

Articles/Bylaws/Procedures/Forms

2017

**Restated Articles of Incorporation
American Association for Nude Recreation –
Northwest Region (AANR Northwest)**

Know all men by these presents, that we, the undersigned, have this day voluntarily associated ourselves together for the purpose of forming a corporation under the laws of the State of Washington pursuant to R.C.W. 24.16; and we do certify:

I

That the name of the corporation is American Association for Nude Recreation–Northwest Region (AANR Northwest).

II

The purpose of this organization shall be as follows:

- a. To further nudism within the region
- b. To be an association of AANR clubs and individual members within the region
- c. To provide assistance to all regional clubs and members

III

This association shall be a regional division within the framework of the American Association for Nude Recreation, Inc. (AANR), Kissimmee, Florida, and is composed of nudist clubs and members in the states and territories indicated in the AANR bylaws.

IV

The registered office address of this corporation shall be PO Box 1694, Vancouver, WA 98668-1694.

V

That the term for which this corporation shall exist shall be perpetual.

VI

That no capital stock shall be issued, but the assets of the said corporation shall be owned by those who are received into membership and maintain their membership in good standing.

In witness whereof we have hereunto set our hands this _____ day of _____, 2012.

Karen Lahey

President

David Smith

Vice President

Jim Lahey

Secretary

Terri Capshaw

Treasurer

**American Association for Nude Recreation –
Northwest Region (AANR Northwest)**

**Bylaws
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Amended July 2008- Printed April 2017

American Association for Nude Recreation – Northwest Region (AANR Northwest)

Bylaws

ARTICLE I

Name and Area: The name of this organization is the American Association for Nude Recreation – Northwest Region, (AANR Northwest) and is affiliated with the American Association for Nude Recreation, Inc. (AANR), which is composed of nudist clubs and their individual members in Washington, Oregon, Idaho, Montana and Alaska.

ARTICLE II

Principles: We recognize the essential wholesomeness of the human body and that life is enhanced by the naturalness of social nudity. From exercise to relaxation, physical health and mental well being are enriched through social nude recreation. We have the right to practice social nudity in appropriate settings, provided we do not infringe on the rights of others.

ARTICLE III

Purposes:

- A. To further nudism.
- B. To be an association of nudist clubs and individual members within the region.
- C. To provide assistance to the regional clubs and members.

ARTICLE IV

Membership:

- A. All AANR Northwest nudist clubs and their members, either regular or life, shall be members of AANR depending on their AANR contract classification. All AANR Northwest associate members, either regular or life, shall also be members of the region.
 1. AANR Northwest dues shall be \$12.00 per person with \$2.00 to be allocated to the AANR Northwest Legal fund.
 2. Annual AANR Northwest dues will be waived for AANR Student Memberships.
- B. **Regional Life Membership:**
 1. Shall be issued/bestowed as required by AANR in connection with various purchased and honorary AANR life memberships. (See AANR Procedure Manual Sections 2.02.05, items b. and c. for details.)
 2. Shall be required from any person who has purchased an AANR life membership. A fee of 12-1/2 times the current AANR Northwest dues for each adult shall be collected.

ARTICLE V

Annual Convention: AANR Northwest shall conduct an annual convention at a designated host club, during which its general assembly meeting shall be held.

ARTICLE VI

AANR Bylaws and Procedure Manual: Wherever applicable, AANR Northwest shall be bound by the AANR bylaws and procedure manual.

ARTICLE VII

General Assembly Meeting: A general assembly meeting of AANR Northwest shall be held annually for the purpose of electing officers and conducting such other business as may come before it.

- A. The general assembly meeting shall be held not less than five days prior to the opening of the AANR convention. The date shall be determined by the AANR Northwest board of directors no later than their fall board meeting. In case the date and time is not set at fall board meeting, the board of directors shall vote by interim ballot no later than November 15.
- B. A quorum shall be a simple majority of clubs represented including proxied clubs.

ARTICLE VIII

Delegates:

The general assembly shall consist of the delegates elected by the region's member clubs and the AANR Northwest Associates. Voting at the general assembly meeting shall be determined by the number of AANR members in member clubs or Associates as of December 31 prior to the general assembly meeting, except that a club chartered after December 31 may carry its votes based on its official membership when it is chartered. (AANR Procedure Manual 3.04.01.h.)

- A. Club delegates shall be elected by each member club on a ratio of one vote for every 25 AANR basic members or a fraction thereof. The accredited delegates from each member club shall cast the total vote of that club. Each member club may elect any number of alternate delegates and/or assign proxies to other member clubs.
- B. AANR Northwest Associates Associate members shall meet at the AANR Northwest general assembly meeting to elect delegates. Their votes shall be carried only by members of the Associates, based on one vote for 25 associate members, or fraction thereof, in attendance. No proxy votes shall be permitted.

ARTICLE IX

Officers:

- A. The officers of AANR Northwest shall be a president, a vice-president, a secretary and a treasurer. A person shall hold only one office at a time in the association.
- B. The election and responsibilities of AANR Northwest officers are described in the procedure manual. All officers must be members of AANR Northwest.
 - 1. A candidate for President or Vice-President shall have been a member of AANR for three years and shall have served as an official of either the Northwest Region or of a Northwest Club for at least two years.
 - 2. A candidate for Secretary or Treasurer shall have been a member of AANR for one year.
- C. A vacancy in the office of the president shall be filled by the vice-president. A vacancy in any other office shall be filled for the un-expired term by the board of directors at an in-person meeting or by interim ballot.

ARTICLE X

Board of Directors:

- A. The Board of Directors of AANR Northwest shall be composed of one member from each member club, one member of the Regional Associates and the elected officers of AANR Northwest. No elected officer, except the President, shall be permitted to vote (unless he/she is also a Director from a Club or the Associates). The president may vote as follows:
 1. To break a tie
 2. To create a tie to defeat a motion
- B. **Club Directors:** Following the AANR Northwest General Assembly meeting in each even-numbered year each club shall elect, appoint or designate its Director to serve for two years and shall submit the director's name to the Secretary in a timely manner. Each director must be a member of AANR Northwest. The club president may fill a vacancy until a new director is named. The club certifying officer or president must submit the newly selected director's name to the AANR Northwest Secretary before the new director can be seated at the board meeting.
- C. **Associate Director:** All Associate members present at the General Assembly meeting in even-numbered years shall elect an Associate Director to serve for two years.

ARTICLE XI

Board of Directors Meetings

- A. The board of directors shall hold two meetings each year, one in the spring and one in the fall, at a time and place to be determined by the board of directors.
- B. All bona-fide members of the region shall be entitled to attend meetings of the board of directors, but shall not be entitled to make motions or vote in the proceedings.
- C. A quorum for any regularly scheduled spring and fall board of directors meeting shall be seven directors present.

ARTICLE XII

AANR Trustees:

- A. AANR Northwest shall be represented on the AANR board of trustees as outlined in the AANR bylaws.
- B. The member trustee (and club trustee, if a member of an AANR Northwest club) shall be ex-officio members of the regional board of directors. They shall have voice but no vote unless they are also a Director.
- C. The regional president shall be the alternate member trustee.

ARTICLE XIII

Committees of the Association:

All committees are described in the procedure manual. The president shall appoint all committee chairpersons except the chairperson of the nominations committee.

ARTICLE XIV

Income and Disbursements:

- A. The board of directors, subject to ratification by the general assembly, shall establish the dues.

- B. All income not dedicated to a fund shall be credited to the general fund.
 - 1. The board of directors may authorize a loan to a member club for the purpose of making capital improvements to club property or to meet a financial emergency. Such loans shall be made from the general fund and shall bear interest at a rate of 6% per year, which may be waived.
 - 2. Checks of AANR Northwest shall be signed by any two designated persons who hold the offices of President, Vice-president, Secretary or Treasurer.
 - 3. Dissolution: In the event of dissolution of the corporation, all assets shall be disposed of at the discretion of the board of directors in accordance with applicable State and Federal laws, rules and regulations.

ARTICLE XV

Procedure Manual: The board of directors shall adopt, and revise as necessary, by a 2/3 vote of those voting, a procedure manual in amplification of, but not in derogation of, these bylaws. Amendments shall become effective immediately unless an alternative date is included.

ARTICLE XVI

Amendments: Proposed bylaw amendments shall be submitted to the member clubs 45 days prior to the general assembly meeting. Amendments to these bylaws shall become effective upon approval by 3/4 of the delegates voting at the general assembly meeting.

ARTICLE XVII

Updates and Corrections to Bylaws:

- A. The legislation committee may correct the spelling, punctuation, numeration, abbreviation, capitalization and grammar of the bylaws to conform to current usage. No such updates or corrections may alter the meaning or application of the document.
- B. The legislation committee may update the bylaws as required by AANR in accordance with AANR bylaws article X.A.1 (ruling documents)

All updates and corrections shall be subject to review by the general assembly.

