

NEVADA STATE PRISON PRESERVATION SOCIETY

Administrative Procedure 5: Version 1

Title: Membership

Effective Date: April 1, 2021

1.0 Membership levels and pricing

1.1. Individual

- 1.1.1. Individual 18-59 years old - \$25 per year.
- 1.1.2. Individual 60+ years old - \$20 per year.
- 1.1.3. Active duty military with identification - \$20 per year.
- 1.1.4. Student under 18 years old - \$20 per year.
- 1.1.5. Individual memberships are good for one (1) year from the first day of the month concurrent with or following the date the individual joins the Nevada State Prison Preservation Society (NSPPS).

1.2. Family

- 1.2.1. Defined as an individual, the individual's spouse and any children under the age of 18 living at the same address.
- 1.2.2. Fee is \$65 per year.
- 1.2.3. No discounts are provided for age or military service.
- 1.2.4. Family memberships are good for one (1) year from the first day of the month concurrent with or following the date the family joins the NSPPS.

1.3. Lifetime

- 1.3.1. Individual - \$250 one-time fee.
- 1.3.2. Family (defined as an individual, the individual's spouse and any children under the age of 18 living at the same address) - \$500 one-time fee.
- 1.3.3. No discounts are provided for age or military service.

1.4. Business

- 1.4.1. Bronze Level - \$500 one-time fee.
- 1.4.2. Silver Level - \$1,500 one-time fee.
- 1.4.3. Gold Level - \$2,500 one-time fee.
- 1.4.4. Platinum - \$5,000 one-time fee

1.5. Specialty

- 1.5.1. Benefactor – donation by an individual or family of more than \$1,000.

1.6. Previously identified membership classifications

- 1.6.1. As of the effective date of this policy, the following membership classifications will no longer be recognized. Any members who applied for membership under a previous schedule will be reclassified as follows:

- 1.6.1.1. Sustaining Enhanced member under the original tri-fold brochure – Single year family membership. Upon renewal, any amount over the \$65 fee will be considered a donation to the NSPPS.
 - 1.6.1.2. Contributing Enhanced member under the original tri-fold brochure – Lifetime Individual membership. Any future renewal will be considered a donation to the NSPPS.
 - 1.6.1.3. Patron Enhanced member under the original tri-fold brochure – Lifetime Family membership. Any future renewal will be considered a donation to the NSPPS.
 - 1.6.1.4. Bronze Business member under the original tri-fold brochure – Silver Level Business membership.
 - 1.6.1.5. Silver Business member under the original tri-fold brochure – Gold Level Business membership.
 - 1.6.1.6. Gold Business member under the original tri-fold brochure – Platinum Level Business membership.
 - 1.6.1.7. Lifetime member under the April 18, 2017 application – Lifetime Individual member.
 - 1.6.1.8. Lifetime Plus One member under the April 18, 2017 application – Lifetime Individual member.
 - 1.6.1.9. Business member under the April 18, 2017 application – Bronze Level Business membership.
 - 1.6.1.10. Charter member – Lifetime Family membership. Any future renewal will be considered a donation to the NSPPS.
- 1.6.2. Any discounts or website listing benefits associated with the original membership classification under section 1.6.1 will terminate as of the effective date of this policy.

2.0 Membership Benefits

2.1. General Benefits:

- 2.1.1. As the NSPPS is a tax exempt non-profit organization under 26 USC §501(c)(3), all membership fees are tax deductible under 26 USC §170(b)(1)(A)(vi).
- 2.1.2. All active members are eligible to receive an electronic copy of the NSPPS newsletter *The Cellhouse Snitch* as it is released. (valid and current electronic mail address must be provided).
- 2.1.3. All active members, including those under family memberships, are eligible to cast one (1) vote on any issue presented to the general membership for a vote. This includes the election of members of the Board of Directors every two years. Membership meetings will be held annually on the first day of October.

