

# Sandgroper Caravanners Inc.



## Association By-laws

This document dated the 9<sup>th</sup> April 2019 replaces any former By-laws as previously adopted and referred to in any former Association Constitutions. These By-laws should be read in conjunction with the Associations' Model rules as adopted at the General Meeting dated 9<sup>th</sup> April 2019.

Signed..... Signed..... Signed.....

## Revision table:

Issue date	Section revised	Revision Description	Rev No.	Author	Reviewer(s)
14/03/2019	-	Issued to Committee for review	1.0	DH,RL,AP	Committee Members
24/03/2019	7.2	Issued to all members	2.0	D. Hiscock	
09/04/2019	<ol style="list-style-type: none"> <li>1. Update all sections that contain the word "Constitution" per motions carried at the General meeting on 09/04/2019</li> <li>2. Amend rule 5.1.1</li> <li>3. Rule 7.3.9 added</li> <li>4. Rule 5.1.1 updated</li> <li>5. 5.1.2 Updated</li> </ol>	<ol style="list-style-type: none"> <li>1. Replace the word "Constitution" with the words "Model Rules".</li> <li>2. Change wording of rule 5.1.1 per motion 8 carried at General meeting 09/04/2019</li> <li>3. Confirmation of Bank signatories added.</li> <li>4. Wording updated per motion 8.</li> <li>5. Wording updated per motion 9.</li> </ol>	3.0	D. Hiscock	As agreed by all members at the General Meeting on 09/04/2019
02.05.2019	Index	Inserted Index & Page Numbering	4.0	C. Gough	As agreed by all members at the General Meeting on 09/04/2019
20/05/2020	4.0 Fees	Nomenclature updated	5.0	D. Hiscock	
20/05/2020	4.5 Pro rata fees	Section added	5.0	D. Hiscock	As agreed by Committee Members at meeting dated 19/02/2020
11/04/2021	2.0 Membership	Nomenclature updated	6.0	D. Young	
11/04/2021	2.2 New Members	Section added	6.0	D. Young	As agreed by Committee Members at meeting dated 03/04/2021

## Revision table:

Issue date	Section revised	Revision Description	Rev No.	Author	Reviewer(s)
16/09/21	5.1.2 Management	Change the wording "5" to "a minimum of 3 and a maximum of 5" and at the end of the paragraph add the wording "The Quorum for a committee meeting shall be 50% of the total elected Management Committee"	7.0	D. Young	As agreed by the Management Committee at a Committee meeting on 26/08/2021.
16/09/21	1.0 Limit on Membership (Caravans)	Add the wording "or a General Meeting" after the wording "Annual General Meeting"	7.0	D. Young	As agreed by Members at AGM dated 11/09/21
16/09/21	1.0 Limit on Membership (Caravans)	Change the wording "forty (40)" to "thirty (30)"	7.0	D. Young	As agreed by Members at AGM dated 11/09/2021
16/09/21	2.1 Members Attendance Requirement	Change the wording "three (3)" to "four (4)"	7.0	D. Young	As agreed by Members at AGM dated 11/09/2021

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# By-laws for Sandgroper Caravanners Inc.

To be read in conjunction with the Association Model Rules.

## DEFINITIONS IN THESE BY-LAWS UNLESS THE CONTRARY INTENTION APPEARS:

### **“Associate member”**

Means any person who has been a member of the Club or Association and cannot partake fully in the Association’s activities.

Members can apply to the Committee to become an Associate Member and if accepted the affiliated member shall pay any subscription as set by the Committee and shall not have voting rights.

### **“Family”**

Means a married or de-facto couple and any unmarried children they may have who are under the age of 18 years provided that voting and other entitlements under the Association’s Model Rules shall be limited to the adults in the family.

### **“Fee”**

Means any fee required to be paid under the Association’s Model rules and applies on a “per caravan” basis.

### **“Member”**

Means any person, who having attained the age of eighteen (18) years has been admitted as a member of the Association, either singly or as part of a family.  
DMR Division 1 DMR 4 (1) & (2)

### **“Subscription”**

Means any subscription required to be paid under these Model Rules and applies on a “per caravan” basis

## **1. LIMIT ON MEMBERSHIP (Caravans)**

The number of members of the Association shall be such that the number of associated caravans does not exceed thirty (30) caravans. This limit may be varied by resolution of a simple majority of members present and voting at an Annual General Meeting or a General Meeting provided that notice of motion to effect such a variation has been given and that no financial member desirous of continuing as a member is prevented from so doing as a result of any reduction in the limit.

When a membership vacancy occurs the Management Committee may take whatever action it deems appropriate to recruit new members to restore membership up to the prevailing limit.

## **2. MEMBERSHIP**

### **2.1 Members attendance requirement**

Members are required to attend a minimum of four (4) Association rallies each year. For the purpose of this provision, attendance at an Association rally means bringing a Caravan to the rally site and staying for at least one night or spending at least one night at the rally site in alternative accommodation. Where a member fails to achieve this minimum attendance requirement the Management Committee may at its discretion, deem that Membership to have lapsed and that as a result a membership vacancy has occurred.

