PROCEDURE MANUAL

WESTERN REGION

23679 Calabasas Rd № 966
Calabasas CA 91302-1502

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SECTION 1.00.00 — POLICIES

1.01.00 This AANR-West Procedure Manual shall function similarly to the AANR Governance Manual but will only affect AANR-West. The AANR Governance Manual shall be applicable to AANR-West in all regards except as modified or supplemented herein or as reasonably applicable. The AANR-West Procedure Manual may be amended or revised with the advice and consent of a majority of the AANR-West Board of Directors.

1.01.01 When applying the AANR Bylaws or Governance Manual to the AANR-West Procedure Manual appendix, references to Board of Trustees, Trustees, Regional, AANR President, etc., shall be translated to read: Board of Directors, Directors, AANR-West, AANR-West President. References to AANR (as an entity) and the AANR office shall not be translated to another meaning unless noted otherwise herein. All references to the AANR Executive Director, the Bulletin Editor and the INF Delegate shall be disregarded.

1.02.00 Persons mailing materials to AANR-West Members are required to label ideas expressed as the opinion of the writer or group, or to state whether such ideas have the official sanction of AANR-West.

1.02.01 The AANR-West Secretary may mail public relations materials for any AANR-West club provided the club pays for all expenses and the announcement states.

1.02.02 Persons responsible for special projects or events sponsored in whole or part by AANR-West shall provide a financial accounting to the Board of Directors at least once a year.

1.02.03 All special projects and events funded in whole or in part by AANR-West must prominently display the AANR or AANR-West name and logo in all displays, promotional materials, programs, etc.

1.02.04 No individual or group, except charter clubs, shall use the name or logo of AANR-West without the express or implied authorization of the Board of Directors.

1.02.05 When AANR-West sponsors an entry in a contest, any winnings resulting from the event shall become AANR-West property. Any funds received shall be returned to the Treasurer and credited to the account from which the entry and expenses were paid.

1.03.00 For the purposes of this Procedure Manual and the conduct of business at AANR-West Regional Assembly and Board meetings, the words he, him, etc., shall be used regardless of whether the person involved is male or female, in accordance with Robert's Rules of Order, newly revised.

SECTION 2.00.00 — GENERAL DUTIES OF OFFICIALS

2.01.00 All Officials:

2.01.01 Any Officer, Director, or Trustee who fails to properly account for or transmit any funds or property received for either AANR or AANR-West will not be eligible to continue to act in the capacity of that position. A two-thirds of the total Board membership (excluding the Director, if charged) will be required for removal of such person from the position. An accounting of funds or property shall be submitted to the AANR-West Treasurer or Finance Chair in writing within 30 days of their receipt.

2.01.02 No Officer, Director, or Trustee may append his/her AANR-West title to his/her name when serving as a writer for, or an employee of, any corporation or business, or as a writer or editor for any publication other than official AANR or AANR-West publications without written approval of the Board of Directors.

2.01.03 Officer and committee reports shall be submitted electronically to the Secretary no less than fifteen (15) days prior to the date as prescribed in Section 2.04.01. Such submissions shall be in a format specified by the Secretary and shall contain no logo, personal information or page numbers.

2.01.04 Name tags denoting terms of office shall be issued to all officers and Directors, with the expectation that they be worn during, but not limited to, Board Meetings, Festivals, Conventions, and when visiting a club as a liaison.

2.01.05 All AANR-West officials will take the following oath of office upon election. It is to be administered by a former AANR-West President or another dignitary.

> *"Do you, as newly elected (appointed) Officers (Directors, Trustee) of the American Association for Nude Recreation, Western Region, Inc., pledge to uphold the principles and standards of this organization and to honor its ruling documents in the conduct of business? If so, respond, 'I do.' I hereby declare you duly installed for _____."*

2.02.00 Board of Directors:

2.02.01 All proposed legislation which requires the expenditure of AANR-West funds shall be accompanied by a cost analysis prepared by the maker of the motion.

2.02.02 Any Board Member who is absent from two consecutive meetings of the Board without a valid reason as determined by the President, shall be replaced in accordance with the AANR-West Bylaws. The President's determination of a valid reason for an absence may be overruled by a two-thirds vote of the Board of Directors.

2.02.03 By majority vote, the Board shall select the time and place for all of its meetings and other events and activities as it may consider. Bids for the locations and times of such meetings and events for the following calendar year shall be received by and voted upon by the Board at its first meeting following the annual Regional Assembly unless the Board decides to delay its decision to a future Board meeting due to a lack of bids.

2.03.00 Vice President:

2.03.01 The Vice President shall receive nominations for AANR-West Officers, Directors and honor awards and present them for voting at the Regional Assembly.

2.04.00 Secretary:

2.04.01 The Secretary shall collate and distribute all proposed Bylaw and Procedure Manual amendments received from the Bylaws & Procedures Committee, all committee reports, and the agenda of Board meetings no later than fifteen (15) days prior to the Board meetings; or twenty-six (26) days prior to the date of the Regional Assembly. For all meetings, these materials will be distributed to AANR-West clubs, Officers, Board Members and Trustees. A limited number of copies will also be available at the meeting(-s).

2.04.02 The Secretary shall prepare Minutes of Regional Assembly and Board meetings and distribute to all Officers, Directors, Trustees and regional clubs, with a copy to the AANR office for distribution to other regions, no later than sixty (60) days after the close of such meeting(s).

2.04.03 The Secretary shall be responsible for distribution of materials as specified in Section 3 of the AANR-West Procedure Manual and for interim voting procedures as outlined in Section 4 of the Procedure Manual.

2.04.04 The default and preferred method of distributing all AANR-West generated communications, including any required notices to Members, Trustees, or Board Members or Officers or committees, shall be electronic unless otherwise prohibited. However, any notice or communication required by law to be sent via a non-electronic method will be sent by the legally required method. "Distribute" includes either direct transmission or hypertext link to the document. A member or club may request to receive communication non-electronically by written request annually coinciding with the calendar year. It is the duty of all members, Officers, Trustees, and Board Members to inform the AANR-West Secretary of their current email address and any changes to that email address. Further, it is the duty of all members, Officers, Trustees and Board Members to check their emails regularly and read any official email from AANR-West.

2.04.05 Electronic copies of all records required under Section 2.04.00 and the remaining 2.04.XX section numbers shall be kept per the AANR-West Document Retention Policy in a commonly available data format, in a secure on-line data repository. The President, Vice President, Treasurer, and Finance Chair shall also have full access to this repository. Non-confidential records shall also be available to both the Directors and general members. This provision shall be implemented not later than June 1, 2017, on a go-forward basis, and the selection of the repository shall be assigned to the Bylaws & Procedure Manual Committee.

2.05.00 Treasurer:

2.05.01 Nominations for Treasurer must be accompanied by a résumé from the nominee that includes experience in handling association funds and a working knowledge of current bookkeeping and banking procedures. This résumé must be submitted to the President for evaluation by June 30th of an election year. The evaluation team will consist of the current Officers plus the current Finance Chair. If their evaluation is favorable, the nomination will be allowed at the Regional Assembly.

2.05.02 The Treasurer is responsible for completing all necessary requirements for the bonding (in the form of Directors' and Officers' Insurance and General Liability Insurance) of the AANR-West President and the Treasurer. Reference AANR-West Bylaws, Officers' Qualifications, chart pp. 6 and 7. The Treasurer is responsible for retaining insurance records for the association.

2.05.03 The Treasurer is responsible for generating Expense Vouchers for the use of the officials of the association. The Treasurer is responsible for determining if the adequate receipts accompany the voucher and is responsible for paying such vouchers within the budgetary restrictions for the year. The President and Finance Chair shall together have the sole authority to resolve any dispute arising from the adequacy of Expense Voucher receipts. Both must agree for a disputed voucher to be deemed adequate. The Treasurer is responsible for paying all bills of the association in a timely manner.

2.05.04 The Treasurer is the financial liaison with AANR and will receive, record, and immediately deposit the dues checks sent from AANR.

2.05.05 The Treasurer is responsible for generating the information necessary for an accountant to file income taxes by February 15th of each year. The Treasurer is also responsible for generating the 1099-MISC forms for the Secretary and Treasurer for the previous year.

2.05.06 The Treasurer is responsible for retaining all AANR-West financial records, in electronic format, according to the AANR-West Document Retention Policy. Financial records include Association accounting software data file(s), bank statements, invoices, payment records, vouchers, correspondence, and any record that supports, explains, or details general ledger entries or tax filings. These records shall be available at the request of any Officer or Member of the Board of Directors.

2.05.07 The Treasurer is responsible for the care and maintenance of the assigned computer and will turn it over to a newly elected Treasurer immediately upon the installation of Officers. The outgoing Treasurer will be available to assist the new Treasurer in learning about the computer system.

2.05.08 The Treasurer will make the association's financial records available to an accountant for the annual financial review following the Convention. The financial review will cover the previous twelve (12) months. The Treasurer has the authority to sign the Engagement Letter – or other contract – necessary to obtain the results of the financial review.

2.05.09 The Treasurer is responsible for keeping the records of the association current with the California Secretary of State. The record must be updated following a change of Officers.

2.05.10 The Treasurer shall keep a copy of the current and at least one preceding copy of the AANR-West accounting software data file(s), and the electronic financial records required in Section 2.05.07, in a commonly available data format, in a secure on-line data repository per the AANR-West Document Retention Policy. The President, Vice President, Secretary, and Finance Chair shall also have access to this repository.

SECTION 3.00.00 — AANR-WEST RULING DOCUMENTS PROCEDURES

3.01.00 The Secretary will maintain the Ruling Documents in an updated and reproducible form and will revise the Ruling Documents, identifying changes by placing a vertical line to the immediate right of the change and noting the month and year in the bottom right corner of the page. The previous vertical line will be deleted, and date reference updated in subsequent revision to the same page. A list of current pages will be included with each revision to aid recipients in identifying updates to the document(s).

3.01.01 Within sixty (60) days of adoption of any changes to the Ruling Documents, the Secretary will distribute such changes to all Officers, Directors, Trustees and Standing Committee Chairs.

3.01.02 Changes to the Ruling Documents will be distributed annually to AANR-West clubs and all other recipients. Changes will be distributed within sixty (60) days of the close of the Regional Assembly.

3.02.00 The following shall be issued a complimentary copy of the Ruling Documents:

1. Each AANR-West club.
2. AANR-West past Presidents, upon request.
3. AANR office and each of the other regions.
4. Any AANR-West Member, upon request.

