



# CLUB BYE-LAWS

REVISED 20 OCTOBER 2007

## 1. DEFINITIONS

- a. "The Club" means The Caravan Club, a members' club.
- b. "The Caravan Club Limited" means company no. 646027, which owns, controls and preserves the assets of The Club for the benefit of Members.
- c. "Caravan" means trailer caravan, motorcaravan or trailer tent.
- d. "Caravan Code" means the code of conduct for caravanners agreed by caravan organisations
- e. "Centre" means a group of Members organised, in accordance with Bye-law 7, with the object of rendering local benefits to Members living within one particular area.
- f. "Certificated Location" or "CL" means a caravan site for up to a maximum of 5 caravans and covered by a valid certificate issued by The Club. CLs are operated by their owners and they are for the exclusive use of Club Members.
- g. "Club Council" means the consultative and advisory body of Members which conveys the views and wishes of Members to the Executive Committee.
- h. "Club Site" means a caravan site owned, leased or managed by The Club.
- i. "Club Site Rules" mean the conditions for use of Club sites.
- j. "Code of Behaviour" means those matters referred to in 3e.
- k. "Division" and/or "Region" means an organisation within The Club, set up in accordance with Bye-law 6(b), covering any part of the United Kingdom and Republic of Ireland which it is deemed desirable to administer as a unit having wider responsibility than that of a Centre.
- l. "Executive Committee" means the governing body of The Club.
- m. "Executive Position" means, in respect of The Club, Honorary Officers of The Club and members of the Executive Committee, and, in respect of Divisions, Regions or Centres, their respective honorary officers.
- n. "Family Member" means any permanent resident of a Full Member's household, related to the Full Member and who not being a Joint Member is not less than eighteen years of age and who, desiring the status of a Member, has paid the appropriate subscription or in respect of whom the appropriate subscription has been paid.
- o. "Full Member" means a Member not

- less than eighteen years of age paying the required rate of subscription or in respect of whom the required rate of subscription has been paid.
- p. "Honorary Life Member" means a Member on whom Honorary Life Membership has been conferred by the Executive Committee and who continues to enjoy the benefits of Full Membership.
- q. "Honorary Officers of The Club" means the Chairman, Vice-Chairmen and Honorary Treasurer of The Club.
- r. "Joint Member" means any one permanent resident of a Full Member's household, related to the Full Member and not less than eighteen years of age who, desiring the status of a Member, has been so nominated by the Full Member concerned and, in the exercise of the discretion of the Executive Committee, has been granted Joint Membership.
- s. "Life Member" means a Full Member who has paid a consolidated subscription to The Club, under the terms of a former scheme, at the rate prevailing, to obviate the need to pay annual subscriptions thereafter.
- t. "Member", unless otherwise qualified, means and includes a Full Member (in whose name, and at whose address, the Membership is held), a Joint Member, a Family Member and an Honorary Life Member, in each case of The Club, and "Membership" has a corresponding meaning.
- u. "Notice of Suspension" means the notification referred to at 3f(2)(b).

- v. "Overseas Member" means a Full Member, who, having been a Full Member for at least one year, has then taken up residence abroad.
- w. "Rules Governing Centres" mean the rules, issued by the Executive Committee, by which Centres are governed.
- x. "Sites Directory and Handbook" means the biennial publication provided for Members, giving directions to Club Sites, Certificated Locations and selected commercial sites and other information relevant to Membership.
- y. "Towing Code" means the code agreed by major caravan organisations providing advice and guidance for towing caravans.
- z. Words denoting the masculine include the feminine and vice versa.
- aa. Words denoting the singular include the plural and vice versa.

## 3. TERMS OF MEMBERSHIP

- a. Subscription. Every Member shall pay an entrance fee and, in addition, an annual subscription, according to the category of Membership, of such amounts payable on such date or dates in each year as may be fixed by the Executive Committee who may also, at any time, alter the amount of the entrance fee or annual subscriptions.
- b. Renewal of Membership. Membership shall, in the normal course, be renewed annually on payment of the prescribed annual subscription fee.

