



The Constitution of the Vanmaster Association

1. TITLE AND DEFINITIONS

The title of the association shall be "**The Vanmaster Association**". ("**the Association**")

"**Member**" means any approved applicant for membership of **the Association**.

"**Company**" means Signature Caravans Limited or any other name under which they trade.

"**Vanmaster Caravan**" means any Caravan, Motor Home, or other mobile tourer branded through the **Company** and including similar caravans branded under the Vanroyce name.

"**The Committee**" are the elected **Members** who manage **the Association**.

"**Honorary Member**" is a person who does not pay any subscription and does not have any voting rights and is elected as set out in paragraph 3e.

2. THE AIMS OF THE ASSOCIATION SHALL BE TO:

- a. Promote a friendly association of like-minded people who share an interest in caravanning.
- b. To organise events of interest to the **Members**.
- c. To facilitate events organised by individual **Members**.
- d. Promote the exchange of information, ideas and experiences of caravanning.

3. MEMBERSHIP

- a. Membership shall be open to owners of a **Vanmaster Caravan**.
- b. Membership shall also be open to ex-**Members** as "Associate Members" (who no longer own a **Vanmaster Caravan**). Associate Members may attend an Event in any caravan or motorhome.
- c. Membership shall also be open to ex-**Members** as 'Retired Members' (who no longer own a caravan). They may only visit an Event as day guests. Retired Members only have voting rights up to the AGM 2 years after Retired Membership has been granted.
- d. Normal membership will continue for any **Member** awaiting delivery of their **Vanmaster Caravan** and they may attend an Event in any caravan or motorhome.
- e. Persons who **the Committee** consider have performed exceptional service to **the Association** may be proposed as **Honorary Members**. **Honorary Members** are to be elected at an Annual General Meeting.
- f. Application for membership shall be by means of a form prescribed by **the Committee** giving such information as may be required.
- g. Membership is accepted and can be withdrawn at the absolute discretion of **the Committee**.
- h. Membership shall run from the date of the approved application until the end of that membership year.
- i. No person will be allowed to attend an Event until their application has been accepted.

4. CONDUCT

- a. No **Member** shall act contrary to the aims of **the Association** as defined in paragraph 2 or act in any way that will bring **the Association** into disrepute.
- b. No **Member** shall disclose any confidential information to anybody who is not a **Member of the Association**.
- c. Any cost attributed to a **Member** that cannot be recovered by **the Association** must be paid by the **Member**. (This will be particularly relevant if a **Member** has to cancel an event at short notice. The Event Organiser will make every effort to eliminate or reduce the cost to the **Member**).

5. MANAGEMENT

- a. **The Committee** in accordance with the terms of this constitution shall administer the affairs of **the Association**.
- b. The property, assets and income of **the Association** shall be applied solely for the benefit of **the Association** and its **Members**, or for donations to charity as decided by **the Committee**.
- c. **The Committee** shall have the right to invite a respected person to accept the office of President who shall be kept informed of all activities of **the Association** and may participate in Committee meetings in a non-voting capacity. The post of President will be by yearly invitation of **the Committee**.
- d. **The Committee** will use reasonable endeavours to ensure that adequate Third Party Liability Insurance cover is in place.

6. WEBSITE

- a. **The Committee** will use reasonable endeavours to maintain a website for all **Members** to report **the Association's** activities, events, reports, information about the **Company** and other information considered relevant to the membership.
- b. The website will contain information open to the general public and a private area open only to the **Members** to be accessed via the membership number and a password.

- c. **Members** must not disclose their password to anybody allowing others to access the Private Area and must not repeat, outside **the Association**, any information of a confidential nature.
- d. Any information included on the website will be at the discretion of the person responsible for the website (the “Web Master”) and **the Committee**.

7. FINANCE

- a. The financial year for **the Association** will run from the 1st January to the 31st December.
- b. The accounts for the preceding financial year will be distributed with the calling notice for the Annual General Meeting and presented at the Annual General Meeting for approval by the **Members**.
- c. **The Association** will appoint auditors, who must be proposed and seconded at the Annual General Meeting.
- d. Should any auditor not be appointed at the Annual General Meeting or if an auditor appointed is unable to complete their obligation **the Committee** will have absolute discretion to appoint a new auditor.

