

Rotary



International Caravanning



Fellowship of Rotarians

ICFR

Constitution

incorporating

Rules and Regulations

and

Code of Conduct

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ICFR CONSTITUTION

1. Definitions:

1. RI: Rotary International.
2. RIBI: Rotary International in Great Britain & Ireland.
3. RCP: Rotary Code of Policies dated June 2017 issued by RI.
4. Clause: Refers to a clause of the Constitution.
5. ICFR Website: a website produced on behalf of the Fellowship currently <http://www.rotarianscaravanning.org.uk/>
6. GDPR: General Data Protection Regulation which forms part of the data protection regime in the UK, together with the new Data Protection Act 2018.
7. ICFR Privacy Policy: A document which the EC have caused to be published on the ICFR Website covering requirements under GDPR.
8. Member: as defined in clause 4.3
9. Spouse: Husband or Wife who have participated in a Marriage Ceremony.
10. Domestic Partner: One of a couple living at the same address who are not married but whose relationship has been advised to the Membership Secretary and included in the ICFR Database. This may include one of a couple who have participated in a Civil Partnership Ceremony.
11. Partner/Carer: One of a couple not necessarily living at the same address who are in a lasting relationship of mutual support
12. Children: Children shall include adopted or foster children
13. Caravan: Caravan shall include Motor Caravans, Motor Homes, Recreational Vehicles and Folding Caravans but exclude Trailer Tents

2. Title: International Caravanning Fellowship of Rotarians (ICFR)

ICFR is a Recreational Fellowship Activity of RI's Fellowships Programme, and operates in accordance with RI policy, but is not an agency of, or controlled by, RI.

{RCP 42.020.1, RCP 42.020.10}

3. Purpose

To foster Rotary friendship, fellowship and co-operation:

1. Among caravanning Rotarians and spouses through a common interest in touring and rallying.
2. By contact with Rotarians and Rotary Clubs, both nationally and internationally.
3. To provide opportunities for the furtherance of acquaintance and fellowship among Rotarians, with no financial, commercial or political goals, expressed or implied.

4. Membership

1. Membership is open on an international basis and applications will be accepted by the ICFR Executive, subject to interested and qualified applicants being of good standing and they, and their spouses, being willing and able to:
 1. correspond, co-operate and take part in ICFR activities
 2. Prove membership of a Rotary Club or other criteria allowed hereunder.
2. Spouses of successful applicants are also members.
3. Members

ICFR's membership shall be open to the following categories. The term Member or Members in the Constitution shall include all the below categories unless otherwise specified.

1. Full Members:
 1. Rotarians (when joining) and their spouses. *{RCP 42.020.21}*
 2. Life Members:
 1. Immediate Past and Past Presidents of ICFR and their spouses.
 2. Members who have been so elected at an AGM (on the prior recommendation of the Executive Committee) and their spouses.
2. Associate Members: as defined in Rule R2.
3. Honorary Members: may be elected only at an AGM for a term of one year but may be re-elected at subsequent AGMs.
4. Each Member shall pay a subscription in an amount as decided under Rule R3. *{RCP 42.020.12}*
 1. Except:
 1. That two Members at the same address shall pay one joint subscription in that amount.
 2. Life Members.
 3. Honorary Members unless otherwise agreed at their election.
 4. Certain Associate Members as specified in Rule R2.
 2. Subscriptions shall be due on the 1 January. Membership shall automatically be terminated if a Member's subscription remains unpaid by 31 March in any year.
5. A list of Members shall be maintained by the Membership Secretary subject to GDPR requirements and a Handbook detailing members produced annually.
6. Communication with Members will take the form of:
 1. A Magazine published in accordance with Rule R4. *{RCP 42.020.4. 2}*
 2. An email Newsletter from the Membership Secretary to be issued as required but usually monthly.
 3. The ICFR Website.

4. Where notification to Members is required by the Constitution or the Rules the sending of an email to the current address held by the Membership Secretary shall be sufficient. A member without access to email may request that the Secretary supplies a hard copy of such notification be sent in place of an email.
7. All Members must strictly abide by and adhere to all the following:
 1. This Constitution.
 2. The Rules and Regulations, shown below.
 3. The ICFR Code of Conduct, shown below.
 4. When on an ICFR Rally the instructions of a Rally Marshal.
8. The Secretary will write to any Member persistently failing abide by Clause 4.7 or behaving in any way to bring RI or ICFR into disrepute to remind them of their obligations. The EC has the right to terminate the membership of any Member who ignores such advice.

5. Compliance with Laws and Codes

ICFR shall not function in any country in violation of the laws of that country and every Member shall also comply fully with the Countryside, Caravanning and Camping Codes of all countries in which it operates. *{RCP 42.020.1.}*

6. The ICFR Year

1. For the changeover of Officers, Committee Members and Area Officers shall be the Rotary Year, 1 July to 30 June.
2. For the Caravanning Programme shall be the Year, 1 January to 31 December.
3. For the preparation of Accounts shall be the Year, 1 January to 31 December.

