

Mailing List and Membership Directory Policy

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PURPOSE

The purpose of this policy is to facilitate communication within CFS, while providing a limited amount of privacy in that communication for the members.

DEFINITIONS

Mailing List – for the purposes of this policy, the mailing list refers to the Google Groups email list. However, the respect of privacy, described in this policy, also applies to the information in the CFS Membership Directory.

Alumni—for the purposes of this policy, the term “alumni” is used to describe the parents of CFS graduates.

PROCEDURE

The CFS mailing list is not to be made available to those outside the group without prior consent of the Board of Directors. The CFS mailing list will be accessible to all current CFS members and to parents of CFS graduates (alumni). (CFS graduating seniors are considered CFS graduates even if they do not participate in the CFS graduation ceremony.) Alumni will be given an option to remain on the list (or rejoin the list) or to be taken off the mailing list. Other former CFS members may be added to the mailing list upon request on a case-by-case basis.

The membership information on the CFS website will be protected by a password provided to CFS members.

The CFS Membership Directory may not be used for purposes of solicitation or other commercial purposes, nor may it be transmitted in any form or by any means, electronic or mechanical, whether temporary or permanent, without the prior permission of the Board of Directors.

Any reported misuse of this information may result in expulsion from CFS.

VERSION HISTORY

Version	Description	Date
1.0	Initial approval	March 2010
1.1	Added alumni and changed website password info	April 2016