



# Policies & Bylaws of the Wellington Naturist Club Incorporated

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## Document control

The tables below record this document's version history and approval dates

### Version history

Version	File Name	Change description	Approval Date and Authority
1.0	Policies and Bylaws_Final_230624.docx	Initial Version developed from existing documentation	23 June 2024 - AGM
1.1	Policies and Bylaws_Final_wCover Change 230624.docx	Added Health & Safety Process from old club manual	15 July 2024 – CM
1.2	Policies and Bylaws_Final_wCover 080625_V1.2	Added nightly charge and delegated financial authorities policy	8 June 2025 – CM
1.3	Policies and Bylaws_Final_wCover 080625_V1.3	Added Privacy and Security Camera policy and Site Holders agreement.	7 Dec. 2025 – CM
1.4	Policies and Bylaws_Final_wCover 10052026_V1.4	Updated Privacy and security camera policy to require AGM approval	10 May 2026 - CM

## Bylaws & Policies document (Dec2025)

### Introduction

The **Constitution** is an important document, lodged with the New Zealand Companies Office in compliance with the Incorporated Societies Act 2022. It governs the way the club is managed and defines some key processes such as the membership processes, the appointment of committee members and the complaints procedures and the powers of the committee to make decisions on behalf of members and the timing and content of Annual General Meetings. It also provides for the Committee to make, amend or rescind these Policies and Bylaws for the good management of the Club.

**Bylaws** are clear, unequivocal statements which must be complied with by all including members of the Committee. They cover significant aspects relating to areas such as the behaviour of Club members and will only be amended in consultation with Club members. The Bylaws below were approved by the Committee in 2024 and presented to the 2024 AGM for affirmation.

**Policies** are a system of guidelines to guide decisions and achieve rational outcomes. A policy is a statement of intent and is implemented as a procedure or protocol. Policies can assist in both subjective and objective decision making.

Any changes to these bylaws and policies must be communicated to members with provision for any objections or concerns to be lodged with the committee prior to the change coming into force.

### Bylaws

- **Behaviour:** No member shall conduct themselves in a manner likely to bring discredit to the club. In order to ensure that all members can enjoy their time at our club we must respect all members and others on the Club grounds and behave in a way that demonstrates this.
- **Members will:**
  - o treat others as one would like to be treated.
  - o act ethically and with integrity.
  - o observe and act according to the Policies and Rules of the Club.
  - o treat other members with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare.
- **Members will not:**
  - o harass, bully or discriminate against members in any situation either on the club grounds or elsewhere including through verbal or written media such as emails or texts.
  - o conduct themselves in a manner likely to bring discredit to the Club or to cause offence to other members.
- **Speed Limit:** The speed limit on the grounds is 10km/hour. No driving or parking on the main lawn unless on official club business.
- **Social Events:** That, on all member sites and communal areas, all music, without the use of earphones, is to be turned off at 10.30pm, except for “all of club social events”, weekends and public holidays when it shall be turned off at 11.00pm. All other noise is to be kept to a low level so as not to disturb our neighbours or to spoil other members quiet enjoyment of our facilities.
- **Privacy:** Members and visitors will not divulge the name of another member or draw them into discussion about the club and/or its activities in the company of non-members without that member’s consent. All information is to be managed in accordance with the privacy act 2020.