7. Management of ICFR

1. The management and conduct of affairs in ICFR shall be vested in the EC (see Clause 8). They shall also be responsible for:
 1. Safeguarding the interests of ICFR.
 2. The implementation of the Constitution.
 3. The determination of the Rules and Regulations.
2. The President, Trustees, Officers and members of the EC and all other ICFR national committees:
 1. Shall not be liable (other than as Members) for any loss suffered by ICFR or its Members as a result of the act or omission of the discharge or failure to discharge their respective obligations, duties and powers on its behalf save and except if such losses arise from fraud or wilful default.

2. Shall be entitled to an indemnity out of the assets of ICFR for all reasonable expenses and other liabilities incurred by them in the discharge of their respective duties as described in Rule R6.

8. Executive Committee (EC)

1. Shall comprise:
 1. All Officers (see Clause 9.1).
 2. Six (6) elected representatives, defined as Committee Members.
2. Will have the powers:
 1. To co-opt other Members to the EC.
 2. To appoint Trustees from the Officers of ICFR.
 3. To open Bank Accounts on behalf of ICFR.
 4. Take out insurance on behalf of ICFR.
 5. To fill casual vacancies as per Clause 10.4.
 6. Take other action to enable ICFR to achieve its Purpose set out in Clause 3.
3. Will normally meet twice every year. Once on the day immediately preceding the AGM. Officers will be requested to prepare written reports as may be necessary for forwarding to the Secretary to distribute to EC Members prior to the meeting.
4. If required by an Officer or Committee Member any proposal, having been seconded, shall be voted on by show of hands, a simple majority of those present being required.
5. For decisions outside a meeting of the EC, if required by an Officer, any proposal having been seconded shall be circulated by the Secretary by email and following a 10-day email discussion period shall be voted on by email reply, a simple majority of all the EC being required.

9. Officers and Trustees

1. The following will be defined as Officers of ICFR and, where indicated, have been nominated as Trustees by the EC under Clause 8.2.2. There is a brief description of Officers duties in Rule R5:
 - President (*Trustee*)
 - Vice-President
 - Immediate Past President
 - Secretary (*Trustee*)
 - Treasurer (*Trustee*)
 - Editor
 - Membership Secretary
 - Programme Secretary (*Trustee*)
 - International Liaison Officer
2. The names of the Officers, Trustees and Committee Members shall be declared at each AGM and confirmed by the meeting, recorded in the minutes and published in the following Magazine.

3. The Trustees should meet at least once a year, possibly within the Rallies Committee as outlined in Rule R8.1 to review all matters for which they are responsible and one Trustee should be nominated to report to each meeting of the EC.
4. The EC should be made aware of any commitment entered into by the Trustees.
5. The Trustees may deal with the property vested in them by way of sale, mortgage, and lease or otherwise as directed by Full Members of ICFR. Such direction shall be given by a resolution under Clause 13.4 and when so passed, shall in favour of a purchaser, mortgagee, chargee, lessee or grantee, be binding upon all Members of ICFR. A Certificate signed by the Honorary Secretary shall, in favour of those persons, be conclusive evidence that a direction complying in all respects with the above provisions of this rule was duly given to the Trustees.

10. Officers Term of Office and Committee Members Length of Service

1. The Officers, with the exception of the Immediate Past President, shall be elected annually but shall not serve for a longer term than:
 1. President and Vice-President: Two (2) years.
 2. Other Officers: Three (3) years.
2. Each Committee Member shall be elected for a period of three (3) years, one third retiring annually.
3. No Officer, or Committee Member retiring under this rule shall be eligible for re-election to the same office for a period of one (1) year from the date of retirement, except that an Officer or Committee Member who has been co-opted or elected for up to one (1) year only to fill a vacancy may stand for re-election for a full term.
4. The EC shall have the power to fill casual vacancies until the following AGM.

11. Nominations for President, Officers and Committee Members

1. Any Full Member may propose a fellow Full Member to be an Officer except that the Vice President, President, Secretary and Treasurer shall at all times be Rotarians. *{re Rotarian RCP 42.020.2}*
Nominations for Vice-President and President will be confirmed by the current President and two other past Presidents of ICFR.
2. Any Full Member may propose a fellow Full Member to be a committee member on the EC.
3. Nominations for Officers and Committee Members must be received by the Secretary at least two (2) calendar months before the AGM. A nomination form is available from the Secretary.

4. Nominations for Officers and Committee Members will be communicated to all Members under Clause 13.3.2.
5. In the absence of any nominations for any officer or committee member role the secretary will accept nominations up to the advertised time of the AGM and they will be treated as if received under Clause 11.3, except that they may be excluded from the requirements of Clause 11.4.
6. Any member nominated under Clause 11.3 may withdraw their nomination in writing up to the advertised time of the AGM and they will be treated as if not received.

12. Area Groups and Committees

1. These shall normally, but not always, cover the area of a Rotary District or Districts, subject to the prior written approval of the EC.
2. Membership will include all Members residing in the area covered by their Committee; except that Members shall have the right to align themselves with an alternative Area if they so wish.
3. The EC will encourage and foster the foundation and development of Area Committees which shall function in accordance with the Constitution and Rules and Regulations.
4. Area Groups and Committees shall particularly refer to Rule R7

13. The General Meetings of ICFR (GM)

1. Annual General Meeting (AGM)
 1. ICFR shall hold a General Meeting of the Members each year. This AGM shall normally be in May each year. *{RCP 42.020.4. 3} & RCP 42.020.7}*
 2. The Notice of an AGM (date and place) shall be sent with the Magazine published at least 6 weeks prior to the AGM.
2. Special General Meeting (SGM)

An SGM will be convened by the Secretary if so requested by:

 1. A group of not less than ten (10) Full Members, all of whom must sign the proposal.
 2. A minute of an approved proposal from the EC signed on its behalf by the Secretary.