SECTION 4.00.00 — INTERIM BOARD MOTIONS

4.01.00 Motions Permitted and not Permitted:

Class of Motion	Motion Permitted	Motion not permitted
Main Motions	General interim motion (including motion to bring out of committee)	Reconsider, rescind, resume consideration, create orders
Subsidiary Motions	Postpone definitely, refer to committee	Lay on table, vote immediately, immediate debate, amend, postpone immediately
Privileged Motions	(none)	Point of Order
Incidental Motions	Appeal	Parliamentary inquiry, withdraw a motion, suspend rules, object to consideration, division of a question, division of assembly

4.02.00 Making Motions:

Motions to be decided by interim voting procedure may be initiated by any Director or by the President. They require no second and shall be transmitted to the President. They must include a statement of fiscal impact.

4.03.00 Options of the President:

The President shall have five (5) days from the receipt of the motion to take one of the following actions:

1. Approve the motion as submitted.
2. Refer to the maker of the motion on the grounds of inadequate or conflicting wording or other "out of order" deficiencies in the motion, with the reason for referral transmitted to the maker.
3. Refer to committee, with reasons for referral transmitted to the maker and the committee to which the motion is referred.

4.04.00 Approved Motion:

1. Immediately after a motion is approved by the President (or by Board action), the motion will be transmitted to each AANR-West Officer and Director. The motion shall contain both a final comment date (ten days hence) and a final ballot date (thirteen days hence). No vote will be accepted prior to the final comment date.
2. All comments must be circulated by fax or e-mail to the AANR-West Officers and Directors. At the discretion of the President, the ten-day comment period may be shortened to five (5) days for urgent decisions, or the motion may be expedited through a conference telephone call.
3. In case of a tie vote, the President shall cast a vote and add same to the tabulation.
4. A simple affirmative majority of the legal votes cast (a quorum being two-thirds of the total Board of Directors) shall constitute passage of a motion.
5. The President will tabulate all votes received, showing how each Director voted.
6. Upon the satisfaction of the requirements in part d above, the President will immediately rule on the disposition of the motion, transmitting the same to the Officers and Directors.

4.05.00 Motions Referred to Maker by the President:

1. Upon receiving transmission of the President's reasons for referral, the maker of the motion may:
   a. Take no further action, in which case no motion will be issued.
   b. Transmit a revised motion, which will be treated as a new motion.
   c. Transmit the original motion to the President, together with seconded appeal of President's action referring to maker.
2. Immediately upon receiving a seconded appeal, the President will transmit a motion on the question, "Shall the ruling of the President be sustained?" The original motion will remain in file unless the tabulated results of the motion to sustain show that the ruling has not been sustained, in which case the original motion will be considered approved for transmission immediately.

4.06.00 Motions Referred to Committee by the President:

1. Upon receiving transmission of the reasons given by the President for referring the motion to committee, the maker of the motion may:
   a. Take no further action, in which case no motion will be transmitted until the matter is reported by the committee to which it was referred.
   b. Transmit a new motion to the President to bring the original motion out of committee.
2. Immediately upon receiving a motion to bring out of committee, the President will transmit a motion on the question, "Shall the attached motion be brought out of committee for immediate vote?" The original motion will remain on file until the tabulated results of the motion to bring out of committee show an affirmative majority of votes cast, in which case the original motion will be considered approved for transmission immediately.

4.07.00 Material Accompanying Motions:

1. A motion made by a Committee Chair on a matter recommended for adoption by committee will be accompanied by the report of the committee and such additional data from committee files as the Chair considers advisable to assist in the deliberations of the Directors.
2. All other motions may be accompanied by the reasons of the maker for making the motion.
3. Presidential comments on the motion will be permitted but will be confined to an objective statement of the parliamentary or procedural effect of the passage of the motion.

4.08.00 Distribution of the Results of the Motion:

The motion, the tabulation of the votes of the Directors (showing how each voted), and the President's ruling on the final disposition of the motion must be transmitted, in writing, to all AANR-West Officers, Directors and Committee Chairs, and to all AANR-West clubs within twenty days of the final decision. The same must be offered for the records and entered into the Minutes of the next in-person meeting of the Board of Directors.

2005-07

SECTION 5.00.00 — COMMITTEES

The AANR-West President shall appoint the committees for which the duties are outlined below. Additional committees may be appointed as needed to attend to matters not falling within the province of one of these specified committees. The size, composition, and Chair of each committee shall be at the discretion of the President.

Committee Chairs may appoint Subcommittee Chairs as needed to carry out the duties of the committees as outlined in the AANR and AANR-West ruling documents. All committee and Subcommittee Chairs shall prepare reports for Board and Regional Assembly meetings. Proposed amendments to the Ruling Documents will be sent to the Bylaws & Procedure Manual Chair for action.

5.01.00 Internal Administration (IA) Committee:

This committee investigates any written grievances. Specific responsibilities include the following:

1. Assist Officers, Directors, and other committees in improving administrative practices, strengthening Board effectiveness, and improving performance of the AANR-West leadership and staff.
2. Handle Membership Revocation Recommendations in accordance with the AANR Governance Manual.

This committee shall handle written grievances.

5.02.00 Finance Committee:

This committee will handle all matters relating to financial reviews, budgets, general and special funds, ways and means, legacies, and accounting records, including the following:

1. Periodically review and make recommendations regarding the reimbursement procedures outlined in Section 7.00.00.
2. Arrange for all reviews of financial records.
3. Recommend wisest utilization of AANR-West funds.
4. Review and supervise AANR-West accounting procedures.
5. Submit a proposed budget for the following year at the November Board meeting.
6. Verify the Secretary and Treasurer are updating and maintaining the on-line electronic records required in Sections 2.04.04 and 2.05.08, and report the profit and loss, bank balances, and assets of the region quarterly to the Board of Directors and annually to the Regional Assembly.
7. Oversee any AANR-West Facility Improvement Loans. The purpose of this loan is to provide a maximum of one interest-free loan per year, not to exceed $5,000.$\underline{00}$, to an AANR-West club. The loan is to be repaid at a rate of at least $1,000.$\underline{00}$ per year. A club may reapply for another loan once any outstanding loan is repaid. This loan is to be used for the improvement of the club's facilities. Clubs interested shall use the application from the AANR-West Procedure Manual Appendix H and return it with a postmark no later than December 1. Members of the committee will study all applications and make their recommendations at the March Board meeting for the approval of the Board of Directors. Loan procedures and requirements shall be the same as for the AANR Glen Miller Fund Loan (see Section 3.04.04.15 of the AANR Governance Manual), except as noted above, with all references to "AANR" changed to refer to "AANR-West."

5.03.00 Public Relations Committee:

This committee will handle all matters relating to publicity and publications. Specific duties include the following:

1. Plan and develop AANR-West publicity such as press releases, and other public relations materials as may be required to furnish the media with newsworthy information. Maintain files of all press releases and correspondence and records related to committee activities, Conventions, and Festivals.
2. Maintain and provide an annual inventory of all equipment and intellectual property which is owned by the committee.
3. Through the On-line Presence subcommittee, specific duties include the following:
    a. Establish and maintain an AANR-West presence on the Internet and other similar social media through the creation of but not limited to blogs, forums, web sites, bookmarking sites, media sharing sites, travel reviews, and community service organizations.
    b. Publish and maintain a periodic newsletter for the purpose of sharing news among AANR-West members and other prospective members and media about the activities of nudists and naturists within the Western Region.

5.04.00 Membership Committee:

This committee will handle AANR-West basic and Direct Memberships, including recruiting and retention of same. The committee will develop and execute changes meant to enhance membership procedures as may be necessary over time.

5.05.00 Club Relations:

This committee will handle communication with all AANR-West clubs, landed and travel. The committee will focus on the following initiatives:

1. Provide a direct two-way conversation between AANR-West clubs with Board Directors through on-site visits, electronic mail, and other communication methods as outlined in the AANR Governance Manual. Its purpose is to both provide information to the clubs about the various activities and services available to the clubs and to hear feedback so the regional organization can better serve its constituency.
2. Encourage compliance of the AANR non-discrimination policy at the club level as stated in its Bylaws, Section I Article IV A: “AANR welcomes all people willing to conform to its principles and standards,” “regardless of age, gender, marital status, religious beliefs, ethnic origin or sexual orientation.”
3. Implement coaching guidelines to help the clubs grow membership and increase positive experiences for all.

5.06.00 Marketing Committee:

This committee will handle AANR-West’s brand management, specifically placement and design of advertising, logos, trademarks, promotional brochure, and other literature, giveaway items and spiffs.

Specific duties include oversight of the following:

1. The Brand Awareness subcommittee shall be responsible for planning and implementing ideas that increase the positive image of AANR-West within the region as it relates to committee activities, Conventions & Facilities and Club Relations.
2. The Multinational Committee shall create and maintain versions of all published material, as deemed necessary, in various other languages to better promote positive information about nudism to AANR-West members and to potential members from those nationalities and ethnicities who are more comfortable communicating in languages other than English.

5.07.00 Women in Nude Recreation Committee:

The "WiNR" Committee will handle projects to increase women's positive experience in Nude Recreation, of AANR and of AANR-West, and with the goal of increasing the number of women members in the Region. The committee shall:

1. Work with the Club Relations Committee to encourage clubs to host and promote women's events.
2. Find organizations and groups outside AANR-West to market events and encourage event attendance.

5.08.00 Family Committee:

This committee is to handle all matters pertaining to nudist activities for the children and grandchildren under the age of 18 of both members of AANR-West and other prospective members.

5.09.00 Young Adult Committee:

Young Adult Committee, whose purpose is to increase the positive experience of nude recreation of AANR and of AANR-West to persons between the ages of 18 and 30, with the goal of increasing the number of members in this age range within the region.

5.10.00 (deleted)

5.11.00 Sports Committee:

This committee will handle all matters related to sports and recreational events at AANR-West sponsored functions. Additional duties as required by the AANR operations manual shall apply, except as modified herein. Specific duties include the following:

1. Coordinate the various sports and recreational activities in cooperation with the host club and the AANR-West Conventions and Facilities (C & F) Committee.
2. Observe sports events to ensure that AANR-West policies and the national rules of play of each sport are followed. Render decisions regarding protests of rules or eligibility.
3. Review AANR-West sports rules and recommend needed rule changes.
4. Advise the Conference & Facilities Committee of the number and type of awards to be ordered for each event.

5.12.00 Bylaws and Procedures Committee:

The requirements of the AANR Governance Manual shall apply, except that all time periods for deadlines shall be as required by the AANR-West ruling documents. In addition, this committee will handle all matters related to AANR-West Bylaws and Procedure Manual amendments, parliamentary procedure and resolutions. Specific duties include the following:

1. Maintain up-to-date sets of AANR, AANR-West, and other regions' ruling documents. Compare and make recommendations for updates to the AANR-West ruling documents.
2. Make an annual review of numerical references in the AANR-West documents to other AANR-West documents and AANR documents and update as needed.
3. Coordinate urgent legal matters for the President, AANR-West legal counsel and other committees as required.
4. Proposed amendments to the Procedure Manual or AANR-West Bylaws shall clearly show the original wording and the proposed final wording of the portion to be amended.

