

THE MOTOR CARAVANNERS' CLUB LTD

CONSTITUTION FOR GROUPS

**THIS DOCUMENT SHOULD BE MADE
AVAILABLE FOR ALL MEMBERS TO READ**

**Issue 6
Amendment 3
September 2016**

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THE MOTOR CARAVANNERS' CLUB LIMITED – CONSTITUTION FOR GROUPS

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.

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1.6.10. A Group Committee is a body of elected and co-opted Group members and is responsible to the Group membership.

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

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may transfer to any other regional group. Appendix C provides the Procedure for transferring members to another Group.

- 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.

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.

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- 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.

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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.**

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

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- 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

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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 31st 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

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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.

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			
Total Opening Balance			(a)
<u>Income</u>			
Surplus from Rallies			
Surplus on Insignia			
Donations received			
Bank/Building Society interest			
Other (Itemised)			
Total Income			(b)
Totals			(c)

<u>Expenditure</u>			
Printing & distribution of Rally Programme			
Postage and Telephone			
Stationery			
Social expenditure			
Subscriptions & Donations			
Other (Itemised)			
Total Expenditure			(d)
			<u>Closing</u>

<u>Balances</u>			
Cash in hand			
Cash in current account			
Cash in deposit account			
Total Closing Balances			(e)
Totals			(f)
Of which is the Protected Fund			(g)

..... **Hon. Treasurer.** / /

Notes:

- 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).
- 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.
- (g) The amount which, if agreed and required, is the protected fund iaw para7.6

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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**)

.....

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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

Total (a)

Sales

Revaluations / write offs

Closing stock at cost / realisable value

Total (b)

Cash Account

Opening balance

Cash received from sales

Cash from Group funds

Total (c)

Cash purchases

Transferred to Group funds

Closing Balance

Total (d)

Signed: Insignia Officer _____ Date

Treasurer _____ Date

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

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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 Authority planning permission. The Group Committee shall liaise with the appropriate Local

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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 5th 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.

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- 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 fire fighting equipment available for use in an emergency. All group committee members shall be familiar with the operation of the equipment provided. Some form of audible alarm shall be provided and members made aware of it.
- 9.10. 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.
- 9.11. 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.
- 9.12. The safety and behaviour of children at all time shall be the sole responsibility of the parents or guardians.
- 9.13. 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.
- 9.14. Open fires shall be prohibited except fires lit and overseen by the Group Committee or Hosts and with the agreement of the landowner.
- 9.15. Groups should seek to plan and manage rallies carefully to reduce the risk (or impact) of overcrowding.
- 9.16. There is potential for overcrowding on rallies when:
- 9.16.1. The area allocated to the rally is of insufficient size to accommodate the number of motor caravans likely to attend

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

9.17. The Options available are;

Case a)

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

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

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

Case b)

9.17.4. Cancel the rally or

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

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

9.18. 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.

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

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- 9.20. 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.
- 9.21. 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.

APPENDIX A

REGIONAL GROUP STRUCTURE AS DEFINED BY POST CODE AND SPECIAL INTEREST GROUPS

A.1 SOUTH EAST REGION

02 Sussex

All codes within BN: plus GU 28-29: PO 18-22: RH 10-20: TN 3; 5-7; 19-22; 31-40

03 Surrey

All codes within CR: KT: SM: SW: TW: plus GU 1-10; 12; 15-16; 18-27: RH 1-9

04 Kent

All codes within BR: CT: DA: ME: SE: plus TN 1-2; 4; 8-18; 23-30

A.2 SOUTHERN REGION

08 East Wessex

All codes within SO: plus BH 24-25: GU 11; 13-14; 17; 30-36: PO 1-17: RG 21-29: SP 6; 10-11

17 West Wessex

All codes within DT: BH (except 24-25): SP (except 6; 10-11): SN (except 7; 14; 16)

23 Isle of Wight

PO 30-41

A.3 SOUTH WEST REGION

01 West Country

All codes within TA: EX

18 Avon

All codes within BS: BA: GL 08; 09; 11: SN 14;16

19 Channel Islands

20 South West Peninsula

All codes within PL: TQ: TR

A.4 EASTERN REGION

07 Anglia

All codes within IP: NR: CB (except 10-11): plus PE 1-7; 13-19; 26 onwards

10 East Midlands

All codes within LE: LN: NG: DE (except 13-14): plus DN 9-10; 31-40: PE 9-12; 20-25

22 Nene Valley

All codes within NN: plus MK 11: OX17: PE 8

A.5 HOME COUNTIES

06 Essex

All codes within CO: E: EC: EN: IG: N: NW: RM: SS: CM (except 20-21): plus CB 10-11

09 Chiltern

All codes within AL: HA: HP: LU: RG (except 21-29): SL: SG: UB: W: WC: WD: MK (except 11): OX (except 17): plus CM 20-21: SN 7

A.6 WEST AND WALES REGION

11 Severn Valley

All codes within GL (except 08; 09; 11): HR: WR: B (except 77 & 79): CV (except 13): DY (except 14): plus WS 1-5; 8-11; 16 onwards: WV 1-4; 12-14

12 NW Midlands & North Wales

All codes within CH: CW: LL: ST: SY (except 15, 16, 18, 23, 25): TF: plus B 77-79: DE 13-14: DY 14: L 41-49; 60-66: SK 1-12; 14-16: WA 4; 6-7; 13-16: WS 6-7; 12-15: WV 5-11; 12

21 South and West Wales

All codes in CF: LD: NP: SA: plus SY 15; 16; 18; 23; 25

A.7 NORTHERN REGION

13 Lancashire

All codes within BB: BL: FY: M: OL: PR: WN: plus L 1-39: LA 1-6: WA 1-3; 5; 8-12

14 Yorkshire

All codes within BD: HD: HG: HX: LS: WF: plus YO 1-14; 17-24; 26-40; 44 onwards: DL 6-11: DN 1-8; 11-12: S 1-17; 19-20; 22-31; 34-39; 46-79

15 Northern Counties

All codes within CA: DH: NE: SR: TS: DL (except 6-11): LA 6 onwards

27 Isle of Man

All codes within IM

24 Northern Ireland

All codes within BT

25 East Yorkshire

All codes within HU: plus YO 15-16; 25; 41-43: DN14

A.8 SCOTTISH REGION

16 Scottish

All codes within AB: DD: DG: EH: FK: G: IV: KA: KW: KY: ML: PA: PH: TD: ZE

A.9 EUROPE AND THE REST OF THE WORLD

19 Channel Islands

40 Europe

41 Rest of World

42 Republic of Ireland

43 Spanish Group

A.10 SPECIAL INTEREST GROUPS

52 Photographic Group (PIGs)

53 SERG

56 Country and Western

APPENDIX B

Procedures for Creating New Groups, Subdividing Groups, Amalgamating Groups and Closing Groups

B1. Procedure for Creating New Groups

- B1.1 A New Group may be formed in a geographic area not already covered by the existing Group structure or to provide for special interests.
- B1.2 A declared interest by 20 eligible Full Members (not more than one with the same membership number) is sufficient to enable a New Group to be created.
- B1.3 An individual full member may seek to establish interest in the creation of a New group by writing a letter to the Editor of the Magazine. The Editor will publish an announcement advertising a potential New Group in response to a request signed by 10 Full Members (not more than one with the same membership number) from a geographic area or sharing a special interest.
- B1.4 If an interest is declared by 20 eligible Full Members, then a designated representative (who must be an eligible Full Member) should write to the Club Administrator seeking approval to create a new Group. The Council will consider this request and permission to proceed may be granted.
- B1.5 If permission is granted the designated representative should call an Inaugural General Meeting (IGM) within 3 calendar months, by placing an announcement in the Magazine giving members a minimum of 28 days written notice of the date, time and venue of the IGM.
- B1.6 The primary business of the IGM shall be to:
- i Select a Chairperson for the meeting
 - ii Agree a name for the New group
 - iii Elect a Group Committee
 - iv Consider a programme of events
 - v Any other business
- And the meeting should be conducted in general accordance with Section 6.
- B1.7 Council will provide an initial grant of £100.00 (one hundred pounds) and may provide an interest free loan of up to £1000.00 (one thousand pounds).

B2. Procedure for Subdividing Groups

- B2.1 Two or more new groups may be formed from the resources of a single existing Group.
- B2.2 The decision to subdivide a group should be taken at a General Meeting of the Group and then referred to the Club Administrator for formal ratification by Council.
- B2.3 Following ratification by Council it will be necessary for at least one of the newly formed groups to hold an Inaugural General Meeting (IGM) in which case a minimum of 28 days written notice shall be given to members of the date, time and venue of the IGM(s). If one of the newly formed Groups continues to operate under the same name and with the same Group Committee then that Group need not hold an IGM.

- B2.4 The primary business of this IGM shall be to:
- i Elect a Chairperson for the meeting
 - ii Confirm the establishment of the New Group
 - iii Agree a name for the new Group
 - iv Elect a Group Committee
 - v Consider a programme of events
 - vi Any other business

And the meeting should be conducted in general accordance with Section 6.3 to 6.5.

