

(Sample Postal Letter)

(Addressed to Post Office where mailings will be deposited)

Dear _____:

RE: Application for Special Postage Rates

This letter is submitted for the purpose of requesting special second and third class rates for the Instrument Society of America _____ Section. The _____ Section is affiliated with Instrument Society of America (ISA) headquartered in Research Triangle Park, North Carolina. ISA is exempt from federal taxes under the U.S. Internal Revenue Code Section 501 (c)(3) as charitable, educational, and scientific. The Instrument Society of America _____ Section is in the process of being included under ISA's blanket federal tax-exemption.

The basic rules for the Section, including its general organizational purpose, are specified in its Constitution and Bylaws (Exhibit ____), as follows:

The objectives of the Section shall be to advance and to reinforce the arts and sciences related to the theory, design, manufacture and use of instrumentation, computers and systems for measurement and control in the various sciences and technologies for the benefit of mankind.

The primary purpose of the Instrument Society of America (ISA), and its worldwide Sections, is charitable, educational and scientific. Several classes of members, including student members, each with different membership requirements, may join the Society. Various instrumentation periodicals are available to members and the public (non-members). The central ISA organization itself conducts a number of short courses, symposia, and meetings that are designed to provide information and interchange of ideas covering the latest scientific and technological developments. The ISA and many of its Sections, including the _____ Section, plan training courses in instrumentation, measurement and automatic controls. Another objective of the Section is to conduct training programs in conjunction with universities. Attendees to the training programs include persons from education and science, industry and from various government agencies.

The ISA _____ Section's Constitution and Bylaws requires that it be operated on a nonprofit basis. Its Constitution and Bylaws also provide specific provisions prohibiting any financial benefits from inuring to the personal or private interest of its members.

U.S. Postal Service

Page 2

Date

The ISA _____ Section's Constitution and Bylaws also provide for distribution of assets on dissolution as required for a tax-exempt charitable organization, as follows:

The SECTION shall use its funds only to accomplish the objectives and purposes specified in this Constitution and Bylaws and no part of its funds shall inure to or be distributed to the members of the SECTION. On dissolution of the SECTION, the net assets remaining after payment of all debts shall revert to the SOCIETY within ninety days of dissolution to be used for charitable and educational purposes under Section 501 (c)(3) of the U.S Internal Revenue Code as it now exists or as may be amended.

The Constitution and Bylaws further contain prohibitions on lobbying and political activities as required for tax exempt nonprofit charitable organizations.

If the _____ Postal authority has any request for additional information or additional documents, it should notify the undersigned by phoning (____) _____ to expedite consideration and the granting of the special second and third class rates.

Cordially,

ISA Section Name

By: _____
President

Enclosures