BYLAWS OF NEW ZEALAND MOTOR CARAVAN ASSOCIATED INCORPORATED

In these Bylaws where a word(s) commences with a capital letter in the body of the text this means that the meaning of that specific word(s) is defined pursuant to sub clause 1.1 of the Constitution and reference should be made to sub clause 1.1 of the Constitution for those meanings.

1. NOMINATING AND VOTING FOR BOARD MEMBERS

1.1 Board Nominations

Nominations for Board Members shall be submitted to the CEO on the prescribed nomination form stating the name of the nominee and be signed by the proposer, seconder, and nominee and:

a. Retiring Board Members shall be eligible for re-election.

b. A brief biography (not exceeding 450 words) together with a nominee's photograph shall be submitted by each nominee to the CEO.

c. Nominees may submit a video up to 90 seconds in length providing information that is confined to the nominee's expertise, attributes and intentions they will bring to the Board.

1.2 Voting for Board Members

Should the number of nominees exceed the number of vacancies on the Board then an election shall be held. Members can vote either electronically or by post and:

a. Nominees shall be presented in alphabetical order.

b. Voting papers (including the nominee biographies) or instructions on how to vote electronically (including details on how to access nominee biographies) shall be sent to Members not less than six (6) weeks prior to the Annual General Meeting, and shall be returned (either by post or electronically) directly to the Returning Officer no less than two (2) weeks prior to the Annual General Meeting.

c. Should nominations for the Board be less than or equal to the number of vacancies, the nominees shall be declared elected.

d. Should insufficient nominations be received by the closing date then those nominated at closing shall be declared elected and the Board shall appoint a Member(s) to fill any vacancy.

e. Only financial Members shall be entitled to vote and shall vote only once.

f. Non delivery or the accidental omission to forward to any Member or Members, either a voting paper or instructions on how to vote electronically, shall not invalidate or affect the result of any vote.

1.3 Declaration of Election

The sealed results of the voting shall be unsealed and announced by the meeting chair at the Annual General Meeting and the successful candidates declared elected and:

a. In the event of a tie for a Board Member position, the successful candidate shall be decided by lot, the drawing thereof to be performed by the CEO at the Annual General Meeting.

b. Voting papers and electronic votes shall be retained by the Returning Officer until fourteen (14) days after the Annual General Meeting, at which time they shall be destroyed by the Returning Officer.

2. AUDIT AND RISK

2.1 Audit and Risk Committee

The Audit and Risk Committee shall consist of the Treasurer and two (2) Board Members that have the appropriate skill sets to carry out the specific functions of an Audit and Risk Committee and:

a. Appointments to the Audit and Risk Committee shall be reviewed annually at the first Board meeting following the Annual General Meeting with new appointments or re-appointments made by the Board at that meeting.

b. The President is not eligible to be a member of the Audit and Risk Committee.

c. The Audit and Risk Committee shall have the power to second non-Board Members onto the Audit and Risk Committee for a specified time not exceeding 12 months when specialist skills are required that are not available within the elected Board.

d. The Audit and Risk Committee shall meet at least twice annually and at any other time the committee chair or the Board considers necessary to perform its duties and functions.

2.2 Duties and Functions of the Audit and Risk Committee

The Audit and Risk Committee shall have general oversight of and report to the Board on the following:

a. Board performance.

b. Constitution and constitutional matters.

c. Association financial matters.

d. External auditors.

e. Organisational risks.

f. Short notice urgent governance actions taken outside of Board meetings.

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3. MEMBERSHIP

3.1 Membership Restrictions

a. Membership is restricted to permanent New Zealand residents and those overseas residents who are current financial members of a kindred club in their home country, in which case those overseas residents are not required to pay a joining fee.

b. Membership is restricted to those with Certified Self-Contained vehicles unless a CSC exemption for a specific identifiable reason has been granted by the CEO.

c. Applications for Membership can be accepted where the applicant is building a Motor Caravan or waiting to purchase a Motor Caravan which, upon completion or purchase, must be Certified Self Contained prior to next joining date anniversary to maintain membership.

3.2 Classes of Membership

Membership is classed as follows:

a. Member as defined under rule 9 of the Constitution.

b. National Life Member as defined under rule 9.3a of the constitution, and

i National life membership is not restricted by the length of membership of the Association.

ii A member nominated for national life membership need not necessarily have served on the Board.

iii Recommendations for national life membership shall be made in writing to the CEO.

iv Area/SIG life membership is not a prerequisite for national life membership.

v National life membership shall include the spouse of the member nominated at the discretion of the Board.

vi National life membership is not transferable to any other person in the event of death or separation of a spouse.

vii National life membership awards shall be presented at an Annual General Meeting, or at the discretion of the Board.

viii National Life Members have full rights and privileges without payment of an annual subscription.

c. Non driving member provides for a Member who is no longer able to drive whereby they may make application to the CEO for a non-driving membership. Each case shall be considered on its merits. Non driving members may be granted a reduced membership fee.

