

# The New Horizons Camping Club

## CONSTITUTION AND CODE OF CONDUCT

1. The name of the group shall be The New Horizons Camping Club.

### AIMS AND OBJECTIVES

2. The sole aim of the club is to provide a companionable setting for those who live without a partner and camp alone because they are widowed, divorced, single or separated (this will include those who may have a partner in residential care, permanently or on a temporary basis, for respite due to dementia).
3. The objective of the club is to promote and foster a spirit of friendship between all members by way of camping and other activities.
4. All members need to assist the integration of new members into the club and to ensure that everyone attending meets and rallies have the opportunity to join in outings and activities.
5. Unacceptable behaviours will not be tolerated e.g. the use of offensive language, aggressive or abusive behaviour, or a blatant disregard for the constitution and code of conduct.
6. This constitution and code of conduct will be given to every member as they join the organisation. It will also be available on the website. The agreement to abide by both of these documents will be by signature on the online application form.

### MEMBERSHIP

7. Membership shall be confined to single basis.
8. Members have made it clear in the past that although they live alone, they have a close relationship with a person who is not a member of the New Horizons Club. This is a private matter and is not relevant to either their membership or their standing within the club.
9. Members may not share their unit with another member unless it is to attend the AGM and permission has already been granted by the committee.
10. Prospective members will be asked to confirm on their application that they camp alone.
11. Once they have joined, members who become a partnership will be expected to leave.
12. The committee reserves the right to refuse or withdraw membership. The member has the right of appeal at an AGM (Annual General Meeting) or EGM (Extra-ordinary General Meeting) where, if necessary, a secret ballot will take place from those members present, to determine the outcome.
13. The annual subscription of each member shall be determined at the AGM. The membership year currently runs from November 1<sup>st</sup> to October 31<sup>st</sup>. Changes to either increase or decrease the amount must be determined at an AGM or EGM. Should the club be dissolved, an EGM must be called to decide where any remaining funds and equipment go unless an agreement has been reached at an AGM prior to the Club being wound up.

Membership of the group shall be deemed to have lapsed if subscriptions are not paid within 30 days of the date requested.

## **THE COMMITTEE**

- 14) The management of the group shall be vested in a general committee.
- 15) A Chair will be elected. This post can serve for a maximum of 3 years or by extension in the event no-one puts their name forward as a replacement. The members at the AGM must agree to this extended term of office by voting.
- 16) A Treasurer, Secretary/New Members Secretary/ Programme Planners/Website Administrator and AGM Organisor will be elected. These posts do not have a set term of office and those elected can stay in post until such time as they wish to retire, or another member opposes them at the AGM.

The Treasurer shall receive all monies for the Club and shall prepare an annual statement of accounts to be inspected independently for the AGM. This will be by an Honorary Member who is not a member of the committee. This person will be elected or re-elected annually at the AGM. The results of the annual accounts will be published in the September newsletter and on the website

The Secretary shall send out an agenda and take minutes for all meetings and be responsible for the general administration of the Club.

- 17) The Secretary will administer all matters relating to membership, including new member applications and maintain a complete list of members with their addresses and contact details. A list of members who have joined will be sent to the Editor prior to the publication of the Newsletter (4 times a year).
- 18) Programme Planners are responsible for proposing a programme by looking historically at previous venues and consulting with the members. This programme will be agreed at a committee meeting and posted in November to those members who don't wish to receive an electronic copy. A copy will be published on the website at the same time.  
  
These positions do not have a set term of office and those elected can stay in post until such time as they wish to retire, or another member opposes them at the AGM. Members at the AGM must agree to an extended term or a replacement by voting.
- 19) The Editor is responsible for producing the Newsletter. Contributions are received from members and the committee and the Editor shall determine the appropriateness of any item provided for publication.
- 20) In the event of any question arising which is not provided for in the rules, or in the event of any dispute between members of the group concerning Club matters or rules, the General Committee shall have full powers to make a decision. Members who wish to raise a complaint should write to the Chairman in the first instance. Depending on the seriousness of the matter, the Chairman will raise the level of investigation accordingly and discuss with all or some members of the committee. The complainant will then receive a written answer by email or letter.
- 21) Should a situation arise that requires a sub-committee to be set up, the Committee will establish a list of 2 or 3 people from each region who may be called upon to meet with the Chairman to deal with any such matters.

## **MEETINGS**

- 22) An Annual General Meeting shall be held once a year. Currently this is held in June. All members are invited to attend. Notification of this AGM will be advertised in the March newsletter and on the website.

