Greater Los Angeles Area Mensa
Website and Webmaster's Rules and Guidelines
Version 2.1
November, 2022

1.0 Purpose and Goals

The purpose and goals of the Greater Los Angeles Area Mensa (GLAAM) website shall be as follows:

* To publicize the existence of Mensa and GLAAM.
* To attract new members to Mensa and GLAAM.
* To provide information about Mensa, GLAAM, and Mensans.
* To provide current information to GLAAM members, such as updates to the events calendar.

2.0 Editorial Control

The LocSec shall have the power, subject to majority vote of the GLAAM Board of Directors (hereinafter referred to as "the Board"), to appoint a Webmaster, who will exercise day-to-day control of the website. The LocSec shall have the power to dismiss the Webmaster, subject to two-thirds vote of the Board.

The Webmaster should be a member in good standing of Mensa, but the LocSec may appoint a non-member, subject to two-thirds a majority vote of the Board.

The Webmaster shall be a member of and may chair, subject to Board approval, any committees appointed by the Board.

No person shall simultaneously hold the positions of Chairman of the Board and Webmaster.

No person shall simultaneously hold the positions of Editor of the GLAAM newsletter and Webmaster.

The Webmaster and LocSec shall have sole control of the site password. In the event that the Webmaster becomes unable to perform his or her duties, or is dismissed by the Board, the LocSec shall contact the Information Officer at the National Office and request that the site password be reset, and provide the new site password to the new Webmaster.

The Webmaster shall immediately inform the LocSec of any change to the site password.

Subject to the guidelines set forth in this document, and majority vote of the Board, the Webmaster shall have reasonable editorial control over all aspects of the website.

This document, and any revisions thereto, shall require a majority vote of the Board in order to be adopted. The Board may appoint a committee to suggest and/or evaluate recommendations for revisions to this document.

3.0 Content Guidelines

All aspects of the website shall be oriented toward and designed to fulfill or further the purposes and goals listed herein.

The website is GLAAM's window to the online community. Its appearance should be tasteful, professional, and businesslike. The website should be consistent with other Mensa group websites.

3.1 Technical Considerations

Different web browsers will display the website in different ways, which may be further modified by the browser's owners. The website shall be designed to display properly on the most commonly used browsers.

Different computers have varying display capabilities. The website shall be designed to display properly on the most commonly used computer monitors.

3.1.1 Graphics and Multimedia

In order to keep download and display times reasonable, graphics shall be used prudently. Any graphics shall demonstrably further the goals stated in Section 1.0, while not violating the criteria in Section 3.0. The Mensa logo meets these criteria.

Web pages displaying graphics shall pass size information to browsers that can take advantage of it. Descriptive and/or informative alternative text shall be specified in the hypertext markup language (HTML) for each image.

3.1.2 Privacy

Residence addresses telephone numbers, personal e-mail addresses, and personal website uniform resource locators (URLs) shall be displayed or linked to only with the owners' permissions.

Pages containing Finances, Minutes, and Motions are to be marked as 'Members Only', such that the login credentials which are assigned to members by

American Mensa are required in order to view the content. No other pages are to be password-protected without Board approval, because we want to balance our need for privacy with the public perception that we are fundamentally an open and transparent society.

3.1.3 Links to Other Web Pages

There shall be no direct links to pages containing what may, in the Webmaster's judgment, be generally considered or perceived as inappropriate.

There may be direct links to the personal web pages of GLAAM members so long as they do not violate the above criteria.

There may be direct links to websites (possibly including commercial websites) whose goals are in keeping with those of Mensa and GLAAM and may be of interest to current and/or prospective members, to include educational, scientific, and selected cultural websites (e.g.: The Library of Congress).

Links to other sites shall clearly indicate which site they link to.

Links to other sites should spawn a new browser window and not redirect the user from the GLAAM website.

3.2 Content

The website is not intended to be an on-line version of the GLAAM newsletter 5 . It is not intended that any unsolicited submissions should be sent to the Webmaster. Submissions shall be accepted only if, in the opinion of the Webmaster, they serve to further the goals and purpose of the site. (See Section 1.0.)

Subject to the guidelines listed elsewhere in this document, the site may have pages for Calendar listings, SIG descriptions, GLAAM contact phone numbers (including that of the membership coordinator), links to members' websites, and such other information as is in keeping with the goals and purpose of the site, and useful and appropriate for the members and the world at large.

The Webmaster shall keep the content as accurate and up to date as feasible.

All content shall have spelling, grammar, and punctuation checked and corrected as necessary, with permission of the author.

An important guiding principle shall be, "Not everything that can be done should be done." As new capabilities are added to web browsers, it is common for fads to sweep the web. (Blinking text was one such fad.) Great care and consideration shall be used before applying any such.

Within the guidelines stated in this document, the website shall be a living, evolving entity, subject to change and improvement whenever necessary and/or desirable. Any changes must be consistent with these guidelines, or approved by the Board.

3.2.1 Look and Feel

Except as required by technical considerations, the website shall have a unified look and feel. Except in graphic images, the default text font shall be used throughout. Bolding, underlining, various font sizes, and other such variations shall be permitted so long as they remain within the guidelines set forth in Section 3.0, et seq.

Except for the index page, each separate page shall have at least one clearly identified link to the index page.

Each separate page shall display a statement assigning copyright and reserving all rights to GLAAM.

There shall be a clearly identified link to the Webmaster's e-mail address on the index page.

Each separate page shall have a descriptive title, and the title shall be placed in a <TITLE> block in the <HEAD> block of the page's HTML.

3.3 Legal Considerations

A good faith effort shall be made to assure the accuracy of all information presented on the website. Incorrect material shall be corrected or removed immediately upon discovery.

Brand names and registered trademarks shall be identified as such.

Quoted material and artwork shall be properly credited.

Except for Fair Use, copyrighted material shall not be presented on the website without permission of the copyright holder.

A notice assigning copyright and reserving all rights to GLAAM shall be included as a comment in the HTML for each separate page.

[Adopted by the Board of Directors of Greater Los Angeles Area Mensa on June 7, 1997.]

[Amended and revised January 2005, amended again November 2022]

[Version 2.0 originally enacted as Motion #2005-058.]