- Membership renewal shall re-affirm the Member's agreement to abide by these Bye-Laws and the Rules allowed by them.
- c. Register of Membership. The Club shall maintain a register of Members. Information held and disclosures made shall be in accordance with any privacy policy issued from time to time by The Club.
- d. Resignation. A Member wishing to resign his Membership shall notify the Director General in writing before the last day of his subscription year or he will be liable for the next year's subscription. On ceasing to be a Member, a Member thereby relinquishes any office or membership of any committee within The Club.
- e. Code of Behaviour.
  - 1 Members shall comply at all times with the Code of Behaviour and conduct themselves in a manner which upholds the good name of The Club and which respects the comfort and convenience of other Members.
  - 2 Members shall undertake to comply with Club Site Rules, The Caravan Code and The Towing Code, all of which shall be published within the Sites Directory and Handbook.
  - 3 The use of Club Sites and Certificated Locations and the participation in rallying activities organised by The Club shall be solely for the purpose of recreation and not for any purpose connected

## 2. MEMBERSHIP

- a. Eligibility. Application for Membership is open to all persons, not less than eighteen years of age, actively interested in touring caravanning for recreation. A person who is materially interested directly or indirectly in the caravan trade is not excluded from Membership but is not eligible for any Executive Position or for membership of the Council. The Executive Committee is the sole arbiter of what is a material interest in the trade for the purposes of this Bye-Law.
- b. Application and Election for Membership. A candidate for Membership shall apply in writing on

the form prescribed, giving such information as may be required. The power of election lies with the Executive Committee which may take such steps as it thinks fit to confirm the candidate's commitment to touring caravanning and may take into account the vehicles used by the applicant when caravanning and may refuse any application without giving a reason. All applicants for Membership undertake to be bound by these Bye-Laws, and the rules made pursuant to these Bye-Laws, or referred to herein, as a condition of and prior to the grant of

Membership. Membership shall be confirmed by receipt of a Membership card, which shall remain the property of The Club.

- c. Categories. The categories of Membership shall be: Full Member; Joint Member; Family Member; Honorary Life Member; Life Member and Overseas Member. The Executive Committee may create further categories.
- d. Benefits. All benefits of Membership shall immediately cease if Membership ceases, or such Member is suspended in accordance with Bye-Law 3f, below.

with any trade, business or profession nor as part of or substitute for any domestic purpose, unless authorised by or on behalf of The Club. Club Site Rules shall be produced and from time to time updated for the benefit of Members. Club Site Rules shall be displayed at each Club Site and published within the Sites Directory and Handbook.

- 4 Inappropriate behaviour by Members which causes disruption, embarrassment or offence shall be a breach of the Code of Behaviour.
- 5 The verbal or physical abuse of Club staff or other Member shall be a breach of this Code of Behaviour.
- 6 A breach of this Code of Behaviour could result in the termination or suspension of Membership.
- f. Discipline.
  - 1 The Club reserves the right to take disciplinary action against any Member who in the opinion of the Executive Committee (or those acting with the Executive Committee's authority) is responsible (either directly or through the actions of those for whom the Member is responsible) for any of the following:-
    - (a) Breach of any undertaking given under Bye-law 2b;
    - (b) Conduct on any site, or its environs, or with his caravan on any road which is prejudicial to the good repute of The Club or the comfort or convenience of other Members or the public;
    - (c) Any Breach, whether explicit or implicit, of Bye-Law 3e not specifically referred to above;
  - 2 Disciplinary action may take the form of suspension or expulsion. The Director General's authority shall be required for the suspension of Membership. Expulsion shall require the approval of the Executive Committee, and:-
    - (a) The power of the Executive Committee to expel a Member shall be absolute but the Member in question shall be given an opportunity of making an oral statement to or putting a written statement before the Executive Committee. A Member expelled shall not be entitled to a refund of any part of his subscription or entrance fee.
    - (b) A person suspended under the Director General's authority shall cease to be a Member for the duration of the period of his suspension, which shall be notified to him in a Notice of Suspension. A Member suspended shall not be entitled to a refund of any part of his subscription or entrance fee.
    - (c) A Full Member is responsible for the conduct of all persons (including Joint and Family Members and guests) and their pets who are accompanying him and shall procure their compliance with these Bye-Laws. Any disciplinary action under this Section shall apply to the Full Member and to any corresponding Joint and Family Members.

