



Constitution & Rules of Deaf Camping & Caravanning Club uk

1) Name

- 1a) The organisation shall be called **Deaf Camping & Caravanning Club uk** or **DCCCuk** and will be affiliated.

2) Aims and Objectives

The aims and objectives of DCCCuk will be:

- 2a) To promote companionship between deaf people who camp alone.
- 2b) To encourage members to organise meets to which other deaf members are invited.
- 2c) To offer support opportunities in DCCCuk.
- 2d) To promote the regional areas within the UK.
- 2e) To ensure a duty of care to all members of DCCCuk.

3) Membership

- 3a) Membership shall be open to Deaf who:-
 - camps on their own with their own unit (i.e. Caravan, Motorhome, Campervan, Trailer Tent and Tent).
 - to enjoy full advantage of deaf membership it is advantageous to belong to all such as DCCCuk Annual Holiday, DCCCuk AGM, Regional Area, since the most of Meets are held on sites owned or managed by these organisations.
- 3b) In the event that two existing members decide to marry or co-habit they may remain members of the DCCCuk provided: -
 - they continue to pay only one subscriptions.
 - they pay each fees on rallies.
- 3c) All members will be subject to the regulations of the DCCCuk Constitution and by joining the DCCCuk will be deemed to accept these regulations and code of conduct that DCCCuk has adopted.
- 3d) Membership is renewable each year subject to an Annual Subscription recommended by the Treasurer / Membership Secretary (optional) and approved at the AGM.
- 3e) The management committee may refuse without showing cause to admit any person to the membership of DCCCuk and shall have the right to suspend or expel any member if it considered being in the best of interest of the DCCCuk and/or Regional Areas.

4) Membership Fees

- 4a) Membership fees will be set annually and agreed by the management committee or determined at the Annual General Meeting (AGM).
- 4b) All members shall pay such as annual subscription, being due by 31st December each year.
- 4c) Late payment will occur an additional payment to be determined by the management committee, typically £5.00* surcharge of the Annual Subscription. (*Not to be applied to a new first timer membership.)

5) Management Committee

- 5a) The management of DCCCuk shall be in the hands of a Committee elected annually at an Annual General Meeting (AGM).
- 5b) Management committee, excluding Chair, Secretary and Treasurer – see Rule No. 6b, will retire each year but will be eligible for re-appointment/re-election.
- 5c) The management committee shall consist of the following Officers: -
 - Chair / Vice Chair / Secretary / Treasurer / Membership Secretary (Optional) / Regional Area Officer / Website Producer / Publicity (DCCCuk Programme / Posters/ etc) / Media (Facebook/website) / Marketing / Entertainment (DCCCuk Annual Holiday / DCCCuk AGM / Special Occasion) / Volunteer Co-Ordinator / other relevant position (Minutes Secretary / others)
- 5d) The method of voting shall be by ballot or show of hand decision by the Chair.
- 5e) Only paid up members shall have the right to vote; in the event of an equal vote the Chair shall have the casting vote.
- 5f) DCCCuk management committee shall have power to appoint Sub-Committee officer as the need arises and may co-opt members onto the committee meeting.
- 5g) Meetings of the Management Committee, Committee whether in person or by social networking media such as skype / facetime, others shall be held as often as deemed necessary, but at least twice a year.
- 5h) Emergency Management Committee Meetings may be conducted by email so long as all committee members are contacted and can formulate opinions and vote; except where a committee member is too ill to be approached.
- 5i) In normal meetings of the management committee 50% +1 member shall form a quorum. Committee members unable to attend in person to be given the opportunity to formulate opinions and vote. Meetings shall be convened by the Club Secretary by notice not less than fourteen days prior to the meeting.
- 5j) The Committee shall have full voting rights and in the event of a split decision the Chairman shall have the casting vote.
- 5k) In the event of positions becoming vacant between AGMs the Committee shall have the power to co-opt (appoint to membership of a committee) voting Members on to the Committee. Those co-opted shall only hold office until the next AGM of the Club at which an election of Officers and Committee takes place.
- 5l) The Committee shall also have power to co-opt non-voting members to fulfil a task or requirement. Co-options of this nature shall only be valid until the next AGM.

