

MANCHESTER SUN AND AIR SOCIETY (MSAS)

CONSTITUTION AND GENERAL RULES

As Amended by the 65th AGM 2013

PART 1. CONSTITUTION

1 NAME AND PURPOSE

The title of the society is the Manchester Sun and Air Society (site name "Springfield") hereafter called "the Society" and its purpose is to promote, through naturism, healthy recreation and activity in pleasant surroundings in an atmosphere of common sense, freedom and consideration for others. The Society will seek to develop good relationships with the naturist movement nationally and internationally.

2 FUNDS AND PROPERTY

- i) The Society, which is an unincorporated body, is non-profit making and its funds and property will only be used to further its aims and objectives. The land (known as Fox Covert, site name Springfield) belongs to the Society.
- ii) Any profit which results from the dissolution of the Society will be shared equally amongst the Society's full members.
- iii) The Society's full members are jointly and severally responsible for any deficit which may occur after dissolution of the Society.
- iv) On ceasing to be a member, a person forfeits all rights to and claims on the Society, its funds and property.

3 TRUSTEES

- i) The property of the Society will be held in trust by not more than 4 (four) appointed permanent Trustees who will hold the legal title for the Society and who must enter into a Deed of Trusteeship. The Trustees will hold the deeds in safekeeping on behalf of the society.
- ii) In the event of the dissolution of the Society, the Trustees will administer the disposable assets in such a manner as they consider proper at the time.
- iii) The Trustees will at all times discharge their duties in the best interests of the Society's membership.
- iv) In the event of a Trustee vacancy, the continuing and / or retiring Trustees will invite nominations from the Membership. In accordance with the laws applying to Trusteeships the selection and appointment of a new Trustee or Trustees will be the duty of the continuing and / or retiring Trustees

4 MANAGEMENT

A) The Committee

- i) The management of the Society is vested in a Committee of full members consisting of Chairman, Secretary, Treasurer and 6 (six) Committee members.
- ii) A quorum for Committee meetings will be 5 (five) members of the Committee.
- iii) The Committee must contain at least 2 (two) members of either sex.
- iv) If a vacancy on the Committee occurs during the year it will be filled by the person who, being eligible and willing to serve, secured the highest number of votes at the last election but was not elected. If this method fails, the Committee will co-opt a full member to fill the vacancy. Such co-option will not count as service so far as eligibility for future office is concerned.
- v) The Auditor will not serve on any Society committee or sub-committee.

B) Sub-Committees

i) The following sub-committees will liaise with the Committee:

- Social.
- Land Conservation.
- Sports.
- Building & Services.

ii) Sub-committees have a maximum of 5 (five) members and additional sub-committees may be formed as required for specific purposes.

C) Terms of office and limitations

i) All members of the Committee and sub-committees will be elected annually.

ii) A Committee member may serve for a maximum of two consecutive years and then may not accept nomination as a Committee member until a period of one year has elapsed, but may accept nomination as an Officer, i.e. Chairman, Secretary or Treasurer.

iii) An Officer may serve for up to a maximum of three consecutive years, but after any length of service as an Officer may not accept nomination as an Officer or Committee member until a period of one year has elapsed. However, a new Committee having no officer from the previous Committee, may appoint one from the previous Committee as an advisor. The appointment to be described as "nvc" (none voting co-opted).

iv) There are no limitations on the length of service for sub-committee members.

v) Related members may not serve on the Committee at the same time, though they may all be nominated for election. If one is elected as an Officer of the Society, the nomination of the remainder will become void. In the case of Committee elections, only the one securing the largest number of votes will be elected.

D) Co-option

i) The Committee may co-opt as many full eligible members, except related members, as are required to form a full Committee of 9 (nine) whose services they desire and such co-option will not count as service so far as eligibility for future office is concerned.

ii) The Committee may co-opt on a temporary basis those members whose services they may desire. Such members may be invited to meetings and take part in discussions but may not vote.

E) Sites Warden

The Committee will appoint a Sites Warden who will ensure that the location of all sites, or any alterations to them, are approved by the Committee or its delegates.