In the case of Associate Members item 2.1 does not apply

### **2.2 New Members**

Prospective new members must attend three (3) rallies before being accepted as new members to the Club. If a new member attends a second rally and shows interest in joining the Club, they will be given a Nomination Form and an Application Form for them to complete and pay their nomination fee. After attending their third rally and receiving Committee approval, they will be presented with their membership badges and welcome pack at their fourth rally.

This process must be completed within 9 months of their first rally.

## **3. LEAVE OF ABSENCE**

A leave of absence may be granted by the Management Committee should a member request such.

## **4. FEES**

### **4.1 Annual Subscription**

4.1.1 The amount of annual subscription shall be set by the Management Committee for ratification by a simple majority of members present and voting at the Annual General Meeting.

4.1.2 Annual subscriptions become due and payable in advance from the date of the Annual General Meeting.

## **4.2 Nomination Fee**

4.2.1 The amount of the nomination fee which must accompany all applications for membership shall be set by the Management Committee for ratification by a simple majority of members present and voting at the Annual General Meeting.

## **4.3 Special Purpose Fee**

4.3.1 A special purpose fee, for example an Amenities Fee, may be set by the Management Committee for ratification by a simple majority of members present and voting at a General Meeting of the Association.

4.3.2 A special purpose fee becomes due and payable in advance from the date of the General Meeting at which it was approved.

4.3.3 Only one (1) special purpose fee may be levied in any financial year and such fee must be amended, cancelled, continued or replaced by another special purpose fee as determined by resolution of a simple majority of members present and voting at the next Annual General Meeting.

## **4.4 Payment of Fees**

4.4.1 Membership shall be deemed to have lapsed if the annual subscription and any special purpose fee are not paid in full within two months of the date on which they were established.

4.4.2 Due consideration of the above provision shall be given to any members who may be overseas or interstate during the period by which fees must be paid.

4.4.3 Any lapsed member who wishes to renew their membership will be treated as a new applicant. A lapsed member will be required to pay any nomination fee, annual subscription and special purpose fee applicable at the time of application for readmission.

## 4.5 Pro rata Fees

4.5.1 Where an applicant is accepted into the “Association” part way through the subscription year, a pro rata fee shall apply. The fee will be based on a quarterly amount depending on how far the applicant is within the subscription year. The following table shall apply:

Subscription period	Fees due
Q1	Full Fee
Q2	Three quarters of the full fee
Q3	Half of the full fee
Q4	One quarter of the full fee

## 5 MANAGEMENT

### 5.1 The Management of the Association shall be vested in a Management Committee and Executive Committee,

#### 5.1.1 Executive Committee

The Executive Committee of the Association shall be the Office Bearers, being the President, Vice President, Honorary Secretary, Honorary Treasurer.

5.1.2 The Management Committee shall consist of the Executive Committee and a minimum of 3 and a maximum of 5 elected Committee members. The Quorum for a Committee meeting shall be 50% of the total elected Management Committee.

5.1.3 All members of the Management Committee shall be proposed seconded and elected by a simple majority of members present and voting at the Annual General Meeting.

5.1.4 Committee members are elected annually for the term of one year and can only serve on the committee for a maximum of three (3) consecutive years, except for the President who may serve a further two (2) years to a total of five (5) consecutive years.

5.1.5 All members of the Management Committee shall have the right to one vote on any motion and the Chairperson shall have a second or casting vote.

5.1.6 Spouses may not serve on the committee at the same time



## **6. GENERAL MEETINGS**

### **6.1 Powers**

6.1.1 Without affecting the generality of powers conferred on it by these rules, any General Meeting of members may, by a simple majority of members present and voting, assume outright control of the affairs of the Association, provided that at least fourteen days' notice of motion to that effect has been given to all members.

### **6.2 Quorum**

6.2.1 At all General Meetings of the Association, a number equivalent to one-third of members entitled to vote, or fifteen (15) such members, shall constitute a Quorum.

### **6.3 Chairperson**

6.3.1 At all General Meetings of the Association, the President shall preside as Chairperson of the meeting and in the absence of the President; the Vice President shall preside. In the absence of both the President and the Vice President the General Meeting shall elect a Chairperson from the meeting.

### **6.4 Voting**

6.4.1 All financial members in attendance shall have the right to one vote on any motion in all matters, however, the Chairperson shall have a casting vote as well as an original vote.

6.4.2 Decisions on motions duly proposed and seconded shall be by a simple majority save in the question of amendments to these Model rules which question shall require a three-fourths majority of those present and voting.

6.4.3 Voting shall be by the show of hands, but a secret ballot may be ordered by the Chairperson or called for by not less than six (6) members.

### **6.5 Adjournment**

6.5.1 The Chairperson may adjourn any meeting from time to time.

## **6.6 Notice of Meetings**

6.6.1 The Honorary Secretary shall convene any General Meeting required under the Model Rules by giving at least fourteen (14) days' notice to all members in the Register of Members. Notification per medium of the Association Magazine, Newsletter or by electronic means shall satisfy this provision.

