

# **IRISH NATURIST ASSOCIATION**

## **STANDING ORDERS**

### **1. THE COMMITTEE:**

1.1. The functions to be carried out by the Honorary Officers of the Irish Naturist Association, hereinafter referred to as "The Association", shall be as follows:

**PRESIDENT:** The President shall chair all Committee meetings and General Meetings. S/He shall, in consultation with the other Committee members, be responsible for directing and implementing the policies of the Association as decided at General Meetings.

**SECRETARY:** The Secretary shall keep a record of all Committee Meetings and General Meetings and of any disciplinary procedures under Article 3 of the Constitution of the Association, hereinafter referred to as "The Constitution". S/he shall ensure that the Minutes of each meeting accurately reflect all decisions taken. S/He shall set the Agenda for General Meetings, shall issue all Notices to members concerning such Meetings and shall record the use of all proxy votes.

**TREASURER:** The Treasurer shall, under the direction of the Committee, be responsible for managing the financial affairs of the Association in accordance with Article 7 of the Constitution. At all Committee meetings s/he shall present a written report to the Meeting of the state of the Association's finances.

**MEMBERSHIP SECRETARY:** The Membership Secretary shall keep a register of all members of the Association. S/He shall be responsible for replying to correspondence received. S/He shall ensure that members are kept informed of the Association's activities. S/He shall issue membership cards to new members and shall update the cards of existing members.

1.2 The Committee may from time to time allocate additional functions to any Committee member.

1.3. In the event of an Honorary Officer being, for any reason, unable to perform his/her duties the Committee shall appoint a replacement for as long as is necessary.

1.4 Nominations for election to all positions on the Committee shall be taken at a General Meeting. Each of the Honorary Officer positions shall be filled by a separate election in the order as listed in Standing Order 1.1. and each election shall be completed prior to taking nominations for the next election. Unsuccessful candidates in any election shall be eligible to stand in any subsequent election. The remaining positions shall be filled in one further election. Where the number of nominations does not exceed the number of positions, those who are nominated shall be deemed to be elected.

1.5. Where the number of nominations exceeds the number of positions, an election shall be held by show of hands, except where a secret ballot is requested by a member. Each member present, as defined in Article 5(D) of the Constitution, shall receive a ballot paper on which the names of his/her preferred candidate(s), not to exceed the number of positions on the Committee, shall be written. The Meeting shall appoint tellers, who shall allocate one vote to each name written on the ballot papers. The candidates with the highest number of votes shall be declared elected. In the event of a tied vote between two or more candidates the outcome shall be decided by drawing lots.

### **2. COMMITTEE MEETINGS:**

2.1. Committee meetings shall be held not less than four times in any one year.

2.2. All Committee members shall be notified of meetings, either in writing or verbally in advance of the meeting, stating place, time, and date.

2.3. Meetings shall be chaired by the President. If s/he is absent the Committee shall elect a Chair for the duration of the meeting.

2.4. All decisions taken at meetings shall be recorded in the Minutes.

2.5. At every meeting the Minutes of the last meeting shall be read out. If all members present are satisfied that the minutes contained therein are a true and accurate account they shall be deemed passed and shall be signed by the Chair of the Meeting. If any member is not satisfied, his/her views shall be noted in the Minutes before they are signed.

2.6. A diagonal line shall be drawn between each entry in the Minutes.

2.7. All decisions concerning the business of the Association shall be taken at properly constituted meetings, otherwise such decisions shall be voidable.

2.8. In the event of a tied vote at a Committee meeting the Chair shall have a casting vote.

### **3. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS:**

3.1. The President shall chair the meeting. If s/he is absent the Meeting shall elect a Chair. S/He will call the meeting to order, having allowed a reasonable time, not exceeding thirty minutes from the time stated, for a quorum to be present if necessary.

3.2. The meeting shall start with the Chair's address and, except in the case of an Extraordinary General Meeting, shall be followed by reports from the Secretary, the Treasurer, the Membership Secretary, and any other reports deemed necessary.

3.3. Motions shall then be taken in order. A reasonable time to discuss each motion shall be allowed by the Chair. The Chair will then call for a vote to be taken before moving on to the next motion.

3.4. All motions, amendments to motions and nominations for the Committee or any sub-committee must have a proposer and seconder before being put to a vote. Amendments to motions must be in accordance with the original intent of the motion.

3.5. Unless the Meeting decides otherwise, or unless precluded by the Constitution or Standing Orders, voting on all matters shall be by show of hands and shall be counted and recorded.

3.6. Proxy votes shall be permitted at all General Meetings only where a member is unable to attend and shall be subject to the following conditions:

3.6.1. The maximum number of proxy forms that can be presented at a General Meeting by any member is two.

3.6.2. Each proxy vote shall be worth one vote.

3.6.3. A proxy form shall not be valid unless it contains the name and signature of the member giving the proxy and is in the following written format:

" I \_\_\_\_\_, being a fully paid up member of the Irish Naturist Association, give my proxy vote to \_\_\_\_\_ to be cast on my behalf at the Annual / Extraordinary General Meeting to be held on \_\_\_\_\_.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_ "

3.6.4. Each proxy shall be subject to verification by the Secretary or other Committee member appointed for that purpose. The Committee may at its discretion choose to verify the validity of any proxy vote.

3.6.5. A proxy vote shall not be cast unless the person giving the proxy and the person casting the proxy vote are fully paid up members.

3.6.6. All proxy votes must be given to the Secretary or appointed Committee member prior to the commencement of voting at any General Meeting.

