



CAMBA

Capital Area Muslim Bar Association

COMMUNICATIONS AND SOCIAL MEDIA POLICY OF THE CAPITAL AREA MUSLIM BAR ASSOCIATION

I. OVERVIEW

The Capital Area Muslim Bar Association (“CAMBA”) is committed to facilitating productive and engaging communications among legal professionals within the Capital Area community. CAMBA administers the cambadc.org mailing list (the “Mailing List”), the Muslimlawyer Yahoo listserv (the “Listserv”) and other social media accounts (“Social Media”).

In keeping with CAMBA’s mission to foster a fellowship among diverse Muslim and non-Muslim legal professionals, CAMBA does not tolerate any communications that include defamatory, abusive, profane, threatening, offensive or illegal materials. Additionally, as a voluntary bar association and tax-exempt Internal Revenue Code section 501(c)(6) organization, certain types of communications, such as political endorsements, among others, may not be appropriate for CAMBA. Accordingly, the CAMBA webmaster (the “Webmaster”) and the CAMBA communications chair (the “Communications Chair”) – who are responsible for overseeing the administration of the Mailing List, Listserv and Social Media – reserve the right to edit, accept or reject any communication deemed inappropriate for general dissemination.

Official CAMBA communications will be sent from either cambadirectors@gmail.com or cambawebmaster@gmail.com. Non-official CAMBA communications are those of the authors and do not reflect CAMBA’s policies, editorial concurrence, or endorsement. All Mailing List, Listserv and Social Media communications are public domain and are archived.

II. SUBSCRIPTIONS

CAMBA administers several modes of communication such as the Mailing List, Listserv and Social Media. By remaining subscribed to the Mailing List or Listserv, subscribers agree they have read, and will follow, this Communications and Social Media Policy (the “Policy”).

1. **The Mailing List** is the official and primary means of communication from the CAMBA Board to the CAMBA community. The CAMBA Board uses the Mailing List to share information about CAMBA events, professional opportunities and other issues relevant to

the CAMBA community. Subscription to the Mailing List is open to all and you may join at www.cambadc.org. Subscription to the Mailing List, absent a membership application and payment of annual dues, does not constitute CAMBA membership. To receive exclusive benefits and to access information available on the website's "Members Only" section, CAMBA encourages all persons within the CAMBA community to become a dues-paying member.

2. **The Listserv** (muslimlawyer@yahoogroups.com) enables subscribers to share information about relevant legal issues, upcoming events and professional opportunities with the CAMBA community. Unlike the Mailing List, the Listserv is an open medium of communication where subscribers can directly respond to any postings. Since the Webmaster and Communications Chair reserve the right to moderate Listserv communications, please refer to the "Listserv Guidelines" below prior to sending any communications on the Listserv. Subscription to the Listserv is open to all and you may join by sending a blank e-mail to muslimlawyer-subscribe@egroups.com. Similar to the Mailing List, subscription to the Listserv does not constitute CAMBA membership.
3. **Social Media** networks are fast becoming efficient and effective tools of communication used by the legal community. The success of CAMBA's social media presence depends on ensuring that members are aware of, and actively engaging with, CAMBA through Social Media. CAMBA primarily uses Facebook and LinkedIn for its presence on Social Media to provide programmatic and other information about CAMBA, but may also utilize other Social Media platforms that will be governed by this Policy. Subscription to, or participation in, one of CAMBA's Social Media networks does not constitute CAMBA membership.

III. LISTSERV GUIDELINES

1. General Use

- a. **Subject Line:** Provide a useful subject line that reflects your message's content to help your colleagues prioritize their reading. Remember to modify the subject line as the message topic evolves. CAMBA recommends using key words such as "CAREER", "JOB OPPORTUNITY" or "REFERRAL" to clearly identify the nature of your message.
- b. **Replies:** Please keep in mind that there are a large number of subscribers to the Listserv, and communications can result in a voluminous amount of messages in subscribers' inboxes. Accordingly, be judicious in your use of the "Reply All" button. CAMBA reserves the right to reject messages that abuse these procedures.
- c. **Tailored Message:** Limit your message to the issue being addressed. If another person posts a comment or question that is off subject, **do not use "Reply All"** to send your response to the entire Listserv.

2. Listserv Etiquette

- a. **Be Germane:** Messages posted to the Listserv must relate to legal issues, events, or opportunities of interest to the community at large. Although we encourage

subscribers to request and exchange information, the Listserv is not a legal referral service. Information posted on the Listserv does not constitute legal advice from CAMBA nor does it create an attorney-client relationship between CAMBA and any person or entity.

- b. Be Polite: Do not post comments to the Listserv that you would not say to a colleague or other professional. Do not forward a personal email without the original author's express permission.
- c. Be Respectful: Do not "flame," challenge or attack others. Flaming includes derogatory comments, ridicule, excessive sarcasm and innuendo. Listserv discussions are meant to stimulate conversation, not create contention.
- d. Be Meaningful: Ask questions. Offer answers. Share your knowledge.

IV. SOCIAL MEDIA GUIDELINES

The Social Media Guidelines are intended to dictate the content and behavior that will be used by the CAMBA Board, committees, members and subscribers to ensure that CAMBA's participation and interaction with Social Media strives to promote the interests of CAMBA and its members. Any posts, "likes", or comments are those of the authors and do not reflect CAMBA's policies, editorial concurrence, or endorsement.

Therefore, CAMBA encourages members who use the following Social Media platforms to:

1. Facebook

- a. Become a "fan" of the CAMBA group or "like" the official CAMBA page on Facebook;
- b. Invite Facebook friends to "like" and/or become "fans" of the CAMBA group and CAMBA official page;
- c. Check the CAMBA page and CAMBA group for recent posts, events, etc.;
- d. "Like" posts and/or pictures, if appropriate;
- e. Mention CAMBA in a post on your personal page, if appropriate; and
- f. Share a Facebook post about your work, or CAMBA's work or events.

2. LinkedIn

- a. Become a member of the "Capital Area Muslim Bar Association" LinkedIn page;
- b. Invite other professional to become a member or to follow CAMBA;
- c. Check the CAMBA page for recent posts, events etc.;
- d. Mention CAMBA in a post on your personal page, if appropriate; and
- e. Share a LinkedIn post about your work, or CAMBA's work or events.

(Adopted February 16, 2017)