



POLICIES

1. Grievance Policy and Procedure Page 1
2. E-Blast Policy Page 2
3. Mailing Label and Email List Policy Page 2
4. Etiquette and General Meetings Page 3

Grievance Procedure

NWSID By-Laws

Article 12.1

The Chapter Board with Executive Board approval is the only body empowered to expel members.

Article 12.2

Dropping membership in NWSID shall be automatic under the following circumstances:

- A. Unpaid dues more than 60 days in arrears.*
- B. Failure to participate in NWSID functions as outlined in the Membership Section of the By-Laws*
- C. Behavior deemed by Chapter Board to be unethical. The member in question may request a hearing.*

If a grievance is filed against a member it is handled as follows:

- All grievances against an NWSID member must be brought to the attention of the President.
- Oral grievances are not valid. Only written and signed grievances are to be accepted by the President.
- The President will review the grievance and respond in writing to the respective party being grieved advising them of their rights to respond in writing or request a hearing. A copy of the signed grievance should be included in the correspondence. A clear statement should be included informing the parties that NWSID has no power to arbitrate disputes. Both parties are given the opportunity to resolve the difficulties privately between themselves. Copies of documents should be sent to all parties.
- In the event further action is necessary, the President may request a hearing of one or more past presidents and/or the President-Elect to decide the course of action.
- Should the above committee decide further action must be taken; the recommendation in the form of a written motion is passed to the Chapter Board for decision.
- If expulsion of the member is recommended, the Chapter Board must defer to the Executive Board for final approval.
- The President has the power to seal the grievance if no action is taken.
- The incidence is kept confidential and not shared with the board or the general membership. Confidentiality is essential to avoid embarrassment and to maintain NWSID's high standards of professionalism and integrity.

Procedure Affirmed by NWSID Executive Committee on March 12, 2009



NWSID BOARD E-BLAST POLICY

At the June 2006 Morning Transition meeting the Board agreed to the following policy for the new e-blast functionality of the website:

1. Member email blasts should be used for NWSID business only.
2. In general the board will send one email blast a month for the newsletter and one email a month with important NWSID business.
3. This policy will include the written process for PRA meeting hosts who are entitled to one set of labels and the email list for one mailing only. (The email list has been replaced by the e-vite process).
4. The President approves all e-blasts to membership. The webmaster sends the e-blasts upon receiving approval from the President.

NWSID MAILING LABEL AND EMAIL LIST POLICY: July 2007

Mailing and email lists will be maintained by Membership and the Web Administrator via the online database.

Purchase of mailing labels

Membership at large may purchase a copy of our mailing labels at the current advertised price.

As of July 2007: \$35.00 for members and \$100 for non-members.

They will need to sign a release saying that they agree to use it one time only and submit their proposed ad campaign content to the Board for approval.

These mailing labels will have a small print line saying "NWSID Approved" at the bottom of each label.

Membership at large will have to compile their email lists from the rosters posted to the secure member site. This decision was made in order to cut down the number of solicitous emails our members receive.

General Meeting Host's labels

Upon Request, mailing labels will be mailed to the PRA hosting the general meeting each month.

The cost is applied to the Programs budget. Additionally, these PRA Hosts will have a one time option to access the email list via our online e-vite system controlled by the VP Programs. This system allows them to send out e-vites for the general meeting event they will host.

Board Member use of label and email lists

A copy of the mailing labels will be posted to the secure board member site for all board members to have access to it for mailing campaigns related to NWSID business only.

This list will be automatically updated from the new online database currently being built.

If a Board committee has an announcement to make with regards to a project or event it will be sent out via the Board E-Zine which is maintained by the Web Administrator.

A current copy of email lists will be maintained by the Web Administrator. It will automatically be updated from the online database.

Etiquette at General Meetings

The purpose of the general meetings is to:

- Network and socialize with fellow members
- Learn about the hosting PRA's products and services
- Conduct necessary business for the organization

It is appropriate:

- For members to pass out their business cards to other members
- To ask the President or Vice President of Programs, well before the meeting, if it is appropriate to distribute brochures or make an announcement at the general meeting
- For guests to be announced at the meeting, but not for them to solicit business until they become a member