

AUSTRALIAN NUDIST FEDERATION (INCORPORATED) CONSTITUTION

As Amended 30 December 2006

SECTION 1 - PRELIMINARY

- 1.1 The Constitution as adopted on the 31st day of December 1968 as amended is repealed hereby.
- 1.2 Any appointments and/or agreements made under the Constitution hereby repealed and not in violation of this Constitution shall remain in force as if made under this Constitution.
- 1.3 This Constitution acknowledges that the Australian Nudist Federation (Incorporated) as an affiliate of the International Nudist Federation operates under its auspices.

SECTION 2 - NAME

- 2.1 The name of the organisation shall be "Australian Nudist Federation (Incorporated)" hereinafter referred to as the "ANF" or "The Federation".

SECTION 3 - DEFINITIONS

- 3.1 "Nudism" means a way of life in harmony with nature characterised by the practice of communal nudity, with the intention of encouraging self-respect, respect for others and for the environment.
- 3.2 "Executive" means the elected body of personnel with duties and powers of management as defined by this Constitution.
- 3.3 "ANF Officer" means a member of an elected or appointed body of personnel assisting the Executive as defined in this Constitution.
- 3.4 "State Organisation" means a body formed by and representing nudist clubs and organisations in a particular State or Territory.
- 3.5 "State or Territory Public Relations Officer" means a representative of a State or Territory elected by Affiliates in that state. If the Affiliates in that state or territory do not appoint a Public Relations Officer, the ANF PRO may propose a state PRO.
- 3.6 "Affiliate" means a club or organisation affiliated with the ANF in accordance with and within the provisions of this Constitution.
- 3.7 "General Assembly" means the body of Executive, ANF Officers and delegates of Affiliates meeting at such times and invested with such powers as defined in this Constitution.
- 3.8 "Young Nudists of Australia" hereinafter referred to as YNOA means the formally organised

youth branch of the ANF.

- 3.9 "The ANF Supporters Club" means the body of ANF accredited persons who each hold a current INF card but are not necessarily members of any affiliate of the ANF.
- 3.10 A "Free Beach" or "Venue" is a legally designated area at which persons are free to remove all clothing if desired and not be subject to any action by Commonwealth, State or Local Government authorities.
- 3.11 A Delegate is a financial and accredited passport holder of their Affiliated Club or Organisation to the GA.

SECTION 4 - REGISTERED OFFICE

- 4.1 The address of the registered office of the Federation shall be PO Box 127, Bulahdelah, NSW, 2423, Australia.

SECTION 5 - OBJECTIVES

The aims and objectives of the Federation shall be:

- 5.1 To act as the national organisation for the nudist movement in Australia
- 5.2 To promote organised nudism in Australia, its ideals and activities, and its good public image.
- 5.3 To safeguard and serve the individual and collective interests of the Affiliates of the Federation and to consolidate and preserve the unity of the organised nudist movement in Australia.
- 5.4 To assist in the formation of clubs/organisations whose objectives are in concordance with this Constitution and to encourage them to become active Affiliates of the Federation.
- 5.5 To promote sporting and cultural interests and activities for its Affiliates.
- 5.6 To support nudist clubs /organisations and/or individual nudists either by loans or donations.
- 5.7 To maintain contact with nudist and kindred organisations throughout the world.
- 5.8 To promote and act on conservation and preservation with regard to flora and fauna.
- 5.9 To promote the legislation and development of free beaches and/or other public venues for nudists in Australia and subsequently to liaise and assist in the formation of local management organisations for such venues.
- 5.10 To construct, purchase, lease or otherwise acquire buildings, real or personal property or carry out works that may be necessary and appropriate in the attainment of the objectives of the Federation and to borrow, raise or give security for any money on such terms as the General Assembly shall think fit.
- 5.11 To produce or assist in the production of any printed or audio-visual material relevant to the Federation.

