be observed at all times as failure to comply could jeopardize the Club's Certificate of Exemption.

## 9. GROUP RALLY SITE MANAGEMENT

- 9.1. All motor caravans and/or caravans shall be sited so as to leave a minimum distance of 6 metres (20 feet) between facing sides of motor caravans. A clear roadway of at least 6m shall be maintained between rows of motor caravans, and shall be kept clear at all times giving emergency vehicles space to manoeuvre and have access to every van on site. A clear passageway of 3 metres shall be maintained between adjacent awnings when extended and on no account shall the gap between units be blocked with windbreaks. Please see Plan.
- 9.2. All vehicles shall be able to leave the rally site without obstruction driving forward. All caravans shall be parked with the A frame forward and disconnected from towing vehicle.
- 9.3. Car parking space should be available to accommodate any towing vehicle, all second and subsequent vehicles belonging to members or visitors.

## THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS

- 9.4. If a member attends a rally in a motor caravan, which is towing a caravan then the Member should be required to occupy two pitches separated by 6m. The Member may be required to pay two site fees. The exception shall be if the sole purpose of the motor caravan shall be as a road vehicle and it is not used for camping. This will be classed as second vehicle and should be parked in the designated car park.
- 9.5. A 5mph speed limit shall be observed by all vehicles at all times.
- 9.6. Members should take particular care when entering or leaving a rally site, particularly if the entrance is from a main road.
- 9.7. No unlicensed or learner driver shall be allowed to drive a vehicle, including a motor cycle or motorised scooter on any part of the rally site, the only exception being a genuine use of a motorised invalid carriage.
- 9.8. The movement of vehicles on a rally site should be discouraged other than for:
- 9.8.1. Entry and exit
  - 9.8.2. Re-siting
  - 9.8.3. Transport of essential group equipment
  - 9.8.4. Invalid carriages
  - 9.8.5. In particular motorcycles shall be used only for direct entry and exit, however, if the use of a motorcycle can benefit the running of a rally it may be used by a marshal on the authority of the host. The rider should wear a Hi-Vis jacket and hold a full licence for a motorcycle.
- 9.9. All members should be aware of the firefighting equipment available for use in an emergency. It is suggested that two fire extinguishers, one water, one foam or powder, be situated at an identified fire point. If barbeques are being used it is advisable to place a bucket of water adjacent to the motorhome for use in case of fire/grass fire. All group committee members shall be familiar with the use of the appliances. Each Group shall publicise the signal which individual members should use in the event of an emergency in their van (e.g. personal accident or sudden illness). This signal comprises of activation of the vehicles hazard warning lights together with the generation of as much noise as possible by shouting and/or operation of the vehicle's horn.
- 9.10. Animals shall be kept under control and physically restrained at all times. When tethered the length of lead shall not exceed 3m (10ft). Animals shall be exercised away from the rally field and fouling cleared immediately. Animals other than assistance dogs shall not be taken into halls, marquees, or Group tents.
- 9.11. The safety and behaviour of children at all time shall be the sole responsibility of the parents or guardians.
- 9.12. There shall be a clear differentiation between drinking taps and those for cleaning or rinsing of chemical toilets. Signs should be available for this purpose. The two uses shall never be combined.
- 9.13. Open fires shall be prohibited except fires lit and overseen by the Group Committee or Hosts and with the agreement of the landowner.
- 9.14. Groups should seek to plan and manage rallies carefully to reduce the risk (or impact) of overcrowding.
- 9.15. There is potential for overcrowding on rallies when:
- 9.15.1. The area allocated to the rally is of insufficient size to accommodate the number of motor caravans likely to attend



## THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS

9.15.2. The area available to the rally is reduced due to adverse weather conditions or any last minute constraint

9.16. The Options available are;

Case a)

9.16.1. Make the rally 'booking only' and do not accept casual or un-booked arrivals or

9.16.2. Accept, and allocate space to, firm bookings and then fill up the site on a 'first come first served' basis or

9.16.3. Accept no bookings and operate the whole rally on a 'first come first served' basis.

Case b)

9.16.4. Cancel the rally or

9.16.5. Allocate space to firm bookings, then fill up the site on a 'first come first served' basis

9.16.6. Allocate space on a 'first come first served' basis whether firm booking have been received or not

9.17. In either case the groups should:

- Survey the site to assess capacity and potential for problems
- Capacity – a packing capacity of no more than 30 motor caravans per acre should be planned.
- Capacity of hard standing:
- Nature of site - school or club playing fields are likely to be unavailable in bad weather conditions to avoid risk of damage.
- Advise members of risk:
- Inform group membership through rally booklet, The Motorcaravanner, or website of Group procedures for avoiding overcrowding.
- Use The Motorcaravanner, website and rally booklet to state capacity. i.e.: maximum number of motor caravans that can attend each rally.
- Take mobile telephone numbers with booking so that people may be warned in the event of last minute problems.
- On site management
- Plan the site in general it is likely to be more efficient to arrange vans in rows parallel to the longer side of a rectangular field. If possible stagger vans in alternate rows.
- Avoid untidy parking – remember that 6 vans parked 7.5m (25ft) apart takes as much room as 7 vans parked 6m (20ft) apart.
- Direct members to their pitch and park them in line with their immediate neighbour, taking care to allow sufficient room for access and exit to the pitch by driving forward.
- Alternatively, mark out the rally site with pegs allowing sufficient space for access to and exit from the pitch for emergency vehicles.
- Use rough areas and irregularly spaced areas for car parking.

9.18. Each Group should establish its own procedures, document them in its supplementary document, publicise them and observe them.

**THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS**

- 9.19. If difficult decisions have to be taken, like cancelling a rally or turning away members, they should not be left to an inexperienced host. A Committee member should be available to take the responsibility.
- 9.20. No cheques made out to individuals shall be accepted for payment or part payment of fees for rallies. All cheques shall be made out to The Motor Caravanners' Club \_\_\_\_\_ Group.