- B2.5 A declared interest by 20 Full Members (not more than one with the same membership number) in an identifiable geographic area should be referred to the Group committee for resolution at a General Meeting of that Group. If the Group General Meeting does not support the request then the procedure laid down in Section 6.7 to 6.9 should be followed.
- B2.6 The Editor will publish an announcement advertising a potential subdivision in response to a request signed by 10 Full members (not with the same membership number) from an area.
- B2.7 If an interest is declared by 40 Full Members residing in the identifiable geographic area, then a designated representative (being a Full Member) should write to the Club Administrator seeking approval to subdivide Council will consider the request and approval to proceed may be granted. In this process Council may wish to review the request with the existing Group Committee and/or receive further evidence of the viability of the subdivision.
- B2.8 If approval is granted the designated representative should call an Inaugural General meeting by placing an announcement in the Magazine giving members a minimum of 28 days written notice of the date, time and venue of the IGM. The primary business shall be as laid down in para B2.4
- B2.9 When the two (or more) new groups are established the new Group Committee should agree the re-allocation of the monies, and other assets, of the original Group to the new Groups. If there is a failure to agree then the matter shall be referred to Council for arbitration. In general Council will rule that all monies and other assets shall be divided in the ratio of the membership of the new Groups. Council may call for an audit of the accounts and an evaluation of the assets at the Group's expense.

B3 Procedure for Amalgamating Groups

- B3.1 A New Group may be formed by the amalgamation of:
- i Two or more existing Groups
 - ii One or more existing Groups with parts of one or more existing Groups
 - iii Parts of two or more existing Groups
- B3.2 The decision to amalgamate two or more existing Groups, or one or more existing Groups with parts of one or more existing Groups, shall be taken at General Meetings of the Groups concerned.
- B3.3 This decision to amalgamate shall be referred to the Club Administrator for formal ratification by Council.
- B3.4 Following ratification the new Group shall hold an Inaugural General Meeting (IGM)

giving 28 days written notice of the date, time and venue of the IGM by publication in the magazine.

B3.5 The primary business of this IGM shall be to:

- i Elect a Chairperson
- ii Confirm the establishment of the New Group
- iii Agree a name for the New Group
- iv Elect a Group committee
- v Consider a programme of events
- vi Any other business

And the meeting should be conducted in general accordance with Section 6.

B3.6 The decision to amalgamate parts of two or more existing Groups should be taken at General Meetings of the Groups concerned, however a declared interest by Full members in an identifiable geographic area covering parts of two or more existing Groups may result in an amalgamation.

B3.7 Following a decision taken at General Meetings the procedure laid down in Section 6.3 to 6.5 shall be followed.

B3.8 Any amalgamation requested by Full Members in an identifiable geographic area should be referred to the Group Committees for resolution at General meetings of the Groups concerned. If the General Meetings of the Groups do not support the request then the procedure laid down in paras B3.9 to B3.11 shall be followed.

B3.9 The Editor will publish an announcement advertising a potential amalgamation in response to a request signed by 10 Full Members from that area.

B3.10 If an interest is declared by 40 Full members residing in the identifiable geographic area, then a designated representative (being a Full member) should write to the Club Administrator seeking approval to amalgamate. Council will consider this request and approval to proceed may be granted. In this process Council may wish to review the request with existing Group Committees and/or receive further evidence of the viability of the amalgamation.

B3.11 If the approval is granted, the designated representative should call an IGM by placing an announcement in the magazine giving Members at least 28 days written notice of the date, time and venue of the IGM. The primary business shall be as laid down in para 5.

B3.12 When one new group is formed by the amalgamation of two or more existing Groups then the monies, and other assets of the original Groups shall be aggregated to form the total assets of the New Group.

B3.13 When one or more New Groups are formed by the amalgamation of parts of existing Groups then the new Group Committees should agree the re-allocation of the monies, and other assets, of the original groups to the new groups. If there is a failure to agree then the matter shall be referred to council for arbitration. In general council will rule that all monies and other assets of each Group concerned should be reallocated in the ratio of the membership of the new groups. Council may call for an audit of the Group accounts and an evaluation of the assets at the group's expense.

B4 Procedure for Closing a Group

B4.1 A Group may be closed if:

- i A motion to that effect is passed at a general meeting of the Group
- ii A quorum is not achieved at a General meeting of the Group
- iii There are insufficient Officers and committee
- iv So decreed by Council

B4.2 In the event a decision is made to close a group then the group Secretary, or other designated representative, shall inform the Club Administrator. Council will consider the situation and decide whether to consider the closure temporary or permanent.

B4.3 Immediately upon notification of the closure of the Group, whether temporary or permanent, the Group Treasurer, or other designated representative, shall make up the group accounts to date and close all Bank or other accounts in the name of the Group. He/she shall also prepare a list of assets, including insignia stock. The monies and all group accounting records shall be transferred to the Club Finance officer who will hold them on behalf of the group until further notice. The list of assets shall be sent to the Club Administrator who will arrange for them to be stored and insured on behalf of the group until further notice.

B4.4 Upon closure, the Club Secretary, or other designated representative, shall arrange for the cancellation of all outstanding Club events or other commitments. The Club Finance officer will arrange for payment of any cancellation or other consequential costs, from the group funds.

B4.5 If Council rule the closure be temporary then they will arrange for an announcement to be placed in the magazine and on the Club website seeking volunteers from the Group to reopen the group using procedure in B.1.

B4.6 Any assets from the disbanded Group shall be valued and in the first instance offered to the Groups to which the members from the disbanded group have been relocated at this valuation. Failing this they shall be disposed of to the best advantage on the open market. The Club insignia officer shall be contacted about any club insignia for possible repurchase at cost or disposal instructions. Any proceeds shall be amalgamated with the funds of the disbanded Group. These funds shall then, after all expenses have been paid, be divided pro rata between the groups to which the members have been relocated.

APPENDIX C

PROCEDURE FOR TRANSFER TO ANOTHER GROUP

- C.1 If a Full Member, wishes to transfer to a Regional Group other than the one in which he resides he should complete a Group Transfer Form and forward it to the Secretary of the Group to which the Transfer is requested. If the receiving Group is prepared to accept the transfer the second part of the form should be completed and signed.
- C.2 The form should then be forwarded to the Club Administrator for the transfer to be completed. The relevant groups will be sent notification of the change.
- C.3 Blank copies of the Group Transfer Form can be obtained from the Club office and are in the form:-

GROUP TRANSFER FORM

Full Member(s)

Name/s

.....

Membership Number

I/We wish to transfer to
theGroup

Signature(s).....Date.....

.....
Date.....

The Committee of
.....Group

Is willing to accept this transfer to our Group

Secretary of New Group

Name.....

Signature.....

Date.....

Please forward completed form to the Club Administrator who will then notify the Member and the Secretaries of both Groups of the Transfer.

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APPENDIX D

SUPPLEMENTARY DOCUMENT

- D.1 The Constitution for Groups provides a framework within which all Groups are expected to function. As the character of individual Groups, and the circumstances under which they operate, differ it is recognised that a set of rigorous rules would be unlikely to suit all Groups, or cater for all situations. Therefore a degree of flexibility of operation is offered, however it is important to ensure that this flexibility is exercised in a responsible manner.
- D.2 The purpose of this supplementary document is for Groups to record their selected method of operation, thus ensuring a consistent Group management style as changes in Group Committees and Officers occur. With the degree of flexibility offered by the Constitution it is important that a supplement is prepared and observed with the same degree of diligence as the main document.
- D.3 In preparing the supplement a few simple rules shall be observed. These are:-
- a. The supplement shall support the Constitution
 - b. The supplement shall not contradict, or be in conflict with, or override any aspect of the Constitution.
 - c. The supplement should record the position of the Group on all issues where choice is offered
 - d. The supplement may contain any additional procedures the Group wishes to operate
 - e. The supplement should be prepared by the Group Committee for approval at a Group General Meeting
 - f. A copy of the supplement shall be submitted to the Club Office
 - g. The supplement shall be filed with the Constitution

D.4 A model for a supplementary document is:-

CONSTITUTION for GROUPS THAMESFORD GROUP SUPPLEMENT

This document records the selected options and additional procedures appropriate to the operation of the Thamesford Group.

The options selected are listed below and are referenced by the paragraph numbers of the Constitution

5. Group Administration

- 5.2 The Group Committee shall comprise of not more than ..., and not less than ..., Members
- 5.7 The voting procedure at a General Meeting shall be
- 5.10 Option 5.10..... has been adopted
- 5.11 Option 5.11..... has been adopted
- 5.20 Method for informing Members of Group Committee decisions is.....
- 5.21 The quorum for an emergency meeting of the Group Committee shall be

6. Administration

6.6.12 a. Set out procedure adopted to control voting at a General Meeting of the Group.

7. (1) FINANCE

The funds of the Group shall be held in an account with the
.....,
Address.....,
.....
Account No.....¹
Sort Code.....²

7.(2) State policy for accounting for capital expenditure i.e. depreciation or write off on purchase.

7(3) The Protected Fund of the Group shall be % of the combined total of monies held in any current or deposit account in the Group's name.

9. SAFETY

9.9 i.e Record details of Group alarm signal

9. RALLY SITE PLANNING

Set out procedure for the prevention of overcrowding at rallies.

Additional procedures operated by the Group are

(List any special procedures that are specific to the Group operation

e.g. List of other Officers to be appointed, Frequency of Committee Meetings etc.).

¹ Account number and sort code should be omitted in the copy displayed at AGMs etc

² Where a Group holds more than one account then details of each account shall be given.

