

WORKPLACE SMOKING PROJECT
PROGRAM STRATEGY

Overview

Proposals to restrict smoking in public places, that had their start in Arizona in 1973, have, in the last decade, spread across the country and branched out to the state and local levels. The most recent target for restriction, of course, is the workplace.

At year's end 1984, five states and 36 local jurisdictions required private sector employers to adopt smoking restrictions for their employees. Two-thirds of the localities are in California.

Although no states enacted workplace smoking restrictions in 1984, 15 considered them. At the local level, workplace proposals were introduced in 50 cities and counties; 15 were approved, 21 carried over to 1985.

The Tobacco Institute's workplace smoking program to date has concentrated its efforts on developing resources and witnesses to address the variety of concerns that should be considered by individuals facing restrictions. Resources have been targeted at individuals responsible for proposing, enacting and enforcing smoking restrictions in the workplace.

As they have become available articles have been published and promoted to business audiences; witnesses and materials have been made available to field staff to support lobbying efforts. Following is a plan for coordinated promotion of all existing workplace resources before national audiences.

Institute field staff will develop similar promotion plans for their regions.

Objective

To discourage legislators, businesses, institutions and public agencies from unfairly discriminating against employees who smoke.

Resources

Tab A contains a detailed resource inventory of all witnesses, materials, articles and publications currently available or planned to address the workplace smoking issue. This inventory offers suggestions on resource use to obtain best results. It will be updated as more resources become available and as current resources change.

Susan Stuntz is TI issues manager responsible for development and use of these resources, and for implementation of this plan. She will be assisted by:

- o Public Relations Division staff, who may be called upon to assist in the preparation of articles, speeches and other materials describing the workplace issue. Where appropriate, Institute spokespersons may be called upon to make presentations alone or as part of a panel of experts.
- o Information Services staff, who will assist in the identification of appropriate audiences for promotion of workplace program resources.
- o Production Services staff, who will coordinate production of resource materials.
- o Federal and State Activities division staff, who will assist in audience identification and contact, and in developing background information on potential issues.
- o Public relations counsel have assisted in identification and development of materials. They will continue to perform these duties and also will assist with coordination of presentations and appropriate promotion.

Program Strategy

Resources will be used to increase awareness of the range of problems workplace smoking restrictions can present, and to persuade decision-makers that such restrictions are unnecessary and unfair. Generally, strategies may be categorized as legislative or voluntary.

The Institute will continue to oppose without compromise all public smoking legislation.

There are some instances, however, in which a corporation may wish to implement a voluntary policy to avoid facing more restrictive legislated policies. The Institute will continue to attempt to discourage implementation of any policy, but will consider working privately with those corporations who come to us for assistance, to ensure that policies that are implemented are fair.

National promotion of these strategies will be directed toward:

- o Business groups and trade associations

- o Labor unions and labor-supported organizations

- o Federal government workers

- o Citizens' groups

- o Corporations and organizations who seek Institute advice on smoking policies

Tab B includes a listing of some specific organizations in each of these categories that should be targeted for contact. Promotion will be via mass media or direct mail, trade press, large group presentations, targeted small group presentations, and one-on-one personal contact.

Strategy I

Increase awareness of the range of potential legal, economic and productivity problems smoking restrictions present to organizations implementing them.

Tactics

1. Continue to compile executive summaries of relevant research into the workplace information packet. This packet will be distributed in personal meetings.

[This information now is available for economic, productivity, health and corporate legal research. We will add research on office space requirements, union legal arguments, police perceptions of enforcement and affirmative action implications as they become available. In addition, we will prepare a summary of results from the various voter surveys conducted thus far. It, too, will be added to the package.]

2. Continue to promote findings of relevant research to business and trade press via news releases. Follow-up news release mailings with offers of interviews with appropriate TI consultants.

[To date, we have pitched the results of Lew Solmon's economic research to business reporters and the financial trade press. Solmon has succeeded in quieting William Weis and forcing him to change his arguments to productivity in lieu of economics.

