

Klahaya Member-Directory Policy & Guidelines

Introduction & Purpose

Klahaya's bylaws, under section 2.9 states: *[A] Membership Directory shall be prepared annually and provided to Members.*

The member directory serves as a resource to facilitate communication and networking among members. While our bylaws state that the Board must provide a directory annually, it does not account for the following: privacy concerns from individual members; whether or not the directory needs to be a complete list of membership; or what contact information must be included in the directory. By putting forth this policy and guidelines, we aim to facilitate open member-to-member communication, while also protecting member privacy and adhering to our bylaws.

Purpose

1. Establish clear guidelines and permissible uses of the member directory
2. Ensure the privacy and safety of all members.
3. Maintain a respectful and inclusive environment for all members

Guidelines

1. *Access Control & Security:* Access to the directory is restricted to current members of Klahaya for the purpose of facilitating communication and networking between members. Members must be signed into their online accounts to view the directory.
2. *Consent:* Members must "opt-in" to the directory by logging into their online accounts and checking the box for "enable online directory." Opt-in is a function of our online system, Membersplash, where the directory is hosted (they do not provide "opt-out" functionality for this service.)
3. *Information Shared in Directory:* Full Names and email addresses of all adults on memberships that "opt-in" will be listed in the directory. Names of children will also be listed. (Please contact membership if you need help updating your membership information.)
4. *Permissible Uses:* Members may use directory information to contact other members for social or Klahaya related matters.
5. *Prohibited Uses:* Directory information shall not be used for commercial solicitation, inclusion in any bulk email list or any marketing purposes without explicit written consent from individual members or the board of directors.
6. *Unauthorized Sharing & Confidentiality:* Directory information shall be treated as confidential and shall not be shared with non-members or third parties without explicit written consent from the individual member.

Approved by the Board of Director on April, 9 2024

7. *Compliance:* All members shall adhere to these guidelines when accessing or using directory information. Violations of this policy will be taken seriously and may result in disciplinary action outlined in section 2.6 of the Klahaya Bylaws.
8. *Reporting:* Any concerns or violations of this policy should be reported to the board for appropriate action by emailing communications@klahaya.net

Implementation

This policy shall be communicated to all members and guests through various channels, including but not limited to:

- Inclusion in the club's annual newsletter for 2024
- Posted under Rules & Regulations on website

Review and Updates

This Member Directory policy and guidelines will be reviewed periodically by the Board to ensure its effectiveness and relevance. Updates or revisions may be made as needed to address emerging concerns or changes in regulations.

Conclusion

Members agree to abide by the requirements of Board set policies when joining Klahaya and when paying dues each year. By providing this policy and guidelines, the Board aims to create a safe and respectful environment for all Klahaya members, while also adhering to our Bylaws. Your cooperation in following these guidelines is greatly appreciated.

*Note: If any member has a communication need for contacting all members, beyond what is accessible in the directory, they should contact the Communications Director for facilitation and assistance. Our private member Facebook group also supports member-to-member communications and our Communications Director can assist members with access to that forum if needed.

Klahaya Swim & Tennis Club Board of Directors
4/9/2024