

AMERICAN ASSOCIATION FOR NUDE RECREATION SOUTHWESTERN REGION

PROCEDURE MANUAL



Revised June 22, 2018

Table of Contents

Article I – Membership.....	1
A. Basic Membership.....	1
B. Life Membership.....	1
C. Rights of Members.....	1
Article II – Officers.....	1
A. President.....	1
B. Vice President.....	2
C. Secretary/Treasurer.....	2
D. Recording Secretary.....	2
Article III – Board of Directors.....	3
Article IV – Trustees.....	4
Article V – Travel Expenses.....	4
Article VI – Budget, Finance, and Expenditures.....	5
A. Budget.....	5
B. Types of Expenditures.....	5
C. Authorization.....	6
D. Records.....	6
E. Fiscal Year.....	6
Article VII – Standing Committees.....	6
A. Internal Administration.....	7
B. Finance.....	7
C. Legislation.....	8
D. Public Relations and Marketing.....	8
E. Conventions and Facilities.....	8
F. Resort and Club Management.....	9
G. AANR-SW Youth.....	9
H. Governmental Affairs.....	9
I. Membership.....	10
J. Associates.....	10
K. Credentials.....	10
Article VIII – Convention Sporting Events.....	11
Article IX – Honors and Awards.....	11
Article X – Procedure Manual Appendix.....	12

The Southwestern Sunbathing Association (SWSA), a Texas Nonprofit Corporation, does business as the American Association for Nude Recreation – Southwestern Region, AANR – Southwest, the American Association for Nude Recreation – Southwest Region, and AANR-SW. All references herein to AANR-SW refer to the Southwestern Sunbathing Association.

Article I – Membership

A. Basic Membership

1. All AANR members in good standing whose membership causes them to be members of the Southwestern Region of AANR, as defined by the AANR Bylaws, shall be Basic members of AANR-SW. Basic membership may be held individually without being held through an AANR chartered landed or non-landed club.
2. AANR-SW membership is \$13 per adult per year.
3. Membership fees paid to an AANR chartered landed or non-landed club shall be transmitted to AANR as required by the AANR Procedure Manual.
4. Regional membership fees for the AANR Student Membership (available to full-time students ages 18-25) are waived.

B. Life Membership

1. Honorary Life Membership. Honorary Life Membership may be bestowed by the General Assembly upon a member for meritorious service.
2. Paid Life Membership.
 - a. Must be a Life Member of AANR.
 - b. Must be a member in good standing of AANR-SW.
 - c. Shall pay a one-time charge equal to 12 times the current annual AANR-SW membership fee.
3. AANR-SW Life Memberships will be honored only in conjunction with AANR memberships.

C. Rights of Members

1. Any AANR-SW member shall be permitted to attend any Board of Directors meeting or AANR-SW committee or subcommittee meeting, with voice privilege resting with the Chairperson.
2. All AANR-SW members shall have a voice in AANR-SW affairs through direct vote or through the AANR-SW duly elected Board of Directors.

Article II – Officers

The AANR-SW Officers' qualifications, method of election, term of office, etc., shall be as stated in the AANR-SW Bylaws. AANR-SW Officers shall maintain their principle place of residence within the geographical boundaries of the Southwestern Region of AANR.

A. President. The President shall:

1. Be the AANR-SW Chief Executive Officer and be responsible for all matters conducted by its Officers and employees.
2. Be the Chairperson of the AANR-SW Board of Directors with no vote except to break a tie or complete a quorum, and be responsible for the execution of instructions and directives issued by a vote of the membership or Board of Directors.

3. Appoint a chairperson for each AANR-SW Standing Committee, and for any special committees, subject to approval by the Board of Directors, and serve as an ex officio member of all committees.
 4. Inform the Board of Directors of all matters of importance to AANR-SW, including, but not limited to: committee reports, official vacancies, results of mail ballots, and provisional club status.
 5. Notify all Officers and resort or club delegates of all newsworthy events that occur in the Southwestern Region. Such notification shall be made at the earliest practical date.
 6. Countersign all checks along with the Secretary/Treasurer.
 7. Set the time and place of the AANR-SW Midwinter Board Meeting to be held annually between November 1 and April 1.
- B. Vice President. The Vice President shall:
1. Be the assistant to the President and, in the President's absence or incapacity, assume the responsibilities of the Presidency.
 2. Be a voting member of the AANR-SW Board of Directors.
 3. Carry out such duties as assigned by the President.
- C. Secretary/Treasurer The Secretary/Treasurer shall:
1. Verify, record, and maintain confidential membership files or lists, including those recorded on electronic media.
 2. Record, deposit, and maintain accurate records of membership dues.
 3. Pay all legitimate debts of AANR-SW and invoices to AANR-SW as they come due.
 4. Verify record, co-sign checks for, and maintain accurate records of all disbursements of AANR-SW funds.
 5. Make all disbursements by check drawn from the AANR-SW General Operating Account, or from special accounts with a voucher and supporting bill or receipt.
 6. File all forms required by government for the proper handling of AANR-SW business.
 7. Maintain accounting for each fund separately, showing income, disbursements, and fund balance for all funds in all AANR-SW financial reports.
 8. Obtain Officer and Director medallions in a timely manner.
- D. Recording Secretary. The Recording Secretary shall:
1. Maintain accurate Minutes of all meetings of the membership and Board of Directors, receive and maintain all Officer and Committee Reports, and receive and maintain all signed ballots and proxies.
 2. Maintain an accurate and current copy of the AANR-SW Bylaws, Procedure Manual and all forms contained in the Procedure Manual Appendix, Honorary Awards Roster, and General Rules, and distribute copies thereof as necessary and as directed by the President or the Board of Directors.
 3. Maintain a copy of all official AANR-SW correspondence sent out by the Recording Secretary at the direction of the President, Board of Directors, or in compliance with the ruling documents of the Association, together with any responses thereto.
 4. Maintain a list of all AANR-SW Standing Committees and special committees.
 5. Correct through proper punctuation, commas, and spelling, the Minutes of membership meetings and Board of Directors meetings, so long as the corrections made do not change the meaning of the language stated in the Minutes actually recorded.
 6. Send all mail ballots and communications requiring a response within a limited time.

