



Ballarat Caravan Club Inc

By-Laws

As Passed at General Meeting, 25th April 2022

Membership

By-Law 1 For membership purposes: A “**Caravan**” is defined as a unit designed primarily to provide sleeping and eating accommodation with cupboards, stove, sink and refrigerator as permanent fixtures and the main roof of a solid construction.

By-Law 2 Financial Membership: A family will consist of parents and any children under the age of 18 years, or a single person, or a couple at the time of application.

The Club Membership is currently capped at 50 Caravans; at the discretion of the Club.

Initial membership fee is \$**35.00** per van and \$**10.00** per person Administration fee.

Fees are subject to review by Executive Committee prior to the June meeting annually.

By-Law 3 Members who can no longer tow a caravan may remain a member at a cost of \$**17.50** per person per annum.

By-Law 4 Renewal of membership fees is **due and payable from 1st July**. People joining the club as new members after the middle of the subscription year i.e. on or after the **1st December** will be required to pay the annual subscription on Pro-rata basis. Cheques or Money Orders are to be made payable to the **Ballarat Caravan Club Inc**.

When Annual Subscriptions are due and have not been received by the Treasurer by the last day of July, the member who has failed to pay their dues without a valid reason will no longer be a member of the Club.

The Committee is **not obliged** to contact any member for fees after the notice has been given in writing, i.e. via Newsletter etc.

By-Law 5 Name badges will be supplied to **new members**. Replacement or additional badges will be at the Members expense.



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Meetings & Committee

By-Law 6 The Annual General Meeting will be held on the last Monday in October, financial members attending this meeting will be entitled to vote.

By-Law 7 The Ballarat Caravan Club Inc. will hold **5** general meetings per year, **(November, February, April, June and August)** unless determined otherwise by the Executive Committee.

By-Law 8 The Committee deals with the everyday business and concerns of the Club's members and brings answers or solutions to the Club's members at a General Meeting.

The Committee consisting of President, a Vice President, Secretary and Treasurer, Newsletter Editor, Webmaster, Rally Coordinator and 2 ordinary members are elected at an Annual General Meeting.

Within the Committee is an Executive Committee comprising of the President, Vice President, Secretary and Treasurer to deal with urgent matters that may arise.

The Christmas Function to be held annually.

By-Law 9 As all positions are elected annually, a member may serve as **President Secretary, Treasurer and Vice President** for a term of **3 years** and may be re-elected to these positions after a break of **2 years**.

Whilst these positions are elected annually the term of office for the positions of **Newsletter Editor, Webmaster** and **Rally Coordinator** shall be **unlimited**.

Every member **must** be notified in the **July/August Edition** of the Ballarat Caravan Club Inc **Newsletter** of all positions that will be declared vacant at the Annual General Meeting. A **Nomination Form** is to be **included** and all nominations are to close **14** days prior to the date of the annual meeting.

By-Law 10 The Risk Management Strategy shall be the responsibility of the Committee

Rallies

By-Law 11 Club Rally venues are to be arranged by the Rally Committee with the approval of the Executive Committee.

All sites/cabins at Club rallies **must** be booked through the Club Rally Coordinator.

By-Law 12 Members must notify the Rally Coordinator at least 14 days prior to a Club rally for a site to be reserved for them.



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Members, who have reserved a site, then **cancel or do not attend the rally**, will be responsible for any charges incurred by the Club in respect to that booking made on their behalf.

It is the member's responsibility to notify the Caravan Park Owner (Manager) of the site cancellation, and also advise the Rally Coordinator.

By-Law 13 A Committee of three to be named "**The Emergency Committee**", comprising of: - The **President, Secretary, and Rally Coordinator**, is empowered to alter, cancel, defer or transfer any rally or outing of the Club in the interests of the Club or its members.

By-Law 14 Should a Rally be cancelled after the closing date, **only** those members who have signed and dated the Rally List, will be notified.

By-Law 15 When the number of Members wishing to attend a Rally exceeds the number of sites available, the application date will decide who will attend.

Those who miss out will be notified by the Rally Co-Ordinator, and placed in reserve in the case of cancellations.

By-Law 16 Members, who wish to attend a rally after the closing date, **must** contact the park to book in if there are sites available, and then **must** advise the Rally Coordinator

By-Law 17 Members may invite a visitor with their own van to a Club outing/rally. Any booking made on behalf of the visitor must be made through the Rally Coordinator. **If the number of Members attending exceeds the number of sites available, visitors will be unable to attend that Rally.**

A maximum of 2 (two) visits only will be permitted in any one Club year.
Christmas Function excluded for visitation.

By-Law 18 Prospective members may attend up to two rallies prior to making application for membership. The membership application will be forwarded to the committee for consideration.

By-Law 19 Complaints against Caravan Parks are to be directed to the Ballarat Caravan Club Executive Committee and **not** the owners or managers of the park.

By-Law 20 No pets to be taken on any Club outings.