



## CONSTITUTION OF THE PHOENIX CAMPING CLUB

### **1. NAME**

The Phoenix Camping Club.

### **2. AIMS**

To offer shared activities and company for single, widowed or divorced campers on campsites throughout the UK. We aim to be a friendly Club where everyone is included in all activities, if they wish.

### **3. MEMBERSHIP**

#### **3.1 Eligibility**

Membership is exclusively for single people who live alone without a partner and camp alone. Members who form a partnership, inside or outside the Club, are expected to leave the Club.

#### **3.2 Abiding by Rules**

Members agree to abide by the Rules of the Phoenix Camping Club as contained in Appendix 1.

#### **3.3 Abiding by Code of Conduct**

Members agree to abide by the Code of Conduct of the Phoenix Camping Club as contained in Appendix 2.

#### **3.4 Fees**

Membership is renewable each year, with the Membership Fee and Joining Fee determined by the Treasurer and approved at the AGM each year. Payment is due by the end of January each year. There is a late payment fee, determined by the Treasurer, of circa 25% of the membership fee.

#### **3.5 General Data Protection Regulation (GDPR)**

All members must sign on joining the Phoenix Camping Club an application form to accept the club's need to store their personal details as listed, - their title, full name, postal address (including post code), home phone number, mobile telephone number and email address where applicable. See Appendix 5.

### **4. THE COMMITTEE**

#### **4.1 Composition**

The Club will be managed by a Committee consisting of 6 Officers, namely Chairperson, Treasurer, Secretary, Membership Secretary, Newsletter Editor and Webmaster and up to a maximum of 3 other Committee members.

#### **4.2 Election to Committee**

Election to the Committee will take place at the AGM. Vacancies on the Committee will be published in the Newsletter a minimum of 30 days before the meeting. Any paid up member, who has been in the Club for more than one year and has a proposer and a seconder, can stand for election for any position. A member may propose or second one nominee only per AGM. Nominations should be with the Secretary 14 days before the AGM. Nominations may only be taken from the floor, if insufficient nominations have been received in advance. Where there is more than one nomination for a post, election will take place by confidential paper ballot of those attending the AGM. Co-option to vacant positions can take place short term until the next AGM election.

#### **4.3 Terms of Office**

The Chairperson, Treasurer, Secretary, Membership Secretary, Newsletter Editor and Webmaster have a 3 year term of office and, if re-elected, can serve for a maximum of two terms without a break.

The other Committee members will serve for either one or two years, to be decided in the interests of Committee stability at the first Committee meeting after the AGM. These Committee members, if re-elected, can serve for a maximum of four years without a break, unless they are elected to an Officer position.

#### **4.4 Appointment of Holding Trustees**

The Committee will confirm the appointment of Holding Trustees from the elected Officers of the Club at their first meeting after the AGM each year. There will not be less than two or more than five Trustees.

#### **4.5 Committee Meetings and Voting**

The Committee will meet in person at the Spring Meet and AGM Meet and at any other time considered necessary. 50% of Committee members will make a quorum. Fuel costs and one night's camping may be claimed for mid - year meetings.

Emergency Committee Meetings may be conducted by email, as long as all Committee members have the opportunity to express opinions and to vote. In the case of an equal vote at a Committee Meeting, the Chairperson will have the casting vote.

Emergency decisions may be taken by a quorum of the Committee.

Details of decisions taken at Committee Meetings will be published in the newsletter as soon as is practicable.

**4.6 Duties of Officers** - The Committee have the authority to update the job specification of all Officers as deemed necessary by the Committee. Any changes will be published in the next convenient newsletter by the Secretary. Outlined in Appendix 3.

## **5. FINANCES**

### **5.1 Financial Year**

The financial year will start on 1<sup>st</sup> August and end on 31<sup>st</sup> July each year.

### **5.2 Accounts**

The Club will hold one or more bank or building society accounts, as required, into which all money received will be paid and from which all withdrawals will be made. The following Officers are authorised to sign cheques: Chairperson, Treasurer and Secretary with one signature required for cheques less than £300 and 2 signatures required for greater amounts.

The Accounts of the Club will be kept by the Treasurer, who is required to present audited accounts to the AGM each year. The Treasurer will arrange for the accounts to be independently audited by someone who is not a member of the Phoenix Camping Club or a relative of any Committee member.

### **5.3 Approval of Financial Commitment**

The Treasurer must approve all agreements which include a financial commitment by the Club.

### **5.4 Club Property**

The Committee must be responsible custodians of all Club property.

## **6. AGM**

### **6.1 Date and Notice of AGM**

The AGM will be held on a Saturday in September or October each year with details of the agenda and items to be discussed to be published in the Newsletter a minimum of 30 days in advance. Only fully paid up members may attend.

### **6.2 Business of AGM**

The business of the AGM will include:

- confirmation of previous minutes and resulting action.
- presentation of the audited accounts.
- reports from Officers.
- elections to Committee (see 4.2).
- confirmation of subscription rates (see 3.4).
- voting on any motions (see 6.3).
- appointment of auditors (see 5.2).

### **6.3 Motions**

Motions must be submitted in writing to the Secretary before the published deadline for the above mentioned Newsletter which will be published at least 30 days before the AGM. Motions must have a proposer and seconder and the proposer must be prepared to speak about his/her motion at the AGM. Each fully paid up member present is entitled to one vote. 10% of current membership is required for a quorum. Postal votes may be submitted by members unable to attend the AGM in person. The motion will be carried if 2/3rds of members, including postal votes, vote in favour. The Committee will organise a

confidential paper ballot, if it is considered appropriate in the circumstances. Postal voting by all members may be used for important motions, should there be insufficient numbers at the AGM to form a quorum.

