

# Constitution of The Ramblers Motorhome Club

## 1. Name

- 1.1. The name of the Club is The Ramblers Motorhome Club.

## 2. Administration

- 2.1. The Club is a private not for profit Unincorporated Association.
- 2.2. Subject to the matters set out below the Club and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee, constituted by clause 7 of this constitution.

## 3. Objectives

- 3.1. The Club's objectives ('the objectives') are;
  - 3.1.1. the organisation of recreational and social activities for Club members
  - 3.1.2. the promotion of associated recreational or charitable events
  - 3.1.3. to pursue the best interests of Club Members
  - 3.1.4. to promote and maintain a neutral and inclusive environment

## 4. 4 Powers

- 4.1. In furtherance of the objectives but not otherwise the Management Committee may exercise the following powers;
  - 4.1.1. power to raise funds and to invite and to receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
  - 4.1.2. power to buy, take on lease or in exchange any property necessary for the achievement of the objectives and to maintain and equip it for use;
  - 4.1.3. power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club;
  - 4.1.4. power subject to any consents required by law to borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed;
  - 4.5 power to co-operate with other clubs, voluntary bodies and statutory authorities engaged in furtherance of the objectives and to exchange information and advice with them;
  - 4.1.5. power to support any charitable trusts, associations or institutions formed for all or any of the objectives;
  - 4.1.6. power to do all such lawful things as are necessary for the achievement of the objectives.

## 5. Membership

- 5.1. Membership will be open to persons who own or have the use of a motorhome and are interested in furthering the objectives of the Club.
- 5.2. All applicants must complete a Membership Application Form which will be considered by the Management Committee and either accepted or rejected by them.
- 5.3. When dealing with new applications the Management Committee will pay due regard to equality law and guidance applicable in Northern Ireland.
- 5.4. The Management Committee do not have to provide reasons for rejection of an application and the rejected applicant has no right of appeal.
- 5.5. The subscription fees, as fixed by the Management Committee must be paid by accepted members prior to attending Club events.
- 5.6. Full membership covers one or two adults and dependent children under the age of 18. Adult children who reside with their parents will receive associate membership free of charge. Associate members can not contribute or vote at a general meeting or serve on committee.
- 5.7. The Management Committee may unanimously and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend or representative, before the final decision is made.
- 5.8. Visitors may not stay overnight unless it is in a Motorhome of a full member who is present.
- 5.9. All members shall abide by the Code of Conduct laid down in Appendix A and the Disciplinary Procedures laid down in Appendix B.

## **6. Honorary Officers**

- 6.1. At the inaugural general meeting and each subsequent annual general meeting of the Club the members shall elect from amongst themselves a chairman, a secretary, a treasurer, a media officer and an events organiser, who shall hold office from the conclusion of the meeting.

## **7. Management Committee**

- 7.1. The Management Committee shall consist of not less than five members and not more than nine members being:
- 7.2. the honorary officers specified in the preceding clause; not less than two and not more than six members elected at the annual general meeting who shall hold office from the conclusion of the meeting.
- 7.3. All members of the Management Committee must be full current members of the Club in their own right.
- 7.4. The Management Committee may in addition appoint two co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Management Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Management Committee called under clause 10.1 and shall take effect from the end of that meeting unless the appointment is to fill a place which has not been vacated in which case the appointment shall run from the date when the post becomes vacant.
- 7.5. All the members of the Management Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
- 7.6. The proceedings of the Management Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- 7.7. No person shall be appointed as a member of the Management Committee who is aged under 18 or who would if appointed be disqualified under the provisions of clause 8.
- 7.8. No person shall be entitled to act as a member of the Management Committee whether on a first or any subsequent entry into office until after signing a declaration of acceptance and willingness to act in the trusts of the Club.

## **8. Termination of Membership of the Management Committee**

- 8.1. A member of the Management Committee shall cease to hold office if he or she:
  - 8.1.1. ceases to be a full current member of the Club; or
  - 8.1.2. becomes incapable by reason of illness or injury of managing and administering his or her own affairs; or
  - 8.1.3. is absent without permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that his or her office be vacated; or
  - 8.1.4. gives to the Management Committee notice that he or she wishes to resign with effect from a date at least one month after the date of the notice (unless there are exceptional reasons for shorter notice), but only if at least five members of the Management Committee remain in office when the notice of resignation is to take effect.
  - 8.1.5. is removed from office by a vote of no confidence carried by a 75% majority of the Management Committee.

