

CONSTITUTION & BY-LAWS

CONSTITUTION

1. INTERPRETATION

In the Constitution, Bylaws and Area Regulations of the Association, unless the context otherwise requires

1.1 'Association' means the New Zealand Motor Caravan Association (Incorporated).

1.1.1 'Board' means the committee elected under Rule 6 to manage the affairs of the Association.

1.1.2 'Financial year' refers to the period determined under Rule 9.

1.1.3 'Motor Caravanner' refers to the Association magazine issued to members which may be used for advising members of any requirements under the Constitution of the Association in lieu of the post.

1.1.4 'National Office' means the Association's Registered Office.

1.1.5 'Officer' means any member of the Board.

1.1.6 'Ordinary Resolution' means a proposition carried at any meeting of the Association, in respect of which no notice is needed, and which requires the support of a simple majority of those voting.

1.1.7 'Special Resolution' means a proposition carried at any meeting of the Association, (General or Board) in respect of which at least ten normal working days' notice shall be given to members requiring a three-fourths majority support of those present and voting.

1.1.8 'Subscription Year' refers to the period covered by the annual subscription.

1.1.9 'Notices of Motion' refers to motions as in Clause 8.1 which deals with method of putting forward a proposition for members consideration.

1.1.10 'Remits' refers to any matter put forward that refers to or deals with changes to the Consitution, to be voted on.

1.1.11 'Motor Caravan' refers to a vehicle that is purposely built to accommodate people overnight,including but not limited to motorhomes, campervans, caravans, 5th wheelers, converted trucks and buses.

1.2 In the context of the constitution, words signifying :

1.2.1 The singular shall include the plural and vice versa.

1.2.2 Males extend to and include females and vice versa.

1.2.3 The heading and marginal notes are for convenience or reference only and shall not be deemed to govern or limit the construction of the context of the Constitution.

2. NAME

The name of the Association shall be 'The New Zealand Motor Caravan Association Incorporated', hereinafter referred to as 'The Association'.

3. REGISTERED OFFICE

The registered office of the Association shall be situated at such place as the Board from time to time decides.

4. OBJECTS

The objects of the Association are to :

4.1 Promote the operation of Motorhomes and Caravans in New Zealand and in particular to :

- 4.1.1 Furnish technical assistance in the construction, maintenance and operation of Motorhomes and Caravans.
- 4.1.2 Foster good fellowship and enjoyment of Motorhoming and Caravanning amongst members.
- 4.1.3 Promote and arrange rallies, displays, exhibitions, seminars, lectures and discussion.
- 4.1.4 Provide, establish and manage workshops, canteens and any other facilities for the use and benefit of members and prospective members.
- 4.1.5 Print and publish magazines, reports and other documents for the benefit of members.
- 4.1.6 Monitor central, regional and local government legislation and make representations thereon where considered necessary.
- 4.1.7 Encourage and foster road safety, safe driving and courtesy.
- 4.1.8 Obtain better terms in matters relating to Motorhome and Caravan ownership and operation including road charges and taxes, licence fees, insurance, registration and purchase discounts.
- 4.1.9 Purchase, prepare, import, sell, lease, hire and otherwise deal in such property as will foster Motorhoming and Caravanning.
- 4.1.10 Encourage and foster environmental sustainability through the promotion of
 - Protection and restoration of the natural environment
 - Minimisation of the environmental impacts of human activity
 - Sustainable management of natural and physical resources
 - Disposal of human waste at public dump stations and other approved waste disposal amenities
 - Disposal of refuse and recyclables at approved refuse disposal amenities
- 4.1.11 Maintain and enhance the certified self containment scheme for motorhomes and caravans in New Zealand.

- 4.1.12 Support the installation of a public dump station network throughout New Zealand.

Powers of the Association

- 4.2 The Board shall be responsible for the entire business and affairs of the Association and achieving the aims and objects of the Association, except where any powers are expressly required to be exercised by the Association in a Members' Meeting.