ARTICLE XVIII

Parliamentary Authority: Robert's Rules of Order, Newly Revised, shall govern in all parliamentary procedures not provided in these bylaws.

April 2017

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AANR Northwest Procedure Manual

1.00.00 Policies – General

1.00.01 Appendix to AANR Procedure Manual - This procedure manual shall function as an appendix to the AANR procedure manual. The AANR procedure manual shall be applicable to AANR Northwest except as modified or appended herein.

A. When applying the AANR bylaws or procedure manual to the AANR Northwest procedure manual, references to board of trustees, trustees, regional, AANR president, etc. shall be translated to read: board of directors, directors, AANR Northwest, AANR Northwest president. References to AANR (as an entity) and the AANR office shall not be translated to another meaning unless otherwise noted herein. All references to the AANR executive director, The Bulletin editor and the INF delegate shall be disregarded.

1.00.02 AANR Northwest Appendices - The appendices which follow this procedure manual (Officer and Committee Handbook and Official Forms plus other appendices created in the future) shall be a part of this manual.

1.00.03 Corrections to Procedure Manual - The legislation committee may correct the spelling, punctuation, numeration, abbreviation, capitalization and grammar of the procedure manual to conform to current usage. No such correction may alter the meaning or application of the document.

1.00.04 Meeting Procedure - Each AANR Northwest meeting shall begin with the Pledge of Allegiance to the flag of the United States.

1.00.05 Waiver of Grounds Fees

A. Board of directors meetings - AANR Northwest officers, directors, the member trustee, committee chairpersons and club presidents, and their spouses/significant others, shall not be charged grounds fees for the weekend of any board of directors meeting.

B. Regional convention - A limited number of invited guests identified by the AANR Northwest President shall be exempt from payment of grounds fees. The AANR Northwest President shall provide an exempt list 30 days prior to the convention.

1.00.06 Interim Motions

A. Motions to be decided by interim voting may be initiated by a director or the president. They require no second and shall be sent to the president. They must include a statement of fiscal impact if required.

B. The president shall have five days from receipt of the motion to take one of the following actions:

1. Approve motion as submitted.
2. Refer to maker of motion if the motion has inadequate or conflicting wording or other defects.
3. Refer to committee and advise the maker of the reason for referral.

- C. Immediately after a motion is approved for distribution, the president will send the motion (electronically if possible) to each AANR Northwest officer and director. The motion shall contain both a final comment date (20 days hence) and a final vote date (30 days hence). No votes will be accepted prior to the final comment date.
 - 1. The president may adjust the comment period and the final vote date for urgent decisions, or expedite the motion through a conference phone call.
- D. A quorum shall consist of two-thirds of the ballots circulated. A simple majority is required to pass a motion. In case of a tie, the president may cast his/her vote for inclusion in the tabulation.
- E. The president shall report results of the interim ballot as soon as a majority is received on one side of the issue and report the final disposition no later than 10 days after the final vote date.
 - 1. All interim ballot actions shall be ratified by the board and entered into the minutes of the next in-person meeting.

1.00.07 AANR Northwest Legal Fund

The AANR Northwest legal fund shall be a federally insured account to be used exclusively for any legal or legislative issue with disbursements subject to the majority approval of the board of directors.

- A. Approval vote of directors may be:
 - 1. In-person meeting or special meeting with an attempt to notify all board members
 - 2. Telephone poll by the AANR Northwest president
 - 3. Interim motion (See P.M. 1.00.06)
- B. Disbursements may be authorized for:
 - 1. Expenses to fight "anti-nudity" legislation
 - 2. The services of an attorney or a lobbyist
 - 3. A political group requesting a donation or assistance
 - 4. GAT training
 - 5. GAT on public lands

1.00.08 Reimbursements

Deadline. All requests for reimbursements must include applicable receipts and should be made within 60 days of the incurred expenditure. (Use Reimbursement Form in the Forms Appendix.)

- A. **Travel Allowance – Member Trustee.** The travel allowance to be paid to the member trustee to attend the AANR annual meeting shall include the following items which are **not** reimbursed by AANR: transportation to and from the airport, non-AANR reimbursable lodging not to exceed AANR’s per-night reimbursement, and an amount equal to government food per diem. The allowance for any other trustee meetings, i.e. fall or midwinter, shall not exceed \$500.00 per meeting.
- B. **Travel Allowance – President.** The travel allowance to be paid to the president to attend the AANR annual meeting and all trustees' meetings shall be for the lowest available coach airfare, transportation to and from the airport, lodging not to

exceed AANR's per-night reimbursement, and an amount equal to federal government food per diem.

- C. Travel Allowance – Officers, Directors and Authorized Committee Chairs.** A travel allowance not to exceed a total of \$1000 per board meeting may be paid to the Officers, Directors and Committee Chairs authorized by the president to attend the board meeting. Each eligible person may be reimbursed up to \$100 for travel and lodging, but the amount reimbursed may be less depending on the number of requests for reimbursement. Requests for reimbursement must be submitted to the treasurer no later than 30 days following the board meeting.
- D. Travel Allowance – Promotional Events.** Members representing AANR-NW and nude recreation at promotional events may be reimbursed for transportation and lodging in an amount authorized by the applicable committee chair and the regional president.
- E. Board Meeting Host Club.** A facility use fee of \$800.00 shall be paid to clubs hosting board meetings to offset their loss from waived grounds fees.
- F. Convention.** Reimbursements will be made per convention contract Section 8 – (Financial Obligations).
- G. Advertising Rebate.** Each regional club that spends \$100.00 or more for advertising may apply for reimbursement of up to \$50.00 per year provided that the advertising meets AANR's requirement for reimbursement. Copy of bill/statement or copy of cancelled check and copies of ad(s) shall accompany all rebate requests.

1.00.09 Photography at AANR Northwest-Sponsored Events

- A.** AANR Northwest shall not participate in a person's decision to be photographed or his consent to publication of his photograph, and AANR Northwest shall not be liable for any consequences of such agreement or refusal.
- B.** Photography shall not be required of any person as a condition of participation in any AANR Northwest event.
- C.** No photographs shall be taken at any AANR Northwest-sponsored event held at a regional club without the consent and written release of the subject. Written consent of a parent or legal guardian shall be required for the photography of any person less than 18 years of age.
- D.** Camera-enabled equipment such as cell phones, PDAs, etc. is prohibited at all times.
- E.** Clubs hosting AANR Northwest events may impose more restrictive photography rules.
- F.** AANR Northwest and the host club reserve the right to confiscate any device believed to have been used in violation of this policy and to retain such device until it can be determined if a violation occurred. State and local laws provide strong civil and criminal penalties for the unauthorized, clandestine photography and/or publication of photos of nude persons taken in areas and under circumstances where they would reasonably expect privacy. Clubs hosting AANR Northwest events are such areas.

1.00.11 Oath of Office

Each officer shall accept the following oath of office prior to commencing the duties of the office:

Say "I, (state your name and remain silent) do promise that while serving in the office to which I was elected, I will perform my duties in accordance with the bylaws of the American Association for Nude Recreation (AANR), AANR Northwest and the decisions of their boards of directors." (Say "I do.")

2.00.00 Officers and Directors

- A. Elections:** All elections shall be by secret ballot at the general assembly. The person elected to each office shall be announced before the next office is voted on. Each officer shall be elected by a simple majority of the votes cast. In case of only one nomination for an AANR Northwest elected office, a motion may be made to elect by acclamation.
- B. Term of Office:**
 - 1. Each elective term of office shall be for two years starting at the end of the general assembly meeting in even-numbered years and continuing through the general assembly meeting two years hence, or until a successor is elected.
 - 2. The number of terms an officer may serve shall not be limited except that a president shall not be elected to more than two consecutive 2-year terms.
- C. Responsibilities – General:**
 - 1. All officers and directors shall have a current email address.
 - 2. All officers, upon completion of their terms of office, whether by election, succession, resignation or removal, shall immediately turn over to their successors (or AANR Northwest president if due to removal or resignation) all regional books, papers, equipment and/or merchandise in their possession.
 - 3. Refer to the Officer and Committee Handbook for detailed tasks. All pertinent details, including dates, listed in the Handbook shall be considered binding.

2.01.01 President (See Bylaws, Article IX. B.1)

Shall attend all annual membership meetings and board of directors meetings. Shall act on all issues received or referred to him for required procedure and decision. (See President's Handbook for tasks.)

2.01.02 Vice-President (See Bylaws, Article IX. B.1)

Shall serve as president if the president is absent or unable to serve, and shall perform such tasks as may be assigned by the president. (See President's Handbook for tasks.)

2.01.03 Secretary (See Bylaws, Article IX. B.2)

Shall attend all annual membership meetings and board of directors meetings and take and distribute minutes of all meetings. Shall maintain credentials and voting materials. (See Secretary's Handbook for tasks.)

