

**The Daughters of The Republic of Texas (DRT)
Websites, Social Networks, & Blogging Guidelines
for the
DRT Organization and DRT Chapters**

These guidelines apply to all groups and individuals governed by the Charter and Bylaws of the Daughters of the Republic of Texas.

The Daughters of The Republic of Texas maintain several websites and own several domains. DRT also participates in several social network and/or blogging websites. These and future websites and social networking activities can produce more timely and efficient communication and help to bring greater interest in the DRT organization and its projects. The purpose of this document is to provide clear guidelines associated with the establishment, supervision, maintenance, and uses of all DRT websites, social networks, and blogging activities.

Section 1. Responsibilities

The Board of Management is responsible for the adoption and enforcement of website, social network, and blogging policies and procedures relative to the administration of DRT. The Custodian General and Headquarters Committee, Technology Assessment Resources Team, Webmaster, and Web Liaison are responsible for management and supervisory operations.

Section II. Establishment of a new DRT website, social network, or blog

Any DRT website, social network, or blog must be approved by the President General and Board of Management. Requests and approvals are processed by the Webmaster, Technology Assessment Resources Team, and Headquarters Committee.

Section III. Supervision, maintenance, and uses of DRT websites

Supervision and maintenance of DRT websites is accomplished by the Custodian General & Headquarters Committee, Technology Assessment Resources Team, and Webmaster/Web Liaison.

Currently the maintained DRT Headquarters websites include those listed below.

IMPORTANT: Links on all DRT websites may be only those related to DRT objectives and goals.

www.drinfo.org (Daughters of the Republic of Texas, public website)
www.drinfo.org/members (Daughters of the Republic of Texas, for members)
www.frenchlegation.org (French Legation Museum)
www.drinfo.org (DRT Library)
www.rothc.org (Republic of Texas History Complex)

The Custodian General, as Chair of the Headquarters Committee has supervisory responsibility for all the domains and their respective websites.

A. Passwords & Access

There must be at least two DRT members who have access to all passwords for the domains and websites at all times. This should include both the Custodian General and the Web Liaison. Any (contracted or future staff) DRT IT/Webmaster person will also have access to all passwords for the domains, DRT Headquarters websites, social network websites and blogging websites. Additional people with access to the DRT domains and websites passwords access may include the Headquarters Business Office Manager on a need to know basis as mandated by the Custodian General. Any additional requests for passwords must be submitted in writing and be approved by the Custodian General. The Web Liaison is responsible for coordinating all Web site submittal

requests with the DRT Webmaster or other volunteer member. The Web Liaison serves at the discretion of the Custodian General.

All passwords for the domains, websites, social networks and blogging websites must be updated every President General's term (every two years) or as security needs dictate. Since the DRT domains and websites contain confidential DRT information, everyone (members, staff, and contracted labor) that has access to the passwords must sign a DRT Confidentiality Agreement (see attached). These agreements will be kept on file in the DRT Headquarters Office. The Custodian General as Headquarters Committee Chair, is responsible for keeping copies of all DRT passwords.

All passwords for DRT domains, websites, social network and blogging websites will be provided to the Custodian General.

B. Back-Ups

A full back up of all websites on current domain servers will always be kept.

C. Individual web pages within DRT Websites

DRT Officers, District Representatives, Committee Chairman, and Chapter Sales Contact person are responsible for ensuring that their individual web page(s) and forms are current and up-to-date by coordinating with the Headquarters and the Web Liaison. Requests for additions, changes, or deletions are to be submitted to the Web Liaison.

D. Email and Contact Information

Assigned organizational e-mail addresses of BOM and Committee Chairmen shall be posted on the DRT Members website. Only with written consent of an individual shall the personal contact information of the BOM, committee chairman, chapter officer, or other member be posted on DRT websites. A list of BOM and Chairmen's addresses shall continue to be distributed to Chapter Presidents, for use only in chapter yearbooks by chapter counterpart officers. A proviso similar to the following shall be placed in the yearbook, "This Yearbook is for Chapter distribution only. No member's address, telephone, e-mail address, or birthday may be published or distributed elsewhere without her expressed consent."

E. Photographs

Every effort should be made to get permission for pictures of DRT members that appear on DRT websites.

Pictures of children may not be shown on DRT websites without written parental consent. This written permission shall be filed at DRT Headquarters.

F. Chapter and Other Website and Uses Guidelines

Every DRT chapter is encouraged to have a chapter website. It is good public relations for our organization, may help to attract new members, and is a good resource for chapter members. A link to the chapter president's assigned organizational e-mail address, and optionally to the Webmaster's e-mail address may be shown.

A link to the chapter's webmaster should be provided on the chapter's website.

Never display, on a website, the personal information of any member unless you have their written permission to do so.

No sounds are to be used on the website, [This may be waived by the BOM for special circumstances.]

Neither the US nor the Texas flag is to be used on the website as a background for text.

A guest book is not to be included on the website. An e-mail to the chapter e-mail address is an alternative.

Neither the chapter nor the DRT website shall contain commercial banner or pop-up advertising. [This may be waived by the BOM for special circumstances if the chapter is unable to afford a non-banner or pop-up advertising web host.]

Any chapter website containing commercial banners or pop-ups may not be linked to DRT website.

The Daughters of The Republic of Texas is a non-partisan group and the website or any links therefore must not criticize DRT, other organizations or individuals. Campaigning is not allowed on any DRT web pages.

Links to personal or commercial sites are not permitted.

G. Use of DRT Seal and Insignia

All DRT websites must follow the "Rules Governing Seal and Insignia" as noted in the DRT Bylaws, Article XV, Section 4:

"The seal and insignia of DRT shall be printed only upon such books, pamphlets and stationery as are for the use of or to be sold for the benefit of DRT. The seal is always placed above the words, "The Daughters of The Republic of Texas," and the chapter's name is placed below these words. Nothing shall be printed or placed above the seal or insignia. The BOM must approve use of the name, seal, and/or insignia of DRT on chapter sales items. The use of the name, seal and insignia of DRT for business purposes other than business of DRT is expressly prohibited." Article XV, section 4

If placing the insignia on a website, it shall be the topmost item on the page, either centered or to the left of the page.
