
from the Secretary of the Association of his choice. That Secretary will forward the completed form, together with the appropriate membership card, to Headquarters for the issue of a new card. A Club member can only be a member of one Association at any one time.

5 Objects

The objects of the Association shall be to promote the policy and to protect the interests of the Club and the Association, in particular to arrange camping meets which normally shall be available to all members of the Club and to encourage the growth of the Club.

To represent the views of Association members to the Region and the National Council and to undertake such work and activities as may be decided upon by the Region and the National Council (who shall decide matters of higher policy and higher finance) for the operation of DAs.

6 District Association Committee

- a) **Officers** The Officers of the Association shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, YLs and PRO.
- b) **Appointment of Treasurer** The Treasurer shall be appointed, and may be removed, by the Committee. The appointment shall be made by the second Saturday in November and will commence on the 1st January. The appointment shall be reported to the AGM. If there is a change of Treasurer, wherever possible the outgoing Treasurer is responsible for the completion and presentation of the year-end accounts and obtaining audit approval.

The Treasurer shall be accorded full speaking and voting rights if not already a member of the Committee. This appointment can only ever have one vote.

A vacancy in the office of Treasurer, arising for any reason between AGMs, shall be filled by the Committee and notified to the Region Secretary with immediate effect.

If possible, Treasurers should not combine their Office in the Association with any other, and they should not be related to, or reside in the same household as, any other Officer, Committee member or auditor (see 6a).

The Treasurer must not hold office as Treasurer in any other unit within the Club.

- c) **Youth Leaders** The YLs shall be appointed, and may be removed, by the Committee. It is essential that both a male and female officer are appointed. The appointments shall be made at least 14 days before the Annual General Meeting and will commence at the close of the AGM at which the appointments shall be reported.

A vacancy in the office of YLs, arising for any reason between AGMs, shall be filled by the Committee and notified to the Region Secretary with immediate effect.

The appointment of YLs is subject to ratification by the Management Committee of the National Council with reference to current legislation. The YLs shall be accorded full speaking and voting rights if not already members of the Committee. This joint appointment can only ever have one vote.

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- d) **Auditors** The auditor(s) shall be elected at the AGM. They shall not be proposed by the Treasurer.

They must not be members of, or related to members of, the Committee or each other, and must not reside in the same household.

- e) **Committee** The Committee shall consist of a minimum of eight members including the Treasurer, PRO and YLs. The YLs shall only count as one appointment.
- f) **Election of Committee** Members of the Committee shall be elected at the AGM and they shall serve for a period of two years. One-half of the elected members of the Committee shall retire annually by rotation but shall be eligible for re-election.

The total number of members will be shown in Schedule A of the Appendix, inclusive of Treasurer, YLs and PRO.

Nomination for election to the Committee, with the consent of the nominee, may be submitted in writing to the Secretary prior to the AGM or verbally to the Chairman at the AGM.

- g) **Members eligible for election** Any member who has voting rights in the Club, shall be eligible for election to the Committee from the start of their second consecutive year of membership, as stated on their membership card.
- h) **Appointment of President and Vice-Presidents** The President and Vice-Presidents, if appointed, shall be reported by the Committee to the AGM. These positions have no voting rights.
- i) **Ordinary Committee Meetings** The Committee shall meet a minimum of four times per year. At the first meeting of the Committee following the AGM, the Committee shall elect/appoint:
- i) **Officers** Chairman, Vice-Chairman and Secretary from the voting members and also a PRO who, if not already a member of the Committee, once appointed shall be accorded full speaking and voting rights.
 - ii) **Executive Committee** Consisting of the Chairman, Vice-Chairman, Secretary, Treasurer and a voting member of the Committee.
 - iii) **Representative and Deputy Representative to the Region Council** from the voting members of the Committee.
 - iv) **Representatives** to such other bodies as the Committee may decide.
 - v) **Advisory members** to the Committee who shall have no voting rights.
- j) **Special Meetings of the Committee** Special Meetings of the Committee may be called by a majority of the Executive Committee, or at the request of a majority of the Committee who have signed a request.
- k) **Executive Committee** The Executive Committee shall deal with any business referred to it by the Committee and decide matters of urgency, which shall subsequently be reported to the Committee.



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- l) **Absences** Any member absent from 75% of meetings within a 12-month administrative period shall be deemed to have vacated their post.

The Committee has the discretionary power to consider extenuating circumstances.

- m) **Vacancies** Should a vacancy occur on the Executive Committee or the Committee between AGMs it may be filled by the Committee until the next AGM.
- n) **Records** All books, records, correspondence, etc., belonging to the DA may be inspected by any member of the Committee or higher authority. Other members may inspect the records subject to any confidentiality conditions in force at the time of the request.

Inspections shall be at a time convenient to the Officer responsible for their custody, or at the direction of the Committee.

- o) **Representation from Region Council** The Region Council shall have the right to appoint a member to represent it on the Committee of the Association. Upon the appointment being duly communicated to the Secretary of the Association, the member so appointed shall have full speaking and voting rights at all meetings of the Committee.