7. Annotate all changes to the Bylaws, Procedure Manual, or General Rules as a result of a vote of the membership or Board of Directors with a vertical bar line (|) in the left margin next to the changed text, and indicate on the bottom right corner of any revised page the words "Revised . . ." and the date the revision is effective.
8. Type and distribute, within 60 days following the adjournment of a membership meeting or Board of Directors meeting, the Minutes of such meeting and all revisions to the Bylaws, Procedure Manual, or General Rules necessitated by a vote at such meeting, to all Board members, Officers, Committee Chairpersons, AANR-SW clubs, Club Delegates, and the AANR Executive Office.
9. Send, upon request, Committee reports to AANR-SW clubs not officially represented at a meeting and to Officers who were absent from a meeting at which such reports were presented.
10. Be the custodian of all rough drafts, memoranda, notes, and electronic media used for drafting and maintaining all minutes, reports, and correspondence, and release such documents only when directed to do so by the Board of Directors or court order. Such rough drafts, memoranda, notes, and electronic media used in drafting such Minutes may be disposed of following the approval of such Minutes by majority vote at a later meeting.
11. Notify the AANR Executive Office of the results of regional elections within 10 days of such elections.
12. Maintain an official corporate record book or books wherein copies of the Articles of Incorporation, Amendments to the Articles of Incorporation, any Restated Articles of Incorporation, Certificate of Formation, any amendments to the Certificate of Formation, any Restated Certificate of Formation, Bylaws, Procedure Manual, official resolutions, and General Rules of the Association shall be kept.
13. Keep and maintain an AANR-SW Official Directory containing the official addresses of the Association as listed with the Secretary of State, and the names, addresses, telephone numbers, and email addresses of AANR-SW Officers, Directors, Committee Chairs, and Member Trustees, along with the name, address, telephone number, website, email address, and name of Club Delegate for each of the clubs in the Southwestern Region of AANR. The Official Directory shall be updated within 60 days following any meeting of the Board of Directors or AANR-SW membership during which the information therein changed, or within 60 days after being called to the attention of the Recording Secretary. Each update of the Official Directory shall be provided to each person named therein and to the Executive Office of AANR.

Article III – Board of Directors

- A. The qualifications, method of election, and term of office of the Board of Directors shall be as stated in the AANR-SW Bylaws.
- B. The Board of Directors shall manage the affairs of the Association and shall conduct business in accordance with the AANR-SW Certificate of Formation, Bylaws, Procedure Manual, and General Rules. The act of a majority of the Board members present in person at a Board meeting at which a quorum is present shall be the act of the Board of Directors on any matter, which includes, but is not limited to:
 - a. Approval of expenditures;
 - b. Filling official vacancies in accordance with the Bylaws;
 - c. Recommending charters for provisional groups to the AANR-SW Trustees;
 - d. Making amendments to the AANR-SW Procedure Manual; and
 - e. Approving Committee Reports.

The Board of Directors may recommend the placement of persons on the AANR Caution List.

The Board of Directors shall appoint a Nominations Committee to publish office openings and vacancies, receive nominations, and authenticate candidates' eligibility for nomination as Officers, Directors, and Honor Award nominees.

Any matter pertaining to AANR-SW that is not the express responsibility of another person or stated body shall be the responsibility of the Board of Directors.

Article IV – Trustees

AANR Member Trustees elected to represent the members of AANR-SW on the AANR Board of Trustees are the authorized representatives of AANR-SW members at AANR Board meetings in matters pertaining to AANR and its Southwestern Region.

Article V – Travel Expenses

Travel expenses may be paid only if there is money included in the budget approved for the reimbursement of travel expenses. AANR-SW may reimburse travel expenses incurred for the attendance at all official Board meetings, as follows:

- A. Executive Officers, Directors, Trustees, and Chairpersons of Standing Committees shall be reimbursed their travel expenses for attending AANR-SW Board Meetings, except newly-elected Officers, Directors, and Trustees attending their first Inboard Meeting following the Convention. If the amount allocated to reimburse travel expenses for the first meeting in a fiscal year is not used, the remainder will be applied to the amount allocated for the next meeting held that fiscal year.
- B. Reimbursement shall be based on the following criteria:
 - 1. Mileage at 70% of the business rate per mile established by the IRS for automobile travel, or coach rate airfare, whichever is less.
 - 2. Mileage to and from the nearest commercial airport for individuals residing more than 150 miles from the meeting site. For those choosing air travel, the total reimbursement will not exceed the direct automobile mileage rate as defined in subsection 1 above.
 - 3. Reimbursement shall be made only to those attending an entire meeting. In the event of an unavoidable transportation delay or other legitimate reason for not attending an entire meeting, the Board of Directors may approve reimbursement.
 - 4. Any individual holding more than one office will receive only one reimbursement.
 - 5. If any two or more members of the same family holding an office travel to the same meeting, only their combined direct expenses will be reimbursed, not to exceed the requirements of item 1 above.
 - 6. Only one person per automobile may be reimbursed for mileage expenses.
 - 7. All reimbursement for travel shall be for expenses actually incurred for AANR-SW official business.
- C. The Secretary/Treasurer shall pay all verified and approved travel expenses for attending a Board meeting at the close of such meeting. After all expenses have been calculated, if the total exceeds the amount budgeted for reimbursement, then the budgeted amount shall be divided by the total travel expenses incurred to determine the percentage of travel expenses to which each person shall be entitled to reimbursement.
- D. The President of AANR-SW shall be reimbursed for travel expenses and room charges for attending the AANR Convention and official AANR Board Meetings. However, such reimbursement for covered travel expenses and room charges shall not exceed the amount allowed the AANR-SW Budget for "Presidential Travel" for that year.

Article VI – Budget, Finance, and Expenditures

A. Budget

1. The Finance Chairperson shall submit a proposed budget for approval by the Board of Directors. The proposed budget shall contain estimates of income and proposed budget allocations for the fiscal year. The Finance Chairperson shall determine the budget allocations after consultation with the Secretary/Treasurer and with any other Officers and members of AANR-SW whom he or she wishes to consult.
2. The proposed budget allocations shall include a category entitled, “Contingency” which shall receive an amount allocated as determined by the Finance Committee at the time the fiscal year’s budget is prepared. This allocation will be used to cover unanticipated but necessary expenses and costs of a general nature that cannot be properly assigned to one of the regular budget categories.
3. The budget allocations, as finally amended and approved by the Board, shall be considered as advisory guidelines for the expenditure of funds by the Association. Every effort shall be made to observe and follow the guidelines. The Board may also, at its discretion, vote to authorize the expenditure of funds not budgeted in advance, if a clear need for such expenditure exists and if the necessary funds are available.
4. The approved budget will be published by the Secretary/Treasurer along with the previous year’s budget, Profit and Loss Statement, and Income and Expense Summary, and distributed to AANR-SW clubs no later than thirty (30) days after the Midwinter Board Meeting for the current budget year.

