

	Unitarian Universalist Congregation of Las Vegas	Policy: 5.02		
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		Board Approval:		
Policies, Procedures, and Guidelines		Title: UUCLV Policy on Newsletter Distribution		

UUCLV Policy on Newsletter Distribution

The newsletter of the UUCLV will be published and distributed at the direction of the Board of Trustees. This policy outlines procedures for determining distribution lists and requirements for being placed and maintained on distribution for the newsletter.

Responsible Parties:

The UUCLV Board of Trustees, in coordination with the Communications and Publicity Committee is responsible for the production and distribution of the UUCLV newsletter

Procedures:

The UUCLV Newsletter entitled *Sunrise* is mailed or emailed to UUCLV members in good standing and to the following parties:

- A. Churches, congregations, and offices of the District and the Association and other religious bodies upon request.
- B. Former members or friends of the congregation who make yearly pledges or contribute the amount determined by the Treasurer to cover this service.
- C. Current members who move out of the area, until the conclusion of the fiscal year. The Board or Minister and the Membership Chair may make allowances.
- D. Publicity and public relations sources.

The Newsletter mailing list shall be reviewed by the Membership Committee as needed.

Members who request termination of their membership shall be removed from the newsletter mailing list upon acceptance of the resignation by the Board.

Summary: This policy and procedures cover Newsletter production and distribution for UUCLV. This policy shall be in effect after adoption by the Board of Trustees, until replaced or modified through Board of Trustee action.