

Procedure Manual



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Procedure Manual of American Association for Nude Recreation- Florida Region, Inc. Table of Contents

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Procedure Manual of American Association for Nude Recreation- Florida Region, Inc.

100 Definitions

- 101** This Procedure Manual is an addendum to the **AANR Procedure Manual** and concerns matters peculiar to AANR-Florida.

200 Membership

201 Dues

- A. AANR-Florida dues are set by the AANR-Florida Regional Assembly and are non-refundable.
- B. Annual AANR-Florida club membership dues shall be \$8.00 per adult member. Annual AANR-Florida Associates member dues shall be \$13.00 per adult member.
- C. AANR-Florida membership dues shall be transmitted in accord with AANR procedures.

202 Life Membership

- A. Life membership in AANR-Florida is available to AANR-Florida members under the same conditions as AANR life membership. All new paid life memberships in AANR-Florida shall include paid AANR life membership.
- B. AANR-Florida life membership fee is twelve and one-half (12½) times the basic AANR-Florida membership fee.
- C. Honorary AANR-Florida life membership may be issued according to AANR procedures.

203 AANR-Florida Associates

AANR-Florida Associates operate in conformance with AANR procedures.

204 Membership Rights

Membership rights in AANR-Florida are the same as stated in the AANR Bylaws and Procedures with the exception of the casting of votes directly in the election of AANR-Florida officials (as defined in the AANR-Florida Bylaws), Honor awards (AANR- Florida Man, Woman and Family of the Year) and in the disposition of proposed AANR- Florida Bylaw amendments.

205 Privacy of Members.

AANR-Florida Region places high priority on protecting the privacy and security of each member's personal information.

As such, AANR-Florida Region Officials shall NOT develop, maintain, or use its own database of regional membership. Preparation of communications materials to the AANR Office distributing the approved materials.

Furthermore, AANR-Florida Region Officials shall NOT request bulk membership information from any organization or entity for any other purpose. Should an individual's information be required, for reasons of health, safety or misconduct, that information shall be requested, in writing, by the AANR-Florida Region President or Vice-President to the Executive Director of AANR.

300 Officials

301 Candidates

As with AANR, candidates for AANR-Florida office shall be named in full and express a willingness to use their names in full for public purposes.

302 Board of Directors' Qualifications

Board of Directors' qualifications, method of election, term of office, etc. are as stated in AANR-Florida Bylaws, Article III and the Officials' Qualification Chart.

303 President

The duties and responsibilities of the AANR-Florida President are as stated in the AANR-Florida Bylaws, and as presented below:

- A. All issues affecting the region received or referred to the regional President shall be acted upon by the President in the following manner:
 - 1. Referred to the appropriate committee with instructions on required committee action, including a report back to the President. Such report, if it requires Board action, should be accompanied by a motion from a Board member in accordance with AANR-Florida procedure.
 - 2. Club and regional issues, not having received proper regional action, shall be referred to the Regional Assembly for required procedure and decision.
- B. The President's expenses shall be shown as a separate item in the financial report.
- C. The President shall:
 - 1. Approve for distribution all motions by mail or electronically in accordance with AANR interim Board motions procedures.
 - 2. Receive and report results of mail ballots.
 - 3. Prepare directives to all officials and the Member Trustee in accordance with referral or assignment actions of the Board of Directors or Regional Assembly.
 - 4. Sign all official documents with the Secretary/Treasurer. Sign checks in the absence of the Secretary/Treasurer and countersign checks over \$2,000.
 - 5. Issue an order of business for all meetings of the association. (See Appendix Form 303C5-1 and Form 303C5-2, Annual Meeting Agenda and Board Meeting Agenda). The order shall be included in the meeting packet and shall contain a provision for approximate times of all business to come before the Board of Directors or Regional Assembly with the exception of the election of officers, which must be held on the specified day as printed in the agenda.

6. ~~Appoint a reporter to cover the convention for the AANR *Bulletin*. Convention fees of this reporter shall be paid by AANR-Florida~~
7. Appoint Committee Chairpersons at his/her discretion.

304 Vice President

The Vice President shall:

- A. Perform such duties as may be assigned by the President.
- B. Sign or countersign checks in the absence of the President or Secretary/Treasurer.
- C. Serve as president if the president is absent or unable to serve.

