

Maine State Grange

Communications Department Policies



1 MAINE STATE GRANGE BULLETIN POLICY

The Maine State Grange Bulletin serves as an internal communication mechanism that will facilitate sharing information between state leadership and members. In determining what to publish two guiding questions will be applied:

1. Does the information or article submitted have general interest statewide?
2. Does the information or article reflect Grange values?

Publishing priority will be given to articles submitted by state officers and directors, but the *Maine State Grange Bulletin* encourages articles from the membership. The writer's name and contact information for verification must be included. Submission does not guarantee publication. The *Maine State Grange Bulletin* reserves the right to make any changes necessary to accepted articles. Anonymous, pseudonyms and articles dealing with personalities will not be printed. The editor reserves the right to edit articles for style, grammar, spelling and length. The overriding standard for editing will be good old commonsense fairness.

The State Master and Executive Committee will serve as an editorial policy review board when necessary.

All articles and information must be submitted by the fifteenth of the month. Our goal is then to have the issue assembled, printed and mailed by the end of that month. (Articles will be posted to the web site as received unless otherwise requested.)

The process for submitting to the bulletin is the same as submitting to the web site. There are three options:

1. Use the [SUBMIT] tab at the top of the website. This effectively emails your submission to the webmaster/editor.
2. Send an email using the webmaster@mainestategrange.org email address. Your information/article can be the email itself (preferred) or an attached Microsoft Word document.
3. "Snail mail" your information/article to the editor's home address: 17 River Road, Abbot ME 04406. **Do not use this address for any other State Grange business.** Doing so will delay a reply!

All letters or articles submitted for publication must have contents relating to the Grange and be limited to 250-300 words. When submitting future events, please allow lead adequate lead time and include all the details such as date, time, Grange (and location) and a contact for more information.

Adopted by the Maine State Grange Executive Committee, February 2, 2014

2 MAINE STATE GRANGE WEBSITE POLICY

2.1 WEBSITE DISCLAIMER

The information contained in this website is believed to be reliable and while every effort is made to assure information is accurate the Maine State Grange and affiliates disclaim any implied warranty or representation regarding its accuracy, completeness or appropriateness for any particular purpose. This includes but is not limited to information provided by any third party which is accessed through this site via a hyperlink.

Those persons who access this site assume full responsibility for the use of said information and understand and agree that the owner of this site is not responsible for any claim, loss or damage arising from the use of any information contained in the site.

Any reference to products, companies or services does not constitute or imply recommendation or endorsement by the Maine State Grange.

We hope that makes all the lawyers happy! Now enjoy the site and make use of the information!

2.2 PRIVACY STATEMENT

The Maine State Grange is committed to privacy. Every attempt is made to protect and maintain your privacy.

2.2.1 Information Automatically Collected

Your IP address and server information are automatically recorded as part of our website statistics. This information will not be used to contact you in anyway. Because of the site's design as a blog the use of cookies will be minimal.

2.2.2 Use of Contact Form

Use of the site's contact form may require users to supply some information (name, email address). This information is only used to reply to requests for information or acknowledge information submitted. Information supplied using a contact form will not be kept, shared, or sold.

2.2.3 Subscription Feature

Use of the subscription feature is an "opt in" service provided by a third party. If you have any difficulty with the service or "opting out" please contact the Maine State Grange webmaster for assistance.

2.2.4 External Links and Third Parties

This site contains links to other sites and utilizes third party services. The Maine State Grange is not responsible for the content and privacy practices of these third parties. Please be aware that these sites may collect information about you and may have privacy policies which differ substantially from this.

If you have questions about this privacy statement, the practices of this site or your experiences with it, you may contact the Master of the Maine State Grange or the Webmaster either by emailing from the site or at above address/phone number.

2.3 POSTING POLICY

The Maine State Grange website serves two primary purposes. First, it will serve as a communication mechanism that will facilitate sharing information among members. Second, as a “public face” that allows non-members an introduction to the Grange and the ability to find information regarding programs. These two purposes are complementary but require a balance in terms of the types of information posted. The two primary guidelines we will use in posting are:

Does the information submitted have general interest statewide?

Does the information portray the Grange in a positive light and reflect basic Grange values?

We will not, therefore, post Fraternal Concerns regarding sickness and death. Exceptions may be made when concern involves a current or past state officer or other person well-known throughout the state. This policy also avoids potential privacy issues. We will also not post events that are not directly Grange related or sponsored. If, for example, a marathon is being held in the area to benefit a charity, it would not qualify for posting unless it is sponsored by the local Grange or the Grange membership is participating as a group.

We will attempt to keep information regarding State Grange activities and policies current, but it must be noted that directors and officers are responsible for providing current information.

We reserve the right to refuse to post information submitted.

We will use extreme caution when posting photos that include children and expect the submitter to be absolutely certain that parental/guardian permission is secured before submitting photos for posting. Please bear in mind that many Grange Meetings and events do not qualify as “public events” and attendees would likely have a reasonable right to an expectation of privacy.

We will also follow the “Grange Website and Electronic Social Media Code of Conduct” adopted February 25, 2011 by the National Grange Executive Committee.

2.4 NATIONAL GRANGE WEBSITE AND ELECTRONIC SOCIAL MEDIA CODE OF CONDUCT

All websites, Facebook groups or pages, and all other internet based social media platforms representing the Grange must be under the jurisdiction of a Subordinate/Community, Pomona, or State Grange.

Each website must be clearly identified as being a Grange website and must have contact information on or within one easily identifiable click from the home or index page.

Each Facebook or other social media platform must be clearly identified as being a Grange sponsored page or group and have a Grange contact person easily identified on the page.

No partisan or sectarian comments, opinions, statements, or endorsements may be posted on the website or the page.

No negative or inflammatory (designed to insult or belittle) comments, opinions, or statements toward any Grange or level of the Grange or toward any member of any Grange may be posted on the website or page.

No inflammatory (designed to insult or belittle) statements, comments, or opinions toward any the public, including public officials, may be posted on the website or page.

All policies of the Grange posted on the website or page must be clearly labeled as to which Grange or level of the Grange has adopted the policies.

All content, including advertisements, must be within the guidelines of the Digest, By-Laws of the State Grange with jurisdiction, and By-Laws of the Grange operating the website or page.

Adopted February 25, 2011 by the National Grange Executive Committee.