3.3 Maintaining Membership

Unless granted an exemption to operate a non-Certified Self-Contained Motor Caravan by the CEO pursuant to sub clause 3.1 (b) above, or granted Membership whilst building or waiting to purchase a Motor Caravan pursuant to sub clause 3.1 (c) above, or granted a non-driving membership pursuant to sub clause 3.2 (c) above, whereby this sub clause 3.3 (a) shall not apply for each of these circumstances, then to maintain membership a Member shall:

a. Continue to maintain Certified Self Containment status on their Motor Caravan.

b. Renew their annual membership subscription no later than the commencement of the Subscription Year for that Membership.

3.4 Deactivated Membership

A Deactivated Membership shall be imposed, and all membership rights and privileges deactivated when:

a. An annual subscription remains unpaid at the commencement of a new Subscription Year.

b. A Member is unable to retain Membership pursuant to sub clause 3.3 above.

c. A Member voluntarily resigns a Membership.

A Deactivated Membership applies from the time of deactivation until the second anniversary of the Membership Subscription Year at which time the Membership shall be removed from the Register of Members and the Membership Number cancelled.

3.5 Continuous Membership

To maintain continuous membership status and retain an original Membership Number following membership deactivation then:

a. A member is liable for payment of all membership subscription arrears for up to two years of the deactivation period.

b. Continuous membership shall cease, and the original Membership Number shall be cancelled at the completion of the two-year deactivation period.

3.6 Recognition of Continuous Membership

Members attaining ten years continuous membership may apply to their Area/SIG Secretary or the National Office to receive a ten-year badge, and a badge for each successive five-year period of membership.

3.7 Added or Substituted Members

Where a Singular Member ("the original Member") adds a second person to their Membership or where Dual Members ("the original Members") substitute one of the original Members with another person then:

a. That Membership Number shall be cancelled at the completion of the Subscription Year for that Membership when the original holder of the Membership Number either resigns, retires, or dies, and

b. A new Membership Number shall be allocated to the added or substituted person should that person wish to retain Association membership.

3.8 Re-joining Membership

Members who resign or retire, or whose Membership is deactivated under sub clause 3.4 above and are no longer eligible to renew a Membership under sub clause 3.5 above, may re-join the Association by submitting a new application for Membership and pay the joining fee and annual subscription which, upon acceptance, a new Membership Number shall be allocated.

3.9 New Membership Application

Persons wishing to join the Association shall complete and sign an approved application form and pay the indicated joining fee and annual subscription when submitting the application and meet any other requirements of membership as set out in the Constitution, Bylaws and Regulations.

3.10 Membership Joining Fee and Annual Subscription

The joining fee and annual subscription shall be set pursuant to sub clause 9.14 of the Constitution and published on the membership application form. In any event:

a. Annual membership subscriptions shall be due on the first day of the Subscription Year.

b. The Subscription Year shall expire on the anniversary of the last day of the month in which Membership of the Association was granted.

c. New Members shall pay the joining fee and annual subscription as published on the application form for the period from the month in which Membership was granted through to the end of the Subscription Year.

d. The Board may waive the joining fee on a case-by-case basis where it considers specific circumstances support a waiver.

3.11 Member use of Association Name and Address

a. No Member shall use, or allow to be used, the name of the Association in any advertisement, prospectus, or business announcement.

b. The name or address of the Association shall not be given by a Member as the member's address for the purpose of identification in connection with legal proceedings.

3.12 Members leasing or lending a Motor Caravan

Many Members lease out their Motor Caravan through one of the commercial leasing organisations or lend their Motor Caravan to friends or family members. This is a perfectly legitimate but conditional activity. Members are reminded that Membership is exclusive to the Member and is not transferrable in any way to others including any family members. If Members are lending their Motor Caravan to family members, then the family member needs to join the Association if they want the benefits of Membership whilst using the Motor Caravan. To protect the integrity and benefits of NZMCA membership the following conditions shall apply when leasing or lending out a Motor Caravan:

a. Prior to the commencement of the lease or lend the NZMCA wings and membership number are to be removed from the Motor Caravan or covered up in such manner that the Motor Caravan user is unable to gain access to this collateral.

b. The window card identifying a Member's financial status is to be removed from the Motor Caravan.

c. To assist those that do lease or lend their Motor Caravan the wings can be affixed to a board and displayed through the front windscreen when displaying wings is a requirement whilst the Member is using the Motor Caravan at an NZMCA Park or at a rally.

d. It is the Member's responsibility to ensure the requirements of a and b above are met when leasing or lending a Motor Caravan. Any breach of those requirements may result in the Member who owns the Motor Caravan being dealt with under the Association's disciplinary procedures.

e. Any Member leasing or lending their Motor Caravan without covering or removing the Wings or removing the Member's window card will be deemed the offending person for any infringement of NZMCA Bylaws made by the Motor Caravan user.

