

CARW Membership Directory / Mailing List Use Policy

1. Purpose

The mailing list and membership directory are tools to facilitate communication and information sharing among members of Commercial Association of REALTORS Wisconsin (CARW). This policy outlines the acceptable use of the mailing list to ensure it is used effectively and respectfully. This does not pertain to information or communication coming from CARW.

2. Subscription and Membership

- The mailing list and directory are open to all current paying members of CARW.
- Members can subscribe by paying membership dues to CARW.
- Members can unsubscribe at any time by contacting CARW to be removed from the list and/ or directory. Note that you will have to unsubscribe annually.
- Members may not distribute or share access with non-members to the mailing list or membership directory unless approved by the moderator.

3. Acceptable Use

- The membership directory / mailing list should be used for purposes related to CARW activities, including announcements, discussions, and sharing relevant information.
- Messages should be relevant to the interests of the members and should not include spam, personal advertisements, or irrelevant content. Members should not mail the entire list at one time to solicit. The membership directory should not be used to compile
- Members are encouraged to be respectful and considerate in their communications. Offensive, inflammatory, or abusive language will not be tolerated.

4. Prohibited Uses

- The membership directory / mailing list must not be used to send messages that are illegal, threatening, harassing, defamatory, or discriminatory.
- Members must not use the mailing list for commercial purposes or personal gain, such as advertising products or services.
- The sharing of any sensitive, confidential, or proprietary information via the mailing list is strictly prohibited.

5. Message Content and Format

- Members should keep messages concise and on-topic. Long messages should include a summary or a clear subject line.
- When replying to a message, members should consider whether their response needs to go to the entire list or just the individual sender.
- Attachments should be avoided. If necessary, consider using links to documents instead.

6. Privacy and Confidentiality

- The privacy of mailing list members must be respected. Members should not share other members' email addresses or personal information without consent.

- Messages sent to the mailing list may be archived and accessible to current and future members. Members should consider this before sharing personal or sensitive information.

7. Moderation and Administration

- The mailing list may be moderated to ensure compliance with this policy. The list administrator reserves the right to review, approve, or reject messages before they are distributed.
- Violations of this policy may result in warnings, temporary suspension, or permanent removal from the mailing list.

8. Amendments

This policy may be updated from time to time. Members will be notified of any significant changes.

9. Contact Information

For questions or concerns about the mailing list or this policy, members can contact the list administrator at tracy@carw.com

Tracy Johnson

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