F) Site Licence Compliance Officer

The Committee will appoint a Site Licence Compliance Officer who will be authorised to liaise with the Licensing Authority on behalf of the Society. The role will be to ensure that all conditions of the Site Licence are adhered to. Any breaches to be reported to the Committee for further action. The position will be renewable annually but will be without limitation on length of service. The Site Licence Compliance Officer will not be a voting member of the Committee

5 NOMINATIONS FOR ELECTION

The Committee will post a nomination form in the pavilion not later than the first Sunday in August. A valid nomination for election will be the legibly printed name and signature of an eligible candidate and of a proposer, both of whom must be full members. Nominations

may be made on the form in the Pavilion or posted to the Secretary. Nominations will close at 11.00a.m. on the first Sunday in September and the Secretary will ensure that all nominations are displayed in the Pavilion by 1.00p.m. on that date.

6 FINANCIAL

- i) The financial year ends on 31 August and the subscription year on 30 September.
- ii) The Treasurer will receive all monies due to the Society and maintain, subject to approval by the Committee, separate bank accounts in the name of the Society.
- iii) Cheques drawn on the account will be signed by two full Members who have been proposed by the Committee and approved by the Membership. There will be a maximum of four signatories. Cheque signatories will not sign cheques until they have examined the relevant and appropriate documents. The Auditor will not receive or disburse any Society monies.
- iv) The Treasurer will report regularly to the Committee and ensure that full details of the Society's finances are available to the Committee as required.
- v) At the end of the financial year the Treasurer will prepare a statement of accounts which must be independently audited.
- vi) If any unforeseen financial requirements occur, a levy on all member units may be made, subject to a majority vote of approval at a General Meeting. Any approved levy will be obligatory on all member units.
- vii) The Treasurer will not make any withdrawals from the Emergency Reserve bank account until AFTER the Committee has informed the membership at a General Meeting or, where necessary, in writing by special notice to each member.

7 ANNUAL GENERAL MEETING

A) Date

The Annual General Meeting will be arranged wherever possible for the second Sunday in October, beginning at 11.00a.m.

B) Proposals

Proposals by full members for the agenda must be submitted, in writing, to the Secretary at or before 11.00a.m. on the first Sunday in September.

C) Notice of Meetings

Notice of the Annual General Meeting, incorporating a statement of accounts for the past year, will be delivered to every member at least 14 days prior to the meeting. Notice sent to the last known postal or e-mail address of a member will be deemed to be delivered.

D) Agenda

- i) To confirm the minutes of the previous Annual General Meeting.
- ii) To receive reports from the Committee on the financial and other affairs of the Society, including an abstract of the state of accounts.
- iii) To elect by a show of hands at least 2 (two) scrutineers, who may be provisional or full members, to be responsible for recording and counting votes.
- iv) To elect, by secret ballot unless unopposed or there are insufficient nominations;
Chairman.
Secretary.
Treasurer.
6 (six) Committee members.

- v) To elect, by secret ballot unless there are insufficient nominations;
 - 5 Social sub-committee members.
 - 5 Land Conservation sub-committee members.
 - 5 Sports sub-committee members.
 - 5 Building & Services sub-committee members.
- vi) To confirm the appointment of an Auditor.
- vii) To determine subscriptions, charges and fees for the ensuing year. The proposal will be made by the Committee.
- viii) To determine the minimum required number of overnight stays during the period 1 September to 31 August by members occupying sites.
- ix) To consider any validly made proposals. Any amendment(s) to each proposal, duly proposed and seconded by full members, will be taken and voted on by a show of hands at the meeting.
- x) To consider any other matter relevant to an Annual General Meeting.

E) Voting Rights

Only full members are entitled to vote at Annual or Special General Meetings. Other categories may participate but not vote.

F) Quorum

A quorum for General Meetings will be one-third of all full members.

G) Minutes

The outgoing Secretary shall provide the incoming Secretary with a typed copy of the minutes of the Annual General Meeting as soon as possible and at the very latest within two calendar months.

8 SPECIAL GENERAL MEETINGS

- i) The Committee may call a Special General Meeting or will do so on the written request of at least one-quarter of all full members.
- ii) Notice of such meetings with a copy of the proposal(s) must be delivered to members at least 10 days before the meeting.
- iii) At any such meeting only matters related to the specified proposal(s) may be discussed.

