

**METCO ALUMNI ASSOCIATION  
Correspondence Policy**

August 31, 2005  
(effective immediately)

**Incoming Mail**

All incoming mail or correspondence addressed to the MAA shall *only* be picked up by the MAA President or by a designated officer, i.e. Vice President, Clerk, Treasurer, or Committee Chair. In the event of an emergency, all mail will be held by the METCO Business Manager, until further notice.

**Outgoing Mail**

Any and all outgoing mail on behalf of MAA business must be approved by the MAA President and reviewed by the MAA Officers and METCO Business Manager.

**Electronic Mail**

Any and all personal METCO alumni membership data collected by the efforts of the MAA is solely for the uses and purposes consistent with the mission of the MAA. Any uses of METCO alumni data must be approved by the MAA President and reviewed by the MAA Officers. Any membership data taken for unapproved uses and inconsistent with the mission of the MAA will be deemed a violation of this policy and a violation of the Rights to Privacy Act. The Clerk and the Membership Chairperson shall have primary responsibility for collecting and managing all membership data.