

PENNSYLVANIA DEMOLAY

Use of E-mail and Electronic Communication (Issued 6-29-00)

Many Chapters are using e-mail to supplement their phone chain and other forms of communication. This is an acceptable communication enhancement, but not all members have access to e-mail, and it should not replace regular monthly meeting notices, calendars or newsletters. E-mail should never be considered a private communication, and should never be used to send "official" chapter correspondence or notifications, particularly in disciplinary and procedural matters.

Material sent by e-mail should always be consistent with the ideals of DeMolay. Advisors and members alike are cautioned that, *even if sent by error*, a communication of offensive, rude, or crude material to an active DeMolay may result in disciplinary action up to and including dismissal from the Order or from Advisory service. Distribution of *obscene* or *pornographic* material (whether by an advisor to an active DeMolay or by an older DeMolay to a DeMolay who is a minor) will almost certainly result in *criminal prosecution*. Such actions are unconscionable in the context of our Order. **A ZERO-TOLERANCE POLICY** is in effect.

Anyone receiving inappropriate material from an Active DeMolay, or a DeMolay Advisor, should immediately inform the sender that distributing such material is inconsistent with the principles of the Order, and that they are opening themselves to charges of "conduct unbecoming a DeMolay" which could lead to suspension or expulsion from the Order, or removal from Advisory service. Further offenses should be reported to the local Advisory Council and the Executive Officer for appropriate action.