

**Midwest Region
National Model Railroad Association, Inc.**

**Internet Committee
Policies & Procedures**

Article I – Authority and Purpose

1. These Policies & Procedures are established pursuant to Article IV, Section 1, Subsection f and Article IX, Section 1 of the Bylaws of the Midwest Region (hereinafter the “Region”). The Region’s Constitution, Bylaws and Policies & Procedures set forth rules regulating the affairs of the Region. Collectively these organizational documents constitute the Executive Handbook.
2. The purpose of these Policies & Procedures is to facilitate implementation of the Internet Committee’s and the Region Webmaster’s responsibilities for the Region website.

Article II – Internet Committee

1. Responsibilities

The Internet Committee (hereinafter the “Committee”) shall establish and administer policies and procedures regarding a Region orientated public website and a Region email system

2. Chairman

The Committee Chairman will normally be the Region Webmaster (hereinafter the “Webmaster”) and shall be appointed by the Region President and confirmed by the Region’s Board of Directors (hereinafter the “Board”).

3. Membership

In addition to the Chairman, the Committee will include the Secretary and the Division Internet Coordinators provided for in Article V, Section 4 of the Bylaws. A Division’s Internet Coordinator should be the Division’s Webmaster or, if the Division does not have a Webmaster, a member with sufficient knowledge of the Division’s operations that he or she can facilitate maintenance of a Division web page within the Region’s web space by the Webmaster.

Article III - Webmaster Responsibilities

1. Domain and Web Hosting Management

The Webmaster shall be responsible for the maintenance of the current Region domain(s), web hosting methods and accounts. Each domain registration and web hosting account shall be kept current and in good standing. All registration information shall be kept up-to-date and accurate in accordance with international web registration requirements. The Region may from time to time, at the recommendation of the Webmaster, and at the Region's expense, enter into an agreement for web hosting, email systems or web resource usage. Currently, the Region is engaged in a multi-year web hosting contract with Apollo Infinity Web Hosting, Inc. of Austin, Texas. The Region's domain registrations are also through Apollo. The Region has further entered into a web hosting cost sharing arrangement with the Fox Valley Division of the Region. The MOU covering this arrangement has been entered into the minutes of the May 11, 2008 Board meeting.

2. Site Management

a. The Webmaster, and Committee members as directed by the Webmaster, shall be responsible for the management, maintenance, or direction of maintenance, of the Region website(s). The Webmaster shall recommend to the Region, and upon approval if required, purchase at the Region's expense, the appropriate web hosting arrangement, webpage development tools for site development and maintenance or contract for web development services if necessary, in accordance with the needs of the Region. Those tools may be used on personally owned computers but remain the property of the Region. The Webmaster, at his discretion, may use webpage development tools owned or licensed by others providing the license of those software tools allows for such use. In no case shall unlicensed, illegally copied or unauthorized software be used for Region activities. All Region owned materials and tools, such as but not limited to, software, documentation, licenses, source files, passwords, web hosting account information, and domain registration information remains the property of the Region. Such information shall be removed from the Webmaster's workstation files and delivered to an appropriate Region representative should the Webmaster's responsibilities terminate or be transferred to another individual. The outgoing Webmaster shall assist in the transfer of such materials, licenses and registrations if so requested by the Region.

b. Back-up Materials

The Webmaster shall maintain a minimum of two appropriate web content back up systems that can be readily accessed if the content on the website is lost.

c. Security

The Webmaster shall employ a system of “secure” passwords for access to the site and email management tools. Passwords and web hosting technical support contact information shall not be shared or disseminated except as required for emergency access purposes. For example, the Webmaster shall at a minimum keep one additional person informed of the passwords and web hosting contact information or provide the name of a contact person who would possess or have access to that information should the need arise. Unless otherwise directed by the Webmaster, or in the case of an emergency, only the Webmaster shall use the web hosting tools and website support services. Passwords shall be changed at the discretion of the Webmaster, The Webmaster shall employ up-to-date virus and spam protection systems on the site.

3. Email management

The Webmaster, and Committee members as directed by the Webmaster, shall be responsible for the management, maintenance or direction of maintenance of a Region email domain. The Webmaster shall recommend to the Board and upon approval if required, purchase at the Region’s expense the appropriate email arrangement and email management tools in accordance with the needs of the Region. The Webmaster shall employ up-to-date virus and spam protection systems on the domain.

