

Web Site Policies and Procedures for www.aauw-np.org

August 28, 2014

These updated "Web Site Policies and Procedures" for www.aauw-np.org replace the current "Website Procedures" document in the 2007 "Standing Rules" of AAUW-NP.

Web Committee Structure and Duties

AAUW-NP shall have a Web Committee, consisting of a Chair and at least two other members. Honorary members are the Newsletter Editor and the Branch President(s). The Chair shall be appointed by the President. The Chair shall appoint the two other members. The Chair shall keep all documents related to the web site and coordinate with the Board, the President and the Treasurer. The Chair shall be a member of the Board.

The Web Committee shall have a Web Technician, appointed by the Chair. The Web Technician shall implement all updates, additions, and corrections to the web site, after receiving approval from the Chair.

Web Committee Meetings

The Web Committee shall meet at least once a year, to review web-site procedures, format, and content.

Finances and Resources

The web site must have a web host. Currently, web hosting is through the SuccessfulHosting company and costs approximately \$85 for a one-year term. The term begins in November. The Chair receives email notification of the annual payment in October from SuccessfulHosting. The Chair forwards the invoice to the Treasurer for payment. The Chair updates account information as necessary.

The web site must have domain registration. Currently, registration is through the SecureName company and costs approximately \$30 for a three-year term. The term began on June 12, 2012, so the next registration is in June 2015. SuccessfulHosting bills for the domain registration.

AAUW-NP owns the Contribute software program, which is a tool to update web sites and works on Macintosh and PC personal computers. This program is on a Web Committee member's laptop.

Privacy

The web site has a Privacy Statement, which has been approved by the Board. The Privacy Statement affirms that the web site neither collects nor uses private information about persons viewing the site.

Disclaimer

The web site has a Disclaimer, which has been approved by the Board. The Disclaimer states that all web-site users agree that no one is liable for misinformation on the web site.

Content

The web site shall include information about all public activities of AAUW-NP, including calendar, meetings, activities, interest groups, AAUW Funds, Educational Opportunities Fund, Legal Advocacy Fund, Tech Trek, officers, public policy, and history. It also explains how to become a member. It shall include links to national and California AAUW web sites. The only email address for contact shall be postmaster@aauw-np.org.

It shall not include personal information, such as addresses, email addresses, and telephone numbers of members. It shall not include names or any personal information about Tech Trek girls, but may use photos about Tech Trek.

Procedure for Adding or Updating Content

Any member of AAUW-NP may submit material to be put on the web site, at any time. To add or update content to the web site:

First check that the information is acceptable under the guidelines of the AAUW - USA, AAUW - California, and North Peninsula AAUW. For example, the web site cannot advocate for or against any partisan candidate. However, the web site can support propositions that promote AAUW's public policy.

Mail or email the information, including graphics and photos, to the Web Technician at postmaster@aauw-np.org. The Web Technician may determine that the content requires further authorization before publication. The Chair or Web Technician may modify the material for readability.

After notification of publication, the submitter should review the item on the web site.

AAUW-NP Web Committee

Meg Finones, Chair
Margaret Ellis
Iris Beilan
Jean Graham

Web Technician

John Moore