

ATLANTA METROPOLITAN CHAPTER
OF
SOUTHERN UNIVERSITY ALUMNI FEDERATION IN GEORGIA INC.

POLICIES AND PROCEDURES MANUAL



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The policies and procedures manual serve as the procedure guide for implementation of chapter operations. The Atlanta Metropolitan Chapter Executive Committee is the governing body of the Chapter as authorized by the chapter constitution and bylaws.

These policies and procedures are subject to change, at the discretion of the Atlanta Metropolitan Chapter Executive Committee.

Policy #1.00

Subject: Chapter Releases

All chapter releases (flyers, newsletters, articles, press release, etc) must be related to the Chapter's mission and must be approved by the President before it is released to the public.

Policy #1.01

Subject: Use of Electronic Mail

Use electronic mail in a responsible manner consistent with Atlanta Metropolitan Chapter business communications.

Electronic mail shall be used for business matters directly related to the business activities of the Atlanta Metropolitan Chapter and to further the chapter's mission.

Electronic mail shall not be used for personal gain, fundraising, or charitable activity not sponsored by the Atlanta Metropolitan Chapter.

Chapter officers and Committee Chairperson will be provided email account as needed to conduct business as it relates to their office or committee.

President and Corresponding Secretary shall maintain passwords to all chapter email accounts.

Access to chapter email accounts must be passed on to the new chapter officer, committee chair when elected or appointed. This includes updated passwords, access information and any other information pertaining to the email account.

Passwords to chapter email accounts should be changed whenever officers, chairpersons change (i.e., during election cycles/transition, resignation).

Policy #1.02

Subject: Atlanta Metropolitan Chapter Membership Database and Event Participants Roster

Membership database cannot be provided to any other entity, other than the Southern University Alumni Federation.

Without consent of the President, membership database, event participants roster, or any part thereof may not be obtained or used by any person for any purpose unrelated to the chapter's mission.

Membership database, event participant roster or any part thereof may not be used to solicit, or for personal gain.

Policy #1.03

Subject: Use of Letterhead

The Atlanta Metropolitan letterhead is to be used only when communicating on behalf of the chapter with an individual(s) or outside the organization at the direction of the chapter President or Board.

Chapter Chairpersons will receive a user-friendly letterhead to insert verbiage and return to the President for review and approval prior to releasing to the public.

Questions regarding use of chapter's letterhead are to be directed to the President for clarification prior to use of the chapter's letterhead.

Policy #1.04

Subject: Group Messaging

Confidential information should not be sent via text message or group messaging services/app.

Consideration should be made regarding frequency of sending messages via text/group message services as to not inundate chapter and committee members with too many messages.