

# Waikato Outdoor Society Inc.

[Affiliated to the New Zealand Naturist Federation]  
Registered as an entity of the Charities Commission



## Constitution & Bylaws

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Registered Office: 50A Trentham Road, RD 4 HAMILTON  
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# Waikato Outdoor Society Incorporated

## Constitution

### Interpretation of terms for these Rules and Bylaws:

<b>Society</b>	Shall mean the Waikato Outdoor Incorporated.
<b>Members</b>	Shall mean all categories of Membership, unless otherwise stated.
<b>Grounds</b>	Shall mean all the land and buildings under control of the Waikato Outdoor Society Incorporated.
<b>Executive</b>	Means the President, Vice-President, Secretary and Treasurer of the Waikato Outdoor Society Incorporated.
<b>Portfolios</b>	Means the Portfolio Officers required by the Society as defined in the Bylaws.
<b>Committee</b>	Means the officers of the Executive together with the Portfolio Officers of the Waikato Outdoor Society Incorporated.
<b>Bylaws</b>	Shall mean the bylaws of the Waikato Outdoor Society Incorporated.
<b>Year</b>	Means the period from the first day of October to the 30th day of September, the next year.
<b>NZNF</b>	Means the New Zealand Naturist Federation
<b>INF</b>	Means the International Naturist Federation.
<b>The Movement</b>	Shall mean the Naturist movement as advocated by the New Zealand and International Naturist Federation.
<b>Constitution</b>	This Constitution is intended to be regarded as an agreement of Honour, interpreted according to the spirit as well as the letter of its provisions.
<b>Long Term</b>	Occupation on the grounds for more than 30 days in any 60 day period or as deemed by the committee that occupancy is residency rather than holiday use. Committee permission is required to become long term.

## **1. Name**

The name of the society shall be the **Waikato Outdoor Society Incorporated**.

## **2. Registered Office**

The registered office of the society shall be situated at an address decided by the committee. The address and any subsequent changes of this address are to be notified to the Registrar of Incorporated Societies.

## **3. Objects**

To provide facilities and environment where members may enjoy recreational activities without clothing.

## **4. Powers**

- (a) To purchase, lease, exchange, hire, otherwise acquire, sell, exchange, let on bail, lease or dispose of any property or asset to assist in attaining the objects and promotion of the society.
- (b) To invest, control or expenditure of funds for the society's advancement.
- (c) To accept subscriptions and other money, donations, devices and bequests.
- (d) To employ suitable persons to maintain the society's property, or provide services for the society.
- (e) To issue publications promoting the objects of the society or explaining its activities.
- (f) To acquire literature or other media for the use of the members.
- (g) To affiliate with and/ or financially support any society having similar aims and objects.

## **5. Membership**

**-Eligibility:** Only those who have attained the age of eighteen years are eligible for membership. Family below the age of eighteen are included in the parent/guardian(s) membership.

**-New members.** Prospective members shall be allowed three visits to the grounds prior to making formal application for membership. Prospective members [including transferring NZNF members] are to be interviewed for their suitability of membership to the Society. The interview is to be informal and preferably part of a visit to the ground.

**-Ratio:** When accepting new members the Committee must maintain a ratio of not more than 60% adult males to 40% adult females.

**-Transferring NZNF members** should provide written proof of satisfactory membership, from the Secretary of their previous club if they wish to move straight to full or country membership.

**-Application:** Prospective member(s) must complete the Membership application form and forward it to the Secretary.

**-Admission:** The committee will decide at the next committee meeting whether the application is successful and if so, set the class of membership. The Secretary will advise the applicant, in writing, of the outcome of the membership application.

### **Classes of Membership:**

**-Full Members** are those who pay the full annual subscription. they have full voting and office rights.

**-Country Members** are those who live more than 80km by road from the Grounds. Country membership subscription is less than the full annual subscription to compensate for the extra distance travelled. They have full voting and office rights.

**-Associates:** Associates class is only available to existing Associates. Associates are those who are verified Full members of another NZNF affiliated society. Associates shall hold no office and have no voting rights, but shall pay the Associate fee as set at the Annual General Meeting.

