

THE CONSTITUTION OF THE CARAVAN WRITERS' GUILD

(As amended by the AGM 13th Oct 2015)



1. Name

The name of the organisation shall be The Caravan Writers' Guild, hereinafter referred to as "The Guild" or the CWG, but this title may be changed at any time by a two thirds majority of Members voting in accordance with these rules at a meeting of Members convened in accordance with these rules.

The terms "caravan" and "caravanning" as used in this document encompass folding, touring trailer and motor caravans, caravan holiday-homes, lodges and park homes, the products, services and activities associated with these units, along with caravan, holiday and leisure parks and sites certificated under the Caravan Sites and Control of Development Act 1960.

2. Logo

The logo of The Guild shall be the property of The Guild.

3. Aims and objectives

The aims and objectives of The Guild shall include, but not be restricted to:

- (i) Creating and promoting professionalism and accuracy in caravan journalism by encouragement and example.
- (ii) Creating an awareness of caravan journalism.
- (iii) A requirement that all Members conform to the Code of Conduct (Rule 8).
- (iv) Encouragement and action to urge all manufacturers, dealers and suppliers to produce products and supply services which contribute to safer caravans and caravanning.
- (v) Encouragement and action to ensure that legislation contributes to safer caravanning.
- (vi) Encouraging the creation of writing and broadcasting opportunities for members.
- (vii) Being a non-profit seeking organisation.

4. Membership

(i)(a) Full membership shall be by invitation from the Executive Committee based on recommendation from the membership and shall be open to editors, writers, broadcasters and journalists, whether staff or freelance, regularly contributing and having published original written material with a significant caravanning or related content or regularly broadcasting by whatever means, including the Internet, about caravanning. In all cases eligibility shall be decided by a simple majority of the Executive Committee, or at the Executive's direction, by a simple majority of the full membership at a general meeting convened in accordance with rule 11 (iii) of this Constitution. Election of Officers of The Guild shall rest solely with Full Members of The Guild.

(i)(b) Recognising that retired writers, and others who do not qualify to be Full Members, have a valuable contribution to make towards the success of The Guild, they may be invited to apply for

Associate Membership by the Executive Committee, and membership lists shall clearly indicate that status. Full Members may apply to the Executive Committee to be shown as Associate Members. Associate Members shall pay a reduced subscription (as determined by the Executive Committee) and may not hold office or vote at meetings of Members of the Guild.

(i)(c) Membership shall be for a calendar year and is dependent for new members on payment of the joining fee and for all members of payment of the annual Membership subscription as determined by the Executive Committee (see Rule 6).

(ii) The Executive may appoint as Life Members those long term Members of the Guild who are deemed by the Executive to have given outstanding service to caravan journalism and/or The Guild. Life Members shall retain full rights of Membership but shall pay no annual subscription.

(iii) Upon election to membership all new Members shall receive a copy of this Constitution and the Guild's Code of Conduct. Upon any alterations to these documents, all Members shall receive a copy of the revised documents.

5. Officers and Executive

(i) Annually the Members shall elect from the full membership a:

Chairman

Hon Secretary

Hon Treasurer

And two other members.

Biennially, the members shall elect a Vice Chairman (who shall be the Chairman Elect, subject to being elected at the appropriate AGM). The Immediate Past Chairman shall continue to serve on the Executive Committee for one year following his or her term of office.

- who shall form the Executive Committee and shall be responsible for running the affairs of the Guild.

(ii) The Chairman of the Guild shall not serve more than two years consecutively in that office.

(iii) The Executive Officers shall be ex officio members of any Committees created by The Guild or the Executive, and shall be entitled to vote on those Committees as if they were elected or appointed members.

(iv) The quorum for any meeting of the Executive Committee meeting shall be three, and decisions will be binding upon the Executive and The Guild upon a simple majority of Members of the Executive.

(v) The Executive Committee has the power to co-opt any Full or Associate member for a period of one year (which can be renewed) to assist in its deliberations or undertake particular tasks which the Committee believes requires special skills.

(vi) Where any member of the Executive Committee declares that he (or she) is unable to attend meetings having been duly elected in accordance with the rules of The Guild, or where any member

of the Executive Committee is considered by the other Executive Members to be jeopardising the work of the Executive by consistent non-attendance, or when a member is unable to attend meetings of the Executive due to ill health, the Executive Committee may by simple majority declare that position vacant and may co-opt any Member of The Guild to that vacant position until such reasonable time as a General Meeting of Members may be called. In exceptional circumstances the members of the Executive Committee may canvass the votes of all full Members of The Guild by telephone and/or post or e-mail.

(vii) At all meetings of the Executive Committee and meetings of The Guild, the Chairman may exercise a second and casting vote in the event of a tied ballot.

(viii) The Executive Committee shall, at the Annual Meeting of Members, report to the membership on the workings of the Executive Committee and any sub-Committees, for the preceding period.

6. Funds

(i) At the recommendation of the Hon. Treasurer, the Executive Committee may raise such monies either by subscription and/or commercial sponsorship as are required by The Guild to accomplish its aims and objectives.

(ii) In the event of dissolution of The Guild all outstanding claims on its finances shall be settled and any outstanding monies donated to charity, details of which will be determined by the Committee at the time.

