



Policy/Procedure

Policy # 03

**Subject:** Requests for Membership Contact Information from non-APIC Organizations

**Effective Date:** 2/7/1996

**Reviewed by:** Secretary

**Approved by:** APIC MN Board of Directors

**Revision Dates:** 12/2023

### **POLICY**

1. All requests for membership information must be approved by the APIC MN Board of Directors.
2. Granting requests for addresses should be in alignment with the goals and mission of APIC MN.
3. Professional associations will be given a copy of the membership roster free-of-charge, if approved by the APIC MN Board of Directors.
4. Vendors will be charged an established fee, if approved by the APIC MN Board.

### **PURPOSE**

To ensure a uniform process for providing membership contact information.

### **PROCEDURE**

1. Request for membership contact information is made to the Secretary.
2. The Secretary brings the request and request details (i.e. what list will be used for) to the next scheduled Board meeting for approval.
3. Electronic mailings will only be used for time sensitive materials and not be the primary method of communication.
4. Vendors may request an electronic contact list. Vendors will be charged \$100.00 for the electronic contact list and include a note stating that the membership roster may not be copied nor reproduced in any manner.
5. APIC MN members who do not want their names to appear in APIC MN distribution lists should edit their profile on the APIC National website.
6. At the Fall Conference, vendors are provided with a paper copy of conference attendees which generally includes name/facility/email address.

### **ATTACHMENTS & RELATED FORMS**

None