



## Samunder Club Technical Guidelines

### PURPOSE AND SCOPE

The Samunder Club technical committee is committed to protecting the Samunder Club members, partners and systems from illegal or damaging actions by individuals, either knowingly or unknowingly - to the best of its ability. Computer-related systems, including but not limited to club website, online payment options, multimedia, laptop, various online accounts, social media profiles and member information are the property of Samunder Club. These systems are to be used for business purposes in serving the interests of Samunder Club in achieving the stated aims and objectives, and of Club's customers in the course of normal operations.

Effective system and information use, retention and security are a team effort involving the participation and support of every Samunder Club member and affiliate member who deals with information systems. It is the responsibility of every user to know these guidelines, and to conduct their activities accordingly. Members and contractors are responsible for exercising good judgment regarding use of Samunder Club related technology.

Member understanding and agreement of the acceptable use of Samunder Club related computer systems, software, and technology is an important aspect of good internal controls. The purpose of this policy is to document the responsibilities that the EC, President of the Club as well as individual members of Samunder Club has in using the related technology. These guidelines have been put in place to protect the members, Samunder Club and its EC. Inappropriate use exposes Samunder Club to risks including business interruption, loss of confidential or proprietary information, and potential litigation.

This policy applies to all members, contractors, consultants, clients, advertisers, and other affiliates with Samunder Club, including subsidiaries and all personnel affiliated with third parties with access to Samunder Club related systems. This policy applies to all equipment that is owned or leased by Samunder Club. Every Samunder Club member and EC granted access to the computer resources of Samunder Club shall be provided with a link to or copy of this policy.

#### **1. WEBSITE:**

Samunder Club has a registered domain under [www.samunderclub.org](http://www.samunderclub.org)

The purpose of this website is to:

- A. Promote awareness about our club
- B. Distribute information to club members
- C. Portal for online payments
- D. Link to pictures, event information etc.



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The website is hosted by a third party (currently Aabaco under Yahoo Inc.) While Samunder Club EC makes all reasonable efforts to keep the website accurate and secure, it does not assume any responsibility in case of any security breach of the website or its contents or for the website being down because of the hosting Company or otherwise. The EC on a periodic basis will review the performance and terms and conditions of the hosting Company and if it deems necessary, change to a different hosting company or solicit quotes from other companies to host the Club website.

### **2. ONLINE FINANCIAL TRANSACTIONS:**

In order to efficiently manage the growing membership of the Club, the EC has facilitated payment methods online as well as using credit card readers. For the online option, the EC utilizes the services of a third party vendor – PayPal. For the credit card reader – the EC utilizes the services of Square Inc. These methods of payments have proven to be very convenient everyone involved. Members find these methods to be more efficient than the traditional paper checks to pay membership dues and renew membership, sponsors like this mode of instant payments, and it greatly reduces administrative burden for the EC by reducing the need to manually process paper checks etc.

While the EC takes all reasonable steps to make sure that sensitive information is not compromised, it does not hold any responsibility in case of any fraudulent use or compromise of any credit card information. The ultimate responsibility lies with the card holder, card issuer and the third parties providing the services - PayPal, Square, etc.

The EC will on a periodic basis, conduct audits to check for any gaps in security, improve process or embrace new and/or better technology.

### **3. EMAIL POLICY:**

Email will be the primary and official mode of communication between the EC and members. The primary purpose of email will be to distribute Club related information to all members. Email shall also be used to invite members to Club related events. In some cases, the Club President, by his or her discretion may send emails informing members about job openings, industry updates and any other Club related information. All communication to the members will need to be approved by the President.

The EC will make all reasonable efforts to ensure that members email addresses are not compromised by spam etc. but does not assume any responsibility for any virus or malicious activity.

Only Samunder Club emails will be used by the EC and work/professional emails will be avoided to eliminate any conflict of interests. The email address provided by members will be used by the EC, it is the responsibility of the members to inform the EC in writing if there is a change in their preferred email address as well as check their emails regularly. If for any reason, a member does not receive Club emails, it is the duty of the member to inform the EC as soon as possible.



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Club email will not be used for personal purposes or for soliciting personal business.

E-mail users must exercise caution when forwarding messages. Samunder Club's confidential or sensitive information must not be forwarded to any party outside the Club without prior approval. Blanket or automatic forwarding of messages to parties or private accounts (even those owned by members) outside the Club is prohibited. Messages sent by outside parties must not be forwarded to other third parties unless the sender clearly intended this and such forwarding is necessary to accomplish Club objectives. In all other cases, forwarding of messages sent by outsiders to other third parties can be done only if the sender expressly agrees to the forwarding.

The EC will exercise reasonable efforts to maintain the security of the credentials of the email accounts used by the EC. Such information will be handed over to the new/incoming committee to ensure a smooth transition. It is the duty of the new/incoming committee to change the passwords at their earliest convenience.

#### **4. MEMBER CONTACT INFORMATION:**

The Samunder Club EC has access to all members contact information including but not limited to address, phone numbers, emails etc. The EC takes the responsibility of keeping this information secure very seriously and will make all reasonable efforts to avoid any misuse. Only names of members and their preferred email address will be posted to the Club website. If any member does not wish his name and/or email to be available on the Club website, please send a request to the EC in writing. It is strictly prohibited for members to forward or distribute other member's information to anyone except by written consent by the Club President.

