



# ICFR

## The Constitution

(2003 Revision amended 2004, 2005, 2008)

## Rules and Regulations

(2003 Revision amended 2004, 2005)

and

## Code of Conduct

(amended 2009)

**Amendments 2004 and 2005 approved at 2005 AGM**

**Amendments 2008 approved at 2008 AGM**

The areas shown in BLUE have not been approved by the membership at an AGM.

However the changes were necessary to meet the standards set by Natural England so that our certificate could be renewed.

At the AGM in 2010 these changes will be brought to the membership for approval

## **ICFR CONSTITUTION 2009 Revision**

### **1. TITLE      “INTERNATIONAL CARAVANNING FELLOWSHIP OF ROTARIANS”**

A Recreational Fellowship Activity of Rotary International 's Fellowships Programme.

### **2. PURPOSE**

To foster Rotary friendship, fellowship and co-operation:-

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

### **3. MEMBERSHIP**

- a.) Membership is open on an International basis and all applications will be accepted by the ICFR Executive, subject to all interested and qualified Rotarians in good standing and their spouses being willing and able to correspond, co-operate and take part in ICFR activities.
- b.) Application for membership will be accepted, subject to fulfilling the above qualifications, and on proof of membership of a Rotary Club.
- c.) Spouses of Rotarians are also members during the period their Rotarian spouse remains a member.
- d.) The Rotarian member (or Associate) and spouse shall pay a joint subscription, (either in one payment or two individual payments) at the time specified. Failure to do so will automatically terminate membership. Children, grandchildren, and/or foster children shall be deemed to be an integral part of the Rotarian and Spouse for the purpose of the joint subscription. Subscriptions shall be due on the 1 January. Membership shall automatically be terminated if a member's or associate's subscription remains unpaid by 31 March in any year.
- e.) Membership shall be as follows :-
  - i) Full Members:  
Rotarians and their spouses.
  - ii) Life Members:
    - (1) Immediate and Past Presidents of the Fellowship and their spouses
    - (2) Members who have been so elected at an AGM (on the prior recommendation of the Executive Committee) and their spouses.
  - iii) Associates:  
As defined in the Rules below.
  - iv) Honorary Members:  
may be elected only at an AGM for a term of one year but may be re-elected at subsequent AGM's.
- f.) As required by Rotary International, a roster of members shall be maintained and revised annually. A Copy of this roster will be sent to Rotary International Secretariat as required by the Manual of Procedure, 2001.

#### **4. COMPLIANCE WITH LAWS AND CODES**

ICFR shall not function in any country in violation of the laws of that country and every Member and Associate, shall also comply fully with the Countryside, Caravanning and Camping Codes of all Countries in which it operates.

#### **5. ICFR DISTRICT COMMITTEES**

ICFR will encourage and foster the foundation and development of ICFR District Committee which shall function in accordance with the Rules and Regulations of ICFR.

#### **6. ICFR DISTRICT GROUPS**

- a.) These shall normally cover the area of a District or Districts, subject to the prior written approval of the ICFR Officers and Committee.
- b.) Membership will include all ICFR Members, Associates and widows residing in the area covered by their Committee.

#### **7. MANAGEMENT OF ICFR**

- a.) The management and conduct of affairs in ICFR shall be vested in the Executive Committee i.e. the Officers, nominated Trustees and members of the Committee. They shall be responsible for safeguarding the interests of ICFR, the implementation of this Constitution and for the determination of the ICFR Rules and Regulations.
- b.) The President, Trustees, Officers and members of the ICFR Executive and all other ICFR national committees 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, and they shall be entitled to an indemnity out of the assets of ICFR for all expenses and other liabilities incurred by them in the discharge of their respective duties.

#### **c.) APPOINTMENT OF TRUSTEES**

At the Autumn Fellowship Executive Committee meeting in Chester on the 24th September 2004, the Executive Committee approved that four elected officers must be appointed to act as Trustees of ICFR.

The Executive appointed the following four Officers elected by the membership to act as Nominated Trustees of ICFR.