305 Secretary/Treasurer

The Secretary/Treasurer, in addition to performing those duties and responsibilities described in the AANR-Florida Bylaws, shall:

- A. Be the administrator of the AANR-Florida office and be responsible for, but not limited to, the duties specifically stated to be the functions of the Secretary/Treasurer.
- B. Call the attendance roll at all meetings.
- C. Call the roll on roll call ballots.
- D. Maintain the regional bank account in a bank approved by the Board of Directors.
- E. Promptly pay all properly authorized debts and financial obligations of the Association, securing the countersignature of the President or, if the President is not available, the Vice President, on checks in excess of \$2,000.
- F. Send copies of the check register to the AANR-Florida President and Finance chair on a monthly basis.
- G. Submit financial reports to all elected officials and committee chairs monthly and to all AANR-Florida clubs biannually.
- H. Notify the Finance committee chair and the President immediately if a budget allocation is in danger of being exhausted.
- I. Generate a mailing of pertinent documents, including the Delegate Credentials Certificate form (See Appendix, Form 305I-1), to all AANR-Florida clubs and provisional groups at least thirty (30) days prior to the AANR-Florida convention.
- J. Attend all Regional Assembly and Board of Directors meetings.
- K. Record and transcribe all minutes for distribution, no later than sixty (60) days after the close of meetings. Obtain written motions from the maker, (See Appendix, Form 305K-1, Motion form). Obtain copies of all reports to be included in minutes.
- L. Maintain the official copies of the AANR-Florida Bylaws, Procedure Manual and other Association manuals, updating them with all changes and amendments as those occur.
- M. Procure and maintain the Association's copy of the current edition of *Roberts Rules of Order, Newly Revised*, ensuring that it is available at all meetings.
- N. Process claims and reimbursement requests (See Appendix Form 305N-1)

306 AANR Member Trustee

For information on qualifications, method of election, term of office, etc. for AANR-Florida Member Trustee, see the AANR Bylaws, Article VII and AANR Procedure Manual, Section 3.02.02 AANR Governance Manual

307 Oath of Office

At the time of official installation in office at the final session of the annual Regional Assembly, the newly elected AANR-Florida officers and Directors for the ensuing year shall take the following oath of office:

“Do you, as newly elected officers or directors of AANR-Florida swear or affirm that you will uphold the principals and standards of this organization and that you will adhere to its ruling documents in the conduct of business?” If so, respond, “I do.” I hereby declare you duly installed for _____.
(Term of Office)

400 Committees – General

401 Committee Chairs

- A. The President shall appoint the Chair of a committee at his/her discretion. The Chair of a committee shall appoint chairs of subcommittees at his/her discretion.
- B. Each chair of a subcommittee shall appoint subcommittee members at his/her discretion, but such appointees shall not thereby become members of the basic committee.
- C. It is the duty of all committee chairs to receive the work of their committee and to refer same to the subcommittee chair. The chair of the subcommittee reports back to the committee chair, who then makes his/her report and recommendations to the AANR-Florida President. If Board action is required, a motion by an AANR-Florida Director should accompany the report. If a Bylaw amendment is required, a proposed amendment would be sent to the Legislation chair.
- D. Committee chairs shall be required to submit the committee’s goals, objectives, and action plans for review with the budget requests.
- E. Each committee chair shall make an annual report to the Regional Assembly on the matters assigned to that committee by the Bylaws, by the Board of Directors or by the President. Each committee shall make interim reports as requested by the Board of Directors or the President. If applicable, these reports shall include actions taken, successes achieved and issues still pending regarding the committee’s goals, objectives and action plans that were submitted with the budget requests.
- F. The Committee Handbook shall define committee responsibilities and operational procedures. The applicable portion of this Handbook shall be made available to new committee chairs immediately upon their appointment.

402 Matters Referred to Committee

- A. Matters requiring action by the Board of Directors, and which have been referred to committee shall not be acted upon until such time as they have been cleared by the committee and reported back to the Board of Directors in such manner as is provided in the rules and order of business of the Board of Directors.
- B. Matters referred to committee and not returned at the time specified by the adopted rules and order of business may be brought out of committee by a two-thirds affirmative vote of the Directors voting.