9 MEMBERSHIP

- i) The Committee is responsible for the admission of new members.
- ii) It will take into account any objection to an applicant by a member or members but will not necessarily be bound by it.
- iii) On acceptance, membership will be provisional for one year, after which the Committee will decide whether to offer full membership or to discontinue membership. The Committee may, however, terminate provisional membership at any time.
- iv) Applicants below the age of 18 will be required to provide the written consent of a parent or guardian.
- v) The membership of the Society will be limited to approximately 125 units but this total will not include Life Members or members' children over 18 who are single but are members in their own right.
- vi) Special consideration will be given to applicants who are friends or relatives of members.

vii) In the season following members' children reaching the age of 18, they may apply for provisional membership, and, if accepted, will not be required to pay an entrance fee.

viii) In the event of a couple separating, either or both may transfer to single membership with the knowledge of the other but their private dispute must not involve the Committee or membership in any way.

ix) Each new member, on acceptance, will be given a copy of the Constitution and General Rules, a membership card and the combination of the gate lock, which must not be disclosed to non-members.

x) All members must sustain permanent residence outside Springfield the address of which, and any subsequent changes, must be notified to the committee.

10 SUBSCRIPTIONS, CHARGES AND FEES

i) Annual subscriptions and charges, as determined at the Annual General Meeting, are due as from 1 October each year.

ii) Except at the discretion of the Committee

a) Any member whose full subscription is unpaid on the first Sunday in November will be charged an additional five pounds.

b) No member shall be entitled to visit Springfield or enjoy any rights of membership until the full amount of arrears and additional charges are paid.

c) If these arrears of subscription and additional charges are not paid by the first Sunday in December the membership will cease.

iii) New members will pay an entrance fee and a full year's subscription but will be given a pro rata reduction the following year for that part of the previous year from 1 October during which they were not members.

iv) If a provisional member is not granted full membership, 50% of the entrance fee will be refunded.

v) Categories of subscription and charges to be determined at the Annual General Meeting are:-

a) Couples and family units.

b) Single members and family units.

c) Students over 18 receiving full-time education.

d) Caravan or chalet site.

e) Tent site.

f) Entrance fee.

g) Occasional overnight camping.

h) All day visitors (with the exception of close relatives).

i) Pool heating charges.

j) Capitation fee payable by all individual non-CCBN adult members.

vi) The Committee has the right in exceptional individual circumstances to reduce any subscription rate. Applications for reductions to be made in confidence to the Treasurer and the Membership Secretary jointly so that anonymity is maintained.

11 BYE-LAWS

Members will be bound by any bye-laws published by the Committee who must seek ratification of them at the next Annual General Meeting.

12 SUSPENSION AND EXPULSION

i) Any member guilty of a breach of the Constitution and General Rules or bye-laws, or of conduct likely to bring discredit to or lower the status of the Society, will, after

investigation by the Committee, be liable to suspension for a stated period or expulsion from the Society.

ii) Any such member has the right of appeal to the body of the members at a General Meeting at which a simple majority of those voting by secret ballot will determine whether an expulsion or suspension be confirmed or the member reinstated.

iii) If a suspension is confirmed, a further vote on the same basis will determine whether the member should be reinstated or expelled at the end of the period of suspension.

13 PERSONAL PROPERTY

The Society will not accept any responsibility for loss of or damage to personal property whilst on the Society's premises.

14 ALTERATION OF LAND USAGE

i) All schemes will be published by the Committee and those members affected informed in adequate time to allow objections.

ii) Any scheme, affecting the majority of members, proposed by the Committee to change the use of land or installations must be approved by at least a 2 to 1 majority of those voting at a properly convened General Meeting.

15 ALTERATIONS TO CONSTITUTION AND GENERAL RULES

The Constitution and General Rules may only be altered at an Annual General Meeting.

End of Constitution

PART 2. GENERAL RULES

GR1 NATURISM

All adult members will be practising naturists and will encourage their children in naturism. All members and visitors should be aware that, health and weather permitting, Springfield is not a clothes optional facility.

GR2 CONDUCT OF MEMBERS

i) Propriety

Whilst at Springfield, all members must behave with propriety and consideration for others, and avoid doing anything which might damage the good name of the Society. Noise should be kept to a minimum at all times and there must be no noise after midnight that might disturb others. Intimate body jewellery may not be worn within the Society's grounds nor excessive facial jewellery. "Intimate" is defined as nipples and genitalia.

ii) Confidentiality

Names of members and Society matters must be treated as confidential. Members may not use the Society's address or location in any advertisement which they may place.

iii) Attendances

A continuous annual record will be kept by the Committee from the signing-in sheets of members' visits to Springfield.

iv) Litter

Litter, including cigarette stubs and matches, will not be left on the site and must be taken away from Springfield.

v) Care of the Site

a) Trees and shrubs must not be removed or lopped or new plantings made without permission of the Committee or its delegates.

b) Members will ensure that toilet and other installations are left clean and tidy after use.

c) Wildlife must be protected. Any necessary control of vermin will be arranged by the committee.

vi) Safety

No vehicle may be driven or ridden on roads or paths, in Springfield at a speed in excess of a walking pace of 5 MPH.