## **9. Management Committee Members not to be Personally Interested.**

- 9.1. Subject to the provision of sub-clause 9.2 no member of the Management Committee shall acquire any interest in property belonging to the Club (otherwise than as a trustee for the Club) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee.
- 9.2. Any member of the Management Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the Club, provided that at no time shall a majority of the members of the Management Committee benefit under this provision

and that a member of the Management Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.

## **10. Meetings and Proceedings of the Management Committee**

- 10.1. The Management Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairman or by any three members of the Management Committee upon not less than seven days' notice being given to the other members of the Management Committee of the matters to be discussed but if the matters include appointment of a co-opted member then not less than 21 days' notice must be given. All notices must be given in writing, which may be by electronic means.
- 10.2. The chairman shall act as chairman at meetings of the Management Committee. If the chairman is absent from any meeting, the vice-chair (if present) will chair, otherwise the members of the Management Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- 10.3. There shall be a quorum when at least one-third of the members of the Management Committee for the time being or three members of the Management Committee, whichever is the greater, are present at the meeting.
- 10.4. The Management Committee shall keep minutes of the proceedings at meetings of the Management Committee and any sub-committee.
- 10.5. The Management Committee may from time to time make or alter the byelaws of the Club. Any such addition or alteration to the byelaws must be laid before the next annual general meeting of the Club for ratification. No byelaw, rule, standing order or other regulation may be made which is inconsistent with this constitution.
- 10.6. The Management Committee may appoint one or more advisory or subcommittees consisting of three or more members of the Management Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to the Management Committee.
- 10.8. The Management Committee shall ensure that at all times the club and its members shall comply with all legal requirements in force from time to time and any rules appertaining to the conduct of the activities being undertaken.
- 10.8. Minutes of Management Committee meetings, except those relating to disciplinary matters, will be made available to members at events.

## **11. Finance, Receipts and Expenditure**

- 11.1. The funds of the Club, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Club at such bank or building society as the Management Committee shall from time to time decide. The Club may operate more than one bank account. All cheques drawn on the Club's bank account must be signed by two members of the Management Committee.
- 11.2. The funds belonging to the Club shall be applied only in furthering the objectives of the club.
- 11.3. The Club's financial year will commence on 1 April each year and end on 31 March the following year.
- 11.4. Club accounts shall be made up to the 31 March each year.

## **12. Property**

- 12.1. Subject to the provisions of sub-clause 12.2 of this clause, the Management Committee shall cause title to:
    - 12.1.1. all land held by or in trust for the Club; and
    - 12.1.2. all investments held by or on behalf of the Club; and (c) all assets of the Club other than land and investments; to be vested in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Management Committee at their pleasure and shall act in accordance with the lawful directions of the Management Committee. Provided that they act only in accordance with the lawful directions of the Management Committee, the holding trustees shall not be liable for acts and defaults of its members.
    - 12.1.3. If a corporation entitled to act as a custodian trustee has not been appointed to hold the property of the Club, the Management Committee may permit any investments held by or in trust for the Club to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any
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subsidiary of any such stockbroking company) as nominee for the Management Committee, and may pay such nominee reasonable and proper remuneration for acting as such.

### **13. Annual General Meeting**

- 13.1. There shall be an annual general meeting of the Club which shall be held each year within two months of the end of the Club's financial year or as soon after as is practicable.
- 13.2. Every annual general meeting shall be called by the Management Committee. The Secretary shall give at least 21 days' notice of the annual general meeting in writing (this includes by electronic means) to all the members of the Club. All members of the Club shall be entitled to attend and vote at the meeting.
- 13.3. The chairman of the Club then in office shall be the chairman of each annual and extraordinary general meeting, but if he/she is not present, then the vice-chair will chair, if neither are present then, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
- 13.4. The Management Committee shall present to each annual general meeting the report and accounts of the Club for the preceding financial year.
- 13.5. Nominations for election to the Management Committee must be made on the official nomination forms, duly signed, and must be in the hands of the Secretary to the Management Committee at least 14 days before the annual general meeting. The person nominated must confirm in writing his or her willingness to stand. Should nominees exceed vacancies, election shall be by ballot.

