



Federal Bar Association

Policy No. 2-4: Sale of Mailing Labels and List

Approved By: Secretary, Reference Executive Committee Minutes of February 9, 1991

Date Approved: February 9, 1991

Date Effective: October 1, 1991

Policy:

All requests for use of the FBA mailing list must be in writing, addressed to the Federal Bar Association, and contain a copy of the material to be mailed, the date by which the mailing list is to be needed, the requested format of the list, and the person to whom the list is to be sent.

The authority to approve such requests rests with the Board of Directors and is exercised through the Executive Director of the Association. Approval authority for organizations pre-authorized by the Board of Directors has been delegated to the Executive Director who will maintain a current list of approved organizations. The Executive Director will establish and implement such controls as are necessary to protect the proprietary nature of the mailing lists. The costs to be charged for the lists will be established by the Executive Director.

The FBA will receive all income from all sales of FBA mailing lists.

This policy does not apply to requests from FBA Chapters, Sections or Committees whose requests are treated as a service and provided at no cost.

Purpose:

This policy formalizes the conditions under which mailing lists of the Association may be sold to non-FBA organizations or individuals.

Change Notice: Amended 5/13/2013.