



**European Caravan Federation**

**CONSTITUTION**

**[Status: 11 May 2007]**

### **Article 1 – Name of the organisation**

Under the Swiss Civil Code, Article 60 et seq. is constituted an association with the name

**European Caravan Federation**  
(Abbreviation in each language ECF)

It may be registered in the Commercial Register.

The registered office and domicile of the association is Zurich.

### **Article 2 – Objectives**

The objectives of the ECF are:

- to promote caravanning in all its forms
- to defend the interest of the caravan industry including all 'caravan' manufacturers, distributors, suppliers providing components/equipment and specialist service providers to the caravan industry.

The generic term 'caravan' covers touring caravans, trailer tents, folding caravans, mobile homes (caravan holiday homes) and motor caravans (motor homes).

### **Article 3 – Official language**

The official language of the ECF is English. Simultaneous translation at the Annual General Meeting (AGM) will be provided at the discretion of the president.

### **Article 4 – Membership**

1. There will be two categories of membership – full member and associate member.

Full member – Membership is, in principle, open to one national association in each country representing:

- a) manufacturers of 'caravans' as defined in Article 2
- b) distributors of 'caravans' if there is no manufacturers association in that country

2. Associate member – Membership is open to companies providing goods and services to 'caravan' manufacturers and distributors as defined in Article 2.

3. A different solution for a membership application may be decided by the Board of Directors but only by unanimous agreement.

### **Article 5 – Application for Membership**

1. Applications for membership shall be addressed to the Secretary General and must for the purposes of full membership include a list of members represented by the applying association.
2. After obtaining all supporting documentation, the Secretary General shall submit all applications for membership to the Board of Directors and will be responsible for notifying applicants of the outcome of the Board's decision. The Secretary General shall not be required to give reasons for the Board's decision.

### **Article 6 – End of Membership**

Membership ends:

1. by written resignation to reach the Secretary General by June 30 in any year to become effective at the end of the same calendar year.
2. by expulsion by the General Assembly on the proposal of the Board of Directors.

### **Article 7 – Organs**

The organs of the ECF are:

1. The General Assembly
2. The Board of Directors
3. The Associate Members Assembly
4. Any specific Committee appointed by the Board of Directors
5. The Auditors

### **Article 8 – General Assembly**

1. The highest organ of the ECF is the General Assembly. The of the General Assembly (AGM) shall take place every year within the first six months.
2. In the General Assembly every full member has one equal vote. All decisions shall be taken by a simple majority vote except those under item l & m whereby a qualified majority of 75% is required.
3. The General Assembly has the following duties:
  - a) to receive the annual report of the President
  - b) to receive and approve the annual accounts and the report of the Auditors thereon
  - c) to receive and approve the budget
  - d) to fix the annual subscription for the different membership categories
  - e) to elect the Board of Directors (full members only)
  - f) to ratify the appointment of a representative from the Associate Members Assembly as a Board Director
  - g) to appoint the Auditors
  - h) to receive the Associate Members Assembly Report
  - i) to receive reports from committees or sub-committees
  - j) to nominate honorary members
  - k) to decide all other matters, presented by the Board of Directors, or matters of which notice has been given by a full member or the Associate Members Assembly in writing to the Secretary General at least one month before the date of meeting
  - l) to revise the Constitution
  - m) to dissolve the Federation

### **Article 9 – Extraordinary General Meetings**

1. Extraordinary General Meetings (EGM's), if required, shall be summoned by a decision of the Board of Directors, or if at least one fifth of the full members request it.

### **Article 10 – Associate Members Assembly**

1. The Associate Members Assembly shall take place every year within the first six months.
2. Every associated member has one equal vote. All decisions shall be taken by a simple majority vote.
3. The Associate Members Assembly has the following duties:
  - a) To receive the annual report of the Chairman
  - b) To elect the Chairman as associate members representative. The election has to take place every other year.
  - c) To decide all matters concerning the associate members
  - d) If there is no special regulation, see article 8

