

**FEDERATION INTERNATIONALE DE CAMPING CARAVANNING ET  
AUTOCARAVANNING A.I.S.B.L.  
Rue des Colonies 18/9  
1000 Bruxelles**

## **F.I.C.C. STATUTES**

### **Article 1. TITLE**

#### 1.1.

The FEDERATION INTERNATIONALE DE CAMPING, CARAVANNING et AUTOCARAVANNING A.I.S.B.L. (International Camping, Caravanning and Motorcaravanning Federation), in its abridged form F.I.C.C. A.I.S.B.L., hereafter referred to as “the Federation” or “the F.I.C.C. A.I.S.B.L.”, is a non-profit international association.

#### 1.2

The Federation is governed by the provisions of Chapter III of the Belgian law of 27 June 1921 concerning non-profit-making associations, foundations and non-profit-making international associations as amended by the law of 2 May 2002 and the law of 16 January 2003.

#### 1.3.

In this context, the Federation precludes itself from any involvement in political, philosophical, religious or social matters.

### **Article 2. DURATION**

The Federation is formed for an unlimited duration.

### **Article 3. OBJECTS**

#### 3.1.

The Federation pursues the following scientific aims:

##### 3.1.1.

To study ways and means of developing coordination, harmonisation and improvement of conditions of cooperation of camping, caravanning and motorcaravanning groups, federations and clubs at national and international level;

##### 3.1.2.

To promote cooperation between its members throughout the world by all appropriate means;

##### 3.1.3.

To research and promote the highest level of services in the field of camping;

#### 3.1.4.

To study means of promoting camping, caravanning and motorcaravanning and ensure the protection of the legitimate interests of its members as well as their member-campers, caravanners and motorcaravanners vis-à-vis all national and international organisations.

#### 3.2.

The Federation has the following educational aims:

##### 3.2.1.

To study and discuss all problems relating to camping, caravanning and motorcaravanning.

##### 3.2.2.

To organise day study groups, seminars, conferences and any other activity designed to promote camping, caravanning and motorcaravanning and create awareness among legislative, administrative, cultural, tourist and health authorities of the questions and problems which camping, caravanning and motorcaravanning activities can raise;

##### 3.2.3.

To prepare and disseminate reports and information documents concerning camping, caravanning and motorcaravanning;

##### 3.2.4.

To teach campers, caravanners and motorcaravanners to respect nature and promote environmental protection among campers. In this context, the Federation precludes itself from any involvement in political, philosophical, religious or social matters.

### **Article 4. ACTIVITIES**

#### 4.1.

The Federation promotes the expansion of camping, caravanning and motorcaravanning in all countries throughout the world.

#### 4.2.

It encourages the creation of camping, caravanning and motorcaravanning organisations.

#### 4.3.

It provides members with international camping cards issued by F.I.C.C. Its members undertake to accept foreign holders of a valid International Camping Card (CCI) on their campsites.

#### 4.4.

It publishes, adapts and distributes all regulations concerning its objects.

#### 4.5.

It organises either directly or through its members, events that may promote its aims including, if possible, at least one International Rally each year.

4.6.

It may stimulate either directly or through its members, the organisation of campsites.

4.7.

It may provide a documentary and information service on campsites and the laws and regulations in each country relating to camping, caravanning and motorcaravanning.

## **Article 5. THE OFFICE of the FEDERATION**

5.1.

The Federation has its registered office in Belgium at 18, rue des Colonies (bte 9), B - 1000 Brussels, in the Judicial District of Brussels. By decision of its Council to be published in the Annexes of the Moniteur Belge, it may be moved elsewhere in Belgium, abiding by the linguistic legislation in force at the time.

5.2.

The Council can decide to set up regional subdivisions or branches worldwide.

## **Article 6. COMPOSITION**

6.1.

The Federation is composed of members who are corporate bodies (clubs and federations) legally constituted in accordance with the laws and customs of their country of origin.

