

CONSTITUTION OF THE SOUTHERN CROSS CARAVAN CLUB, INCORPORATED.

1. NAME

The Club shall be known as the **SOUTHERN CROSS CARAVAN CLUB, INCORPORATED.**

2. CONSTITUTION AND RULES

- a) The persons who at the time of the adoption of this Constitution and Rules are Members of the Southern Cross Caravan Club shall become an Incorporated Association which shall be called SOUTHERN CROSS CARAVAN CLUB, INCORPORATED.
- b) This Constitution and these Rules or so much thereof as shall be capable of coming into operation pending Incorporation of the Club shall commence from the time of adoption by Full Members of the Southern Cross Caravan Club.
- c) The Registered Office of the Club shall be at the private address of the Public Officer for the time being.
- d) The word ‘Club’ and ‘Association’ in this Constitution and these rules shall mean SOUTHERN CROSS CARAVAN CLUB, INC.

3. OBJECTS

The Objects of the Club are:-

- a) To further and protect the interests of Caravanners, Members of the Club, and to increase their enjoyment of this pastime.
- b) To provide the opportunity for social participation in caravanning in a range of member activities.
- c) To do all such lawful things as may be conducive to the attainment of the above objects or any of them.
- d) To affiliate with kindred organisations and to act in conjunction with them in all matters affecting caravanners and caravanning.

4. MEMBERSHIP

- a) **QUALIFICATIONS** – Membership is open to all persons interested in caravanning who are approved by the Committee.
 - (i) A ‘Full Member’ shall mean a Financial Member of the Southern Cross Caravan Club.
 - (ii) Any member who has been requested to resign their Membership or who has been expelled from the Club shall forego, for all time, the right to re-apply to the Club for Membership.
- b) **APPLICATION** – Candidates for election must make application for Membership on the form prescribed by the Committee and give such undertakings as may be required. The Committee may refuse to elect any person without assigning any reason for so doing. The Secretary shall maintain a Register of Members of the Club.

- c) **SUBSCRIPTIONS** – Yearly subscriptions will become due and payable on the first day of October in every year. New Members joining after October will pay a proportion of the Annual Subscription directly related to the remaining financial year and determined by the Treasurer. New members will also be required to pay a Joining Fee as well as the Yearly Subscription Fee. The Joining Fee and the Financial Subscription for the ensuing year will be determined at Annual General Meeting, or at a Special General Meeting convened for this purpose.
- d) **RENEWAL OF MEMBERSHIP** –Members shall make application for renewal of Membership on the forms prescribed by the Committee, and the Committee shall have power to require Members to give any such undertakings (eg. By-Laws) as may be necessary in the interests of the Club, and to refuse the renewal of Membership to any person without assigning a reason for so doing. If a Member fails to pay the annual subscription within two months of due date, Membership shall lapse and a joining fee may be required if that Member decides to re-join the Club. However, the Committee reserves the right to extend the two months period in extenuating circumstances.
- e) **RESIGNATION** -Members wishing to resign their Membership shall notify the Club Secretary in writing on or before the first day of October. Members resigning or dismissed by the Committee for any reason shall not be entitled or receive any refunds on any monies paid to the Club.
- f) **LIFE MEMBERSHIP**
- (i) **QUALIFICATIONS** – Any Member who has been a Member of the Club for not less than ten years and has rendered outstanding service to the Club may be appointed a Life Member in the manner herein after prescribed.
- (ii) **ELECTION** – A Candidate for Life Membership shall be proposed and seconded by Members of the Committee. Not more than one such proposal shall be accepted in any year. The election shall take place at any Annual General Meeting of the Club, and must be approved by at least a two-third majority of Members present thereat.
- (iii) **SUBSCRIPTIONS AND BENEFITS** – A Life Member shall not be required to pay any subscriptions and shall have all the rights of a Full Member of the Club. Notwithstanding, the Life Member is expected to pay Rally Fees at each Rally.

5. **OFFICERS AND COMMITTEE**

- a) The Committee shall consist of :
- (i) President, Vice-President, Secretary, Treasurer and Editor of the Club, together with a minimum of four and maximum of ten Members elected each year at the Annual General Meeting.