President

Secretary

Treasurer

Programme Secretary

Trustees who shall be elected Officers shall be appointed by the Executive Committee to act as Trustees of ICFR and the Honorary Secretary shall keep a register and written agreement of the names of those Officers who hold office as nominated Trustees until resignation, removal from office by a resolution of the Executive Committee, until death or termination of their elected term as an Officer of ICFR having been elected by the membership at an AGM.

i) The names of the ICFR Trustees shall be declared at each AGM and confirmed by the meeting, recorded in the minutes and published in the following Newsletter.

- ii.) The Executive Committee should be aware of any commitment entered into by the Trustees. It is necessary for the Trustees to meet at least once a year to review all matters for which they are responsible and one Trustee should be nominated to report to each meeting of the Executive Committee.

The Nominated Trustees may deal with the property vested in them by way of sale, mortgage, and lease or otherwise as directed by Full or Life Members of ICFR. Such direction shall be given by a resolution under rule 16 of the Constitution and passed by a majority of the voting members who are present at a duly convened meeting under rule 15 or voting by post under rule 17 “a to d” inclusive and when so passed, shall in favour of a purchaser, mortgagee, chargee, lessee or grantee, be binding upon all members of ICFR. a Certificate purporting to be 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.

**INDEMNITY** (See 7 b.) above

## **ROLE OF THE TRUSTEES**

ICFR is required to have Trustees for two basic purposes:-

a.) 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”** .

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.

The Trustees are also responsible to ensure any payments where land has been leased are properly made to the person entitled.

b.) 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 (b) above, 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.

### **DUTIES OF THE TRUSTEES**

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

i.) 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.

ii.) When rallying under the paragraph 4 exemption certificate undertake to consult the relevant local authority regarding any site which you propose to use and not to use any site to which the local authority objects.

iii.) That will then limit the duration of any paragraph 4 rally to a maximum of 28 days on site and paragraph 6 rally to 5 days.

iv.) 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 you undertake not to rally on the site if the local authority objects.

## **8. THE ICFR YEAR**

The Fellowship year for all purposes shall be the calendar year, commencing on 1 January and ending on the 31 December.

## **9. ICFR OFFICERS AND TRUSTEES**

The following will all be defined as ICFR Officers and nominated as Trustees by the Executive Committee where indicated:-

- a.) President- Nominated Trustee
- b.) Vice-President
- c.) Immediate Past President
- d.) Secretary– Nominated Trustee
- e.) Treasurer– Nominated Trustee
- f.) Editor
- g.) Membership Secretary
- h.) Programme Secretary– Nominated Trustee
- i.) International Liaison Officer

## **10.OFFICERS/TRUSTEES TERM OF OFFICE**

The ICFR Officers including those nominated as a Trustee with the exception of the Immediate Past President, shall be elected annually but shall not serve for a longer term than :-

President and Vice-President : Two (2) years  
ICFR Officers : Three (3) years

## **11. Paragraph Deleted**

## **12. EXECUTIVE COMMITTEE**

Shall comprise :-

- a.) All ICFR Officers including those appointed Trustees, as previously defined plus:-
- b.) Nine (9) elected representatives, defined as Committee Members.
- c.) Each Committee Member will be elected for a period of three (3) years, one third retiring annually.
- d.) The ICFR Committee will have the power to appoint four Trustees from the elected officers and co-opt other members.
- e.) The ICFR Committee will normally meet twice every year, on the day immediately preceding both the ICFR AGM and Autumn Fellowship Meetings. Officers will be requested to prepare written reports as may be necessary for forwarding to the Secretary to distribute to ICFR Committee members prior to the next ICFR Committee meeting.

## **13.NOMINATIONS FOR PRESIDENT, OFFICERS AND COMMITTEE MEMBERS**

- a.) Any full or life member may propose a fellow member who is a Rotarian to be President, Vice President, Secretary, Treasurer, Membership Secretary, Programme Secretary, Editor or International Liaison Officer of ICFR.. The incoming President's election will be confirmed by the immediately preceding President and two other past Presidents of the Fellowship, as required by the RI Manual of Procedure, 2001, page 93.

Any full or life member may propose a fellow full or life member to be a committee member on the Executive committee of ICFR.

- c.) A nomination form will be included in the Summer Newsletter. Nominations for ICFR President, Officers and Committee Members must be received by the Secretary before the 31 October.
- d.) Nominations for ICFR President, Officers and Committee Members will be communicated to all ICFR members, by inclusion with the winter edition of the Newsletter issued prior to the AGM at which voting will take place. Members not attending that meeting shall have the right to cast their vote by post (as per RI Manual of Procedure, 2001, page 93). This shall not prevent candidates standing for office after the deadline date for inclusion in the Newsletter (usually mid - October) providing they accept that their c.v.'s will not be posted to all members.

