

The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

Green Paper Number: 1.23

Subject: District Association, Section & Section Area EGM's

To: DA, Section and Section Area Secretaries

From: Director General

Direct Line No: 024 7647 5360

Occasionally an Extraordinary General Meeting (EGM) may need to be called by a DA or Section Area. This must be called by at least 25 Club members of the Unit or by its Committee. Other Club members must be given at least 21 days notice, along with the reason for the meeting.

You must give sufficient notice of any Extraordinary General meetings to the membership of your District Association/Section/Section Area. Whilst you only need seven days notice for date, venue and time, you MUST include an invitation in Out & About to submit the reason for calling the EGM. Other Club members must be given at least 21 days notice, along with the reason for the meeting. The meeting must only discuss the items indicated in the magazine.

The form attached is for details of your EGM. Please return this completed form to Carolyn Hunt at Club Headquarters or email to outandabout@campingandcaravanningclub.co.uk.

Failure to publish a proper Notice could put your EGM at risk of being void.

Club units should also use other communication channels e.g. newsletter, website etc. to communicate the date of their EGM.

December 2019

COPIED TO:

To National Councillors ☒

To Region Secretaries ☒

To Section Secretaries ☐

To District Association Secretaries ☐

To Section Area Secretaries ☐



THE CAMPING AND CARAVANNING CLUB

EXTRAORDINARY GENERAL MEETING

NOTICE TO BE PUBLISHED IN OUT & ABOUT



THE EXTRAORDINARY GENERAL MEETING OF		
(NAME OF UNIT)		
WILL BE HELD ON		
(DAY)	(DATE)	(MONTH)
AT		
(FULL ADDRESS INCLUDING POSTCODE OF EGM LOCATION)		
STARTING AT		MAP REFERENCE
(TIME)		(MAP REF MUST BE INCLUDED)
REASON FOR MEETING:		
<p>EXAMPLES: AGM FAILED TO MAKE QUORUM</p> <p> ELECT AN AUDITOR</p> <p> FORM A NEW COMMITTEE OR UNIT MAY FOLD</p>		

EXAMPLE OF HOW IT WILL APPEAR IN THE CLUB MAGAZINE:

The EGM of Anyother DA will be held on Sun 18 Apr at Anywhere Village Hall, Anywhere St, Anywhere AN14 6BD at 11am. MR 123/456789. Reason for meeting: AGM failed to make quorum.