

Irish Camping and Caravan Club
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Constitution & Procedures

Constitution

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Constitution

Article 1 - Title

The name of the club is the "Irish Camping and Caravan Club",
hereinafter referred to as the Club.

This is the original Club logo/crest. It should be kept as it is our identity and a reminder of our heritage.



Article 2 - Objectives

- (a) To promote and develop camping, caravanning and motor caravanning throughout Ireland.
- (b) To provide sites suitable for camping, caravanning and motor caravanning by purchase, lease, rent or on whatever suitable terms available.
- (c) To provide for the furtherance of youth education in and promotion of associated outdoor activities.
- (d) To co-operate with local, national or international bodies, and to foster friendship and harmony by the furtherance of these objectives.

Article 3 - Membership

- (a) Membership shall be open to all persons aged 18 years and over with special provision for family membership.
- (b) The Club may refuse to admit as a member any person without assigning a reason for so doing
- (c) The Club may grant Honorary Life Membership, on the proposal of the National Council supported by a detailed citation. Such honour must receive a favourable vote of two thirds of the members present at the Council meeting.

Article 4 – Organisation

- (a) The National Council shall operate the Club at national and international level.

(b) To further development in accordance with the objectives of the Club, authorised branches may be formed where the number of members or potential members and/or if geographic location warrants such formation.

(c) A Branch Committee shall operate each branch.

Article 5 – National Council

(a) The National Council shall consist of not less than seven and not more than nine elected members plus the appropriate number of branch representatives as per Item 3(d) of Procedures.

(b) Member shall be elected to the National Council at the club AGM. Nominations must be sent to the Club Honorary Secretary at least 60 days prior to the AGM. Only members present shall be entitled to vote.

(c) Should any act or omission by any person be considered prejudicial to the interest of the Club, a 3 person sub committee appointed by National Council, including a Trustee, shall call upon the member responsible to explain his/her conduct.

If such explanation is considered unsatisfactory or is not forthcoming, the sub committee shall have the power to suspend the member and / or recommend to the National Council that such member be expelled from the Club.

The member shall have a right of appeal to National Council.

Article 6 – Branch Committees

(a) Branch Committees shall consist of not less than five or more than seven members elected at the Branch Annual General Meeting. Those elected shall hold office for two years provided one half of those should retire each year. Those longest in office shall retire. In the first year and thereafter as between members of equal service, in the absence of agreement, those to retire shall be chosen by lot. Retiring members shall be eligible for re-election.

(b) Should any act or omission by any person be considered prejudicial

to the interest of the Club, the relevant Branch Committee shall call upon the member responsible to explain his/her conduct. If such explanation is considered unsatisfactory or is not forthcoming, the Branch Committee shall have the power to suspend the member and / or recommend to the National Council that such member be expelled from the Club.

The member shall have a right of appeal to National Council.

Article 7 – Club President

(a) A Club President, whose term of office shall be Two (2) years, shall be elected at the club AGM and will not be eligible for re-election for a consecutive term.

(b) Nominations for President shall be sent to the Club Honorary Secretary no sooner than sixty (60) days and at least twenty one (21) days prior to the date set for the A.G.M. If no such nominations are received, verbal nominations shall be accepted from the floor at the A.G.M.

(c) Nominees for President must have at least three years continuous membership.

(d) The President shall represent the Club at official functions. National Council may nominate a deputy for any function if the President is unable to attend. The President shall be a full member on National Council and shall be eligible to hold an executive position.

Article 8 – Trustees

(a) There shall be at least three (3) and not more than five (5) Trustees of the Club.

(b) A trustee must be a Club member, over 21 years of age, and have at least 10 years continuous membership.

(c) The present Trustees of the Club viz., Jim Conway, Dermott McElmeel, Gerry McInerney, John Bolger, and John Burns, shall be retained on adoption of this constitution.

(d) A Trustee shall cease to be a Trustee if:

(1) He/she resigns from the Trusteeship. (2) If removed by a vote of two-thirds of the members present at a Club Annual or Special General Meeting. (3) If he/she ceases to be a member of the Club.

(e) The National Council shall nominate Trustees for appointment at a Club A.G.M or special General Meeting, should vacancies arise.

