

Website
Rocky Mountain Dressage Society
Constitution and By-Laws

Standing Rules:

Section XIII Compensated Professional Services

General C. 2. The RMDS Website: RMDS shall hire an individual or company to be the Webmaster for the RMDS web site. Duties shall be as defined in the current job description for this position.

Job Description:

Maintain Web site in a professional, accurate, and up-to-date manner, as a source site for information about RMDS, membership, various forms, and scheduled events.

Position Responsibilities:

1. General site maintenance, including but not limited to:
 - a. Informational updates
 - b. Supporting dynamic features
 - c. Assuring reasonable compatibility with the latest versions of all common web browsers
2. Complete informational updates within 5 days of receiving the information. Unless otherwise arranged, all website related information and content will be provided via email.
3. Provide technical support for the dynamic features of the current website including, but not limited to:
 - a. Score check
 - b. Calendar
 - c. News
 - d. Marketplace
4. Implementing and maintaining new features as mutually agreed upon by the Webmaster and the Executive Board. If additional compensation is deemed necessary, the Webmaster will submit a written proposal including the scope, cost, and timeframe for completion to the Executive Board for approval.
5. CD-ROM or DVD back-ups of the website will be provided to the Central Office quarterly, or more frequently as agreed.
6. RMDS is granted the right to use and modify, for the purpose of the organization, all code and software developed for the site not already covered by an existing license agreement..
 - a. Web Master will provide a list of all third party software which use is governed by existing application licenses.

RMDS Responsibilities:

7. Renewal fees for rmds.org domain name.

8. Renewal and hosting fees for the web-hosting provider, unless otherwise included in the contractor fees.
9. Issue payment within 10 days of receipt of the invoice.

Designate contact person(s) for providing the necessary content, updates, and approvals. Requests for updates to the site must come from, or be approved by, this person(s).

Mutual Agreement:

11. Upon termination or expiration of this agreement, RMDS will continue to maintain ownership of the site and content. The rights to all code and/or software as described in Position Responsibilities 6 (above) will also continue after termination or expiration of this agreement.
12. Webmaster maintains full-unrestricted rights to use in any manner, any and all code and/or software developed for or in support of the site. In specific circumstances and through mutual agreement in writing prior to beginning work, RMDS reserves the right to request exclusive rights to code and/or software developed for a specific purpose.
13. RMDS has the right to terminate this agreement should the person/company hired to maintain the website fails to fulfill the responsibilities of this position in accordance with this agreement. Upon termination of this agreement, unless otherwise agreed, payment through and including the month of termination will be paid to the person/company hired. The person/company hired will be required to provide a complete CD-ROM or DVD archive of the website prior to final payment being sent.
14. The person/company hired to maintain the website has the right to terminate this agreement should RMDS fail to fulfill its responsibilities in accordance with this agreement. Upon termination of this agreement, unless otherwise agreed, payment through and including the month of termination will be paid to the person/company hired. The person/company hired will be required to provide a complete CD-ROM or DVD archive of the website prior to final payment being sent.
15. Every effort will be made on the part of the Webmaster to assure that the website is available and operational at all times. However, downtime is recognized as a possibility with any web hosting provider and the Webmaster will not be held responsible for downtime caused by factors outside his or her direct control, including but not limited to network interruptions or hardware failures at the web hosting company.