2.2. Enhanced Benefits:

- 2.2.1. Lifetime Individual members are eligible for one (1) free tour. A tour voucher will be provided to the member when membership is processed. For existing Lifetime Individual members, a voucher will be sent after the effective date of this policy. The voucher must be surrendered in order to participate in the tour. Tour vouchers lost will not be reissued.
- 2.2.2. Lifetime Family members are eligible for two (2) free tours. Tour vouchers will be provided to the member when membership is processed. For existing Lifetime Family

- members, vouchers will be sent after the effective date of this policy. Vouchers must be surrendered in order to participate in the tour. Tour vouchers lost will not be reissued.
- 2.2.3. Benefactor members are eligible for four (4) free tours. Tour vouchers will be provided to the member when membership is processed. For existing Lifetime Family members, vouchers will be sent after the effective date of this policy. Vouchers must be surrendered in order to participate in the tour. Tour vouchers lost will not be reissued.
 - 2.2.4. Lifetime members and Benefactor members will receive a listing on the website.
 - 2.2.5. Lifetime members are eligible for a 10% discount on all NSPPS merchandise purchased at the NSPPS store.
 - 2.2.6. Benefactor members are eligible for a 20% discount on all NSPPS merchandise purchased at the NSPPS store.
 - 2.2.7. Lifetime and Benefactor store discounts may exclude certain specialty items identified by the Board.
 - 2.2.8. Silver and Gold Business members are eligible for a website logo posting. The logo must be provided by the business and authorization must be provided to post the logo on the NSPPS website.
 - 2.2.9. Platinum Business members are eligible for a website logo posting on the homepage of the NSPPS. The logo must be provided by the business and authorization must be provided to post the logo on the NSPPS website.
 - 2.2.10. Platinum Business members will also be acknowledged in the Visitor Center when it opens.

3.0 Reporting

- 3.1. The Membership Committee Chair will provide a monthly membership report to the Board of Directors for its monthly meeting as well as a report for the annual General Membership meeting.
- 3.2. The report will include:
 - 3.2.1. The number of active members under each of the classifications listed in Sections 1.1 through 1.5.
 - 3.2.2. The number of inactive members.
 - 3.2.3. The number of members up for renewal in the current month.
 - 3.2.4. The number of members who renewed their membership.
 - 3.2.5. The number of members who have not renewed their membership and were sent a second notice.
 - 3.2.6. The number of members moved to the inactive list.
- 3.3. The Membership Committee Chair is responsible for reclassifying all members whose memberships are reclassified under Section 1.6.
- 3.4. The Membership Committee Chair is responsible for notifying the Marketing Committee of all new memberships for the purpose of sending the monthly newsletter.

4.0 Application Procedure

- 4.1. Applications may be received through the mail, in person at the NSP during an event, or provided to a member of the Board of Directors.
- 4.2. Applicants must completely fill out the application.
- 4.3. Applicants must provide the fee associated with the membership type selected. Applications without fees submitted will not be processed.
 - 4.3.1. Any rejected fee payment method (such as a non-sufficient funds check or rejected credit or debit card transaction) are subject to a \$25 dollar fee. No applications will be processed if the fee payment rejects.
- 4.4. Applicants can choose to opt out of electronic mail communication by not providing an electronic mail address. Any member not providing an electronic mail address will not receive notifications from NSPPS. Members can opt in or out at any time by notifying the Membership Committee Chair.
- 4.5. The completed application must be submitted to the Membership Committee Chair for entry into the membership database.
- 4.6. Any checks or credit/debit card deposits must be submitted to the Treasurer for depositing in the NSPPS bank account and posting in the books of NSPPS.
- 4.7. The President will retrieve the mail periodically and provide the information as outlined in Sections 4.5 and 4.6.
- 4.8. The Membership Committee Chair is responsible for distributing membership renewal letters.
 - 4.8.1. Renewal letters are to be sent by electronic mail unless the member failed to provide an electronic mail address. If an electronic mail address was not provided, the Membership Committee Chair will send a renewal notice by regular mail.
 - 4.8.2. If the member fails to respond within 30 days to the electronic mail or regular mail request for renewal, the Membership Committee Chair will send a reminder by electronic mail. Reminders will not be sent via regular mail.
 - 4.8.3. If a member fails to renew their membership within 60 days, the Membership Committee Chair will move the member to the Inactive List.
- 4.9. The Marketing Committee Chair will add the new member information to the NSPPS electronic mail distribution list so the member may receive communications from NSPPS, including the newsletter.
- 4.10. The Marketing Committee Chair is responsible for removing inactive members and members who opt out of the electronic mail communications from the electronic mail distribution list.