

UGA SCHOOL OF LAW LISTSERV POLICY

I. Types of Listservs

A. Required Listservs

1. A listing of required Administrator, Faculty, Staff, and Student listservs is available on the [School of Law website](#).
2. Only School of Law administrators, faculty, and staff may send messages on the Required listservs. These listservs do not accept postings from students.
 - a. When sending emails to the listserv, the sender must use their individual UGA email account. Emails originating from a third party account (Gmail, Yahoo, Hotmail, etc.) will not be delivered to the listserv.
3. Administrators, faculty, staff, and students cannot unsubscribe from Required listservs.
4. Administrators, faculty, staff, and students are expected to read, heed, and act upon email messages as appropriate in compliance with [UGA Faculty & Staff Email policies](#) and [UGA Student Email policies](#).

B. Voluntary Listservs

1. A listing of approved Voluntary listservs is available on the [School of Law Website](#).
2. Administrators, faculty, staff, and students may send messages on the Voluntary listservs.
 - a. When sending emails to the listserv, the sender must use their individual UGA email account. Emails originating from a third party account (Gmail, Yahoo, Hotmail, etc.) will not be delivered to the listserv.
3. Administrators, faculty, staff, and students may [unsubscribe](#) from and/or [resubscribe](#) to Voluntary listservs whenever they choose.
4. All Voluntary listservs are moderated. Any messages sent to these listservs must be approved by the moderator before they can be delivered to the listserv.
 - a. A School of Law employee will be charged with the responsibility of moderating these listservs.
 - b. Until further notice, the moderator is the, Associate Director of Student Affairs.

- c. The moderating function will be exercised during weekday working hours (Monday-Friday, 8:00am-5:00pm).
5. Administrators, faculty, staff, and students are expected to read, heed, and act upon email messages as appropriate in compliance with [UGA Faculty & Staff Email policies](#) and [UGA Student Email policies](#).

II. Posting to the Listservs

A. Guidelines for Postings on All Listservs (Required & Voluntary)

1. All postings must be consistent with UGA rules and guidelines including, but not limited to, the [Solicitation Policy](#), [Enterprise Information Technology Services policies](#), the [Student Code of Conduct](#), the [Non-Discrimination and Anti-Harassment Policy](#), and the law school's [Faculty Policy on Professionalism](#).
2. Postings must also comply with all relevant laws of the State of Georgia and the United States.
3. Commercial advertisements and private money-making enterprises unrelated to lawyers' professional development, as well as spam or solicitation without a UGA-issued permit are prohibited.
4. When sharing postings related to university-sponsored business/events that fall outside of the School of Law, be sure to identify the university department or organization that is associated with the announcement.
5. No explicit advertisement of the sale or distribution of alcoholic beverages is permitted.

B. Additional Guidelines for Postings on Required Listservs

1. Required listservs are used to inform administrators, faculty, staff, and students of official law school events, requirements, deadlines, etc.
 - a. Required student listservs may also be used to inform students of events, workshops, and opportunities provided by the law school's Career Development Office, Academic Enhancement Program, Student Affairs office, or similar.
 - b. Student requests to send messages via the Required Administrator, Faculty, and Staff listservs should be directed to the Associate Director of Student Affairs.
2. Messages related to student organization meetings, events, projects, achievements, fundraisers, or similar matters are prohibited from all Required listservs with the exception of:
 - a. Announcement of executive/editorial board members and selected publications for official UGA Law Journals.

- b. Student achievements in faculty/staff-led competitions such as Moot Court, Mock Trial, or similar.
- c. Charitable events that depend upon full participation of the law school community (ex: Legal Food Frenzy, Equal Justice Foundation Auction, etc.).

C. Additional Guidelines for Postings on Voluntary Listservs

1. Voluntary listservs are designed to provide an outlet for students to communicate messages that relate to one of the following categories:
 - a. Announcements by officers of recognized law school student organizations concerning meetings, events, projects, achievements, fundraisers, or similar matters.
 - b. Lost and found messages posted by individual students concerning property lost or found in the law school.
 - c. The lawful buying and selling of athletic tickets (limited to the LAWSTU-TRADE listserv).
 - d. Student-to-student information exchanges regarding housing or roommate offers/needs (limited to the LAWSTU-TRADE listserv).
2. Messages sent on the Voluntary faculty/staff listserv should be limited to those in which law school faculty and staff may have a reasonable interest.
3. Officers of recognized law school student organizations may also choose to “sponsor” messages from other student or non-profit organizations that are not affiliated with the law school as long as messages align with the mission of the “sponsoring” law school student organization. The non-law school organization associated with the announcement and the “sponsoring” law school student organization must be clearly identified in the message sent to the listserv.
4. The posting rules shall be construed liberally by the moderator of the Voluntary listservs.

Revised: April 3, 2019

Approved: April 17, 2019