3.13 Conduct of Members

a. Members must abide by the Association's Constitution, Bylaws and Regulations and must not otherwise bring the Association into disrepute or act in a way which is contrary to the best interests of the Association.

b. Where a Member fails to comply with the conduct obligations referred to in sub clause 3.12(a) above, the Member may be subject to the disciplinary procedures set out in clause 4 below, and this could result in suspension or termination of the Member's membership. This clause does not limit or affect any other consequences provided for in the Association's Constitution, Bylaws and Regulations.

c. Where a Member has been suspended from membership of the Association through the disciplinary process, such Member is no longer eligible to stand for any NZMCA office or committee for a period of five (5) years commencing from the date of reinstatement, regardless of the length of any such suspension.

3.14 Members Code of Conduct

A Code of Conduct is important for the wellbeing of the Association, its members, and the public in general. The following conduct is required of all Members:

a. Adhere to the Constitution, Bylaws, Regulations and NZMCA Park rules.
b. Dispose of your grey water, black water, toilet cassettes and rubbish in a sanitary manner and in a specifically approved designated facility. Public toilets do not constitute an approved designated facility.

c. Treat all others with respect and courtesy wherever you are.

d. Be a considerate and safe driver. Adhere to NZ road safety laws. Pull over and let others pass where safe to do so.

e. Keep and leave your campsite clean and tidy.

f. Avoid causing visual and noise pollution, e.g., only use generators, stereos etc at appropriate times during the day and comply with local council noise control bylaws. Don't hang washing out that may offend others.

g. Park your vehicle with safety in mind in case of fire or flooding. Three metres from other vehicles or buildings is the Association standard at NZMCA Parks and NZMCA organised rallies.

h. Do not hog parking space in the Association parks by parking vehicles parallel to fence and boundary lines. Park all towing or towed vehicle across the front of your Motor Caravan.

i. Ensure you sign in and pay your overnight parking fee immediately upon arrival when staying at NZMCA Parks either on the NZMCA App or by cash in the iron

maiden provided.

j. Always observe fire restrictions. Use built fireplaces and portable BBQ's if you wish to cook outside.

k. Comply with local government animal control bylaws. Always Keep your Pets on a leash and under control unless there is a designated area where Pets may be off a leash. Always pick up and dispose your pet droppings. Association parks require all Pets to be always on a leash unless inside a fenced off enclosure specifically provided for unleashed Pet activity.

l. Be discreet when choosing an overnight parking spot. Consider how the surrounding neighbours may be impacted.

m. Respect restrictions for length of stay. Do not overstay your welcome. If requested to move on do so gracefully.

n. When staying in non NZMCA Parks, pay for or offer to pay for any facilities used such as water, power, and waste disposal. Road and ground maintenance all cost the owner money.

o. Do not demand discounts or special treatment using the Association name.

p. When staying at NZMCA Parks comply with clause 8 below including all instructions given by Park Custodians.

q. If you can access or view the personal information of any other Member, or participant in an NZMCA Programme you agree that:

   i you may only use this information for the purpose for which it was made available to you and no other purpose (eg if you have access to the contact details of an NZMCA officer, you will only use that contact information for contacting that person in connection with the NZMCA officer's role; and

   ii your contact will be for one to one (or small group) communications, not mass communications.

r. Do not bring the Association into disrepute in any way including, but not limited to, making disparate remarks about the Association, its members or the National Office and staff at any public forum, in any newspaper or on social media.

4. DISPUTES, GRIEVANCES, COMPLAINTS AND DISCIPLINARY PROCEDURES

4.1 Submitting a dispute, grievance, or complaint

a. All disputes, grievances, and complaints (together "complaints") concerning a Member are to be submitted in writing to the Complaint Officer using the Official Complaint Form available on the NZMCA website. However, when gaining access

to the Official Complaint Form proves difficult, a complaint may be lodged by email to complaints@nzmca.org.nz, and must include sufficient detail to allow the Complaint Officer to properly process the complaint including vehicle recognition such as the registration number or membership number.

b. Where a member's actions whilst interacting with any non-member on any matters, that has or is likely to bring the Association's name or brand reputation into disrepute, including but not limited to the provision of member benefits, the non-member can raise a formal complaint with the Association through National Office. On receiving a non-member complaint, National Office shall carry out an initial investigation to determine if the member's interaction with the non-member involved the Association's name or brand reputation and has, or is likely to have, brought the Association into disrepute. Should the initial investigation determine the member's interactions did incorporate the Association's name and/or brand reputation, and the member's actions has, or is likely to have brought the Association into disrepute, the Association shall lodge a formal complaint with the Complaint Officer against that member. On receiving any such complaint, the Complaint Officer shall progress this through the normal disciplinary process.
c. All complaints concerning the Complaint Officer, in the Complaint Officer's capacity as a Member, shall be submitted on the Official Complaint Form to the CEO. The CEO shall investigate the complaint and determine whether this should be referred to the Disciplinary Committee following the process set out in clause 4.2 below as if the CEO were the Complaint Officer.
d. The Official Complaint Form must be completed in full by the complainant. Any Form not completed in full, or complaints notified by email to complaints@nzmca.org.nz in accordance with sub-clause 4.1(a) above providing insufficient information, will not be investigated.
e. The Official Complaint Form, or email complaint, and the identity of the complainant shall not be disclosed to the Member concerned without the consent of the complainant, and shall remain confidential to the complainant, Complaint Officer (unless the Complaint Officer is the subject if the complaint), the CEO, and any Disciplinary Committee or Appeal Authority.
f. The identity of the Complaint Officer shall remain confidential to the CEO, the President and any Disciplinary Committee or Appeal Authority.