#### **14.RE-ELECTION OF OFFICERS ( NOMINATED TRUSTEES) AND COMMITTEE MEMBERS**

- a.) No Officer, Trustee 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 a Committee Member who has been elected for one year only to fill a vacancy may stand for re-election for a full term.
- b.) The ICFR Committee shall have the power to fill casual vacancies until the following ICFR AGM.

#### **THE ANNUAL GENERAL MEETING OF ICFR**

#### **15.NOTIFICATION OF ANNUAL GENERAL MEETING (AGM)**

- a.) The ICFR Secretary shall notify all Members and Associates of the Annual General meeting of ICFR. One notice and agenda per Rotarian (or Associate) and spouse shall be deemed sufficient to inform both.
- b.) The Notice of ICFR AGM shall be sent with the ICFR Newsletter published prior to the AGM and shall include an agenda, listing the items of business which will be considered. For further details and Rules of Conduct for the AGM refer to Rules section.

#### **16.VOTING AT ICFR AGM's AND OTHER MEETINGS**

- a.) All ICFR Full and Life Members shall have the right to cast their vote. In the event of a tie, the President shall have a casting vote.
- b.) Voting, except for the election of Officers and Committee Members, shall normally be by show of hands unless a member demands a ballot. A simple majority of members present and voting by post will be deemed sufficient to decide all questions other than a change in the Constitution.
- b.) Voting for the election of President, Officers and Committee Members shall be by secret ballot
- c.)

#### **17. POSTAL VOTING**

- a.) Any ICFR Full or Life Member not attending an ICFR AGM will be entitled to register a postal vote with the Secretary prior to that meeting, as required in the current RI Manual of Procedure, 2001, page 93, subject to that member writing to the ICFR Secretary, before the first day of May requesting an individual postal voting form and enclosing a stamped, self addressed envelope.

Only individual requests will be accepted and the necessary documents will be dispatched early in May.

- b.) Providing the above provisions are complied with, the Secretary will send all information available about those candidates known to be standing for office at that time and all resolutions currently proposed for consideration at the AGM.
- c.) The Member casting such a postal vote shall return it to the Secretary to arrive not less than seven (7) full days before the date of the ICFR AGM and will not thereafter be entitled to record a second vote on those matters in person at the AGM.
- d.) Bulk applications for postal votes will not be accepted.

#### **18. MINUTES OF AGM and ICFR ANNUAL ACCOUNTS**

The President shall cause correct Minutes of all Committee and General meetings to be kept by the Secretary and proper accounts to be kept by the Treasurer. A copy of the ICFR AGM Minutes will be sent to all members together with the ICFR Newsletter.

#### **19. NOTICE OF PROPOSED CHANGES TO THE CONSTITUTION**

- a.) Proposals to alter, amend or change the ICFR Constitution may only be submitted by a group of not less than ten (10) ICFR Full or Life members, all of whom must sign the proposal.
- b.) Any proposal to change or amend this Constitution must be submitted to the Secretary before the end of October for publication in the ICFR Newsletter prior to the AGM when the proposal would be considered.
- c.) Notice of all proposed changes to the Constitution must be published in the ICFR Newsletter issued prior to being voted on at the ICFR AGM.

#### **20. NOTICE OF AMENDMENT TO PROPOSALS**

Any member wishing to move an amendment to any such proposal shall notify the Secretary in writing giving details of such amendment before the 1 May and that amendment shall, with the approval of the Executive Committee, be accepted for discussion at the AGM.

#### **21. VOTING ON PROPOSED CHANGES**

- a.) Proposed changes to the ICFR Constitution shall be voted on at the ICFR AGM.
- b.) Changes in the ICFR Constitution shall only be made if two thirds of those members present, including those represented by postal vote, are in favour.
- c.) Conditions previously defined [17 "a" to "d" inclusive] governing postal voting shall apply.