## 4. GOVERNANCE

- a. President and Vice-Presidents of The Club
  - 1 The President shall be elected by the Members at the Annual Members' Meeting and shall retire at the next Annual Members' Meeting but shall be eligible for re-election. The President need not be a Member.
  - 2 Vice Presidents shall be severally elected by the Annual Members' Meeting for terms of 3 years and shall be eligible for re-election. Vice-Presidents need not be Members.
  - 3 The Executive Committee may appoint additional Vice-Presidents but the appointments shall be submitted to the next Annual Members' Meeting for confirmation.
- b. Executive Committee.
  - 1 The Executive Committee is the governing body of The Club, representing the Members in the management and conduct of The Club.
  - 2 Members of the Executive Committee are also the sole members of The Caravan Club Ltd.
  - 3 The number of members of the Executive Committee shall not be less than 11 and shall not be more than 15. Only members of the Club Council are eligible as members of the Executive Committee. The Executive Committee consists of the Chairman, three Vice-Chairmen, the Honorary Treasurer and not less than six other members, all selected by the Annual Members' Meeting. The Chairman, one Vice-Chairman, the Honorary Treasurer and two other members retire annually but are eligible for re-election. The Vice-Chairman and other members to retire shall be the longest in office since their last selection by Members.
  - 4 Up to four members of the Club Council may be co-opted annually by the Executive Committee.
  - 5 Every Member who becomes a member of the Executive Committee shall sign a form agreeing to become a Guarantor Member and shall execute a Declaration of Trust declaring that he holds his voting powers as a member of The Caravan Club Ltd on trust for the Members and undertaking by way of trust for the benefit of the Members:-
    - (a) that he will remain a Guarantor Member of The Club so long as he is a member of the Executive Committee;
    - (b) that he will exercise his powers of voting as a Guarantor Member of The Club at General Meetings of The Caravan Club Ltd, in such manner as to comply with any resolutions passed at an Annual or Special meeting of Members;
    - (c) that upon ceasing to be a member of the Executive Committee he shall (unless re-elected) automatically cease to be a Guarantor Member of The Club but he shall be entitled to remain a Member subject to these Bye-laws;
  - 6 The Executive Committee shall

meet as required throughout the year in order to direct the affairs of The Club and monitor the proceedings of Club activities.

- 7 Members of the Executive Committee shall not receive any financial reward, or other benefit in money or money's worth, in return for their services. Reasonable expenses incurred while conducting Club business shall be re-imbursed.
- 8 Standing Sub-Committees.
  - (a) The Executive Committee shall establish a Finance and Management Sub-Committee and shall appoint the Honorary Treasurer as Chairman.
  - (b) The Executive Committee may establish further sub-committees as it sees fit. The chairman of each sub-committee so established shall be appointed from among the members of the Executive Committee.
  - (c) The proceedings of the Finance and Management Sub-Committee and of all other sub-committees shall be reported to the Executive Committee as ordinary business.
- 9 The Executive Committee shall consult the Club Council on:-
  - (a) changes in subscription rates or categories of Membership;
  - (b) the provision of important new services or alteration to important existing services;
  - (c) proposed changes to these Bye-Laws, and
  - (d) fixing the time and place of every Members' Meeting.

