

# AANR Northwest Procedure Manual

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## 1.00.00 Policies – General

**1.00.01 Appendix to AANR Governance and Operations Manuals** - This procedure manual shall function as an appendix to the AANR Governance and Operations Manuals. The AANR Governance and Operations Manuals shall be applicable to AANR Northwest except as modified or appended herein.

**A.** When applying the AANR bylaws or Governance and Operations Manuals to the AANR Northwest procedure manual, references to board of trustees, trustees, regional, AANR president, etc. shall be translated to read: board of directors, directors, AANR Northwest, AANR Northwest president. References to AANR (as an entity) and the AANR office shall not be translated to another meaning unless otherwise noted herein. All references to the AANR executive director and The Bulletin editor shall be disregarded.

**1.00.02 AANR Northwest Appendices** - The appendices which follow this procedure manual (Officer and Committee Handbook and Official Forms plus other appendices created in the future) shall be a part of this manual.

**1.00.03 Corrections to Procedure Manual** - The legislation committee may correct the spelling, punctuation, numeration, abbreviation, capitalization and grammar of the procedure manual to conform to current usage. No such correction may alter the meaning or application of the document.

**1.00.04 Meeting Procedure** - Each AANR Northwest meeting shall begin with the Pledge of Allegiance to the flag of the United States.

## 1.00.05 Waiver of Grounds Fees

**A. Board of directors meetings** - AANR Northwest officers, directors, the member trustee, committee chairpersons and club presidents, and their spouses/significant others, shall not be charged grounds fees for the weekend of any board of directors meeting.

**B. Regional convention** - AANR Northwest officers, the member trustee, committee chairpersons requested by the President to attend the convention, and AANR dignitaries, and their spouses/significant others, shall not be charged grounds fees during the contract period. The AANR Northwest President shall provide an exempt list 30 days prior to the convention.

## 1.00.06 Interim Motions

**A.** Motions to be decided by interim voting may be initiated by a director or the president. They require no second and shall be sent to the president. They must include a statement of fiscal impact if required.

**B.** The president shall have five days from receipt of the motion to take one of the following actions:

1. Approve motion as submitted.

2. Refer to maker of motion if the motion has inadequate or conflicting wording or other defects.
  3. Refer to committee and advise the maker of the reason for referral.
- C. Immediately after a motion is approved for distribution, the president will send the motion (electronically if possible) to each AANR Northwest officer and director. The motion shall contain both a final comment date (20 days hence) and a final vote date (30 days hence). No votes will be accepted prior to the final comment date.
1. The president may adjust the comment period and the final vote date for urgent decisions or expedite the motion through a conference phone call.
- D. A quorum shall consist of two-thirds of the ballots circulated. A simple majority is required to pass a motion. In case of a tie, the president may cast his/her vote for inclusion in the tabulation.
- E. The president shall report results of the interim ballot as soon as a majority is received on one side of the issue and report the final disposition no later than 10 days after the final vote date.
1. All interim ballot actions shall be ratified by the board and entered into the minutes of the next in-person meeting.

#### **1.00.07 AANR Northwest Legal Fund**

The AANR Northwest legal fund shall be a federally insured account to be used exclusively for any legal or legislative issue with disbursements subject to the majority approval of the board of directors.

- A.** Approval vote of directors may be:
1. In-person meeting or special meeting with an attempt to notify all board members
  2. Telephone poll by the AANR Northwest president
  3. Interim motion (See P.M. 1.00.06)
- B.** Disbursements may be authorized for:
1. Expenses to fight "anti-nudity" legislation
  2. The services of an attorney or a lobbyist
  3. A political group requesting a donation or assistance
  4. GAT training
  5. GAT on public lands

#### **1.00.08 Reimbursements**

**Deadline.** All requests for reimbursements must include applicable receipts and should be made within 60 days of the incurred expenditure. (Use Reimbursement Form in the Forms Appendix.)

- A. Travel Allowance – Member Trustee.** The travel allowance to be paid to the member trustee to attend the AANR annual meeting shall include the following items which are **not** reimbursed by AANR: transportation to and from the airport, non-AANR reimbursable lodging not to exceed AANR's per-night reimbursement, and an amount equal to government food per diem. The allowance

for any other trustee meetings, i.e. fall or midwinter, shall not exceed \$500.00 per meeting.

