



The Society of Hispanic Professional Engineers Kansas State University

SHPE Mailing List Guidelines

The following are a set of basic guidelines, formulated to be flexible, and to allow everybody to express themselves by using the system correctly and effectively:

Subscription:

- The people subscribed to the LIST shall include SHPE members of the actual membership term. Others can be included in the mailing list with previous authorization of the list manager (or owner).
- When registering to the SHPE chapter, the member will be included or have her/his information updated in the mailing list. The member will be able to unsubscribe at any time by sending the required commands to the LISTSERV or requesting the list manager.
- At the beginning and during each term, the list manager will include new subscribers, update the information of current subscribers, and remove non-members or others that desire to unsubscribe.

Ethical issues:

- Complying with general Internet 'netiquette', the LIST cannot be used for private business, or profit. Only for research and education purposes. In this case, ALL mail must be related to SHPE.
- Queries for a single person are highly discouraged. Do not send a message to the mailing list if it does not involve all the members. For replies, the name and address of the sender appears on the message, please address that person individually if you want to comment on her/his opinion.
- Be polite, courteous, and considerate. Imagine that the person(s) that you are talking to are sitting next to you. Also, provide evidence to support your claims.
- This list was not created to serve any personal agendas, and/or interest groups. It was created to serve the general membership's welfare.

Finally, if you, or your chapter needs assistance, contact the respective mailing list administrator.

It is hoped that this information will be of use to the students, professionals, and other people related to SHPE, and that the tools herein will be used to increase communication, and efficiency within our organization.

Reference: <<http://www.shpe.org/lists/guidelines.htm>>

CNS Policies and Procedures: Electronic mailing lists

The use of an electronic mailing list (list server) is encouraged for various university-related functions and discussions. This includes educational, research, and professional organization activities. Recreational e-mail lists are not supported. Questions about LISTSERV use can be sent to listhelp@ksu.edu.

Requests to establish a LISTSERV mailing list must be made by a full-time faculty or staff member. Each e-mail list must have a full-time faculty/staff person who makes a commitment to maintain the list, is the "owner of record" responsible for the list, and is a member of the discussion group.

In some cases, CNS provides, without charge, electronic addresses of computer users for the purpose of establishing LISTSERV mailing lists. CNS will not provide, without charge, electronic addresses for units to use in establishing e-mail lists for their own use. The distinction here can be a fine one: consider a LISTSERV used to distribute official departmental notices to which only the department head can contribute. To make a distinction, CNS chooses to regard LISTSERV mailing lists as vehicles for two-way or multi-way communication.

Accordingly, CNS will cooperate to establish LISTSERV mailing lists for classes from class list files. When such class LISTSERV mailing lists are established by CNS, all class members are included in them, regardless of any individual requests for privacy of a K-State Computing ID. Confidentiality is maintained by making the list owners (usually the class professor and graduate assistants) the only people who may retrieve the list membership.

For all other LISTSERV mailing lists, if the list is one-way, i.e. members are excluded from making contributions to the list content, then it is just a covert e-mail list and CNS won't provide any list of electronic addresses without charge. An open list to which members can contribute discussion content is a real LISTSERV mailing list, and CNS will cooperate in providing electronic addresses for the list, without charge. However, in such instances CNS will not provide the e-mail addresses for individuals who have requested that their K-State Computing IDs be kept private. Further, the list owners will be responsible for maintaining the currency of the list membership.

Inappropriate mass mailing is prohibited. This includes multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming", "flooding", or "bombing". More information on this prohibition is available by typing "describe spam" at the prompt on the central Unix systems.

Source: <<http://www.k-state.edu/cns/policy/policy.html>>