

SOCADMIN ▲ LIST GUIDELINES

Revised June 2004

THE URANTIA BOOK FELLOWSHIP

Cultivating The Spirit of Religion



ORIGIN

The SocAdmin email list for The Urantia Book Fellowship began as an idea of Richard Omura, a member of The Urantia Book Los Angeles Society. The idea was presented to the General Council in 1999 and initiated in January 2000. The List is coordinated and facilitated by The Fellowship's Membership Committee with technical support provided by the Web Site Committee.

PURPOSE

The purpose of the SocAdmin email list is to promote dialogue between Societies for mutual support and exchange of ideas, news, programs, and other information that could make Societies stronger and The Fellowship a more unified organization. The email list is also an essential tool for efficient and timely communication between The Fellowship and Societies.

MEMBERSHIP

➤ FELLOWSHIP MEMBERSHIP: Each List participant shall be a current member of The Urantia Book Fellowship.

➤ SOCIETY PARTICIPANTS:

- All current and former Society officers, Society representatives (TDA Delegates and Alternates) as well as Society committee members, are eligible to participate on the List.
- All members who are newly elected to Society positions may participate.
- All members with prior service in a Society position may be added retroactively.

NOTE: Each Society is empowered to determine who might participate on the List and may request that a member of their Society participate on the email list for reasons that facilitate society functioning. For example, a Society may have a member whose role is to forward relevant postings from the SocAdmin list to the other members of that Society. Although participation in the email list is voluntary, essential information about organizational activities will likely be missed if a person decides to not participate. Similarly, current Society officers may remove a former participant from their society for cause.

NOTE: Each Society President (or Society Secretary) is responsible for providing the Fellowship with the Name and Email Address of newly eligible participants.

NOTE: Each participant has the responsibility to notify The Fellowship of email address changes .

➤ FELLOWSHIP PARTICIPANTS:

- All current and former General Councilors.
- All members of The Fellowship's nine standing committees and the ad hoc committees are eligible to participate on the List.
- All newly elected members of the Council and committee members are added to the List immediately after their election.
- All members with prior service in a Fellowship position may be added retroactively when the individual contacts The Fellowship.

NOTE: The Executive Committee is empowered to determine who might participate on the List and may request that a member of The Fellowship participate on the email list for reasons that facilitate organizational functioning. Similarly, the Executive Committee may remove a former Councilor or Fellowship committee member for cause.

- TENURE: A participant remains on the List indefinitely -- there are no term limits.
- RESIGNATION: A Participant must notify The Fellowship at fellowship@urantiabook.org in order to be removed from the SocAdmin List..

☞ OPERATIONS ☞

The SocAdmin email list itself is completely automated except for the addition and removal of members. When a member sends an email to socadmin@urantiabook.org it is forwarded to all members of the List automatically. No one screens the messages.

Because of the relatively large number of participants, you are asked to clearly identify yourself at the end of each email message by stating your full name and your position.

☞ GUIDELINES ☞

➤ CONTENT:

Public postings may include;

- Society or Fellowship announcements of activities;
- requests for information, opinions, or assistance;
- official notices or reports.

Personal messages might express;

- a member's ideas, opinions, and recommendations.

List discussions may be;

- philosophical, theological, and topical or
- focus on the politics of Urantia related organizations.

However, these communications should not detract from the purpose of the List to assist each Fellowship Society to progress in the direction of its own choosing.

- CONFIDENTIALITY: Communication on the SocAdmin email list may be either public or private in content. Both the sender and the receivers of email messages are expected to take an equal share of responsibility for maintaining the integrity and confidentiality of List communications. The sender is encouraged to state at the onset of a message if the communication is private to the participants of the List. If the sender's intention is unclear, receivers should obtain the sender's permission before forwarding the message to other people, either within a Society or within the larger reader community.

- THE SPIRIT OF COMMUNICATIONS: Participants are expected to maintain a level of spiritual flavor in their messages that reflects the teachings of The Urantia Book. This forum is not a place for attacking other organizations or people. Together, we strive to maintain a high level of communication.

- APPROPRIATENESS: Participants share responsibility for maintaining the quality of List communications by providing feedback to those members whose messages are perceived as offensive and by providing such to the Membership Committee. Likewise, Societies are encouraged to respond to any of their officers or representatives who violate the spirit of the List. Final decisions regarding the appropriateness of posts are at the sole discretion of the Membership Committee including the decision, if necessary, to suspend a member's participation.

Thank You for Your Participation,

THE URANTIA BOOK
FELLOWSHIP