B. Types of Expenditures. AANR-SW recognizes the following types of expenditures:

1. Annual and Recurring Expenses. Examples: supplies, materials, telephone, postage, general office expense, reimbursement to AANR-SW officials for expenses incurred in behalf of AANR-SW, advertising, printing, etc.
 - a. Public Relations and Advertising. The percentage of AANR-SW dues allocated by the Bylaws, plus any carry-over income budgeted for public relations and advertising, may be spent by the Board of Directors in the following manner:
 - (1) Regional advertising as determined annually by the Board of Directors.
 - (2) Club Advertising and Reimbursement.
 - (a) The budgeted amount for advertising shall be equally divided among all AANR-SW clubs holding a valid charter as of January 1st of the year budgeted. All clubs chartered after that date are not eligible for reimbursement in that year.
 - (b) Each participating club shall receive 50% of their total advertising cost not to exceed \$1,000 annually beginning November 1st of the previous year and ending October 31st of the current year, effective November 1, 2017. If the total submitted by all participating clubs exceeds the amount budgeted, the reimbursement amounts will be prorated.
 - (c) All advertising must comply with AANR rules for advertising reimbursement (including “event specific” T-shirts, including, but not limited to 5K Racing Series T-shirts), and must be certified as having already been paid by the club applying for reimbursement. The AANR-SW logo and/or name must also be included on the advertising.
 - (d) All proof of advertising from clubs applying for reimbursement must be received on or before December 1st of each year by the Secretary/Treasurer.
 - b. Convention Advertising Reimbursement. A club that has been approved by the General Assembly or Board of Directors to host the succeeding year’s Convention is eligible for advertising reimbursement if:

- (1) All advertisements and dates of publication have been approved by the Conventions and Facilities Committee Chairperson and by the AANR-SW President.
 - (2) All advertisements to be reimbursed have been published in the AANR Bulletin.
- c. Advance Payment of Expenses. Recurring expenses, such as those for the AANR-SW General Assembly, etc., may be paid in advance, but not to exceed six (6) months in advance of the event.
2. Capital Outlays. Any major item whose useful life will extend over several years. Examples: office machinery, furniture.
 3. Special Appropriations. One-time or non-recurring expenditures. Examples: donations to AANR Public Relations Fund, hiring a professional auditor or legal counsel.
 4. President's Discretionary Expense. An amount budgeted by the Board of Directors to be spent at the discretion of the AANR-SW President to foster the mission of the Association.
- C. Authorization.
1. The AANR-SW President, or Vice President in the President's absence, shall countersign all checks. The purpose of countersignature is to keep the President informed of all AANR-SW financial transactions and to provide a joint responsibility and control for the Association's funds. The Vice President may, by direction of the President, sign checks for authorized expenditures in the absence of the Secretary/Treasurer's signature. The President's signature on a AANR-SW check is not necessarily to be interpreted as approval of a properly authorized expenditure. The President may not withhold his or her signature from a properly authorized payment, nor may he or she order the expenditure of funds not properly authorized.
 2. The Secretary/Treasurer is authorized to pay all expenditures under Type 1 of paragraph B above without further approval of the President, the Board, or the General Assembly, provided that budget allocations are not exceeded. The Secretary/Treasurer is cautioned to notify the Finance Chairperson and the President immediately if a budget allocation is in danger of being exhausted.
 3. All capital outlays under paragraph B, 2, above that exceed \$25 must be approved by the Board.
 4. In the absence of a clear statement in the budget or in the authorization as approved by the Board, it shall be the prerogative of the President to assign an expenditure to the particular budget category he or she deems most appropriate.
- D. Records. The Secretary/Treasurer shall maintain careful records of all income and expenditures. Receipts and itemized invoices for all purchases shall be kept and shall be available for inspection by the President, Vice President, Directors, or any other person authorized by the Board. An annual review of AANR-SW financial records shall be conducted as set forth in Article VII, B.3.
- E. Fiscal Year. The AANR-SW fiscal year shall be from January 1 through December 31.

Article VII – Standing Committees

All Officers and Standing Committee Chairpersons shall maintain a copy of the procedural guidelines pertaining to their office or committee. The President, Vice President, and Recording Secretary shall maintain a copy of all office and committee guidelines. Only the Board of Directors may change the procedural guidelines. The procedural guidelines for committees are to be used only as guidelines for committee chairpersons, and need not be followed verbatim, unless directed by the President or Board of Directors.

All Standing Committee Chairpersons shall present a written report of committee activities to the General Assembly and Midwinter Board Meeting and shall report any events of importance to AANR-SW under their committee's area of responsibility. Reports should be submitted electronically no less than 14 days in advance of the meeting to the Recording Secretary, with a copy being sent by the Committee Chair to the

President at the same time. The Recording Secretary shall prepare a Reports Package containing such committee reports and distribute the Reports Package to all Officers, Directors, Committee Chairs, AANR-SW clubs and participating businesses, and Club Delegates, at least ten days in advance of the General Assembly or Midwinter Board Meeting.

Standing Committee duties and procedures are as follows:

A. Internal Administration.

1. Study and investigate new clubs desiring to affiliate with AANR/AANR-SW, and recommend aid to or termination of current AANR-SW clubs.
2. Investigate individuals reported by AANR-SW clubs to AANR regarding behavior inconsistent with the AANR/AANR-SW aims, principles, and standards, and make recommendations to AANR regarding the placement of individuals on the AANR Caution List.
3. Assist or advise the Secretary/Treasurer as needed or requested.
4. Be responsible for addressing grievances within the Association, and follow the rules for resolving grievances as set forth in the AANR Procedure Manual.
5. Investigate any alleged AANR-SW logo copyright infringement.
6. Investigate the feasibility of any proposed AANR-SW logos, and check for any potential copyright infringement through the use of such logos.
7. Develop and maintain standard forms for use by AANR-SW.

