

# **Roanoke Bar Association**

## **Publication and Advertising Policies**

### **Web Site and Electronic mail (“e-mail”)**

- Limited to official communications by and on behalf of the Roanoke Bar Association.

### **Posted mail; Membership List**

- The membership list of the Roanoke Bar Association is confidential.
- Members and non-members of the Association may use the membership list upon the terms and conditions contained in this policy for the purpose of non-commercial communications with and among the members of the Association, such as professional announcements, notices related to the activities of organized bars, and notices related to judicial and Bar Council elections.
- Requests shall be transmitted or delivered to the Executive Director for (1) printed labels to be delivered to the requestor; or (2) merged documents to be delivered by email to the requestor for remailing to the membership. The Executive Director shall develop and maintain a form wherein the requestor verifies that the list will be used only one time, and only for the purposes permitted by this policy.
- Cost of the mailing list will be set from time to time by the Editorial Review Board.
- Labels or merged documents may be delivered without charge to qualified not-for-profit organizations.
- Content of notices is subject to review by the Editorial Review Board.

### **Publications**

- Quarterly Newsletter: The “Roanoke Bar Review”
- Electronic distribution in .pdf format and as a link on the RBA website. Approximately 20 copies will be delivered to the Roanoke Law Library.
- Publication Schedule:
  - March

- June
- September
- December
  
- No “classified” advertising
  
- Limit one full page (8 ½ x 11) of display advertising per issue, subject to editorial discretion.
  
- Prices:
  - Full page: \$200.00
  - ½ page: \$100.00
  - ¼ page: \$50.00
  - 1/8 page (“business card”): \$25.00
  - Availability of color advertisement subject to editorial discretion.

Editorial Board designated for decisions regarding editorial content, discretion and exceptions:

RBA Communications Committee Chair  
Editor(s) of the “Roanoke Bar Review”

### **Distribution of Flyers at Meetings**

- Limited to materials from another organization which are determined by the president to be related to the purpose of the Roanoke Bar Association.