- **Drugs and alcohol:** Possession of class A,B & C drugs and those covered by the psychoactive substances act (2013), other than prescription drugs is strictly forbidden. Members and their guests are expected to use discretion with alcohol.
- **Smoking:** is not permitted in any of the Club's buildings including guest accommodation and where smoking does take place consideration must be given to non-smokers.
- **Members vehicles:** may be parked on a site allocated to that member if space permits. If space is not available, members and longer term visitors should park in the carpark on streamside or in an area agreed with the committee or custodians if present.. All day visitors must park their vehicles in the designated area on Streamside.
- **Animals:** As a general rule no animal, including dogs (except a service dog), is permitted on the Club grounds. Animals can only be brought onto the grounds with the permission of the committee. If this permission is given then the committee will provide further information on where the animal is to be kept, walked and other expectations.
- **Fires:** Fires are only permitted in purpose-built braziers taking into account any fire bans in place by the council. In all cases permission from the Committee member responsible for Grounds is recommended.
- **Swimming pool, spa and sauna:** A shower is to be taken before entering the pool, hot tub or Spa. No glassware or food is permitted in the Pool, Hot tub, Spa and sauna areas. All rules on signs displayed at these facilities must be observed.
- **Visitors:** including family are welcome at the club and where visitors are on the grounds as a result of an invitation from a member, they are the responsibility of the hosting member.
- **Cameras, Smart Phones & Photography:** (including video) it is a requirement that where any photography takes place on the grounds any person (clothed or unclothed) included in the photograph or recording must be asked for their approval before any photography takes place. In the case of children, the parents or guardians must give their approval before any photography takes place.
- **Site Management:** Occupation of a site on the grounds is a privilege and members must comply with the current site contract for their site to retain it. The site must not detract from the overall highquality perception of our club. No member or couple shall be permitted to have more than one site.  
Sites are not transferable between members without committee approval.
- **Minors:** As a matter of safety, parents, care givers or guardians are to required supervise their children at ALL times
- **Members wishing to stay on the club grounds for more than 100 days:** The club is not an alternative to having permanent accommodation elsewhere, but members may request an exemption from the 100 day per calendar year rule. Where granted for exceptional reasons the committee may levy additional charges per night.
- **Expenditure:** Only persons approved by the committee are permitted to incur expenditure without written pre-approval. A list of these members will be maintained by the Treasurer and is available on request.
- **Site rental:** Only full financial members are eligible for long term allocation of a site on the club grounds. Members must follow the site request process and agree to the condition outlined in the site agreement prior to taking on a site. (See process and example contract in the appendix)

## Policies

- **Governance:** The committee will strive to ensure continuity of governance by transitioning less than 50% of committee members in any one year. This means with a committee of 9 people a maximum of 4 (but ideally fewer) should be able to resign in any single year to preserve knowledge and ensure continuity of approach to the governance and management of the club.
- **Club Morale:** All members, but particularly committee members have a responsibility to ensure that the majority of Club members are happy with the overall culture and way that the Club is managed and run for their enjoyment.
- **Nudity:** This is a naturist club and there is an expectation that in circumstances where it is comfortable and appropriate to do so clothing will not be worn. It is not possible to be absolute about an area like this and at the end of this document is a copy of the “WNC undress code” which sets out guidelines for members and visitors.
- **Nude only areas:** The swimming pool, Hot tub, spa and sauna may only be used when nude. No swimming costumes or other clothing is permitted. See the WNC Undress Code at the end of this document for more detail and remember “if your bum is bare, cover the chair”.
- **Visitors:** Any member of the public may visit the site provided they behave appropriately and are respectful of naturist codes of conduct and pay the relevant fees.
- **Rubbish:** Members are expected to remove their rubbish from the grounds as we have limited storage for waste. Rubbish and recycling bins are there primarily for the use of visitors and members involved in catering for events etc.
- **Photography:** Where social events or other official Club events such as Festivals are held the Committee may appoint an official Club photographer to record the event. Members not wishing to be photographed must advise the photographer who is required to request permission from all members in any photograph. The appointment of an official photographer does not preclude photography by others present at the function, subject to the provisions of the above paragraph regarding permission.
- **All members are responsible for security:** Members on the site must ensure where practical all buildings are closed and locked if departing after 6:00pm or where they believe there are no other members on site upon their departure.
- **Privacy and CCTV policy:** The club is required to collect and store information on members to comply with the Incorporated Societies Act 2022. CCTV or video monitoring of key club assets may also be required in order to protect club property and assets from damage or theft and also to ensure a safe and secure environment for all members. A detailed policy document covering how cameras may or may not be installed including how information is protected to ensure confidentiality is attached in appendices.
- **Committee meetings:** Any member shall be entitled to listen but must request permission to speak at any Committee Meeting. Members will have access to the minutes if they so desire noting that any personal, confidential information may be withheld. Minutes should be made available to members no later than two weeks following approval by the committee. Noting this means minutes will usually be available about 7 weeks after the meeting assuming committee meetings continue monthly.
- **Camping:** Campers (Members without a site or Visitors) are permitted to leave vacant tents, campers and caravans on site for a period up to ten [10] days. This shall be charged at the current member camping rate for one adult. Periods in excess of 10 days must be agreed by the committee in advance and additional fees may be levied.

