
ΣΤΔ
SIGMA TAU DELTA
WEBSITE POSTINGS POLICY AND PROCEDURES
[Approved by the Board of Directors March, 2001]

POLICY:

Through its website, Sigma Tau Delta wishes to inform members of opportunities available to them as members; further, it wishes to apprise them of information and opportunities that they may find useful but that do not originate with the Society.

PROCEDURES:

- A. A member, chapter, or organization seeking to post information on the Sigma Tau Delta website must ask approval from the Executive Director or the Webmaster/mistress at least one month prior to the event or activity that might be publicized on the website if accepted for posting.
- B. Per motion carried at the September, 2000 Board meeting, the Executive Director and the Webmaster/mistress will consult on the request once it is received; usually, they will decide the matter between themselves. However, if needed, they will consult members of the Central Office and/or the Electronic Communications Committee. If either the Executive Director or the Webmaster/mistress has questions about the appropriateness of any posting, the Executive Director shall consult the Executive Committee and (if so recommended by the Executive Committee) the full Board.
- C. If the Executive Director and the Webmaster/mistress decide that information would help to apprise members of opportunities either with the Society or within a similarly minded organization (e.g. literary in purpose), the Webmaster/mistress and the Website Facilitator will determine the appropriate location for said information on the Sigma Tau Delta website.
- D. The Executive Director, Webmaster/mistress, and the webpage facilitator will jointly be responsible for ensuring the timeliness of the information posted and for removing, or causing to be removed, out-of-date information.