

Ruritan Email Systems and Services Policy

To protect all Ruritans, it is required that you follow these policies when accessing and/or using **Ruritan Email Systems and Services**:

- **The personal use of Ruritan Email Systems and services** for unsolicited mass mailings, solicitations, campaigning, dissemination of chain letters, and use by non-Ruritan members is strictly prohibited.
- **Unsolicited Email.** Ruritans will not send unsolicited mass emails that are not requested by or directly intended for the recipients. Email from Ruritan Leaders informing the membership of pertinent information is not considered Unsolicited Email. For Official Ruritan events, it is acceptable to send information to other Ruritan clubs, much like you would send a news release to the local media.
- **Forwarding Email.** Ruritans will not forward emails, such as jokes, stories, warnings, news articles, etc., unless specifically requested. The potential for sending computer viruses is a real possibility. If you find it necessary to forward an email that you received, please do your recipients a favor and send only the pertinent information by removing the extraneous information and addresses that appear on the original email.
- **Protecting Email Addresses.** When sending email to multiple recipients when no reply is expected, please use the "BCC" (Blind Carbon Copy) recipient line. Names and addresses in an email's BCC section cannot be inadvertently or intentionally added to undesired mailing lists.
- **Compliance.** Failure to comply with these policies will result in disciplinary action by the applicable governing body¹, from reprimand to termination of membership upon review of the case presented.

¹Governing Body – Any officer or director at any level of leadership, inclusive of the Executive Director, as applicable.