



The By-Laws of Healthy Hides of Houston Revised as of October 2013

Table of Contents

Article I – Purpose and Status

- 1.0 – Purpose
- 2.0 – Status

Article II – Membership

- 1.0 – Eligibility
- 2.0 – Applications for Membership
- 3.0 – Term of Membership
- 4.0 – Membership Dues
- 5.0 – Conduct of Members
- 6.0 – Termination of Membership

Article III – Visitors

- 1.0 - Definition of Visitor
- 2.0 - Visitors at Clothed Events
- 3.0 - Visitors at Unclothed Events

Article IV – HHH Events

- 1.0 – Schedule of Events
- 2.0 – Permanent Rules at HHH Events

Article V – Boards, Offices and Committees

- 1.0 – Board of Directors
- 2.0 – Membership Committee
- 3.0 – Committees
- 4.0 – Nominating Committee

Article VI – Duties of Elected Offices

- 1.0 - President
- 2.0 - Vice President
- 3.0 - Certifying Officer and Executive Secretary
- 4.0 - Treasurer
- 5.0 - Trustee
- 6.0 - Membership Officer
- 7.0 - Newsletter Editor
- 8.0 - Social & Hospitality Officer
- 9.0 - Executive Director

Table of Contents

Article VII – Elections and Appointments

- 1.0 – General Assembly
- 2.0 – Nominations of Candidates
- 3.0 – Election Procedures
- 4.0 – Eligibility to Vote
- 5.0 – Appointments
- 6.0 – Transfer of Power Meeting

Article VIII – Other Matters

- 1.0 – The Standing Rules
- 2.0 – The Treasury
- 3.0 – Definition of “Reasonable”
- 4.0 – Confidentiality
- 5.0 – Changes and Revisions to the By-Laws
- 6.0 – Authority of the Bylaws
- 7.0 – Rules of Order

Article I Purpose and Status

Section 1.0 Purpose

1.1 The purpose of Healthy Hides of Houston, henceforth known as HHH, shall be:

- To promote social nudism through practice, education, advertising, and the nurturing of the naturalness of ourselves.
- To provide locations for fellowship, entertainment, and education.
- To affiliate ourselves with and abide by the rules and principles of the American Association for Nude Recreation (AANR) and the American Association for Nude Recreation – Southwest region (AANR-SW).
- To cooperate with other AANR affiliated clubs in the Southwestern region to promote the cause of social nudism.
- To cooperate, as far as is consistent with our responsibilities to AANR and AANR-SW, with other nudist clubs and organizations, not affiliated with AANR, to promote the cause of social nudism.

Section 2.0 Status

2.1 HHH is created and operated for the benefit of its members and the nudist community at large. It will operate according to the principles governing nonprofit organizations.

Article II Membership

Section 1.0 Eligibility

1.1 Membership is open to anyone who wishes to practice social nudism in accordance with the general principles of cordial respect and consideration of the rights and feelings of fellow nudists. Membership is open to couples and single adults without regard to age, race, religion or sexual orientation.

1.2 HHH will attempt to have a balance of males and females. The Board of Directors shall approve procedures, to be included in the Standing Rules, for this purpose.

10/13

1.3 A Prospective Member is eligible to join HHH, with approval by majority vote of the Board of Directors upon successfully completely the following:

- Attend a First Friday clothed event, alternately having met with a Board Member/s privately or had met at a prior nude event or nudist club. Without a reasonable cause or concern, to be determined by the Board member/s, they shall be invited to attend two HHH unclothed events.
- Attend two HHH unclothed house parties or officially scheduled event (outing) such as summer gathering at a local nudist club. This would only count for membership if an HHH board member/s was present at that event and the Prospective Member/s spent a reasonable amount of time socializing with the Board member/s.
- At least one House Party is still required in the case where a Prospective Member/s had attended an outing event.

Section 2.0 Applications for Membership

2.1 The Board of Directors shall approve procedures, to be included in the Standing Rules, for processing and acting on applications for membership in HHH.

2.2 All applicants for membership in HHH must fill out and submit an application form or forms. The application form(s) shall request such information that in the judgment of the Board of Directors is necessary to process the application.

2.3 The application form(s) may be revised at any time at the discretion of the Board of Directors.

2.4 No applications for membership in HHH will be considered, approved or disapproved in violation of the By-Laws or of the procedures in the Standing Rules for processing and acting on applications for membership.

Section 3.0 Term of Membership

- 3.1 The term of membership in HHH shall be one year and shall begin on the first day of the first month of membership, and expire one year later, i.e. membership begins September 2003, expires September 30, 2004.
- 3.2 Membership in HHH does not confer an automatic right to renew that membership when the term of membership expires. The Board of Directors shall approve procedures, to be included in the Standing Rules, for processing membership renewals, and shall have the power to establish conditions, such as lack of participation in HHH activities, under which the Board of Directors may decide not to renew certain memberships.
- 3.3 The power to establish conditions for the renewal of memberships shall not be used to discriminate against members in a manner contrary to principles stated in Article II, Section 1.0, and Paragraph 1.1.
- 3.4 Membership renewal notices may be used to notify members of the pending expiration of their membership.
- 3.5 A reasonable effort shall be made to notify members before their memberships expire. Renewal notifications shall be mailed at the beginning of the month in which the expiration will occur.
- 3.6 The Board of Directors may approve other rules, to be included in the Standing Rules, concerning the term of membership in HHH.

Section 4.0 Membership Dues

- 4.1 Annual membership dues consist of a portion allocated to AANR and a portion allocated to HHH.
- 4.2 The Board of Directors shall specify in the Standing Rules the amount of the portion allocated to HHH. The Board of Directors can change that amount at any time.
- 4.3 Statements shall be included on the membership application form and on the renewal form, which specify the current amounts of the portions of membership dues allocated to AANR and HHH.

Section 5.0 Conduct of Members

- 5.1 Members of HHH are expected to conduct themselves in accordance with the general principles of cordial respect and consideration of the rights and feelings of others.
- 5.2 HHH is not sexually oriented. Sexual activity will not be tolerated in association with any HHH event. Violations will be grounds for termination of membership in HHH. Sexual

activity is “minimally” defined as anyone who intentionally causes sexual arousal to oneself or to someone else.

