

The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

Green Paper Number: 1.3 (version 11) *please remove version 10*

Subject: District Association, Section & Section Area AGMs

To: DA, Section and Section Area Secretaries

From: Director General

Direct Line No: 024 7647 5020

I am writing to remind you that you must give sufficient notice of your Annual General Meeting 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 Notices of Motions by a date at least 60 DAYS prior to the AGM and for nominations for election to your Committee to come forward.

In order to meet these requirements we must receive your notice to appear in Out & About **no later than 8th October 2017**, to ensure timely publication in Out & About.

A form is attached for details of your AGM. Please return this completed form to Carolyn Hunt at Club Headquarters or email to outandabout@campingandcaravanningclub.co.uk by the above date.

Failure to publish a proper Notice could put your AGM et cetera back several months.

You should also consider putting a second reminder notice in the Out & About issue the month that your AGM is to be held (date, venue and time only). Please note that submitting an entry onto the Meets Database will not generate a reminder, send the relevant information to outandabout@campingandcaravanningclub.co.uk.

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

Whilst writing, can I remind you that the appointment of your Treasurer should take place no later than the 2nd Saturday in November and be reported at your AGM.

COPIED TO:

July 2017

To National Councillors

To Region Secretaries

To Section Secretaries

To District Association Secretaries

To Section Area Secretaries



THE CAMPING AND CARAVANNING CLUB

ANNUAL GENERAL MEETING

NOTICE TO BE PUBLISHED IN OUT & ABOUT



THE ANNUAL GENERAL MEETING OF		
<i>(NAME OF UNIT)</i>		
WILL BE HELD ON		
<i>(DAY)</i>	<i>(DATE)</i>	<i>(MONTH)</i>
AT		
<i>(FULL ADDRESS INCLUDING POSTCODE OF AGM LOCATION)</i>		
STARTING AT		MAP REFERENCE
<i>(TIME)</i>		<i>(MAP REF MUST BE INCLUDED)</i>
NOTICES OF MOTIONS AND NOMINATIONS FOR COMMITTEE MUST BE SENT TO HON SECRETARY		
<i>(NAME AND ADDRESS OF HON SECRETARY)</i>		
BY		
<i>(DATE BY WHICH MOTIONS AND NOMINATIONS SHOULD BE WITH SEC)</i>		

EXAMPLE OF HOW IT WILL APPEAR IN THE CLUB MAGAZINE:

The AGM of Anyother DA will be held on Sun 18 Apr at Anywhere Village Hall, Anywhere St, Anywhere AN14 6BD at 11am. MR 123/456789. Notices of motions and nominations for committee must be sent to Hon Sec Mr J Anyone, Another Ave, Anywhere AN13 4JQ by 18 Jan.