

Chapter Information Guide

'The Blue Book'



To assist in the running of chapters & special interest groups.



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ABOUT THE BLUE BOOK

This book is intended for use by the members of chapters and special interest groups (SIGs) of the Campervan and Motorhome Club of Australia Limited (CMCA). It is especially recommended to incoming committee members as a guide to the proper and efficient conduct of a CMCA chapter or SIG.

The CMCA Constitution is the over-ruling document and always takes precedence. Although the Blue Book is a valuable guide, it must be read in conjunction with the CMCA Constitution and incoming committee members should familiarise themselves with the requirements of both documents.

Further information or specific advice in regard to chapter or SIG management may be obtained by contacting CMCA National Headquarters (NHQ) and speaking to the Office Manager (See CMCA CONTACTS, Page 6).

READING THE BLUE BOOK

The Blue Book is intended to be a friendly and usable document, and we hope that all members will refer to it and benefit from it. Accordingly, if you can see any way in which it might be improved, or if you can point out omissions, errors or ambiguities, please contact CMCA NHQ and let the Office Manager know about it by email or phone (See CMCA CONTACTS, Page 6).

CURRENCY

The Blue Book is a controlled document and cannot be altered without approval. In the footer there is a date (typically written as: 010815), which represents the date of the last amendment. If you compare that date to the latest approved version you will be able to determine whether the copy you are reading is still current.

FURTHER READING

- CMCA Constitution
- Social Media Policy
- Volunteer Expense Reimbursement Policy
- Forum Guidelines
- Annual Chapter Update Form
- Chapter Meeting & Gathering Attendance Form
- Chapter Transfer Form

Copies of these documents can be obtained from CMCA NHQ or the Club website.

DEFINITIONS

See DEFINITIONS, Page 29.

SECTION 1

GENERAL CLUB INFORMATION

HISTORY

CMCA was founded in Tweed Heads on 11 April, 1986, by Don and Erica Whitworth. The New South Wales couple believed that many other travellers would share in their enthusiasm and join the young club; their confidence was extremely well founded.

The not-for-profit organisation achieved several milestones in the early years of operation, going from strength to strength each year. The first issue of the Club magazine, *The Wanderer*, was published on 1 May, 1986, and the establishment of the first chapter, the Sydney Wanderers, took place in February, 1987, followed closely by the Hunter Coastal Wanderers chapter, which formed just one week later.

It was then in 1988 that the Club held the first of its annual Anniversary and National rallies, and in the same year CMCA was also incorporated as an Association.

The Club continued to experience phenomenal growth, signing the 10,000th member in 1997, becoming a Company Limited by Guarantee on 10 January, 2001, with John Fillingham elected as the first chairman of the board, and on 9 February, 2002, the CMCA NHQ building was officially opened in Newcastle, NSW.

CMCA is now recognised as the largest recreational vehicle (RV) club in the southern hemisphere and continues to experience dynamic growth with an average of 700 new members joining the Club each month. This strong growth provides the board with the certainty required to develop new areas of activity and enhanced member benefits.

At the beginning of 2015 CMCA had over 66,000 members and a fleet of more than 31,000 vehicles, including a variety of motorhomes and campervans, as well as caravans, fifth wheelers and camper trailers.

The Club attracts members both nationally and internationally with memberships ranging from Australia, New Zealand, the United Kingdom and the United States of America. At the beginning of 2015 there were 100 chapters, spread across Australia, and around 36,000 copies of *The Wanderer* distributed monthly.

Vale Don Whitworth OAM N001

Don Whitworth passed away on 9 March, 2015. Don will always be remembered as a good friend and the founding member of CMCA. He will be sadly missed.



Erica & Don Whitworth N001

FUNCTIONS

At Board Level

- Leave No Trace® (LNT) Program
- CMCA/Kea Dump Point Subsidy Program
- Member Stop Over (MSO) Facility
- RV Friendly Program
- Member Advantages
- Fellowship Directory
- RV Parks

At Club Level

- Anniversary rally – March / April.
- National rally – September / October.

At the national rally, the Club's annual general meeting (AGM) is held, and reports are received from the board and sub-committees. Every effort is made to ensure that rallies are held equally around Australia and that all rallies are managed and run by volunteers.

At Chapter Level

- Most chapters have a monthly 'gathering' as well as other social activities.
- Local chapters often contribute significantly to CMCA rallies held in their area of operation.

NOTE: In any situation where you may need advice with regard to chapter management, protocol or administration, please feel free to contact CMCA NHQ and speak to the Office Manager.

CMCA CONTACTS

Street Address: 49 The Avenue, Wickham (Newcastle) NSW 2293

Postal Address: PO Box 254, HRMC Warabrook, NSW 2310

Ph: 02 4978 8788

Fax: 02 4978 8799

Email: enquiries@cmca.net.au

Web: www.cmca.net.au

Facebook: www.facebook.com/CampervanandMotorhomeClubOfAustralia

YouTube: www.youtube.com/user/CMCAChannel

Chief Executive Officer: Richard Barwick, E: richardbarwick@cmca.net.au

Office Manager: Colin Thompson, E: colinthompson@cmca.net.au

General Enquiries: enquiries@cmca.net.au

The Wanderer: editorial@cmca.net.au

ABN: 16 095 568 157

KEN TAME & ASSOCIATES INSURANCE CONTACTS

All CMCA RV Insurance Program enquiries should be directed to Ken Tame & Associates Pty Ltd.

Postal address: PO Box 2390 Kew, Victoria 3101

Emergency Towing Assistance 24hrs: 1800 731 912

Ph: 03 9853 5555 (for after hours service please call 03 9853 5555 and assistance numbers will be provided)

Fax: 03 9853 5554

Email: info@kentame.com.au

Web: www.kentame.com.au

AFFILIATED CLUBS & ASSOCIATIONS

CMCA has an affiliation/association with the following clubs:

Australia:

National Association of Caravan Clubs. Australasian Touring Caravan. Motorhome & Camping Club Inc.

Canada:

Explorer RV Club

Ireland:

Irish Motor Caravan Club. Motor Caravan Club of Ireland

New Zealand:

New Zealand Motor Caravan Association

United Kingdom:

The Motor Caravanners Club Ltd. The Caravan Club

United States of America:

Escapees Inc. Good Sam Club. Family Motor Coach Association

CLASSES OF MEMBERSHIP

See *CMCA Constitution, Clauses 8 and 9.*

Ordinary Member

A member who owns a qualifying vehicle (vehicle details must be provided). Ordinary members are entitled to all rights and privileges.

Associate Member

A member who does not own a qualifying vehicle, but expresses an interest in motorhoming. Associate members are not entitled to put forward motions or vote on company matters. They are welcome to attend any CMCA function including rallies and chapter and SIG events.