The Response Analysis productivity surveys have been pitched to business and trade journals. We have had some success; anticipate greater interest once Al Vogel's article on his study is published this spring. We now are sending targeted press releases for the nine industry segments to specialized trade press.

Similar promotion will be developed for the Schlossberg article on labor implications, Ethridge on discriminatory implications and Allingham on space planning requirements.]

3. Develop a team of TI staff and consultants available to speak before national and regional business organizations on the workplace issue. Where possible, seek third-party sponsorship of these meetings.

[This tactic is in the planning stage. We are preparing for our first road show -- before several Atlanta business groups -- now. If possible, local experts will be identified to make presentations, along with TI consultants.]

4. Continue to arrange speaking platforms for Institute consultants who developed the research before regional and national meetings of business and trade associations.

[Lew Solmon has spoken frequently before regional and national meetings. Al Vogel made his first presentation February 21 before a Seattle business group. We are developing a plan now that will take our facilities planning study to office planners around the country. Other audiences for these speeches would include labor organizations, affirmative action groups, personnel officers, etc.]

Working from the list in Tab B, we are developing detailed information on regional chapters of national associations, and their 1985 meeting dates. We will pitch our resources to them.]

5. Continue to offer services of TI personnel and appropriate consultants to business and trade groups seeking information or assistance on smoking restriction policies.

[Public relations staff responds frequently to requests for information. Our labor relations and office planning consultants recently worked with pr staff in advising the American Federation of Government Employees on a potential workplace smoking grievance in Florida. PR staff will determine which consultant, if any, might be appropriate for assistance.]

6. Obtain mailing lists of corporate decision makers (personnel, finance, legal and health officers, facilities managers, etc.). Promote relevant research findings on the workplace issue via direct mail pieces, offering additional information and assistance.

[We have yet to begin work on this tactic, pending identification of and discussion with direct mail specialists.]

7. Develop direct mail promotion of the Institute's position on restrictive smoking legislation for industry allies, e.g., restaurants, bowling alley proprietors, chambers of commerce, etc. Offer results of relevant research, additional information and assistance.

[See notation under tactic 6.]

8. Seek and promote statements of opposition to legislated and unfair smoking restriction policies from business and trade organizations.

[Labor unions are on record as opposing smoking restrictions, as are police associations. We are working toward such a statement from the American Association of Affirmative Action. We also will be seeking similar position statements from facilities planning organizations.]

9. Develop a series of op-ed pieces addressing various facets of the workplace smoking issue. Signatories may be TI officers, consultants, or corporate officials. Seek placement in national and regional media; offer similar pieces to field staff for placement in local media.

[TI Chairman Horace Kornegay has signed several articles on the workplace issue for a variety of business and corporate journals. Philip Morris' William J. O'Connor put his name to a piece in Business and Health magazine, as have consultants Lew Solmon and Al Vogel. PR staff is developing a series of editorial articles on the workplace issue for placement as opportunities present themselves.]

10. Follow up appearance of op-ed pieces with supportive letters to the editor, from unionized workers and TAN activists.

[We will use the public smoking letter writing brochure to generate these letters to the editor. Headquarters staff, of course, continue to monitor a variety of clipping services to identify letter writing opportunities.]

11. Arrange for an editorial roundtables of national and regional business reporters to hear TI consultants and labor officials review their research on legislated and unfair workplace policies. Seek third-party sponsorship. Develop a similar roundtable presentation for labor reporters.

[Further development of this tactic awaits final availability of such key individuals as the labor specialist, the facilities planning consultant and the affirmative action expert.]

12. Supply Institute field staff and lobbyists with information kits and materials for distribution to their allies and legislative contacts. Seek their assistance and support for proposed regional and local forums of business groups.

[This action is ongoing.]

13. Continue to speak out against claims that businesses' refusal to hire smokers constitutes "legal discrimination." To the extent possible, encourage the American Civil Liberties Union and other organizations to take a position.

[This action is ongoing.]

Strategy II

- o Establish a broader political and professional relationship with organizations of individuals more heavily affected by restrictions.
- o Increase awareness of the effects of workplace smoking restrictions on certain segments of the general public, e.g., women, labor unions, minorities, etc.
- o Characterize the issue of life-style restrictions as one which diverts attention from issues of greater importance to these populations.