6.2.

Members are:

- camping, caravanning and motorcaravanning clubs or federations, the statutes of which meet the requirements for membership of the F.I.C.C. A.I.S.B.L.

## **Article 7. ACQUISITION AND LOSS OF MEMBERSHIP**

7.1.

Membership is obtained by proposal of the Council and confirmation by the General Assembly.

7.2.

Every member has the right to withdraw from the Federation by notifying its resignation by registered letter addressed to the registered office of the Federation by 31 October of the current financial year at the latest. The rights and obligations of members who resign from the Federation expire at the end of the same financial year.

7.3.

The membership of a club or federation may be suspended by decision of the Council for compelling reasons. This decision must be referred to the Mediation Commission.

7.4.

Outstanding financial obligations of members that resign or are suspended or expelled remain due until paid in full.

7.5.

Members who have not settled their debts and obligations to the F.I.C.C. A.I.S.B.L. by the due date shall be deprived of their right to attend or vote at General Assemblies.

7.6.

If without good reason, payments are more than one year in arrears, the General Assembly may, upon proposal by the Council, pronounce expulsion with immediate effect. A member facing expulsion has the right to defend its case at the General Assembly before the General Assembly takes its decision.

7.7.

Should the conduct of a member be contrary to these Statutes or the Rules of Procedure of the Federation or prejudice its activity or its interests, immediate expulsion may be pronounced by the General Assembly after a proposal to that effect by the Council and after taking the advice of the Mediation Commission in accordance with the procedure provided for in the Rules of Procedure. The member facing expulsion has the right to defend its case at the General Assembly before the General Assembly takes its decision

## **Article 8. HONORARY TITLES - HONORARY MEMBERS**

8.1.

On the proposal of the Council, or of one or several members, the General Assembly may confer the title of Hon. President on the outgoing President of the F.I.C.C.

8.2.

On the proposal of the Council or of one or several members of the F.I.C.C. A.I.S.B.L. the General Assembly may confer the title of Hon. Member upon persons who have rendered outstanding services to the federation.

## **Article 9. RIGHTS AND OBLIGATIONS**

9.1

All rights and obligations of members derive from these Statutes and the Rules of Procedure.

9.2.

These Statutes, together with the Rules of Procedure and the decisions taken by the General Assembly, are fully binding upon all members.

## **Article 10. FINANCIAL LIABILITY**

### 10.1.

The financial liabilities of members towards the Federation are limited to the payment of amounts agreed by the General Assembly as provided for in the Statutes and in the Rules of Procedure.

### 10.2.

The Federation alone is responsible, to the extent of its assets, for all undertakings to which it has contracted.

## **Article 11. GENERAL ASSEMBLY**

### 11.1.

The General Assembly is the supreme authority of the Federation.

### 11.2. **Organisation**

#### 11.2.1.

The General Assembly is composed of members of the Federation.

#### 11.2.2.

It meets at least once a year at a place and date fixed by the General Assembly two years previously. The Executive Committee must send convening notices for any General Assembly, whether ordinary or extraordinary, by letter, fax or e-mail. These convening notices must be addressed to members at the latest sixty (60) days before the date set, without prejudice to Article 12.2.2.

#### 11.2.3.

A General Assembly shall also be called at the request of 25% of members. The reason for the request must be given. Convening notices for this new General Assembly must be addressed to members by letter, fax or e-mail at the latest sixty (60) days after receipt of the request.

### **11.3. Voting rights**

#### 11.3.1

Each member has a number of votes according to its stated membership and the corresponding schedule of votes.

#### 11.3.2.

The schedule pertaining to the number of votes is stated in the Rules of Procedure.

#### 11.3.3.

A member has the right to vote by post in the manner laid down in the Rules of Procedure

#### 11.3.4

Any member may vote by proxy, delegating its vote to another member. The number of proxy

votes is limited to one (1) per member.