5.12 To promote and encourage youth participation.

5.13 To engage in any other activities which accord with the principles and ideals of nudism.

SECTION 6 - POWERS

The powers of the Federation are -

- 6.1 To take over the funds and other assets and liabilities of the present incorporated Federation known as the Australian Nudist Federation.
- 6.2 To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Federation provided that the Federation shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Federation.
- 6.3 In furtherance of the objects of the Federation to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Federation or persons frequenting the Federation premises.
- 6.4 To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the Federation. Provided that in case the Federation shall take or hold any property which may be subject to any trusts the Federation shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- 6.5 To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Federation, to obtain from any such Government or Authority any rights, privileges and concessions which the Federation may think it desirable to obtain, and carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- 6.6 To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Federation.
- 6.7 To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated Federation or promotion of the incorporated Federation or in the furtherance of its objects.
- 6.8 To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Federation's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- 6.9 To invest and deal with the money of the Federation not immediately required in such manner as may from time to time be thought fit.
- 6.10 To take, or otherwise acquire, and hold shares, debentures or other securities of any

company or body corporate.

- 6.11 In furtherance of the objects of the Federation to lend and advance money or give credit to any person or body corporate, to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- 6.12 To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Federation's property or assets present or future and to purchase, redeem or pay-off any such securities.
- 6.13 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- 6.14 In furtherance of the objects of the Federation to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Federation.
- 6.15 To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Federation's property of whatsoever kind sold by the Federation, or any money due to the Federation from purchasers and others.
- 6.16 To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Federation but subject always to the proviso in sub-rule (4).
- 6.17 To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Federation, in the shape of donations, annual subscriptions or otherwise.
- 6.18 To print and publish any newspapers, periodicals, books or leaflets that the Federation may think desirable for the promotion of its objects.
- 6.19 In furtherance of the objects of the Federation to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Federation and which shall prohibit the distribution of its or their income and property among its or other members to an extent at least as great as that imposed upon the Federation.
- 6.20 In furtherance of the objects of the Federation to transfer all or any part of the property, assets, liabilities and engagements of the Federation to any one or more of the incorporated associations with which the Federation is authorised to amalgamate.
- 6.21 In furtherance of the objects of the Federation to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Federation is authorised to amalgamate.
- 6.22 To make donations for patriotic, charitable or community purposes.
- 6.23 To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.

- 6.24 To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Federation.

SECTION 7 - MANAGEMENT

- 7.1 All the powers of management of the Federation shall be vested in the General Assembly.
- 7.2 The General Assembly shall delegate all of its powers to the Executive unless restrictions are imposed by this Constitution or by any resolution of the General Assembly.
- 7.3 The Executive shall have power in all ordinary business administration.
- 7.4 The Executive must meet at least every 4 months or as directed by the General Assembly and may consult by any other means provided that expenditure is limited to the annual budget set for that purpose.
- 7.5 The Executive shall gain prior authorisation by the General Assembly:
- (i) To alter any part of this Constitution.
 - (ii) To commit the Federation on matters of policy, procedures and finance
 - (iii) To suspend or terminate affiliation
- 7.6 In cases 7.5(ii) above the Executive may also seek approval from the affiliates by ballot.
- 7.7 In cases 7.5 (iii) above the Executive must seek approval from the affiliates by ballot.
- 7.8 At an Executive Committee meeting, at least 3 or a simple majority of a number equal to half of the members elected or appointed to the Executive as at the close of the last general meeting of the members shall constitute a quorum.
- 7.9 The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting and general meeting are entered in a minute book; and
- 7.10 The secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial member who previously applies to the secretary for the inspection.

To ensure accuracy of the minutes recorded under subsection 7.9

- 7.11 The minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy; and
- 7.12 The minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
- 7.13 The minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Federation that is a general meeting or annual general meeting, verifying their accuracy.

SECTION 8 - AFFILIATION

- 8.1 Affiliation may be granted to those clubs and organisations whose principle object is the

practice and furtherance of nudism as defined by this Constitution. Affiliates shall have all the rights, benefits and privileges provided by this Constitution.