500 Committees

501 Convention and Meetings Committee

- A. The Convention and Meetings committee shall:
 1. Using all available communications channels, solicit bids from AANR-Florida clubs to host future AANR-Florida conventions and meetings. (See Appendix, Form 501A1-1, Form 501A1-2, Form 501A1-3 and Form 501A1-4, Application, and contract forms)
 2. Work with a member of the host club to facilitate preparations for meetings and the annual convention which shall be held in June.
 3. Assist host club in arranging meeting areas and the registration area.
 4. Assist AANR-Florida Youth committee on events for the youth.
- B. Awards subcommittee shall be in charge of procuring awards and trophies as well as scheduling and organizing awards ceremonies at conventions. The deadline for submission of documentation and materials for all awards shall be May 31, unless otherwise noted, for consideration at the annual convention in June.
 1. *Host Club Award*. This award shall be given to the host club for hosting an AANR-Florida event.
 2. *Attendance Plaques*. This award shall be presented to the club with the highest number of members present at the annual convention. Provisional clubs shall not be considered during the year of their formation. The host club shall not be considered for this award.
 3. *Man of the Year, Woman of the Year and Family of the Year Awards*. These honorary awards are presented to the several persons for their contributions in promoting and/or furthering nudism in AANR-Florida
 4. *Membership Increase Awards*. Two (2) membership increase awards shall be given: One (1) to the club with the greatest numerical increase in membership and one (1) to the club with the greatest percentage increase in membership. Awards shall be based on the AANR year-end membership count.
 5. *President's Awards*. At the President's discretion, awards which have not been allocated in any other category may be presented, but are not limited, to Directors, committee chairs, officers or non-affiliated persons who have made a significant

impact on AANR-Florida. Both the criteria required, and the form of such awards shall be at the president's discretion. The total aggregate annual expenditure for such awards shall not exceed \$250.00.

- C. Credentials subcommittee shall register delegates to the annual convention, shall investigate the accuracy of the delegate vote count and the delegate assignment of each club and shall report to the Regional Assembly with a motion to seat all qualified delegates. Additional delegates may be seated during the course of the assembly by the same procedure.

D. The Registration subcommittee shall register attendees to the annual convention. (See Appendix, Form 501D-1, Convention Registration)

502 Internal Administration Committee

The Internal Administration committee shall be responsible for the investigation of any violations of AANR's and/or AANR-Florida's principles and standards and/or policies and procedures, complaints, grievances, and discipline, submitting a report, with recommendations, to the president for disposition.

503 Youth Committee

The AANR-Florida Youth committee shall:

- A. Operate a program for AANR-Florida children eighteen (18) years of age and under and conduct special events during conventions.
- B. Coordinate youth activities at the AANR convention if the AANR convention is held in the AANR-Florida region.
- C. Offer youth activity ideas to clubs seeking help and/or refer the club to other sources of information.
- D. Develop plans for and supervise other region-wide youth activities (i.e., youth convention, summer camp and teen activities) which the Board of Directors has authorized.

504 Legislative Documentation Committee

The Legislation committee:

- A. Shall propose amendments, as appropriate, and receive all proposed amendments to the Bylaws, Procedure Manual and other AANR-Florida manuals and make recommendations.
- B. Shall coordinate with the Secretary/Treasurer the mailing to officers and clubs of proposed amendments to the Bylaws thirty (30) days prior to the annual convention.
- C. Shall coordinate with the Secretary/Treasurer the e-mailing of proposed amendments to the Procedure Manual to all officers at least seven (7) days prior to the meeting at which said amendments shall be considered.
- D. Shall draft resolutions of appreciation and present to the Regional Assembly at the annual convention.

505 Club Liaison Committee

The purpose of the Club Liaison committee is to:

- A. Provide open, speedy, personal communication between AANR-Florida club leaders and members and AANR-Florida officials.
- B. Share best practices in areas such as club operations and public relations, while precluding comparisons of clubs and recognizing that each club has its own special identity.
 - 1. AANR-Florida Club Liaison Program Guidelines. (See Appendix, Form 505b1, Club Liaison Program Guidelines)
 - 2. AANR-Florida Club Liaison Form. (See Appendix, Form 505b2, Club Liaison Form)
 - 3. AANR-Florida Club Liaison Talking Points. (See Appendix, Form 505b31, Club Liaison Talking Points)
- C. Ensure club leaders and members are fully aware of all the AANR/AANR-Florida benefits to which they are entitled, as well as how to obtain them.
 - 1. AANR-Florida Club Liaison Boots on the Ground. (See Appendix, Form 505c1, Club Liaison Boots on the Ground)
- D. Answer inquiries regarding the formation of new clubs within the AANR-Florida Region.
- E. Work in conjunction with the AANR office to provide materials and information to newly forming clubs, helping them to become chartered.
- F. In the event of a natural disaster occurring in Florida, it shall be the responsibility of the Club Liaison committee to contact affected AANR-Florida clubs to ensure they are aware that Disaster Relief funds may be available to assist in their recovery from damages suffered.

