

**DEMOCRATIC PARTY  
OF  
HAWAI'I  
MEMBERSHIP DATABASE  
POLICY**

**DPH Constitution – Article I, Section 4.** “The Secretary of the State Central Committee shall be the official custodian of the membership records of the Democratic Party of Hawai‘i.”

**DPH Bylaws – Article I, Section 6A.** “The State Central Committee shall establish the policy of who has access to the computer membership records and who may make changes thereto and the Secretary of the State Central Committee shall oversee the implementation of the State Central Committee policy regarding access to the membership database.”

*The Secretary of the Democratic Party of Hawai‘i, in consultation with the Party Chair, Vice Chair, Assistant Secretary, and members of the Executive Committee recommends these policies for access to and use of the Membership Database to the State Central Committee for its approval.*

The State Central Committee believes a current and accurate Membership Database is an incredibly valuable asset and powerful tool, when used responsibly and effectively. It is also important that safeguards be established to protect the privacy of our members. To ensure this continues to be the case and to minimize abuse, these policies have been established.

Only those members holding the positions listed will have access to the Membership Database as described in this policy. No one otherwise will be given access.

Prior to being granted access to the Democratic Party of Hawaii’s Membership Database, each person must be given a copy of this DPH Membership Database Policy and will be required to sign the DPH Database Policy Agreement (attached at the end of this policy). Those that do not sign this policy agreement will not be granted access to the DPH Membership Database.

## **THOSE WHO HAVE ACCESS TO PARTY DATABASE RECORDS**

- State Party Chair and State Party Vice Chair
- SCC Secretary and Assistant Secretary
- SCC Treasurer and Assistant Treasurer
- National Committeeman and National Committeewoman
- SCC Members
- SCC Standing Committee Co-Chairs
- County Chair and County Vice Chairs
- County Secretaries and Assistant Secretaries
- County Treasurers and Assistant Treasurers
- Region Chairs (O'ahu), House District Chairs and Precinct Council Members
- Caucus Chairs and Secretaries (Vice Chairs, if designated by the Chair)
- Party Office Staff (as applicable)
- Volunteers (as prescribed by this policy)
- Database Administrator

### **State Party Chair and Vice Chair**

The Party Chair and the Vice Chair are responsible for managing and overseeing the Democratic Party of Hawai'i.

While the Party Chair and Vice-Chair may not regularly access or make changes to the DPH Membership Database, they should nonetheless have the ability to do so. Additionally, they should have the ability to send emails to their members to announce meetings, events, and to share important information, as necessary.

The Party Chair and Vice-Chair have full and unrestricted access to the entire database.

### **SCC Secretary and Assistant Secretary**

The Secretary and the Assistant Secretary are the official custodians of the membership database; are responsible for its maintenance and to ensure the database is as up-to-date as possible. This includes making corrections and changes to records, as well as adding or removing members, as necessary.

The Secretary and their Assistant will work with and help the Party Chair oversee the staff's access to and use of the Membership Database.

Also, working in concert with Party Chair, will at times be required to send notices and announcements to members, including but not limited to meeting notices and agendas.

The SCC Secretary and their Assistant, as the custodians of the membership records, shall have full and unrestricted access to the entire database.

### **SCC Treasurer and Assistant Treasurer**

The SCC Treasurer and Assistant Treasurer shall have access to view membership records statewide, send emails to members statewide and may only change record fields relating to donation or voluntary dues.

### **National Committeeman and National Committeewoman**

The National Committeeman and National Committeewoman serve as the liaison between the Democratic National Committee and the Democratic Party of Hawai'i. They shall have the ability to see membership records statewide as well as have the ability to send emails. They shall not have the ability to make changes to membership records.

### **SCC Members**

Members of the State Central Committee shall have the ability to know who they represent and be able to communicate with those members on Party matters that they feel may be important to those members.

SCC members only have viewing and email privileges for membership records of their respective Senate Districts, Counties or Caucuses, and may not edit or change records.

### **SCC Standing Committee Co-Chairs**

The SCC Standing Committee Co-Chairs, shall be able to view, but not edit, statewide membership records. Should a Standing Committee Co-Chair find records that need to be edited or corrected, they will inform the SCC Secretary, Assistant Secretary, or Party office staff (if applicable) to have such changes to additions made.

The Standing Committee Co-Chairs may be able to send emails from the database to the statewide membership, at the discretion of and with prior approval from the Party Chair or Vice-Chair.

### **County Chairs and County Vice Chairs**

County Chairs and their Vice-Chairs are responsible for managing and overseeing their respective County Parties.

While County Chairs and Vice-Chairs may not regularly make changes to the membership database, they should nonetheless have the ability to do so. Additionally, they should have the ability to send emails to their members to announce meetings, events, and to share important information, as necessary.

County Chairs and Vice-Chairs shall have the ability to make changes to membership records and send emails to members within their respective counties. They shall be granted the ability to see all membership records, statewide.

### **County Secretaries/Assistants**

Secretaries and their Assistants are responsible for, among other things, maintaining the membership records for their respective counties. This includes making corrections and changes to records, as well as adding or removing members, as necessary.

Also, working in concert with their County Chairs, Secretaries and their Assistants will, at times, be required to send notices and announcements to members, including but not limited to meeting notices and agendas.

County Committee Secretaries and their Assistants only have these privileges for membership records in their Counties and shall be able to see all members in the database.