5.3 Sexual propositioning of any kind during an HHH event, clothed or unclothed is prohibited.

10/13

5.4 Excessive drinking, illegal drugs, profanity, obscene or vulgar language, offensive familiarity, or offensive or indiscreet behavior is prohibited. Violations may invoke disciplinary action at the discretion of the Board of Directors and may be grounds for termination of membership in HHH.

Section 6.0 Termination of Membership

- 6.1 Members of HHH can resign from the club at any time. Notification should be given to a member of the Board of Directors so the former member can be properly credited for a refund of membership dues.
- 6.2 The Board of Directors shall have the power, by a vote of 2/3 of the entire Board of Directors to expel any member of HHH for the following causes:
- Submitting false or misleading information on an application for membership
 - Sexual activity in association with an HHH event
 - Excessive drinking, profanity, obscene or vulgar language, offensive familiarity, or offensive or indiscreet behavior in association with an HHH event
 - Conduct at another nudist club which in the judgment of the Board of Directors tends to bring HHH into disrepute by violation of that club's rules or by being of such offensive nature as to clearly violate the general principles of cordial respect and consideration of the rights and feelings of others
 - Conduct of an abusive or defamatory nature toward other members of HHH
 - Blatant, repeated or malicious violation of the confidentiality right of persons who practice, or who wish to practice, family social nudism
 - Illegal, immoral or unethical activities which in the judgment of the Board of Directors are detrimental to the reputation of HHH
 - Any other causes, not specified above, but which in the judgment of the Board of Directors are of such serious nature as to necessitate the extreme action of expulsion from HHH
- 6.3 Before any action is taken to expel a member of HHH, a reasonable effort must be made to notify the member that such action is pending, to inform him or her of the reasons for such action, and to give the member the opportunity to respond to the accusations against him or her. If the member cannot be reached for such notification or fails to respond, the Board of Directors is free to take action, as they deem necessary.
- 6.4 If a member who is under consideration for expulsion from HHH is a member of the Board of Directors, he or she will not participate or vote in the action of the Board of Directors, which decides on the question of his or her expulsion. In such a case a vote of 2/3 of the eligible members of the Board of Directors is required to terminate the membership.
- 6.5 Whenever, a membership in HHH is terminated, either by voluntary resignation or by action of the Board of Directors, the former member's membership dues shall be refunded according to the following rules:

- If the remaining time on the former member's term of membership from the date on which notification was made of wish to resign, or from the date on which action was taken by the Board of Directors, to the official expiration date, is greater than 6 months, then the former member will be refunded 100% of that portion of his annual dues which was allocated to HHH.
 - If the remaining time on the former member's term of membership from the date on which notification was made of wish to resign, or from the date on which action was taken by the Board of Directors, to the official expiration date is less than or equal to 6 months, then the former member will be refunded 50% of that portion of his annual dues which was allocated to HHH.
 - HHH has no responsibility to refund or to assist a former member in obtaining a refund of those portions of his annual dues, which were allocated to AANR or SWSA.
- 6.6 A former member of HHH who allowed his or her membership to expire or who voluntarily resigned, and was not under consideration for disciplinary action, may reinstate his or her membership, subject to the conditions of Article II, Section 3.0, paragraphs 3.2 and 3.3, if the request to rejoin HHH comes within a time limit to be specified in the Standing Rules.
- 6.7 After the time limit has expired, a former member of HHH who allowed his or her membership to expire or who voluntarily resigned, and was not under consideration for disciplinary action, and who wishes to rejoin HHH, must follow the application process for new members.
- 6.8 A former member of HHH whose membership was terminated by action of the Board of Directors, or who was under consideration for disciplinary action may not rejoin HHH, unless in the judgment of the Board of Directors, he or she has corrected the problem(s) that resulted in expulsion or consideration for disciplinary action.
- 6.9 A former member of HHH whose membership was terminated by action of the Board of Directors, or who was under consideration for disciplinary action, may not apply to rejoin HHH, unless 2/3 of the members of the Board of Directors vote to allow such an application to be made. If such a vote is obtained, the Membership Committee will process the application according to the rules of new member applications, and will have full power to approve or disapprove the application.

Article III Visitors

Section 1.0 Definition of Visitor

- 1.1 A visitor is any person who attends an HHH event but is not a current member of HHH.
- 1.2 A guest of a Host(s) or HHH member.
- 1.3 The Board of Directors may approve procedures, to be included in the Standing Rules, which recognize and make allowance for the difference between those visitors who are not members of AANR, who are new to social nudism and are not generally known to the members of HHH, and those visitors who are members of AANR, are experienced in the practice of social nudism, and are known to members of HHH.

Section 2.0 Clothed Events

- 2.1 When clothed events of HHH take place in public places such as restaurants or cafeterias, visitors may attend without restriction on the number of visits.
- 2.2 When clothed events of HHH take place in private settings, visitors may attend at the discretion of the host(s) of the events, and of the members of HHH who are present at those events.

Section 3.0 Unclothed Events

- 3.1 The Board of Directors shall approve procedures, to be included in the Standing Rules, for permitting visitors to attend unclothed events arranged under the authority of HHH.
- 3.2 Any visitor can be denied permission to attend unclothed events of HHH at any time, if in the judgment of the Board of Directors, or of the host(s) of the event, or at the general discretion of the members of HHH attending the event, the presence of such visitor would present problems.
- 3.3 The procedures in the Standing Rules shall specify the number of times a visitor is permitted to attend an unclothed event of HHH, subject to the exceptions stated in Article II, Section 2.0, Paragraphs 2.3 and 2.4 of the Standing Rules.
- 3.4 If a visitor's application for membership in HHH is disapproved, he or she will not be permitted to attend any further unclothed events, even if the visitor has not yet attended the number of events specified in the Standing Rules as stated in Article II, Section 2.0, Paragraph 2.3.

