

## **LIGRS Publication Distribution Policy**

The purpose of the LIGRS Publication Distribution Policy is to establish a uniform set of policies and procedures governing the publication and distribution of various club documents pertaining to club newsletter, By-Laws, Membership Roster, policies, website features, notices, promotional materials and other materials for the benefit of the membership as well as promoting the mission of the organization. It is furthermore intended to do so in a cost effective manner to minimize the resources necessary to carry out this policy. Wherever reasonable and practical, the club will utilize electronic means to distribute club materials to its membership as a primary method of distribution. Electronic means shall be defined as using the Internet to distribute information in the form of e-mail or an e-mail link to the LIGRS website where the information is posted. Electronic means shall be employed for each member who has registered an e-mail address with the club's Membership Director. Members not possessing an e-mail address or not wishing to participate in the electronic distribution process may do so by omitting or unregistering an e-mail address when submitting membership information to the Membership Director. Members not receiving electronic distribution will receive comparable printed materials to the extent feasible and practical. Some reminders or other timely notices may not be available in printed form due to timely distribution constraints.

**Newsletter:** Members will be notified via registered e-mail when newsletter is available on the website and a printed copy mailed to non-registered email member's postal address.

**By-Laws:** Shall be posted on the website where new and existing members may reference them. Members not having a registered email address may request a printed copy of the By-Laws from the Membership Director.

**Membership Roster:** An electronic version will be available on the website Members only section about mid-March by the Membership Director. Members not having a registered email address may receive a printed copy of the Roster from the Membership Director by request. New members will initially be provided a printed copy of the most recent Membership Roster by the membership Director upon joining the club.

**Website Features:** Features such as Newsletter Photo Pages, LIGRS Marketplace, LIGRS Photo Gallery, Member Layouts, Club Policies as well as other miscellaneous materials/categories shall only be available on the club's website.

**Reminder Notices:** Shall primarily be distributed in electronic form. A printed copy mailed to a non-registered e-mail member's postal address will only be made for significant situations, time permitting.

**Emergency Notices:** Circumstances concerning last minute venue changes, funeral arrangements and similar urgent situations shall be disseminated via the Emergency Phone list to be maintained and distributed to members of the BOD by the Membership Director.

**Promotional Materials:** In as much as this category is directed to non-members, only printed materials will be distributed.