

Tidewater Bicycle Association (TBA) Publication Policy:

The Spokin' Word: TBA's monthly newspaper is the primary source for TBA news, rides, advocacy, tips, and special events. The Spokin' Word is published 11 times a year February – November with a combined December/January edition. The newspaper also provides advertising for the TBA's Sponsors and contains a classified ads section. The TBA Editor is responsible for all content of the Spokin' Word, in accordance with this policy, as well as printing and distribution of the newspaper. The Editor is also responsible for the Spokin' E-Word which is an electronic version of the newspaper for distribution to TBA members only. Any questions regarding the cost of operating the Spokin' Word may be directed to the TBA Editor or TBA Treasurer.

WWW.TBARIDES.ORG: The TBA Website is the online source for TBA news, rides, advocacy, tips, and special events. The website is commercially hosted and is located at "<http://www.tbarides.org>". The website also provides links to the services TBA uses for online payment of memberships, jersey orders, and event registration. The TBA Webmaster maintains the site and is responsible to the TBA Editor and this policy for all content. Any questions regarding the cost of operating the Spokin' Word may be directed to the TBA Editor or TBA Treasurer.

Content Policy

- Non political. TBA publications will not post any articles that promote any political candidate, or party affiliation. TBA publications should educate the membership of issues that affect the bicycling community. Articles submitted must conform to this policy or they will not be published.
- Editorials: TBA publications **will not** be used to post editorials concerning club policy, personal attacks on the membership or officers of TBA, or the federal, state, or local governments.
- In Memoriam: TBA publications **will not** print full obituaries of members who have passed. An "In Memoriam" statement may be published if the obituary has been published and there are no objections by family members.
- TBA publications are to be used to keep the TBA membership and the cycling community updated about rides, events, and other news as it relates to cycling and advocacy. TBA publications are not the medium to publish the personal information of members, past or present. This includes but is not limited to members' birthdays, anniversaries, addresses, or other personal information.

Submission

- General information articles for the Spokin' Word or the TBA Website may be submitted directly to the Editor for consideration. Any article pertaining to a Touring Group (Egrets, Loaded Touring, Racing, etc.), or committee (Advocacy, Education and Safety, Membership, etc.) must be submitted thru that groups Vice President (VP) or Committee Chairperson for consideration and review prior to forwarding to the Webmaster.
- Spelling and grammatical corrections will be made by the submitting VP or Chairperson within 48 hours. Minor grammatical or spelling edits may be made by the Editor or Webmaster prior to publication.
- Once submitted to the Webmaster, content will be for posting within 48 hours.

- If there will be a delay in posting (beyond 96 hours from submission time), or the content is not approved for posting, the member who submitted the article will be notified in writing (email is acceptable) why the article will not be posted.
- A copy of this notification will be forwarded to all members of the Executive Committee.
- Corrections
 - It is in the interest of all Club Members and Club Officers to have the TBA Website as accurate as possible. Any Club Officer or Executive Committee Member may contact the TBA Webmaster to post corrections to the website.
 - Club members may submit proposed corrections to the Webmaster, Editor, or any group VP or Committee Chairperson.
- Photo Policy
 - Photos are to be submitted along with the respective article to the Editor, Group VP, or Committee Chairperson in graphics interface format (.gif) or joint photographic experts group (.jpg). The Webmaster will format the photos for the website.
 - General photos depicting club activities shall be submitted to the Webmaster directly and need to follow the format noted above.
 - Photos depicting inappropriate behavior, suggestive content, or illegal activity will not be published. (Illegal bicycle parking photos permitted)

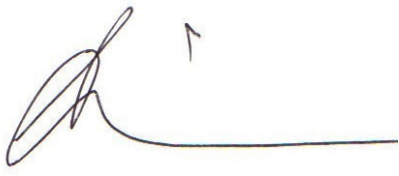
Website Back-ups and Security Policy

- The TBA Website, and its content, are considered to be TBA intellectual property. As such, the Webmaster will backup TBA Website files monthly. Two CDs will be provided to the Executive Committee. One will be kept by the TBA Editor and one to the TBA Secretary for safe keeping in the event of a website server casualty.
- The Webmaster and Editor will maintain web administration login usernames and passwords. The TBA Secretary will also hold a sealed envelope with the usernames and passwords for security.

Approved by Executive Committee:

June 8th, 2009
Date

Approved for the Committee:



Steven N. Zeligman
TBA President

Date: _____

MEMORANDUM FOR THE RECORD

Subject: Permission to Post Personal Information on the Tidewater Bicycle Association (TBA) Website

1. I hereby grant permission to post my phone number on the TBA website.

Phone number: _____

2. I understand I may have my number removed at any time by contacting the TBA Webmaster and notifying the TBA Secretary to return this memorandum to me.

Signature