

Tire Society Web Site Policy & Procedure

(Final Version: May 2, 2007)

The policies and procedures of the Tire Society's web site are contained in this document.

History

1. The original resolution to establish a Web presence was adopted by the Executive Committee on 4/11/97 upon recommendation of the Web Feasibility Committee appointed by President Berzins. The committee members were Messrs. DeEskinazi, Pelle, and Slagh.
2. The current revision of the site's policy & procedure was drafted by Hamid Aboutorabi and adopted by the Executive Committee on 5/2/07.

Purpose

The Tire Society maintains a web presence to support its mission, communicate with members and to conduct its business in an efficient manner. The web presence and services on the site are to be consistent with the Society's mission.

Organization

1. The responsibility for the content and operation of the Web site resides with the President of the Society.
2. The President may delegate his responsibility to volunteers or appointed Webmasters, who have to be approved by the Executive Committee. Webmasters are not required to be members of the Society.
3. The authority to revise or reorganize the site's content under general headings resides with the President or, with his approval, the Webmasters.
4. Webmasters may be restricted to modifying only designated portions of the web-site based on the scope of their assignment.
5. Any member of the Society may request changes to the contents or format of the site. Requests shall be submitted in writing to the President. If the President rejects the requested change, the requesting member may ask the President to refer the matter for consideration at the next Executive Committee meeting.

Operation

1. The URL for the Society's web site is, and shall remain "www.tiresociety.org."
2. The Web site's hosting platform should be selected based on cost and service factors. If a change in the hosting company becomes necessary, it should be done in a manner with the least interruption. Concurrence from Executive Committee is required for changing the host server.

3. Portions of the web-site may be hosted by different hosting companies as needed to support web services. However, these portions need to provide links back to the home page.
4. The style of the Web site and the color scheme has to be uniform across all portions of the site even though different companies may host them.
5. The Treasurer should account for all expenditures for maintenance and operation of the Web site in a separate line item in the Society's annual budget.

Content

1. The following headings are a required minimum content:
 - a. Home: The opening page of the Society's site located at "www.tiresociety.org".
 - b. Journal: Links to the online version of the TST Journal.
 - c. Conference: Provides information about the current and previous Society's annual conferences.
 - d. Membership: Provides information about membership in the Society and fees.
 - e. About Us: Describes the mission, history, and organization of the Society.
 - f. Contacts: Provides contact information for the business office, officers, and conference chairman.
2. From time to time the Society is approached to post on its website announcements and links to external content. The decision usually needs to be made quickly and cannot wait until a regular meeting of the Executive Committee. Therefore, such links and announcements are permitted with the approval of the President. However, they must satisfy the following requirements:
 - a. Be consistent with the non-profit status of the Society.
 - b. Be compatible with the mission of the Society, which is to disseminate knowledge about the science and technology of tire.
 - c. Be reciprocal if possible, i.e., if an announcement for a conference is posted on our site an announcement for our conference should be posted on their website.
3. The conference chairman owns all the content regarding the annual conference. This content is posted with the approval of the President. It is recommended that the conference section of the site be organized based on the conference year. Material relating to future conferences should be posted as far in advance as possible. Material relating to past conferences should be kept for reference until deemed obsolete.