

CONSTITUTION OF THE W.A. ASSOCIATION OF CARAVAN CLUBS INCORPORATED

1 NAME:

The name of WAACCI is the “*W.A. ASSOCIATION OF CARAVAN CLUBS INCORPORATED*”, hereinafter referred to as “WAACCI”.

2 DEFINITIONS:

In this Constitution unless the contrary intention appears otherwise: -

2.1 “Caravanning” shall mean caravans, motor homes, pickup campers, caravanettes and trailer type campers.

2.2 Membership

2.2.1. “Member” means any incorporated caravan club

2.2.2. Associate Member’ means any caravan park operator or incorporated body catering for caravanning.

2.3 “Delegate” means a natural person nominated by a member or associate member.

2.4 “Proxy Delegate” means a natural person nominated by a member to act on behalf of a delegate in his/her absence.

3 OBJECTS:

3.1 To foster and promote caravanning.

3.2 To encourage caravanners to appreciate and preserve the beauty of the natural environment.

3.3 To represent the interest of members at any conference with associations, Government Departments, or other bodies.

3.4 To enter into such agreements as are necessary for the proper utilisation of WAACCI’s assets and to achieve its objects.

3.5 To do any lawful thing that may be in the best interest of WAACCI and its members.

4 MEMBERSHIP:

4.1 **Eligibility**

4.1.1. Any incorporated caravan club shall be eligible for membership.

4.1.2. Any caravan park operator or incorporated body catering for caravanning shall be eligible for associate membership.

4.2 Election to membership shall be by the Executive Committee who may refuse any application without giving any reason for such a refusal.

4.3 Each member or associate member shall appoint one delegate and one proxy delegate as its representative to WAACCI.

4.4 A delegate’s appointment will be for a twelve-month period commencing from the First day of November.

4.5 Members and associate members shall advise, in writing, the Honorary Secretary of the appointment of its delegate and proxy delegate.

4.6 A Member may at any time request to examine the books and any other records of WAACCI. The Executive Committee who shall endeavour to satisfy the request provided that the relevant materials are not removed from the control of their custodian.

4.7 The Honorary Secretary shall be responsible for and maintain a register of members and associate members in which is recorded the name and address of each member together with the date of admission to membership and the date of resignation (if any) from WAACCI.

5 EXECUTIVE COMMITTEE

5.1 The management of WAACCI shall be vested in the Executive Committee consisting of the President, Vice President, Honorary Secretary, and Honorary Treasurer; any three shall form a quorum for the purpose of exercising its functions.

5.2 The Chairman shall have a deliberate vote as well as a casting vote.

6 POWERS OF EXECUTIVE COMMITTEE

6.1 The Executive Committee shall consider and determine any urgent matter when it is impracticable for such a matter to be referred to the WAACCI delegates and shall report any such actions at the next meeting of ordinary delegates.

6.2 The Executive Committee may from time to time make, amend or repeal By-laws and other rules for the good order and proper conduct of the affairs of WAACCI and its members.

6.2.1 Such By-laws and other rules shall be promulgated to members per medium of “WAACCI Update”, immediately following the adoption and a record of them shall be maintained in a suitable format by the Honorary Secretary.

6.2.2 If the WAACCI By-laws or rules conflict with the constitution then the provision of the constitution shall prevail.

6.2.3 No alteration or rescission of the By-laws or other rules save as provided above shall be made by the members except at an annual general meeting or a special meeting called for that purpose, notice of which meeting shall contain the prospective alteration or rescission.