506 Public Relations Committee

The Public Relations committee shall:

- A. Work with AANR Public Relations Officer and the AANR Public Relations Committee.
- B. Plan, develop and implement public relations materials, including press releases, brochures and handouts.
- C. Establish and maintain good working relationships with news media in the AANR-Florida area.
- D. Maintain files of all press releases and correspondence related to committee activities.
- E. Cooperate with the host club on press releases and assist with reporters and photographers at the annual convention. (See Appendix Form 506E-1, Photo and name release)

- F. Facilitate the use by AANR-Florida clubs of the AANR-Florida display unit. (See Appendix Form 506F-1, Display Unit Release)

507 Finance Committee

The Finance committee shall:

- A. Be responsible for ways and means, verification of compliance with any limitations on disbursement, funds, legacies, etc.
- B. Prepare an annual budget proposal for submission to the Board meeting for approval at the first meeting of each year.
- C. Report on the financial condition of AANR-Florida at every Board meeting.
- D. Act as Secretary/Treasurer in the event of a vacancy in that position.
- E. Sign/co-sign checks when acting in the capacity of Secretary/Treasurer or in the absence of all other available signers.
- F. Sign/co-sign checks when acting in the capacity of Secretary/Treasurer or in the absence of all other available signers.

508 Government Affairs Committee

The Government Affairs committee shall:

- A. Work with regional clubs to monitor state and local legislation, to prevent passage of restrictive laws, to encourage government bodies to adopt liberal rules concerning clothing optional recreation and to support precedent setting litigation.
- B. Make recommendations to the AANR-Florida Board concerning government activities that may affect AANR-Florida, its clubs, or members.
- C. Serve as liaison with AANR on lobbying activities and coordinate AANR-Florida activities with activities on the national level.
- D. Serve as liaison with other local, state, and national organizations which are working for similar purposes on the same political projects as AANR-Florida is and try to coordinate AANR-Florida activities with theirs.
- E. Participate in the monthly AANR GAT chats.

509 Nominations Committee

The Nominations committee shall:

- A. Recruit candidates for AANR-Florida officers and Directors.
 - 1. Prior to the annual convention, AANR-Florida member clubs or individual members in good standing may submit to the Nominations committee chair completed Nomination forms containing names of those individuals expressing an interest in running for any position (See Appendix Form 509A1-1)
 - 2. Nominations by AANR-Florida delegates shall be accepted from the floor at the annual convention.
 - 3. A nominee who fails to be elected for one position may request to be included on the candidates list for subsequent positions.
- B. Solicit nominations for AANR-Florida Honor awards (Woman of the Year, Man of the

Year and Family of the Year).

1. Prior to the annual convention, AANR-Florida member clubs or individual members in good standing may make one (1) nomination per Honor award category. (See Appendix Form 509B1-1, Honor Awards Nominations). Nominees must be current AANR-Florida members. No person shall be eligible for an award received the preceding year. To be considered, nominations must be postmarked no later than May 15 each year.
- C. Verify AANR/AANR-Florida membership of candidates for office and nominees for Honor awards.
- D. Election of officers, Directors, and honorees.
1. Nominations and elections shall be held separately for each category: officers and Directors.
 2. In order to be elected, a candidate must receive a majority of the votes cast by the accredited delegates at the Regional Assembly. If, on the first ballot, (See Appendix Form 509D2-1, Elections and Honors ballot) not all vacant positions for the office being contested are filled, the balloting shall continue to one (1) or more subsequent ballots among all the candidates who were not elected by majority vote until all of the vacant positions are filled by majority vote
 - 4 In an election in which there are both two (2) year terms and unexpired one (1) year terms being contested, the winning candidates receiving the higher vote totals shall fill the two (2) year terms; the winning candidates receiving the lower vote totals shall fill the one (1) year terms.
 - 5 In the event of a tie between or among two (2) or more candidates, balloting shall continue until the tie is broken.
- E. Prepare a motion that all ballots be destroyed (See Appendix Form 305K-1).

510 Hall of Fame Committee

The AANR-Florida Hall of Fame committee shall have complete responsibility in evaluating the nominations for the AANR-Florida Hall of Fame award. It shall have full authority in all its decisions to grant this award. The committee shall consist of three (3) members who have their basic membership in the AANR-Florida region. The AANR-Florida Board as a whole and the AANR-Florida President in his/her own right shall appoint one (1) member each to this committee. The AANR-Florida President shall be the third member of this committee and shall take an active part in its deliberation but shall not be chair. The committee chair shall be chosen by the committee members in attendance at the Regional Assembly immediately following the Inboard meeting. The previous chair shall pass all relevant material to the new chair within thirty (30) days of the convention.

