

## AEDCA Members Only Online List Policy

- I. The purpose of this list is to allow discussion of AEDCA issues and concerns among its members.
  - A. All members of the list must be members of the AEDCA.
  - B. Discussion on this list is for information purposes only.
  - C. Any requests for board or membership action must be made appropriately through the secretary of the AEDCA, not on this list.
  - D. There can be no board action taken, club decisions made or business conducted on this list. This list is for an exchange of information, ideas and opinions only.
  
- II. The list shall be governed by the following rules of Netiquette:
  - A. Convey appropriate feelings and emotions to communicate your full message. The hardest thing to remember is that all of the subtleties of facial expression, voice inflection and body language DO NOT transfer to the words on the screen – you hear the words you write in YOUR voice in YOUR head. If there is any chance that what you are writing can be taken more than one way, be sure to include some sort of recognizable indicator of your meaning (e.g. ☺, ☹, <VBG>, <grin>, <smile>).
  - B. Differences of opinion are to be expressed with respect of others. There is to be no name-calling or derogatory remarks made about another member on the list. Mean-spirited or personally vindictive remarks will not be tolerated.
  - C. Change the subject line when you begin a new thread to accurately reflect what is actually being discussed.
  - D. Use I-statements to reflect your opinions or reactions to a post rather than using the word 'you' which is usually heard by others as referring to their personal selves.
  - E. Before hitting the send button, read and re-read your email at least twice, reading out loud and listening for your own tone of voice as objectively as you can. Pretend you are the one it was written to and notice how you feel when you read it.
  - F. Always give the other person the benefit of the doubt. If you have any doubt about the intent of the message, ask for clarification of that person's position. If there is no way to misunderstand what the person meant and you believe it to be mean-spirited or inappropriate, you should say so.
  - G. Different opinions are healthy and necessary to the improvement of our breed, our world and us. Our goal is to foster an environment that allows this type of discussion to take place openly.
  
- III. All information contained in messages on this is for members only.
  - A. Every message on the list shall contain the following disclaimer:

This message contains information that may be confidential and privileged due to the fact that this is a membership list for members only. Unless you are the addressee, you may not use, copy or disclose to anyone the message or information contained in this message.
  - B. Messages posted to this list may NOT be copied to persons not on the list.
  
- IV. Guidelines for establishing and maintaining the list are as follows:
  - A. The ownership of the AEDCA's Official Online list shall be placed in the presiding president's name as "owner" and the board shall nominate a "moderator" who is a member in good standing with the AEDCA to help maintain the online list. If the

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moderator is unwilling or unable to perform the task of supporting the membership's online list as outlined in the policy, nominations for a new moderator can and should be entertained by the officers and board of directors of the AEDCA. A vote addressing the need for a new moderator will be taken and must pass by a simple majority of the officers and board members placing votes before going forward. In the event of several nominees offered, the names will be put to a ballot and the one receiving the most votes will be placed in the position of moderator.

- B. The moderator shall list all known email addresses of members on the group's format page and send a letter of invitation to join to all which includes the following information:
  - 1. How to join by replying to invitation
  - 2. How to send messages to the group
  - 3. How to unsubscribe
  - 4. How to place message delivery on hold
  - 5. How to place message delivery on digest
  - 6. How to place message delivery on individual emails
  - 7. How to modify subscription
  - 8. Netiquette for group messages
  - 9. Disclaimer
- C. The Webmaster will post the list policy on the AEDCA website and maintain the list address and instructions of how to contact the list moderator in order to join the list in a prominent place on the home page.
- D. The editor of the Review will post an announcement of the new list in the first available issue of the newsletter and thereafter maintain the address of the list and instructions of how to contact the moderator to join in a prominent place in each issue.
- E. The secretary shall provide the list moderator with the email address of every new member at the time that new member is notified of membership acceptance, and the list moderator shall send a letter of invitation to the new member. The letter of acceptance should include information about the list and instructions for contacting the list moderator to join.
- F. The Treasure shall contact the list moderator when any membership lapses due to non-payment of dues, and the list moderator shall block access to the list to that person.
- G. The list owner and/or moderator shall be responsible to maintain the integrity of list in accordance with this policy by interjecting the appropriate correction to the list. Each and every message is to be directed immediately to the list without hesitation or holding back of said message to enable the flow of conversation between the membership in a timely manner. If there is a violation of the previously listed rules in Article II, A-G or Article V, A-E; the list owner and/or moderator shall then take corrective action on the list, reiterating the list rules and the obligations of the member to abide by them. Should the violation continue, the list owner and/or moderator shall remove the violator from the list for a cooling off period of no less than two weeks and no more than six months. The member may then request to be added back to the list and the owner and/or moderator shall do so as long as the previous violation has been resolved and the member agrees to abide by the rules previously stated.

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Should there be a dispute between a member's post, the validity of said post and the inability of the owner and/or moderator to resolve the issue, it shall be presented to the officers and the board of directors to be discussed and resolved by a simple majority vote of the voting board members. The final decision of outcome shall then rest entirely on the decision voted on and issued from the officers and the board of directors of the AEDCA.

- H. Any person who believes that the integrity of the list has been violated or compromised shall contact the list owner and/or moderator with an appropriate complaint, and the list owner and/or moderator shall take appropriate action. All such corrections shall be issued from the list owner and/or moderator only unless the dispute cannot be resolved and at which point it shall be directed to the officers and the board of directors as previously provided in Section IV, Article G.
  - I. List members may address personal affronts as allowed in Section II.F of this policy.
- V. To insure that discussion is limited to only club issues and concerns, content on the list shall be governed by the following:
- A. Puppy sales and announcements are disallowed
  - B. Personal photos are disallowed
  - C. Results of AKC-sponsored events can be posted.
  - D. Rescue activities are disallowed
  - E. Announcements for AEDCA-sponsored auctions or raffles are allowed; however, all other auction and raffle activities are disallowed.

Adopted by Motion #25-01 on Board of Directors ballot dated June 12, 2001  
Amended by Motion #33-01 on Board of Directors ballot dated June 12, 2001  
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