4.2 Complaint Officer

The appointment of a Member as Complaint Officer in accordance with sub-clause 11.3 of the Constitution shall be for a term of three years. Subject to acceptance by the Complaint Officer, the Board may re-appoint the Complaint Officer.

4.3

Upon receipt of an Official Complaint Form, or email complaint in accordance with subclause 4.1(a) above, the Complaint Officer shall:

a. Enter the complaint into the complaint register under a unique complaint number.
b. Refer any complaint concerning the Association or an employee of the Association directly to the CEO for investigation or, in the case of a complaint against the CEO directly, to the President for investigation.
c. In In relation to any complaint about a Member, investigate the complaint and determine whether there is a bona fide complaint appropriate for referral to the Disciplinary Committee. This may include:

   i. contacting the Member concerned and seeking the Member's response to the complaint. A non-response either by email, text message or phone call shall not be sufficient reason to void the complaint process which shall proceed based on the evidence provided by the complainant.
   ii. contacting any witnesses and seeking to obtain evidence from them.
   iii. contacting the complainant to further discuss the complaint as required.
   iv. Determine whether there is sufficient information or evidence to refer the complaint to a Disciplinary Committee. The ability of other parties such as Police, Local Authority, Employment Authority or the court system in general to take legal action shall not necessarily mean the Association's disciplinary process is voided.

d. The Complaint Officer may decide not to refer the complaint to the Disciplinary Committee if, for example:
   i. the complaint is trivial, frivolous, or vexatious, or is not made in good faith; or
   ii. the Complaint Officer's investigation indicates that further action is unnecessary or inappropriate.
e. Where the Complaint Officer determines there is a bona fide complaint appropriate for referral to a Disciplinary Committee, the Complaint Officer shall refer the complaint for determination, providing to the Disciplinary Committee a copy of the complaint file, including all documentary evidence obtained during the Complaint Officer's investigation of the complaint.
f. Where the Complaint Officer determines that the complaint should not be referred to a Disciplinary Committee, the Complaint Officer shall advise both the complainant and the Member concerned and give the reasons for non–referral of the complaint.
g. Where the Complaint Officer considers a complaint is bona fide but there is insufficient evidence made available to support a referral to the Disciplinary Committee, the Complaint Officer is authorised to draft a written warning to be sent to the offender under the signature of the CEO stating any future indiscretion may result in membership suspension or termination. All such written warnings are to be recorded on the offenders file at National Office.
h. Once a complaint has been finalised by a Disciplinary Committee and any appeal period has expired or an appeal heard, the Complaint Officer shall advise the complainant that the complaint has been dealt with and an appropriate sanction applied.

i. The Complaint Officer shall hold, as a minimum, a quarterly Zoom meeting with all Disciplinary Committee panel members to discuss and rectify any process issues and ensure consistency of decision making across the group.

4.3 Disciplinary Committee

a. Every complaint referred by the Complaint Officer or the CEO (in the case of a complaint about the Complaint Officer) shall be determined by a Disciplinary Committee.

b. The Board shall, from time to time, select and appoint Members who are able to sit on a Disciplinary Committee panel and be selected by the Complaint Officer as Disciplinary Committee Members.

c. All Disciplinary Committee panel appointments shall be for a three (3) year term following which the Board will consider and determine any re-appointments.

d. The Disciplinary Committee for each complaint shall comprise three Disciplinary Committee panel members selected by the Complaint Officer. When making the selection the Complaint Officer shall consider if there is any conflict of interest between those selected and those involved in the complaint. One of the Disciplinary Committee Members shall be appointed by the Complaint Officer to lead the Committee. The identity of the three selected Disciplinary Committee Members shall remain confidential to the Complaint Officer and shall not otherwise be disclosed, other than the Disciplinary Committee lead shall be disclosed to an Appeal Authority when requested.

e. Should a Disciplinary Committee be unable to reach a decision when assessing a complaint then the Complaint Officer shall convene a second Disciplinary Committee to deal with the complaint. In the event a second Disciplinary Committee is unable to reach a decision then the Complaint Officer shall determine the outcome including, where appropriate, finding the complaint is substantiated and setting a penalty or dismissing the complaint.