- B. Travel Allowance – President.** The travel allowance to be paid to the president to attend the AANR annual meeting and all trustees' meetings shall be for the lowest available coach airfare, transportation to and from the airport, lodging not to exceed AANR's per-night reimbursement, and an amount equal to federal government food per diem.
- C. Travel Allowance – Officers, Directors and Authorized Committee Chairs.** A travel allowance not to exceed a total of \$1000 per board meeting may be paid to the Officers, Directors and Committee Chairs authorized by the president to attend the board meeting. Each eligible person may be reimbursed up to \$100 for travel and lodging, but the amount reimbursed may be less depending on the number of requests for reimbursement. Requests for reimbursement must be submitted to the treasurer no later than 30 days following the board meeting.
- D. Travel Allowance – Promotional Events.** Members representing AANR-NW and nude recreation at promotional events may be reimbursed for transportation and lodging in an amount authorized by the applicable committee chair and the regional president.
- E. Board Meeting Host Club.** A facility use fee of \$800.00 shall be paid to clubs hosting board meetings to offset their loss from waived grounds fees.
- F. Convention.** Reimbursements will be made per convention contract Section 8 – (Financial Obligations).
- G. Advertising Rebate.** Each regional club that spends \$100.00 or more for advertising may apply for reimbursement of up to \$50.00 per year provided that the advertising meets AANR's requirement for reimbursement. Copy of bill/statement or copy of cancelled check and copies of ad(s) shall accompany all rebate requests.

#### **1.00.09 Photography at AANR Northwest-Sponsored Events**

- A.** AANR Northwest shall not participate in a person's decision to be photographed or his consent to publication of his photograph, and AANR Northwest shall not be liable for any consequences of such agreement or refusal.
- B.** Photography shall not be required of any person as a condition of participation in any AANR Northwest event.
- C.** No photographs shall be taken at any AANR Northwest-sponsored event held at a regional club without the consent and written release of the subject. Written consent of a parent or legal guardian shall be required for the photography of any person less than 18 years of age.
- D.** Camera-enabled equipment such as cell phones, PDAs, etc. is prohibited at all times.
- E.** Clubs hosting AANR Northwest events may impose more restrictive photography rules.
- F.** AANR Northwest and the host club reserve the right to confiscate any device believed to have been used in violation of this policy and to retain such device until it can be determined if a violation occurred. State and local laws provide strong civil and criminal penalties for the unauthorized, clandestine photography and/or publication of photos of nude persons taken in areas and under circumstances
- G.** where they would reasonably expect privacy. Clubs hosting AANR Northwest events are such areas.

#### **1.00.11 Oath of Office**

Each officer shall accept the following oath of office prior to commencing the duties of the office:

Say "I, (state your name and remain silent) do promise that while serving in the office to which I was elected, I will perform my duties in accordance with the bylaws of the American Association for Nude Recreation (AANR), AANR Northwest and the decisions of their boards of directors." (Say "I do.")

## **2.00.00 Officers and Directors**

- A. Elections:** All elections shall be by secret ballot at the general assembly. The person elected to each office shall be announced before the next office is voted on. Each officer shall be elected by a simple majority of the votes cast. In case of only one nomination for an AANR Northwest elected office, a motion may be made to elect by acclamation.
- B. Term of Office:**
1. Each elective term of office shall be for two years starting at the end of the general assembly meeting in even-numbered years and continuing through the general assembly meeting two years hence, or until a successor is elected.
  2. The number of terms an officer may serve shall not be limited except that a president shall not be elected to more than two consecutive 2-year terms.
- C. Responsibilities – General:**
1. All officers and directors shall have a current email address.
  2. All officers, upon completion of their terms of office, whether by election, succession, resignation or removal, shall immediately turn over to their successors (or AANR Northwest president if due to removal or resignation) all regional books, papers, equipment and/or merchandise in their possession.
  3. Refer to the Officer and Committee Handbook for detailed tasks. All pertinent details, including dates, listed in the Handbook shall be considered binding.

### **2.01.01 President** (See Bylaws, Article IX. B.1)

Shall attend all annual membership meetings and board of directors meetings. Shall act on all issues received or referred to him for required procedure and decision. (See President's Handbook for tasks.)

### **2.01.02 Vice-President** (See Bylaws, Article IX. B.1)

Shall serve as president if the president is absent or unable to serve, and shall perform such tasks as may be assigned by the president. (See President's Handbook for tasks.)

### **2.01.03 Secretary** (See Bylaws, Article IX. B.2)

Shall attend all annual membership meetings and board of directors meetings and take and distribute minutes of all meetings. Shall maintain credentials and voting materials. (See Secretary's Handbook for tasks.)

**2.01.04 Treasurer** (See Bylaws, Article IX. B.2)

Shall maintain accounting records on a recognized computer accounting program, receive, deposit and disburse funds, file taxes, inform the directors on all fiscal matters through regular financial reports and prepare an annual budget. (See Treasurer's Handbook for tasks.)

**2.01.05 Board of Directors** (See Bylaws, Article X)

The board of directors shall be responsible for upholding the AANR Northwest Mission Statement. The board of directors shall attend in-person meetings as required in the Bylaws, and other meetings as deemed necessary by the President. Business may also be conducted by teleconference or other electronic means.