**-Provisional Members** All new members who have no substantiated experience of the movement will join as Provisional members under the Full or country subscription rate. A Provisional member shall have no voting or office rights nor be eligible for an allocated site. Committee will review all Provisional memberships after not less than six months and not more than twelve months to decide if they are eligible to move to full or country membership. The committee has the right to terminate Provisional membership without reasons being given.

### **Life Members**

Shall be those members who by virtue of long/or valued service are nominated to become Life Members. Nominations shall be made by 2 members of the Waikato Outdoor Society and to be submitted to the committee for a Committee decision. Life Members carry no liability for subscriptions, but in all other matters have the same rights and status as Full members. All members who under the previous constitution of the Waikato Outdoor Society who were deemed to be Honorary Members or similar, in that they were full Members of the Society exempt from paying subscription shall become Life members under the current or any subsequent constitution.

## **6. Conduct**

- (a) No member shall bring discredit to the society, or cause offence to other members.
- (b) Members must not divulge member's names to others outside the Society, without the permission of the member(s) in question.
- (c) Any member who disapproves of another member's conduct can refer the matter to a member of the Executive, for action by committee.  
The committee has the right to ask the complainant for a written complaint.
- (d) The committee must meet to investigate the complaint within two calendar months. The member, of whom the complaint is made, is entitled to a full verbal explanation of the charge of misconduct, prior to answering such charges.
- (e) The committee must resolve the complaint and decide what action will result. All actions are to be recorded in the society's minutes and/or correspondence.  
Possible outcomes are:
  - (i) The complaint is unfounded.

- (ii) The complaint is resolved to all parties' satisfaction.
- (iii) The complaint is valid and results in a verbal warning being given to the offending party, by a member of the Executive, in the presence of the committee.
- (iv) The complaint is valid and results in a written warning being given to the offending party.
- (v) The complaint is valid and is judged serious enough to consider membership termination.

## **7. Termination of Membership**

### **(a) Resignation**

Any member may resign from the Society. The resignation must be in writing and received by the Secretary.

### **(b) Termination**

The committee may vote to terminate the membership of any member.

The conditions of such a vote will be not less than 66% of the full number of committee, rounded upwards to the nearest whole number.

Members subject to such terminations are to be fully advised within 14 days of the date of decision. the Notice of Termination may, or may not , state the reason of such termination.

All actions are to be recorded in the Society's minutes and/or correspondence.

### **(c) Appeal against Termination**

Termination can be appealed as follows:

(i) By a written request of the terminated member, to the Secretary.

(ii) By at least ten full members who shall sign a written request to the Secretary, after obtaining the written consent of the terminated member.

The appeal will take place at a General meeting where the details and the reasons for the termination shall be made known to the members present.

The person(s) whose membership has been terminated, is entitled to be present and will be given the right to speak in support of reinstatement. They shall not take part in the vote for reinstatement.

The appeal to reinstate will be decided by secret ballot and the vote to decide will be not less than 66% of the full number present, rounded upwards to the nearest whole number.

## **8. Disputes**

(a) The committee shall endeavour to resolve all disputes to the satisfaction of all members.

(b) Where the committee is unable to resolve a dispute, the NZNF are to be requested to supply an adjudicator, who is not a member of the Society, to help resolve the situation.

Any such adjudicator appointed is to be awarded due respect and is to be actively assisted by all members to reach a resolve.

## **9. Financial**

### **(a) Subscriptions & Fees**

All subscriptions and fees shall be set at the Annual General Meeting, from a recommended budget prepared by the outgoing Treasurer, which is supported by the outgoing committee.

The structure of these fees are outlined in the Bylaws.

(b) All subscriptions and fees shall be invoiced to the member advising that payment is due in 30 days. Accounts remaining unpaid after due date shall be subject to a second invoice advising that the amount must be paid within a further 30 days. A 20% penalty will be charged. Membership shall cease automatically when any Subscription is six (6) months in arrears. A satisfactory Automatic Payment arrangement is to be treated as if full payment has been made. Lapsed membership shall be the same as if the member has resigned.

### **(c) Accounting**

(i) The committee shall maintain bank accounts to lodge all uninvested funds. The signatories of the Society's funds shall be the Executive Officers.

