

## **GSA WEBSITE POLICY**

All GSA club websites, which include Departmental, Special Interest, and International Clubs, are property of the Graduate Student Association. In the best interest of graduate students and the GSA, all club websites must be hosted under the GSA domain, and will be monitored by the GSA Webmaster, an employee of the organization.

All GSA Clubs are eligible for space on the GSA server. The Webmaster will grant ownership to clubs to publish on their designated site, but will maintain administrative control over the site. Please ask the GSA Webmaster to set up a space for your club and get the pertinent details on how to access and maintain it.

No GSA clubs should create a space without approval from GSA. Sanctions will be imposed of those who violate the policy.

### **Club Webmasters**

1. The GSA Webmaster is not responsible for creating content for club websites.
2. Clubs may have their own volunteer Webmaster to design and update their sites.
3. Clubs may not purchase services of a Webmaster, as this is in violation of Budgetary Guidelines.
4. By October 1st of each year every club that has a GSA Website must inform the GSA Webmaster who the club Webmaster will be for the year.

### **GSA Websites**

1. Websites cannot simply link through the GSA domain; they must be directly hosted on it.
2. Sites should relate directly to the purpose of the club, and should not contain personal views or content that is otherwise inappropriate, personal, political, or religious. Academic, cultural, educational, recreational and social information is suitable. The GSA E-board, in collaboration with the GSA Webmaster, will determine inappropriate content.
3. All types of advertising on GSA websites are strictly prohibited.
  - a. Event sponsors may be listed on websites as long as they are clearly listed as sponsors and the GSA itself is also listed as a sponsor.
4. Any GSA Website that has not been updated for more than a year may be deleted.
5. In order to enhance accessibility to all graduate students, all sites must be written in English or include an English translation
6. Departmental Clubs
  - a. No Departmental Club may host a webpage on their department's site. It is important that the club, not the department, is in control of their web presence. This is for the benefit of the graduate students involved in departmental clubs and the GSA as a whole. Your department is welcome to link to your GSA site and vice versa.
  - b. Departmental Clubs may maintain a research database that is accessible to all graduate students in the department, such as a LimeSurvey site.

### **Other Acceptable Web Presence**

1. GSA must be aware of any social media sites a club is using and be able to monitor the space.
2. Facebook and Twitter are both allowable social media sites.
3. As social media evolves the GSA Webmaster may deem other sites acceptable, but it is up to the discretion of the GSA Webmaster and all sites must be approved.