6.6.2 The committee shall hold meetings a minimum of four (4) times in a year.

## **7. ANNUAL GENERAL MEETING**

7.1 The financial year of the Association shall commence on the first day of July each year.

7.2 The Annual General Meeting of the Association shall be held as soon as possible on or after July 1st, but not later than October 31st, each year at a time and place to be determined by the Management Committee.

### **7.3 The order of business shall be:**

7.3.1 The President's Report.

7.3.2 The Treasurer's Report and Acceptance of Audit or review.

7.3.3 Other Reports e.g. Rally Coordinator's Report, as directed by the President.

7.3.4 Election of the Management Committee (Clause 5.1)

7.3.5 Determination of the amount of the Annual Subscription (Clause 5.1) and Nomination Fee (Clause 5.2) for the coming year

7.3.6 Consideration of any Special Purpose Fee existing or proposed (Clause 5.3)

7.3.7 Consideration of proposed amendments to these model Rules under which proper notice has been given (Clause 15)

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

7.3.9 Confirmation of Bank signatories.

## **8. SPECIAL GENERAL MEETING**

A Special General Meeting must be held on the petition of one-third of the members entitled to vote or fifteen (15) such members (whichever is the lesser). The President or the Vice President must be the recipient of such petition and the meeting must be held within twenty-eight (28) days of the receipt of the petition by the President or Vice President who shall instruct the Honorary Secretary to convene the meeting.

The business of any General or Special General Meeting shall be confined to the consideration of motions on notice.

## **9. BANKING**

9.1 All monies received by the Association shall be deposited to an account at any financial institution in Western Australia approved by the Management Committee from time to time.

9.2 The account shall be operated by the President, Vice President, Honorary Secretary and Honorary Treasurer with any two (2) to sign cheques and authorise electronic transfers drawn on the account.

9.3 The Association may operate a Credit Card associated with the approved account subject to the proviso that the credit facility be limited to a maximum amount as shall be approved by the Management Committee from time to time and shall not include a cash withdrawal facility.

9.4 All claims for payment received by the Association shall be submitted to a meeting of the Management Committee for approval prior to payment except that where payment is deemed to be urgent by the Honorary Treasurer payment may be approved by the Executive Committee and such approval shall be reported to the next meeting of the Management Committee.

9.5 All normal payments shall be made by cheque, approved credit card or an electronic banking facility operated by the Association's financial institution. Notwithstanding this provision however, the Management Committee may authorise the Honorary Treasurer to retain a Petty Cash impress for small, ad hoc expenses in such amount as may be approved from time to time.

## **10. PROPERTY**

Property includes any real estate, any building thereon and any movable property owned by the Association and shall vest in the Management Committee.

## **11 MAGAZINE**

A Magazine or Newsletter shall be published in accordance with the direction of the Management Committee. All financial categories of membership are entitled to receive a copy of the Association's Magazine or Newsletter.

## **12 RALLIES**

12.1 The Association shall conduct a minimum of 10 gatherings for the members to attend.

12.2 Members may advise of any other events open to all members of the Association to attend, such as Safaris or festivals and providing the Committee approves and there are four (4) vans on such event it shall be counted as a rally.

12.3 Members, on arriving at a rally destination, shall proceed to any space allotted by the Marshal, Rally Coordinator or Park Management.

12.4 No dogs shall be allowed at Association rallies. No other pets shall be allowed at Association rallies without the permission of the Management Committee, who may only exercise discretion in this respect in exceptional circumstances.

## **13 ACCIDENT**

The Association shall not be responsible for the cost of any injuries or accidents to any person or property occurring at any function under the Association's control.

## **14 INTERPRETATION**

Any disagreement regarding the interpretation of these rules shall be referred to the Management Committee whose decision shall be final.

## **15 LIABILITY INSURANCE**

The Management Committee shall arrange adequate insurance cover indemnifying the Association against public liability risk, or property damage.

## **16 LONG MEMBERSHIP**

The Management Committee may recognise long-standing members of the Association by awarding a star, badge, bar or other suitable medallion. Qualification for such an award shall be on the basis of the number of Association rallies attended the first interval of which shall be attendance at fifty (50) Association rallies and thereafter in spans of twenty-five (25) rallies.

## 17 BY-LAWS

- 17.1 The Management 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 the Association and its members. Such By-Laws and other rules shall be promulgated to members per media of the Association Magazine or Electronic media or other written means within 14 days following their adoption and a record of them shall be maintained in a suitable format by the Honorary Secretary.
- 17.2 If Association By-Laws or other rules conflict in any way with the Model Rules then the provisions of the Model Rules shall prevail.
- 17.3 No alteration or rescission of the By-Laws or other rules save as provided above shall be made except at an Annual General Meeting or a General Meeting called for that purpose, notice of which meeting shall contain the proposed alteration or rescission.