

Social Media Guidelines

Approval Process

A club may not establish a social media site without the approval of the Association Board of Directors (ADDC). Any site using the name of ADDC, D&D, Desk and Derrick and/or the ADDC logo without prior approval is in violation of ADDC Standing Rule 7.

ADDC Form 51SM shall be submitted to ADO for approval by the Association Board of Directors. Upon approval, the club may establish a site as stipulated in the agreement.

The following disclaimer must be included on the site: "The Association of Desk and Derrick Clubs is not liable for any information included on this site."

The following social media sites are **suggested**:

1. Facebook
2. Twitter
3. LinkedIn
4. YouTube
5. Google+

Purpose

The use of the site shall be for communication purposes only including but not limited to meeting dates and times; field trip information; educational material. All information posted shall be verified for accuracy prior to posting. Direct marketing is prohibited.

Site Administrator

The club shall appoint a site administrator(s). The administrator shall monitor the site at all times. No one shall have access to the site without prior approval from the administrator. Nothing shall be posted to the site without prior review by the administrator.

Privacy

The use of an individual's name on the site shall only be allowed with prior approval from that individual using ADDC Form 51SM. Reference to any individual shall be by name only; initials, monikers, and titles in referring to any individual shall not be condoned.

No personal information shall be posted on the site.

Posting Protocol

The ADDC Ethics and Code of Conduct shall apply to all postings.

All postings shall be respectful.

No third party applications shall be allowed on the site; these include but are not limited to games, polls, quizzes, etc.

Any violation of the guidelines will be referred to the Board and shall result in a written/e-mail request to the club president and/or site administrator from the Board, via the appropriate Region Director, requesting the site be terminated or brought into compliance with the guidelines within seven days of receipt of request. Upon notification of violation of the guidelines, the club will be considered a “club not in good standing” until the site has been terminated or brought into compliance with the guidelines.