#### **11.4. Quorum**

##### 11.4.1.

Except as regards the provisions of Article 11.5.5, the General Assembly may only deliberate validly if more than one half of members is present.

##### 11.4.2.

If the quorum is not reached, a second General Assembly with the same agenda will be convened by the Council to take place on the same day.

##### 11.4.3.

This meeting may decide all points on the agenda whatever the number of members present, with the exception of the stipulations of article 11.5.5.

#### **11.5. Requisite majority**

##### 11.5.1.

Apart from exceptional cases provided for in the Statutes, decisions are adopted by simple majority of the valid votes cast.

##### 11.5.2

The simple majority is reached when the number of votes "for" is superior to the number of votes "against" irrespective of the number of abstentions, blank or spoiled voting papers.

##### 11.5.3.

The election of the President is carried on the first ballot if the candidate obtains more than one half of the votes cast at the General Assembly. If a second ballot is necessary, the candidate elected is the person who has secured the largest number of votes cast.

##### 11.5.4.

Honorary Presidents and Honorary Members are appointed on the recommendation of the Council, or of one or several members. Appointees must secure at least three-quarters of the votes cast at the General Assembly.

##### 11.5.5

The adoption and the modification of the Rules of Procedure at the request of the Council require two-thirds at least of the votes cast by members.

#### **11.6. Competence**

##### 11.6.1.

The General Assembly is vested with all the powers necessary to achieve the aims of the Federation. The powers of the General Assembly include, inter alia, the following:

##### 11.6.2.

- To elect or dismiss for serious breach of conduct members of the Council and the President;

11.6.3.

- To appoint the Mediation Commission and exercise the right of decision on appeals;

11.6.4.

- To approve the annual report of the Council;

11.6.5.

- To appoint an external auditor, to receive the annual report and to approve the balance sheet, the profit and loss account and the financial report of the Council for the previous financial year;

11.6.6.

To approve the annual accounts and the budget for the following year;

11.6.7.

- To fix the level of subscriptions;

11.6.8.

-To admit, exclude or expel members on the recommendation of the Council;

11.6.9.

- To exercise its right to confer honorary titles;

11.6.10.

- To modify the Statutes and the Rules of Procedure and to take the decision to dissolve the Federation;

11.6.11.

- To release Council members and the auditor from financial liability;

11.6.12.

- To transform the Federation into a charitable institution.

## **11.7 Agenda**

11.7.1.

The General Assembly takes decisions solely on the items on the agenda. Minutes shall be taken of the proceedings of General Assemblies. Members will be notified of decisions taken by the General Assembly.

11.7.2.

Thirty (30) days prior to a General Assembly, members may submit a written request to Council for specific points to be discussed at the forthcoming General Assembly.

11.7.3.

Such requests shall be read out to the General Assembly by the member(s) concerned.

11.7 4.

The General Assembly may instruct the Council to put the item on the agenda for the next General Assembly.

**Article 12. MODIFICATION OF THE STATUTES AND WINDING-UP OF THE FEDERATION**

**12.1. Modification of the Statutes**

12.1.1.

Only a Statutory (Extraordinary) General Assembly specifically convened for the purpose can modify the Statutes upon a proposal by the Council or at the request of six (6) members, and after consultation with the Statutes Commission.

12.1.2.

The Statutory (Extraordinary) General Assembly shall be convened before the next Ordinary General Assembly provided sufficient notice is given to proceed with the proposed modification. In any event it should be held before the following year's Ordinary General Assembly.

12.1.3.

The new proposed draft for the articles to be modified and the recent opinion of the Statutes Commission must be included with the notice convening the Statutory (Extraordinary) General Assembly.

12.1.4

The Statutory (Extraordinary) General Assembly may only validly deliberate on amendments to the Statutes that are expressly mentioned in the notice convening the meeting, and if at least two thirds of members are present at the meeting in person or voting by mail or by proxy.