Without detracting from the general powers of the Board it is declared that it shall have the following powers:

- 4.2.1 To enter into and carry out all contracts relating to the affairs of the Association.
 - 4.2.2 To control the funds, finances and other assets of the Association.
 - 4.2.3 To purchase, sell, acquire, lease or otherwise deal in any manner with any property or assets of the Association, or required by or for the benefit of the Association, upon such terms and conditions as the Board may in its discretion think fit.
 - 4.2.4 To invest and deal with the funds of the Association in such manner and upon such conditions as the Board thinks fit, and with security or unsecured; and in particular to subscribe for or purchase, take, acquire or dispose of shares, debentures, unsecured notes or any other form of security, asset or investment the Board thinks fit.
 - 4.2.5 To enter into any business, financial or other commercial transaction that the Board thinks fit, including the operation of any trading or other commercial activity, for the benefit of the Association, its members or consumers generally; and the formation or establishment of any company, firm or other entity owned or controlled by the Association.
 - 4.2.6 To guarantee the contracts or other obligations of any person or persons and to secure any such guarantee over the assets of the Association.
 - 4.2.7 To employ and terminate the employment of the CEO.
 - 4.2.8 To do every other act, matter and thing which the Board shall consider to be necessary or conducive to carrying out the aim and objects of the Association.
 - 4.2.9 To delegate authority to the CEO to exercise any powers and responsibilities on behalf of the Board, and to amend or revoke such authority.
- 4.3 The Board may not borrow without the authority of members sought and obtained. Members shall be fully informed by advance notice as to the purpose of any borrowing proposed by the Board. A proposal to borrow shall require a Special Resolution as defined by the Constitution to be sent to members, along with full disclosure of terms and conditions and a Notice of meeting, which may be either the Annual General Meeting, or a

Special General meeting. If the decision to borrow is passed by the meeting, the Board shall be empowered if the resolution passed permits it to issue and execute mortgages, debentures or any other form of charge or security for or over the property or assets of the Association for the purposes of securing the repayment of any moneys or the performance of any obligation.

5. MEMBERSHIP

The Association shall consist of persons who have agreed to be bound by the Constitution of the Association and who have been confirmed as members.

Eligibility

5.1 Any person, who is interested in caravanning or in the advancement of the Association, shall be eligible for membership.

Classes of Membership

5.2 The classes of membership shall be established by the Board in the By-Laws of the Association.

New Members

5.3 Applicants for membership of the Association shall become members after meeting the following requirements :

5.3.1 Furnish a completed application form for membership.

5.3.2 Pay the appropriate joining fee and subscription.

5.3.3 From 1st July 2009, be required to certify their motor caravan(s) against the current New Zealand Standard NZS 5465 and maintain this certification throughout the duration of their membership. For the avoidance of doubt, this rule only applies to members with a motor caravan(s). Where special circumstances exist, a member may apply for an exemption to this requirement. Each application will be considered on its merits and the decision is final.

5.4 No person shall participate in any of the privileges or advantages of membership of the Association until the appropriate joining fee and subscription have been paid.

Refusal of Membership

5.5 The Board may refuse membership and is under no obligation to give any reason or justification for such refusal.

Joining Fees, Subscriptions and Levies

5.6 The joining fee and annual subscription shall be determined at a General Meeting of the Association, save that the Board may alter such fee and subscription by up to 25% annually as it deems fit; all members to be advised by mail at least four weeks prior to the end of the subscription year. The fee and subscription shall be payable by members as directed by the Constitution of the Association. A levy may also be imposed on members subject to the approval of a Special General Meeting.

5.6.1 Annual subscriptions shall be due on the first day of the subscription year.

5.6.2 New members shall pay the joining fees and subscription as indicated on the application form for the period from the month in which they join to the end of the subscription year.

Cessation or Suspension of Membership

Non-payment

5.7.1 In the event of the subscription of a member becoming in arrears, the Board shall give one calendar months notice of the intention to remove the member from the roll, and that all rights and privileges will be forfeited where a members annual subscription becomes three months in arrears. However the member shall remain liable for payment of arrears up to two years.

5.7.2 A member resigning membership shall give notice in writing to the CEO.

5.7.3 A member may be suspended from the privileges of membership, or may be declared to have forfeited membership if, in the opinion of the Board, membership was obtained by improper means.