2.01.04 Treasurer (See Bylaws, Article IX. B.2)

Shall maintain accounting records on a recognized computer accounting program, receive, deposit and disburse funds, file taxes, inform the directors on all fiscal matters through regular financial reports and prepare an annual budget. (See Treasurer's Handbook for tasks.)

2.01.05 Board of Directors (See Bylaws, Article X)

The board of directors shall be responsible for upholding the AANR Northwest Mission Statement. The board of directors shall attend in-person meetings as required in the Bylaws, and other meetings as deemed necessary by the President. Business may also be conducted by teleconference or other electronic means.

2.01.06 AANR Member Trustee (See Bylaws, Article XI. B)

- A. A member trustee shall represent regional members at the AANR board of trustees' meetings. Qualifications and term of office for trustees are outlined in the AANR Officers' Qualification Chart.
- B. The trustee may assist with problems of regional clubs.

3.00.00 Committee Responsibilities – General

General responsibilities for each committee are listed in this section. For details of **all** committee tasks, refer to the Committee Handbook. All pertinent details, including dates, listed in the Handbook shall be considered binding.

- A. All committee chairpersons shall have a current email address.
- B. Committee chairs who require funds for the operation of their committees shall submit annual budget requests to the treasurer.

3.01.01 Brand Management Committee

The Brand Management Committee shall consist of the Chair, the following sub-chairs: Public Relations, Membership Marketing, Club Liaison, and other sub-chairs as deemed necessary by the Chair to carry out the committee tasks. The committee shall be responsible for the following and related aspects of the region: Public Relations, Marketing, Membership and Club growth and retention.

3.01.02 Government Affairs (GAT) Committee

The government affairs committee shall be responsible for monitoring state and local legislation, working to prevent passage of restrictive laws, and encouraging governing bodies to adopt liberal rules concerning clothes optional recreation.

3.01.03 Legislation Committee:

The legislation committee shall be responsible for the following and related aspects of the Region: principles and standards, bylaws, policies and procedures. The committee shall develop and maintain the Articles of Incorporation, Bylaws, Procedure Manual and the following appendices:

- A. Officer and Committee Handbook which defines responsibilities and operational procedures. The applicable portion of this handbook will be made available to new officers and committee chairs immediately upon their election/appointment.
- B. AANR Northwest Forms. Committees needing a new form or to amend an existing form shall give the proposal to the legislation committee chair.

3.01.04 Internal Administration Committee:

The internal administration committee shall be responsible for the following and related aspects of the Region: regional concerns as related to AANR, and regional complaints, grievances and disciplinary investigations.

3.01.05 Planning Committee

The planning committee shall be responsible for the following and related aspects of the Region: reviewing progress toward stated goals, defining and recommending implementation of updates to the strategic and other regional plans.

3.01.06 Finance Committee

The finance committee shall consist of the chair, the president, the treasurer, the chair of the planning committee and any additional members appointed by the committee chair. The finance committee shall be responsible for the following and related aspects of the region: special funds, ways and means, budget coordination, appeals for funds, internal audit and review of accounting records.

A. The fiscal year shall correspond with the calendar year.

3.01.07 Convention & Facilities (C & F) Committee

The C & F committee(s) shall be responsible for coordinating the following convention operations: general arrangements for registration, general assembly meetings and the activities of the sports and convention awards chairs. Two chairpersons shall be appointed, one to coordinate convention activities in even-numbered years, and one to coordinate convention activities in odd-numbered years. The C & F chairs shall not be members of their convention host clubs.

3.01.08 Time and Place Committee

The time and place committee shall be responsible for the following meeting-related tasks: soliciting bids to host the annual convention, presenting bids to the general assembly, soliciting bids for the Spring and Fall board meetings and presenting bids to the directors.

3.01.09 Convention Awards Committee

The convention awards committee chair shall be responsible for insuring that all convention awards to be given by AANR Northwest are obtained. All awards are plaques.

3.01.10 Hall of Fame Committee

The AANR Northwest president shall appoint five committee members who have been active nudists for at least four years. The award shall be given for services to family social nudism that are of considerable magnitude and of true regional importance.

3.01.11 Member of the Year Committee

The AANR Northwest president shall appoint five members and ask the current recipient(s) to chair the committee.

3.01.12 Scholarship Committee

The scholarship committee chair shall appoint five committee members who have been active nudists for at least four years. The committee shall be responsible for solicitation and selection of the student who is best qualified to receive this award.

3.01.13 Newsletter Awards Committee

The newsletter awards committee shall be composed of not less than three members to judge the newsletters. Judges should have experience in some aspect of newsletter production, and if practical, a non-nudist judge may be used. The chair shall help judge as needed.

3.01.14 Nominations Committee

The nominations committee shall be composed of three members: one elected by the general assembly, who shall be the chairperson; one elected by the board of directors at its Fall meeting; and one appointed by the president at the Fall board meeting. The committee is responsible for soliciting qualified nominees for each elective office.

3.01.15 Northwest Nudescene Coordinator

The Northwest Nudescene coordinator shall be responsible for soliciting, receiving and editing all material for the AANR Northwest Nudescene and coordinates with AANR its preparation for publication.

3.01.16 Digital Communications Committee (DCC)

The digital communications committee shall be responsible for development, management, maintenance and content management of the region's digital communication systems. More than one committee member should be active to help prevent interruption of operations.

3.01.17 Library/Archive Committee

The library/archive committee shall be responsible for all functions of the regional library/archive located on the grounds of The Willamettans.



AANR Northwest Procedure Manual

Appendix A – Officer and Committee Handbook

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Last amended April 2008

The President shall perform the tasks described below unless otherwise noted. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
60 days before each meeting	Contact host club for information about access, lodging, fee waivers, meal schedule & menu and planned entertainment
45 days before each meeting	Request all reports from officers and chairs (to be transmitted to Secretary) and requests for forum and/or meeting agenda time
At least 45 days in advance	Notify all AANR Northwest officers, directors, committee chairs, the member trustee and clubs of the time and location of any special in-person board meetings
30 days before each scheduled meeting	Send following information to all officers, directors, committee chairs, the member trustee and clubs: 1.) meeting schedule, tentative agenda and order of business, 2.) host club information regarding access, lodging, fee waivers, meal schedule & menu and planned entertainment
20 days before each meeting	Prepare written report and submit to the secretary for distribution
At each meeting	Provide extra copies of agenda
At each meeting	Preside at all general assembly and board of directors meetings and observe prescribed parliamentary authority (Ref: Bylaws, Article XVII)
During meetings	Shall have no vote except to make or break a tie (Ref: Bylaws Article X. A.-1 & 2)
During meetings	May appoint a parliamentarian to advise the chair and members on matters of parliamentary procedure (Ref: p.449, line 6, Roberts Rules)
60 days before convention	Send the “president's greeting” to the host club for publication in the annual convention program
Before G.A.	Appoint resolutions and credentials chairs
At least 30 days prior to convention	Provide the convention host club with a list of those exempt from payment of grounds fees
During G.A.	Announce date, time and purpose of any special board meeting to be held during convention
At G.A.	Present special merit awards at his/her discretion
After GA	Appoint C & F Chair for the convention two years hence. (One chairperson shall be appointed to coordinate conventions awarded in even-numbered years, and one chairperson shall be appointed to coordinate conventions awarded in odd-numbered years)

By or at Fall board meeting	Appoint all committee chairs except the nominations committee chair. Appoint one member of the nominations committee, and all five members of the hall of fame and man and woman <u>member</u> of the year committees. Serve as an ex-officio member of all committees except the nominations committee
	May countersign checks as provided by bylaws. (Ref: Bylaws Article XIII, D). Execute documents approved by the board of directors
	Assign tasks to committee chairs and refer required actions to the appropriate committee with instructions on required actions (If board action is required, shall be accompanied by a motion by a director)
	Handle interim motions in accordance with Procedure Manual Section 1.00.06
	Shall not simultaneously serve as a regional director

(Note: The vice-president will also use this handbook as needed.)