APPENDIX E

TERMS OF REFERENCE – CHAIRPERSON

- E1 The Chairperson is the figurehead of the Group, and has overall responsibility for the proper conduct of the operations, leading by example.
- E2 The Chairperson should have a working knowledge of the Constitution for Groups and ensure that the members abide by it.
- E3 The Chairperson cannot hold any other position

Specific responsibilities include:-

- a) To conduct meetings as and when required, including group Committee meetings and Annual General Meeting. Such meetings should be managed impartially, allowing opposing viewpoints to be expressed, and reaching decisions by voting for or against, or abstaining. The Chairperson should request the Secretary to convene regular committee meetings in order to enable committee meetings to discuss matters of importance with regard to the running of the Group or whenever a communication from the Club Office requires a response or discussion.
- b) To ensure that the Supplementary Document required by paragraph 5.1 of the Constitution for Groups is agreed, published and adhered to.
- c) To ensure that the individual committee members carry out the duties assigned to them, and to take all practical steps to resolve any disputes as soon as practicable.
- d) To deal with any disciplinary issues if delegated by the Group committee in accordance with Appendix J
- e) With the help of the Hosts and Group Secretary to make a point of seeking out new members and making them welcome
- f) At rallies to chair at least one get together to thank the hosts and helpers, announce future events and formally welcome visitors and new members.
- g) To arrange for the Group to be represented at the Group's Conference by two persons, one of which should be a Committee Member, and to ensure that they report back to the Group.
- h) To give consideration to the need for Criminal Record Bureau checks to be carried out on any member who shall be working regularly with children or vulnerable people in accordance with the current legislative requirements. The cost of any such checks to be borne by the Group.
- i) To remember that the Group is part of the larger entity, and to act at all times in the best interest of the Club as a whole

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APPENDIX F

TERMS OF REFERENCE – SECRETARY

- F1 The Secretary is responsible for the administration of the Group. His/her name, telephone number and email address are published in the magazine and handbook and are therefore the first point of contact for the Group. Questions from other Groups or new members are most likely to be directed to the Secretary.
- F2 As custodian of the Group's copy of the Constitution for Groups and Supplementary Document the Secretary is required to make their contents known to the Officers and Committee and any other person wishing to read them. The Secretary is responsible for ensuring that all copies of the Constitution are kept up to date.
- F3 The Secretary's responsibilities include:-
- a) In conjunction with the Chairperson to arrange and give proper notice of Committee meetings.
 - b) To keep a minute book and to make minutes available for inspection by members. Ensure that members are made aware of any communications which may affect them by placing them on the notice board, announcements at coffee mornings, and the Group website.
 - c) To receive correspondence and notices from the Club Office and make sure that all Officers, Committee members and group members, where appropriate are made aware of such communications. To promptly respond to such communications as directed by the Committee.
 - d) To prepare and when agreed at the AGM to issue to the Club Office the Supplementary Document as required by the Constitution for Groups,
 - e) To maintain a record of Group membership, updating it to take account of new and lapsed members as notified by the Club Office,
 - f) To send a letter of welcome to all New Members together with a copy of the Rally programme,
 - g) To give notice of the Group's AGM in accordance with the constitution. To keep minutes of this meeting and to send a copy to the Club Office within 4 weeks of the AGM.
 - h) To liaise with the Rally Officer and Group's News Writer to ensure that the Group's rally programme and subsequent additions and amendments are submitted to the magazine editor and to the webmaster for inclusion in the magazine and web site.
 - i) To liaise with Rally Officer to ensure that any changes in start times and/or duration of a rally, which occur after the publication of Motor caravanner containing the original details, are notified to the Club Office
 - j) Each year, in conjunction with the Rally Officer, prepare a rally programme for distribution to Group members. The Club office will provide a set of address labels for Group members and will reimburse the cost of 2^d class postage.

- k) To provide the Rally officer with copies of the Certificate of Exemption and where necessary assist in the preparation of a Tenancy Agreement.
- l) To arrange adequate insurance cover, if required, for Group equipment and organise payment of the premium with the group treasurer. This can be done through the Club Office.
- m) In the event of a change of Secretary at any time, all computer discs, files, records and paperwork including correspondence must be handed to the new secretary. If the change takes place at the AGM then the minutes of the AGM should be completed by the outgoing secretary and sent to Club Office within 4 weeks.
- n) All records listed above shall be archived for a period of not less than 6 years.

APPENDIX G

TERMS OF REFERENCE – TREASURER

G.1 The Treasurer is responsible for the safe custody and proper reporting of the Group's finances, as set out in the Constitution for Groups.

G.2 The Treasurers responsibilities include:

G.2.1 To open and maintain a Bank Account with 2 signatories to sign cheques, or to authorise internet transactions, who shall not be joint members or a relative or dependant of any other designated signatory. Sufficient signatories should be appointed to ensure that two are likely to be available. Suggest 4 in total. An internet only banking account is not acceptable

G.2.2 If required to open a savings/deposit account in the group's name with two signatories who shall not be joint members or a relative or dependant of any other designated signatory.

G.2.3 To bank cash and cheques as soon as possible

G.2.4 To keep written records and receipts to enable accounts to the year ending 31st July to be produced in the format stipulated. These should be inspected and certified by the Accounts Examiner appointed at the previous AGM. The accounts signed by the Treasurer and Accounts Examiner should be produced at the AGM for approval by the members. To deal with any questions raised by the members

G.2.5 To keep the Committee informed of the state of the Group's finances from time to time

G.2.6 To agree with the Committee the way in which rally fees will be collected

i) by the Treasurer or

ii) by the Host

If option ii) the Treasurer will provide the Host with the format in which to record the attendance and the amounts received. It should be agreed whether the fees will be collected on entry, in the evening or at coffee morning.

The options should be recorded in the supplementary document

G.2.7 Ensure that there is a policy for establishing the price of each rally in conjunction with the Rally Officer and that the policy is implemented

G.2.8. Where possible attach receipts to petty cash vouchers relating to any reimbursement to Hosts. Hosts should be informed of their available budget for the rally

G.2.9. Other than reimbursements to Hosts, payment of authorised expenditure should be by cheque. Where site fees are paid in cash a receipt should be requested

G.2.10. To be conscious of security at all times when carrying money belonging to the Group.

G.2.11. To consider whether the group should insure their equipment and if agreed make the necessary arrangements. This can be done through a Club policy details can be obtained from the Club Administrator. The treasurer should provide details of items to be covered under the Club policy.

G.2.12. To pass all paperwork, account books, bank statements, computer records,

cash and chequebooks etc, relating to the Group, to the succeeding treasurer immediately, whenever there is a change, be this during the year or at the AGM. To take all necessary steps to facilitate the change of signatories with the Bank

G.2.13. To store all paperwork etc, for a period of 6 years

G.2.14. At the AGM to propose an individual to act as Accounts Examiner for the following year

G.2.15. Monies taken in payment for a holiday rally/special event shall be placed in a special account in the Groups name with two signatories (preferably not from the same family). Money shall not be held in the personal account of the rally organiser

G.12.16 Detailed accounts of the income, expenditure and surplus/deficit of such rallies/events must be produced as part of the Financial and Accounting information supplied to members at the Group AGM and agreed by the account certifier. The accounts should be sent to the Club office within 4 weeks of the AGM

G.3 All holiday rallies, special events and similar where the projected turnover is anticipated to be in excess of £10,000 must be referred to the Club Office for guidance on structure and potential Tax and revenue implications prior to any commitments being undertaken

G.4 This appendix must be read in conjunction with Section 7 - Group Finance

APPENDIX H

TERMS OF REFERENCE – RALLY OFFICER

- H1 The Certificate of Exemption enables Groups to hold rallies for up to 5 days with the Landowner's permission. When booking a rally the Rally Officer should send a copy of this to the Landowner – copies are available from the Group Secretary. The Certificate of Exemption should be displayed at each rally.
- H2 The Club holds Public Liability insurance and the Group Secretary can provide written evidence of this to the Rally officer for production to the Landowner where required.
- H3 The Rally Officer's responsibilities includes:-
- a) Booking the Group rallies for the following year (January – December). The records from the previous Rally Officer may contain contact details and useful information. In planning the year start with Bank Holiday weekends and the national Rally. Take into account dates for special events and then fill in gaps bearing in mind the whole of the group's area.
 - b) Try to negotiate the price with the Landowner and before booking the rally confirm with the Treasurer that the rally costs will be acceptable to the Group
 - c) When a site has been booked confirm in writing all the details to the Landowner and request written acknowledgement. Keep all details and correspondence in a file for future reference. Three weeks before the rally telephone the landowner to check that everything is alright.
 - d) Where possible rallies should be booked and confirmed in time for the AGM. The Rally Officer should present the rally programme to the members as part of the members meeting and arrange the hosts. It is useful to have a set of instructions for Hosts who should receive a package containing booking in forms, direction sign, drinking water and elsan disposal signs. Where appropriate an account sheet for the rally. It is the responsibility of the Host to inform the committee of any items of equipment required for the rally.
 - e) In conjunction with the Group Secretary arrange for the publication of the Rally programme and distribution to members.
 - f) In October send a full list of rallies to the Council Member responsible for the preparation of the Handbook within 14 days of the Group AGM. In November, no later than the 20th, send a complete printed list of rallies including directions, prices, and hosts to Webmaster and Magazine Editor for insertion in the diaries. These copies should, if possible be sent electronically. In liaison with the Secretary and News writer to ensure that all additions, amendments, and cancellations are sent to the Webmaster and Editor.
 - g) To liaise with the Secretary to ensure that any changes in start times and/or durations of a rally, which occur after the publication of the Motorcaravanner containing the original details, are notified to the Club Office

APPENDIX J

DISCIPLINARY PROCEDURE

J1 Introduction

J1.1 All Members of the Club are expected to:

- a. conduct themselves in a responsible manner
- b. comply with the instructions of the Group Committee and Rally Hosts
- c. have due care and consideration for fellow Members and the general public and
- d. observe the requirements of the Articles of Association and the Constitution for Groups

The disciplinary procedure has been formulated to protect the membership and the good name of the Club in the event of persistent or flagrant violation of acceptable behaviour by individual Members.