5.7.4 Any member who fails to comply with rule 5.3.3 within 12 months of joining the Association, or is not complying with rule 5.3.3 at any stage after 12 months of joining the Association, and has not received an exemption under that rule, may have their membership suspended or forfeited.

5.7.5 Where a complaint of conduct detrimental to the Association has been made against a member, and the complaint is minor, the CEO has the authority to decide whether or not to refer it to the Disciplinary Committee.

5.7.6 After due investigation by the Disciplinary Committee, if it decides that:

- (a) the member is guilty of major misconduct it must state that either the membership is to be forfeited or the privileges of membership suspended. The member is to be notified in writing of the decision including the reasons for it, and is to

refer to the member's right to Appeal per 5.7.8. The member has 14 working days from the date of the letter conveying the decision in which to lodge an Appeal;

(b) the member is guilty of misconduct, but that it does not amount to major misconduct, it is to impose a penalty that is proportionate to the misconduct.

5.7.7 Any person, on ceasing to be a member, shall forfeit all rights and interests in the property of the Association forthwith.

5.7.8 Where membership is suspended or terminated, the member is entitled to a right of appeal to an Appeal Authority for a review of the decision. The Appeal Authority shall consist of four current Board members, who shall be appointed by the Board prior to the hearing.

(a) A seventy-five percent majority by the Appeal Authority is needed to confirm the suspension of privileges or expulsion of a member. The Appeal Authority shall be required to give the reasons for the suspension or expulsion.

(b) The Board has the power to appoint an independent Mediator or Adjudicator.

(c) The ruling of the Appeal Authority is final and binding.

5.8 The board may, on such terms and conditions as it may decide, reinstate a member.

6. MANAGEMENT OF THE ASSOCIATION

The Board shall have the ultimate responsibility for the management of the Association's affairs. The record of confirmed business and meetings is to be available to members.

Board

6.0 The Board shall comprise

(a) a President, Vice President, and five members elected for two year periods, and

(b) a Treasurer appointed by the Board.

6.1 In one year the election of the President and three members of the Board and the next year, the Vice President, and two members of the Board shall take place.

6.1.1 No act or proceeding of the Board, or of any person authorised to act, shall be invalidated in consequence of there being a vacancy in

the membership of the Board at the time of the act or proceeding, or subsequent discovery of some defect in the election of any member of the Board.

- 6.1.2 In any event of the President being unable to undertake duties, the position will be filled by the Vice President.

Nominations

- 6.2 Not less than three calendar months before the Annual General Meeting, the CEO shall notify the members of the closing date for nominations for Officers of the Association, and inviting nominations and including a list of the retiring Officers.

- 6.2.1 Nominations for Officers shall be furnished in writing to the CEO stating the name of the nominee, the office or position, and be signed by the proposer, seconder and nominee.
- 6.2.2 Retiring Officers shall be eligible for re-election.
- 6.2.3 A brief biographical note (not exceeding three hundred and fifty words) together with a photograph of the nominee shall be furnished by each candidate to the CEO.
- 6.2.4 Nominations for officers of the Association are not necessarily required to be forwarded on a nomination form provided that the information supplied complies with the constitution.

Voting for Board

- 6.3 If the number of nominations exceeds the number of vacancies for any position a ballot shall be held. Members can vote electronically or by post.
 - 6.3.1 Nominees shall be presented in alphabetical order for each office.
 - 6.3.2 Voting papers (including the biographical note referred to in Rule 6.2.3) or instructions of how to vote electronically (including details of how to access the biographical note referred to in Rule 6.2.3) shall be sent not less than six weeks before the Annual General Meeting, and shall be returned directly to the scrutineer appointed by the Board no less than two weeks prior to the Annual General Meeting.
 - 6.3.3 The Scrutineer appointed by the Board should not be a member or an employee of the Association.
 - 6.3.4 If nominations for any position are less than or equal to the number of vacancies, the Chairperson of the Annual General Meeting shall declare the nominees elected.
 - 6.3.5 If insufficient nominations are received by the closing date, members will be informed that further nominations for the vacant positions will be tabled at the Annual General Meeting provided the nominees have indicated willingness to accept.

