

Waikato Outdoor Society Inc.

[Affiliated to the New Zealand Naturist Federation]

Registered as an entity of the Charities Commission



Constitution & Bylaws

May 2024

Registered Office: 50A Trentham Road, RD 4 HAMILTON

Postal Address: 50a Trentham Road RD 4 Hamilton

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Waikato Outdoor Society Incorporated

Rules

Interpretation of terms for these Rules and Bylaws:

Society	Shall mean the Waikato Outdoor Society Incorporated .
Members	Shall mean members of all categories of membership, unless otherwise stated.
Grounds	Shall mean all the land and buildings under control of the Waikato Outdoor Society Incorporated.
Executive	Shall mean the Executive officers of the Committee, being the President, Vice-President, Secretary and Treasurer of the Waikato Outdoor Society Incorporated.
Committee	Shall mean the Executive officers together with the other committee members of the Waikato Outdoor Society Incorporated.
Portfolios	Shall mean the Portfolios defined in the Bylaws and Portfolio Officers shall mean any members of the Committee appointed as Portfolio Officers.
Bylaws	Shall mean the bylaws of the Waikato Outdoor Society Incorporated.
Act	Shall mean the Incorporated Societies Act 2022.
Year	Shall mean the period from 1 October to 30 September.
Financial Year	Shall mean the period from 1 April to 31 March.
NZNF	Shall mean the New Zealand Naturist Federation.
INF	Shall mean the International Naturist Federation.
The Movement	Shall mean the Naturist movement as advocated by the New Zealand and International Naturist Federation.
Constitution	Shall mean these Rules. 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.
Long Term	Shall mean occupation on the Grounds for more than 30 days in any 60-day period or where the Committee deems that a member's occupancy is long term [residential] rather than holiday use.

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 current registered office is at 50A Trentham Rd, RD 4, Hamilton. Any subsequent changes to 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

a) Minimum membership

The minimum membership of the Society is 10 members.

b) Eligibility

Only people 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.

c) New members

Prospective members shall be allowed 3 visits to the Grounds prior to making formal application for membership. All prospective members (including transferring NZNF members) are to be interviewed to assess their suitability as members of the Society. The interview is to be informal and preferably be part of a visit to the Grounds.

d) Ratio

When accepting new members (including transferring NZNF members) the Committee must maintain a ratio of not more than 60% adult males to 40% adult females.

e) **Application**

Every prospective member must complete a Membership Application Form, which includes a privacy clause, and forward it to the Secretary. By completing an application form the prospective member consents to being a member of the Society, if the application is successful.

f) **Admission**

The Committee will decide at a Committee meeting whether the application is successful and if so, set the class of membership. The applicant will be advised by the Committee in writing of the outcome of their membership application.

Classes of Membership

g) **Full members**

Full members are those who pay the full annual subscription. They have full voting and office rights.

h) **Country members**

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

i) **Provisional members**

All new members will join as Provisional members under the Full or Country annual subscription rate. A Provisional member shall have no voting or office rights nor be eligible for an allocated site. The 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.

j) **Life Friends**

A Life Friend is a current or past member who by virtue of their long or valued service to the Society is nominated to become a Life Friend of the Society. Nominations shall be made by two members of the Society and are to be submitted to the Committee for consideration and decision. Life Friends are granted the use of the Grounds at member rates.

6) Conduct

- a) No member shall bring discredit to the Society, or cause offence to other members.
- b) Members must not divulge any member's name to others outside the Society without the permission of the member 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 the Committee.
- d) The Committee may ask the complainant for a written complaint. The complainant has the right to be heard by the Committee.
- e) The Committee must meet to investigate the complaint within two calendar months. The member against whom the complaint is made is entitled to a full verbal explanation of the complaint prior to responding to it. The defendant may present a written statement or be heard by the Committee.

- f) 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.
- g) The possible actions [which are not sequential] that the Committee can apply to resolve a complaint are:
 - The complaint is unfounded.
 - The complaint is resolved to all parties' satisfaction.
 - 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.
 - The complaint is valid and results in a written warning being given to the offending member.
 - The complaint is valid and is judged serious enough for the Committee to consider terminating the member's membership.

7) Disputes

- a) The Committee shall endeavour to resolve all written disputes to the satisfaction of all members.
- b) Where the Committee is unable to resolve a dispute, the NZNF is to be requested to supply an adjudicator, who is not a member of the Society, to help resolve the situation.
- c) Any adjudicator appointed is to be awarded due respect and is to be actively assisted by all Members to reach a resolution.

