

# TALLAHASSEE NATURALLY

## PROCEDURE MANUAL

### Contents:

#### Part I--Daily Operation

Hours of Operation  
Gate Policy  
Payment of Lake Fees  
Non-Members  
Storing Things in the Building  
Keeping Records  
Cancellation of Events  
Emergency Procedure  
Alligators

#### Part II--General Policies

Membership List  
Membership Meetings  
Absentee Voting  
Petitions  
Photo Policy  
Gift Policy  
Club Library  
Legal Fund Administration  
Individual Profit-Making  
Office Equipment  
Passwords and Access Codes  
Web Policy  
Social Media Policy  
Newsletter Guidelines  
Newsletter Prices  
Convention Reimbursement  
Pre-Payment of Fees

#### Part III--Future Planning

Development Plans  
Buying or Leasing Other Land  
Market Niche

### Part I--Daily Operation

#### **HOURS OF OPERATION**

- A. Members may use the land from Friday noon until an hour after sunrise on Monday.
- B. Use of the land is extended on three-day weekends only if the board has made specific arrangements with the landlady.

#### **GATE POLICY**

- A. The combination shall be given only to members, when they join.

- B. First person in will unlock the gate and fasten the padlock so it cannot be taken. Last person out will lock the gate.
- C. The gate will be left open during daylight hours when members are present.
  - 1. When only one or two people are present, the chain may be hung on the nail.
  - 2. The gate can be locked at night if no other arrivals are expected.
  - 3. The gate is always open during Open House or other special occasions when the public has been invited.

## **PAYMENT OF LAKE FEES**

- A. Members, visitors and guests must sign in on arrival. Do this even if you have pre-paid for the year.
- B. As soon as convenient, pay the Treasurer.
- C. If the Treasurer is not present by the time you are ready to leave, pay any board member.
- D. If no board member is present, settle up next time. Do not leave money.

## **NON-MEMBERS**

On the third visit, a person who chooses not to join the club shall have his/her address and telephone number written into the record book, in case we ever need to communicate.

## **STORAGE**

- A. Nothing irreplaceable or of value should be left in the building.
- B. Members may safely assume that anything left unlabeled in the building more than a few hours is there for everyone to use.
- C. Nudist-related documents may be stored in the building only if they do not contain:
  - 1. Names, addresses, or phone numbers of members.
  - 2. Nude pictures.
  - 3. The gate combination.
- D. Until the club has a central office, it is necessary to store some club equipment or files in members' homes. Failure to return such equipment or files when the person is no longer responsible for using them shall result in automatic blockage of that person's next membership renewal or reinstatement, until the matter is resolved.
- E. The exact location of any club equipment or files kept in a storage facility shall be known to all board members, and at least two board members must know how to find the key or combination.
- F. For safety reasons, the club never stores picnic food over the winter.

## **KEEPING RECORDS**

- A. Membership applications of former members should be kept on file as long as the person is alive.
- B. Annual finance reports, membership totals, attendance totals, minutes, and

- newsletters should be kept permanently--whether on paper or electronically.
- C. Club scrapbooks and photo permissions should be kept permanently.
  - D. Parental permissions for minors should be kept according to Bylaw Article XIII, Section A.
  - E. Details of finances such as receipts and bank statements may be discarded after seven years.
  - F. Sign-in sheets may be discarded after three years.

### **CANCELLATION OF EVENTS**

If an event is canceled before people assemble, the person in charge of the event shall make every effort to:

- A. Notify all persons who might possibly attend. For off-grounds events which require making arrangements with a contact person, this can be limited to those who have expressed an interest. Persons who have not visited the club for several months need not be contacted.
- B. Have a cancellation notice posted on the web page calendar.
- C. Be there (or have someone else there) to greet anyone who still might show up. This is essential if the event has been announced to the public (such as posted on the Internet). Being there is not necessary if it is certain that every likely attendee has been contacted. Nor is it necessary to go during extreme weather such as a hurricane, cloudburst, or freeze; it is necessary during marginal weather.

