

Element	Charter - Usage of CanOSANet
<p>Case:</p>	<ol style="list-style-type: none"> 1. What is CanOSANet? 2. What is the purpose of CanOSANet? 3. Who are the beneficiaries of CanOSANet? Who can be members of the CanOSANet? 4. Who owns the CanOSANet? 5. What are the rules to grant / deny membership to the CanOSANet? 6. Who can post messages in CanOSANet? 7. Should CanOSANet be moderated? 8. If yes, what are the usage guidelines for users 9. Is there a penalty clause in case a member violates the usage guidelines? 10. Who should moderate the CanOSANet? 11. Responsibilities of the moderator(s) 12. How should the moderator list of CanOSANet be made available for reference? 13. Privacy and Protection of user information.
<p>Problem Statement:</p>	<ol style="list-style-type: none"> 1. On occasion, the CanOSANet forum has been observed to be unpleasant. 2. Usage of foul language and language which is abusive in context. 3. Name calling/personal attacks. 4. Messages not fitting the forum and audience 5. No respect of privacy 6. No respect for individuals 7. Lack of a Safe environment to have communications 8. Members sometimes do not follow any decorum of use of the forum. Establish that missing link to establish decorum. 9. Members leaving/opting out of CanOSANet due to these problems.
<p>Boundaries & Constraints:</p>	<ol style="list-style-type: none"> 1. Privacy of members 2. Legal consequences 3. CanOSANet vs. CANOSA 4. Boundaries for members 5. Boundaries for moderators 6. Boundaries for owners

Measurable Goals:	<ol style="list-style-type: none">1. Definition of key terms2. Audience of the forum3. Usage guidelines4. Moderation Guidelines
Change Control	<ol style="list-style-type: none">1. This document and its guidelines can be applied to the CanOSANet operations, only after publishing this approved document (approved by the CANOSA board), for the reference of the CanOSANet yahoo distribution group, for a period of 30 calendar days2. Future changes to this document, can be sought only by the CANOSA board, to a newly appointed committee3. The content of this document is subject to change and can change any time.

Definition of key terms

1. What is CanOSANet?

CanOSANet is a yahoo group based email distribution list. It is an acronym for "Canada-Odisha Society of Americas (CANOSA) Networking (Net)" group. The "Canada-Odisha Society of Americas" (CANOSA) is a registered non-profit socio-cultural organization for the people of Odia (Odisha) origin, residing or resided in Canada.

CanOSANet is a service that is facilitated by the CANOSA. It may or may not be the official channel of communication and dispersal of messages of CANOSA.

CANOSA, its board or executives are not answerable to any questions, comments raised in CanOSANet. However, the board or executives may choose to respond at their own discretion.

CANOSA, with approval of its general body may decide to stop facilitating these services of CanOSANet at any time. In that scenario, CanOSANet forum will not be facilitated or supported by the board of CANOSA, including and not limited to the following aspects.

- a. Effort to keep the yahoo group alive and active.
- b. Day to day operations
- c. Appointment and assignment of moderators/owners

2. What is the purpose of CanOSANet?

The purpose of the CanOSANet yahoo distribution list is to create a platform of communication, collaboration and networking for members of CANOSA and/or odias who are residents of Canada and interested in CANOSA affairs.

The intention of creating and establishing this platform is to promote the Odia values, Odia language, and Odia culture and to develop and nurture friendship among the Odias in Canada and those interested in the affairs and well being of CANOSA.

3. Who are the beneficiaries of CanOSANet? Who can be members of the CanOSANet?

Odias (and non-odias) who are interested in CANOSA affairs may be granted membership of CanOSANet with approval of its moderators.

Please note, CanOSANet membership is not a right and the membership may be granted, denied and terminated at the sole discretion of the CanOSANet moderators with reasonable explanations.

4. Who owns the CanOSANet?

CanOSANet is a yahoo distribution group.

The services of this distribution group is provided free of charge by Yahoo, and CANOSA is using this free service to host its distribution and collaboration list for communications related to matters as illustrated in the "purpose of CanOSANet".

In line with Yahoo groups features, there needs to exist an owner of the yahoo distribution group.

The current CANOSA President should be the "owner" of this yahoo distribution group. The owner (unless he/she is a moderator) cannot exercise any other yahoo group owner/yahoo group moderation activity except for assigning moderators for the CanOSANet yahoo group and removing moderators for the CanOSANet yahoo group at the formal request of the CANOSA Board.

In the absence of a designated moderator team for the CanOSANet affairs, the board of directors may advise the President of CANOSA for activities related to day to day operation, like moderation in case of violation and misuse of the CanOSANet yahoo group, addition of members, removal of members etc.