8) Termination of Membership

a) Resignation

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

b) Termination

The Committee may vote to terminate the membership of any member. This vote must follow a valid complaint to the Committee under clause 6 which was judged serious enough for the Committee to consider terminating the member's membership.

The conditions of such a vote will be not less than 66% of the full number of the 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.

9) Financial

a) Subscriptions and 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 is outlined in the Bylaws.

b) Invoices

All subscriptions and fees shall be invoiced to the member. The invoice will advise that payment is due in 30 days. Accounts remaining unpaid after their due date shall be subject to a second invoice advising that the amount must be paid within a further 30 days.

A satisfactory automatic payment arrangement is treated as if full payment has been made.

Membership shall cease automatically when any subscription is six (6) months in arrears. Lapsed membership shall be the same as if the member has resigned.

c) Accounting

Accounts will be prepared using External Reporting Board (XRB) accounting standards.

The Committee shall maintain bank accounts to lodge all uninvested funds.

The signatories of the Society's funds shall be the Treasurer and two Committee members.

Payment of all accounts must be approved by the Committee and all transactions are to be authorised by two committee signatories.

The Treasurer will prepare and present a Statement of Accounts at each committee meeting.

A duly reviewed annual Statement of Accounts, comprising a Balance Sheet and Financial Statement, will be submitted at each Annual General meeting.

Annual financial statements must be filed with the Charities Registrar within six months of the Society's financial year end.

Any surplus funds shall be invested under the direction of the Committee.

d) Transactions

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

Any leases, investments, mortgages, contracts and transactions of significant value entered into by the Executive or the Committee may require the approval of the membership at a General meeting.

Any sale of the Society's land must be approved by a majority of 66% of all Full and Country members present at a General meeting (including proxy), as specified in Rule 11(h).

e) **Reviewing**

A 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 performing their duties.

10) **Management**

a) **Committee**

The affairs of the Society shall be administered by the Committee.

The Committee shall be formed by a composite of the Executive Officers (the Executive) together with up to six committee members. Some members of the Committee (including members of the Executive) may also be appointed as Portfolio Officers as set out in the Bylaws.

All members of the Committee (including members of the Executive) must:

- (i) Act in good faith and in the best interest of the Society.
- (ii) Exercise powers for proper purposes only.
- (iii) Comply with the Act and the Constitution.
- (iv) Exercise reasonable care and diligence.
- (v) Not create a substantial risk of serious loss to creditors.
- (vi) Not incur an obligation they don't reasonably believe the Society can perform.

b) **Executive**

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

At the first Committee meeting following the Annual General meeting one of these Executive Officers shall be appointed as the contact person for the Registrar of Incorporated Societies.

c) **Duties of the Executive Officers**

President

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

The President shall occupy the Chair at meetings and regulate the proceedings.

The President can at any time appoint a replacement officer from within the Committee to take on the duties of an Executive Officer who is temporarily unable to fulfil their duties for any reason, providing that if the absence is for more than three months the position should be considered vacant.

The President will be the spokesman for the Society.

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

The President will present a report at each Annual General meeting. The report will cover the accomplishments of all offices and the forthcoming projects of the Society.

Vice President

The Vice President shall fill all the duties of the President, in their absence.

The Vice President is expected to assume a Portfolio Officer role together with their role as the Vice President.

Secretary

The Secretary or their appointed replacement shall convene and attend all Committee and General meetings of the Society.

The Secretary shall record the minutes of all meetings in the Society's Minute folder/ computer file.

The Secretary shall conduct and circulate the correspondence, issue reports and notices.

The Secretary will advise the Registrar of Incorporated Societies and the Charities Registrar of any changes to the Society's officers, its address, and any changes to these Rules.

Treasurer

The Treasurer shall receive, issue receipts and account for all monies due to the Society.

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

The Treasurer will make payments from the Society's funds as directed by the Society or its Committee.

The Treasurer will ensure the power meters are read quarterly and accounts sent out.

The Treasurer will keep correct account books, using XRB accounting standards, and all other records necessary to show the details and financial affairs of the Society.

The Treasurer will prepare and present a Statement of Account at each committee meeting.

The Treasurer will prepare and submit 6 monthly GST returns to Inland Revenue each April and October.

The Treasurer will prepare the annual Balance Sheet and Financial Statement for review prior to the Annual General meeting.

The Treasurer will prepare and submit to the Committee a recommendation based on a budget for the Fees and Subscriptions for the forthcoming year.

The Treasurer will upload the reviewed annual accounts on the Incorporated Societies and Charities websites within six months of the Annual General meeting.