#### **22. ICFR RULES AND REGULATIONS**

All members-inclusive of Honorary Members, Associates, Spouses, Widows and Widowers [see "3 e)" above] must strictly abide by and adhere to all the following :-

- a.) The ICFR Constitution.
- b.) All ICFR Rules and Regulations, inclusive of those which follow.
- c.) The ICFR Code of Conduct.

The ICFR Committee has the right to terminate the membership of any person persistently failing to do so.

*End of Constitution.*

*See following pages for the Rules and Regulations and the Code of Conduct*

## **ICFR RULES AND REGULATIONS 2005 Revision**

**R1** These Rules and Regulations are as determined by the ICFR Officers and Committee in accordance with the Terms of the ICFR Constitution. They must be complied with by all members.

### **R2 MEMBERSHIP DEFINITIONS**

Membership is defined as follows:-

- a.) Full Members :- Rotarians and their respective spouses.
- b.) Life Members:-
  - i). Immediate and Past Presidents of the Fellowship and their spouses.
  - ii) Full Members who have been so elected at an AGM (on the prior recommendation of the Executive Committee) and their spouses.
- c.) Associates :-
  - i) Children, grandchildren, and/or foster children of Full members and/or Life Members as described above.
  - ii) Members who have ceased to be Rotarians and their spouses, children, grandchildren, and/or foster children.
  - iii) Widows of Full members and Associates [as defined under Rule 2 c.) ii) above]; without payment; for as long as they remain widows and wish to remain Associates.
  - iv) Widowers, who are not Rotarians in their own right, of Full Members and Associates; without payment; for as long as they remain widowers and wish to remain Associates.
  - v) Partner of a Full or Life Member. Details must be declared to the Membership Secretary and (after acceptance) a subscription paid equivalent to that of a Rotarian and Spouse.
  - vi) Any visitors to the UK from another Country who is taking part in a Rotary International Exchange programme.
  - vii) Member of a Rotaract Club

### **R3 AGENDA FOR ICFR AGM**

The agenda shall include the following items :-

- a.) In Memoriam.
- b.) Apologies for absence.
- c.) Report from the Rally Officer.
- d.) Approval of minutes of previous AGM meeting.
- e.) Matters arising from those Minutes.
- f.) Notice of any other business.
- g.) Election of Officers including those nominated as a Trustee and Committee Members.
- h.) Reports from :-
  - i) President.
  - ii) Secretary, including :
    - 1. General Report
    - 2. Report from the ICFR Committee Meeting
    - 3. Correspondence

4. District Committees
  5. Any items affecting the Constitution
- iii) Membership Secretary.
  - iv) Treasurer, including :
    1. Approval of Accounts for previous year
    2. Subscription for the next calendar year.
    3. Appointment of Auditors.
  - v) Editor.
  - vi) International Liaison Officer.
  - vii) Programme Secretary, including :
    1. Programme and Future Rallies
    2. RI, RIBI, IW, ICFR and ACCEO AGM's and Fellowship Rallies.
  - i.) Announcement of Officers (Nominated Trustees) and Committee Members elected.
  - j.) Any other business as notified earlier.
  - k.) Vote of Thanks.
  - l.) Date, Time and Place of next AGM or Fellowship Meeting.

#### **R4 CONDUCT OF AGM**

- a.) 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.
- b.) Any business not on the Agenda may be discussed subject to the President's ruling.
- c.) Members wishing to address the Meeting must :-
  - i) First obtain the President's permission,
  - ii) Speak *briefly* to the item under discussion,
  - iii) Cease speaking and resume their seat when the President is standing, and
  - iv) Not interrupt other members.

d.) 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.
- e.) 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.
- f.) Contingencies.  
Any question in connection with procedure not dealt with in the ICFR Constitution (1996) including amendments as agreed subsequently and these Rules and Regulations shall be determined by the President whose decision will be final.

#### **R5 SUBSCRIPTIONS**

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

## **R6 EXPENSES FOR ICFR OFFICERS AND COMMITTEE MEMBERS**

All Officers, including Rally Officers, Committee Membership and any other work undertaken by members on behalf of ICFR shall be honorary, except that members may claim reimbursement of expenses incurred in the execution of their duties, on the same scale paid by RIBI.