- **Working Bees:** Maintenance of our club facilities and grounds is largely done by members to keep our costs and consequently our membership and site fees down. Working bees usually occur on the Sunday following the winter fund-raising dinner. Lunch is provided. We encourage all club members to come along to help maintain our wonderful grounds and enjoy the community spirit.
- **Purchasing goods and services:** Where practical more than one quote for significant works shall be obtained. This is done to ensure the Club receives the best value for money on major projects.

## Office & Patron role descriptions:

- All key roles in the club are to have documented roles descriptions that are available for review by any member. These should be reviewed each year following the AGM and appointments confirmed along with committee member and patron responsibilities.

## Acceptable use of club sites and facilities in winter months.

- o The cost of power over winter has become a significant expense to the club and in 2023 and 2024 we have seen significant rises on all costs over winter as more people are spending more time on site and using electricity and gas on their own sites and in public areas. We have no wish to apply additional charges to members regularly staying on site to attend events or to undertake significant work for the club or on their own sites. However, we do feel there is a need for clarity of what is acceptable use.
- o Commencing 1 May 2025 through until the end of October each year the committee are introducing a new policy whereby an additional nightly site charge will apply to members known to be spending significant time on site over the autumn, winter. For clarity “significant time over the winter period” will be considered to be regular weekly attendance on site between the months of May through to the end of October. This attendance must still fall within the maximum permitted 100 days per year.
- o This new policy does not change our maximum of 100 days on site in a 12 month period or the option for members volunteering to undertake significant work on site to continue to stay without further charge. Also, we continue to encourage attendance at club events which will obviously not contribute to any consideration of “significant time”
- o The additional charge levied will be up to \$10 per night per person to cover the additional costs incurred by long term presence on site. Any affected member will be advised in advance of any levy applied with an option to appeal the decision in person at the following committee meeting. The penalty for non-payment of the implemented levy will be the same as for non-payment of membership or site fees which is cancellation of membership.

