

**DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE  
EMAIL DOMAIN USAGE PROTOCOL**

**1 Context**

The Central Societies Committee (CSC) maintains an email domain @csc.tcd.ie to provide both the CSC and each society under its aegis with a means of communication with one another and to facilitate each society's communication with its members. The provision of a society account on @csc.tcd.ie domain is with the understanding that it is used solely for the purpose of transacting that society's business.

The CSC is concerned at the growth of email saturation whereby the quantity of emails received by societies undermines the fundamental purpose of having a society email address.

Furthermore, many individuals or groups (internal or external) wish, for their own purposes, to communicate with specific groups of societies through email, and of particular concern is mass or bulk email to society accounts. Mass or bulk email, by definition, is unsolicited email sent quickly in large quantities including emails of very similar content sent individually in quick succession.

**2 Purpose of this Protocol**

The purpose of this protocol is to provide guidance for those wishing to communicate with, or disseminate information to, a society or number of societies by email through email addresses within the @csc.tcd.ie domain. The protocol applies to all students who are not members of the particular society/societies, all individual members of college staff, societies, departments, both academic and administrative, and other third parties wishing to utilise the @csc.tcd.ie domain. Hereafter the use of the term "external party" shall be understood to refer to all students who are not members of the particular society/societies, all individual members of college staff, societies, departments, both academic and administrative, and other third parties.

**3 Definition of CSC and Society Business**

As stated in section 1 above, the provision of a society account on @csc.tcd.ie domain is with the understanding that it is used solely for the purpose of transacting that society's business.

- 3.1 Information sent to, or requests made of, each society or its individual committee members by means of email on the @csc.tcd.ie domain by CSC Officers, or members of the CSC Executive, or CSC Staff, in fulfilment of their respective duties are, by definition, CSC business.
- 3.2 Information sent by, or requests made of, each society member by means of email from the society's generic email address or a committee members society email address, shall be considered society business provided that such emails furnish information pertaining to society meetings or events or activities which further the objectives of the society. Similarly, emails calling committee or general meetings of the society, for the purposes of administration, or for elections shall be considered society business.
- 3.3 Each society is wholly defined by the objectives listed in its constitution as recognised and recorded by the CSC. Societies therefore cannot espouse, promote or advocate for any position, subject or issue that falls outside its defining objectives.
  - 3.3.1 Information sent by, or requests made of, each society member by means of email from the society's generic email address or a committee member's society email address, pertaining to any subject or issue outside of the society's constitutional objectives is not society business.

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- 3.3.2 If a request is made of a society or its individual committee members by an external party by means of email on the @csc.tcd.ie domain pertaining to the society's constitutional objectives, both the request itself and the reply to such a request can be considered society business provided that the content of the reply is agreed by the society committee and does not deal with matters that are outside of the society's constitutional objectives.
- 3.3.3 If a request is made of a society or its individual committee members by an external party by means of email on the @csc.tcd.ie domain pertaining to any subject or issue outside of the society's constitutional objectives, the email is, by definition, not society business. Any reply to such a request either by individual committee members or by the committee acting in concert is also, by definition, not society business.

**4 Central Societies Committee Email Domain Usage**

- 4.1 Use of email addresses on the @csc.tcd.ie domain by an external party for the purpose of a single, unsolicited mailing is allowed provided the email adheres to 3.3.2 above.
- 4.2 Use of email addresses on the @csc.tcd.ie domain the purpose of unsolicited mass mailing is confined to CSC Officers, or members of the CSC Executive, or CSC Staff, in fulfilment of their respective duties.
- 4.3 Use of email addresses on the @csc.tcd.ie domain by an external party for the purpose of unsolicited mass mailing without express permission of the CSC is prohibited.
- 4.4 In the instance that an external party wishes to send an unsolicited mass mailing on the @csc.tcd.ie domain, permission should be sought by email to communications@csc.tcd.ie. The external party seeking such permission should outline the content of the proposed email and its relevance to the societies to which the email is to be sent bearing in mind 3.3.2 and 3.3.3 above. If the proposed email is judged to be pertinent to the proposed recipients, it will be sent by a member of CSC staff to the relevant societies on behalf of the external party.
- 4.5 Societies found to be in breach of sub-section 3.3.1, sub-section 3.3.3 or section 4.4 above may have such penalties imposed upon them including but not limited to those set out under the CSC Recognition Policy.
- 4.6 An external party found to be in breach of this protocol will be reported to the appropriate authorities and blacklisted from sending emails to accounts on the @csc.tcd.ie domain.
- 4.7 Abuse of society email lists may also be considered to constitute a breach of the College Code of Conduct relating to use of computing facilities.