

**FCBA Policy Regarding the Use of Club Group Email Distribution Lists
and
Club Website Vendor's Page**

This policy has been adopted by the FCBA in order to establish consistent guidelines for those making use of the club's two group email distribution lists, beesbiz@emaildodo.com and bees@emaildodo.com. **It also addresses the club's website vendor's page.**

Club Group Email Distribution Lists

The club makes use of two group email lists, each of which has its own well-defined uses:

1. **Beesbiz@emaildodo.com** is limited to club business including such topics as upcoming meetings or FCBA club events, club newsletters, State hive registration reminders, meeting cancellations due to inclement weather, call for volunteers for the fair, upcoming elections and votes, proposed projects or fundraisers, monthly meeting minutes and treasurer's reports, budgets, committee reports, MSBA business, dues notices, etc. Only officers or committee chairs are authorized to make use of the beesbiz@emaildodo.com distribution list.
 - All club members in good standing are members of beesbiz@emaildodo.com, and all club members should remain members of this list as topics pertain only to business involving the club. There will be minimal traffic on beesbiz. Club members who elect to unsubscribe from beesbiz@emaildodo.com will be assumed to no longer be interested in remaining a member of the club.

2. **Bees@emaildodo.com** is intended for topics that are not related to club business. Topics can include beekeeping and bee culture related ideas, tips, suggestions, questions, images, videos, hyperlinks and new products. Also allowed are giveaways of any sort, announcements of upcoming bee-related events (e.g., outreach opportunities, MSBA meetings, etc.), relevant horticultural topics as well as commercial notices from club members (including vendors) who have bee-related products or services to sell (see below *Note). The promotion of bee clubs within Frederick County other than the FCBA is prohibited.
 - All club members are initially assigned as members of the bees@emaildodo.com group. If members do not wish to receive this type of bee-related information from time to time, they can easily unsubscribe by means of a link at the bottom of any email they received. (Remember, group emails involving club business should not be sent to bees@emaildodo.com, rather such business-related group emails should instead be sent to beesbiz@emaildodo.com, and then only by officers or committee chairs.)
 - *Note: Any member who is a Vendor may use the bees@emaildodo.com group email distribution list to notify club members of products or services for sale. Vendors are permitted promotional announcements pertaining to beekeeping a maximum of one time per month. Vendors are not permitted to utilize the email for the purpose of conducting business. Instead, they will establish another means of communicating with their customers.

Netiquette

1. Any member who uses either group email distribution list for prohibited uses such as, but not limited to, spam or slanderous/ personal attacks (including innuendos) towards any member will be removed from both group email distribution lists at the discretion of the Board of Directors.
2. Any club member found to be in violation of anything contained within this policy will automatically be removed from both group email distribution lists without warning. This policy will serve and act as an official warning. The club member will be awarded an opportunity to submit an appeal, to the Board of Directors, within ten (10) days of removal. The Board of Directors will make the final determination on whether or not the member's email privileges will be reinstated.

Club Website Vendors' Page

The club provides a website page for the benefit of approved Vendors. (Vendors must be FCBA members in good standing.) The website provides Vendors with the opportunity to display their contact information as well as a brief description of the types of products and/or services they provide. A link to the Vendor's website and email address is also permitted as are company logos. Vendors shall provide the webmaster and Board of Directors the necessary information for pre-approval.

- a. Note that this will be a static page. It is intended only as a means for club members to learn how to contact the vendor. The page is not to be used for vendor promotions or to conduct business; rather it to be used only for static, unchanging vendor contact information.

Adopted on May 10, 2017