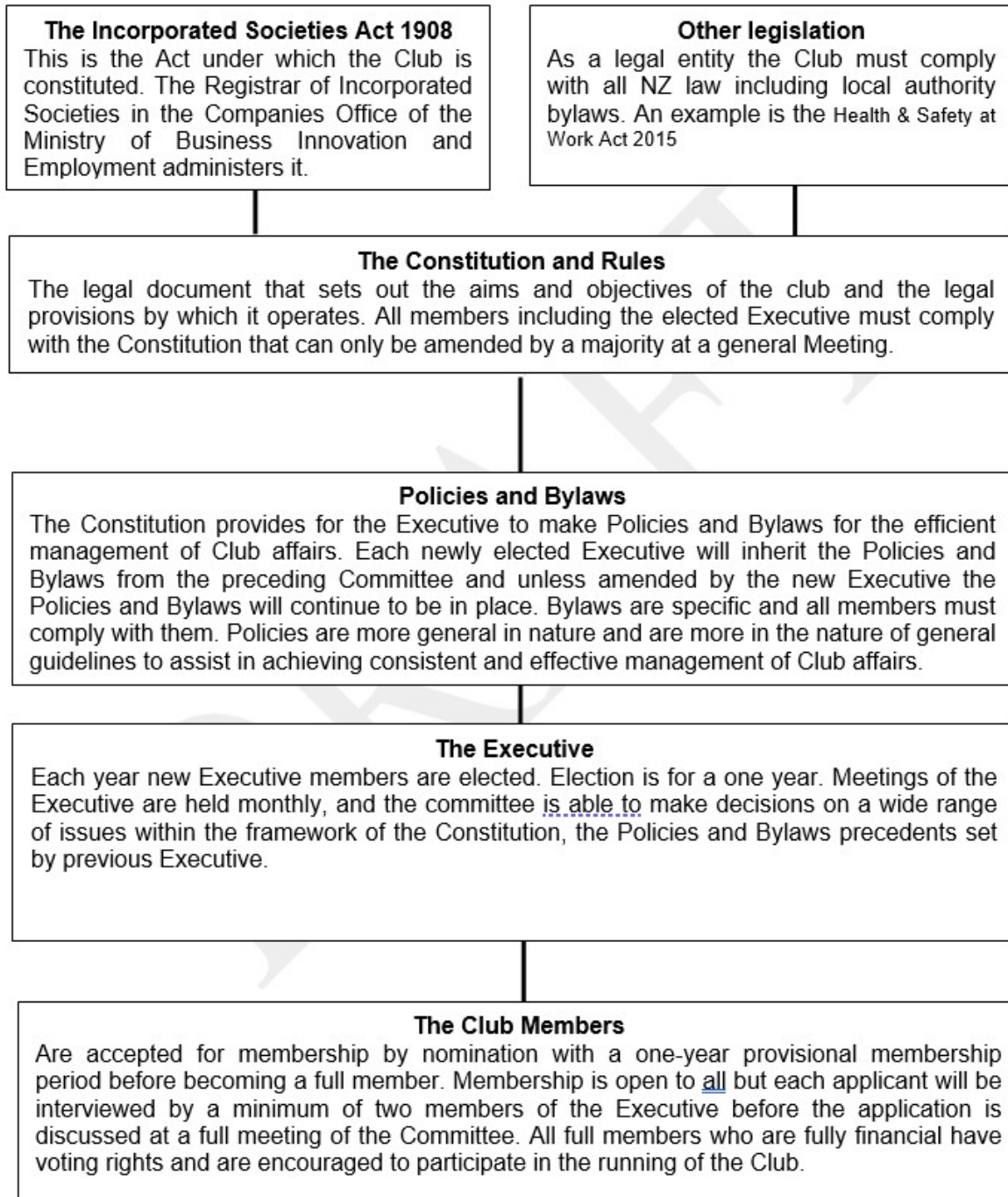
## Delegated Authorities Policy

- Incurring expenditure for any purpose other than the normal operation of the club requires committee approval in advance. Examples where delegated authorities can be used without prior approval include but are not limited to the following examples:
- Payment of normal operating expenses such as:
  - o rates, insurance, power, gas, catering for events, bar supplies, hygiene and cleaning products, general maintenance items.
- Extraordinary items such as sports equipment, promotional items, or any non-usual items require approval by a person with authority to authorise expenditure within their delegated authority. Any items outside that delegated authority require committee approval in advance.
- The following people may incur or authorise expenditure to the following amounts without prior approval of the Committee. Noting that the committee will review and affirm all expenditure incurred and if deemed inappropriate may refuse to refund.
  - o President - \$2,000

- o Treasurer - \$2,000
- o Vice President - \$1,000
- o Secretary - \$1,000
  
- The following people may personally incur expenditure for items described to the following amounts without prior approval of the Committee.
  - o Other Committee Members - \$500 as required
  - o Custodians - \$500 as required
  - o Patrick - \$300 – Hygiene Supplies
  - o Jude - \$300 – Kitchen, Bar & Catering Supplies
  - o Shirley - \$300 – Kitchen, Bar, Pool & Spa & Catering Supplies
  - o Melissa - \$300 – Kitchen & Catering Supplies
  - o People may be added or removed by agreement of the committee.

## Appendices

### Governance Framework



## The Wellington Naturist Club Undress Code

A fundamental principle is that we believe that the human body, regardless of gender, age, ethnicity or size and shape is a natural manifestation of our humanness, it is common to all of us and is therefore to be celebrated. Our lifestyle enables us to experience this world in what we consider to be our natural state and we expect that anyone wishing to be part of our organisation will also identify with this principle.



At our grounds in Te Marua, when the weather conditions mean that it is comfortable to be without clothes, that is what we do. Regardless of the weather, there are also several places where we consider it is more natural to be unclothed rather than clothed. This includes the swimming pool area, the spa and sauna and the showers. In these areas no clothing should be worn.

While we expect that in warm weather people on our grounds will be unclothed, there will be occasions where individual choice may mean some clothing is retained for health or personal reasons. This includes body protection (e.g. from the sun where its intensity could cause skin damage - particularly for children) and during menstruation for women.

When people are new to the experience of social nudity it is understandable if they experience some hesitancy about being unclothed in the company of other people, particularly where they don't know those people. We acknowledge that overcoming feelings of vulnerability can be a challenge and for this reason we don't expect that new visitors to our grounds will necessarily immediately remove their clothes – some people may need to ease into social nudity over a couple of visits.

While we do acknowledge the need for some people to take time to make the move to being naked with other naked people, we do expect that in normal circumstances the move to being free of clothes on the grounds when others are in that state should happen after a maximum of three visits.

There will be occasions, for example when the Committee issues invitations to the public to come to a particular event, when the undress code will be waived but this will be an exception.