4. Division Assistance

The Webmaster or Committee members shall assist Division Internet Coordinators as requested from time to time on web related matters. The Region shall dedicate, at a minimum, one basic webpage on the Region site to display basic division information if a Division does not maintain its own website. The division webpage will be constructed by the Webmaster if the content is delivered to the Webmaster in an appropriate format as determined by the Webmaster. Basic division information shall include a listing of Division Officers and contact information, plus a current schedule of Division events. The webpage may also include a limited number of graphics and/or photographs at the discretion of the Webmaster. All Division information must be kept up to date through email notification to the Webmaster. The Webmaster will make all reasonable attempts to place submissions on the webpage in a timely fashion. Out dated Division information may be removed at the discretion of the Webmaster. The submitting Division Internet Coordinator is responsible for regularly reviewing the web page for accuracy and is responsible for all information displayed on that web page.

Article IIV – Region Website

1. Purpose

A public access website under the Region domain(s) shall be maintained for the benefit of the Region, with the sole purpose of communication of information to and primarily for, but not limited to, the Region membership.

2. Content

a. Acceptable material

The content of the website(s) shall be solely limited to NMRA and model railroading related material in pursuit of the Region's purposes as set forth in Article I, Section 3 of the Constitution. The website(s) shall, at a minimum, be kept up to date with the Region schedule of meetings and events. It may also contain from time to time information regarding recent or pending Region business, model contest winners, content from the *Waybill*, membership photographs, activities and information of general interest, a listing of the current Board and contact information, a copy of the current Region organizational documents, Region election information, and other topics as deemed appropriate by the Webmaster. For security purposes, photographs or other content about specific children are permitted; however, captions shall not include family names or addresses unless specifically approved by the child's' parent or guardian.

b. Unacceptable material

The website(s) domain shall not display any non-Region related information or material considered offensive or discriminatory to others as determined by the Webmaster. No commerce shall be conducted over the website or email system unless specifically approved by the Webmaster. Similarly, no advertisement or solicitation for business that is not directly related to the Region or its Divisions shall be displayed unless specifically approved by the Webmaster. For example, acceptable business might be an advertisement for a Division train show or commemorative model for sale but not an advertisement for pots and pans. The Webmaster will take all reasonable steps to keep the website(s) free of unsolicited advertising, links or content.

c. Audience and accessibility

The Internet is a public domain. Therefore, all content displayed on the Region website(s) shall be deemed public information and appropriate for any and all individuals interested in the NMRA, model railroading or railroad topics. All reasonable efforts shall be used to insure that the website is operating properly and accessible by all individuals using the Internet.

d. Submissions and publication

The Webmaster and the Committee shall be responsible for the development, organization and publication of any content displayed on the website. Submissions for publication shall be directed to the Webmaster via email in an organized and orderly fashion and in a format appropriate for electronic publication as determined by the Webmaster. Any and all content to be displayed on the website shall be at the sole discretion of the Webmaster. Content submissions by any Region member are the sole responsibility of the submitting member or author. Submitting authors are responsible for and shall insure that all copyrighted material is appropriately footnoted and may be freely displayed to the general public. Each submission shall include the member's name and contact information suitable for publication. As practical, each webpage shall be published in accordance with W3C recommendations to make it widely accessible by the public.

3. Email Systems

The Region may operate and support an email domain(s) for the use by Board members. Use by other Region members is at the discretion of the Webmaster. The Webmaster's email service responsibilities only include creating, maintaining and insuring the Region's email domain(s) is not "black-listed" by Internet Service Providers. Currently, the Region maintains email distribution lists for Board and membership communications, such as but not limited to, Board business and notification of the electronic publication of the *Waybill*. Email notification for the *Waybill* is at each individual member's request. The Webmaster's roll is to support and facilitate the email distribution process, but not to maintain the individual email lists.

4. Limitations

While all reasonable attempts shall be made to keep the website operating with up-to-date content, the Region, however, makes no warranty as to 1) the accessibility, accuracy or timeliness of the information displayed on the website(s), or 2) the availability or operation of email services. The Region will not be held responsible for content-displayed on an end user's browser that does not intentionally originate from the Region's website.

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