

THE MOTOR CARAVANNERS' CLUB
CONSTITUTION FOR GROUPS

ISLE OF WIGHT GROUP SUPPLEMENT

This document records the selected options and additional procedures appropriate to the operation of the Isle of Wight Group in accordance with Appendix D of the Constitution. The options selected are listed below and are referenced by the appropriate paragraph numbers.

5. GROUP ADMINISTRATION

5.2 The Group Committee shall comprise of not more than 9 and not less than 3 members.

The Committee will include the following officers:

Chair	(Honorary Appointment)
Secretary	“
Treasurer	“
Rally Officer	“

Optional Appointments:

Vice Chair
Safety and Equipment Officer
Social Secretary (ies)
Communications Officer
Webmaster

5.7 The voting procedure at a Group General Meeting shall be by a show of hands and a simple majority.

5.10 Option a. shall be used to elect the Group Committee - all Committee Members are to retire and stand for re-election annually, in accordance with 5.9.

Additionally, the following limitations to length of service apply to the Isle of Wight Group Committee:-

- 1. A Committee Member shall serve for a maximum period of three years.*
- 2. Any Committee Member standing down after a three-year term shall not become eligible for re-election to the Committee before a period of not less than one year has elapsed.*
- 3. In exceptional circumstances, a Committee Member may remain on the Committee for a maximum period of a further twelve months if no replacement for their post is forthcoming, subject to the approval of the Membership at the AGM.*
- 4. It will be the responsibility of the Committee to try to find a replacement member.*

5.11 Option a. shall be used when electing Officers. The Officers shall be elected by the Group Committee from within the Committee at a meeting immediately after the AGM.

5.23 The Method for informing Members of Group Committee decisions will be by publication on the website, or by post where the member has agreed to provide a SAE to the Group Secretary.

5.24 The quorum for an Emergency meeting of the Group Committee shall be 3 or 50% of the Committee membership, whichever is the greater. This quorum shall contain at least one of the Officers – Chairperson, Vice-Chairperson, Secretary, Treasurer or Rally Officer. Minutes shall be taken and circulated to all Group Committee members within 7 days of a meeting of the quorum.

6. PROCEDURE FOR GROUP ANNUAL GENERAL MEETING

6.6.9 Voting at a Group Annual General Meeting shall be by a show of hands and a simple majority.

6.6.10 Option a) applies. The Officers shall be elected by the Group Committee from within the Committee at a Committee meeting immediately after the AGM.

7. GROUP FINANCE

7.1 The funds of the Isle of Wight Group shall be held in an account with the HSBC Bank.

Address: 101 St James Street, Newport PO30 1HX
Account Name: Motor Caravan Club Isle of Wight Group
Account No: *(details not published for security reasons)*
Sort Code: (“)

7.2 All cheques drawn on the Isle of Wight Group account shall require the signatures of at least two designated members of the Group who shall not be joint members or a relative or dependant of any other designated signatory.

7.7 The Isle of Wight Group policy on capital purchases is phased depreciation as follows:
a. for items costing over £100 - 30% after the first year then 10% annually
b. for items under £100 - write off on purchase.

8. GROUP SOCIAL EVENTS

8.6 All Rallies shall commence at 12:00 NOON unless otherwise advised in The Motorcaravanner and on the Isle of Wight Group website.

9. GROUP RALLY SITE MANAGEMENT

9.9 All members should be aware of the fire fighting equipment available for use in an emergency. All Group Committee Members shall be familiar with the operation of the equipment provided. **The Isle of Wight Group Fire Alarm will be the continual use of vehicle horns and the shouting of FIRE! FIRE! FIRE!**

9.10 If a Group member experiences an emergency in their van such as an accident or sudden illness the **Alarm for the Isle of Wight Group shall be the activation of the vehicles hazard warning lights together with the generation of as much noise as**

possible by shouting and/or operation of the vehicle's horn.

9.20 It is the responsibility of Isle of Wight Committee members to ensure if difficult decisions have to be taken, like cancelling a rally or turning away members, they should not be left to an inexperienced host. **A Committee member should always be available to take the responsibility.**

9.21 No cheques made out to individuals shall be accepted for payment or part payment of fees for rallies. All cheques shall be made out to Motor Caravan Club, Isle of Wight.