## Privacy Policy

### **Purpose of Document:**

To provide a clear statement that explains to members how their personal information is collected, used, stored, and disclosed followed by the club policy on the use of security cameras.

### **1. Collection of Personal Information**

The Wellington Naturist Club Incorporated (The Club) stores the following information in a membership database to enable invoicing and contact with members.

- First Name, Surname, Address, Phone numbers, Email address. For some members we also store bank account details at their request to enable reimbursement of expenses.
- The same information is also stored about casual visitors who register online using Jotform.

### **2. Storage and Security**

Member information is stored in our accounting system Xero, in electronic form. Xero uses multiple layers of security to protect data, employing industry-standard encryption for data both in transit and at rest. For data in transit, they use TLS 1.2 with AES 256 or higher and SHA-256. For data at rest, Xero uses encryption methods that comply with the NIST standards and bank-grade encryption.

Email correspondence from members are stored in Gmail on the club computer which is in a locked office and requires a login to access information. Gmail uses: Transport Layer Security (TLS) for all accounts to protect emails in transit. All data stored by Google is also encrypted at rest.

All Jotform standalone form links and embed codes are secure (SSL) by default, and the WNC data is encrypted. Jotform securely stores form and submission data on its servers, which are hosted on Google Cloud and Amazon Web Services, with multiple security and compliance certifications like SOC 2 and ISO 2700.

### **3. Use and Disclosure of Information**

The information is used to fulfilling our legal obligations under the Incorporated Societies Act 2022 and for invoicing and general contact with members. A small subset of the information is also provided to the New Zealand Naturist Federation to enable the issue of NZNF membership cards where requested.

### **4. Access and Correction**

Under the Privacy Act 2020, individuals have the right to access and request corrections to their personal information. Any member wishing to see the information held may request that information from the committee.

### **5. Data Retention and Disposal**

To fulfil the requirements of the Incorporated Societies Act 2022, a society must keep a register of former members for seven years. After that time. Information held will be retained as we do have members returning after many years and wishing to refer to their prior membership. Any member that does not wish us to retain their information after 7 years may request the deletion and or destruction by sending a request to the committee.

### **6. Privacy Breaches and Complaints**

Any member raising a privacy complaint must immediately contact the committee in writing. The committee will review the complaint and respond within one month. In the event of a serious privacy breach that is likely to cause serious harm, the society will notify affected individuals and the Office of the Privacy Commissioner as soon as possible.

## Use of Security Cameras

Notification and approval is required at an AGM or SGM prior to installing security cameras on the club grounds. Any member wishing to install cameras on their site must also seek permission at a general meeting.

The following outlines how the Club manages personal information collected through the use of security cameras, in compliance with the New Zealand Privacy Act 2020. The Club is committed to protecting the privacy of its members and visitors.

### Purpose of Security Cameras

- Crime prevention and member safety.
- Protecting Club property and assets from damage or theft.
- Providing a safe and secure environment for all members and visitors.

### Placement and Scope of Cameras

Cameras may be installed in public and common areas of the Club premises, including entrances, exits, and activity areas following club approval as outlined above. Cameras are not placed in areas where individuals have a reasonable expectation of privacy, such as toilets, changing rooms, or private residential areas within the Club grounds.

The cameras are positioned to monitor Club property and will not intentionally capture images of people or neighbouring properties.

### Notification of Surveillance

The Club will use clear and visible signage at all entry points to the monitored areas to inform members and visitors that cameras are in operation.

