

**International Order of the Rainbow for Girls
Nevada Grand Assembly**



SOCIAL MEDIA GUIDELINES

The International Order of the Rainbow for Girls and specifically, Nevada Grand Assembly, is an organization dedicated to building a foundation for life for young women by promoting leadership, encouraging service, building character and developing friendships. In this age of technology that has been embraced by the majority of people in our society and by the younger generation in particular, social networking sites including but not limited to Facebook, Twitter, Pinterest, Instagram and Tumblr can be used in a positive manner in which to stay connected with one another as well as with prospective members and their families. Social Networking can also be used to portray the International Order of the Rainbow for Girls and Nevada Grand Assembly in a positive manner to the community at large, if used appropriately. It is a means of communication that can be used to promote the tenets of our organization. However, it should be noted that social networking sites under the oversight of local Assemblies and their Adult Volunteers are sanctioned by Nevada Grand Assembly, **only** with strict approval, monitoring and regulating by the Board of an Assembly and when necessary, the Supreme Officer or her designee.

For the purpose of these guidelines, the term “social media” includes any web-based medium that allows for communication in the open, including but not limited to blogs, wikis, social networking sites, weblogs or blogs hosted by tradition media publications, forums and discussion boards, video and photo sharing sites, other web sites that allow individual users or entities to use simple publishing tools, etc. and other publication medias yet to be developed. This policy is intended to complement any existing or future policies regarding the use of technology, computers, e-mail and the internet as associated with Nevada Grand Assembly.

MEMBER AND ADULT VOLUNTEER SOCIAL NETWORKING POLICY

In accordance with the Nevada Grand Assembly Code of Conduct and Civility Policy, participants and Adult Volunteers should remember that they have signed a form that indicates that they are committed to the highest standards of character and conduct at all times and when using their personal social networking sites and/or posting to an Assembly social networking page or group, it should be remembered that:

1. Social networking sites should be used in a positive manner, remembering to be honest and respectful in all communications.
2. All information posted should be “Rainbow appropriate,” truthful and kind, given that content may likely be viewed by the community at large.
3. Any information that is found to be inaccurate should be corrected as soon as it is found to be inaccurate, by the original poster.
4. We should use these sites as a way to express ourselves, but not to the detriment of others and we should consider the feelings of others when posting or responding to a post.
5. At no time should any post be used as a form of cyber-bullying or harassing behavior.
6. Photos of members are not to be used unless there is a signed release, signed by the parent/guardian of the member which allows for publication. At no time is the last name to be used.

Nevada Grand Assembly encourages and advises its members and adult volunteers to adhere to any Terms of Use established by a social networking site, including any minimum age requirement and obtain parental permission for use, if necessary.

ASSEMBLY SOCIAL NETWORKING POLICY

Social media sites should be used for information, as well as the sharing of information about the activities of the Participants and Adult Volunteers in the organization with the goal of creating a community of support for our local Assemblies and Nevada Grand Assembly. Each local Assembly wishing to have their own social networking page or

group on a network such as Facebook, will be required to obtain approval through their Assembly Advisory Board, prior to establishing the page or group.

It is important that the adult volunteers periodically review with the members of Nevada Grand Assembly that social networking sites have little privacy and that once a post is made, it may likely be traced for years to come. Therefore, members should be taught to communicate in a manner that will not prove embarrassing to the member or Organization in the future.

Each Assembly page or group must be clearly identify that it belongs to a specific Assembly and if possible that it is maintained by adult volunteers of the Organization. Each Assembly must have a designated and authorized adult representative(s) to post, update and monitor the page or group. The Advisory Board must be informed as to the identity of the selected adult representative and also advised as to all passwords and user names that allow access to the page or group. This password information must be documented annually in the minutes of an Advisory Board meeting to ensure it is kept in the records of the Assembly. Designated adult representatives will ensure that:

- All posting to the page or group follow the guidelines set up in this policy;
- All images placed on the page or group are appropriate;
- All social networking page or group privacy settings are adjusted to ensure privacy of the information shared;
- All comments made by members and adult volunteers are appropriate;
- All photos published of members or adult volunteers are authorized by a signed Nevada Grand Assembly Media Authorization and Release Form, on file with the Assembly and Supreme Officer;
- Last names of members are not published;
- No personal information such as addresses, phone numbers or other sensitive information is published.

Failure to follow these guidelines may result in revocation of the ability to publish the page or group by the Supreme Officer, or her designee.