Tactics

1. Create and maintain a file of organizations with whom we currently have contacts; and organizations with whom we should have contacts.

[This action is ongoing. Resource materials include convenience store, airline, restaurant and grocery store manuals.]

2. Improve and expand professional relationships with existing contacts; utilize existing contacts and consultants to make additional contacts.

[See note under tactic 1.]

3. Prepare executive summaries of research demonstrating the impact of smoking restrictions on targeted segments of the working population.

[Ongoing. As research materials become available, they are compiled and added to our documentation.]

4. Meet with officials from organizations of individuals most affected by smoking restrictions to discuss the findings.

[We have begun discussions with individuals from labor, minority and women's groups, and police associations to review these concerns. These discussions will continue.]

5. Prepare articles and op-ed pieces on the discriminatory implications of smoking restrictions; publish in specialty media.

[Ongoing.]

6. Seek speaking opportunities before organizations of individuals most heavily affected by restrictions. Describe discriminatory implications of restrictions; encourage organizations to take a position on smoking restriction legislation and policies. Seek coverage of positions in specialty media.

[Our list of targets appears in Tab B. We first must develop our resources in this area and strengthen our documentation.]

7. Encourage labor leaders, women and minorities to speak out and conduct workshops, at significant conventions, on the smoking restriction issue.

[Labor leaders speak out now. Further coalition work is needed in other areas, however.]

Strategy III

Offer fair alternative smoking policies to organizations who believe they must implement smoking restrictions.

Tactics

1. Compile a collection of fair alternative policies.

[Ongoing.]

2. Seek endorsement of these policies from state or national chambers of commerce, or a trade association such as the National Association of Personnel Administrators.

[We are working with NAPA to gain their endorsement of a policy that seeks to be fair to both sides.]

3. Make these policies available to organizations who contact TI for assistance in implementing restriction, but only after attempts have been made to dissuade them from implementing any form of restriction.

[Ongoing.]

4. Make the policies available to field staff and lobbyists for use with state and local business groups; encourage use as a voluntary means to stave off legislation.

[We are developing a plan that will enable field staff to take advantage of this voluntary approach, while ensuring that any policy not be identified as a TI policy.]

Strategy IV

Continue to monitor anti-smoker activity. Attempt to meet and counter future strikes.

Tactics

1. Review news clips, anti-smoker mailings and newsletters for indications of future plans.

[Ongoing.]

2. Seek evidence of anti-smoker harassment of smokers in the workplace and nuisance lawsuits against companies that refuse to implement strict restrictions; use in private meetings with corporate officials.

[Ongoing.]

BUSINESS ORGANIZATIONS

American Society of Association Executives

1101-16th Street, N.W.
Washington, D.C. 20036
202-659-3333

President: James P. Low Members: 8,000 Staff: 50
State Groups: 42

Professional society of paid executives of national, state and local trade, professional, technical and business associations. Purpose is to provide a national forum for: the proper objectives, functions, and activities of associations; the basic principles of association organization and policies relating to association management.

Publications: Association Management (mon.)

Holds annual meeting. Also holds annual management conference in March.

U.S. Chamber of Commerce

1615 H Street, N.W.
Washington, D.C.
202-659-6000

President: Dr. Richard Leshar Members: 200,000

Over 180,000 companies nationwide are members of the U.S. Chamber. The remainder of the organization's membership is comprised of trade and professional organizations and local chambers of commerce.

Publications: Nation's Business (mon.)
Business Advocate (mon.)
(formerly Washington Newsletter)

The Chamber also has a business broadcasting network-- Biz-Net. "It's Your Business" is the network's hour-long program dealing with concerns of business people. It could be a likely candidate for the Vogel, Solmon, etc. show.

Solmon was interviewed by a Biz-Net reporter in January 1984. However, they decided not to use the segment.

ACCOUNTING/FINANCIAL ASSOCIATIONSAmerican Institute of Certified Public Accountants

1211 Avenue of the Americas
 New York, NY
 212-575-6200

President: Wallace E. Olson Members: 144,000 Staff: 450

Professional society of CPA's certified by states and territories. Members include corporate financial officers, and controllers. This is the largest association for corporate financial types.