5. The chair of this committee shall act as Parliamentarian at all Board meetings and during the Regional Assembly unless the position is appointed to someone else by the Regional President.

5.13.00 Government Affairs Committee:

The Government Affairs Committee shall be as delineated by the AANR Governance Manual.

5.14.00 Legal Committee:

1. The Legal Committee shall be delineated by the AANR Governance Manual except that the Finance Chair shall be added to the committee.
2. Members of this committee shall include the President, Vice President, Treasurer, and the Finance Chair, plus others as appointed by the President.
3. This committee shall maintain master copies of all master contract forms and shall keep them updated from time to time as needed, with the approval of the Board of Directors.

5.15.00 Convention & Facilities (C & F) Committee:

The duties of this committee shall be as required by the AANR Governance Manual, except as modified herein:

1. This committee shall also be responsible for all matters related to AANR-West Festivals.
2. Time periods for selection of Convention sites shall be listed in the AANR-West Ruling Documents. AANR-West applications and contracts shall be used. Sports rules shall be the responsibility of the sports committee.
3. This committee will solicit bids for Conventions, Festivals, and Board meetings at least sixty (60) days prior to the award of each event. All bids for Conventions and Festivals shall be submitted on the Application to Host an AANR-West Convention/Festival, (Appendix A.) Applications to host Board meetings will be submitted as requested by the C & F Chair.
4. All AANR-West Board meetings and Festivals for the following calendar year will be awarded by the Board of Directors at the Incoming Board meeting of the Convention. The successful bidder will be notified in writing by the C & F Committee Chair.
5. The Convention site for the following year shall be selected from bids presented in the C & F committee report at the Regional Assembly. Selection shall take place immediately following the election of AANR-West officials and shall be by a majority of clubs voting with one vote per club. Proxies will not be counted. Notwithstanding the above sections, in the event a host club will not or cannot satisfactorily perform under the terms of the Convention contract, the Board of Directors shall, by majority vote, select an alternate site.
6. The C & F Chair shall solicit sponsors for the several plaques for the AANR-West Convention. Sponsors' names will appear in the Convention program.

5.16.00 Credentials Committee:

This committee shall investigate the accuracy of the delegate vote count and the delegate assignments 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 Regional Assembly sessions by the same procedure.

5.17.00 Western Nudist Research Library Committee:

The WNRL Committee shall be responsible for maintaining direct communication with the WNRL Board of Directors, to provide support to the library's volunteers, and encourage donations from AANR, its regions and membership, as well as from outside sources.

SECTION 6.00.00 — FINANCE PROCEDURES

6.01.00 AANR-West financial records shall be maintained on a calendar year basis.

6.02.00 Expenditures in excess of $500.00 will require the approval of the Finance Chair, the President, Vice President, or a majority of the Board, unless otherwise provided herein. Expenditures approved by the Finance Chair, the President, or the Vice President will be reported to the Board at the next meeting.

6.03.00 Each Officer, Director, or Committee Chairperson who anticipates the expenditure of funds in excess of $500.00 annually, except for travel reimbursements, shall submit a proposed itemized annual budget to the Treasurer by October 1, for approval at the November Board meeting. Once the budget is approved by the Board, expenditures which are reflected in the itemized budget may be authorized by the Officer, Director, or Committee Chairperson given the responsibility for managing such a budget.

6.04.00 The transfer of money from one fund to another shall be a loan. The Board shall approve all loans and repayment schedules.

6.05.00 The Treasurer shall prepare quarterly financial reports consisting of a balance sheet, income and expense statements, and any necessary supporting schedules. These reports will be distributed to all Officers, Directors, and Trustees. In addition, the general ledger trial balance for the other months will be sent to the President and Finance Chair, and to other Officers, Directors and Trustees upon request.

6.06.00 An annual review shall be made of the financial records. Special audits may be requested by the Board of Directors.

6.07.00 All payments over $500.00 must be approved by two Officers. These two Officers may not be from the same family unless no other Officers are available.

SECTION 7.00.00 — REIMBURSEMENTS & STIPENDS

All reimbursements shall be for expenses actually incurred for official AANR-West business. To receive reimbursement, all expenses should be accompanied by receipts and a completed current AANR-West Region expense voucher form. Mileage reimbursements shall be calculated using the current per mile business rate for a car as established by the Internal Revenue Service.

7.01.00 Monthly stipends of Officers are listed below:

1. Secretary - $200.00
2. Treasurer - $200.00

Stipends are taxable income and proper tax forms must be generated and transmitted by the Treasurer to the recipient and to the IRS.

7.02.00 All AANR Western Region Officers, Directors, Member Trustee, and Legal Advisor shall be reimbursed for travel and lodging to attend AANR Western Region Board meetings. This paragraph also includes reimbursement of the AANR Western Region President when attending the AANR Convention and the AANR Trustee's meetings. Reimbursement will be based on the following criteria:

1. For individuals residing 350 miles or fewer from the meeting site, the individual will be reimbursed only round-trip mileage at the current rate per mile established by the IRS for travel, no matter the method of travel employed.
2. For individuals residing more than 350 miles from the meeting site, mileage at the current rate per mile established by the IRS for travel or the lowest available expenses to fly at coach rate air fare. Documentation of the calculation of the lowest available expenses to fly made between 22 to 90 days prior to the meeting must be provided with the reimbursement request. The absence of such documentation will result in the reimbursement being limited to 80% of allowed expenses. Expenses to fly may include mileage to and from the nearest major commercial airport, baggage fees, airport parking, car rental, and coach rate air fare.
3. To qualify for reimbursement, an individual must attend the entire meeting unless excused by the AANR Western Region President.
4. Newly elected or appointed non-incumbent Officers and Directors shall receive one-half of their actual round-trip travel expenses allowed for the Convention or Board meeting.
5. Mileage will be paid to only one person per automobile. Carpooling is highly encouraged. Drivers of car pools will receive a ten percent (10%) bonus for their mileage reimbursement.
6. Unless otherwise authorized in writing, lodging reimbursement for each authorized person will be 100% of the current minimum room rate at the meeting site, including tax, for actual nights lodging not to exceed the night before, night(s) during, and night after a meeting only when staying on the meeting site property. Lodging reimbursement may also be paid the lesser of actual expense or as above to each authorized person staying off the meeting site property when no lodging is available at the meeting site.

7.02.01 Rental car costs incurred at meeting sites for the day immediately before, the day(s) during, and the day immediately after the meeting may be reimbursed at compact car rates Sharing of rental cars is highly encouraged. The AANR Western Region President shall be reimbursed for rental of an automobile at the AANR Trustees' meetings, which may be shared by the AANR Western Region Trustees, and when feasible, by other attendees from AANR Western Region. Rental car reimbursements are not authorized when the host club is able to provide transportation.

7.03.00 The President may authorize reimbursement to persons other than Officers, Directors, Member Trustee, and Legal Advisor traveling on official AANR Western Region business at the current per mile rate established by the IRS or the actual travel cost, whichever is less. Committee chairs who are not

elected AANR Western Region officials shall not receive travel reimbursement unless specifically requested to be present by the President. In order for reimbursement to be approved, the President must notify the Finance Chair and treasurer in writing or email of such request before travel commences.

7.03.01 (deleted)

7.03.02 At his/her discretion, the President may recommend to the Board of Directors that travel reimbursements and stipends be denied to any elected or appointed official of AANR-West who fails to submit required written reports by scheduled deadlines, or who fails properly to discharge the duties of the position as defined in this Procedure Manual and in the AANR-West Bylaws.

7.03.03 All travel reimbursement requests shall be reviewed and will be paid only if approved by the Finance Chair.

7.04.00 No one shall be reimbursed for ground fees when incurred in pursuit of official AANR-West business.

7.05.00 Convention and Festival Reimbursements:

7.05.01 The host club for an AANR-West Convention or Festival will be reimbursed by AANR-West for such expenditures as the club deems necessary for decorations and other expenses directly related to the hosting of the event, upon presentation of an itemized list of expenses. Reimbursement amounts are listed below:

1. Convention host club may receive up to $750.$\underline{00}$.
2. Festival host club may receive up to $500.$\underline{00}$.

7.05.02 The host club for an AANR-West Convention will be reimbursed reasonable expenses for a quality printed program.

7.05.03 AANR-West may pay other expenses which are directly related to the hosting of an AANR-West event, provided an itemized statement is approved by the Finance Committee Chair before such expenses are incurred.

7.06.00 Cooperative Advertising Reimbursement:

AANR Western Region chartered clubs may be reimbursed, either 50% of the cost of qualified advertising, the amount not to exceed $400.$\underline{00}$ per year per club, or 25% of the cost of qualified advertising, the amount not to exceed $1,000.$\underline{00}$ per year per club, at the club's option. Copies of receipts or bills, which are certified as having been paid, and advertising or a description of the event must be submitted to and approved by the AANR Western Region Treasurer no later than the 30$^{\underline{th}}$ of November following the date the expenditure was made.

7.06.01 To qualify for AANR Western Region reimbursement, the advertising must specifically refer to the AANR-West website home page. The logos of AANR, or AANR Western Region, or both, should be displayed in display advertising where space permits. In addition, a club's website home page must provide a hypertext link to the AANR or AANR Western Region website page.

7.06.02 Advertising which conflicts with the principles and standards of AANR and/or AANR-West shall not be eligible for reimbursement under the provisions of this section.

7.06.03 The AANR Bulletin and other AANR publications are not eligible media for such reimbursement. Advertising in any other nudist publication must have the approval of the AANR-West President for reimbursement.

7.06.04 AANR Western Region clubs that are 100% AANR Membership are permitted to submit advertising for either 50% of the cost of qualified advertising, the amount not to exceed $800.$\underline{00}$ per year per club, or 25% of the cost of qualified advertising, the amount not to exceed $2,000.$\underline{00}$ per year per club, at the club's option.

7.07.00 AANR-West will reimburse a provisional club with its $100.$\underline{00}$ AANR application and processing fee when it is chartered.

SECTION 8.00.00 — MEMBERSHIP

8.01.00 General Membership

All AANR-West clubs and individual AANR-West Members will comply with AANR Bylaws Articles V.E. and V.F.

8.01.01 If a club cancels the membership of an individual, the certifying Officer of that club will notify the AANR office.

8.01.02 The annual AANR-West membership dues are set by the Regional Assembly and are non-refundable. Annual membership dues shall be $8.00 per adult. Student Members shall be exempt from AANR-West membership dues.

8.02.00 Life Membership

AANR-West life membership shall be in accordance with AANR life membership as outlined in the AANR Governance Manual except that the amount will be 12½ times the current AANR-West annual dues. In addition, honorary life membership in both AANR and AANR-West shall be provided by AANR-West to each AANR-West President upon completion of his/her term of office.