The Treasurer will keep a register of past and present members.

d) **Duties of Portfolio Officers**

The duties of each Portfolio Officer are outlined in the Bylaws and Portfolio Officers are appointed to Portfolios in accordance with the Bylaws.

e) **Election of Committee**

An election of the Executive and up to six Committee members will take place each year at the Annual General meeting.

Only Full and Country members are eligible to stand for election to the Committee.

Only past or retiring committee members are eligible to stand for President.

Each Committee member standing for election must consent in writing and must certify that they are not disqualified from being a committee member. A member is disqualified from being a committee member if they are:

- an undischarged bankrupt;
- prohibited from being a director or promotor of a company;
- disqualified from being an officer of a charitable entity;
- convicted and sentenced for certain offending [eg dishonesty/offensive behaviour];
- subject to banning orders;
- other-wise unable to comply with any qualifications for officers contained in these Rules and Bylaws.

Written nominations for all committee positions are to be signed by the proposer, the seconder and the nominated member [consenting and stating they are not disqualified] and be in the Secretary's hands at least 20 days before the date of the meeting.

If insufficient nominations for Executive positions are received by the Secretary by the nomination due date, the Secretary may accept a late written nomination up to 48 hours before the Annual General meeting.

f) **Powers of the Committee**

The Committee has full authority to act on behalf of the Society according to these Rules and Bylaws, being mindful of local Council regulations and resource consents. Committee decisions shall be binding on all Members.

The Committee is empowered to use the Society's funds for the day-to-day functioning of the Society. Transactions of significant value may require the approval of the membership at a General Meeting.

The Committee is empowered to fill any vacancy on the Committee that occurs between Annual General meetings.

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.

The Committee is empowered to set separate charges and conditions with respect to the appointment of a caretaker/custodian or for long term occupants.

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

Remits are to be signed by the proposer and seconder and are to 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 Full or Country members.

d) Notice of Meeting

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

The Secretary shall advise members, in writing, of the time, venue and purpose of all General meetings at least 28 days before the date of the meeting. The Society's newsletter is considered an adequate vehicle for written notice.

The Secretary shall advise the agenda, remits, nominations and draft or final accounts to members at least 7 days before the date of the General meeting by email or newsletter.

e) Quorums

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

The quorum for a General meeting shall be 25% of all Full and Country members, rounded upward to the nearest whole number.

A register containing names and signatures of those attending is to form part of the record of the meeting.

f) **Voting**

There are three levels of voting at meetings:

- By voice based on Ayes and No's.
- By show of hands when a voice vote is considered inconclusive by the Chair.
- 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.

g) **Proxy voting**

Proxy voting is allowed for all Annual General meetings and is to be taken into account and registered as part of the meeting numbers.

Only 1 proxy vote may be allocated to each attending member.

Notification of a member's intention to use a proxy vote and their nominated member must be received in writing by post or email and approved by the Committee at the last Committee meeting before the Annual General meeting.

h) **Voting majorities**

For Committee meetings, a simple majority of 50% or more will decide all the Committee's business except Terminations in Rule 8(b) which will not be less than 66% of the full number of the committee.

For general meetings, a simple majority of 50% or more will decide all the Society's ordinary business except in situations covered by:

- the sale of the Society's land or a change in use of the land (including any parts of the land), and
- for changes to these Rules and Bylaws as provided for in clause 13 where the majority required will be 66% of all Full and Country members present at a General meeting [including proxy], rounded upwards to the nearest whole number.

As set out in Rule 10(c) the President shall have a casting vote at all meetings. This vote would be expected to support the status quo in controversial issues.

12) **Dissolution**

a) **Payments to Members (No personal benefit)**

As a charity all income, benefit, or advantage must be used to advance the objects of the Society, and Members may not receive any distributions of profit or income from the Society. This does not prevent Members:

- (i) receiving reimbursement of actual and reasonable expenses incurred, or
- (ii) entering into any transactions with the Society for goods or services supplied to or from them, which are at arm's length, relative to what would occur between unrelated parties.

No Member, or anyone associated with a Member, is allowed to take part in, or influence any decision made by the Society in respect of payments to, or on behalf of, the Member or associated person of any income, benefit, or advantage.

b) **Winding up**

On winding up or dissolution of the Society any surplus funds or assets remaining after the settlement of the Society's debts and liabilities shall not be paid or distributed to any Members but shall be:

- (i) given or transferred to another charitable organisation in New Zealand with objects similar to the objects of the Society, or
- (ii) applied for some other charitable purpose within New Zealand.