## 5. THE CLUB COUNCIL

- a. The Club Council shall advise the Executive Committee and shall be responsible for conveying the views and wishes of Members to the Executive Committee.
- b. The Club Council shall consist of:-
  - 1 The Club Chairman, three Vice-Chairmen and the Honorary Treasurer;
  - 2 The other members of the Executive Committee;
  - 3 Up to a total of twenty representatives appointed from Divisions and Regions in accordance with their respective constitutions (with not more than one representative from any one Centre within those Divisions and Regions). The names of the Representatives shall be notified in writing to the Director General not later than six weeks before the date of the Annual Members' Meeting. The Divisional/Regional Representatives shall be appointed at the AGM of the Division or Region and shall report regularly on the business of the Council to the Division or Region that appointed them;
  - 4 Up to twenty nominated members, nominated by the Executive Committee and shall-
    - (a) be drawn from Full Joint and Family Members who, in the opinion of the Executive Committee, are in a position to make a useful contribution at national level; and
    - (b) be approved by the Annual Members' Meeting which may accept the nominations or reject any of them but shall not have the power to substitute other nominations.
  - 5 Casual or other vacancies among the nominated members may be filled by the Executive Committee.
- c. The Chairman of the Club shall be Chairman of the Club Council, and in his absence the meeting shall elect a chairman from the Vice-Chairmen if available, or in default any other member.
- d. The Club Council shall serve until the next Annual Members' Meeting.
- e. The Club Council shall meet as often as necessary, with regular meetings in January, May and on the same day as the Annual Members' Meeting.
- f. Special meetings of the Club Council shall be convened by the Director General on the instructions of the Chairman of The Club or on the written request of ten or more

Council members.

- g. At least 14 days' notice of any Club Council meeting shall be given except in the case of a meeting following the Annual Members' Meeting.
- h. Fifteen members shall be personally present to constitute the quorum of a meeting of the Club Council.
- i. Any member of the Club Council may, by prior notice in writing to the Director General, appoint any Member (subject to compliance with Bye-Law 5b(3)) to attend on his behalf a meeting of the Council specified in the notice at which he is unable to be present. Such temporary appointments shall only be valid for the meeting to which it relates.

## 6. DIVISIONS AND REGIONS

- a. The Scottish Division. The Scottish Division may in addition be known as "The Scottish Caravan Club" in recognition of its historical background.
- b. A Division or Region may be formed only by the decision of the Club Council and the powers of each Division or Region shall be embodied in a separate constitution which shall require the approval of the Executive Committee.

## 7. CENTRES

- a. The Executive Committee has power to form a Centre subject to the agreement of a general meeting of Members residing in the area to be included in the proposed new Centre which shall be named by the Executive Committee, and subject also to due consideration being given to the views of any existing Centre or Centres covering all or any part of the area considered.
- b. On receipt of a request from twenty five or more Full Members residing in the area, county or group of counties concerned, sent in writing to the Director General, the Executive Committee shall consider the formation of a new Centre.
- c. Centres shall conduct themselves in accordance with The Rules Governing Centres, the contents of which shall be subject to the approval of the Executive Committee.

## 8. GENERAL MEETINGS

- a. Annual Members' Meeting. There shall be a general meeting of members convened annually, called the Annual Members' Meeting. It shall be held on the same day and not less than one hour before the time at which the Annual General Meeting of The Caravan Club Ltd is to be held, and at the same place.
  - 1 Notice of the date, time and place of the forthcoming Annual Members' Meeting and invitations for nominations for office and notices of motion shall be given at least three months before the date of the Annual Members' Meeting.
  - 2 Notices of motion duly signed by the proposer and seconder, both of whom must be Full Members, must be received in writing by the Director General not later than 8 weeks before the date of the Annual Members' Meeting.
  - 3 Any two Members may propose any member of the Club Council to be an Honorary Officer of The Club, or any member, or prospective member of the Club Council, to be a selected member of the Executive Committee, with his written consent in each case, which must be lodged with his nomination.

- 4 Nominations for Chairman, Vice-Chairman, Honorary Treasurer and for selection as members of the Executive Committee must be received in writing by the Director General not later than 8 weeks before the date of the meeting. A person nominated as selected member of the Executive Committee need not be eligible at the time of the nomination provided that he is eligible at the time the Annual Members' Meeting is held.
- 5 Members shall select, by vote, at the Annual Members' Meeting in each year persons who are to be elected or re-elected as Honorary Officers of The Club or as selected members of the Executive Committee.
  - b. Annual General Meeting of The Caravan Club Ltd. The Annual General Meeting of The Caravan Club Ltd is held when the Executive Committee meets immediately after the Annual Members' Meeting each year and, as required by Bye-law 4b(4), puts into effect the wishes of the Members as expressed by the Annual Members' Meeting.
  - c. Special Meeting of Members. A Special Meeting of Members shall be called by the Director General at any time on the receipt of instructions from the Executive Committee. The purpose of a Special Meeting of Members is to provide Members with the opportunity to express wishes and desires regarding extraordinary issues, having an immediate impact on The Club. An Extraordinary Meeting of The Caravan Club Ltd shall be convened, with due notice, following a Special Meeting, at which the wishes and desires of the Members, as expressed at the Special Meeting, shall be put into effect in accordance with Bye-law 4b(4)