Publications: Journal of Accounting (mon.) -- most highly-read of all accounting publications
 CPA Letter (semi-mon.)
 CPA Client Bulletin (mon.)

Annual Meetings: always in October

Financial Executives Institute

633 Third Avenue
 New York, NY 10017
 212-953-0500

President: Robert Moore Members: 10,400 Staff: 40
Local Groups: 79

Professional organization of financial and management executives performing duties of controller, treasurer, or vice-president of finance.

Publications: Bulletin (mon.)
 Financial Executive (mon.)

Annual Meetings: always in October

National Association of Accountants

919 Third Avenue
 New York, NY 10022
 212-754-9700

President: William M. Young, Jr. Members: 90,000 Staff: 94
Int'l Affiliates: 17 Regional Groups: 21

Members include management accountants in industry, public accounting government and teaching.

Publications: NAA Management Accounting (mon.)

LEGAL ASSOCIATIONS**American Bar Association**

750 Lake Shore Drive
Chicago, IL 60611
312-988-5000

Exec. Director: Bert H. Early Members: 250,000 Staff: 480

Members include attorneys in good standing at the bar of any state. The ABA has a large division on corporate, banking and financial law. The division includes over 55,000 attorneys who represent all types of corporations.

Publications: American Bar Association Journal (mon.)

Holds annual meeting

Council of Association Attorneys

2330 S. Brentwood Blvd., Suite 8
St. Louis, MO 63144
314-961-9825

Exec. Director: George G. White Members: 466

Members consist of attorneys who represent trade associations.

Holds annual two-day seminar

American Arbitration Association

140 West 51st Street
New York, NY 10020
212-484-4000

President: Robert Coulson Members: 4,500 Staff: 450

Members include labor representatives and corporate counsels from corporations, trade associations, labor unions, and civic groups.

Publications: Labor Arbitration in Government (mon.)
Summary of Labor Arbitration (qtly.)
Digest of Court Decisions (qtly.)

Annual meeting always in April in New York City

OCCUPATIONAL HEALTH ORGANIZATIONS

American Industrial Hygiene Association

407 Wolf Ledges Parkway
Akron, OH 44311
216-725-1492

Managing Dir.: W.E. McCormick Members: 4,000 Staff: 20

Members include professional industrial hygienists concerned with the study and control of environmental factors affecting the health and well-being of industrial workers.

Publications: monthly journal
bi-monthly newsletter
annual directory

holds annual meeting

American Conference of Governmental Industrial Hygienists

P.O. Box 1937
Cincinnati, OH 45201
513-941-0178

Exec. Sec: William D. Kelley Members: 2,200

Members are persons employed by official governmental units responsible for full-time program of industrial hygiene, and educators and others conducting research in industrial hygiene. Association functions as a forum for the exchange of ideas and the promotion of standards and techniques in industrial health.

Publications: publishes manuals, guides and studies on factors affecting industrial health

American Occupational Medical Association

150 N. Wacker Drive
Chicago, IL 60606
312-782-2166

Exec. Director: Howard N. Schulz Members: 3,800 Staff: 8
Regional Groups: 29

Professional society of medical directors and plant physicians specializing in industrial medicine. Sponsors Occupational Health Institute to advance education in occupational medicine and industrial health.

Publications: Journal of Occupational Medicine (mon.)

Annual meeting always in April

American Academy of Medical Administrators

2590 E. Devon Avenue, Suite 107
Des Plaines, IL 60018
312-827-5890

Exec. Director: Samuel White, Jr. Members: 1,500 Staff: 4
Regional groups: 10 State groups: 50

Members include executives who are engaged in the practice of medical administration at the management or middle management levels.

Publications: Medical Administrative Executive (mon.)

