



UNA Forum Guidelines and Operating Procedures

UNA Forum is UNA-USA's exclusive online community open only to UNA-USA members. Outlined below are guidelines regarding your permissions to post to channels as well as our Code of Conduct, which outlines our grounds for account suspension. Please review all sections thoroughly.

UNA Forum is a Closed Community

Joining UNA Forum is by invite only. UNA-USA members are asked to not invite others to join UNA Forum. Any invite requests to join the community made by UNA-USA members will not be accepted.

Channels and Posting Permissions

UNA Forum is open to all active UNA-USA members. Based on your involvement in UNA-USA, you may have access to both public and private channels.

Public Channels

Upon creating your account, you will be added to all public channels in the workspace, as identified by a hashtag (#). Public channels are viewable to all UNA-USA members in UNA Forum, and every member is able to post and engage with messages in these channels.

Private Channels

Based on your involvement in affinity groups, committees, or delegations, you will be added to relevant private channels, as identified by a padlock. While you can view all open channels from your dashboard, you will only be able to view private channels that you belong to; all other private channels will be hidden from your dashboard. In order to be added to a private channel, you must be invited.

Posting Permissions

You are permitted to post in all channels you belong to, and can respond to and engage with other posts in those channels. *Please note: if it's determined by UNA-USA Staff that you have repeatedly posted material that is either inappropriate, disrespectful, irrelevant, or abusive, your posting privileges will be revoked, and your account on UNA Forum may be suspended.*



Code of Conduct

UNA-USA asks its members to conduct themselves professionally and to observe high standards of business and personal ethics in all events, programs, and virtual spaces affiliated with UNA-USA. UNA-USA members must practice honesty and integrity in fulfilling responsibilities and complying with all applicable laws and regulations. Adherence to these principles is required for maintaining both an active UNA-USA membership and account on UNA Forum.

Listed below are actions that could result in the termination of your account on UNA Forum, and possibly, your UNA-USA membership. *Please note: this list is not comprehensive. UNA-USA staff retain the right to use their discretion to determine whether a post, or series of posts, could result in grounds for dismissal from UNA Forum.*

Grounds for UNA Forum Account Suspension

1. **Inappropriate, disrespectful and/or abusive posts.** UNA-USA will not tolerate any material or content in UNA Forum that is offensive, abusive, or inappropriate. While it's not possible to list all actions that are prohibited, UNA-USA staff will ultimately determine whether a post is unacceptable.
2. **Self-promotion.** UNA Forum is a closed online community exclusively for UNA-USA members. Therefore, we strive to maintain a community that provides relevant news, opportunities, and events for members. If you are found to have posted repeatedly on UNA Forum with content that is not deemed relevant to UNA-USA or its members, your account will be suspended.
3. **Compromising members' likeness or integrity.** While Slack's security features are expansive, we also rely on our members to keep members' identities, posts, and other information private within our online community. This means it is prohibited to share posts externally outside of UNA Forum. Any member who is found to have violated this rule will have their account suspended.
4. **Dropped membership.** UNA-USA staff will audit members on UNA Forum biannually. If your membership has dropped since the last audit, you will be removed from UNA Forum.

Please note: UNA-USA staff are permitted to remove members from UNA Forum at their discretion without providing advance notice to those members.

For more thorough guidelines with regard to UNA-USA's expectations of members' behaviors, please refer to [UNA-USA's comprehensive Code of Conduct](#).

Thank you in advance for your help in maintaining a supportive online community for all UNA-USA members. For any questions or concerns, please email membership@unausa.org.