Article IV HHH Events

Section 1.0 Schedule of Events

- 1.1 A reasonable effort shall be made to schedule HHH events, both clothed and unclothed, each month.
- 1.2 A reasonable effort shall be made to arrange an interesting variety of events for HHH.
- 1.3 The Board of Directors shall establish procedures and rules, to be included in the Standing Rules, governing the organization and functioning of HHH events.

Section 2.0 Permanent Rules at HHH Events

- 2.1 All unclothed events are "clothing optional". No one may be forced to disrobe or made to feel obligated to disrobe.
- 2.2 Visitors who conduct themselves in the spirit of cordial respect and consideration of the rights and feelings of others are to be treated as honored guests of HHH.
- 2.3 HHH members will at all times respect the rights of the host(s) who allow their homes and property to be used for HHH events. All reasonable care will be taken to not spoil or damage the host(s) property.
- 2.4 All unclothed events are to be conducted in a manner that demonstrates the natural wholesomeness of social nudism.

Article V Boards, Offices and Committees

Section 1.0 Board of Directors

- 1.1 The Board of Directors is the governing authority of HHH and consists of all the elected officers.
- 1.2 The elected officers of HHH shall be:
 - President
 - Vice President
 - Certifying Officer & Executive Secretary
 - Treasurer
 - Trustee
 - Membership Officer
 - Newsletter Editor
 - Social & Hospitality Officer
- 1.3 The elected offices of HHH shall be filled by an election of officers for a two year term, to be conducted in accordance with the rules stated in Article VII.
- 1.4 All HHH officers have the full authority and responsibilities of their respective offices, regardless of whether they were elected by the HHH membership, by a tie-breaker vote of the Board of Directors, or by appointment by the Board of Directors.
- 1.5 All HHH officers must be current, paid up members of HHH.
- 1.6 One person cannot hold two elected offices. One person can hold any number of appointed offices in addition to any elected office he or she may hold.
- 1.7 The HHH President is the Chairman of the Board of Directors.
- 1.8 Each member of the Board of Directors has one vote. Actions of the Board of Directors shall be decided by a majority vote of those members present including proxies, unless otherwise specified in the By-Laws.
- 1.9 The Board of Directors shall meet on a regular basis to conduct the general business of HHH. General Business meetings shall be held at least twice per year. Special meetings shall be held as needed. The President shall schedule meetings of the Board of Directors, or if the President is unavailable, any three members of the Board of Directors may call a meeting.
- 1.10 At all general business meetings of the Board of Directors a quorum of the Board shall be 50% of the Board members plus one member. This quorum may include proxies.

- 1.11 A reasonable effort must be made to notify all members of the Board of Directors of scheduled meetings. A reasonable effort must be made to prepare an agenda for the meeting and to distribute it at least one week before the meeting. Meetings shall be scheduled at times and places so as to permit the maximum amount of attendance and participation of the members of the Board of Directors.
- 1.12 The Board of Directors may, at their discretion, authorize reimbursement of travel expenses of those members of the Board who must travel especially long distances to attend Board meetings. Reimbursement shall be at the rate per mile currently allowed as a business deduction by the U.S. federal income tax laws. In such cases the member will keep track of his or her mileage and submit a request for payment to the HHH Treasurer.
- 1.13 If possible, all scheduled general business meetings of the Board of Directors shall be announced in the HHH newsletter, and all HHH members invited to attend. All general business meetings are open to any member of HHH, and to visitors at the discretion of the Board of Directors. Members of HHH who are not on the Board of Directors may be excluded from special meetings such as those involving consideration of disciplinary action.
- 1.14 The Board of Directors has the power to expel members from HHH for causes such as stated in Article II, Section 6.0, Paragraph 6.2, in accordance with the procedures of Article II, Section 6.0, Paragraphs 6.2, 6.3 and 6.4.
- 1.15 The Board of Directors has the power to take disciplinary action short of expulsion from HHH against members of HHH for due cause. Such action may be taken at the discretion of the Board of Directors.
- 1.16 The Board of Directors shall have the power, by a vote of 2/3 of its members, to remove any elected officer of HHH from his or her office for the following causes:
- Malfeasance in office
 - Willful failure to carry out or fulfill the duties and responsibilities of his or her office
 - Demonstrated inability to carry out or fulfill the duties and responsibilities of his or her office
 - Any causes that might incur expulsion from HHH or disciplinary action short of expulsion
- 1.17 Before any action is taken to remove an elected officer of HHH, a reasonable effort must be made to notify the officer that such action is pending, to inform him or her of the reasons for such action, and to give the officer the opportunity to respond to the accusations against him or her. If the officer cannot be reached for such notification or fails to respond, the Board of Directors is free to take action, as they deem necessary.

- 1.18 The Board of Directors shall exercise all the powers assigned to them by the By-Laws and by the Standing Rules. In the event that an unforeseen situation arises in which it is the judgment of the Board of Directors that they must make decisions, take actions, or exercise authority that are not specified or necessarily implied by the By-Laws or by the Standing Rules, or that are not established by proper precedent as lawful actions, then in such situations the Board of Directors is authorized to act in accordance with their best judgment. However, the actions they take and the reasons for doing so must be reported in the newsletter, without undue delay, for the information of the HHH members.

Section 2.0 Membership Committee

- 2.1 The Membership Committee is the members of the Board of Directors.
- 2.2 The Membership Officer is the Chairman of the Membership Committee.
- 2.3 The Membership Committee has the power, under the direction of the Board of Directors, to approve or disapprove applications for membership, and to permit or deny renewal of memberships at the expiration of their current term.
- 2.4 The Membership Committee shall not deny membership to any applicant or deny renewal of any membership for reasons contrary to principles stated in Article II, Section 1.0, Paragraph 1.1.
- 2.5 Members of the Membership Committee shall make a reasonable effort to attend those clothed events of HHH where initial meetings with potential applicants for membership in HHH are likely to occur. When attending HHH events they shall make reasonable efforts to meet any visitors.
- 2.6 The Membership Committee may have other powers as specified in the Standing Rules.