### **County Treasurers/Assistants**

County Treasurer and the Assistant Treasurer shall have access to view membership records statewide, send emails to members in their respective county, and may only change records fields relating to donations or voluntary dues.

### **Region Chairs (Oahu Only)**

Regions Chairs, as managers of the Districts within their respective Regions, should be able to assist their District Chairs and Precinct Presidents with maintaining their membership records.

To help facilitate participation, inclusion, and relationship building, Regions Chairs should be able to, as necessary, to share information about events taking place in their respective districts, encouraging members from other districts to attend. The same is true for events organized region-wide.

Region Chairs only have these privileges for membership records in their Regions and shall be able to see all members in the database.

### **District Chairs / First Vice Chairs**

District Chairs operate at the grassroots level and shall be able to engage directly with those members residing in their respective districts. District Chairs shall have the freedom to communicate directly with their members via use of the Membership Database, so long as they are sensitive to over use, privacy concerns of the members, and that those communications are expressly related to Party business.

First Vice Chairs may use this access in the absence of, or as delegated by, the District Chair.

District Chairs / First Vice Chairs only have these privileges for membership records in their Districts and shall be able to see all members in the database.

### **Precinct Presidents / First Vice Presidents**

Precinct Presidents operate at the grassroots level and should be able to engage directly with those members residing in their respective precincts. Precinct Presidents shall have the freedom to communicate directly with their members via use of the Membership Database, so long as they are sensitive to over use, privacy concerns of the members, and that those communications are expressly related to Party business.

First Vice Presidents may use this access in the absence of, or as delegated by, the Precinct President.

Precinct Presidents / First Vice Presidents only have these privileges for membership records in their precincts and shall be able to see all members in the database.

### **Caucus Chairs & Secretaries**

The Chairs, Vice Chairs and Secretaries of each respective caucus shall have full access to membership records of those that have expressed an interest in their caucus. Vice Chairs may be granted access and email privileges if acting on behalf of the caucus Chair, in accordance with the bylaws of each respective caucus.

While the caucuses may choose to send email messages from an email list separate from the Membership Database, Chairs may choose to send emails directly from the database itself and should be able to do so.

Caucus Chairs, Vice-Chairs, and Secretaries shall have the access to view and make changes to membership records within their respective caucuses. Caucus Chairs, Vice-Chairs, and Secretaries shall have access to see all members statewide.

### **Party Office Staff (As Applicable)**

Party Staff should be able to assist party officers in any way they can and it is to this end they should have the ability to view, correct, add, and edit membership records at the request of the SCC Secretary, Assistant Secretary, Party Chair, or Vice-Chair.

Additionally, the staff may be requested by the Party Chair to communicate with the membership, in part or entirely.

Party Staff will have these privileges for the membership records for the entire state.

### **Volunteers**

During periods of higher-than-normal activity on the Membership Database, it may be necessary to allow certain members access to the database for special projects. For a member to gain the necessary access under these circumstances, they must be approved by both the Party Secretary and Chair. The Secretary will determine, with approval from the Chair, from where (remotely, or in the DPH office), at what permission level, how long, when, and which members may access the database to perform the work necessary.

### **Database Administrator**

The Database Administrator's function is to ensure the database platform runs properly by working with the State Central Committee Secretary and Assistant Secretary to ensure the records and information is up-to-date.

The Database Administrator shall have the ability to see membership records statewide, however shall not have the ability to make changes to membership records. They shall not be able to grant access to the database to any one without prior approval of the SCC Secretary, Assistant Secretary, or Party Office Staff (if applicable).

The Database Administrator cannot make changes to the database without prior approval of the SCC Secretary or Assistant Secretary.

### **Fair Access in Party Office Elections**

The Democratic Party of Hawai'i believes in fairness in elections. Officers cannot be allowed to have an unfair advantage by having the ability to contact members in their respective areas, while their opponents do not. To that end, use of the database by any and all Party members running for (re)election to their respective party positions may have access to the member contact information, as applies to the respective party position, on an equitable basis.

### **Privacy and Personal Use Policy**

Officers (as designated in this policy) and members working on special projects will only access the Database for official Party purposes. At no time and under no circumstance may they use any of the information contained within the database for personal, professional, or any other non-Democratic Party of Hawai'i purpose. Users found to be in violation of this provision will immediately be denied further access.



DEMOCRATIC PARTY OF HAWAII  
DATABASE POLICY AGREEMENT

This is an agreement between the Democratic Party of Hawai'i (DPH) and the member printed below.

- The membership database may be used to update membership information.
- The membership database may be used for contacting members about DPH activities or business, information dissemination, events, polling of members to identify issues or obtain opinions to help develop local platforms and policies.
- The membership database may not be used for election activities or to promote candidates or lobbying elected officials.
- The membership database may have deceased persons or persons who have moved, however, the data must only be updated, not removed or deleted.
- All privacy policies on the membership website shall be followed.
- Information about members within the membership database may not be sold or shared with any organization outside of the Democratic Party of Hawai'i.

I understand the terms of this agreement and declare to read the Website Privacy Policy and adhere to the practices as an authorized user.

\_\_\_\_\_  
Member Name – Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

- FOR OFFICE USE ONLY-

\_\_\_\_\_  
Authorized by:

\_\_\_\_\_  
Date:

Member ID: \_\_\_\_\_