(f) The Trustees shall be known as "The Trustees of the Irish Camping and Caravan Club"

(g) All properties of the club shall be vested in the Trustees to be dealt with by them, held, sold, mortgaged or leased, as the National Council shall direct and so record in the minutes.

(h) The funds of the Club, over and above current year's requirements shall be vested in the Trustees and held in deposit / investment accounts/bonds in the name of the "Irish Camping and Caravan Club". Such accounts to be used as the National Council direct and shall require the signatures of any three Trustees and in addition, the signature of the Club Honorary Treasurer.

(i) The trustees shall be indemnified against risk and expense by the club, provided they act in a prudent and sensible manner consistent with the interests and objects of the club.

(j) The Trustees shall act with majority agreement. In the event that

majority agreement cannot be reached, they shall hold further discussions with the National Council. If there is still no majority agreement, the Trustees shall direct the Club Honorary Secretary to call a special general meeting within one month where a majority decision by voting members present would be binding.

(k) The Trustees may meet as and when necessary but in any event shall

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meet once per year, with the Club Treasurer to review the club assets and trust funds.

Article 9 – General Meetings

(a) A general meeting of the Club shall be held each year sometime during a weekend, no later than the end of April. This shall be the Club Annual General Meeting at which reports from the Club Secretary, Treasurer and Branch Committees shall be presented. There shall be election of Council Members, election of President, election of auditors, valid motions/resolutions and any other relevant business. National Council shall draw up the Agenda. The Club A.G.M. shall have precedence over all other Club activities.

(b) A General Meeting of each Branch shall be held no later than the end of October of each year. This shall be the Branch Annual General Meeting at which reports from National Council Representatives and Branch Secretary and Treasurer will be presented. Elections for the Branch Committee and Auditors will be held. Valid motions/resolutions (relevant to branch only) and any other business will be taken. The Branch Committee shall draw up the Agenda.

(c) The National Council at their own behest or on request from a Branch Committee or Club Trustees shall call a Special General Meeting of the Club or Branch.

(d) On written request of 10% of the voting members or fifty (50) members, whichever is the lesser, the Club Honorary Secretary shall call a Special General Meeting of the club. The requisition to the club

Secretary must state precisely the reason for which the meeting is called and this shall be the Agenda. Such meetings will require a quorum equal to 75% of the number requisitioning the meeting, to be validly convened.

(e) On written request of 25% of members or twenty (20) members whichever is the lesser, the Branch Secretary shall call a Special General Meeting of the Branch. The requisition must state precisely the reason for which the meeting is called and this shall be the Agenda. Such meetings will require a quorum equal to 75% of the number

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requisitioning the meeting, to be validly convened.

(f) Seven days written notice, with the Agenda, for all General Meetings shall be presented to members.

(g) Standing orders for the conduct of General Meetings shall be established by the National Council and shall be in accordance with general tradition and practice.

(h) No business shall be transacted at a General Meeting except that which is stated on the Agenda.

(i) At any General Meeting only members present shall have a vote.

(j) At Branch General Meetings, only members of the branch present shall have a vote. Nominees for election not present must indicate in writing their willingness to be nominated.

Article 10 – Finance

(a) Current Bank Account/s shall be opened in the name of the " Irish Camping and Caravan Club". All monies received on behalf of the Club shall be lodged to the Club Bank Account/s.

(b) Two Auditors, who shall be members, shall be elected at the Club Annual General Meeting. They shall not be members of the National Council or both from one Branch Committee. Two Auditors, who shall

be members, shall be elected at each of the Branch A.G.Ms. They shall not be members of the Branch Committee to which they are attached. National Council may engage a professional Auditor if and when it is deemed necessary.

(c) An Auditor shall cease to be a Auditor if:

(1.) He/she resigns as an Auditor. (2.) If removed by a vote of two-thirds of the members present at a Club Annual or Special General Meeting. (3.) If he/she ceases to be a member of the Club.

(d) Prior to the Annual General Meeting and at such other times as the National Council or Trustees may require, the Books and Accounts of the Club and Branches shall be audited by the auditors. A copy of the

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Annual Auditor's report shall be made available to each member at the Club Annual General Meeting and forwarded to the Trustees.

