



# THE EGYPTIAN STUDENTS ASSOCIATION IN USA AND CANADA

( W W W . E S A N A . O R G )

## **Bylaws and Guidelines for posting to the ESANET**

### *Section A: Introduction*

The Egyptian Student Association NETwork (ESANET) is the official email correspondence network of the ESANA. It is intended to be used by the ESANA Officials, unit presidents, unit members and Egyptian Academics studying and working in North America. Members subscribed to this list must read and accept these bylaws.

ESANA-EC and all unit representatives must be actively subscribed to the ESANET. Official messages and announcements will be posted to the ESANET and webpage.

ESANET is an independent free forum for members to contribute their ideas, views, concerns or other items of interest. They are solely responsible for the material they post. Material posted from members doesn't in any fashion represent the opinion of the ESANA. The ESANA or its Executives are in no way liable or responsible for copywriting. Material forwarded from various news sources requiring permissions are the responsibility of the sender.

The ESANET is, and will remain, moderated by a committee. The moderation committee includes the current active moderator, ESANA-EC members willing to be on the committee, as well as post-moderators of the ESANET. This committee should never be less than 3 individuals or more than 10.

### **Section B: Objective**

The ESANET is intended to be a quality net. This is defined as

- Light: Short length articles, fresh humorous sometime requires little time to read.
- Rich: Material is educational, informative, new and authentic
- Uniting: subscribers feel and behave with respect to other subscribers.

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ESANET will not subscribe to email groups or other lists sending emails. It will also not subscribe as itself to any other mailing list.

## SECTION C: GUIDELINES FOR POSTING

These are guidelines for posting. They are not considered absolute rules as it is not possible to predict in advance and “extraordinary circumstances” that may require some change. However the following is considered essential

- 1- Message must be readable with ease. Irrelevant information, headers or extra notes must be removed.
- 2- Message format: Subscribers should do their best to summarize news in points and bullets. They should make them easy to read.
- 3- Notes must accompany contributions from the sender outlining why this information is considered important to others.
- 4- It is recommended that the message length not exceed 70 lines.
- 5- An appropriate subject must outline the contents of the email
- 6- Message must be complete and concise
- 7- Preferable have links to articles available in other sources. Large attachments are highly discouraged.
- 8- Discussions are to follow the Code of Ethics presented in section D.
- 9- Emails that contain personal harassment on another member of the ESANET are NOT allowed.
- 10- Discussion should be objective, and to the point.
- 11- Member posting a message should verify its information prior to sending it to the ESANET.

In case a message is denied posting, the moderator should inform the sender. He must also include the reason behind this denial. Discussions concerning this denial should not exceed three emails (including the denial email). If the member wished to take it further please refer to section E.

## SECIOTN D: CODE OF ETHICS

The principle code of conduct on the ESANet is Islamic Manners. This includes

- 1- Advice
- 2- Brotherhood
- 3- Honesty
- 4- Patience and Tolerance

Bad language, personal demeaning, \_ and aggressive language is unacceptable.

## SECTION E: PENELTIES OF VIOLATIONS, PROCEEDURE OF COMPLAINTS.

No one is to be expelled from the ESANET unless found to delibratly violate the Code of Ethics. A decision is reached in this regard by the moderation committee. At least 51% of the members must approve this decision in order it to take effect.

Complaints against the ESANET moderator should be addressed to the ESANA-EC President. The ESANA-EC President has the jurisdigtion to determine its validity and corrective action.