3. Notification of General Meeting

1. The Secretary shall notify all Members of the GM. One notice and agenda per address held by ICFR shall be deemed sufficient to inform all at that address.
2. No less than six (6) weeks before the date of the GM the Secretary shall notify Members of the date and place of the meeting, and agenda, listing the items of business which will be considered.
3. For further details and Rules of Conduct for GMs, refer to Rules Appendix RA1.

4. Voting at GMs

1. All Full Members shall have the right to cast their vote, either in person or by a postal vote.
2. A simple majority of Full Members present and voting by post will be deemed sufficient to decide all questions other than a change in the Constitution (see Clause 16). In the event of a tie, the President shall have a casting vote.
3. Voting by Full Members present, except for the election of Officers and Committee Members, shall normally be by show of hands unless a Full Member demands a ballot.
4. Voting for the election of Officers and Committee Members shall be by secret ballot.

5. Postal Voting

1. Any Full Member not attending a GM will be entitled to register a postal vote with the Secretary prior to that meeting, subject to that Full Member writing to the Secretary, at least one calendar month before the GM requesting an individual postal voting form. Only individual requests will be accepted and the necessary documents will be dispatched as soon as possible.
2. Providing the above provisions are complied with, the Secretary will send:
 1. A postal voting form plus an individual voting identification number.
 2. Details of all resolutions currently proposed for consideration at the GM.
3. The Full Member casting such a postal vote shall return it to the Secretary to arrive not less than ten (10) full days before the date of the GM and will not thereafter be entitled to record a second vote on those matters in person at the GM.
4. Bulk applications for postal votes will not be accepted.

6. Minutes and Annual Accounts

The President shall cause correct Minutes of all Committee and GMs to be kept by the Secretary and proper accounts to be kept by the Treasurer. A copy of the GM Minutes will be sent to all Members together with the Magazine.

14. Notice of Proposed Changes to the Constitution

1. Proposals to alter, amend or change the Constitution may only be submitted by either:
 1. A group of not less than ten (10) Full Members, all of whom must sign the proposal.
 2. A minute of an approved proposal from the EC signed on its behalf by the Secretary.
2. Any proposal to change or amend the Constitution must be submitted to the Secretary no less than two (2) calendar months prior to the GM when the proposal would be considered.
3. Notice of all proposed changes to the Constitution must be notified to Members no less than six (6) weeks prior to being voted on at the GM.

15. Notice of Amendment to Proposed Changes to the Constitution

Any Full Member wishing to move an amendment to any such proposal shall notify the Secretary in writing giving details of such amendment no less than one (1) calendar month prior to the GM and that amendment shall, with the approval of the EC, be accepted for discussion at the GM.

16. Voting on Proposed Changes to the Constitution

1. Proposed changes to the Constitution shall be voted on at a GM.
2. Changes in the Constitution shall only be made if two thirds of those Full Members present, including those represented by postal vote, are in favour.

APPENDICES TO THE CONSTITUTION

A1. Trustees

1. Role of the Trustees

ICFR is required to have Trustees for two basic purposes:

1. To satisfy the appropriate Government department requirements under Paragraph 4 exemption certificate of the First Schedule of the Caravan Sites and Control of Development Act 1960 whereby ICFR is required to have the legal status to take an “Interest in land which 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”.
 1. ICFR Trustees are eligible to enter into a tenancy agreement with landowners. The lease agreement may be oral if less than 3 years duration. The Trustees must satisfy themselves that any land leased and /or occupied by ICFR is properly supervised at all times as set out in the ICFR Code of Conduct.
 2. The Trustees are also responsible to ensure any payments where land has been leased are properly made to the person entitled.
2. It is necessary for the Trustees to hold any property and assets of ICFR in trust on behalf of the Members. They are also required to ensure that any investments of ICFR are in a proper state. Any assets which have depreciated may be disposed of by the Trustees.

Under the terms set out in A1.1.2, when the Trustees have accurately determined the assets and property of ICFR the Trustees must then exercise at least the same care as they would if the assets and property were their own.

2. Duties of the Trustees

To qualify for Paragraph 4 exemption the elected nominated Trustees undertake to ensure:

1. 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.
2. When rallying under the paragraph 4 exemption certificate ICFR consults the relevant local authority regarding any site which is proposed to be used and not to use any site to which the local authority objects.
3. To limit the duration of any paragraph 4 rally to a maximum of 28 days on site and paragraph 6 rally to 5 days.

4. Any rally which is limited to 5 days or less but does not meet the membership requirements of a paragraph 6 rally will be held under paragraph 4. In such cases the local authority will be consulted, and ICFR undertake not to rally on the site if the local authority objects.