- (ii) Alternatively, Members present at the Annual General Meeting may elect that the Committee shall consist of the President, Vice-President, Secretary, Treasurer and Editor of the Club, together with all Financial Members of the Club.
 - (iii) The election of the President, Vice-President, Secretary, Treasurer and Editor of the Club and other nominations for the Committee shall be determined by show of hands in any case in which more than one nomination is received, for any vacancy. In this case, nominees shall not be present during the voting.
 - (iv) Where possible, no two members of the one family shall hold an Executive Position on the Committee.
 - (v) Wherever practical, ordinary Committee shall consist of equal numbers of male and female Members.
 - (vi) Considering all circumstances by the Committee of the day, the term of office for Executive positions is 3 years.
- b) "Executive position" shall be deemed to include the President, Vice-President, Secretary, Treasurer and Editor.
 - c) The positions of all Officers of the Club shall be honorary, but an honorarium may be granted to any Committee Member or other Member of the Club for exceptional services performed on behalf of the Club if a resolution to that effect is passed at the General Meeting of Members.
 - d) The Committee may do on behalf of the Club all such things as can be done by the Club at General Meetings except such things as are by these Rules expressly required to be done at Annual General Meetings and the committee shall have the duty and power of promoting, advancing and carrying out, all the objects of the Club and subject to these rules, and to resolutions passed in accordance therewith by any General Meeting of the Club, the committee shall have the control, management and conduct of all property and affairs of the Club and may exercise any of the powers of the Club.
 - e) The Committee shall have power, in conformity with the Constitution and rules of the Club, to pass, alter or repeal By-laws.
 - f) The Committee may fill any vacancy which may occur on the committee between Elections, from Members in such manner as the Committee shall think fit.
 - g) The Committee may appoint various Sub-committees provided that each Sub-Committee shall contain at least one Executive Committee Member.

- h) The Committee shall meet as and when required. The quorum for that General Committee Meeting shall be as follows:
 - (i) In the first instance where the Executive and four to ten members are elected, then quorum shall be one executive member and four other members.
 - (ii) In the second instance, where the Executive together with all Financial Members are elected, the quorum shall be one executive member and (33%) of Financial Members.
- i) The Treasurer will maintain an Inventory of all Club property.
- j) The Committee shall insure the Club against any claim from a third party for injury received while at a Club function by taking out an appropriate Public Policy. In addition, the committee may arrange any other insurance policy considered in the interests of the Club.
- k) All standing Sub-Committees appointed by the Committee shall be deemed constituted until the committee Meeting immediately following the next Annual General Meeting, but the Committee shall have power to disband any Sub-Committee at any earlier date.
- l) A report shall be made to the Committee on behalf of each Sub-Committee at every Committee Meeting.
- m) The President, Vice-President, Secretary, Treasurer and Editor for the time being shall be ex-officio Members of all Sub-Committees appointed by the Committee.
- n) A Member on cessation of Membership of the club shall automatically relinquish any office membership of any Sub-Committee held by him/her in the Club.

6. PUBLIC OFFICER AND SEAL HOLDERS

- a) The Committee will appoint one of the Club's Members as the Public Officer of the Club for the purposes of the Associations Incorporation Act, 1956-1965 and any amendment or re-enactment thereof for the time being in force.
- b) The Seal holders of the Club shall be the persons for the time being holding the Offices of President, Secretary, Treasurer, Editor and Public Officer.
- c) The following design of common Seal will be used: SOUTHERN CROSS CARAVAN CLUB, INC.
- d) The Common Seal of the club shall not be affixed to any instrument except by authority of a resolution of the committee and in the presence of the Public Officer and at least one other Seal-Holder.

7. DISCIPLINE

- a) The Committee reserves to itself the right to suspend any Member from the privileges of Membership.
- b) Club Pennant or Emblems shall not fly on caravans unless in actual occupation of a Member of the Club or of a Member of his/her family.
- c) Should any complaint be received by the Club with regard to the conduct or behaviour of any Member in a caravan park, camping ground or on the road with his/her caravan, such complaint shall be investigated by the Committee at a meeting at which the Member is entitled to be heard or represented and if the Committee decides that the complaint is well founded, it shall have the power to expel or suspend the Member. Such expelled Member shall have the right to appeal at a General Meeting.
- d) The Committee reserves the right to take suitable action in cases where the Club's property is used without authority.

8. FINANCE

- a) The Committee shall not spend a greater sum than specified by By-Laws on the purchase of any one article of Club equipment without obtaining prior approval of a majority of Members at a General Meeting.
- b) No Members or Sub-Committee shall incur financial obligations on behalf of the Club without the sanction of the Committee.
- c) Monies received by the Club from any source whatsoever will be applied exclusively to the object of the Club.
- d) The Club's funds shall be kept in an account or accounts in the name of the Club at such Banks or Financial Institutions as the Committee shall resolve or approve of. Cheques or withdrawals from such account or accounts shall be signed by any two of the President, Vice-President, Secretary or Treasurer and such other Members of the Committee appointed by the committee from time to time for that purpose. The Treasurer will maintain an accurate record of the Club's income and expenditure and regularly report the financial status of the Club to the Committee.
- e) Joining Fees and Annual Subscriptions will be reviewed at the General Meeting each year prior to the Annual General Meeting for ratification.
- f) **RALLY FEES**
 - (i) The Treasurer may determine a fee more or less than the actual cost of the Rally and that fee will be payable to the Treasurer at that Rally.

- (ii) All Members shall pay the same fee unless determined otherwise by the Treasurer.
- (iii) Any Full Member not attending a Rally with a caravan, but attending any night or other organized function, may be required by the Committee to pay a fee for all Adult Members and friends of Members.
- (iv) This does not apply to any person who is attending a Rally or other function in an official capacity by request of the Committee.

