

The Urantia Book FELLOWSHIP

Founded 1955

SOCADMIN LIST GUIDELINES

Revised July 2003

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 has also become an essential tool for efficient and timely communication between The Fellowship and Societies.

MEMBERSHIP:

Society officers and Society representatives to the Triennial Delegate Assembly become members of the SocAdmin email list as soon as the Society properly notifies The Fellowship of their election. Each Society is empowered to determine which of its officers participate on the List. Additionally, a Society may request that another member of their society become a member of the email list for reasons that facilitate society functioning. For example, a Society may have a member who is not an officer or TDA representative 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.

In order to facilitate communication between Societies and The Fellowship, members of the General Council, which includes the Executive Committee, and members of The Fellowship's nine standing committees also participate as List members. Each standing committee has six members including the chairperson who is a General Councilor.

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.

GUIDELINES:

Content: Public postings may include Society or Fellowship announcements of activities; requests for information, opinions, or assistance; and 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. But 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 members 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: Members 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: Members 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.

Membership Committee:

Bob Bruyn, Chair rbruyn@aol.com

John Causland, Secretary johncausland@compuserve.com

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Geri Johnson geraldine.johnson7@verizon.net

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