RULES AND REGULATIONS

Definitions:

1. Those shown in the RIBI Constitution
2. NE: Natural England is an executive non-departmental public body, sponsored by the Department for Environment, Food & Rural Affairs.
3. ACCEO: The Association of Caravan & Camping Exempted Organisations is a group of over 200 rallying clubs all of whom hold a Certificate of Exemption.

R1. Compliance

These Rules and Regulations are as determined by the Officers and EC of ICFR in accordance with the terms of Clause 7.1.3. They must be complied with by all Members in accordance with Clause 4.7.2.

R2. Associate Members (see Clause 4.3.2):

1. Only when caravanning with a Member in the Member's caravan (and without payment of additional Subscription):
 1. Children and grandchildren of a Member and their spouses
 2. Partner/Carer of a Member
2. Domestic Partner of a Member. Details must be declared to the Membership Secretary and (after acceptance) would then be covered by that Member's Subscription.
3. Visitors to the UK from another Country taking part in a RI Exchange programme.
4. Members of another country's ICFR or RV Fellowship without payment of additional Subscription.
5. Family members of Rotarians and Members, Rotary programme participants, and Rotary alumni. Subject to application approval by the Executive Committee, delegated to the Membership Secretary. *{RCP 42.020.2.}*

R3. Subscriptions

1. The annual subscription shall be recommended to the EC at its pre AGM Meeting by the Treasurer and shall be accepted or amended by that Committee.
2. The EC's proposed subscription will be reported to the AGM for their acceptance or amendment. Any proposed amendment shall be voted on by show of hands, a simple majority being required.
3. Any variation in the subscription shall be effective as from the 1 January following the decision of the EC and AGM, unless otherwise agreed by the EC and AGM.

R4. Magazine

1. To be published in accordance with Clause 4.6.1 to be known as *News and Views*.
2. To be published on the ICFR Website and a paper copy to be sent to all Members who have requested such, one per address.
3. There will normally be two editions published each year. A Summer Edition normally published mid-May and a Winter Edition published to reach members by 1 December.
4. Among other items it is intended that each edition will include:
 1. A report each from the President and Secretary who will update members on the current state of the Fellowship
 2. Reports from other Officers if they so wish
 3. In an edition at least 6 weeks before the date of the AGM Notice of the date of the AGM in accordance with Clause 13.1.2
 4. In the edition following an AGM the Names of Officers, Trustees and Committee Members in accordance with Clause 9.2
 5. In the edition following any GM including an AGM Minutes in accordance with Clause 13.6
5. A copy to be sent to the RI Secretariat by the Secretary.

R5. Duties of Officers

The following list of Officers' duties should be supplemented by a job description held by the Secretary. All officers should ensure that records they keep are in compliance with GDPR and seek advice from the Secretary where necessary:

1. President

1. Act as a Trustee of ICFR in accordance with Clause 9.5 and Appendix A1.
2. Chair meetings of the EC and GMs.
3. Assist the Secretary with Rule R5.4.7. *{RCP 42.020.4. 4)}*
4. Represent ICFR at Functions and Meetings.
5. Act as spokesperson of ICFR where necessary.
6. Comply with Clause 13.6 relating to Minutes and Accounts.

2. Vice-President

1. Act as deputy for the President where necessary.
2. Arrange for appropriate large rallies for the future Presidency.
3. Lead the publicity and membership recruitment activities of the EC.
4. Keep records of attendance statistics and report them to EC.

3. Immediate Past President

1. Ensure continuity within the EC.

4. Secretary

1. Act as a Trustee of ICFR in accordance with Clause 9.5 and Appendix A1
2. To ensure that the Fellowship is properly insured and to report thus to the EC and AGM.
3. To ensure that the Fellowship obtains up-to-date certificates from NE and to report thus to the EC and AGM.
4. Prepare and distribute agendas of EC and GMs
5. Take and keep minutes of EC and GMs (see Clause 13.6).
6. Deal promptly with any correspondence on behalf of ICFR.
7. Assisted by the President and Treasurer, submit an annual report of activities and a financial statement showing revenues and expenditures during the past year, and a statement of funds on hand at the time to Members with a copy to the RI general secretary by 1 October in each year. *{RCP 42.020.4. 4}*
8. Liaise with RI Secretariat including provide a copy of News and Views in accord with Rule R4.5
9. Hold a Job Description for each Officer Role.
10. Collect and circulate any relevant information within ICFR.
11. Ensure compliance with GDPR and to arrange that the current version of the ICFR Privacy Policy is shown on the ICFR Website as soon as practicable.

5. Treasurer

1. Act as a Trustee of ICFR in accordance with Clause 9.5 and Appendix A1.
2. Supervise the financial affairs of ICFR.
3. Keep proper Accounts to show all monies collected and paid out by ICFR. (See Clause 13.6).
4. Assist the Secretary with Rule R5.4.7. *{RCP 42.020.4. 4}*
5. Recommend a subscription to the EC in accord with Rule R3.1.
6. Deal with Area Imprest Accounts in line with Rule R7.5.
7. Deal with Area Accounts in line with Rule R7.6.

6. Editor

1. Produce and distribute the Magazine in accordance with Clause 4.6.1 and Rule R4.

7. Membership Secretary

1. Maintain the Membership list in accord with Clause 4.5.
2. Produce an annual Handbook in accord with Clause 4.5.
3. Produce a Newsletter in accord with Clause 4.6.2.