8.03.00 Regional Direct Membership

AANR-West Regional Direct Membership shall be in accordance with the AANR Governance Manual and AANR-West Bylaws article VII.B.

SECTION 9.00.00 — CONVENTIONS AND FESTIVALS

9.01.00 Conventions and Festivals shall be awarded in accordance with Section 5.00.06 of the AANR-West Procedure Manual.

9.02.00 AANR-West Conventions and Festivals may be bid for and hosted by any 100% AANR club in good standing with AANR-West.

9.03.00 To be in good standing with AANR-West, the host club shall comply with the following conditions:
Resolve any existing grievances through the AANR-West C & F Committee Chair.
If awarded an event, agree to establish committees to ensure the fullest use of the landed club's facilities for athletic and social events (See Appendix C).

9.03.01 Within 30 days of the selection of the host club for a Convention, the C & F Chair shall request, and the club shall forward, a signed contract to the AANR-West C & F Chair. The specified bond shall be posted with the AANR-West Treasurer no later than January 31st. A club hosting a Festival shall forward a signed contract to the C & F Chair within 30 days of the selection as host club and shall post the appropriate bond with the AANR-West Treasurer 60 days prior to the opening of the festival. If the contract and bond are not received by the deadline, the C & F Chair may solicit alternate bids for the event. Alternate bids should be considered at the next in-person meeting of the AANR-West Board of Directors.

In the event that an alternate bid must be considered after the Spring Board meeting, the AANR-West President may poll the Board of Directors by telephone, FAX, or E-mail to make the selection.

9.04.00 Definitions:

9.04.01 The landed club is defined as the entity responsible for providing all physical facilities.

9.04.02 The host club is defined as the entity responsible for operating the Convention or Festival, excluding the physical facilities.

9.04.03 The landed club and the host club may be the same entity.

9.05.00 Dates:

Convention dates are set by AANR-West Bylaws Article IV.B. Festival dates shall be as follows:
The Summer Festival date will be a full weekend in June.
The Fall Festival will be held a full weekend in October.

9.06.00 AANR-West rules for sports and awards will govern all events. The C & F committee shall furnish all applicable tags and awards for each event.

9.07.00 Reimbursements due to the host club for Convention or Festival expenses are outlined in AANR-West Procedure Manual Section 7.05.00.

9.08.00 AANR-West Photography Policy:

AANR-West is not, under any circumstances, a participant in the decision of an individual to be photographed or with the person's consent to publication, and AANR-West shall not be liable for any

consequences of such agreement or refusal. AANR-West does not license, approve or disapprove of any photographer or publication.

9.08.01 No person shall be required to consent to be photographed under any circumstances, including as a condition of participation in any event.

9.08.02 Clubs, including clubs hosting AANR-West sponsored events, may prescribe rules for photography, except that the C & F Chair may direct that certain AANR-West sponsored events and prescribed conditions may be open to photography. Any such exception shall be specified in the Convention program.

9.09.00 Registration Fee:

There shall be no registration fee for AANR-West meetings and sponsored workshops at AANR-West Conventions and Festivals. A sports and activities fee may be established for adults who choose to participate in those activities.

9.10.00 Oath of Office for Delegates to the Regional Assembly:

All delegates to the Regional Assembly will take the following oath before being seated.

> *"Do you, as delegates to the Regional Assembly of the American Association for Nude Recreation, Western Region, Inc., pledge to conduct the business of the Association according to the ruling documents of this organization? If so, respond, 'I do.' I hereby declare you seated as delegates."*

This oath is to be administered by the President or his/her designee.

SECTION 10.00.00 — AWARDS

The President shall appoint an Awards Committee consisting of the Vice President and two Directors or other Officers. Awards may not be given in a category where there are no worthy or nominated recipients at the discretion of the Committee. Traditional Awards include:

10.01.00 Host Club Plaque:

This award shall be given to the host club for hosting an AANR-West event.

10.02.00 (*deleted at Regional Assembly, Motion 2020-07*)

10.03.00 Man of the Year, Woman of the Year (Peggi Pickett Award), and Family of the Year:

These honorary awards are presented to several people for their contributions in promoting and/or furthering nudism throughout AANR-West. These awards are not intended to reward contributions made solely to an individual club or clubs (see page A8). Each nominator will be allowed one nomination per position. Nominees and nominators must be AANR-West Members. No person shall be eligible for an award received the preceding year. Nominations must be received by the AANR-West Vice President by June 30th.

At the time of voting the nominator may give a one-minute talk on the nominee's contribution to nudism and AANR-West. One vote per category may be cast by each club and by the Regional Direct Members. Proxies will not be counted. Nominees need not be present to be selected.

The Woman of the Year award shall honor Peggi Pickett (see Appendix E). The award plaque bearing her name shall be funded, at least in part, by the interest from the Peggi Pickett Fund.

10.04.00 Young Man and Woman of the Year:

The Young Man and Woman of the Year awards shall be based on the best essays by AANR-West Youth Members which detail what benefits the author has derived from being a nudist. Judging shall be by a committee appointed by the AANR-West Family Chair. Essays received by the AANR-West Family Chair prior to the Saturday of the AANR-West Convention shall be considered.

The authors of the winning essays shall each receive $50.00 cash or $100.00 U.S. Savings Bonds. The winning Young Man and Woman of the Year essays will be sent to the AANR Bulletin to be included in its next issue after Convention.

10.05.00 Bill Hawk Sportsmanship Award:

This award shall be given at the annual Convention to the person or persons who, through their actions, exhibit leadership qualities which made the AANR-West Sports Program just a little better during the preceding year. The winner(s) may be players, officials, or leaders of individual sports competitions.

The award shall be a plaque, inscribed with the winner's name. AANR-West shall fund this award in perpetuity.

10.06.00 The Bob Page Memorial Award:

This award shall be given at the annual Convention to the person who demonstrates outstanding nude advocacy. It is to be awarded to a maximum of one individual per year. No nominations for the award will be accepted. If no individual rises to the honor, it need not be given. The selection committee will be the AANR-West President, the AANR/AANR-West Member Trustee, and the AANR-West Government Affairs Chair. The AANR-West President may appoint additional ad hoc members at his/her discretion. The award will consist of a plaque.

10.07.00 Membership Increase Awards:

Two plaques will be given: one to the club with the greatest net increase in AANR-West membership and one to the club with the greatest net percentage increase in AANR-West memberships. These memberships will include only those which would meet the criteria for AANR's December 31 deadline. Provisional clubs will not be considered for awards during the year of their formation.

10.08.00 (deleted)

10.09.00 (deleted)

10.10.00 AANR-West Hall of Fame:

This award shall be given at the annual Convention to those individuals who have contributed above and beyond to make a lasting impact upon AANR-West. It is to be awarded to a maximum of two individuals per year. Nominations for the award will be accepted with a deadline of May 31 (see nomination form, Appendix J). The selection committee will consist of 5 Members: the AANR-West President, Vice President, Secretary, Treasurer, and Member Trustee (alternate will be a Club Trustee from the region or Board Member agreed upon by the Officers). Nominees must receive a minimum of 4 votes to be accepted; all applications will remain on file for 5 years. Members may be inducted posthumously. Those AANR-West Members that have already been honored by having an AANR-West award named after them will automatically be Hall of Fame Members. The award will consist of a plaque for inductees and a communal (perpetual) plaque to be displayed at the Western Nudist Research Library. Refer to Appendix J for the nomination form and criteria.

SECTION 11.00.00 — SPORTS AND RECREATION

11.01.00 Tournament Directors:

These individuals shall be selected by the AANR-West Sports Chair prior to the start of competition at all AANR-West Conventions and Festivals. One Director is appointed for each event, e.g., volleyball, tennis, etc. Each Tournament Director administers the tournaments associated with that particular event.

11.02.00 Tournament Committee:

This committee shall consist of four Members selected by the AANR-West Sports Chair prior to the start of sports and recreation competitions at all AANR-West Conventions and Festivals. The Sports Chair shall be the fifth Member of the committee. One Member may be from the host club, but no two Members may be from the same club. The tournament committee will settle protests and disputes or rules on interpretations -- immediately, if possible -- but no more than one hour after the completion of the event. The decision of this committee will be final in all cases.

11.03.00 Sports and Recreation Awards:

The Sports and Convention and Facilities Committees shall provide for awards from their respective budgets.

11.04.00 Eligibility:

All registered individuals are eligible to participate in any competition at Conventions and Festivals, with one exception: Tennis and volleyball players must be Members of AANR in order to participate at Conventions and Festivals.

11.05.00 Volleyball:

11.05.01 Schedule:

The suggested schedule for volleyball competition is as follows, but the format may be adjusted by the Tournament Director as circumstances warrant:

1. Friday.....Doubles (A, B, W)
2. Saturday ....Coed 6s (A, B)
3. Sunday.....Women's 6s, Men's 6s (A, B)

11.05.02 Ratings:

Men shall classify themselves as A or B, according to their hitting strength relative to the field of players. The Volleyball Tournament Director may re-classify any player with concurrence from the tournament committee. Men may only participate in one division per format. (For example, a man may play Doubles A and Coed 6s B but may not play on both a Coed 6s A Team and a Coed 6s B Team).

11.05.03 Rosters:

A team must submit a roster of players to the Volleyball Tournament Director. The roster may have up to 12 players. Women may appear on multiple rosters but not within the same division.

(For example, the same woman may play on a Co-ed 6s A team and a Co-ed 6s B team but may not play on two teams within the Co-ed 6s A division.) Women may play on Men's teams, but men may not play on Women's teams.

11.05.04 Rules of Play

Co-ed, Women's or Men's 6s teams must have four (4) players minimum on the court to avoid forfeiture. Coed teams must have two (2) women minimum on the court. Play on hard surfaces will adhere to USVA indoor rules, while play on grass or sand will adhere to USVA beach rules. Points per game, games per match, etc., will be established by the Tournament Director in accordance with the number of teams and the number of courts available.

11.05.05 Player Pools:

Player pools will be set up at each function according to each player's classification. Teams needing substitute players will draw from the appropriate pool, i.e., "A" teams draw from the "A" pool, using a draft system utilizing a blind draw which will be supervised by the Volleyball Tournament Director.

Non-club teams may be formed from the player pools with the agreement of the Volleyball Tournament Director. Such teams shall be formed only after all draft choices have been made and if sufficient people remain to form teams. Non-club teams shall adhere to the same rules and regulations as stated for club teams.

11.05.06 Club Representation:

In order for a team to be designated as representing a specific club, the team must start and continue with at least 50% of the playing team as members of said club. Clubs must play with their own members before drawing from the player pool if such members hold the same classification. For example: Club l has eight eligible players yet chooses three non-club players to complete their team. This is illegal. Club II has only three players present so completes its team from non-club players. This is legal.

