



PolyColumbus Google Account Policy

last updated June 2, 2015

Background

PolyColumbus controls the polycolumbus.org domain, and currently uses Google Apps for Non-Profits to administer both email and document collaboration, as well as document archiving.

Board members, staff members, and Advisory Board members are eligible to receive polycolumbus.org Google Accounts. These Google Accounts may include an email account, although it is possible to have a Google Account for purposes of document collaboration and/or archiving without receiving an email account. This policy governs the use of PolyColumbus Google Accounts.

Use of Email

All board members will receive an email account of the form `firstname.lastname@polycolumbus.org`. Board members may independently check and manage their PolyColumbus email account, or set the email account to forward on automatically to an existing non-PolyColumbus email account. Although the former option is recommended, the latter option is useful for those who do not expect to have a large volume of PolyColumbus-related email, and would like a reminder that email is waiting sent to an account they already check regularly.

Staff members may receive a PolyColumbus email account if approved by a relevant Committee Chair. Advisory Board members may receive a PolyColumbus email account if approved by the Executive Committee. As staff members and Advisory Board members are not required to disclose and use their real names, the format will necessarily vary (although `firstname.lastname@polycolumbus.org` is preferred).

Email aliases (e.g. `firstname@` that redirects to `firstname.lastname@`) can be set up. Email aliases are only recommended for situations where misspellings are common or where the email address will be given out verbally.

All PolyColumbus-related email correspondence must be sent within the PolyColumbus email account. This requirement allows the organization to have a record of relevant correspondence should the account holder move on from PolyColumbus.

PolyColumbus Google Accounts are not private, so account holders should realize that their correspondence can be reviewed by others within PolyColumbus if needed. However, in no circumstance will identities be impersonated.

Document Collaboration

All board members should use their PolyColumbus Google Account for PolyColumbus-related document collaboration. In rare circumstances, specialized software such as Microsoft PowerPoint or Apple Keynote may be appropriate, but the Google Apps are strongly recommended if at all feasible.

Staff members may receive a PolyColumbus Google Account for document collaboration if approved by a relevant Committee Chair. Advisory Board members may receive a PolyColumbus Google Account for document collaboration if approved by the Executive Committee. As staff members and Advisory Board members are not required to disclose and use their real names, the format will necessarily vary (although `firstname.lastname@polycolumbus.org` is preferred).

Document Archiving

All board members, staff members, and Advisory Board members should use the PolyColumbus Google Drive (accessible through their Google Account) for archiving documents. The Secretary and Historian have inherent authority to create folder structures, naming schemes, etc. for documents. Other Officers and Committee Chairs have similar authority for documents within their domain (e.g. the Treasurer for finance-related documents).

Super Admins

Google Apps for Non-Profits utilizes Super Admins, individuals who have “the keys to the kingdom.” Only the Board Chair, Executive Director, and Deputy Executive Director shall be Super Admins.

Super Admins have the technological rights to change ownership of documents within Google Drive (and hence claim edit rights). Accordingly, any current financial ledgers (e.g. not historical snapshots) **must** be managed outside of Google Drive to ensure only the Treasurer (and others with necessary edit rights) have those edit rights.



PolyColumbus Policy License

for Google Account Policy

The core of the PolyColumbus Mission is empowering individuals that either self-identify as polyamorous, open, or ethically non-monogamous, or are exploring such possibilities. Part of this empowerment comes from serving organizations with similar goals by documenting best practices and creating other resources for successfully running such an organization.

Good policies facilitate the orderly and sustainable growth of communities and events that advance the PolyColumbus Mission, whether in the Columbus, Ohio area or elsewhere.

PolyColumbus does not claim a monopoly on wisdom. What we do claim is fifteen years (and counting) as an organization, and leadership with relevant and valuable education, experience, and training. We have confidence in the policies we draft, as well as the humility to revise them when necessary in light of experience.

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More details are available at <http://creativecommons.org/licenses/by/4.0/>.

Please contact our board of directors at board@polycolumbus.org with any questions or comments on using our policies.

