

AASECT LISTSERV GUIDELINES

Purpose of the AASECT Listserv & Guidelines:

The AASECT Listserv is a benefit provided to all paid members of AASECT. This space is intended to be a welcoming professional space where members can participate in enriching conversations that further our collective personal and professional growth, particularly as it relates to the practices and provision of sexuality education, counseling and therapy. The following guidelines are intended to help foster a positive, welcoming and highly functional listserv that is a true benefit to all AASECT members.

I. Actions PERMITTED on the Listserv:

1. Sharing of resources for the provision of high quality sexuality education, counseling and therapy.
2. Supporting the continued growth of the field through collegial exchanges, including:
 - a. Academic developments (i.e. discussion of original research, white papers, books, articles, etc.)
 - b. Advocacy (i.e. Support for sex positive legislation, diversity & inclusion, related news, etc.)
 - c. Calls for Proposals (i.e. conferences, books, articles, IRB approved research studies, etc.)
 - d. New and innovative methods (i.e. clinical/counseling techniques, sexuality educational methods and curricula, etc.)
 - e. Work consultations (i.e. case studies, client consultation, referral requests, etc.)
3. Discourse related to issues within our field that supports our continued personal and professional growth and that fosters strengthening of the field as a whole
4. Advertising of AASECT events and AASECT approved CE professional development opportunities that are geared towards other AASECT members. (Note: To help mitigate member concerns about the over-commercialization of the list, these advertisements are limited to one per event, no more than once per month, and should be specifically targeted for AASECT members as participants.)

II. Actions PROHIBITED on the Listserv:

1. Any messages that violate the AASECT Code of Ethics.
 - a. See Item X below for more information on protecting confidentiality.
2. Dissemination of copyrighted materials, including academic journal articles (unless the person sending holds the copyright)
3. Discriminatory and oppressive language i.e. attacking someone using race, sexual orientation, gender, etc. this includes microaggressions which may result in your expulsion from the listserv
 - *microaggressions are the intentional or unintentional daily slights, behaviors, or environmental slights that communicate hostility, derogatory or negative attitudes about marginalized folks.

4. Personal attacks on other AASECT members, including berating, belittling or bullying of members -- personally or professionally.
5. Campaigning for politicians, political lobbying groups, or PACs.
6. Posting advertisements for events not related to AASECT or the field of sexuality. Please be clear if the event is an AASECT approved CE event or not.
 - a. Posting events that are intended for students or clients is acceptable but please limit posting these events to no more than once per month.
7. Posting messages to the AASECT list on behalf of people who are no longer members or who are not on the list or members who are on restricted status
8. Suggested ad: Posting Protected Health Information (PHI). See section X for more information.
9. Posting replies to the threads that have been closed by the Moderation Committee
10. Sending out spam or attachments with viruses
11. Off-topic emails

III. Logistical Guidelines

(These actions are not violations but may result in your post being rejected.)

1. Do not send requests for change of password, digest frequency, and unsubscribe requests to the listserv. Please email info@aasect.org for all of these related requests and the staff at the office will help you make those changes.
2. Do not send messages intended specifically for the AASECT Board of Directors or the AASECT office staff to the listserv. Please email Board Members directly ([click here for emails](#)) or the office at info@aasect.org to get in touch directly with the intended recipient.
3. Do not reply all when the content of the message is not intended for or does not need to be seen by all of the listserv members. Please reply directly to the author or use the backchannel feature instead.
4. Please do not reply to the listserv with comments that do not support the continued professional growth and development of AASECT members.
5. When posting attachments to the listserv, please be mindful of not to post large files (especially if you have them linked in your signature where they will be posted repeatedly).
6. When posting links to content or products, you are expected to inform members that you directly profit from visitors to those articles/sites/sales.
7. When responding to Listserv digest emails, please delete all information unrelated to the topic being discussed. This enables clear communication among AASECT Listserv members and avoids flooding inboxes. This is especially important for Listserv users who get a daily digest email. Replying to the Listserv without deleting the unnecessary information makes reading posts laborious.
8. Consider your intent when posting, while also noting your impact, because your intention and impact may not align
9. Please be mindful of setting up Vacation Responders on email accounts subscribed to

the listserv as this adds to the work of the moderators. Please add the list serv email as an “exception” to your auto-replies if possible.

10. Please review the guidelines regularly and refer back to them if you are uncertain about your post. The moderation committee will share the guidelines on the listserv directly every few months as a reminder but they are always accessible on the Google Group web browser view.

IV. Climate of the Listserv:

Online communities, such as listservs, can be highly rewarding and complex; particularly when bringing together diverse groups of passionate people. As the listserv of a membership organization, this list is intended to be a space where collegiality, respect, and professionalism are the core tenets of our listserv climate.