## 9. NOTICE OF MEMBERS' MEETINGS

- a. Members' Meeting shall refer to a Annual Members' Meeting or a Special Meeting of Members as the case may be.
- b. Notice of every Annual Members' Meeting and Special Meeting of Members shall be sent to every Full Member at his registered address not less than 14 days before the date of

such meeting specifying the business to be transacted. Whenever the business of the meeting includes the selection of any member of the Executive Committee the Notice shall contain or be accompanied by:-  
(1) particulars of all nominations received by The Club, and  
(2) a brief biographical note, prepared by the proposer, with respect to each candidate nominated.

- c. Service of Notice on a Full Member shall be sufficient notice to persons who are Joint or Family Members by virtue of their relationship to that Full Member.

## 10. PROCEEDINGS AT MEMBERS' MEETINGS

- a. No business shall be transacted at any Members' Meeting unless a quorum is present. For this purpose a quorum shall be 25 Members present in person and entitled to speak and vote.
- b. If within half-an-hour from the time appointed for the holding of a Members' Meeting a quorum is not present, the meeting, if convened on the requisition of Members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or at such other place as the Chairman of the meeting may determine.
- c. The Chairman of The Club shall preside as Chairman at every Members' Meeting, but if he is not present within 15 minutes after the time appointed for holding the same, or shall be unwilling to preside, the Members present shall choose one of the Vice-Chairmen or, if there are no Vice-Chairmen present and willing to preside, some other member of the Executive Committee, or if no such member is present or if all the members of the Executive Committee present decline to take the chair they shall choose a Member who shall be

- d. All motions shall be determined by a show of hands unless a poll be demanded by the Chairman or by three Members in person.
- e. Motions proposed during the course of meetings, which in the opinion of the Chairman of the Meeting materially affect the interests of Members who have not been notified of them, shall not be binding on The Club but shall be treated as recommendations to the Executive Committee.
- f. Members duly registered, who by subscription hold current Membership, shall be entitled to vote on any question either personally or by proxy at any Members' Meeting. Every Member shall have one vote.
- g. A Member may appoint any person as his proxy to attend and vote at any Members' Meeting in his place. The instrument appointing a proxy shall be in writing under the hand of the appointing Member, and shall be deposited at the registered office of The Club not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote. No instrument appointing a proxy shall be valid after the expiration of twelve months from the date of its execution.
- h. A person appointed as a proxy shall not be entitled to speak at any meeting save for the purpose of demanding a poll.
- i. A proxy may vote only upon a poll.

## 11. INTERPRETATION

- a. Any question of interpretation of these Bye-laws may be referred to the Council, for consultation, before being considered by the Executive Committee. The decision of the Executive Committee shall be binding on all parties.

## 12. AMENDMENT OF BYE-LAWS

- a. These Bye-laws may be amended only at an Annual Members' Meeting or at a Special Meeting of Members called for that purpose, due notice in either case of the intended amendments having been given.
- b. Motions amending these Bye-laws shall not be submitted to an Annual or Special Meeting of Members except with the approval of the Council.

# RULES GOVERNING CENTRES

SEE BYE-LAW 1W AND 7. CORRECT TO 24 SEPTEMBER 2007

## 1. DEFINITIONS

The Definitions at Bye-Law 1 shall apply to Rules Governing Centres. In addition the following definitions apply:

- a. 'The Act' means The Caravan Sites and Control of Development Act (1960), in particular Schedule 1, which lists the exempted activities from which The Club benefits.
- b. 'Events' means activities organised

and conducted by Centres, including rallies.

