



WOODGROUP SA INC

WEB SITE

POLICY FOR THE MAINTENANCE OF THE WEB SITE

[www./woodgroupsa.org.au](http://www.woodgroupsa.org.au)

BACKGROUND

One of the services Woodgroup SA Inc offers is to provide an internet web site that can be used by itself and its member clubs to

- promote their services and programs,
- to improve communications with its affiliates and
- provide better access electronically for the general public.

Traditionally contact with members has been through personal contact, ordinary mail, emails and the telephone. Contact with interested members of the public has been through functions like the Timber and Working With Wood Shows, various craft shows and public demonstrations.

A web page can reduce costs and provided the medium to contact a larger audience almost instantaneously.

The set up and continuous maintenance of the web site is under the control of a Website Administrator who is appointed by the Executive Committee.

1. **ROLE OF THE WEBSITE ADMINISTRATOR** - Woodgroup SA Inc empowers the Website administrator to organize and maintain the web site in a current state aligned to the philosophy and objectives of Woodgroup SA, as per its Constitution and Bylaws.
2. **AIMS AND OBJECTIVES OF THE WEB SITE.**
 - 2.1. To provide an electronic medium for both Woodgroup SA, its members, affiliates and the general public that reflects Woodgroup SA Inc's motto, "Promoting Fine Woodcraft", and
 - 2.1.1. promotes the objectives of the Woodgroup SA Inc,
 - 2.1.2. promotes the various clubs within the Woodgroup,
 - 2.1.3. is aesthetically appealing and effectively promotes the skills and artistic qualities of the recreational woodworker
 - 2.1.4. reflects the quality of work, commitment and contribution that member clubs and affiliates make to their craft
3. **POLICY AND RULES OF CONDUCT.**
 - 3.1. The Website Administrator in consultation with the Executive Committee will formulate and organize web pages so as to protect the good reputation and name of Woodgroup SA Inc.
 - 3.2. Through the Executive Committee the Board empowers the Website Administrator to actively pursue sponsorship to reduce the running costs of the web site. The Website Administrator cannot enter into arrangements that create or require any ongoing obligation of the Board
 - 3.2.1. The Board does not expect the web page to be completely self funded. Any residual costs will be met from within the Woodgroup SA budget.
 - 3.3. The web site is to provide opportunity so that all member clubs and affiliates can participate.
 - 3.3.1. It should provide opportunity for the inclusion of all woodwork crafts practiced amongst those
 - 3.3.2. Its content should always be current and informative.
 - 3.4. All financial transactions must be recorded and processed through Woodgroup SA's Financial Accounts using existing financial systems as directed by the Treasurer of Woodgroup SA Inc.

- 3.4.1. All deposits are to be made only into the Woodgroup bank account and shall be presented direct to the official banking institution and NOT to the treasurer. All receipts and relevant deposit receipts are to be delivered/posted to the treasurer.
- 3.5. The web site is to further support the enterprises that support Woodgroup SA Inc through advertising in the Woodgroup Newsletter by including a link to their own web site.
- 3.6. The web site should at no stage promote activities that may place Woodgroup SA Inc in either financial, physical, moral, or legal situations that are detrimental to the objectives of the association.
 - 3.6.1. As there is no confidential member location, all member, affiliate and Woodgroup information that is deemed as confidential must not be made available through the web site
 - 3.6.2. The web site should be kept virus free and not pose a systems or software danger to any users visiting the web site
 - 3.6.3. Any content with the potential to offend, humiliate or intimidate must not be introduced, displayed or distributed in any format on the web site. Content that is considered inappropriate includes, but is not limited to material of the following nature:-
 - 3.6.3.1. Sexually explicit, pornographic, sexist, racist, political or violent
 - 3.6.3.2. Inappropriate comments about sexual orientation, physical appearance, disability attributes or religion
 - 3.6.3.3. Defamatory, libelous or slanderous comments that may harm the reputation of Woodgroup SA , its members and affiliates.
 - 3.6.3.4. In this context the Web Master shall have power to decide on the suitability of content to be displayed.

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