The Secretary shall perform the tasks described below unless otherwise noted. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
15 days prior to each meeting	Compile all written reports and distribute to all Northwest officers, the member trustee, directors, committee chairs and clubs
During meetings	Assist the president at all meetings
During meetings	Call the attendance roll at all meetings
During meetings	Call the roll on roll call ballots
During meetings	Obtain written motions from maker
During meetings	Record and transcribe all minutes
During meetings	Prepare ballots for secret ballots at meetings
During Board meetings	Record directors’ votes on all motions in the minutes. (Include results of interim motions in the minutes of the next in-person meeting.)
	Maintain credentials forms and voting cards
45 days before G.A.	Send credentials forms to all AANR Northwest clubs
At least 60 days before convention	Provide the host club with a list of all past recipients of the hall of fame and man and woman <u>member</u> of the year awards, past presidents and past convention locations for publication in the annual convention program
Before G.A.	Instruct appointed credentials chair in his/her tasks
During G.A.	Record the vote on all meeting motions in the minutes
Within 10 days after G. A. meeting	Notify AANR of election results
Within 30 days after convention	Notify any absent recipient of the scholarship or other awards that were announced at the AANR Northwest convention
Within 15 days after each meeting	Submit minutes to the president for approval. Distribute minutes no later than 30 days after each meeting to all AANR Northwest officers, directors, the member trustee, clubs, the AANR office, the ANRL and others as directed by the president
	Maintain a file of all minutes of the board of directors and general assembly meetings
	Maintain a list of all hall of fame and man and woman <u>member</u> of the year recipients

The Treasurer shall perform the tasks described below unless otherwise noted. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
At each regional meeting	Present a financial report to include the income statement and a balance sheet
1 st week in August	Remind committee chairs requiring budgets that budget requests are due August 31
Before Fall Board Meeting	In cooperation with the finance committee, prepare a proposed budget for the next fiscal year for presentation to the board of directors. The budget shall include all items necessary for the operation of the region for the fiscal year which is Jan. 1 – Dec. 31
	Is a member of the finance committee
Within 30 days of receipt	Disburse funds pursuant only to the budget, or as otherwise authorized by the board of directors
	Receive and account for all regional funds
	Deposit all funds in federally-insured accounts
	Maintain separate bank accounts for the general fund and the legal fund (see section 1.00.07)
	Maintain accounting records on a recognized computer accounting program
	Ensure that IRS tax forms are filed on time

The directors shall perform the tasks described below unless otherwise noted. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
During meetings	Receive, review and take appropriate action on all reports, legislation and other regional business
Between Board meetings	Handle regional issues in accordance with the interim motion procedures specified in section 1.00.06
Fall Board meeting	Approve the annual budget which enables all committee programs and the actions of the region for the next year
	Prior to consideration, all proposals requiring expenditure of regional funds shall be accompanied by a cost analysis prepared by the maker
	Approve the appointment of all regional committee chairs
	Approve by a 2/3rds vote any amendments to the Procedure Manual (Ref: Bylaws Article XIV)

Brand Management Committee – (AANR Northwest PM 3.01.01)

H-5

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
20 days prior to each meeting	Prepare progress report for Board
By Mid-August	Set team objectives/goals for coming year. Advise sub-chairs to submit their budget request before the end of August
August 31	Submit committee budget request to treasurer

Public Relations Sub-Committee

	Advise and assist clubs with news releases and publicity as requested
	Is responsible for media personnel at the annual convention
	Notify AANR public relations director of media contacts and work cooperatively with AANR

Membership Marketing Sub-Committee

	Improve and enhance recruitment and retention of both AANR Northwest associate and club members
	Coordinate with AANR to develop regional marketing plan

Club Liaison Sub-Committee

	Establish and maintain a program to encourage the formation and development of new clubs
	Assist existing clubs with growth and management training through ongoing communication at regularly scheduled Club Consideration Forums and implementation and promotion of AANR programs

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
20 days prior to each meeting	Prepare written report and submit to the secretary for distribution. Report should have a regional, multi-state perspective
August 31	Submit budget request to treasurer
	Manage the region's government affairs budget with assistance from state government affairs team chairs and regional president
	Monitor government issues across the region with assistance from the AANR-NW state government affairs chair and AANR government affairs team chair
	Oversee trade show activities
	Communicate government affairs information to clubs, AANR government affairs chair and AANR staff
As needed	Assign reporting of regional newsletter stories for nudist press
	Recruit state GAT volunteers
	State Team Leaders' Tasks: <ul style="list-style-type: none"> • Monitor local (cities/counties) within their state • Assist in recruiting and training volunteers • Available to make visits to the state capitol to meet with legislators or testify before committees • Help fight local anti-nudity laws and measures • File reports to their regional GAT Chair
	Appoint Public Lands sub-committee chair

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
At least 45 days prior to each board meeting	Review the procedure manual and prepare recommended changes for board approval. Send legislation proposals to each officer, director, committee chair, member trustee and club
At each board meeting	Advise the board of directors of all procedure manual updates required by AANR in accordance with AANR bylaws article X.A.1 (ruling documents). All updates and corrections shall be subject to review by the board.
After each board meeting	Update procedure manual (including appendices) after approval by the board. Correct the spelling, punctuation, numeration, abbreviation, capitalization and grammar of the procedure manual to conform to current usage. No such updates or corrections may alter the meaning or application of the document
After board meeting	Send updated bylaws and procedure manual to each officer, director, committee chair, member trustee and club
At least 45 days prior to each G. A. meeting	Review the articles of incorporation and bylaws and prepare recommended changes for general assembly approval. Send legislation proposals to each officer, director, committee chair, member trustee and club
At G.A. meeting	Advise G.A. of all bylaws updates required by AANR in accordance with AANR bylaws article X.A.1 (ruling documents). All updates and corrections shall be subject to review by the general assembly
After G.A. meeting	Update bylaws after approval by the general assembly. Correct the spelling, punctuation, numeration, abbreviation, capitalization and grammar of the bylaws to conform to current usage. No such updates or corrections may alter the meaning or application of the document
After G.A. meeting	Send updated bylaws and procedure manual to each officer, director, committee chair, member trustee and club
	Distribute copies of the AANR Northwest documents to all recipients as electronic files

Internal Administration (IA) Committee – (AANR Northwest PM 3.01.04)**H-8**

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
	Review violations of AANR/AANR Northwest bylaws by regional clubs and report to the president and board as necessary
	Receive and attempt to resolve grievances. Refer unresolved grievances to the board of directors. Refer grievances not resolved by the board to the AANR grievance chairman

Planning Committee – (AANR Northwest 3.01.05)**H-9**

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing or as needed throughout the year.

Time Line	Task Description
20 days prior to each meeting	Prepare written report and submit to the secretary for distribution
	Define organizational goals and strategies according to recognized planning principles, to conform to AANR Northwest mission statements, objectives and purposes, and present to the general assembly and/or board of directors.
	Create implementation and operational plans to achieve the organizations goals (See appendix B for the current strategic plan)
	Review and examine progress toward realizing objectives, including modification and correction as necessary

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
20 days prior to each meeting	Prepare written report and submit to the secretary for distribution
At Fall Board Meeting	In cooperation with the treasurer, present next year’s budget for approval by the directors
Before G.A. meeting	Review treasurer's records
Annual, end of fiscal year	Perform a limited audit at the end of the fiscal year and make recommendations at the Spring board meeting. This audit shall check for verification of receipts for all asset accounts
	Recommend methods for increasing regional income
	Review special funds for current needs and recommend increase, decrease or elimination of such funds

Two Chairpersons shall be appointed. One chairperson shall be appointed to coordinate conventions awarded in **even-numbered** years, and one chairperson shall be appointed to coordinate conventions awarded in **odd-numbered** years. The C & F chairs shall not be members of their convention host clubs. **Each committee chair shall perform the tasks described below at the appropriate time in the two-year cycle.** Each chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
20 days prior to each meeting	Prepare written report and submit to the secretary for distribution
After convention	Review the terms of the convention contract with the convention host club
Before Fall board meeting	Obtain a signed convention contract and performance bond and forward to the treasurer no later than the Fall board meeting after the convention is awarded (The treasurer will send a copy to C & F and president)
August 31	Prepare a budget for anticipated travel expenses to visit convention host club and submit to treasurer
At the Fall board meeting	Advise the board of directors of appropriate dates for the next annual convention
At Fall & Spring Board meetings	Report progress of the convention host club in carrying out its contract terms
After Fall board meeting and as needed	Coordinate convention plans with all AANR Northwest committee chairs, particularly sports and awards, who are involved with the convention

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
At each meeting	Submit bids for appropriate future meeting
May 1	Solicit bids from regional clubs to host the annual convention two years hence (See bid form in forms appendix)
Upon receipt but no later than 15 days prior to G.A. meeting	Evaluate bids to determine if the bidding forms are complete. Encourage each bidding club to have a representative at the annual meeting to present their bid and answer questions
60 days prior to each board meeting	Solicit bids from regional clubs to host the next board of directors meeting with bids to be returned at least 15 days prior to the date for award. Submit all bids to the board for vote. (The location for the Spring board meeting shall be selected at the Fall board meeting and the location for the Fall board meeting shall be selected at the Spring board meeting) (See bid form in forms appendix)