#### **5. PICTURES AND MULTIMEDIA:**

The EC reserves the right to take pictures and/or videos during Club related events and activities or engage any company to do so on their behalf. It reserves the right to use these pictures for the promotion of the Club and its aims and objectives and for the use of the Club members only. Any other use of the pictures and/or videos such as for solicitation business etc. is strictly prohibited. These pictures may include family members as well as guests and clients. The EC will take all steps to ensure that no objectionable pictures are distributed or shared using the Club's resources. If any member wishes for his or her pictures not to be shared, it will be the responsibility of the member to inform the EC of such request in writing in advance of the Club event or activity.

#### **6. SOCIAL MEDIA:**



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In order to achieve the aims and objectives of the Club, the EC may make use of social media from time to time – such as Facebook, Twitter, LinkedIn etc. The EC will use these mediums in good faith and take all reasonable steps to ensure the integrity of the posted contents and that they are in line with the Club's stated aims and objectives. All postings will need to be pre-approved by the President, without exception.

The security of the credentials for all social media accounts will be the responsibility of the EC and will be handed over to the incoming Committee to ensure smooth transition.

### **7. CLUB EQUIPMENT:**

The Club has procured a laptop to conduct Club related business and activities. The EC will ensure that all Club related activity, document, media, etc. are saved properly in the Club laptop. The EC will take all reasonable steps to ensure that the laptop does not incur any damage and keep the operating system up-to-date with virus and malware protection.

The Club also has a projector and may procure external hard drives and/or thumb drives to store electronic files.

Valuable Samunder Club assets in the form of computers, PDAs, phones, printers, etc. are placed in the care of EC. Being electronic, much of this equipment is fragile and requires care. It is expected that all Samunder members will take reasonable effort to ensure that Samunder Club property is:

- Handled in a gentle manner and secured properly when being transported;
- Protected from the elements and other environmental hazards; and
- Secured in such a manner to discourage theft, especially when traveling.

### **8. ACCOUNT CREDENTIALS:**

In order to achieve the Club's stated aims and objectives the EC shall create and maintain many online profiles and accounts.

Any change to any account will be made with the written permission of the Club President. It is the duty of the outgoing EC to provide all login information to the incoming EC. It is the responsibility of the new/incoming EC to change the passwords to all accounts as soon as it is convenient.

Password Management Guidelines:



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Passwords are an important aspect of computer security. They are the front line of protection for Samunder Club accounts. A poorly chosen password or one that is shared irresponsibly may result in the compromise of Samunder Club assets. As such, all Samunder Club members and contractors are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

### **Password Protection Standards**

1. Do not use the same password for Samunder Club accounts as for other non-Samunder club account access (e.g., personal e-mail or ISP account, stock trading, benefits, etc.).
2. Do not share Samunder Club passwords with anyone, including other Club members, family members, etc. All passwords are to be treated as sensitive, confidential Samunder Club information.
3. Passwords that need to be shared (e.g. those protecting confidential documents), should not be done via any electronic means such as e-mail.
4. Do not use the "Remember Password" feature of applications (e.g., Internet Explorer, Outlook).
5. Do not write passwords down and store them anywhere. Do not store passwords in a file on ANY computer system (including PDAs or similar devices) without encryption.

If someone requests or demands a password, refer them to this document or have them contact the EC.

If an account or password is suspected to have been compromised, report the incident to the EC immediately.

### **UNACCEPTABLE USES OF SAMUNDER CLUB RESOURCES:**

Under no circumstances is a member of the Samunder Club authorized to engage in any activity that is illegal under any applicable local, state, federal or international law while utilizing Samunder Club owned resources. Additionally, the following activities are strictly prohibited, with no exceptions. The lists below do not include all possibilities, but attempt to provide a framework for activities which fall into the category of unacceptable use.

#### E-mail and Communications Activities

1. Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who do not specifically request such material (e-mail spam).
2. Composing, sending, or storing e-mail messages to solicit commercial ventures, religious or political causes, outside organizations or other non-Samunder Club related ventures.



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3. Any form of harassment via e-mail, telephone, or paging, whether through language, frequency, or size of messages.
4. Any abusive, obscene, discriminatory, racist, harassing, derogatory, or defamatory messages.
5. Mailing or posting export-controlled information or technical data to public groups on the Internet. In addition, confidential, classified, or proprietary information of either Samunder Club or its customers shall not be transmitted over the Internet or to other outside networks without prior EC and President's approval and reasonable security measures in place.
6. Utilizing e-mail to conduct and/or engage in separate business ventures unrelated to the Samunder.
7. Creating or forwarding "chain letters", "Ponzi", or other "pyramid" schemes of any type to persons or distribution lists inside or outside the Samunder Club.
8. "Spoofing" i.e., constructing an e-mail communication so that it appears to be from someone else. This is an attempt to forge e-mail messages, e-mail header information or disguise or attempt to disguise your identity when sending mail. This is the same as forging someone's identity.
9. Reading or retrieving e-mail messages not sent to them unless expressly delegated to do so by the recipient of that email.
10. Engaging in any other conduct that is contrary the moral and ethical standards of the Club.

### DISCIPLINE

Members violating provisions of Samunder Club policy are subject to discipline up to and including termination of membership. Members using the Samunder Club's e-mail, network or Internet access for defamatory, illegal, or fraudulent activities may also be subject to civil and criminal liability.

All Members are required to follow and understand the Samunder Club's Technical policies as defined in this document.