### Collection and Storage of Footage

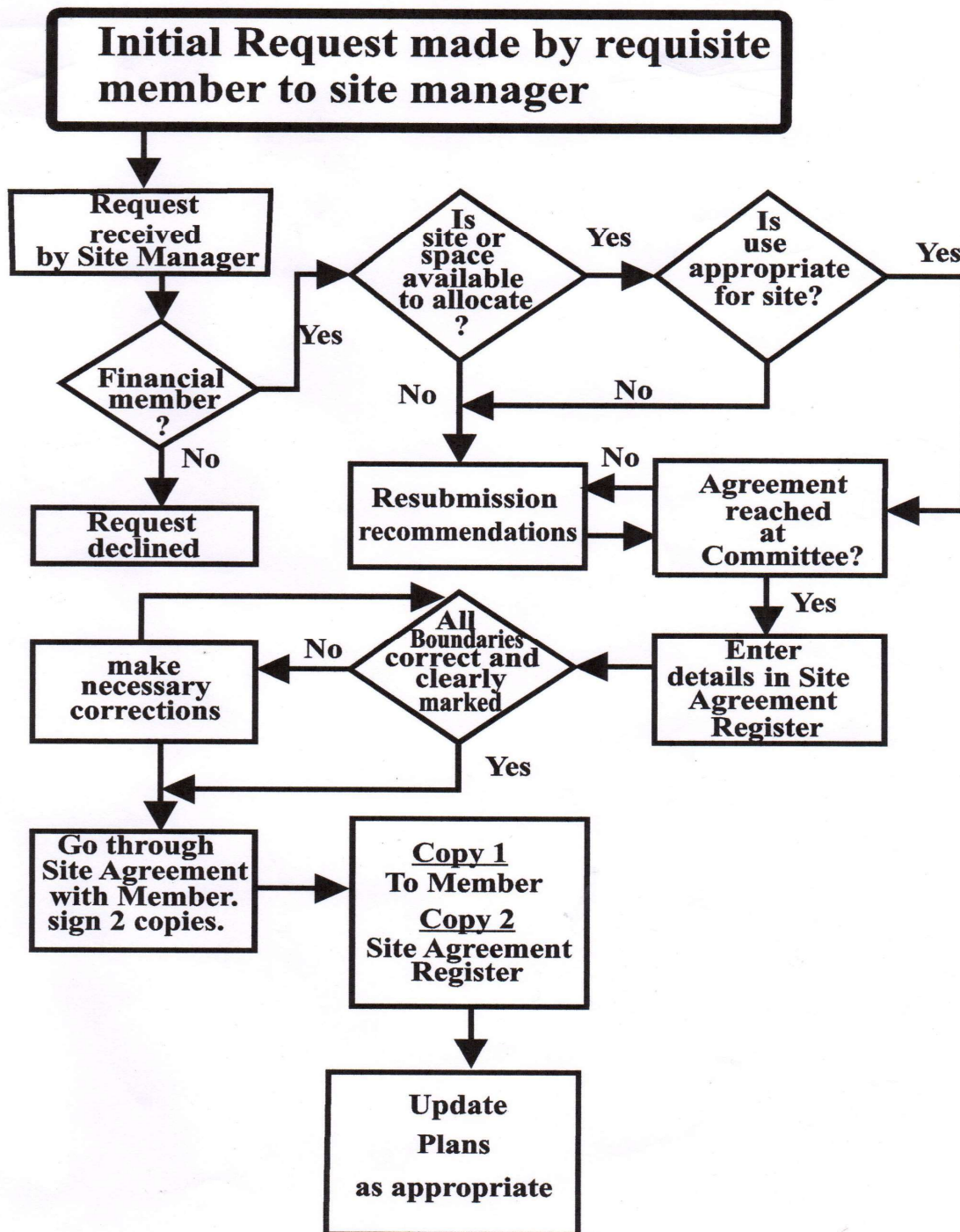
- Footage is encrypted and stored securely to prevent unauthorized access. Access to the footage is restricted to a limited number of authorized Club members
- Footage is retained for up to 180 days, before being automatically overwritten or deleted. Footage may be retained for a longer period if required for evidential purposes, such as a police investigation.

### Access and Disclosure of Footage

- Individuals have the right to request access to Camera footage that features them. To protect the privacy of others, any footage provided may be edited to obscure the identities of other individuals.
- The Club will only disclose camera footage to third parties in accordance with the Privacy Act 2020. This includes, but is not limited to, law enforcement agencies for the investigation of a suspected crime or for other legal obligations.

Site Allocation process

# WNC Protocol for Allocation of Sites Structures and Decks



## Site Holder Agreement 2025

### Definition

The word 'unit' as used below means, Tent, Caravan, Campervan, Mobile home or transportable home and cabin.

The word 'Holder' as used below means a person who is a current financial member and has paid the annual rent for the right to occupy a site for the current year.

A site holder is invoiced the annual rental fee (as determined by the Committee) for the site and may stay for up to 100 days/nights per year.

### Liability

The Wellington Naturist Club Inc does not accept liability for any loss from or damage to any Unit whilst it is on the Club property.

The site holder is responsible for any loss or damage caused to their site by their unit.