## **R7 ICFR NEWSLETTER known as "ICFR NEWS AND VIEWS"**

- a.) A half yearly Newsletter will be sent to all Members. For a Rotarian (or Associate) and spouse who are both members, one copy will be sent per couple.
- b.) The December/Mid-Winter issue shall list the Rally Programme for the following year.
- c.) A second Newsletter will be sent mid year.
- d.) A copy of the Newsletter will be sent to the RI Secretariat.

## **R8 DISTRICT ICFR COMMITTEES**

Shall comprise:-

a.) The ICFR District Chairman.

b.) The ICFR District Vice-Chairman.

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

c.) The Secretary/Treasurer - may be either one or two persons and either a Member(s) or an Associate(s) and shall be elected annually but shall not serve for a time longer than four (4) years.

d.) In addition to the above there shall be six (6) to nine (9) Committee Members (either Members and/or Associates), each serving for three (3) years, one third being elected each year by all that District's ICFR members and associates attending the ICFR District AGM and one third retiring each year

## **R9 ICFR DISTRICT COMMITTEE MEETINGS**

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

## **R10 ICFR DISTRICT ANNUAL GENERAL MEETINGS**

a.) The District Secretary shall give notification to all Members and Associates, other than children, grandchildren and/or foster children of those Members and Associates of all forthcoming meetings including the Annual General Meeting which should normally take place in the Spring. One notice per member and spouse shall be deemed to be sufficient.

b.) A special committee meeting should take place prior to the 31 March in order to draw up plans for rallies within the District for input into the ICFR Programme for the following year.

*The rally programme for any District may be augmented by individual members setting up a rally and passing it to the Programme Co-ordinator 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 ICFR District Rally or Spring Luncheon.

- c.) Districts may hold their AGM immediately after an ICFR District Luncheon if they wish. A post season Autumn or Christmas luncheon also may be organised, if desired.
- d.) The ICFR District Year for all purposes shall coincide with the national ICFR year and will be a calendar year, commencing on the 1 January and finishing on the 31 December.

### **R11 IMPREST ACCOUNTS FOR ICFR DISTRICT COMMITTEES**

- a.) An Imprest Account is available from the ICFR Treasurer for every ICFR District Committee. The exact amount to be agreed from time to time by the ICFR Committee.

ICFR District Treasurers should apply to the ICFR Treasurer for current details.

- b.) At the end of the District financial year, any balances over and above the current Imprest Account limit must be forwarded to the ICFR Treasurer or -
- c.) 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.

### **R12 COMMITTEE BALANCE SHEETS**

The District Balance Sheet should be forwarded to the ICFR Treasurer no later than the 10 January in order that it may be incorporated in the final ICFR Balance Sheet.

### **R13 FUNDS RAISED FROM DISTRICT RALLIES**

Funds raised from a rally arranged by a District together with a list of the Members and Associates attending each rally and a financial statement for that particular rally must be sent to the National ICFR Treasurer within three (3) weeks after the end of that Rally.

## **THE ORGANISATION OF ICFR RALLIES**

### **14 ICFR RALLY ORGANISING COMMITTEE**

- a.) The ICFR Rally Organising Committee shall comprise :-
  - i) ICFR Programme Secretary, who will chair the Committee
  - ii) ICFR President
  - iii) ICFR Vice-President
  - iv) ICFR Immediate Past President
  - v) ICFR Secretary
- b.) The ICFR Rally Organising 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.
- c.) The ICFR Rallies Committee shall have the power to authorise additional rallies in exceptional circumstances.

