

## **SBE Chapter E-mail Lists Procedures and Rules of Use**

Beginning March 1, 2016, the Society of Broadcast Engineers began offering a new benefit to SBE chapters; a free chapter email list to any interested SBE chapter. Use of this benefit is optional. Many chapters already have their own chapter email list (or remailer). Chapters are welcome to continue to use what they have, or may switch to this new benefit at any time.

### **List Ownership**

The lists will be established through the existing account that the SBE national office has with Pair Networks of Pittsburgh, PA, using its "Mailman" system. Chapter mail lists will use the following protocol: "sbe-(chapter#)@sbe.org. For example, sbe-73@sbe.org.

Pair has hosted the SBE national website for many years and has hosted mail lists for national SBE use. Each chapter chairman, or designee, will serve as the chapter's list administrator. That same person or another SBE member designated by the chapter chair will serve as the list moderator. The SBE national office will serve as the co-administrator for each chapter's list. For reasons of security and liability, the National SBE is the owner of all chapter lists. Chapters agree to follow the *SBE Chapter E-mail Lists Procedures and Rules of Use* in the operation of their chapter list.

### **Chapter List Moderator and Administrator**

There are two ownership roles associated with each mailing list. The *list moderator* approves or rejects subscription requests and disposes of held postings. He or she moderates member discussion as needed.

The *list administrator* has control over all parameters of the mailing list. The Administrator is able to change any list configuration variable available through the list administration web pages. However, there is a standard list configuration set-up that is used for the chapter lists. We will review the configuration with the chapter's list administrator at the time the list is established. The chapter's *list administrator* can also tend to pending requests. The chapter list administrator will have a log-in and password and agrees to not share them. The SBE national office list administrator will only act on list requests in unusual circumstances or to "rescue" the list. Each chapter has the responsibility of moderating its own list traffic.

### **Moderator Login**

Accessing the list moderator page is necessary to carry out moderator responsibilities. The chapter list moderator will access the list using a login - their own email address, and a password. The password will be provided by the SBE national office when the chapter's list is created.

### **Changing Administrators and Moderators**

The chapter chairman can designate a new list administrator or moderator at any time by notifying the SBE national office at [executivedir@sbe.org](mailto:executivedir@sbe.org). A new password will be created for the new administrator or moderator (these passwords are not the same). A chapter may choose to have more than one list moderator. If it does, the moderators will share the same password.

### **Subscribing Members**

SBE members attached to your chapter should not be automatically added to the email list but request to be subscribed. A good way to do this is to have a sign-up sheet at monthly chapters meetings. Members may have more than one address subscribed if they wish. Remember, if someone wishes to subscribe an alias (or forwarding) address and their root address is not subscribed, they will not be able to reply to the list from the root address.

## **Updates**

Over the course of time, members move, change employers or sometimes decide to use a different email address. Encourage local members to update their subscribed email address when necessary, either with the moderator directly or by following the instructions on the “Welcome” message generated by the list when they first subscribe.

## **Rules of Use**

Content -The purpose of the SBE Chapter email lists is to provide an easy way for SBE members within a chapter to communicate to one another about the chapter, the SBE and topics related to broadcast and media engineering. Members subscribed to the chapter list should limit their posts to these topics. There are other forums available to discuss personal and non-business-related topics.

Messages that include content that is illegal, immoral or off-color in nature, or harassing messages of any kind, are not permitted on SBE chapter email lists. Chapter list moderators are responsible for monitoring the message content and enforcing this policy regarding their chapter’s list.

## **System Message Restrictions**

To reduce the possibility of spam, phishing and the introduction of viruses, all SBE chapter email list messages have a size limit of 40 kb. Anything over this limit will be held for moderator review. Messages will also be held for review if there are more than 10 addresses in the “To” field. A message is automatically sent to the poster letting him know that his message is being held for review. Most attachments can be included with messages but because of their size, messages with attachments will almost always be held for review by the moderator. Pair Networks limits the size of attachments to no more than 30 MB.

We encourage posters to “trim” their messages (delete some, or all, of the message thread), which will help to avoid tripping the 40 kb limit. Subscribers have the option of using a digest version of the list, which bundles messages and sends them periodically (usually daily), rather than sending each message as they are generated.

If the chapter list administrator or moderator has a problem or question regarding the operation of the list, please contact [executivedir@sbe.org](mailto:executivedir@sbe.org) or call the SBE national office at 317 846-9000. Chapter administrators and moderators are not to contact Pair Networks directly.