8. Programme Secretary

1. Act as a Trustee of ICFR in accordance with Clause 9.5 and Appendix A1.
2. To ensure, in concert with other Trustees, that the Fellowship complies with the requirements of NE and to report thus to the EC and AGM.
3. Supervise the Rally Programme of ICFR in accord with Rule R8.2.
4. Produce a guide for Rally Marshals incorporating best practice and advise EC of any amendments thereto.

9. International Liaison Officer

1. Establish and maintain contact with like organisations throughout the world.
2. Maintain contact with International Members.
3. For International Rallies, liaise and assist Rally Marshals to further Rotary links.

R6. Expenses for Officers and Committee Members

Any work undertaken by Members (including all Officers, Rally Marshals, and Committee Members) on behalf of ICFR shall be honorary, except that Members may claim reimbursement of reasonable expenses incurred in the execution of their duties, on the same scale paid by RIBI. Interpretation of reasonable in this clause shall be the prerogative of the EC. (See Clause 7.2.2).

R7. Area Groupings of ICFR

1. Shall be organised under Clause 12.

2. Area Committees

Shall comprise:

1. The Area Chairman.
2. The Area Vice-Chairman.

Both of whom must be a Full Members shall be elected annually, but shall not serve for a time longer than two (2) years.

3. The Secretary/Treasurer - may be either one or two persons and shall be elected annually but shall not serve for a time longer than four (4) years.
4. In addition to the above there may be up to six (6) Area Committee Members, each serving for three (3) years, one third being elected each year by all that Area's Members attending the Area AGM and one third retiring each year.

3. Area Committee Meetings

Area Committees are empowered to meet as and when they consider such meetings to be necessary but usually before Area Luncheons so they may report back to their Area Members at that time.

4. Area Annual General Meetings

1. The Area Secretary shall give notification to all Area Members of all forthcoming meetings including the Area AGM that should normally take place in the Spring. One notice per address shall be deemed to be sufficient.
2. A Special Area Committee Meeting should take place prior to the 31 March in order to draw up plans for rallies within the Area for input into the Rally Programme for the following year. [The rally programme for any Area may be augmented by individual Members setting up a rally and passing the details to the Programme Secretary for approval and incorporation into the Rally Programme]. Details of this suggested programme should be forwarded to the Programme Secretary before the 31 August. The committee meeting may be held, if desired, in conjunction with an Area Rally or Spring Luncheon.
3. Areas may hold their AGM in conjunction with an Area Luncheon, and a post season Autumn or Christmas luncheon also may be organised.
4. The Area Year(s) for all purposes shall coincide with the national ICFR Year(s) in accordance with Clause 6.

5. Imprest Accounts for Area Committees

1. An Imprest Account is available from the National Treasurer for every Area Committee. The exact amount to be agreed from time to time by the EC. Area Treasurers should apply to the ICFR Treasurer for current details.
2. At the end of the Area financial year, any balances over and above the current Imprest Account limit must be forwarded to the ICFR Treasurer or if there is a balance at that time of less than the current limit of the Imprest Account, the ICFR Treasurer will make up that balance to that amount.

6. Area Accounts

The Area Balance Sheet, and details of Income and Expenditure should be forwarded to the ICFR Treasurer no later than 10 days after the Financial Year End in order that it may be incorporated in the final ICFR Balance Sheet.

7. GDPR

Area Committees shall have due regard to GDPR and comply with the ICFR Privacy Policy.

R8. The Organisation of Rallies

1. Rallies Committee

1. Shall comprise:
 1. The Trustees as shown in Clause 9.
 2. Vice-President.
 3. Immediate Past President.
2. The Rallies Committee shall be the only body within ICFR to authorise an ICFR Rally and all proposed rallies must be submitted to them for prior approval, via the Programme Secretary.
3. The Rallies Committee shall have the power to authorise additional rallies when appropriate.
4. Within the Meeting of the Rallies Committee the Trustees shall hold a Trustees Meeting and shall consider:
 1. The financial state of ICFR with reference to the latest Accounts.
 2. Any other items considered by the Trustees to be relevant to their duties.

2. Organisation of the Annual Rally Programme

1. An *Offer to Run a Rally Form* will be available from the ICFR Website or be provided by the Programme Secretary upon request.
2. Those Members, and Area Committees, volunteering to run rallies shall complete these forms and return them to the Programme Secretary by the 31 August at the latest.
3. The names of Area Committee Officers will be found in the ICFR Handbook. Members are requested to get in touch with them as early as possible in the summer to discuss future rally possibilities. This will enable them to co-ordinate rallies with the Programme Secretary.
4. The Programme Secretary, following discussions with Area Committees and individual Rally Marshals will then prepare a draft Rally Programme for consideration by the EC either at an autumn meeting or by email.
5. This draft programme, together with any alterations, amendments and late additions will be considered, approved and finalised by the Rallies Committee and subsequently published in the Winter Edition of the Magazine, listing the names of the Rally Marshals for every rally.
6. All Rally Marshals will be designated local supervisors. The Programme Secretary will issue them with:
 1. Individual copies of ICFR's Certificate of Exemption for the designated rally.
 2. A signed statement that the rally is under the local supervision of, and in pursuance of arrangements made by ICFR.