- 8.2 ANF Supporters Club Membership shall be available to individuals qualifying under the provisions of this Constitution, with rights, benefits and privileges provided by this Constitution.
- 8.3 The YNOA, consisting of young nudists of two age groups, 6-12 yrs & 13 -19 yrs, or as the General Assembly may from time to time decide, having their own President, Vice President and Secretary/Treasurer elected at the annual Youth Forum, shall have such rights and privileges as provided by this Constitution.
- 8.4 All affiliates shall acknowledge the jurisdiction of the Federation and abide by its statutes.

SECTION 9 - REQUIREMENTS FOR AFFILIATION

9.1 AFFILIATION

- 9.1.1 The principal objective of the applicant shall be the practice and furtherance of nudism.
 - 9.1.2 The applicant shall be bound by the Constitution and the objectives of the Federation and agree to operate under its auspices and the conditions set out for affiliation.
 - 9.1.3 The applicant shall operate in legal premises (not necessarily owned by the applicant)
 - 9.1.4 The applicant shall submit a constitution or set of rules showing basic policies and objectives and a statement outlining management and membership structures, ground location and/or facilities.
 - 9.1.5 Member owned Clubs/Organisations shall consist of at least one officer and nine adult members, with valid management endorsed INF cards and stamps for accreditation and identification. It is expected that all members will hold a valid INF card except where a member already holds a current INF card.
 - 9.1.6 Proprietary organisations shall have responsible management, shall conform to all legal requirements and shall agree to either:
 - (i) Establish a club within their organisation to which all members and regular visitors must belong; issue all adult members of that club with valid management endorsed INF cards and stamps for accreditation and identification, except where a member already holds a current INF card. The club must consist of a minimum of ten (10) adult members.
- or
- (ii) Pay the annual affiliation fee only and as a consequence lose any right to vote at a General Assembly or participate in any sports rallies. Such an organisation shall be known as an Associate Affiliate.
- 9.1.7 The ANF Executive may in addition to the above obtain an independent report from a responsible person verifying that all ANF requirements are met.

9.2 ANF SUPPORTERS CLUB MEMBERSHIP

The Federation may confer upon an individual, the status of ANF Supporters Club Member. Such members shall collectively form the ANF Supporters Club and be administered by the ANF Supporters Club Administrator and operate fully under ANF auspices.

- 9.2.1 Applications shall be accompanied by the payment of the appropriate fees and two recent coloured passport photographs.
- 9.2.2 ANF Supporters Club Members shall be issued with a valid INF/ANF Club Passport, which shall entitle them to all the benefits of Affiliate membership.
- 9.2.3. ANF Supporters Club Passports shall require revalidation each year upon payment of the annual ANF Supporters Club membership fee.
- 9.2.4. ANF Supporters Club Members shall agree to abide by all the rules of the clubs they visit.

9.3 FREE BEACH AND VENUE ASSOCIATIONS

Free Beach and Venue Associations may apply for affiliation provided that only one such affiliation shall be recognised in each State to represent the Free Beach and Venue Associations of that State.

9.4 ALL AFFILIATES ARE REQUIRED

- 9.4.1 To notify the Secretary of the ANF of any changes in their constitution and rules, their management and administration structures within one (1) month of the said change occurring.
- 9.4.2 To submit a Yearly Report on activities, facilities and full adult membership as at 30th June. Submissions of said reports and accurate membership figures are to be with the ANF Secretary no later than 31st July in each year.

SECTION 10 - PROCEDURES FOR AFFILIATION

(not applicable to the ANF CLUB)

- 10.1 All applications shall be in writing and include all documents and fees required. They shall be lodged with the Secretary at least three weeks prior to the next Executive meeting and distributed to each member of the Executive.
- 10.2 The Executive which, having considered all documents and assurances of the applicant, may decide to grant affiliation in such category as is applicable and offer the applicant the rights, benefits and privileges relevant to such category.