Life Member

Members who, in the opinion of the board, have rendered outstanding service or assistance to the Club. Life members (an honorary membership) are entitled to the same rights and privileges as ordinary members.

Note: Two names may appear on any membership and both individuals are entitled to the same rights and privileges.

FEES

The annual fee, which is due on the anniversary date of joining, includes an automatic subscription to the Club magazine, *The Wanderer*. Extra postage costs may be incurred for overseas members. Please make all cheques/money orders payable to CMCA Ltd.

PUBLICATIONS

The Wanderer

The Club publishes a monthly magazine called *The Wanderer*, which forms the primary communication link with the membership. *The Wanderer* is circulated in hard copy and electronically. Its content may include:

- Notice of meetings and functions.
- Messages from the directors and reports on their activities.
- Details of CMCA rallies.
- Details of RV Friendly Towns and Destinations.
- Trade advertising and articles.
- Technical articles.

Members are encouraged to submit material (text and photographs) for publication in *The Wanderer*, as well as photographs for inclusion in the CMCA Calendar.

Newsletter

A digital newsletter is issued on a monthly basis and is forwarded to members who have registered a current email address with CMCA NHQ.

Calendar

A CMCA calendar is created using spectacular imagery captured and submitted by various members. The calendar is sent complimentary with an issue of *The Wanderer* each year.

Annual Report

At the close of each Annual General Meeting the Club compiles the director's report, the auditors' independence declaration and the financial statements into an Annual Report, which is then sent complimentary with an issue of *The Wanderer* and is also available on the CMCA website.

ADVERTISING

Members' Market (appears monthly in *The Wanderer*)

Members' Market is a medium for CMCA members to advertise their qualifying vehicles (motorhomes, fifth wheelers, slide-ons and campervans) and passenger cars for sale.

A Members' Market advertisement is published on the CMCA website, as well as in *The Wanderer* magazine. For current advertising rates and publication dates, please visit www.cmca.net.au or see the Members' Market page in *The Wanderer* for full details.

Commercial Advertising

Commercial advertising opportunities are available in *The Wanderer*, the CMCA Calendar, and on the following websites: www.cmca.net.au and www.rvpages.com.au

Commercial rates and conditions are available from The Intermedia Group:

Advertising Manager

Ph: 02 9288 9157

Email: Serena.Prasad@bauerxcelmedia.com.au

CLUB SHOP

Visit www.cmca.net.au for a complete list of products available from the Club Shop. Purchases can be made online or by contacting CMCA NHQ by phone (See Section 1, CMCA Contacts).

Chapters receive a discount on bulk orders; contact CMCA NHQ prior to placing a bulk order.

SECTION 2

CHAPTERS

Chapters are locally based groups of CMCA members who meet under the auspices of the CMCA for gatherings and trips away in their RV. At date of print there were 101 chapters established across Australia.

Not all CMCA members join chapters, but chapter membership is encouraged so that members can enjoy a wider range of social contact and fellowship.

Most local chapters have casual, social gatherings (which are often also called functions or meetings) on a regular basis during the year - usually monthly. Details of venues, dates and contact details must be published in advance in the Social Events Calendar section of *The Wanderer* and on the CMCA website at www.cmca.net.au/events/chapter-sig-events

Any financial member is welcome to attend any Club, chapter or SIG activity.

Reports of previous gatherings are published via the website in 'Happenings' following the event at www.cmca.net.au/about-us/chapter-sig/happenings

SIGs are similar to chapters but members of SIGs share an additional, common interest, such as high frequency radio, big rigs or solo travel. See ABOUT SPECIAL INTEREST GROUPS, page 20.

Note: The CMCA Constitution requires that SIGs be treated as chapters and any reference to chapters in this manual is deemed to include SIGs. See Section 4 of the CMCA Constitution for further information about SIGs.

Chapters are subject to the terms and conditions as set out in Clauses 15 and 30 of the CMCA Constitution.

Members may join any one (1) chapter. A member may not continue to be a member of two (2) chapters. It is permissible to be a member of more than one SIG, as well as one chapter.

Chapters are not separate entities. They may not have a separate constitution or by-laws, or issue separate membership numbers. Property or assets held by a chapter is held on behalf of the parent body, CMCA.

No member (other than a board member) is permitted to represent or make statements on behalf of the CMCA without authorisation from CMCA NHQ.

Members of the board may not hold office (president, secretary or treasurer) on a chapter committee.



Enjoy being part of a chapter

CHAPTER FORMATION

The creation of a new chapter, in any part of Australia, will be encouraged by the board provided there is sufficient member enthusiasm for its formation.

Formation of a new chapter may be initiated by:

- An approach from CMCA NHQ to a member or members.
- An approach to CMCA NHQ from a member or members.
- An approach to CMCA NHQ on behalf of a well-established chapter that has grown to a point where it is felt desirable to sponsor the formation of a new, geographically adjacent, chapter.

A request made to the board for approval of a chapter should advise:

- The name and contact details of the convenor.
- The nature of the area of operation and any special characteristics of the proposed chapter.
- Three (3) proposed chapter names, listed in order of preference.

When a member formally joins a new or existing chapter, it then becomes that member's chapter. If already registered with another chapter, the member must then notify the secretary of the original chapter to remove their name from the register. It is not possible to continue to be a member of more than one chapter.

CHAPTER SIZE AND NUMBER

A new chapter requires a minimum of ten supporting members, comprising ten vehicles, who must also nominate it as their chapter and resign from any other chapter.

There is no limit placed on the number or location of chapters as it is envisaged that smaller groups build fellowship and camaraderie between the members.

CHAPTER NAMES

Chapter names should be styled as: 'CMCA [agreed name] Chapter'.

Three possible names for the proposed chapter, listed in order of preference, should be forwarded to CMCA NHQ for consideration by the board. Imaginative, light-hearted names are encouraged, e.g. 'CMCA - Harbour City Wanderers Chapter' or 'CMCA - Melbourne Meanderers Chapter'.

NOTE: To avoid disappointment it is strongly recommended that the proposed names for a new chapter be submitted for 'approval in principle' to the board well in advance of the inaugural meeting. This will help avoid the possibility of an unsuitable name being enthusiastically adopted at the meeting.

Since chapters are locally based, names must not include the words: Australia, Australian, state, territory, or any state or territory names. Nor should they be similar to the names of existing chapters.

Chapters are authorised to use the identification 'A Chapter of CMCA' and may use the blue CMCA logo for non-commercial purposes, e.g. on a chapter letterhead and/or envelope.

