



## **LUNAR OWNERS CLUB CONSTITUTION**

### **Membership**

1. The Lunar Owners Club, hereinafter known as "the Club" is open to all bona fide owners of Lunar Caravans, Lunar Motorhomes, Venus Caravans and Chateau Caravans ("Designated Unit"). Each registered unit has a maximum of two named persons who are entitled to vote at an AGM or EGM, only one of whom can be nominated to hold a committee post.
2. Associate membership is available to members of any former Trius associated company's owners club to enable them to join us as individuals or as a group for special rallies. This does not include nomination or voting rights at an AGM or EGM, or receipt of a newsletter. Membership must have been granted in advance of any rally and must be for a longer period than that associated with attendance at only one event.
3. Only members of the Club can attend rallies including those held under the exemption certificate held by the Club.
4. Any member who through bereavement or circumstances beyond their control are prevented from owning a Designated Unit, and therefore unable to rally with the Club may, for a nominal fee to cover expenses, become 'Friends of the Lunar Owners Club' which would entitle them to receive the Newsletter. This membership does not include members who have purchased or have use of another make of caravan. This category does not entitle them to attend rallies, AGM's, EGM's or vote on any Club nomination or business.

### **Life Membership**

5. Nominations for life memberships must be submitted through the committee to an AGM for approval by secret ballot. Nominees should have made a valuable contribution to the Club.
6. Life members are eligible to vote at an AGM or EGM and on any Club nomination or business.

### **Aims and Objectives**

7. To encourage pride of ownership and friendship.
8. To maintain the highest standard of conduct and to observe the "Caravan Code", "Country Code" and "Seashore Code".
9. To hold rallies throughout the United Kingdom, to give all members the opportunity to meet for friendship and the exchange of ideas and experiences.

### **Management**

10. Committee members hold office for one year commencing on the 1st January and shall be eligible for re-election at the AGM.
11. If insufficient nominations have been received than are required to fill every office, additional committee members may be appointed at an AGM or EGM. In this case the workload will be shared across all post holders as determined by the Chairman.
12. If insufficient nominations have been received to fill each office and/or there are insufficient officers to fill all the above posts, then (with the agreement of those officers concerned), any or all roles may be combined without limit.
13. The Committee may co-opt additional members for a maximum period of one year to fulfil the aims of the Club. Co-opted members have equal voting rights to other members at committee meetings and will stand down, subject to re-election, at the next AGM.
14. All Committee posts are Honorary and only one of the named persons registered to a unit may serve on

the Committee at any one time.

15. A quorum at committee meetings, shall be not less than 50% of the total appointed and co-opted members. The Chairman may exercise a casting vote in the event of a tied vote in any committee meeting.
16. The Committee shall represent the Club and operate generally within the rules set out in the Constitution and Code of Conduct.
17. The affairs of the Club shall be vested in a Committee made up of the following - Chairman, Secretary, Treasurer, Rally Secretary, Membership Secretary, PR & Marketing Officer, Newsletter Editor and the Webmaster.

#### **Elections to Committee & Voting**

18. Nominations for Committee posts must be received in writing by the Secretary not later than 28 days prior to an AGM, with an intimation in writing, signed by the nominated member that he/she is willing to serve, countersigned by a proposer and seconder.
19. If insufficient nominations are received by the due time the Committee may make proposals at the AGM ("Late Proposals") regarding the ongoing management of the Club.
20. Registered voters will only be eligible to vote at an AGM or EGM if their attendance at the meeting has been recorded and their membership verified by production of a valid membership card.
21. Only registered voters shall be entitled to vote.
22. In the event of multiple nominations being put forward for any given post, voting will be by secret ballot. Where a single nomination has been received for a post, that nomination will be accepted without vote. Where up to two additional committee members are being appointed as per the provisions above, an additional round of voting will be held covering all members who were unsuccessful in securing a post in earlier voting. Those members with the highest votes will go through. Where proposals have been put forward under the Late Proposal provisions, voting will be on a show of hands.
23. For any other business laid before an AGM or EGM, voting will be on a show of hands unless a majority of the members present request a secret ballot.

#### **Finance**

24. The financial year shall terminate on 31st December. Only receipted bills and accounts with the Club name will be honoured.
25. One or more bank accounts shall be maintained at a bank convenient to the Treasurer and agreed by the Committee. All monies shall be credited to one of these accounts.
26. Cheques shall be signed by 2 out of 3 designated Committee members.
27. The Club accounts shall be independently verified annually. The person verifying the accounts should not be a member of the Lunar Owners Club committee.
28. A copy of the audited annual accounts will be provided to each member with the notice of the AGM.
29. The Club can only be dissolved by resolution at an AGM or EGM. If the meeting decides by majority of those present that the Club shall be dissolved, the property and assets of the Club shall be donated to charities nominated by the serving Committee.

#### **Subscriptions**

30. Annual subscriptions are due to be paid between 1st November and 31st December. The level of the joining fee and annual subscription shall be proposed by the Committee and submitted for approval at each AGM.
31. A full subscription is payable for the year upon joining. For anyone joining after 30th September, the

subscription covers the remainder of the current year and the succeeding 12 months

32. Any member who has not renewed their subscription by 31st December is deemed to be a lapsed member. Lapsed members re-joining the Club after this date may be subject to payment of the joining fee. An ex member re-joining the Club will be subject to payment of the joining fee. Any decision made by the committee regarding this, will be deemed as final.