8. COMMITTEE

- a. **The Committee** shall consist of a minimum of a Chairman, Secretary and Treasurer (“the Officers”) together with three other **Members** to a maximum of eight **Members**.
 - i. **The Committee** shall have the authority to vary the number of committee **Members** in exceptional circumstances.
- b. Committee **Members** are elected for a term of three years, but can seek re-election and are permitted to serve for a maximum of 6 years.
 - i. **The Committee** shall have the authority to vary the length of term of an individual committee **Member** in exceptional circumstances to meet the needs of **the Association**.
- c. **The Committee** shall ensure that the retirement of all **Members of the Committee** is planned to retain skills and knowledge, but must also ensure that new people are brought in to **the Committee** at regular intervals.
- d. Partners in a single membership are not permitted to serve on **the Committee** at the same time.
- e. Only a maximum of two Associate **Members** can serve on **the Committee**.
- f. An Associate Member cannot act as an Officer.
- g. All Officers and Committee members shall be without remuneration. (save for reasonable expenses incurred on behalf of **the Association**)
- h. Subject to the above, any two **Members** may, as proposer and seconder and with the consent of the nominee, nominate a **Member** to serve as a **Member of the Committee**.
- i. Nominations must reach the Secretary not less than 6 weeks before the Annual General Meeting. In the event of there being an insufficient numbers of persons nominated the Chairman may call for nominees from those present at the Annual General Meeting who must also be proposed and seconded.
- j. **The Committee** shall be empowered to: -
 - i. Appoint the Officers.
 - ii. Co-opt **Members** onto **the Committee** and its sub-committees.
 - iii. Decide subscriptions and other fees.
 - iv. Determine dates and venues for **Members** General Meetings.
 - v. Agree and ensure compliance with the rules for the Vanmaster Association Code of Conduct.
 - vi. Manage the operation of **the Association**.
- k. A quorum at a committee meeting will be 50% of **the Committee**, one of whom will be an Officer.

9. ANNUAL GENERAL MEETING

- a. A general meeting designed as an Annual General Meeting shall be held every calendar year.
- b. The only business to be formally conducted at this meeting shall be:
 - I. To approve the minutes of the previous Annual General Meeting.
 - II. To receive the reports from the Chairman, Secretary and Treasurer.
 - III. To receive and approve the accounts for the last financial year.
 - IV. To notify any changes in subscriptions.
 - V. To elect **Members** to **The Committee**.
 - VI. To appoint auditors.
 - VII. To consider any proposals of which due notice has been given to all **Members**.
- c. After the closure of the Annual General Meeting, if time permits, a discussion forum may be held during which **Members** may raise matters they wish to be considered by **the Committee**.
- d. Propositions for consideration at an Annual General Meeting must carry the names of the **Member** as proposer and seconder and be received by the Secretary, not less than 6 weeks before the meeting.

10. OTHER GENERAL MEETINGS

Extraordinary General Meeting

May be convened by **the Committee** for the purpose stated in the notice sent to all **Members**. The only business to be conducted at this meeting shall be as specified in the notice.

Special General Meeting

Shall be convened by **the Committee** on receipt of a request in writing to the Secretary signed by not less than 10 **Members** stating clearly the reason(s) for which the meeting is required. The only business to be conducted at this meeting shall be as stated in the notice sent to all **Members**.

11. NOTICES

- a. Notice for any General Meeting or Association affairs may be included in **the Associations** Newsletter, electronically or by other means as **the Committee** decide. (It should be noted that it is the intention to administer the affairs of **the Association** electronically). **Members** must keep **the Committee** and the Web Master updated with their personal details, particularly e-mail addresses, as these will be used to update and inform **Members**.
- b. A minimum of 2 months notice will be given of any intended General Meeting and will include appropriate forms to be completed by the **Members**. (For an Annual General Meeting this will include Forms for Nomination to **the Committee** and for any Propositions).
- c. The notice must include the date and time and location of any intended General Meeting.
- d. Calling Notice of a General Meeting will be issued a minimum of 28 days prior to the proposed meeting and will include details of the date time and location of the meeting. It will also include information on the proposed committee members and any other propositions as appropriate. The Calling Notice will also include a form for **Members** to appoint a proxy to vote on their behalf.