**2.01.06 AANR Member Trustee** (See Bylaws, Article XI. B)

- A. A member trustee shall represent regional members at the AANR board of trustees' meetings. Qualifications and term of office for trustees are outlined in the AANR Officers' Qualification Chart.
- B. The trustee may assist with problems of regional clubs.

**3.00.00 Committee Responsibilities – General**

General responsibilities for each committee are listed in this section. For details of **all** committee tasks, refer to the Committee Handbook. All pertinent details, including dates, listed in the Handbook shall be considered binding.

- A. All committee chairpersons shall have a current email address.
- B. Committee chairs who require funds for the operation of their committees shall submit annual budget requests to the treasurer.

**3.01.01 Brand Management Committee**

The Brand Management Committee shall consist of the Chair, the following sub-chairs: Public Relations, Membership Marketing, Club Liaison, and other sub-chairs as deemed necessary by the Chair to carry out the committee tasks. The committee shall be responsible for the following and related aspects of the region: Public Relations, Marketing, Membership and Club growth and retention.

**3.01.02 Government Affairs (GAT) Committee**

The government affairs committee shall be responsible for monitoring state and local legislation, working to prevent passage of restrictive laws, and encouraging governing bodies to adopt liberal rules concerning clothes optional recreation.

**3.01.03 Legislation Committee:**

The legislation committee shall be responsible for the following and related aspects of the Region: principles and standards, bylaws, policies and procedures. The committee shall develop and maintain the Articles of Incorporation, Bylaws, Procedure Manual and the following appendices:

- A. Officer and Committee Handbook which defines responsibilities and operational procedures. The applicable portion of this handbook will be made available to new officers and committee chairs immediately upon their election/appointment.

- B. AANR Northwest Forms. Committees needing a new form or to amend an existing form shall give the proposal to the legislation committee chair.

**3.01.04 Internal Administration Committee:**

The internal administration committee shall be responsible for the following and related aspects of the Region: regional concerns as related to AANR, and regional complaints, grievances and disciplinary investigations.

**3.01.05 Planning Committee**

The planning committee shall be responsible for the following and related aspects of the Region: reviewing progress toward stated goals, defining and recommending implementation of updates to the strategic and other regional plans.

**3.01.06 Finance Committee**

The finance committee shall consist of the chair, the president, the treasurer, the chair of the planning committee and any additional members appointed by the committee chair. The finance committee shall be responsible for the following and related aspects of the region: special funds, ways and means, budget coordination, appeals for funds, internal audit and review of accounting records.

- A. The fiscal year shall correspond with the calendar year.

**3.01.07 Convention & Facilities (C & F) Committee**

The C & F committee(s) shall be responsible for coordinating the following convention operations: general arrangements for registration, general assembly meetings and the activities of the sports and convention awards chairs. Two chairpersons shall be appointed, one to coordinate convention activities in even-numbered years, and one to coordinate convention activities in odd-numbered years. The C & F chairs shall not be members of their convention host clubs.

**3.01.08 Time and Place Committee**

The time and place committee shall be responsible for the following meeting-related tasks: soliciting bids to host the annual convention, presenting bids to the general assembly, soliciting bids for the Spring and Fall board meetings and presenting bids to the directors.

**3.01.09 Convention Awards Committee**

The convention awards committee chair shall be responsible for insuring that all convention awards to be given by AANR Northwest are obtained.

**3.01.10 Hall of Fame Committee**

The AANR Northwest president shall appoint five committee members who have been active nudists for at least four years. The award shall be given for services to family social nudism that are of considerable magnitude and of true regional importance.

**3.01.11 Members of the Year Committee**

The AANR Northwest president shall appoint five members and ask the current recipient(s) to chair the committee. The committee shall select the next year's winners at the Spring board meeting.

**3.01.12 Scholarship Committee**

The scholarship committee chair shall appoint five committee members who have been active nudists for at least four years. The committee shall be responsible for solicitation and selection of the student who is best qualified to receive this award.

**3.01.13 Nominations Committee**

The nominations committee shall be composed of three members: one elected by the general assembly, who shall be the chairperson; one elected by the board of directors at its Fall meeting; and one appointed by the president at the Fall board meeting. The committee is responsible for soliciting qualified nominees for each elective office.

**3.01.14 Northwest Nudescene Coordinator**

The Northwest Nudescene coordinator shall be responsible for soliciting, receiving and editing all material for the AANR Northwest Nudescene and coordinates with AANR its preparation for publication.

**3.01.115 Digital Communications Committee (DCC)**

The digital communications committee shall be responsible for development, management, maintenance and content management of the region's digital communication systems. More than one committee member should be active to help prevent interruption of operations.

**3.01.16 Library/Archive Committee**

The library/archive committee shall be responsible for all functions of the regional library/archive located on the grounds of The Willamettans.