### **14. Special General Meetings**

- 14.1. The Management Committee may call a special general meeting of the Club at any time. If at least 20% of the Club membership or 20 members, whichever is less, request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 days' notice must be given. The notice calling the meeting must state the business to be discussed.

### **15. Procedure at General Meetings**

- 15.1. The Secretary or other person specially appointed by the Management Committee shall keep a full record of proceedings at every general meeting of the Club.
- 15.2. Minutes of a general meeting will be made available to members by electronic means.
- 15.3. There shall be a quorum when at least 25% of the number of full members of the Club for the time being or 20 members of the Club, whichever is less, are present at any general meeting.

### **16. Notices**

- 16.1. Any notice required to be served on any member of the Club shall be served by the Secretary or the Management Committee on such member either by email or text to keep costs to a minimum. The postal service will be used in disciplinary cases where necessary

### **17. Voting**

- 17.1. Every member shall have one vote on any resolution on which he is entitled to vote. Every resolution shall be decided by a majority of votes by those present and entitled to vote on the question but in the case of a tied vote the Chairman of the meeting shall have a second and casting vote.

### **18. Trustees**

- 18.1. Three Trustees will be appointed by the Management Committee in the first instance.
- 18.2. A General Meeting may remove or appoint Trustees at any time.
- 18.3. A Trustee holds office until death, resignation or removal by a General Meeting.
- 18.4. All property of the Club, including money, is to be held and used by the Trustees for the benefit of the Club.
- 18.5. The Trustees will hold and use the Club's property in accordance with all lawful directions of the Management Committee.

### **19. Alterations to the Constitution**

- 19.1. The constitution may be altered by a resolution supported by not less than two-thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

## **20. Dissolution**

20.1. If the Management Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is supported by two-thirds of those present and voting the Management Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having objectives similar to the objectives of the Club as the members of the Club may determine.

## **21. Appendices**

21.1. A - Code of Conduct

21.2. B - Disciplinary Procedures

## **22. Arrangements until first Annual General Meeting**

22.1. Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Management Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Signed ..... David Gilmore

Signed.....Joseph Little

Signed.....Enda Carolan

# **The Ramblers Motorhome Club Appendix A – Code of Conduct**

## **1. Hosting of Events**

- 1.1. At least one named member of the Club shall be appointed by the Management Committee to host and be responsible for the conduct of each event and for ensuring that those who attend comply with this Code.

## **2. Parking of Motorhomes**

- 2.1. In the interest of both Health and Safety and privacy, Motorhomes should be spaced and sited so that they do not restrict access to, or exit from, any other Motorhome or the venue in general.
- 2.2. Emergency vehicles should be able to gain access to within 30 metres of any Motorhome in the venue.
- 2.3. A minimum clear unobstructed space of 3.5 metres must be maintained between facing sides of adjacent Motorhomes.
- 2.4. Motorhomes must not be parked within 3 metres of a permanent building.
- 2.5. Cars belonging to members or visitors must not be parked in the vicinity of Motorhomes.
- 2.6. Members must park as directed by the event host.
- 2.7. Members wishing to park as a group should arrive together.

## **3. Nuisance**

- 3.1. The Club should take reasonable steps to minimise nuisance or disturbance to local residents when events are taking place.
- 3.2. Noise should be kept to a minimum for the comfort of both members attending the event as well as those who live or work nearby.
- 3.3. Activities held in the open or in marquees should finish at 11pm. Activities held in buildings such as school halls should finish by 1am.
- 3.4. Generators shall not be used between the hours of 9pm and 9am and must not exceed 90dB. Runtime must not exceed 2 hours in any 6 hour period. An exception may be made for medical reasons where siting has been taken into account.
- 3.5. Ball games, cycling etc will not be permitted in the vicinity of Motorhomes.
- 3.6. Members must not embarrass the Club by taking food or drink into a licensed venue.