- 6.3.6 All members voting must be financial members and each financial members may vote only once.
- 6.3.7 The accidental omission to forward either a voting paper or instructions of how to vote electronically, to any member or members shall not invalidate or affect the result of any vote.

Declaration of Election

- 6.4 The sealed results of the voting shall be unsealed and announced at the Annual General Meeting and the successful candidates declared elected.
 - 6.4.1 In the event of a tie for any position, the successful candidate shall be decided by lot, the drawing thereof to be performed by the Chairperson of the meeting.
 - 6.4.2 Voting papers and electronic votes shall be kept until fourteen days after the Annual General Meeting. After this time they shall be destroyed.

Vacancies

- 6.5 An office within the Association shall become vacant if an Officer :
 - 6.5.1 Ceases to be a member.
 - 6.5.2 Resigns.
 - 6.5.3 Is absent from three consecutive meetings of the Board without leave of absence.
 - 6.5.4 Becomes bankrupt.

Removal from Office

- 6.5.5 Has their office declared vacant by Special Resolution at a General Meeting. The same meeting may appoint another member to serve the remainder of the period for which the original officer was elected.

Reinstatement following Resignation

- 6.5.6 Should an Elected Board Officer resign from the Board that Officer can be reinstated to any position of the Board only after having been re-elected by the Membership.
- 6.6 Casual vacancies shall be filled by the Board without delay, and if expedient, at the first meeting of the Board after the vacancy has occurred. The person so appointed shall hold office only for the remainder of the period of office of the Officer replaced.

Sub-committees

6.7 The Board may appoint sub-committees and may delegate such powers as it thinks fit to prescribe in the terms of reference.

6.7.1 Such sub-committees may consist of one person and may include persons who are not members of the Board.

6.7.2 Sub-committees shall report to the Board and their decision shall be subject to confirmation by the Board unless specifically given power to act.

6.7.3 Unless appointed by the Board, a sub-committee shall appoint its own chairperson.

6.7.4 The Board may appoint additional members to or fill vacancies on any sub-committee.

6.7.5 The President, by virtue of his position, shall be a member of every sub-committee.

Forum

6.8 A National Forum of the Association shall be held annually, or as agreed by the Board and Forum Delegates, at such time and place as the Board shall determine, and in accordance with the National Forum Regulations.

Areas

6.9 The Areas will be geographically defined by the Board to assist with the administration and social aspects of the Association. These Areas to be operated in accordance with the Area Regulations.

Special Interest Groups

6.10 The members may choose to form and participate in the activities organised by Special Interest Groups to be operated in accordance with the Special Interest Groups Regulations.

7. APPOINTMENTS AND RESPONSIBILITIES

The Board may make such appointments as it may consider appropriate to run the affairs of the Association.

CEO

7.1 The CEO shall be responsible to the Board for the overall administration of the affairs of the Association.

7.1.1 The CEO shall deal with matters relating to calling and holding of meetings, meeting legal and constitutional requirements, keeping of membership records as required, conducting of correspondence and keeping members fully informed.

7.1.2 The CEO shall perform such other duties as the Board may determine.

7.1.3 At meetings of the Association the CEO shall have speaking rights, but shall not have voting rights.

Treasurer

7.2 The Treasurer, shall be responsible to the Board for the oversight of the financial affairs of the Association.

Auditor

7.3 The Auditor, not being a member of the Association, shall be appointed at the Annual General Meeting. Appointment to any unexpected vacancy occurring in the office of auditor shall be addressed by the Board.

Emergency Committee

7.4 The President and any two members of the Board shall act as an Emergency Committee to deal with matters of urgency, any actions taken to be reported to the next meeting of the Board.

National Life Members

7.5 A member, who has rendered outstanding New Zealand wide service to the Association may be granted National Life Membership of the Association by the Board provided it is passed by a Special Resolution.

7.5.1 National Life Members have full rights and privileges without payment of an annual subscription.
(See also NZMCA By-Laws 2.1.1)

8. MEETINGS

Annual General Meeting

Annual General Meeting of the Association shall be held every year at such time and place as the Board shall determine.