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
At least 45 days prior to each convention	<p>Order all awards listed below plus those in sections 3.01.10, 3.01.11 and 3.01.13 (obtain awards information from committee chairs)</p> <ul style="list-style-type: none"> • Membership Increase (Percentage) Award: This award is given to the chartered club that has the largest percentage increase in membership based on the AANR year-end membership count, or in the case of a new club, the count used shall be the number at the time the charter was granted. • Membership Increase (Numbers) Award: This award is given to the chartered club that has the largest numerical increase in membership based on the AANR year-end membership count, or in the case of a new club, the count used shall be the number at the time the charter was granted • Host Club Award: AANR Northwest will provide a suitably-engraved plaque for presentation to the AANR Northwest convention host club • The outgoing president’s gavel plaque (when applicable) • Other awards requested by the president • Small brass plates for mounting on permanent plaques located in the AANR Northwest Library. Each plate is engraved with the name of the winner and the year presented, for the following awards: hall of fame and man and/or woman of the year. <p>Note: All awards involving membership counts shall be based on the same official count used to determine delegate votes</p>
	Any nomination or submission for awards which do not comply with written criteria for that award may be declared ineligible
At convention	Arrange for judging of non-sports awards for which judging is required but for which no judging entity is defined
August 31	Submit a budget to treasurer; list all awards and cost of each
After the annual convention	Give brass name plates containing names of winners of the hall of fame and man and/or woman of the year to AANR Northwest library committee to be added to the permanent plaque in the library

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
December 15	Submit a brief article for the February issue of the Northwest Nudescene
No later than January 1	Send a copy of the Hall of Fame Recommendation Form to each AANR Northwest officer, director, member trustee, committee chair and club (See form in forms appendix)
By May 1	Deadline for submission of nominations to chair
No later than Spring board meeting	Distribute a copy of all nominations received and a ballot to each committee member
No later than May 15.	Committee members – Evaluate the suitability of each nominee for the award by a vote of zero (lowest) to ten (highest). Return ballots to the chairperson
Upon receipt of all ballots but no later than May 15	<p>Average the totals of the ballots returned by committee members (To be eligible for the award, a nominee must receive a vote average of seven or more)</p> <ul style="list-style-type: none"> • Only one award shall be given each year unless in the opinion of the committee two awards should be made because of a tie • The award shall not be given if no eligible candidate is available • If the committee is unable to complete its investigation in time for the presentation, the nomination will be held until the next year • Non-winning nominations which receive an average total of three or more shall remain in consideration for a maximum of five years. Other nominations shall be returned to the originator • All nominations shall remain confidential
At the Annual Meeting	Present the Hall of Fame award. The recipient shall receive a plaque engraved with his/her name and the year the award was given.

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
December 15	Submit a brief article for the February issue of the Northwest Nudescene
No later than January 15	Send a copy of the Member of the Year Form to each AANR Northwest officer, director, member trustee, committee chair and club (See form in forms appendix)
By May 1	Nominations must be sent to the committee
By May 31st	Committee selects up to 2 recipients for the Member of the Year award. (If a Committee member and/or his (her) spouse/significant other is nominated he/she shall not attend this meeting)
	Committee – Any AANR Northwest member may be considered for his/her contributions to nudism in the region during the previous calendar year
	At the discretion of the committee, a person may be honored more than once. However, an award may not be made if no eligible recipient(s) are available
At the convention	Announce winner(s) at the AANR Northwest convention, but attendance at the convention shall not be a condition for the award. Each recipient shall receive a plaque

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
December 15	Submit a brief article to announce scholarship availability for the February issue of the Northwest Nudescene
	Send Scholarship Forms (See forms in forms appendix) to requesting students
May 1	Deadline for receipt of materials
After May 1	Committee – Evaluate applications and grant a scholarship to a person under age 28 who will be attending either a two- or four-year accredited college or university
Before June 1	Determine the winner by a tally vote of committee members casting votes based on the evaluated categories on the forms. All applicants’ names shall remain confidential
June 1	Notify scholarship winner of award
Prior to the convention	Provide the recipient’s name, Social Security number and the name and address of college or university to the treasurer so a check may be prepared for presentation at the convention
At the annual convention	Present the scholarship award

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
Between January & March	Announce competition by at least two of the following methods: <ul style="list-style-type: none"> • In mid-winter Northwest Nudescene • Mail to each AANR Northwest club • E-mail/e-group notification to AANR Northwest clubs and newsletter editors having e-mail addresses • At AANR Northwest Spring board meeting
Between January & March	Send newsletter judging announcement to all club editors. (See form in forms appendix.)
On or before May 1	Deadline for submissions
30 days before convention	Provide winners’ names to awards committee to order plaques
At the annual convention	Announce winning newsletters <ul style="list-style-type: none"> • Each winning club newsletter receives a plaque to go to the club • Each winning editor receives a certificate • All non-winning editors receive certificates of participation • D. All editors receive the judges' comment sheets, to help them improve their newsletters

Nominations Committee – (AANR Northwest PM 3.01.14)

H-18

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
	Committee – solicit qualified nominees for each elective office
	Committee – determine that each nominee is eligible and willing to serve if elected
At the convention	Accept nominations up to the time of election of each officer at the general assembly meeting

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
August 31	Submit budget request to treasurer
75 days prior to each publication	Solicit articles and photos for the next Northwest Nudescene by email to all Northwest clubs, officers, and committees. The region (through the AANR Bulletin) publishes four issues: Feb., May, July and Nov.
As set by AANR publications department	Compile a calendar of club and regional events for inclusion in the Northwest Nudescene and submit to AANR Bulletin Editor
As set by AANR publications department	Send copy and photos to AANR for layout, copy and insertion into the Bulletin; contact AANR Publications office to coordinate publication
At each Northwest meeting/event	<p>Appoint special event photographers who shall abide by all AANR Northwest and individual AANR Northwest club photography rules. (See procedure manual section 1.00.09 and convention contract in the forms appendix)</p> <ul style="list-style-type: none"> • Each photographer shall use the AANR photo release contained in the AANR appendix and obtain a photo release from each person (or parent/guardian in the case of a minor) to be photographed • The photographer will retain the releases and will provide a copy of all releases and names of persons pictured to Northwest Nudescene coordinator • Photographers shall receive photo credit if their photos are used

Digital Communications Committee (DCC) – (PM 3.01.16)**H-20**

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
Annually	Evaluate current website design and update as needed
Monthly	Monitor that domain registration, website hosting and mail list services are paid and current
Ongoing	Maintain http://www.aanr-nw.org website
Ongoing	Moderate eNews
As Needed	Provide training in various forms of digital communication to AANR-NW clubs
20 days prior to each meeting	Prepare written report and submit to the secretary for distribution
August 31	Submit budget request to treasurer

The committee chairperson shall perform the tasks described below unless otherwise noted. The chair may assign various tasks to other committee members and/or appoint sub-committees as needed. Tasks with no time lines are ongoing throughout the year.

Time Line	Task Description
August 31	Submit budget request to treasurer
20 days prior to each meeting	Prepare written report and submit to the Secretary for distribution
	Handle communications and dealings with The Willamettans as necessary, and insure the safeguarding of the building and its contents
	Solicit materials from various sources to augment the regional historical records as well as other historical items
	Solicit donations of funds
As needed	Recruit "regional librarians" who are qualified to catalog and file materials in the building
	Regional librarians – open library occasionally for visitors and researchers, with possible future intent to set regular hours and days



AANR Northwest Procedure Manual

Appendix B – Forms

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AANR Northwest Strategic Plan

Mission Statement:

To utilize available resources for positive regional development and furtherance of the AANR Mission, which is to:

“Advocate nudity and nude recreation in appropriate settings, and educate and inform society of the value and enjoyment of such through on-going member growth.”

Purposes:

The Purposes of AANR Northwest are:

- a. To further nudism
- b. To be an association of AANR clubs and individual members within the region.
- c. To provide assistance to the regional clubs and members.

Guiding Principles:

- We are AANR and we are the local delivery agent
- We need to bring AANR to the region’s clubs and members
- AANR and AANR Northwest will speak with one voice to avoid conflicting messages
- The Northwest Region is unique with different needs, and may need to adjust program delivery mechanisms for differences such as:
 - a. Weather (shorter nudist-friendly season)
 - b. Population disbursement
 - c. Club structure (mostly co-op)
 - d. Club event competition
 - e. Size (second smallest in membership)
 - f. Public land availability
- AANR Northwest will partner with regional members who have been assigned geographic responsibility by AANR for delivery of such AANR programs as Government Affairs, Marketing and Public Relations to develop:
 - a. Local contacts
 - b. Local training
 - c. Defining needs
 - d. Networking
 - e. Club liaisons
- The current bicameral organization structure balances the needs of large and small clubs.

