

SARA Section Guidelines

Version 2015.3 (January 2016)

Date of BOD Approval of these Guidelines: Pending for July 2016 Conference

Coordinator Guidelines

1. Coordinators shall be SARA members in good standing
2. Coordinators shall mean any SARA member wishing to serve as Coordinator or one of its derivative positions (i.e., assistant coordinator or subsection coordinators)
3. Coordinators should be either elected or appointed.
4. If appointed, the coordinators will be selected by the BOD according to criteria that includes the following but is not limited to:
 - Knowledge of subject
 - Academic Qualifications
 - Proven ability to accomplish work
 - Rotation of assignment to give other interested SARA members the opportunity to serve and generate new ideas
 - Positive character image
 - Credibility
 - Working well with others
 - Projecting a positive environment not demeaning of others
 - Accomplishments as detailed in their annual report to the BOD
5. Coordinators are empowered to developed draft material, initiate contacts, and seek volunteer help from members, using good judgment and good faith of action, but ultimately decisions to be approved by the BOD.
6. Coordinators as empowered to suggest new guidelines to the BOD
7. Coordinators shall keep the BOD apprised of activities by submitting an annual report to the BOD prior to the SARA conference.
8. Coordinators may be asked, depending on member interest, to provide a short update at the annual conference and/or facilitate a work group session to solicit ideas for the upcoming year from interested members.
9. Where there is no Coordinator for a particular SARA section, the section can go into caretaker status with the BOD taking actions for a particular section as issues arise.
10. Where there is no Coordinator for a particular section, a SARA Director may volunteer or be asked to act as a coordinator until an assignment is made.
11. Coordinators shall not use their Section for self-promotion, business activities, improper conduct, conflicts of interests, or other activities that SARA members may find inappropriate. However, Coordinators may seek to post articles or papers that they authored intended for promotion for the field of amateur radio astronomy and intended to solicit peer review.
12. Terms for the Section Coordinator last one year, which can be renewed. An interested member will submit a short application containing his/her goals for the upcoming year, which may include something relatively easy to achieve such as an observing protocol. If a renewal term is sought, a new application will be submitted outlining a new goal(s) for the successive year.

13. A SARA Section Team Leader exist for the coordination among the Section Coordinators, and to act for miscellaneous duties related to the SARA Sections.
14. Coordinators will provide immediate feedback to the President and Vice President on any controversial matters that may cause problems for SARA.
15. Coordinators are not responsible for validation of information made in posted materials. As amateurs, all materials are to assist other amateurs. For authoritative validated peer reviewed papers and information, SARA members are instructed to consult professional journals and communicate with professional scientists.

Section Information Posting Guidelines

1. The BOD will approve Section content or assign that responsibility to the Section Coordinator. If no Section Coordinator exists, the responsibility may be assign to another person such as the SARA Section Team Leader.
2. Section content will be compiled for BOD review 4 times a year: Jan 1, Apr 1, July, Oct 1
3. BOD/Section Coordinator guidelines for approval of content includes, but is not limited to:
 - Is the information from a government or university site?
 - Is the information from an established organization with which SARA has an on-going working relationship?
 - Is the information validated or credible, to the extent that SARA amateurs can determine?
 - If the information being posted is draft (such as a protocol or project in development), does it have the appropriate disclaimers noted?
 - If the link being proposed is to a site with projects or works in progress (i.e., not yet validated), does it have the appropriate disclaimers noted?
 - Is the material posted of a positive nature, not critical of other amateur researchers? SARA may welcome a diversity of amateur opinion that is positive and can stand on its own merits for further peer review without that material trying to make negative comparisons to other works.
 - Is the link potentially damaging to SARA n any legal respect.

SARA Rights

1. SARA has the right to remove any Section link and content, without notice, if any of the above appears in violation.
2. SARA has the right to amend these guidelines
3. SARA shall keep a copy of these Section guidelines in the Administration location of the SARA website for transparency.
4. SARA has the right to make a Section Coordinator appointment conditional if there are some dissenting votes but the BOD believes the candidate should be given a chance.
5. SARA has the right to withdraw a Section Coordinator appointment at any time.
6. SARA has the right to keep all member created materials that were designed specifically for the purpose of enhancing the SARA Sections and with the intent that the

materials were living documents to be updated and enhanced by other members with time. This includes observing protocols, data templates and databases, and strategic plans.

Section Disclaimers

Because SARA is an organization of amateurs, and because volunteers create the content for SARA, it is recognized that such content may not have immediate and thorough review. To protect the credibility of SARA and protect it from liability, the following disclaimers are required:

- Disclaimer to be posted at the bottom of Each SARA Section Page: SARA is dedicated to the exploration of radio astronomy at the amateur level. Many amateurs are engaged in developing hardware, software, and methodologies to expand the limits of amateur radio observation. Such amateurs impose intriguing opportunities. With peer review, they can develop new approaches to radio astronomy observation, or offer an equally valuable dissertation on explanations to misidentified radio observations and their nature. SARA welcomes positive diversity of opinion but does not necessarily embrace those opinions as its own.
- Disclaimer to be posted at the end of each observing protocol: The Format for the observing protocol template is that every protocol have a suggestions subsection. The reason for this is to allow a protocol to become a living document and be posted. SARA members will always have ideas for improvement.
- The SARA President and Vice President may take leading roles in oversight of the SARA Sections, and follow-up with the BOD for eventual concurrence at the SARA annual meeting.

Schedule

It is anticipated that the first Section Coordinators will be selected by the start of the 2016 SARA Conference.