



# IRISH MOTOR CARAVANNERS' CLUB

## CONSTITUTION OF THE IRISH MOTOR CARAVANNER'S CLUB

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**THIS CONSTITUTION WAS AMENDED AT THE 41<sup>ST</sup> ANNUAL GENERAL MEETING OF THE IRISH CAMPING CAR CLUB CLG T/A THE IRISH MOTOR CARAVANNERS' CLUB (IMCC) HELD IN THE HAMLET COURT HOTEL, JOHNSTOWN BRIDGE, ENFIELD, CO. WESTMEATH ON SATURDAY 1<sup>ST</sup> NOVEMBER 2025.**

### **THE CLUB**

#### **ARTICLE 1**

The Club is a Company Limited by Guarantee not having share capital, called the Irish Camping Car Club Company Limited by Guarantee, with registered business names - Irish Motor Caravanners' Club and IMCC hereinafter referred to as the IMCC, Irish Motor Caravanners' Club or the Company. The objectives of the IMCC are:

- To promote responsible motorhoming across Ireland, Northern Ireland, Great Britain and the European Union Regions, while fostering community, collaboration and high standards among members.
- The IMCC aspires to be welcoming and respectful to all, within the practical limits of its volunteer-run structure and event formats
- To encourage Motor Caravanners from overseas to visit Ireland
- To liaise with other clubs and associations, both national and international in the furtherance of these objectives.

### **MEMBERSHIP**

#### **ARTICLE 2**

IMCC membership is open to the registered owner of a motor caravan and their spouse/partner and children. Membership types include Full, Associate, Annexed, and Long Service. Annexed Membership may be granted to adult children of Full Members (minimum two years) who use the parent's motorhome. Benefits apply while the Full Membership is active. If cancelled, revoked, or suspended, the Annexed Membership is likewise affected. If an Annexed Member becomes a registered owner, they may apply for Full Membership and must follow the New Member process, including attendance at three rallies within the current GDPR-compliant period.

#### **ARTICLE 3**

If proposed, New Members must be proposed by a Full Member (2+ yrs). Non-proposed Applicant for New Membership shall attend 2 club events as a complete membership unit before being deemed eligible to become a New member. Then 1 more event is required for Full Membership. All applicants receive Constitution and Code of Conduct before signing. Eligibility for New Membership subject to approval of the Committee.



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### **ARTICLE 4**

Following a new application for membership, the Associate member may attend IMCC events, and avail of IMCC discounts and concessions except any discount arranged on the vehicle insurance policy. Associate members may attend but shall not contribute to or have voting rights at any AGM or EGM, or serve as a Director of the company or on the Management Committee of the IMCC.

### **ARTICLE 5**

During their Associate membership year, 3 IMCC events must be attended in full by the Associate member and spouse/partner; and having been compliant with the IMCC Code of Conduct and Constitution; in order to be offered Full membership.

### **ARTICLE 6**

Any associate application made during a year may be offered Full membership the following January, providing that the criteria in Article 5 is satisfied. New applications will be closed from 1st October.

### **ARTICLE 7**

At the discretion of the Committee, Long Service membership may be afforded to any existing member of more than 10 years continuous membership who is no longer a registered owner of a motor caravan, and whose circumstances in the consideration of the Committee, warrants such an award. Their annual subscription shall be 50% of the current membership fee. A Long Service membership member may attend IMCC events but may not serve as a Company Director or member of the Management Committee.

### **ARTICLE 8**

Full membership shall be deemed to include the subscriber, their spouse/partner, and any dependant up to the age of 25 years as declared on the membership application form. Special exceptions may be granted at the discretion of the committee to include dependant over the age of 25 in exceptional circumstances. Annexed membership is deemed to include the subscriber, their spouse/partner and any offspring up to the age of 25 years as declared on the membership form as long as the requirements of Article 2 are met.

### **ARTICLE 9**

Only the subscriber and spouse/partner of the full membership units, the subscriber and spouse/partner of an annexed unit shall be eligible to contribute and vote at any AGM or EGM of the IMCC.



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### ARTICLE 10

On payment of subscription and submission of a completed membership renewal form, all members listed on the application shall accept and submit themselves to the rules, regulations and discipline of the IMCC, as outlined in the Code of Conduct and Policy Guidelines and Constitution.

