

SOCADMIN ▲ LIST GUIDELINES

Revised AUG '09

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 ✧

➤ 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 are encouraged to participate.
- All members with prior service in a Society position may be added retroactively.
- All participants shall be members in good standing in their Local Society.

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, Society officers may remove a former participant from their society for cause.

➤ FELLOWSHIP PARTICIPANTS:

- All current and former General Councilors.
- All members of The Fellowship's nine standing committees and the ad hoc committees.
- All members with prior service in a Fellowship position may be added retroactively when the individual contacts The Fellowship.

The Fellowship 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 Fellowship member for cause.

➤ TENURE: A participant remains on the List indefinitely - there are no term limits.

➤ ADDITIONS, CHANGES OR RESIGNATION:

- Society Presidents or Secretaries are responsible for contacting the Fellowship at; elists@fefadmin.org with the "Name and Email Address" of newly eligible participants.
- Participants may update email addresses or unsubscribe by clicking on the link; [Visit list archives, subscribe, unsubscribe or change your subscription preferences](#), which can be found at the bottom of all SocAdmin email messages and then follow the prompts. Or send changes to elist@fefadmin.org

❧ 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@discussthis.com 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 please **CLEARLY IDENTIFY YOURSELF** at the end of each email message by stating your full name, Society and office. Personal Computers and their Internet connections vary greatly, therefore restraint is appreciated in posting large images or files on Socadmin as they tend to hinder download speed.

❧ GUIDELINES ❧

➤ CONTENT:

Public postings may include;

- Announcements and reports regarding UBF and Society activities;
- including related projects, service, outreach and socialization opportunities.
- Requests for information, opinions, or assistance involving UBF and Society related activities;

Personal messages might express;

- A member's ideas, opinions, and recommendations as they relate to the List purpose;
- including humor, poetry, whimsy and inspiration.
- Links to sites or articles that members might find of interest.

List discussions may be;

- Philosophical, theological, topical and/or political, as they may relate to the List purpose of improving and growing organizational relationships.

➤ 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: List communications must respect every Fellowship Society and Members their fundamental rights to progress in the direction of their own choosing. 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