If no one has been placed in charge of the event, the club president is responsible for making these arrangements.

### **EMERGENCY PROCEDURE**

- A. For a severe medical emergency needing immediate trained assistance, ask if anyone on the grounds has a cell phone, and call 911 for an ambulance. If not, go to the nearest house and call from there.
- B. For snakebite or other emergency needing medical treatment fairly soon, drive the person directly to a hospital in Tallahassee. Do not attempt first aid for snakebite. Do not waste time looking for help in Monticello. Do not let the injured person drive.
- C. In the case of trespassers or someone who refuses to leave, call the landlady at 997-4594, or go to her house. If no one in her family wants to handle it, call the police from a cell phone, from the landlady's house, or the nearest public telephone.
- D. Everyone should be dressed when police or ambulance arrive. If possible, have someone at the gate to direct them in.
- E. These emergency procedures shall be posted in the building.

### **ALLIGATORS**

- A. Alligators are a natural part of nature too. So long as they keep their distance and do not pose a danger, we can live with them.
- B. The decision to remove an alligator must go through the board, in consultation with the land

- owners. No member is to make that decision.
- C. Under no circumstances should a recently dead alligator be left in the water to pollute the lake.

## **Part II--General Policies**

### **MEMBERSHIP LIST**

- A. Only board members, the social committee chair, and the newsletter editor or person producing mailing labels shall have access to the membership list.
- B. Unless a member has indicated a willingness to be a spokesperson for the club, contact information shall not be given to anyone without first getting the member's permission.
- C. E-mails to the general membership should be sent as blind copies. This does not apply when sending to a small group who may need to respond to each other. Such exceptions include:
1. Messages to board members or meeting attendees.
  2. People planning a trip or activity.
  3. College-age activities, where assurance that a large crowd has been invited is a prime consideration.

### **MEMBERSHIP MEETINGS**

Unless the board announces otherwise, members who attend a general membership meeting shall automatically have their fees waived for the day.

### **ABSENTEE VOTING**

- A. Requests for absentee voting in accordance with Article IV, Section E of the bylaws shall be submitted in writing, with the necessary documentation attached. There should be no indication of which way the person is voting. The vote(s) shall be in separate sealed envelopes, clearly labeled for each question or elected position the person wishes to vote on. If the wording of the question has not been published, the voter must clearly state his position, so there can be no ambiguity about a "yes" or "no" vote.
- B. All absentee votes must be in the hands of the Recording Secretary at the beginning of the membership meeting. At the end of the Minutes, the Secretary shall present any absentee requests, and each request shall be accepted or rejected separately by the membership.
- C. When votes are being counted, the Secretary shall open any absentee votes and add them to the tally. If there is any ambiguity about the meaning of a vote, the presiding officer shall rule on its interpretation, or may disqualify it. Two-thirds of the membership present may overrule the decision of the presiding officer.

### **PETITIONS**

- A. The only petitions that have any legal standing, according to the bylaws, are petitions to:
1. Call a membership meeting, or

2. Recall a board member.

A petition on any other topic shall be regarded as opinion.

- B. Signatures must appear on the same page as the text of the petition.
- C. Signatures must be accompanied by the name legibly printed, and the date of signing.
- D. It is the responsibility of the circulators of a petition to make sure that each person signing is a club member. If more than 15% of signatures are invalid, the whole petition is void.
- E. The name(s) of each person circulating a page of the petition must appear at the bottom of that page.

## **PHOTO POLICY**

- A. The general day-to-day policy is that no one may be photographed without giving prior consent.
- B. Film makers or professional photographers representing news media who wish to visit Suntan Lake shall give the president at least 6 days' notice.
- C. The photographer shall be informed of our photo policy by the president or other club officer before visiting the club.
- D. If there is time, the president or his designee shall attempt to notify in advance all members with e-mail that a photographer will be on the grounds--including times, locations, and subjects. This does not apply to the Open House or Greek Athletics, when members of the press are normally expected.
- E. At some events, wearing a green ribbon signals a person's willingness to be photographed without additional permission. Wearing a red ribbon signals "No Photos." If no ribbon is in evidence, please ask.
- F. On a case-by-case basis, the board may allow film makers to photograph their own actors on our grounds. A copy of the finished film should be donated to the club library.

