

CASFS WEB POLICY
Created April 13, 2003
Updated October 8, 2004, November 20, 2009, September 24, 2010

A. OVERALL POLICY

1. The following information shall be in the records of the CASFS Webmaster, CASFS Treasurer, CASFS Secretary and CASFS Board Secretary:
 - a) Location (address) at which the CASFS website is hosted
 - b) All passwords to access the CASFS website
 - c) Domain names registered to CASFS and the location and dates for their renewal
2. All email addresses at casfs.org, hexacon.org and coppercon.org will be assigned by the webmaster unless he/she assigns this duty to someone else. Detailed instructions on how to assign and/or change these email addresses will be filed with the CASFS Treasurer, CASFS Secretary and CASFS Board Secretary. The CASFS Webmaster should be listed as the contact point for all CASFS web sites and/or domain names.
3. Passwords for CASFS web site access will be disseminated by the CASFS Webmaster and will not be passed on to others without the Webmaster's prior knowledge.
4. All official CASFS related material on the web shall be on the CASFS website. If information is maintained on a non-CASFS site then access information for that site must be in the records of the CASFS Webmaster, CASFS Treasurer, CASFS Secretary and CASFS Board Secretary.
5. CopperCon.org will point to a CopperCon front page listing links for current and upcoming conventions as well as any past conventions whose pages still exist.
6. HexaCon.org will point to a HexaCon History page.
7. A copyright statement must appear on the home page of each area and convention. The statement may appear on a separate page provided that an obvious link to the page appears on the home page. Suggested wording for the copyright statement is:
"Copyright ©© 1995-2003 Central Arizona Speculative Fiction Society, Inc. The copyright of certain portions of www.casfs.org are retained by the original contributors. For information on using photographs, articles, or artwork from this web site, please contact the webmaster at webmaster@casfs.org. They will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors."
8. A disclaimer or a link to the disclaimer text shall appear on all CASFS pages that indicates CASFS is not responsible for information on pages not officially maintained by CASFS. Suggested wording for the disclaimer:
"Except where noted, none of the links listed here are maintained or sponsored by CASFS, Inc. Links to these pages do not imply formal approval or ownership of those pages. In particular, we do not warrant or authorize any information contained on any page or link except those held at www.casfs.org and its subdirectories."

9. Pages containing links to merchants should contain a disclaimer. Suggested wording is:
“Some of the links from our pages, if followed, will lead you to merchants and other commercial operations. We do not recommend, refer, authorize, warrant, or commission any of these merchants, and links to them from other pages we link to do not imply any such relationship.”

10. All CASFS web sites must be approved by the CASFS Web master and one designated board representative before going live. The CASFS Web master and the board representative will have up to one week to look it over and determine if there are problems. If nothing has been said after that week, approval may be assumed and the site may go public. Subsequent substantive changes must be submitted as well, with a 48-hour approval time.

11. Use of web site code that is either encumbered with advertising not under CASFS control or that harvests information on behalf of a third party is prohibited.

12. Use of profanity on the web site, even if it is not visible to the general public, will result in loss of access privileges.

13. Dead links must be promptly removed. It is recommended that web page administrators check all links on a monthly basis.

14. No convention registration data containing personal information about any CASFS or convention member will be stored on the CASFS web site. With board approval a list of the names only of convention attendees may be posted to convention web sites or a searchable database of name and badge name may be implemented.

B. ACCESSIBILITY & DESIGN

1. For ease of use and maximum accessibility the following minimum standards must be followed:

- a) Web pages will not be browser specific and will take into account the fact that not everyone uses the most up to date browser software
- b). Web page codes will not contain automatic redirects.
- c) Information on these pages shall be updated on a regular basis. At a minimum there shall be monthly updates to those pages that contain information that is not static.
- d) General contact information, both electronic and non-electronic, will be available on the home page of each area/convention and shall be located in an obvious place.
- e) Contact info for specific areas (i.e. Dealer’s room, Programming, Editor) shall appear prominently on the specific page for that area. In certain cases such contact info should also appear on the home page of that section.
- f) Text equivalents shall be provided for all non-text elements
- g) All information conveyed with color must also be available without color.

2. As a non-profit educational organization, the Central Arizona Speculative Fiction Society, Inc should be concerned that its electronic publications and web sites are as accessible to person with disabilities as possible. The World Wide Web Consortium has released Web Content

Accessibility Guidelines (WCAG). These guidelines explain how to make web content accessible to persons with disabilities. The guidelines are intended for all web content developers (page authors and site designers) It is strongly suggested that these guidelines be followed as closely as possible A copy is attached to this policy (See Attachment 1) or may be found on-line at <http://www.w3.org/TR/WAI-WEBCONTENT/#>.

C. AREAS

1. Areas for the website shall (at a minimum) be:
 1. A front page with the following links
 - a) All About CASFS
 - b) CASFS History
 - c) CASFS Members
 - d) CopperCon page
 - e) HexaCon History page
 - f) ConNotations page
 - g) Event Calendar
 - h) Club and Organization page
 - i) Interesting Links
 - j) Contact page
2. The “All About CASFS” page shall contained a description of what CASFS is and what it’s goals are with links to CASFS By-laws and procedures and the minutes of CASFS meetings
3. The “CASFS History” page shall contain a brief history of the founding of CASFS and what it has done since it was established
4. The CASFS Members page will have links to any personal web pages maintained by CASFS members.
5. A CopperCon link page with links to current and upcoming CopperCons. Past convention pages should be archived but links should not appear unless post convention data (i.e. reviews, photos) has been added.
6. A HexaCon History page with links to past convention pages that have been archived. It is recommended that post convention data (i.e. reviews, photos) should be added as available.
7. A “ConNotations” page with links to the current issue as well as a link to a file section containing .pdf files of back issues
8. The “Event Calendar” page with upcoming events, meetings, signings, conventions, etc with links where available.
9. The “ Club and Organization” page shall have contact info and links where applicable

10. The “Interesting Links” page shall have links to SF related and other web sites of interest to our members.

11. A “Contact Us” page with email links to all CASFS officers, board members and current convention chairs as well as other contacts of interest.

D. WEB PAGE ASSIGNMENTS

1. Area assignments will be handled by the Webmaster with the exception of individual convention pages. Current assignments as of October 08, 2004:

All About CASFS	Webmaster
CASFS History	Webmaster
CASFS Members	Webmaster
CopperCon	
Front page	Webmaster
Individual Events	Maintained by individual committee members as assigned by convention chair
HexaCon	
Front page	Webmaster
ConNotations page	ConNotations editor or someone appointed by the editor
Event Calendar	Webmaster
Club page	Webmaster
Contact page	Webmaster