SECTION 11 - RIGHTS OF AFFILIATES

11.1 AFFILIATES

11.1.1 Affiliates shall have the right to issue INF Passports except as indicated in 9.1.6 (ii) above.

11.1.2 To engage fully in decision-making at the General Assembly, unless that right is forfeited as outlined in 9.1.6(ii) above. Each voting Affiliate will be entitled to two (2) votes at any meeting of the General Assembly.

11.1.3 To nominate from their membership, persons for Executive and other positions, unless that right is forfeited as outlined in 9.1.6.(ii) above.

11.1.4 To host, attend and take part in ANF conventions but an Associate Affiliate may not participate or compete in any sports and competitions organised in conjunction with an ANF Convention.

11.1.5 To make full use of ANF publicity media.

11.1.6 To make full use of any benefits this Constitution provides and as the General Assembly may decide

11.2 ANF SUPPORTERS CLUB AFFILIATE

The ANF Supporters Club shall have the same rights as a full affiliate except that:

11.2.1 INF Passports shall be marked "ANF Supporters Club".

11.2.2 It may nominate from among its membership for all Officer positions within the Federation.

11.2.3 If an ANF Supporter Club Member wishes to be nominated for an Executive position that person needs to be proposed by the ANF Club Administrator and approved by the ANF Executive.

11.3 YOUNG NUDISTS OF AUSTRALIA

The YNOA shall have the same rights as an Affiliate with voting rights however:

11.3.1 The YNOA will be represented at a General Assembly by the Officer responsible for Youth Affairs.

11.3.2 In the event that the Officer responsible for Youth Affairs may not be present at a General Assembly a delegate may be appointed who must be eighteen (18) years of age or older.

SECTION 12 - TERMINATION / CHANGE OF CLASSIFICATION OF AFFILIATION

12.1 An Affiliated Club/Organisation may resign from the ANF by written notice to the Secretary, who shall notify all other affiliates.

12.2 An Affiliate may be suspended (or expelled) from the ANF if it is considered by the Executive that such Affiliate is acting against the interests and objectives of the Federation. This action must be dealt with within three months of the receipt of a written complaint. An Affiliate may also be suspended (or expelled) if it is not meeting its financial obligations, with arrears exceeding three months.

12.3 The Executive and the ANF Supporters Club Administrator shall jointly be empowered to

terminate an ANF Supporters Club membership.

- 12.4 The Executive decision shall be ratified at the next General Assembly meeting when the suspended (or expelled) Affiliate or ANF Supporters Club member involved shall have the right to appeal.
- 12.5 In all cases of membership termination, written notice shall be given of such termination with or without giving reasons
- 12.6 An Affiliate wishing to change classification may do so by writing to the Secretary advising of the wish to change classification

SECTION 13 - FINANCE

- 13.1 The funds of the Federation shall be deposited and/or invested in the name of the Federation at any bank or other financial institution as the General Assembly may from time to time decide.
- 13.2 Records and accounts must be kept in the English Language showing full and accurate particulars of the financial affairs of the Federation.
- 13.3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 13.4 The accounts shall be operated by the ANF Executive and all amounts over fifty dollars shall be paid by cheque or withdrawals signed by any two members of the Executive. Only one member of the same household shall be a signatory lodged with the bank or other financial institution.
- 13.5 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.
- 13.6 All expenditure must be approved or ratified at a management committee meeting.
- 13.7 The income of the Federation shall be derived from subscriptions, fees and such other sources as the General Assembly may from time to time determine. The income and property of the Federation however shall be applied solely towards the promotion of the objects and purposes of the Federation.
- 13.8 The application fee for affiliation shall be as determined by the General Assembly from time to time.
- 13.9 The annual affiliation fee shall be as determined by the General Assembly from time to time.
- 13.10 The Executive and Officers shall produce a forecast budget outlining their commitments/initiatives for the following year. Such forecast budgets are to be presented to the Annual General Assembly for approval.
- 13.11 The Treasurer and other Officers may operate petty cash accounts for the disbursements of small amounts. The Annual General Assembly shall determine the extent of such accounts. A petty cash account must be kept on the imprest system.
- 13.12 The Federation may strike a levy in order to raise extraordinary funds. The striking of such

a levy shall be determined at a General Assembly or by postal ballot.