4.4 Disciplinary Process

Following receipt of the complaint file from the Complaint Officer, the Disciplinary Committee shall:

a. Consider the complaint file. The Disciplinary Committee may, at its discretion, seek further information or evidence regarding the complaint, and/or obtain legal advice. Any legal advice sought must be authorised by the CEO.
b. A Disciplinary Committee shall not contact either the alleged offender or the complainant directly but may seek additional information through the Complaint Officer.
c. Consider any other factors such as, for example, alternative options readily available to the alleged offender that would have mitigated the offence, or whether the Association had been exposed to third parties (i.e., Police, Ambulance, DOC, Councils, Commercial Partners, Private Property owners etc. The involvement or

likely involvement of any of these bodies does not mean an alleged offence is void of being dealt with through the Association's disciplinary process.

d. Determine whether the Member concerned has failed to comply with the Constitution, Bylaws or Regulations, or has otherwise brought the Association into disrepute or acted in a way which is contrary to the best interests of the Association.

e. All decisions by the Disciplinary Committee must be either unanimous or made by a majority. If the findings are not unanimous, the dissenting view must be recorded by the Committee.

f. If an adverse determination is made about a Member, the Disciplinary Committee shall consider the seriousness of the Member's wrongdoing and what penalty should be imposed, whilst also considering the need for consistency across the spectrum of Disciplinary Committee penalty decisions for similar offences. This may include:

    i. a written warning; or
    ii. membership suspension for a period to be determined by the Disciplinary Committee; or
    iii. termination of membership.

g. Advise the Complaint Officer, who in turn shall advise the CEO of their decision, and the reasons for the decision, following which the CEO shall advise the Member concerned, in writing, of the decision including the reasons for the decision, any right to appeal the decision to the Appeal Authority and how to lodge an appeal. The written notification shall state that the Association also has the right to appeal the Disciplinary Committee decision.

h. Any Member whose Membership has been suspended or terminated by the Disciplinary Committee shall be requested to return all collateral within seven (7) days of receiving written notification of Membership suspension or termination. Written notification can be either post mail or email. Membership suspension or termination is effective immediately upon notification. In the case of membership suspension any delay in returning all collateral beyond the seven (7) day grace period shall be added to the period of suspension and lengthen the suspension period by the equivalent of any such delay.

i. Any Member that fails to return all collateral within 28 days following a second written request being sent either by post or email shall, in the case of membership suspension, be liable to have their Membership terminated, or in the case of membership termination be liable under any other remedies available to the Association.

j. Any Member whose Membership has been suspended or terminated and uses any collateral to receive Membership benefits between notification of suspension and prior to returning such collateral shall, in the case of membership suspension, be referred to the Complaint Officer for further disciplinary investigation, or in the case of membership termination be liable under any other remedies available to the Association.

4.5 Appeal Rights

a. Any Member who has had an adverse determination made against them by the Disciplinary Committee through the disciplinary procedure outlined in sub clause 4.4 above, has a right of a nonappearance appeal to an Appeal Authority. All appeals are to be in writing to the CEO using the Official Appeal Form. If gaining access to the Official Appeal Form proves difficult, an appeal may be lodged by email.

b. The Official Appeal Form must be completed in full stating whether the appeal is against the complaint finding of the Disciplinary Committee, or whether the appeal is against the penalty imposed by the Disciplinary Committee, or both, and must identify the specific points of error supporting the grounds for an appeal. Where an appeal is lodged by email it must address each of these items.

c. The notice of appeal must be lodged no later than 14 days following the written notification date on which the Member has been notified of the Disciplinary Committee decision. Any notice of appeal lodged after this time will not be accepted.

d. Any penalty imposed by the Disciplinary Committee will stand regardless of any application for appeal and unless overturned or varied by the Appeal Authority.

e. If the Appeal Authority, when hearing an appeal, determines a penalty is inconsistent for the offence which a penalty has been imposed by a Disciplinary Committee, then the Appeal Authority has the right to maintain, reduce or increase any such penalty.

f. If the CEO determines that a penalty is inconsistent for the offence for which the penalty has been imposed by the Disciplinary Committee, then the CEO has the right to lodge an appeal in writing with the President within 14 days of the date the penalty has been imposed using the Official Appeal Form, stating the reasons why the penalty is deemed inconsistent for the offence. On hearing any appeal lodged by the CEO the Appeal Authority has the right to maintain, reduce, or increase any such penalty.

g. Any appellant requesting an appearance before the Appeal Authority shall be responsible for all costs associated with any such appearance. This includes the costs for any support person the appellant may include at the appearance. If the penalty that is subject to appeal is fully overturned by the Appeal Authority, then the appellant will be reimbursed reasonable travel costs.

h. The Complaint Officer is to be notified of all appeals lodged at the time of lodgement.