J1.2 The Groups are encouraged to deal with minor misconduct at Group Committee level and the procedure for this is set out in J2. Groups are expected to refer cases of serious misconduct and persistent or repeated minor misconduct to Council for resolution and section J3 deals with this.

J2 Group Procedure

J2.1 The Group may deal with any act of minor misconduct by a small sub-committee (minimum of 3) of Group Committee Members which should include the Chairperson or Vice-Chairperson.

J2.2 In the event of the alleged minor misconduct being observed or reported to the Committee the Member concerned shall be interviewed by the sub-committee and the circumstances of the alleged minor misconduct recorded. The Member may be asked to leave the Rally. If and only if the Member concerned disputes the circumstances of the alleged misconduct should it be necessary to interview any witnesses. If witnesses are interviewed then a written summary of their evidence should be taken.

J2.3 If the Member acknowledges misconduct, or if it is determined that misconduct occurred, then the Member shall be issued with a verbal warning. This warning shall make it clear that no further action will be taken against the Member concerned unless subsequent misconduct occurs, when the circumstances of this misconduct would be taken into account. If it is determined that there was no misconduct the Member shall be advised that the matter is closed.

J2.4 A written account shall be kept of any disciplinary interview and the action taken and shall form part of the Group records. A copy of this shall be given to the Member concerned. If the misconduct has occurred away from the Members home group then a copy of the record should be sent to the Secretary of the home Group for information purposes only.

J2.5 If a Member appears to be guilty of persistent or repeated minor misconduct the procedure set out in J.3 will apply.

J3 Council Procedure

J3.1 In the case of serious misconduct, persistent or repeated minor misconduct this will be dealt with initially by a quorum of the Group committee to include either a Chairperson or Vice-Chairperson. The Quorum shall have the power to suspend the Members membership including that of any linked Full or Associate Members until determination of the matter by Council. Any suspension shall be reported immediately in writing to the Club Administrator who shall notify all group secretaries.

J3.2 In such case the Member concerned shall be advised that the circumstances of the alleged misconduct is being referred to Council for resolution. No discussion shall be entered into as it might prejudice the Council's investigation.

J3.3 A sub-committee of the Group committee (minimum of 3) to include the Chairperson or Vice-Chairperson shall arrange for a report to be prepared for Council within 4 weeks of the alleged misconduct. The report should contain:

- a. a summary of the circumstances of the alleged misconduct including the names of all parties involved
- b. a summary of the available evidence
- c. written reports from witnesses
- d. details of any previous warnings or suspension issued to the Member concerned
- e. details of any police involvement (including names of police officers, Incident number and what if any action has resulted)
- f. statement from Member concerned

J3.4 Council reserve the right to rule on what is and what is not a serious misconduct and Council will not attempt to rule on such matters unless Council are completely satisfied that the issue is appropriate.

J3.5 Council shall appoint a Disciplinary Committee to consider the matter which shall include 5 Full Members including the Club Chairperson or Vice-Chairperson. The Chairperson of the Group, unless he/she is the alleged offender, will be invited to sit on the Disciplinary Committee convened by Council for the purpose of reviewing and investigating those matters referred to them. No Member involved in the disciplinary matter or related to anyone involved shall be on the disciplinary committee.

J3.6 The Member will be invited to attend the Disciplinary Committee at his own expense and can speak in his own defence. If the Member wishes he can appoint another Member to speak on his behalf.

J3.7 The Disciplinary Committee shall sit within 8 weeks of its formation. In exceptional circumstances or where a matter is complex the Disciplinary Committee can apply to Council for an extension of time. The Council shall make its determination within 8 weeks of receipt of the report.

J3.8 The Member shall be advised in writing of the decision of the Council and a copy shall be sent to the Club Administrator to be kept as part of the Club records. The Club Administrator shall issue details of any cancellation of membership to Group Secretaries and Trade Show Organisor.

J3.9 Where the Disciplinary Committee determine that a person's membership will not be renewed or will be suspended or removed then that person (and any person using the same membership number) will not be allowed to visit or to participate, in any way, in any rally or activity which is being run by the Motor Caravanners' Club or to attend any designated Motor Caravanners' Club area at a Trade Show or any outdoor event to which the Motor Caravanners' Club has been invited.

APPENDIX K

ORGANISATION OF RALLIES

K1 Organisation

The Motor Caravanners' Club holds an Exemption Certificate which like other recreational organisations means we can rally on land without a site licence or the need to apply for planning permission. A certificate is issued under Section 2 and the First Schedule to the Caravan Act and Part 5 Class A of the Town and Country Planning (General permitted Development) Order 1995 allows the use of land as a touring caravan site (in this context touring caravan include a motorhome or campervan) where a caravan certificate has been issued.

Paragraph 6 of the First Schedule of the Caravan Act allows us to use a site for a meeting of its members lasting not more than five days. This is interpreted as meaning 5 x 24 hours beginning from when the site is first occupied by a rally host or any member. The meeting must be supervised by a member appointed for the purpose and non-members are not permitted to attend. Guests or potential members shall not be allowed to stay overnight in their unit unless the rally is on a commercial site.

The Touring Caravan Exemption Certificate held by the Club does not allow tents except for pup tents for children.

The exemption certificate gives us the freedom to rally wherever is suitable with the landowners consent but it does carry certain responsibilities. The organisation must be properly formed and have a constitution and its objectives must include the encouragement or promotion of recreational activities. To show that the criteria have been met the Club must have a formal Code of Conduct which its members must comply with.

The responsibility of holding a certificate includes the following areas of good practice:

- ☐ take adequate steps to minimise the impact of their activities. Noise, road congestion and units overlooking local properties are the most frequent complaints
- ☐ sensitive to concerns of local residents who may be affected by frequent or large scale camping and to avoid overuse of a popular site.
- ☐ to thoroughly investigate complaints made about the activities of the Club or its members
- ☐ named officer is responsible for certificate and ensuring a copy is available for display and inspection at all events.

DEFRA has produced bio security guidance for anyone who visits land or premises with farm animals. It is important to ensure that good hygiene practices are in place. Guidance is available from DEFRA website at <https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs> or DEFRA helpline 0044 2072386951. The farmer should also be able to provide the necessary advice.

It is permissible for two separate organisations to rally on the same site with permission from the land owner. Both organisations must hold a certificate of exemption and the rally areas must be clearly delineated. Each rally must be under the control of a nominated person. Where the site is within a National Park the Rally Officer should notify National Park Rally Coordination Centres of their intention to rally by 30th May of the year before the rally. It may be possible to negotiate a shorter period of notice but this is at the discretion of the National Park.

If a Local Authority objects to land being used for rallying they can apply for an order under paragraph 13 of the Caravan Act. This means a site licence or planning permission would be

required.

K.2 Code of Conduct

One named member of the Group (the Host) appointed by the Group Committee is to be responsible for the conduct of any rally or other event and for ensuring that those who attend comply with this code. All members should be aware of The Countryside Code, The Caravan Code and the Seashore Code which are reproduced in Appendix M.

K.3 The Venue

- 3.1 The Club will take reasonable steps to satisfy themselves that the site to be used is not subject to a relevant order under paragraph 13 of the First Schedule to Caravan Act and that it is not one where planning permission has been refused or where enforcement action has been taken. The Local Authority for the site should be able to deal with an enquiry.
- 3.2 The Club will consult the Local Authority before meeting on land adjacent to sites for which planning permission has been granted i.e. next to a permanent or commercial site.
- 3.3 The Club will agree to move from and avoid any site to which the Local Authority maintains a valid objection.
- 3.4 The Club will not meet on sites adjoining a certified location unless the proposed site is clearly differentiated and the risk of interference with local people and other users is minimal.
- 3.5 The Club will take reasonable steps to ensure that the siting of units does not unduly interfere with the activities of local people, their privacy or the enjoyment of their property. The Club will ensure that the siting of units does not interfere with the enjoyment by others of the landscape, natural beauty or nature conservation value of the area, particularly in areas designated for their landscape or wildlife qualities.
- 3.6 The Club should not overuse any venue therefore liaison between adjoining groups is essential.
- 3.7 Rallies on unstable land or on land prone to flooding should be avoided.

