

Alpha Epsilon Zeta of Alpha Phi Omega: Mailing List Policies

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1. What is a Mailing List?

A Mailing List (also called a 'Listserv' or 'Discussion List') is simply a list of e-mail addresses. This is a simple, common, e-mail address that provides easy access to those who are subscribed to the mailing list. It provides a way for the members of this group to hold electronic discussions via e-mail. Rather than having to send messages to all of the members of this group, you send e-mail to a central e-mail address that translates that address into a group of recipients. This helps to eliminate the trouble of everybody having to keep their group address book updated every time that someone wants to be added or removed from the e-mails.

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2. What happens when I 'Reply' to List Messages?

The AEZ Listserv is set up so that using the 'Reply' function in your e-mail program automatically sends your reply to the person who originally posted the message. In fact, it's actually proper 'Netiquette' to NOT send unsolicited personal messages to everyone.

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3. What if I want everyone to see my reply?

There may be times when you want to send your message to the entire list as your message may be helpful to many members. You can hit 'reply all' and your message will be sent to the list and the person who posted the original message. Or you can just send a message to the list address apo@utdallas.edu.

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4. How do I find the address of the sender?

The original sender's e-mail address will always be included somewhere in the message header. This information normally appears at the top of the message in your e-mail program. Various programs deal with it differently, but most will show something like this:

Date: Friday, January 30, 2004 - 22:13:25
From: member@somedomain.com
To: apo@utdalls.edu
Subject: Fw: Service Opportunities

You can see above the original sender's 'From:' address.

As an e-mail user, you need to make yourself aware of how mailing lists and regular person-to-person e-mail work. Each has its uses and benefits.

To summarize:

- If your reply is meant only for the original sender, just use your e-mail program's 'Reply' function. It's not rude to reply directly to a person who sends a message to the entire list. If there's no need for everyone to hear what you have to say, then your fellow list members will appreciate not having to read the extra messages.
- If you want your reply seen by everyone on the list, simply use your e-mail program's 'Reply' and change the to address to apo@utdallas.edu.

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5. Netiquette - social conventions

Communicating via email lists is a very powerful medium. We can reach many people at once with the stroke of a Send button. A virtual community requires patience, understanding and support so that all members feel comfortable. Remember: there is usually a human behind each email you receive from the list.

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6. Edit Replies

When sending replies to e-mails, you should try to remove as much content as practical. Do your best to trim down the reply to the basic pieces of information that will help retain the context, and logical flow, of your reply. The minimum down-edit would only remove the header, and signature information of the preceding posts, minus the signature of the person that sent the e-mail which is being replied to.

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7. Topics for Discussion

The AEZ discussion list focuses on topics directly related to AEZ's policies, events, and announcements.

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8. Subject headings

Due to the high traffic which a list might experience in any given period, we recommend including subject headings, along with self documenting message titles, to help members select messages they find helpful.

Recommended subject headings include:

(Service)

(Fellowship)

(Leadership)

(Finance)

(Announcement)

(Question)

(NAPOR) – Non APO Related: These should be kept to a minimum, as the reason for having the mailing list is for APO Related announcements.

Remember, your list is only as good as your members and everyone needs to be supportive, patient and understanding as members send messages to lists with missing subject headings or if they reply with "me too" kinds of messages. It takes time and practice for a community to get everyone on board.

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9. Attachments

Avoid sending out attachments over the mailing list, as not all members have unlimited storage, and wide bandwidth. If you have an attachment you that you feel the members should view, send out an e-mail informing the members of the mailing list that you have an attachment, and if they would like to receive it, to e-mail you, and send it to them privately, unless approved beforehand by a list moderator.

The only exception to attachments being sent out shall be the minutes of the chapter meetings, directory, and official APO business.

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10. Unsolicited advertising and chain letters

Unsolicited advertising and chain letters should NOT be sent to the lists. If a member has requested information about your services or products, send your messages to that member only.

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11. Private mail

If someone has sent a private message to you and you have lost that person's address but want to respond, do not post the private message to the list. Instead contact the list owner for help.

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12. Flaming

Flaming (insults) belong in private email, if they belong in email at all. Discussions will often result in disagreements, Rebuttals to another person's opinions or beliefs should always be made in a respectful, rational, logical and mature manner, whether they are made publicly or privately.

A flame can range from the obvious (ranting and raving, abusive comments, etc.) to the not-so-obvious.

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13. Foul Language

Members of the AEZ mailing list should refrain from abusive or derogatory language that might be considered questionable by even the most liberal and open-minded of people. If you wouldn't say it in front of your grandmother, don't say it in electronic mail.

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14. Alcohol

No e-mails which announce events where alcohol will be consumed by the brothers shall be sent out over the ListServ.

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15. Violation

A violation of this policy will result in the violating member's future posts needing to approval by a moderator before they are forwarded on to the ListServ.

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