

# **CONSTITUTION OF HYMER CLUB INTERNATIONAL**

**(Established 1990)**

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## **1 Name and Objectives**

The club shall be known as the "HYMER CLUB INTERNATIONAL (Est 1990)". Its objectives shall be:

- 1.1 To encourage the highest standards of motorhoming and travel by Hymer motorhome owners, by publishing and enforcing the Club rules recommended by the Committee and approved by the members at the Annual General Meeting and attached hereto as Appendix 1.
- 1.2 To provide a forum where members of the Club can improve their knowledge relating to Hymer motorhoming and exchange views relating to motorhoming and travel related subjects, and to publish a members newsletter or magazine, books, pamphlets, leaflets, films, slides, videos and instructional matter.
- 1.3 To arrange tours and rallies for members subject to the Club Rally and Tour Rules attached as Appendix 2. With the agreement of the Committee an interest in 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 for any other Club activities. On each occasion the Committee shall appoint two trustees to act on their behalf in this matter.
- 1.4 To maintain liaison with the Hymer company and distributors regarding sponsorship and the exchange of information, and to co-operate in the interest of members.
- 1.5 The Club may affiliate with any organisation, which will be beneficial to members.
- 1.6 To receive donations, endowments, sponsorship fees, subscriptions and legacies from persons desiring to promote the objectives of the Club.
- 1.7 To do all such lawful things as may be necessary for the attainment of any of the above objectives.

## **2 Membership**

- 2.1 Membership is open to all owners of Hymer Motorhomes on payment of an annual subscription, which is from time to time recommended by the Committee and approved at the Annual General Meeting. Membership, and the privileges of membership, shall cease when the member no longer owns a Hymer Motorhome, unless the Committee decides otherwise. The Committee may limit the total number of members, or refuse membership to any applicant after due consideration.
- 2.2 The annual membership is for two persons, both of whom are entitled to vote.

- 2.3 The Committee may terminate the membership of any member if:
- a. There is money owed to the Club in respect of membership or other fees after a lapse of three months (such power shall be operated on behalf of the committee by the Membership Secretary), or
  - b. If a member or members act in a way, which the Committee considers, is prejudicial to the Hymer Club International or brings it into disrepute.
- 2.4 Associate Membership may be granted to ex Club members at the discretion of the Committee. Such ex members would no longer own a Hymer motorhome but wish to continue contact with the Club. Associate Membership would be limited to the receipt of the Newsletter and there would be no entitlement to vote or attend rallies. The cost of such membership will be subject to an annual subscription to cover the cost of the Newsletter.

### **3 Management**

- 3.1 The Club shall be managed by a President and a Committee comprising a Chairman, a Secretary, a Treasurer and 8 other club members. The committee shall meet not less than three times per year. The President shall be an ex-officio member of the committee.
- 3.2 Presidents, who will be members of the club in accordance with 2.1 and Appendix 1.1, shall be appointed by the committee for a period of four years. The President shall retire on completion of four years but may be re-appointed by the committee for a further term.
- 3.3 The appointments of Chairman, Secretary and Treasurer will be made from members of the Club by individual election at the Annual General Meeting. Nominations for each appointment must be made in writing by not less than two other members. The Secretary must receive such nominations not later than twenty-one days prior to the date of the meeting. Nominations must be accompanied by the written consent of the nominee. In the event of any vacancy occurring for Chairman, Secretary or Treasurer the committee shall have the power to appoint.
- 3.4 The committee members, other than the Chairman, Secretary and Treasurer, will be elected at the Annual General Meeting of the club from members nominated in writing by not less than two other members. The Secretary must receive such nominations not later than twenty-one days prior to the date of the meeting. Nominations must be accompanied by the written consent of the nominee.