13) Alteration to these Rules and Bylaws

Alterations, additions and rescissions to these Rules or the Bylaws will only be effective when approved by 66% of all Full and Country members [including proxy] present at a General meeting, rounded upwards to the nearest whole number.

No alterations, additions or rescissions to these Rules or the Bylaws shall be made which would allow Members to receive any personal pecuniary benefits from the Society.

Changes to these Rules only become effective after registration with the Registrar of Incorporated Societies and Charities Services.

Waikato Outdoor Society Incorporated

Bylaws

Access to Rules and Bylaws

Each member is to have access to a copy of the Society's Constitution & Bylaws in the clubrooms.

Entry to the Grounds

The Grounds are private property.

The only people with an automatic right to enter the Grounds are Members who are in good standing with the Society.

The Society will not be responsible for any injury to Members or visitors or for any damage to the property of any Members or visitors while on the Grounds.

A current Electrical Warrant of Fitness is needed to plug into powered sites on the Grounds.

Visitors

Non NZNF, INF or NZMCA visitors must have phoned/emailed to gain approval prior to arrival.

Visitors must check in with the custodian on arrival.

Entry to the Grounds is granted at the custodian's discretion.

When asked, a valid NZNF/INF or New Zealand Motor Caravan Association (NZMCA) membership card must be produced.

Unless by prior agreement, visits are limited to 3 annually.

Visitors must sign in at the reception desk and record their name, club or NZMCA number.

Day or overnight fees apply.

Overnight stays longer than 3 days must have the approval of the booking officer/custodian.

Prospective members

Prospective members should contact the Society by phone or email to arrange an initial visit to meet committee members/other members.

Two further visits should be made before a membership application is submitted for Committee consideration.

Members' guests

Guests are permitted to visit the Grounds in the company of a member.

Unless by prior agreement, visits are limited to 3 annually.

Guests need to check in with the custodian on arrival and sign in at the reception desk and record their name, club or NZMCA number.

Day or overnight fees apply.

Subscriptions and fees

Structure

The subscriptions and fees of the Society are set at the Annual General meeting.

The membership year is from 1 October to 30 September.

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

New members are invoiced for their first year's annual subscription on a pro rata basis from the date their membership application is approved by the Committee to the end of their first Year.

Subscriptions

Full member annual subscription

Country member annual subscription

Fees

Visitor day fee

Visitor overnight fee

Member overnight fee

Member long term fee

Annual site fee

Electric vehicle charge fee

Leave of Absence

Any member who will be unable to attend the Grounds for at least one full year, may apply in writing to the Secretary for a Leave of Absence.

A Leave of Absence is granted at the discretion of the Committee.

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

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.

The Executive and Committee members will work within the following Portfolios and may be appointed as a Portfolio Officer:

- Finance and management
- Social and recreation
- Buildings and works

- Planning and sustainability
- Health and Safety

Newsletter/written material

The newsletter and any other Society written material for publication must be quality critiqued by two committee members before being distributed.

Non-recreational land

Only the Committee or a person appointed or nominated by the Committee shall be permitted to:

- negotiate any lease of the Society's non-recreational land;
- liaise with any tenant of the Society in relation to such a lease or any matters arising under it; and
- give any instructions to the hedge-cutter in respect of hedges on or adjoining the non-recreational land.

Photography

One or more Society photographers may be appointed by the Committee to capture images for a pictorial display of Society events or for sharing on the Society's designated social media account.

The Society photographer need not be a committee member but must be suitably vetted by the Committee before being appointed.

All digital images, film or video material taken by a Society photographer shall remain the property of the Society. It is the Committee's responsibility to ensure retrieval and safe storage of all this material.

No publication or sharing of any images is permitted without written the permission of the subject(s). Images must only be shared online using the Society's designated social media accounts, which are private to Members and managed/overseen by the Committee.

Members are permitted to photograph their family members but must seek the express prior permission of any other people included in such photographs.

No-one but a child's parent or guardian is permitted to photograph a child.

Caretaker/custodian

The Committee may appoint caretakers/custodians to help secure and maintain the Grounds & facilities. The Committee sets the fees and duties of these appointees and these conditions will form part of the agreement between them and the Committee.

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/recycling

It is the responsibility of site holders/campers/day visitors and members to remove all personal refuse/recycling from WOS property.

Grounds

The Society will not be responsible for any injury to Members or visitors or for any damage to Members or visitors' property while on the Grounds.

The Committee and/or custodian may at their discretion permit a member to leave a vehicle or mobile home behind on the grounds for a short, agreed period. A fee is payable. The member must grant the custodian access to the vehicle or mobile home for the period while the member is away.