- 23) Only fully paid up members will be able to attend the AGM or EGM and vote.
- 24) A Quorum shall be 10% of the current membership of which 2/3rds of those present 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.
- 25) Minutes will be taken at the AGM and these will be published in the September newsletter.
- 26) Any member wishing to raise an issue at the AGM Forum should submit it in advance, in writing, to the committee.
- 27) An EGM may be called at any time by the Committee as considered necessary, or by an application signed by not less than ten members. Not less than 28 days' notice should be given in writing to the Chair and this must state the reason for calling the meeting.
- 28) Except in special circumstances, no new rules shall be made, nor shall any of the rules herein be altered, amended or rescinded, without the consent of the General Meeting.
- 29) In the event it is necessary to make an amendment at any other time, the membership will be informed of the amendment and the reason why it has been made.
- 30) Private meets running at the same time as Club meets are very difficult to control; however, the Club asks the members to kindly respect the amount of organisation it takes to run the AGM (often booked 2 years in advance) and to not organise a parallel meet in the same vicinity at the same time. This should ensure that the maximum number of members interested in the location feel they can book to go the AGM and fully support their Club and Committee.

## MEETS AND RALLIES

- 31) When using a rally field rather than a recognised Caravan & Motorhome Club, Caravan and Camping Club or private site to hold a meet, additional codes of conduct apply and are listed in Appendix 1 of this constitution.
- 32) Rally marshals will be supplied with the following codes in advance of their rally:
  - The Countryside Code
  - The Caravan Code
  - The Seashore Code (Marine Conservation Society)
- 33) When holding rallies under the club's paragraph 6 exemption certificate, only **fully** paid up members of the club may attend.
 

Membership must have been granted in advance of attendance at any event.

Membership must be for a longer period than that associated with only one event.
- 34) Interest in land may be acquired by purchase, lease or licence for the purpose of holding rallies or meetings as permitted by legislation or by Local Planning Authorities or any other club activities.
- 35) When rallying under the paragraph 4 exemption certificate the Club will undertake to consult the relevant local authority regarding any site which we propose to use and we will not use any site to which the local authority objects.

This will then limit the duration of any paragraph 4 rally to a maximum of 28 days on site and any paragraph 6 rally to 5 days.

Any rally which is limited to 5 days or less but does not meet the membership requirements of a paragraph 6 rally will be held under paragraph 4. In such cases the local authority will be consulted, and we will undertake not to rally on the site if the local authority objects.

## **DATA PROTECTION**

36) The New Horizons Camping Club is fully committed to protecting the rights and privacy of individuals, in accordance with the Data Protection Act 1998. Information about our committee, members and other individuals will only be processed in line with established regulations. Personal data will be collected, recorded and used fairly, stored safely and securely and not disclosed to any third party unlawfully. As the lawful and correct treatment of personal information is critical to our successful operations and to maintaining confidence, the New Horizons Camping Club is committed to:

- protecting individual' personal details
- keeping members' and other individuals' personal data up to date and confidential
- maintaining personal data only for the time period required
- releasing personal data only to authorised individuals/parties and not unless permission is given to do so
- collecting accurate and relevant data only for specified lawful purposes
- adhering to regulations to ensure that all members who have access to any personal data held by or on behalf of the New Horizons Camping Club are fully aware of and abide by their duties under the Data Protection Act 1998.

Individuals are required to report any allegation in relation to the unlawful treatment of personal data via the New Horizons Camping Club member's complaint procedure. A complaint should be made in the event that individuals feel that records of their personal data have been:

- lost
- obtained through unlawful disclosure or unauthorised access
- recorded inaccurately and/or in a misleading manner
- provided to a third party without permission.

Where required, the New Horizons Camping Club will take appropriate action/corrective measures against unauthorised/unlawful processing, loss, destruction or damage to personal data.

It is ultimately the responsibility of the Chairman to ensure that this policy is published and accessible to all members, individuals and any relevant third parties.

## **GENERAL RULES**

- 37) Noise should be kept to a minimum between the hours of 23:00 and 07:00.
- 38) Before attending a meet the member should book with the site and notify the contact for that meet. This will avoid someone on a different part of the site to the majority remaining unknown to the contact.
- 39) Members with cars are under no obligation to offer lifts. Members with large vans or awnings are under no obligation to hold open house.

- 40) Members are requested not to bring their dogs to the daily gatherings (10am and 5pm). This has been accepted practice since the inception of the club.
- 41) Members are requested NOT to use barbeques or candles in awnings.
- 41) Members attending meets are responsible for their own health and well being. The contact should not be put under pressure to act as a carer. Cases of emergency will always be treated with compassion.

## **Appendix 1 – Running a rally using the Natural England exemption certificates**

### **General**

1. One named member of the organisation (the “rally marshal” or “responsible person”) is to be responsible for the conduct of any exempted touring caravan or camping event and for ensuring that those attending comply with this code.
2. The responsible person must ensure that all members are aware of The Countryside Code, the Caravan Code and the Seashore Code.