**R15 ORGANISATION OF THE ANNUAL RALLY PROGRAMME**

- a.) An "OFFER TO RUN A RALLY" form will be sent to every member (or pair of members) with their copy of the midsummer issue of the ICFR Newsletter.
- b.) Those members, associates, and District Committees volunteering to run rallies shall complete these forms and return them to the ICFR Programme Secretary by the 31 August at the latest.
- c.) The names of District Committee Officers for each District will be found in the ICFR Directory. Members and associates 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 well before the Autumn Fellowship Meeting.
- d.) The Programme Secretary, following discussions with District Committees and individual Rally Officers will then prepare a draft Rally Programme for consideration by the ICFR Committee at its Autumn meeting and subsequently by the full ICFR Membership at the Autumn Fellowship Meeting.
- e.) This draft programme, together with any alterations, amendments and late additions will be considered, approved and finalised by the ICFR Rally Committee following the Autumn Fellowship Meeting and subsequently published in the December/Winter issue of the ICFR Newsletter, listing the names, addresses and telephone numbers of the Rally Officers for every rally.
- f.) All Rally Officers from now on called Rally Marshals will be designated local supervisors. The Programme Secretary will issue them with :-
  - i) Individual copies of ICFR's Certificate of Exemption for the designated rally only and
  - ii) a signed statement that the rally is under the local supervision of, and in pursuance of arrangements made by the Fellowship.
- g.) No bookings for any rally are to be accepted by any Rally Marshal until after the Winter Newsletter has been posted to all members and Associates. The only exception is for:
  - i) International Rallies where early booking is essential and details have been well advertised.
  - ii) Overseas Rallies where publications of these Rallies could take place (if wished) in the Summer edition of 'News & Views' and bookings could be taken thereafter.
  - iii) RIBI and RI Conference Rallies which may be booked as soon as details are published for the Conference itself
- h.) A Rally should not be organised specifically to benefit a local Rotary Clubs Charity Event.

**R16 ICFR EXEMPTION CERTIFICATES FOR ORGANISING RALLIES FOR 5 NIGHTS AND ALSO UP TO 28 DAYS (ALL OUTSIDE THE NATIONAL PARKS)**

- a) On the 19 day of October 2009 the Secretary of State Natural England granted to ICFR a Certificate under the Caravan Sites and Control of Development Act 1960.

Under Paragraph 4, the Certificate permits ICFR to organise rallies of not more than twenty eight (28) days, providing notice has been given to the local planning authority and no objection to the proposed rally has been received from the said authority.

Under Paragraph 6 ICFR is permitted to use land as a Caravan site without planning permission for a period not exceeding five (5) days providing the consent of the landowner has been obtained.

- b.) The Certificate is issued to our Fellowship as an Organisation and NOT to individual members. Accordingly the only rallies which qualify are those arranged and fully supervised by ICFR and approved by the ICFR Rallies Committee under the following :-
  - i) The Certificate of Exemption issued on the 19 day of October 2009 by the Secretary of State for the Department of the Environment Transport and Regions and
  - ii) The Scottish Certificate of Exemption issued to ICFR in 2008 for rallies north of the border.
  - iii) A similar certificate issued by the Welsh Assembly
- c.) *All applications to run a rally for a period of longer than five (5) days under the Caravan Sites and control of Development Act 1960 must be sent to the Programme Secretary no later than the 31 August in the year preceding the rally.*

#### **R17 RULES GOVERNING RALLIES IN THE NATIONAL PARKS**

- a.) ICFR is affiliated to the Association of Caravan and Camping Exempted Organisations (ACCEO). Through this organisation ICFR. is able to organise rallies in the National Parks. Any Rally Marshal proposing to organise such a rally must contact the Programme Secretary (see below).
- b.) To organise a rally in the National Parks, application has to be made to the ICFR Programme Secretary by the 1 March in the year preceding the date you wish to organise a rally. The Programme secretary will then be able to apply to ACCEO on our behalf. (See ACCEO Information Sheet 4 1994 amended 1996) \* see Appendix for ACCEO Information.

#### **R18 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.

#### **R19 NEW ICFR RALLY MARSHALS**

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

#### **R20 EXTENSION OF ICFR THROUGHOUT THE WORLD**

Because International Rotary Caravanning brings together ever increasing numbers of Rotarians and their spouses from many countries, generating friendships and hospitality and enabling family and friends to meet in true friendship :-

- a.) ICFR shall encourage the formation of autonomous Rotary Caravanning Groups in any country or groups of countries within Rotary International.
- b.) Extension of the Rotary Caravanning Fellowship into further countries of the Rotary World will be effected in liaison with the Rotary International Fellowships Committee and with District Governors approval where appropriate

**R21 RELATIONSHIP TO ROTARY INTERNATIONAL (RI)  
AND ROTARY IN BRITAIN AND IRELAND (RIBI)**

**a.) Rotary International**

Rotary Fellowships (RF) is a Structured Programme of Rotary International effective 1 January 2002. Before 31 December 2001, this programme was administered as the Rotary Recreational and Vocational Fellowships (RRVF).

Rotarians who share a common interest in worthwhile recreational activities, or who are within the same business, professional or vocational field, or who share an interest in various health and medical issues, are encouraged to associate themselves in groups for the purpose of furthering international fellowship and service.

