**MEMBERSHIP DATABASE MANAGER**

**POLICY: A Policies and Procedures Manual, subject to the approval of the Council, will be maintained and will contain adequate instructions to insure consistent compliance with both the letter and the intent of the Society’s Bylaws.**

**REFERENCE based on the current ACGS Bylaws (2024) state:**

**Article IV: Organization, Indemnification**

Section A: Organization:

Subsection 2: Members of the Society will comply with these Bylaws and perform their duties in accordance with the Society’s governing documents and applicable laws. No member of the Society will receive any salary or compensation from the Society other than reimbursement for out-of-pocket expenses.

Section B: Indemnification

Subsection 1: The Society will, to the fullest extent permitted by law, indemnify each person who serves at any time as a Council member, officer, trustee or other official of the Society against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, incurred or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification will be provided for any such person with respect to any proceeding initiated by such person against the Society, a Council member, an officer, a trustee or another official of the Society or any matter as to which he or she will have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the Society; and further provided that any compromise or settlement payment will be approved by a majority vote of the Council members at a meeting at which a quorum is present. The indemnification provided hereunder will inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article IV, Section B will be in addition to and not exclusive of all other rights to which any person may be entitled.

Subsection 2: This Article IV, Section B constitutes a contract between the Society and the indemnified Council members, officers, trustees and other officials of the Society. No amendment or repeal of the provisions of this Article IV, Section B that adversely affects the right of an indemnified Council member, officer, trustee or other official under this Article IV, Section B will apply to such Council member, officer, trustee or other official with respect to those acts or omissions that occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

**Article VIII: Officers and Officials:**

Section B, Subsection 4:Other appointed officials. The following Society officials are nominated by the Chieftain and approved by the Council but are not officers or Council members: Chaplain, Newsletter Editor, Yearbook Editor, Librarian, Historian, Webmaster, Piper and Membership Database Manager.

Section L: Time for Holding Office: The term of office for each Council member, officer and other officials will commence with the adjournment of the Gathering at which he or she is elected or appointed, except for Area Deputy Chieftains, whose terms of office will commence on January 1 of the year following the Gathering at which they were appointed and end on the third annual December 31.

**PROCEDURES:**

 In order to ensure maximum privacy and accuracy, a single person, the Membership Database Manager (MDM), is designated to be the caretaker of the official ACGS membership database. The membership database is an on-line leased database from MembershipWorks. MembershipWorks is responsible for maintenance, updates, security, and backup of the database. Access to these data is strictly managed by the MDM with full administrative rights held by the minimum number of people on a need-to-know basis. Currently those individuals are the MDM and the Ranking Deputy Chieftain.

*The Membership Databased Manager will:*

* Database development
	1. Ensuring the software can collect data necessary in managing members’ demographic and financial data
	2. Monitor the informational needs of the Society:
		1. These include information about members and their financial information, the ability to produce mailing lists of members on a regular or ad hoc basis, and management of any and all subsets of the database;
		2. Data are likely to be accessed by multiple people requiring suitable checks and balances for maintaining integrity of all data (see Training).
	3. Ensuring the configuration of the database software will manage the information appropriately:
		1. Ensure database can be expanded or modified in consideration of future needs;
* Database security
	1. Monitor the policy and procedure for ensuring the privacy and confidentiality of the Society’s data is secured
	2. Accessibility and the security of the Society’s data being accessed by approved person(s);
	3. Ensuring as much as is practical, that circumvention of security controls, “hacking”, cannot occur;
	4. Any potential or real security incident must be reported, managed and repaired by the MDM in conjunction with MembershipWorks
* Use of data
	1. General society usage is limited to the Ranking Deputy Chieftain, Assistant Chieftain, the Treasurer, the Registrar and the MDM. If data are required by other members of Council or the Board of Trustees, a request for these data, via email and/or mail, must be sent to the Membership Database Manager;
	2. On receipt of such a request, the Membership Database Manager will ensure the request is from a member with genuine reason for such access;
		1. Clarification of that request, if needed, can be by phone, text and/or email;
		2. Reports including the data requested may then be produced
	3. Any changes to a member’s personal information can be provided to the MDM but information including any individual member’s personal data cannot be provided to any other member with the exception of the Assistant Chieftain, the Treasurer, the Registrar and the MDM.
	4. Personal member usage is available to all members in good standing:
		1. All current members have access to their personal data in the membership database, a subset of their data called Public data. Public data are only those fields designated by each member that are viewable by anyone else with access to the membership database.
		2. Members have access to their data, and only their data, after logging in with their user ID and password. They cannot access any other member’s data other than to view, but not alter, their Public data only;
		3. All current members have access to the general membership database for the purpose of perusing the database for members. This is the equivalent of the published and printed listing of members. This is on a view only basis and they cannot change any data.
	5. Reinstatement of member for non-payment of dues:
		1. A member who has been suspended from membership for non-payment of dues may be reinstated upon written request to the Treasurer and payment of dues ( current dues plus one year missed dues).
		2. Notice of reinstatement will be sent to the Membership Database Manager.
	6. Reinstatement of resigned member:
		1. A member who has resigned from the Society in good standing, will be reinstated upon written request to the MDM.
* Standards of usage of data
	1. Unacceptable Use:
		1. No data can be obtained and/or used from the Society’s database(s) without the prior approval of the MDM, the Council or the Board of Trustees for the following purposes:
			1. Advertising;
			2. Personal gain by anyone;
			3. Releasing data in any form of public media, publications or similar;
		2. Monitoring MDM will monitor access to the database(s) and ensure appropriate people have accessed it and that the data have been utilized in an appropriate manner. Such monitoring procedures will be determined by the MDM;
			1. No data within the Society’s database(s) will be used for any illegal activities.
* Training users
	1. Any member wishing to access their public data should be encouraged to seek guidance from the MDM
	2. Increase awareness by members of their access rights
	3. Provide training as needed

*Society Support for the Membership Database Manager:*

* The officers and Council members of the Society will carry out timely communication of Society business that requires action by the MDM.
* Any other policies and procedures that impact in any manner the Society’s data must be reviewed by the MDM prior to any usage or implied usage within those other Policies and Procedures
* Members are encouraged to make timely requests for data assistance to the MDM when such is necessary.

**APPROVED**

**Approved by ACGS Council September 2024**

**Periodic review by ACGS Council: 2025**