

NOTIS POLICY DOCUMENT #5

MAILING LABEL DISTRIBUTION POLICY

GOAL

- Enable our members to be informed of opportunities and activities that may be of interest to them, without propagating information or lists that could be abused or sold to third parties;
- Apply a fair policy to our membership which provides a distribution if costs such that those who use this benefit more, pay more for it.

POLICY

In order to ensure that the list is not distributed to anyone outside our knowledge (especially sold to any marketing firm), and because of the technical complications arising from providing the list in electronic form, the distribution of the list will be limited to actual sets of labels, generated at the time of request. This also enables the labels to be up to date, as the nature of the list is dynamic.

Sets of labels will be made available to any member of NOTIS upon request for a fee to defray costs related to label materials and mailing, with the exception of the following:

- Corporate and Institutional members of NOTIS shall be entitled to one free set of mailing labels per annum.

- Two sets of mailing labels per annum will be provided to sister organizations for the purpose of promoting events of joint interest.

Any request for a mailing list or a set of mailing labels by any organization or individual which is not a member of NOTIS will be decided by the Board on an individual basis, taking into consideration the goals as stated.

Whenever possible, the party requesting the list should be encouraged to use the *NOTIS News* or electronic means as a method of spreading the information, including a contact number for those members who may wish to know more.

Adopted by the Board of Directors of the Northwest Translators and Interpreters Society
Date: December 4, 1997