### **The Venue**

3. The organisation will take reasonable steps to satisfy themselves that the site to be used is not subject to a relevant order under paragraph 13 of the First Schedule to the 1960 Act (for caravans), or an Article 4 direction under Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 (for caravans and camping), and that it is not one where planning permission has been refused or where enforcement action has been taken.
4. The organisation will consult the local authority before meeting on land adjacent to sites for which planning permission has been granted (i.e. next to permanent or commercial sites).
5. The organisation will agree to move from and avoid any site to which the local authority maintains a valid objection.
6. The organisation will not meet on sites adjacent to certificated locations/sites unless the proposed site is clearly differentiated and the risk of interference with local people and other users is minimal.
7. The organisation will take reasonable steps to ensure that the siting of units (a caravan, motor home, tent or trailer tent) does not unduly interfere with the activities of local people, their privacy or their enjoyment of their property. They will also ensure that the siting of units does not interfere with the enjoyment by others of the landscape, natural beauty or nature conservation value of the area, particularly in areas designated for their landscape or wildlife qualities.
8. The organisation will undertake not to over-use any venue and will consider carefully before holding successive meetings on the same land.

### **Nuisance**

9. Local people should be able to carry on their normal activities when meetings are in progress. The organisation will take reasonable steps to minimise disturbance and will investigate and deal with the causes of any complaints made.
10. Care should be taken not to damage the site or the surrounding locality. Trees, fences, buildings, equipment and stock should all be respected.
11. Domestic animals belonging to members of the organisation will be kept on a lead and under close control. They will not be allowed to run loose on the site or cause disturbance to local people or animals. They will be exercised away from units and those parts of the site used for communal activities. Any mess will be cleared up.
12. The responsible person will identify open space suitable for the playing of games which might otherwise intrude upon or constitute a danger or annoyance to others on or around the site.

- Noise should be kept to a minimum for the comfort of others on the site as well as people who live or work nearby.

### **Road Safety and Access**

- The responsible person will take steps to ensure that travel from major roads to a proposed site is not likely to cause undue disruption or difficulties for other road users. Access to the site must be suitable for the number and likely size of units attending the meeting. The arrival and departure of units should be arranged to minimise disruption to other road users.
- The speed of vehicles on the site should be restricted to 5 mph.

### **Spacing and Density**

- For health and safety purposes emergency vehicles must be able to gain access to any unit on the site. As such, units should be well spaced and sited so they do not restrict access to, or exit from, any other unit or the site in general. At least 6 metres (approx. 20 feet) of clear space between each complete unit in any direction is required in all circumstances. For this purpose a unit means a caravan, motor home, tent or trailer tent.

Emergency vehicles should be able to secure access at all times to within 9 metres of any unit on the site.

- Where a site is being used by both caravans and tents they must be sited entirely separate from each other for health & safety reasons. However, this does not necessarily mean segregated. If the layout of the field does not allow for separate lines of tents, it is permissible to continue a line of caravans/motor homes with a line of tents, but they must be sited en-bloc and not interspersed. Trailer tents are classified as tents and must be sited accordingly. Children's "pup-tents" may be erected alongside the parents' unit and should be considered as part of the unit for spacing purposes.

It is recommended that there is at least 6 metres between any rows of caravans and tents.

### **Fire Precautions**

- Open fires and barbecues will not be held except with the permission of the responsible person. Where permission is given for open fires or barbecues, they will be sited on open ground, away from units, vehicles, awnings and any other structures.
- Units should carry a fire extinguisher approved to British Standards.

### **Chemical Toilets and Waste Water Disposal**

- Organisations will act responsibly when disposing of the contents of chemical toilets and waste water and take full account of the need to safeguard water supplies and prevent the pollution of rivers and streams.
- On-site disposal of the contents of chemical toilets and waste water will be in accordance with arrangements agreed with the site owner/occupier. Neither will be allowed to foul the ground except at designated disposal points. If there is any doubt about the disposal of waste, the organisation or, if appropriate, the responsible person will contact the relevant Local Authority for advice.

### **Refuse disposal**

22. Organisations should ensure that refuse is either taken home or disposed of in accordance with on-site arrangements. The rally marshal should be satisfied that appropriate arrangements are in place.

### **Additional information on camping**

23. The organisation will use every endeavour not to camp on any site for more than 42 consecutive days or 60 days in any 12 consecutive months. The organisation will also endeavour not to camp on any site being used for camping by other exempted organisations if, by doing so, the use of this site would be taken over these limits. This will help avoid overuse of sites, particularly in popular areas.