

MCC CONSTITUTION for GROUPS

YORKSHIRE GROUP SUPPLEMENT (2026)

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Document Control

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This document records the selected options and procedures appropriate to the operation of the Yorkshire Group.

The options selected are listed below and referenced by the Paragraph numbers of the MCC Constitution.

5 Group Administration

5.2 The Group Committee shall comprise of not more than 12 and not less than 3 members with at least 50% of active committee members attending meetings

5.7 Voting procedure at an AGM shall be by show of cards for general voting purposes and by ballot paper for election of members to the Committee (sample at the end of this document). Only members registered for the Yorkshire Group are entitled to vote. Only the nominees on the ballot paper that have acquired more 'Yes' votes than 'No' votes will be considered for inclusion into the committee. From those nominees that are to be considered, the aggregate difference between 'Yes' and 'No' votes are what is used to determine which nominations will be chosen to fill the available vacancies.

5.10 & 5.11 To encourage continuity within the committee, those committee members who wish to stand for a second or third year, can do so without the need to be included within the vote. Beyond that the rest of the 12 committee places are decided by a vote using Ballot Papers. The Officers shall be elected by the new Group Committee from within the Committee at a Committee meeting immediately after the committee ballot results have been announced.

5.16 Those members co-opted onto the Committee must serve only until the AGM and may stand for re-election

5.23 The Group Committee shall keep the Group Members informed regularly of its decisions. This will be by displaying the latest minutes on the notice board and on the website.

5.24 The quorum for an emergency meeting of the Group Committee shall be at least 50% of that committee and which includes at least one of the following Officers – Chairman, Vice Chairman, Secretary or Treasurer

6 Procedure for Group Annual General Meeting

Advanced Notification of AGM – Notice of the AGM shall be placed on the Noticeboard, Website & Facebook, being placed at least 6 weeks in advance of the AGM date. A suggested AGM Notice can be seen at the end of the document.

Advanced viewing of the previous AGM minutes – these shall be made available in the room at the AGM venue from 20:00 on the evening before the AGM takes place.

Advanced viewing of the accounts for the previous financial year– these shall be made available in the room at the AGM venue from 20:00 on the evening before the AGM takes place.

If there is a new version of this document this will be made available in the room at the AGM venue from 20:00 on the evening before the AGM takes place.

Members must show their current membership cards as they enter the AGM proving they are Yorkshire members to obtain voting capability.

AGM agenda should include

- Chairperson's Introduction
- Absent Friends
- Apologies
- Minutes of previous AGM
- Acceptance of previous minutes
- Matters arising
- Chairperson's Report
- Secretary's Report
- Rally Officers Report
- Financial Report
- Adoption of Financial Report
- Group Supplement Changes
- Acceptance of Group Supplement Changes
- Retirement & Election of Group Committee Members
- Election of Officers
 - Short break whilst the new Committee have a short meeting
- Committee Roles for the coming year
- Election of Independent Accounts Auditor
- Business proposals (only for those submitted >28 days in advance)

Member's Meeting (following AGM)

Any items for the Members Meeting Agenda must be received by the Secretary at least 14 days before the date of the AGM. This will allow some time to investigate before the meeting.

7 Finance

- (i) The funds of the Group shall be in an account with Barclays Bank. Some of the funds are banked with Virgin Bank to obtain interest.
- (ii) Where advance payments for rallies are needed, these can be done by the member from the members account to the group account
- (iii) Cheques will no longer be accepted as payment for a rally.
- (iv) Group Accounts shall be audited by a member of the Group but not by a committee member.
- (v) Accounting policy for capital expenditure is to write off on Purchase

As a thank you to the current year's committee, each committee person will be given a voucher for 2 free nights at a Yorkshire rally. They will therefore not get a free rally on a committee run rally unless they are the named Host(s) for that rally, in the usual manner.

8 Group Social Events

8.9 The Yorkshire group will not produce a Rally Booklet to distribute to all members as all the information about the rallies is on the website and is current, unlike a booklet that is only current and correct at the time of printing. If any member would prefer a printed listing, then if they contact the Group Secretary, this will be arranged for that member. Alternatively, the list is available on the website to be printed off, this of course will only be current and correct at the time of printing

Additional Procedures

Other Group committee positions to appoint: News writer, Entertainment Officer, Communications Officer and Webmaster

Committee meetings should be held monthly either by video call or in person

Committee Officers to use mccyorkshire.co.uk emails. This ensures their personal emails are not shared in the public domain. It also ensures that any previous correspondence will be available for any future officers.