CHAPTER RECRUITMENT

Space will be made in the Club magazine, *The Wanderer*, to provide advance notice of:

- The chapter's inaugural meeting.
- The convener's contact details.
- Any specific characteristics/activities proposed for the chapter.

Notice of the inaugural event for publication should be lodged with CMCA NHQ before the first day of the month, prior to publication in *The Wanderer* (i.e. received at CMCA NHQ prior to 01 June for the July issue).

It is suggested that extra effort and energy go into the formation meeting/s in order to encourage prospective members.

Conveners of a proposed chapter will be supplied with a contact list of financial Club members who are registered in the area of operation of the proposed chapter. The list, showing name and phone number only, will be compiled in response to the convener providing a range of postcodes.

Note: Some members may not want to or be in a position to participate in chapter activities and although the special status of being a foundation member of a chapter may be emphasised, only one approach should be made.

It is suggested that invitations to an inaugural chapter gathering be sent out at least three weeks in advance.

CHAPTER APPROVAL

Formation of a new chapter will not be unreasonably withheld, but the board's approval will be required prior to publication of the formation notice in *The Wanderer*.

At the formation meeting, chapter office bearers - president, secretary and treasurer - should be democratically elected. Other committee positions may be elected, but president, secretary and treasurer are a minimum.

Only those members who have joined the new chapter are eligible to vote for, or be elected as, office bearers at the formation meeting. Visiting CMCA members who may be present to lend moral support are not eligible.

Within 30 days of the meeting the new president or secretary must advise CMCA NHQ of:

- The names of the three elected office bearers and their respective positions.
- The name of the chapter (chosen from those already approved in principle).
- Contact details of the chapter for insertion in *The Wanderer*.
- A list of initial (foundation) members.

Newly formed chapters are entitled to a grant of \$100.00 from CMCA NHQ to assist with formation costs. If this amount is not sufficient to cover reasonable 'out of pocket' expenses incurred in forming the chapter, the convener should forward details of any extra expenditure to CMCA NHQ for consideration.

CHAPTER FEES

No membership fee or subscription may be levied by chapters, although a modest attendance fee may be set at chapter functions to offset costs. A fee may also be levied to cover the cost of a chapter newsletter (administration), or other services or benefits that might be welcomed by chapter members.

Any fundraising for chapter needs is at the discretion of the chapter committee, unless some aspect thereof becomes the subject of a complaint to the board. (See Section 3, Chapter Disputes, and CMCA Constitution, Parts 16 and 18)

CHAPTER BANNER

At the next Anniversary or National rally, after a new chapter's formation, the chapter president or a chapter representative will be formally presented with the Club banner and an attached chapter name strip.

SECTION 3

CHAPTER MANAGEMENT

CHAPTER IDENTIFICATION

- The Club banner and chapter name strip should be displayed at all chapter functions and at CMCA rallies.
- A chapter may adopt a symbol or logo to readily identify it from other chapters. The prior approval of a suggested design should be obtained from CMCA NHQ, but approval will not be unreasonably with-held. It should, however, be demonstrated that a majority of the chapter members are in favour of the submitted design.
- Logos/symbols may be typically used on a chapter letterhead, badge, banner/flag, shirt, etc.
- A chapter symbol or logo must incorporate the chapter's name and must clearly identify the chapter as part of the CMCA. The following formats may be used:
 - o [Chapter name], a chapter of the CMCA;
 - o [Chapter name], CMCA chapter no. ##; or
 - o CMCA [chapter name].

Note: In the latter case, the anagram 'CMCA' must appear above or in front of the chapter's name.

Note: The CMCA (blue) logo must not form part of the chapter symbol. In designs where size is critical, such as lapel/hat badges, the anagram 'CMCA' may be used.

When a chapter elects to have a banner or flag:

- It may not be larger than the CMCA banner or CMCA flag.
- The chapter banner or flag may never be displayed without a CMCA banner or a CMCA flag displayed ahead of, or above, the chapter banner or flag.

CHAPTER OBJECTS

Office bearers should be aware of the stated objects of the Company, and its chapters, as set out in Part 6 of the CMCA Constitution.

Office bearers should also work towards:

- Forming an effective and co-operative relationship with the CMCA board in the operation of the Club and the chapter.
- Helping in the promotion of CMCA activities and encourage owners, and persons interested in motorhomes, campervans, caravans, fifth wheelers, camper trailers and the RV lifestyle to join the Club.
- Promoting local regular activities, for the enjoyment of the chapter members. Typical activities include weekend gatherings, dining, bush camps, volunteering, trips away, etc.
- Keeping chapter members informed of chapter business and activities through the Social Events Calendar section of *The Wanderer* and the Club website Chapter / SIG Events section.
- Making all visiting CMCA members welcome at all chapter functions.

CHAPTER CONDUCT

Any financial member of the CMCA is eligible to participate in the activities of any chapter and should abide by the CMCA Wanderers' Pledge.

Wanderers' Pledge

- To unite in a bond of friendship, good fellowship and mutual understanding.
- To hold a member's friendship as an end not as a means.
- To bear in mind my obligations as a citizen of my nation.
- To aid my fellow members, give sympathy to those in distress and to help in time of need.
- To travel our beautiful country taking nothing but photographs and leaving nothing but tyre tracks and footprints.
- To be careful with my criticism and liberal with my praise.

Note: The CMCA Constitution (Clause 13) states that any Club member is entitled to 'attend and participate in all activities of the company and its chapters . . .'

A Club member failing to renew his/her membership of the CMCA automatically forfeits the right to participate in chapter activities.

The chapter secretary or treasurer shall maintain a register of Club members who have nominated the chapter as their home chapter, and use this register to ensure that only members listed in it exercise a vote, put motions, or stand for election (The Chapter Meeting & Gathering Attendance Form can be printed off the CMCA website or obtained from NHQ).

The chapter secretary shall maintain an attendance record of all members attending an advertised chapter activity. This record may be required in the event of a future insurance related matter. (The Chapter Meeting & Gathering Attendance Form can be printed off the CMCA website or obtained from NHQ).

Note: Individuals remain chapter members until notifying the chapter secretary otherwise. Care should be taken to preserve the membership status of members who may be temporarily absent as a result of illness or travel. Similarly, the names of deceased members should be promptly removed so that no further material or news is sent.

For a chapter meeting to be properly convened, it must be advertised in *The Wanderer* and at least one office bearer (president, secretary or treasurer) should be present. (See ANNUAL AND GENERAL MEETINGS, Page 15)

CHAPTER OFFICE BEARERS

Chapter office bearers should be no less than a president, secretary and treasurer. Other committee members, e.g. vice president, membership officer, etc., may be elected as deemed necessary to effectively conduct the chapter's activities, but they are not considered office bearers under the terms of the CMCA Constitution. (See OFFICE BEARER DUTIES, Page 16)

Office bearers shall be elected at the AGM of the chapter and shall take up office at the conclusion of the meeting. All positions are automatically declared vacant at the AGM.

