



New Zealand Naturist Federation

NZNF Annual General Meeting

The information contained herein was previously in the NZNF Festival Guide. The festival and the NZNF AGM do not necessarily need to be held at the same time, anymore.

This document is a general guide only and does not replace any information contained in the NZNF Constitution.

Introduction

The following is a brief description of the NZNF AGM or any other council meeting. This is a summary, the complete requirements of holding the AGM or Council meetings are available in the NZNF Constitution.

General Information

The **NZNF Annual General Meeting** (AGM) shall be held not more than **three** (3) months **after** the commencement of the financial year.

Previously the AGM was held to coincide with the NZNF Festival, held over the Christmas/New Year period. A decision was made at the 2022 AGM held at the Wellington Naturist Club that the festival and the AGM need not be held at the same time, anymore.

The AGM shall:

- a) Consider a report from the Executive on the past year's business of the Federation and a Statement of Accounts for the past financial year.
- b) Elect the officers as required by rule **Management of the Federation** and appoint an auditor for the financial accounts. Appointments to a number of appointee positions will also be made by the executive.
- c) Consider remits, notices of motion, changes to the Rules or By-laws and general business.

The following are key dates:

- a) The Federation Secretary shall circulate to all Member Clubs at least **three months** prior to the date of the AGM calling for nominations to Federation Office.
- b) Nominations shall be made in writing to the Federation Secretary not less than **two months** prior to the date of the AGM and be accompanied by the written consent of the nominee.
- c) Notice of the calling of Council meetings shall be given in writing by the Secretary to each Council Member and to the Secretary of each Member Club not less than **one month** prior to the date of the meeting and such notice shall state the time and the place of the meeting, the details of the business to be considered including, where applicable, the names and nominees for office, details of applications for membership, resolutions for suspension or termination of membership, the text and movers of notices of motion, remits and changes to Rules or By-laws. This is the agenda, an example is shown at **Annex A**.
- d) A record of the proceedings of each Council meeting shall be kept and a copy of the minutes sent to each Council Member and to the Secretary of each Member Club not later than a **month** after the meeting.

Host Club Responsibilities

The club hosting the AGM on behalf of the NZNF should provide the following:

- a) A suitable meeting area with seating for the executive facing the delegates. The executive should have a table or tables for laptops and paperwork. There should also be seating for the delegates facing the executive. If possible, enough power connections for executive and delegates to plug in their devices.
- b) An audio/video connection for delegates and interested parties to attend remotely. The NZNF may provide someone to operate the audio/visual link and manage all of the requirements for this aspect of the meeting. Discuss with the NZNF President to ascertain what these requirements are.
- c) Morning tea, afternoon tea, and a luncheon for the executive and delegates. Noting that the cost of catering is borne by the NZNF on production of an invoice. If required, discuss with the NZNF President any special considerations and the budget.

The Meeting

The AGM is a meeting of all the club delegates or their proxy. The meeting may also be attended remotely using the best audio/video means possible. Successful meetings have been held in recent years using messenger.

The host club will need to provide the means to hold an audio/visual meeting. Discuss with the NZNF President who will actually create the 'room' and carry out the responsibility of ensuring the meeting goes ahead without any IT problems.

Observers may attend, in person or remotely. The observer may only have speaking rights if notified prior to the meeting and agreed by the chair.

Annex A – Example Agenda

Note that the example below is just that, an example. Wording, dates etc., would all likely change.



New Zealand Naturist Federation Inc. <No> Annual General Meeting Agenda

<date as per festival programme>

9.30am

at

<name of the club>

Part 1

Present (on site):

****names of those club delegates that are physically present****

Virtually:

****names of those delegates that are attending the meeting, virtually****

Observers:

****names of those observers, either physically or virtually****

Opening Address by NZNF President:

****If the President is not in attendance, election of the AGM Chairperson****

Host Club Address from Wellington Naturist Club President:

****The President (or stand-in) provides a brief welcome to the AGM, and wishes everyone a great time****

Apologies:

****The President asks if there are any apologies, which are then recorded****

Attendance Register, vote distribution and confirmation of Quorum:

****Club Delegates are responsible for uplifting their voting slips and any proxy that they are holding from the Minute Secretary prior to the meeting. If voting slips are not uplifted your vote will not be recorded****

The President to move that the agenda be accepted:

General Business items:

****Items of general business should be raised here and discussed at the end of the meeting****

Minutes of <number> AGM:

Held on the <date> at <club name>.