ICFR, being a recreational activity of Rotary International's Rotary Fellowships (abbreviated to RI/RF), is governed by the criteria for the operation of RI Fellowships as listed in the current Manual of Procedure (MoP) 2001 edition, on pages 91 to 93 and the RI publication "Recreational and Vocational Fellowships Handbook" 729-EN-(598) which include the following provisions:

- i) ICFR shall have a potential international membership base open to any interested and qualified Rotarian, and his/her spouse, each pledging a willingness to correspond and cooperate.
- ii) ICFR shall have for its objective and provide opportunities for the furtherance of acquaintance and fellowship among Rotarians exclusively, with no financial, commercial, or political goals, expressly or implied.
- iii) ICFR shall not engage in any kind of advocacy toward government entities, national organizations, or multinational organizations.
- iv) ICFR shall be self sustaining financially, administratively and otherwise and the President should be willing and able to serve as a member at large of the RF Task Force or Committee of RI.
- v) ICFR shall be organised and function in harmony with established Rotary policy and shall not use the Rotary name and emblem in any way contrary to established Rotary policy.
- vi) Recognition of ICFR by RI in no way implies legal, financial or other obligation or responsibility on the part of RI, or any other RI District or Rotary Club, other than co-operation in furtherance of activities along with other Fellowship groups participating in the RF programme of RI.
- vii) ICFR undertakes to respond to enquiries from members, potential members and the RI Secretariat.
- viii) ICFR shall conform with the RI requirement that RF Presidents will serve for a period of not less than two (2) years, and not more than three (3) years. [NB :- This requirement is further restricted by ICFR Rules to a two (2) year period of office

**Rotary in Britain and Ireland**

- i. It is recommended that 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.
- ii. ICFR both at National and District level, will co-operate with this policy and assist RI Districts

wherever possible to set up District RF Chairmen and Committees.

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## **ICFR CODE OF CONDUCT**

### **1. EXEMPTION CERTIFICATE ISSUED BY NATURAL ENGLAND**

This Code of Conduct is as determined by the Officers and Committee of ICFR in accordance with the ICFR Constitution. It is issued to safeguard both ICFR and ACCEO's Exemption Certificates and now includes the NE model Code of Conduct

#### **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 (See guidance e for Rally Marshals)

#### **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 objects.
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. "Notes for the Guidance of Rally Marshals" 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, 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.

## **Additional Notes on Conduct**

### **A. MEMBERS**

Throughout the Code of Conduct, the term "members" shall include Members and Associates who must, whilst attending an ICFR or ACCEO Rally, comply with all items of this Code. Members agreement when joining, that they will abide by and conform to the ICFR Constitution shall also include this Code of Conduct.

### **B. RALLIES ARE OPEN ONLY TO ICFR MEMBERS.**

### **C. PROOF OF MEMBERSHIP - ICFR WINDOW STICKER**

- a.) Proof of membership to be shown by all members.
- b.) A membership identification sticker is sent to all members. It is a condition of membership, that this sticker must be affixed to the front window of the members caravan. If this evidence of membership is not displayed as required, Rally marshals may refuse admission of any outfit to the rally.

### **D. THE NAMED RALLY MARSHAL**

is responsible for the conduct of the Rally and all members must comply with his/her Instructions.

### **E NOTES FOR THE GUIDANCE OF RALLY MARSHALS"**

**These are issued to every Rally Marshal who must ensure that they obtain a copy from the ICFR Programme Secretary well in advance of running the rally. This includes a copy of this Code of conduct. All items and conditions contained in The Code of Conduct must be enforced.**

### **F GENERAL BEHAVIOUR**

#### **a.) Land Owner's Property**

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

#### **b.) Member's Animals**

All animals are to be kept under control and must not be allowed to run loose on the rally field. Recommended length of lead, when tethered - a maximum of ten (10) feet, and the animals must be exercised away from the caravans. Poop a Scoops should be used to clear up after dogs.

#### **c.) 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. **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.**

#### **d.) Litter**

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

#### **e.) Noise**

Noise should be kept to a minimum from radios, televisions, generators and other sources

#### **f.) Wet Ground**

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

## **G PUBLIC HEALTH**

### **a.) Water Taps**

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

THE TWO USES MUST NEVER OVERLAP

### **c.) Members Chemical Closets and disposal of chemical treated sewage**

- i) Members must utilise their own chemical toilets properly charged with one of the proprietary based chemical fluids.
- ii) 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.
- iii) 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.