- c. 'Exemption Certificate' means the certificate issued by the Government (Defra) which enables The Club to conduct activities listed in Schedule 1 of The Act (rallies) without the need to apply for a caravan site licence.
- d. 'Rally Handbook' means the annual publication produced by Centres containing a list of intended activities

conducted by delegated use of The Club's Exemption Certificate.

- e. 'Registered Member' means a Member who has registered with a Centre.

## 2. OFFICERS AND COMMITTEE

- a. Centres are established in accordance with Bye-Law 7. At the inaugural meeting of a Centre (the date of formation), the Members shall:

1. Elect from among themselves a Committee, comprising the Centre's Honorary Officers and elected members. The Centre Honorary Officers shall be: a Chairman and, if desired, one or more Vice Chairmen, together with an Honorary Treasurer and an Honorary Secretary. Appointments resulting from Centre elections are subject to the approval of the

## 3. REGISTERED MEMBERSHIP

- a. A Member may register with not more than one Centre and he/she will be registered with that Centre (not necessarily covering the area in which he/she resides) to which he/she applies annually on the form provided at the time of Club membership renewal. Such annual application for registration with a Centre will entitle a Member to be informed of that Centre's activities.
- b. A Joint or Family Member may only register with the Centre with which his/her corresponding Full Member is registered.

Executive Committee.

2. Appoint an Auditor. The Auditor shall not hold any other office or be a member of the Committee.
- b. No Member may be elected to fill more than one of the offices or positions referred to in Rule 2a(1).
- c. Centre Officers shall be appointed subject to the approval of the Executive Committee. The Centre may appoint such other sub-committees and officers as it deems desirable, and all such appointments shall be reported to the Director General.
- d. The Chairman and Vice Chairmen of the Club shall be ex-officio Members of all Centre Committees.
- e. The number of Members of the Centre Committee shall be that determined from time to time by the Centre Annual General Meeting, but shall be not less than five nor more than 15.
- f. The quorum for any meeting of the Centre Committee shall be four or such higher figure as the Centre Committee shall determine.
- g. The Centre Committee may fill casual vacancies among the Centre Officers and co-opt additional Members to the Centre Committee to bring the number up to the number authorised for the time being by the Centre Annual General Meeting. The Director General shall be notified of such co-options to Centre Committees.

### 4. ACTIVITIES

- a. Centres may make additional rules to cover the conduct of Centre activities. Such Centre Rules shall be published in the Rally Handbook of the Centre concerned. Centre Rules, as agreed and, from time to time amended, by Registered Members in General Meeting, are subject to Executive Committee approval.
- b. Centres may not organise rallies which involve use of The Club's Exemption Certificate outside their own areas except by permission of the Centre covering the area concerned. Such permission shall not be unreasonably withheld. Applications for permission must be submitted not less than six months in advance of the date of the proposed Event and the reply must be given within five weeks of the application being received. In the event of unforeseen circumstances, such as extreme weather conditions, which necessitate changes to proposed dates or to location, it shall be permissible for the two Centres concerned to agree to waive strict adherence to these time limits.
- c. All Events organised by a Centre shall

be open to any Club Member subject to accommodation being available. All Members shall apply in advance to participate in Centre Events.

- d. To comply with paragraph 6 of The Act, only rallies officially organised by, or on behalf of, the Centres are permitted.
- e. Centre Secretaries shall advise the Director General of all Events it is proposed to arrange by forwarding the Centre Rally Handbook. The Director General shall be advised of amendments to the rally programme in good time.

### 5. FINANCE

- a. Centres may not impose any additional annual subscriptions on Members, but may collect fees from Members and visiting Members for Events organised by the Centre.
- b. No Centre shall pledge the credit of The Club unless authorised by the Executive Committee.
- c. Grants received from The Club funds by a Centre shall be expended strictly in accordance with the conditions attached to such Grants and wholly for the benefit of Members registered with that Centre.
- d. The funds of a Centre shall be administered by its Committee to the approval of the Executive Committee but on the winding up of any Centre any remaining funds, trophies etc, shall rest with The Club.
- e. An Audited Statement of Accounts for the preceding year, ended 31 December, shall be forwarded by each Centre Committee to the Director General before 31 March each year.