## **GIFT POLICY**

It is appropriate for the club to provide a get-well or condolence gift under these circumstances:

- A. Illness of a member, or death in the immediate household of a member.
- B. Length of membership shall make no difference.
- C. The accident or illness is serious enough to be life-threatening.
- D. It is done inexpensively (live plant rather than cut flowers, preferably hand-delivered rather than sent).

## **CLUB LIBRARY**

- A. The club library consists of two sections: a general library and a nudist library. The general library is shelved in the building at the lake, and operates on the honor system. Members may take one book home at a time, and bring it back in a week or so. No records are kept.
- B. The nudist library is both a research library and a lending library. For research purposes, it may be stored wherever it is most used, but not at the lake.
- C. Any club member may check out nudist library materials through the recording secretary. Materials should be returned within a few weeks.

## **LEGAL FUND ADMINISTRATION**

- A. Informing members where political candidates stand on nudity issues is a legitimate use of the legal fund.
- B. Attending fund-raisers for political candidates or for coalition building are legitimate uses of the legal fund, provided:
  - 1. Attenders pay the estimated cost of any food or drink they consume.
  - 2. All reimbursable attendance must be authorized in advance by the board.
  - 3. No more than two attenders may be reimbursed for a particular event, unless the board has authorized a larger delegation in advance.
- C. The Board has set a standard reimbursement rate of \$50 per day of missed work for representing the club at public meetings. Portions of a day are to be pro-rated. Each case must be authorized in advance by the board.

## **INDIVIDUAL PROFIT-MAKING**

- A. Being registered as a non-profit organization prohibits any board member from profiting financially for performing club duties. Only documented expenses can be reimbursed. A board member cannot be paid for his/her time.
- B. If a board member receives a stipend from an outside source for performing club duties (such as public speaking, reporting or photographing events), any profit must be donated to the club, with these provisions:
  - 1. The donor may deduct documented expenses.
  - 2. The donor may earmark the funds for a particular board-approved project. If no designation is made, the donation will go into the club's general fund.
- C. While no law prevents an ordinary club member from profiting off the club, members are urged to follow the procedure in step B.
- D. These regulations shall not apply to matters only peripherally involving the club (such as a privately arranged photograph on club grounds, or an article mostly about other things.)
- E. For an experimental and possibly profitable project involving more risk and uncertainty than the board is willing to undertake, the board may grant, on a case-by-case basis, a temporary concession to a club member or even a board member, provided that:
  - 1. The person refrains from voting on any question concerning the project, and
  - 2. Should there be any profit, a partial donation to the club will be gladly accepted.

## **OFFICE EQUIPMENT**

- A. The club is not obligated to provide board members with computer or other expensive office equipment.
- B. The club may purchase such equipment and store it temporarily at a board member's house, for that board member's use. Such purchases shall be limited to equipment needed for an eventual club office.

## **PASSWORDS AND ACCESS CODES**

Passwords and access codes must be known to more than one person, but are not to be shared with the general membership.

- A. Voice mail: Access codes and instructions for answering voice mail shall be made available

- to all board members.
- B. Web page: Server name, user name, password, and all necessary instructions to access and change the web page shall be known to the webmaster, president, e-mail coordinator (if applicable), newsletter editor (if applicable), or anyone the president temporarily assigns to those duties. The webmaster shall keep a list of persons who know that information.
  - C. E-mail:
    - 1. If the e-mail password and access information can lead one into the web page, they shall be governed by web page restrictions.
    - 2. If the e-mail password and access information can not lead into the web page, they shall be governed by voice mail regulations.

