

## **DSRA COMMUNICATIONS POLICY**

### **1. Policy Statement**

It shall be the policy of the Delphi Salaried Retirees Association [DSRA] to take steps necessary to ensure to the extent possible that written and oral communications both internal and external to the DSRA Organization meet the following criteria:

- Are consistent with the published mission, goals and objectives of the DSRA;
- Represent the best interests of the DSRA membership;
- Fall within legal bounds of the DSRA as defined in Article 2. of the DSRA Bylaws;
- Treat all DSRA Members with respect and courtesy.

The DSRA Communication Policy shall apply to all DSRA Members, elected officials, nominated volunteers, and contracted agents.

### **2. Purpose**

The purpose of the Communications Policy is to protect and promote the common interests of all of the Members of the DSRA by assuring that all internal and external communications are truly serving the best interests of the entire membership and not for any other conflicting purposes. While the DSRA recognizes the importance of providing the necessary tools to allow for open and honest communications with equal access by all, it also realizes the importance of staying within legal and ethical boundaries which serve to best protect and promote the common interests of the entire organization.

### **3. Scope**

This policy shall include provisions for determination of:

- A definition of types of communications considered in this Policy
- The application of the Communications Policy
- The responsibilities for the application of the Policy
- Potential consequences of non-compliance to the Policy

### **4. Definition of Communications**

Communications, as defined in this Policy, extend to written and oral communications both internal and external to the DSRA to include the following examples:

- DSRA shall maintain a public web site which is accessible by anyone with internet access;
- DSRA shall, as necessary for security and confidentiality purposes, restrict access to certain portions of the public web site to only pre-approved authorized users with user id's and passwords;
- DSRA shall provide to its registered membership with valid e-mail addresses e-blasts which may be either written or audio/video in nature containing material deemed as important to the DSRA membership;
- DSRA shall develop for internal communications e-mail distribution lists of DSRA general membership, specific segments of the DSRA general membership, DSRA Board and Committee memberships, etc. to be used for official DSRA business only and not for personal purposes;

- DSRA shall provide an official DSRA letterhead to be used, where appropriate, on external written communications and such external communications shall have the approval of DSRA and be in compliance with the DSRA Communication Policy Statement.
- Pre-approved external communications in the name of DSRA shall be signed by a Member of DSRA to include their official position within DSRA.

## **5. Application of Policy**

The DSRA Communication Policy shall apply to; all DSRA Members, elected officials, nominated volunteers, and contracted agents who utilize DSRA written, audio, or video communication networks or the DSRA letterhead.

It shall be the duty of the DSRA Communications and Media Committee and the DSRA Board to monitor internal and external communications and initiate appropriate control methods to ensure that the DSRA Communications Policy is not violated and communications are in the best interests of the DSRA organization and its membership.

It shall also be the duty of the DSRA Board and all DSRA Board / Committee Chairpersons to establish, monitor, and control communications criteria for their respective Committees to ensure that all communications in the name of their Committee reflect accurately the business conducted by their Committee and the majority interest of those Committees.

The DSRA Board shall have the authority to execute appropriate consequences to those DSRA Members, elected officials, nominated volunteers, and contracted agents who violate the DSRA Communications Policy commensurate with the seriousness of the violation and/or the frequency of the violations.

## **6. Responsibilities for Application of Policy**

Ultimately, it shall be the responsibility of the DSRA Board with the support of the DSRA Communications and Media Committee to assure that the DSRA Communication Policy is fairly and uniformly applied across the entire DSRA organization. But it is really up to each individual DSRA Member or contracted agent regardless of position within the organization to use good judgment and obtain appropriate approvals when and where necessary in order to utilize established DSRA communications channels. This is to assure that all communications are consistent with the DSRA Mission Statement, goals, and objectives and in the best interests of the overall DSRA membership and not individuals or small groups within the organization.

It shall be the responsibility of the DSRA Board to implement necessary processes establishing various rules for pre-approval of communications dependent upon the type of communication [written, audio, or video], purpose of the communication, source of the communication [Board, Committee, individual, or contracted agent], and destination of the communication [internal or external]. These processes may be directly under the control of the DSRA Board or delegated to either the Committee and Media Committee, or to the Chairpersons of any DSRA established standing or ad-hoc committees.

These processes may be documented in formal DSRA Board approved Operating Procedures or documented in official DSRA Board minutes as “Motions” approved by a majority of the DSRA Board Membership. DSRA Committees may also establish processes for its own communications and pre-approvals which are to be documented as “Motions” approved in their meeting minutes. Committee communication processes may not, however, supersede or contradict Board approved processes.

In order for specific requirements around the use of DSRA Communication channels to be effective and enforceable, it shall be the responsibility of the DSRA Board/Committee initiating those requirements to communicate those requirements to all of those DSRA Members affected.

## 7. Potential Consequences of Non-Compliance

Any DSRA Member found to have misused DSRA Communications which violates the DSRA Communications Policy and/or in a manner which is not in the best interests of the DSRA may in accordance with the DSRA Bylaws and the DSRA Communication Policy have their DSRA membership terminated or DSRA communications restricted.

DSRA Members who hold official positions may be removed from their elected or nominated position if found to be in violation of the DSRA Communication Policy and any supporting procedures or Board/Committee approved “Motions”; also their DSRA membership may be terminated or DSRA communications restricted.

Agents of DSRA may be released from their contracts if found to be in violation.

## 8. Change History Log

REV	APPROVED	DESCRIPTION OF CHANGE
000	7/21/2011	Initial application for DSRAPOL 005
001	7/19/2012	§7 updated to include potential membership termination