Nominations of candidates for election as office bearers can either be in writing, addressed to the chapter secretary, or if there are insufficient nominations, may be called for during the election at the chapter's AGM. Nominations for office bearers should be endorsed by two chapter members. Candidates for office and the members nominating them must be financial members of the CMCA and listed in the 'Chapter Membership Register' of the chapter.

Prior to conducting the election of office bearers where more than one candidate has nominated for a particular position the chairperson should announce whether the voting procedure will be by show-of-hands or by ballot.

Postal or proxy votes are not permitted at chapter level. Only financial, ordinary or life members who are physically present at the meeting are entitled to vote.

CHAPTER COMMITTEE

A president, secretary, treasurer and any other elected members shall comprise the chapter committee, whose principal functions will be to:

- Oversee the administration of the chapter.
- Ensure the agreed-to wishes of chapter members are properly carried out.
- Ensure that the requirements of the CMCA Constitution and any directives of the board and CMCA NHQ are met.

In the event of a casual vacancy occurring in the chapter committee, the committee may, at their discretion, appoint a member of the chapter to fill the vacancy until the chapter's next AGM.

The committee, by a majority vote, may declare a casual vacancy if a committee member fails to attend three (3) consecutive committee meetings without good reason and without providing proper advice and/or apology.

A chapter forum is held at Anniversary and National rallies and each chapter is entitled to be represented by two office bearers, or other members of the chapter. CMCA NHQ will contact the chapter requesting the nomination of two members to attend the forum.

The chapter forum is a valuable opportunity for frank and open discussions between the members of the board, CMCA management and staff, and chapter delegates.

Note: The board recognises that CMCA members are responsible citizens and embrace the principles of the Wanderers' Pledge (See Page 13). Chapter committee members should bear in mind that members do not need, or welcome, excessive regulation.

ANNUAL AND GENERAL MEETINGS (AGM)

Adequate notification of meetings must be provided via a notice in *The Wanderer* and the CMCA website.

Chapters should schedule their AGMs to fall between 1 August and 31 December. New chapters formed after 1 July in any year need not hold their first AGM until the following year. Notice of the AGM must be published in the Social Events Calendar section of *The Wanderer* and on the Club website two months prior to the meeting. All positions are declared vacant and a new committee is elected, but sitting members may stand and be re-elected to positions for the following year.

Minutes of the chapter's AGM must be forwarded to CMCA NHQ, addressed for the attention of the office manager, within thirty (30) days of the meeting. The list of chapter contacts, which appears in *The Wanderer*, will be amended following receipt of these minutes.

At least three (3) chapter general meetings should be held each year, one of which may be the chapter's AGM. It would, therefore, be expected that a chapter general meeting would be held every three or four months. These meetings should normally be held at a chapter function and should be announced in advance in the Social Events Calendar section of *The Wanderer*.

At any properly convened meeting of a chapter, the act of a majority of those chapter members present, and who are listed in the 'Chapter Register', shall be the act of the entire chapter. This means that the usual practice of ensuring that a quorum exists is not necessary.

Note: Although there is no need for a quorum, any meeting which has not been properly advertised, or at which an elected office bearer (president, secretary or treasurer) is not in attendance, is not properly convened and any vote or decision taken at the meeting has no effect.

CHAPTER FUNCTIONS — INSURANCE

The chapter secretary (or other member delegated by the chapter president) must advise CMCA NHQ of the dates of forthcoming chapter functions for publication in the Social Events Calendar section of *The Wanderer* and the website.

Details of chapter gatherings can be submitted online by visiting the Chapter / SIG Events page on the CMCA website.

The notices should be less than 300 characters including spaces and should provide information such as special directions, whether pets are permitted, attendance fees, etc., as well as who, what, when, and where.

If submitted before the first day of a month, the notice will be published the following month. That is, if received before 1 January, it will be published in the February edition of *The Wanderer*.

Note: If for some reason a Chapter or SIG does not want a notice of a function published in *The Wanderer*, or if there is insufficient time to publish the notice, or if there is a change of venue or date, CMCA NHQ must be promptly advised in order to ensure insurance arrangements are in place.

Note: The CMCA Constitution (Clause 13) states that any Club member is entitled to '...attend and participate in all activities of the company and its chapters'.

CHAPTER FINANCES

The chapter treasurer shall maintain an appropriate account of chapter incomes and expenses for the financial year. The chapter's annual financial statement should be presented at, and be attached to the minutes of, the chapter's AGM. (See ANNUAL AND GENERAL MEETINGS, Page15)

Chapters should not accumulate large reserves of cash. Excess funds should be used to subsidise activities such as a Christmas party, barbecues, or the purchase of equipment for future chapter use.

Any significant expenditure of chapter funds, should be clearly explained to, and voted upon, by the chapter members. In this way, office bearers can be comfortable that purchases and donations are not seen as biased towards pet projects or favorite suppliers.

Bank accounts operated by the chapter shall be in the name of 'CMCA Ltd. [chapter name]'

The chapter treasurer shall maintain an up to date record of any chapter equipment/assets and forward a copy annually to CMCA NHQ for inclusion in the Club's equipment insurance cover.

The CMCA Constitution makes it clear that a chapter is not a separately constituted body. Therefore, chapters are unable to own property in their own right, but they may hold it for and on behalf of the CMCA. (Clauses 15.2, a and b.)

Although all chapter assets are the property of CMCA, the chapter, via its elected office bearers, has day-to-day control of the equipment and funds.

In the event of a chapter ceasing to operate, all assets are to be transferred to CMCA NHQ for possible use by another, or newly formed, chapter.

CHAPTER INVOLVEMENT IN MAJOR RALLIES

Staging and management of the Club's rallies, the Anniversary rally and the National rally, has grown far too large for chapters to run independently.

However, local chapter involvement in various aspects of their management is welcome and vital to the success of rallies.

The appointment of a rally manager and choice of venue must be agreed by the board. A Rally Procedures Manual will be made available for the rally manager.

Chapters interested in being involved in a major rally should contact CMCA NHQ. As a general rule, planning of a major CMCA rally begins at least 24 months in advance.

CHAPTER DISPUTES

In the event of an irreconcilable dispute between or within chapters, the matter should be promptly referred to the board in writing. Any decision made by the board shall be accepted as final. (CMCA Constitution: Part 16.)

OFFICE BEARER DUTIES

The following guidelines will assist office bearers in their roles, and in the administration of the chapter. Duties should be executed in accordance with the requirements of the board and the agreed-to wishes of the chapter members. They are not in any order of priority, nor are they necessarily complete.