Committee authorisation and induction is necessary to operate the Society's ride-on mower, chainsaw, swimming pool equipment and others any other gear as set by the Committee.

Alcohol

Alcohol is permitted on the Grounds but cannot be consumed in the swimming pool or sporting areas unless the Committee has granted approval and/or at organised special events.

Any unseemly behaviour resulting from use of alcohol will be dealt with under Conduct, in clause 6 of the Rules.

Drugs

No illicit drugs are permitted on the Grounds. Any person caught breaching this Bylaw will be dealt with under Conduct, in clause 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 exception of a Committee-appointed pest exterminator.

Noise

Members shall not create any objectionable noise on the Grounds.

Out of Bounds

Children are not permitted to access the east facing bank, gully and stream unless accompanied by a parent/guardian. The driveway and leased land are 'textile' areas.

Pets

No pets are allowed on the Grounds.

Security

The gate to the Grounds may be shut at night.

The gate is to remain open during daylight hours so long as any member is on the Grounds.

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

Shrub, bushes and trees

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

Swimming pool/Hot-tub

Complete adult nudity is to be observed. Some discretion for sun-safe & hygiene reasons may be granted to children.

Horse play or dangerous behaviour is banned.

Glassware is prohibited.

Children under 10 must be attended by their parent/guardian at all times.

Sites

Members and visitors are permitted to occupy a site upon payment of the appropriate fee.

The maximum stay on the Grounds is 30 days in any 60-day period, unless the Committee has granted permission for long-term occupancy.

Permission to leave a vehicle/dwelling on the grounds, short term, may be granted by the committee/custodian. A fee is payable. A vehicle/dwelling entry key must be accessible to the custodian.

Power

A current Electrical Warrant of Fitness is required to plug into powered sites on the Grounds.

Power charges apply to annual site-holders at all times. Quarterly accounts to be paid by the end of that month.

Power charges apply to Members who are not annual site-holders from the third night of a stay on powered sites (unless they are charging an electric vehicle in which case charges apply for every vehicle recharge regardless of the length of their stay).

An electric vehicle charge fee applies to Members and visitors every time they recharge their vehicle. No electric vehicle is to be charged without the prior approval of the custodian/caretaker(s).

Annual sites

A limited number of annual sites are available for allocation.

Sites may be allocated to a Full or Country member on an annual basis.

All annual site-holders must sign an annual agreement letter by the date stated in the agreement.

An approved annual site-holder is liable for the annual site fee set at the Annual General meeting and any other charges set by the Committee.

Any building or mobile home on the site is to be kept in tidy condition or maintained as per Committee direction.

New site works

Any new construction, building or annual-site accommodation must have the prior written approval of the Committee before being constructed or brought onto the Grounds. This will be recorded in the minutes.

Plans must be submitted to the Committee for approval and must include the outside colour scheme [colour must blend with natural surroundings]. Roof structures must be suitably flashed and have guttering and downpipes with appropriate soak holes and drainage.

All external building construction and painting undertaken by or for annual site-holders must be completed within the time frames specified by the Committee.

Termination of site

An annual site-holder's occupancy of their site terminates when their membership terminates (whether through resignation or expulsion), when they give notice to the Committee that they are terminating their site agreement, when the annual-site holder does not renew their annual site agreement within the time stipulated or if the annual site fee is unpaid for more than 90 days from the date of invoice.

On termination any construction, building or annual-site accommodation on the site must be either:

- removed from the Grounds by the owner, and the site restored to its original condition, or
- with the approval of the Committee, sold to another full or country member.

If after 90 days from termination any construction, buildings or annual-site accommodation has not been removed from the site by the owner and no written agreement for sale and purchase to another member has been approved by the Committee, the construction, buildings or annual-site accommodation and any other property remaining on the site will be deemed to be owned by the Society.

At all times legal responsibility for complying with these Bylaws, or any other legal requirements rests with the site-holder.

NZNF

Affiliation

The Society is affiliated to the NZNF and pays affiliation fees on all Members. The NZNF National Data Base Secretary will issue each Full or Country member with an annual NZNF identification.

National Rally Procedures

The Society may host the NZNF National Rally, after application to and approval of the NZNF Annual General Meeting.

When conflict arises 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.

The delegate will vote on published remits as directed by the Committee.

Part or full payment of travel expenses incurred in visiting the NZNF Annual General Meeting AGM venue may be reimbursed by the Society, on direction of the Committee. The reimbursement is not to cover rally fees.