12.1.5.

Amendments may only be passed if a two-thirds majority of members present in person or voting by mail or by proxy vote in favour

12.1.6.

Any amendment to the purpose or purposes for which the association was established may only be passed if two-thirds (2/3) of members are present in person or represented and a majority of four-fifths (4/5) of those members present in person or represented vote in favour.

12.1.7

If the quorum of two-thirds of members present in person is not achieved at the first meeting, a second meeting may be called under the conditions stipulated in Article 11.4.2 which may validly transact its business regardless of the number of members present and pass the amendment(s) by a majority of four-fifths (4/5) of the votes.



12.1.8.

Modifications to the Statutes do not take effect until the legal conditions governing publication have been fulfilled.

## **12.2. Winding-up**

12.2.1.

The winding-up of the Federation may only be decided by a Statutory (Extraordinary) General Assembly specially convened for that purpose

12.2.2.

The notice convening the Statutory (Extraordinary) General Assembly must be sent by letter, fax or e-mail one hundred and eighty (180) days before the meeting

12.2.3.

The requisite number of members must be present and the necessary majority attained as laid down in Article 12.1.4 and Article 12.1.6. of the Statutes

12.2.4.

If it is decided to dissolve the Federation, any net assets after liquidation shall be assigned to a charitable institution.

## **Article 13 THE COUNCIL**

13.1.

The Council is the body entrusted with the management of the Federation

### **13.2. Composition**

13.2.1.

The Council is composed of at least three (3) persons from three (3) different countries and a maximum of ten (10) persons from ten (10) different countries, elected by the General Assembly. Each of these persons is nominated by the member or members of the country concerned. The number of Council members should be inferior to the number of members

13.2.2

The President of the Federation is elected from within the Council by the General Assembly. The two Vice-Presidents are elected by the Council from among its members on the recommendation of the newly-elected President

### **13.3. Conditions of eligibility**

13.3.1.

In order to be eligible for election as a member of the Council, a person must enjoy full civil rights, be a member of a club or a federation that is a member of the F.I.C.C. A.I.S.B.L., be available and prepared to undertake the various duties and responsibilities associated with membership of the Council entrusted to him/her by the F.I.C.C. A.I.S.B.L. and be proficient in

one of the three official languages of the F.I.C.C. A.I.S.B.L.

#### 13.3.2.

Members of the Council may not exercise any profession or lucrative employment that has a direct connection with any sector of camping, caravanning and motorcaravanning.

#### 13.3.3.

Council members carry out their duties gratuitously. They are nevertheless entitled to be reimbursed for their travelling expenses and to receive a daily allowance, the amount of which is set by the Council to cover all expenses arising out of the performance of their official duties or of any other assignment which may be entrusted to them by the Council

#### 13.3.4.

Members of those countries who wish to propose a candidate as a Council member must submit their candidature to the President of the F.I.C.C. A.I.S.B.L. at the registered office of the F.I.C.C. A.I.S.B.L. in writing by mail, fax, or e-mail, one hundred and twenty days (120) before the date set for the General Assembly at which the election is to take place.

### 13.4. Duration

#### 13.4.1.

Council members are elected for a period of three (3) years renewable. Once elected, Council members may not be replaced before their term of office has expired except in cases laid down in Article 11.6.2.

#### 13.4.2.

The term of office takes effect at the close of the General Assembly at which the election is held.

#### 13.4.3.

Whenever a post becomes vacant, the Council shall invite the Club or Federation of the country in question to present a candidate to the following General Assembly. This candidate may attend Council meetings but without voting rights until confirmed by the General Assembly.

#### 13.4.4.

Should the country in question renounce its right to a seat, the country with the next highest number of votes at the last elections, but not elected, will be asked to present a candidate to the following General Assembly. This candidate may attend Council meetings but without voting rights until confirmed by the General Assembly.