4.6 Appeal Authority

a. Every appeal of a Disciplinary Committee decision shall be heard by an Appeal Authority as soon as practically possible following the appeal lodgement.

b. The Appeal Authority in each case shall consist of four (4) current Board Members appointed by the President and may include the President.

c. An Appeal Authority shall determine an appeal following a review of the evidence that was considered by the Disciplinary Committee and those points raised by the appellant supporting the grounds for the appeal. To determine clarity on matters raised both, in evidence, and in support of the appeal grounds, the Appeal Authority may also, at its discretion, initiate a telephone discussion with the Complaint Officer, the Disciplinary Committee lead and/or the appellant.

d. An Appeal Authority may vary or overturn any penalty imposed by the Disciplinary Committee but requires a 75% majority to do so.

e. To assist with the appeal decision making process when determining an appeal, the Appeal Authority has the right to access all recorded historical data associated with all past offences dealt with by the Complaint Officer.

f. The Board has the power to appoint an independent Appeal Authority in the event more than four Board Members are deemed to have a conflict of interest in any appeal that has been lodged for a hearing.

g. All Appeal Authority decisions are full and final, and the Member concerned shall have no further rights of appeal or to enter any further discussion or correspondence relating to the Disciplinary Committee or Appeal Authority decisions.

h. Any matter associated with the disciplinary process that is unable to be dealt with by the Appeal Authority under the terms of the Bylaws shall be dealt with by the whole Board under sub-clause 9.12 of the Constitution.

4.7 Publication of Disciplinary Committee and Appeal Authority Decisions

a. All NZMCA Park Custodians shall be notified of the name and membership number of suspended or terminated members immediately following expiry of the 14 days right of appeal period or when an appeal is lodged immediately following an appeal outcome should the appeal be lost.

b. All penalties imposed by the Disciplinary Committee over each two-month period shall be posted on the Association website and published in the next edition of the Motor Caravanner. Such publication of Disciplinary Committee determinations shall only include the type of offence committed and the penalty imposed, and shall not include names, membership numbers or the Area the offender is attached to.

5. SPECIAL RESOLUTIONS

5.1 Submission Date

a. Special Resolutions for consideration duly signed by five (5) financial Members must be in the hands of the CEO by 12 noon on 30 September in each calendar year. In the event this date falls on a weekend day then the time and day will move to the following Monday.

b. All Special Resolutions received shall be displayed on the Association website

and notified to Area and SIG committees by no later than 31 October in each calendar year.

5.2 Voting Procedure

Members voting on Special Resolutions can choose to do so either by a postal vote or by an electronic vote and:

a. Voting papers detailing the proposed Special Resolution(s) or instructions on how to access the proposed Special Resolution(s) and vote electronically shall be sent to Members no later than six (6) weeks prior to the Annual General Meeting and shall be returned (either by post or electronically) directly to the Returning Officer, no less than two (2) weeks prior to the Annual General Meeting.

b. Only financial Members shall be entitled to vote and shall only vote once.

c. Non delivery or the accidental omission to forward to any Member or Members, either a voting paper or instructions on how to vote electronically, shall not invalidate or affect the result of any vote.

5.3 Declaration of Special Resolution Voting Result

The sealed results of the voting shall be unsealed and announced by the meeting chair at the Annual General Meeting and:

a. A 75% majority support of those voting for a Special Resolution(s) is required to pass the resolution.

b. Voting papers and electronic votes shall be retained by the Returning Officer until fourteen (14) days after the Annual General Meeting, at which time they shall be destroyed by the Returning Officer.

6. FINANCIAL RECORDS AND ACCOUNTING

6.1 Financial Year

The financial year of the Association shall begin on 1 October each year and end on 30 September in the following year.

6.2 Accounting Responsibility

All monies payable to the Association shall be received by a person authorised by the Board who shall pay such monies into a bank account approved by the Board from time to time and shall be responsible to account to the Board for all funds of the Association and:

a. All cheques drawn upon or bank payment authorities issued to the Association bankers shall be signed by at least two (2) persons authorised by the Board.

b. Any securities deposited with the bankers shall not be delivered by them

without a written order signed by at least two (2) Board Members.

6.3 Investment of Funds

The Board may from time to time invest or re-invest the whole or any part of its funds not required for immediate use of the Association in such securities and upon such terms as it thinks fit. The Board may delegate this power to the CEO.

6.4 Budgeting and Financial Reporting to the Board

The CEO shall be responsible for:

a. Preparation of annual operating and capital budgets and present these to the Board for approval.

b. Reporting the year-to-date financial accounts compared to budget at each scheduled Board meeting for Board review and approval.

6.5 Financial Reporting and Auditing

The CEO shall be responsible for:

a. Preparation of the annual financial accounts using generally accepted accounting practices and have such accounts duly audited by the appointed Auditor.

b. Submitting the audited financial accounts to the Register of Incorporated Societies for registration within the prescribed time frame determined by legislation.

6.6 Application of Income

The income, assets and property of the Association shall be applied solely towards the promotion of the objects of the Association.

6.7 Inspection of Accounts and Books

The Board shall determine from time to time, the conditions under which the accounts and books of the Association shall be open for inspection by Members and no Members shall have the inspection right except as conferred by the Board or by ordinary resolution of a General Meeting.

7. NOTICES OF MOTION

7.1 Submission Date

a. Notices of Motion for consideration duly signed by five (5) financial Members must be in the hands of the CEO by 12 noon on 30 September in each calendar year. In the event this date falls on a weekend day then the time and day will move to the following Monday.

b. All Notices of Motion received shall be displayed on the Association website and notified to Area and SIG committees by no later than 31 October in each calendar year.