Section 3.0 Committees

- 3.1 Committees may be established to assist in the conduct of HHH business. Such committees will serve at the discretion of the Board of Directors.
- 3.2 Committees will be established by action of the Board of Directors. Membership of the committee will be decided by the committee chairman with the approval of the Board of Directors.
- 3.3. Committees do not have to be named or otherwise mentioned in the Standing Rules. They can be established and function on an "as needed" basis.
- 3.4 Committees cannot take any actions, which usurp, abrogate or interfere with the lawful duties and authority of the elected offices of HHH, of the Board of Directors, or of the Membership Committee.
- 3.5 At each general business meeting of the Board of Directors, a report will be made by any committees that are currently in existence. The Board of Directors shall have the power to terminate committees.

Section 4.0 Nominating Committee

4.1 Purpose

- 4.1.1 It is the task of the Nominating Committee to recognize, recruit and nominate candidates for the elected leadership of HHH, to be presented to the HHH general membership at the General Assembly.

4.2 Appointing a Nominating Committee

- 4.2.1 The Committee Chair is to be selected and agreed upon by 2/3 vote of the Board of Directors, excluding the President.
- 4.2.2 The Committee is to consist of at least 3 non-board members.
- 4.2.3 The Committee Chair may select two additional committee people with the approval of the Board of Directors.
- 4.2.4 The Committee should never be appointed by the President.
- 4.2.5 The President is not eligible to be elected to, or serve on the Committee.
- 4.2.6 Members of the Committee themselves are not barred from becoming nominees for elected office. Thus, committee members cannot be deprived of the right to hold office by being elected to the Nominating Committee.

4.3 Personal and General Qualifications of Nominating Committee Members

- 4.3.1 Interest in and enthusiasm for the purposes and participation in the events of HHH.
- 4.3.2 High qualities of tact, integrity and discretion.
- 4.3.3 Courage to express ideas and to defend one's convictions.
- 4.3.4 Sound judgment and skill in evaluating possible nominees.
- 4.3.5 General knowledge of potential candidates' qualifications and abilities.
- 4.3.6 Member in good standing for at least 30 days preceding the election

4.4 Contacting Nominees

- 4.4.1 The Committee shall attempt to nominate at least two people for each Board of Directors position.
- 4.4.2 Potential nominees should be contacted only when agreed upon by the Committee.
- 4.4.3 The Committee must be prepared to give the potential nominee a fair statement of what is expected of the office and the amount of time it might involve. The Committee should have a printed job description, which it should send to the potential nominee.
- 4.4.4 A potential nominee should be told that part of the responsibility of office is to attend Board Meetings, be part of the Membership Committee and will be encouraged to attend First Fridays.

4.5 Nominees

- 4.5.1 The nominee must be a current member of HHH in good standing for at least 30 days and is intending to be an active participant in most HHH events whenever possible.
- 4.5.2 Current Board of Directors must be re-nominated by the Committee each voting period to continue in their present position.

4.6 Nominating Committee Report

- 4.6.1 The report is read to the HHH membership, by the Nominating Committee Chair, during the General Assembly.

4.6.2 After the Report is read, additional nominations may be made from the floor of the. Nominations do not need to be seconded. All nominees presented at this time should have been contacted prior to the General Assembly to determine the willingness of the nominee to serve.

4.7 Additional Committee Responsibilities

4.7.1 The Committee also will act as the election committee and will count the returned voting ballots and report to the General Membership the results of the election at a designated meeting.

Article VI Duties of Elected Offices

Section 1.0 President

- 1.1 The President is the Chairman of the Board of Directors and has primary responsibility for scheduling general business meetings of the Board and for preparing the agendas for general business meetings, according to the rules stated in Article V, Section 1.0, Paragraphs 1.9 and 1.11.
- 1.2 The President is eligible to serve on any committee, but has no obligation to do so.
- 1.3 The President has primary responsibility to insure that HHH operates according to the By-Laws and Standing Rules.
- 1.4 The President has custody of one of the HHH Post Office Box keys, and has primary responsibility to insure that mail delivered to HHH is picked up on a regular basis, and is properly acted upon. The President may arrange for another HHH member to have a Post Office Box key and to pick up the mail. The President may "loan" out his or her Post Office Box key for this purpose but cannot give it up on a permanent basis.
- 1.5 The President shall have the authority to co-sign checks and/or co-authorize electronic withdrawals from the HHH bank account.
- 1.6 The President shall make a reasonable effort to attend the HHH general assembly. When attending, the President shall preside over the general assembly.
- 1.7 The President may assume other duties as deemed appropriate by the Board of Directors.
- 1.8 The President shall have the responsibility of soliciting HHH members to serve on the Nominating Committee.

Section 2.0 Vice President

- 2.1 The Vice President acts in the place of the President if:
 - The President is not present to preside over meetings of the Board of Directors
 - The President is not present to preside over the general assembly
 - The President is temporarily incapacitated
 - The President resigns his office, or dies, or is removed from office, and a new President has not yet been chosen or taken office.
- 2.2 If the President resigns his office, or dies, or is removed from office, the Vice President does not become President unless he or she is chosen to be President under the procedures of Article VII, Section 5.0, Paragraph 5.4.

- 2.3 The Vice President is eligible to serve on the Membership Committee or any other temporary committee, but has no special obligation, beyond that of any other HHH member, to so serve.
- 2.4 The Vice President has custody of one of the HHH Post Office Box keys. The Vice President may "loan" out his or her Post Office Box key but cannot give it up on a permanent basis.
- 2.5 The Vice President, may be assigned other duties by the Board of Directors.