Office bearers, and chapter presidents in particular, are encouraged to familiarise themselves with correct meeting procedure to avoid possible friction. Roberts Rules of Order is generally considered the best and most useful guide in this regard. www.robertsrules.com

Chapter President

A chapter president should:

- Be conversant with the CMCA Constitution and The Blue Book, and ensure that chapter affairs meet their requirements.
- Prepare, or have prepared, an agenda for all chapter committee members and general meetings.
- Call at least three general meetings (including the chapter's AGM) during his/her term of office.
- Call an AGM between 1 August and 31 December, and present a brief report on the chapter's activities for the year.
- Control and moderate meetings, and discussion, in an impartial, tactful and business-like manner.
- Establish and maintain a good public image with the wider community to further the objects of the CMCA.
- Effectively preside over the activities of the chapter, in accordance with the guidelines issued by the board, by demonstrating good leadership and appropriate delegation of responsibility to committee and chapter members.
- Confer with the NHQ Office Manager, or a responsible board member, on any aspects of chapter management.
- Keep members fully informed about any board or CMCA activities that might have an impact on chapter affairs.
- Continue to communicate the committee's affairs via minutes and regular updates.
- Attend or appoint a delegate to represent the chapter members at chapter forums and ensure that members are fully briefed on the outcomes.

Chapter Vice President

The position of vice president is not mandatory under the requirements of the CMCA Constitution.

A chapter vice president (if one is elected) should:

- Actively support the chapter president in his/her duties as listed above.
- Develop a knowledge of the CMCA Constitution and The Blue Book, and understand the role of president.
- Be prepared to act as chapter president in the event of unforeseen circumstances.

Note: The vice president is a president in waiting. It may be better to leave this position vacant and continue to try to fill it with a suitable person at a later date, rather than appoint a member who may not be prepared, or able, to assume the position in the event of the elected president being unable to perform his/her duties.

Chapter Secretary

A chapter secretary should:

- Actively assist the president with the administration of the chapter in accordance with the CMCA Constitution, The Blue Book, and advice issued by the board from time to time.
- Assist the president in the preparation and distribution of meeting agendas.
- Accurately record and arrange for distribution of the minutes of committee and general meetings.
- Handle all chapter correspondence in an effective and timely manner, and keep appropriate records.
- Report to chapter supporters on business arising from meeting minutes and on any CMCA matters as instructed by the board or CMCA NHQ.
- If absent from meetings, delegate another committee member (in conjunction with the president) to perform the secretary's function.
- Give at least two (2) months' notice of a chapter AGM in the Social Events Calendar section of *The Wanderer* and make committee nomination forms available to chapter members.
- Forward a copy of the chapter AGM minutes, within thirty (30) days of the meeting, noting any changes of committee - president, secretary or treasurer (whenever they occur) - to CMCA NHQ.
- Maintain a current 'Chapter Register' of chapter members and advise CMCA NHQ of any additions/deletions so that the Club records can be updated. Ensure that only those members listed on the register vote at chapter meetings.
- Liaise with other committee members and/or chapter members on relevant and assigned issues, and ensure the preparation and submission of the chapter Social Events Calendar and Happenings each month is submitted.
- Ensure that an attendance register is available and signed by members and visitors at gatherings.

Chapter Treasurer

The chapter treasurer is responsible for the efficient and business-like handling of chapter finances and should:

- Systematically and clearly record all transactions in the chapter's books of account.
- Safely file all relevant financial documents, such as invoices, receipts, petty cash and other vouchers, bank passbooks/statements, etc.
- Prepare financial statements and present them at chapter meetings.
- Prepare an annual financial statement, which is to be presented at the chapter's AGM.
- Complete the 'Annual Chapter Update' form and forward a copy to CMCA NHQ within thirty (30) days of the chapter's AGM so that the assets can be correctly noted in the Club's insurance policy. (Treasurers should liaise with the chapter secretary in relation to the completion of this form, the required attachments and means of dispatch to CMCA NHQ.)
- Liaise with the chapter secretary to ensure that only financial Club members are listed in the 'Chapter Register'. This can be achieved by the use of an attendance sheet, which is designed to collect this information.

USE OF CLUB LOGO

Any use of the Club logos must have the prior approval of CMCA NHQ. Full details of the proposed use, together with an image of the proposed design, should be submitted to CMCA NHQ for consideration and approval.

The board may allow the following approved logo/mark/identifier:

- The blue, copyright logo, generally referred to as the 'steering wheel' logo, which incorporates the standard road-sign symbols for food and accommodation, i.e. knife/fork/cup and saucer and bed, is regarded as the CMCA identifying mark.

Use of an Approved Logo

The (blue) CMCA logo must always appear with a 'reflex blue' background or equivalent, and with white lettering and symbols.

The alternate use of red, gold or silver lettering and symbols may be considered depending upon the application, e.g. insurance scheme, metal plaques, rally souvenirs, etc.

In any stand-alone application, to ensure clarity, the logo should never appear smaller than 20mm x 17mm.

Note: CMCA NHQ must give prior approval for any use of the Club logo, other than as described under the heading USE OF CLUB LOGO.

CHAPTER WEBSITES

Chapters and SIGs may establish a website, Facebook or use other social media to facilitate communication with members and potential members. Content, however, shall be limited to factual and promotional matters on behalf of the chapter or SIG, and is to be restricted to:

- Contact details for the chapter or SIG;
- The particular nature and/or history of the chapter or SIG;
- Promotions and details of forthcoming gatherings;
- A calendar of forthcoming gatherings;
- Reports of concluded gatherings;
- Internal news, subject to approval by any person(s) mentioned in the news; and
- Photographs taken at gatherings, subject to approval by any person(s) shown in the images.

Upon request, a link to the website, Facebook page, or other social media hub will be placed in the Chapter/SIG Directory on the CMCA website.

Neither chapters nor SIGs may establish a 'Bulletin Board' or 'Chat Room', as defamatory, libelous, or otherwise undesirable material could be shared putting the CMCA at risk.

Any chapter or SIG that has prepared a website, Facebook page, or similar social media should submit full details of the site/page/media to CMCA NHQ for final approval prior to publication online. A social media policy can be obtained from CMCA NHQ or the CMCA website.

When the site/page has been checked and approved by CMCA NHQ and CMCA legal advisers, written authority will be granted for the site/page to be published.

When the site/page has been published, written authority should be obtained from CMCA NHQ prior to any additional links/categories being added to the site.