Holds annual convention

PERSONNEL ASSOCIATIONSAmerican Personnel and Guidance Association

Two Skyline Place, Suite 400
 5203 Leesburg Pike
 Falls Church, VA 22041
 703-823-9800

Exec. V.P.: Charles L. Lewis Members: 41,000 Staff: 50
State groups: 53

Professional society of guidance and personnel workers in elementary and secondary schools, in higher education, in community agencies and organizations, government, industry and business. Committees include: Committee on Human Rights, and Ethical Practices.

Divisions include: Association for Non-white concerns in personnel

Publications: Journal of Employment counseling (qtlly.)

Annual meeting

American Society for Personnel Administration

30 Park Drive
 Berea, OH 44017
 216-826-4790

Exec. V.P.: L.R. Brice Members: 23,000 Staff: 28
Local groups: 310

Professional organization of personnel and industrial relations executives. Provides a national clearinghouse for information and data that will aid in achieving a goal of productive cooperation between management and labor and higher standards of performance in personnel administration. This is the major society for personnel administrators.

Publications: Personnel Administrator (mon.)
 Washington Newsletter (bi-mon.)
 Action (bi-mon.)

Annual convention

International Personnel Management Association

1850 K Street, N.W., Suite 870
 Washington, D.C. 20006
 202-833-5860

Members: 5,370 Staff: 25 Regional groups: 5 Local groups: 58

Members include corporate personnel executives, personnel consultants, and public personnel agencies. IPMA seeks to improve

personnel practices in government through conferences, professional development programs, and publications.

Publications: Agency Issues (bi-mon.)
IPMA news (mon.)

Holds annual meeting

FACILITIES MANAGERS ASSOCIATIONS

Building Owners and Managers Association International

1221 Massachusetts Ave., N.W.
Washington, D.C. 20005
202-638-2929

Exec. V.P.: Gardner S. McBride Members: 4,000 Staff: 17
Local groups: 73

Members include owners and managers of office buildings, and
loft and apartment buildings.

Committees include: Corporate and single Purpose Buildings
Government Buildings
Renabilitation and Remodeling

Publications: Building Owner and Manager (mon.)

Hold annual meeting in June

International Facility Management Association

Summit Tower, Suite 1410
11 Greenway Plaza
Houston, TX 77046
713-623-4362

Members: 850

Regular membership is open to any individual who is an in-house
member of manager of a department responsible for planning,
designing or managing his organization's facilities.

Publications: Facility Management News - (bi-mon.)

Holds annual meetings in fall

Institute of Business Designers

1155 Merchandise Mart
Chicago, IL 60654
312-467-1950

Administrator: Rena Burke Members: 3,000 Chapters: 30

Membership is comprised of commercial interior designers.

Publication: News bulletin

LABOR SUPPORTED ORGANIZATIONS

Coalition of Labor Union Women

15 Union Square
New York, NY 10003
212-777-5330

President: Joyce D. Miller Members: 7,000 Local groups: 30

Purpose is to unify all union women in an organization to determine common problems within unions in order to deal effectively with objectives. Helps to inform union women about what is being and can be done within the labor movement to achieve equal opportunity on the job and correct discriminatory job situations.

Sponsors research programs and maintains speakers bureau.

National Women's Political Caucus

1411 K Street, N.W., Suite 1110
Washington, D.C. 20005
202-898-1100

Exec. Dir.: Jane Pierson McMichael Members: 30,000
Local groups: 300

Membership consists of "anyone with a sincere interest in getting women more political clout," including members of the business community and labor movement. Works for affirmative action at all levels of government.

National Committee on Pay Equity

1201-16th Street, N.W., Room 422
Washington, D.C. 20026
202-822-7304

Many of this organization's board members are in the labor movement. It has over 75 organizational members, including labor unions and women's coalitions, and 200 individual members.

National Association for the Advancement of Colored People

1790 Broadway
New York, NY 10019
212-245-2100

Exec. Dir.: Benjamin Hooks Members: 450,673 Staff: 125
Local groups: 1,730

Purpose is to achieve through peaceful and lawful means equal citizenship rights for all American citizens. Although this group is not funded by labor, many labor people sit on its board and labor has an influence on the group's action.

Publications: Crisis (mon.)