8.1 At least fourteen (14) days before the Annual General Meeting either through the Motor Caravanner or otherwise, the CEO shall send to every member of the Association a notice specifying the date, time and place with;

8.1.1 Annual Reports of the work of the Association during the preceding financial year.

- 8.1.2 Financial statements relating to the previous financial year duly audited.
 - 8.1.3 Notices of motion.
 - 8.1.4 Remits that have been voted.
 - 8.1.5 Agenda paper showing the business to be transacted.
- 8.2 The following business shall be transacted at the Annual General Meeting
- 8.2.1 Confirmation of the minutes of the previous Annual General Meeting and any Special General Meetings held during the previous year.
 - 8.2.2 Consideration and adoption of Annual Reports and Accounts
 - 8.2.3 Appointments of scrutineers if elections or ballots are to be conducted at the meeting.
 - 8.2.4 Consideration of motions of which due notice has been given.
 - 8.2.5 Declaration of remit voting results.
 - 8.2.6 Appointment of an Auditor for the ensuing year.
 - 8.2.7 Declaration of Board election results.
 - 8.2.8 Such general business of which due notice has not been given as the meeting may decide unanimously to consider.
 - 8.2.9 The voting information as received from the Scrutineers relating to the Board elections and the remit voting will be posted on a prominent noticeboard after the closing of the AGM for perusal by the membership.

Special General Meeting

- 8.3 Whenever a request is received in writing signed by no less than one hundred members to convene a Special General Meeting for the purpose stated in the request, or whenever required by the Board, the CEO shall within one month convene a Special General Meeting of the Association.
- 8.3.1 No matter shall be considered except that specified in the notices convening the meeting.
 - 8.3.2 Not less than fourteen days prior to the date of the meeting the CEO shall send by mail, or email (according to the preference of the member if given) to every member notice of the date, time, place and purpose of the meeting.

Procedure for General Meetings

- 8.4 The procedure for all Annual and Special General Meetings shall be :
- 8.4.1 If within half an hour of the appointed time for a meeting a quorum is not present, the meeting if convened upon a requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the following week at the same place

and time, and if at such adjourned meeting a quorum is not present, it shall stand adjourned sine die.

- 8.4.2 With the consent of those present and entitled to vote, the Chairperson may adjourn the meeting from time to time and place to place, but at the resumption of the meeting no business shall be transacted other than the business unfinished at the meeting from which the adjournment was made.
- 8.4.3 A proposition put to the vote shall be decided by a show of hands by the appropriate numerical majority of entitled members voting, unless before or upon the declaration of the result, a secret ballot be requested by at least five members entitled to vote. This request to be decided by a vote of entitled members resulting in a simple majority, and unless a ballot be so requested, a declaration by the chairperson that a resolution has been carried or lost shall be conclusive, and entry in the minutes shall be sufficient evidence without proof of the number and proportion of the votes recorded.
- 8.4.4 The secret ballot shall be taken in such manner as may be directed by the Chairperson.
- 8.4.5 The Chairperson may exercise a casting vote.

Board Meetings

- 8.5 The Board shall meet whenever deemed necessary, or if required by the President or by a written requisition of one third of members of the Board and all meetings thereof shall be called by the CEO, or in his absence or special circumstance, by someone deputised to do so by the President.
 - 8.5.1 The Chairperson may exercise a casting vote.

Quorums

- 8.6 The quorum for meetings shall be as follows :
 - 8.6.1 Annual and Special General meetings (except as provided under Rule 11.2) - Fifty members entitled to vote.
 - 8.6.2 Board meetings - five Officers.
 - 8.6.3 At all other meetings - one half of the membership thereof.

9. FINANCIAL ACCOUNTS

Balance Date

The financial year of the Association shall end on the last day of September.

- 9.1 The subscription year will expire on the anniversary of the last day of the month in which the member joined the Association.

Accounting Responsibility

9.2 All monies payable to the Association shall be received by a person authorised by the Board who shall be responsible to account to the Board for all funds of the association.

9.2.1 All cheques drawn upon the bankers of the Association shall be signed by at least two persons authorised by the Board.

9.2.2 No securities deposited with the bankers shall be delivered by them without the written order of at least two of the members of the Board.

Inspection of Accounts and Books

9.3 The Board shall determine, from time to time, the conditions under which the accounts and books of the Association shall be open for inspection by members and no members shall have the right except as conferred by the Board or by resolution of a General Meeting.

