

From: Mitchell Bailin, Dean of Students
To: Leon Skornicki, SBA President
Date: 6-2-2008
Re: SBA Listserve

This memorandum is to confirm that the Student Bar Association (SBA) has been granted limited access to send messages to the Law Center's student listservs, on the following terms:

1. SBA will designate one executive board member annually – preferably, the SBA President – who may use the newly established “SBA Broadcast” e-mail account to send messages to all Law Center students. That board member will be given a password for the account and is not permitted to share it with anyone other than the SBA President (if he or she is not the designee), including other members of the SBA Executive Board. SBA's designee(s) may not permit anyone else to use the account, or send messages on behalf of any individual or organization other than SBA.
2. The SBA Evening Vice President will be given a password to use the SBA broadcast account to e-mail the part time student listserv. That password may not be shared with anyone other than the SBA President, including other members of the SBA Executive Board. The Evening VP and SBA President may not permit anyone else to use the account, or send messages on behalf of any individual or organization other than SBA.
3. One SBA Executive Board member, to be designated by SBA, will be given a password to use the SBA broadcast account to e-mail the LLM student listserv. That password may not be shared with anyone other than the SBA President, including other members of the SBA Executive Board. The Executive Board designee and SBA President may not permit anyone else to use the account, or send messages on behalf of any individual or organization other than SBA.
4. The SBA board member(s) designated to use the broadcast account on the terms above will participate in annual training by the Law Center's IST department on appropriate use of the broadcast e-mail system.
5. Consistent with the Law Center's efforts to limit the number of e-mails sent to the entire student body, SBA's use of the broadcast account is restricted to one weekly e-mail to all students, one weekly e-mail to LLM students, and one weekly e-mail to part time students. SBA should aggregate announcements in these weekly e-mails. Requests for more frequent communication will be considered by the Office of the Dean of Students on a case-by-case basis.

6. Any message SBA wishes to send via the SBA broadcast account must be approved ahead of time, in its entirety, by either the Dean of Students or the Director of Student Life. SBA should expect that it may take up to two working days to obtain approval of a proposed broadcast e-mail, and possibly longer in individual cases.
7. In addition to the requirements set forth in this memorandum, SBA will comply with all requirements set forth in Georgetown University's policy on Transmission of Messages via Broadcast Communication, attached by e-mail link hereto.
8. Any violation by SBA of the conditions set forth in this memo or the attached university policy will result in the cancellation of SBA's broadcast account and associated messaging privileges.

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