

CONSTITUTION AND CODE OF CONDUCT

For people who camp on their own
The New Horizons Camping Club

CONSTITUTION AND CODE OF CONDUCT

1. The name of the club shall be known as The New Horizons Camping Club.

AIMS AND OBJECTIVES

2. The sole aim of the club is to provide a companionable setting for those who live without a partner and camp alone because they are widowed, divorced, single or separated (this will include those who may have a partner in residential care, permanently or on a temporary basis, for respite, due to a permanently disabling condition e.g., dementia, and who do not camp with them).
3. The objective of the club is to promote and foster a spirit of friendship between all members by way of camping and other activities.
4. All members need to assist the integration of new members into the club and to ensure that everyone attending meets and rallies can join in outings and activities.
5. Unacceptable behaviours will not be tolerated e.g., the use of offensive language, aggressive or abusive behaviour, or a blatant disregard for the constitution and code of conduct.
6. This constitution and code of conduct will be given to every member as they join the organisation. It will also be available on the website. The agreement to abide by both documents will be by signature on the online application form.

MEMBERSHIP

7. Membership shall be confined to single basis.
8. Members have made it clear in the past that although they live alone, they have a close relationship with a person who is not a member of the New Horizons Club. This is a private matter and is not relevant to either their membership or their standing within the club.
9. Members may not share their unit with another member unless it is to attend the AGM and permission has already been granted by the committee.
10. Prospective members will be asked to confirm on their application that they camp alone.
11. Once they have joined, members who become a partnership will be expected to leave.
12. The committee reserves the right to refuse or withdraw membership. The member has the right of appeal at an AGM (Annual General Meeting) or EGM (Extra-ordinary General Meeting) where, if necessary, a secret ballot will take place from those members present, to determine the outcome.
13. The annual subscription of each member shall be determined at the AGM. The membership year currently runs from November 1st to October 31st. Changes to either increase or decrease the amount must be determined at an AGM or EGM. Should the club be dissolved, an EGM must be called to decide where any remaining funds and equipment go unless an agreement has been reached at an AGM prior to the Club being wound up.

Membership of the group shall be deemed to have lapsed if subscriptions are not paid within 30 days of the date requested.

THE COMMITTEE

- 14) The management of the group shall be vested in a general committee.
- 15) A Chair will be elected by vote. This post can serve for a maximum of 3 years or by extension in the event no-one puts their name forward as a replacement and the current chair wishes to carry on. The retiring Chair has the right not to stand again after the 3 years. The members at the AGM must agree to this extended term of office by voting.
- 16) A Treasurer, Secretary and New Members Secretary will be elected. These posts do not have a set term of office and those elected can stay in post until such time as they wish to retire, or another member opposes them at the AGM.

The Treasurer shall receive all monies for the Club and shall prepare an annual statement of accounts to be inspected independently for the AGM. This must be undertaken by someone who is not a member of the committee. This person will be elected or re-elected annually at the AGM. The results of the annual accounts will be published in the September newsletter and on the website

The Secretary shall send out an agenda and take minutes for all meetings and be responsible for the general administration of the Club.

- 17) The New Members Secretary will administer all matters relating to membership, including new member applications and maintain a complete list of members with their addresses and contact details. A list of members who have joined will be sent to the Editor prior to the publication of the Newsletter (4 times a year). As new members are signed up their details will be sent to the Area Representatives or Contacts when received. Contacts are not committee members, but ordinary Club members prepared to get in touch with new members and welcome them to the Club.

- 18) Regional representatives (also serving as committee members) will be elected. These should ideally be based within their areas as follows:

Southern region (currently not a committee member)
Central region
Welsh region (currently not a committee member)
Northern region
Mainland Scotland and the Isles (currently not a committee member)

These representatives are responsible for proposing a programme in their area each year by looking historically at previous venues and consulting with the members. This programme will be agreed by the committee at the October committee meeting and sent to the members towards the end of November. It will also appear on the website.

One committee member will be elected to organise and control the pegging out and other arrangements at the AGM.

These positions do not have a set term of office and those elected can stay in post until such time as they wish to retire, or another member opposes them at the AGM. Members at the AGM must agree to an extended term or a replacement by voting.

- 19) The Editor is responsible for producing the Club Newsletter. Contributions are received from members and the committee, and the Editor shall determine the appropriateness of any item provided for publication.
- 20) In the event of any question arising which is not provided for in the rules, or in the event of any dispute between members of the group concerning Club matters or rules, the General Committee shall have full powers to decide. Members who wish to raise a complaint should write to the Chairman in the first instance. Depending on the seriousness of the matter, the Chairman will raise the level of investigation accordingly and discuss with all or some members of the committee. The complainant will then receive a written answer by email or letter.
- 21) Should a situation arise that requires a sub-committee to be set up, the Committee will establish a list of 2 or 3 people from each region who may be called upon to meet with the Chairman to deal with any such matters.