7 Meetings

- a) **Annual General Meeting** The AGM shall be held during February, March or April at a place decided by the Association. The Agenda shall include the Annual Report, Audited Annual Accounts, Auditor's Report, Notices of Motion, Region Council Representative's Report, Election of Committee and auditors. The appointment of Treasurer and YLs shall be reported and other relevant business including notification of President and Vice-President(s).
- b) **Special General Meetings** Special General Meetings of the Association may be called by the National Council, the Region Council, the Committee or at the written request of a minimum of 25 voting members.
- c) **Business of General and Special General Meetings** At General Meetings and Special General Meetings, only the business for which they have been called shall be considered.
- d) **Voting** Each member over the age of 18 attending an Annual or Special General Meeting shall have one vote. The Chairman shall have a vote and, in the case of an equal vote, he should exercise a casting vote.
- e) **Notice of meeting** Notice of all Committee and Sub-Committee meetings shall be sent to the members concerned not later than seven days prior to a meeting and shall be accompanied by a copy of the Agenda. Notice of the Annual and Special General Meetings shall be deemed to have been fully and properly given if published in the Club magazine due for publication not less than 21 days before the date of the meeting.
- f) **Notices of Motion** Notices of Motion for inclusion in the Agenda of the AGM shall be in the hands of the Association Secretary by a date specified by the Committee which shall be not less than 60 days prior to the AGM. A preliminary notice of the AGM shall be published in the Club magazine in sufficient time to allow Notices of Motion to be submitted by the date specified.

Copies of the Agenda, including details of any Notices of Motion, will be available from the Secretary on submission of a stamped addressed envelope.

A Notice of Motion must be supported by the signatures of ten members.

A Motion will be presented on the Agenda exactly as written and also discussed by the meeting exactly as written. It is not permissible to accept amendments to a Notice of Motion.

For a motion to be carried it will require a two-thirds majority of voting members present at the meeting.

- g) **Approval of decisions** No decision approved at any General Meeting shall be operative until it has been subsequently approved by the Region Council.

8 Chairman of meetings

- a) At the first meeting following the AGM the President or, in his absence, the Treasurer will conduct proceedings until the appointment of the Chairman.
- b) The Chairman or, in his absence, the Vice-Chairman shall preside at all meetings. Should the Chairman and Vice-Chairman both be absent, the members present shall elect a Chairman from their number.

9 Quorums

The quorums at meetings shall be:

Association AGM and other General Meetings: 15.

Committee: 50% of voting members.

A minimum of two Executive Committee members shall attend the above meetings. In the absence of the requisite numbers, the meeting shall be postponed.

10 Minutes

Within 21 days of the meeting to which they refer:

- a) A copy of the unapproved Minutes shall be sent by the Association Secretary to the Committee members and Region Secretary.
- b) Minutes of the Annual General Meeting, accompanied by a copy of the Annual Report and Accounts shall be submitted to the Region Secretary.
- c) In accordance with the National Council requirements, details of the Officers shall be submitted to the Director General.
- d) Details of all Committee members shall be submitted to the Region Secretary.



11 Finance

- a) **District Association funds** The funds of the Association may be obtained as follows:
 - i) By donation.
 - ii) By any means approved by the National Council, Region Council and Association Committee.
- b) **Bank accounts**
 - i) The Treasurer shall operate one Current Account. Club Headquarters shall act as bankers for all funds in excess of immediate requirements, which will attract interest. The Current Account shall be in the name of the Association. Dealings on the Association's Current Account shall be on the signature of two of three approved signatories of the Committee. The signatories used must not be related or members of the same household.
 - ii) Where the Current Account attracts interest, this must be paid nett of tax.
- c) **Financial Year** The Financial Year of the Association shall end on 31st December.
- d) **Auditing of accounts** Prior to the AGM and at any time decided by the Committee, the Region Council or National Council, the accounts and financial records shall be audited. The DA Treasurer shall forward copies of audited DA Accounts to the Region Treasurer, no later than 14th February.
- e) **Club property** All property for which the Association is responsible shall be included in an inventory completed and checked by the end of December and attached to the accounts submitted to the auditors.
- f) **Funds and property** In the event of the Association ceasing to exist, all funds, property and records in its possession shall be transferred to the Region Council to be disposed of as deemed appropriate and any funds obtained therefrom shall be used as directed by Region Council and National Council.
- g) **Expenditure** Expenditure from the Association's funds should be limited to matters relevant to the activities of the Club, the Region and the Association. Large capital expenditure should be approved by the Region Treasurer before it is contracted for.

12 Constitution

This Constitution is standard for all DAs.

- a) Association Committees may make proposals to the Region Council for alteration to the standard Constitution.
- b) Alterations must be approved by National Council.

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- c) The Committee may amend Schedule A to conform to the provisions of the Constitution. Amendments must be approved by the Administration Committee on behalf of the National Council.

13 Right of appeal

Members shall have the right of appeal to the Region Council against any decision of the Committee.

14 Matters not provided for

Subject to rules and regulations of the National Council in force from time to time, any question arising which is not provided for in this Constitution shall be referred to the Region Council for guidance.

For further details please refer to the appropriate section of the Voluntary Officer's Manual.



Appendix

Schedule A The number of elected Committee members shall be