

| | |
|---------------------------|--|
| AUTM eGroup Policy | <i>Approved by the AUTM Board of Directors: May 19, 2016</i> |
| | <i>Amended by the AUTM Board of Directors:</i> |

AUTM’s eGroups provide networking and communications tools for AUTM members.

Rules of Conduct

- Don't challenge or attack others. The discussions on the lists are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- Don't post commercial messages on any eGroup. Contact people directly with product and service information if you believe it would help them.
- Use caution when discussing products. Information posted on the lists is available for all to see, and comments are subject to libel, slander and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive or illegal materials are strictly prohibited. Do not post anything in an eGroup message that you would not want the world to see or that you would not want anyone to know came from you.
- Please note carefully all items listed in the disclaimer and legal rules (below), particularly regarding the copyright ownership of information posted to the list.
- Remember that AUTM and other list participants have the right to reproduce postings to this eGroup.
- Send your message only to the most appropriate list(s). Do not spam several lists with the same message.
- All messages must add to the body of knowledge. AUTM reserves the right to reject any message for any reason.

eGroup Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using the "Reply to Sender" link.
- Do not send administrative messages, such as remove me from the list, through the eGroup. Instead, use the web interface to change your settings or to remove yourself from a list. If you are changing email addresses, you do not need to remove yourself from the list and rejoin under your new email address. Simply change your settings.

- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

AUTM reserves the right to monitor the content of all posts to the eGroup and unsubscribe any member who violates the eGroup's rules of conduct. All content and conversations should be considered public and non-confidential.

Legal

These eGroups are provided as a service of AUTM for association leadership. AUTM is not responsible for the opinions and information posted on this site by others. AUTM disclaims all warranties with regard to information posted on this site, whether posted by AUTM or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall AUTM be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants AUTM and users of this list the nonexclusive right and license to display, copy, publish, distribute, transmit, print and use such information or other material.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

In the event that any inappropriate posting is brought to AUTM's attention, AUTM will take all appropriate action.

AUTM reserves the right to terminate access to any user who does not abide by these guidelines.