



THE CARAVAN STORAGE SITE OWNERS' ASSOCIATION
Rules and Regulations

1. NAME

The name of the Association is the **Caravan Storage Site Owners' Association (CaSSOA)**.

2. OBJECTS

The objects of CaSSOA are to promote, advance and safeguard the interest of CaSSOA and of its' members.

3. CONSTITUTION OF CaSSOA

3.1 CaSSOA is a proprietary club, the proprietor being Caravan Security Storage Limited, a private limited company registered in England and Wales under company number 3699697 ("the Proprietor").

3.2 The Proprietor is responsible for providing CaSSOA with all of the facilities necessary in order to enable it to carry on its' activities in accordance with these objects and rules.

3.3 The members of CaSSOA are under no financial liability by reason of their membership of CaSSOA save for payments of the annual membership fee in accordance with these rules the amount of which is determined by the Proprietor.

4. OFFICERS

4.1 The officers of CaSSOA are the chairman, vice-chairman, site inspector, and the secretary.

4.2 The officers of CaSSOA are appointed by the Proprietor who may remove any officer from his office at any time.

5. COMMITTEE

The committee ("the Committee") must exercise the powers given to it by these rules and such other powers of management as it may from time to time undertake at the request of the Proprietor who may veto or vary any decision of the Committee.

6. CONSTITUTION OF THE COMMITTEE

6.1 The Committee consists of:-

6.1.1 the chairman

6.1.2 the secretary;

6.1.3 the site inspector and

6.1.4 not more than four members elected at the annual general meeting of CaSSOA ("the elected members").

6.2 The elected members must all retire each year but are eligible for re-election.

- 6.3 Any four members of the Committee form a quorum provided that at least one officer of CaSSOA is part of any quorum.

7. CASUAL VACANCIES AND CO-OPTION

- 7.1 Any casual vacancy among the elected members of the Committee must be filled by appointment by the Committee.
- 7.2 Any member appointed to a casual vacancy holds office until the appropriate retirement date of the member replaced.
- 7.3 The Committee may also co-opt not more than two additional members who must retire at the next annual general meeting but are then eligible for further co-option as well as election.
- 7.4 Co-option to the Committee is at all times subject to the approval of, and is terminable at any time by, the Proprietor.

8. MANAGEMENT

The Committee has all administrative powers necessary to carry out the objects of CaSSOA in accordance with these rules.

9. COMMITTEE MEETINGS

The Committee will meet periodically during the year to arrange the affairs of CaSSOA.

10. EXPENSES

Elected or co-opted members of the Committee shall be entitled to reimbursement of their reasonable travelling expenses in attending meetings of the Committee or otherwise attending to the business of CaSSOA at the specific request or direction of the Committee subject to production of receipts in respect thereof which shall be submitted to the Secretary for approval.

11. SECRETARY

- 11.1 The Secretary will conduct the correspondence of CaSSOA.
- 11.2 The Secretary shall keep full and accurate minutes of all proceedings of CaSSOA and of the Committee which shall be open to inspection by any member upon application to the Secretary.

12. SUB-COMMITTEES

- 12.1 The Committee may appoint sub-committees consisting of members of the Committee and/or other members of CaSSOA as it may deem necessary or expedient for the object of furthering any particular activity of the members.

- 12.2 The Committee may depute or refer to each sub-committee such of its powers and duties (except those relating to the expulsion of members) as it may determine subject to the approval of the Proprietor.
- 12.3 Each sub-committee must keep minutes of its proceedings which it must produce to the Committee and must conduct its' business in accordance with the directness of the Committee.
- 12.4 No sub-committee may incur any expense on behalf of CaSSOA or make any representation or give any warranty or undertaking on behalf of CaSSOA except to the extent that the Committee from time to time specifically authorises.

13. MEMBERSHIP

- 13.1** It shall be a condition precedent for full membership of CaSSOA that:
A) Full planning permission is in place, or
B) A certificate of lawful use is in place
- 13.2 Any person who owns and operates a caravan storage facility in Great Britain and Northern Ireland and who has satisfied the minimum security standards specified from time to time by the proprietor shall be eligible for full membership of CaSSOA.
- 13.3 The membership fee will be reviewed annually and based on the number of caravans in storage. For subsequent years the annual membership subscription shall be determined by the Proprietor after consultation with the Committee. (Subscriptions may be paid by monthly direct debit).
- 13.4 Applicants for membership must first complete the self-assessment form and associated documentation.
- 13.5 Acceptance of any application for full membership is subject to a satisfactory site inspection which will be carried out by the Proprietor as soon as practicable following receipt of a duly completed self-assessment form and payment by the prospective member of a non-returnable inspection fee of such amount as may from time to time be determined by the Proprietor. Acceptance of any application for membership shall, in any event, be at the discretion of the Proprietor.
- 13.6 Subscriptions shall become due and payable upon acceptance as a member and subsequently on the 1st January each year or upon such other date as the Committee may in its discretion determine. Initial subscriptions shall be payable pro-rata to the full annual rate applicable from time to time in respect of the period from acceptance as a member until the 31st December in the year of acceptance.
- 13.7 When a person has been accepted for membership and has paid the first subscription, or completed a direct debit authority in favour of CaSSOA, he shall become a member of CaSSOA and entitled to all the privileges of membership attaching to the class of membership to which he has subscribed and shall be deemed to be bound by these rules.

