

## GUIDELINES FOR UEA COMMUNICATIONS

- All Association communications must indicate “UEA Business” on the outside of the envelope or in the subject line of an e-mail transmission.
- A copy of any communication shall be forwarded to the UEA office for the official Association record.
- Association communications are not subject to review or approval.
- UCS communication systems or the U.S. Mail may be used for UEA communication.
- Campaign materials to be distributed must follow the Campaign and Elections Procedures.
- All communications shall indicate who the originator is and whether he/she is speaking as an individual or on behalf of a group.
- It is the responsibility of the Association Representative to distribute to the designated recipient(s) or post any messages or materials that meet these guidelines.