13.13 If for reasons of having been un-financial for more than three months a suspended or expelled Affiliate wishes to re-affiliate, all outstanding arrears must be paid prior to re-affiliation being granted. An Affiliate becomes un-financial 90 days from date of invoice of affiliation fees.

13.14 The financial year for affiliation is from 1st July to the 30th June of the following year.

13.15 The Financial Year of the ANF shall be from July 1st until June 30th the following year.

13.16 The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared -

- (1) the income and expenditure for the financial year just ended;
- (2) the federation's assets and liabilities at the close of the year;
- (3) the mortgages, charges and securities affecting the property of the federation at the close of the year.

13.17 If the federation is incorporated within 3 months before the end of the association's financial year, subsection (13.16) does not apply for the financial year in which the federation is incorporated.

13.18 The auditor must examine the statement prepared under subsection (13.16) and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.

SECTION 14- INDEMNITY

14.1 Each and every member of the Executive and each ANF Officer shall be indemnified and held harmless by the Federation out of its assets for any cost they may incur in consequence of the performance of their duties in accordance with this Constitution.

14.2 The liability of an Affiliate to contribute towards the payment of the debts and liabilities of the Federation or the costs, charges and expenses of the winding up of the Federation is limited to the amount, if any, unpaid by the affiliate in respect of membership of the Federation as required by Section 13.

SECTION 15 - THE GENERAL ASSEMBLY

15.1 The General Assembly shall meet once a year at the Annual Convention and at other times if deemed necessary.

15.2 Motions for consideration at the Annual General Assembly must be in the hands of the Secretary at least ten (10) weeks in advance of the meeting.

15.3 The General Assembly shall consist of the Federation's Executive, the Officers of the ANF and two voting delegates from each Affiliate entitled to vote as specified in Section 11 of this Constitution together with representatives of Affiliates who have forfeited the right to vote. Associate Affiliates may be allowed to speak at a General Assembly if recognised by the President or person chairing the meeting in his/her absence.

15.4 Delegates must submit written authority from their respective club/organisation secretaries

or management.

- 15.5 An Affiliate, which cannot be represented at the General Assembly, may nominate any other delegate present to act as a proxy. Such nomination must be in writing by the Affiliate.
- 15.6 All authorisations must be in the hands of the Secretary prior to the commencement of the meeting. The authorisation must be signed by two (2) members of the Club Executive or by the management in the case of a business or proprietary organisation.
- 15.7 A quorum shall consist of delegates and proxies representing 51% of the total number of Affiliates eligible to vote (and resolutions shall be made by simple majority), except in matters pertaining to this Constitution and in cases of expulsion of Affiliates, when a quorum shall consist of 70% of the total number of Affiliates eligible to vote provided that delegates outnumber proxies (and resolutions shall require a three-quarters majority of those Affiliates present, including proxies).
 - 15.7.1 If, at the scheduled place and time of a General Assembly a quorum is not met, the Executive is empowered to determine a place and time to reconvene the General Assembly within 60 days. The presiding Executive shall remain until the reconvened General Assembly.
 - 15.7.2 If a quorum is not met at the General Assembly reconvened according to Section 15.7.1, the ANF shall be automatically dissolved and twenty-one (21) days notice given to the Affiliates.
- 15.8 A member of the Executive or an Officer may vote only as an accredited delegate. The ANF Supporter Club Administrator (or nominee) and one other ANF Club Member may vote at the General Assembly.
- 15.9 In the absence of the President, the Vice-president or, in his or her absence, any delegate duly elected shall preside over the General Assembly Meeting.
- 15.10 The General Assembly meeting shall be conducted in accordance with the rules of Parliamentary procedure (see Appendix A).
- 15.11 Applications and submissions to host General Assemblies and Conventions must be lodged with the Secretary ten (10) weeks prior to the next scheduled meeting.
- 15.12 The General Assembly may appoint one delegate to represent the Federation at the INF Conference or other International Events.
- 15.13 The General Assembly may form Sub-committees in advisory capacities for special purposes and the President shall be ex officio a member of such committees.
- 15.14 The General Assembly has the power to make additional rules and regulations concerning modes of conduct, sporting events, etc. from time to time as it sees fit.
- 15.15 The Presiding Officer shall have absolute control of General Assembly meetings in all procedural matters, matters of conduct and where necessary and not otherwise provided for, may exercise discretion.
- 15.16 Unless requested by 51% of delegates present, all voting shall be done by show of hands except when filling Executive and Officers positions when there is more than one nominee or when deciding upon the expulsion of an Affiliate.