3. Organisation of a Rally

1. Should be in accordance with the Rally Marshals Guidelines issued to every Rally Marshal by the Programme Secretary. Every Rally Marshal should ensure that ICFR rallies in accordance with NE and ACCEO and ICFR Code of Conducts.
2. The Programme Secretary shall notify the EC of any changes to the Guidelines.
3. Members use Rallies and get-togethers to relax and enjoy fellowship. To assist this fund-raising should not occur during Rallies and ICFR get-togethers. Rally Marshals or organisers should bring this to the attention of the Members if necessary.
4. Rally Marshals should be aware of the ICFR Privacy Policy and ensure compliance for any records they keep.

4. Rules Governing Members Conduct on the Rally Field

In order to safeguard the Certificates of Exemption and Insurance issued to both ICFR and ACCEO members must, whilst attending an ICFR Rally comply with all instructions issued by the Rally Marshal and abide by the ICFR, ACCEO, and Caravanners Code of Conduct and Rotary Rules and Regulations in their entirety. Members should note that the ICFR Code of Conduct, forms part of these Rules and Regulations and must be strictly adhered to at all times.

5. New ICFR Rally Marshals

New ICFR Rally Marshals are welcome. Previous experience is not necessary. An ICFR leaflet *Notes for the Guidance of Rally Marshals* is available from the Programme Secretary. This sets out in detail the various considerations and requirements involved in running an ICFR Rally. Local Area Committee, and other Members will be pleased to help.

R9. Extension of ICFR throughout the World

International Rotary Caravanning brings together Rotarians and their spouses from many countries, generating friendships and hospitality and enabling family and friends to meet in true friendship. ICFR shall encourage the formation of autonomous Rotary Caravanning Groups in any country or groups of countries within RI in liaison with the RI Fellowships Committee and with District Governors approval where appropriate.

R10. Relationship to RI and RIBI

1. RI

Relationship with RI is as set out in the current RI Manual of Procedure, and incorporated in this Constitution.

2. RIBI

1. It is a RI recommendation that District Governors appoint a District Fellowship Activities Committee with a chairman and at least three (3) members to be responsible for the various organised Fellowship Activities amongst Clubs of the District, and contacts with similar activities of other Districts and with related International Fellowship Activities.
2. ICFR both at National and Area level, will co-operate with this policy and assist RI Districts wherever possible to set up District RF Chairmen and Committees.

APPENDICES TO THE RULES AND REGULATIONS

RA1. Conduct of General Meetings and Agenda for AGM

1. Conduct of General Meetings

1. The Order in which items on the Agenda are taken shall be at the discretion of the President, unless a resolution of precedence of any particular item is carried at the meeting.
2. Any business not on the Agenda may be discussed subject to the President's ruling.
3. Members wishing to address the Meeting must:
 1. First obtain the President's permission.
 2. Speak *briefly* to the item under discussion.
 3. Cease speaking and resume their seat when the President is standing.
 4. Not interrupt other Members.
4. Points of Order. Any Member present shall be entitled to raise with the President, a point of order. The ruling of the President on all Points of Order shall be conclusive.
5. Closure. On a proposition being made and seconded that the question now be put, such proposition shall be put at once, but the President shall allow the discussion to proceed if more than one third of those voting, vote against the question under consideration now being put.
6. Contingencies. Any question in connection with procedure not dealt with in the Constitution, including amendments as agreed subsequently, and these Rules and Regulations shall be determined by the President whose decision will be final.

2. Agenda for AGM

The agenda shall include the following items:

1. In Memoriam.
2. Apologies for absence.
3. Report from the Rally Marshal.
4. Approval of minutes of previous AGM meeting.
5. Matters arising from those Minutes.
6. Notice of any other business.
7. Election of Officers including those nominated as a Trustee and Committee Members.
8. Reports from:
 1. President.
 2. Vice President.
 3. Secretary, including:
 1. General Report.
 2. Report from the Executive Committee Meeting.
 3. Correspondence.
 4. Area Committees.
 5. Any items affecting the Constitution.
 4. Membership Secretary.
 5. Treasurer, including:
 1. Approval of Accounts for previous year.
 2. Subscription for the next year.
 3. Appointment of Auditor.
 6. Editor.
 7. International Liaison Officer.
 8. Programme Secretary, including:
 1. Programme and Future Rallies.
 2. RI, RIBI, IW, ICFR and ACCEO AGM and Fellowship Rallies.
9. Announcement of Officers, Trustees and Committee Members elected.
10. Any other business as notified earlier.
11. Vote of Thanks.
12. Date, Time and Place of next AGM or Fellowship Meeting.

CODE OF CONDUCT

Definitions:

1. Those shown in the RIBI Constitution and the ICFR Rules and Regulations.

C1. Members in General

1. When on an ICFR Rally or Function Members should always conduct themselves so as not to bring themselves ICFR, RI, or RIBI into disrepute.
2. Members are reminded that under Clause 4.7.3 Members are required to adhere to this Code of Conduct, and that there is a right under Clause 4.8 to terminate membership for non-compliance.

