

IPA Policy Manual

Chapter 5 – Association Operations

5.14 Communication with Members and Non-Members

In accordance with Federal and State law, the Association engages in the following practices when communicating with IPA members and non-members.

Phone Calls:

- Phone calls to home phone numbers: The Association does not make phone calls to home telephone numbers for solicitation purposes. The policy of the Association is to only contact individuals at their home telephone number upon request.
- Phone calls to business phone numbers: The Association regularly contacts members and non-members at their school to conduct Association business, including membership solicitation.

Standard Mail:

- Mail to home addresses: The Association does not send mail to home addresses for solicitation purposes. The policy of the Association is to only send information to home addresses upon request.
- Mail sent to business addresses: The Association regularly contacts members and non-members at their school to conduct Association business, including membership solicitation.

E-mail:

- The Association regularly contacts members and non-members at their school email address to conduct Association business, including membership solicitation.
- Pursuant to Federal law, email solicitations to non-members must contain the following information:
 - In the subject line, the e-mail must be identified as a “solicitation”
 - There must be an opt-out from receiving additional e-mails
 - The e-mail must contain the IPA’s name and physical address

Facsimile:

- The Association routinely sends facsimiles in the course of business. The Association does not conduct solicitations via facsimile.

- Pursuant to Federal law, all facsimiles must contain the following information:
 - The physical address of the Association
 - The sending fax machine

Adopted: October 18, 2009