

EX-Ls' Policy on Creation and Use of an E-mail List

July 7, 2010

**[Approved at EX-Ls Board Meeting of July 8, 2010;
amended January 31, 2011]**

Policy

The EX-Ls Board of Directors authorizes the creation of an e-mail distribution list to be used for communication with the membership as directed by the Board. The list will be created and maintained by the EX-Ls Webmaster or, alternatively, by a List Master appointed by the Board.

Members' e-mail addresses are compiled as part of the membership or membership renewal forms distributed and collected by the membership coordinator. These email addresses will be shared with the webmaster/list master, as will any revisions or corrections to the email addresses obtained by the membership coordinator. The membership forms will provide members the following options regarding the use of the email address (yes or no to each option): 1) receive email correspondence from the UCBRC and 2) list the email address as part of the member listing in the EX-Ls annual directory. Any corrections to the email address or to the use options may be communicated to the membership coordinator or to the webmaster/list master.

The email list may be used only by the webmaster/list master, and may not be shared with, given to or accessed by anyone for any purpose unless expressly authorized by the Board of Directors. Use of the list for communicating EX-Ls information or business requires the explicit approval of the President of the EX-Ls, or his/her designee. Use of the email list for communications from other organizations or for other purposes requires explicit authorization from the Board of Directors. Authorized use of the email list means that material to be communicated to the membership is provided to the webmaster/list master for distribution.