



Australian Naturist Federation Inc.

(Incorporated in New South Wales – INC9887536)

(ARBN 132 042 589) (ABN 27 603 408 744)

By-laws

2024

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Note: In these By-laws the term General Meeting is inclusive of the Annual General Meeting and Special General Meeting or any such meeting during which the members have a voting right.

Part I – General

100 Individual Members:

- (1) For the purpose of these By-laws an ‘individual member’ is a natural person who engages in the naturist lifestyle independently and/or socially.
- (2) The Association allows for the following classes of individual members:
 - (a) Supporter,
 - (b) Standard Member,
 - (c) Premium Member,
 - (d) Life Member
- (3) All individual members of the Association must be over the age of 18.

101 Affiliates

- (1) For the purpose of these By-laws an affiliate is not a natural person and must be based or located in Australia or its territories.
- (2) The Association recognises the following classes of affiliates:
 - (a) **Club:** must be able to demonstrate:
 - A responsible, accountable, and documented structure of governance.
 - Fee based membership, which is open to the public,
 - Committee managed with the members of the committee being elected for a fixed term.
 - Compliant with all legal requirements associated with the operation of their organisation within their State or Territory jurisdiction,
 - A commitment to the objectives of the Association.
 - Operates as a not-for-profit organisation.
 - (b) **Commercial entity:** must be able to demonstrate:
 - It is an Australian Registered Business (ABN),
 - Compliant with all legal requirements associated with the operation of their business within their State or Territory jurisdiction,
 - Must identify the proprietors.
 - A commitment to the objectives of the Association.
 - (c) **Group:** must be able to demonstrate:
 - Compliant with all legal requirements associated with the operation within their State or Territory Jurisdiction.
 - A commitment to the objectives of the Association

102 Sponsors

- (1) For the purpose of this By-law a ‘sponsor’ is any other, individual, group or business that is not eligible under By-law 100 or 101 and supports the objectives of the Association.

103 Applications for Membership

- (1) The conditions and requirements for applying for membership of the Association are contained with the “Application Requirements, Obligations and Entitlements Policy” (ANF-300-01.01).

104 Voting Powers.

- (1) The voting rights of members shall be determined in the following manner:
 - (a) Full voting rights will be afforded to the classes of members identified under Bylaw 100 (2) (b), (c), (d). and Bylaw 101 (2) (a), (b), (c).)
 - (b) Affiliates or their delegates will only be eligible to vote if they are over the age of 18 years.

105 Use of Technology at General Meetings

- (1) If an affiliate utilises technologies to facilitate participants’ attendance at a General Meeting, that affiliate must ensure that the requirements of Clause 38(3) of the Association’s constitution can be met.
- (2) If any affiliate wishes to participate in a General Meeting of the Association, that affiliate must submit a register of attendance by using the procedure from the Annual General meeting protocols. (in ANF drive)

106 Resolutions

- (1) The voting on resolutions is to be compliant with Clause 38 and Clause 39 of the *Associations Incorporation Act 2009*.

Part II – Administration.

200 Payment Date for Subscriptions

- (1) Individual Members, affiliates and sponsors:
 - (a) The initial subscription fee payment date will be set to the same date that the application for membership was received. That date will be known as the 'Subscription Date'.
 - (b) The 'Renewal Date' will be the 12-month anniversary of the "Subscription Date" and then each 12-month following.
 - (c) The subscription fee is payable initially on the 'Subscription Date' and then each year on the 'Renewal Date'.
- (2) The subscription fee must be paid within 14 days of the date due.

201 Subscriptions

- (1) All levels of membership and sponsors will be required to pay a subscription fee as prescribed in subclause (5).
- (2) The subscription fee must be paid within 14 days of the date due.
- (3) The subscription fee is payable upon initially becoming an individual member, affiliate, or sponsor.
- (4) The subscription fee is also payable on the Subscription Date
- (5) The amount payable for the subscription fee for all members, affiliates and sponsors will be as follows:

Class	Amount Payable
Supporter	\$0.00
Standard Member	\$30.00
Premium Member	\$35.00
Life Member	\$0.00
Affiliate	\$200.00
Sponsor	\$200.00

202 Policies and Procedures

- (1) The Association will develop Policies and Procedures consistent with the Association's objects.
- (2) Policies and Procedures must be approved by the General Committee before becoming enacted.
- (3) A register of Policies and Procedures will be published on the Association's website.

203 State representatives on the General Committee

- (1) The following geographical locations will have a representative on the General Committee
 - (a) Australian Capital Territory / Southern New South Wales,
 - (b) Northern Territory,
 - (c) Queensland,
 - (d) South Australia,
 - (e) Sydney / Northern New South Wales,
 - (f) Tasmania
 - (g) Victoria,
 - (h) Western Australia
- (2) States may have more than one representative with geographical areas as determined by the General Committee

204 Distribution of Minutes of the General Committee

- (1) The minutes of the General Committee will be distributed in the following manner:
 - (a) Within 14 working days after the meeting the draft minutes will distributed to all General Committee members.
 - (b) Draft minutes must be ratified at a General Committee meeting.
 - (c) Within 14 working days of draft minutes being approved, with any corrections, the approved General Committee minutes are to be uploaded to the Association's website.