7.2 Voting Procedure

Members voting on Notices of Motion to change the Constitution can choose to do so either by a postal vote or by an electronic vote and:

a. Voting papers detailing the proposed Notice(s) of Motion or instructions on how to access the proposed Notice(s) of Motion and vote electronically shall be sent to Members not less than six (6) weeks prior to the Annual General Meeting and shall be returned (either by post or electronically) directly to the Returning Officer no less than two (2) weeks prior to the Annual General Meeting.

b. Only financial Members shall be entitled to vote and shall only vote once.

c. The accidental omission to forward to any Member or Members, either a voting paper or instructions on how to vote electronically, shall not invalidate or affect the result of any vote.

7.3 Declaration of Notice(s) of Motion Voting Result

The sealed results of the voting shall be unsealed and announced by the meeting chair at the Annual General Meeting and:

a. A 75% majority support of those voting for a Notice(s) of Motion is required to pass the motion.

b. Voting papers and electronic votes shall be retained by the Returning Officer until fourteen (14) days after the Annual General Meeting, at which time they shall be destroyed by the Returning Officer.

8. NZMCA PARKS

In these park rules the word Motor Caravan is frequently used. Although Motor Caravan is defined in the Constitution, for clarity a Motor Caravan includes motorhomes, campervans, caravans, 5th wheelers, converted trucks and buses.

8.1 Arrival at Parks

On arrival at NZMCA Parks all Members shall:

a. Shut the gate once you have entered the park unless otherwise instructed.

b. Drive at a speed no greater than 10 km/hour or at the designated speed where a lower than 10 km/hour speed is posted.

c. Park Motor Caravans at 90 degrees to a boundary or fence line when parking adjacent to any boundary or fence line.

d. When marked parking bays are provided park Motor Caravan in the centre between the parking bay markers.

e. Park towing and towed vehicles across the frontage of the Motor Caravan.

f. Ensure there is a 3-metre uninhabited space between Motor Caravans.

g. Enter your name, membership number and vehicle details in the registration book provided including your intended length of stay. If you stay longer than your original intended length, then re-enter your details in the registration book along with the new intended length of stay.

h. Pay the per person nightly fee for the intended length of stay either by cash into the iron maiden or through the NZMCA App. If paying by cash do not place this in an envelope. Should you decide to stay longer than your original intended stay then pay the per person nightly fee for the new intended length of stay.

i. Members taking part in an organised working bee at any NZMCA Park are exempted from paying the nightly fee during the period of the working bee.

8.2 Staying at Parks

When staying at NZMCA Parks all Members shall:

a. Ensure financial membership is current and display the financial membership window card on the Motor Caravan.

b. Ensure the NZMCA wings are displayed on the Motor Caravan.

c. Ensure Motor Caravans and tow or towed vehicles have current registration and COF/WOF certificates. Vehicles stored at approved NZMCA storage facilities within any NZMCA Parks (only Weedons currently) are exempted from this rule whilst in storage only.

d. Ensure Motor Caravans are certified self-contained and display the CSC warrant card on the Motor Caravan.

e. Ensure the number of people sleeping overnight whether inside the Motor Caravan or outside in a tent or under the awning where permitted under the park resource consent complies with the number of people defined in the CSC certificate. Members should contact the Park Custodian to ascertain whether this activity is permitted under the park resource consent.

f. Ensure all non NZMCA members included in the financial members vehicle comply with the Association's Constitution, Bylaws and Regulations including but not limited paying the nightly fee in accordance with 8.1h above. School age children under 16 years of age are exempted from paying the nightly fee. Nightly fee exemptions for bona fide Member dependents over the age of 16 can be granted by the CEO on a case-by-case basis through written application to the CEO.

g. Ensure all pet animals are always on a leash no longer than three (3) metres in length while outside a Motor Caravan. This includes when walking a pet or when a pet is tied up to a vehicle or a tree. The only exception to this rule is when a pet is inside a fenced off enclosure specifically provided for unleashed pet activity or in a personal fit for purpose Pet enclosure.

h. Pick up and hygienically dispose of all excrement left by pets including excrement from under vehicles.

i. Not take pets to any organised communal gatherings whether inside or outside gathering sheds.

j. Not take pets inside park buildings at any time.

k. Dispose of all rubbish and recyclables in the designated bins. Where no rubbish disposal bins are provided then all rubbish and recyclables are to be taken with you when leaving the park.

l. Not be permitted to dump grey or black water at NZMCA Parks other than in a designated dump station when provided.

m. Not be permitted to water wash vehicles at NZMCA Parks.

n. Hang all washing on designated park clothes lines or under awnings. Miniature circular clothes lines may be used if discreetly placed out of general sight.

o. Ensure generators are not used when prohibited under the park's resource consent and if permitted then only used for periods not exceeding two hours at any one time on a two hours on/two hours off frequency basis between the hours of 8-00am and 8-00pm. This time restriction also applies to running vehicle engines to charge batteries.

p. Ensure all other noise sources are kept at minimum levels. This includes the use of stereos, running vehicle engines, loud parties and barking dogs.