#### **6.4 Minutes**

A précis of the minutes of the AGM will be published in the Newsletter as soon as is practicable after the AGM. The full minutes will be published in the Newsletter prior to the next year's AGM.

#### **7. SGM**

A Special General Meeting (SGM) will be called in the event that the Club were to be dissolved or by written application signed by at least 20% of fully paid up members. The reason for calling an SGM must be clearly set out in the application. The SGM should be held as soon as possible after the next Newsletter, but not later than 90 days from receipt of the request. Only fully paid up members are entitled to attend the meeting and vote.

#### **8. CHANGES TO CONSTITUTION**

The Constitution may only be changed by 2/3rds majority vote at an AGM with at least 10% membership present. Changes to the Constitution can be proposed by the Committee or as a motion from members, to be received by the Secretary before the deadline for the preceding Newsletter, which will be published a minimum of 30 days before the AGM.

#### **9. RULES AND CODE OF CONDUCT**

Club Rules are outlined in Appendix 1. The Code of Conduct is outlined in Appendix 2. The Rules or Code of Conduct may only be changed by 2/3rds majority vote at an AGM or Spring Meet with at least 10% of membership present. Changes to Rules or Code of Conduct can be proposed by the Committee or as a Motion from members, to be received by the Secretary before the deadline for the preceding Newsletter, which will be published a minimum of 30 days before the AGM or Spring Meet.

#### **10. RECORDS**

Minutes of all meetings (AGM, Committee Meetings , SGM ) and copy of Treasurer's Report and Accounts are available to all members on request.

#### **11. RALLIES**

The Phoenix Camping Club is, and intends to remain, a member of ACCEO. As a member of ACCEO, the Phoenix Camping Club will abide by the ACCEO Code of Conduct for Rallies which is in Appendix 4

#### **APPENDICES**

Appendix 1 - Phoenix Rules

Appendix 2 - Phoenix Code of Conduct

Appendix 3 - Job Descriptions of Officers (can be obtained from the Secretary upon request)

Appendix 4 - ACCEO Rules for Rallies (can be obtained from the Secretary upon request)

Appendix 5 - GDPR. Privacy Policy, Privacy Notice

## **Appendix 1 -PHOENIX RULES**

On joining, members must agree that they will obey the rules. Renewing confirms this.

No other meets should be arranged at the time of the AGM or Spring Meet.

Members should adhere to the rules of the particular site or rally.

Members should advise the host in good time if they are attending their meet and similarly if they need to cancel or leave earlier than expected. The host may cancel his /her own booking, if not advised of any attendees by 30 days before the meet.

Members may not share their camping unit with another member, except in an emergency. Members are allowed visitors on site. Visiting friends or relatives may not share a member's van overnight, and are not allowed to join in Phoenix activities.

Smoking is not allowed at coffee mornings or any organised gathering.

Members should not to bring dogs to coffee mornings or any organised gathering on site.

Members should discuss proposed activities openly at coffee mornings and be inclusive toward others. Other members at the meet should be welcome to come along, in additional vehicles if required.

Car/van owners are not obliged and must not feel obliged by hosts or other members to offer their vehicles for transport at meets. Where a driver does offer lifts, payment or something equivalent should be agreed between the driver and passenger(s) prior to the journey, not to be more than the fuel cost of the journey.

Where a driver does offer lifts, passengers should not expect or request this to include dogs.

Members with larger vans or awnings are not obliged to offer their use to others for coffee or evening socialising.

## **Appendix 2 - PHOENIX CODE OF CONDUCT**

All members should act sensitively towards one another and do nothing that would exclude other members from their activities or deprive others of their company at meets.

Members should ensure that their conduct at meets and other events does not cause distress to other members.

Complaints about rule breaking or a member's behaviour should be addressed to the Committee and not to the Host of a meet.

Normally having a word with the member in question will be sufficient. However, for serious matters, The Committee has the power to suspend someone's membership whilst a complaint about rule breaking or a member's behaviour is investigated and ultimately to expel a member if they are satisfied, after a proper enquiry, that such action is warranted. The member has a right to state his/her case to the Committee.

AS APPROVED AT THE AGM 25<sup>TH</sup> SEPTEMBER 2021.

## Appendix 5

### **PRIVACY POLICY**

This policy applies to the work of the Phoenix Camping Club.

The policy sets out the requirement that The Phoenix Camping Club must gather personal data for personal membership purposes. The policy details how personal data will be gathered, stored and managed in line with data protection principles and the General Data Protection Regulation (GDPR). The policy is reviewed on an ongoing basis by the Phoenix Camping Club Committee members to ensure that the Phoenix Camping Club is compliant. This policy should be read in tandem with the Phoenix Camping Club's Privacy Notice.

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) processed in a manner that ensure appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss or destruction.

### **PRIVACY NOTICE**

The Committee of the Phoenix Camping Club will seek to ensure that member's personal information is not used inappropriately. Appropriate use of information provided by members will include: -

- Communicating with members about events and activities.
- Sending members issue of the Phoenix Camping Club newsletter by post or email as requested.
- Communicating with members about their membership and/or renewal of their membership of the Phoenix Camping Club.
- Communicating with members about specific issues associated with their membership of the Phoenix Camping Club.
- The Phoenix Camping Club has a responsibility to ensure personal member's information is kept up to date. Members will be asked to let Phoenix know if any of



their personal information changes.

- The Committee is responsible for ensuring that The Phoenix Camping Club remains compliant with data protection requirements.

Approved 3.5, Added to constitution 29<sup>th</sup> September 2018.

Approved Appendix 5 - Privacy Policy and Privacy Notice added to constitution 29<sup>th</sup> September 2018.

Approved 3.4 – Subscriptions due by 31<sup>st</sup> January each year. Added to constitution 25<sup>th</sup> September, 2021.