9.3.1 Any member may request from the CEO a copy of confirmed Board minutes, which will not unreasonably be refused, and such confirmed minutes will be forwarded to their home address or their email address as soon as practicable, and which may incur a reasonable additional cost.

10. GENERAL PROVISIONS

Communicating with Members

All communications to members shall be sent to the last known postal or e-mail address notified to the CEO (according to the preference of the member if given), and any notice sent either by post or e-mail shall be deemed to have been duly delivered.

Indemnity of Authorised Persons

10.1 Any member or employee acting under the authority of the Board, shall be indemnified by the Association for all losses and expenses incurred by them in or about the discharge of their respective duties except such as happen through their own wilful act, neglect or default.

Pecuniary Gain

10.2 No member or associated person shall derive any income, benefit or advantage from the Association except where the income, benefit or advantage is derived from:

10.2.1 Services to the Association rendered in the course of business charged at no greater than current market rates; or

10.2.2 Interest on money lent to the Association at no greater than current market rates.

10.2.3 For the purposes of this section, Associated Person means:

- a) Any director of a company or other entity owned or controlled by the Association; or
- b) Any spouse, civil union partner, common law or de factor partner of the member; or
- c) Any person connected to the member by blood relationship within the second degree of relationship; or
- d) Any adopted child of the member or the member's first degree relative; or
- e) Any company, partnership, trust or other entity in which a member, or the member's partner, or person in c) or d) above are financially interested whether as a shareholder, partner, director, beneficiary or otherwise.

10.3 No member or person associated with a member shall participate in or materially influence any decision made by the Association in respect of a payment to or on behalf of that member or associated person, of any income, benefit or advantage whatsoever.

10.4 No member shall make any payment, fee or gratuity to a member for services provided on behalf of the Association.

Common Seal

10.5 The Common Seal shall be kept in the custody of the person designated by the Board and the following procedure shall apply to its use :

10.5.1 The Seal shall be affixed to any document only pursuant to a resolution of the Board and two members thereof shall sign the document to which the seal is affixed.

10.5.2 A record shall be kept of documents to which the Seal is affixed, by the person having authorised custody of the common seal.

Guests

10.6 A member whose membership privileges are suspended, or a person whose name is struck off the Register of Members either for non payment of subscription or for any other reason, may not be knowingly introduced as a guest by a member.

Cases Not Provided For

10.7 Any case occurring which is not provided for by the Constitution shall be referred to the Board whose decision shall be final.

11. WINDING UP

11.1 Authority for the dissolution of the Association shall be by resolution at a Special General Meeting passed by a simple majority of members present and voting. Authority for the dissolution to be re-presented at a second meeting to take place no earlier than 30 days after the Special General Meeting.

11.2 Such Special General Meeting shall be called by fourteen day's notice in writing specifying the intention to propose the resolution to dissolve the Association.

11.3 If a Special General Meeting called to consider the Special Resolution to dissolve the Association is adjourned for lack of a quorum, then those members present at the adjourned meeting shall constitute a quorum notwithstanding anything to the contrary in the Constitution.

11.4 Upon dissolution, after satisfaction of all its debts and liabilities, any surplus funds and property of the Association shall not be paid or distributed among members of the Association, but shall be paid or transferred to such other organisations having objects similar to the objects of the Association as determined by the members of the Association at or before the time of the dissolution, and in default thereof, by a Judge of the High Court.

12. THE CONSTITUTION

12.1 The Constitution of the Association shall not be added to, amended or rescinded except by the total remit vote collated by a scrutineer and announced at the next AGM.

12.1.1 Voting results will be sealed in an envelope by the scrutineer until the Annual General Meeting when the envelope will be opened and the National total of the votes cast will be announced. The result will be binding on the Association when announced. A majority will be 75% of the valid votes.

12.1.2 A remit or notice of motion for consideration must be signed by five (5) financial members and be in the hands of the CEO by a date to be announced at each Annual General Meeting.

12.1.3 All remits received by the CEO shall be sent to all Area Committees by electronic mail within 14 days.

12.1.4 Changes to the Constitution announced at an AGM take effect once filed on the Register of Incorporated Societies and take precedence over all previous clauses.

