



AIA
Las Vegas

Adopted July 2002

Use and access to AIA Las Vegas Member Lists

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

- The List is never provided in digital or electronic format.
- Member email addresses or contact information is never provided.
- The use of the membership list (mailing addresses only) can only be "rented" through our approved mail house.

Procedures for providing access to AIA Las Vegas Member Lists through our mail house:

- Access to the list may be rented for a fee payable to the Chapter. Fee to be reviewed and set annually.
- Purchaser/Renter must complete the "Use of Membership List Application Form" and provide a sample of the item to be mail for approval by the Executive Director.
- Once the purchaser and item have been approved, AIA Las Vegas will notify the mail house to make the most current list available.
- Purchaser/Renter then contacts the mail house directly and makes arrangements to provide their item for mailing to our list. Postage and handling charges are paid directly to the mail house by the purchaser/renter.

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 this is for a one-use only.

Affiliated organizations may be allowed access to the AIA member lists without charge, but utilizing the same procedures as purchaser/renter; and provided they are willing to allow the same access to their member list for AIA Las Vegas.