5. Adding and removing members to CanOSANet.

- a. The CANOSA Secretary may send requests to the CANOSAnet moderator team to add new members. These requests could be for individuals who are either new members of CANOSA or those who are residents of Canada and have expressed interest to be a member of the CanOSANet distribution group.
- b. Individuals may directly request subscription to the CanOSANet yahoo distribution group, by using yahoo! group available features. Such requests will be handled by the moderator team. The moderator team may consult with the CANOSA secretary for advise in such requests.
- c. Members will be added to the CanOSANet yahoo distribution group by the CanOSANet moderator team only, and after they are qualified as detailed in point 3 (Who are the beneficiaries of CanOSANet? Who can be members of the CanOSANet?). Any membership request which is denied shall be notified with the reason of the denial of membership to the CanOSANet yahoo distribution group.
- d. removal of membership to the CanOSANet yahoo distribution group shall be by means of yahoo! unsubscribe features available via the yahoo group services.

Moderators shall not remove any members from the CanOSANet yahoo distribution group.

Usage guidelines

The usage guidelines and an accessible link to this complete document should be posted in CanOSANet home page.

By accessing the CanOSANet forum or being part of the CanOSANet mailing list, you give your explicit consent to abide by the terms of service defined below.

If you do not accept these terms, please unsubscribe your membership and/or request your membership be removed from the CanOSANet yahoo distribution group.

1. CANOSA, its board or executives are not liable for any action taken by CanOSANet moderators and for any messages posted in CanOSANet.
2. The Yahoo! Canada Terms of Service (see link below) defined as a part of the usage guidelines of Yahoo services in Canada, applies in entirety to the usage of the CanOSANet yahoo group as well.

Yahoo! Canada Terms of Service: <http://info.yahoo.com/legal/ca/yahoo/utos/utos-ca01.html>

3. Users of the CanOSANet yahoo group, or posters to the CanOSANet yahoo group are reminded to send only those communications, emails, posts to the CanOSANet yahoo group (i.e. canosanet@yahoogroups.com), if and only if it concerns or matters to most of the individuals of the yahoo distribution group. A response/email/message or post which is intended for “an” individual or a known limited number of individuals, should be sent directly to those concerned and not to the complete distribution group
4. Users/posters/members of the CanOSANet yahoo group are urged to refrain from posting or emailing personal arguments, personal messages to individuals directed at the CanOSANet Yahoo distribution group members and refrain from using the CanOSANet yahoo forum to “troll” at the expense of members of the CanOSANet yahoo distribution group.
(A troll is a person who posts inflammatory messages, to disrupt the discussion or to upset its participants. This behavior will be considered disrespect to the audience of the CanOSANet yahoo group.)
5. Users are encouraged to re-think before posting any messages or content to the CanOSANet yahoo distribution group with respect to the audience and possible recipients who range from men, women, and youth of all age groups.
6. Users are discouraged from sending/responding to the following type of messages and posts in the CanOSANet yahoo distribution group.

- a. **Trolling** (A troll is a person who posts inflammatory messages, to disrupt the discussion or to upset its participants)
- b. **Personal Attacks, name calling, swearing etc.** (These are usually caused by discussions turning into serious arguments.)
- c. **Profanity and Inappropriate Language**
As per Wikipedia **Profanity** is a show of disrespect, or a desecration or Debasement of someone or something.

Profanity can take the form of words, expressions, gestures, or other social behaviors that are socially constructed or Interpreted as insulting, rude, vulgar, desecrating, or other forms.

Inappropriate Language. Language that is not proper in the circumstances.

- d. **Inappropriate Content** (including but not limited to pornographic, sexual, racist, explicit material, pirated content, violation of copyright and anything which does not suit the “purpose” of CanOSANet)
 - e. **Posting personal details** of self or other members, with or without permission, which could compromise the personal privacy of the individual(s)
 - f. **Spam/junk/unsolicited emails.** While messages due to compromised accounts are understandable, intentional broadcast of spam/junk/unsolicited email is discouraged.
7. Members and users of the CanOSANet yahoo distribution group are requested to avoid off-topic posting, multiposting (sending same email multiple times) and cross-posting (sending email to multiple yahoo groups).

Moderation Guidelines

As defined by Wikipedia, Moderation is the process of eliminating or lessening extremes. It is used to ensure normality throughout the medium on which it is being conducted.

Moderator(s) is a person(s) who helps incorporate the act of Moderation.

The CanOSANet yahoo distribution group moderation (either by the CANOSA board or by the team of selected volunteers) is voluntary responsibility.

The motive of this moderation team is to keep the forum healthy and active to meet the “purpose” of CanOSANet.

All decisions taken by this Moderation committee is final and up to the sole decision of this moderation committee. The CANOSA, CANOSA Board, or the CANOSA GBM does not have any say on the acts of moderation of the CanOSANet. (Except when the CANOSA Board is the sole moderator of the CanOSANet yahoo group).

Selection of Moderators:

The CanOSANet moderators should be a three (3) member team for a period of 1 year.

