

Rotary Club of Livermore

Revision Number: _____

Revision Date: _____

Date of Policy Creation and Board Approval: 13 SEP 2010

13. E-mail Policy

1. Email pertaining to Rotary should contain “Rotary” in the subject line.
2. All Rotary Email should contain a signature block that includes the name of the person sending the Email and the sender’s title or committee designation (if any).
3. The club shall establish an email list for communication purposes within the club. No club member shall be added to this list unless they have given approval to have their email address included in the list and approval to receive regular communications from the club.
4. The Club’s Secretary shall have the responsibility of securing all email addresses to be included in the Club Email list as well as managing this list for the club and the District.
5. The Club Secretary shall have the responsibility of forwarding District email messages to the Club email list.
6. No Rotarian should be added to an “e-groups” or other type of bulk mailing list without that person’s permission; excepting mailing lists specifically established by District 5170 for Club Presidents, Club Secretaries, District Committee Chairs, District Committee Members, and the District Leadership. By virtue of having accepted the duties and responsibilities of their positions, Rotarians included in these positions shall be presumed to have given permission to receive Email pertaining to their positions from the District Leadership.
7. There should be no presumption of delivery of Email, unless the Email is acknowledged by the recipient.
8. It is the responsibility of each Club leader to keep the District Secretary and the District Database Chairman informed of any change in their email address so there will be no loss of communication.
9. E-groups and other bulk mailing lists shall not be used for expressing political views, advertising the member’s business, or for the distribution of “spam,” such as jokes and the like.
10. All policies and procedures contained in the Rotary International Manual of Procedure (http://www.rotary.org/RIdocuments/en_pdf/035en_full.pdf) pertaining to circularization shall be applicable to all Email communication.
11. E-mail lists shall not be published in any form that is available to the public. Websites containing mailing lists or individual e-mail addresses (other than the e-mail addresses of the webmasters) should be password protected. Such passwords should not be distributed to non-Rotarians. Failure to follow this policy can result in expulsion from the Club.
12. All users of e-mail are encouraged to maintain an up-to-date version of virus-checking software on their computers in order to protect themselves as well as all individuals with whom they correspond by email.
13. Attachments to email should be avoided whenever possible. Instead, copy and paste information into the body of the email message. If the club has its own web site, it is preferable to post the attachment to the club site for download and then link to it from within the email message. If an attachment is absolutely necessary, the attachment should only be in the Adobe Acrobat PDF format to keep the file size as small as possible and to insure that it can be opened, read and printed by all who receive it.
14. Forwarding of email messages is discouraged unless specific instructions for forwarding have been given.