



# Policy Manual

Red Springs and Northern Foundation

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# **Policy #01**

## **Membership Policy**

**Rev 1-Sept 20, 2014**

**Author: J. Green**

### **1. Membership classes:**

- a. \$45 for individual membership
- b. \$50 for family membership - defined as any person living in the same household
- c. By Board vote a non-voting complementary membership may be awarded

### **2. Dues:**

- a. Dues are due by February 1<sup>st</sup> each year.
- b. Dues received before January 1 will be for the current year

### **3. Voting:**

- a. Members must be present to vote
- b. Must be a member for 1 year prior to voting (dues received prior to November 1<sup>st</sup> )
- c. Unpaid dues will be collected until the beginning of voting
- d. Members with unpaid dues may not vote
- e. 1 vote per membership class
- f. Complementary membership may not vote

### **4. Board of Directors Oversight**

- a. The Board of Directors shall have the right to review each membership application and accept or reject it.

## **Policy #02**

### **Policy for Financial Reimbursements**

**Rev 2-Jan 2016**

**Author: Susan Cease**

From time to time members have borne the costs of travel, lodging, and purchase of good, supplies or services. The following policy has been adopted for member reimbursements.

1. Travel mileage: When member incurs expenses for travel beyond the routine business of the Foundation, upon receipt of fuel slips to the treasurer, the member may be reimbursed, in full or in part, the cost of their fuel.
2. Travel Lodging: When a member incurs expenses for lodging beyond the routine business of the Foundation, upon evidence of payment to the treasurer, the member may be reimbursed the cost of their lodging. The treasurer shall take into consideration the availability of Foundation negotiated rates, the geographic location and availability of lodging. The Halloween and Christmas set up and events are included in this reimbursement policy.
3. Purchase of items, goods, supplies and services: When a member, without prior BOD approval, makes a purchase, that member may be reimbursed, in full or in part, the cost of the expenditure upon presentation to the treasurer of a receipt(s).
4. No member shall expect reimbursement over \$1000.00 without BOD approval.
5. The treasurer may at his/her discretion refuse a reimbursement for any purchase and defer a decision on said purchase to the BOD at its earliest convenience.
6. Emergency purchases may be authorized by BOD approval through e-mail or telephonic majority consensus.
7. No member shall refuse to show evidence of a purchase and still expect reimbursement.

Policy #03  
Liability Releases  
Rev 1  
Author: Phil Gandy

**Red Springs and Northern Foundation**

**Policy #3: Liability Release Requirement**

**Purpose: Avoidance of lawsuits/financial loss in case of injury to/death of persons on our property.**

**Applicable to: All members, guests, contractors, day workers**

**Agreement mechanism: General Release form must be read, understood, and signed by all adult persons who enter onto RS&N property for recreation, work, inspection, any other reason.**

**Time period: General Release agreement may be entered into by members and family at one RS&N Annual Membership Meeting, and remain in effect to the next, but Agreement may be entered into anytime between Annual Membership Meetings, and be in effect until the next Annual Membership Meeting. Nonmembers must enter into Agreement at/prior to time they come upon RS&N property.**

**General Release Form: Form of 5/6 /17, with revisions**

**Location of General Release Forms: RS&N Depot, Red Springs, NC, or may be downloaded from RS&N website.**

**Custody of Signed Release Forms: RS&N Secretary**

**Begin date: 31 July, 2017**

**PHG 16 June, 2017**