

Communication & Social Media Policy

Organization: Red Mountain Community Social Club

Effective Date: April 7, 2026

Approved by: RMCSB Board

1. Purpose

The purpose of this policy is to establish clear guidelines for effective, respectful, and transparent communication among members of the Red Mountain Community Social Club (RMCSB). This policy is designed to foster a positive, inclusive, and engaging environment while ensuring that all communication, especially public-facing communication, is conducted responsibly and in alignment with RMCSB values.

All communication sent to the public on behalf of RMCSB requires prior approval from the RMCSB President.

2. Scope

This policy applies to all forms of communication, including but not limited to:

- In-person meetings
- Phone calls and text messages
- Emails and newsletters
- Social media platforms (including Facebook, Instagram, TikTok)
- Websites, digital platforms, and group messaging tools
- RMCSB social media platforms, including Facebook and Instagram, are private, closed groups intended for current members only.

3. Communication Guidelines

3.1 Respectful Communication

- All members are expected to always communicate respectfully and courteously.
- Offensive, derogatory, harassing, discriminatory, or inflammatory language or behavior will not be tolerated.
- Personal attacks, bullying, or shaming—public or private—are prohibited.

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3.2 Inclusivity & Participation

- Communication should encourage participation from all members.
- Efforts should be made to include individuals from diverse backgrounds, experiences, and perspectives.
- Communication channels should remain welcoming, accessible, and supportive.

3.3 Transparency

- Club activities, decisions, and updates will be communicated clearly and in a timely manner.
- Board Meeting Minutes will be documented and made available to Board Members promptly.
- General Meeting Minutes will be documented, distributed to Board Members, and made available to RMCSC members.

3.4 Confidentiality & Privacy

- Members' personal information must remain confidential unless explicit consent is given.
- Sensitive discussions or information shared during meetings may not be disclosed outside RMCSC without proper authorization.
- Respect privacy when posting photos, tagging individuals, or sharing personal stories.
- The RMCSC website will include a statement that photos and names are used in promotional materials.

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3.5 Conflict Resolution

- Conflicts or disagreements should be addressed respectfully through constructive dialogue.
- If informal resolution is not successful, concerns should be escalated to the RMCSB Board for review and mediation.
- Public disputes on social media or digital platforms are strongly discouraged.

3.6 Digital Communication Etiquette

- Use clear, concise, and professional language.
- Avoid all caps, excessive punctuation, emojis, or language that may be perceived as aggressive.
- Be mindful that tone can be misunderstood in written communication.

3.7 Meeting Conduct

- Meetings should be orderly, respectful, and follow an agenda.
- All members should be given an opportunity to speak without interruption.
- Side conversations, disruptions, or dismissive behavior are discouraged to ensure productive meetings.

4. Social Media & Facebook-Specific Guidelines

4.1 Responsible Use:

- Social media platforms (including Facebook) are intended to:
 - Share RMCSB updates and announcements
 - Promote events and activities
 - Encourage positive engagement among members
- Content should align with RMCSB values and mission.

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4.2 Social Media Posting & Moderation Rules

- Posts must be respectful, relevant, and appropriate for a community audience.
- Prohibited content includes:
 - Political endorsements or debates
 - Religious or ideological arguments
 - Personal grievances or disputes
 - Misinformation or rumors
 - Commercial solicitation without prior approval
- Administrators reserve the right to:
 - Remove inappropriate content
 - Disable comments
 - Remove repeat offenders from online platforms

4.3 Social Media Privacy & Membership Access

- RMCSB social media platforms, including Facebook, are private, closed groups for current RMRSC members only.
- Membership approval is required and is managed by designated RMRSC administrators.
- Content shared within the group is intended for members only and should not be copied, shared, screenshot, or distributed outside the group without prior approval.
- Non-members, former members, and the public are not permitted access unless authorized by the RMRSC Board.
- Administrators reserve the right to remove members who violate group rules or misuse content.

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4.4 Approval & Representation

- Only designated Board members or approved administrators may post official RMCSC announcements.
- Members may not represent themselves as speaking on behalf of RMCSC without authorization.
- Any public-facing communication requires approval from the RMCSC President.

4.5 Addressing Issues Online

- Concerns, complaints, or conflicts should be addressed privately—not on social media.
- Inappropriate or harmful content will be addressed promptly by moderators.

5. Feedback & Suggestions

- Members are encouraged to share feedback and suggestions to improve communication and RMCSC activities.
- A clear process will be maintained for submitting feedback to the Board for review.

6. Compliance with RMCSC Policies

- All communication must comply with RMCSC bylaws, rules, and policies.
- Members are responsible for familiarizing themselves with all applicable RMCSC guidelines.

7. Review & Amendments

Policies and procedures are reviewed and revised at the direction of the Board President as needed or to align with changes in the law or changes in organizational practices.

8. Commitment

By following these guidelines, we aim to maintain a respectful, inclusive, vibrant community that reflects the values of the Red Mountain Community Social Club.