- A. Each new committee member must have been an actively participating member of the nudist movement for at least three (3) years.
- B. The award shall consist of one (1) plaque to go to the recipient, with their name being added to the regional plaque which shall contain an ongoing list of members of the AANR-Florida Hall of Fame. This regional plaque shall be maintained by the Hall of Fame chairperson and displayed at all AANR-Florida meetings.
- C. Not more than two (2) awards shall be made in any one year.

- D. Awards shall not be mandatory in any year or series of years. The deadline of May 1 is required so that any investigation by the committee may be completed prior to the regional convention. Recommendations may be made by an individual, group of individuals or club.
- E. Nominations must be made on AANR-Florida Hall of Fame Recommendation forms (See Appendix, Form 510E-1) Completed forms must be forwarded to the committee chair postmarked no later than May 1 of any year to be eligible for selection to the AANR-Florida Hall of Fame in the current year.
- F. Names submitted for the AANR-Florida Hall of Fame shall remain confidential.
- G. Upon receipt of a recommendation, the chair shall set in motion any necessary investigation to substantiate the recommendation. The chair may consult anyone necessary to substantiate the information, including research in archives. If it is not possible to complete the investigation thoroughly in the given time, the name submitted may be held in abeyance until the following year.
- H. The criteria to which the AANR-Florida Hall of Fame committee will adhere are as follows:
 - 1. To be an eligible candidate for induction into the AANR-Florida Hall of Fame, there must be proof of continuous membership in the nudist movement for at least ten (10) years.
 - 2. The candidate's contribution must be of regional importance or an outstanding, valued contribution to the nudist movement and its growth, even if it is rendered at the club level.
 - 3. The contribution must be of such notability that it will not soon be duplicated.
- I. The committee chair shall send ballots (See Appendix 509D2-1, Elections and Honor ballot) to the committee members no later than May 15. The information accompanying the ballot shall indicate the sources of confirmation of the recommendation. Committee members shall complete the voting process and return the ballots to the chair by May 30. Each nominee shall be evaluated on their suitability for the award with a vote of zero (0) to ten (10), with ten (10) being the highest. The committee chair shall total all ballots and average the totals. Only ballots received shall be averaged.
- J. A nominee must have a vote average of seven (7) or more to receive the AANR-Florida Hall of Fame award.
- K. If a nominee does not receive a vote average of three (3) or more, the recommendation shall be returned to the initiator. Recommendations receiving a vote average of three (3) or more shall remain in consideration for subsequent years. The maximum length of time any recommendation shall be considered by the committee is five (5) years from the date the recommendation was initially received. If, after that period of time, an award is not presented to that nominee, the recommendation shall be returned to the initiator.
- L. A committee member who has been nominated for the award may not act as a judge.
- M. A committee member who has a family member nominated may not vote on that nomination.

- N. A committee member who has submitted recommendations may not vote on those nominees.
- O. The decision of the committee is final.
- P. The presentation of the award shall take place at the AANR-Florida regional convention.

511 Newsletter Editor

The Newsletter Editor shall edit a monthly electronic publication to be received by those AANR-Florida members who have provided their names for inclusion on the related distribution list, informing them of regional news of interest.

512 Webmaster

The Webmaster shall design, maintain, and update the AANR-Florida website.

513 Education Committee

The AANR-Florida shall make available annually up to two (2) scholarships of \$1,500.00 each and Camp Scholarships. If, in the sole discretion of the Committee or the Board, there is an insufficient number of applicants or the applicants are not suitably qualified, no award may be given.

A. Purposes:

1. To encourage teenagers to stay active in their clubs. While students of any age are eligible for scholarships, the scoring mechanism shall favor the younger student.
2. To also support advanced education and research that will benefit the nudist community. While undergraduates may use scholarship funds to pursue any field, graduate students must explain the contribution their continued studies will make.
3. To distinguish and reward clear thinking and expression concerning nudism. Therefore, there shall be an essay component in the competition.
4. To assist needy students, while being fair to the less needy. Need will be taken into consideration only if the student so chooses.

B. Eligibility:

1. By the time awards are announced, the student must be accepted or enrolled in at least half-time study in a degree-seeking program at any accredited two year or four-year college.
2. The student must have a grade point average of 2.5 or a SAT score of 1000 or an ACT score of 20.
3. Only students who have been practicing nudists during the twenty (20) months before the award will be considered (mid-October deadline). Documented activity outside an AANR-Florida club is acceptable. Parents' activity will not be taken into consideration.
4. The student must be a dues-paying member of AANR-Florida or an AANR student member also holding membership in AANR-Florida during the twelve (12) months before the award (late June deadline). Family membership can be counted until age eighteen (18).
5. Successful and unsuccessful applicants may reapply in following years.