12. MINUTES AND ACCOUNTS

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

13. VOTING

- a. Voting shall be based on Membership Number.
- b. A simple majority of valid votes shall be sufficient to decide all propositions other than for a change to the Constitution for which a two thirds majority of those voting is required.
- c. The election of **the Committee** or **Honorary Members** shall be by ballot.
- d. All ballots shall be by a show of hands unless any **Member** requests a recorded vote.
- e. Any **Member** unable to attend a meeting may appoint a proxy to vote on their behalf by means of a form prescribed by **the Committee** for this purpose.

14. SUBSCRIPTIONS

- a. The membership year for **the Association** will run from the 1st January to the 31st December.
- b. Subscriptions shall become due on the 1st January. Membership shall be terminated if a subscription remains unpaid by the 31st January.
- c. **Members** joining part way through a membership year will pay fees being pro-rata of the annual subscription.
- d. **Member** access to material or information relating to **the Association** will be at the discretion of **the Committee** for **Members** whose subscriptions are not paid by the 1st January.

15. Events

- a. **The Association** will hold a range of events and activities for the benefit of **Members**.
 - i. A 'Main Event' is a caravan meet organised on any type of caravan site, or other land, and which has a wide range of activities planned in advance that attendees can take part in. It is run by a **Member** on behalf of **the Association**.
 - ii. A 'Casual Event' can only be held on a licensed caravan site, and is intended as a gathering of friends. While one person will act as the host, their duties are minimal. Whether activities during the Casual Event are organised or not they will be decided by those attending at the time, and not pre-planned.
 - iii. Events may also include Lunches, Meetings, Discussion Sessions, etc. Events are not limited to just this list of activities.
- b. All events and activities will be held in such manner as to comply with all legal requirements, including Paragraph 4 Schedule 1 of the Caravan Sites and Control Development Act 1960 or other relevant legislation, where the Main Event is held on unlicensed property.
- c. Interest in land may be acquired by purchase, lease or licence for the purpose of holding rallies or meetings as permitted by legislation or by Local Planning Authorities or for any other Club activities.
- d. For the purpose of taking an interest in land, at least two of Officers will be trustees.
- e. We agree to consult the relevant local authority regarding any unlicensed site we propose to occupy for more than 5 days and agree not to use any site to which the local authority objects.
- f. Such rallies will be limited to a maximum of 28 days on site.
- g. **The Association** will use reasonable endeavours to maintain an Exemption Certificate to hold events on land other than licensed caravan sites. However, if **the committee** deems the holding of such a certificate and the cost involved to be unnecessary, then the holding of such a certificate will be discontinued.
- h. No events will be held in the name of **the Association** without the permission of **the committee**, but once permission is given (by the event appearing on **the Association's** website), then any **Member** of **the Association** may be in charge of running any type of event or activity
- i. All **Members** attending an Event are required to familiarise themselves and abide by "The Vanmaster Association Code of Conduct" which will be administered by **the Committee**.
- j. A **Member** may bring one friend to a Main Event or a Casual Event who can participate in any of the activities arranged. A friend is not a **Member** of the **Vanmaster Association** and includes all people in the caravan which need not be in a **Vanmaster Caravan**. The friend must abide by 'The Vanmaster Code of Conduct'.
- k. Any activities organised at any Association Event are at the discretion of the event host, but must not bring **the Association** into disrepute.

16. CHANGES TO THE CONSTITUTION

- a. Any proposal to change this constitution must be submitted to the Secretary.
- b. **The Committee** will organise a General Meeting specifically to vote on the proposed change.
- c. Notice of the General Meeting shall be given in the usual way, including details of the proposal.
- d. Under no circumstances will a motion to alter the content of a proposed change to the constitution be accepted from the body of the meeting. The meeting is required to vote to accept the change as specified or reject it completely.