12.1.5 As soon as practical, notice of any changes to the constitution shall be notified to members.

12.2 Procedure for Voting on Remits and Notices of Motion

12.2.1 Members can vote electronically or by post.

12.2.2 Voting papers (including a copy of remits) or instructions of how to vote electronically (including details of how to access the detail of the remits) shall be sent not less than six weeks before the Annual General Meeting, and shall be returned directly to the scrutineer appointed by the Board no less than two weeks prior to the Annual General Meeting.

12.2.3 Voting papers and electronic votes shall be kept until fourteen days after the Annual General Meeting. After this time they shall be destroyed.

12.2.4 All members voting must be financial members and each financial member may vote only once on any remit.

12.2.5 The accidental omission to forward either a voting paper or instructions of how to vote electronically, to any member or members shall not invalidate or affect the result of any vote.

By Laws/Regulations

12.3 The Board may by resolution make, alter or rescind by-laws and regulations from time to time so long as they are not repugnant to the Constitution or the Incorporated Societies Act, 1908, and its amendments. Such by-laws and regulations may be either local and restricted, or general in their application.

12.3.1 As soon as practical, notice of any by-laws or regulations made, altered or rescinded shall be notified to members.

General

12.4 Copies of Constitution, by laws and regulations shall be held in the registered office of the Association for inspection by members.

NZMCA BY-LAWS

1. Membership

- 1.1 Members have full voting rights and are entitled to two vehicle badges and a copy of publications, some of which may incur an additional cost.
- 1.2 Non-compliance with the following code of conduct is deemed to be conduct detrimental to the Association:
 - 1.2.1 Treat others with respect and courtesy wherever you are.
 - 1.2.2 Be a considerate and safe driver. Obey NZ road safety Constitution, and pull over to let others pass.
 - 1.2.3 Keep and leave your camp site clean and tidy – perhaps even cleaner than you found it.
 - 1.2.4 Dispose of black and grey wastewater and rubbish in a sanitary and approved manner.
 - 1.2.5 Avoid causing visual or noise pollution, e.g. only use generators, stereos etc at appropriate times during the day, and don't hang washing out in places that may offend others.
 - 1.2.6 Park your vehicle with safety in mind, in case of fire or flooding. Three metres from other vehicles or inhabited buildings is recommended.
 - 1.2.7 Observe fire restrictions. Use built fireplaces and portable BBQs if you wish to cook outside.
 - 1.2.8 Comply with local animal control bylaws. Keep your pets under control and pick up after them.
 - 1.2.9 Be discreet when choosing an overnight parking spot – consider how the surrounding neighbours may react.
 - 1.2.10 Respect restrictions for length of stay – do not overstay your welcome. If asked to move on, do so gracefully.
 - 1.2.11 Offer to pay for facilities used. Water, power, waste disposal, road and ground maintenance all cost money.
 - 1.2.12 Do not demand discounts or special treatment using the Association name.
 - 1.2.13 Abide by NZMCA regulations.

2. CLASSES OF MEMBERSHIP

Membership is divided into the following classes:

2.1 Life Members, being:

2.1.1 National Life Members (See Constitution rule 7.5)

The member nominated must have given New Zealand wide outstanding service to the Association.

2.1.1.1 Life membership is not restricted by the length of membership of the Association.

- 2.1.1.2 A member nominated need not necessarily have served on the Board. Recommendation for Life Membership must be made in writing to the CEO.
- 2.1.1.3 Area Life Membership is not a pre-requisite for National Life Membership.
- 2.1.1.4 Life membership shall include the spouse of the member nominated.
- 2.1.1.5 Awards will be presented only at an Easter Rally, or at the discretion of the Board.
- 2.1.1.6 The membership number allocated to a Life Member is not transferable.

1.1.2 Area Life Members

- 2.1.2.1 A nomination for Area Life Membership must be made to the Board in writing by an Area.
- 2.1.2.2 Maximum number of Area Life members for any one Area is to be at the discretion of the Board.

2.2 Non-Driving Members

- 2.2.1 A member who is unable to drive may make application in writing to the CEO for non-driving membership. Each case will be considered on its merits.