## **H ROAD SAFETY**

### **a.) Peak Traffic Times**

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.

### **b.) ICFR Florescent Arrows Signs**

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

### **c.) 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.

### **d.) Directional Signs on the Rally Field**

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

### **e.) Drive Carefully**

*Have a safe journey home, or to the next rally!*

## Appendix

### **ICFR Constitution**

Approved 1996 - amended 1997, 1998, 1999, 2003, 2004 (Oct) and 2005 (May)

#### **iv) ICFR Rules and Regulations and Code of Conduct**

Approved 1997 and 1999 - amended 2000, 2001, 2002, 2003, 2004 (Oct) and 2005 (May) 2009(Oct)

### **RI Manual of Procedure (MoP)**

This refers to the Rotary International Manual of Procedure 2001 Edition. A copy is held by the ICFR Secretary and also the RIBI District Secretary for your own District. If this differs from future editions any updating will be issued by the Secretary in the form of a supplement, providing that this in no way alters or amends either the ICFR Constitution or Rules. In which case the items in question will be referred to the ICFR Executive Committee.

*It is also available to all who wish to read it on the RI Internet web site.*

### **ACCEO Association of Camping and Caravanning Exempted Organisations**

The Information Sheets are held by the ICFR Secretary. District Secretaries may have copies on request.

NB. THE INTERNATIONAL CARAVANNING FELLOWSHIP OF ROTARIANS IS NOT AN AGENCY OF OR CONTROLLED BY ROTARY INTERNATIONAL.

### **Notes and Amendments**

**The following amendments were approved at the 2005 AGM under Rule 21 a), b) and c).**

Page 1 **ICFR CONSTITUTION 2005 REVISION**

Page 2 **7 Management of ICFR**

7c.) **APPOINTMENT OF TRUSTEES**

Page 3 **INDEMNITY** (See 7 b.) above

**ROLE OF THE TRUSTEES**

**DUTIES OF THE TRUSTEES**

Page 4 **9 ICFR OFFICERS AND TRUSTEES**

NOMINATED AS TRUSTEES a), d), e), h).

**10 OFFICERS/TRUSTEES TERM OF OFFICE**

NOMINATED TRUSTEES TERM OF OFFICE

**11 MEETINGS OF OFFICERS/TRUSTEES**

**12 ICFR EXECUTIVE COMMITTEE** 12a & d

Page 5 **14 RE-ELECTION OF OFFICERS ( NOMINATED TRUSTEES) AND COMMITTEE MEMBERS** 14a

Page 6 **19 NOTICE OF PROPOSED CHANGES TO THE CONSTITUTION** 19a.

Page 7 **ICFR RULES AND REGULATIONS 2005 REVISION**

**R3 AGENDA FOR ICFR AGM**

g.) & i.)

Page 11 **R 15 ORGANISATION OF THE ANNUAL RALLY PROGRAMME**

f.) & g.)

Page 14 **ICFR CODE OF CONDUCT**

Under

**2. EXEMPTION CERTIFICATE ISSUED BY THE Natural England**

Now includes the NE model Code of Conduct Annex 2 model codes 1, 2-7, 10

and

12:

**I Introduction** Code 1

**II Venue** Codes 2-6.

**III Nuisance** Code 7

Page 16 **GENERAL BEHAVIOUR**

9 c.) Code 10:

Page 17. **13. ROAD SAFETY**

a.) **Peak Traffic Times.** Code 12

Page 18 **Appendix**

**ICFR Constitution**

Amended 2004 (Oct ) and 2005 (May)

**ICFR Rules and Regulations and Code of Conduct**

Amended 2004 (Oct) and 2005 (May).

**Amendments approved at 2008 AGM**

Delete Camping from para 2a page 1

Amend para. 7a 7c page 2

Amend para. 10 term of Officers now 3 years page 4

Delete para. 11

Amend para.12b now 9 members page 4

Amend para.12e page 4

*To be approved at AGM 2010 Pages 3, 14-16 rewrite to meet NE Standard*

**Notes and future Amendments**