6. Election Management Committee

DCCCuk will be managed through the Management Committee consisting of: -

- 6a) All paid up members of the Regional Areas are eligible to stand for election to the Management Committee.
- 6b) The management of DCCCuk must be Deaf and shall be elected to serve a term of three years at the AGM, and comprise of the following;
 - The Chair shall be elected at the AGM(1) to serve a term of three years then the next AGM(2),
 - Secretary shall be elected at the AGM(2) to serve a term of three years,
 - then at the AGM(3), Treasurer shall be elected at the AGM(3) to serve a term of three years.
 - A committee member may decide to retire before completing his or her term of DCCCuk and be replaced at the next AGM.
- 6c) Committee members can also be asked to resign by a vote of no confidence at an AGM passed by simple majority. When there is more than one nomination for a post then election will be by ballot of those members in attendance at the AGM. Current Committee Members are eligible for re-election.
- 6d) Candidates for election to the Committee must be proposed and seconded by fully paid up Members. Neither existing nor prospective Committee members may propose or second a nominee. A member may propose or second one nominee only per AGM. (Second a nominee shall not relate to husband/wife, partners or living together.)
- 6e) Motions to be in the hands of the Secretary at least 2 weeks/14 days before the last Minutes (written account of important in the order of their occurrence to be approved by management committee) to be published before the AGM together with the name of the proposer and seconder and the motions' agreement to stand. Details of all motions shall be published in the Meeting Agenda.

7. Duties (not an extensive list of duties)

- 7a) The Chair shall take the Chair at all meetings. If the Chair is unable to attend (then the meeting shall be chaired by another member of the Committee. If a matter arises which is important to the interests of the Club, the Chair has the responsibility to put it to the Committee for discussion and approval and subsequently presented to AGM for ratification.
- 7b) The Secretary shall normally, but not necessarily, be responsible to summon all meetings, send out agenda and take minutes and be responsible for the general administration of the DCCCuk. If the Secretary is unable to attend a meeting, then a person must be nominated to take minutes. The Secretary will keep a record of the Job Descriptions of all Committee positions and forward a copy to those members interested in holding such positions.
- 7c) The Treasurer shall receive all monies for the DCCCuk and shall prepare an annual audit report to be independently audited for the AGM.
- 7d) The Treasurer or Membership Secretary shall administer all matters relating to membership, including new member applications and maintain a complete up to date list of Members with their addresses and contact details. An up to date mailing list to be forwarded annually to the secretary together with a list of those members wishing to receive an electronic copy of the Minutes.
- 7e) A list of newly joined members is to be submitted to the secretary prior to each edition of the Minutes together with a further up to date mailing list, to keep a record of rescinded memberships and to check renewals and new member applications against this record.
- 7f) The Media shall be responsible for producing of the DCCCuk Magazine/news (The Chronicle) which shall act as the principal means of communication within the Regional Areas such as DCCCN, CDC and WDC. The Media shall determine the appropriateness of any item provided for publication by the members.

- 7g) The Website Producer shall be responsible for maintaining and keeping up to date the DCCCuk website, and web pages by Media.
- 7h) The Entertainment Officer shall, in liaison with other committee members, recommend and organise events to take place at the Committee run Rallies delegating as appropriate.
- 7i) All Committee Members will give support to other Committee Members to facilitate completion of tasks and to ensure the smooth running of the DCCCuk.

8. DCCCuk Accounts and Financial Year

- 8a) Bank or Building Society accounts shall be held in the name of the DCCCuk into which all revenues of the DCCCuk shall be paid and from which withdrawals shall be made. Signatories will be the following Officers: -
 - Chairman
 - Treasurer
 - and one other Committee member.
 - one signature required for withdrawals up to the value of £500
 - two signatures required for withdrawals over £500 (five hundred pounds)
- 8b) The Accounts shall be kept by the Treasurer who may be required to produce Certified Accounts to the AGM.
- 8c) The Financial Year of the DCCCuk shall be from 1st July to 30th June.
- 8d) Committee Members may enter into an agreement “For and on Behalf of Deaf Camping and Caravanning Club uk” to facilitate the day to day running of the DCCCuk.
- 8e) The Treasurer shall keep such books of accounts as to enable him/her to present them at the meeting or at any time required by the Management Committee.
- 8f) The statement of account shall be handed out to the members of the DCCCuk, prior to the AGM and shall be done within 4 months period from the closing date of the financial year.

9. Annual General Meeting (AGM)

- 9a) An Annual General Meeting (AGM) shall be held each year within 4 months from 30th June, which is the end of financial year-end.

9b) Notice of the AGM, Agenda and details of any items for discussion and Motions for office and committee must be published in the minutes at least 2 week/14 days before the meeting. Motions must indicate their willingness to stand at the same time.
- 9c) Any motions for the election of the Management Committee must be received by the Secretary in writing 4 weeks/28 days prior to the publication of the Minutes to comply with rule 9(b).
- 9d) In the absence of Nominations being received by the deadline nominations may be taken from the Floor at the AGM.
- 9e) Any presentations (motions) must be received by the Secretary in writing 4 weeks/28 days prior to the publication of the Minutes to comply with rule 9(b). These must be proposed and seconded and the proposer must be prepared to speak to the AGM regarding the proposals.
- 9f) To receive and approve the report of the Committee and adopt the DCCCuk’s Accounts.
- 9g) To elect the officers and committee for the forthcoming year. (Existing Committee members shall be eligible for re-election.)
- 9h) To discuss items submitted in accordance with DCCCuk Rules and Regulations to make any presentations if appropriate.