K.4 Nuisance

- 4.1 Local people should be able to carry on their normal activities when rallies are in progress. The Group will take reasonable steps to minimise disturbance and will investigate and deal with the causes of any complaints made in accordance with the guidelines for disciplinary procedures.
- 4.2 Care should be taken not to damage the site or the immediate locality. Trees, wildlife, fences, buildings equipment and stock should all be respected.
- 4.3 Domestic animals belonging to members of the Club, or their visitors, will be kept on a lead and under close control. They will not be allowed to run loose on the site or cause disturbance to local people or animals. They will be exercised away from the units and those parts if the rally site used for communal activities. Any mess shall be cleared up.
- 4.4 The Host will identify open space suitable for the playing of games which might otherwise intrude upon or constitute a danger or annoyance to others at the rally.
- 4.5 Noise should be kept to a minimum for the comfort of others on the rally as well as people who live or work nearby. Group activities held in the open, or in tents or marquees, should finish at 11pm. Activities held in permanent structures should finish by midnight.
- 4.6 The rally field shall be inspected at the end of the rally. Any damage should be reported to the landowner. Any litter should be removed.
- 4.7 Generators shall not be used between the hours of 8pm and 8am or to comply with Group

rules if more restrictive.

- 4.8 The Group Committee should ask members to leave the site if they behave in an unseemly manner, fail to comply with instructions from the Host or Group committee or disregard Club rules. The Group Committee should also invoke the disciplinary procedure specified in Appendix J

K.5 Public Health

- 5.1 Adequate drinking water supplies shall be available: a separate supply of water should be available for the purpose of cleaning or rinsing toilets. These should be clearly marked.
- 5.2 Arrangements shall be made for the disposal of waste water and chemically treated sewerage, these shall be agreed with the landowner and shall take full account of the need to safeguard water supplies and to avoid the pollution of rivers, streams or other sensitive areas of water or land.
- 5.3 When disposal points have had to be excavated they shall be filled in with the excavated earth at the conclusion of the rally. Disturbed turf should be replaced.
- 5.4 When arrangements are made for the collection of refuse, the method of disposal shall be agreed with the landowner. If no arrangements are possible then the members should be informed on arrival to take their refuse home.

K.6 Safety

- 6.1 Members shall observe all Club and Group safety instructions and shall be aware of all Group safety precautions, equipment and procedures.
- 6.2 The addresses, telephone numbers and availability of local emergency services shall be displayed.
- 6.3 Members shall observe all Club and Group safety instructions and shall be aware of all Group safety precautions, equipment and procedures.
- 6.4 Members shall be responsible for the behaviour and safety of children in their care, and for their own personal safety at all times. They shall, at all times, be alert to the safety of other members and the general public.
- 6.5 Members shall not light open fires on the rally field and may only use barbecues with the permission of the landowner. They shall exercise extreme care in their siting and use, and a fire extinguisher should always be readily available.
- 6.6 Members should carry a fire blanket and a well maintained and suitable fire extinguisher with BSI and/or FOC approval. Members should be familiar with the operation of that equipment. Members should position a bucket filled with water adjacent to their motor caravan.
- 6.7 Members should carry a first aid kit.

K.7 Road safety and Access

- 7.1 In popular holiday areas at peak times (e.g. Bank Holiday) movement of motor caravans should be arranged outside periods of heaviest road use.
- 7.2 The starting time of rallies arranged at, or near, schools shall be by arrangement with the school or local authorities.
- 7.3 Rally venues should not be used if the access roads are so narrow or twisting that motor

caravans, particularly large motor caravans, could prevent other traffic passing.

7.4 Rally venues should be avoided where the access is directly from a busy major 'A' road.

7.5 The access to the rally field should be of adequate width, easily negotiable and clearly indicated.

K.8 Code of Conduct for Rally Goers

8.1 Unless otherwise advised all rallies start at 4pm. Any member arriving before the start time should be asked to return at the correct time as the public liability insurance is not in force until that time.

8.2 Members should ensure their motor caravan conforms to HM Revenue and Customs regulations and are maintained in a roadworthy condition. Members should ensure their vehicle is insured.

8.3 Members should not play ball games, fly kites or model aircrafts on the rally field except in the areas specifically designated. Members shall not use catapults, airguns or other weapons on the rally field under any circumstances.

8.4 Members shall not use generators between the hours of 8pm and 8am or comply with the Group rules if different.

8.5 Members should report any damage to the Hosts

8.6 Members shall empty their toilets only at the disposal point provided for that purpose. Members shall not use water directly from drinking water taps to clean or rinse their toilets. If a separate water supply is not provided then water shall first be collected in a clean container for use at the disposal point.

8.7 Members shall empty grey water only at the disposal point provided for that purpose. Members shall not allow grey water to overflow and foul the ground.

8.8 Members shall exercise extreme care when moving their motor caravan at all times, but particularly when the ground is wet and damage to the field could result.

8.9 All members and visitors shall conform with the instructions of the Host on all matters relating to the running of the rally.

8.10 Members should exercise caution on the roads at all times, particularly when approaching, entering or leaving the rally field, especially when rallies are adjacent to schools

8.11 Members should avoid travelling to, or from the rally in a convoy of more than three motor caravans. The police now have power to stop and question vehicles in convey as part of the legislation controlling the movement of 'new age travellers'

K.9 Group safety in Marquees or Group tents

9.1 No smoking, candles or naked flames in any shelter.

9.2 Marquees should have an adequate gangway from one end to the other. If there are over 50 people in the marquee two exits have to be provided 1.05 metre wide.

9.3 Gas cylinders should be placed outside the marquee, and water urns heated with the minimum number of people in the marquee. Members shall observe all Club and Group safety instructions and shall be aware of all Group safety precautions, equipment and procedures.

9.4 Heating appliances, not fixed in position or using naked flames should not be used while

people are present. The blower type gas heaters should never be used in a marquee or tent.

9.5 Marquees should be made from a flame retardant fabric to BS5438. Over a period of time this will diminish, and can be replaced by a D.I.Y spray

9.6 Fire extinguishers should be sited at all entrances to the marquee – dry powder 3 or 6 kilo ABC powder

9.7 A generator should be placed outside and well away from the marquee walls, and electric lights hung well away from the roof

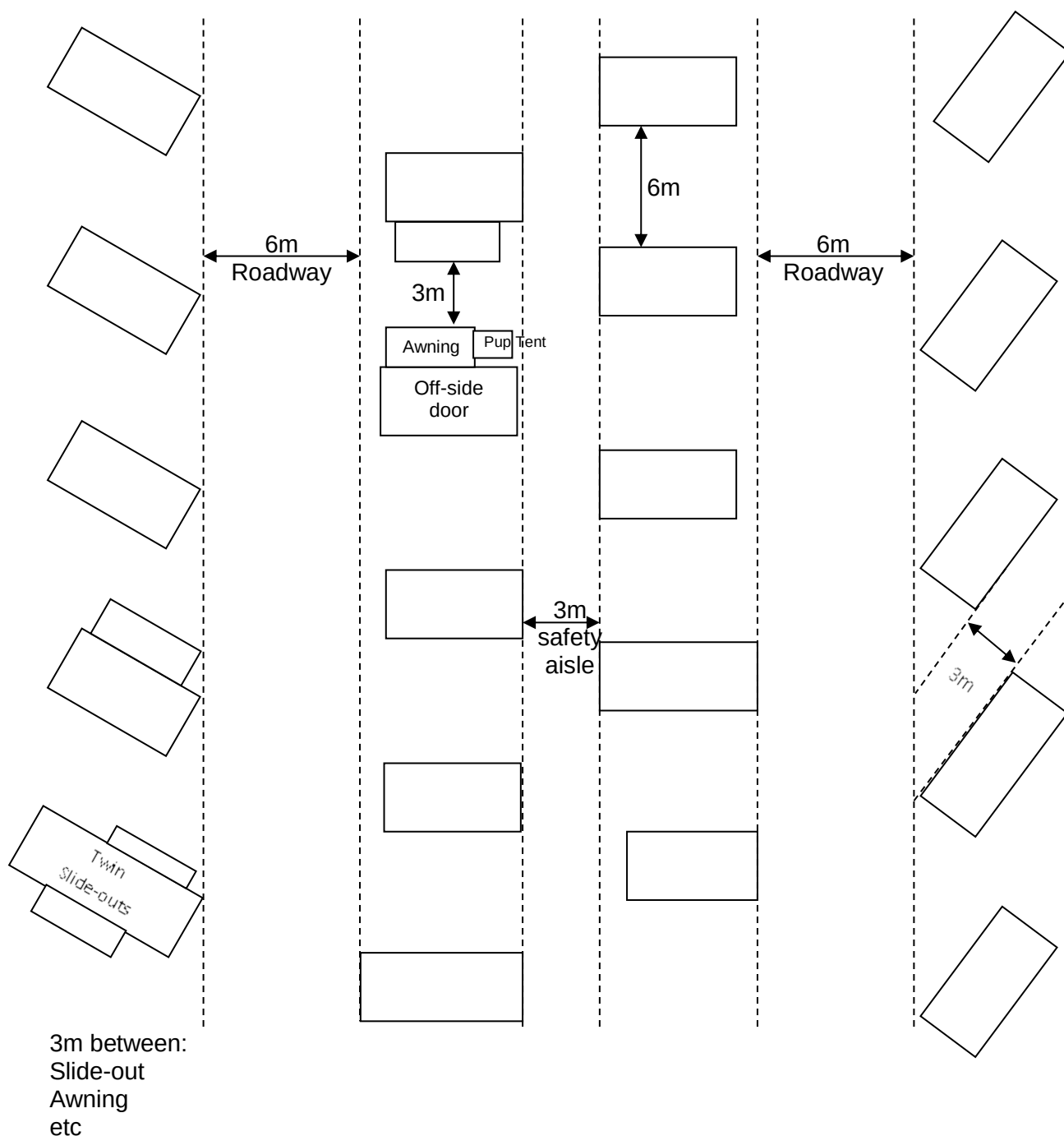
K 10 Gas and Electrical Equipment

10.1 All gas pipes should be renewed every 5 years and have been tested to BS3212 standard. Gas regulators should also be replaced every 5 years.

