



અંકુર ગુજરાતી સમાજ
Ankur Gujarati Samaj Inc.



Ankur Gujarati Samaj

9502 Highland Avenue Cincinnati, OH 45242

Ankur Policy to access Email listing of AGB Members:

(1) Mailing list up-to-date keeper: Ankur OC editor.

(2) Mailing list access: Ankur OC Editor. And can be requested from Editor by **BOT chairperson, OC President and any other special event committee Chairperson, such as FOGONA 2011, that is appointed by AGB with a formal meeting held and AGB approved it, for the purpose of sending an Email to AGB members, if they need to.**

(3) Mailing list is confidential and need to keep it only **for AGB communication purpose only**. Only folks with an access stated in item (2) above can send a message to AGB members. No other person/member/team member allowed to use this list regardless.

(4) This list should not be used for any other purpose but only AGB communication. **No name should be selected or omitted or changed to make a partial list. Only Ankur OC editor will update this list time to time.**

(5) Any time when Ankur President, Ankur Chairman, Ankur's special committee Chairperson - use this list - should be one time use only. When they want to send another message to AGB, they must obtain a new list from Editor. This is due to Editor is keeping updated list. Any name omissions, corrections, additions are done by editor only. So that when a message sent to AGB **it is updated list at all time**. Editor will provide an updated list within a daytime.

(6) When a message sent to AGB. All AGB members should be in **BCC only**. So that entire AGB not receiving an entire list. **THIS IS ABSOLUTELY NEEDED TO BE FOLLOWED DUE TO THE REGULATION RELATED TO PRIVACY ACT. Ankur as a 501 (C) (3) organization, also falls under this privacy ruling.**

(7) As a courtesy to AGB, try to communicate thru Monthly News Letter published by Editor. In the event, message needs to be sent to AGB - OC President, BOT Chairperson, Special Committee Chairperson can send a message. However, most folks do not like too many messages and get confused. it is recommended to co-ordinate with Editor to send a message as much as possible, but not limited to it. Please try to incorporate all communications with the Monthly News Letter as much as possible.

Final : Oct. 7, 2010