



GRAND LODGE
OF
ANCIENT FREE & ACCEPTED MASONS OF
NEWFOUNDLAND & LABRADOR

**POLICY
FOR
WEBSITES
WITHIN THE JURSDICTION**

Grand Lodge of Newfoundland & Labrador Website Policy

The Grand Lodge of Newfoundland & Labrador has the authority within its jurisdiction to provide Masonic Website policies, guidelines and website content standards in order to encourage consistency, accuracy, and a united direction of purpose.

Thereby implementing the Internet's full potential to communicate the Light of Freemasonry and enhance the Grand Lodge of Newfoundland & Labrador image, while preserving our Ancient Usages, Established Customs and Landmarks.

Therefore:

All Lodges and District Websites shall be registered with the Community Relations Committee of the Grand Lodge for approval prior to publishing, linking or otherwise making the site public.

Prior to registration, 'Webmasters' and the District Grand Masters will read the Grand Lodge Newfoundland & Labrador Website Policy and ensure their Masonic websites comply with the General Guidelines.

Note: it is expected that all Lodge and District Websites, currently on the Internet will sooner-rather-than-later, co-operate and register their websites using the new registration form and obtain their Grand Lodge Approval. A limited time period will be allowed for this compliance.

General Guidelines

Process:

All Websites of Lodges and Districts within the Jurisdiction of the Grand Lodge of Newfoundland & Labrador require approval of the Grand Lodge.

It is important to note that this is a public forum, subject to human interpretation, for which considerable planning will be required in order to make it work now and in the future.

The Committee responsible for the approval of websites within this Jurisdiction is the Community Relations Committee of the Board of General Purposes of the Grand Lodge of Newfoundland & Labrador

District Grand Masters will be responsible to ensure the review of all existing and new websites meet the requirements as laid out within Grand Lodge Website policy

It is the responsibility of the District Grand Master to ensure that existing websites fall into the guideline prior to making application for approval by the GLNL. Any website which does not have approval by December 31, 2011 must be removed from all public domains.

Any websites established on or before May 7, 2011 are required to adopt the new guidelines and apply for approval on or before October 01, 2011 through their District Grand Master.

All Websites of Lodges and Districts being established after May 07, 2011 will follow the guideline and apply for approval prior to being launched into the public domain

The formation of a Website for a Lodge or District should be done with the knowledge and approval of the Lodge Master and the District Grand Master of the respective District prior to application for approval by the Grand Lodge

WEBSITES

District websites are encouraged to offer links to their Lodge websites, however only those whom have been approved by Grand Lodge of Newfoundland & Labrador.

WEBSITE PAGES:

All pages must be free of advertisements such as banner ads

Counters and guest books must be free of advertisements. Most ISPs (Internet Service Providers) have free counters available. If you require a guest book, it is recommended that you use an ISP that supports Microsoft FrontPage extensions as they have a built-in guest book feature, similar to the GL guest book, or use an ISP that will allow you to do CGI Scripting. Guest books should be visited and/or edited, everyday if possible, to ensure proper conduct. If unable to do so, it is wise to by-pass this feature

PERSONAL INFORMATION

No list of regular mailing or emailing addresses or phone numbers of members or Grand Lodge Officers or District Grand Lodge or a Lodge Officers or member is permitted without their approval. (It is recommended that these NOT be included.)

DISTRICT OR LODGE INFORMATION:

Example of correct method: Any time the name of a Lodge or District is published on a website it should be as outlined within the Constitution no shorting of names shall be permitted (Example Labrador District, Grand Lodge of Newfoundland & Labrador not Lab. Dist of GLNL or Avalon Lodge No 2 Grand Lodge of Newfoundland & Labrador not Ava Lodg.)

Labrador District

The Grand Lodge of Newfoundland & Labrador

Ancient Free and Accepted Masons

Or

Avalon Lodge No. 2

The Grand Lodge of Newfoundland & Labrador

Ancient Free and Accepted Masons

The opening screen should identify you in a clear manner. Your website should use tasteful colour schemes, standard fonts (a font on your PC may not be on the visitor's PC, and their default font may alter your design intentions) and small, quick to load graphics. The links should not be ambiguous, but be marked clearly. Avoid the use of a link which is not finished. IE: nothing turns off a seasoned surfer faster than a graphic which says

"UNDER CONSTRUCTION"

LINKS ON WEBSITES:

Websites will not be linked to anything other than Lodges of the District and or the Grand Lodge of NL websites. Any or all other approved links will be on the Grand lodge website only; when in doubt, do not link.

Note: 1. Remember that you are not a spokesman for the Grand Lodge of Newfoundland & Labrador. Please ensure all material is relevant to your respective District or Lodge only

2.: Once this protocol has been implemented it will reduce the burden of checking links however the process of checking or auditing sites will be the responsibility of the District Grand Masters Office within the outlined guidelines of our jurisdiction.

The Grand Lodge has the responsibility to determine if a site is properly sanctioned by the governing jurisdiction therefore the responsibly will remain on the Grand Lodge. This was recently exemplified by a Masonic web-site which portrayed itself as being properly sanctioned, with the operators requesting a link to be placed on our Grand Lodge page. When the Grand Lodge of the jurisdiction was contacted, it was found that this site was **not sanctioned and was not a proper representative of the jurisdiction.**

INFORMATION:

No duplication of the information found on the Grand Lodge Web site will be permitted. Providing a link to the particular Grand Lodge page is acceptable.

Pictures or images should be kept as small as possible as they take considerable time to download, the recommended format is "jpeg" for pictures and "gif" for most graphics if they do not contain gradient fills

Photographs shall be general in presentation with no signs of Masonic Ritual being depicted. If there is a question or concern do not place on your site.

Be sure that you have permission to publish any article, photograph or image. Masonic literature is covered under the Copyright Act.

Use the official Canadian S&C whenever possible in your websites. Many such graphics are available in the Grand Lodge webmaster help portion of the site.

PRIVACY AND TERMS OF USE.

It is recommended that you include Privacy and Terms of Use policy within your website. Using the Grand Lodge's own Privacy and Terms of Use policy as a guide is recommended.

LODGE WEBSITE

Lodge websites should be centered on the events of the lodge. Links to other lodge sites in your district are encouraged, however you must ensure that the other lodge agrees to the link. You may also not wish another to link to you as a result of their poorly planned and implemented page. The use of buttons to present another part of your site is good, because it keeps the main page clean. A counter, to show the activity level, will provide you with a gauge of the effectiveness of your site. Visit our Webmaster help page for website utilities and tips.

Linking to other Districts and Lodge websites are permitted within your District only. If any doubt do not link.

PASSWORD PROTECTED AREAS:

Due to the fact that no content is to be placed in a District or Lodge website which is not acceptable for public viewing, it is deemed unnecessary for a Lodge or District website to contain a password, or members only, area within the site

Application for Website

Committee of Community Relations & Publications
Board of General Purposes
Approved May 7th 2011