

SUPPLYING MAILING LABELS

1. **Purpose:**
To set policy regarding the distribution or sale of membership mailing labels to outside sources that may be beneficial to the International Association of Women Police, its partners, corporate members, and other approved entities.

2. **Objective:**
To set forth procedures for supplying mailing labels of the Association membership of the International Association of Women Police to outside sources.

3. **Procedures:**
 - 3.1. The Membership Chair may provide one (1) set of mailing labels to each Regional Coordinator and each Affiliate organization in good standing for their specific area annually.
 - 3.2. The Membership Chair shall supply one (1) set of mailing labels to a Conference Committee, within two (2) months of winning the bid, or upon request.
 - 3.3. The request for mailing labels must be in writing to the Membership Chair.
 - 3.4. The Regional Coordinator or Affiliate organization may be allowed to produce photocopies of the mailing labels for future use during the year.
 - 3.5. Companies, vendors, corporations, etc., may not be supplied with mailing labels, however they may purchase labels at \$.50 cents per member label under the following circumstances:
 - 3.5.1. Information supplied by the company must be of interest or benefit to the members of the IAWP.
 - 3.5.2. The company shall send pre-stamped envelopes containing the advertisement or information to the Membership Chair along with a check for the number of labels.
 - 3.5.3. The Membership Chair will apply the labels to the pre-stamped envelopes and place them in the mail for the company.
 - 3.5.4. The Membership Chair shall report the income to the Treasurer and Board of Directors.

Adopted September 2000

Amended April 12, 2002

Amended April 2, 2004 – format only

Amended September 18, 2009 – to content and format

Amended September, 2014