### Safety

Each Unit must comply with the legal electrical code of practice, particularly in respect of

- a) Power Leads – leads should ideally be up off the ground.
- b) Electrical Warrant of Fitness (A Unit (Cabin) may be hard wired with the consent of the Committee and at the Site Owners expense.
- c) Use of electrical appliances.

No open fires are permitted on camp sites (contained braziers are permitted – provided the fire season is adhered to).

### State of units

Whilst on the Club property each unit MUST be kept

- a) In a good state of repair.
- b) Clean & presentable.
- c) Tarpaulins / Cover to be removed between 1 December & April.
- d) Site must be maintained monthly in terms of the above, if you are away for a period which does not allow this – please advise the committee and ask a neighbour if they can assist.

A Unit with wheels may only arrive on the grounds being driven or towed, with current WOF/COF and if connecting to power an Electrical Warrant of Fitness.

Units must comply with the attached dimensions, materials and structure requirements.

### Modification to grounds / Site

Written permission from the committee must be obtained prior to:

- The erection of any form of Awnings/decking/fencing and any structures made or built of permanent materials.
- Removal of trees or shrubs
- Connection to water and sewerage (Council permit also required)

### Site holder's responsibilities:

- Grass is to be mown regularly and site to be kept clear of long grass and weeds.
- Surrounding areas of hedging, trees and shrubs to be well maintained.
- Wastewater may be discharged only to places designated for that purpose.
- A dump station is located by the Far Away Land ablution block for disposal of black and grey water waste.

- Water tobies and taps must be kept free for use by others.

Where it is deemed by the Committee/Site Manager that a site/unit is not up to standard, the site holder will be given 6 months to remedy the situation. If not remedied a further 3 months will be given for the site holder to have the unit removed. Failure to comply will result in the Committee removing the unit at the site holder's expense.

## Car Parking

Only site holder's vehicles may be parked on site if room permits, however if no room permits then vehicles are to be parked in an area approved by the committee. Such areas will be designated and notified from time to time.

During times when ground is excessively wet, due care is to be taken to mitigate common drive areas from being damaged.

## Residence

Permanent residence in a Unit is NOT permitted. Continuous residence for a period more than eight weeks including a holiday period, is considered permanent.

A maximum of 100 nights per year may be spent by site holders on the Club grounds.

During the offseason (May-November) site holders may be charged up to \$10 per night per person to cover additional cost of amenities (power/gas) where it is deemed that a member is spending significant amounts of time on site over this period (refer "Acceptable use of club sites and facilities in winter months" in the Policies & By Laws document)

Where a person other than the registered site holder (or family members included in their membership) resides overnight in a Unit, that person is liable to pay the going casual camping fee current to the time.

## Site fee and renewal

The site rental fee is established by the Committee and is to be paid by the due date each year, or monthly as arranged with the Treasurer. On receipt of payment the site holder's agreement will be renewed.

## Transfer of site and sale property

A site holder may transfer their site by first, requesting permission from the sites manager.

The buyer must be an entity agreed to by the Committee.

If at time of transfer the unit is considered to be below the state of repair required by the Committee, the new owner will be required to confirm in writing that the unit will be brought up to standard within the time frames directed by the committee prior to the transfer proceeding.



## Interpretation

In the event of any dispute over the interpretation of these conditions the decision of the Committee will be final.

## Termination

Failure to comply with these conditions will result in the Committee terminating the agreement and cause the Unit to be removed from the site at the site holder's expense.

Site Manager Name:

Signature:

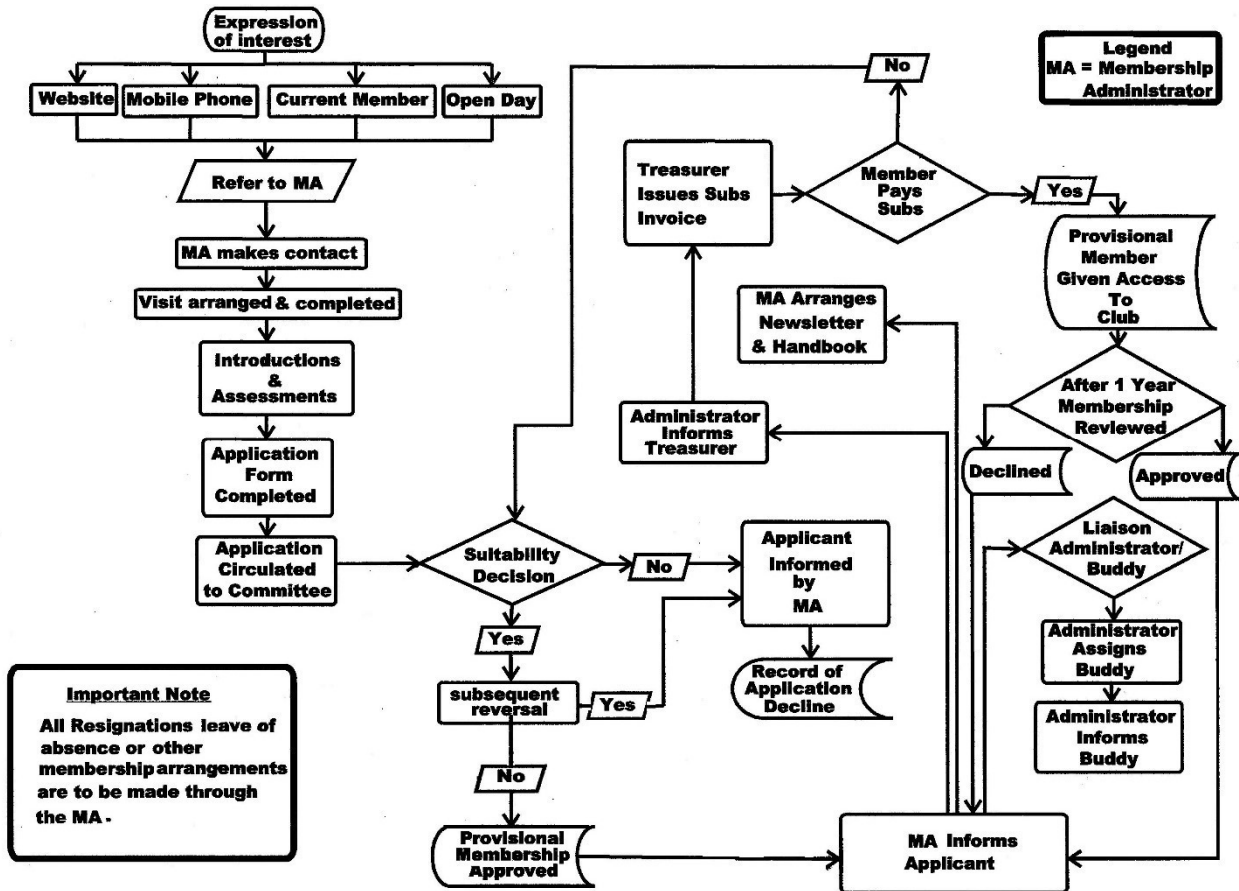
**I have read, understood and agree to the conditions above in order to retain my site.**

Site Number:

Site Holder  
Name:

Signature:

## Membership Application Process



**Important Note**  
All Resignations leave of absence or other membership arrangements are to be made through the MA.

**Legend**  
MA = Membership Administrator

## Health & Safety procedure for accident and hazard reporting

### **ACCIDENT / INCIDENT**

please contact a committee member with information about the medical attention that was carried out and if a hazard caused/contributed to the accident.

**ACCIDENTS involving injury that has required minimal medical attention at club** *The form is to be given to the Health and Safety officer*



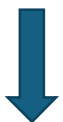
FIRST AID REGISTER form for non serious (at back behind red tab in H&S folder)



ACCIDENT INVESTIGATION FORM if hazard involved (behind green tab in H&S folder)

**ACCIDENTS WITH SERIOUS INJURY involving injury that has required medical assistance from a doctor or hospital.**

*This form must be sent to the president and Health and Safety officer within 48hrs*



INCIDENT/ACCIDENT REPORTING REGISTER to be filled out (behind orange tab H&S folder)



plus ACCIDENT INVESTIGATION FORM if hazard involved (behind green tab in H&S folder)

### **ALL HAZARDS CAUSING INJURY**

need to be immediately eliminated or minimised, We have Hazard Ribbon and Hazard signs kept in the garage

### **IF A PERSON IS ACTUALLY ADMITTED TO HOSPITAL**

(after Accident and Emergency Dept) Immediately contact the President and the H & S Officer who will then refer to Work Safe Information for possible notification



(at back behind orange tab).