6.3 The Executive Committee shall receive minutes, reports and recommendations from all standing and sub-committees

7 OFFICE BEARERS

- 7.1 WAACCI may appoint a Patron.
 - 7.1.1 Such appointments shall be subject to the acceptance of the position.
- 7.2 The President, Vice-President, Honorary Secretary, and Honorary Treasurer may be nominated by their respective members in writing, one month prior to the Annual General Meeting.
 - 7.2.1 In the event of there being no written nominations prior to the Annual General Meeting, then nominations for any vacant position on the Executive Committee may be accepted at the meeting.
- 7.3 An Auditor, who not being a delegate, shall be appointed at the Annual General Meeting.
- 7.4 Unless otherwise resolved at any particular Annual General Meeting, the President, Vice-President, Honorary Secretary and Honorary Treasurer shall not be from the same member.
- 7.5 The Chairman for each meeting of delegates shall be the President or in his absence the Vice –President. In the absence of both the President and the Vice- President, the delegates present shall elect a Chairperson for the meeting.
- 7.6 Any Office-Bearer may resign by giving notice in writing to the Honorary Secretary. The resignation shall be effective at the next meeting of the Executive Committee or ordinary meeting of delegates (whichever is the earliest).
- 7.7 The Executive Committee may appoint a delegate to fill any vacancy on the Executive, which may occur during the year, for the remaining portion of that year.
- 7.8 If a Delegate is elected to a position on the Executive, the member whom he/she represents shall appoint a replacement delegate.
- 7.9 All Office Bearers shall be a delegate nominated by a member, or otherwise a natural person being a financial member of an incorporated caravan club that has been accepted as a member of WAACCI.
- 7.10 Delegates or representatives of associate members shall be ineligible to be appointed as Office Bearers.

8 DUTIES OF OFFICE BEARERS:

- 8.1 The President shall:
 - 8.1.1 Attend and chair all Meetings (except Standing and Sub-Committee) and ensure that the rules of debate are adhered to.
 - 8.1.2 Ensure that minutes are read, confirmed and signed.
 - 8.1.3 Present a report to the Annual Meeting.
- 8.2 The Honorary Secretary shall conduct the business of WAACCI including: -
 - 8.2.1 Keep a register of all members and associate members.
 - 8.2.2 Convene all meetings as directed by WAACCI.
 - 8.2.3 Keep on file a copy of each member's constitution, rules and regulations.
 - 8.2.4 Keep accurate records of all member's and associate member's secretaries, delegates and proxies.
 - 8.2.5 Ensure that minutes of all meetings are properly recorded in the minutes and that copies thereof are forwarded to the delegates of each member and associate member as soon as practicable after each meeting.
- 8.3 The Honorary Treasurer shall:
 - 8.3.1 Collect all subscriptions and monies due and issue an official receipt for all such monies, which shall be paid into the WAACCI's banking accounts within ten (10) days.
 - 8.3.2 Keep proper account books showing the financial position and submit a financial report when required.
 - 8.3.3 The Honorary Treasurer shall pay each account by cheque.
- 8.4 The Auditor will be responsible for examining, verifying and reporting on WAACCI's books of account and the balance sheet as prepared by the Honorary Treasurer.
 - 8.4.1 The Auditor will also examine, verify and report on the Honorary Treasurer's records for any standing or subcommittee of WAACCI

9 STANDING COMMITTEES

- 9.1 Any Club member representing an incorporated caravan club only may be appointed to serve on one of the following Standing Committees that shall operate and function in accordance with this Constitution and By-Laws.
 - 9.1.1 Government and Business Liaison
 - 9.1.2 Tourism and Public Affairs
 - 9.1.3 New Club Development
 - 9.1.4 State and National Rallies
- 9.2 A copy of all correspondence (inwards and outwards) entered into by the members of all Standing Committees must be given to the Honorary Secretary.

Nowhere is it the intention that any Standing Committee shall supersede the powers of the Executive Committee.

10 SUBCOMMITTEE

- 10.1 The Executive Committee may appoint subcommittees to administer the activities of WAACCI, for a time defined by

the Executive Committee and may co-opt persons to serve on such subcommittees, provided that each subcommittee shall contain at least one WAACCI member delegate.

10.2 A copy of all correspondence (inwards and outwards) entered into by the members of all Sub - Committees must be given to the Honorary Secretary.

11 FINANCE

11.1 The Annual subscription for the ensuring year shall be determined at the Annual General Meeting.

11.2 The financial year of WAACCI shall be from the first day of November, on which day the annual subscription shall be due and payable.

11.3 Membership shall be deemed to have lapsed if the fee as set is not paid within thirty (30) days of the due date.

11.3.1 Any lapsed member who wishes to renew their membership will be treated as a new applicant in accordance with clause 4.1.

11.4 The funds of WAACCI shall be paid into account of WAACCI at such Bank, Building Society, Credit Union or other investment, as the Executive Committee shall decide.