### 6. ANNUAL GENERAL MEETINGS

- a. Centres shall hold their first Annual General Meeting within 18 months after inauguration. Thereafter, Annual General Meetings shall be held at such time and place as the Centre Committee decides, provided that every Annual General Meeting shall be held not more than 15 months after the holding of the last preceding Annual General Meeting.
- b. Officers and Committee (see Rule 2) shall be elected, and an Auditor

appointed, at each Annual General Meeting to hold office until the next following Annual General Meeting. Officers and Committee Members must be paid-up Club Members and be registered with the Centre throughout their period of office. Centres may adopt their own Rules governing the eligibility for re-election of their Officers and Committee Members.

- c. Nominations for election to the Committee, as an Honorary Officer or Elected Member, signed by the nominee, must be received in writing by the Centre Honorary Secretary not later than 14 days prior to the Meeting.
- d. Formal notices of motion, duly signed by the proposer and seconder, must be received in writing by the Centre Honorary Secretary not later than 35 days prior to the meeting.
- e. Not less than 21 clear days' Notice of Meetings shall be given to each Member who has submitted the form referred to in Rule 3a. Inclusion of the Notice of Annual General Meeting in Centre Rally Handbooks is sufficient for this purpose, provided that items that materially affect Centre activities are not subsequently added to the Agenda. In this event, Registered Members shall be given Notice by letter. Members who have not, at least 35 days prior to the date of any meeting, submitted the form referred to in Rule 3a shall not be entitled to receive Notice of, or to speak or vote at, such meeting, and shall not be eligible for election to the Committee as an Honorary Officer or Elected Member (see Rule 6b) at such meeting. The Notice of Annual General Meeting shall state the date, time and place of the Meeting and the principal business to be transacted, and shall include a copy of Rule 6c.

### 8. NOTICE

Fourteen days' Notice of a Special General Meeting must be given to each Member who has submitted the form referred to in Rule 3a and the Notice convening the meeting must set forth clearly the purpose for which it is being

## 7. SPECIAL GENERAL MEETINGS

A Special General Meeting of a Centre shall be called by the Centre Honorary Secretary at any time:

- a. On the instructions of the Executive Committee or of the Centre Committee.
- b. At the request in writing signed by no fewer than 25 Registered Members and stating the address of each such Member. Such requests must set out clearly the purpose for which a Special General Meeting is deemed necessary.

held. Members who have not, at least 14 days prior to the posting of the Notice convening any meeting, submitted the form referred to in Rule 3a shall not be entitled to receive Notice of, or speak or vote at, such meeting.

## 9. DISCIPLINE

- a. The Committee of a Centre is empowered to take disciplinary action against any Member who in the opinion of the Committee is guilty, either directly or by persons for whom he/she is answerable, of any conduct at any of that Centre's functions prejudicial to the good repute of The Club, the Centre or the comfort or convenience of other Members attending one of that Centre's functions.
- b. Disciplinary action may take the form of suspension from that Centre's activities. The Director General shall be informed of suspensions imposed under this Rule.
- c. Any Member who is disciplined under this rule shall be given the opportunity of making an oral statement to, or putting a written statement before, the Committee of the Centre concerned at a meeting convened by that Committee. Any Member who makes such an oral statement shall leave the meeting once the statement has been made.

## 10. CHAIRMAN'S CASTING VOTE

If, on the taking of a vote at any meeting, there is an equality of votes, the Chairman of the meeting shall have a second or casting vote.

## 11. GENERAL

- a. Each Centre's Honorary Secretary shall receive from The Club a supply of Club stationery, the cost being defrayed out of Club funds.
- b. Personal details of currently Registered Members only are to be held by Centre Officers for the sole purpose of communicating Centre business and details regarding Centre activities. Officers of a Centre shall not divulge the names and addresses of their Members without the consent of the Executive Committee.
- c. With especial regard to Centre websites, personal details and photographs shall not be posted without the permission of the individual concerned.

## 12. INTERPRETATION

Should any question arise as to the interpretation of these Centre Rules the matter shall be referred to the Executive Committee whose decision shall be binding on all parties.

## 13. AMENDMENT OF RULES

The approval of the Executive Committee is required to amend these Centre Rules.