

North Dakota State University Technology Commission Listserv Guidelines

Section I: Listserv Rules & Procedures

A. Rules

1. The message WILL be approved by the listserv moderator according to a specific schedule. See the table below for the schedule:

You want it sent out				
Monday	Tuesday	Wednesday	Thursday	Friday
Get it to us by				
Friday	Sunday	Monday	Tuesday	Wednesday

2. The message MUST be sent from an NDSU.edu address OR first and last name of sender must be in the email so we can verify you are student/faculty/staff of NDSU.
3. The message MUST originate from an individual with a University Department or student organization that is recognized by the Congress of Student Organizations as a permanent organization that is in good standing (CSO rating of 3 or higher).
4. The message MUST NOT contain attached documents or files of any type.
5. The message MUST HAVE general interest to the student body. This is determined by the Executive Commissioner, a member of the commission, or the Student Body President.
6. The message MUST state what organization/department and relationship between the sender and the organization (in email signature).
7. If you are requesting participation in a survey, the survey MUST be done either through the Group Decision Center or another Institutional Review Board (IRB) approved method to ensure anonymity and security for students. Only two such emails, at maximum, can be sent out for a particular project.
8. If not easily understandable, the message will be sent back to the sender for clarification with an explanation of the reason it was returned.
9. The subject line must contain the organization from which the email is originating and may include an event description. The organization will list their name as it appears in the Congress of Student Organizations roster. If there is not enough information to compose a subject line for the email, it will be sent back to the sender.
10. The number of messages WILL BE limited to:
 - i. Tier I organizations two messages per week

- ii. Tier II & III organizations your allocation will be based on your CSO rating.
 - 1. CSO of 5 = 5 messages per semester
 - 2. CSO of 4 = 4 messages per semester
 - 3. CSO of 3 = 3 messages per semester
 - 4. CSO of Temporary = 2 messages per semester
 - 5. CSO of 2 or lower = None
 - iii. University Departments one message per week.
 - iv. Exceptions to this may be granted at the discretion of the Executive Commissioner.
- 11. Messages WILL NOT BE sent on weekends, holidays, semester break, and summer semester.
 - 12. NO corrections will be sent out for previous listserv messages, when you submit a message to the listserv, you take on liability for the content of the message.

B. Procedures

- 1. Put something about the event into the subject line, as well as the organization hosting the event.
- 2. Put details about the event into the message.
- 3. Determine when you want the message to be received by the Student Body, then consult the schedule in Section I, Part A, Line 1 and send your message accordingly. The message will be sent according to that schedule unless you gain special permission from the Executive Commissioner.
- 4. Send the email to the appropriate email address (listserv@ndsusg.com).

Appendix I: How to send a message on the listserv.

Step 1: What your message request should look like.

From: (Your name here)

To: The AnnounceLISTSERV email address

Subject: Student Activities Fair - Student Government

Message:

August 31st, 10 am to 3 pm, at the Babbling Brook (between Minard and the Union, right by South Engineering). For more information contact (put organizational contact information here).

Melissa Mallett

Executive Commission of Student Organizations

Student Government

Step 2: What we do with your message:

We verify you are student/staff/faculty of NDSU and associated with a valid campus department or student organization (permanent/temp status).

We verify you have enough listserv allotment according to Section I, Part A, Line 10 for the message to be sent.

If successful, your email will be sent out by the day established in Section I.A. of the Listserv Guidelines. Otherwise, you will be notified along with the reason why your email was not sent out.