## **4. Health and Hygiene**

- 4.1. A clearly marked drinking water point will be made available and must be protected from contamination. Hands should be thoroughly washed and only clean hoses or drinking water containers should be used.
- 4.2. Chemical toilets and grey water must only be emptied at designated points. Cassettes must not be rinsed at or near a drinking water point.
- 4.3. Grey water must not be allowed to overflow and foul the ground. Do not dispose of at storm water gullies.
- 4.4. Dogs must be kept on a lead and under close control at all times. Any mess shall be cleaned up by the owner.
- 4.5. Never exercise a dog or allow it to defecate on a Sports field or children's playground.
- 4.6. All refuse must be taken home and the venue left clean and free from litter.

## **5. Safety Rules**

- 5.1. Motorhomes or visitors vehicles shall only be driven by licensed and insured drivers.
- 5.2. A speed limit of 5 mph must be observed at all times.
- 5.3. Event Hosts should wear appropriate 'High-vis' clothing when directing parking.
- 5.4. The safety and behaviour of children shall at all times be the responsibility of the parents or guardians.
- 5.5. Children and vulnerable adults should not be left unattended in a Motorhome.
- 5.6. Lighted candles present a very high risk of fire and their use is prohibited.
- 5.7. Members should carry a fire blanket and a suitable fire extinguisher and be familiar with their use.
- 5.8. Open fires including fire pits are prohibited.
- 5.9. BBQs should be elevated and not in direct contact with the ground.
- 5.10. Members are advised to carry a torch in poorly lighted venues.

# The Ramblers Motorhome Club Appendix B – Disciplinary Procedure

## 1. Introduction

### 1.1. All Members of the Club are expected to:

- 1.1.1. conduct themselves in a responsible manner and not engage in any form of bullying, aggressive behaviour, harassment, discrimination, victimisation or sexual misconduct;
- 1.1.2. comply with the instructions of the Management Committee and Event Hosts;
- 1.1.3. have due care and consideration for fellow Members and the general public;
- 1.1.4. observe the requirements of the Club's Constitution;
- 1.1.5. conduct themselves in accordance with the rules laid down in the Club's Code of Conduct (Appendix A).
- 1.1.6. 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.

## 2. Club Procedure

### 2.1. Minor Misconduct

- 2.1.1. The Club may deal with any act of minor misconduct by a small sub-committee (minimum of 3) of Committee Members which should include the Chairperson or Vice-Chairperson.
- 2.1.2. 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 event. 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.
- 2.1.3. 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.
- 2.1.4. A written account shall be kept of any disciplinary interview and the action taken and shall form part of the Club's records. A copy of this shall be given to the Member concerned.

### 2.2. Serious Misconduct

- 2.2.1. In the case of serious misconduct, persistent or repeated minor misconduct, this will be dealt with initially by a Sub-Committee of the Club Committee (minimum of 3) to include the Chairperson or Vice Chairperson that shall arrange for a report to be prepared for the Club Committee. The Sub-Committee shall have the power to suspend the Members membership including that of any linked Member until determination of the matter by the Disciplinary Committee.

#### 2.2.2. The report should contain:

- 2.2.2.1. a summary of the circumstances of the alleged misconduct including the names of all parties involved;
- 2.2.2.2. a summary of the available evidence;
- 2.2.2.3. written reports from witnesses;
- 2.2.2.4. details of any previous warnings or suspension issued to the Member concerned;
- 2.2.2.5. details of any police involvement (including names of police officers, Incident number and what if any action has resulted);
- 2.2.2.6. a statement from Member concerned;

- 2.3. The Club Committee shall, on receipt of the report, appoint a Disciplinary Committee to deal with the matter. The Disciplinary Committee shall include 3 members of the Club Committee including the Club Chairperson or Vice-Chairperson, but excluding those members of the Sub-Committee referred to at 2.2.1. No Member involved in the disciplinary matter or related to anyone involved shall be on the disciplinary committee.
- 2.4. The Member will be invited to attend the Disciplinary Committee at their own expense and can speak in their own defence. If the Member wishes they can appoint another Member to speak on their behalf.
- 2.5. The Disciplinary Committee shall sit within 4 weeks of its formation.
- 2.6. The Member shall be advised in writing of the decision of the Disciplinary Committee and a copy shall be sent to the Club Secretary to be kept as part of the Club records.
- 2.7. 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 event or activity which is being run by the Club.