SECTION 4

SPECIAL INTEREST GROUPS (SIGs)

ABOUT SPECIAL INTEREST GROUPS

SIGs are similar to Chapters: ' . . . a group of CMCA members who meet under the auspices of the CMCA . . .', but as well as sharing the goals and philosophy of a chapter, members of SIGs share an added, common interest such as being solo travellers, ownership of big rigs, being full-time on the road, or having an interest in HF Radio etc.

Objectives

As well the typical objectives of a chapter, SIGS support and encourage further education in, and development of, a common interest or lifestyle.

Structure

SIGs must:

- Generally comply with the requirements for chapters as set out in Sections 1 and 2 of this document and Part 15 of the CMCA Constitution. SIG committee members are encouraged to contact CMCA NHQ and speak to the Office Manager for advice or guidance.
- Continue to have a working committee (president, secretary and treasurer).
- Remain a part of the CMCA.
- Welcome all CMCA Members as visitors.
- Be non-political and non-competitive.

Membership

- SIGs require a minimum of 10 CMCA memberships to form.
- SIGs require a minimum of 100 CMCA memberships to qualify for a banner and be listed in *The Wanderer*.
- Members of SIGs must remain financial members of CMCA.
- CMCA NHQ will provide a \$100 grant upon the initial formation of the SIG.
- Members of SIGs must meet the particular primary criteria relating to the SIG. For example:
 - HF Radio Users Network - own or operate a HF Radio.
 - National Fifth Wheelers Network - own or jointly own a 'Fifth Wheeler'.
 - Solos' Network - a person who attends all Solos' Network functions as one person in one vehicle (carers and their charges are exempt).
 - The Big Rigs Clan - must own or jointly own a vehicle commonly described as a 'Big Rig' (over 10 metres in length).

When a member no longer meets the primary criteria of the SIG, the member is no longer eligible to be a member of the SIG and should resign.

CMCA members may join more than one SIG, provided that they meet the primary criteria, as well as one (1) chapter.

Meetings of SIGs

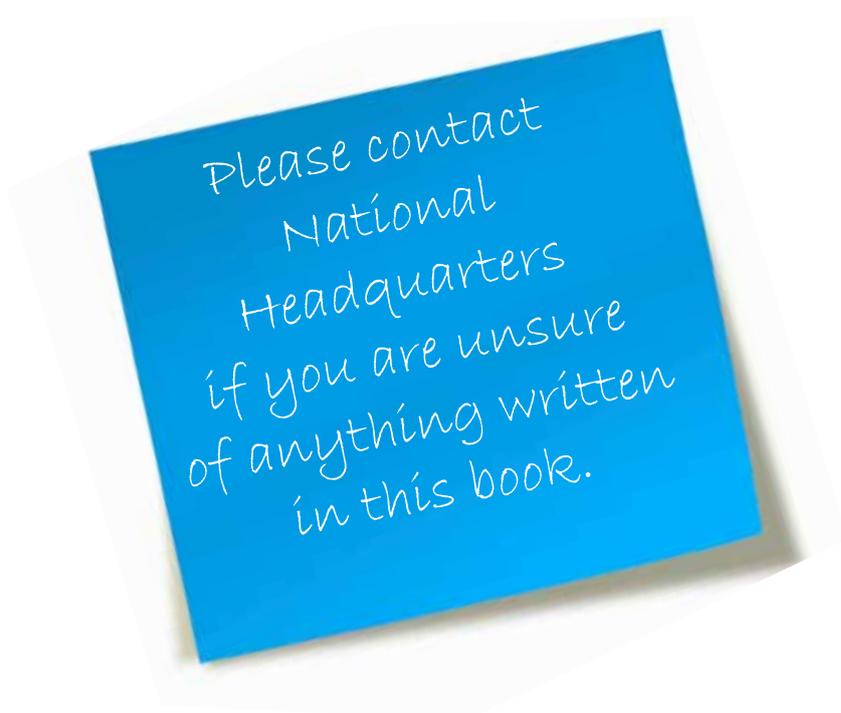
- SIG gatherings must be approved by the SIG committee and published in the Social Events Calendar section of *The Wanderer*. (See CHAPTER FUNCTIONS — INSURANCE, Page 15);
- SIGs will be permitted a maximum of three (3) gatherings per calendar year, one of which should incorporate the AGM; and
- SIG gatherings may be held for a maximum of seven consecutive days only. (See CHAPTER FUNCTIONS — INSURANCE, Page 15).

Note: Notwithstanding the above, any meeting which has not been properly advertised, or at which an elected office bearer (president, secretary or treasurer) is not in attendance is not properly convened and any vote or decision taken at the meeting has no effect.

SIGs are similar to Chapters

SIGs are similar to chapters and the requirements detailed for chapters, with regard to 'Conduct', 'Protocol', 'Fees and Finances', 'Meetings', 'Office Bearers', 'Communication', 'Websites and Social Media', 'Newsletters', and 'Resolution of Disputes', etc. applies equally to SIGs.

Should there be any doubt, about any matter, members are strongly encouraged to contact CMCA NHQ and speak to the Office Manager.



SECTION 5

PROTOCOL AT RALLIES, SPECIAL INTEREST GROUPS AND CHAPTER GATHERINGS

Chapter office bearers and rally managers can expect to deal with many (usually minor) pitfalls at rallies and chapter gatherings.

The CMCA, however, has already covered a lot of ground in this regard, and over many years has developed a set of protocols, which are observed at its major rallies. Chapters are well advised to embrace similar rules for their gatherings, thereby following in the footsteps of the parent body.

A standard approach should help avoid any unforeseen pitfalls, and reduce the chance of future conflict with other chapters or CMCA NHQ. It will also align the chapter with CMCA requirements in regard to insurance, and health and safety.

Note: This should not unnecessarily restrict the activities or behaviour of chapters, and they are largely free to set their own protocol at chapter gatherings.

Safety

Safety is everybody's responsibility.

In compliance with Workplace Health and Safety legislation, the Club has developed the following 'Safety and Risk Management for Chapters & SIGs', which sets out a number of basic safety reminders that should be considered at all chapter and SIG gatherings, including combined chapter meetings.

You need to:

- Be aware of your surroundings.
- Look around and identify any potential risks.
- Assess the way in which vehicles are parked.
- Consider the appropriate use of fire buckets placed at the front left wheel of your vehicle as a safety measure.
- Be aware of the physical limits of your group.
- Consider your reactions to any incident.
- Be aware of the hazards involved with the use of power cables.
- Be considerate of others when using generators.
- Ensure that those with animals are aware of their responsibility.

When to act:

- Before each event, whenever possible, assess the site for hazards.
- When setting up an event, consider any unique features of the site and advise all attending CMCA members of identified risks.
- During each event, be aware of your surroundings and any activities and advise others of your findings.

