



Digital Communication Account – Admin Policy

SCOPE

This policy applies to the Northern Colorado Rod & Gun Club (“Club”) Board of Directors and any and all digital communication (eg. social media) accounts (“Account”) that are operated by and for the Club.

PURPOSE

The purpose of this policy is to establish the permissions and responsibilities for admin rights associated with digital communication accounts established by the Club.

ACCOUNT CREATION

The Club will use a common email address with all digital communication accounts. This email will serve as the official username for the accounts and must be under the ncrgc.org domain (eg. username@ncrgc.org). This email address shall be accessible by the Club President, Vice-President, and Secretary. Additional Board positions may be authorized to access this email account via direct login or forwarding by Board approval. However, the additional access must be for a limited time and for a specific purpose unless a board position is created for the administration of digital communication accounts.

In the event that an Account is created for the Club by anyone not currently holding the Club positions of President, Vice President, Secretary, or a Board position specifically created for that purpose, the Board must approve the acceptance & transfer of the account to the Club’s control. The Third-Party account creator must then facilitate the transfer of all contact and Admin rights (including at minimum the Account username and password) to an authorized Board representative. The Third-Party Creator must also relinquish in writing all rights and interest in the account as well as all rights and interest in any and all content that exists within the Account’s control.

ACCOUNT PASSWORD

Each Account must have a unique password of sufficient complexity to provide reasonable security against unauthorized access. This password may be changed at any time as required to maintain Account security. However, any new Account password **MUST** be shared with the Club President, Vice President, and Secretary within 24 hours of the change.

ACCOUNT MANAGEMENT

The power of top-level Admin rights specifically resides with the Board position authorized for that role and not the individual currently holding that position.

Certain Accounts may have varying levels of administrator permissions. This serves to allow sub-admin roles to exist. For example, to allow a Discipline Chair the ability to post event updates or related information. Wherever possible, Admin(s) will reserve the top level Admin position and grant only the lowest access necessary to accommodate authorized content contributors.

The Account Admin will maintain a list of all authorized users, content contributors, etc for any Account they manage. This list shall be stored on the Club's cloud data storage account (or equivalent) and notice sent to the Club President, Vice President, & Secretary any time an Account user is added or deleted as well as the purpose for that action. (eg. Discipline Chair added for the purpose of posting event schedules and related updates.)

ADMINISTRATION ROLES & RESPONSIBILITIES

The individual currently filling the authorized role of Account Admin shall perform this role in a professional manner that conforms to Club objectives. The Admin is responsible for monitoring the Account at reasonable intervals to ensure the Account's content is appropriate for that Account. To wit, an account Admin should be reasonably available to address any short-notice issues that may occur or be able to coordinate appropriate action by the President, Vice President, or Secretary.

ACCOUNT SUSPENSION / TERMINATION

The Club President, Vice President, Secretary, or Board Authorized Admin is empowered to suspend activity on or even terminate a given Account if such action is deemed in the best interest of the Club. This action may be taken without prior notice to the Board, but must be presented at the next Board meeting and affirmed by Board vote.

ACCOUNT CONFLICT / RESOLUTION

All Accounts covered by this Policy are owned by the Club as if it were a physical asset. Similarly, any content not otherwise protected by 3rd party intellectual property rights that exists within the Account is considered to be the sole intellectual property of the Club. Furthermore, the Board may rescind Admin authority from any previously empowered Board position at any time and without notice. In the event of Board position turnover – whether by election, resignation, removal, appointment, etc. – the individual filling the Admin role for any Account shall within 48 hours ensure that an alternate Board position has control of that account. Any individual with Admin rights to a Club Account that fails to relinquish them upon cessation of responsibility in a covered role or upon Board request will be in violation of this policy and subject to Club Disciplinary action. In the event Club Disciplinary action is unsuccessful in restoring Admin rights to the Club, legal action against the Admin may be pursued.



Digital Communication Account – Account Transfer Form

This form constitutes a transfer of ownership / admin rights for the account listed herein to the Northern Colorado Rod & Gun Club (“NCRGC” or “Club”).

Account Name / URL: _____

Login Name / email: _____

Login Password: _____

The purpose of this third-party account and it’s benefit or operational relationship to the Club is as follows:

I hereby transfer all rights and ownership in the above listed account to the Northern Colorado Rod & Gun Club. I understand that this transfer of ownership to NCRGC includes all rights and interest in the account as well as all rights and interest in any and all content that exists within the Account’s control.

Signed: _____

Printed: _____

Date: _____

NCRGC Use Only
Accepted by: _____
Board Position: _____
Date: _____