This is a moderated listserv which means that all posts are approved by a moderation committee before they are posted to the listserv. The moderation committee uses these guidelines to determine what is permitted and will offer feedback if the post is not permitted.

The nature of online communication is such that the lack of context cues, (i.e. body language, tone, and facial expressions) can make it difficult to read the intentions of a particular message. That said, regardless of what we intend in sending a message, our words may have a different impact on the people receiving them. We encourage all AASECT members to be mindful of the impact that their words may have on others, to be open to hearing feedback that the impact may not have matched the intentions, and to communicate respectfully when there are disconnects between the two. We also encourage members to check in with friends, colleagues, and/or supervisees if you see them making posts that are out of character or are in potential violation of the group guidelines.

V. Attention to Equity & Social Justice

Online communities are a microcosm of the larger world and bring with it all of the intersecting systems of marginalization, oppression and inequity that impact lives and experiences in non-virtual spaces. We understand that these systems are present in our listserv as well and accordingly, we strive to have a listserv environment that is conscious of and sensitive to systems of inequity, marginalization, and bias -- both within our membership/listserv and the greater world. We encourage all AASECT members to:

1. be conscious of these factors when posting;
2. participate in continued collaborative work to help raise our collective consciousness;
3. be receptive to feedback that supports our continued growth and understanding within a social justice context.

VI. About the Moderation Committee

The Moderation Committee is composed of a team of volunteers, in conjunction with the Communications Steering Committee Chair, who collectively moderate the list

and monitor for violations of these guidelines in protection of our online community. This committee makes the determinations of whether or not violations have occurred based on the guidelines and how such instances can be handled fairly and equitably, in a way that promotes a positive climate on the list. To contact the Moderation Committee, email aasectmoderation@aasect.org.

The current members of the Moderation Committee are Aubri Lancaster, Jon Prezant, Tanisha James, and Sheila Addison. The current Communications chair is Colby Agostinelli.

Please note that not all violations of the list will be addressed publicly - we are committed to resolving as many concerns as we can directly with individual members. When there are concerns that need to be publicly addressed, the moderators will make a general announcement to the list, and/or will send out a message alerting everyone that a topic thread has been closed/locked to new replies.

The Moderation Committee does not reject messages to the listserv without notifying the posting member that their message has been rejected and the reason for the rejection. In the event that your message did not go through to the listserv, it is very likely that GoogleGroups has automatically flagged your message as spam. In this instance, it can take up to 24-48 hours for the message to be reviewed and posted to the list.

Generally, the moderation committee is unable to intervene in exchanges between Members that are not posted to the listserv. However, we strongly recommend that if a member has indicated they no longer want to discuss a topic with you on the listserv, you do not pursue it with them via other means (e.g. email). Harassment of any member may rise to the level of violating the AASECT code of conduct and may be handled by the Ethics Committee.

VII. Process for filing a complaint tied to the Listserv comments:

1. To notify the Moderation Committee about concerns on the listserv please email aasectmoderation@aasect.org. Please reference the specific guideline that may have been violated.
2. When the Moderation Committee receives notification that a member is concerned about a posting, and the committee determines a violation has occurred, the Moderation Committee will send notification of the violation to that member. We will preserve confidentiality when we are able, but depending on the nature of the violation, it may not be possible to preserve the identity of the person making the notification. As a committee, we do not provide status updates to the person making the notification beyond acknowledgement that the concern reported was received and is being addressed by the committee.
3. If there are any concerns about the actions of the Moderation Committee, or you

would like to have an incident or issue further reviewed, please contact Communications Chair at communications@aasect.org. If you feel that the Code of Conduct has been violated on the listserv you may also contact the Ethics committee at ethics@aasect.org

VIII. Process for Handling Violations of the Guidelines:

When violations occur, at the discretion of the Moderation Committee, the general remediation process is:

1. 1st Level - When any post is rejected, a notification is sent out. Following this, a warning email will be sent from a member of the Moderation Committee to the person posting. This will notify them of which Guideline(s) has been violated and provide suggestions for compliance with that particular guideline when possible.
2. 2nd Level - If continued violations occur, the person will be notified that they have been moved to “non-posting” status, and that they will not be able to post to the listserv for a period of time determined by the committee. The member will still have viewing permissions of the listserv. After six months, the person will be returned to regular listserv status, if another violation occurs within one year, that person will be moved to the 3rd level.
3. 3rd Level - If violations continue to occur, the person will be fully removed from the list for one year (no longer be able to view listserv postings). In order to be reinstated on the list after the one year period, the person will need to draft a letter to the Moderation Committee explaining why they would like to be reinstated to the list and their plans for operating within the group guidelines moving forward, write an apology to the listserv explaining how/why they were in violation, and complete a class to show rehabilitation.
4. 4th Level - If violations continue to occur after reinstatement to the list, the person will be permanently removed from the list.

