

The Western Australian Association of Caravan Clubs Inc.

Constitution – hereinafter referred to as the
Rules

18 July 2018

First Incorporated 4/12/1990
Registration Number A1000880R

This document describes how the Western Australian Association of Caravan Clubs Inc (WAACCI) will operate and undertake the business of the Association

The objects and purposes of the Association are to:

- Foster and promote caravanning
- Encourage caravanners to appreciate and preserve the beauty of the natural environment
- Represent the interests of members at any conference with Associations, government departments or other bodies
- Enter into such agreements as are necessary for the proper utilisation of WAACCI's assets and to achieve its objectives
- Do any lawful thing that may be in the interest of WAACCI and its members
- Affiliate with any state or national body duly constituted with similar objects and interests

WAACCI is governed by the Model Rules as specified by the Department of Commerce and the following By-Laws.

The WAACCI financial year is July 1 to June 30

By-Laws

1. Quorum for Management Committee Meetings

One third of the Management Committee Members constitute a quorum for the conduct of the business at a Committee Meeting.

2. Quorum for Delegates and General Meetings

One quarter of the member delegates personally present or represented (being Members entitled to vote under the Rules and these By-Laws at a General Meeting) will constitute a quorum for the conduct of business at a General Meeting

3. Membership of the Association

Membership of the Association is open to any incorporated caravan club whose objects align with those of WAACCI.

Associate membership is open to:

- (1) any member of the Caravan Industry Association of Western Australia
- (2) any caravan park operator
- (3) other incorporated bodies or individuals catering for the recreational vehicle industry, and
- (4) any individual that supports the objects and purposes of WAACCI. The person must be 18 years of age or older.

Each member and associate member is to nominate one or more delegates to:

- (1) represent its interests
- (2) provide support to WAACCI
- (3) participate in the various meetings, participate in the committee and sub-committee activities, and
- (4) support events organised by WAACCI or be involved in other activities deemed appropriate.

4. Membership fees and insurance

Fees will be determined annually by the committee and submitted at the AGM for endorsement.

WAACCI will arrange adequate insurance cover indemnifying all member clubs, its officers and management committee against public risk and other liabilities.

5. Powers of the Association

Subject to the Act, the Association may do all things necessary or convenient for carrying out its objects or purposes in a lawful manner. These include to:

- (1) acquire, hold, deal with and dispose of any real or personal property
- (2) open and operate bank accounts
- (3) invest its money in any:
 - a. security in which trust monies may lawful be invested, or
 - b. other manner authorised by the rules of the Association
- (4) borrow money upon such terms and conditions the Association thinks fit
- (5) give such security for the discharge of liabilities incurred by the Association as the Association thinks fit
- (6) appoint agents to transact any business of the Association on its behalf

- (7) enter in to any contract it considers necessary or desirable, and
- (8) act as trustee and accept and hold real and personal property upon trust, but does not have the power to do any act or thing as a trustee that if done otherwise than as a trustee would contravene the rules of the Association.

6. Responsibilities of Committee and sub-committee members

They must:

- (1) take all reasonable steps to ensure the Association complies with its obligations under the Act and these Rules
- (2) exercise their powers and discharge their duties with a degree of care and diligence that a reasonable person would exercise in the circumstances.
- (3) exercise their powers and discharge their duties in good faith in the best interests of the Association and for a proper purpose.
- (4) not improperly use their position or use information obtained because the person is a committee member to:
 - a. gain an advantage for himself or herself or another person; or
 - b. cause detriment to the Association
- (5) make any public statement or comment or cause to be published any words or article concerning the conduct of the Association unless the person is authorised by the committee to do so and such authority is recorded in the minutes of the committee meeting
- (6) If, having any material personal interest in a matter being considered at a meeting, must as soon as he or she becomes aware of that interest:
 - a. disclose the nature and extent of the interest to the committee or sub-committee
 - b. disclose the nature and extent of the interest at the next general meeting of the Association; and
 - c. at the request of the chairperson, not be present while the matter is being considered at the meeting or vote on the matter.

Rule (6) does not apply in respect of a material personal interest that:

- (a) exists only because the committee member belongs to a class of persons for whose benefit the Association is established, or
- (b) the committee member has knowledge in common with all, or a substantial proportion of, the members of the Association.

The Secretary must record every disclosure made by a committee member under rule (6) in the minutes of the committee meeting at which the disclosure is made

7. Membership register

For each member the register must contain the:

- (1) full name of each member
- (2) member's registration number on the National Names Index maintained by the Australian Securities and Investment Commission
- (3) postal, residential or email address
- (4) contact phone number/s
- (5) class of membership, and
- (6) date on becoming a member.

Any change of details must be recorded in the membership register within 28 days of the change occurring.

A member must not use or disclose the information in the register:

- (1) to gain access to information that a member has denied them (for example in the case of social, family or legal differences or disputes)
- (2) to contact or send material to any person or organisation without the permission of the committee, or
- (3) for any other purpose unless it is required to comply with any law, in this case the committee must be consulted.

8. Committee and Sub-committees

Additional to the office holders identified in the Model Rules "Committee members" other representative of organisations or individuals may be members of the committee. This may include:

- (1) the WA Director and Alternate Director of the National Association of Caravan Clubs Ltd. and,
- (2) other people appointed from time to time by the committee or at an annual general meeting.

The following sub-committees are established to assist the committee in carrying out its duties:

- (1) Government and Business Liaison
- (2) Tourism and Public Affairs
- (3) New club development and marketing
- (4) State Rally
- (5) National Rally

These sub-committees may be terminated or new ones established at the discretion of the committee. Each sub-committee is to have a chairperson who will report to the committee at General Meetings.