Holds annual meeting usually in June

Leadership Conference on Civil Rights

2027 Massachusetts Ave., N.W.
 Washington, D.C. 20036
 202-667-1780

Director: Marvin Caplan **Members:** 147

A coalition of 147 national organizations (civil rights, labor, religious, civic, fraternal women and handicapped) working to promote passage of civil rights, and social and economic legislation.

Annual meeting held in January in D.C.

National Urban League

500 E. 62nd Street
 New York, NY 10021
 212-644-6500

President: Vernon E. Jordan **Members:** 50,000 **Staff:** 2,000

Membership consists of business, labor, and civic leaders. Purpose is to eliminate discrimination for black citizens and other socially disadvantaged groups. Labor is influential with this group.

Publication: The Builder (labor affairs) (qtly.)
 Economic Quarterly Report on the Black Worker (qtly.)
 Black Executive Exchange Program Newsletter (qtly.)

Coalition of Black Trade Unionists

1010 Vermont Ave., N.W., Suite 416
 Washington, D.C. 20005
 202-638-6669

President: William Lucy

Members of labor unions united to maximize the strength and influence of black workers in organized labor.

Convention/meeting annually in May

A. Phillip Randolph Institute

260 Park Avenue South
 New York, NY 10010
 212-533-8000

Membership: 185 chapters

This is an AFL-CIO sponsored coalition. Members are black unionists from every major union.

League of United Latin American Citizens

400 First Street, N.W., Suite 7816
Washington, D.C. 20001
202-424-9526

Director: Eduardo Murga Members: 1,200,000 Regional groups: 4

Devoted to the advancement of Hispanics. Labor does not fund this organization, however, it does support it.

GOVERNMENT UNIONSNat'l Federation of Federal Employees

1016-16th St., N.W.
 Washington, D.C. 20036
 202-862-4400

President: James M. Peirce Members: 45,000 Staff: 70-80

Hist. Note: Chartered by the American Federation of Labor in 1917, NFFE withdrew from the AFL in 1931 objecting to the AFL's position that civil service classification should not be extended to skilled crafts. It is now an independent labor union in competition with the American Federation of Government Employees (AFL-CIO). Sponsors the Public Affairs Council (NFFE), a political action committee.

Publications: The Federal Employee (mon.)
 Outlook (bi-mon.)

Biennial meetings: even years

Nat'l Ass'n of Letter Carriers of the U.S. of America

100 Indiana Ave., N.W.
 Washington, D.C. 20001
 202-393-3695

President: Vincent R. Sombrotto Members: 250,000 Staff: 160

Hist. Note: Organized in Milwaukee, Wisconsin August 30, 1889 and chartered by the American Federation of Labor in 1917. Has a budget of about \$12 million. Sponsors and supports the Committee on Letter Carriers Political Education.

Publications: NALC Bulletin Bulletin (wkly.)
 The Postal Record (mon. adv.)

Biennial meetings: even years

American Postal Workers Union

817-14th St., N.W.
 Washington, D.C. 20005
 202-842-4200

President: Moe Biller Members: 245-250,000 Staff: 70-80

Hist. Note: Merger (1971) of Nat'l Ass'n of Post Office and General Service Maintenance Employees (1937); Nat'l Ass'n of Special Delivery Messengers (1932); Nat'l Federation of Post Office Motor Vehicle Employees (1925); Nat'l Postal Union; United Federation of Postal Clerks (1966). Affiliated with AFL-CIO. Has a budget of about \$23,000,000. Sponsors and supports the Political Fund Committee of the American Postal Workers Union.

Publications: The American Postal Worker (mon. adv.)

Biennial meetings: Even years in Summer

Nat'l Treasury Employees Union

1730 K St., N.W., Ste. 1101

Washington, D.C. 20006

202-785-4411

Nat'l President: Vincent L. Connery Members: 65-70,000

Staff: 80

Hist. Note: Formerly (1957) Nat'l Ass'n of Collectors of Internal Revenue and (1973) Nat'l Ass'n of Internal Revenue of Internal Revenue Service Employees. Absorbed (1970) Nat'l Ass'n of Alcohol and Tobacco Tax Officers (1935). An independent labor union. Absorbed the National Custom Service Ass'n in 1975. Sponsors and supports the National Treasury Employees Union Political Action Committee.