Article 11 – Winding up

(a) The affairs of the club may be wound up by resolution, duly notified as in Article 9(f) of the Club Constitution, and passed by three-quarters (3/4) of the members present and entitled to vote at a Club General Meeting called for that purpose.

(b) Allocation of Club assets or Club debts shall be in accordance with the resolution passed at that meeting. Such resolution may not confer any financial benefit on any member and if assets are to be distributed to other clubs or associations, their constitution must include like provisions for distribution of assets.

Article 12 – Constitution Amendments and Interpretation (a)

These articles shall remain in force and shall not be altered, added to or rescinded except by resolution duly submitted through the National Council and passed by three-quarters of those present and entitled to vote at a Club Annual or Special General Meeting. Such resolutions may be submitted to the National Council at any time provided that if for consideration at a Club A.G.M. the sixty-day rule will apply as per Item 5(a) of Procedures.

(b) The National Council will advise the General Meeting on the propriety of any amendments and when necessary, ensure that any other articles affected are duly amended.

(c) The National Council shall decide interpretation or any questions arising, which are not provided for in this Constitution. During a General meeting these matters will be decided by the voting members present.

Procedures

Item 1. Membership

(a) Application for membership, on the prescribed form, shall be forwarded to the Club Membership Officer for registration and ratification by National Council at their next meeting.

(b) Membership shall consist of no more than 2 adult members over the age of 18 and their dependants with special provision for family membership. (See club rules for definition of “dependants” and “family”).

(c) Membership shall be deemed to commence on the date of registration.

(d) Membership subscriptions shall fall due at application and thereafter on the 1st day of January each year. Should a member's subscription remain unpaid for three months, he/she shall cease to be a member.

(e) A member may be attached to one branch only. On joining, a member will be allocated to the branch requested or that appropriate to location. A member has the right to change branch provided National Council are notified.

Item 2. National Council

(a) Elected members shall hold office for two years provided one half of those should retire each year. Those longest in office shall retire. Between members of equal service, in the absence of agreement, those to retire shall be chosen by lot. Retiring members shall be eligible for re-election.

(b) Nominees must have 36 months continuous membership and lodge nomination papers supported by at least three (3) other paid up members by the set closing time.

(c) The National Council shall meet at least four times per year. A quorum shall be seven members. Those absenting themselves from three consecutive meetings without reason acceptable to the council

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shall be deemed to have resigned and shall be so informed.

d) Any vacancies arising to the National Council, due to insufficient nominees or resignations, shall be filled by co-option until the next election.

(e) In the event of the number of candidates duly nominated for election is equal to or less than the number of vacancies, no ballot shall be necessary and they shall be declared elected.

(f) Each branch shall appoint member(s) as representatives on the National Council. Such representatives shall hold office for one year and shall be eligible for re-appointment.

(g) At its first meeting after the Club AGM the National Council shall elect the following.

- (1) Chairperson.
- (2) Club Honorary Secretary,
- (3) Club Honorary Treasurer

The above positions can only be filled from elected council members.

- (4) Vice Chairperson
- (5) Club Honorary Assistant Secretary
- (6) Club Honorary Assistant Treasurer

The above positions can be filled from either elected or co-opted members.

The Officers shall hold office until their successors are elected. A National Council Officer may not hold a similar position on a branch committee.

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(h) Members shall not hold any of the above offices for more than five (5) consecutive years

(i) The National Council shall make rules applicable to the overall club membership. It shall also set entrance and membership fees and fees for national and international events. It shall also set fees and conditions

for use of club sites and premises by branches. In setting fees the National Council shall allow a 50% discount to Senior Memberships (aged 66 years or over) with ten years continuous membership and discounts, where appropriate for National events. Members who currently have this concession will retain this concession.

(j) The National Council shall have power to appoint sub-committees

who shall serve for the period agreed and to terms of reference set by National Council. The Chairperson, Vice Chairperson, Club Honorary Secretary, Club Honorary Treasurer, Club Honorary Assistant Secretary and Club Honorary Assistant Treasurer may constitute and meet as an Executive Committee to carry out any business delegated to it by the National Council or such other urgent matters necessary for the efficient management of the Club.

