

**MILE HIGH DENVER CHAPTER OF ARMA
CHAPTER PIN POLICY
September 2005**

GENERAL POLICY

The primary purpose of chapter pins is to denote membership in the Mile High Denver (MHD) Chapter of ARMA International. Therefore, each member of the Chapter will be given one free pin for their use. New members will receive their pins when the MHD Membership Director sends membership packages or when membership certificates are presented at monthly membership meetings.

The secondary purpose of the chapter pins is for recruitment and marketing.

DISTRIBUTION AND SALE OF PINS

- ❑ Supply of chapter pins will be maintained and managed by the Administration Director. When the existing supply of pins reaches 100 or less, the Administration Director shall advise the Board and request authorization to order more pins.
- ❑ The Membership Director will distribute pins to current and new members.
- ❑ The Chapter President has discretion to approve requests for chapter pins at no cost for chapter officers, board members, or other chapter members to take to ARMA or other related seminars or conferences for recruitment and marketing purposes.
- ❑ With prior approval from the Board of Directors, chapter members may sell pins at local, regional, or ARMA International sponsored seminars, conferences, and other events to provide additional revenue for the chapter. The pins will be paid for by the chapter member at a cost to be determined by the Board. Pins not sold may be returned for a refund. Proceeds from such sales will be distributed as approved by the Board of Directors.
- ❑ The Chapter President and/or the Board of Directors may approve giving pins to current MHD Chapter members in recognition of contributions to the chapter.
- ❑ Any MHD Chapter member in good standing may elect to purchase additional chapter pins at cost (currently sold in packages of 12 pins for \$10.00).

PIN SUPPLIER

The supplier in 2005 was:

Josh Konwinski – VP
Quality Lapel Pins, Inc.
5270 South Zinnia Court
Littleton, CO 80127
Ph. 1-800-952-0305
Fax. 303-979-4901
Website: www.qualitylapelpins.com
Email: josh@qualitylapelpins.com