10.2 All group electrical equipment should be tested in accordance with the PAT regulations.

APPENDIX K ANNEX 1

'Staggered' or 'off-set' parking can improve perception about personal space



All vehicles able to drive out forwards

Units include: Motor Caravan, Caravan, plus annexes, awnings, gazebos & pup tents (not tents or trailer tents)

Any second or towing vehicles use designated 'car park'

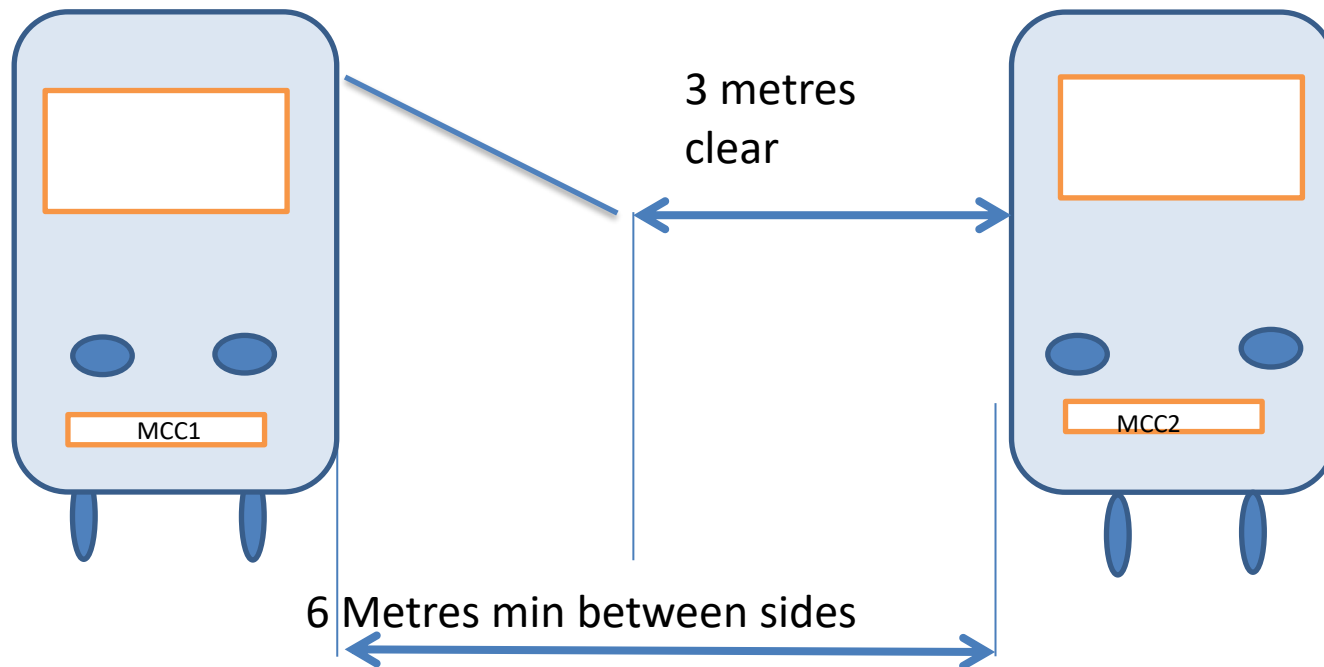
6Mtrs between facing sides of units

3 mtrs between each unit including awnings

6 mtrs clear roadway

Reference: Caravan Sites and Control of Development Act 1960

Section 5: Model Standards for Touring Caravan Sites 1983



This is the pitch spacing requirement, as set out in our exemption certificate, and is contained in this document and more recently in our risk assessment. They are specific and should not be compromised

Appendix L

Certificate of Exemption And Tenancy Agreement

L.1 Certificate of Exemption

Rallies organised on un-certificated sites shall be authorised through application of the Certificate of Exemption (C of E) granted to the Club. The issuing authorities for the C of E are:-

England – Camping and Caravanning Exemption Teams, ground floor Zone A, Natural England, Eastbrook, Shaftesbury Road, Cambridge, CB2 8DR

Scotland – The Scottish Government, Housing Markets and Supply Division, 1J South Victoria Quay, Edinburgh EH6 6QQ

Wales – The Welsh Assembly Government, Decisions Branch, Planning Division, Welsh Assembly Government, Cathay's Park, Cardiff, CF10 3NQ

Northern Ireland – Dept. of the Environment, Belfast BT2 7BN

L.2 A statement certifying this shall be made available to the landowner and the Local Authority for such rallies. A facsimile of this certification is reproduced below

GROUP RALLY TO BE HELD AT:-

ON:-

This is to certify that the rally to be held, as detailed above, has been approved by the Council of Management as an official Club Rally under the terms of the Certificate of Exemption granted to the Club under the Caravan Sites and Control of Development Act, 1960.

The Rally Officer shall ensure that the rally is conducted in accordance with the "Code of Practice for the Organization of Rallies" and any untoward incident reported to the Club Office. The Local Authority in whose area the site is situated may request confirmation that the Club has a Certificate of Exemption under The Caravan Sites and Control of Development Act, 1960.

The Rally is covered by the Club's PUBLIC & THIRD PARTY LIABILITY INSURANCE POLICY.

For and on behalf of the Motor Caravanners' Club.

Group Secretary

Date

L.3. Tenancy Agreement

In order for the C of E to be valid for authorisation of rallies of over five days duration it is necessary to demonstrate that the Club has an interest in the land being used as a site. This can be achieved by the negotiation of a tenancy agreement between the Group and the landowner. When negotiating Groups should seek to draw up an agreement based the following model.

AN AGREEMENT

made the day of Two thousand and
between of
..... (hereinafter called 'The Landlord') of the first part and
..... Group of the Motor Caravanners' Club
Limited (hereinafter called 'The Tenant') of the other part.

IT IS HEREBY AGREED as follows :-

THE LANDLORD lets and the Tenant takes the piece of land situate,
and known as in the County of.....
(O.S.) which is for the purpose of identification only shown
edged with red on the attached plan (hereinafter referred to as 'The
Site') together with a Right of Way, shown coloured brown on the plan,
over land adjoining the said Site for the purpose of access with or
without vehicles by the Tenant, and all persons authorised by the Tenant,
for the term of days/weeks from the day of
..... Two Thousand and at a rent of £.....
inclusive per unit per unit night payable in *advance/arrears.

IN CONSIDERATION of the said agreement the Tenant agrees with
the Landlord as follows :-

1. TO pay the said rent at all times aforesaid
2. NOT to use the said Site other than for the purpose of a Camping/
Caravan site.
3. NOT to erect any buildings on the said Site other than necessary
temporary structures which will be removed at the end of the said term.
NOT to assign the benefit of this Agreement.

* delete as applicable

PROVIDED IT IS AGREED as follows :-

1. That the Tenancy is granted in the knowledge that the Tenant is in possession of an Exemption Certificate granted under the provision of Clause 12 of the First Schedule of the Caravan Site and Control of Development Act 1960 and has advised the Local Authority, in which the site is located, who have expressed no valid objection in respect of the Site.
2. That during the term of the Tenancy the Tenant's Public & Third Party Liability Insurance will be in force.

AS WITNESS whereof the parties have hereunto set their hands the day and year first above written.

SIGNED on behalf of the Landlord).....
in the presence of :-).....

SIGNED on behalf of the Tenant).....
in the presence of).....

In the event no agreement is reached Groups shall apply to the Local Authority for planning permission.

APPENDIX M

M.1 THE COUNTRYSIDE CODE

This applies to England and Wales. Scotland has its own Outdoor Access Code

M1.1 Be Safe – plan ahead and follow any signs

- ☐ Even when going out locally, it's best to get the latest information about where and when you can go. For example, your rights to go onto some areas of open land may be restricted while work is carried out, for safety reasons, or during breeding seasons. Follow advice and local signs, and be prepared for the unexpected.
- ☐ Refer to up-to-date maps or guidebooks or contact local information centres.
- ☐ You're responsible for your own safety and for others in your care, so be prepared for changes in weather and other events. Visit www.countrysideaccess.gov.uk for links to organisations offering specific advice on equipment and safety, or contact visitor information centres and libraries for a list of outdoor recreation groups.
- ☐ Check weather conditions before you leave, and don't be afraid to turn back.
- ☐ Part of the appeal of the countryside is that you can get away from it all. You may not see anyone for hours, and there are many places without clear mobile phone signals, so let someone know where you're going and when you expect to return.
- ☐ Get to know the signs and symbols used in the countryside.

