

The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

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Subject: Procedures for Managing Inoperative Units

To: Region Secretaries, Section Secretaries,
District Association Secretaries, Section Area Secretaries

From: Business Systems and Administration Director

Direct Line No: 024 7647 5409

The Administration Committee has prepared the following guidance to assist Regions and Sections, if they have a unit within their governance, which is struggling to form a full Committee.

If a unit is identified as being unable to form a full committee, a representative from the Region or Section should attend that unit's Committee meetings and AGM to establish if a new working Committee can be formed. This is in line with Region and National Constitutions, as they have the right to appoint a member to represent it on the Committee. Where the unit is unable to form a committee, the Region or Section will need to arrange an Extraordinary General Meeting (EGM) to establish if a working committee can be formed, to continue the unit. At this meeting it should be clearly explained that failure to elect a Committee will result in the Unit being closed down and the Region or Section should do their utmost to help the members form a committee. In the interim, the Region or Section is responsible for deciding on the level of support given to the unit, whilst the EGM is being called. Region or Section Officers may have to take over their respective roles in the unit in the interim. This period may take three to four months, whilst the meeting is being organised and the notice issued.

Where a unit is unable to form a working Committee at the EGM, the Region or Section need to formally close the unit and notify the Director General of this event.

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In the case of the unit ceasing to exist, all funds, property and records in its possession shall be transferred to the Region or Section to be disposed of as deemed appropriate and any funds obtained therefrom shall be used as directed by Region, Section or National Council. This is in line with the Constitution and in order to be able to identify and manage the funds, they may wish to transfer them to a deposit account at Headquarters, which will resolve the problem of maintaining appropriate signatories, but reference them to the name of the old unit.

In the case of a Region it will need to recommend to the Director General how the original postcodes are re-assigned within the Region, after the unit has officially ceased to exist. The timeframe will be dependent on the timing of the next Region Council meeting.

In the case of a Section, they should inform the Director General of their new geographical areas.

February 2014