Parking

The Club's siting policy states:

'All vehicles should be sited in a manner that allows immediate and orderly evacuation from the site in the case of an emergency.'

The Club's policy for the siting of a fifth wheeler / slide-on / slide-in at all rallies and chapter / SIG functions states:

'The motor vehicle associated with a fifth wheeler / slide-on / slide-in, if not attached to the accommodation unit, must be positioned so that the hitching point is immediately adjacent to the turntable or the motor vehicle tray is beneath the slide-on / slide-in, to allow for quick attachment. All vehicles must at all times be sited with the front of the vehicle facing the roadway.'

Vehicles at rallies and gatherings should be parked so that:

- ***' . . . they are not threatened by overhanging tree limbs, projections, or slopes . . '*** and
- ***' . . .there is sufficient space to erect an awning, and still provide pedestrian access between the vehicles.'***

A fire bucket filled with water (minimum 8 litres) must be placed beside the front left side wheel, in such a way as not to create a tripping hazard, as soon as practical after arrival.

Smoking

Smoking is discouraged at certain rallies and gatherings, and is strictly prohibited in food preparation and consumption areas. In any case, smoking is not permitted within four metres of such areas. Please consider other members.

Pets

Dogs and other animals are a significant source of friction at rallies and gatherings. It is in the self-interest of owners to be aware of the behaviour of their pets, and to try to foresee any discomfort other members may feel while the animal is present.

Dogs should be kept on a lead when in public places and must be kept under control at all times. They are strictly prohibited from places where food or drinks are consumed, particularly happy hours and from formal meetings.

Animals are not permitted in the marquee or main hall at rallies.

Dogs and other pets must not be a nuisance to neighbours. They should not be left for long periods, unattended in vehicles, or where their noise might cause a nuisance.

Dogs must not be tethered or led in such a way that allows them to alarm or threaten passing pedestrians by rushing, barking or snarling. Dogs that have a tendency to snap or bite should be muzzled when outside their owner's vehicle.

Guide and assistance dogs that are properly registered and wearing identifying coats or marks are generally excepted from these restrictions, but their owners still need to observe the sensitivities of other members.

Owners are responsible for cleaning up any 'mess' deposited by their pet.

Generators

Generators should only be run to recharge batteries and not to run kitchen appliances, etc.

They should have a noise level not exceeding 68dB and should only be run between 9:00am and 4:00pm – with the neighbours' consent.

Generators should not be run for more than two consecutive hours.

If generators need be run outside the designated hours, or the neighbours' consent is not forthcoming, then the member should consider relocating to a more appropriate site following consultation with the rally or gathering management.

Members who persist in running a generator outside the approved hours, without approval, may be asked to leave the rally or gathering.

SECTION 6

INSURANCE

It is necessary that all chapters and SIGs provide a list of their assets and values to CMCA NHQ annually. (The Annual Chapter Update Form can be printed off the Club website or obtained from NHQ).

ASSETS

Assets of all chapters throughout Australia are covered under a Commercial Business Insurance Policy handled by CMCA NHQ. This policy covers the physical loss of, or damage to, items such as tables, chairs, urns, barbeques, small marquees, etc., which are owned by the chapter or SIG, anywhere in Australia, for a sum insured limit of \$30,000 any one claim.

It does not cover assets that are hired or loaned to a chapter or SIG, nor does it cover theft of any item that is in the open air.

If a chapter is asked to insure property or assets which are loaned or hired from others, then this should be advised to CMCA NHQ to ensure the appropriate insurance cover is in place for such items.

Each claim is subject to a \$250 excess.

MONEY

Money belonging to a chapter or SIG is covered up to a limit of \$22,000 any one loss, and includes;

- Whilst in transit; and
- Whilst contained in an authorised residence or motorhome (but not if the motorhome is unattended).

Each claim is subject to a \$250 excess.

TRAILERS

Trailers owned by a chapter or SIG with a value of up to \$1,000 are automatically covered for loss or damage anywhere in Australia.

If a chapter or SIG owns a trailer worth more than \$1,000 then this needs to be advised to CMCA NHQ so that it can be specifically covered.

Each claim is subject to a \$100 excess.

VOLUNTEERS

Volunteers are covered as follows for specified bodily injuries whilst working at any properly convened chapter or CMCA event.

| <p style="text-align: center;">THE EVENTS</p> <p style="text-align: center;">Accidental Bodily Injury resulting in:</p> | <p style="text-align: center;">THE BENEFIT AMOUNT \$50,000</p> <p style="text-align: center;">(each insured person)</p> <p style="text-align: center;">A percentage of the Personal Injury Sum Insured applies as follows:</p> |
|---|--|
| 1. Death | 100% |
| 2. Permanent Total Disablement | 100% |
| 3. Permanent and incurable paralysis of all limbs | 100% |
| 4. Permanent total loss of sight of one or both eyes | 100% |
| 5. Permanent total loss of use of one or more limbs | 100% |
| 6. Permanent total loss of lens of: a) Both eyes b) One eye | 100% 50% |
| 7. Permanent total loss of hearing of: a) Both ears b) One ear | 75% 15% |
| 8. Third degree burns and/or resultant disfigurement which covers more than 40% of the entire external body | 50% |
| 9. Permanent total loss of use of four fingers and thumb of either hand | 70% |
| 10. Permanent total loss of use of four fingers of either hand | 40% |
| 11. Permanent total loss of use of the thumb of either hand: a) Both joints b) One joint | 30% 15% |
| 12. Permanent total loss of use of the fingers of either hand: a) Three joints b) Two joints c) One joint | 10% 7% 5% |
| 13. Permanent total loss of use of toes of either foot: a) All – of one foot b) Break – both joints c) Break – one joint d) Other than break – each toe | 15% 5% 3% 1% |
| 14. Shortening of leg by at least 5cm | 7% |
| 15. Permanent Partial Disablement not otherwise provided for under Events 5 to 14 | Such percentage of the Personal Injury Sum Insured as we at our absolute discretion determine being in our option not inconsistent with the Benefit Amount provided under Events 7 to 14, the maximum sum insured under Event 15 is \$50,000 |

WEEKLY INJURY BENEFIT

| <p style="text-align: center;">THE EVENTS</p> <p>Accidental Bodily Injury resulting in:</p> | <p style="text-align: center;">THE BENEFIT AMOUNT</p> <p>This weekly benefit amount of \$500 or the insured Person's income, whichever is the lesser:</p> |
|--|--|
| <p>16. Temporary Total Disablement 17. Temporary Partial Disablement</p> | <p>a) If the insured person returns to work in a reduced capacity, the benefit amount payable shall be the difference between the compensation payable for Event 16 per week and the weekly income earned from personal exertion per week;</p> <p>Or</p> <p>b) If the insured person does not return to work, the benefit amount payable shall be 25% of the compensation payable for Event 16 per week.</p> |