B. Finance.

1. With regard to General and Special Funds:
 - a. Study the sources of regional income, including membership dues, convention registration fees, and other potential income sources.
 - b. Study the feasibility of creating special funds.
 - c. Study expenditures not covered by the current budget.
2. With regard to Ways and Means:
 - a. Recommend ways and means of increasing income.
 - b. Recommend a program or method for appealing to clubs and members for donations to any special drive.
 - c. Create and stimulate interest in any special donation program through an AANR-SW newsletter or special mailing.
3. With regard to Financial Review:
 - a. The Finance Committee Chairperson shall appoint a Review Committee each year consisting of at least two AANR-SW members in good standing to review all AANR-SW financial records and report the results in writing to the General Assembly. The AANR-SW President, Vice President, and Secretary/Treasurer are ineligible to serve on the Review Committee.
 - b. The Review Committee shall confirm that proper, complete, and accurate accounting records have been kept; that all Bylaws and procedures governing budget, receipts, and expenditures have been followed; that all expenditures are properly supported and approved; and that all bank records reconcile with AANR-SW financial records.
 - c. Each review shall cover all activity from the date of the prior review through the end of the previous fiscal year. All records relevant to the review period, together with such records requested by the Finance Committee, shall be delivered to the Review Committee within 60 days of the end of the previous fiscal year.

- d. The review shall be completed at least 45 days prior to the General Assembly and submitted upon completion to the AANR-SW Secretary/Treasurer and President for review.

C. Legislation

1. Review the AANR-SW Bylaws for possible changes and present any proposed changes to the General Assembly.
2. Review the AANR-SW Procedure Manual and present any proposed changes to the Board of Directors.

D. Public Relations and Marketing.

1. Submit regional entries to AANR for AANR awards pertaining to public relations.
2. Coordinate submission of regional news for publication, such as convention reports, interclub events, and pre-convention advertising.
3. Coordinate with the Conventions and Facilities Chairperson and host-club representative for pre-convention news releases to the media, and supervise all media personnel attending Conventions.
4. Assume responsibility for formulating any public appearances or speakers regarding social nudism or nude recreation.
5. Assume responsibility for developing and maintaining a marketing program focused on attracting prospective members for clubs in the region.
6. Compile information that documents the growing nudist/naturist movement in the United States and furthers the expansion and acceptance of nudism within our society from such sources as judicial opinions, legislative enactments, magazine articles, opinions expressed in audio/visual media, or from individuals or groups defending or promoting social nudism.

E. Conventions and Facilities.

1. Work to facilitate preparations for the AANR-SW Convention with a member of the host club.
2. Approve the rules and order of business to be followed at the Convention.
3. Coordinate plans, preparations, and arrangements for the Convention. The Conventions and Facilities Committee shall:
 - a. Schedule sporting events, order and schedule delivery of trophies, supervise sporting events, and maintain and ensure availability of each sport's rules adopted by AANR-SW for play at an AANR-SW Convention.
 - b. Arrange for and schedule entertainment.
 - c. Consolidate a schedule of all events and activities.
 - d. Coordinate the Young Man/Woman of the Year Contest, youth sporting events and other youth activities with the respective chairpersons from the host club and the AANR-SW Youth Committee.
 - e. Accept bids up to two years in advance from clubs wishing to host the AANR-SW Convention; evaluate all bids; and report to the AANR-SW Board with bidding clubs listed in order of preference.
 - f. Prepare all resolutions to be presented thanking the host club and others for helping with the Convention, and prepare special resolutions on any subject concerning a convention on which AANR-SW wishes to state a position rather than take action.

- g. Ensure the Convention Contract is properly executed by the end of the Midwinter Board Meeting prior to the Convention.
 - h. Submit final plans for the Convention to the President for approval.
 - i. Ensure, to the best of its ability, that the host club fulfills the Convention Contract.
4. The Conventions and Facilities Chairperson may not be a member of management of the club hosting the AANR-SW Convention. In the event the chairperson becomes a member of management of the host club, the chairperson must resign, and the President shall appoint a new chairperson.
 5. The Conventions and Facilities Chairperson shall appoint a Sports Subcommittee to coordinate and supervise sporting events at the AANR-SW Convention.
- F. Resort and Club Management.
1. Solicit information regarding problems experienced by resort or club management, provide guidance to resort and club management, or refer resort or club managers to other sources for aid in solving resort or club management problems.
 2. Encourage meetings and seminars that enhance proper resort and club management.
 3. Coordinate the dissemination of information about proper resort and club management to the AANR Bulletin and to resort and club managers.
 4. Work with the AANR Club Management Committee and the Resort and Club Management Committees of other regions to enhance resort and club management programs and ideas.
- G. AANR-SW Youth.
1. Create and supervise youth activities (children of AANR-SW members age 17 or younger) that educate and entertain AANR-SW youth and promote the continuation of social nudism.
 2. Prepare and submit for approval to the Board of Directors and the appropriate committees a recommended schedule and budget for youth programs on a regional level. Such programs shall include the Young Man/Woman of the Year Contest and activities for youth at the AANR-SW Convention.
 3. Assist and direct AANR-SW youth in electing officers and adopting policies for the benefit of their activities that are in compliance with AANR and AANR-SW policies. The President of the AANR-SW Youth may serve as an ex officio member of the AANR-SW Board of Directors, with the right to speak and represent youth interests, but without a vote.
- H. Governmental Affairs.
1. Work with AANR-SW members, clubs, and other naturist groups to monitor state legislation and local ordinances to help prevent the passage of laws or ordinances that would restrict the practice of social nudism or nude recreation.
 2. Encourage governmental bodies to adopt liberal laws and ordinances concerning social nudism and nude recreation.
 3. Support and assist those bringing or defending legal actions concerning social nudism.
 4. Receive and review AANR-SW legal fund monetary requests and make recommendations to the Board of Directors concerning such requests.
 5. Coordinate and serve as liaison with other local, state, and national organizations working on