#### **Committee Meetings**

33. Committee meetings shall be held at the discretion of the Chairman (or in his/her absence the Secretary) and, when convened, shall be held at rallies or elsewhere at the Chairman's (or Secretary's) discretion. Committee meetings may also be held on a "virtual basis" using Skype or other teleconferencing facilities.

#### **Annual General Meeting**

34. The AGM shall normally be held in September at a venue to be decided by the Committee in order to transact the following business.
1. To receive the Chairman's report on the years activities.
  2. To receive the Treasurer's report together with the Audited Income and Expenditure Account, and a Balance Sheet showing the Club's financial position as at the previous year end.
  3. To receive the Membership Secretary's Report
  4. To receive the Rally Secretary's report.
  5. To consider any motions put forward in writing, signed by a proposer and seconder, having been received by the Secretary not less than 28 days prior to the meeting.
  6. To consider any Late Proposals on ongoing Management put forward by the Committee.
  7. To elect the Committee for the ensuing year.
  8. To appoint an Auditor for the ensuing year.
35. With the exception of Late Proposals, no business which has not been (a) added to the Agenda in the form of a motion or (b) notified to the Secretary not less than 28 days prior to the meeting with sufficient details enclosed for the Committee to consider a response or proposals to the Membership will be discussed. No general items of AOB will therefore be considered.
36. Minutes of the AGM will be sent to all members as soon as practicable after the meeting.
37. All members attending the AGM will be provided with details of nominations received and any motions to be discussed. Only those members attending the AGM will be provided with details of any Late Proposals.

#### **Extraordinary General Meeting**

38. An Extraordinary General Meeting ("EGM") of the Club may be convened at any time by the Committee. The agenda must be included with the notice of the meeting and must be received by members at least 28 days in advance of the meeting.
39. An EGM of the Club must be convened on receipt by the Secretary of a written request to do so, signed by not less than 10% of members, and the agenda must form part of the request. No other matters will be discussed at the meeting. Such a meeting must be convened within 10 days of receipt and the agenda must be included with the notice of the meeting and must be received by members at least 28 days in advance of the meeting. The 10% is to be calculated based on the number of Designated Units at close of play on the previous 31st January.
40. All EGM's are to be held at a designated rally which is within the rally programme. Minutes of the EGM will be sent to all members as soon as practicable after the meeting.

#### **Activities**

41. The Committee is the only authority empowered to convene any event under the name of the Club.
42. All events organised by the Club shall be open to every member of the Club in a Designated Unit.

43. Any member intending to have visitors must have prior authority of the Rally Marshal. Payments for Socials/Special Events to be paid for on arrival by the member, if visitors are participating.
44. All events are subject to accommodation being available, members must apply in advance.
45. The use of the Lunar Owners Badge shall be restricted to only those items approved by the Committee.

#### **Discipline**

46. The Committee has the right to refuse or withdraw membership of the Club. Any person who is refused membership or has it withdrawn, has the right to appeal in person before a meeting of the Committee.
47. Members must undertake to abide by the rules of the Club. Any member who contravenes the rules or whose conduct is prejudicial to the good name and interests of the Club, renders himself or herself liable to disciplinary action. In this context the word "member" includes any member of a family.
48. Any complaint regarding a member's conduct (which cannot be dealt with by the rally marshal) shall be reported to a committee member who will attempt to resolve the matter. If the committee member cannot resolve the matter, or considers the circumstances sufficiently serious, it will be formally reported to the committee.
49. The member concerned will be informed of the complaint and his/her right formally to respond, and to make representations to a meeting of the committee.
50. The committee shall examine the complaint referred to them, and after careful and impartial consideration shall take such action as it deems appropriate. Such action may include:
  1. Dismissing the complaint.
  2. Recording a vote of censure in the minutes.
  3. Expelling the member from the Club.
51. The decision of the committee shall be notified in writing to the member concerned within seven days of the decision. The member will also be informed of the right to appeal.
52. If an appeal is made by the member; the committee shall meet to re-consider the complaint at which time the member may make further representations to the committee. After further careful and impartial consideration the committee will take such action as it sees fit. The decision will be notified in writing to the member concerned and will be final.

#### **General**

53. The Constitution and Code of Conduct may be revoked, added to or altered only by an approved resolution at an AGM or EGM.
54. With the exception of Late Proposals, a notice motion to amend such documents must be received in writing by the Secretary not later than 28 days prior to the date of the AGM or EGM.
55. Members bind themselves to abide by the Constitution and Code of Conduct of the Club, and also accept as binding the decisions of the Committee in all cases of dispute or disagreement of their interpretation.
56. The Committee must ensure that all members receive a copy of the Constitution and Code of Conduct.

#### **Public Liability**

57. During Lunar Owners Club rallies the Club is insured for Public Liability, but neither the Club nor its elected officers will be held liable for the actions of its members and any injury or accident caused by them.
58. At all other times members should ensure that their caravan, contents and any towing vehicle are suitably insured against third party claims.