

Oromo Studies Association (OSA)

**ELECTRONIC MAILING LIST POLICY AND
GUIDELINES**

(August 1, 2008)

1.0 Scope

1.1 These guidelines apply to Oromo Studies Association (OSA) electronic mailing list. The guidelines outline the policy and procedures to be followed in managing and maintaining OSA's electronic mailing list. The guidelines are established and amended by the OSA Board of Directors.

2.0 Responsibility

2.1 It is the responsibility of all OSA officers, designated individuals involved in administrating OSA's electronic mailing list and subscribers to adhere to these guidelines.

2.2 It is the responsibility of OSA's executive committee to ensure these guidelines are updated and enforced as required, and content transmitted through the mailing list adhere to these guidelines.

2.3 It is the responsibility of the Public Relations Officer of OSA to review the guidelines regularly, seek feedback on mailing list usage from OSA members and recommend revisions to the guidelines.

2.4 The Public Relations Officer shall serve as the Mailing List Administrator.

3.0 Purpose

3.1 The guidelines establish a minimum standard that should be maintained by OSA's mailing list administrator so that OSA's mailing list is used to communicate timely messages to all members, remind members of upcoming events, and distribute information traditionally done through print communication.

4.0 Definitions

4.1 In this policy *Content refers to all material distributed using OSA's mailing list including text, audio, and video.* This definition also encompasses functions such as links.

5.0 Mailing List

- 5.1 OSA's electronic mailing list is designed to enable members to share information relevant to OSA's activities, and should not be used as a discussion forum. The mailing list should only be used as distribution list.
- 5.2 OSA mailing list subscription is limited to OSA members.
- 5.3 OSA's website link should be associated with every email sent from the mailing list.

6.0 Rights and Responsibilities of List Administrator

- 6.1 The list administrator must take the responsibility of managing the list.
- 6.2 The list administrator is responsible for:
 - 6.2.1 Handling requests for subscription.
 - 6.2.2 Disseminating messages to the list subscribers.
 - 6.2.3 Handling inquiries/complaints from list subscribers.
- 6.3 The list administrator has the right to decide which messages will be sent to the list.
- 6.4 Subscribers must consent to be on the list.
- 6.5 The list administrator must prepare a message to state the purpose of the list and the method for unsubscribing when subscribers join the list.
- 6.6 The list administrator must at earliest convenience honor requests for unsubscription (requests to be removed from the list) from the list members .

7.0 Rights and Responsibilities for Subscribers

- 7.1 Subscriber has the right to unsubscribe from the list at any time.
- 7.2 Subscriber should observe and comply with the rules and regulations set forth in these guidelines.

8.0 Content

- 8.1 Oromo Studies and OSA-related information should be disseminated using OSA's mailing list.
- 8.2 Any content distributed through the mail list should be free of
 - 8.2.1 Insulting, threatening or provocative language.
 - 8.2.2 Inciting hatred on the basis of race, religion, gender, nationality or sexual orientation or other personal characteristics.
 - 8.2.3 Swearing, name-calling, using hate-speech or making obscene or vulgar statements.
 - 8.2.4 Condoning illegal activity.

8.2.5 Invading people's privacy.

8.2.6 Links to websites that are contrary to OSA's activities

9.0 Posting Guidelines:

All messages must be forwarded to the List Administrator who will post those messages which meet the guidelines. Posting of any content should be considered as a courtesy of OSA. The following guidelines will be applied by the List Administrator in determining the posting.

- 9.1 Messages should be on the topic of collective interest of members of OSA.
- 9.2 Specific comments or discussions involving only a few individuals should not be sent to OSA's mailing list.
- 9.3 Replies to a posting must be of general interest, and determined to be for the benefit of the other members.
- 9.4 Messages should show respect, honesty, and professionalism and be free of inflammatory statements and "lecturing."
- 9.5 If a dispute should arise publicly, both parties may be asked to make a public apology or in more extreme cases removed from the mailing list.
- 9.6 Messages should not accuse individual members of OSA. If there are issues that potentially affect the Association, the administrator should recommend that they be privately brought to the attention of an appropriate person within OSA leadership.
- 9.7 Private email should not be forwarded to the list without prior consent of the sender.
- 9.8 Messages sent to the mailing list should not be forwarded to other mailing lists without the consent of the author of the message. Messages will be forwarded from other mailing lists/discussion forums only if the originator of the original message is an active OSA member.
- 9.9 Messages sent to the mailing list should not be chain letters, spam, hoaxes, virus warnings or similar messages.
- 9.10 Postings are required to be courteous to other list members and to respect other member's experiences, ideas, and opinions. Disagreement must be indicated politely and professionally -- without resort to personal insults. Personal attacks will result in the removal of the subscriber from access to the list.
- 9.11 Copyrighted material can only be forwarded to the list when there is written permission to do so.
- 9.12 Each OSA member may have only one email address in the list at a given time which is registered with a name, a complete physical contact address and phone number(s).