### ARTICLE 11

Membership of the IMCC shall be deemed to commence upon the approval of the application by the management committee on the date shown on the official receipt given for a membership subscription and be due for renewal on the first day of January in the year following. Should a member's subscription remain unpaid for two months after the due date s/he shall cease to be a member of the IMCC. Should a member desire to resign from the IMCC during the membership year, written notification must be forwarded to the Membership Secretary and membership will cease on the date of receipt of such correspondence.

### ARTICLE 12

Upon completion of any investigation into a breach of the Code of Conduct, conduct bringing the IMCC into disrepute, or actions not in the best interests of the Club, the matter shall be referred to an independent Standards and Ethics Committee established by the Club. All complaints must be submitted in writing to the Secretary, who must forward the matter to the Committee who will convene a review panel. Should disciplinary action be recommended, the member shall have the right to appeal. If the Chairperson or any member of the Committee is the subject of the appeal, the Committee shall appoint an alternate officer or impartial panel to oversee the appeal process. The member retains full membership status until the appeal has concluded. Any person whose membership is revoked, refused, or suspended will lose all rights of IMCC membership and may not attend any event organised or controlled by IMCC. Suspension periods must be completed before reinstatement is considered. Revocation is final and irrevocable, and membership shall not be reinstated.

### **CODE OF CONDUCT AND POLICY GUIDELINES**

### ARTICLE 13

The committee shall maintain a Club Governance and Code of Practice Booklet, comprising policies on: Code of Conduct; Health and Safety Statement and Policy; Grievance and Discipline; Social Media Guideline and Policy; Privacy and Data Protection and Bullying and Harassment. These policies shall be reviewed periodically to reflect current legislation and members will be notified of updates and granted access to the latest version. The Grievance and Discipline Policy shall detail the circumstances under which the standards and ethics Committee may be convened, including breaches of conduct or formal complaints, and shall define its composition: three to five



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members, including one Executive member, one general member, and one independent member with no direct connection to the case. Roles within the Committee shall include Chair (oversight), Secretary (documentation), and Panel Members (review and decision-making). All Committee participants must declare any conflicts of interest prior to involvement.”

### **SUBSCRIPTION**

#### **ARTICLE 14**

The amount of the annual subscription shall be that proposed from year to year at the IMCC AGM and ratified by the members at the AGM. Long Service membership units shall pay 50% of this fee, as per Article 7. Any member not paid up by 1st March, will be deleted from the IMCC Camper Friends Facebook page and the members' area of the website. The annual subscription applies to Full Membership, Associate Membership and Annexed Membership.

### **COMMITTEE**

#### **ARTICLE 15**

The management of the IMCC will be vested in a Management Committee, herein after referred to as the Committee. The Committee shall be elected from year to year at the IMCC AGM and their term of office shall commence at the close of the AGM and cease at the close of the next AGM. To become eligible to serve on the Management Committee, you must be a Full member for 1 year. A Committee Member shall serve no greater than 5 years in any one position on the Committee, and a period of 2 years shall elapse before they are eligible for election to the effected post again.

#### **ARTICLE 16**

To become eligible to serve on the Management Committee as Chairperson of the IMCC, the proposed person must have 2 years Full Membership of the IMCC, and must have completed one term on the Management Committee in any position previously. If elected, their tenure of the chairmanship of a maximum of 5 years shall commence from date of their election as chairperson and a period of 2 years shall elapse before they are eligible for election to the effected post again.

#### **ARTICLE 17**

The Committee shall be comprised of members as follows: **Executive Role:** Chairperson, Secretary, Treasurer, Membership Secretary. **Non-Executive Role:** Vice-Chairperson, Editor Web, PRO and Rally Co-ordinator. The Chairperson, Secretary, and Treasurer shall become directors of the Company during their terms of office. The IMCC Secretary shall in addition become the Company Secretary. The Membership Secretary shall in addition become the Company Registrar. Other directors may be appointed from the management committee as required.



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### **ARTICLE 18**

Both members of a full membership unit may serve on Committee but only one member per membership unit can serve as a Director. The remaining member can serve on the committee in a non-executive role. In the case of Full/Annexed Membership only 2 family members can serve on committee at any one time, with the same restrictions imposed as a Full Membership only unit.

