

ROTARY INTERNATIONAL DISTRICT 5440, INC.
EMAIL PROTOCOL
(effective 9/11/10)

The following email protocol was adopted by the Rotary International District 5440, Inc. Executive Committee on September 11, 2010.

1. Observe the 4-Way Test when composing an email message and realize once it is sent it could become public.
2. The District office is the clearing house for mass emails being distributed to the clubs by the District Governor, District Governor Elect, District Governor Nominee, Executive Committee Chair, Past District Governor's Council Chair and all other District Committee Chairs.
3. The word "Rotary" must be in the subject line of the email.
4. No blind copy on an email.
5. Refrain from using the "Reply All" button when possible. If the email is pertinent to all then clean up the string of emails prior to your response.