(iii) The Hon. Treasurer shall introduce such banking arrangements as he (or she) sees fit to control efficiently the financial affairs of The Guild. In all cases the Chairman, Hon. Secretary and Hon. Treasurer shall be signatories for all accounts. Any one Officer may sign any documentation, which involves payment of The Guild's funds up to £250 with two officers being required to sign for amounts of £250 or more.

(iv) Annually at a general meeting of Members, the Hon. Treasurer shall produce, in written form, and distribute to all Members present a statement of accounts and monies to hand.

(v) The Hon. Treasurer shall reimburse all members for reasonable expenses incurred in the administration and promotion of The Guild, providing such expenditure has been authorised in advance by the Hon. Treasurer, and the Hon. Treasurer may require the Member to provide such documentary evidence as he (or she) requires to account for such expenditure.

(vi) Recognising the trust the Membership place in the Hon. Treasurer there is no formal requirement that the annual accounts are audited; however, The Executive Committee, or 10 members may request, in writing, that the accounts of The Guild are audited within 30 days of formal notice being served.

(vii) All outstanding membership subscriptions shall become overdue 30 days after a request for payment from the Hon. Treasurer. Any member whose subscription remains unpaid after a further 30 days and/or remains unpaid at the date of the Annual General Meeting shall, de facto, cease to be a member. Reinstatement upon payment of the arrears shall be at the discretion of the Executive Committee which may require the ceased member to submit to the full joining (re-joining) procedure and fee.

(viii) The Hon. Treasurer shall keep the Membership records of The Guild.

7. Records of decisions

(i) The Hon. Secretary shall keep minutes of all meetings of the Membership and Executive Committee and shall make these records available to any Member on demand, and any non-member with the permission of the Executive Committee.

(ii) The Hon. Secretary shall be responsible for ensuring that the Hon. Secretary of any sub-committee of The Guild keeps minutes of all meetings of that sub-Committee and makes these records available to any Member on demand.

(iii) The Hon. Secretary shall be responsible for transmitting a notice of meeting to be held to all Members at least 28 days in advance of all meetings, and similarly transmitting a notice of an Executive Committee meeting to be held to the members of the Executive Committee at least 28 days before such meeting.

(iv) The Hon. Secretary shall be responsible for ensuring that the Hon. Secretary of any sub-Committee of The Guild transmits a formal notice of meeting of that sub-Committee to members of that Committee, and the members of the Executive who are ex officio members of that sub-Committee, at least seven days prior to a meeting of that committee.

(v) Any meeting which fails to conform to any of the above rules which are applicable to that meeting, shall be deemed ultra vires.

8. Code of Conduct

Members are required to abide by the terms of the Guild's Code of Conduct. (see below)

9. Voting at Meetings

At all meetings voting will be by a show of hands, and a simple majority will decide the acceptance of all motions with the exception of motions to change the Constitution of the Guild which shall require a two thirds majority. By the decision of the Chairman of that meeting, voting may be by secret ballot. In the event of a tied ballot the Chairman shall be able to exercise a second, and casting, vote. At a General Meeting of Members a quorum shall be 12, including Executive Officers present.

10. Disputes

All disputes shall initially be referred to the Executive Committee for arbitration. However, should the dispute involve a member of that Committee, or the employers of a member of that Committee, or should the Member raising the matter so desire, disputes may be referred to a general meeting of the membership. Arbitration shall be binding on all parties only where all parties have agreed in advance that it shall be binding.

11. Frequency of meetings

(i) The Executive Committee shall meet as frequently as the members of that Committee deem necessary for the efficient conduct of the affairs of The Guild. Decisions reached during telephone or postal discussions between all members of the Executive Committee shall be treated as if they were decisions reached at a formal meeting, but formal minutes of the decision reached shall be circulated to the members of the Executive by the Hon Secretary within seven days of that decision being reached.

(ii) There shall be an Annual General Meeting of the membership at a date, time and place as determined by the Executive Committee. A notice of that meeting shall be transmitted to all Members at least 28 days in advance of that meeting.

(iii) Upon a decision of the Executive Committee, or a request in writing by one quarter of the Members, there shall be a general meeting of the membership but at such meetings only matters identified in the agenda for that meeting may be discussed.

(iv) It shall be the responsibility of the Chairman of the meeting, who may delegate this responsibility to the Hon. Secretary, to arrange the venue for any meeting.

12. Social and Information Events

The Executive shall organise such events as are requested by Members and which the Executive deems to be appropriate. The Executive may delegate the responsibility of organising such events to an individual Member or sub-Committee. Notice of all events shall be sent to the entire membership at the earliest possible opportunity.

13. Sub-Committees

The Executive may form such sub-Committees as it deems necessary.

14. Disbarment from Membership

Subject to the unanimous agreement of the Executive and a majority decision of the membership at a general meeting of Members, any Member may be disbarred from membership of the Caravan Writers' Guild, providing a motion to this effect is placed in the written agenda for such meeting, and the decision of the meeting be put in writing and transmitted to the Member by the Hon. Secretary of The Guild within 30 days of the decision being made. The Member concerned shall have the right to put his or her case to the meeting.