**INFORMATION TECHNOLOGY (IT) COMMITTEE**

**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)**

**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: Elected and Appointed Officers and OfficialsSubsection 1: Elected. The officers and Council members of the Society elected by the General Assembly will be:

Chieftain, Ranking Deputy Chieftain, Scribe, Registrar, Treasurer, Chancellor

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, Area Deputy Chieftains (three (3) year terms).

**Article X: Standing Committees**

Section H: Information Technology Committee: The Information Technology Committee will be appointed by the Chieftain and approved at the annual Council Meeting for a two (2) year term. The committee will consist of the Treasurer, the Web Master and other members as needed. The Chair to be selected by the members. It will be the duty of the committee to manage the membership data base, the Society web site and other technology needs as necessary.

**PROCEDURE:**

These procedures apply to any database(s) maintained by the Society. At present the only database maintained by the Society is the Membership Database. This is an on-line leased software that holds all the Society’s membership data. Members who are current have limited access to this database via a password system. The degree of access is limited by the IT Manager of the Society

*The IT Committee is responsible for:*

* Database(s) Development:
	+ Determining the informational needs of the Society;
		- 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 all database(s);
		- Data are likely to be accessed by multiple people requiring suitable checks and balances for maintaining integrity of all data;
	+ Seeking a variety of software platforms that can manage these needs;
		- Exploring all options for hosting the Society databases such as cloud based, VPN, local computer based, and any others deemed appropriate;
		- Selecting a suitable software platform.
		- Selecting a suitable database(s) for managing the information needs of the Society;
		- Determine the cost and affordability of software, including ongoing costs;
	+ Ensuring the configuration of the database software will manage the information appropriately;
		- Ensuring necessary, needed and ad hoc reports can be generated from the database software;
		- Monitoring maintenance of the database software including timely and appropriate back up of all data
		- Ensure database can be expanded or modified in consideration of future needs.
		- Designation of an Information Technology (IT) Manager will be the responsibility of the IT Committee. At present the Chair of the IT Committee will assume the role of IT Manager until such time the IT Committee decides to alter that status.
* Database(s) security:
	+ Confidentiality of Data
		- Develop a policy and procedure for the privacy and confidentiality of the Society’s data. This must include the following:
			* Accessibility and the security of Society’s data being accessed by approved person(s);
			* Ensure security and confidentiality of the Society’s data when accessed via any form of remote desktop access software;
			* Ensuring as much as is practical, that circumvention of security controls, “hacking”, cannot occur;
			* Any potential or real security incident must be reported, managed and repaired by the IT Manager;
			* Any type of software installation that provides any degree of access to the Society’s data must be the responsibility of the IT Manager;
				+ Such software installation only applies to computer hardware owned by the Society.
* Use of Database:
	+ General Society Usage
		- The only personnel to have some or all of the ability to produce reports, change entered data, add new data to the Society’s data will be the Assistant Chieftain, the Treasurer the Registrar, and the IT Manager. If data are required by other members of Council or the Board of Trustees, a formal request for these data, via email and/or mail, must be sent to the IT Manager;
			* On receipt of such a request, the IT Manager, or his/her designee, will ensure the request is from a member with genuine reason for such access;
			* Clarification of that request, if needed, can be by phone, text and/or email;
			* Reports including the data requested may then be produced but will not include any personal identifiable information;
	+ There may be exceptional circumstance that require release in a report of some personal information. The person requesting and those using such a report, must agree to and sign a confidentiality agreement as approved by the IT Committee from time to time;
		- * Any changes to a member’s personal information can be provided to the IT Manager or his/her designee 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 IT Manager;
	+ Personal Member Usage
		- Until such time that there is an intra-Society database, individual Email and instant messaging guidelines will not be outlined or detailed here.
		- All current members have access to their personal data in the membership database. They have the ability to change some of their personal data after accessing that via their login and password. They cannot access any other member’s data other than to view their limited data only
		- All current members have access to the general membership database for th 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,
* Standards of Usage
	+ Unacceptable Use
		- No data can be obtained and/or used from the Society’s database(s) without the prior approval of the IT Committee for the following purposes:
			* Advertising;
			* Personal gain by anyone;
			* Releasing data in any form of public media, publications or similar;
	+ Monitoring and Privacy
		- The IT Manager or designee 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. How such monitoring is completed will be the responsibility of the IT Manager or designee.
		- No data within the Society’s database(s) will be used for any illegal activities.
* Equipment and Software
	+ Society Owned Equipment
		- Any computer(s) or computer like device(s) purchased by the Society will be for the exclusive use of the Society and Society members;
		- Any such equipment will be identified by type, serial number and any other identifying characteristics;
		- Each piece of such equipment will be labeled with a label identifying it as Society equipment;
		- The location of each piece of equipment so identified and labeled will be maintained by the IT Manager or his/her designee.
* Non-Society Owned Equipment
	+ Use of computer or computer like equipment for the purpose of accessing the Society’s database(s) other than those computers owned by the Society, will be approved by the IT Manager or his/her designee;
	+ The security of such personal equipment must also be approved by the IT Manager or his/her designee including any and all firewalls and anti-viral software;
	+ Access to the Society’s database(s) that involves any form of access to the Internet must be pre-approved by the IT Manager or his/her designee.
* Applicability of Other Policies
	+ Any other policies and procedures that impact in any manner the Society’s data must be reviewed by the IT Committee prior to any usage or implied usage within those other Policies and Procedures.

*The Society is Responsible for:*

* The Society will provide appropriate policies and procedures for management of the Society’s data.
* The Society will carry out timely communication of Society business that requires action by the committee.

**APPROVED**

**Approved by ACGS Council and AGM October 2023**

**Periodic review by ACGS Council: 2027**