Section 3.0 Certifying Officer & Executive Secretary

- 3.1 The Certifying Officer & Executive Secretary is the principal liaison between HHH and the AANR national office.
- 3.2 The Certifying Officer & Executive Secretary has custody of the membership database and is responsible for updating the membership database, in a timely manner, to reflect the following changes, as they are reported to him or her:
 - Addition of new members
 - Termination of memberships
 - Renewals or reinstatements of memberships
 - Changes of addresses and/or telephone numbers
 - Changes in marital and/or social status
 - Any other changes in membership information which may need to be recorded in the membership data base
- 3.3 The Certifying Officer & Executive Secretary has custody of, and is responsible for maintaining in good order, certain files relating to the business of HHH, including but not limited to the following:
 - Copies of forms and reports submitted to the AANR national office
 - Completed membership application forms
 - Completed membership renewal forms
 - Official results reports from HHH elections
 - Letters and communications from the AANR national office to HHH
 - Letters and communications from the SWSA regional office to HHH
 - Rules, Procedures and Reports issued by the AANR national office to AANR clubs
- 3.4 The Certifying Officer & Executive Secretary shall print copies of the HHH membership list and distribute them to other HHH officers as needed.
- 3.5 The Certifying Officer & Executive Secretary shall provide copies of other items in his or her files to other HHH officers as needed.
- 3.6 The Certifying Officer & Executive Secretary shall submit monthly reports regarding new members, renewed or reinstated members, and terminated members to the AANR

national office in accordance with the rules and procedures established by the AANR national office.

- 3.7 The Certifying Officer & Executive Secretary is not responsible for reporting to the AANR national office changes of addresses of HHH members.
- 3.8 The Certifying Officer & Executive Secretary records by cassette tape and/or other means and transcribes minutes of general business or special meetings of the Board of Directors.
- 3.9 If the Certifying Officer & Executive Secretary is unable to attend a particular meeting, he or she shall make a reasonable effort to insure that the meeting will be recorded so that the minutes of the meeting can be transcribed at a later time.
- 3.10 The Certifying Officer & Executive Secretary shall have the authority to co-sign checks and/or co-authorize electronic withdrawals from the HHH bank account.
- 3.11 The Certifying Officer & Executive Secretary may assume other duties as deemed appropriate by the Board of Directors.

Section 4.0 Treasurer

- 4.1 The Treasurer is the chief financial officer of HHH.
- 4.2 The Treasurer has custody of the HHH checkbook, of HHH deposit slips, of cancelled checks, of bank statements concerning the HHH bank account, and of any other documents relating to the financial affairs of HHH.
- 4.3 The Treasurer shall keep and maintain clear and accurate records of deposits, withdrawals, transfers, credits, debits and any other actions affecting the funds in the HHH bank account.
- 4.4 The Treasurer shall have the authority to co-sign checks and/or co-authorize electronic withdrawals from the HHH bank account.
- 4.5 The Treasurer may assume other duties as deemed appropriate by the Board of Directors.
- 4.6 The Treasurer shall provide Treasurer's Reports that consist of a Balance Sheet, Income Statement and Checkbook listing. The reports shall be prepared at the time of any scheduled General Board of Directors Meeting.
- 4.7 The Treasurer shall keep track of budgets vs. actual expenses, by account. These reports are also to be prepared at the time of any scheduled General Board of Directors Meeting.
- 4.8 Interim Treasurer Reports may be requested by the Board of Directors, as required.

- 4.9 The Treasurer's Reports must follow general accounting formats and be available to any HHH member who wishes a copy.

Section 5.0 Trustee

- 5.1 The Trustee has primarily responsibility to represent HHH and its members at SWSA and AANR board, general assembly, general membership, and town hall meetings. The Trustee is the voice of HHH at these meetings
- 5.2 At the SWSA general assembly held during the yearly summer SWSA convention, the Trustee should carry the voting proxies of those HHH members who chose to proxy their vote to the Trustee. HHH members are NOT required to proxy their vote to the Trustee.
- 5.3 The Trustee shall be knowledgeable in AANR and SWSA voting procedures. Thus, the Trustee will be qualified to inform HHH members of their individual voting rights and can assist them in the procedures.
- 5.4 The Trustee shall be reimbursed for mileage and grounds fees for attending SWSA meetings indicated in 5.1. Reimbursements for mileage shall be at the rate per mile currently allowed as a business deduction by the U.S. federal income tax laws.
- 5.5 The Trustee shall not ordinarily be reimbursed for other travel costs, lodging, meals, fees, or other expenses incidental to attending SWSA or AANR meetings.
- 5.6 If the Trustee is to be fully reimbursed for attending SWSA and /or AANR meetings indicated in 5.1, he or she shall keep a clear and accurate record, complete with receipts whenever possible, of those expenses, which are to be reimbursed by HHH. The record shall be submitted to the HHH Treasurer when the Trustee returns from the meeting.
- 5.7 If the Trustee is to be fully reimbursed for attending SWSA and/or AANR meetings indicated in 5.1, he or she may request and be allowed an advance payment to cover the expenses for attending such meetings
- 5.8 Whenever the Trustee attends meetings indicated in 5.1, he or she shall write a short written report for presentation at the next HHH board meeting and for publication in the HHH newsletter.
- 5.9 The Trustee may attend any and all meetings indicated in 5.1 but will incur expenses that will not be reimbursed.
- 5.10 The Trustee shall give the HHH President advance notice of intent to attend meetings indicated in 5.1. If possible, notification shall be given at least one week before the meeting.
- 5.11 The Trustee may be assigned other duties by the Board of Directors.

- 5.12 If the Trustee is unable to attend any of the meetings indicated in 5.1, The Board of Directors may appoint another HHH member to attend on behalf of HHH.

Section 6.0 Membership Officer

- 6.1 The Membership Officer has the primary responsibility to respond to prospective member inquiries, sending out standard information packets, and follow-up to these inquiries.
- 6.2 The Membership Officer shall send out to prospective members, invitations to HHH First Friday gatherings and upon eligibility, to HHH unclothed events.
- 6.3 The Membership Officer shall upon a prospective member's eligibility for membership contact the Board of Directors for their approval or disapproval by e-mail, specifying a specific date for return. Upon a majority vote for approval, the Membership Officer shall send out a membership application to the prospective member.
- 6.4 The Membership Officer shall be the prime contact with the HHH Webmaster to make any required changes.
- 6.5 The Membership Officer shall provide a Prospective Member Report, listing all of the latest prospects, how many First Fridays and unclothed events that have been attended. The report shall be prepared at the time of any scheduled Board of Directors Meeting for discussion by the Board of Directors. This report is confidential and should only be distributed to the members of the Board of Directors.
- 6.6 The Membership Officer, may be assigned other duties by the Board of Directors.