- 9i) Only fully paid up members will be entitled to attend the Meeting and may vote. (Non-Membership will be observed only.)
- 9j) No business shall be transacted at the AGM unless notice thereof appears on the Agenda, except for routine matters or those which in the opinion of the Chair of the meeting are urgent.
- 9k) A Quorum shall be 15% of the current membership of which 2/3rd of those attending must vote in favour of a presentation (motion) for it to be passed. In the absence of a quorum motions will not be heard at that AGM.
- 9l) Election of Management Committee will be by majority of members attending the AGM.
- 9m) Secretary for the inclusion in the Agenda should receive motions at least 4 weeks / 28 days before the date of the AGM – the motion must be in writing signed by the 1st proposer and seconder (Second a nominee shall not relate to husband/wife, partners or living together.)

11. Extraordinary General Meeting (EGM) - special general meeting

- 11a) An EGM (special general meeting) would be called in the event of DCCCuk or Regional Areas were to be dissolved; or at a request to the Secretary signed by at least 15% of the fully paid up members. The reason for calling such a meeting must be clearly set out in the request.
- 11b) The Extraordinary General Meeting should be held as soon as possible after the next publication of the Minutes but no longer than three months after receipt of the request.
- 11c) The Secretary shall immediately inform the entire Committee of the meeting and arrange for a notice to appear in the next Minutes.
- 11d) Only fully paid up Members plus One will be entitled to attend the Meeting and vote.

12. Amendments to the Rules

- 12a) The Rules of the DCCCuk may only be altered by motions at an AGM.
- 12b) The Aims and Objectives of the DCCCuk may only be changed by motions at an AGM

ADDENDUM

DCCCuk /Regional Areas

DCCC Northern (DCCCN) / Central Deaf Campers (CDC) / Welcome Deaf Camper (WDC)

A1) Families & Friends

- A1a) Only full paid up Members will be welcome their families or friends to visit the site for the day(s) or overnight(s) at the Member's site, unless request by the Regional Areas Marshal or/and the site owner.

- A2a) Those non-members stay at one of the Regional Area or DCCCuk entertainment, will be no extra cost for DCCCuk Membership for the first-time visitors during the weekend, long weekend (Bank Holiday) or one week.

A2) Attending a Meet (camping site)

- A2a) Hosts (DCCCuk, DCCCN, CDC or WDC) should be advised in good time of attendees to their meets; this is good practice, enables the Host to cancel their booking if no members have indicated their attendances and allows them to have their deposit refunded.
- A2b) Where DCCCuk (including DCCCN, CDC and WDC) members camp on any official camp site they are required to abide by the site rules.
- A2c) When camping on an unlicensed site under license of the DEFRA Exemption Certificate rules of the Camping and Caravanning Club apply and for reasons of insurance non-members are not allowed.
- A2d) Members attending meets are responsible for their own health and wellbeing. Hosts should not be put under pressure to act as carers. Cases of emergency will always be treated with compassion.

A3) Code of Conduct

- A3a) All members should act sensitively towards one another and do nothing that would exclude other members from their activities or deprive others of their company at Meets.
- A3b) Members should ensure their conduct at meets and other events does not cause distress to other members.
- A3c) Complaints about another members' conduct should be addressed to the management committee and not to the host of a meet.
- A3d) The DCCC
uk Management Committee shall have the power to suspend someone's membership whilst a complaint is being investigated, and to expel a member if they are satisfied (after a full and proper enquiry) that the complaint is justified and serious enough to warrant such action. When a "reasonable amount of time has elapsed" members who have had their membership rescinded may apply to the DCCCuk Management Committee for consideration to re-join the DCCCuk.
- A3e) Members shall not by their deeds or actions bring the club into disrepute.

A4) Complaints / Disputes

- A4a) Any complaints or disputes brought up from the Regional Area open meetings or the Management Committee should discuss members themselves urgently and all the persons involved should resolve these issues amicably.

A5) Dissolution

- A5a) If the Management Committee decides that it is necessary to dissolve the DCCCuk it shall call an Extraordinary General Meeting for this propose and to confirm their decision.
- A5b) If the Regional Area organisation decides to cease the group (DCCCN, CDC or WDC), then the Team Leader and/or Rally Officer shall forthwith send all the books, papers, records, money and investment belonging to the Regional Area organisation to the DCCCuk.

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