- governmental affairs projects.
6. Make recommendations to the AANR-SW Board of Directors concerning governmental activities that may affect AANR-SW or its members or clubs.
 7. Serve as liaison with the AANR lobbyist to coordinate AANR-SW activities with activities on the national level.
- I. Membership.
1. Improve and enhance membership recruitment and retention.
 2. Study and consider changes in membership procedure and make recommendations to the AANR Board of Trustees.
 3. Work in cooperation with the AANR staff to:
 - a. Develop a marketing plan to increase membership.
 - b. Create effective ads for attracting new members of AANR/AANR-SW.
 - c. Develop a strategy for the placement of advertising that will yield the greatest results at the least expense.
 - d. Prepare and submit a proposed membership budget.
 4. May appoint a WINR (Women in Nude Recreation) subcommittee, which shall work with the Membership Chairperson to increase women's awareness of AANR and to increase the number of women members of AANR-SW.
- J. Associates.
1. Educate and inform AANR-SW Associate members concerning the affairs of the Association.
 2. Encourage Associate members to be active in the affairs of the Association.
 3. Increase Associate member involvement in Association activities.
- K. Credentials. The duties of the Credentials Committee shall be as stated in Article Six, Section VII, of the Bylaws.
- L. Planning and Goal Setting.
1. Development and maintenance of a Strategic Plan which shall include:
 - a. Statement of Mission
 - b. Strengths, Weaknesses, Opportunities and Threats
 - c. Strategic Objectives and Committee Strategies.
 2. Development and maintenance of the Program Plan which shall include for each program proposed to accomplish the strategic objectives:
 - a. Purpose
 - b. Scope
 - c. Schedule
 - d. Measurement of Effectiveness
 3. Review of progress of approved schedules and measurements.

Article VIII – Convention Sporting Events

- A. Eligibility for AANR-SW Convention sporting events shall be limited to adults registered for the Convention or their children under the age of 18.
- B. The Convention host club shall make the rules for each sporting event available prior to holding that event.
- C. Convention attendees may enter an unlimited number of events. However, it shall be each individual's responsibility to check the schedule and resolve any conflicts their schedule may have with other events.
- D. Forfeiture:
 - 1. Any entrant not participating in another event when scheduled for a particular event will be allowed 10 minutes to be present for competition. Fifteen minutes will be allowed for a semi-final or final match. If the entrant is not present within the allotted time, he or she shall forfeit that event.
 - 2. If an entrant is engaged in another event at the time he or she is scheduled for a particular event, and no other match can be held without undue hardship with regard to the number of games remaining to be played and the time involved, the match will be forfeited.
- E. Volleyball
 - 1. The U.S. Volleyball Association current rules of play shall apply.
 - 2. For any club-sponsored team to compete, a club-team must start and continue to play with at least 50% of the team being members of the club under which the entry was filed.
 - 3. If there are less than five club-sponsored teams, the Convention volleyball coordinator may form non-club teams to compete. After a round robin event, the Sports Subcommittee shall select two teams to play for the championship and trophy in each class.
 - 4. No person registered on a team may play as a substitute on any other team in the same event.
- F. Horseshoes. The National Horseshoe Pitchers Association of America current rules of play shall apply.
- G. Table Tennis. The U.S. Table Tennis Association current rules of play shall apply.
- H. Tennis. The U.S. Tennis Association current rules of play shall apply. Men, women, and coed participants will play either Level A, B, or C (courts permitting).
- I. Any sport or game to be played at the Convention not mentioned here shall be governed by the rules of the sport or game posted at sign-up.

Article IX – Honors and Awards

- A. Honors. AANR-SW may honor members of the Association who have made outstanding contributions to AANR-SW above and beyond the club level by presenting a Man of the Year Award, a Woman of the Year Award, and a Family of the Year Award at each AANR-SW Convention.
 - 1. Nominations shall be submitted on the Honorary Award Nominations Form at any time prior to the General Assembly to the President or the Conventions and Facilities Chairperson. Nominations shall be limited to 400 words.2. Any person or family receiving an award shall not be eligible for the same award for a period of five years. However, an individual award does not preclude eligibility for a family award, nor shall a family award preclude eligibility for an individual award.
 - 3. Only members in attendance at the General Assembly may vote for honor awards; there shall be no proxy voting.
 - 4. Nominees must be AANR-SW members.

5. A member may make only one nomination for each category.
6. A member may mark the ballot "None" if they believe that no eligible candidate has been nominated in any given category. A verbal announcement will be made just prior to the voting that "None" is a valid vote.
7. The candidate with the most votes in any category shall be declared the winner. If more ballots in any category are marked "None" than marked for the candidate receiving the most votes, that award will not be given.

B. Resort and Club Awards.

1. Awards shall be presented at each Convention to the AANR-SW resort or club that:
 - a. Has the greatest increase in the actual number of AANR members for the year ending December 31 prior to the Convention.
 - b. Has the greatest percentage increase in number of AANR members for the year ending December 31 prior to the Convention.
 - c. Has the most members in attendance at the Convention (excluding members of the host club).
 - d. Has the greatest number generated by multiplying the number of members in attendance at the Convention times the number of miles from the gate of the members' home club to the gate of the host club.
2. All awards involving membership counts shall be based on an official membership count compared to the official membership count for the same date of the previous year. When calculating the percentage increase, the beginning count must be at least the minimum required by AANR for the resort or club.

C. President's Meritorious Service Award(s):

The President may award up to three (3) meritorious service awards per year to AANR-SW members in good standing. Both the additional Qualifications required of the recipients and the form of the tangible award shall be at the President's discretion, provided, however, that any tangible awards shall not exceed budget allowances for Awards. Such awards, if any shall be announced by the President during the General Assembly meeting.

Article X – Procedure Manual Appendix

- A. An appendix to the Procedure Manual shall be maintained that sets forth documents used in the operation of AANR-SW. These documents may be updated or corrected by the Recording Secretary in the case of simple editing and may be amended by the Board of Directors or the General Assembly in the case of contracts or documents that carry contractual obligations, agreements, or contingencies.
- B. The Appendix shall include:
 1. Motion
 2. Nominations
 3. Honorary Award Nomination
 4. Youth Registration/Officer Permission
 5. Convention Contract
 6. Facilities Questionnaire and Convention Bid Form
 7. Facilities Questionnaire for Bid on the Midwinter Board Meeting
 8. Oath of Office

9. Photo Release

10. Resort or Club Delegate Certification



AMERICAN ASSOCIATION FOR NUDE RECREATION SOUTHWESTERN REGION MOTION FORM

Out-Board Meeting

General Assembly

In-Board Meeting

Midwinter Board Meeting

Motion # _____

Amendment # _____

Date: _____, 20____

Time: _____m.