GR3 CHILDREN

i) The safety and behaviour of children on site is the responsibility of their parents and children must be kept under direct and continuous supervision at all times, particularly during the hours of darkness. However, children should always be encouraged to take part in Society activities.

ii) Children under sixteen must not use the Society's powered or cutting tools.

GR4 MAINTENANCE & DEVELOPMENT OF SPRINGFIELD

i) Management

a) The Committee will manage the land and installations of the Society by a continuous programme of maintenance and development, compatible with the naturist needs of members and the preservation of the environment in line with the "Strategic Land Maintenance Plane" (Appendix 1).

b) To achieve this the Committee will delegate authority, which will be recognised by all members, to Land Conservation and Buildings and

Services sub-committees and named members to take responsibility for specific work.

c) Development must not include permanent bars, however self-entertainment events will be encouraged.

d) The Committee will ensure that the membership always includes an adequate work force to maintain and develop the Society's 16-acre site.

ii) Work Programme

a) A period from 11.00a.m. to 12.30p.m. on Sundays throughout the year will be set aside for maintenance and development work by members. A programme of work will normally be displayed at the pavilion.

b) Members, if physically able, will help with the maintenance and development programme and are expected to take part in the Sunday work as often as possible or, alternatively, to assist during the week if this is not possible.

c) Physical inability to help with this work will in no way affect a member's right to membership, though there are other ways in which such members are able to help the Society.

d) Insurance: members should be aware of the limitations of the Society's insurance as displayed on the Committee notice board.

GR5 CARAVANS, CHALETS & TENTS

i) Qualifying Period for Caravans & Chalets

a) A period of 1 year's membership is required before an application for a caravan or chalet will be considered.

b) There is no qualification period for tent sites.

ii) Applications for Sites

a) The Committee will invite written applications for sites from qualified members when vacancies occur. The Committee will decide on the allocation, basing its decision on frequency of visits to Springfield, contributory effort of whatever kind, personal circumstances, length of membership and, where applicable, number of overnight stays and site maintenance.

b) No site may be transferred between individuals without Committee approval.

iii) Change or Alteration to Sites

Any changes to sites to be notified to the Sites Warden or Site Licence officer, (Dave of Val). (i.e. the instillation or movement within a site of a shed, decking etc.) It is a requirement of the site licence that there is an up to date drawing detailing the position of vans, sheds, decking etc .

iv) Sites Maintenance

Sites must be maintained to an acceptable standard and kept tidy as a condition of occupancy.

v) Minimum Use of Sites

a) The Committee will, in September, make a recommendation to its successor if it considers that any site occupancy should not be renewed. The succeeding Committee will decide whether or not that site should be vacated.

b) In reaching a decision, the Committee will take into account the overall contributory effort to the Society, the number of daytime visits and overnight stays, personal circumstances and the standard of site maintenance. The reasons for discontinuation will be made available to members if requested.

c) The Committee will publish, in October, the figures agreed at the Annual General Meeting to set the required number of overnight stays during the period 1 September to the 31 August by members occupying sites. The fulfilment of the minimum will not necessarily ensure the continued occupancy of the site. One night per week (Tuesday night to Monday night) is a countable night, regardless of the length of stay per week.

Countable nights Caravan/chalet = 12 nights Tents = 8 nights

d) If members have temporary difficulties which prevent them from using their sites as often as they would wish, they should advise the Sites Warden or a Committee member in confidence, so that these may be taken into account by the Committee, though these will not necessarily prevent a member losing the site.

vi) Vacating of Sites

At the end of occupancy, members are responsible for the removal of their property or its disposal to the new occupant. Nothing at ground level should be removed without the prior agreement of the committee. (i.e. flags, trees, shrubs etc.)

vii) Caravan Size

Caravans up to 12ft in width may be brought onto Springfield without prior written permission of the Committee PROVIDED THAT they can be located onto site without the need for the removal or cutting back of any trees or shrubs etc, or the removal of any other fixtures that may impede their passage. Otherwise, prior written approval of the Committee must be sought. It is the responsibility of site occupants to ensure that all newly sited caravans continue to comply with the conditions of the Site Licence.