BROKEN BONES BENEFIT

| <p>Accidental Bodily Injury resulting in:</p> | |
|--|---|
| <p>18. Broken Bone Benefit – Accidental Bodily Injury</p> <p>a) Neck or spine (full break)</p> <p>b) Hip, pelvis</p> <p>c) Skull, shoulder blade</p> <p>d) Collar bone, upper leg</p> <p>e) Upper arm, kneecap, forearm, elbow</p> <p>f) Lower leg, jaw, wrist, cheek, ankle, hand, foot</p> <p>g) Ribs (per rib)</p> <p>h) Thumb, finger, toes (per thumb, finger, toe)</p> | <p>\$3,000</p> <p>\$2,000</p> <p>\$600</p> <p>\$500</p> <p>\$500</p> <p>\$200</p> <p>\$200</p> <p>\$150</p> |
| <p>Maximum compensation any one accident</p> | <p>\$3,000</p> |

LIABILITY

Liability matters arising out of any of the operations of CMCA (including chapters and SIGs) are covered under a policy arranged by CMCA NHQ. Cover also applies to wrongful acts committed by office bearers of chapters and SIGs.

The limit of indemnity for any one occurrence is \$10,000,000 for General Liability and \$10,000,000 any one occurrence and in the aggregate for any one insurance period for Goods Sold Liability. The limit for Wrongful Acts is \$2,000,000 any one incident and in the aggregate for any one period of insurance.

The limit of liability for property belonging to others that is loaned or hired to and whilst in the physical legal control of a chapter or SIG is limited to \$100,000 except for leased, hired or rented premises.

The cover can be extended to indemnify other parties in certain circumstances (e.g. owners of rally sites, camp grounds, parks and buildings that are hired for the business of a chapter or SIG) **but this cannot be done without the authority of CMCA NHQ**. If requested by someone to be indemnified by the CMCA insurance cover then please forward a copy of the request and any contract documents to CMCA NHQ before providing any insurance certificate to that person.

Note: A copy of the certificate verifying the liability insurance coverage for CMCA and chapters/SIGs is on page 28 and a copy of this can be given to others if no formal contract or agreement is applicable, and no request has been received to indemnify another party. You can also download a current certificate off the CMCA website.

For a detailed description of the Policy Wordings on any of the covers mentioned above, please contact Ken Tame & Associates Pty Ltd;

PO Box 2390 Kew, VIC 3101

Ph: 03 9853 5555

Fax: 03 9853 5554

Email: info@kentame.com.au



Download a current 'Certificate of Currency'
https://cmca.net.au/assets/images/Media/Certificate_of_Currency_Jan_2017.pdf

 **KenTame**
and associates pty ltd

RECREATIONAL VEHICLE INSURANCE SPECIALISTS

CERTIFICATE OF CURRENCY

This certificate confirms that the undermentioned policy is effective in accordance with the details shown:

| | |
|-----------------------------|---|
| Policy Number: | 10M7019628 |
| Period of Insurance: | 31/01/2017 to 31/01/2018 |
| In the name(s) of: | Campervan and Motorhome Club of Australia Ltd. Motouring Australia, Affiliated State Chapters, Special Interest Groups, Committees, Registered Members and Others |
| Business: | The running of administration office, club and social activities. |
| Limit of Indemnity: | Public and Products Liability \$20,000,000 anyone occurrence and in the aggregate anyone period of Insurance. |
| Insurer: | CGU Insurance Limited |
| Situation: | Anywhere in Australia |
| State of Issue: | Victoria |

Signed:  Date: 12th January 2017

Signed on behalf of insurer CGU Insurance Limited
ABN 27 004 478 371 AFS Licence No: 238291

PO Box 2390 Kew VIC 3101 | t: (03) 9853 5555 | f: (03) 9853 5554 | e: info@kentame.com.au
A.C.N. 057 816 172 | A.B.N. 48 057 816 172 | AFS LICENCE NO: 246937

DEFINITIONS

Hyper-links (link): Text formatting which, when activated, takes the viewer to further reading via an internet connection to another source, or within the same document.

Current: In relation to a document— the latest, approved version.

Electronically: A method of issuing documents, or communications, using electronic means instead of hard (paper) copies.

Controlled / control: A process applied to documents, which ensures that only current, approved versions are in use.

The Wanderer: The Club publishes a monthly magazine called *The Wanderer*, which is circulated in hard copy and electronically.

Special Interest Groups: Known as SIGs, they are similar in many ways to chapters, but members of SIGs share added interests or circumstances.

Chapter: A locally based group of CMCA members who meet under the auspices of the CMCA for gatherings and trips away in their motorhomes.

Gathering: On a regular basis, chapter members meet socially at a pre-arranged location. To avoid confusion with 'meetings' (where the business of the chapter is conducted), these events are referred to in this document as 'gatherings'. In conversation, however, members frequently interchange the word meetings to describe these activities. (See ABOUT CHAPTERS, Page 9)

Meeting: A formal assemblage of members where motions are put, votes are taken, and the administrative business of the chapter is carried out. (See AGM MEETING, Page 15)

Fifth Wheeler: Similar to a caravan, but the towing point at which the trailer is attached to the prime mover is vertically above the prime mover's axle.

Office Bearer: The CMCA Constitution requires that, as a minimum, a president, secretary and treasurer make up a chapter committee. Other positions may be elected, such as a vice president, membership officer, parkologist, etc., but they are not counted as 'committee' positions under the terms of the CMCA Constitution.

Chapter Committee: Chapter committees must include a president, secretary and treasurer. Other positions may be created and filled as deemed necessary to effectively administer the affairs and gatherings of the chapter.

Committee Member: Any member of the committee, other than the president, secretary or treasurer.

Qualifying Vehicle: A motorised vehicle capable of independent road travel, commonly referred to as a campervan or motorhome which has:

- (a) Inbuilt facilities for food storage and preparation; and
- (b) Inbuilt facilities for eating and sleeping and includes:
 - (i) A 'slide on' or 'slide in' unit when the removable accommodation section is fitted to the tray of a motor utility or motor truck;
 - (ii) A campervan or motorhome, which term includes converted commercial vans, 'pop top' vehicles, converted buses and other converted vehicles; or
 - (iii) A vehicle commonly referred to as a 'fifth wheeler' comprising a prime mover in the form of a motor utility or motor truck with the trailer accommodation section attached by means of a hitch mounting located wholly within the chassis perimeter of the prime mover in the immediate vicinity of the rear axle.



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