### 13.5. Meetings

#### 13.5.1.

The Council meets when convened by the President.

#### 13.5.2.

The Council meets when convened at the request of at least (3) council members.

13.5.3.

The Council may only validly deliberate if one half of its members plus 1 are present.

13.5.4.

Decisions are taken upon a simple majority of the members present, the President having a casting vote in the event of a tie.

### 13.6. Powers

13.6.1.

The Council is entrusted with all the powers necessary to achieve the aims of the Federation except those reserved for the General Assembly in accordance with these Statutes and the Rules of Procedure.

13.6.2.

Members of the Council are obliged to further the general interests of the F.I.C.C. A.I.S.B.L. and not those of their own club or federation, and to treat all matters discussed as confidential. The powers of the Council include the following :

13.6.3.

- appointment of the Administrative Director proposed by the Executive Committee;

13.6.4.

The Council fixes allowances referred to in article 13.3.3.

13.6.5.

The Council delegates the right to represent and commit the Federation to the Executive Committee.

13.6.6.

The Council publishes reports by the Commissions.

13.6.7.

The Council drafts the agenda for General Assemblies.

13.6.8.

The Council supervises the implementation of decisions of the General Assembly.

13.6.9.

The Council may cancel a rally and appoint a new organiser.

13.6.10

It has the right of decision and implementation of disciplinary measures in the first instance

13.6.11.

It represents the Federation both judicially and extrajudicially by at least two of its members, one of whom must be a member of the Executive Committee.

13.6.12.

Council members may attend meetings of commissions and working groups, but without the right to vote on the subjects discussed.

13.7.

The Council entrusts the Executive Committee with the management of day-to-day business as provided for in Article 14 of these Statutes, while retaining its right of supervision and control.

13.8.

The Council may consult any person in the execution of its powers and permit his/her attendance at its meetings as an adviser.

13.9.

Decisions of the Council are recorded in minutes with the detailed results of any vote taken. Minutes will be submitted to Council members for approval by e-mail.

#### **Article 14. THE EXECUTIVE COMMITTEE**

14.1

The Executive Committee is composed of the President and two Vice-Presidents. Should the President not be available, then the most senior Vice-President in office replaces him/her; in the event of equal seniority, the elder Vice-President shall replace the President.

14.2

The President convenes the meeting. The Executive Committee may validly deliberate provided at least two (2) of its members are present.

14.3.

The Executive Committee is entrusted with the day-to-day management of the Federation

#### **14.4 Powers**

The Executive Committee's powers include, inter alia:

14.4.1.

Implementation of decisions taken by the General Assembly and the Council.

14.4.2.

Opening of bank accounts and the carrying out of all operations connected thereto in the name of the Federation.

14.4.3.

Preparation, organisation and convening of the General Assembly.

14.4.4.

Preparation of a work programme for each year.

14.4.5.

Preparation of the annual report of the Council

14.4.6.

It draws up the balance sheet, the profit and loss account, and the financial report and preparation of the draft budget for the following financial year, to be approved by members of the Council before being examined and approved by the General Assembly.

14.4.7.

It determines the status of Secretariat staff.

14.5.

The Executive Committee is empowered to make any necessary urgent decisions in the best interest of the Federation and inform the Council forthwith.

14.6.

The Executive Committee shall submit to the Council an interim management report between Council meetings.

14.7.

Minutes are drawn up for each meeting and are forwarded to all members of Council.

14.8

Any legal action undertaken against or on behalf of the Federation is brought and pursued by the Council, represented by the President or any other Council member he appoints.

## **Article 15 The PRESIDENT**

15.1.

The President of the Federation assumes the presidency of the Council and of the Executive Committee

15.2.

The President convenes meetings of the Council and the Executive Committee

15.3.

The President shall consult the Executive Committee when urgent decisions are required.

15.4.

The President prepares the documents for meetings of the Council and the Executive Committee.