### **Article 11 – Election of the Board of Directors**

1. The Board of Directors is composed of a minimum of three and a maximum of seven Directors representing the full members and one additional Director representing the Associate Members Assembly. All Board Directors should be, in principle, active executives in a 'caravan' manufacturer or a 'caravan' distribution company.
2. The Board Directors representing the full members shall be elected every other year by secret ballot. Each full member shall be invited to nominate one candidate who should normally have attended at least two meetings of a General Assembly before the meeting at which he stands for the first time. The nominees shall state whether or not they are willing to stand for the Office of President.
3. The Associate Members Assembly will have its representative's appointment, as a Board Director, ratified by the General Assembly.
4. Board Directors may be re-elected.
5. In case of a vacancy in the Board of Directors:
  - a) the full member association can appoint a new representative for the rest of the term of office subject to the approval of the Board of Directors.
  - b) the Associate Members Assembly can appoint a new representative for the rest of the term of office subject to the approval of the Board of Directors.
6. The President shall be elected by the General Assembly from the elected Board of Directors. A Vice-President and a Treasurer shall be appointed from the remaining elected Board Directors by the Board of Directors. The Vice-President shall replace the President if the President for any reason cannot fulfil his duty.
7. The Secretary General shall be appointed from the elected Board Directors or from the senior officials of full member associations who are appointed by the Board of Directors as non-voting advisors to the Board.
8. The Board of Directors shall appoint the Chairmen of the ECF Committees as and when necessary.

### **Article 12 – President**

The ECF is represented by the President. Representation can be delegated by the President to :

- a) the Secretary General
- b) an ECF Committee Chairman
- c) a Board Director
- d) a senior official (non-voting advisor) appointed to the Board of Directors

### **Article 13 – Board of Directors - Responsibilities**

1. The Board of Directors meets on the demand of the President or Vice-President. It is competent to take decisions if at least three elected Board Directors are present.
2. Responsibilities of the Board of Directors are:
  - a) To address all major issues effecting the ‘caravan’ industry (as defined in Article 2) and agree where necessary:
    - ECF policy decisions
    - ECF position statements
    - ECF action plan
  - b) To appoint ECF committees as and when necessary and to define their terms of reference.
  - c) To receive reports and/or proposals from ECF committees and make appropriate recommendations.
  - d) To assess proposals presented by the Secretary General and to agree a course of action.
  - e) To assess the market situation identifying potential threats and opportunities to the ‘caravan’ industry.
  - f) To review and finalise the accounts of the ECF prior to their submission to the General Assembly.
  - g) To review and finalise proposals for the revision of the constitution prior to them being submitted to the next AGM or EGM of the General Assembly.
  - h) To prepare meetings of the General Assembly.

### **Article 14 – Secretary General**

1. Responsibilities of the Secretary General are:
  - a) To advise the Board, and, where appropriate, other committees, on policy and strategic matters that may affect the Federation or the industry
  - b) To develop and present to the Board a Strategic Plan
  - c) To review and finalise the accounts and submit them to the Board
  - d) To conduct regular reviews of market situations and opportunities and threats to the industry
2. The Secretary General will be responsible for ensuring that the industry’s position on policy matters is represented to its various audiences including European, National and Local Government, regulatory bodies, consumer bodies, the media, tourism bodies and the general public.
3. The Secretary General is responsible for ensuring the Federation is presented and promoted in a professional manner at all times.

#### **Article 15 – Invitations of Meetings**

1. Invitations to meetings of the ECF General Assembly and the Board of Directors must be issued by the Secretary General at least 20 days before the date of the meeting and they must include the items on the agenda of business.
2. Every meeting summoned according to the Constitution is competent to pass resolutions on those matters of which due notice has been given.

#### **Article 16 – The Auditors**

The Auditors shall examine the annual accounts as well as the assets presented by the Treasurer and make a report at the annual meeting of the General Assembly.

#### **Article 17 – Income of the ECF**

The income of the ECF consists of:

1. The full members' annual subscriptions
2. The associate members' annual subscriptions
3. Voluntary subscriptions and donations
4. Interest earned
5. Other profits deriving from the activities of the ECF

#### **Article 18 – Liability**

The responsibility of the ECF is exclusively limited to its assets. The liability of full and associate members are excluded.

#### **Article 19 – Constitution**

1. The revision of the Constitution is effected on the proposition of the Board of Directors or on written demand of one third of all members.
2. Formulated and substantiated proposals for the revision have to be addressed to the Secretary General for the Board of Directors, who must submit them to the next annual or extraordinary meeting of the General Assembly.
3. This Constitution has been adopted by the AGM of the General Assembly on 11<sup>th</sup> May 2007 in Lucerne in Switzerland coming into force at the same day.

**Article 20 – Dissolution of the ECF**

In the case of dissolution the General Assembly shall dispose of the assets on the proposition of the Board of Directors taking into consideration as far as possible the objects of the ECF.