

**Policies for “Section” pages on the After Hours Community Band Website.
01/20/02 Rev 1**

Section Pages

Section pages are seen as being valuable from the standpoints of “putting a face on the band” and in the dissemination of information. The opinion of the Web Site Committee is that section pages offer an exciting opportunity for creativity, but that the general “look and feel” of the AHCB website must be observed to maintain the continuity of the site.

Section pages are a part of the AHCB website and are the property of the AHCB. Consequently, all such pages need to follow the same rules and policies as any other page on the AHCB site.

Section fall within the scope of the following Standing Rule in the AHCB Policy Manual:

“. . . Changes can also be recommended or requested by any band member. The Web Site Committee will review all requested changes for appropriateness and consistency with the philosophy, format, and content of the web site. Any substantive changes to the content of the website will be presented to the Executive Committee, with recommendations from the Web Site Committee, for approval”.

The Web Site Committee serves at the pleasure of the Executive Committee and hence the Executive Committee has the final say in all matters regarding the AHCB Web Site.

AHCB Website Philosophy and Rules

The general philosophy of the AHCB website can be found by looking at a presentation that was made shortly after the site was launched in 1998:

<http://www.geocities.com/Heartland/Meadows/2743/ahcbweb.pdf>

In particular, see pp 7-11, 21, and 22. Although the material is somewhat dated, the basic tenants of the site have remained essentially unchanged since that time.

The Policy Manual of the AHCB also contains standing rules regarding the website:

<http://www.geocities.com/Heartland/Meadows/2743/policy.pdf>

See in particular Section IX, AHCB Web Site.

Technical

The AHCB pages are currently modular in nature with a basic table structure (no frames).

A template is available for forming the basis of section pages.

The current AHCB website page structure is: a header row with a single cell for the logo and header information for the page, followed by a row with a cell for the sidebar navigator and a cell for the main content, and finally a row with a bottom-of-page navigator.

The content of the section pages should be limited to the following (departures will be entertained but must be approved by the Website Committee):

- 1) Content should be restricted to the “main content area”, which begins with:

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<!-- BEGINNING OF MAIN CONTENT -->  
      <TD WIDTH="85%" VALIGN="top"><!-- This is main content cell.-->
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and ends with

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      </TD>  
<!-- END OF MAIN CONTENT -->
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- 2) There should be no changes to the logo or the “After Hours Community Band” graphic in the header row. The text identifying the page and the “Page Updated” date should be changed as appropriate. The <TITLE> tag should be changed as appropriate.
- 3) There should be no changes to the sidebar navigator cell.
- 4) There should be no changes to the bottom-of-page navigator cell.
- 5) At this time, the BACKGROUND may be changed from other than the background being used on the rest of the pages. This is subject to review by the Website Committee.
- 6) Scripting (i.e., Javascript et al) and other extra features are allowed subject to the approval of the Website Committee, and keeping with the philosophies outlined in the documents referenced above. It is mandatory that “noscript” provisions are provided, and that the scripts be checked out on multiple platforms with multiple browsers.
- 7) External links are to be in accordance with the AHCB External Links policies.
- 8) Opening of separate target windows is generally discouraged.

Uploading and subsequent modification

The Website Committee has a single designee (with a backup) to upload and maintain the site. The author of the section page should provide a new files(s) to the designee (by a mutually agreeable method) when an upload is needed. The designee is expected to exercise due diligence in performing uploads in a timely fashion.