C2. When on any ICFR Rally

1. Rallies are open only to ICFR Members

2. Rally Marshal

1. ICFR will appoint a named person as the Rally Marshal who is responsible for the rally and for ensuring that those attending comply with this code.
2. Members attending or visiting the Rally must comply with the Rally Marshal's instructions.
3. The Rally Marshal will use their best endeavours to ensure a rally is in line with the separately issued *Rally Marshals Guidelines*.
4. Members should appreciate the hard work put into organising any Rally and treat the Rally Marshal with due respect even, and perhaps especially, when there are any problems.

3. Notes for the Guidance of Rally Marshals

These should be issued to every Rally Marshal who must otherwise ensure that they obtain a copy of the Rally Marshal's Guidance and this Code from the ICFR Programme Secretary well in advance of running the rally. All items and conditions contained in this Code of Conduct must be enforced.

4. ICFR Fluorescent Arrow Signs

These will be displayed on the approaches to an ICFR Rally Field. Look out for them and follow their directions.

5. Additional Towing Mirrors for the Car

These are a great help in seeing what is behind you. Members are strongly advised to install and use such mirrors. The Caravan and Motorhome Club say "Although the laws relating to mirrors changed in 2010, the situation is still quite complex. The reality is that the vast majority of caravanners' tow cars will, in the eyes of the law, require two additional towing mirrors (extension mirrors) in order

to tow a caravan legally". See their full recommendations at www.caravanclub.co.uk/advice-and-training/technical-advice/rear-view-mirrors/

6. Directional Signs on the Rally Field

Please abide by these. They are there for your help and your fellow members and your safety.

7. Various External Codes

Members should be aware of and comply with The Countryside Code, The Caravan Code and The Seashore Code (See Appendix)

8. Land Owners' Property

Respect should be shown to landowner's property - trees, gates, fences, farm buildings, equipment and stock.

9. Members' Animals

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.

10. Games

Flying kites and model aircraft and the use of items like catapults or air guns as well as ball games are not permitted among, or close to caravans and motor cars. When necessary the Rally Marshal should identify open space suitable for games, which might otherwise intrude on or constitute a danger or annoyance to caravanners or others on or around the site.

11. Litter

Each pitch should be carefully left clear of litter at the end of the rally, and a careful check made before leaving that no litter has been left behind.

12. Noise

Noise should be kept to a minimum from radios, televisions, generators and other sources, for the comfort of others on the site as well as people who live or work nearby.

13. Wet Ground

Cars should not be driven on a grass rally field if at all possible, when the field is wet, to prevent damage to the field.

C3. When on a Rally held on a commercial site

Members must comply with any Rules issued by the site and or its owners and should take reasonable steps to become aware of them.

C4. When on a Rally covered by an Exemption Certificate Issued by Natural England

14. Members

1. The speed of vehicles on the site should be restricted to 5 mph.
2. Proof of membership to be shown by all members.
3. A membership identification sticker is available to all members. It is a condition of membership, that this sticker must be affixed to the front window of the member's caravan. If this evidence of membership is not displayed as required, Rally Marshals may refuse admission of any outfit to the rally.
4. Be aware of the Rally Marshal's obligations below and assist with compliance.

15. Rally Marshal

1. Local people should be able to carry on their normal activities when rallies are in progress. The Rally Marshal will take reasonable steps to minimise disturbance and will investigate and deal with the causes of any complaints made.
2. The Rally Marshal should ensure care is taken not to damage the site or the surrounding locality. Trees, fences, buildings, equipment and stock should all be respected.
3. The Rally Marshal should take steps to ensure travel from major roads to a proposed site is not likely to cause undue disruption or difficulties for other road users. Access to the rally site must be suitable for the number and likely size of units attending the meeting. The arrival and departure of caravans should be arranged to minimise disruption to other road users. Also, please co-operate with other ralliers to stagger arrival and departure times particularly when moving in a series of rallies.
4. 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, or motor home, plus any awnings, gazebo or pup-tent and the car or towing vehicle. See section in the Rally Marshal's Guidelines.
5. Ensure that open fires and barbecues will not be held except with the permission of the Rally Marshal. 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.
6. Ensure that a fire extinguisher approved by the British Standards Institution and/or Fire Officers Certificate standards will be held on site.

7. Ensure Members 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. In particular

1. **Water Taps**

There must be clear differentiation between drinking water taps and water supplied for cleansing Chemical toilets.

THE TWO USES MUST NEVER OVERLAP

2. **Member's Chemical Closets and disposal of chemical treated sewage**

1. Members must utilise their own chemical toilets properly charged with one of the proprietary based chemical fluids.
 2. The arrangements made for the disposal of waste water and chemically treated sewage must be agreed with the land owner to safeguard water supplies and to prevent the pollution of rivers and streams.
 3. The contents of the chemical toilet must not be disposed of on the rally site except into the disposal point agreed with the land owner.
 4. If there is any doubt about the disposal of waste, the organisation or, the responsible person will contact the relevant Local Authority for advice.
8. 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.

16. Programme Secretary

1. On behalf of ICFR 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.
2. On behalf of ICFR 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).
3. On behalf of ICFR will agree to move from and avoid any site to which the local authority objects.
4. On behalf of ICFR 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.

