



**Vietnam Veterans of America, Inc.
The Villages Chapter 1036
PO Box 842, Oxford, FL 34484**

E-mail POLICY LETTER

The use of e-mail has become an integral part of doing chapter business. As such the need to administer e-mail accounts is required.

It will be the duties of the chapter web-master, to administer the current e-mail accounts, to include the changing of the “password”, upon request.

The web-master will issue and create chapter e-mail accounts for all elected officers, and any additional members approved by the chapter Board of Directors. The e-mail addresses will conform to the following format **“firstname.lastname@vva1036.org”. The web-master will also be in charge of deleting chapter e-mail accounts and archive the emails contained in the account.**

All elected chapter officers, will be required to use these e-mail accounts for official chapter business. All e-mail account holders are encouraged to review e-mails in a timely manner. They are also encouraged to acknowledge that the-mail has been read and respond to sender, if necessary. These accounts are to be used only for business and not for jokes, adult materials etc.,

any individual found doing so will be notified by the Board of Directors and disciplinary charges may follow.

All e-mail account holders are requested to review mail at least once a day. They are encouraged to acknowledge that they have read the e-mail and respond to the sender.

Board Approval

Date: __10-05-2015__

Membership Notification

Date: __10-06-2015__