



Masonic Caravan Club

of England & Wales

CLUB RULES

&

CONSTITUTION

1. **Name.** The club shall be called 'The Masonic Caravan Club of England and Wales'.
2. **Object.** The object of the club shall be to further the interests of enjoyment of Freemasons and their families in the pastime of camping and caravanning by organising rallies with allied activities. All activities to be in accordance with the caravan and country code.
3. **Membership.**
 - a. Any Freemason in good standing belonging to a Lodge recognised by the United Grand Lodge of England.
 - b. Any widow or bereaved partner of a Freemason who was a current member at the time of his death.
 - c. Any non mason sponsored by a Freemason who is a paid-up member of the club. The Masonic member shall at all times be responsible for the actions of the sponsored non mason.
4. **Rally.** Any site or part of a site on which a Rally is held shall be for the exclusive use of the members of The Masonic Caravan Club of England and Wales and invited visitors. The attendance at a site and/or payment of the rally fee shall be an acceptance of the rules.
5. **Rally Conduct.** The authority of the conduct of the rally shall be vested in the Rally Marshals for the duration of the rally. In the event of a member or visitor breaching the club rules, the Rally Marshal shall be authorised to request such person to remove his caravan, motorhome or tent from the site and thereupon the Rally Marshal shall report the matter immediately to the committee for such action as may be deemed necessary.
6. **Rally Arrivals.** Every member must report to the Rally Marshal on his arrival with his Unit before pitching. Each Unit must be placed on the pitch indicated by the Marshal, with the front offside corner of the Unit on the peg. Units must be at least 6 metres apart, wall to wall (including any Awning) in any direction as a fire break and to allow Emergency Vehicle access.
7. **Pitches.** The reserving of pitches is to be discouraged, the only exemption being that of the Rally Marshal.
8. **Rally Departures.** At the expiry of the period of the rally the member's caravan/motorhome/tent must be removed from the site, unless prior arrangements have been made with the Rally Marshal to extend the stay.
9. **Rally Fees.** The rally fee must accompany the booking form. Members cancelling 28 days prior to the event shall be entitled to a refund of the booking fee paid less an administration charge not exceeding £20.00. If a member cancels a rally after 28 days prior to the event he shall not be entitled to any refund unless the Committee decide to do so under special circumstances.
10. **Fire Precautions.** Members should at all times make provision for suitable fire extinguishers within their Unit. Recommended is HALON gas or CO₂, both of which smother the fire without damaging the furnishings or equipment. A fire blanket, 1.0 metre square is also ideal for a small fire. It is extremely important that everyone in the Unit knows exactly what to do in the event of a fire, and how to operate the extinguishers.
11. **The Financial Year.** The financial Year of the club will run from Jan 1st to Dec 31st.
12. **Annual General Meeting.** A General Meeting shall be held every year to transact the following business.
 - a. To be considered and if approved, to adopt the statement of the club accounts to the end of the preceding year.
 - b. To consider and if approved, sanction any duly made alterations to the rules.
 - c. To deal with any specific matter which the Committee desires to be put before the members.
 - d. To elect the following Officers:

- a. Chairman
- b. Vice Chairman
- c. Secretary
- d. Treasurer
- e. Two Accounts Examiners
(Any other Officers or Committee Members which the members deem desirable.)
- f. Receive suggestions from members for consideration by the Committee.

The date and location of the General meeting shall be determined by the Committee and notified to the membership by the Secretary in writing not less than 8 weeks before the meeting.

13. Nominations. Nominations for any Office must be submitted to the Secretary 4 weeks before the General Meeting. The nominee must have given assent to the nomination and a Secunder provided. If any Offices are without a nominee at the AGM the Chairman may invite volunteers during the AGM.

14. Voting. A paid up member and his wife/partner shall have one vote each.

15. Eligibility. Any member and his wife/partner shall be eligible for nomination as an Officer or Committee Member.

16. Term of Office The Chairman, Vice Chairmen, Committee Members, Accounts Examiners Secretary and Treasurer shall hold office for two years. All Officers and Committee Members are eligible for re-election on completion of their term of office.

17. Chairmen at Meetings. The Chairman shall preside at the General and Committee meetings. In his or her absence another member may be appointed by consent of those present to fill the post for the meeting.

18. Alteration to the Rules.

- a. Precise details of the change and/or the wording must be submitted to the Secretary in writing at least 4 weeks before the A.G.M.
- b. The Secretary must circulate details to all members in writing not less than 4 weeks before the A.G.M.
- c. The changes are to be debated and voted on at the A.G.M. A majority of more than two thirds of those present shall be required to carry the action.

19. Subscriptions. Subscriptions for permanent and temporary membership which the members may determine at the A.G.M. shall become payable as from 1st January for the ensuing year.

20. Conduct and Safety. All members shall be responsible for the conduct and safety of their family and guests when on a rally. Outdoor games shall be played in an area clear of the camping area designated by the Rally Marshal.

21. Accidents. The Club shall maintain a Public Liability Insurance Policy but there is no responsibility by The Committee or the Rally Marshal for any loss or accidents to any persons or property when on the rally out of use of a site or its facilities. To cover any such occasions, members are strongly urged that they carry adequate insurance.

22. Winding up In the event of the club ceasing to function, the Committee shall wind up the affairs and hand over the remainder of the funds to the Grand Master for him to deposit in a Masonic Charity of his choice. Equipment donated to the club shall be returned to the donors.

23. Club Trustees The Secretary and The Treasurer are the Clubs appointed Trustees

The Trustees of the Club are authorised to carry out the following duties

- a. Interest in land may be acquired by purchase, lease or licence for the purpose of holding Rallies or meetings as permitted by legislation or by Local Planning Authorities or for any other club activities.

