

Organization President E-mail Policy

1. Subject line must include organization name and a short caption of the event.

Ex: SBA Meeting/Voting/Barrister's Ball/Etc.

2. Refrain from referring to alcohol in the body of the e-mail. You may e-mail about a happy hour but please do not list every drink special in the e-mail.

3. Only two e-mails may be sent per event, one in advance and one the day of or day before. This is in addition to your event being included in the SBA president's weekly e-mail.

4. In general please keep e-mails classy, anything that is sent over an RWU official listserv is representative of our school and this fact should be kept in mind.

We will be keeping an eye on e-mails throughout the year and violation of this policy will result in listserv privileges being revoked. If you lose your privileges you will be required to go through the SBA corresponding secretary in order to communicate with the student body.