Publication: Bulletin (every 3 wks.)

Biennial meetings: uneven years

Nat'l Alliance of Postal and Federal Employees

1628 11th St., N.W.

Washington, D.C. 20001

202-939-6325

President: Robert L. White Members: 29-30,000 Staff: 20-25

Hist. Note: Organized to represent black workers in the postal system, it began in Chattanooga, Tennessee October 6, 1913 as the National Alliance of Postal Employees. Membership requirements were broadened in 1965 and the name changed to its present form. Supports the Nat'l Alliance for Political Action.

Publication: National Alliance (mon. adv.)

Biennial meetings: Even years in summer

American Federation of Government Employees

1325 Massachusetts Ave., N.W.

Washington, D.C. 20005

202-737-8700

President: Kenneth L. Blaylock Members: 255,000 Staff: 275-300

Hist. Note: Established by dissidents from the National Federation of Federal Employees by 1932 who wished to extend the civil service classification system to skilled crafts in government. Chartered by the American Federation of Labor the same year. Merged in 1971 with the Association of Engineers and Scientists.

Has a budget of about \$13 million. Sponsors and supports the American Federation of Gov't Employees Political Action Committee.

Publication: The Government Standard (mon.)
Political Action (bi-wkly.)

Biennial meetings: Even years in Summer

WOMEN, MINORITY & CITIZENS GROUPSAmerican Ass'n for Affirmative Action

State University Plaza, S-508
Albany, NY 12246
518-473-1895

President: Sheila J. Nickson Members: 800-850 individuals,
200-250 companies and institutions Staff: 1

Hist. Note: Members are affirmative action officers in colleges and universities, private industry and state, federal and local government. Concerned with equal employment and educational opportunities for minorities. Has no paid staff.

Publication: Newsletter (8/yr. adv.)

Annual Meetings: 1984-Washington, D.C.

American Civil Liberties Union

22 East 40th Street
New York, NY 10016
221-725-1222

Exec. Dir: Ira Glasser Members: 275,000 Staff: 330
State groups: 50

Publications: Civil Liberties (bi-mon.)
First Principle (mon.)

Nat'l Ass'n of Legal Secretaries (Int'l)

Suite 120, 3005 East Skelly Drive
Tulsa, OK 74105
918-749-6423

Exec. Administrator: Judi A. Kruse Members: 20,000 Staff: 6-10

Hist. Note: Has certification program leading to designation as a Professional Legal Secretary (PLS). Established as the California Ass'n of Legal Secretaries, it became Legal Secretaries, Inc. in 1940 and assumed its present name in 1950.

Publication: The NALS Docket (bi-mon adv.)

Annual Meetings: Summer
1985 - Nashville (Opryland)/July 27-Aug. 1/1,000

Professional Secretaries Int'l

2440 Pershing Rd., Ste. G10, Crown Center
 Kansas City, MO 64108
 816-474-5775

Exec. Director: Jerome A. Heitman Members: 38,000 Staff: 30-35

Hist. Note: Incorporated in the State of Missouri, PSI is a non-profit professional association sponsoring the Institute for Certifying Secretaries which awards the designation "Certified Professional Secretary" (CPS). Until 1981 known as the National Secretaries Association (International).

Publication: The Secretary Magazine (mon. adv.)

Annual Meetings: 1985-Louisville (Galt House)/July 22-26/1,700

American Society of Professional and Executive Women

1511 Walnut Street
 Philadelphia, PA 19102
 215-563-4415

Exec. Director: Laurie Wagman Members: 12,000 Staff: 6-10

Publication: Successful Women (mon.)

Annual Meeting: April

Nat'l Federation of Business and Professional Women's Clubs

2013 Massachusetts Ave., N.W.
 Washington, D.C. 20036
 202-293-1100

Exec. Dir.: Irma Finn Brosseau Members: 170,000 Staff: 40
Regional Groups: 53

Business and professional women representing 700 occupations.

