

GUIDELINES FOR THE DELTA THETA CHI SORORITY WEBSITE: deltathetachi.org

Number One Rule: Look at the website regularly!

General Guidelines:

- 1) All information posted to the DTC website should pertain to the Sorority; its happenings, newsletters, pictures, fundraisers, etc. No personal content, such as family trips, grandkids' happenings, etc., should be included unless part of a Province newsletter.
- 2) Copyrighted material may not be posted to the website unless the copyright is owned by Delta Theta Chi or one of its Provinces or Chapters.
- 3) Copyrighted material by a member of DTC may be published if express written approval (in the form of a letter or email) has been given.
- 4) No personal phone numbers or home addresses should be published to the public section of the website unless provided by a Chapter for fund raising or registration purposes.
- 5) The mailing address of the National Office may be published as well as NEC email addresses.
- 6) Email addresses of Province Presidents and/or other Province Officers may be published if the Province Boards so approve. Each Province shall make the choice only for its respective Province.

Province Liaisons:

- 1) All information should be submitted to the Province Liaison for review and submission to the Web Mavens.
- 2) Keep information current for fall and spring meetings, including registration forms, if desired.
- 3) Pictures submitted for posting should be properly identified and the Province Liaison should have verbal or preferably written email permission from those in the photo before it can be posted.
- 4) It is the responsibility of the Province Liaisons to verify that all permissions are obtained and the material is suitable for publication.
- 5) Liaisons are asked to report to their Provinces at their Fall and Spring meetings with information about Province representation and ideas about what is needed on the website.
- 6) Find out from your Province President if your Province wants to have email addresses posted for your President and/or other officers. Give this information to the Web Mavens.

Web Mavens:

- 1) Upon receipt, Web Mavens should process the request and, if material is acceptable, publish on the website within two weeks.
- 2) Questionable content should be forwarded by the Web Mavens to the NEC Liaison for review before posting. The NEC Liaison will then either make a ruling herself or request assistance from the National President and/or the NEC for a ruling.
- 3) Items deemed not eligible will be returned to the Province Liaison by the Web Mavens or the NEC Liaison, if necessary, with a short note as to why it was ineligible, e.g. material is copyrighted, etc.
- 4) Web Mavens may delete any information that is over two years old, unless asked by the contributing Chapter or Province to continue the posting.

Note: The proposition for a “members only” section of the website will be discussed by each Trustee at her Fall meeting, after polling chapters. The Trustee will report to the NEC Liaison the findings of her poll and the results of all Provinces will be passed on to the NEC for possible action.

If there are any problems or questions, contact the NEC Liaison, Janelle Clark.

Liaisons:

Alcyone Province, Linda Colton	Email: redhawk905@msn.com
Celaeno Province, Deb Hood	Email: danadeb@comcast.net
Electra Province, Cathie Barber	Email: cathie.barber@cox.net
Sterope Province, Sharon Osterberger	Email: osterbss@muohio.edu
Taygeta Province, Jeanne Reid	Email: jjbc@novonordisk.com

Web Mavens:

Cathie Barber	Email: cathie.barber@cox.net
Trish Schmidt	Email: pschmidt@watc.edu

NEC Liaison:

Janelle Clark	Email: jclark4552@sbcglobal.net
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