(ii) Payment of all accounts must be approved by committee and all cheques are to be signed by two signatories.

(iii) A balance sheet will be submitted by the Treasurer, at each committee meeting.

(iv) A duly reviewed Statement of Accounts will be submitted at each Annual General Meeting.

(v) Any surplus funds shall be invested under direction of the members present at a General meeting.

### **(d) Borrowing**

(i) The society has the power to borrow or raise money and where necessary, secure repayments by mortgage of the society's property.

(ii) All purchases, leases, investments, sales, mortgages, contracts and transactions, are to be authorised by the Executive, in the name of the society, after direction of the members at a General Meeting.

(iii) The Society may borrow money from its members at below market rate or nil interest rate.

The Society shall keep a register of all such money borrowed and issue certificates for the amount loaned, signed by three members of the Executive and stamped with the Society's Common Seal.

(iv) Repayments are to be made, in order of receipt as soon as the resources of the Society permit. All such monies are to be used solely for development, as directed at a General Meeting.



**(e) Reviewing**

An reviewer shall be appointed at each Annual General Meeting or by the Committee prior to the end of the financial year (31 March), to examine and report on the correctness of accounts at the end of each financial year. The reviewer may be a member of the Society who does not currently hold a committee position.

**(f) Indemnity**

The committee shall be indemnified from the funds of the Society, in respect of all legal proceedings instituted against them, as a consequence of their duties.

**(g) Honorariums**

Members of the Executive are eligible for an honorarium as directed at a General meeting. Each of the officers may receive the honorarium without respect to others. The honorarium may be paid retrospectively.

**10. Management**

The affairs of the Society shall be administered by a committee.

The committee shall be formed by a composite of the Executive Officers together with up to six Committee members.

**(a) Executive Officers**

The Executive shall consist of the President, Vice President, Secretary and Treasurer.

**(b) Duties of the Executive Officers**

**President**

The President shall have a coordinating role in the administration of the committee, the Society and its members.

S/He shall occupy the Chair at meetings and regulate the proceedings.

S/He will be the spokesman for the Club unless this conflicts with a Public Relations portfolio.

S/He shall have a casting vote at all meetings. This vote would be expected to support the status quo in controversial issues.

S/He will present a report at each Annual General Meeting. The report will cover the accomplishments of all offices and long term goals of the Society.

**Vice President**

The Vice President shall fill all the duties of President, in his/her absence. S/He is expected to assume a Portfolio role together with this position and is responsible for the retrieval and safekeeping of photographic and video material.

**Secretary**

Shall convene and attend all committee and General meetings of the Society.

shall record minutes of all meetings in the Society's Minute Book.

shall conduct the correspondence, issue reports and notices.

will read current correspondence to the committee or the members, dependant upon the level of

meeting.

will advise the Register of Incorporated Societies & the Charities Commission of changes of Office address, changes of these Rules and forward a copy of the reviewed accounts as presented at the Annual General Meeting each year.

will keep a register of current and past members and perform other duties as are generally attached to the office of the Secretary.

## **Treasurer**

Shall receive, issue receipts and account for all monies due to the Society.

Will pay received monies into the Society's bank accounts within 14 days of receipt.

Will make payments from the Society's funds as directed by the Society or its committee.

Will keep correct account books and all other records necessary to show the details and financial affairs of the Society.

Will prepare and present a Statement of Account to each committee meeting.

Will prepare the annual Balance Sheet and financial Statement for review prior to the Annual General Meeting.

Will prepare and submit to committee a recommendation based on a budget for the Fees and Subscriptions for the forthcoming year.

### **(e) Duties of Portfolio Officers**

The duties of each portfolio are outlined in the Bylaws.

### **(f) Election of Committee**

(i) The election of committee will take place at the Annual General Meeting.

(ii) Only past or retiring committee members will be eligible to stand for President.

(iii) Written nominations for all committee positions are to be signed by the proposer, seconder and nominated member and handed to the Secretary at least 20 days prior to the meeting. Where no written nomination is received, a nomination will be accepted from the floor.

(iv) Only Full or Country members are eligible to stand for committee.