Incoming telephone calls shall be to a generic telephone number 01924682148, where a message will be heard allowing the user to forward their call onto the appropriate Officer, or the current / upcoming Rally Host.

Where rallies are likely to be 'over-subscribed', those rallies are to be advertised as Bookable, and the booking of a place at that rally to be done on an on-line system from within the website. A deposit will be expected to be paid, if possible, using a bank transfer into the group account. This is to reduce the risk of non-attendance, encouraging communication with the committee if not being able to attend.

If we are providing food, then at least 1 of the committee/members should have at least a basic Food Hygiene Level 1 Certificate.

All committee members are to make new members feel welcome and to make them aware of club and group activities and regulations

Code of Conduct for Rallygoers

Unless advised otherwise, rallies will commence at 13:00.

Any members or guests arriving before the start may be asked and should be prepared to re-site.

Cancellation Statement. Rallies can be cancelled at short notice due to circumstances beyond our control. We will endeavour to update the website and our Facebook page in these circumstances. Sadly, we are unable to contact all members personally via phone or e-mail as this is not feasible.

In the event of personal accident or illness within their van members should sound their horn 3 times repeatedly and activate their vehicle hazard warning lights.

Member shall keep noise from radios, televisions etc. to a minimum. Generators may only be used between the hours of 10:00 to 12:00 and 16:00 to 18:00

Animals shall be kept under control and physically always restrained. When tethered the length of the lead shall not exceed 3m. Animals shall be exercised away from the rally field and any fouling cleared immediately and not left in sight of other rally goers at the side of members' vehicles. Animals other than assistance and service dogs shall not be taken into the Halls, Marquees or Group Tents. If the members are using licenced premises for social activities and those premises are also open to other members of the public at the same time, then well-behaved dogs may be allowed in if they are allowed in by the licensee and if they are always kept restrained on a short lead. If there are any risk of incidents they will be asked to leave.

Use of toilets by Transgender members - A person should use the disabled facilities if unisex facilities are not available. Alternatively use the facilities in their own motorhome.

Members shall ensure to leave their pitch tidy and free from litter.

Sample Advanced Notification of AGM

Notice of Annual General Meeting

Notice is hereby given that the <<..Enter number & Ordinal Indicator..>> ANNUAL GENERAL MEETING of the YORKSHIRE GROUP of the MOTOR CARAVANNERS' CLUB will take place at
<<..Enter address, Date & Time of AGM..>>

AGM agenda will include

1. Chairperson's Introduction
2. Absent Friends
3. Apologies
4. Minutes of previous AGM
5. Acceptance of previous minutes
6. Matters arising
7. Chairperson's Report
8. Secretary's Report
9. Rally Officer's Report
10. Financial Report
11. Adoption of Financial Report
12. Group Supplement Changes
13. Acceptance of Group Supplement Changes
14. Retirement & Election of Group Committee Members
15. Election of Officers
16. Short Break whilst the new committee have a meeting to agree new roles
17. Committee Roles for the coming year
18. Election of Independent Accounts Auditor
19. Business proposals

Nominations for the vacancies for the Group Committee are invited. Completed nomination forms must be received by the Secretary at least 7 days before the date of the AGM. The election of Committee Members will be by paper ballot. Nomination forms are available from the Secretary, group website or on the group notice board.

Business Proposals must be received by the Secretary at least 28 days before the date of the AGM.

MEMBERS' MEETING (following AGM)

Any items for the Members Meeting Agenda must be received by the Secretary at least 14 days before the date of the AGM. This will allow some time to investigate before the meeting.

MCC Yorkshire Secretary

<<..Enter Name..>>

<<..Enter Posting Date..>>

Sample ballot paper for election of members to the Committee

MCC Yorkshire		
Voting for Election of Committee		
<<Enter AGM Date>>		
Please place a tick in the appropriate box		
Names	Yes	No
Name 1	☐	☐
Name 2	☐	☐
Name 3	☐	☐
Name 4	☐	☐
Name 5	☐	☐
Name 6	☐	☐
Name 7	☐	☐
Name 8	☐	☐

This supplement approved by the Group Committee on 7th Jun 2026

Sean Sowley, Chairman
Elaine Jakeman, Secretary