SECTION 16 - ELECTION OF EXECUTIVE AND OFFICERS

- 16.1 The General Assembly shall elect an Executive consisting of President, Vice-President, Secretary, Treasurer and ANF Supporter Club Administrator. The term of office shall be for two (2) years, with the offices of President and Treasurer becoming vacant on even numbered General Assemblies and the offices of Vice-President, Secretary and ANF Supporter Club Administrator becoming vacant on odd numbered General Assemblies.
- 16.2 The Executive shall be nominated from members of Affiliates only (except as provided in Section 11.3)
- 16.3 Nominations for Executive positions, including the endorsement by the respective club/organisation's management, shall be in the hands of the ANF Secretary at least ten (10) weeks before the General Assembly meeting. In the event of insufficient nominations being received nominations for unfilled positions will be accepted until prior to the opening of the General Assembly with their club's endorsement. In the event of positions still remaining vacant any delegate present may be nominated from the floor of the meeting and shall be eligible for election. In the case of only one written nomination for a particular office being available the President may accept further nominations from the floor and a ballot shall be held. If no further nominations are forthcoming the sole nominee shall be declared duly elected without voting.
- 16.4 Where several nominees contest for a position, the election shall be by ballot.
- 16.5 ANF Officers shall be elected each year for the positions of Public Relations Officer, Affiliate Liaison and Youth Affairs Officers, any Assistant Officers or Officers for specific functions as the General Assembly may from time to time decide as serving the best interests of the Federation. The Office of Archivist and Public Officer shall not be subject to annual election but will be held either until the Officer resigns or the Federation decides to declare it vacant with due notice given by either party. An Assistant Secretary may be elected (if required) every two years, with the position becoming vacant **at** every even numbered General Assembly.
- 16.6 If a casual vacancy occurs in the offices of the Executive, new nominations must be called for by the Secretary or, in his or her absence, by the President and a postal ballot shall be conducted.
- 16.7 If a casual vacancy occurs for any ANF Officer, that vacancy may be filled ad interim by the executive but all affiliates should be notified forthwith of such appointments.
- 16.8 The General Assembly may if and when required appoint a General Secretary and staff to perform such administrative tasks as may be determined from time to time with full or part-time remuneration.
- 16.9 Any member of the Executive or an ANF officer may be suspended from their position if it is considered by the Executive that such person is acting against the best interests of the ANF. Such decision must be ratified at the next General Assembly with a two-thirds majority, at which time the suspended Executive or ANF Officer shall have the right to appeal.

SECTION 17 - DUTIES OF EXECUTIVE AND OFFICERS

- 17.1 The President shall be responsible for the good management of the Federation, supervise the activities of the Executive and ANF Officers and act as the principal Liaison Officer at all levels of management and administration. He/she shall preside over all Executive and

Federation meetings and be an ex officio member of all sub-committees. Executive decisions shall be taken by a simple majority of the Executive.

17.2 The Secretary shall:

- (i) Carry out all business of administration.
- (ii) Keep and update all records, documents and minutes.
- (iii) Keep and update all files of Affiliates.
- (iv) Act as receiving officer for all occasions.
- (v) Handle all postal correspondence relating to the business of the Federation.
- (vi) Process applications for affiliation.
- (vii) Send out notices and reports for the General Assembly Meetings at least six (6) weeks in advance.
- (viii) Send out notices and reports and to attend to all Executive and General Assembly meetings and prepare and dispatch minutes of such meetings to all Affiliates.
- (ix) Carry out all lawful directions of the Executive and the General Assembly.