205 Position Descriptions

- (1) Nominees for executive positions should ideally possess skill sets that demonstrate:
 - (a) effective communications skills (inclusive of reading, writing, speaking, listening, using communications technology, and through non-verbal techniques, with individuals and/or groups in a variety of personal, social, and problem-solving situations)
 - (b) teamwork skills (the ability to operate effectively as a member of a team in completing tasks, solving problems, and working towards agreed goals and the Association's objects)
 - (c) that they are highly motivated to the purpose and objects of the Association.
 - (d) that they are a self-starter and be prepared to work independently and be cognitive of the need for close liaison with fellow executive members.
 - (e) that they possess initiative, leadership, enthusiasm, and commitment.
- (2) carry out all lawful directions of the Committee and General Meetings
- (3) Specific Roles and Responsibilities

- (a) President
- i. Be responsible for the good management of the Association, supervise the activities of the officer bearers and ANF officers and act as the principal liaison officer at all levels of management and administration of management and administration.
 - ii. Shall preside over all Association meetings and be an ex officio member of all sub-committees.
- (b) Vice President
- i. Assist the president in their duties,
 - ii. Undertake the duties of the president in the case of a temporary or permanent absence or incapacity of the president until such time as the president resumes their duties or until a new president is appointed.
- (c) Secretary
- i. Carry out the administrative business of the Association, including but not limited to:
 - Taking minutes of Association meetings.
 - Keeping and updating all records and documents.
 - Process all correspondence relating to the business of the Association.
 - Act as receiving officer on all occasions.
- (d) Treasurer
- i. The Treasurer shall in additions to the duties identified in the Association's constitution:
 - Arrange an audit of the annual financial statements and present these audited financial statements to the Annual General Meeting.
 - Submit an annual budget of anticipated expenditure correlated with the current income
 - suggest alterations to the fee structure or other sources of income to maintain the financial viability of the Association.
- (e) Individual Membership Administrator
- i. Administer ANF individual members in conjunction with the ANF Executive (President, Vice-President, Secretary and Treasurer).
 - Communicate between individual members and the ANF
 - Process new individual member applications
 - Maintain files of individual members and update all relevant documents and records in relation to individual members.
 - ii. Process all individual member applications, administer the membership database and update all relevant documents and records. While maintaining the privacy and confidentiality of the member records.
 - iii. Maintains and distributes membership cards.
- (f) Public Relations Officer
- i. The Public Relations Officer shall:
 - Carry out public relations duties in consultation with the President and/or Executive as instructed by the Annual General Meeting.

- Represent the ANF to the media.
- (g) Assistant Secretary
- i. The Assistant Secretary shall:
 - Assist the Secretary as required.
 - Undertake the duties of the Secretary in the case of a temporary or permanent absence or incapacity of the Secretary until such time as the Secretary resumes their duties or until a new Secretary is appointed.
- (h) Assistant Treasurer
- i. Assistant Treasurer shall:
 - Assist the Treasurer as required.
 - Undertake the duties of the Treasurer in the case of the temporary or permanent absence or incapacity of the Treasurer until such time that the Treasurer is able to resume office, or a new Treasurer is appointed.
- (i) Affiliate Administrator
- i. Liaise with ANF affiliates and sponsors
 - Communicate between affiliates and the ANF
 - Process new affiliate applications.
 - Maintain files of affiliates and update all relevant documents and records in relation to affiliates.
- (j) Public Officer
- i. A Public Officer is both the official point of contact for an incorporated association and one of the authorised signatories.
 - ii. The Public Officer is automatically one of the authorised signatories for the association. However, the public officer is not automatically a signatory to the association's bank account.
 - iii. The Public Officer must reside in NSW.
 - iv. The Public Officer is responsible for:
 - notifying Fair Trading of any change in the association's official address within 28 days,
 - collecting all association documents from former committee members and delivering the documents to the new committee member,
 - returning all association documents to a committee member within 14 days, upon vacating office.
 - acting as the official contact for the association, including taking delivery of document served on the association and bringing them to the attention of the committee as soon as practicable,
 - custody of any documents as required by the constitution.
- (k) Webmaster
- i. The webmaster is primarily responsible for the maintenance and development of the ANF website
 - ii. The webmaster shall be the primary website administrator
 - iii. The webmaster is responsible for maintaining the currency and security of the website

(l) State representatives

- i. State representatives perform a networking role that will encourage communication between affiliates and individual members in a state to promote unity and the objects of the ANF.
- ii. Seek out and if appropriate keep in contact with non-affiliated clubs, resorts and groups in each respective state to encourage them to consider becoming affiliated with ANF.
- iii. Promote and encourage naturists in each respective state to become individual members of the ANF.
- iv. Represent the ANF in relation to state laws and regulations about naturism / nudism.
- v. An example is being able to influence decisions to retain existing clothing optional beaches, or the possible creation of new clothing optional beaches.

Notes

This is a compilation table of Document ANF-100-02.01 and includes the amendments made to the document. This table does not form part of the document.

Compilation table

Date	Version	Clauses Amended	Details and Comments
	1		
	2		
21/11/2021	3	All	By-laws rewritten and compiled with past changes
20/02/2024	3.1	1.4.4	Subscription year changed from financial year to date of application.
6/05/2024	4.0	All	New Document