1. A Current CANOSA Board Member (including the ex-officio president) cannot be a moderator of the CanOSANet while he/she is holding that position of office.
2. Anyone who is a member of CANOSA is eligible to become a moderator. A member of CanOSANet, who is not a member of CANOSA, cannot be a moderator of CanOSANet.
3. The CANOSA Board to solicit volunteers for serving as a moderator of CanOSANet via email to the CanOSANet yahoo distribution group.
4. A lead time of at least 30 days, and time window of at least 15 days, should be given for seeking volunteers for moderators of CanOSANet.
5. At the close of the window for seeking solicitations for volunteers for CanOSANet moderation, the board shall publish the list of all individuals who offered to volunteer for this responsibility via an email/posting to the CanOSANet yahoo distribution group.
6. The CANOSA board, based on the feedback and number of responses received to volunteer for this activity, will in its board meeting, and vote on a 3 member team. Only Board Members are allowed in this voting process to select a 3 member team of volunteers from the list of all responses received.
7. If only 3 responses have been received for this volunteer responsibility, they shall be unanimously selected as the 3 member committee for CanOSANet moderation without any voting in the CANOSA board.
8. If the number of responses received are less than 3, the CANOSA Board to re-solicit for volunteers, citing this reason, and extend the response solicitation

window by 2 more weeks. Again, this is via emails to the CanOSANet yahoo distribution group only.

9. If after the second attempt of solicitation of members as well, there are not at least 3 responses, the volunteer CanOSANet moderation committee shall be formed with whatever (less than 3) members who responded to the solicitation for moderators. The unfilled position shall be left as such (unfilled) until the selection of the committee for the next term.
10. The selected list of volunteers for the CanOSANet moderation shall be intimated via the following medium -
 - a. Email via the CanOSANet yahoo distribution group
 - b. Publishing the names on the home page of the CanOSANet yahoo distribution group inside yahoo groups.
11. In the absence of a Moderator committee due to lack of volunteers or any other reason, despite the best effort made to establish one such committee, the CANOSA Board may act as moderators of the yahoo distribution group.

Group Message Moderation:

If a particular thread/message is not adhering to the rules of the use of CanOSANet, the moderators can put the CanOSANet yahoo distribution group as a “message moderated” group, where all messages shall be first reviewed by moderators before it can be approved for the distribution and view of members.

The moderators may choose to do this if at certain times posting of messages in the group goes viral, and the amount of messages and the number of people sending such messages are not something the moderators can keep up with due to lack of their personal time they spend for moderating the CanOSANet yahoo group.

Such an action, before being done, shall have written confirmation, acknowledgement and acceptance of the majority of the moderators.

If a member does not comply with the rules of usage of CanOSANet, the moderators, based on a collective decision which may be made by any means of collaboration between them shall act to impose the following action of penalty on the violation.

Email communication confirming this shall suffice as written confirmation.

Before changing the group to such mode, a message shall be sent to the CanOSANet yahoo distribution group of this action being taken, and the reason such an act is being taken, and as well a possible duration for which it shall be done.

While the group is in this mode, any message which the moderators deem not fit per the usage guidelines of CanOSANet will be rejected.

At this time of rejection a message shall be sent to the individual who is the author of the message describing why it has been rejected.

Messages should not be left in the pending message section of CanOSANet yahoo group to auto expire on staying pending for 2 weeks. This shall be treated as an unethical and immoral act on the part of the moderators.

Group Member Moderation:

1. First Violation -
 - a. A warning will be issued to the member/poster, describing very clearly the nature of the violation and the reason it is being tagged as a violation.
 - b. This is a warning without imposing any CanOSANet yahoo group restriction on the member.
2. Second Violation -
 - a. A warning will be issued describing very clearly the nature of the violation and the reason it is being tagged as a violation.
 - b. At this time it shall be very clearly communicated to the member that any further violations might lead to his/her CanOSANet yahoo group membership being put under moderation for not being able to post messages for three month.
 - c. This is a warning without imposing any CanOSANet yahoo group restriction on the member.
 - d. The moderators may choose to copy the CanOSANet yahoo group during the issuance of this message and warning to the member
3. Third Violation -
 - a. A warning will be issued describing very clearly the nature of the violation and the reason it is being tagged as a violation.
 - b. Along with this notification, the account shall be locked for three (3) months, to not be able to send any messages via email or post any content to the CanOSANet yahoo distribution group.
 - c. The moderators shall copy the CanOSANet yahoo group during the issuance of this message and warning to the member
4. Fourth (or more) Violations
 - a. Re-apply the same actions for the Third Violation.

Guidelines for moderators of CanOSANet:

1. Moderators cannot and should not delete any content which has already been posted in the CanOSANet yahoo distribution group.
2. Moderation activities in the CanOSANet yahoo group should have approval of a majority of the moderators committee.
3. Once at the end of every quarter, the moderator committee shall publish the moderation logs of the CanOSANet yahoo distribution group, as a message to the CanOSANet yahoo distribution group.