

SAN FRANCISCO PRIDE®

Protocol for Member Request for the SF Pride Member List

Process

- SF Pride receives a request to inspect its Membership List:
 - All requests must be from a current Member, in good standing.
 - Requests must be in writing, stating the purpose of the request.
 - All requests must have a purpose reasonably related to the interests of that person, as a Member of SF Pride.
 - Requests are reviewed by the Executive Director or their designee.
 - Requests are also shared with the Board Secretary and President for informational purposes.
- SF Pride will provide access to the Membership list:
 - Requests will be reviewed as they are received.
 - Requests will be responded to and the list will be made available, at the SF Pride Office, during normal business hours, at a reasonable time, and within 5 business days of the receipt of the written request.
 - The list will contain the Member's name, address, and voting rights status.
- The Receiving Party must do the following:
 - Sign and initial the Membership List Permitted Use and Non-Disclosure Agreement.
 - Adhere to requirements of the Membership List Permitted Use and Non-Disclosure Agreement.
 - Collect the Member List in a timely manner and at a reasonable time.
 - Return the Member List to the SF Pride Office within 5 business days, and at a reasonable time.
 - Provide to the Executive Director, any planned written communication to the Membership no less than 48 hours prior to the distribution of the communication to the Membership.

Additionally...

- SF Pride may deny access to the list, in writing and within 10 business days after receiving a request, if:
 - SF Pride believes that the list will be used for a purpose other than SF Pride related business; or
 - SF Pride provides a reasonable alternative method of achieving the purpose identified in the request without providing access to or a copy of the Membership list.