

[State/Area/Province/Country/Chapter] ICES Internet Policy

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Web Site Ownership and Maintenance: This web site is owned, operated and maintained by [S/A/P/C/C] ICES, and must exist as a stand-alone, individual, separate web site, apart from any other personal or business web site. The contents of this web site are published under the jurisdiction of the [S/A/P/C/C] ICES Bylaws and remain under [S/A/P/C/C] ICES ownership and jurisdiction, regardless of who administers and/or maintains the site. The domain name, web hosting and all other associated regular accounts, subscriptions and fees will be in the name of [S/A/P/C/C] ICES, and will be paid for by funds from the treasury of [S/A/P/C/C] ICES. E-commerce profits, if any, derived from this web site will be deposited into the treasury of [S/A/P/C/C] ICES and will benefit [S/A/P/C/C] ICES as a whole.

Content Policy: This web site is an ICES [S/A/P/C/C] web site and as such, will be limited to ICES and ICES [S/A/P/C/C] business and ICES events only. All information posted on this web site will be family friendly, neither controversial nor offensive in any way, and suitable for children of all ages. Personal notes and blogs will not be posted and message boards are not permitted at the ICES [S/A/P/C/C] level. ICES and local ICES [S/A/P/C/C] events may be listed or linked on this web site at no charge. All non-ICES events must be sugar-art related and in conformity with ICES Bylaws, Ethics, S/A/P/C/C Internet Policy, and Chapter Bylaws, if applicable. Non-ICES related events, without exception, will be charged advertising fee(s), those fees to be deposited into the [S/A/P/C/C] ICES bank account. NO information detrimental, defamatory or derogatory to ICES in any way may be published on any [S/A/P/C/C] ICES web site.

Internet Coordinator: The [S/A/P/C/C] Internet Coordinator must be relatively familiar with Internet procedures, web site design and maintenance, and may be elected or retained by a simple majority vote by the [S/A/P/C/C] ICES membership. If elected, the Internet Coordinator's term does not expire until the next regularly scheduled [S/A/P/C/C] election for that position. The Internet Coordinator may be reelected as often as they are elected and willing and able to serve. The Internet Coordinator, though not an ICES officer, must answer to the membership, and provide web hosting, domain name registration and maintenance, web user name and password (and any changes) to the current State Representative (if none, ICES Alternate; if none, other elected [S/A/P/C/C] Secretary or Treasurer; if none, the ICES Representative Liaison), and ensure that such information is easily accessed by the

State Representative (or Alternate) and the succeeding Internet Coordinator. Web design and upkeep must be within [S/A/P/C/C] ICES' Internet Policy and meet the approval of the majority of the local [S/A/P/C/C] ICES membership. The purpose and responsibility of the Internet Coordinator is to accurately reflect the online personality and mission of the [S/A/P/C/C] ICES web site. It is the Internet Coordinator's responsibility to maintain the [S/A/P/C/C] ICES web pages, building, enhancing or updating the web site for the benefit of the [S/A/P/C/C] membership, publishing current information on the web site within five (5) business days of content submission and approval, and within ten (10) business days of the delivery of the state newsletter or Rep communiqué, if any.

Advertising Policy:

- Non-ICES related events, without exception, will be charged advertising fee(s), those fees to be deposited into the [S/A/P/C/C] ICES bank account.
- Any link/information/ad may be removed without notice if a breach of ICES Ethics, Bylaws, S/A/P/C/C ICES Internet Policy and/or ICES Chapter Bylaws is noted.

Ad Specifications and Pricing:

- Advertising fees are due before ads will be published. Credit card information will not be kept on file.
- Standard web banner sizes will be used for online advertising: 180 x 150 (pixel, width x height) for the cost of: \$ _____ per banner, per month.
- Images are to be submitted in .jpeg or .gif format, about 100 dpi.
- Only standard, online fonts may be used (Arial, Trebuchet, Times New Roman, etc.) for ad content, except that non-standard fonts may be incorporated into images.
- Line advertising (font: Arial; size: 10) will be advertised at a cost of \$ _____ per line, per month.