11.06.00 Tennis:

11.06.01 Schedule:

The suggested schedule for tennis competition is as follows, but the format may be adjusted by the Tournament Director as circumstances warrant:

1. Saturday ....Mixed Doubles (A, B, C)
2. Sunday .....Women's Doubles (unrated), Men's Doubles (A, B, C)

11.07.00 Water Volleyball:

Water Volleyball will be played according to the Water Volleyball rules adopted by AANR-West and published in a separate document available on request.

SECTION 12.00.00 — SPECIAL FUNDS

12.01.00 New Mexico Naturist Grant:

12.01.01 This grant shall be composed of a starting balance of a donated amount of $2,205.[76] to be used solely for the purpose of starting a landed club in the state of New Mexico.

12.01.02 Monies will be deposited in a high-interest-bearing account.

12.02.03 Monies will only be available upon application to the then-current Board of Directors.

SECTION 13.00.00 — ELECTIONS

13.01.00 Proxy Votes:

Should none of the accredited delegates of a club be able to attend, a club may delegate its right to vote at the Regional Assembly to an accredited delegation. However, no delegation shall cast a combined total of more than 30 votes, except that a club which has a valid voting strength in excess of 30 shall be entitled to cast the full number of its own votes. The instructions on the delegate forms may not be altered or controverted by the Regional Assembly. If delegate forms are not received, the votes will neither be cast nor be delegated by the Regional Assembly.

13.02.00 Direct Member Votes:

The AANR-West regional Direct Members shall meet at the Annual Convention prior to the opening of the Regional Assembly to elect delegates. Votes shall be allocated in accordance with Bylaws Art. IV, § C, sub-§ 2. Votes shall be carried only by a member of the regional Direct Members, with each elected delegate carrying no more than one vote. No proxies to clubs or other delegates shall be permitted.

13.03.00 Quorum

A quorum of the Regional Assembly shall consist of a majority of the accredited delegates.

13.04.00 Allocations:

The number of votes to which a club is entitled at the Regional Assembly shall be based on the AANR year-end membership count. Any club chartered after January 1st shall use the membership count at the time of receiving its charter to determine its delegate count.

APPENDICES

23679 Calabasas Rd № 966
Calabasas CA 91302-1502

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
APPLICATION TO HOST AN AANR-WEST CONVENTION/FESTIVAL

DATE OF EVENT:_____

TO:_____

SUBJECT: _____

FILING DEADLINE:_____

RETURN TO: _____

The accuracy of the following statements, which are submitted in support of this application to host an AANR-West Convention/Festival, is certified by the undersigned.

1. **CLUB NAME:**_____Phone Number (____) _____

   Address_____State _____ ZIP_____

2. **PERSON IN CHARGE:** _____Title_____

   Home Address _____Home Phone (____) _____

3. **DESCRIPTION OF GROUNDS:**

   Total Area (acres) _____ Area for Nude Activities_____Parking Area _____

   Type of Screening, if any _____

4. **ACCESS TO PUBLIC TRANSPORTATION AND FACILITIES** — Distance in miles to:

   Commercial Airport _____ Bus Depot_____ Hotel/Motel_____

   Grocery Store _____Auto Repair Garage_____ Hospital _____

5. **MEETING AREAS** — Indicate dimensions of area to be reserved for AANR-West business meetings:

   Outdoor Area _____ Indoor Area _____

6. **RECREATIONAL FACILITIES** — Indicate the number, type and construction of all recreational facilities such as swimming, volleyball, etc.

_____

_____

_____

_____

7. **LODGING** — Indicate the Number of:

   7.1. Private Rooms/Cabins _____Rental Trailers_____

   7.2. Trailer/Camper Spaces with:

   Water only _____Electric only_____ both _____prepared tent sites _____

8. **SNACK BAR, COMMUNITY KITCHEN, AND OTHER EATING FACILITIES** — **Describe**:

_____

_____

9. **SANITARY FACILITIES** — Indicate the number of:

9.1. Showers:

Hot _____ Cold _____

9.2. Wash Basins _____

9.3. Toilets:

Flush _____ Chemical _____Outhouse _____

10. **PROPOSED COVERAGE BY PRESS, RADIO, AND TELEVISION** — Describe:

_____

_____

11. **CLUB POLICY ON POSSESSION AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES**:

_____

_____

12. **CLUB PHOTOGRAPHY POLICY** — Describe fully:

_____

_____

13. **PROPOSED GROUND FEES TO BE CHARGED BY THE LANDED CLUB:**

Daily fee _____Overnight fee _____

Special fee, if offered, for the entire event _____

ADDITIONAL REMARKS: (Attach club brochures and additional sheets if needed.)

_____

_____

_____

_____

I/We have read the AANR-West Convention/Festival Contract and Sections 9-12 of the AANR-West Procedure Manual and are prepared to comply with those terms if awarded this Convention/Festival. If your club is unable to fulfill any of the contract terms due to city or county ordinance, note the appropriate section to amend the contract.

Signature of person preparing application:

_____ _____ _____

Name *Position* *Date*

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
CONVENTION/FESTIVAL CONTRACT

This contract, executed by and among the ***American Association for Nude Recreation, Western Region, Inc.***, hereinafter referred to as ***AANR-West***; and _____, hereinafter referred to as the ***Host Club***; and _____hereinafter referred to as the ***Landed Club***, contains responsibilities to be assumed by all parties for the _____ Convention/Festival.

All parties agree to the following terms:

1. **CONTRACT PERIOD** — This contract shall be effective:

   From _____ , 20_____ , through _____ , 20_____ .

2. **ADMITTANCE:**

   a. Current members in good standing of AANR/AANR-West and their minor children shall be admitted during this contract period.

   b. Members of other recognized nudist organizations, and their minor children, shall be admitted if agreeable to all parties to this contract. Such a person may not participate in any contest or receive any trophies purchased by AANR-West.

   c. Prospective Members of any AANR-West club who accompany a Member of that club shall be admitted.

   d. Representatives of the communications media, government officials, and other invited guests of AANR-West shall be admitted.

   e. Notwithstanding paragraphs a. through d. above, each party to this contract shall reserve the right to eject any person whose decorum is deemed offensive based on complaints received by management of the host club or by AANR-West officials.

3. **REGISTRATION:**

   Commencing at 9:00 a.m. on opening day and continuing to the end of this contract period, all adults on the grounds shall be registered except permanent residents of the Landed Club who do not wish to participate in any way. Each adult shall pay an AANR-West registration fee as defined in Procedure Manual Section 9.09.00 at the time of the event. AANR-West shall provide identification tags to be worn by all registrants during this contract period. All registration fees collected shall be remitted to the AANR-West treasury and no part of them shall be claimed by the Host Club or Landed Club. The Host Club shall supply registrars to assist the AANR-West in manning the registration facilities during all hours that they are open.

4. **FACILITIES TO BE PROVIDED BY THE LANDED CLUB:**

   a. Desired recreation facilities should include a swimming area of adequate size; plus, a volleyball court, a tennis court, a shuffleboard court, a horseshoe pit, and a ping pong table, all of regulation size and provided with all sports equipment necessary for competition. All sports facilities and equipment should be in good repair and useable for competition.

   b. An adequate space for AANR-West registrars will be provided in the same area where ground and other fees are collected.

   c. First aid facilities and supplies will be available in a conspicuous location on the grounds.

   d. The number of restrooms provided will meet local health codes. Sufficient hot water showers and vehicle parking will be provided. Depending upon the event, the foregoing will be adequate to serve 300 to 1000 people.

   e. For Convention only, ample outdoor space for the conduct of all AANR-West business meetings and an alternate indoor area to be used during inclement weather will be provided at no cost to the AANR-West. Both areas should be so located that sports contests and other Convention activities do not interfere with the meetings.

   f. A public address system adequate to be heard by the audience during contests, awards and ceremonies shall be provided.

5. **OTHER SERVICES AND CHARGES:**

   a. Daily ground fees charged by the Landed Club shall not exceed $_____ per family or single person. All ground fees will go to the treasury of the Landed Club. All elected or appointed AANR-West officers, directors, trustees, and certain committee chairmen and their families shall be exempt from payment of ground fees during this contract period. A list of all exempt people shall be provided by the AANR-West.

   b. The Landed Club shall provide adequate food service throughout this contract period. The menu and hours of operation shall be clearly posted. All food prices are subject to §5d (see below).

   c. The Landed Club shall provide sufficient lodging and camping spaces for tents, campers, and trailers. These facilities will be subject to §5d (see below).

   d. Monies collected by the Landed Club for lodging, camping, utilities, meals, merchandise, ground fees, and any other goods or services provided during this contract period, shall not exceed the amounts normally charged. There will be no additional surcharges.

6. **PUBLICITY AND ADVERTISING:**
   a. The Host Club shall handle all publicity in cooperation with the Landed Club and the AANR-West public relations team.
   b. The Host Club shall pay for all advertising expenses. Reimbursement shall be in accordance with AANR-West Procedure Manual Section 7.05.00.
   c. The Host Club shall provide maps, directions to the grounds of the Landed Club, and a complete schedule of fees to the AANR-West C & F Chairman no later than ninety (90) days prior to this contract period. The C & F Chairman shall immediately circulate such information to all AANR-West clubs.
7. **PHOTOGRAPHY:**

   All photographs shall be in accordance with AANR-West Procedure Manual Section 9.08.00.
8. **FINANCIAL OBLIGATIONS:**
   a. AANR-West shall not make advance payment except by prior written agreement. All itemized bills, accompanied by receipts, shall be paid in full at the close of this contract period.
   b. The Host Club shall carry liability insurance for the duration of the event covered by this contract.
9. **DIVISION OF AUTHORITY:**
   a. The terms of this contract shall be enforced by the ranking AANR-West officer on the grounds. All disputes over the terms or application of this contract shall be decided by the AANR-West Board of Directors, which may assemble at any time during this contract period for this purpose.
   b. AANR-West shall schedule and conduct all business meetings and shall determine the rules and eligibility for all sports competitions in accordance with AANR-West Procedure Manual Section 11.00.00. The Host Club, in conjunction with the Landed Club, shall determine the location for the business meetings. The Host Club shall schedule the times for all sports competitions.
   c. At the signing of this contract, the Host Club shall post a cash bond in the amount of $500.$\underline{00}$ for the Convention or $200.$\underline{00}$ for Festival. This bond shall be refunded to the Host Club upon performance of all its responsibilities under this contract and in compliance with Sections 9.00.00 through 11.00.00 of the AANR-West Procedure Manual. The Host Club shall forfeit the bond if it fails to perform for any cause other than an Act of God.
10. **AMENDMENTS:**

    This contract may be amended by joint written agreement of the AANR Western Region, the Host Club, and the Landed Club.

