

**REQUEST FOR INFORMAL ACTION
BY THE NAVA EXECUTIVE BOARD**

Pursuant to section 5.14 of the bylaws, I submit the following item to the executive board for informal action:

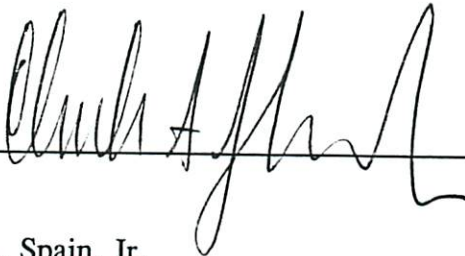
Approval of attached "NAVA News Advertising Agreement."

Respectfully submitted,



Charles A. Spain, Jr.
President
May 28, 1997

Approved:



Printed name: Charles A. Spain, Jr.

Date:

29 May 97

Please complete and return to:

Mr. Michael F. H. Halleran
1228 McKenzie St.
Victoria, British Columbia V8V 2W5
Canada

RECEIVED
29 May 97
NAVA PRESIDENT

NAVA NEWS ADVERTISING AGREEMENT

1. *NAVA News* is a newsletter published by and for the membership of the North American Vexillological Association (NAVA), a nonprofit, tax-exempt Illinois corporation. NAVA is apolitical and devoted to the serious, multidisciplinary study of flags and their history and symbolism. Only flag-related matters or items will be accepted for publication. No ads promoting a political or religious view will be accepted.
2. Payment for all ads must be made in advance in United States dollars. The treasurer will deposit all payments before forwarding the ad to the *NAVA News* editor for review, so deposit of the payment does not indicate the ad has been accepted for publication. The editor has the discretion to determine the acceptability of any ad. The treasurer will issue a refund for any ad that is not accepted.
3. All ads will be printed in black and white only and in such location as determined by the editor. All ads must be submitted camera ready or they will appear in a format and font as determined by the editor. Submission of an ad by a particular cutoff date does not guarantee its inclusion in that issue, but no ad will be considered for the next issue that has not been received by the cutoff date. When necessary, *NAVA News* editorial policy favors providing vexillological information to NAVA's membership over publishing ads.
4. Any taxes or other governmental fees or charges that may be imposed on any advertising is the sole responsibility of the advertiser. The advertiser's sole and exclusive remedy for any failure (act or omission) related to any ad shall be a refund of the payment for such ad. NAVA does not guarantee the publication date for any particular issue of *NAVA News*.
5. The advertiser agrees to and shall defend, indemnify, and hold NAVA and all of its representatives harmless from and against any demands, claims, and liability arising from the content of all ads submitted by the advertiser for publication.
6. Any modification of these terms must be in writing and signed by NAVA's president. This agreement is governed by the laws of the State of Illinois, and any lawsuit arising out of this agreement may only be filed in the Illinois state courts. The advertiser's submission of an ad for publication constitutes acceptance of the terms of this agreement.

ADVERTISING RATES

Free classified ad for NAVA members: NAVA members may run a free classified ad (maximum thirty words) in one issue each calendar year. After the initial thirty words, the rate is US\$2 for each additional group of ten words or less. For example, a sixty-three word ad would cost US\$8 (thirty words free and four groups of ten words or less at US\$2 each).

Classified ads (nonmembers and additional ads for members): US\$2 for each group of ten words or less. For example, a sixty-three word ad would cost US\$14 (seven groups of ten words or less at US\$2 each).

In calculating the number of words in a classified ad, an actual address counts as five words and a telephone number counts as one word. For example, the sentence "For more information, call (713) 555-1234." counts as five words. The sentence "For more information, write: Ms. Peggy Kahn, 504 Belair Dr., Vancouver, British Columbia V8V 3W4, Canada." counts as nine words.

Nonclassified ads: Full page US\$200, half page US\$100, and quarter page US\$50.

Full page insert: US\$225, plus the advertiser must pay for the cost of additional postage, if any, for mailing that issue (NAVA will notify you about the additional postage charge). Since an insert has two sides, two or more individuals may agree to share the cost for a front-and-back insert.

NAVA NEWS ADVERTISING FORM

Please publish the accompanying ad in the following issue(s) of *NAVA News* (maximum of six issues in advance; note ad submission cutoff dates):

Jan/Feb_____	(Nov 15)	Jul/Aug_____	(May 15)
Mar/Apr_____	(Jan 15)	Sep/Oct_____	(Jul 15)
May/Jun_____	(Mar 15)	Nov/Dec_____	(Sep 15)

Next available issue_____

Print the ad in the following size:

Full page_____ Half page_____ Quarter page_____ Full page insert_____
Classified ad_____

If classified ad, list number of words: _____

Advertiser is: NAVA member_____ nonmember_____

Enclosed is a check or money order payable to "NAVA" in the amount of US\$_____
(see rates on reverse). In submitting this ad, I/we agree to the terms of NAVA's advertising agreement (see text of agreement on reverse).

Signature: _____

Date: _____

Printed name: _____

Company/organization name: _____

Street address/post office box: _____

City: _____ State/province: _____

Postal code: _____ Country: _____

Telephone: _____ e-mail: _____

Mail with typed text of ad to:

North American Vexillological Association
1977 N. Olden Ave. Ext., Ste. 225
Trenton, New Jersey 08618-2193 USA