

## **Web Site Policies** **Approved Ninth Month, 2006**

### **Purpose:**

The purposes of the SAYMA Web Site ([www.sayma.org](http://www.sayma.org)) are:

- To share information among SAYMA Monthly Meetings, Worship Groups and attendees about organizational matters;
- To reach out to potential attendees by providing information about how to contact SAYMA Friends and locate SAYMA Monthly Meetings and Worship Groups;
- To inform the world at large about SAYMA activities.

### **Content:**

The SAYMA Web Site will publish items of general interest to SAYMA Friends submitted by Monthly Meetings, Worship Groups, Yearly Meeting committees, groups within SAYMA, or people in positions of responsibility for the Yearly Meeting.

Specific content will include:

- An annual calendar of Yearly Meeting events;
- An archive of minutes of Representative Meeting and Yearly Meeting business sessions (not including the attendee lists) and other documents in the official record of the Yearly Meeting;
- A list of people in positions of responsibilities, including contact information;
- Information and registration materials (possibly including on-line registration pages) for Representative Meetings and Yearly Meeting gatherings;
- *Guide to Our Faith and Practice* working documents and drafts;
- Announcements of workshops, retreats, etc., sponsored by member groups and open to all;
- Information about SAYF and SAYF retreats;
- Issues of *Southern Appalachian Friend* newsletter and subscription information;
- The Yearly Meeting Handbook (when available);
- Information about other Yearly Meeting programs;
- Links to other Quaker organizations, including FGC, FCNL, FWCC, and AFSC.

To facilitate Yearly Meeting committee work, the web manager may provide private, password-protected web space for committees to keep working documents. Groups within SAYMA who would like a link or a presence on the website are encouraged to contact the web manager.

### **Monthly Meeting/Worship Group Pages:**

The web site will have a page for each monthly meeting and worship group officially affiliated with SAYMA. These pages will contain:

- The name and status (i.e. Monthly Meeting, Preparative Meeting, Worship Group) of the meeting;
- The place and times of meeting;

- Directions to the meeting or a link to a map;
- A link to the meeting's own web site (if any);
- Contact information provided by the meeting;
- An email link of the form <meeting name>@sayma.org.

Email sent to the above email address will be forwarded automatically to the email contact person designated by the meeting. If the meeting does not designate an email contact person, such messages will go to the web manager.

It will be the responsibility of the individual meetings to keep their information up to date by notifying the SAYMA web manager of changes.

### **Guidelines for Documents:**

Documents for publication on the SAYMA Web Site must be submitted in digital form and ready for publication. Acceptable formats are:

- Microsoft Word, Excel, or Publisher;
- Corel WordPerfect or Quattro Pro;
- Open Office Writer, Calc, or Impress;
- Adobe Acrobat PDF;
- Rich Text Format (RTF);
- HTML

The web manager may correct spelling, grammatical or obvious factual errors, but should not be expected to do major editing of submitted documents.

Documents will be posted in one or more of these formats (at the discretion of the web manager):

- PDF;
- RTF;
- HTML

The web manager will make a reasonable effort to insure that the on-line document is as much like the original as possible, but sometimes changes in format are necessary.

For best results, documents to be posted on the web should have a simple layout with at least 1 inch margins and at most two font families. Common font families, such as Times New Roman and Arial, work best.

### **Privacy and Security:**

Personal information such as names, postal addresses and email addresses will not be published on the SAYMA web site without the person's knowledge and consent.

The web manager will choose technologies that reduce the likelihood that individuals will be subjected to spam, crank phone calls, or other unwanted communication as a result of web site content.