



## **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 November each year. There is a late payment fee, determined by the Treasurer, of circa 25% of the membership fee. Members who join after 31 July have the renewal period extended to the end of November the following year.

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

All members must sign on joining the Phoenix Camping Club a proforma 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 applied for 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

## **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.

**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 28<sup>TH</sup> SEPTEMBER, 2019.

## **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.

**JOB DESCRIPTIONS**

**1. CHAIRPERSON**

Lead the Club's Annual General Meeting and Members' Meetings with impartiality and objectivity to decision making.

Attend Committee meetings at the AGM and Spring Meet and at other times, if required.

Encourage members to take an active role in helping to run the Club.

Recruit new members for the Committee when necessary.

Make sure new members are welcomed and looked after.

Help deal with complaints and mediate in case of dispute.

Ensure that the Club has an up-to-date Constitution.

Ensure that the Club complies with its Constitution.

Assist Committee members in fulfilling their responsibilities if and when needed to ensure the Club's effective and efficient administration.

Ensure that the Club applies its resources exclusively in pursuance of its aims.

Safeguard the good name and values of the Club.

Ensure the financial stability of the Club.

Act as a spokesman and figurehead as appropriate.

Assist the Secretary in compiling agendas for Committee meetings so that all current issues are covered.

Sign Club cheque if required.

Take a leading role in establishing new and progressive venues for both the Club's Annual General Meeting and Spring Meet.

**2. JOB DESCRIPTION – SECRETARY**

Handle all correspondence from members, the general public and companies associated with camping.

Ensure that membership to ACCEO is maintained and renewed as required.

Ensure that public liability insurance is maintained and renewed.



Ensure that the exemption certificate is renewed is required.

New Secretary email address to be set up.

Provide Newsletter Editor with information re. AGMs, Members Meetings, Motions, Notice of AGMs and SGMs for publication in the newsletter by the correct dates.

Ensure that the Constitution and Rules of the Club are updated as and when required.

Create booking forms, programmes etc. when necessary and arrange printing of same.

Produce minutes of Committee meetings, AGM and circulate to the Committee as well as providing a summary for the newsletter.

Produce and circulate Agendas for Committee meetings and AGMs.

Sign cheques if required.

Attend Committee meetings at the AGM and Spring Meets and at other times, if required.

Assist with the running of the AGM and Spring Meet.

Encourage members to take an active role in helping to run the Club.

Ensures new members are welcomed and looked after.

Advise Committee and members on any items regarding the use of the exemption certificate.

Advise members who put on a meet that requires the exemption certificate and ensure that they have a copy for the meet.

### **3. JOB DESCRIPTION – TREASURER**

At the AGM, to receive subscriptions (cash and cheques) for the following year and issue receipts.

Receive all cheques from members (a) for subscriptions via Membership Secretary during the year (b) for all Club organised meets, eg AGM, Spring Meet and any other where money is paid into the Club bank account.

Receive and record all cash items during AGM and Spring Meets, eg. Raffle, meals.

Ensure when paying cash or cheques into the bank, that there is a separate hard copy of who has paid which amount. Currently this information is held on a spreadsheet on the computer. Alternatively, a hard copy record could be maintained.

Keep a set of accounts and ensure the rest of the Committee is kept aware of the status of the bank account. Currently this information is brought to the AGM and the Spring Meet, so that any member of the Club who wishes to see the accounts information, is able to.

Reconcile the monthly bank statements as they arrive.

Take Bank statements and accounts to the AGM, Spring Meet and Committee meetings, to be signed off by Chair or Secretary to say they have seen them and they agree the accounts.

Prepare a summarised set of accounts for AGM providing copies for all members. The Secretary will organise copies.

Arrange for the accounts to be independently audited by someone who is not a member of Phoenix Camping Club or a relative of any Committee member.

Present the Accounts at AGM and ensure they are formally accepted.

Attend Committee meetings at the AGM and Spring Meets and at other times, if required.

Make all payments on behalf of the Club by cheque. Two signatures are required if the cheque is over £300 . Current signatories are Treasurer, Chairperson and Secretary.

After the AGM, if Committee membership has changed, to ensure a new mandate for signatures is activated as soon as possible.

Change the address for bank statements as soon as appointed and change the Club's bank, if geographically appropriate.

Play an active role at the AGM and Spring Meets, supporting other Committee members.

Encourage members to take an active role in helping to run the Club.

Make sure new members are welcomed and looked after.

#### **4. JOB DESCRIPTION – MEMBERSHIP SECRETARY**

Contact publications and camping clubs with updated information on Phoenix and periodically advertise the Club through these means.

Monitor new Membership Secretary email address.

Produce new database of Club members and maintain and update it regularly (in accordance with GDPR).

To provide the newsletter editor/webmaster with new member's details so that they can receive the newsletter and remove details of those who are no longer members.

Deals with any prospective enquiries regarding joining the Club, however received and send a welcome pack to new members.

Inform regional contacts of new members in their area.

Keep records on computer and paper, where applicable, of membership, renewals and correspondence.

Attend committee meetings at the AGM and Spring Meets and at other times, if required.

Assist with running of AGM and Spring Meet.

Encourage members to take an active role in helping to run the Club.

Make sure new members are welcomed and looked after.

Create advertising flyers etc., and distribute them.

To use the Phoenix computer which has added security features (GDPR).

New phone to be purchased for the Membership Secretary for enquiries.

## **5. JOB DESCRIPTION – WEBMASTER**

Maintain an up-to-date list of members, their membership numbers and email addresses.

Accept/reject requests for access to the Members' Area of the website.

Accept/reject requests for access to the Phoenix Facebook group.

Maintain the meets list on the Camping Programme.

When hosts submit meets, to type up the details on Word and save as a PDF for the website.

Update information on the Members' Area.

Liaise with the Newsletter Editor to ensure that meets are in the Newsletter, as well as online on the website.

At year end, if no renewal has been received, to delete lapsed members from the website and Facebook group.

Ensure that the www sites that have our details are updated should contact details change.