C. Procedure:

1. The scholarship committee shall maintain a pool of possible essay questions to which any AANR-Florida member may contribute. The committee shall select and announce the current year's topic before March 1st. Suggested essay length: 1,000 to 1,500 words.
2. Students should request a photocopy of the club's scholarship. If unavailable, the student may request a copy from the education committee.
3. The student is responsible for seeing that each of the following documents arrives by separate mail on or before May 1st, addressed to:

American Association for Nude Recreation-Florida Region, Inc.

4414 Morristown Road Jay, FL 32565

The packet consists of the following forms:

1. Application and essay from student (See Appendix Form 513C3-1)
 2. Original transcript(s) from school officials
 3. Recommendation from a teacher (See Appendix Form 513C3-2)
 4. Activity report from any AANR-Florida club officer or nudist leader (See Appendix Form 513C3-3)
 5. Any other documents needed for special categories described below
- Giving each of the above people a stamped, addressed envelope is recommended.
4. Judges will, without consultation, score each applicant on the evaluation form (See Appendix Form 513C4-1, AANR-Florida Scholarship Evaluation) and return the form to the chairperson for averaging. If finalists are separated by three (3) points or less, it shall be considered a tie, to be broken by personal interview at the annual convention.
 5. The committee may grant one (1) or no scholarships if they judge that worthy applicant are lacking.
 6. Winners will be announced at the AANR-Florida annual convention. The committee will also keep a list of worthy runners up.
 7. Each winner may choose between a prompt check made out to the college or a check to the student after presentation of an official receipt showing that tuition has been paid.
 8. If a winner fails to enroll at least half-time in the fall, that award will go to the next person on the runners-up list.

D. Special Categories

1. Students with high need: A student wishing to have need taken into consideration should fill out the proper form (See Appendix Form 513D2-1 Need Consideration) enclosing it and the verifying tax returns as part of the scholarship application.
2. Graduate students: Applicants pursuing advanced degrees beyond the bachelors must demonstrate the contribution their studies will make to the nudist community. Normally this means submitting a detailed research proposal but

could include such diverse plans as an art student preparing an exhibit of nude paintings or a law student making a special study of nudist related law. Innovative approaches from any field are encouraged. The expected grade point average on graduate course work in most programs is 3.2.

3. Students with children: Older students with school age children kept actively involved in nudism are fulfilling the first purpose of this scholarship program and may request to be scored the same as a twenty-five (25) year old.

514

Women in Nude Recreation (WINR) Committee

The purpose of the WINR Committee is to:

1. Provide support to all nudist women to enhance the experience of living life nude.
2. Connect WINR groups throughout Florida and facilitate communication between groups to share information, ideas and support.
3. Answer inquiries and provide support regarding the formation of new WINR groups.
4. Provide support to all club managers and personnel seeking information on WINR issues.

600 Meetings

601 Board Meetings

- A. The AANR-Florida Board meetings shall be as follows: Outboard and inboard meetings preceding and following the convention in June. Interim in-person meetings shall be held at the discretion of the Board of Directors.
- B. The dates for the first four meetings shall be set by the initial AANR-Florida Board. Thereafter, the Board shall set the date of each meeting twelve (12) months in advance of that meeting.
- C. Executive Sessions. When the Board of Directors meets in executive session under the provisions of AANR Bylaws, Article IX, Paragraphs 6 through 8, the procedures as stated in AANR Governance Manual 301.03.3 through 3.c. shall be used.
- D. Interested persons who are not members of AANR-FL are welcome to attend board meetings.

602 Annual Convention

- A. A convention shall be held annually in June.
- B. Any member of the Association in good standing shall be granted admission to the convention upon presentation of a valid AANR card to the AANR-Florida registration desk

603 Regional Assembly

- A. The annual meeting of AANR-Florida shall be the Regional Assembly which shall be a meeting of registered delegates, except that any AANR-Florida member in good standing shall have a voice but no vote in the business of the meeting.
- B. Business at the AANR-Florida Regional Assembly or any other business meeting shall be conducted in accordance with Roberts' Rules of Order Newly Revised, current edition.
- C. The business of the annual meeting shall include:
 - 1. Officer and committee reports
 - 2. Election of officers
 - 3. Consideration of old and new business and
 - 4. All other items which are the proper concern of the Regional Assembly.

700 Finances

701 Annual Budget

Committee chairs shall submit budget requests to the Finance committee in time for preparation of the annual budget.

