AMSN Policy

**TITLE: Distribution of Membership List**

| Approved: August 2010 | Policy: 5.2 |

**POLICY**

1. The membership list is maintained at the national office and is the exclusive property of AMSN. It may be rented to provide information of interest to the membership.
2. The list is for one-time use only.
3. Final approval of all requests for use of the list is subject to the prior review and approval of the proposed mailing piece by the Executive Director.
4. Email communications will be distributed by the national office.

**Commercial Use**

1. Corporate sponsors and advertisers are permitted to rent the membership list.
2. Rental of the membership list by others will be considered on a case-by-case basis by the Executive Director.
3. Rental fees are set by the Management Firm.

**Non-Commercial Use**

1. The membership list is available at no charge to AMSN chapters and nurses conducting research.
2. Use of the membership list by others will be considered on a case-by-case basis by the Executive Director.

**PROCESS**

**Commercial Use**

Refer to Management Firm Agreement.

**Non-Commercial Use**

1. The nurse researcher must submit the request for use of the membership list with copies of the proposal abstract, cover letter and instrument(s), and evidence of Institutional Review Board (IRB) approval (if needed).

2. The request will be reviewed to determine that the study is professional and serves the interests of medical-surgical nursing. The goal of the review is to protect AMSN members from excessive and/or inappropriate requests; it is not to sit in judgment of the research study.

3. Once approved, a letter of approval will be sent to the researcher, with the expectation that the researcher share the study’s findings in an AMSN education venue (e.g. submitting an article for publication, submit an abstract for oral or poster presentation at the annual convention). The researcher will be contacted one year later if the research findings have not been reported.

**History**

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<th>Reviewed Date:</th>
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<td></td>
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