M1.2 Leave gates and property as you find them

- ☐ Please respect the working life of the countryside, as our actions can affect people's livelihoods, our heritage, and the safety and welfare of animals and ourselves.
- ☐ A farmer will normally leave a gate closed to keep livestock in, but may sometimes leave it open so they can reach food and water. Leave gates as you find them or follow instructions on signs. If walking in a group, make sure the last person knows how to leave the gate.
- ☐ If you think a sign is illegal or misleading such as a 'Private-No Entry' sign on a public footpath, contact the Local Authority
- ☐ In fields where crops are growing, follow the paths where possible.
- ☐ Use gates, stiles or gaps in field boundaries when provided – climbing over walls, hedges and fences can damage them and increase the risk of farm animals escaping
- ☐ Our heritage belongs to all of us – be careful not to disturb ruins and historic

sites

- ☐ Leave machinery and livestock alone – don't interfere with animals even if you think they're in distress. Try to alert the farmer instead.

M1.3 Protect plants and animals and take your litter home

- ☐ We have a responsibility to protect our countryside now and for future generations, so make sure you don't harm animals, birds, plants or trees.
- ☐ Litter and leftover food doesn't just spoil the beauty of the countryside, it can be dangerous to wildlife and farm animals and can spread disease – so take your litter home with you. Dropping litter and dumping rubbish are criminal offences.
- ☐ Discover the beauty of the natural environment and take special care not to damage, destroy or remove features such as rocks, plants and trees. They provide homes and food for wildlife, and add to everybody's enjoyment of the countryside.
- ☐ Wild animals and farm animals can behave unpredictably if you get too close, especially if they're with their young – so give them plenty of space.
- ☐ Fires can be as devastating to wildlife and habitats as they are to people and property – so be careful not to drop a match or smouldering cigarette at any time of the year. Sometimes controlled fires are used to manage vegetation, particularly on heaths and moors between October and early April, so please check that a fire is not supervised before calling 999.

M1.4 Keep dogs under close control

- ☐ The countryside is a great place to exercise dogs, but it's every owner's duty to make sure their dog is not a danger or nuisance to farm animals, wildlife or other people,
- ☐ By law, you must control your dog so that it does not disturb or scare farm animals or wildlife. On most areas of open country and common land, known as 'access land' you must keep your dog on a short lead on most areas of open country and common land between 1st March and 31 July, and all year round near farm animals.
- ☐ You do not have to put your dog on a lead on public paths, as long as it is under close control. But as a general rule, keep your dog on a lead if you cannot rely on its obedience. By law, farmers are entitled to destroy a dog that injures or worries their animals.
- ☐ If a farm animal chases you and your dog, it is safer to let your dog off the lead – don't risk getting hurt by trying to protect it.
- ☐ Take particular care that your dog doesn't scare sheep and lambs or wander where it might disturb birds that nest on the ground and other wildlife – eggs and young will soon die without protection from their parents.

- ☐ Everyone knows how unpleasant dog mess is and it can cause infections – so always clean up after your dog and get rid of the mess responsibly. Also make sure your dog is wormed regularly to protect it, other animals and people.
- ☐ At certain times, dogs may not be allowed in some area of access land or may need to be kept on a lead. Please follow any signs. You can also find out more by phoning the Open Access Contact Centre on 0845 100 3298.

M1.5 Consider other people

- ☐ Showing consideration and respect for other people makes the countryside a pleasant environment for everyone – at home, at work and at leisure.
- ☐ Whether you're walking on your own or with a large group, you'll have an impact on the local environment. Follow these brief rules to make it more pleasant for visitors and locals alike.
- ☐ Busy traffic on small country roads can be unpleasant and dangerous to local people, visitors and wildlife – so slow down and, where possible, leave your vehicle at home, consider sharing lifts and use alternatives, such as public transport or cycling. For public transport information, phone Traveline on 0871 200 22 33 or use your local sources of information.
- ☐ Respect the needs of local people – for example, don't block gateways, driveways or other entry points with your vehicle.
- ☐ Keep out of the way when farm animals are being gathered or moved and follow directions from the farmer.
- ☐ When riding a bike or driving a vehicle, slow down for horses, walkers and livestock and give them plenty of room. By law, cyclists must give way to walkers and horse riders on bridleways.
- ☐ Support the rural economy – for example, buy your supplies from local shops.

M.2. THE CARAVAN CODE

M2.1 The Caravan

- ☐ Whether trailer or motor caravan it is a vehicle specifically for caravanning. Its appearance and colour are appropriate and do not offend public opinion.
- ☐ It is regularly serviced so that it is safe in all respects when touring on the road, and on site.

M2.2 On the Road

Selection of trailer caravan and towing vehicle allows adequate performance in line with the Towing Code, namely:

- ☐ The actual laden weight of the caravan should be kept as low as possible and should never normally exceed the kerb weight of the towing vehicle.
- ☐ The engine is powerful enough to keep the outfit at a speed, particularly on hills, that

does not baulk other traffic.

- ☐The caravan is carefully loaded to provide good balance and avoid instability

The caravan complies with all Road Traffic Acts and other relevant Regulations, in particular that there should be an adequate view to the rear of the caravan.

Where the caravan is a trailer towed by a vehicle, it is insured against third party risks. This must cover not only the caravan when attached to the towing vehicle, but also when detached.

Particular attention is paid to those sections of the Highway Code relevant to trailer caravans

- ☐To cause the minimum inconvenience to other traffic the caravanner observes traffic to his rear and ensures that every opportunity is offered for other vehicles to overtake. This includes the need always to allow space in front of the outfit for faster traffic to pull in with safety (and never have two or more outfits bunched together) and on narrow roads to pull in and halt at a safe place to allow following traffic to overtake.
- ☐To carry out normal road manoeuvres with increased care to take account of the length of the outfit, the vehicle's reduced acceleration and its longer stopping distances when braking. This requires greater anticipation, early signalling of intentions, and a very careful watch of overtaken traffic, particularly cyclists, before pulling in.

M2.3 On Any Site

The member

- ☐Pitches on private land only with the express permission of the owner
- ☐Places the caravan where it will not interfere with the convenience or enjoyment of others
- ☐Avoids damage to turf by digging holes only when necessary, and replacing turf where possible and by considerate use of the vehicle
- ☐Disposes of any rubbish only by the means provided on the site. If no receptacles are provided, as on some small farm sites, rubbish is taken home for disposal, or to any other recognised disposal point that has space.
- ☐For touring other than on sites equipped with toilets, will carry his/her own sanitary equipment (usually chemical closet and approved related fluid) and dispose of the contents only at a point provided for the purpose. If burial is necessary, as perhaps on private property, this will not be done in the vicinity on any water course.
- ☐Allows no waste water from the caravan to foul the ground, ensures that suitable receptacles are connected to the waste water pipes to collect the waste, and the receptacles emptied as necessary. In the few instances where no disposal point is provided, minimum fouling is achieved by distributing the water over a considerable area, as along a hedge.
- ☐Allows neither children nor animals to spoil the enjoyment of others, by keeping them under control.
- ☐Drives slowly and quietly when on site

- ☐ Respects the privacy and peace of others at all times by keeping to a minimum, mechanical, instrumental or vocal noise.
- ☐ Ensures that any laundry outside the caravan is displayed as discretely as possible
- ☐ Keeps the pitch neat and tidy, with no loose equipment outside the caravan beyond what is necessary or appropriate, and on departure leaves it as clean as, or cleaner than it was on arrival
- ☐ Observes the country code relating to water, cleanliness, fire dangers, litter, public paths, gates, control of dogs, damage to crops, hedges, walls, trees and plants, livestock and wildlife

M2,4 General

At all times, on the road or on site, every caravanner shows courtesy and consideration to all comers so that the good will of the general public towards caravanners is maintained and improved.

M3. THE SEASHORE CODE (MARINE CONSERVATION SOCIETY)

The British Isles have over 16,000 km of coastline. This includes some of our most varied and best loved scenery – sea cliffs, rocky shores, rock pools, sand dunes, salt marshes – and some of our most interesting wildlife.

On a warm sunny day the coast is ideal for holiday makers, but it is also our wildlife frontier and can be dangerous. It is subject to battering by wind and sea, searing heat, butter cold and driving rain. Coastal wildlife survives by ingenious means, often at the limit of its tolerance. Compiled by the Marine Conservation Society, this Code explains how you can best the coast and its wildlife, without causing harm. By following the Code, and showing it to other people, you can help to ensure that this wonderful part of British heritage survives for us all to appreciate in years to come.

M3.1 Show respect for Seashore Creatures

Seashore creatures are fascinating and have found special ways of living in their environment. They have to adapt to survive the rigours of wave-action, exposure and predation. Some have shells for protection, but many need to hide under rocks, seaweed or in the sand.

M3.2 Exploring the seashore is fun, but please remember:

- ☐ Leave animals where you find them
- ☐ Take care when touching soft-bodied animals – they are very delicate
- ☐ Carefully lift and replace any rocks you may have moved – there are animals underneath which need them for shelter
- ☐ Leave attached seaweed in place – there is plenty lying loose on the strand line
- ☐ Do not trample through rock pools

M3.3 Take Photos, Not Living Animals

- ☐ Shells come in all shapes, sizes and colours. Many still contain living animals, even if they do look 'dead'. If you want to collect shells please make sure they are empty before taking them home
- ☐ If you want to buy a souvenir
 - o Buy a photograph, book or poster of colourful marine creatures rather than

shells, coral, starfish and urchins or other 'marine curios'

- o Remember 'curios' would almost certainly have been alive, when collected
- o If we don't buy them, the shops won't sell them

M3.4 Avoid Disturbing Wildlife

You can see many animals at their best when they are behaving naturally. This is true for animals such as seals, otters and seabirds, as well as rock pool animals.