Section 7.0 Newsletter Editor

- 7.1 The Newsletter Editor has primary responsibility to publish the HHH newsletter according to the schedule stated in the Standing Rules. The Newsletter Editor also has a responsibility to protect the image of HHH and AANR and will not present material in the newsletter in such a way as would adversely affect HHH and AANR.
- 7.2 The Newsletter Editor has editorial control over the layout and content of the newsletter. However the Newsletter Editor may be required by the, Board of Directors to publish certain articles, reports or letters that are not subject to editing, aside from incidental corrections of spelling, punctuation or grammar that do not alter the sense of the work.
- 7.3 The Newsletter Editor has primary responsibility to insure that copies of the newsletter are mailed and distributed according to the procedures stated in the Standing Rules.

- 7.4 The Newsletter Editor shall make a reasonable effort to gather correct and accurate information concerning upcoming HHH events and other events of interest occurring in the SWSA region, and to publish such information in a timely manner that affords HHH members a reasonable opportunity to attend those events.
- 7.5 The Newsletter Editor may be requested by the Board of Directors to publish special editions of the newsletter.
- 7.6 The Newsletter Editor shall not publish, or cause to be published, the real last names of any HHH member, visitor or any other person associated with social nudism without the clear and unmistakable consent of that person. However in the event that persons associated with social nudism are clearly and openly identified with the cause of social nudism, such as AANR national and regional officers and spokesmen, the Newsletter Editor may exercise reasonable discretion in the publication of their names.
- 7.7 When it is necessary to publish addresses, telephone numbers or directions to the homes of HHH members, visitors, or other persons associated with social nudism, the Newsletter Editor has primary responsibility to insure that this information is not mailed or distributed to persons other than HHH members and those who have a clear and understandable need to know.
- 7.8 The Newsletter Editor may assume other duties as deemed appropriate by the Board of Directors.

Section 8.0 Social & Hospitality Officer

- 8.1 The Social & Hospitality Officer has primary responsibility to arrange monthly house parties, during the indoor social calendar from September through May.
- 8.2 The Social & Hospitality Officer shall make a reasonable effort to arrange an interesting variety of events for the HHH membership.
- 8.3 The Social & Hospitality Officer has primary responsibility to keep the Board of Directors informed of upcoming HHH events.
- 8.4 The Social & Hospitality Officer has primary responsibility to welcome visitors to HHH events and to help them feel comfortable.
- 8.5 The Social & Hospitality Officer shall make a reasonable effort to attend HHH events.
- 8.6 The Social & Hospitality Officers shall coordinate food items to be brought to the house parties and coordinate with the host/hostess any evening activities that are planned.
- 8.7 The Social & Hospitality Officer shall help and/or arrange assistance in helping the host/hostess with set-up and cleanup at the house parties

- 8.8 The Social & Hospitality Officer shall discuss with the party Host(s) prior to the house party, the acceptance of the gift (gift amount is stated in the Standing Rules) and inform the Treasurer whether a check will need to be written to the Host(s) the evening of the party.
- 8.9 The Social & Hospitality Officer shall assume other duties as deemed appropriate by the Board of Directors.

Section 9.0 Executive Director

- 9.1 The Executive Director will be appointed by majority vote of the Board of Directors and will be chosen from past presidents of HHH.
- 9.2 The Executive Director will serve the HHH Board of Directors and general membership by providing continuity, consistency and advice on decisions that affect the operation of the club.
- 9.3 The Executive Director will have a vote on all issues brought before the Board
- 9.4 The Executive Director will assist the President in holding decorum of the meetings.
- 9.5 The Executive Director will assist with the transition between offices and positions each May.
- 9.6 If no past president is willing to serve as Executive Director this position would be left vacant.

Article VII Elections and Appointments

Section 1.0 General Assembly

- 1.1 HHH shall hold a general assembly each year in the Spring to conduct club business, to nominate candidates for the permanent offices as necessary under the two year term policy, which confer membership on the Board of Directors, for the coming social year, to propose changes to the By-Laws, to propose other actions that may need to be voted by the the HHH membership, and to prepare for the HHH general election.
- 1.2 A reasonable effort shall be made to schedule the general assembly in the month of April, on the same date and at the same location as a regularly conducted HHH event, such as a house party. In such cases, the general assembly should be conducted prior to the other event, if possible.
- 1.3 If the general assembly cannot be scheduled in the month of April, on the same date and at the same location as a regularly conducted HHH event, it shall be scheduled at a time and place as shall best serve the needs of HHH. However every reasonable effort shall be made to insure that the general assembly is scheduled so as to allow the general election to be conducted, and newly elected officers to take office by the end of May.
- 1.4 The date, time and location of the general assembly shall be reported to the HHH membership at least 30 days before the date of the general assembly, if possible. Otherwise every reasonable effort shall be made to provide the members with sufficient advance notification as to permit them to attend.
- 1.5 A quorum at the general assembly shall consist of those current HHH members who are in attendance.
- 1.6 All current HHH members are eligible to attend, participate and vote on issues presented at the general assembly. Each attending member shall have one vote. There shall be no proxies.
- 1.7 Visitors may attend the general assembly subject to the rules stated in Article III. Visitors may make comments, ask questions or offer advice, at the discretion of the HHH members in attendance. However they cannot move or second nominations, proposed changes to the By-Laws, or other proposed actions; nor can they vote on any issues before the general assembly.
- 1.8 The person presiding shall call the general assembly to order. At the conclusion of business, a proposal to adjourn shall be moved, seconded and voted.

Section 2.0 Nomination of Candidates

- 2.1 Nominations for candidates for the permanent offices of the Board of Directors for the coming social year, shall be made according to the following procedures:
- Nomination Committee, see Article V, Section 4.0
 - Nominations from the floor, nominations do not need to be seconded. Nominees must have given prior consent to be nominated and be familiar with the duties of the position being nominated for.
- 2.2 Proposed changes to the By-Laws or other proposed changes shall be made according to the following procedure:
- Any proposed changes must be submitted to the Board of Directors 14 days prior to the General Assembly.
 - Any proposed changes must be compiled and transmitted to all HHH members at least 7 days prior to the General Assembly.
 - Discussion of any changes must be included on the agenda at the General Assembly.