AANR WESTERN REGION OFFICIAL:

Signed by_____Title _____ Date _____

HOST CLUB:_____

Signed by_____Title _____ Date _____

LANDED CLUB: _____

Signed by_____Title _____ Date _____

WITNESSES:

_____

_____

_____

2020-10

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
AANR-WEST CONVENTION/FESTIVAL COMMITTEE WORKSHEET

Convention Coordinator (appointed by AANR-West President, as needed) _____

Host Club Convention Director (appointed by the Host Club) _____

Convention Host/Hostess (serves coffee and doughnuts at meetings) _____

Welcome Committee (greets AANR-West Members and assists host) _____

Gate Supervisor(s)_____

Security _____ Parking _____

Sports Coordinator _____

Sports Assistants:

Volleyball _____ Tennis_____

Ping Pong _____ Shuffleboard _____

Horseshoes_____ Swimming _____

Billiard_____ other _____

Public Address System Coordinator _____

Nudist Media Reporter _____

Camera/Photo Coordinator _____

Outside News Media Coordinator _____

AANR-West Family Activities Coordinator _____

Entertainment Coordinator _____

First Aid Coordinator_____

Awards Coordinator _____

Food Services Coordinator _____

Sports Equipment Check Sheet — minimum equipment to be provided by host club

Volleyball, per court: _____ 2 volleyballs; _____ 1 scoreboard

Tennis, per competition (match): _____ 1 can of three (3) tennis balls

Ping pong, per table: _____4 paddles, _____ 1 dozen balls

Billiards, per table: _____ 4 regular cues; _____ 1 short cue; _____ 1 bridge; _____ 1 box chalk; _____ 1 rack; _____ 1 set of fifteen balls + 1 cue ball

Shuffleboard, per court: _____ 4 sticks; _____ 1 set of eight (8) disks; _____ 1 scoreboard

Horseshoes, per pit: _____ 4 shoes

APPENDIX C2

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
DELEGATE CERTIFICATION FOR THE REGIONAL ASSEMBLY

Date: _____ Location: _____

Name of your club: _____ № of Votes:_____

Please list below your club's delegates and alternates in order of the elected preference.

1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

Please list other AANR-West clubs below, in order of preference, whose elected delegates will carry your vote if your delegation cannot attend.

1. _____ 3. _____
2. _____ 4. _____

Please check below the method of election used by your club.

— Delegates and alternates were elected by AANR-West Basic Membership of this club in a General Meeting held on _____(*date*).

— Delegates and alternates were elected by AANR-West Basic Membership of this club by Mail-in Balloting held on _____(*date*).

— AANR-West Basic Membership of this club voted to assign the authority of election of Delegates and alternates to _____(a) Club Board of Directors, or
to _____(b) Club Certifying Officer who in exercise of this power selected the above listed Delegates and alternates?

I, the undersigned, hereby certify that the above-named Delegates, Alternates, and other Club Delegations have been duly elected as stated above, in conformance with the provisions of the AANR-West Bylaws.

X_____ _____

Certifying Officer of this Club *Date*

Please mail original before July 15th to the AANR-West Delegate Credentials Chair
One copy each to the following:

a) Chairman of your delegation.
b) Post on your bulletin board or circulate among membership.
c) Club file.

APPENDIX C3

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
NOMINATION FORM FOR HONORARY AWARDS

USE A SEPARATE SHEET FOR EACH ONE NOMINATION

— **AANR-WEST MAN OF THE YEAR** _____

— **AANR-WEST WOMAN OF THE YEAR** _____
[PEGGI PICKET AWARD]

— **AANR-WEST FAMILY OF THE YEAR** _____

BY: _____ _____
Nominator (print) *Date*

NOMINEE'S CONTRIBUTION TO NUDISM THROUGHOUT AANR-WEST — NOT SOLELY TO AN INDIVIDUAL CLUB

_____

_____

_____

_____

_____

_____

_____

_____

_____

SIGNED X _____
Nominator

Deadline: §10.03.00 of the AANR-West Procedure Manual states in part, "Nominations must be received THIRTY (30) days prior to the opening date of Convention."

Mail your completed form to the AANR-West Vice President.

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
NOMINATION FORM FOR REGIONAL OFFICER(S)

PRESIDENT, VICE PRESIDENT, SECRETARY OR TREASURER

I HEREBY NOMINATE_____

FOR THE OFFICE OF_____

MEMBERSHIP: ☐ DIRECT ☐ MEMBER OF A CLUB – NAME OF CLUB: _____

HOW MANY YEARS HAS YOUR NOMINEE BEEN: A NUDIST?_____ AN AANR-WEST MEMBER? _____

AANR-WEST OFFICE(S) OR COMMITTEE POST(S) HELD:_____

_____

CLUB OFFICE(S) OR COMMITTEE POST(S) HELD: _____

_____

_____

BUSINESS OR OTHER EXPERIENCE RELATED TO THE OFFICE FOR WHICH NOMINATED:_____

_____

_____

SIGNED _____ _____ _____
Nominator *Print Name* *Date*

I HEREBY GIVE MY CONSENT TO BE NOMINATED FOR THE OFFICE OF _____ AND, IF ELECTED, WILL CARRY OUT THE DUTIES AND RESPONSIBILITIES OF THIS OFFICE TO THE BEST OF MY ABILITY.

SIGNED X_____ _____ _____
Nominee *Print Name* *Date*

Mail completed form(s) to:
AANR-WEST NOMINATIONS COMMITTEE
25999 GLEN EDEN ROAD
TEMESCAL VALLEY CA 92883-5223

or e-mail form(s) in .PDF format to:
AANR-WEST VICE PRESIDENT
JEFF JACKSON
vicepresident@aanrWest.org

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
NOMINATION FORM FOR MEMBER OF THE BOARD OF DIRECTORS

FOR THE AANR-WEST BOARD OF DIRECTORS

I HEREBY NOMINATE_____

MEMBERSHIP: ☐ DIRECT ☐ MEMBER OF A CLUB – NAME OF CLUB: _____

HOW MANY YEARS HAS YOUR NOMINEE BEEN: A NUDIST?_____ AN AANR-WEST MEMBER? _____

AANR-WEST OFFICE(S) OR COMMITTEE POST(S) HELD:_____

_____

CLUB OFFICE(S) OR COMMITTEE POST(S) HELD: _____

_____

_____

BUSINESS OR OTHER EXPERIENCE RELATED TO THE OFFICE FOR WHICH NOMINATED:_____

_____

_____

_____

SIGNED _____ _____ _____
Nominator *Print Name* *Date*

I HEREBY GIVE MY CONSENT TO BE NOMINATED FOR A SEAT ON THE BOARD OF DIRECTORS AND, IF ELECTED, WILL CARRY OUT THE DUTIES AND RESPONSIBILITIES OF THIS SEAT TO THE BEST OF MY ABILITY.

SIGNED X_____ _____ _____
Nominee *Print Name* *Date*

Mail completed form(s) to:
AANR-WEST NOMINATIONS COMMITTEE
25999 GLEN EDEN ROAD
TEMESCAL VALLEY CA 92883-5223

or e-mail form(s) in .PDF format to:
AANR-WEST VICE PRESIDENT
JEFF JACKSON
vicepresident@aanrWest.org

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
GUIDELINES FOR HOSTING A BOARD MEETING

Unlike Conventions and Festivals, a Board meeting should not be considered a money-making event. It is, however, an excellent way to contribute to the operation of the Region, to spotlight your club, and to give your members an opportunity to observe AANR-West in action. Since the purpose is strictly for business, any member of AANR-West who wishes to attend should be admitted without charge [unless, of course, they plan to use the club facilities after the Board Meeting]. No specific entertainment or activity, apart from the Board Meeting, needs to be planned, as many officials will attend only the meeting.

The club should provide the following supplies:

1. Complete information and directions to the club for all officials at least a month in advance. This information should include lunch menu and cost, accommodation available and the cost, and any special club activities in which the Board is invited to participate. It is advisable to include with this mailing a request for any reservations you wish. The AANR-West Secretary can provide mailing and/or mailing labels for you.
2. An area with sufficient space to seat 15 people at tables and 20 people in chairs. There should be a side table for extra reports. Shade should be provided if the meeting area is outside, with contingency plans for inclement weather.
3. Access to electricity for AANR-West's PA/Recorder system.
4. Access to a copy machine [AANR-West may be billed for copies made].
5. Access to a telephone [AANR-West may be billed for calls made].
6. Drinking water and cups.

The club may want to provide the following amenities:

1. Transportation for officials to or from the local airport.
2. Coffee, juice and doughnuts, Danish or muffins for the meeting.
3. Pens, pencils, paper or brochures advertising your club.

The club may want to provide the following to be paid for by each individual official:

1. Overnight accommodation and meals.
2. Lunch during the meeting [either catered or from the regular restaurant menu].
3. Specialty drinks, such as sodas, wine and/or beer.

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
A BIOGRAPHY OF PEGGI PICKETT

MARGARET A. "PEGGI" PICKETT

The Peggi Pickett Award for AANR-West Woman of the Year was established in 1983, the year that Peggi retired from active duty in the WSA — Western Sunbathing Association, the former name of AANR-West. She had served more consecutive years in the organization than anyone else in its history.

She began in 1965 as Recording Secretary, where her name was recorded as "Peggy Pitt." In 1966, she again served in that office but allowed her real name of Margaret A. Pickett to be used. She continued in the same office through 1973, using the same name.

In addition to her duties in the WSA West, she served as the Treasurer of the ASA (American Sunbathing Association) from 1967 until 1972, doing both tasks simultaneously. This is now not permitted by the AANR Bylaws, but it was apparently acceptable at that time to overwork one capable, congenial person!

In 1974, Peggi took over the job of Secretary/Treasurer for the WSA. This was back in the days preceding home computers and every membership record of the WSA had to be hand filed into tiny 3" × 5" drawers. Those records were never better kept than when Peggi did them.

In 1982, Peggi decided that she had done her share for the organization. She announced that she would resign following the 1983 Convention. At the 1983 Convention, she was honored by eight former WSA Presidents, as many former Vice Presidents, and former Directors too numerous to count. Their words were immortalized in a scrapbook which was given to Peggi and their financial contributions were used to purchase a handmade quilt with the WSA logo and the words, "Peggi Pickett 1965-1983," appliquéd on it. The unused funds were deposited in a special WSA bank account to sponsor the Woman of the Year Award.

It is appropriate that this award be named in Peggi's honor, for she personally funded that award for many years, in addition to contributing her time and effort to see that the WSA remained a viable organization. Peggi will not be forgotten as long as we, the membership of AANR-West, remember the kind person that we honor as the sponsor of the Peggi Pickett Award.

07-2005

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
A BIOGRAPHY OF BILL HAWK

WILLIAM "BILL" HAWK

The Bill Hawk Award is given annually to honor Bill Hawk's contributions to WSA sports programs. The award shall be given to a person — or persons — who exhibits extraordinary sportsmanship or leadership abilities during the year preceding the annual AANR-West Convention sports competitions (criteria for award shall appear in AANR-West Procedure Manual, § 10.05.00).