(k) The proceedings at all meetings of Council, Sub-Committees, and Executive Committees shall be recorded in minutes.

Item 3. Branch Committees

(a) The Branch Committee shall at its first meeting after its A.G.M. elect from their number a:

- (1) Chairperson,
- (2) Honorary Secretary,
- (3) Honorary Treasurer.

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These Officers shall remain in office until their successors are elected.

(b) Nominees must be members for at least 24 months.

(c) Members shall not hold any of the above offices for more than five (5) consecutive years.

(d) Every branch shall be entitled to appoint one representative to sit on the National Council, provided that if any branch consists of 150 or more of the total club membership, they shall appoint two representatives. National Council representatives will be nominated by Branch Committees and shall take office at the end of the next Club

A.G.M. Branch Committees may appoint an alternative to attend National Council Meetings and he/she shall have voting rights. Representatives will report to Branch Committees.

(e) The National Council may appoint one of its members to attend Branch Committee Meetings.

(f) The Branch Committee shall set all fees for activities particular to their branch and make rules for such activities consistent with the general rules of the Club. Any Club member shall be entitled to participate in any Branch activity provided they pay the appropriate fee and abide by the rules as laid down by the Branch Committee.

(g) The Branch Committee shall organise and control either directly or via appointed work groups or sub-committees, all functions, outings, rallies, socials, publicity and fund raising activities particular to their branch. Branch Committees shall be empowered to use any Club funds in the branch club account or allocated by the National Council for these purposes. Branch Committees may combine to organise joint functions with the agreement of National Council.

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(h) The Branch Committee shall have the power to appoint Sub-Committees who shall act within the terms of reference and for such periods as laid down by the Branch Committee.

(i) The Branch Committee shall meet at least four times per year. Those absenting themselves from three consecutive meetings without reason acceptable to that Committee shall be deemed to have resigned and shall be so informed.

(j) Any vacancies, due to insufficient nominees or resignations, shall

be filled by co-option until the next election. They shall be eligible for election

Item 4. Finance

(a) In the event of Prize Bonds held by the club winning a prize, such monies and any other monies or properties accruing from any source and funds surplus to current requirements shall be lodged to the deposit/investment accounts, indicated in Item 8(h).

(b) Branch Committees shall be empowered to open a Current Bank Account and other such accounts as are approved by the Trustees and to hold all monies in those accounts. They must maintain such books, records and receipts as are necessary to reflect a complete record of transactions. All accounts shall be subject to Audit and presented to the Branch Annual General Meeting. Such audited Accounts to be forwarded to Honorary Treasurer within one month of the Branch A.G.M. for forwarding to the club Trustees.

(c) The Club Honorary Treasurer shall maintain such books, records and receipts as are necessary to reflect a complete record of the Club Accounts

(d) National Council may allocate Club funds to Branches for use as per Item 3(f) of Procedure.

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(e) Cheques, Money Orders, Postal Orders, Direct Debts and Standing Orders etc. should be made payable to the "Irish Camping and Caravan Club".

(f) National Council shall formulate and present at the AGM the proposed budget for the following year as part of the Treasurers report.

Item 5. General Meetings

(a) The place, date and time of the Club A.G.M shall be decided by the

National Council and sufficient advance notice be published to enable notices of motions/resolutions to be given in writing to the Club Secretary at least sixty (60) days prior to the meeting.

(b) The appropriate Branch Committee shall decide the place and date of the Branch Annual General meeting and sufficient advance notice is published to enable notices of motions/resolutions relevant to that Branch be given in writing to the Branch Secretary at least thirty (30) days prior to the meeting.

Item 6. Procedure Amendments

Procedure shall remain in force and shall not be altered, added to, or replaced, except by resolution passed by majority vote at the club A.G.M.

As adopted at E.G.M. 1st March 1986 and amended at A.G.M's 14th April 1988, 15th April 1989, 20th April 1991, 16th April 1994, 15th April 2000, 1st April 2006, 28th April 2007, 24th April 2010, April 21st 2012, April 18th 2015, April 1st 2017 and April 14th 2018, 24th April 2021.