15.5.

The President is entitled to delegate specific tasks within his own competence to others.

15.6.

The President has a casting vote in the event of equality of votes during meetings of the Council and the Executive Committee.

15.7.

If the President is not domiciled in a country where the Federation has an office, the Council shall authorise the use of local secretarial services for the performance of his function.

15.8.

If the President does not complete his term of office, the Council shall appoint an acting President from among its members until the next General Assembly. A new President will be elected by that General Assembly to serve until the expiry of the original term of office. The President shall appoint the members of the Executive Committee in accordance with Article 13.2.2.

## **Article 16. SECRETARIAT**

The Federation has a permanent Secretariat that reports to the Executive Committee.

## **Article 17. Mediation Commission**

17.1.

The Mediation Commission is composed of five (5) persons from F.I.C.C. member clubs or federations each belonging to a different country.

17.2.

These members who, under no circumstances, may at the same time be members of the Council, are elected by the General Assembly on a proposal by the Council or by the General Assembly itself. Their term of office is for three (3) years renewable.

17.3.

The Mediation Commission elects its Chairman. All matters contained in Articles 7.3. and 7.7. of these Statutes are referred to it, in accordance with the provisions laid down in the Rules of Procedure.

## **Article 18. STATUTES COMMISSION**

18.1.

The Statutes Commission is composed of three (3) members of the Council.

18.2.

Its members and Chairman are elected by the Council. Their term of office is for three (3) years renewable.

18.3.

The Commission examines any problems relating to the Statutes, Rules of Procedure and all regulations submitted to it, and gives its opinion thereon. It submits its modification proposals to the Council.

18.4.

It monitors compliance with the Statutes and Rules of Procedure.

18.5.

The Commission may consult any person in the execution of its powers and permit his/her attendance at its meetings as an adviser.

## **Article 19. OTHER BODIES**

The Council may establish Commissions, Committees or Working Groups, the competence of which is consultative only. It determines their composition, authority and terms of reference in conformity with these Statutes and the Rules of Procedure.

## **Article 20. AUDIT**

20.1.

The Council shall appoint a firm of professional accountants to conduct an annual audit of the books and the accounts. Individual Council members may not have any connection with the firm of auditors either through direct ties of kinship or marriage, or through any commercial relationships.

20.2.

The auditor's report is submitted to the General Assembly.

## **Article 21. FINANCIAL YEAR**

The financial year of the Federation begins on 1<sup>st</sup> January and ends on 31<sup>st</sup> December. Each year the Council shall produce annual accounts as required by law and present them to the General

Assembly together with the budget for the current financial year, the Council's financial report and the auditor's report.

## **Article 22. SUBSCRIPTIONS**

22.1.

**Members** pay an annual subscription, the amount of which is set by the General Assembly.

22.2.

Annual subscriptions must be paid within 30 days of the date on the invoice.

## **Article 23. FINANCIAL MEANS**

23.1.

The financial means available to the Federation derive from annual subscriptions, grants, subsidies and donations as well as from various activities consistent with its aims.

23.2.

Without prejudice to any applicable law, the F.I.C.C. A.I.S.B.L. has the right to purchase, exchange and sell real estate and to create mortgages insofar as such operations relate to the aims of the Federation.

## **Article 24. LANGUAGES**

These Statutes as well as the Rules of Procedure are written in French, German and English, the three (3) official languages of the Federation. All three (3) versions have equivalent status. In the event of legal proceedings, the French language version alone has the force of law.

## **Article 25. RULES OF PROCEDURE**

The Federation has Rules of Procedure that are determined by the General Assembly on a proposal from the Council. The Rules of Procedure complement these Statutes.

## **Article 26. APPLICABLE LAW**

Any matters not dealt with in these Statutes or in the Rules of Procedure shall be decided upon by the General Assembly and are governed by the provisions of Belgian law.

24.01.2012