Bill Hawk became a nudist in 1954 and, through the years, was a member of a number of California nudist clubs. He was active in club and WSA leadership, having served on the SWALLOWS SUN ISLAND Council in a number of capacities, including President and Sports Chair; and as a WSA Board Member and Convention and Facilities and Sports Chairs.

In the 1960s, Bill organized and trained the only nudist AAU swim team in the country. Although the team was among the smallest in the league in which it competed, the swimmers all took first and second place consistently. The kids' only gripe: they had to put on clothes to compete. Bill willingly taught anyone to swim who truly wanted to learn. Through the years he taught people of all ages to swim, from babies in diapers to middle-aged.

Bill was first appointed WSA Sports Chair in July 1981 and served in that capacity continuously until his death in July 1990. Possibly his most important contribution was organizing a meeting in 1984 of the volleyball players at which new volleyball rules were hammered out word-by-word. The meeting was so successful and the rules so well-written that they have required only minor changes since. The ASA also adopted these rules with only minor changes to fit their requirements.

Bill was respected by all the sports people who knew him. Under his guidance the WSA sports program was successful and fairly administered. This award is an attempt to maintain that rapport by honoring an outstanding sports person.

11-2021

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
A BIOGRAPHY OF BOB PAGE

ROBERT "BOB" PAGE

The Legal Fund of the AANR-West was named in honor of Bob Page shortly after his death in 2001. In addition, a special award, the Bob Page Memorial Award for Nudist Advocacy, was established to honor individuals who exhibit the qualities for which Bob was well known.

Bob began his tenure as an official of the WSA in 1973 when he was elected as a director. He did not serve long in this capacity, as the Board elected him Vice President to fill a vacancy in February 1974. In August 1977, he was elected President. In 1979, he was elected ASA/WSA Trustee; however, he only served a short time in this position. In early 1980, upon the resignation of Sol Stern, Bob became the legal counsel to both ASA and WSA. His wife Elizabeth served the remainder of his term as Trustee.

One of his first tasks as the official counsel was to defend the WSA against a lawsuit brought about by some photographs of WSA children that appeared in a naturist magazine in Europe. He won the case and repeatedly used the verdict as justification for further advice: We, as nudists, have the right to protect our association, our clubs and our members and to enforce the rules by which we operate.

Bob and his wife Elizabeth belonged to several WSA clubs, including Mountain Air Ranch, Arizona Wildflowers, Rocky Mountain Bares, and Rocky Mountain Naturists during their affiliation with WSA. Even as Bob assumed a greater role in the growth of ASA, his heart remained in the West. He had worked as US Park Ranger in several western venues and always maintained a strong feeling about First Amendment Rights.

Over the years, Bob produced numerous legal documents to support the right to nude recreation, including an *amicus curiae* brief that was read in the Supreme Court of the US. In addition to serving as legal counsel for WSA and ASA [which became AANR], he was asked to serve the same for the Florida Region. His expertise was recognized across the United States.

On a personal level, Bob was involved in a number of venues. He operated a small law practice out of Denver, Colorado. He was a gourmet cook and a talented artist. He was active in the Association of First Amendment Lawyers. He took up the cause of the common man.

Mild mannered and subtle, he was always ready to protect that in which he believed. He has undoubtedly made a significant difference in our way of life in the numerous years that he gave his devoted attention to our association. He continued to serve as WSA legal counsel until the day of his death. It is fitting that we honor him both by naming the legal fund on his behalf and with an award that reflects his many contributions.

07-2020

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
A BIOGRAPHY OF PETER WOLFE

PETER WOLFE

One of the AANR-West Scholarships was named for Pete Wolfe shortly following his death from ALS in 2001.

Pete was not a native of the West, having been born and raised in the Midwest, but he moved his family to Los Alamos, New Mexico, in 1975 where he was employed as a physicist at the Los Alamos National Laboratory. He was active in the community and an avid nudist.

When Yucca Naturists of New Mexico lost the lease on their property in 1984, Pete and his wife Marge were instrumental in cofounding the Los Alamos Roadrunners. The Yucca Naturists became a travel club, changed their name to Enchantment Naturists in 1986 and then disbanded to merge with the Roadrunners in 1987. Now called Roadrunner Naturists, it became, at that moment, the only nudist club in New Mexico. At Pete's death, it remained a viable club, thanks, in great measure, to Pete himself.

In addition to supporting their own club, Pete and Marge traveled to other clubs throughout the Southwest. It was during this time that Pete was asked to serve on the WSA Scholarship Committee for several years. Dedicated to kids and to the ideals of higher education, Pete performed this task with enthusiasm. The entire nudist community is better for having enjoyed the company of Peter Wolfe.

07-2005

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
AANR-WEST SCHOLARSHIP PROGRAM

The AANR-West Scholarship program was established in 1990 with the first scholarships to be awarded at the 1992 AANR-West Convention, and annually thereafter. Pertinent information is to be made available for distribution in brochure form.

Instructions to Scholarship Applicants

AANR-West has established a Scholarship Program for students who are, or whose parents are, Members of AANR-West. This program will reward students whose academic records show that higher education will help them to realize their full potential. Two awards will be given annually in the amount of $2,000.00 each. The awards are based on merit alone with no preference to financial need, gender, race, creed or religion.

Eligibility

For a student to be eligible, the student or parent(s) must have been AANR-West Members for at least three years at date of application. All high school seniors or current students in accredited post-secondary schools who are under the age of 27, and who have a 2.5 or better accumulated G.P.A., are eligible for this scholarship. Only students enrolled full-time in an accredited post-secondary school will be considered. No student may win the award more than twice unless there are no competing candidates. Exceptions to these eligibility standards may be made by the Scholarship Committee.

Instructions

1. Each applicant must obtain a Scholarship Brochure and complete the Student Application. The applicant must also distribute the other forms to the appropriate individuals.

2. All applications/questionnaires shall be completed and returned to the Scholarship Chairman by April 1st. Applicants may be asked to appear at a committee meeting for an interview. Applicants will be notified of the results by June 1st. Winners will be announced at the annual AANR-West Convention.

3. All Scholarship awards shall be paid directly to the accredited post-secondary school of the student's choice.

4. If a Scholarship recipient does not enroll full time in an accredited post-secondary school, the scholarship will be awarded to a runner-up. If there is no runner-up, the money will remain in the AANR-West scholarship fund.

5. Official school records must be mailed directly to the Scholarship Chairman.

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
CLUB VERIFICATION LETTER

Dear President or Certifying Officer:

_____has applied for an AANR-West Scholarship. Please answer the following questions to the best of your ability. All answers will be confidential.

1. Has the student been a nudist participating over the past three years? Yes _____ No _____

   If not, why? _____

2. Has the student shown good character during this period? Please elaborate. _____

   _____

3. In what ways has the student reflected a positive attitude over the same period and supported the nudist way of life? _____

   _____

4. Please provide any other information about this student which will enable the Scholarship Committee to better understand him/her. _____

   _____

5. Would you recommend this person for an AANR-West Scholarship? Yes _____ No _____

Club Officer's Verification: _____ _____
Print Name *Title*

Club Officer's Signature: X_____ _____
Date

Thank you for your assistance.

Cordially,

Chairman, AANR-West Scholarship Program Committee

2015-11

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
QUALIFICATION COVER LETTER

March _____, 20 __

Qualified Applicant _____

Applicant's Address _____

_____

Dear_____ :

As an active AANR-West Member for the last three years, or the son/daughter of such Member, you are qualified to apply for an AANR-West Scholarship.

All eligibility requirements, instructions, important deadlines and amount of Scholarship are stated in the enclosed brochure. Please read prior to completing the application and questionnaire. Forward the Club Verification Form to your or your parent's club certifying officer. Forward the Academic Recommendation to the appropriate person.

Your completed application/questionnaire must be postmarked prior to April 1st. Winners will be notified no later than June 1st and announced at the AANR-West Convention.

Sincerely,

Chairman, AANR-West Scholarship Program

Enclosures: Brochure containing application/questionnaire

07-2005

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
APPLICATION & QUESTIONNAIRE

Please complete and return this form to the Scholarship Committee. TYPE OR PRINT LEGIBLY.

APPLICATION

NAME: _____ _____ _____
Last *First* *Initial*

ADDRESS: _____

_____ _____ _____
City *State* ZIP *Code*

TELEPHONE: (_____) _____

DATE OF BIRTH: _____

I ATTEND/ATTENDED: _____

GRADUATION DATE (Approximate): _____

I ATTEND/PLAN TO ATTEND: _____
Accredited Post-Secondary School

SECOND SCHOOL CHOICE: _____
Accredited Post-Secondary School

BEGINNING DATE: _____

MY PROPOSED FIELD OF STUDY IS: _____

PARENT(S) NAME(S): _____

ADDRESS: _____

_____ _____ _____
City *State* ZIP *Code*

2005-07

QUESTIONNAIRE

1. Are you interested in joining AANR-West? Yes _____ No _____

   Explain: _____

   _____

2. What does Nudism mean to you? _____

   _____

3. What school subjects have you liked the most? Why are they your favorites? _____

   _____

4. In what school activities have you participated? Which one did you enjoy the most and why? _____

   _____

5. What honors and awards have you received? _____

6. What are your hobbies and out-of-school interests? _____

7. What are your scholastic and occupational plans and ambitions? _____

   _____

8. In what accelerated programs have you participated? _____

9. What school offices have you held? _____

10. What vocational experience have you had? _____

11. What plans for higher education do you have to reach your goals? _____

12. What do you visualize yourself doing ten years from now? _____

Applicant's Signature: _____ _____
Date

Parent's Signature: _____ _____
Date

Please remember, the deadline for receipt of application is April 1st, 20_____.

07-2005

EVALUATION FORM

Name of Student: _____

Please rate student up to the maximum number for each category: *

			Points Awarded
1.	Academics	0 - 45 Points	_____
2.	Leadership	0 - 20 Points	_____
3.	Potential & Growth	0 - 20 Points	_____
4.	Purpose	0 - 15 Points	_____
	Subtotal: (maximum available points: 100)		
❖	BONUS POINTS: Nudist Participation	0 - 20 Points	_____
	Total Points Awarded:		

Committee Member's Signature: _____

Print Committee Member's Name: _____ _____
Date

* **DEFINITIONS**:

- **Academics** — Score should be based on record of grades and information about the kinds of courses taken.
- **Leadership** — Score should be based on information about honors awards, activities, offices held, and other extracurricular information.
- **Potential & Growth** — Score should be based on information about proposed field of study, plans for higher education and visualization of self.
- **Purpose** — Score should be based on the reasons the applicant gives for desiring an AANR-West Scholarship.