## **WEB POLICY**

- A. The web site belongs to the club, shall be registered in the club's name, and paid for directly by the club. If possible, the names of three club members--including the treasurer--should appear on the registration. Any renewal notices shall be communicated immediately to the treasurer.
- B. The web site serves several purposes:
  - 1. To give people a first impression of the club, and recruit new members. Basic information such as hours of operation, first visit policy, application, directions, family and student activities should be provided.
  - 2. To provide an electronic contact point for inquiries or notices from other naturist organizations.
  - 3. To provide the latest information on special events, changes, or political emergencies.
  - 4. To keep members informed with an up-to-date calendar, newsletter, ruling documents, etc.
  - 5. To archive past newsletters and other documents that may be of interest to some members (club history, club library, library books in the community, scholarships, nature trail, etc.).
  - 6. To serve as a gateway to other naturist organizations.
- C. Three people need day-by-day access to the web site: the web administrator, the newsletter editor, and the corresponding secretary. The board may designate any one of the three as publications director, with over-all control of the web site. That person shall control all URLs, servers, log-ons, and passwords.
  - 1. Because the web administrator and newsletter editor have access to archived material that might be difficult to replace, their passwords shall be known only to them, the publications director, and the club president. Any change of URL, server, log-on, or password must be communicated immediately to all of these people. The web administrator and newsletter editor should keep back-up copies of archived material.
  - 2. Access information (including URL, server, log-on, and password) for answering club e-mail shall be known to all board members.
- D. Everything posted on the web site should be fully printable.
- E. No club member's last name, contact information, or identifiable photograph shall be posted on the web site without written permission. We will never archive the newsletters printed before December 2002 on the web site, because people mentioned in them gave permission for distribution to club members only.
- F. It is the responsibility of the web administrator to make sure that people can find us by using common search engines.

- G. It is the responsibility of the web administrator to post the annual calendar by January 1 of each year. It is also the web administrator's responsibility to observe any changes made during the calendar portion of each board or membership meeting, and to follow any board instructions given during the web portion of such meeting. If the web administrator was absent, that responsibility begins when the minutes are distributed, or when contacted by the president--whichever happens sooner. Any other desired changes must be brought specifically to the web administrator's attention. It is the responsibility of the person in charge of an event to provide the web administrator with additional information as needed. If no one has been placed in charge, that responsibility falls on the president.
- H. Information on the web site should be kept up-to-date. For major annual events, that means current for the coming year--not the past year.
- I. Except for signed opinion in the newsletter, disagreement with other club members does not belong on the web site. Our club's evaluation of political candidates is also inappropriate here.

## **SOCIAL MEDIA POLICY**

- A. Any Internet social media (such as Facebook, Twitter, or Yahoo groups) purporting to represent the club must be under club control. Any similar representation of Naturally FSU shall be under the direct control of Naturally FSU. No one shall start or end such a group without board knowledge and consent.
- B. At least one person designated by the board shall receive weekly traffic reports on all club-related sites (including Naturally FSU), and report to the board any seriously inappropriate activity. Naturally FSU needs to provide that person with regular access to the numbers.
- C. To avoid confusion, there should be one site per organization per host. Secret sites can foster suspicion about nudist activities. We should try to avoid them.
- D. The board must be aware of all club-related social media sites, know who the current administrators are, and how to contact them.
- E. Administrators shall be appointed or removed only by a board decision--never by an individual acting alone. (If Naturally FSU has no board of elected officers at the moment, group approval can be sought from the board of Tallahassee Naturally.) Unless sudden action is required, anyone being removed should be notified a week before it happens.
- F. No matter how misguided the host's rules concerning nudity, all club-related sites shall abide by them.
- G. Personal attacks have no place on a site viewable by the public.