### **ARTICLE 19**

The retiring Chairperson may if required become a non-voting Committee member until the next AGM of the IMCC but may not hold any of the effected posts referred to in Article 17 above. He/she may only attend management committee meetings at the request of the sitting committee.

### **ARTICLE 20**

The retiring Secretary shall furnish the incoming Secretary with all IMCC archives on the morning following vacation from position. AGM / EGM minutes are to be furnished to the incoming Secretary within 10 working days of vacation of position.

### **ARTICLE 21**

The retiring Treasurer shall furnish the entire IMCC accounts and historical archive to the incoming Treasurer within 5 working days of vacation of position. On the morning after the AGM / EGM the outgoing Treasurer shall settle the account at the venue before handing control of the IMCC finances to the incoming Treasurer. All necessary documentation to transfer account signatories shall be completed before leaving the venue after the AGM / EGM.

### **ARTICLE 22**

All outgoing Committee members shall transfer email passwords, IMCC property and intellectual property to the control of the incoming Committee within 3 working days of vacation of position.

### **ARTICLE 23**

Retiring committee members shall return any IMCC membership lists and remove same from any non IMCC electronic device, in compliance with data protection law, immediately upon closure of the AGM / EGM.

### **ARTICLE 24**

Following commencement of office, the incoming Committee shall furnish the IMCC insurers with the required information to transfer the address on the policy to reflect the current Committee.



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### **ARTICLE 25**

In the event that a vacancy should occur for a Committee member position on the Committee during its term of office the Committee shall, at their discretion, have the power to co-opt a member to serve until the next AGM. However, this shall not apply to the Chairperson's position which shall be filled by an existing elected Committee member, provided they are not precluded by Articles 15 and 16. 'A member or committee member being co-opted to fill a nominated position to which a directors or company secretary's duties are attached should consent in advance to such an appointment. The remaining committee/directors shall then appoint him/her a director or secretary until the next AGM.'

### **ARTICLE 26**

In the event of 50% plus one of the Committee resigning the Chairperson must convene an EGM in accordance with that specified in the relevant section of Article 41.

### **ARTICLE 27**

The committee shall be in sole control of the IMCC administrative and financial affairs except that certain responsibilities may be delegated to individual members of the Committee from time to time in order that the day-to-day business of the IMCC may be efficiently conducted. Neither the Committee as a whole nor any of its members individually shall have the power to borrow or lend money on behalf of the IMCC or the Company.

### **ARTICLE 28**

The Committee shall meet from time to time at the discretion of the Chairperson in consultation with the Secretary in order to administer the affairs of the IMCC, but in any case not less than 3 times in any one period from one AGM to the next AGM. Should greater than 50% of the committee demand a meeting it shall be called within 14 days. At least 7 days' notice together with an agenda for such meeting must be sent to each Elected/Co-Opted Committee member. At any Committee meeting the agreed quorum of members must be present, providing that one of their numbers be either the Chairperson or Vice-Chairperson. The agreed quorum is greater than 50% of the Committee.

### **ARTICLE 29**

**Secretary's obligations:** At all meetings of the IMCC the Secretary, or temporary Secretary appointed by the Committee, shall maintain a proper record of the meetings that shall be entered in a Minute Book and retained by the Secretary.

### **ARTICLE 30**

**Treasurer's obligations:** At all Committee meetings the Treasurer shall provide an account summary of the IMCC finances and will have the current year's accounts for the Committee to



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examine if necessary. If the Treasurer is unavailable to attend, the account summary shall be forwarded to the Chairperson or Secretary for presenting at the meeting and archived.

### **ARTICLE 31**

The Committee shall have the power to appoint sub-Committees, when considered necessary, to examine any matter. Such sub-Committees shall submit their report to the Committee.

### **ANNUAL GENERAL MEETING**

### **ARTICLE 32**

The IMCC shall convene an Annual General Meeting not exceeding 15 months after the last AGM. The Secretary shall notify all members of the date, time and place of any AGM at least 21 days prior to that meeting. The notice must include an agenda for such meeting, all motions to be discussed, year-end financial accounts, list of IMCC assets and nomination paper to each paid up member over 25 years of age, with exception as outlined in Article 8.