9. ANNUAL GENERAL MEETINGS

The Rules and Procedure for Annual General Meetings of the Club shall be as follows:-

- a) The Annual General Meeting of Members shall be held at a time and place fixed by the Committee.
- b) Notice in writing or by electronic mail convening the Meeting shall be sent out at least fourteen days prior, addressed to the last known address of the Member, but the non-receipt of such notice shall not invalidate the proceedings at any Meeting.
- c) Nominations for the Executive positions and the committee shall be received in writing by the Club Secretary at least fourteen days prior to the Meeting. No person shall be nominated without his/her written consent.
- d) If the number of candidates is less than the number of vacancies to be filled, the Chairperson will declare those nominated duly elected, and the Committee shall endeavour at their next meeting or meetings to fill the vacancies from Members in such manner as the Committee shall think fit.
- e) **THE CHAIRPERSON:**
 - (i) The Chair shall be taken by the retiring President of the Club, or in his/her absence by the Vice-President of the Club, failing this, the Meeting shall elect its own Chairperson.
 - (ii) The Chairperson at any meeting shall not vote on an initial motion but will have a casting vote in the case of a drawn vote.
- f) The President will give a report on the proceedings and activities of the past year.
- g) The Treasurer will present an audited Financial Statement for the same period.

h) VOTING:

- (i) Every Full Member of the Club shall be entitled to attend, speak and vote.
- (ii) Every Full Member of the Club shall have an equal vote, and all resolutions, motions amendments and questions shall be determined by show of hands unless a ballot be demanded by at least five Members present, subject however, to the provisions of Rule 5 (a) (iii).
- (iii) Absent Voting- If a Member is unable to attend the AGM and wishes to participate in the ballots for the Election of Officers, they shall, if requested, be afforded the facility of an 'Absent Vote'.
- (iv) At the Annual General Meeting fifty per cent plus one (50% plus one) of the total number of full members shall form a quorum.
- (v) If a quorum is not present within thirty minutes of the time appointed for such meeting, the meeting shall be adjourned to a date to be fixed within one calendar month after the date originally appointed for that Annual General Meeting.

(i) ELECTION of THE NEW EXECUTIVE

- (i) The Chairperson will declare all Executive and committee positions vacant.
- (ii) The Meeting shall elect the President, Vice-President, Secretary, Treasurer, Editor and the committee of the Club and/or other persons deemed necessary to assist any Executive Officer of the Club.
- (j) The Meeting shall appoint an Auditor, who must not be an Executive Officer or a member of the Committee.
- (k) The Secretary may hold the positions of Secretary and Treasurer.

10. SPECIAL GENERAL MEETINGS

A Special General Meeting of the Club shall be called by the Secretary at any time on the receipt of:-

- a) Instructions from the President or Committee
or
- b) A request in writing signed by not fewer than ten(10) Full Members, such request setting out clearly the purpose for which Special General Meeting is desired.
- c) Notice in writing or by electronic mail convening a Special General Meeting clearly setting forth the purpose for which it is being convened shall be sent out at least fourteen days prior, addressed to the last known address of each Full Member but the non-receipt of such notice shall not invalidate the proceedings at any Meeting.

- d) At any Special General Meeting, fifty per cent plus one (50% plus one) of the total number of Members shall form a quorum, and if within thirty minutes of the time appointed for such a Meeting a quorum is not present the Meeting shall be adjourned sine die.

11. INTERPRETATION

Subject to the jurisdiction of the Court, the interpretation of any of the Rules or any By-laws or Regulations made pursuant to these Rules and determination of any matter on which these Rules or any By-laws Rules or Regulations are silent, shall be referred to the Committee for decision and their decision shall be final and binding on Members.

12. AMENDMENTS TO CONSTITUTION

- a) Except as provided in Rule 12 (b), the Constitution and Rules can only be validly added to, amended, or repealed at an Annual General Meeting, or at a Special General Meeting of Members called for that purpose, notice in writing or electronic media of the intended amendments having been given at least fourteen days before the intended meeting. Alterations, additions and/or amendments to this Constitution can only be effected by a two-thirds majority vote in favour by the Members present at the Meeting convened for this purpose.
- b) Notwithstanding Rule 12 (a) hereof, any amendment or addition to the Associations Incorporation Act, 1956-1965 or any other law affecting the position of Public Officer shall be deemed automatically to effect a similar alteration in these Rules.
- c) The Committee shall cause such notices to be given to the Registrar of Companies concerning alterations to the Constitution and Rules or any trusts relating thereto as are from time to time prescribed by law.

13. WINDING UP

The Association may be Wound Up in the manner provided for in the Act. If after the Winding Up of the association there are surplus assets remaining as defined in the Act, the Committee in Office at that time shall have the power to dispose of surplus assets to an organization with similar interests.

14. POWERS OF ASSOCIATION

The Association shall have all the powers conferred by Section 25 of the Associations Incorporation Act.

Signed.....
 (President)
 Date:/...../.....

Signed.....
 (Public Officer)
 Date:/...../.....