To avoid disturbing wildlife

- ☐ It is best to watch from a distance, through binoculars if possible, especially if the animals are nesting, or pupping in the case of seals
- ☐ Keep your dog clear of birds and other animals
- ☐ Remember, it is now illegal to disturb or harass many species of birds and animals

M3.5 Take your Rubbish Home with You

Beach rubbish is unsightly and can be dangerous to sea creatures. Much of the litter on our shores comes from tourists, shipping, fishing vessels and sewerage outfalls. You can help to reduce this problem when visiting the coast

- ☐ Take your rubbish home – burying it is no solution
- ☐ Keep your dog from fouling the beach
- ☐ Report canisters or drums that may be washed up on the beach, but do not touch them
- ☐ Take part in BeachWatch – the annual beach clean and survey organised by the Marine Conservation Society, or Adapt-a-beach – a regular survey of beach litter
- ☐ Bag It and Bin It, Please don't Flush It – bag and bin all plastic bathroom waster such as cotton bud sticks

M3.6 Watch Where You Go

Beaches and sand dunes are prone to erosion and easily damaged by people and vehicles. To help protect the coast

- ☐ Keep to established paths and dune boardwalks
- ☐ Park in designated car parks and keep access to footpaths clear
- ☐ Do not use beaches or dunes for scrambling motorcycles or other 'off road' vehicles
- ☐ If you dig holes in the beach, please fill them up again
- ☐ Leave pebbles and rocks on the beach rather than collect them for your garden

M3.7 Be Careful!

All cliffs are unstable and potentially dangerous, yet they are an impressive sight and from the cliff top it is possible to enjoy a panoramic view of the coastline. Cliffs also provide a very specialised habitat for the plants and animals that live on them.

M3.8 Take Care Near Cliffs

- ☐ Remember that it is dangerous to climb up or go near the top or bottom of a cliff

- o Please don't throw or push anything over the edge of cliffs. As well as being dangerous, it can increase the rate of cliff erosion and kill or disturb wildlife
- Play safe on the beach too
 - o Check tide times to avoid being cut off
 - o Keep away from soft sand and mud – it is easy to get stuck!

Appendix N

Procedures and Requirements for Bingo and other Lotteries

N.1 Bingo

The Gaming Act 1968 has now been repealed by the Gaming Act 2005 which is regulated by the Gambling Commission. This applies to England Wales and Scotland (see below for Northern Ireland). Any commercial organisations require a formal licence to operate cash bingo and restrictions apply to pubs and clubs. Part 14 of the 2005 Act allows organisations that wish to provide Bingo for charitable or non-commercial purposes to do so without a licence subject to certain limitations. Non-commercial gaming may only take place at events, or in our case rallies, where none of the proceeds from the event itself are used for private gain. There are two types of non-commercial gaming:-

- i. Prize Gaming where the prizes are put up in advance and are not dependent on the number of players taking part or the amount of money staked. There are no statutory limits on stakes, prizes or other charges for this type of gaming.
- ii. Equal chance gaming where the amount or value of the prizes varies according to the number of players who participate and/or the amount of money they stake. Here a single payment of £8 per day may be charged to cover admission, stakes and any other charges for playing. There is no limit on the number of games played but there can only be one sale of tickets not exceeding £8 per person.

The total value of prizes must not exceed £600 in one day. The previous provision of activities being incidental to the main activity no longer applies and so Bingo can be played more than once at a rally and on consecutive nights but not twice in one night. The game must be played and finished in one night. Please ensure however that the total prize money in any seven day period does not exceed £2000 as there is a statutory duty to report this to the Gambling Commission who would then require the Club or group concerned to obtain a Bingo operating licence.

Children under 18 cannot play in Licensed premises. Non-members (including visitors) cannot take part in Bingo if it is being held in Licensed premises.

In Northern Ireland Bingo is governed by the Betting, Gaming, Lotteries and Amusement (Northern Ireland) Order 1985 and falls within the remit of the Social Policy Unit. Article 128 permits equal chance gaming at entertainment promoted for purposes other than private gain. The single payment for tickets must be no more than £4 per person and the total prize money is limited to £400. If there is to be a final entertainment for those who have won on previous days then the total prize money on that final day is limited to £700.

N.2 Required Accounting Procedure

Two members (not of the same family) must be present during all ticket sales.

The value of ticket sales must be recorded on the Rally Accounting Sheet or by means of a separate record to be kept with the financial records.

Tickets can only be sold on the premises (be it a Hall, Club house or field) during the course of the event i.e. no pre-sales. Only one payment for tickets may be made and this must not exceed £8 per person or £4 in Northern Ireland.

The total value of prizes must not exceed £600 per day or £2000 in any 7 day period. In Northern Ireland the total value of prizes must not exceed £400 and if the winners go forward to a final entertainment on the final day then the prize money on that day must not exceed £700.

Winner's names, their group and prize amounts must be recorded and kept with the Rally Accounting Sheet. It is not necessary to return all stake money taken from the purchase of tickets to the players as prizes but all proceeds after deduction of reasonable expenses and the allocation of prizes must be allocated to group funds or good causes. All participating players must be made aware of this.

In Northern Ireland the 1985 Order imposes further conditions on the organisers who:-

- Must give 7 days notice of the entertainment to the District Commander for the district in which the event is taking place
- Must make records and accounts and keep them for 18 months – the records required for group accounting purposes as detailed above should be sufficient
- Keep a record in those accounts of the purpose for which the proceeds were applied
- Please note that any hire charges for the Bingo machine cannot be taken from the proceeds of the ticket sales.

N.3 Raffles and other lotteries

The rules governing lotteries are also set out in the Gaming Act 2005 and regulated by the Gaming Commission. A lottery has three essential ingredients

- You have to pay to enter the game
- There is always at least one prize
- Prizes are awarded purely on chance

This includes raffles, sweep stakes, take your pick, bonus balls, a free rally draws and tombola's. While there is no maximum prize for a ticket all the tickets must cost the same. There are no restrictions on the prizes these can be monetary or non-monetary and can include services. Alcohol can be offered as a prize but to comply with licensing laws alcohol must not be awarded to anyone under 18 wherever the lottery is held. For this reason we recommend that any child winning a lottery should be accompanied to the prize table by an adult who should ensure that they do not select alcohol.

Not more than £500 can be spent on prizes. The organiser is only allowed to deduct from the ticket sales the cost of the prizes and the tickets.

To comply with the rules for non-commercial lotteries all the sales and the draw must take place and be made public during the event, which may last more than a single day. Lotteries cannot take place over a number of rallies and there can be no rollover of prizes. To qualify as an incidental non-commercial lottery any money raised must not be for private gain and the organiser of the raffle should be a Club member. It is recommended that two people sell the tickets (not from the same family).

No written notice or advertisement of the raffle may be exhibited except on the premises where the rally is taking place.

There is no age limit on the purchase of tickets and they do not need to be a Club member, but the tickets must be purchased at the rally. All tickets must be paid for before they can be

entered in the draw.

The price of every ticket at a raffle must be the same. It is not permissible for instance to give a free ticket for every 5 tickets purchased. The price of the raffle tickets can vary between rallies as agreed by the Group committee.

As someone has to pay for a ticket for it to be a lottery free draws (such as a van draw) are exempt from statutory control.

N.4 Requirements for Accounting Purposes

Only Cloakroom Tickets or other numbered tickets can be used and the Ticket Book Cover of any empty or part used book retained as evidence for audit purposes.

A record should be kept of the serial numbers and tickets numbers of all books of tickets at the time of purchase on the original invoice. A copy of the invoice is to be kept for audit purposes with the finished books of tickets.

At each rally note the serial number of the books used, opening ticket number(s) and closing ticket number(s) on the Rally Accounting Sheet.

Record the value of ticket sales. Cost of prizes and net surplus to Group funds on the Rally Accounting Sheets.

The number of tickets sold should of course equal the value of ticket sales.

Note it is not necessary to start a new book for each rally.

The total value of all raffle ticket sales must be notified to the Club Treasurer as part of the year end reporting procedure.

There is no need to record the winner's details.

APPENDIX O

CHANGE PROCEDURE

O.1 This document has been prepared by a sub-committee comprising members of Council and individual Members and should reflect both the requirements of Council and the needs of the Groups. However it is quite possible that shortcomings will become evident as the document is used in the day to day management of the Groups. Furthermore it is inevitable that circumstances will change in future which will require additions or modifications to be incorporated. It is, therefore, most important that the document is maintained and updated systematically. In order to control this a formal change procedure is necessary and has to be an integral part of the document. Changes may be introduced by one of two methods:-

- i) Required by the council – normally to accommodate new legislation or changes in Club policy
- ii) Requested by Groups – normally to overcome difficulties in operation

O.2 Groups may submit Request for Change (RFC's) whenever they experience difficulties in observing the Constitution or if they see an opportunity to improve or simplify it. However, to avoid RFCs being raised unnecessarily they may only be initiated by a Group Committee (or general meeting) and not by individuals.

The information required to enable an RFC to be processed shall include

- i) Paragraph or paragraphs affected
- ii) Recommended wording
- iii) Reason(s) for change
- iv) Authorising minute of Group Committee or General meeting

O.3 Council will log and review all RFC's and will either modify the Constitution accordingly or justify making no change.