Thrissur Management Association (TMA)

www.trichurmanagementassociation.com

WhatsApp Policy

Document Version History

Ver. No.	Publishing Date	Brief Description of Change(s)
01	03 Feb 2020	New document.

1. Objective of this document

This document outlines the following.

1. Constitution of TMA WhatsApp Policy Committee.
2. Official TMA WhatsApp groups.
3. Policy regarding what shall and shall not be posted in official TMA WhatsApp groups.
4. Actions to be taken in case of policy violations.
5. Guidelines for administration of TMA official WhatsApp groups.
6. Guidelines for institutionalization of TMA WhatsApp Policy.

2. TMA WhatsApp Policy Committee

TMA WhatsApp policy committee will comprise of the president, secretary, and up to a maximum of 4 other members of TMA Management Committee nominated by the president.

In case of ambiguity in TMA WhatsApp Policy, providing clarifications and interpretations will be responsibility of the committee. The decision of the committee will be final and binding in matters related to policy violations.

Each member of the WhatsApp policy committee has the power to call out policy violations in any of the TMA official groups.

Revisions to TMA WhatsApp policy will be done from time to time by the committee through discussions and mutual agreement.

3. Official TMA WhatsApp Groups

The following two groups are recognized as official TMA WhatsApp groups.

TMA Official Group 1 – TMA Management Committee Group

This group will consist of the members of TMA Management Committee, plus TMA staff member(s) designated by the president. The president, secretary, members of TMA WhatsApp Committee, and TMA staff member(s) designated by the president will serve as administrators of this group.

TMA Official Group 2 – General TMA Members Group

This group will consist of all TMA members who are interested to be part of this group, plus TMA staff member(s) designated by the president. The president, secretary, members of TMA

WhatsApp Committee, and TMA staff member(s) designated by the president will serve as administrators of this group.

Other TMA Official Groups

Other than the above officially recognized groups, temporary groups may be formed for specific purposes like organizing and running an event or programme. For example, a SYMP group may be formed for the purpose of coordinating activities of Shaping Young Minds Programme (SYMP). Such adhoc temporary groups may be deemed as official only if it is representative of an officially declared committee, and the president has given explicit consent for the formation of the WhatsApp group. The respective committee head(s), president, secretary, and TMA staff member(s) designated by the president will serve as administrators of this group.

4. What may be posted in TMA Official WhatsApp Groups

TMA Official Group 1 (MC Group)	1. Information and discussions on TMA activities, and events. 2. News or information related to All India Management Association (AIMA) or other Local Management Associations (LMA). 3. Important news or information related to TMA members like their accomplishments, demise etc.
TMA Official Group 2 (General Members Group)	1. All messages that qualify for Group 1 above. 2. Confirmed or verifiable external news related to management or business. 3. Inspiring messages without religious or political connotations.
Other TMA Official Groups	Only information and discussions directly related to the respective group.

5. What shall not be posted in TMA Official WhatsApp Groups

The following shall not be posted in any of the TMA Official WhatsApp Groups. This applies to all kinds of media like text, audio, photo, video, GIF, stickers etc.

1. Messages with religious or political connotations.
2. Information that cannot be verified easily via Google, or mainstream media.

3. Prolonged back and forth discussions on the same topic.
4. Messages of personal nature that is likely to hurt the sentiments of one of more persons in the group.
5. Messages that are likely to spread negativity, hatred, or animosity.
6. Messages with vulgarity or sexually explicit content.

TMA staff member(s) may not post messages in any of the TMA official groups unless explicitly granted permission by the president or secretary for official TMA matters.

6. Actions for Policy Violation

If a member of any TMA official groups posts a message in contravention of the policy laid out in this document:

1. Any member of TMA WhatsApp Policy Committee may call it out to the violator, either in the same group, or in private, as per his or her own discretion, and inform the other committee members.
2. The committee member will deliver a remediation request to the violator. As part of remediation, the violator should either delete the violating message(s) from the group, or post a regret message in the same group for violating the policy.
3. If the remediation request was delivered by WhatsApp to the violator, and the committee member does not receive a "read receipt" within a reasonable amount of time (as determined by the committee member, but subject to a maximum of 12 hours), the violator will be deemed to have read it.
4. Once the violator receives the remediation request, the violator should remediate immediately, failing which, the committee member shall remove the violator from the WhatsApp group. The removal will be in effect for a minimum of 72 hours.
5. Once removed, the violator has to request the president or the secretary to reinstate him or her back into the WhatsApp group. The president or secretary may demand a written request in case of repeat violations.
6. Subject to fulfilment of #5 above, the WhatsApp committee will make a decision on when to reinstate the violator back into the WhatsApp group, subject to the 72 hour criteria mentioned in point # 4 above.

7. Administration of WhatsApp Groups

Whenever a new member joins TMA, the designated TMA staff member will ensure that he or she is added to TMA Official Group 2.

Whenever a member leaves TMA or passes away, the designated TMA staff member will ensure that he or she is removed from all official TMA groups.

During the first month of every TMA year, the designated TMA staff member will ensure that all TMA Official Group 1 (MC Group) is updated with the current members of TMA Management Committee.

8. Institutionalization of WhatsApp Policy

The secretary will circulate every new version of this policy document to all TMA members via email, and via all official TMA WhatsApp groups prevalent at that point of time.

In the first month of every TMA year, the secretary will communicate to all TMA members via email, and via all official TMA WhatsApp groups the constitution of TMA WhatsApp committee.

Every new member joining TMA will be given a copy of the TMA WhatsApp Policy in effect.