


# North American Shagya Arabian Society Website Guidelines

Webmasters: Jamie Buck, Daniel Shaw  
4/26/07

## WEBSITE COMMITTEE:

1. The URL "**www.shagya.net**" is the property of the North American Shagya Arabian Society.
  2. All persons involved in developing, maintaining, and administering the website shall sign an agreement with the organization acknowledging the organization's propriety over the website and its contents.
  3. Chair of the website committee shall be the primary contact person for communications from members or interested parties regarding the website.
  4. Website committee shall meet at least biannually to review policies, procedures, and guidelines.
  5. Website policies, procedures, and guidelines shall be included in the organization's Rules and Guidelines.
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## There are **THREE** avenues for posting items on the website:

1. **Standard Postings** – Treasurer Reports, Committee Reports, Meeting Minutes, Forms, Fees, Contact Information, Committee Member Lists, Articles for Committee pages.
2. **Fast Track Postings** - Imminent Calendar Items, Personnel Changes, submitted corrections to posted material, or by request of Committee Chair
3. **Obvious Postings** - Misspellings, Contact Information updated or corrected

## 1. **STANDARD POSTINGS:**

- a. Committee Chairs will submit material to BoD for review along with **cc:** to webmasters that has been approved by their respective committee for posting.
- b. Material submitted to BoD must have **TITLE, DOCUMENT DATE, VERSION (draft or final)** and **AUTHOR** along with date material needs posting.
- c. A 2/3 majority vote by the BoD is required for postings. BoD submits their vote ("**Replying to All**" **via email**) to the President, Committee Chair, Website Chair, BoD.
- d. BoD has **five days (5)** to complete this process.
- e. Committee Chair is urged to follow-up with BoD after **three days (3)** if 2/3 majority of BoD has not responded. If no response is received **after five (5) days** it will be assumed there is not objection to posting as presented.
- f. If objection(s) are raised, President may call ad hoc BoD meeting to discuss issue or place on agenda for next BoD meeting.
- g. President will forward final approved material to webmasters for posting via email stating **FINAL APPROVAL** for posting to website. President will include Vice President and Secretary in email to webmasters as a double check and documentation by Secretary, with **cc:** to Committee Chair.
- h. Postings will generally take 3 days but not longer than 7 days to post to site once approval has been received by webmasters.
- i. *Standard Postings may include: Treasurer Reports, Committee Reports, Meeting Minutes, Forms, Fees, Contact Information, Committee Member Lists, Articles for Committee pages.*

### Check list:

- ✓ Treasurer, Committee Chair, or Secretary sends material for approval to President, BoD, with **cc:** to Website Chair. Include title, date, document version (draft or final) and author
- ✓ BoD has **5 days** to vote by email via "**Reply to All**" including President, Committee Chair, and Website Chair.
- ✓ President forwards Final Approved material to webmasters for posting with **cc:** to Vice President and Secretary

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- ✓ Webmasters will post approved material in 3-7 days

**2. FAST TRACK POSTINGS:**

- a. Items that are **urgent or time-sensitive** may be reviewed by the President, Vice President and Website Chair with a follow-up by e-mail contact to BoD within 24 hours by President. President has the power for immediate approvals to post.
- b. Website Chair will keep a copy of items posted as **urgent or time-sensitive** for later review and a copy sent to Secretary via email to record BoD decisions on those items.
- c. Material submitted must be clearly marked "**URGENT REQUEST**" and have **TITLE, DOCUMENT DATE, and AUTHOR** along with request for immediate posting.
- d. *Fast-track postings may include: Imminent Calendar Items, Personnel Changes, submitted corrections to posted material, or by request of Committee Chair*

**Check list:**

- ✓ Submit items marked "**URGENT REQUEST FOR POSTING**" to President, Vice President, and Website Chair
- ✓ President to notify Website Chair, Vice President, and submitting Committee Chair with approval or questions within 24 hours, with **cc:** to BoD and Secretary

**3. OBVIOUS POSTINGS:**

- a. *Obvious error corrections: (i.e. misspellings, contact information updated or corrected).*