- 3.5 At the first committee meeting following the Annual General Meeting the committee will appoint an Officer Group comprising the Chairman, the Secretary and the Treasurer plus THREE other committee members. The Committee may also make any other appointment that it deems necessary in the interests of the club.
- 3.6 All members of the Committee shall be elected to serve for a period of two years, but may offer themselves for re-election in accordance with 3.3 and 3.4.
- 3.7 In the event of a vacancy occurring, the Committee shall have the power to appoint another member of the Club to serve on the Committee. Members so appointed shall retire at the next Annual General Meeting but may offer themselves for re-election in accordance with 3.3 and 3.4.
- 3.8 The Committee shall have power to appoint sub-committees as required. Such sub-committees shall have power to co-opt members for special purposes. Co-opted members shall have no voting rights in Committee.
- 3.9 In the event of circumstances requiring urgent attention arising between Committee meetings. The Officer Group may execute all the necessary powers of the full Committee. A quorum of the Officer Group in such circumstances shall be THREE. Any action taken must be reported to the full committee at the next meeting.
- 3.10 A quorum of the Committee shall consist of 5 elected members including at least two members of the Officer Group.
- 3.11 At Committee meetings matters shall be decided by a simple majority of votes of Committee members present. In the case of an equality of votes the Chairman shall have a casting vote.
- 3.12 The Chairman, or in his absence, a member of the Officer Group, shall chair the Committee or any General Meeting at which they are present. In their absence the Committee shall elect a chairman. The chairman of the meeting shall have a casting vote.
- 3.13 The Annual General Meeting shall be held in the Spring of each year.
- 3.14 Due notice of the Annual General Meeting shall be given to Club members by means of the Club Newsletter. A quorum at such meetings shall consist of fifteen members of the Club. The Committee shall have the power to convene an Extraordinary Meeting of the Club if in its' view circumstances require such a meeting.
- 3.15 Notice of motions for inclusion in the Annual General Meeting must be received by the secretary not later than twenty-one days prior to the date of the meeting. Notice of the motion must be signed by not less than two members.

- 3.16 An Extraordinary General Meeting shall be called by the secretary on receipt of a requisition in writing signed by at least twenty-five members of the Club. At least twenty-one days notice of such a meeting shall be given to all members of the Club stating the purpose for which the meeting is convened.
- 3.17 A quorum at such a meeting shall be twenty-five members of the Club. No other business than that specified in the notice may be conducted at the meeting.
- 3.18 The secretary shall ensure that minutes are kept of all Committee, Sub-Committee and General Meetings.

#### **4 Finance and Audit**

- 4.1 The Treasurer is permitted to authorise expenditure on behalf of the Club up to such amount as agreed by the committee. In the event of an unexpected financial emergency requiring expenditure in excess of the agreed amount, a group comprising any THREE of the Officer members of the committee may authorise the expenditure. All cheques must be signed by TWO approved members of the Committee. For electronic banking, any password will be known to the Treasurer, Deputy Treasurer and any other approved Committee member(s). Any payment must be authorised by TWO Officers.
- 4.2 The funds of the Club shall be under the control of the Committee and, with the exception of conditions in 4.1 prevailing, expenditure shall be determined by a simple majority decision made during a Committee meeting.
- 4.3 The Committee shall require the Treasurer to maintain proper accounts which shall be open to inspection by any member of the Club on fourteen days notice being given and received.
- 4.4 Proper accounts comprising at least an Income and Expenditure Account and Balance sheet, showing the state of the Clubs finances shall be drawn up as at the 31<sup>st</sup> December each year and such accounts duly audited, shall be laid before the next Annual General Meeting for adoption.
- 4.5 The Hon. Auditor, (who may be a Club member), shall be appointed by the Club at the Annual General Meeting. In the event of his being unable to fulfil his duties when required a deputy may be appointed by the clubs Committee. No member of the Committee shall be eligible to serve as an auditor of the accounts.
- 4.6 All proper costs, charges and expenses incidental to the management of the Club may be defrayed out of the funds of the Club.

- 4.7 All Committee members shall be paid an Honorarium in accordance with such amounts as may from time to time be determined by the Committee.

## **5 Winding up**

- 5.1 Members may, at an Annual or Extraordinary General Meeting, decide to disband the Club. All Club assets or liabilities and or property shall be disclosed to the members prior to a winding up resolution being discussed.
- 5.2 After such resolution being passed, Club property shall be sold by auction and after liabilities have been met, any such assets remaining shall be donated to the British Red Cross Society or such other charity as shall be resolved at the meeting.

## **6 Honoraria**

- 6.1 Members may, at any Annual General Meeting, resolve to award one off Honoraria to such persons as are deemed to have provided special services to the Club.

## **7 Revision of this Constitution**

- 7.1 This Constitution may be amended at an Annual or Extraordinary General Meeting of the Club. Notice of any proposed revisions shall be sent to members with the notice convening the meeting.
- 7.2 The Rally and Tour Rules (Appendix 2) may be amended by the Committee as required. Any such amendments to be reported at the following AGM.

# APPENDIX 1

## Club Rules

1. The Hymer Club International (HCI), is open for membership to owners of Hymer Motorhomes in accordance with Paragraph 2 of the Constitution.
2. It is recommended that all members should be members of the Camping and Motorhome Club of Great Britain or other recognised similar organisation.
3. The image of the Club is mirrored in the conduct of its members and any violation of the Club rules could result in expulsion from Club membership.
4. All HCI Rallies or Tours will conform with the Code of Conduct issued by Natural England and the Welsh Assembly Government, as included at Appendix 2.
5. All members attending meetings, rallies or events do so entirely at their own risk. The Club is not responsible to any member for any loss or injury of any kind sustained whilst attending a rally or organised meeting of any kind nor for any damage they may cause.
6. Members must observe and abide by the recommendations as listed in the Country Code of Behaviour.
7. Members agree to keep their motorhome regularly serviced according to law requirements and to give special attention to tyres, brakes, lights and mirrors. They agree at all times to drive within the law requirements with special care and courtesy to all other road users. Members must at all times, watch for following traffic and pull over as soon as possible whenever they see a build up of traffic behind.
8. If a member sees a fellow Hymer stationary on the highway and displaying a warning triangle, they should if possible stop and enquire if assistance is required.