2005-07

(deleted)

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
LOAN APPLICATION

Club Name_____

I am applying to the **AANR Western Region** for a secured loan of $ _____ with terms of

_____

I am applying for the loan as a(n): Owner_____ Corporation_____ Cooperative_____

I intend to use the money for: _____

Describe collateral: _____

_____

APPLICATION FOR PROPRIETARY OWNED CLUB	**APPLICATION FOR COOPERATIVE OWNED CLUB** (Include Bylaws with application)
Name of Principal _____	President _____
Street Address_____	Vice President _____
City, State, ZIP _____	Secretary/Treasurer_____
Telephone № _____	Club Address _____
Business ID № _____	City, State, ZIP_____
Time at Present Address _____yrs., _____mos.	Telephone №_____
Monthly Mortgage Payment_____	Time at Present Address _____yrs., _____mos.
Present Balance _____	Monthly Mortgage Payment _____
Original Purchase Price _____	Present Balance _____
Date Purchased_____	Purchase Price _____
Mortgage Holder_____	Mortgage Holder _____
Address _____	Address _____
City, State, ZIP _____	City, State, ZIP_____

APPLICATION FOR CORPORATION OWNED CLUB
(Include Corporate Resolution with application)

President_____	Monthly Mortgage Payment _____
Vice President _____	Present Balance _____
Secretary _____	Purchase Price _____
Treasurer_____	Mortgage Holder _____
Club Address _____	Address _____
City, State, ZIP _____	City, State, ZIP_____

2005-07

CREDIT INFORMATION

Checking Account №_____ Savings Account № _____

Institution _____ Institution _____

List all amounts you now owe, including loans, charge accounts, credit cards, amounts you have acted as co-signer, guarantor or endorser:

Creditor's name	Type of Debt	Original Amount	Monthly Payments	Present Balance

Have you ever been sued, had property repossessed, had your salary garnished, declared bankruptcy or been bankrupt? No_____ Yes_____ If yes, explain: _____

_____

The above statements are submitted for the purpose of obtaining credit and are certified to be true, complete, and correct. Applicant(s) expressly authorizes you to make enquiries of others concerning the foregoing information, including, but not limited to, procuring consumer reports from consumer reporting agencies and to provide information arising out of applicant(s) transaction with you to others. Any person named herein is expressly authorized to furnish you with information in connection with this application. This application shall remain your property. The information provided will be held in strict confidence.

_____ _____
Signature of Applicant or Principal *Date*

_____ _____
Signature of President *Date*

_____ _____
Signature of Vice President *Date*

_____ _____
Signature of Secretary *Date*

_____ _____
Signature of Treasurer *Date*

Subscribed and sworn to before me, a notary public,

this _____Day of _____, 20_____. STAMP

_____
Signature of Notary

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
PROMISSORY NOTE

FOR VALUE RECEIVED, jointly and severally, _____ promises to pay to the order of **The American Association for Nude Recreation, Western Region, Inc.**, a California not-for-profit corporation, in annual installments of **One Thousand & $^{00}/_{100}$ Dollars** [$1,000.^{00}], on the 1st Day of April each year beginning in_____ and continuing each April 1st, until paid in full.

IT IS AGREED that if this note is not paid when due or declared due hereunder, the entire principal thereon shall draw interest at the rate of **Eighteen Percent** [18%] per annum, and that failure to make any payment when due shall cause the whole note to become due at once. The makers and endorsers hereof severally waive presentation for payment, protest notice of non-payment and of protest, and agree to any extension of time of payment and partial payments before, at or after maturity, and if this note is not paid when due, or suit is brought, agree to pay all reasonable costs of collection, including reasonable attorney fees.

IT IS FURTHER AGREED that _____ will continue to hold a **100% Club Contract** with AANR for at least five (5) years after receiving this loan or until the loan is repaid.

_____
Club Name

_____ _____
Authorized Signature *Please Print*

_____
Date

2005-07

(omitted)

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
AANR-WEST HALL OF FAME AWARD — NOMINATION FORM

The Hall of Fame Award is the highest honor the Region can award a member. It is based on a magnitude above average to AANR, AANR-West and nudism. It is not intended to recognize club service unless such service was of direct benefit to AANR and AANR-West. Nominees must have ten years continuous membership in AANR, with a minimum of five years in AANR-West. The AANR-West Regional President shall receive nominations no later than May 31st.

Nominee:_____

Home Club: _____

Length of AANR-West Membership:_____

Length of AANR Membership: _____

Nominated by: _____

Please provide a detailed résumé of the nominee's contributions to the growth and development of AANR/AANR-West or Nudism in general. Assume that the committee is not familiar with the achievements of this nominee; what has this nominee achieved that is of a magnitude above average?

Résumé: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Must be postmarked by May 31st.

2012-07

AMERICAN ASSOCIATION FOR NUDE RECREATION, WESTERN REGION, INC.
DOCUMENT RETENTION AND DESTRUCTION POLICY

1. **Policy and Purposes**:

This Policy represents the policy of AANR-West (the "organization") with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as "documents" in this Policy). Purposes of the Policy include:

a. Retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements;
b. Destruction of documents which no longer need to be retained; and
c. Guidance for the Board of Directors, officers. staff and other constituencies with respect to their responsibilities concerning document retention and destruction.

Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

2. **Administration**:

2.1. **Responsibilities of the Administrator**:
The organization's Vice President shall be the administrator ("Administrator") in charge of the administration of this Policy. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organizational documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. The Administrator is also authorized to periodically review this Policy and Policy compliance with legal counsel and to report to the Board of Directors as to compliance. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator's responsibilities, with the Administrator, however, retaining ultimate responsibility for administration of this Policy.

2.2. **Responsibilities of Constituencies**:
This Policy also relates to the responsibilities of Board Members, staff, volunteers and outsiders with respect to maintaining and documenting the storage and destruction of the organization's documents. The Administrator shall report to the Board of Directors (the Board Members acting as a body), which maintains the ultimate direction of management. The organization's staff shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Administrator, as requested, in implementing it. The responsibility of volunteers with respect to this Policy shall be to produce specifically identified documents upon request of management if the volunteer still retains such documents. In that regard, after each project in which a volunteer has been involved, or each term which the volunteer has served, it shall be the responsibility of the Administrator to confirm whatever types of documents the volunteer retained and to request any such documents which the Administrator feels will be necessary for retention by the organization (not by the volunteer). Outsiders may include vendors or other service providers. Depending upon the sensitivity of the documents involved with the particular outsider relationship, the organization, through the Administrator, shall share this Policy with the outsider, requesting compliance. In particular instances, the Administrator may require that the contract with the outsider specify the particular responsibilities of the outsider with respect to this Policy.

3. **Suspension of Document Destruction — Compliance**:
The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. Further, federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) upon whomever, "Knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States … or in relation to or contemplation of any such matter or case." Therefore, if the Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy, communicating the order to all affected constituencies in writing. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel. If any Board Member or staff member becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, with respect to the organization, and they are not sure whether the Administrator is aware of it, they shall make the Administrator aware of it. Failure to comply with this Policy, including, particularly, disobeying any destruction halt order, could result in possible civil or criminal sanctions.

4. **Electronic Documents — Document Integrity**:
Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion, or otherwise, may come into question, the Administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

5. **Privacy**:
It shall be the responsibility of the Administrator, after consultation with counsel, to determine how privacy laws will apply to the organization's documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

6. **Emergency Planning**:
Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of the organization in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The Administrator shall develop reasonable procedures for document retention in the case of an emergency.

7. **Document Retention Schedule**:
[Periods are suggested but are not necessarily a substitute for counsel's own research and determination as to appropriate periods.]

7.1. **Accounting and Finance**:

DOCUMENT TYPE	*RETENTION PERIOD*
• Accounts Payable	7 years
• Accounts Receivable	7 years
• Annual Financial Statements and Audit Reports	Permanent
• Bank Statements, Reconciliations & Deposit Slips	7 years

7.1. **Accounting and Finance** (*cont.*):

DOCUMENT TYPE	*RETENTION PERIOD*
• Canceled Checks — routine	7 years
• Canceled Checks — special, such as loan repayment	Permanent
• Credit Card Receipts	3 years
• Employee/Business Expense Reports/Documents	7 years
• General Ledger	Permanent
• Interim Financial Statements	7 years

7.2. **Contributions/Gifts/Grants**:

- Contribution Records ..... Permanent
- Documents Evidencing Terms of Gifts ..... Permanent
- Grant Records ..... 7 years, after end of grant period

7.3. **Corporate and Exemption**:

- Articles of Incorporation and Amendments ..... Permanent
- Bylaws and Amendments ..... Permanent
- Minute Books, including Board & Committee Minutes ..... Permanent
- Annual Reports to Attorney General & Secretary of State ..... Permanent
- Other Corporate Filings ..... Permanent
- IRS Exemption Application (Form 1023 or 1024) ..... Permanent
- IRS Exemption Determination Letter ..... Permanent
- State Exemption Application (if applicable) ..... Permanent
- State Exemption Determination Letter (if applicable) ..... Permanent
- Licenses and Permits ..... Permanent
- Employer Identification № (EIN) Designation ..... Permanent

7.4. **Correspondence and Internal Memoranda**:

- Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.
- Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance — *2 years*.
- Correspondence and internal memoranda important to the organization or having lasting significance — *Permanent, subject to review*.

7.5. **Electronic Mail (E-mail) to or from the organization**:

- Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate but may be retained in hard copy form with the document to which they relate.
- E-mails considered important to the organization, or of lasting significance, should be printed and stored in a central repository — *Permanent, subject to review*.
- E-mails not included in either of the above categories — *12 months*.

7.6. **Electronically Stored Documents**:

- Electronically stored documents (e.g., in .PDF, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate but may be retained in hard copy form (unless the electronic aspect is of significance).
- Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance) — *Permanent, subject to review*.
- Electronically stored documents not included in either of the above categories — *two* (2) *years*.

7.7. **Insurance**:

- Property, D&O, Workers' Compensation and General Liability Insurance policies — *Permanent*.
- Insurance Claims records — *Permanent*.

7.8. **Legal and Contracts**:

- Contracts, related correspondence and other supporting documentation — *ten* (10) *years after termination*.
- Legal correspondence — *Permanent*.

7.9. **Management and Miscellaneous**:

DOCUMENT TYPE	*RETENTION PERIOD*
Strategic Plans	seven (7) years after expiration
Disaster Recovery Plan	seven (7) years after replacement
Policies and Procedures Manual	Current version, w/ revision history

7.10. **Property — Real, Personal and Intellectual**:

Property deeds and purchase/ sale agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent
Personal Property Leases	ten (10) years after termination
Trademarks, Copyrights and Patents	Permanent

7.11. **Tax**:

Tax exemption documents & correspondence	Permanent
IRS Rulings	Permanent
Annual information returns — federal & state	Permanent
Tax returns	Permanent