3.6.7. In the event of a dispute regarding the validity of a proxy the decision of the Committee shall be final. In the event of a proxy vote being declared invalid the Committee shall examine the effect of the exercise of the invalid vote on decisions of the General Meeting. If the vote had a material effect of the outcome of a vote the Committee shall rectify the matter and shall notify all members.

3.6.8. The use of each proxy vote shall be recorded by the Secretary.

3.6.9. A proxy form shall be sent to each member with all Notices of a General or Extraordinary General Meeting.

3.7. All motions on the Agenda shall, unless withdrawn by the proposer, be put to a vote.

3.9. At the conclusion of voting on motions the Chair shall call for nominations for election to the Committee in accordance with Standing Orders 1.3. and 1.4.. After the election of the Committee and of any sub Committees the Chair shall call for any other business to be discussed. The Chair shall then bring the Meeting to a close.

3.10 In the event of a dispute regarding procedures, or regarding the interpretation of the Constitution or of Standing Orders, the decision of the Committee shall be final.

#### **4. FINANCIAL MATTERS:**

4.1. The Association shall not pay remuneration to any Committee member for Committee work done.

4.2. Authorised expenses incurred by a Committee member on behalf of the Association shall be reimbursed. Details of all such reimbursed expenses shall be shown in the Association's Accounts.

4.3. Twenty five per cent of each membership fee shall be allocated to a special fund, called the Legal Fund. This fund shall be kept separate from all other moneys held and shall be used only for the purpose of assisting a member who has been prosecuted for the bona fide practise of naturist activities, or to assist the Association in taking legal action to establish or further the legal basis of Naturism in Ireland.

#### **5. TRAVEL:**

5.1. The Committee is empowered to send representatives to events or meetings outside Ireland to conduct the business of the Association or to further its aims, subject to the approval of a General Meeting and in accordance with budgetary projections.

#### **6. MEMBERSHIP:**

6.1. All applications for membership shall be made on the prescribed Application Form and shall be accompanied by the prescribed membership fee and two passport sized photographs of each adult applicant. The standard membership fee shall be €55. The membership fee of any member or applicant who is over the age of 65 on January 1st of the appropriate year shall be €40. The membership fee of any member joining for the first time after the beginning of a year may be reduced on a pro rata basis in the following year on renewal of membership. The associate membership fee shall be €20.

6.2. Except as provided for in these Standing Orders, membership details shall at all times be treated by the Committee in the strictest confidence and shall not be disclosed to any person outside the Committee without their express permission . The name and address of any member who has been suspended or expelled from the Association may, in the case of serious misconduct and if the Committee sees fit, be advised to the International Naturist Federation and to other national naturist federations.

6.3. All members of the Association shall respect the confidentiality of their fellow members and shall not disclose details regarding the identity of the Association's members without the express permission of the members concerned. Members shall conduct themselves at all Association events in a reasonable manner. Any breach of these rules shall render a member liable to suspension or expulsion from the Association in accordance with Article 3 of the Constitution. This provision shall not prevent members authorised by the Committee from giving general information, where required, regarding the Association.

6.3.1. Photographs, film or video recordings of individuals or groups at all INA events shall not be taken or made without the express permission of all persons concerned. Where a child under the age of 16 is involved the express permission of the child's parent must be obtained beforehand.

6.4. The Committee shall have the power to waive or reduce the membership fee in case of financial hardship or for other good reason. Any member whose membership fee has been reduced or waived shall nevertheless be regarded as a fully paid up member of the Association.

## **7. AFFILIATED GROUPS AND CLUBS:**

7.1. Any group or club wishing to be affiliated to the Association shall conform to such terms and conditions as may be laid down in the Constitution and in Appendix A of Standing Orders or as specified by the Committee. In particular, the Committee shall be satisfied that the aims of any such group or club are fully in accordance with the ideals of the Association as set out in the Constitution.

7.2. The Committee may withdraw affiliation status from any group or club if it considers that this would be in the best interests of the Association. The same procedures and right of appeal as applies to individual members under Article 3 of the Constitution shall apply to the group or club concerned.

## **8. GENERAL MATTERS:**

8.1. Amendments to Standing Orders shall be made by majority vote at a General Meeting.

8.2. A copy of the Constitution and Standing Orders shall be issued to all members of the Association. Details of all amendments, additions and deletions shall be notified to members.

## **APPENDIX A**

### **AFFILIATION OF CLUBS AND GROUPS**

#### **1. RULES**

A Club or Group seeking affiliation to the Association shall be required to:

- 1.1 Subscribe fully to the aims of the Association.
- 1.2. Submit its Constitution and Rules of Membership for approval by the Committee of the Association.
- 1.3. Have an elected Committee of at least three members.
- 1.4. Require that all its adult members be members of the Association.
- 1.5. Maintain proper financial records.
- 1.6. Hold an Annual General Meeting.

#### **2. ENTITLEMENTS**

A Club or Group affiliated to the Association shall, at the discretion of the Committee, be entitled to:

- 2.1. Financial assistance by way of loan or grant.
- 2.2. Retain a portion of the Association's membership fee paid by its members.
- 2.3. Advice and assistance in the administration and organisation of the Club or Group.
- 2.4. Public Liability Insurance cover for organised naturist events.
- 2.5. Access to the Association's Legal Fund.
- 2.6. Access, through the Association, to any relevant funds of the International Naturist Federation.
- 2.7. Liaise, through the Association, with the International Naturist Federation.