- 13.8 A list of the members of CaSSOA shall be kept at the office by the Proprietor at Market Square House, St James's Street, Nottingham, NG1 6FG and made available for inspection by the members at any time upon request.
- 13.9 The Proprietor may terminate the membership of any member whose subscription is more than three months in arrears.
- 13.10 The Proprietor may suspend the membership of any member for a period of 3 months to allow the member time to remedy an identified problem, if after this time the problem still exists, and the Proprietor is of the opinion that the continued membership is not in the best interests of CaSSOA or its' members he can terminate the membership. The Proprietor shall have absolute discretion as regards the implementation of this rule and shall not be under any obligation to give reasons for any decision taken in the exercise of that discretion.
- 13.11 The Proprietor shall be entitled to arrange an ad hoc inspection of members' caravan storage sites and may terminate the membership of any member if, following such an inspection, the Proprietor is not satisfied that the site fully complies with the Proprietor's minimum security standards.
- 13.12 The name of a member whose membership is terminated will be removed from the list of members and will immediately cease to be a member of CaSSOA and forfeit all rights of membership.
- 13.13 Following termination of his membership pursuant to the provisions of this rule a member shall forthwith and at his own expense remove from his premises and return to the Proprietor any signs, logos, badges, flags, insignia or devices of any kind which bear the name or logo of CaSSOA or of the Proprietor and any documents of any kind supplied to the member by the Proprietor all of which items shall at all times remain the property of the Proprietor.

14. RIGHTS AND LIABILITIES OF MEMBERS

- 14.1 Every full member of CaSSOA shall be entitled to use and enjoy all of the facilities and benefits provided by the Proprietor for CaSSOA upon such terms and conditions as to payment or otherwise as the Proprietor may from time to time stipulate.

15. CONDITION AND REGULATIONS

- 15.1 The Committee may from time to time create classes of membership the conditions of which shall be laid down in conditions of membership which may be made, varied or revoked by the Committee at any time with the approval of the Proprietor.
- 15.2 The Committee may from time to time with the approval of the Proprietor make or issue, vary or revoke such regulations and guidelines relating to the conduct of the internal affairs of CaSSOA.
- 15.3 Until revoked, all regulations and guidelines shall, once published and circulated, be and remain binding on the members.

- 15.4 A copy of the rules and regulations will be held by the secretary and available to all members.

16. ANNUAL AND SPECIAL GENERAL MEETINGS

- 16.1 An annual general meeting (AGM) must be held every year on an agreed date
16.1.1 for the election of members to serve on the Committee; and
16.1.2 for any other business that may be permitted in accordance with the rules.
- 16.2 A special general meeting may be convened by the Proprietor or the Committee or on written resolution to the secretary signed by at least 20 members of one-fifth of the elected members, whichever is the lesser.
- 16.3 At least 30 days written notice of an AGM specifying the business to be transacted and the place and hour of the meeting must be given.
- 16.4 At an AGM of CaSSOA every full member may be present and vote on every question raised and in case of equality of votes the chairman may have a second or casting vote.
- 16.5 The Proprietor must nominate the person who is to chair an AGM.
- 16.6 The Secretary must take minutes of the proceedings at all AGMs.

17. ADDRESSES OF MEMBERS AND NOTICES

- 17.1 Each member must inform the secretary of his address and of any change of address.
- 17.2 Notices required by these rules and by-laws to be given to members may be given by prepaid letter or by electronic mail addressed to a member at the last address he furnished to the secretary.

18 COMPLAINTS PROCEDURE

The complaints procedure is described thus:

- 1) A person making a complaint is forwarded a complaint form in the prescribed format with instructions to complete section A and return to sender.
- 2) Upon receipt of the form with section A completed it is then forwarded to the member site proprietor for his response by completing part B and return to sender.
- 3) Upon receipt of the form with parts A & B completed it is then forwarded to the Standards Committee for their comments to be added in Part C.
- 4) Once the procedure is completed it will be forwarded to the Proprietor for a final decision on any action that could be taken within the rules and regulations.
- 5) The Proprietor has the authority to decline any complaint not made in writing in the prescribed format.

19. ALTERATION OF RULES

These rules may be revoked, supplemented or altered by the Proprietor provided that in the case of any revocation, supplementation or alteration of these rules that would enable him to alter the objects of CaSSOA, he must have the consent of the

members of CaSSOA passed at a general meeting by a majority of two thirds at least of the members present and voting.

20. DISSOLUTION

20.1 CaSSOA may be dissolved:

20.1.1 By the Proprietor by giving at least 21 days notice to the membership; or

20.1.2 By the members in general meeting pursuant to a resolution passed at such general meeting by a majority of three-quarters of the members present and voting.

20.2 No resolution to dissolve CaSSOA may be considered in general meeting unless a proposal for the resolution has been submitted to the secretary in writing and signed by at least 20 members of CaSSOA at least 21 days before the date of the meeting.

20.3 On the dissolution of CaSSOA by the Proprietor or by the members, all the property of CaSSOA belongs to the Proprietor.

21. DISPUTES

Any disputes or difference which may arise as to the meaning or interpretation of these rules or of any conditions of membership, regulations or guidelines made or issued in accordance with rule 15 shall be determined by the Proprietor, whose decision shall be final and binding on all members of CaSSOA.

22. INTERPRETATION

In these rules:-

22.1 reference to the masculine shall include the feminine and, where appropriate, the singular to the plural; and

21.2 the headings are for ease of reference only and are not to be taken into account in their interpretation; and

22.3 Caravans to include motorhomes and 5th wheel trailers

Dated March 2011

**The Caravan Storage Site Owners' Association,
(CaSSOA)
10th Floor, Market Square House, St James's Street,
Nottingham, NG1 6FG
www.cassoa.co.uk**