17.3 The Assistant Secretary shall:

- (i) Assist the Secretary as required.
- (ii) Become Acting Secretary in the case of the temporary or permanent absence or incapacity of the Secretary until such time that the Secretary is able to resume office or a new Secretary has been elected by ballot or by the General Assembly.

17.4 The Treasurer shall:

- (i) Record and bank all monies paid to the Federation and issue receipts.
- (ii) Keep the financial records and books of account of the Federation.
- (iii) Make payment and disbursements as authorised or instructed by the Executive or the General Assembly.
- (iv) Administer the INF passport and stamp system.
- (v) Prepare and submit to each General Assembly independently audited statements of income and expenditure, balance sheets and/or any other documents relevant to the finances of the Federation.
- (vi) Arrange the documents as under Section 17.4 (v) are sent out with the convocation and agenda for the General Assembly to all affiliates at least six weeks prior to the meeting.
- (vii) Submit an annual budget of anticipated expenditure correlated with current income and suggested alterations to fee structures or other sources of income based on Executive and Officer recommendations regarding needs and requirements.

17.5.1 The Vice-President shall:

- (i) Preside at meetings in the Presidents absence.
- (ii) Assist the President in his/her duties.
- (iii) Become Acting President in the case of a temporary or permanent absence or incapacity of the President until such time as the President resumes his/her duties or until a new President is appointed either by ballot or at the General Assembly.
- (iv) Carry out such tasks as the General Assembly may from time to time determine.
- (v) Chair a permanent Constitution Review Committee whose composition shall be determined by the General Assembly.
- (vi) Be responsible for the handling of all electronic mail (e-mail) to the Federation.

17.5.2 The Youth Affairs Officer shall:

- (i) Liaise with Australian and International Youth Group Organisations/organisers on matters of interest to the YNOA.
- (ii) Organise a Youth Forum at the Annual Convention in conjunction with the YNOA prior to the ANF General Assembly.
- (iii) Formulate prior to the ANF General Assembly meeting recommendations to the Executive

- and/or General Assembly for the promotion of youth participation in the nudist movement.
- (iv) Handle all correspondence relating to the business of the YNOA.
 - (v) Receive and pass to the ANF Treasurer monies paid to the YNOA.
 - (vi) Provide reports for printing in the current choice of publication being used by the Federation.
 - (vii) Perform such other duties as the YNOA shall from time to time determine.
 - (viii) In the event that no nominations are received for this position these duties will be the responsibility of the Liaison Officer.

17.6 The ANF Supporters Club Administrator shall:

- (i) Administer the ANF Supporters Club in conjunction with the ANF Secretary and Treasurer.
- (ii) Issue and revalidate the INF/ANF Supporters Club passports and issue stamps.
- (iii) Maintain files of members and update all relevant documents and records.
- (iv) Compile and forward information for inclusion in the current choice of publication being used by the Federation.
- (v) Represent the ANF Supporters Club at the General Assembly.
- (vi) Report annually on all aspects of the ANF Supporters Club administration to the General Assembly and make recommendations for same.
- (vii) Organise a meeting of ANF Supporters Club Members prior to the General Assembly to elect delegates and formulate motions for the General Assembly.

17.7 The Public Relations Officer shall:

- (i) Carry out public relations duties in consultation with the President and/or Executive as instructed by the General Assembly.
- (ii) Represent the ANF to the media.
- (iii) Arrange for the appointment of State/Territory representatives with the agreement of the Executive, to foster public relations activities on a regional basis.
- (iv) Will report to the executive one-week before the regular monthly meeting, report annually at the General Assembly and make recommendations for future action.