### **ARTICLE 33**

Nominations for the Committee positions cited in Article 17 must be received by the Secretary in writing at least 14 days prior to the AGM, and must have the consent of the nominees; his/her name must be proposed, seconded and voted on at the AGM. Nominees for all places on the Committee, together with all nominators, must be fully paid up full members of the IMCC. If no nominations are received for a position, then the Chairperson has the right to accept nominations for that position from the floor of the AGM, who will be proposed and seconded by the members at the AGM.

### **ARTICLE 34**

Upon commencement of the AGM/EGM a Director of the Limited Company shall present a report on the company's financial affairs, providing documentary evidence that the annual returns have been made to the CRO and that all is in order.

### **ARTICLE 35**

Any member upon being elected to the management committee at a general meeting or having been co-opted by the committee to fill a nominated position to which a directors or company secretary's duties are attached shall sign consent form B10 otherwise their appointment is invalid.

### **ARTICLE 36**

Subject to a change of director or secretary of the limited company, the appropriate documentation is to be completed immediately after the election or resignation and furnished to the CRO within 5 working days by the company secretary.



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### **ARTICLE 37**

Committee members who have any material or pecuniary interest in any business being discussed by committee, shall declare their interest and withdraw from any vote, the total valid counted vote shall reflect this withdrawal.

### **ARTICLE 38**

The IMCC financial year-end will be 31<sup>st</sup> December. At each AGM the Treasurer shall submit a financial report and income/expenditure accounts that must be properly audited by a registered chartered accountant.

### **ARTICLE 39**

All motions submitted for discussion at the AGM must be received by the Secretary, in writing at least 70 days prior to the meeting, acknowledged by the Secretary and responded to prior to publication. To be deemed to be carried any motion that amends this Constitution requires a 75% majority of those present and voting. Should the proposer of the motion not be present at the AGM, the motion may be proposed by another member on the day on behalf of the proposer, with their consent.

### **EXTRAORDINARY GENERAL MEETING**

### **ARTICLE 40**

The Committee/Directors may call an Extraordinary General Meeting (EGM) of the IMCC if in their opinion circumstances warrant such action. An EGM must be called by the Secretary on receipt of a communication requesting such an EGM from the members, stating the purpose and signed by no less than 10% of the members eligible to vote at such EGM. All signatories to the calling of an EGM must be paid up full members, 85% of the signatories to the calling of the EGM must attend to make the meeting valid.

### **ARTICLE 41**

An EGM must be convened within 21 days of receipt of such request and members must be notified at least 14 days before the meeting. The notice to members must specify the place, time and purpose of the meeting and no other business shall be transacted at that meeting.

### **VOTING**

### **ARTICLE 42**

The system of voting by secret ballot, for all elections, shall be the straight vote system. In the event of no candidate reaching a majority of votes cast, the candidate receiving the lowest



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number of votes shall be eliminated and further ballot(s) shall be held between the remaining candidates.

### **ARTICLE 43**

No proxy vote shall be allowed at any IMCC Committee meeting, AGM or EGM and if a majority of members present wish any question under discussion to be put to a vote by secret ballot, that shall be done, otherwise the matter shall be decided by a show of hands.

### **ARTICLE 44**

At all AGM's and EGM's the Chairperson or in his/her absence the Vice-Chairperson shall preside, except that if neither is present, the members present shall elect a Chairperson, for that meeting. At all meetings the Chairperson for that meeting has the power to exercise a second (or casting) vote in the event of equality of votes.

### **ASSETS**

### **ARTICLE 45**

All assets owned by the IMCC shall remain in IMCC ownership and shall be reserved for the exclusive benefit of the IMCC.

### **ARTICLE 46**

In the event of the IMCC affairs being wound up, for whatever reason, then all money and/or assets belonging to the IMCC shall be disposed of as decided by the Current Full members at an AGM / EGM. A final statement of account must then be prepared in accordance with that decision and the statement distributed to all Current Full members.

### **OTHER**

### **ARTICLE 47**

No member of the IMCC shall divulge any personal contact details of its members, without their express permission, or make any use thereof except for the official correspondence of the IMCC.

### **ARTICLE 48**

Digital communication methods such as text, emails, What's App or Website updates may be used instead of post as an acceptable means of notification to members. A digital Roundabout may be posted on line. All notifications will follow GDPR standards and reflect members preferences.