F-A- 2 of 2

- a. Through its director, each club has an equal vote at board meetings
- b. Through its delegates, large clubs have a greater vote at the regional assembly
- c. Associate members also have a vote at board meetings through their director and the regional assembly through their delegate(s)
- The region's treasury, consisting of membership dues, donations and retained earnings, will be used to fund budgeted programs in support of AANR's and AANR Northwest's mission.
 - a. To meet regional administrative expenses
 - b. To fund regional programs as approved and budgeted
 - c. To reimburse AANR for programs developed to meet region's needs
 - d. To support the overall programs of AANR when needed

Objectives:

- Review regional committee structure and eliminate committees which duplicate, or conflict, with AANR programs. (President, Board)
- Strengthen region's procedures to implement AANR programs through membership workshops, GAT training. (President, Board, Committees)
- Improve communication with all region members through:
 - a. Website
 - b. *Northwest Nudescene*
 - c. *AANR Bulletin*
 - d. Northwest E-news
 - e. Letter from region officials
- Increase Region membership by 50% over five years. (President, Board, Membership)
 - a. Work with AANR to see if retention rates vary between associates and club members.
 - b. Assist clubs with member retention programs.
 - c. Directly contact associates and invite them to club and region events.
 - d. Participate in trade shows to promote membership.
 - e. Participate in and financially contribute to AANR programs to increase membership.
 - f. Work with regional clubs which are not 100% AANR clubs and encourage them to become 100%
- Develop a policy to be shared with clubs and members on retained member dues in general and restricted accounts and how they may be used to further AANR and AANR NW objectives. (President, Board)



AANR Northwest Convention Application
Application to Host an AANR Northwest Convention for _____ (year)

Proposed dates of convention from: _____ **to:** _____

1. Club Identification:

Club Name: _____ Phone: _____

Address: _____

Email Address: _____ Web Site _____

2. Contact Person:

Name: _____ Title: _____

Home Address: _____ City: _____ State: _____

Home Phone: _____ E-mail Address: _____

3. Description of Grounds:

Total area (acres): _____ Parking area: _____

Area available for nude activities: _____

Type of screening, if any: _____

4. Meeting Areas: Indicate the dimensions and seating capacity of indoor and outdoor areas that would be reserved for AANR Northwest business meetings.

Indoor _____ Outdoor _____

5. Recreational Facilities: Indicate the number, type and construction of all recreation facilities, i.e., swimming, volleyball, children's playground etc.:

6. Office Facilities: Phone: _____ Fax: _____ Computer Access: _____ Copy Machine: _____

Hours of Operation: _____ to: _____ Gates Open: _____ to: _____

7. Proposed Ground Fees: (per adult 18 years or older)

Daily Ground Fee: \$ _____. Ground fees for the entire convention: \$ _____

8. Lodging: Indicate the number and the price of:

Private rooms or cabins: _____ @ \$ _____/day. Tent sites _____ @ \$ _____/day

Total RV/Trailer Spaces _____ Please indicate below the number of RV sites by amenities:

Full hook-ups/30 amps _____ @ \$ _____/day. Full hook-ups/50 amps _____ @ \$ _____/day

No utility hook-ups _____ @ \$ _____/day

9. **Communication:** Internet access – describe _____

10. **Dining Facilities:** (restaurant, community kitchen, snack bar, etc.)

Describe type of facility: _____

11. **Sanitary Facilities:** Indicate the number of:

Indoor Showers: hot _____ cold _____ Outdoor Showers: hot _____ cold _____

Toilets: _____ flush: _____ chemical: _____ outhouses: _____ Laundry Facilities: _____

12. **Access to Public Transportation and Facilities:** Indicate the distance in miles to the nearest:

Commercial Airport _____ Bus Depot _____ Hotel/Motel _____ Car Rental _____

Grocery Store _____ Auto Repair Garage _____ Hospital _____

13. **Camera Policy & Rules:** (See Procedure Manual 1.00.09 Photography at AANR Northwest Sponsored Events and Convention Contract F-C-4 – 7)

Are club's camera rules more restrictive than those of AANR Northwest? Yes _____ No _____

If yes, please describe in Section 16. *AANR Northwest Convention Camera rules shall be in effect if club answers "No"*

14 **Additional Facilities Planned For Completion In Time For The Convention:**

15. **Club Policy on Possession and Consumption of Alcohol:**

16. **Additional Information/Remarks:**

The accuracy of the preceding statements, which are submitted in support of this application to host an AANR Northwest convention, is certified by the undersigned.

Name: (please print) _____ Position with club: _____

Signature: _____ Date application submitted: _____

This application shall be submitted to the AANR Northwest Time and Place Committee not less than 30 days before the General Assembly meeting at which the bid will be considered.



AANR Northwest Convention Application
Application to Host an AANR Northwest Convention for _____ (year)

Proposed dates of convention from: _____ **to:** _____

1. Club Identification:

Club Name: _____ Phone: _____

Address: _____

Email Address: _____ Web Site _____

2. Contact Person:

Name: _____ Title: _____

Home Address: _____ City: _____ State: _____

Home Phone: _____ E-mail Address: _____

3. Description of Grounds:

Total area (acres): _____ Parking area: _____

Area available for nude activities: _____

Type of screening, if any: _____

4. Meeting Areas: Indicate the dimensions and seating capacity of indoor and outdoor areas that would be reserved for AANR Northwest business meetings.

Indoor _____ Outdoor _____

5. Recreational Facilities: Indicate the number, type and construction of all recreation facilities, i.e., swimming, volleyball, children’s playground etc.:

6. Office Facilities: Phone: _____ Fax: _____ Computer Access: _____ Copy Machine: _____

Hours of Operation: _____ to: _____ Gates Open: _____ to: _____

7. Proposed Ground Fees: (per adult 18 years or older)

Daily Ground Fee: \$ _____. Ground fees for the entire convention: \$ _____

8. Lodging: Indicate the number and the price of:

Private rooms or cabins: _____ @ \$ _____/day. Tent sites _____ @ \$ _____/day

Total RV/Trailer Spaces _____ Please indicate below the number of RV sites by amenities:

Full hook-ups/30 amps _____ @ \$ _____/day. Full hook-ups/50 amps _____ @ \$ _____/day

No utility hook-ups _____ @ \$ _____/day

9. **Communication:** Internet access – describe _____

10. **Dining Facilities:** (restaurant, community kitchen, snack bar, etc.)

Describe type of facility: _____

11. **Sanitary Facilities:** Indicate the number of:

Indoor Showers: hot _____ cold _____ Outdoor Showers: hot _____ cold _____

Toilets: _____ flush: _____ chemical: _____ outhouses: _____ Laundry Facilities: _____

12. **Access to Public Transportation and Facilities:** Indicate the distance in miles to the nearest:

Commercial Airport _____ Bus Depot _____ Hotel/Motel _____ Car Rental _____

Grocery Store _____ Auto Repair Garage _____ Hospital _____

13. **Camera Policy & Rules:** (See Procedure Manual 1.00.09 Photography at AANR Northwest Sponsored Events and Convention Contract F-C-4 – 7)

Are club's camera rules more restrictive than those of AANR Northwest? Yes _____ No _____

If yes, please describe in Section 16. *AANR Northwest Convention Camera rules shall be in effect if club answers "No"*

14 **Additional Facilities Planned For Completion In Time For The Convention:**

15. **Club Policy on Possession and Consumption of Alcohol:**

16. **Additional Information/Remarks:**

The accuracy of the preceding statements, which are submitted in support of this application to host an AANR Northwest convention, is certified by the undersigned.

Name: (please print) _____ Position with club: _____

Signature: _____ Date application submitted: _____

This application shall be submitted to the AANR Northwest Time and Place Committee not less than 30 days before the General Assembly meeting at which the bid will be considered.



AANR Northwest Application to Host a Board Meeting

AANR Northwest (Spring) (Fall) Board Meeting for _____ (year)

Proposed dates of Board Meeting from: _____ **to:** _____

The Fall Board Meeting location is considered at the Spring Board. The date is normally the last weekend in September/first weekend in October. Spring Board is considered at the Fall Board Meeting and the date is normally the first or second weekend in April, but not Easter weekend. (Reference Committee Handbook H-12)

1. Club Identification:

Club Name: _____ Phone: _____

Address: _____

Email Address: _____ Web Site _____

2. Contact Person:

Name: _____ Title: _____

Home Address: _____ City: _____ State: _____

Home Phone: _____ E-mail Address: _____

4. Meeting Areas: Describe area reserved for AANR Northwest Board Meeting.

5. Office Facilities: Phone: _____ Fax: _____ Computer Access: _____ Copy Machine: _____

Hours of Operation: _____ to: _____ Gates Open: _____ to: _____

6. Proposed Ground Fees: *(per adult 18 years or older)*

Daily Ground Fee: \$ _____. Ground fees for the entire weekend: \$ _____

Ground fees are normally waived for all AANR NW members attending the Board Meeting. (See PM 1.00.05.A) A facility use fee of \$800 shall be paid to clubs hosting board meetings to offset the loss of grounds fees. (See PM 1.00.08.C).

7. Lodging: Indicate the number and the price of:

Private rooms or cabins: _____ @ \$ _____/day. Tent sites _____ @ \$ _____/day

Total RV/Trailer Spaces _____ Please indicate below the number of RV sites by amenities:

Full hook-ups/30 amps _____ @ \$ _____/day. Full hook-ups/50 amps _____ @ \$ _____/day

No utility hook-ups _____ @ \$ _____/day

8. **Communication:** Internet access: _____ Cell Phone Reception: _____

9. **Dining Facilities:** (restaurant, community kitchen, snack bar, etc.)