Section 3.0 Election Procedures

- 3.1 Procedures for conducting the general election may be agreed upon at the general assembly. Or at the discretion of the Board of Directors, they may be decided after the general assembly.
- 3.2 Procedures for conducting the elections may be chosen as will best serve the needs of the election, given the particular candidates and proposals that are on the ballot. However at all times, elections shall be conducted according to fair and democratic principles, and every reasonable effort shall be made to insure that the balloting and vote counting process is as accurate and tamper proof as possible.
- 10/13
10/13 3.3 Deleted
- 3.4 A reasonable effort shall be made to mail or alternatively emailed in a non changeable format such as PDF, the ballots to the HHH membership within 10 days of the General Assembly.
- 3.5 Members shall be allowed a reasonable time for the ballots to reach them, plus 10 days to return their ballots.
- 3.6 If the Postal Service cannot deliver ballots because members have failed to inform HHH as to changes in their mailing addresses, then HHH shall have no responsibility to make any further attempt to deliver the ballots.
- 3.7 The ballots shall contain the titles of each permanent office that confers membership on the Board of Directors, and the names of the candidate(s) running for those offices. Provision shall be made to allow for write-in candidates for any office on the ballot.

- 3.8 Each eligible HHH voting member is entitled to cast one vote for each office on the ballot and one vote for each proposed change to the By-Laws or other proposed changes. There is no obligation to vote for every office and proposal on the ballot. The member may decline to vote for certain offices or proposals if he or she wishes by simply leaving those areas on the ballot unmarked.
- 3.9 If a ballot indicates a vote for more than one candidate for the same office or for both positions on a proposed change to the By-Laws or other proposed changes, then no vote from that ballot shall be recorded for that office or proposed change. However votes indicated on that ballot for any other office or proposed change that are properly marked shall be recorded.
- 3.10 Write-in votes for candidates must clearly identify the person being voted for. Write-in votes will not be recorded for candidates who do not meet the requirements of Article V, Section 1.0, Paragraph 1.5.
- 3.11 Write-in votes cannot be conditional statements. An example of a conditional statement would be "Candidate (name 1) if (certain thing) happens, otherwise candidate (name 2). Conditional write-in votes will not be recorded. One exception to this rule will be allowed. If a write-in statement reads to the effect, "Candidate (name) if (he or she) agrees to serve", then the write-in vote shall be recorded.
- 3.12 If a write-in candidate receives more votes for an office than any other person, that candidate shall not be considered to be elected to the office until he or she has been informed of the result and has consented to serve in that office.
- 3.13 In any election the candidate for an office who receives the greatest number of the eligible votes cast for that office, shall be considered elected to that office, subject to the limitation of Article VII, Section 3.0, Paragraph 3.12.
- 3.14 If two or more candidates for the same office receive an equal number of the eligible votes cast for that office, then that office shall be considered vacant at the time of the transfer of powers meeting, and the new Board of Directors shall conduct a tie-breaker vote. The Board of Directors may not cast votes for any other candidate than those who were tied for first place in the general election. The candidate who receives the greatest number of votes shall be declared elected to the office.
- 3.15 Election results shall be published for the information of the HHH membership, as soon as possible after the election.

Section 4.0 Eligibility to Vote

- 4.1 All HHH members whose memberships are current and paid-up during the entire period from the date of the general assembly to the date the ballots mailed out are eligible to vote in the general election.
- 4.2 A member shall not be eligible to vote if:
- His or her membership expired after the date of the general assembly and before the date the ballots were mailed out, and he or she is not being permitted to renew.
 - His or her membership expired after the date of the general assembly and before the date the ballots were mailed out, and he or she is permitted to renew, but the required renewal forms and dues payments have not been received by the date of the ballot mail out.
 - He or she placed membership after the date of the general assembly and before the date the ballots were mailed out.

Section 5.0 Appointments

- 5.1 The permanent offices of HHH, which do not confer membership on the Board of Directors, shall be filled by appointment by the Board of Directors. At the time of the transfer of powers meeting, a reasonable effort shall be made by the new Board of Directors to fill these offices for the coming social year, either by appointing new officers or by retaining the current officers. If some offices cannot be filled at the transfer of powers meeting, the Board of Directors shall attempt to fill those offices at the earliest date possible.
- 5.2 Appointments to permanent offices of HHH, which do not confer membership on the Board of Directors, shall be made by a majority vote of the Board of Directors.
- 5.3 No person shall be appointed to a permanent office of HHH without that person's prior consent.
- 5.4 If a vacancy should occur in any permanent office of HHH which confers membership on the Board of Directors during the social year, due to the previous officer's resignation, removal, death, or termination of membership, then the Board of Directors shall have the power, by a vote of 2/3 of the remaining members, to appoint an officer to fill that office.
- 5.5 If a candidate for a permanent office of HHH, should receive the greatest number of votes for that office in the general election, but has become ineligible to serve due to resignation, death, or termination of membership, then that office shall be considered vacant at the time of the transfer of powers meeting, and the new Board of Directors shall make every reasonable effort to fill that office in accordance with Article VII, Section 5.0, Paragraph 5.4
- 5.6 Appointments to office shall be published for the information of the HHH membership, as soon as possible.

Section 6.0 Transfer of Powers Meeting

- 6.1 After the general election is completed and the vote counters have reported the results, the newly elected President of HHH shall make a reasonable effort to schedule a transfer of powers meeting of the Board of Directors, to take place within 14 days of the date on which the ballots were counted.
- 6.2 All outgoing members, incoming members and continuing members of the Board of Directors shall make every reasonable effort to attend the transfer of powers meeting. Outgoing members shall be free to leave after completing any necessary turnover to the incoming members.
- 6.3 The terms of office shall expire for outgoing members, and begin for incoming members, at one minute past midnight, Houston time, on the date on which the transfer of powers meeting is held.
- 6.4 The Transfer of Powers Meeting shall begin with any necessary turnover of information and materials from outgoing members to incoming members. After the turnover is complete the Board of Directors may consider any HHH business they deem appropriate.
- 6.5 The Transfer of Powers Meeting shall be open to any member of HHH, and to visitors at the discretion of the Board of Directors.

