



RMBS Policy Adoption and Access Procedure

Purpose/Background

This policy outlines how official RMBS policies are adopted, implemented, communicated, and made available to members.

Adoption

- Policies may be proposed by any board member and must be approved by a quorum vote of the RMBS Executive Board of Directors.
- Unless otherwise stated, policies take effect immediately upon board approval.
- Amendments or removals of existing policies follow the same procedure.
- Policies will include dates of initial approval and dates of subsequent approved amendments.

Member Access and Acknowledgment

- All active policies will be posted to the RMBS website and made available to members in a timely manner.
- Members are expected to familiarize themselves with current policies and abide by them while participating in RMBS events or activities.

Review and Maintenance

- Policies will be reviewed and amended by the Board as needed to ensure accuracy, relevance, and alignment with the club's mission and operations. Any Board member can propose a policy review during a Board meeting.
- The official archive of board-approved policies will be maintained on the RMBS Shared Drive.

Approved 10/25/2025

Please note that information in this policy is the most current instruction and guidance. This policy supersedes any previous related policy and is expected to be accurately followed by all RMBS members.