



# AIA Las Vegas

Adopted May 15, 2006

## AIA Member Lists Policy

Access to the Chapter's membership is our chief asset and should be protected. Therefore, membership information is not made readily available and can only be shared under the following circumstances.

1. The list is never available in digital or electronic format.
2. Member email addresses or contact information is never made available.
3. The use of the membership list (mailing addresses only) can be rented through our Mail House.
4. Use of Membership List through our Mail House.
  - a. Use of the member lists may be rented for a fee payable to the Chapter. This fee to be reviewed and set annually.
  - b. Purchaser must complete the Use of Membership List Application form and provide a sample of the item to be mailed for approval.
  - c. Once approved, the Mail House will be notified that approval has been given for that particular client.
  - d. See attached forms for procedure and criteria for this access.
5. AIA Members may be provided with the address only list of the members in electronic format or on labels, if they are a member in good standing and understand that it is for one-use only.
6. Affiliated organizations may be allowed access to the AIA member list without charge, only through our mail house and provided they are willing to allow the same access to their member list for AIA Las Vegas.