

## Carquinez Model Railroad Society Standing Rule A11 – Roster and Mailing List

### A. Scope

1. This Standing Rule addresses the maintenance and use of the CMRS Roster and CMRS email list.
2. The CMRS Roster is a list containing the names, addresses, phone numbers, email address, and membership number of all CMRS members. The Roster may also denote current holders of elected and non-elected offices, as well as past members.
3. The CMRS email list [carquinezMrs@googlegroups.com](mailto:carquinezMrs@googlegroups.com) is a list containing the email addresses of current CMRS members.
4. This is a Class B Standing Rule.

### B. Maintenance

1. The Club Secretary is responsible for maintenance of the Roster and the CMRS email list [carquinezMrs@googlegroups.com](mailto:carquinezMrs@googlegroups.com).
2. When the Roster is updated, the CMRS email list should also be updated and used to email the new Roster.
3. The Secretary will email the roster to the membership at least twice a year and/or when deemed necessary based on changes in the membership, election of officers, or appointment of positions.
4. When a new roster is emailed out to the membership, the Secretary will:
  - a. Post a hardcopy in the Meeting Room
  - b. Provide a hardcopy to a member upon request.
  - c. Announce at the next club meeting that a new roster has been issued.
5. The Secretary may delegate to a designated club member the task of maintaining the club email list.

### C. Use of the Roster

The CMRS roster shall not be used for non-club purposes or re-distributed via hardcopy or email to non-members.

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**D. CMRS E-mail List**

1. The CMRS email list is available for all club members to use in communicating club related announcements, news, sale of personal railroad items, proposals, other CMRS related issues, or other prototype or model railroading information to the entire society.
2. The use of the CMRS email list for political or other non-CMRS or non-railroading purposes is strictly forbidden.
3. All email communication should be written with the same civility and courtesy that you would expect if another member was talking with you face to face. Offensive emails are not allowed and the sender is subject to loss of privileges. The sender shall identify themselves by name in all emails.
4. When the subject of an email only applies to a few members, a direct email to those members is preferred over emailing the entire club about something that involves only a few members.
5. With the exception of emails announcing public shows or events, members should not forward emails to non-CMRS members.
6. If the Board determines that a member misuses the CMRS email list, then the Board shall revoke that member's posting privileges for 60 days.
7. If the Board determines that a second violation by a member takes place within a one-year period of the first offense, that member's posting privileges shall be revoked for one year. Such decision may be appealed by submitting in writing a protest and request for a vote by the general membership. If a simple majority is obtained overturning the Board's decision, then the member's posting privileges shall be restored.

**End of Rule**