**WEBMASTER**

**POLICY: A Policies and Procedures Manual, subject to the approval of the Council, will be maintained and will contain adequate instructions to insure consistent compliance with both the letter and the intent of the Society’s Bylaws.**

**REFERENCE: based on the current ACGS Bylaws (2024)**

**Article III: Governing Documents**

Section B: Bylaws Amendments and Policies and Procedures Manual Revisions

Subsection 1(e): The Scribe will submit the proposed amendment(s) with the recommendation(s) of Council and the comments of the Chancellor, for prompt posting by the Webmaster on the Society's website, and also submit the proposed amendment(s) to a vote of the General Assembly at the General Meeting, if it is in session, or, if not in session, at the next Annual General Meeting.

Subsection 1(f): Any amendment(s) to the Bylaws that is approved by the General Assembly will be submitted by the Scribe to the Webmaster for prompt posting on the Society's website. The original will be sent to the Society archives and a copy retained by the Scribe.

**Article IV: Organization, Indemnification**

Section A: Organization:

Subsection 2: Members of the Society will comply with these Bylaws and perform their duties in accordance with the Society’s governing documents and applicable laws. No member of the Society will receive any salary or compensation from the Society other than reimbursement for out-of-pocket expenses.

Section B: Indemnification

Subsection 1: The Society will, to the fullest extent permitted by law, indemnify each person who serves at any time as a Council member, officer, trustee or other official of the Society against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, incurred or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification will be provided for any such person with respect to any proceeding initiated by such person against the Society, a Council member, an officer, a trustee or another official of the Society or any matter as to which he or she will have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the Society; and further provided that any compromise or settlement payment will be approved by a majority vote of the Council members at a meeting at which a quorum is present. The indemnification provided hereunder will inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article IV, Section B will be in addition to and not exclusive of all other rights to which any person may be entitled.

Subsection 2: This Article IV, Section B constitutes a contract between the Society and the indemnified Council members, officers, trustees and other officials of the Society. No amendment or repeal of the provisions of this Article IV, Section B that adversely affects the right of an indemnified Council member, officer, trustee or other official under this Article IV, Section B will apply to such Council member, officer, trustee or other official with respect to those acts or omissions that occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

**Article VIII: Officers and Officials**

Section B, Subsection 4: Other appointed officials. The following Society officials are nominated by the Chieftain and approved by the Council but are not officers or Council members: Chaplain, Newsletter Editor, Yearbook Editor, Librarian, Historian, Webmaster, Piper, Area Deputy Chieftains (three (3) year terms).

Section L: Time for Holding Office: The term of office for each Council member, officer and other officials will commence with the adjournment of the Gathering at which he or she is elected or appointed, except for Area Deputy Chieftains, whose terms of office will commence on January 1 of the year following the Gathering at which they were appointed and end on the third annual December 31.

**Article X: Standing Committees**

Section H: Information Technology Committee: The Information Technology Committee will be appointed by the Chieftain and approved at the annual Council Meeting for a two (2) year term. The committee will consist of the Web Master, the and other members as needed. The Chair to be selected by the members. It will be the duty of the committee to manage the membership data base, the Society web site and other technology needs as necessary.

**PROCEDURE:**

The Webmaster serves as the expert for the Society website and is Chair of the IT Committee.

*The Webmaster will:*

* Provide a report of activities at the annual Council meeting and the annual General Meeting
* Develop technical architecture of Internet Web sites including scripting, database design and user interface design.
* Design and implement Internet Web database projects.
* Refresh Internet Web site content to ensure accuracy and timeliness of information and images.
* Develop modifications or enhancements to existing Internet Web programs.
* Troubleshoot problems associated with Internet Web applications and/or Internet Web pages.
* Evaluate operations, and recommend improvements and modifications of Internet Web programs.
* Develop strategies and/or plans for Internet Web page design.
* Research and evaluate software, hardware and new technologies.
* Register the site with various search engines.
* Provides support of social media presence (Facebook, Twitter, etc.).
* Secure and manage public access to information transmitted and stored.
* Act as a liaison with customers, vendors and the general public.
* Authorize links to Internet Web site and answer and/or forward e-mail questions from Internet Web users to appropriate personnel.
* Upon leaving the position, the Webmaster will transfer all records, documents and other items to the succeeding Webmaster or the Chieftain in a timely manner to ensure continuity and integrity of the position for the Society.

*Society Support for the Webmaster:*

* The officers and Council members will carry out timely communication of Society business that requires action by the Webmaster

**APPROVED**

**Reviewed and updated October 2023**

**Periodic review by ACGS Council: 2026**