

RCSA Mailing List Guidelines

- RCSA Committee Members can send updates regarding their activities, events they are putting on or news relevant to students.
- Internal Societies should, in general, not use the lists but contact the Sports and Societies Officer who can include whatever it is they want to say in their weekly bulletin or using their own mailing list. An acceptable exception might be if a society is new and trying to recruit members to one of their first events. They need to be a registered society with the RCSA. (<http://www.rcsa.co.uk/societies>). External Societies cannot use the lists and should contact the Vice President to be included in the External Bulletin.
- Individual Members should not use the lists unless they have an important reason for which they want to contact all Undergraduate students (e.g. missing laptop, work etc.). It should not be used for advertising any achievement/work/service/event which can be done through the external or internal bulletin.
- Messages should not include bad language, political content, the excessive promotion of alcohol or drugs or any derogatory reference (implicit or explicit) to a member of or group within College.
- If in doubt, contact the RCSA Chair who can decide what is appropriate or shed light on the context of a message.