

## Appendix A to the By-Laws of The Bay Association Executive Board

The Bay Association establishes the following practice vis-à-vis the Association E-list:

If a church asks the Corresponding Secretary to use the E-List to publicize a church event, the Corresponding Secretary will offer the church the option of using the E-List itself. The Corresponding Secretary may share the E-List with a local church, with these requests:

- Please use "blind copy" when sending any notes, so the e-mail addresses are hidden.
- Please use the list for one time (one event) only.

If the requesting body is not a local church (for example, is a church-related body or institution), then the Corresponding Secretary is to use good judgment about the request and its appropriateness within the context of communication with and on behalf of local churches of the Association. The Corresponding Secretary is to check with the Moderator if the question of appropriateness of use arises.

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### Background:

The Corresponding Secretary maintains the Bay Association E-List, a database of e-mail addresses, which is used for communication of Bay Association activities and events of interest to UCC people in the Bay Association. The Corresponding Secretary sends notices out to the E-List on behalf of the Bay Association Executive Committee.

### **Events Sponsored and Organized by the Bay Association Executive Board:**

The Corresponding Secretary will craft the announcements that are sent out on behalf of the Bay Association Executive Board for activities sponsored and organized by the Executive Board. Alternately, the Corresponding Secretary will use announcements crafted by others on behalf of the Bay Association Executive Board.

### Examples:

Bay Association Fall and Spring Meeting Announcements  
Bay Association Ecclesiastical Council Announcements  
Bay Association Clergy Gathering Announcements

**Events Sponsored by the Bay Association Executive Board and Organized by Others:**

Event sponsors will craft the announcement for Association Events being hosted or organized by a Bay Association group other than the Executive Board. For example, candidates being ordained and ministers being installed will write their own announcement notes, with all the pertinent details and RSVP instructions, and send the note to the Corresponding Secretary for distribution via the E-List.

Examples:

Bay Association Ordination Announcement  
Bay Association Installation Announcement  
Pre-Earl Dinner Announcement  
Bay Association ONA Announcements

**Events Sponsored and Organized by Others in the Bay Association:**

Local Churches of the Bay Association may request the use of the Bay Association E-List. The Corresponding Secretary will provide the E-List to a representative of the local church, following the guidelines outlined in Appendix A (above).

Examples:

Local Church Position Openings  
Local Church Event Invitations

Note: The Executive Board approved the above approach as the working practice until the codification of an Appendix to the By-Laws of the Bay Association. (Bay Association Executive Board meeting minutes, April 15, 2003.)