17.8 The Liaison Officer shall:

- (i) Be responsible for maintaining contact with the ANF Executive and disseminate to all affiliates any decisions taken, which may affect their relationship with the ANF.
- (ii) Distribute to all Affiliates any information, which is felt to be of importance and in their best interests.
- (iii) At the request of the ANF Executive, carry out any duties which may affect the interaction between Affiliates and the ANF.
- (iv) Maintain contact with the International Naturist Federation regarding any matters, which may affect the ANF and affiliates.
- (v) Provide a link between the ANF, Affiliates and nudists from overseas intending to visit Australia.

17.9.1 The Archivist shall:

- (i) Collect and conserve all and any material relevant to the nudist movement in Australia and the Pacific region, which may be of significance to the aims and objectives of the Federation.
- (ii) Assist where necessary in the production of Federation publications.
- (iii) Make recommendations to the General Assembly regarding matters affecting the collection and custody of archival material.

17.9.2 The Public Officer shall:

- (i) Reside in New South Wales
- (ii) Confirm that the Office of Fair Trading is supplied with all information as required by the Associations Incorporations Act . This includes the Annual Return, changes to the committee (Executive) and Constitutional changes.

- 17.10 ANF Officers are responsible for the activities of any assistants whom the General Assembly may from time to time appoint in the various offices.
- 17.11 No Executive or ANF Officer shall have the power to make decisions or deliberations on behalf of the ANF unless authorised by this Constitution or properly instructed by the General Assembly.
- 17.12 The Common Seal of the Federation shall be kept in the custody of the Secretary.
- 17.12.1 The Common Seal shall not be affixed to any instrument except by the authority of the Executive and the affixing of the common seal shall be attested by the signatures of two (2) members of the Executive.
- 17.13 Subject to the Act, the Regulations and this Constitution, the Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to the Federation.
- 17.14 The records, books and other documents of the Federation shall be open to inspection at each General Assembly, or by arrangement with the Secretary, free of charge, by an Affiliate at any reasonable hour.

SECTION 18 - POSTAL VOTING

- 18.1 All postal votes shall be signed by at least two (2) Officers of an Affiliate.
- 18.2 All postal votes shall be in the hands of the Secretary not later than thirty (30) days after the date of posting of the ballot paper.
- 18.3 The ANF Secretary shall notify all affiliates within two (2) weeks of the outcome of the ballot.
- 18.3 All resolutions resulting from a postal ballot shall be ratified at the next General Assembly meeting.
- 18.4 All postal ballots, except when filling casual vacancies of Executive or ANF Officers, shall be decided by a two-thirds majority.
- 18.5 Postal ballots conducted to fill casual vacancies of Executive shall be decided by declaring duly elected the candidate receiving the most votes on returned ballot papers.

SECTION 19 - AMENDMENTS

- 19.1 Amendments to this Constitution shall be dealt with at the Annual General Assembly. Proposals for changes to the Constitution must be lodged with the ANF Secretary no less than ten (10) weeks before the General Assembly meeting by way of "Notices of Motion" from Affiliates or the Constitutional Review Committee.
- 19.1.1 The exception to the above are motions from the ANF Supporters Club and the YNOA who shall at their annual meeting agree upon motions and distribute these to all Affiliates attending before the commencement of the General Assembly.
- 19.1.2(1) Subject to the Associations Incorporation Act 1981, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
(2) However an amendment, repeal or addition is valid only if it is registered by the chief

executive.

19.2 The ANF Secretary shall give all Affiliates at least six (6) weeks notice of such proposals.

19.3 Motions to amend or add to the Constitution are subject to Section 15.7 of this Constitution.

19.4 Copies of changes to the Constitution thus effected must be sent to all Affiliates.

SECTION 20 – DISSOLUTION (Under Part 10 (Winding – up) of the Act)

20.1 The ANF shall terminate upon any one of:

- (i) the unanimous vote to that effect of all Affiliates
- (ii) if the number of Affiliates is less than three (3), or
- (iii) as provided in Section 15.7.2.

20.2 In the event that the ANF is terminated all assets remaining after the payment of all costs, debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Federation, but shall be given or transferred to some other institution having objects similar to the objects of the Federation, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Federation, such institutions to be determined by the members of the Federation.