

Printed Information Placement Policy

Article I

Purpose

The purpose of the policy is to safeguard this organization's (American Muslim Diversity Association - AMDA) and its member's interest when there is a request for placement of information from other organizations. This policy is intended to supplement but not replace any article of the AMDA Constitution or its By-laws.

Article II

Definitions

1. Printed Information

Information that is in printed form this may include flyer, booklet, book or any other material.

2. Placement

Information placed or kept inside or outside of the building and intended for the congregation.

Article III

Procedures

1. Placement request

Any organization may request to place information inside or outside of the building. This request has to be done in writing to any of the Representative Boards (Board of Trustees, Board of Representatives or Standing Committee) at a reasonable time in advance.

2. Request write-up

Request should be in writing and following information should be provided. a) Summary of content; b) Name of the requesting organization; c) Contact information of the requesting organization; d) Requested date of placement; e) Date of the request; f) Signature of the representative requesting information placement; g) Contact information of the requesting organization and h) Sample of the printed material.

3. Method of Consideration

Request shall be reviewed in the representative body meeting that is scheduled to be held immediately after the date of receiving it. Information will be evaluated based on AMDA guiding principle. If it is found to support the guiding principle the information will be placed in display with a seal of approval certificate attached to the sample.

4. Time limit

To be fair to all requests received by AMDA, approved information will be kept on display for 14 days from the date of approval.

4. Material without approval

Information placed inside or outside of the building without approval will be removed from the display.