702 Travel Expenses. AANR-Florida's travel expense reimbursement policy is intended to help defray costs to its volunteers when conducting association business.

- A. AANR-Florida shall reimburse travel expenses for attendance at its annual convention or meetings to the Board of Directors to officers, Directors, legal counsel, AANR Member Trustee and committee chairs whose presence has been pre-approved by the President. Reimbursement shall be mileage paid per mile for the shortest distance at the current rate established by the IRS for driving a personal vehicle for business use. Verification of this mileage (i.e., MapQuest, Google Maps, etc.) must accompany the reimbursement request. (See Appendix Form 305N-1, Reimbursement Request)
- B. Newly elected board Directors shall be reimbursed their total allowable travel expense for attendance at the annual convention or Board of Directors meeting at which they are elected. Outgoing directors or officers performing their final duties on the board at the annual convention or board meeting shall be reimbursed total allowable travel expense for the final meeting they have attended.
- C. Other use of a personal vehicle for AANR-Florida business authorized by the President shall be paid as follows.
 - 1. If the travel is within the state of Florida, mileage will be paid per mile for the shortest distance at the current rate established by the IRS for driving a personal vehicle for business use. Verification of this mileage (i.e., MapQuest, Google Maps, etc.) must accompany the reimbursement request.
 - 2. All other approved trips shall be reimbursed on the equivalent of the lowest reasonable airfares quoted in advance.
- D. The Member Trustee attending AANR's annual membership meeting or its Trustees' meetings shall, upon request, be reimbursed for any portion of receipted transportation

expenses and lodging not to exceed the AANR negotiated and agreed upon amount that is not reimbursed by AANR. If the Member Trustee chooses to upgrade lodging beyond this amount or adds additional nights, he/she shall be responsible for the additional cost.

- E. The President attending AANR's annual membership meeting or its Trustees' meetings shall be reimbursed transportation expenses based on the lesser of one of the following.
 - 1. The equivalent of round trip lowest reasonable airfare quoted in advance, plus the rental car amount stipulated for that meeting by the AANR office. Appropriate documentation for both must accompany the reimbursement request.
 - 2. Mileage paid per mile for the shortest distance at the current rate established by the IRS for driving a personal vehicle for business use. Verification of this mileage (i.e., MapQuest, Google Maps) must accompany the reimbursement request.
- F. The President attending AANR's annual membership meeting or its Trustees' meetings shall be reimbursed for receipted lodging not to exceed the AANR negotiated and agreed upon amount. If the President chooses to upgrade accommodations beyond this amount or adds additional nights, he/she shall be responsible for the additional cost.
- G. Both the Member Trustee and the President attending AANR's annual membership meeting or its Trustees' meetings shall be entitled to \$45 per diem toward meals and other expenses commencing the day prior to the scheduled meeting and ending the day following.

703 Other Expenses

AANR-Florida shall reimburse its officers, Directors, legal counsel, and committee chairs documented expenses for postage, telephone, photocopies, supplies and other items reasonably necessary in the discharge of their duties.

704 Reimbursement Procedure

Expense receipts shall be submitted with a Reimbursement Request form (See Appendix Form 305N-1) to the Secretary/Treasurer for processing. Expenses must be submitted within thirty (30) days of the date expenses are incurred. Failure to submit expenses within the prescribed time may result in those expenses being ineligible for reimbursement.

800 Special or Restricted Funds

801 Special or Restricted Funds.

The Board of Directors may establish Special or Restricted Funds.

- A. The legislation which establishes each such fund shall specify:
 - 1. The name of the fund.
 - 2. The source(s) of income to the fund.

3. The purpose(s) of the fund.
4. Limitations or restrictions on the uses of the fund.
- B. The Finance committee shall have oversight and review responsibility for such funds.
- C. Each Special or Restricted Fund shall be accounted separately, showing income, disbursements, and fund balance in the Association's financial reports.
- D. Unless otherwise specified in the fund's enabling legislation, or unless otherwise directed by the Directors, the general administrative and operating costs for each fund shall be paid from the general fund.
- E. Interest or dividend income, if any, earned by each fund shall be included as income to the fund, unless otherwise specified, and shall be subject to the stated purposes, limitations, and restrictions of the fund.

802

The James L. Hadley Memorial Legal Defense Fund

A. Purpose

1. To defend and promote, as deemed appropriate, the practice of social nude recreation.
2. To assist, as deemed appropriate, AANR-Florida members and organizations in good standing who have had their legitimate right to practice or develop social nude recreation challenged or abridged.
 - a. To seek, propose or promote, as deemed appropriate, legislation to restore, protect or advance the idea and practice of social nude recreation.