Describe the meals club will provide Friday evening, Saturday and Sunday: _____

10. Will the Pool and Hot Tub be available during the meeting weekend? YES _____ NO _____

11. What Activity is club planning for Saturday night? _____

12. Club Policy on Possession and Consumption of Alcohol:

13. Additional Information/Remarks:

Name of Person Submitting Bid _____

Position with Club _____ Date Application Submitted _____

This application shall be submitted to the AANR Northwest Time and Place Committee at least 15 days prior to the Board Meeting at which the bid will be considered.

Please email your submission to westysr@charter.net or time-place@aanr-nw.org.



**AANR Northwest
Young Woman & Young Man of the Year Essay**

Full Name: _____ **Date:** _____
(Please Print)

Age: _____ **Sex:** (M) (F) *(Circle One)*

Club: _____

Contestants shall be under 18 years of age, have not been previous winners and be children of AANR Northwest members.

Each essay will be judged by an unbiased panel of club-appointed judges at the AANR Northwest Convention. The winning young man & young woman will each receive \$50.00.

This essay should describe the benefits you enjoy from being a nudist. Please write your essay in the space provided below or attach to this form.

Please Print Name

Signature

I authorize the release of my child's name and essay for publication in the AANR Northwest Nudescene and/or AANR Bulletin.

Parent or Legal Guardian _____ Date _____
Signature



AANR Northwest Delegate Credential Form

Name of Club _____ Number of Votes _____

Each club shall elect one delegate to the annual General Assembly meeting for each 25 basic members or fraction thereof on the AANR End-of-Year Membership Count. In the event that not all delegates are able to attend, the accredited delegates in attendance from your club shall cast the total vote of the club, dividing the vote as equally as possible between accredited delegates in attendance.

Please list below your club delegates and alternate delegates in order of elected preference.

In the event that none of the delegates find it possible to attend, an alternate delegation may be chosen by naming another club to carry your vote. The alternate club shall then cast the total vote for the absent delegates.

Please list below your first and second choice for your alternate delegate vote. **A club name is to be used, not an individual's name.**

--	--

I, the undersigned Certifying Officer, hereby certify that the above named delegates and alternate club delegations have been elected by the basic membership of our club.

Signed _____ Date _____

Certifying Officer

INSTRUCTIONS:

Complete this form in triplicate. Mail one copy to the convention host club, one copy to the chairman of your delegation and one copy to the **AANR Northwest Secretary at 5319 231st Avenue SE, Issaquah, WA 98029.**



AANR Northwest Spring & Fall Board Meetings Travel Reimbursement Request

Name: _____ Date: _____

Spring Board Fall Board Location: _____

Please itemize expenses not otherwise reimbursed and attach copies of receipts.

Car Rental, mileage or gas receipts _____		\$ _____
Air Fare _____		\$ _____
Lodging _____		\$ _____
Other (itemize) _____		\$ _____
_____		\$ _____
_____		\$ _____
TOTAL		\$ _____

I certify that the above expenses were incurred on behalf of AANR Northwest.

My qualifying position is: Officer Director Trustee Committee chair

Signature of Requester: _____

Please mail requests to Treasurer no later than 30 days after the applicable board meeting. A maximum of \$100 per qualifying reimbursement is allowed (PM 1.00.08.C).
 Terri Capshaw
 30496 S Solstice Court
 Worley, ID 83876

Payable to:
 Name: _____
 Street: _____
 City St ZIP: _____
 Phone: _____
 Email: _____

For Treasurer Use
 Amount Paid: \$ _____ Check Number: _____ Approved by: _____



AANR Northwest Scholarship for AANR Northwest Students

Purpose

AANR Northwest may award a \$1000 scholarship annually to a qualified recipient who shows particular promise that higher education will enable the student to realize his/her full potential and reach his/her goals. The award is based on merit alone with no reference to financial need, sex, race or religion.

Eligibility and Scholastic Requirements

1. At the date of application:
 - a. The student or the parent(s) must be a current AANR-NW member; or,
 - b. If the student is over 18 years old, the length of time he/she has been an AANR Northwest member will be taken into account.
2. Only students enrolled either full- or part-time in any United States 2- or 4-year college or university will be considered.
3. Grades: a 2.5 or better cumulative GPA, or a combined total SAT of 1000 or better.
4. Students must be high school graduates. All high school seniors, and college students who start and continue their higher education before age 27, are eligible for this scholarship.

Instructions to Students

1. Complete the attached Scholarship Application Request Form. When we receive this form we will send a scholarship packet with the application and questionnaire required to apply for the AANR Northwest scholarship.
2. The Scholarship Application Request Form can be requested by email at scholarships@aanr-nw.org. The application packet will be sent to the student via email, and can be submitted via email to scholarships@aanr-nw.org.
3. Complete and return the application. Ask your AANR Northwest club official to complete the questionnaire and return to the scholarship chairperson no later than May 1. (The entry is not complete until both items are returned.)
4. Request your school records from the principal or counselor. A letter in the application packet will assist you with this request. These records should be mailed directly to the scholarship chairperson at the following address:

Scholarship Committee Chair, 30400 S. Sunray Trail, Worley, ID 82876
5. The scholarship winner will be notified by June 1 and his/her name will be announced at the AANR Northwest convention.
6. All scholarship monies shall be paid directly to the college or university of the student's choice.

7. If the recipient fails to enroll in a 2- or 4-year college or university, the scholarship will be awarded to the runner-up. (If there is no runner-up, the money remains in the AANR Northwest General Fund.)



AANR Northwest Scholarship Application Request Form

Please Print or Type

Please send me a scholarship packet and instructions so I may enter the scholarship competition co-sponsored by AANR Northwest.

Name: _____
(Last) (First) (Initial)

Address: _____
(Number) (Street)

_____ *(City) (State) (Zip)*

Phone: _____ E-mail: _____ Date of Birth: _____

Parent(s)' Name(s) (if applicable). See Item 1, a. or b., previous page:

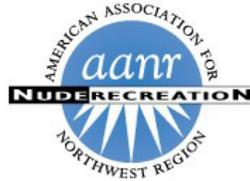
Date parent(s) or student joined AANR Northwest: _____

Name of Club parent(s) or student belongs to: _____

Signature of Applicant: _____

Mail this form to: **Scholarship Committee**
 30400 S Sunray Trail
 Worley, ID 83876

<p><i>For Office Use Only:</i></p> <p>DATE RECEIVED: _____</p> <p>DATE SENT: _____</p>
--



Dear President or Certifying Officer;

_____ has applied for an AANR Northwest scholarship. Please answer these questions to the best of your ability and ask three club officers to verify the statements.

1. Has the student been a participating nudist over the prior three years? YES NO
If not, why? _____

2. Has the student shown good character over the same period? Please elaborate.

3. How has the student reflected a positive attitude over the same period and taken a supportive action toward the betterment of nudism? _____

4. Please include any other information about this student that will enable the scholarship committee to get a better understanding of this individual.

F-K-5 of 12

5. Would you recommend this person for an AANR Northwest scholarship? YES NO

Club officer verification

1. _____
Name *Title*

2. _____
Name *Title*

3. _____
Name *Title*

Thank you for your assistance. All answers will remain confidential. Please return in the enclosed envelope.

Cordially,

Scholarship Committee
30400 S Sunray Trail
Worley, ID 83876



AANR Northwest Scholarship Committee Evaluation Form

Name of student: _____

Please rate student up to the maximum number for each category.

		Points Awarded
1. Nudist Participation	0 - 40 Points	_____
2. Academics	0 - 40 Points	_____
3. Leadership	0 - 20 Points	_____
4. Other Activities	0 - 20 Points	_____
Total Points Available		120
Total Points Awarded		_____

Committee Member's Name: _____
Please Print

Committee Member's Signature _____

Please mail to:
Scholarship Committee
30400 S Sunray Trail
Worley, ID 83876



**AANR Northwest
Scholarship Application and Questionnaire**

Please type or print legibly

Name _____
Last First Initial

Address _____
Number Street
City State ZIP

Telephone _____ - _____ - _____ Email _____

Date of Birth ____/____/____ Social Security Number _____

AANR Number _____ Parent(s) AANR Number _____

I attend: _____
High School, College or University

I plan to attend: _____
College or University

Second Choice: _____

Beginning Date: _____

My proposed field of study is: _____

Parent(s) Name(s): _____

Address: _____

Return this questionnaire to: **Scholarship Committee**
30400 S Sunray Trail
Worley, ID 83876
or email to: margie@sunmeadow.org

Questionnaire

1. Are you interested in joining AANR-Northwest? Explain

2. What does nudism mean to you?

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

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

8. In what accelerated programs have taken part?

9. What school offices have you held?

10. What vocational experience have you had?

11. What plans for higher education do you have to complete to reach your goal?

Request to Counselor or Principal

To Whom It May Concern:

_____ has applied for an AANR-NW Scholarship. He/She is interested in enrolling in a two or four-year United States College or University as a full-time or part-time student.