Article VIII Other Matters

Section 1.0 The Standing Rules

- 1.1 The Standing Rules are rules governing the day to day operations and activities of HHH.
- 1.2 The Standing Rules shall not conflict with the By-Laws. In any cases where there appear to be a conflict between the Standing Rules and the By-Laws, the By-Laws shall prevail.
- 1.3 The Standing Rules may be changed or revised at any time by a majority vote of the Board of Directors.
- 1.4 Changes or revisions to the Standing Rules shall be reported in the HHH newsletter as soon as possible.

Section 2.0 The Treasury

- 2.1 All checks drawn on the HHH bank account in an amount over \$50.00 shall have two signatures. The two signatures shall be from authorized Board members not residing within the same household.
- 2.2 The HHH President, Treasurer and Certifying Officer & Executive Secretary shall ordinarily have the power to sign checks drawn on the HHH bank account. The Board of Directors shall have the power to authorize other officers to sign checks drawn on the HHH bank account, if necessary.
- 2.3 Members of HHH shall be reimbursed for expenses incurred on behalf of HHH. Such expenses may include products ordered, materials purchased, telephone calls, mileage for special trips, and other costs which in the judgment of the Board of Directors are properly chargeable to HHH.
- 2.4 Members of HHH who request reimbursement for expenses incurred on behalf of HHH shall make a reasonable effort to submit to the HHH Treasurer copies of bills, invoices and receipts documenting those expenses.

- 2.5 When reimbursement is made to an officer who has authority to sign checks drawn on the HHH bank account, that officer shall not ordinarily sign checks payable to himself or herself. However, in the event that a request for reimbursement is submitted and for a period of at least 14 days after the submission, two other officers will not be available to sign the check, then the officer receiving the reimbursement may sign the check payable to himself or herself, as a matter of necessity.
- 2.6 On a yearly basis, budgets for each Board of Directors, expected expenses by account category, must be determined and approved by the Board of Directors as a group. Each member of the Board of Directors is expected to keep track of his/her expenses compared to the budget. The yearly budgets shall be determined at the HHH Mid-Winter Board meeting each year. The HHH fiscal year shall start on March 1st and end the last day of February of the next year, each year.
- 2.7 On a yearly basis, an examination of HHH's financial records shall be performed within 30 days prior the General Assembly by an HHH Member or a committee of members in good standing, who shall be appointed by the President and agreed upon by the Board of Directors. This member or committee members shall not be a current Board Member. The purpose of this examination is to have a "Cold Eyes" look at the financial records of the Club verifying all receipts and disbursements and report to the Board any issues the reporting member(s) prudently feel should be brought to the attention of the Board. The report shall be submitted and read at the General Assembly. This examination is not to be mistaken as a formal "Audit" or "Review" which could be regulated or acceptable by the AICPA, Texas State Board of Public Accounting or other recognized Legal or Professional Governing Organization.

Section 3.0 Definition of "Reasonable"

- 3.1 In all cases where the By-Laws or the Standing Rules require that a "reasonable" effort be made to perform some action, "reasonable" shall be understood according to the principles of fairness and common sense.
- 3.2 The Board of Directors is the final judge of what is "reasonable".

Section 4.0 Confidentiality

- 4.1 Members of HHH may be as open about their own and their family's involvement in social nudism as they wish. However all HHH members pledge to make every effort to protect the confidentiality of other HHH members and visitors, and any other persons involved in social nudism.
- 4.2 The names, addresses and phone numbers of HHH members are confidential. Any pages in the newsletter that mention last names, addresses and phone numbers are to be protected from unauthorized persons.

- 4.3 Maps and directions to member's homes are confidential and are to be protected from unauthorized persons.

Section 5.0 Changes and Revisions to the By-Laws

- 5.1 Proposed changes and revisions to the By-Laws must be submitted at the general assembly according to the procedures of Article VII, Section 2.0, Paragraph 2.2, except as allowed in Article VI, Section 7.0, Paragraph 7.12.
- 5.2 A proposed change or revision to the By-Laws shall be considered adopted and the By-Laws shall be revised accordingly if the number of eligible votes in the general election cast in favor of adoption is greater than the number of eligible votes cast against adoption.
- 5.3 If the number of eligible votes in the general election cast in favor of adoption of a proposed change or revision to the By-Laws, is equal to the number of eligible votes cast against adoption, then at the time of the transfer of powers meeting the new Board of Directors shall conduct a tie-breaker vote. The proposed change or revision shall be considered adopted if the number of votes in favor of adoption is greater than the number of votes against adoption.
- 5.4 Whenever a change or revision is made to the By-Laws the new set of By-Laws shall be printed with a notation at the bottom of each page indicating the number and date of the revision. All older copies of the By-Laws shall be considered superseded and void.
- 5.5 Whenever a change or revision is made to the By-Laws, except for such changes as are allowed in Article VI, Section 7.0, Paragraph 7.12, a copy of the new set of By-Laws, shall be mailed or alternatively emailed in a non changeable format such as PDF, to each member of HHH as soon as possible.

Section 6.0 Authority of the By-Laws

- 6.1 HHH shall operate according to the provision of the By-Laws, in all offices, functions, and procedures.
- 6.2 All new members of HHH shall be provided with a copy of the By-Laws at the time they are notified of the acceptance of their membership application.
- 6.3 Acceptance of membership in HHH shall be considered as agreement to abide by the By-Laws.
- 6.4 All members of HHH shall be presumed to have read and understood the By-Laws.

Section 7.0 – Rules of Order

- 7.1 The rules contained in “Roberts Rules of Order” shall govern HHH in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or the Standing Rules of HHH.