B. Funding

1. AANR-Florida shall maintain an annual balance of at least \$5000 as the base for the James L. Hadley Memorial Legal Defense Fund.
2. AANR-Florida may, through its own or through AANR publications or by any other appropriate means, solicit additional funds from its members in order to increase the fund.
3. AANR-Florida may consider, at any time, allotting additional amounts to the fund. However, they must review the funding of this restricted account at least annually at the first Board meeting each year.

C. Disbursement

1. AANR-Florida shall create a Legal Defense committee which shall convene only as deemed necessary by the AANR-Florida officers and Board of Directors.
2. The Legal Defense committee shall consist of the AANR-Florida President, the Secretary/Treasurer, the Government Affairs committee chair, the Finance committee chair and one other member appointed by the President and approved by the AANR-Florida officers and Board of Directors.
3. The Legal Defense committee shall receive, record, and respond to all:

- a. Requests for financial assistance from AANR-Florida members or organizations in good standing, and
 - b. Legislative opportunities for the restoration, protection, and advancement of social nude recreation.
4. The Legal Defense committee shall determine action to be taken (if any) based upon the stated goals and perceived good of social nude recreation.
5. The Legal Defense committee may, upon majority agreement, authorize up to \$1,000 for disbursement. However, it must defer to the AANR-Florida officers and Board of Directors for approval to disburse greater amounts.

803 Disaster Relief Fund

A. Purpose

To provide financial assistance to AANR-Florida clubs that have suffered a natural disaster (i.e., flood, hurricane, fire, etc.).

B. Funding

1. AANR-Florida shall create a Disaster Relief committee, which shall convene only as deemed necessary by the AANR-Florida officers and Board of Directors
2. The Disaster Relief committee shall consist of the AANR-Florida President, the Secretary/Treasurer, the Finance committee chair, and the Club Liaison chair
3. AANR-Florida shall budget fifty cents (.50) of each member annual dues to maintain the Disaster Relief fund. This dues apportionment shall continue until the base Disaster Relief fund reaches \$10,000.
4. AANR-Florida may, through its own, or through AANR publications or by any other appropriate means, solicit additional funds from its members in order to increase the fund.
5. AANR-Florida may consider, at any time, allotting additional amounts to this fund. However, they must review the funding of this restricted account at least annually at the first Board meeting each year.

C. Disbursement

1. Requests for disbursement of funds will be accepted throughout the year, but the request must be submitted within 90 days of the disaster date.
2. Funds not to exceed \$5,000 shall be available to a single club. If multiple clubs qualify for assistance, the amount of available funds to be disbursed shall not exceed fifty percent (50%) of total monies in the Disaster Relief fund.
3. In the event of a natural disaster occurring in Florida, it shall be the responsibility of the Club Liaison chair to contact affected AANR-Florida clubs to ensure they are aware that funds may be available to assist in their recovery from damages suffered. An official application (See Appendix Form 803C5-1, Disaster Relief) must be postmarked no later than ninety (90) days from the date of the disaster.
4. To be eligible to apply for financial assistance:

- a. The club must have maintained one hundred percent (100%) of its members with AANR for no less than two (2) years prior to applying for financial assistance. Further, if financial assistance is provided, the club must agree to remain 100% for at least two (2) additional years or, in the event of a loan, the length of time for any required repayment. Should a club lower or drop its AANR affiliation, repayment shall become due immediately.
 - b. The loss suffered must have been uninsured (i.e., no insurance coverage was in force on date of the event) or underinsured (i.e., damages suffered exceeded the limits of insurance coverage in force on the date of the event). Insurance deductibles are not considered as eligible “losses suffered” and will not be compensated under this program.
 - c. The request must be for repair or replacement purposes, not improvements, and shall include a preliminary schedule and work scope.
 - d. Any club receiving financial assistance shall not be eligible to apply for additional assistance for a period of two (2) years if a grant or until the prior loan is repaid in full in the case of a loan.
5. The Disaster Relief committee shall make recommendations to the Board of any action to be taken based upon a club’s ability to recover financially from the event.
- a. Financial assistance may be in the form of either an interest-free loan or a grant.
 - b. If a loan, repayment shall be at the rate of 20% (twenty percent) of the original loan amount per year until paid in full, with the first payment coming due one (1) year from the date of the check conveying the loan to the recipient.

900 Amendments

- 901** Amendments to the Procedure Manual may be made by majority vote of the Board of Directors at any duly called meeting, provided provisions of Section 504 have been followed.