11.5 All cheques drawn by WAACCI shall be signed by any two of the President, Honorary Secretary or Honorary Treasurer.

11.6 All payments shall be ratified at the next ordinary meeting of delegates.

12 MEETINGS

12.1 The Annual General Meeting shall be held within four (4) weeks of the end of the WAACCI's financial year.

The order of business shall be: -

12.1.1 The President's Report

12.1.2 The Honorary Treasurer's Report and adoption of audited financial statements.

12.1.3 Other Reports as directed by the President

12.1.4 Election of Office-Bearers (Clause 7.2)

12.1.5 Determine the amount of the Annual Subscription for the coming year. (Clause 11.1)

12.1.6 Consider any proposed amendments to this Constitution for which proper notice has been given.

12.1.7 Any other business for which notice of motion has been given.

12.2 Notice Of Meetings

12.2.1 The Honorary Secretary shall convene any Annual General Meeting or any special General Meeting required under the Constitution by stating the business to be transacted and giving at least thirty (30) days notice in writing to all members and associate members in the Register of Members.

12.2.2 A Special Meeting may be called by the President or by written request of two or more members. At least thirty (30) days notice shall be given to other members and associate members of such a meeting.

12.3 An ordinary meeting of delegates shall be held not less than six (6) times each year.

12.4 At any meeting a quorum shall be one half of the delegates entitled to attend and vote.

12.4.1 Should a quorum not be present thirty (30) minutes after the advised commencement time, the meeting shall be adjourned to a date to be fixed.

13 VOTING

13.1 Voting Rights

13.1.1. Member delegates in attendance at meetings shall have the right to one vote on any motion.

13.1.2. Associate member delegates in attendance at meetings shall be ineligible to vote on any motion put before the chair.

13.2 Decisions on motions duly proposed and seconded shall be a simple majority save in the question of amendments to this Constitution which question shall require a three-fourths majority of those present and voting.

13.3 In all matters the Chairperson of any meeting shall have a casting vote as well as an original vote.

14 AFFILIATION:

WAACCI may affiliate with any State or National body duly constituted and with similar interests.

15 INSURANCE:

WAACCI shall provide adequate Insurance Cover indemnifying WAACCI, its officers and Executive Committee against Public Risk Liability, its property and equipment and other property and equipment loaned to WAACCI.

16 COMMON SEAL OF ASSOCIATION:

16.1 WAACCI shall have a common seal on which its corporate name shall appear in legible characters.

16.2 The common seal shall not be used without the express authority of the Executive Committee and every use of that common seal shall be recorded in the minute book referred to in clause 8.2.5

16.3 The affixing of the common seal shall be witnessed by any two of the President, the Honorary Secretary and the Honorary Treasurer.

16.4 The common seal shall be kept in the custody of the Honorary Secretary or such other person as the Executive Committee from time to time decides.

17 NON-PROFIT CLAUSE:

The assets and income of WAACCI shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to the members or associate members, except as bona fide compensation for services rendered or expenses incurred on behalf of WAACCI.

18 AMENDMENTS TO THE CONSTITUTION:

Neither this Constitution nor any part shall be repealed, amended or added to unless the same shall be approved by resolution passed by three-fourths majority at the Annual General Meeting or at any Special Meeting called for that purpose and in either case after at least thirty (30) days notice of such proposed repeal, amendment or addition shall have been given in writing to each member.

19 DISSOLUTION OF ASSOCIATION:

- 19.1 The WAACCI shall only be dissolved if a resolution to that effect is passed by not less than three-fourths majority of the delegates present and voting at a Special Meeting of which thirty (30) days notice has been given specifying the purpose of the meeting.
- 19.2 If upon winding up or dissolution of WAACCI there remains after satisfaction of all debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members or associate members but shall be given or transferred to any association incorporated under the Act with similar purposes and which has rules prohibiting the distribution of its assets and income to its members.
- 19.3 Any vote as to whether WAACCI shall be dissolved or as to the distribution of net assets of WAACCI upon dissolution, shall be taken by a secret ballot.

THE END

First amendment: 18 March 1992 Office bearers 4.2

Second amendment: 20 May 1992 Office bearers 4.7

Third amendment: 16 November 1994 Membership 3.3 - 3.4

Fourth amendment 5 January 1998 Various 3.5 4.2, 4.3, 4.7, 5.2, 5.3, 5.5, 5.5, 5.6, 6.1, 14.2

Fifth amendment 1 December 2001 Complete revision to replace previous constitution

Sixth amendment 17th November 2004. Throughout to provide for associate members.

Incorporation Registration Number - AO780063W