### **(g) Powers of committee**

(i) The committee has full authority to act on behalf of the Society according to these Rules and Bylaws, being mindful of Council Regulations and Resource Consent. Committee decisions shall be binding on all members.

(ii) The committee are empowered to use the Society's funds for the day to day functioning of the Society. Major items of expenditure are to be approved by the membership at a General meeting.

(iii) The committee are empowered to fill any committee vacancy that occurs between Annual General meetings.

(iv) The committee is empowered to censure any committee member for non-performance of their duties and where necessary and by vote of the committee, demand resignation from office.

(v) The committee shall appoint two of its number to act as ambassadors for the purpose of meeting prospective members. The ambassadors are to show the prospective members the Society's facilities, whilst gauging their suitability as members.

(vi) The committee are empowered to set separate charges and conditions with respect to the appointment of a Caretaker/custodian or long term occupant/s.

## **11. Meetings**

### **(a) Committee**

A minimum of six committee meetings are to be held annually. Members are allowed to attend committee meetings and on recognition by the Chair, be allowed to speak. Membership and other sensitive issues are to be discussed in committee, with only the committee present.

### **(b) Annual General Meeting**

The AGM shall be held within 60 days of the end of the Club's Financial Year. If a quorum is not reached, or extenuating circumstances prevent the AGM being held, the current committee shall remain in office until such a time as an AGM can be held.

Remits are to be signed by the proposer and seconder and be in the Secretary's hands at least 20 days before the date of the meeting.

### **(c) Special General Meeting**

A Special General meeting may be convened by decision of the committee or by a request in writing, stating the purpose for which the meeting is requested and signed by at least ten financial Full or Country members.

### **(d) Notice of Meeting**

(i) Where possible, committee meetings are to be advertised in the Society's newsletter.

(ii) The Secretary shall advise members in writing, of the time, venue and purpose of all General meetings at least 28 days prior to the event.

The Society's newsletter is considered an adequate vehicle for written notice.

(iii) The Secretary shall advise the agenda, remits, nominations & draft or final accounts to members at least 7 days prior to a General meeting by emails or newsletter.

### **(e) Quorums**

(i) The quorum for a committee meeting shall be 60% of the full committee rounded upwards to the nearest whole number.

(ii) The quorum for a General meeting shall be 25 % of Full or Country members rounded upward to the nearest whole number. A register containing names and signatures of those attending are to form part of the record of the meeting.

### **(f) Voting**

There are three levels of voting at meetings:

(i) By voice based on Ayes and No's.

(ii) By show of hands when a voice vote is considered inconclusive by the Chair.

(iii) By secret ballot, when requested by a member and/or the Chair considers the issue sensitive enough to warrant a secret ballot.

Two scrutineers will be appointed by the Chair to count ballot papers.

When the result is known, the ballot papers are to be destroyed.

(iv) That proxy voting be allowed for all Annual general meetings and be taken into account and be registered as part of the meeting numbers.

Only 1 proxy vote may be allocated to each attending member

Notification of your intention to use a proxy vote and your nominated member must be received in writing by post or email and approved by the committee and the last committee meeting prior to the AGM

**(g) Voting Majorities**

- (i) A simple majority of 50% or more, will decide all the society's business except:
- (ii) In situations covered by Terminations in 7b, 7c and changes to this Constitution and the Bylaws, Part 13, where the majority required will be 66% of all members present rounded upwards to the nearest whole number.

**12. Dissolution**

**1. Payment to Members (Pecuniary Profit):**

No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the organisation in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arms length transaction (being open market value).

**2. Winding Up:**

If upon winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among members of the organisation but distributed to another exclusively charitable body having similar objects similar to the objects of the first organisation, or for some other charitable purpose within New Zealand.

**3. Alteration to Rules:**

No addition to or alteration of the Pecuniary Profit Clause or the Winding Up Clause shall be approved without the Inland Revenue Department's approval.

**13 Alteration to these Rules and the Bylaws**

Alterations, additions and rescissions to this Constitution or the Bylaws will only be effective, when approved by 66% of the total Full or Country members, rounded upwards to the nearest whole number, present at a General meeting. Changes to these Rules only become effective after registration with the Registrar of Incorporated Societies & the Charities Commission

**14. Common Seal**

The committee shall adopt a Common Seal, which shall be held in the custody of the Secretary. It may be affixed to such documents as the committee may direct in the presence of at least two other members of the Executive.

