



Section:	3. Publications
Subpart:	3.3. Handbooks and Publications
Policy No.:	3.3.1.
Title:	Handbooks for Members
Effective:	October 2008

Handbooks for Members

Purpose: Establish when handbooks are free vs. for sale and when shipping and handling fees apply.

Background: NCWM has always offered complimentary handbooks as a benefit of membership. Membership renewals are invoiced on July 1 each year. NCWM provides NIST with a mailing list of the members who renew before the end of the membership year on September 30. The handbooks are shipped directly from the publisher to those members at NIST expense. NIST ships an additional supply of handbooks to NCWM to accommodate orders that are received after October 1. NCWM sells some of them at the published rates, and continues to provide them complimentary to new members who join after October 1st. Since NCWM is shipping these additional orders, NCWM incurs shipping and handling costs.

Policy:

1. For renewed memberships paid prior to October 1:
 - a. Handbooks are complimentary
 - b. NIST pays shipping and handling
2. Late renewal memberships paid on or after October 1:
 - c. Handbooks are complimentary
 - d. Member pays shipping and handling fees to NCWM
3. New memberships on or after October 1:
 - e. Handbooks are complimentary
 - f. NCWM pays shipping and handling
4. Former members returning after at least one full year in lapsed status:
 - g. Handbooks are complimentary
 - h. NCWM pays shipping and handling