

**Purpose:**

**UUMAN Announcements** is a service which makes it easy to send news and announcements about our congregation and its activities via email to the members and friends of UUMAN. Most announcements are sent by the Board of Trustees, the Program Council, and committee or activity chairs or by their surrogates. It's a family-friendly method of disseminating information about upcoming meetings or events or minutes of important meetings that are of interest to many members of the community.

Although the messages on the forum are not open to the general public, they are available to non-UUMAN members who subscribe to the list. Posting privileges are monitored as outlined below.

A team of moderators, appointed by either Board, or a committee authorized by the Board, will be responsible for processing requests for posting privileges to the announcement list. Currently, the moderators are drawn from the Communications Committee.

All persons in leadership roles or other members or staff who have a recurring and/or immediate need to communicate information to the congregation are encouraged to apply for direct posting privileges to the announcement list. In order to apply for posting privileges, an individual must send the moderators a request and agree to abide by the rules listed below. The moderators shall honor all reasonable requests for posting privileges to the list.

All members of the community can post to the list; however, messages from members without direct posting privileges will be moderated. Members who have a need to post a message to the list without waiting for a moderator to approve it may forward the text of their message to the Communications chair.

All messages posted on this and any other UUMAN-sanctioned list shall be in alignment with our seven UU principles.

**Guidelines for use:**

Persons submitting messages shall not use this list to do any of the following:

1. Post or transmit any content that is disruptive, uncivil, abusive, obscene, hateful, fraudulent, threatening, harassing, defamatory, or which discloses private or personal matters concerning any person, or any sensitive personally identifiable information (Social Security Numbers, date of birth, etc.) about any person;
2. Post, transmit, or link to sexually explicit material;
3. Post content for an illegal or unauthorized purpose;
4. Post or transmit any file that contains viruses, corrupted files, "Trojan Horses," or any other contaminating or destructive features that may damage someone's computer;
5. Forge headers or manipulate identifiers or other data in order to disguise the origin of any content transmitted through our sites or otherwise attempt to disguise their identity;

6. Post advertising or solicit business for a commercial purpose;
7. Post any information that would jeopardize UUMAN's Tax Exempt status as a non-profit 501(c)(3) corporation (e.g., political endorsements);
8. Post personal information; e.g., a new email address or to share a personal interest that the writer has;
9. Post a congratulatory note to an individual. The only exception to this would be when the Minister, Director of MCY, or Board Member is acting in his or her official capacity to convey the gratitude of the entire congregation;
10. Post an announcement without using either a title or indicating the committee or group from which the announcement is being disseminated;
11. Post an announcement that is an individual's response to a previous announcement; e.g., "That sounds like an interesting event. I plan to attend."

### **Inappropriate Usage**

The moderators will continually review the list for inappropriate usage and have the authority to delete inappropriate messages from the list. As warranted, the moderators shall have the authority to suspend or permanently remove individuals from the list who fail to abide by the rules.

If a person violates the rules shown above, the moderators have the authority to warn the individual or suspend him or her from posting for an appropriate amount of time, with a minimum period of one month. Notice of the warning or suspension will be sent to the individual via email.

If three violations occur in a twelve-month period or, if any single violation in the moderators' judgment is sufficiently egregious to justify the action, the moderators can permanently revoke posting privileges to the violator.

The moderators' decision shall be considered final; however, if the individual feels that he or she has been unfairly removed, he or she may appeal the decision to the Board or to a committee that has been authorized by the Board to handle such appeals.

### **Periodic Reviews**

The operation and policy of UUMAN Announcements will be evaluated on a periodic basis by the Communications Committee to assess its effectiveness and whether any changes are warranted.