SUNYWCCFT.org

Editorial Policies

Purpose and Content

SUNYWCCFT.org is the official page of the Westchester Community College Federation of Teachers. It is the voice of our membership. Its team of webmasters has a particular responsibility to the WCCFT membership to communicate full and accurate information about the activities, purposes, and goals of WCCFT. The webmasters assume an obligation to represent the best interests of WCCFT as fairly and fully as possible within the scope of the web site and with due regard to the webmasters' prerogatives in producing high quality and readable information.

SUNYWCCFT.org shall publish the following:
☐ Minutes of general membership meetings
☐ Summary digests of union executive board meetings
☐ Union news, reports, statements of official positions, and other public information
☐ Non-private membership information
☐ A president's blog space allowing members' responses**
☐ A blog space relevant to WCCFT goals reserved for statements by members at large and allowing other members' responses**
☐ A blog space relevant to WCCFT goals reserved for statements by adjunct members and allowing other members' responses**
☐ Members' forums##

The web site will also sponsor an email link for direct communication among members and officers.

** Unofficial opinions, calls to action, useful and relevant information, and reviews from members at large may be submitted for publication within blog spaces on the site. These shall be accompanied by the member's name, and anonymous submissions will not be accepted. All WCCFT members have the right to make submissions to one of the blog spaces. Blog submissions by members will be managed by an "editor" who is part of the webmasters' team. New blog statements and responses made to them will remain at the top of a blog page for one or more weeks depending upon the volume of submissions. The union president's blog statement will remain at the top until the president publishes a new statement. Blog statements will be archived for as long as possible on the site.

##Members may comment on blog statements or participate in other forums simply by typing to a comment space. Forum comments are not reviewed ahead of time by the site editor. However, the editor reserves the right to remove forum comments that fail to correspond to taste and decency policies described below.

Webmasters' Team

The webmasters team shall consist of members who may be elected Executive Board members, but that is not a requirement Webmasters will manage the appearance of the web site, the posting of information, and the content and quality of submissions. Webmasters will make decisions to publish material submitted by members based upon established editorial policies.

Submissions

Any WCCFT member is welcome to make a submission to parts of the web site open to submissions by members at large. No guarantees of publication will be given prior to submission. The site's editor shall collect all submissions for publication. Submissions are to be sent electronically to the editor, pasted into the body of an email message, in one of the following formats: MS Word, RTF, or PDF. Submissions to any blog space are to be kept to a length of 1,000 words or less. Submissions exceeding the word limit must be discussed with the editor prior to submission. Graphics and links (see below) are encouraged. Images should be submitted as separate files along with a list of file names with corresponding captions. If using images that are already on the Internet, the URL of the image and a caption or description must be added to the text of the submission. Similarly, all quoted material must be cited within submitted writing.

The editor reserves the right to refuse publication of any submission if it does not meet the submission guidelines and/or is contrary to the statement of Purpose and Content for the site. In addition, the editor fields questions about making submissions, edits submissions as necessary for elements of grammar, spelling and punctuation (though not for content or style except in the case of offensive statements), and formats content for electronic publication. Published blog statements should not be equated with opinions of the editor, other members of the webmaster team, or union officers. Members may respond directly to writers of published statements through a connected forum.

Editor's email address: scott.zaluda@sunywccft.org

Links

Members blog statements may link to any other site that provides information that may be of general interest to members. However, *SUNYWCCFT.org* takes no responsibility for the content contained on external sites reached via links from *SUNYWCCFT.org*. The site will not link to sites where the content, in the first click, does not adhere to the same editorial principles and guidelines as those adhered to by *SUNYWCCFT.org*.

Forums

SUNYWCCFT.org may contain any number of forums that, through a log-in, WCCFT members may contribute to. Log-in procedures will permit members to create their own user names and passwords.

Members comments on forums can be typed directly into a forum.

All forum contributors agree to rules that determine their behavior in the forum.

These rules include the standards of decency outlined below. The rules also include bans on spamming, trolling, and flaming. All three are explained below.

Spamming is repeatedly posting the same link on multiple forums, or trying to get people to go to another site to buy something.

Trolling is going onto a forum for the sole purpose of starting trouble or instigating an argument.

Flaming is going onto a forum and insulting people because of their beliefs, sexual preference, gender, ethnicity or any number of things.

None of these three items will be tolerated on this site's forums, and those that perpetrate these acts will be contacted by the webmaster team and encouraged to edit, or remove the post.

If they fail to do so, and persist in spamming, trolling, or flaming, they will have their access to the forum removed. There are no exceptions to these rules.

Also, please refrain from using BTTT (back to the top or bumped to the top) to push forum threads to the top of the list. If you want a thread to go to the top again, please just add something current and meaningful, otherwise others might do the same, and this could lead to an extremely poor forum experience when forum users click on a topic expecting to see a new contribution.

Taste, Decency, Language

Members should feel comfortable with their union's website and with general public using their site as a trusted source of information.

Therefore, *SUNYWCCFT.org* will not display any material that could be considered offensive in terms of taste, decency, or public feeling. Injurious language and statements based upon race, age, disability, sex, sexual orientation, religion, or social or professional standing will not be tolerated.

Swearwords, inappropriate sexual references, and offensive and abusive names can cause great offence. Any material, likely to cause offence, will be edited from blog statements or forum contributions or, in extreme circumstances, the post removed.

The availability of such content elsewhere is not a reason for it to be included on our website.

Comments and suggestions about these editorial policies may be sent to the site editor.