

COMMUNICATIONS COMMITTEE POLICY

CAB Approved 9/13/23

POLICY TITLE – Regency at Providence (“RAP”) Regency News items.

PURPOSE – This policy (“Policy,” “Policies”) establishes the rules governing the content and handling of Regency News items.

SCOPE – The Policy applies to all residents of RAP (“Residents”) and all email traffic within the community identified as Regency News.

RESPONSIBLE PARTY – The RAP Communications Committee (“Committee”) shall be responsible for administering and enforcing the Policy acting as agent for the Board of the Regency at Providence Community Association, Inc. (“CAB”).

A – DEFINITIONS

1. **Regency News** is RAP’s community email communication service that allows the distribution of messages quickly and easily to the entire RAP community. Regency News includes RAP Flyers, RAP Classifieds, and Outside of RAP Events.
2. **RAP Flyer** is a message that includes topics which relate to the activities of RAP committees, informational reports, Residents’ queries about services, and anything that might be deemed “for the good and welfare” of the entire community.
3. **RAP Classified** is for Residents to advertise items they would like to make available to the community at large, for sale or at no cost.
4. **Outside of RAP Events** is to share awareness with our community of a special event occurring outside of RAP.
5. **RAP Flyer Coordinator** (“Coordinator”) is a member of the Committee who is tasked with administering the Regency News service by reviewing each Submission for adherence to the Policies.
6. **Sender** is the Resident submitting a message for distribution through Regency News.
7. **Submission** refers to any message sent to the Coordinator for the purpose of distribution through Regency News.

B - POLICY STATEMENT

1. All Submissions must include the name, email address, home address and phone number of the Sender. There are a few exceptions to this requirement including Sad News, posting of CAB or committee agendas/minutes, distribution of flyers by committees with information about RAP sponsored events, which will only require the name of the sender.

2. No message, including attachments (documents or photos only, please), shall exceed 8 mb in size. Anything larger will be bounced by Gmail.
3. Thank-you notes to those who responded to requests for information or referrals shall be sent directly to those who responded, not through Regency News.
4. Anything related to fund-raising or donating shall be handled as information about an Outside of RAP Event and coordinated by the Resident submitting the message (as is done with calendars, etc.). Soliciting is not permitted in our community.
5. **RAP Flyers** shall contain only verifiable information regarding events or topics of general interest to the community or to request information or assistance from Residents. It is possible that the Sender might be asked to substantiate the source of the information before it is sent. If a Submission is deemed to be contrary to this Policy, the Sender may appeal to the CAB for reconsideration.
6. The use of RAP flyers for RAP Social Committee APPROVED events/activities/clubs **MAY** include the NAME and CONTACT INFORMATION of the vendor providing service, i.e. name of instructor, speaker, or caterer for event, along with DATE, TIME, COST, AND SITE OF THE EVENT.
7. If a Resident has had a very good experience with a particular provider/vendor and they would like to recommend them, the Resident shall do so without using the vendor or provider's name in the Submission, but rather by offering that any Resident interested in that product or service contact the Sender for information about the provider.
8. **RAP Classifieds** (in addition to prior requirements)
 - a. Submissions for RAP Classifieds must include the subject line ***RAP Classified: All Items Listed 'As Is.'*** It is important to note that the Committee, Coordinator, and the CAB assume no responsibility and will be held harmless from any consequences of any transaction resulting from a RAP Classified.
 - b. **RAP Classifieds** may be used to advertise, for sale or at no cost, personal property or services, like a newspaper classified ad. As such, no follow-up Submissions will be published announcing that such items are no longer available. Descriptions should be written in an abbreviated, clear and concise manner.
 - c. **RAP Classifieds** may not be used to offer any medications, for free or for sale, either prescription or over-the-counter.
 - d. **RAP Classifieds** may not be used to advertise commercial organizations. Residents may, however, issue a RAP Classified stating that they are working with a vendor who is willing to perform a service for others in the community if they list themselves as the contact and do not provide vendor information. If a Resident wants to negotiate a group discount on a service or for materials that will benefit multiple Residents, that is acceptable, but the Resident must serve as the intermediary, and collect contact or other information and coordinate with the

vendor. Examples of past such events include window washing, power washing, driveway coating, and dryer vent cleaning.

- e. **RAP Classifieds** may include photos (see Item B-2 for size limit). Photos shall not contain captions. These are not intended to be commercial advertisements for any outside providers or organizations.
9. A Submission for distribution with the clear subject line Outside of RAP Event may be published, provided they may not be used to advertise events that may result in financial gain for any Resident. The Committee, Coordinator and the CAB assume no responsibility for and will be held harmless from any consequences of an event advertised in a Flyer.
10. A Submission of any type will be rejected if:
- a. The Sender's name, address, phone and email contact information are missing (unless the message falls under the "B-1" exceptions), or
 - b. The Sender is offering a commercial product or service, or
 - c. The Sender has a material interest in or benefits directly from a resultant transaction (unless in the case of an advertisement under the RAP Classified title), or
 - d. The Sender is including 'advocacy' for or against any position on any topic, whether this be political, social, legal, etc., in nature.
11. When replying to a Regency News message, always use the email address included by the Sender. If you click on Reply in the header of the email, your reply will go back to the Coordinator who will send it back to you as "REJECTED."

C – PROCEDURES

1. A Submission may be initiated by any Resident by sending a properly formatted email message to the Coordinator. (subject line, contact information-see B-1)
2. The Coordinator will review each Submission for adherence to the Policy. If the Coordinator is fully satisfied that all the requirements have been met, the message will be sent via email to all Residents with email capability.
3. If the Coordinator is not fully satisfied that the requirements of the Policy have been met, the Submission will either be:
 - a. returned to the Sender for correction, or
 - b. forwarded to the CAB where a majority approval shall be required to publish the Submission. If the Submission is sent to the CAB, a notice will be sent to the Sender by the Coordinator indicating that the CAB is reviewing the Submission and the CAB will advise the Sender of the decision with a copy to the Coordinator.

4. Any proposed Submission that is denied publication based on the requirements of the Policy, by either the Coordinator or CAB, will be returned to the Sender with an appropriate explanation by the deciding party.