MEETINGS

- 22) An Annual General Meeting shall be held once a year. Currently this is held in June. All members are invited to attend. Notification of this AGM will be advertised in the March newsletter and on the website.
- 23) Only fully paid-up members will be able to attend the AGM or EGM and vote.
- 24) A Quorum shall be 10% of the current membership of which 2/3rds of those present must vote in favour of a presentation (motion) for it to be passed. In the absence of a quorum motions will not be heard at that AGM.
- 25) Minutes will be taken at the AGM, and these will be published in the September newsletter.
- 26) Any member wishing to raise an issue at the AGM Forum should submit it in advance, in writing, to the committee.
- 27) An EGM may be called at any time by the Committee as considered necessary, or by an application signed by not less than ten members. Not less than 28 days' notice should be given in writing to the Chair, and this must state the reason for calling the meeting.
- 28) Except in special circumstances, no new rules shall be made, nor shall any of the rules herein be altered, amended, or rescinded, without the consent of the General Meeting.
- 29) In the event it is necessary to make an amendment at any other time, the membership will be informed of the amendment and the reason why it has been made. Any such amendments will only be made if all the current members of the committee agree.
- 30) Private meets running at the same time as Club meets are very difficult to control; however, the Club asks the members to kindly respect the amount of organisation it takes to run the AGM (often booked 2 years in advance) and to not organise a parallel meet in the same vicinity at the same time. This should ensure that the maximum number of members interested in the location feel they can book to go the AGM and fully support their Club and Committee.

MEETS AND RALLIES

- 31) When using a rally field rather than a recognised Caravan & Motorhome Club, Caravan and Camping Club or private site to hold a meet, additional codes of conduct apply and are listed in Appendix 1 of this constitution.
- 32) Rally marshals will be supplied with the following codes in advance of their rally:

The Countryside Code
The Caravan Code
The Seashore Code (Marine Conservation Society)
- 33) When holding rallies under the club's paragraph 6 exemption certificate, only **fully** paid up members of the club may attend.

Membership must have been granted in advance of attendance at any event.

Membership must be for a longer period than that associated with only one event.
- 34) Land may be acquired by purchase, lease, or licence for the purpose of holding rallies or meetings as permitted by legislation or by Local Planning Authorities or any other club activities.
- 35) When rallying under the paragraph 4 exemption certificate the Club will undertake to consult the relevant local authority regarding any site which we propose to use, and we will not use any site to which the local authority objects.
This will then limit the duration of any paragraph 4 rally to a maximum of 28 days on site and any paragraph 6 rally to 5 days.
Any rally which is limited to 5 days or less but does not meet the membership requirements of a paragraph 6 rally will be held under paragraph 4. In such cases the local authority will be consulted, and we will undertake not to rally on the site if the local authority objects.

DATA PROTECTION

36) The New Horizons Camping Club is fully committed to protecting the rights and privacy of individuals, in accordance with the Data Protection Act 1998. Information about our committee, members and other individuals will only be processed in line with established regulations. Personal data will be collected, recorded, and used fairly, stored safely and securely and not disclosed to any third party unlawfully. As the lawful and correct treatment of personal information is critical to our successful operations and to maintaining confidence, the New Horizons Camping Club is committed to:

- protecting individual' personal details
- keeping members' and other individuals' personal data up to date and confidential
- maintaining personal data only for the time period required
- releasing personal data only to authorised individuals/parties and not unless permission is given to do so
- collecting accurate and relevant data only for specified lawful purposes
- adhering to regulations to ensure that all members who have access to any personal data held by or on behalf of the New Horizons Camping Club are fully aware of and abide by their duties under the Data Protection Act 1998.

Individuals are required to report any allegation in relation to the unlawful treatment of personal data via the New Horizons Camping Club member's complaint procedure. A complaint should be made if individuals feel that records of their personal data have been:

- lost
- obtained through unlawful disclosure or unauthorised access
- recorded inaccurately and/or in a misleading manner
- provided to a third party without permission.

Where required, the New Horizons Camping Club will take appropriate action/corrective measures against unauthorised/unlawful processing, loss, destruction, or damage to personal data. It is ultimately the responsibility of the Chairman to ensure that this policy is published and accessible to all members, individuals and any relevant third parties.

COMPAINTS PROCEDURE

37) In the first instance the member must document their complaint in writing and send this to the current Chairman of the club. The chairman will then call a meeting or arrange to have phone conversations with all committee members to discuss the complaint. If you have any questions or concerns regarding Data Protection, please contact a committee member.

GENERAL RULES

- 38) Noise should be kept to a minimum between the hours of 23:00 and 07:00.
- 39) Before attending a meet the member should book with the site and notify the contact for that meet. This will avoid someone on a different part of the site to the majority remaining unknown to the contact.
- 40) Members with cars are under no obligation to offer lifts. Members with large vans or awnings are under no obligation to hold open house.
- 41) Members are requested not to bring their dogs to the daily gatherings (10am and 5pm). This has been accepted practice since the inception of the club. This avoids quarrelling dogs and discomfort for those members who are allergic/anxious of dogs.
- 42) Members attending meets are responsible for their own health and well-being, a list with emergency contact details and a current medication list can be placed (if possible) on the inside of the wardrobe door (see information sheet). The contact should not be put under pressure to act as a carer. Cases of emergency will always be treated with compassion.

- 43) Members must have access to either a caravan, motorhome, or tent to be a member of the club and use it to attend a meet or a rally.
- 43) Before taking any photographs of members units, permission must be given by the owner. Copies of photo's should only be sent for entry in the newsletter or on the website provided all parties agree. Sharing copies of photo's should be done electronically or by post if a meeting between the parties has not been formally arranged in advance.