Naturist Outreach Group

Aims and ambitions

1. We are a British Naturism (BN) member club welcoming BN and non-BN members alike.
2. We promote non-discriminatory and inclusive naturism.
3. We welcome new members to the Naturist Outreach Group (Group) whether they are experienced naturists or new to the lifestyle.
4. We will run naturists events that reflect the interests of the Group's members and the expectations of BN.

Rules of Group

1. The Group will comply with the legislation of England and Wales and Scotland.
2. The Group will be a member club of BN, paying the annual subscription for this support.
3. The Group's approach to membership is to be inclusive of those interested to join us and could reasonably be expected to join meetings and events. However, the Group maintains the right to refuse membership to a person who is on the UK Sex Offenders Register.
4. The Group requires members to 18 years of age or older.
5. The members of the Group will delegate operational management of the Group to the Management Committee (Committee).
6. The Group policies will be published on its website.
7. The Group will have a Safeguarding Officer on the Committee who'll maintain safeguarding policy.
8. Events and Activities will be organised in line with the Group's policy. Events and meetings may be organised to be in-person or through videoconferencing.
9. Activities may be organised by a member and attendance of an Activity is by invitation from the organiser only.
10. Given the geographic area the Group covers we recognise that there may be significant travel distances for members to attend events and activities and the cost of this will be borne by the member concerned.
11. Where events are held at a landed club, we recognise that our members are guests of that club, need to be accepted by it and follow its rules. However, we will seek to only visit clubs that are sympathetic to the inclusive Aims and Rules of the Group.
12. The Committee may choose to make a financial contribution to a hosting club's entertainment expenses if the Treasurer confirms the expenditure does not put the Group's committed spending at risk.
13. Members are to behave with respect for those they interact with and adopt the naturist standards promoted by BN.
14. Communications within the Group will be supported by social media platforms such as WhatsApp. When members chose to share pictures, they must comply with the Group's Photo policy and maintain the respect for others that we adopt within the Group, where the picture includes another person in the foreground, they must have given prior permission for the image to be included in the WhatsApp post or published on our website.

15. Members of the Group are to provide registration information that includes, home address, phone number, email address, emergency contact details and BN membership number if they are a member of BN. On joining the Group, members will be added to the social media platform sharing their first name, an initial and mobile phone number.
16. Members are asked to update their information with the Committee as and when it changes.
17. The membership information will be held by Committee members only and held as confidential information. Once a member of the Committee leaves the Committee, they are to delete their copies of the membership information and shall not use it for personal purposes.
18. The Group will not provide the list of information to third parties.
19. The Group will hold information of members for three years after a member has left the Group and then delete records, except for our banking records where information will be held by the Group in line with the bank's data retention policies.
20. Misbehaviour – any member who is aware of a concern that a member of the Group is misbehaving such that it might bring the Group into disrepute should inform the Chair of the Committee directly.
21. If the Group accumulates funds more than the preceding three years annual expenditure, the Chair may seek AGM approval to gift money to UK registered charities, the Group accounts should not be reduced to less than the previous three years of expenditure through this process other than when the Group is being closed down.

Management Committee of the Group

1. The Committee will normally have between three and seven members.
2. Membership of the Committee will be confirmed at the AGM. Membership is to be reconfirmed every two years.
3. Appointment of the Chair will be voted on by members at the start of their term.
4. The Committee will have the following roles in addition to the Chair, when necessary, a member of the committee may have multiple roles:
    a. Events manager
    b. Safeguarding officer
    c. Secretary
    d. Treasurer
    e. Web manager
5. The Chair will then allocate roles to meet the Committee's needs.
6. The Chair may invite members to join the Committee, such appointments are to be confirmed at the next AGM or at a monthly meeting of the Group.
7. Each member of the Committee will have an equal vote. In the event of a tied vote the Chair will have the deciding vote.
8. The Group's bank account will be with a UK "high street" bank. A minimum of three members of the Committee will have authorisation to make payments. Two members of the Committee will be required to authorise each payment. Ideally, Committee members would not authorise payments to themselves or to their partner, where this needs to happen another member of the Committee is to give their approval prior to the payment being made.

9. The Committee will review the risks of the Group and treat them where possible. This approach will determine whether policy statements or insurance cover should be in place. Where insurance is required the Committee may proceed to put the cover in place without reference or approval of the AGM.

Misbehaviour Process

1. Any concerns of misbehaviour by a member should be reported to the Chair.
2. The Chair will review the complaint and may ask a member of the Committee to lead an enquiry into the complaint.
3. The Committee will review whether the complaint is unreasonably persistent or vexatious, if the majority of the Committee believe the complaint to be unreasonably persistent or vexatious, the Chair may terminate the complainant's membership of the Group directly.
4. If the enquiry recommends that the complaint warrants investigation the Chair will notify the relevant member that a complaint has been received against them and that the Group's misbehaviour investigation process will be progressed. The Chair will keep confidential the details of who made the complaint.
5. The investigation process will:
    a. the Chair will identify one member of the Committee to lead investigation process and invite the person about whom the complaint has been made to identify another member of the Group to act jointly during the investigation
    b. work in confidence
    c. agree how the investigation will be carried out with the Chair
    d. confirm the detail of the allegation with the person raising the concerns, recognising the need for confidentiality throughout the review
    e. gather information about the issue raised to enable them to take a view on whether the concern raised could reasonably be considered to bring the Group into disrepute
    f. provide a brief written report to the Chair, ideally this would report would provide a joint view of the investigation panel, however, if that can't be reached the report should provide the views of each panel member.
    g. the investigation (stages (a) to (f)) should take no more than three weeks
10. The Chair working with the Committee will then formulate a view as to whether the member is found to have brought the Group into disrepute.
11. If that is the case, the Chair may decide to terminate the subject of the complaint's membership of the Group and the individual will not be eligible to attend Group events or meetings thereafter and will be removed from the social media community.
12. If the subject of the complaint (terminated member) wants to appeal the decision, they will need the support of another member of the Group to organise an Extraordinary Meeting (EM), the Chair may review the decision in the light of the conclusion of the EM and has the opportunity to re-instate membership of the individual.

Formal Group meetings

1. AGM - The Committee will organise an AGM once a year giving members a minimum of 10 days' notice of the meeting. The quorum for AGM will be seven members.

2. At the AGM the Committee will report as a minimum on:
    a. Group finance
    b. Safeguarding
    c. Planned events
    d. Selection of new members of the Committee
3. The Chair will decide what information needs to be circulated prior to the meeting.
4. Extraordinary Meetings (EM) - If five or more members request an EM, the Committee will organise such a meeting. Those seeking the meeting will agree with the Committee Chair what information needs to be circulated prior to the meeting and action these requirements in a timely manner. The quorum for an extraordinary general meeting will be ten members of the Group.

Closure of the Group

1. If the Group reaches a position where the view of members attending an AGM or EM is that the Group is not in a viable position to continue operating and it must be closed the remaining funds will be donated to British Naturism.
2. The Treasurer will settle payments as necessary for closing the Group and then arrange with our bank for the account to closed.
3. Members of the Committee will provide the Secretary with copies of the records they hold at the time of closure. The Secretary will provide a copy of the records to the Chair and both will maintain the Group records for three years and then delete the records.