q. After registering and paying the nightly fee be permitted to reserve a Motor Caravan parking space for the purposes of leaving the park for shopping and other activities. Reserved parking details must be entered in the reserved parking register and a marker that includes your NZMCA number placed on the reserved site before leaving the site.

r. Not be permitted to reserve a Motor Caravan parking space for any other member at any time.

s. Not be permitted to leave an uninhabited Motor Caravan overnight in an NZMCA Park. Should an emergency arise such as a bereavement or sudden illness that requires an uninhabited Motor Caravan to be left overnight(s) then the Park Custodian for that park must be advised or if unable to contact the Park Custodian, then National Office or local Area Chair is to be advised. Subject to allowable provisions under the resource consent for each park and with prior approval of the Park Custodian or Area Chair, Members may leave a Motorhome

unattended at NZMCA Parks for short term hospital stays and, provided park usage demands allow and on a short-term basis only, to complete a walking trail or cycle trail that is in proximity of the park.

t. Not be permitted to stay at an NZMCA Park on a continuous basis for any longer than the maximum number of days in the specified period applicable to that park.

u. Not be permitted to undertake the powers of a Park Custodian at any time. Should members note any breach of park rules they can lodge a complaint with the Complaint Officer using the Official Complaint Form for this purpose or notify the Park Custodian providing full details of the breach, the Motor Caravan registered number of the alleged offender and if clearly visible the membership number of the alleged offender.

v. Not be permitted to undertake commercial business operations or hawking or soliciting for business opportunities.

w. Not be permitted to carry out any repairs or maintenance to vehicles other than minor emergency repairs such as changing a punctured tyre, replacement of a broken windscreen or faulty battery. For all other non-minor repairs and maintenance requirements the vehicle must be driven or towed off site.

x. Acknowledge and agree as part of the terms and conditions of parking in any NZMCA Parks, regardless of length of stay or whether the owner is in attendance or not in attendance at the park, that NZMCA is not liable for any theft or damage to member owned Motor Caravans and associated towing or towed vehicles or any contents of those Motor Caravans and associated towing or towed vehicles. The risk of using NZMCA Parks is entirely with the vehicle owner and as such vehicle owners should ensure they have adequate insurance to cover all possible risks while using NZMCA Parks.

8.3 Park Custodians

Park Custodians are volunteer members appointed by the Property Manager to maintain order and ensure members abide by park rules defined in 8.1 and 8.2 above at the designated NZMCA Park they have been appointed to. Where there are multiple parks within the same Area then all custodians in that Area are appointed to the multiple parks. In the event an Area has a temporary shortage of Park Custodians, and a visiting Park Custodian from outside the Area is available then the local Area Chair has the authority to appoint that custodian for the period the visiting Park Custodian is available. Board Members are designated as Park Custodians for all NZMCA Parks. When staying at NZMCA Parks all members shall:

a. Treat Park Custodians with due respect.

b. Comply with all instructions given by the Park Custodians including instructions to shift a Motor Caravan or a tow/towed vehicle to another location in the

park.

c. Accept that Park Custodians have the authority to direct recalcitrant members to leave an NZMCA Park.

d. Accept that Park Custodians can report recalcitrant members to the Complaint Officer for further disciplinary action.

8.4 Park Custodian Code of Conduct

NZMCA Park Custodians are the face of the Association within the NZMCA Park environs and by default become the face of the Board. Given they represent the Association and the Board in these roles it is critical that all custodians act in a manner that reflects well on the Association and the Board. This means custodians must act with decorum, empathy and in a polite manner when dealing with members at NZMCA Parks. When dealing with a problem or a problem member the custodian must act firmly but also act fairly and politely during this process. Should a member become belligerent it is important for custodians to not overreact. In these situations, a custodian should call for assistance from a fellow custodian and when one is not available seek assistance from another member or if necessary, from the Police. The importance of having assistance is to have a witness to the events should a disciplinary hearing eventuate. Custodians are required to follow the following code of conduct:

a. Always wear your custodian identification when acting in a custodial role.

b. You are a custodian only for the park you have been appointed to unless there are multiple parks within the same Area in which case you cover all parks in that Area. Do not act as a custodian at any other park outside your designated Area unless you have been appointed on a temporary basis by the Area Chair for that Area.

c. Make approaches to members and their motor caravans politely and with decorum in the same way you would approach any other person's private residence.

d. Act with empathy towards all members.

e. Treat members as you would want to be treated yourself.

f. Be polite and helpful when members seek assistance on any matter.

g. Be polite when directing members who are parking without due consideration to others.

h. When members are in breach of any of the park rules, act with decorum and advise them politely of the consequences if they continue to breach the rules

i. When members become belligerent after being approached about breaching rules then request in a polite manner that they leave the park.

j. When members refuse to leave the park when requested remain calm and get

assistance from another custodian or if necessary, from the Police.

k. Report recalcitrant members to the Complaint Officer using the Official Complaint Form or email in accordance with sub-clause 4.1 (a)