The winner of the \$1000.00 Scholarship award will be selected primarily based on academic record, evidences of leadership, seriousness of purpose, and whom has demonstrated potential for further growth through education. The requirement for consideration is a 2.5 or higher GPA, or a combination total SAT of 1000 or better.

To assist us in providing this help to your student, please provide a transcript of grades including CPA, class standing, CERB, National Merit SAT, and any other academic records you can release at the student's request.

These records must be received by our Scholarship Chairperson by May 1st to be able to meet our deadlines.

Thank you for your help by furnishing the necessary information that will enable us to select this year's winner for our award.

Please mail to: **Scholarship Committee**
 30400 S Sunray Trail
 Worley, ID 83876



AANR Northwest Newsletter Awards

To: All Editors of AANR Northwest Club Newsletters
Subject: Annual Newsletter Awards Competition

Enter your club newsletter in the AANR Northwest Newsletter Awards Competition and you may win a plaque for display at your club and a certificate for you. Plus, you will receive the judges' critiques to help you to improve your newsletter.

Two awards will be given: one for the best landed club newsletter and one for the best non-landed club newsletter for the previous year. (Duplicate awards will be given in case of a tie.)

To enter the competition:

1. Submit three *different* issues of your newsletter, dated from last May through this April.
2. Submit three *different copies* of each issue.
3. Include your name and contact information and send to the address below. For your submissions to be judged, we must *receive* them **on or before May 1**.
4. Mail your submissions to:

Sharon Parker
 6825 N Fenwick
 Portland, OR 97217-5303

Other things to know:

1. Newsletters shall be judged according to the criteria published in the AANR Northwest Procedure Manual.
2. Winning newsletters will be announced during the awards part of the annual convention.
3. All participating editors will also receive certificates plus the judges' comment sheets, to assist them in improving their newsletters.
4. Awards will be given only to AANR Northwest clubs, but other Northwest-based nudist groups may enter on an exhibition basis.

Deadline for Submissions – Mail for Receipt by May 1



AANR Northwest Newsletter Awards

Design

Page layout and typography contribute to the look and feel of a newsletter. These elements are listed first because you see them first, not because they're the most important.

	Always	Often	Sometimes	Seldom	Never	N/A
Page format or layout is neat, attractive, and is easy to read. <i>Do you notice the content first or the design first?</i>						
The layout draws a reader's eye to and through the newsletter. <i>Are your eyes drawn to headings, visuals, and articles in a logical sequence?</i>						
The newsletter uses design elements effectively. <i>Elements are "transparent:" they don't draw too much attention to themselves, yet inform and add interest.</i>						
The typography is easy to read. <i>Consider the number of fonts and styles used, leading, point size, and legibility.</i>						
The newsletter includes elements a reader expects. <i>Most newsletters include a nameplate, masthead, date and/or volume number, and page numbers.</i>						
The newsletter design accommodates all readers. <i>For example, does the design allow for young and old readers? Club members and non-members?</i>						
The length is large enough to communicate effectively, yet small enough to keep the reader's interest.						

Design comments

Content

The contents of a newsletter ultimately determine whether it's interesting or useful to the reader.

	<i>Always</i>	<i>Often</i>	<i>Sometimes</i>	<i>Seldom</i>	<i>Never</i>	<i>N/A</i>
Content encompasses all expected topics. <i>Does the newsletter make you feel like you know the club and its members?</i>						
The newsletter's contents are balanced. <i>It includes variety and original thought, yet avoids excessive gossip, business reports, thank-yous, get-wells, etc.</i>						
The newsletter doesn't require additional knowledge to understand. <i>Can it be understood by a nudism "newbie" as easily as by a long-timer? Does it avoid inside jokes?</i>						
The newsletter covers recent club events. <i>For example, social and sport activities, work parties and club administration.</i>						
The newsletter tells the reader about upcoming club events. <i>For example, social and sport activities, work parties, and club administration.</i>						
The newsletter includes a message from the club president, owner, and/or manager. <i>Is the message informative and does it encourage cooperation?</i>						
The newsletter identifies additional information resources. <i>Can you determine whom to contact if you need to discuss an issue further?</i>						
The newsletter includes features or topics related to nudism. <i>Are such features timely, appropriate and original?</i>						
The newsletter tells about AANR Northwest issues. <i>For example, board meetings, personalities, regional conventions and activities of other AANR Northwest clubs.</i>						
The newsletter tells about national (AANR) issues. <i>For example, board meetings and procedures, national conventions/festivals and personalities.</i>						
The newsletter addresses nudism-related events attended by the media. <i>Events include coverage of the club or a club member.</i>						
The newsletter includes AANR-NW and AANR logos.						

Content comments

Organization

The newsletter may or may not make fascinating reading but its thoroughness, accuracy and organization affect the readability more than any aspect of the newsletter.

	<i>Always</i>	<i>Often</i>	<i>Sometimes</i>	<i>Seldom</i>	<i>Never</i>	<i>N/A</i>
The reader can easily find topics in the newsletter.						
The newsletter organization is predictable. <i>Does the same information (for example, a club calendar) appear in the same location of each issue?</i>						
The newsletter has an effective table of contents. <i>Test to see if the page numbers are correct.</i>						
Headings and subheadings are meaningful and easily distinguishable.						
Text contains accurate references to other articles.						

Organization comments

Style

Style and attention to detail affect a newsletter's credibility and make the newsletter easier to use.

	<i>Always</i>	<i>Often</i>	<i>Sometimes</i>	<i>Seldom</i>	<i>Never</i>	<i>N/A</i>
The newsletter is interesting to read. <i>Do you find yourself unable to lay it down until finished?</i>						
The purpose of each article is easy to understand. <i>Do you know what the article is about after reading only the first paragraph?</i>						
Prose is active, concise, and clear.						
Style and tone are consistent and appropriate. <i>Word choice, including jargon, is consistent and appropriate.</i>						
Unfamiliar terms (including acronyms) and names are defined clearly the first time each is used.						
Grammar, spelling, syntax, and punctuation are impeccable and consistent.						
Information is consistent throughout the newsletter. <i>For example, is an event date the same each place it's mentioned in the newsletter?</i>						

Style comments

Active versus Passive voice

Newsletter content written in active voice arranges sentences in subject-verb-object order. It is clear, direct, and generally preferred

Preferred (active voice):

- Members can obtain an application at the office.
- Bring a can of food to donate to the needy.
- Joining our club provides a number of benefits.

Avoid (passive voice):

- Applications can be obtained at the office.
- Bring a can of food to be donated to the needy.
- A number of benefits are provided when you join our club

Visuals

Photographs, illustrations, and graphics can communicate information quickly, helping the reader to experience and understand an event rather than simply reading about it.

	<i>Always</i>	<i>Often</i>	<i>Sometimes</i>	<i>Seldom</i>	<i>Never</i>	<i>N/A</i>
Visuals both grab and satisfy your attention. <i>Are you drawn to the visual and do you understand it quickly?</i>						
Visual style is consistent and compatible with the document design. <i>Do the visuals match the newsletter's style and represent the club positively?</i>						
Visuals are easy to read. <i>Are photographs or maps legible and easy to see?</i>						
Visuals are captioned and labeled appropriately and relate to accompanying articles.						
Visuals are included when needed or appropriate.						

Visuals comments

Judge's tally sheet

Use this sheet to tally every category and determines total score based on each category's assigned weight.

Judge No. _____

Determining category scores

Category	Always # X 5	Often # X 4	Sometimes # X 3	Seldom # X 2	Never # X 1	Total	# Items # - N/A	Percent Total / #items
Design							7	
Content							12	
Organization							5	
Style							7	
Visuals							5	

Determining the judge's total score

Category	Percent	X Weight	Value
Design		0.20	
Content		0.25	
Organization		0.20	
Style		0.20	
Visuals		0.15	

GRAND TOTAL
Total \ 5

%

Total:

Newsletter worksheet

*This scoresheet overviews your newsletter score.
The attached pages provide a detailed evaluation.*

Newsletter information

Item	Description
Newsletter name	
Club information	
Name	
Street address	
City, state, zip	
Phone	
Email (optional)	
Editor information	
Name	
Street address	
City, state, zip	
Phone	
Email	

Determining total score

Judge	Percent	Value
1		
2		
3		
4		
5		
Total:		

GRAND TOTAL
Total \ 5

%

Judges

This page provides contact information for judges and describes their qualifications.

No.	Item	Description	Qualifications
1	Name		
	Street address		
	City, state, zip		
	Phone		
	Email (optional)		
	AANR Northwest club		
2	Name		
	Street address		
	City, state, zip		
	Phone		
	Email (optional)		
	AANR Northwest club		
3	Name		
	Street address		
	City, state, zip		
	Phone		
	Email (optional)		
	AANR Northwest club		
4	Name		
	Street address		
	City, state, zip		
	Phone		
	Email (optional)		
	AANR Northwest club		
5	Name		
	Street address		
	City, state, zip		
	Phone		
	Email (optional)		
	AANR Northwest club		