2.3 Members as described in rule 5 in the Constitution.

3. Misconduct of Members

- 3.1 A member may be suspended from the privileges of membership, or may be declared to have forfeited membership if, after due investigation, the Board considers membership was obtained by improper means or the conduct of the member is detrimental to the Association.
- 3.2 The decision shall be final and binding, and the Board shall be under no obligation nor be required to give reasons for the suspension or expulsion.

4. Indiscriminate Dumping of Waste

- 4.1 If a complaint is received that a member has indiscriminately dumped waste, an investigation will be made in terms of paragraph 5.8.2 of the Constitution.
- 4.2 Subject to the right of appeal in paragraph 5.9 of the Constitution, membership privileges may be suspended or membership terminated.

5. Fees and Subscriptions

5.1 Non-Payment

In the event of the subscriptions of a member becoming in arrears, the Board shall give one calendar months notice of the intention to remove the member from the roll. Should the subscription remain unpaid at the expiry of such notice, the person's name will be removed from the membership roll.

5.2 New Members

Joining Fees and Membership subscriptions shall be paid on application.

6. Use of Association Address

6.1 No member shall use, or allow to be used, the name of the Association in any advertisement, prospectus or business announcement.

6.2 The name or address of the Association shall not be given by a member as the member's address for the purpose of identification in connection with legal proceedings.

NATIONAL FORUM REGULATIONS

1. OBJECTS

The objects of the National Forum are to :

- 1.1 Act as a communication link between the Board and the Areas.
- 1.2 Offer input from members into the operation of the Association.
- 1.3 Develop an understanding of matters being dealt with nationally.
- 1.4 Further education or training on relevant subjects.
- 1.5 Discuss common concerns.

2. ELECTION OF FORUM DELEGATES

2.1 The National Forum shall comprise members elected to represent Areas within the Association, as set out in the Area Regulations.

2.2 Retiring members shall be eligible for re-election.

3. MEETINGS

- 3.1 The National Forum shall meet at such time and place as determined by the Board.
- 3.2 Notice of meeting to be given to Area Secretaries not later than 3 months prior to meeting date.
- 3.3 A quorum for the National Forum shall be twenty Forum Delegates.
- 3.4 Each Forum Delegate shall have one vote.
- 3.5 The Board of the Association shall attend with speaking rights only.
- 3.6 The Board may invite guests who will have speaking rights, but not voting rights.
- 3.7 General business of which due notice has not been given may be considered at the National Forum meeting, provided the meeting agrees by a simple majority.

4. TOPICS FOR DISCUSSION

- 4.1 All Topics for Discussion to be in the hands of the CEO not later than 2 months prior to meeting date.
- 4.2 CEO to circulate Topics for Discussion back to Area Secretaries not later than 2 weeks after closing date for Topics for Discussion.
- 4.3 Topics for Discussion to the National Forum shall be printed in the Motor Caravanner.

5. REPORT ON FORUM MEETING

- 5.1 Resolutions passed at a Forum Meeting by a majority of $\frac{3}{4}$ of Forum Delegates present and eligible to vote, are binding on the Board, unless the Board on further examination find there are cogent reasons against compliance. Any non-compliance must be explained by the Board at the next Forum meeting.
- 5.2 The Forum shall ensure a Report of the Meeting is prepared for the Association's publication.

6. RESPONSIBILITIES OF A NATIONAL FORUM DELEGATE

- 6.1 To ensure, prior to the Forum being held, that each member in their Area has the opportunity to meet and discuss the Topics for Discussion on the National Forum agenda.

6.2 While delegates will generally follow the direction and represent the views on Forum Topics for Discussion from the Areas they represent, they may vote according to the evidence adduced at the Forum. They will explain any deviation from their Area views, as per regulation 6.3, at the next meeting of their Area.

6.3 To report back to Area members following each Forum.

6.4 After reporting to Area members, shall inform the Board of any item needing clarification or further action.

7. RESPONSIBILITY OF AREA SECRETARY

7.1 Shall, within two calendar months of receiving the Forum minutes, submit to the Board a report, that reflects the views of members in the Area, on the performance of the Area's Forum Delegate.