5. On behalf of ICFR 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.
6. On behalf of ICFR will undertake not to over-use any venue and will consider carefully before holding successive meetings on the same land

C5. Source Material

To comply with the requirements of Natural England and our Licence, elements of this Code of Conduct are based on the Model Code of Conduct contained in Camping and Touring Caravan Exemption Certificates, a Guide for Applicants Updated 7 November 2011 issued by Natural England.

Appendix ACCEO IS 18 (extract) Various External Codes



Information Sheet 18.

18.4 THE COASTAL CODE

The Coastal Code as published by the Marine Conservation Society in 2012

1. Explore responsibly: Leave animals where you find them. Carefully lift and replace any rocks you move and leave attached seaweed in place. Seashells nurture an interest in nature amongst children, so if you want to take a couple home only take empty open shells (like limpets and mussels) and leave the shells that can provide a home for hermit crabs (like whelks and periwinkles).
2. Watch with care: Watch quietly from a distance especially near birds and seals with pups. Control your dog and keep it on a lead near birds and seals.
3. Keep it tidy: Take your rubbish home – don't bury it or burn it. Poop scoop your dog's waste then bin it responsibly.
4. Mind your step: Keep to established paths and dune boardwalks. If you dig holes in the beach, please fill them up again. Don't climb up or go near the top or bottom of a cliff. Check tide times to avoid being cut off. Keep away from soft sand and mud, and beware of slippery rocks.

18.5 THE CARAVAN CODE

Every member of every ACCEO member club should be familiar with and observe the following Code for Caravanning. These are all common sense rules, which are easy to understand.

The Caravan

- (a) Whether trailer or motor caravan, it is a vehicle specifically designed for caravanning. Its appearance and colour should be appropriate and do not offend public opinion.
- (b) It is regularly serviced so that it is safe in all aspects when touring on the road, and on the site.

On the Road

- (a) Selection of trailer caravan and towing vehicle allows adequate performance in line with the towing code, namely:
 - i) The actual laden weight of the caravan should be kept as low as possible and should never normally exceed 85% of the kerb weight of the towing vehicle;
 - ii) The vehicle engine is powerful enough to keep the outfit at a speed, particularly on hills, that does not impede other traffic;
 - iii) The caravan is carefully loaded to provide good balance and avoid instability.
- (b) The caravan complies with all Road Traffic Acts and other relevant legislation & regulations, in particular that there is an adequate view to the rear of the caravan.
- (c) Where the caravan is a trailer towed by a vehicle, it is insured against third party risks. This must cover not only the caravan when attached to the towing vehicle, but also when detached.
- (d) Particular attention is paid to those sections of the Highway Code relevant to trailer caravans.
 - i) To cause the minimum inconvenience to other traffic to the rear and to ensure that every opportunity is offered for other vehicles to overtake. This includes the need to always allow space in front of the outfit for faster traffic to pull in with safety (never have two or more outfits bunched together) and on narrow roads to pull in and halt at a safe place to allow following traffic to overtake.
 - ii) To carry out normal road manoeuvres with increased care to take account of the length of the outfit, the vehicles reduced acceleration and its greater stopping distances when braking. This requires greater anticipation, early signalling of intentions, and a very careful watch of overtaken traffic, particularly cyclists, before pulling in.

SCHEDULE OF AMENDMENTS FROM 2016 REVISION

OUTSTANDING To be agreed at EC (and AGM if necessary)

1. NONE

Agreed at EC Stratford 12 May 2017

incorporated 17/05/17

1. R2.7 addition of RI Code of Policies expansion of membership to include "A fellowship's membership shall be open to all Rotarians, family members of Rotarians, program participants and alumni
2. R2.7 addition of family members of Members

General

incorporated 17/05/17

1. References updated to RI Code of Policies June 2017

Agreed at EC Banham 11 May 2018

incorporated 26/05/18

1. Merge old R2 3.1 & 3.2 to new R2 3.1 – *removes reference to 'Adult'*
2. Incorporate Code of Conduct with this document

Agreed at AGM Banham 12 May 2018

incorporated 26/05/18

1. Constitution Clause 7.2.2 addition of 'Reasonable' before 'Expenses'
2. To updates 'Rotarian' to 'applicant' in line with expanded membership criteria, replace 4.1 with "Membership is open on an international basis and applications will be accepted by the ICFR Executive, subject to interested and qualified applicants being of good standing and they, and their spouses, being willing and able to:
 1. correspond, co-operate and take part in ICFR activities
 2. Prove membership of a Rotary Club or other criteria allowed hereunder."
3. Also update 4.2 similarly
4. Replace all references to 'Directory' with 'Handbook'
5. Detailed amendments, included herein, to Constitution and Rules resultant on approval of adoption of, GDPR Privacy Policy as required by General Data Protection Regulation (GDPR) effective on 25/05/18

Agreed at AGM Shrewsbury 18 May 2019

incorporated 17/06/19

Detailed amendments included herein, to Constitution and Rules resultant on approval of the following resolutions.

1. That the Constitution be amended so that if you join as a Full Member you remain as a Full Member
2. That the constitution be amended so that Full Members who are not Rotarians shall be eligible for Officer posts with the exception of the President (and therefore VP) Secretary & Treasurer.

Agreed at AGM Zoom 19 September 2020

incorporated 30/10/19

Allow for late nomination of vacant officer's roles by addition of Clause 11.5 & 11.6.

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