X. Protected Health Information (PHI):

The Health Insurance Portability and Privacy Act (HIPPA) in the United States established federal guidelines for [how the health fields must protect patient data](#). Additionally, the AASECT Code of Conduct requires that members “be mindful of the responsibility for protection of the consumer’s welfare, rights and best interests and for the rigorous maintenance of the trust implicit in the consumer relationship” ([Principle Three](#)). Item 3.2 states that “The Certified member shall treat all information received about a consumer as confidential including, but not limited to, the mere existence of an educational counseling or therapeutic relationship with the consumer.” Item 3.6 points out that professional consultation “may not include any confidential or identifying information about the consumer, unless the consumer provides written consent.”

The fact that listserv discussions are archived, and may be read by any subscriber, present or future, means that AASECT members must be particularly cautious about protecting consumer confidentiality.

The California Psychological Association’s [Ethics Committee](#) published “[Guidelines for Client/Patient Information on the Listserv](#)” in 2013. These guidelines provide examples of how to frame referral or consultation requests in a way that meets the duty of care imposed by HIPPA on health professionals. It also describes an approach that fits with AASECT Principle

Three, and thus **we are incorporating it by reference into these listserv guidelines**. Posts to the listserv must follow these principles of protecting consumers' confidentiality, welfare, and trust.

1. When seeking referrals, **describe the qualities of the professional(s) you are seeking, not the details of the client.**
2. When seeking consultation, **share only extremely minimal details about the client that are essential to the case.**
3. If specifics about the client are so essential to the case that they cannot be omitted, but they increase the chance that the client might be recognizable, ask for colleagues to communicate with you off-list for personal consultation. Similar to referrals, **describe the qualities of the professional(s) you seek consultation from, not details of the client.**
4. If you get helpful consultation, off-list, you may consider writing a summary of helpful suggestions to share with the listserv as a service to the community, **so long as you do not share identifying details of the client.**

Below are examples of how referrals and consultation requests might be framed in order to uphold our responsibilities to consumers.

Instead of writing...	Try writing...
<p><i>Referral request:</i></p> <p>"I need a pelvic floor therapist for a trans woman in Hartford, CT who has Blue Cross insurance. She has a lot of stress from her job in law enforcement, including sexual harassment and attempted assault from colleagues and the community. She is complaining of pain with penetration even though her bottom surgery was completed in 2010 and she has not had pain since completing her healing."</p>	<p>"I am seeking referrals to a pelvic floor therapist in the Hartford CT area who takes Blue Cross. It is essential that the provider be trans-affirming and competent. It would help if the provider could assist in addressing the possible impacts of job stress and gender violence."</p>
<p><i>Consultation request:</i></p> <p>"I have been working with an early-30s Black man in recovery from anorexia for the past several years. His difficulty with his body image began in childhood when his mother shamed him for having gynecomastia and being overweight. He has converted to Buddhism and is struggling with some of the ascetic and sex-negative messages he gets from some of his readings and community members. He has intense shame around touching his penis and having sexual dreams that result in orgasm. I have been working with him using mindfulness techniques to decrease his identification with the negative and shameful thoughts but we are not making</p>	<p>"I'm looking for consultation regarding a case in which I'm using mindfulness techniques to address body and sexual shame for a client with a penis, but am feeling stuck. There are family messages, legacies of oppression, and current religious issues in play. I welcome ideas for getting unstuck. Mindfulness fits for this client's religious practice but it seems it's not getting us toward the client's goal."</p> <p>OR</p> <p>"I am looking for help from colleagues re: a case where I find myself somewhat stuck. It would be helpful to have expertise working with people with penises around body shame.</p>

<p>much progress. Ideas?”</p>	<p>Expertise with Black men would be very welcome, especially if you also use mindfulness but other techniques as well. Please contact me off-list if you’re able to help.”</p>
<p><i>Consultation request:</i> “I am running a sex-positivity and education group for women at the Unitarian church in my community. One of the women, who is in her 40s, is dating for the first time post-divorce but has never had any sexual partners other than her ex-husband. They did not have sex until after marriage so she never had to think about STI prevention, but she has a strong “yuck” response to the look, feel, and smell of condoms and lubricants. She has a lot of textures and smells that she dislikes and I wonder if I should suggest that she get an evaluation to see if she has a sensory processing or autism-spectrum diagnosis. She and her two kids all have ADHD diagnoses. Or is there some work I could do to help her overcome this?”</p>	<p>“I have two consultation questions. As an educator, when might it be helpful for me to suggest someone get an evaluation when they are reporting a lot of strong negative reactions to smells and textures? Second, are there techniques I could recommend to help someone with an aversion to the look, feel, and smell of condoms and lubricants? I would particularly welcome input from someone familiar with neurodivergence issues.”</p>