

## **E-mail Policy**

(Adopted November, 2001)

Whereas the Houston Square & Round Dance Council, Inc. (HSRDC) has initiated an electronic mail (e-mail) system for its member dance clubs, the following guidelines constitute a policy to regulate the use of outgoing e-mail initiated by the HSRDC.

1. In general, all messaging is for the exclusive benefit of the member dance clubs of the HSRDC and is intended to build and maintain strong dance clubs within the HSRDC.
2. All messages submitted for distribution will be directed to an appointee of the President of the HSRDC who will insure conformity to policy prior to transmission of mails. Any questions of validity of message will be resolved by the current HSRDC President and e-mail chairperson.
3. Each HSRDC club may submit no more than three person(s) within their membership who are authorized to request e-mails to be sent on behalf of that club. E-mails received from unauthorized persons will generally not be forwarded.
4. Messages distributed on behalf of HSRDC or HSRDC member clubs must meet at least one of the following criteria:
  - a. The message communicates a major change in an HSRDC member club's event such a change in caller, change in time or location, event cancelled or rescheduled. Subject line of the message must include club name and date of event.
  - b. One e-mail reminder is permitted per HSRDC member club per month, as long as the dance is currently advertised in the *Where N When*, the official publication of the HSRDC. Subject line of the message must include club name and date of dance.
  - c. Benefit dances sponsored by HSRDC member clubs on their normal dance night or at a time which does not conflict with other HSRDC member clubs' dances can be communicated via the HSRDC e-mail service. Subject line of message must include club name and date of event.
  - d. Significant personal events such as illness, marriage, death, etc. taking place within HSRDC club membership can be broadcast via the HSRDC e-mail service. Subject line of e-mail must include the club name as well as the individual's full name.
  - e. HSRDC-endorsed functions can be broadcast via the HSRDC e-mail service
5. E-mail names and addresses collected via the HSRDC e-mail system are proprietary and will not be made available to any individuals or organizations.
6. Messages submitted for HSRDC e-mail distribution are subject to editing but will contain all pertinent information.