# **Waikato Outdoor Society Incorporated**

## **Bylaws**

WOS will not be responsible for any injury to member/visitor or damage to member/visitor property while on WOS grounds.

## **Issue of Rules & Bylaws**

Each member is to have access to a copy of the Rules & Bylaws in the clubrooms.

## **Entry to WOS**

The grounds and buildings are private property. The only people with automatic right are financial members who are in good standing with WOS. WOS will not be responsible for any damage to member/visitor property.

## **Visitors**

Check in with the custodian. Entry is granted at the custodian's discretion. When asked a valid NZNF/INF or NZMCA membership card must be produced. Unless by prior arrangement, visits are limited to 3 annually. Visitors must sign in at the reception desk and record their name and club. Day or overnight fees apply. Overnight stays longer than 3 days must have the approval of the booking officer/custodian.

## **Prospective members**

Should contact WOS by phone or email to arrange an initial visit to meet committee members/other members. Two further visits should be made before an application is submitted for committee consideration.

## **Member's Guests**

Guests are permitted to visit the grounds in the company of the member. Unless prior agreement, visits are limited to 3 annually. Guests need to check in with the custodian and sign in. Overnight or day fees apply.

## **Subscriptions & Fees**

### **- Structure**

The subscriptions and fee structure of the Society are as follows. The amounts of the subscriptions and fees are set at the AGM and recorded in the Society's minutes.

Membership year is from October 1<sup>st</sup> to September 30<sup>th</sup> the following year.

The Committee can set camping fees at a special rate for special events or weekends

New members will be invoiced the first year's subscription pro rata to the financial year from the date of their membership application being approved by the committee.

### **-Subscriptions**

- 1 Single member subscription
- 2 Country member subscription.
- 3 Associate fee

### **- Fees**

- 1 Visitor day fee
- 2 Members overnight fee.
- 3 Visitors overnight fee.
- 4 Site fee.
- 5 Member long term fee.
- 6 Electric vehicle charge fee

## **Leave of Absence**

Any member who will be unable to attend the Society's Grounds for at least one full year, may apply in writing to the Secretary for Leave of Absence. this may be granted at the discretion of the committee.

Any member granted such leave will not be liable for annual subscription.

## **Committee**

When nominating a person for committee no position shall be attached to the nomination. That up to six committee member positions may be filled. The new committee at it's first meeting, shall decide who is to be allocated to a sub-committee.

A maximum of two members classified as 'long term site holder residents' [leasing separate sites] may be members of the committee at any one time.

### **- Three Sub Committees**

- (1) Finance and Management
- (2) Social and Recreation
- (3) Buildings and Works

### **- Photography**

- (a) A Society photographer is to be appointed at the Annual General Meeting, for the purpose of supplying a pictorial display of Society events for historical purposes.
- (b) The photographer need not be a committee member,
- (c) All exposed film and video material shall remain the property of the Society and it is the Vice President's responsibility to ensure retrieval and safe storage of this material.
- (d) No publication of any material is permitted without written permission of the subject(s).
- (e) Members are permitted to photograph their family members but must seek permission of others included in such photographs. The permission of any child's parent or guardian is to be obtained where appropriate.

### **-Caretaker/custodians**

The committee may appoint a caretaker &/or custodians to help secure the Grounds. The committee must set the fees and duties and these conditions will be part of an agreement.

## **Clubhouse**

### **- Cleanliness**

The clubhouse and its kitchen are for the use of all members. The area is to be kept tidy at all times.

### **- Canteen**

The Society may run a canteen to supply confectionery and refreshments as decided by the committee.

### **- Refuse**

All refuse is to be taken home.

### **Grounds**

WOS will not be responsible for any injury to member/visitor or damage to member/visitor's property while on WOS property.

Committee authorisation and induction is necessary to operate the WOS ride-on mower, chainsaw and swimming pool and others as set by the committee.

Any electric vehicle charged on WOS grounds will need the prior approval of the custodian [or acting custodian] and will incur a payment for each charge.