Motion: That the minutes of the <number> AGM held on <date>, having been confirmed by the executive and circulated to clubs, are ratified as a true and accurate record of the meeting.

Moved by: _____

Seconded by: _____

(carried)

Roll of Honour:

(Those that have passed away during the preceding 12 months)

Club - name(s),

Club - name(s) etc.

Part 2

Annual Reports 2022

Executive Reports

**note that the positions change from one year to the next, depending on odd of even year. If a report has been provided in soft copy, then their name would be entered. If they did not, then they would provide (hopefully) a report verbally at the meeting and a comment would be made so when the meeting minutes are compiled. Same goes for the appointees. **

President - <name>

Secretary - <name>

Treasurer - <name>

Auditor's Report & Financial Statement

South Island Vice President - <name>

North Island Vice President - <name>

Digital Platforms Coordinator - <name>

Marketing Officer - <name>

Youth Coordinator - <name>

Database Secretary - <name>

Appointee Reports

Sports Coordinator - <name>

Archivist - <name>

Merchandising Officer - <name>

Social Media Coordinator - <name>

Other Reports

Percy Cousins Trust Report & Financial Statements

Part 3

Remits and Rule Changes

All remits go here

Note: Remit procedure:

- Record proposer and seconder and that remit is therefore valid.
- Put motion and proposer's address to the remit.
- Speakers for and against the remit (one opportunity per person, not including the proposer), number of speakers limited at President / Chairperson's discretion
- Proposer's right of reply / opportunity to amend the remit
- Put motion and vote
- All speakers will be given one minute each, or longer at the President/Chairperson's discretion.

Part 4

Financial

NZNF Levies current levels:

note that the figures etc. are not necessarily correct when the next agenda is published

Society Members: \$12.00 per financial member

Proprietary Membership: (\$120 for organizations such as Homestays and Privately owned venues)

Budget for the Year 1 October <year> to 30 September <year>:

Confirmation of <year> Out of pocket expenses: The executive and appointees are reimbursed for actual and reasonable expenses incurred in the course of the carrying out their voluntary work on behalf of the NZNF. The *gonatural Nudesletter* editor, is paid a fee of \$1000,00 p.a., paid quarterly.

Part 5

Election of Officers and Appointments

Positions up for nomination in <year>

The following nominations have been received.

note that the nominations differ each year, depending on whether an odd or even year

President- <name>

SI Vice President - <name>

Treasurer – <name>

Digital Platforms Coordinator – <name>

The following positions were not up for nomination this year:

as above, the positions that are up each year depend on odd or even year

NI- Vice President

Secretary

Database Secretary

Marketing Officer

Youth Coordinator

Appointments (by the Executive)

Archivist -

Sports Coordinator -

Merchandising Officer -

Social Media Coordinator -

Percy Cousins Trustees:

the PCT trustees are actually appointed by the NZNF, as per the trust deed. I believe it must have one or more WNC members on the trust board

Currently, June Campbell-Tong, Ken Mercer, Donna Miller, and Noel Thomas.

Part 6

National Festival

The clubs listed below show the current festival, the club that is holding the next festival, and the club that has put in to hold the festival in two years' time.

2022/2023	Wellington Naturist Club
2023/2024 or 2024/2025?	Pineglades Naturist Club (See remit)
2024/2025 or 2026/2027	No applications yet

Part 7

Membership Application(s)

list any applications for membership be a club, proprietary membership, or other organisation

Part 8

NZNF Press Prizes and Awards

the winners of the various categories are listed below

Best Club newsletter

Best Article

Best photo

Best article in a non-Naturist Media

Acknowledgements

Winner of Mowlem Membership Achievement Trophy

(Announced by the President Wendy Lowe and presented at the Members Meeting.)

Winner of Pat Trott Achievement Trophy

(Presented to an organisation or individual who has done great work for the Naturist movement) - executive to discuss.

Part 9

General Business

Business Arising from the last AGM held <date>

Business put on the agenda from the start of this meeting

Closing Address from President

End of Meeting

Afternoon tea followed by the opening ceremony and members meeting.