Publications: National Business Woman (mon.)

Annual Convention always in July

Nat'l Organization for Women (NOW)

1401 New York Avenue, N.W., Suite 800
 Washington, D.C. 20005
 202-347-2279

Members: 250,000 Regional chapters: 800

Nat'l Business League

4324 Georgia Ave., N.W.
 Washington, D.C. 20011
 202-829-5900

President: Theodore R. Hagans, Jr. Members: 6-10,000 Staff: 11-15

Hist. Note: Formerly Nat'l Negro Business League. Founded by Booker T. Washington, the NBL now has 100-125 affiliates in 37 states. Serves minority and small business interests.

Publications: National Memo (mon.)
 The President's Briefs (bi-mon.)

Annual Meetings: Fall

Nat'l Ass'n of Negro Business and Professional Women's Clubs

1806 New Hampshire Ave., N.W.
 Washington, D.C. 20009
 202-433-4206

Members: 375-400 Clubs 10,000 individuals

Publications: Communique (mon.)
 Responsibility (semi-ann.)

Nat'l Ass'n of Chiefs of Police

Suite 9, 1000 Connecticut Ave., N.W.
 Washington, D.C. 20036
 202-293-9088

Exec. Secretary: Gerald S. Arenberg Members: 12,000 Staff: 2-5

Hist. Note: Formerly (1969) Int'l Ass'n of Auxiliary Police, (1974) Nat'l Detectives & Special Police Ass'n and (1980) Nat'l Police and Fire Fighters Ass'n. Maintains a Washington Congressional liaison office and operates the American Police Academy in Washington as its educational arm.

Publication: Police Command (mon.)

Annual Meetings: With the American Federation of Police

American Federation of Police

1100 N.E. 125th St.
 North Miami, FL 33161
 305-891-1700

Exec. Director: Gerald S. Arenberg Members: 30-35,000 Staff: 11-15

Hist. Note: Established as the United State Federation of Police, this is largely an educational organization offering insurance benefits, a placement service and various types of awards to its members. Merged with the American Law Enforcement Officers Association in 1977. Maintains an office in Washington, D.C.

Publication: Police Times Magazine (mon.)

Biennial Meetings: Even years

Int'l Ass'n of Women Police

Box 7635
Kansas City, MO 64128

Exec. Director: Rosie Mason Members: 800 Staff: 1

Hist. Note: Formerly the Int'l Policewoman's Association. Members are full-time law enforcement officers with powers of arrest.

Publication: Policewoman's Bulletin (qtly.)

Annual Meetings: Fall

Int'l Ass'n of Chiefs of Police

13 Firstfield Road
Gaithersburg, MD 20878
301-948-0922

Exec. Director: Norman Darwick Members: 14,000 Staff: 65

Hist. Note: Formerly (1895) Nat'l Chiefs of Police Union; (1898) Nat'l Ass'n of Chiefs of Police; (1902) Chiefs of Police of the United States and Canada. Sponsors the Institute for Police Management.

Publications: Journal of Police Science and Administration (q.)
The Police Chief (mon. adv.)
The Police Yearbook (a.)

Annual Meetings: Fall/6,000/1985-Reno/Oct. 19-24

Federal Law Enforcement Officers Ass'n

One Old Country Road, Suite 485
Carle Place, NY 11514
516-741-0555

Exec. V.P.: Thomas Doyle Members: 4,500 Staff: 2-5

Hist. Note: Members are criminal investigators in the 1811 series employed by the U.S. Government.

Publication: FLEOA Newsletter (mon.)

Annual Meetings: Fall

Int'l Ass'n of Fire Fighters

1750 New York Ave., N.W.

Washington, D.C. 20006

202-737-8484

President: John A. Gannon Members: 175,000 Locals: 2,500

Biennial Conventions

Publications: International Fire Fighter (mon.)

Int'l Ass'n of Fire Chiefs

1329 18th Street, N.W.

Washington, D.C. 20036

202-833-3420

Gen. Mgr: Donald D. Finn Members: 7,200 Regional Groups: 8

Publications: Washington Scene (wkly)
monthly magazine