## **NEWSLETTER GUIDELINES**

- A. Besides getting the newsletter out on time, the editor is expected to observe basic journalistic principles such as grammar and spelling, headlines with verbs, headlines over the entire article, news separated from opinion, and opinions signed. The editor is further encouraged to meet most of the standards used by AANR to judge newsletters.
- B. The editor is encouraged to develop a newsletter staff. Time permitting, all articles should be checked by at least two persons. Often this will be the writer and the editor.
- C. Publication schedule is approximately quarterly, as news warrants--with a short follow-up issue after the Annual Meeting. The board can adjust this schedule as needed. If possible, each major issue should include something of enduring value beyond the

- current calendar of events.
- D. At the discretion of the editor, the newsletter usually prints anything submitted by members, provided it is signed, on topic, in good taste, and fits the space available. The editor may shorten submitted articles as necessary.
  - E. Polite criticism of the way any club official is performing his or her duties is legitimate in signed opinion columns. Any member so criticized shall be given the opportunity to respond in the same issue. Personal attacks have no place in our newsletter.

## **CONVENTION REIMBURSEMENT**

- A. Board-appointed official club delegates to conventions, gatherings, and festivals may receive reimbursement for up to \$200 in verifiable expenses. These generally include registration and grounds fees, inexpensive accommodation, gas, and highway tolls. They do not include time, food, mileage allowance, automobile maintenance, or staying an extra day. Spouse or companion expenses are not covered. Persons who fail to attend important meetings will not receive reimbursement. Nor will people who show up on their own (though the bylaws require that all club members in attendance be consulted in any voting). When multiple delegates attend, the board reserves the right to place an expense cap on the entire event.
- B. This amount covers most weekend events within a day's drive. The board will decide any events of longer duration or distance on a case-by-case basis.

## **PRE-PAYMENT OF FEES**

At the discretion of the treasurer, the club will accept payment in advance for club membership or lake fees, to be credited toward the amount established by the members for the period covered. If the required amount has increased, the partial payment will go into effect only when the difference has been made up. Except for unexpectedly reduced fees or bylaw provisions concerning annual lake fees, pre-payments are not refundable.

## **Part III--Future Planning**

### **DEVELOPMENT PLANS**

If we have an opportunity to buy our current land at a reasonable price, we would develop it using these guidelines:

- A. We would not buy the 40 acres of lake and swamp without also buying the 21 dry wooded acres that the access road runs through. The sandy field to the north is of secondary importance.
- B. We would then open seven days a week, but would need a resident manager.
- C. Aside from bringing in utilities such as water and electricity, we would change the land as little as possible, keeping it natural. We would eventually want a clubhouse and hot tub--no pool requiring daily maintenance. Also no asphalt; keep it so we can walk barefoot anywhere.
- D. We do not ever want a liquor license.
- E. House trailers should be kept back in the woods out of sight. Lots should be large, and kept natural.

- F. Selling off lots along the road is one possible way of raising development capital.
- G. We should re-route access to the land behind us, so that heavy equipment does not cut up our sunning lawn.
- H. We should plan large, and spread activity areas over the entire property.

### **BUYING OR LEASING OTHER LAND**

- A. The board is authorized to pay for any needed zoning changes for the present landowner.
- B. Until zoning is in place, all negotiations shall be kept quiet--even from club members. Once zoning is achieved, all members shall have the opportunity to inspect the land. Only they can decide to proceed.
- C. Start-up funds can be raised through interest-free loans from members in units of \$500 or \$1000. The only rewards will be in the form of services (such as free grounds fees). Lenders continue to have one vote in decision making, the same as everyone else.

### **MARKET NICHE**

If we get land with overnight accommodations,

- A. We can decorate and furnish the rooms for free by letting members do it in exchange for a certain number of free nights in that room each year. We would have to set minimum standards of sturdiness, size, etc.
- B. We should think seriously about attracting visitors by marketing the area's cultural attractions (such as the weeks of music recitals and many drama offerings at FSU, poetry readings, exhibits at area museums, and the Monticello Opera House). A place for cultured nudists is a market niche that no other organization east of the Rockies is filling.

Adopted 3/12/1995, as amended through 9/14/2014.