



Nautilus SCUBA Club Inc.

General Policy

No. 03:2014

Correspondence to Club Members

Intent To establish a policy relating to correspondence received by Nautilus Club Secretary (electronic or hardcopy) and the way in which these are filtered in regard to their appropriateness for on-forwarding to club members

Scope This policy shall apply to all Committee Members in receipt of material, such as advertising, public campaigns or dive related activities not yet reviewed at a Committee Meeting and which is considered "political" or "controversial".

The Nautilus SCUBA Club does not wish to be aligned/associated with any faction or group that may cause conflict within the Club or between the Club and members of the dive industry with whom the club is associated.

If any club member wishes to involve other members in activities such as protests or petition signing then this will be of their own volition at Club Meetings or via social media (eg: Facebook).

PROVISIONS

1. On receipt of correspondence the Secretary or other Committee Member/s (known as "*recipient*" in this document) will determine in a practical/common sense approach as to whether the material is considered SPAM (or hardcopy equivalent) before forwarding to all Committee Members via email for review.
2. The *recipient* should not forward any potentially controversial material to members until one or more Committee Members has viewed the material.
3. The *recipient* may at any time seek advice from other Committee Members as to the nature/intent/validity of the material
4. On receipt of the material the ONE (1) or more Committee Members must respond via email to the *recipient* within 2-4 days in regards to whether they consider the material should be sent to all members OR NOT.
5. The *recipient* will abide by the majority decision.

This policy is to remain in force until otherwise determined by the Nautilus Scuba Club Committee

- ORIGINALLY ADOPTED: 09/07/2014
- LAST REVIEWED: 09/07/2014