

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:

Chairperson	(Honorary Appointment)
Vice Chairperson	“
Secretary	“
Treasurer	“
Rally Officer	“

Optional Appointments:

- Safety 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.

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 NatWest Bank.

Address: 107 St James Square, Newport PO30 1XH
Account Name: Motor Caravanners 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.

8. GROUP SOCIAL EVENTS

8.6 All Rallies shall commence at 12:00 NOON unless otherwise advised in The Motor caravanner 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 Caravanners Club, Isle of Wight Group.

ISLE OF WIGHT SUPPLEMENTARY RULES

1. The Committee are authorised by the Membership to spend a maximum amount up to £500.00 without reference to the Group. Any required expenditure in excess of this amount will require the consent of the majority of Members at an AGM or EGM.
2. Any change to the above amounts should be agreed by the majority of Members at an AGM or EGM.
3. 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.