### **- Alcohol**

Alcohol is permitted on the Grounds but is not to be consumed in the pool or sporting areas. Unless under club committee approval and/or organised special events. Any unseemly behaviour resulting from use of alcohol will be dealt with under Conduct, described in Section 6 of the Rules.

### **- Drugs**

No illicit drugs are to be brought on to the property. Any person caught breaching this bylaw will be dealt with under Conduct, described in Section 6 of the Rules.

### **- Fires**

No fires are to be lit on the Grounds without committee permission.

### **- Firearms**

No firearms are permitted on the Grounds with the only exception being a committee appointed pest exterminator.

### **- Noise**

No member shall create any objectionable noise on the Society's Grounds.

### **- Out of Bounds**

The east facing bank, gully and stream are restricted as follows:

Children are not permitted in this area, unless accompanied by a parent/guardian.

### **- Pets**

No pets are allowed on the Society's Grounds. Dispensation may be granted by committee for an appointed caretaker to have a cat or caged bird.

### **- Security**

The Society Grounds are locked with a combination padlock. The gate is to remain unlocked during the daylight hours whilst any member is on the grounds.

The clubrooms must be locked by the last member to leave the grounds.

## **- Shrub, Bushes & Trees**

No shrub, bush or tree shall be planted, trimmed or removed without committee permission.

## **- Sites**

- (a) Members and visitors are permitted to occupy a site upon payment of the appropriate overnight fee. Power charges apply to site holders at all times. Power charges apply to members from the third night of a stay on powered sites. Unless written agreement with the committee, the maximum stay is 30 days in any 60 day period.
  - (b) Long-term occupancy is not permitted without committee permission.
  - (c) Sites may be allocated to a full member, on an annual basis. The site-holder is liable for the site fee set at the AGM and charges as set by the committee. All sites are subject to members signing an annual, agreement by the return date as defined on the agreement.
  - (d) Sites are to be kept tidy and mown.
  - (e) Any plantings are to remain en situ when a site-holder vacates the site.
  - (f) Any building or mobile home is to be kept in tidy condition or maintained as per committee direction.
- (1) All construction, and/or buildings and annual-site accommodation brought onto the grounds, must have prior written approval of the committee. This will be recorded in the minutes.
  - (2) Necessary council permits and fees are the responsibility of the applicant.
  - (3) Submitted plans must include the outside colour scheme [colour must blend with natural surroundings].
  - (4) Roof structures must be suitably flashed and have guttering and downpipes with appropriate soakholes and drainage.
  - (5) All external building and painting must be completed within the time frame specified by the committee.
  - (6) On the termination of membership, non-payment of annual site fee or charges by the site holder/s the building accommodation:
    - (a) may be sold, with the approval of the committee, to another member or
    - (b) must be removed from the club grounds by the owner, and the site restored to the original condition, within 90 days or

After 90 days, unless a prior written agreement has been negotiated and signed by the committee, any property remaining on the site will be deemed to be owned by the club.

At all times the legal responsibility rests with the site holder.

## **- Swimming Pool**

- (1) Complete nudity is to be observed in the swimming pool.
- (2) Horse play or dangerous behaviour are banned.
- (3) Food, alcohol (except glassware) is permitted in pool area only under club committee approval and/or organised special events.
- (4) Children are to be attended by their parent/guardian.

## **NZNF**

### **- Affiliation**

The Society is affiliated to the NZNF and pays affiliation fees on all members except Associates. The National Data base secretary will issue each full or Country member an NZNF identity card annually.



### **- National Rally Procedures**

The Society may host the NZNF National Rally, after application to and approval of the NZNF Annual General Meeting. Where conflict exist between the Rules and Bylaws of the Society and those of the NZNF, the matter is to be resolved by mutual agreement between the Executive Officers of the Society and NZNF.

### **- NZNF Delegate**

The committee will elect a delegate to attend the NZNF Annual General Meeting. The delegate is the representative of the Society and shall speak on behalf of the Society.

S/He will vote on published remits as directed by committee.

Part or full payment of expenses incurred in visiting the AGM venue may be reimbursed by the society, on direction of the committee. The reimbursement is not to cover rally fees.