

 <p>Unitarian Universalist Congregation of Las Vegas</p> <p>Policies, Procedures, and Guidelines</p>	Policy: 5.04 Rev. 1	Date: 04/16/12	Page 1
	Board Approval: <i>Steve LaBonte</i>		
	Title: UUCLV Congregational E-Mail		

UUCLV Congregational E-Mail

Procedures for the use of the UUCLV Congregational Email

Responsible Parties:

The Office Administrator is authorized to send the email to the congregation once it has been approved by the minister or the President of the Board of Trustees.

Policy Statement:

This policy and implementing procedures apply to all UUCLV members who want to send out a Congregation email.

The UUCLV email is provided for members to request a congregational email be sent with information of importance to our congregation, i.e. one time special event or activity. The Board of Trustees has established the following guidelines to define the process.

Definitions:

There must be an important reason that a special congregational email **must** be sent out. This is not to be used to circumvent the rules of the *Weekly Announcements* or *Sunrise*. Both of these communications should be considered first.

Summary:

This policy and procedures describe the management and use of the UUCLV congregational email. They will remain in effect until revision is required, accomplished and approved by the Board of Trustees.

Revision History

11/13/02—Rev. 0.

04/16/12—Rev. 1. Changed title from 'UUCLV E-mail Network' to 'UUCLV Congregational E-Mail', minor changes to language.