Motion: I move to: _____

Purpose: _____

Fiscal Impact: \$ _____

Legislation Committee Comments: _____

Movant: _____ **Second:** _____
Print Name or Committee Print Name

Signature

Signature

Disposition: Passed _____ Failed _____ Other _____



American Association for Nude Recreation Southwestern Region NOMINATIONS FORM

Nominee: _____

Office:

_____ President

_____ Vice President

_____ Secretary/Treasurer

_____ Recording Secretary

_____ Director

Nominated by: _____ Seconded by: _____

Date: _____, 20____



KIDS REGISTRATION FOR AANR-SW CONVENTION

Host Club: _____ Date: _____
Name: _____ Age: _____ Club: _____

Parents (Guardian) name: _____ Address: _____
City: _____ State: _____ Zip Code: _____ Home Phone: _____
Cell Phone: _____ E-Mail: _____
Fax: _____ Information about your child: _____
A. Can your child swim? _____ B. Allergies? _____ If so, what _____
C. Medications? _____ If so, what? _____

PARENTAL PERMISSION AND ACTIVITIES/PHOTOGRAPHY RELEASE

I hereby give permission for the minor(s) named above, who is (are) my child(ren) or my legal ward(s), to attend and participate in the activities of AANR-SW and the Host Club during the AANR-SW Convention, on the following dates: _____. I understand that some or all of the activities may require that my child(ren)/ward(s) be nude. I understand that organized activities will be conducted under the supervision of the AANR-SW Youth Chairperson or under the supervision of other adults approved by AANR-SW. I also understand that in the course of these activities, photographs of my child(ren)/ward(s) may be taken by an official AANR-SW photographer or by others approved by AANR-SW and/or the Host Club, and that such photographs of my child(ren) or ward(s) may be used in publications of AANR-SW or in other related nudist/naturist publications. I agree to allow the true and full name of my child(ren)/ward(s) to be used in such publications. In the event of accident or illness involving my child(ren)/ward(s), I authorize AANR-SW's adult supervisors to seek appropriate emergency medical attention for my child(ren)/ward(s) and I give permission to the medical personnel and facilities they select to administer such treatment they deem appropriate for the well being of my child(ren)/ward(s). In the event of loss or damage sustained by me or any family member as a result of the participation of my child(ren)/ward(s) in AANR-SW youth activities, I agree to and hereby hold AANR-SW, and its Officers, Directors, and Members, and the Host Club and its Officers, Directors, and Members harmless for any damages arising out of any such loss.

Health Insurance Company: _____ Policy Number: _____ Group Number: _____ Insured: _____
Telephone: _____

Name of Parent/Guardian (Please Print): _____

Parent/Guardian Signature: _____

Witness (Must be AANR-SW Member): _____

PERMISSION FOR YOUTH TO RUN FOR OFFICE

I hereby authorize the minor named below to run for AANR-SW youth office. Said minor understands the responsibilities and duties of each youth office.

Name of Minor: _____ Age: _____

Parent/Guardian Signature: _____

AANR-SW CONVENTION CONTRACT

This contract is between AANR-SW, a Texas Nonprofit Corporation, and _____, referred to herein as Host, for the AANR-SW Convention for 20_____.

The purpose of the AANR-SW Convention is to promote fellowship among the members of AANR-SW, to obtain favorable publicity for the nudist lifestyle and nude recreation, to provide enjoyment for AANR-SW members by engaging in such activities as educational, recreational and sporting events, and to conduct AANR-SW business.

1. **TERM.** This contract is for the Convention to be held at Host beginning at _____ o'clock ____m on _____ (day), the _____ day of _____, 20____, and continuing without interruption until _____ o'clock ____m on _____ (day), the _____ day of _____, 20_____.

2. **GROUNDS FEES.**

Host may charge each person attending the Convention a daily grounds fee, provided such fee does not differ substantially from grounds fees charged visitors at other times throughout the year. Fees charged by Host for accommodations, meals, special facilities, and events, such as children's carnival rides, shall not be considered grounds fees.

3. **CONVENTION ADMINISTRATION FEE.**

AANR-SW will pay Host an administration fee of Five Hundred Dollars (\$500.00) for a convention involving 2 full days, a fee of Seven Hundred Fifty Dollars (\$750.00) for a convention of 3-4 full days, and an administration fee of One Thousand Dollars (\$1,000.00) for a convention of 5-7 full days.

4. **RATES FOR FACILITIES AND ACCOMMODATIONS.**

Rates charged by Host for camping, utilities, sleeping accommodations, and food service shall not differ substantially from rates charged to visitors at other times throughout the year.

5. **ADMITTANCE.** The following persons shall be admitted to the Convention upon payment of appropriate fees:

Persons interested in nudist activities and who are willing to abide by the rules of AANR/AANR-SW and Host.

6. **FACILITIES, EQUIPMENT, AND STAFF.** During the Convention and at such other times as specified below, Host agrees to provide the following:

- a. A clearly marked first aid station.
- b. Adequate space for conducting meetings outside when weather permits, or indoors or under cover during adverse weather conditions.
- c. Grounded and weatherproof electrical service with adequate load capacity for at least 20

RVs and 10 tent sites.