- b. When rallying under the Paragraph 4 exemption certificate we undertake to consult the relevant local authority regarding any site we propose to occupy for more than 5 days and agree not to use any site to which the local authority object.
- c. The limit of duration for any Paragraph 4 is a maximum of 28 days on site and any Paragraph 6 rally 5 days.
- d. Any rally which is limited to 5 days or less but does not meet the membership requirements of Paragraph 6 will be held under Paragraph 4. In such cases the local authority will be consulted and we undertake not to rally on the site if the local authority objects.
- e. The organisation will endeavour not to camp on any site for more than 42 consecutive days or 60 days on any 12 consecutive months. The organisation will also endeavour not to camp on any site being used for camping by other organisations holding exemption certificates, if the site be thereby used for camping for more than 42 consecutive days or 60 days in 12 consecutive months.

CODE OF CONDUCT FOR RALLIES

General

1. One named member of the organisation (the “rally marshal” or “responsible person”) is to be responsible for the conduct of any exempted touring caravan or camping event and for ensuring that those attending comply with this code.
2. The responsible person must ensure that all members are aware of The Countryside Code, The Caravan Code and The Seashore Code.

The Venue

3. The organisation will take reasonable steps to satisfy themselves that the site to be used is not subject to a relevant order under paragraph 13 of the First Schedule to the 1960 Act (for caravans), or an Article 4 direction under Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 (for caravans and camping), and that it is not one where planning permission has been refused or where enforcement action has been taken.
4. The organisation will consult the local authority before meeting on land adjacent to sites for which planning permission has been granted (i.e. next to permanent or commercial sites).
5. The organisation will agree to move from and avoid any site to which the local authority maintains a valid objection.
6. The organisation will not meet on sites adjacent to certificated locations/sites unless the proposed site is clearly differentiated and the risk of interference with local people and other users is minimal.
7. The organisation will take reasonable steps to ensure that the siting of units (a caravan, motor home, tent or trailer tent) does not unduly interfere with the activities of local people, their privacy or their enjoyment of their property. They will also ensure that the siting of units does not interfere with the enjoyment by others of the landscape, natural beauty or nature conservation value of the area, particularly in areas designated for their landscape or wildlife qualities.
8. The organisation will undertake not to over-use any venue and will consider carefully before holding successive meetings on the same land.

Nuisance

9. Local people should be able to carry on their normal activities when meetings are in progress. The organisation will take reasonable steps to minimise disturbance and will investigate and deal with the causes of any complaints made.
10. Care should be taken not to damage the site or the surrounding locality. Trees, fences, buildings, equipment and stock should all be respected.
11. Domestic animals belonging to members of the organisation will be kept on a lead and under close control. They will not be allowed to run loose on the site or cause disturbance to local people or animals. They will be exercised away from units and those parts of the site used for communal activities. Any mess will be cleared up.
12. The responsible person will identify open space suitable for the playing of games which might otherwise intrude upon or constitute a danger or annoyance to others on or around the site.
13. Noise should be kept to a minimum for the comfort of others on the site as well as people who live or work nearby.

Road Safety and Access

14. The responsible person will take steps to ensure that travel from major roads to a proposed site is not likely to cause undue disruption or difficulties for other road users. Access to the site must be suitable for the number and likely size of units attending the meeting. The arrival and departure of units should be arranged to minimise disruption to other road users.
15. The speed of vehicles on the site should be restricted to 5 mph.

Spacing and Density

16. For health and safety purposes emergency vehicles must be able to gain access to any unit on the site. As such, units should be well spaced and sited so they do not restrict access to, or exit from, any other unit or the site in general. At least 3 metres should be required between units in all

circumstances. For this purpose, a unit includes the caravan, motor home, tent or trailer-tent, plus any awnings, gazebo or pup-tent and the car or towing vehicle.

17. Where a site is being used by both caravans and tents they must be sited entirely separate from each other for health & safety reasons. However, this does not necessarily mean segregated. If the layout of the field does not allow for separate lines of tents, it is permissible to continue a line of caravans/motor homes with a line of tents, but they must be sited *en-bloc* and not interspersed. Trailer tents are classified as tents and must be sited accordingly. Children's "pup-tents" may be erected alongside the parents' unit and should be considered as part of the unit for spacing purposes. It is recommended that there is at least 6 metres between any rows of caravans and tents. See Annex 1d for further advice on spacing issues.

Fire Precautions

18. Open fires and barbecues will not be held except with the permission of the responsible person. Where permission is given for open fires or barbecues, they will be sited on open ground, away from units, vehicles, awnings and any other structures.

19. A fire extinguisher approved to British Standards Institute and/or Fire Officers Certificate standards will be held on site.

Chemical Toilets and Waste Water Disposal

20. Organisations will act responsibly when disposing of the contents of chemical toilets and waste water and take full account of the need to safeguard water supplies and prevent the pollution of rivers and streams.

21. On-site disposal of the contents of chemical toilets and waste water will be in accordance with arrangements agreed with the site owner/occupier. Neither will be allowed to foul the ground except at designated disposal points. If there is any doubt about the disposal of waste, the organisation or, if appropriate, the responsible person will contact the relevant Local Authority for advice.

Refuse disposal

22. Organisations should ensure that refuse is either taken home or disposed of in accordance with on-site arrangements. The rally marshal should be satisfied that appropriate arrangements are in place.

23. The organisation will use every endeavour not to camp on any site for more than 42 consecutive days or 60 days in any 12 consecutive months. The organisation will also endeavour not to camp on any site being used for camping by other exempted organisations if, by doing so, the use of this site would be taken over these limits. This will help avoid overuse of sites, particularly in popular areas.