

# Reche Canyon Naturist Association (RCNA)

## Membership Committee Procedures

### Source / Governing References

This document is reproduced **word-for-word** and organized from the following RCNA governing authorities:

- **RCNA Policies & Procedures Manual**  
Section **8.00.00 — Membership Committee Chair (MCC)**  
Sections **8.00.01 through 8.00.09**
- **RCNA Bylaws**  
Article VII — Membership

The Membership Committee Chair (MCC) is authorized to administer RCNA membership procedures in accordance with these governing documents.

### 8.00.00 Membership Committee Chair (MCC)

The Membership Committee Chair (MCC) is chaired by a board director and may include other volunteer members.

The MCC shall recruit and appoint subcommittee members as needed to carry out the duties outlined below.

## 8.00.01 Membership Responsibilities

The membership committee will be responsible for all RCNA membership responsibilities including but not limited to:

- Recommending annual fee amounts to the Board of Directors
- Tracking membership applications, renewals, and payments
- Establishing the membership approval process
- Sending out renewal notices
- Printing membership cards

## 8.00.02 Membership Fees

Annual membership fees will be recommended by the MCC to the Board of Directors for approval.

Once approved, the fees will apply from the date established by the Board and until an adjustment is recommended by the MCC and approved by the Board.

Fee adjustments will apply only to new applications and renewals and will not apply to pending months of membership already received.

## 8.00.03 Membership Application Process

The MCC will establish a membership application process which will apply to individuals, couples, and families with minor children.

Applications may be submitted using:

- An in-person form, and/or
- An online electronic form submitted online or via email

## **8.00.05 Approval Process for New Members**

The MCC will determine the approval process for new members, which will require:

- An interview process
- A live scan background check

## **8.00.06 Membership Records and Payments**

The MCC and its committee will track members and their payment records through close communication with the RCNA Treasurer.

There shall be, at a minimum:

- One person assigned to process membership applications and renewals
- One backup person assigned to this function

Membership applications should be processed monthly as soon as possible.

## **8.00.07 Proof of Membership**

The MCC and its committee will determine:

- The type of proof of membership issued to members
- How proof of membership will be distributed

Proof of membership will be issued after approval of new applications, payments, and renewals.

## **8.00.08 Membership Term**

Annual membership will apply from the date a member's application is approved or renewal form is received and payment in full is made.

Membership is valid for twelve (12) months.

## **8.00.09 Expired Memberships and Grace Period**

Recently expired members may attend events after expiration if they renew their membership at the time of the event.

Expired memberships have a three (3) month grace period for renewal before they are removed from the membership roster.

## **Administrative Authority Statement**

These Membership Committee Procedures are administered by the Membership Committee Chair under the authority granted by the RCNA Policies & Procedures Manual and the RCNA Bylaws. All membership decisions shall be consistent with RCNA's mission, governing documents, and non-discrimination policies