- d. A public address system with at least two microphones for use during the General Assembly.
 - e. To each paid Convention Registrant, a packet containing, as a minimum:
 - 1. A copy of Host's Rules/Policies routinely provided to visitors, if any; this information should include how to contact local emergency response providers and the local (street) address of the Host in case it is needed to summon emergency help.
 - 2. A site map or other informational material showing location of important items such as First Aid Station/Kit, Office, trash receptacles, laundry and restroom facilities, meeting venues, sports venues, restaurant, playground, storm shelter, walking trails, etc.
 - 3. A Schedule of Activities for the Convention period, including meeting times and venues, sporting events, special activities, dances, etc.
 - 4. Information about local attractions, including where to get groceries, camping supplies, liquor, etc.
(Note: Host is encouraged to include additional items in this packet. Such items might include Club brochure, AANR brochures, coupons and/or give-aways from local businesses, tickets for prize drawings and a Convention Survey.)
 - f. At least four (4) working toilets of either flush or approved chemical type.
 - g. Potable drinking water via approved hydrants at or near all living areas with adequate water pressure to ensure full operation at all times.
 - h. Personnel who shall daily sweep, wash, and disinfect all restrooms, toilets, showers, dressing areas, food preparation areas, and food service areas.
 - i. Personnel who shall empty all garbage and refuse containers daily.
 - j. A facility for recreational swimming with circulated, filtered water, or with clean natural-flowing water, or in clean, tested, and approved still water.
 - k. Personnel who shall daily clean and maintain in a safe condition all facilities used for recreational swimming, including all border areas, walkways, access areas, and beaches.
 - l. Personnel to supervise and conduct Convention registration, YAANR-SW activities, scheduled games, contests, and recreational activities.
 - m. Refreshments for those in attendance at a meet and greet the evening before the first full day of the Convention and for those in attendance at the General Assembly and all other called meetings.
7. **FACILITIES ACCESS.** Any rules limiting the use of Host's facilities by any persons or age group must be stated in an addendum to this Contract. If no limitation is so stated, no limitations apply.
8. **SAFETY GUARANTEE.** Host guarantees that all equipment, buildings, facilities, utilities, food services, housing, and camping accommodations are sufficient in construction, maintenance, and operation to protect the safety, health, and well-being of all Convention attendees.
9. **LIABILITY INSURANCE.** Host represents that Host has liability insurance coverage in at least the following coverage amounts: 100,000/300,000/50,000, and that such coverage will be in effect for the duration of the Convention. Host will pay all costs incurred in connection with the purchase of such insurance. Host shall provide a copy of the declarations page of such insurance policy to the Convention and Facilities Chairperson upon execution of this contract.

10. **NEWS MEDIA.** No restrictions shall be made upon news media unless such restrictions are agreed in writing and made part of this contract. All media supervision shall be the responsibility of Host and the AANR-SW Public Relations Chairperson.
11. **PHOTOGRAPHY.** Both AANR-SW and Host may appoint an official photographer (this may be the same person). No one else shall take pictures at the Convention without written approval of both AANR-SW and Host.
12. **EVENTS AND ACTIVITIES.** The scheduling of all Convention events and activities (meetings, entertainment, exhibits, sports events, recreational activities, dances, group excursions, and other activities) shall be at the sole discretion of the Host, with the exception of meetings called by the leadership of AANR-SW.
13. **RULES OF CONDUCT.** The conduct of all persons on Host's grounds during the Convention shall be governed by the principles and standards of AANR as stated in the AANR ruling documents. In the event a conflict exists between the rules and policies of Host and the rules and policies of AANR, AANR rules and policies shall prevail.
14. **CONVENTION CONTRACT PERFORMANCE.** In the event of an alleged failure to comply with the terms of this contract by either AANR-SW or Host, duly authorized representatives of both parties shall meet on Host's grounds as soon as practicable to consider the allegation. AANR-SW shall be represented by the Convention and Facilities Chairperson, or in his or her absence, by a person appointed by the President. Host shall be represented by its duly authorized representative. The authorized representatives shall attempt to verify the allegation. The representatives are empowered, upon mutual agreement, to act in one or more of the following ways:
 - a. Dismiss the allegation as being without foundation.
 - b. Declare the allegation valid and to agree to rectify the failure at once.
 - c. Refer the matter to the AANR-SW Board of Directors for action.If Host is found to have violated the terms of this contract, except for conditions beyond Host's control, the AANR-SW Board of Directors may order the withholding of all or some of the Convention Administration Fee payable to Host.
15. **ARBITRATION.** In the event AANR-SW and Host are unable to resolve a dispute involving performance of this Contract, such dispute shall be submitted to arbitration. Host shall designate an arbitrator, who may not be a member of, employee of, or relative of Host or of any of Host's members. AANR-SW shall designate an arbitrator who may not be an officer, employee, or committee member of AANR-SW, nor a relative of any officer, employee, or committee member of AANR-SW. The two arbitrators so designated shall choose a third arbitrator, provided that agreement on the third arbitrator may not be withheld for the purpose of preventing arbitration. The matter in dispute shall be submitted to the Board of Arbitrators. The arbitrators shall decide the matter by simple majority vote. The decision of the arbitrators shall be binding. In the event the arbitrators find that Host has violated the contract, the arbitrators shall determine the amount of the Convention Administration Fee payable to Host that is to be withheld.
16. **No Smoking in Clubhouse.** The Host club agrees that there shall be no smoking, including use of e-cigarettes ("vaping"), in the Host's clubhouse or other meeting rooms at any time

during the Convention.

EXCEPTIONS OR ADDENDUM: _

SEVERANCE CLAUSE. No portion of this contract is intended to violate any federal, state, or local law, nor any provision of any ruling document of AANR or AANR-SW. In the event any portion of this contract is found to violate any federal, state, or local law or to violate any provision of any ruling document of AANR or AANR-SW, such language shall be stricken from this contract, and the remaining portions shall continue in full force and effect.

ENTIRE AGREEMENT. This contract represents the entire agreement between the parties. No other agreements or contracts exist between the parties, and none are implied, except as expressly stated herein.

This agreement is dated _____, 20_____.

AANR-SW

HOST _____

By: _____
Authorized Representative

By: _____
Authorized Representative

Name Printed: _____

Name Printed: _____

Title: _____

Title: _____

AANR-SW FACILITIES QUESTIONNAIRE FOR CONVENTION BID

Resorts interested in hosting the AANR-SW Convention shall submit this form to the AANR-SW Conventions and Facilities Committee.

The following resort desires to host the 20____AANR-SW Convention:

AANR-SW Resort: _____

Physical Location: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Authorized Representative: _____

Phone: _____ Fax: _____

E-Mail: _____

Host is willing to accept \$_____ (not to exceed \$2,500) as a Convention Administration Fee, as referenced in **“AANR-SW convention Contract, 3. Convention Administration Fee.”**

Section 1: Convention Grounds Fees

- A. AANR Members: _____ daily _____ weekly
- B. Non-AANR Members: _____ daily _____ weekly

These grounds fees will be in effect for the duration of the Convention as well as for _____ day(s) before and _____ day(s) following the Convention.