# APPENDIX 2

## Rally and Tour Rules

HCI Rallies and Tours are open to all HCI members subject to them completing an Entry Form and paying the appropriate Rally or Tour Fee.

### Rallies (General)

- 1 HCI currently holds Paragraph 4 and 6 Exemption Certificates issued by Natural England, the Welsh Assembly Government and the Scottish Government. This allows the club, subject to certain conditions, to organise 5 and 28 day (maximum) rallies. When planning to rally using the paragraph 4 exemption certificate, the relevant local authority must be consulted and no site is to be used if the local authority objects.

- 2 The duration of a paragraph 4 rally must be limited to 28 days. Interest in 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 for any other club activities. The duration of a paragraph 6 rally is to be limited to 5 days.
- 3 Any exempted rally which is limited to 5 days or less but does not meet the membership requirements of a paragraph 6 rally i.e. where guests are admitted (see 4 below), will be held under paragraph 4 and consultation with the local authority will take place as in 1 above.
- 4 On Rallies or Tours where the Exemption Certificate Para 6 is in use, ONLY HCI members units may attend. On Rallies or Tours where the Exemption Para 6 certificate is NOT in use e.g. on commercial sites, abroad, or where Exemption Para 4 is used, guest units may attend provided that:
  - a. The permission of the Rally Officer is given, and
  - b. Space is available after all members wishing to attend have been satisfied.

Proof of membership must be shown as required by the Rally Officer.

- 5 Details of all events will be published in, or circulated with, the Club Newsletter. Organisers, after obtaining approval from the co-ordinator, must send the details to the Newsletter Editor, together with a proposed booking form should the standard booking form proforma not be suitable. Bookings for events can only be accepted after publication in or with the newsletter.
- 6 The Committee, or the Rally Co-ordinator on behalf of the Committee, will nominate a Rally Officer or Tour Leader for each Rally or Tour. The Rally Officer or Tour Leader will be responsible to the Committee for the conduct of the event. The Rally Officer or Tour Leader is expected to be present throughout the event and is to appoint an Assistant Rally Officer who will take responsibility in the event of the Rally Officer's absence. The Rally Co-ordinator should be informed of the assistant's name.
- 7 All vehicles are to be restricted to a maximum of 5mph whilst on the rally site, and learner drivers are prohibited.
- 8 For HCI rallies within the UK motorhomes are to be spaced not less than 6 metres from any other unit at all times. **There are no exceptions to this rule.** Vehicles and other ancillary equipment (sun canopies/awnings, BBQs etc) should be permitted within the 6 metre space between units but, in order to restrict the spread of fire, there should always be **3** metres clear space within the **6** metres separation. Emergency vehicles should be able to secure access at all times to within 90 metres of any unit on the

rally site. Where possible similar spacing should be adopted on rallies abroad

- 9 Open fires are not allowed. Barbecues are only permitted if approved by the Rally Officer and are to be sited away from vehicles and awnings.
- 10 All vehicles are to carry an approved fire extinguisher and a first aid kit. It is also recommended that a smoke detector should be fitted.
- 11 All pets are to be kept under control with a maximum of a 3-metre lead if tethered outside, and are to be exercised away from the camping area.
- 12 The flying of kites or model aircraft, the use of airguns or catapults, or the playing of ball games adjacent to parked vehicles is not permitted.
- 13 Noise from radios, televisions and generators etc should be kept to a minimum consistent with the location and the time of day. The operating of generators between 2200 and 0800 hours is prohibited unless approved by the Rally Officer for essential needs only.
- 14 There must be clear differentiation between water taps provided for drinking and toilet cleansing. At no time may chemical toilets be cleansed from, or close to, a drinking water supply.
- 15 Members must always provide their own sanitation. The contents of the toilet are only to be discharged at the appointed and agreed disposal point.
- 16 Waste water outlets are to remain closed at all times except when emptying tanks at an authorised point. Members are to ensure that waste taps are securely closed when moving off site, even when tanks have been previously drained, to ensure that no residue is "trailed" whilst the vehicle is moving off the area.
- 17 Due respect must be shown for the landowners property, trees, fences, buildings, equipment and stock etc.
- 18 If the ground is wet, vehicle movement is to be reduced as much as possible to prevent damage to the rally area.
- 19 All rubbish is to be removed from the rally site unless specific disposal facilities have been provided.
- 20 Club members should, if possible, wear name badges at all rallies, meetings, and on tours.
- 21 A booking fee will be payable for all rallies to cover incidental expenses in setting up and running the event.

