

## NAJIT PUBLICITY GUIDELINES

1. In the interest of informing our members about educational events of potential interest, NAJIT may list such events in calendars on the website and in *Proteus* without charge.
2. In the spirit of reciprocity, NAJIT will distribute e-mails to members about educational events, classes or opportunities organized by sister nonprofit organizations without charge. NAJIT will encourage sister organizations to extend the same courtesy.
3. Ordinarily no emails will be distributed regarding events or products provided by for-profit organizations. NAJIT reserves the right to accept such e-mails in exceptional circumstances, at its sole discretion and in conformity with Federal regulations.
4. NAJIT members will be provided with an opportunity to opt out of receiving all such e-mails upon joining the association, in every issue of *Proteus*, and in the text of every such e-mail that is distributed.
5. On payment of a fee mailing labels of member addresses may be provided, at NAJIT's sole discretion, for use in a single mailing. The information therein remains the property of NAJIT and is not to be duplicated or incorporated in other databases.
6. NAJIT members will be provided with an opportunity to opt out of being included in the distribution of such mailing labels upon joining the association and in every issue of *Proteus*.
7. Decisions on content and distribution of e-mails and mailing labels shall be made at the discretion of the Executive Director in consultation with the Chair.
8. Fees are charged for advertising in *Proteus* and on the website; members shall receive discounted rates.
9. At conferences NAJIT may provide complimentary exhibit and/or display space to non-profit sister organizations on a reciprocal basis, at the discretion of the Executive Director in consultation with the Chair and the Chair of the Conference Committee.

Approved by the NAJIT Board of Directors March 15, 2005