Section 2: Convention Tent Camping and RV Hookups

- A. Tent Camping (no electricity) _____ # of sites \$ _____ fee
- B. Tent Camping (w/electricity) _____ # of sites \$ _____ fee
- C. RV (electricity only) _____ # of sites \$ _____ fee
- D. RV (full hookup) _____ # of sites \$ _____ fee

Section 3: Rental Units or Other Accommodations

- A. Cabin or Motel Unit _____ # of units \$ _____ fee
- B. Rental Trailer _____ # of units \$ _____ fee
- C. Private Room _____ # of units \$ _____ fee
- D. Dorm-Type Room _____ # of units \$ _____ fee
- E. Nearby Motels _____ # of units

Section 4: Meeting Facilities

Describe the facilities that will be available at the Convention for the following activities:

General Assembly:

Executive Sessions or Small Group Meetings:

Rainy Weather Activities:

Stage or Presentation Area:

Section 5: Food Service Facilities

Snack Room	_____	Breakfast	_____	Lunch	_____	Dinner	_____	hours	_____	seats
Dining Room	_____	Breakfast	_____	Lunch	_____	Dinner	_____	hours	_____	seats
Other	_____	Breakfast	_____	Lunch	_____	Dinner	_____	hours	_____	seats

Vending Machines:

Representative Menu Items and Prices:

Breakfast:

Lunch:

Dinner:

Section 6: Recreational Facilities

A. Aquatics:

_____ Swimming pool, size: _____ _____ Diving Board _____ Slide

_____ Hot tub, capacity: _____ _____ Lake, stream _____ Wading pool

B. Volleyball Courts _____ # lighted _____ # unlighted

C. Other: _____ Tennis Courts _____ Clubhouse _____ Playground
_____ Table Tennis _____ Shuffleboard _____ Pool tables
_____ Game Room _____ Horseshoes _____ Petanque

Section 7: Sanitation/Safety Facilities

A. Hot showers _____ # inside _____ # outside

B. Cold showers _____ # inside _____ # outside

C. Restrooms _____ at campsites _____ in central area

D. Portable toilets _____ at campsites _____ in central area

E. Laundry _____ # washers _____ # dryers

F. Dump stations _____ # available

G. Sewage System Type _____

H. Water system: _____ Municipal line _____ Well/private system

I. Emergency room: _____ miles away _____ Ambulance available

Section 8: Special Features. Describe any special features of the resort and area attractions that might enhance a Convention held at the resort:

Section 9. The resort proposes the following change or changes to the Convention Contract:

AANR-SW FACILITIES QUESTIONNAIRE FOR BID ON THE MIDWINTER BOARD MEETING

Resorts interested in hosting the AANR-SW Midwinter Board Meeting shall submit this form to the AANR-SW Conventions and Facilities Committee.

The following resort desires to host the 20____ AANR-SW Midwinter Board Meeting.

AANR-SW Resort: _____

Physical Location: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Authorized Representative: _____

Phone: _____ Fax: _____

E-Mail: _____

Section 1: Ground Fees

AANR Members: _____ daily

Non-AANR Members: _____ daily

These fees will be in effect for the weekend of the Midwinter Board Meeting as well as for _____ day(s) before and _____ day(s) following.

Section 2: Tent Camping and RV Hookups

Tent camping (no electricity)	_____ # of sites	\$ _____ fee
Tent camping (w/electricity)	_____ # of sites	\$ _____ fee
RV (electricity only)	_____ # of sites	\$ _____ fee
RV (full hook up)	_____ # of sites	\$ _____ fee

Section 3: Rental Units or Other Accommodations

Cabin or motel unit	_____ # of units	\$ _____ fee
Rental trailer	_____ # of units	\$ _____ fee
Private room	_____ # of units	\$ _____ fee
Dorm type room	_____ # of units	\$ _____ fee
Nearby motel	_____ # of units	

Section 4: Meeting Facilities

Describe the facilities that will be available during the weekend of the Midwinter Board Meeting.

Board Meeting:

Executive Session or Small Group Meetings:

Section 5: Food Service Facilities

Snack Bar _____ Breakfast _____ Lunch _____ Dinner _____ hours _____ seats

Dining Room _____ Breakfast _____ Lunch _____ Dinner _____ hours _____ seats

Other _____ Breakfast _____ Lunch _____ Dinner _____ hours _____ seats

Vending Machines:

Sample of menu items and prices:

Breakfast:

Lunch:

Dinner:

Section 6: Recreational Facilities

- A. Aquatics:
_____Swimming pool, size: _____ _____Diving Board _____Slide
_____Hot tub, capacity: _____ _____Lake, stream _____Wading pool

- B. Volleyball Courts _____# lighted _____# unlighted

- C. Other: _____Tennis courts _____Clubhouse _____Playground
 _____Table tennis _____Shuffleboard _____Pool tables
 _____Game room _____Horseshoes _____Petanque
 _____Other: _____

Section 7: Sanitation/Safety Facilities

- A. Hot showers _____# inside _____# outside
- B. Cold showers _____# inside _____# outside
- C. Restrooms _____at campsites _____in central area
- D. Portable toilets _____at campsites _____in central area
- E. Laundry _____# washers _____# dryers

- F. Dump stations _____# available
- G. Sewage System Type _____
- H. Water system: _____Municipal line
- I. Emergency room: _____miles away

Section 8: Special Features. Describe any special features of the resort and area attractions that might enhance a Midwinter Board Meeting held the resort:

OATH OF OFFICE

At the close of the General Assembly, newly elected Officers and Directors shall be given the following oath of office. It may be administered by a past president of AANR-SW or another dignitary of the President's choosing.

Do you, as newly elected AANR-SW Officers and Directors swear or affirm that you will uphold the principles and standards of AANR and AANR-SW, and that you will adhere to the ruling documents of those associations in the conduct of AANR-SW business?

If so, respond, "I do."

I hereby declare you duly installed for your respective terms of office.



AMERICAN ASSOCIATION FOR NUDE RECREATION SOUTHWESTERN REGION

RESORT OR CLUB DELEGATE CERTIFICATION

RESORT OR CLUB NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

E-MAIL: _____

NAME OF DELEGATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

E-MAIL: _____

This form must be completed and signed by the Certifying Officer of the AANR Resort or Club and submitted to the AANR-SW Recording Secretary.

This Certification shall remain in effect until superceded by a later Resort or Club Delegate Certification submitted to and received by the AANR-SW Recording Secretary.

I hereby certify that the above named Delegate was duly elected or appointed to serve until further notice as the Delegate for (name of resort or club):

_____.

DATED: _____, 20__.

CERTIFYING OFFICER:

Signature

Name Printed