- 22 All monies collected for a Tour or Rally must be kept in a separate account. After completion of the event, an account of the Income and Expenditure for the event, plus any surplus income, must be sent to the Treasurer as soon as possible. A report on the event with photographs if possible should also be sent to the Club Publicity Officer.
- 23 The policy for dealing with financial adjustments if a member has to cancel a rally or tour booking is as follows:
  - a. The Rally or Tour Administration or Booking fee is NOT refundable.
  - b. Any advance payments made on their behalf will NOT be refunded.
  - c. Any monies not committed at the time of cancellation MAY be refunded.
- 24 Hymer Club International Committee will in no way be held responsible for any mishap or incident to persons or property arising on any Club event. Completion of a Rally or Tour Booking Application Form confirms that the participants agree to the conditions implicit in this paragraph and excludes any Club liability. All members are strongly advised to take out private medical and recovery insurance.
- 25 The same Rally Officers will only be allowed to run a rally at the same location for 3 consecutive years. Should they wish to run the rally in question for a 4<sup>th</sup> and any subsequent year they should apply each year in writing to the Rally Co-ordinator. The Rally Co-ordinator will then prepare a report and present this request to the committee. The committee will then decide whether to allow the rally in question to be held by the said Rally Officers, taking into account such items as any complaints received, any accounting queries, any causes for concern arising from the Rally Reports or any other comments received about the previous rallies whether positive or negative. The committee will then inform the prospective rally officer in writing of their decision.

## **Rally and Tour Co-ordinator**

A Committee member will be designated as Rally and Tour Co-ordinator. His or Her function, on behalf of the Committee will be to:

- 1 Co-ordinate the programme to avoid conflicting dates and commitments.
- 2 Receive all proposals for rallies and tours from members, to provisionally approve, and to report to the Committee.
- 3 Consider carefully before granting permission for successive meetings at the same place and not over-use any venue.
- 4 Receive copies of all information sent by Rally Officers and Tour leaders to the participants, and to check that the event is being run in accordance with Club Rules.

- 5 Produce a programme of Rallies and Tours each year and to encourage members to run, and to assist in the running of, Rallies and Tours.
- 6 Receive any complaints concerning a Rally or Tour.

## **Rally Officers Responsibility**

The following section refers specifically to venues where the Exemption Certificate is used i.e. on land not normally licensed for camping. In the event of doubt about any aspect, the Rally Officer should immediately consult with the Rally Co-ordinator.

1. The Rally Officer should take reasonable steps to ensure that the proposed site for an exempted rally is not subject to an order under paragraph 13 of Schedule 1, or an Article 4 direction, or one for which planning permission has been refused or where enforcement action has been taken.
2. The Rally Officer should seek the agreement of the local authority before rallying on land adjacent to sites for which planning permission has been granted.
3. Exempted rallies should not be held on sites adjacent to certificated locations/sites unless the proposed site is clearly differentiated and the risk of interference with local people and other users is minimal.
4. The Rally Officer should take care that the siting of units does not unduly interfere with the activities of local people, their privacy or their enjoyment of their property. The Rally Officer should also take care that the siting of units does not interfere with the enjoyment by others of the landscape, natural beauty or nature conservation value of the area and particularly in areas designated for their landscape or wildlife qualities.
5. The Rally Officer should ensure that local people are able to carry on their normal activities when rallies are in progress, and disturbance should be minimised. Complaints must be treated seriously and steps taken to investigate and deal with the causes of complaints.
6. Steps are to be taken to ensure that travel from major roads to the site is not likely to cause undue disruption or difficulties for other road users. Access to the rally site must be suitable for the number and likely size of the units attending. The arrival and departure times should be arranged to minimise disruption to other road users.
7. The Rally Officer should ensure that the site is clear of litter after the rally.
8. The Rally Officer should be aware of the terms of the Code of Conduct issued by Natural England and the Welsh Assembly Government, the Caravan Code, the Country Code and the Coastal Code (copies available from the Rally Co-ordinator).

## **THE COUNTRY CODE**

1. Guard against all risk of fire
2. Fasten all gates after passing through
3. Keep dogs under proper control
4. Keep to paths across farmland
5. Avoid damaging fences, hedges and walls
6. Leave no litter
7. Safeguard water supplies
8. Protect wild life, plants and trees
9. Go carefully along country roads
10. Respect the life of our countryside