



## **Campus E-mail Policy**

**In order to maintain the effectiveness of the Campus E-mail system, the Student Government Association has decided to create some guidelines that define acceptable use of Campus E-mail privileges:**

- 1) Any club or organization that is recognized by SGA is permitted to submit a request for a Campus E-mail to be sent to all students.
- 2) The content of the e-mail must fit into one of two categories:
  - a. The e-mail is concerning a new club that is trying to recruit members. The club is limited to sending two Campus E-Mails during their first month of operation.
  - b. The e-mail is announcing a campus-wide program that is open to all students.
- 3) The Campus E-mail system may not be used to announce regularly scheduled club/organization meetings or activities.
- 4) Class officers are allowed to send e-mails to their entire class to announce special programming or scheduled meetings.
- 5) All emails must contain the club/organization's name and an e-mail address to reply to.

**In order to have a Campus E-mail approved, send the final copy, at a minimum of 48 hours before the event, to**

**[mpconnol@sjcme.edu](mailto:mpconnol@sjcme.edu)**

**Campus E-mails will not be forwarded if they contain any spelling or grammatical errors or offensive material, in which case they will be returned to the sender.**