GR6 FIRE PRECAUTIONS

- i) Members will at all times guard against accidental fires throughout the site.
- ii) The Committee will be responsible for maintaining fire points and members will ensure that these are not interfered with and any deficiencies reported to the Committee.
- iii) Undergrowth, brushwood, etc., should be removed to a central point for burning as soon as possible. Fires for burning such material must be supervised by an adult at all times and left safe.
- iv) All caravans and chalets must have a fire extinguisher of at least 1 kilo capacity and of FOC approved type fixed near the door.
- v) Members will make themselves aware of the "Action in Case of Fire" instructions in the Pavilion.

GR7 SWIMMING POOL

i) Pool Managers

Pool Managers will be appointed by the Committee.

ii) Young Children

Children under 5 years of age and children unable to swim, must not be allowed to enter the swimming pool enclosure, unless their supervising adult is in the enclosure.

iii) Pool Safety

In the interests of safety, glass or ceramics shall not be taken into the pool area

iv) Cleanliness

Anyone wanting to use the pool must take a hot soapy shower before entering.

v) Heating

The pool is to be heated at weekends and during school holidays from Easter to September inclusive. Members requiring the pool to be heated at any other time should make prior arrangements with the Pool Managers. Such members will be responsible for payment of the relevant fee.

vi) Solar Cover

Any TWO adult members may remove and replace the pool cover provided they have received instruction as to the procedure from the Pool Managers. The solar cover must remain fitted between 8:00p.m. on light nights (one hour before sunset on other nights) and 9:00a.m. the following morning. This means NO NIGHT-TIME SWIMMING.

vii) Lone Swimming

Lone swimming is prohibited.

GR8 PETS

Pets are restricted to the main car park or their owners' sites. They may not be exercised within the grounds but may be walked to and from the main gate for exercise outside the grounds. Owners are responsible for clearing up any fouling immediately.

Animals may not be released into the Club's grounds without prior Committee approval. Prior to granting approval, the Committee shall consider the potential environmental effects caused by such an action.

GR9 FIREARMS

No firearms may be brought to the site. However, occasional permission may be given by the Committee to specified members to use firearms for the control of vermin.

GR10 PHOTOGRAPHY & MATERIAL FOR PUBLICATION

i) Photography

a) Members may take photographs within the grounds provided that all persons likely to be included give their consent. Parents' consent is required in the case of children.

b) No photograph will be published outside the Society without the written permission of those appearing in it.

ii) Press Material

Members may write material for publication expressing a personal point of view, but no material, other than notification of forthcoming events, written on behalf of the Society or about it, will be sent for publication without the approval of the Committee.

GR11 VISITORS

- i) Members may bring close relatives to Springfield for occasional day or overnight visits, provided that a Committee member is first informed. Close relatives are defined as parents ,brothers, sisters and adult children only. Children, grandchildren and great grandchildren may be included in a “unit”
- ii) Other visitors of members may also make occasional day or overnight visits, but the permission of a Committee member must first be obtained. Visitors below the age of 18 who are not related to members will be required to provide written consent of a parent or guardian unless accompanied by the parent or guardian.
- iii) These facilities must not be used excessively.
- iv) Special permission for longer stays by relatives may be obtained from the Committee on written application.
- v) Members will be responsible for their visitors’ conduct and for the payment to the Treasurer of the full amount of any fees incurred.
- vi) The restriction on the number of visits may be waived for children or adults considering applying for membership.
- vii) Members encountering unexpected overseas visitors having an INF card or encountering members of another CCBN affiliated club/society with proof of membership, will check their documents and, if satisfied, may admit them, but must inform a Committee member as soon as possible.
- viii) Other unexpected visitors, whether on holiday or potential applicants, should be asked to apply in writing to visit Springfield at some future date.
- ix) The names and hometown of all visitors and applicants must be posted in the Pavilion by the member who introduces them or, in the case of pre-arranged visits from other clubs, etc., by the Committee.
- x) Any visitor (who is not known to an existing member) booking a site must hold either a current INF card or a current membership card of another CCBN affiliated club / society.

End of General Rules