

Technology Access and Records Control Policy New Braunfels Art League (NBAL)

1. PURPOSE

The purpose of this policy is to protect the digital assets, records for operational continuity of NBAL. This policy will ensure that all technology related systems, accounts, files and passwords belong to NBAL and remain under the control of the organization and are properly transferred when leadership roles change. NBAL technology resources are organizational property and must never remain under the sole control of any single individual.

2. SCOPE

The policy applies to all positions that involve access to NBAL technology or records, including but not limited to:

President, Officers, Board Members, Team Leaders, Committee Leaders, Docents, Volunteers, Accountants & Bookkeepers, and Contractors managing digital services.

This policy covers all NBAL technology resources including:

Email Accounts, Cloud storage systems, Social media accounts, Websites and domain registrations, Financial programs, Membership platforms, Software subscriptions, Shared drives or documents, Email domain server, Password management systems, Building access, and Hardware and equipment owned by NBAL.

3. ORGANIZATIONAL OWNERSHIP OF DIGITAL AND PHYSICAL ASSETS

All technology accounts, records, data, documents and passwords created or used for NBAL business are the exclusive property of NBAL, regardless of who created or managed them. Individuals serving in NBAL roles act only as temporary custodians of these assets. No officer, board member, volunteer or contractor may claim personal ownership or exclusive control over NBAL technology systems or information.

4. REQUIRED DOCUMENTATION OF TECHNOLOGY ASSETS

NBAL Technology Team will maintain a secure internal record of all organizational technology assets electronically and by secure paper records including:

Platform or service name

Account owner or administrator

Associated email addresses

Access credentials or password management location

Renewal and billing information

NBAL accounts must be registered under organizational email addresses rather than personal emails.

5. LEADERSHIP TRANSITION REQUIREMENTS

A Technology Team access check list shall be used requiring the signature of outgoing and incoming persons in all positions. Outgoing officers, board members and team leaders must transfer all NBAL technology information before the end of their term or resignation.

This includes:

All user names and passwords

Administrative access accounts

Cloud storage folders and docs

Website and hosting access
Social media logins and recovery settings
Software licenses and subscriptions
Files stored on personal devices related to NBAL

6. PROHIBITED ACTIONS

The following actions are strictly prohibited:
Withholding NBAL passwords, accounts or digital records
Maintaining exclusive control of NBAL technology systems
Deleting NBAL data or accounts without authorization
Transferring NBAL accounts to personal ownership
Refusing to provide access during leadership transition
Setting up new accounts with personal credit cards

7. ENFORCEMENT AND CONSEQUENCES

Responsibility for enforcement and consequences resides with the New Braunfels Art League Executive Board in coordination with the Technology Team leader & Team members.

Failure to comply with this policy may result in serious action including:
Immediate removal from your position
Revocation of all organizational privileges and access
Recovery of NBAL property through formal demand
If an individual knowingly withholds NBAL digital assets or refuses to provide required access, the organization may pursue all remedies available to recover its property including legal action.

8. POLICY ADOPTION

This policy becomes effective upon approval by the Board of Directors and applies to all current, past and future officers, board members and volunteers of NBAL.

President

1st VP Gallery

2nd VP Jury/Shows

3rd VP Publicity

Parliamentarian

Secretary

Treasurer

Assistant Treasurer

President Emeritus

Technology Leader