



Policy Name: Campus Wide Emails	Policy Number: C3
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Policy Statement:

Campus wide emails pertaining to club business shall be subject to approval of the Communications Vice-President so as to ensure they reflect the values of SAOC and are consistent.

Purpose:

To reduce the number of redundant emails sent out campus wide.

Related Policies: Bylaw 17	
Review Plan: 5 years	Review Date: January 2021
	Ratification Date: January 25, 2011



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Procedure:

I. Campus Wide Emails:

- a) Need to be proof-read and edited by an individual chosen by the SAOC.
- b) Will be sent out weekly in a “Club Events” or “Club Happenings” bulletin from the office of the Communications Vice-President.

II. Club Responsibilities:

- a) Information that a club wishes to have sent out in a campus wide email must be submitted to the SAOC one week prior to expected release date, in the format they wish for it to appear in. Order within the campus wide email will be dictated on a first come, first served basis.
- b) Content must not infract on Bylaw 17.

III. SAOC Executive Responsibilities:

- a) Weekly campus wide emails will be the responsibility of the SAOC Communications Vice-President.
- b) SAOC Communications Vice-President must ensure that the campus wide email is released promptly and edited.

Supporting Documents	
Review Plan: 5 years	Review Date: January 2021