

Associated Students, Inc.
California State University, Bakersfield
Internet Posting Policy

I. NAME

This document shall be called the ASI Internet Posting Policy.

II. PURPOSE

The purpose of this policy is to set guidelines and expectations regarding the posting of information by Associated Students, Inc. via the Internet and social media.

III. DATE OF EFFECTIVENESS

Upon approval by the Board of Directors and signature of the President
Approved by the ASI Board through IR 302.
Revised:

IV. AMENDMENTS

This policy may be amended by a majority vote by the Internal Affairs Committee and two-thirds majority vote of the ASI Board of Directors.

V. GUIDELINES

Section 1 All Associated Students, Inc.'s Internet postings must go through and be approved by one or more of the Executive members of ASI, or one of the student assistants. These members include the President, Executive Vice-President, Vice President of External Affairs, Vice President of University Affairs, Vice President of Finance, and Vice President of Programming. The stated above officers are to be the only students who may have access to any social media website password controlled by Associated Students, Inc. with the exception of the Office Assistant for Marketing and Graphic Design who may also have access. Additionally, the Executive Director and the Administrative Support Coordinator have access to all social media page usernames and passwords.

Section 2 All ASI's Executive Officers and Student Assistants must go through a Social Media Posting Training conducted by the ASI President-Administrative Support Coordinator prior to having access to the social media passwords.

Rational: It is important for the Executive Officers and Student Assistants to understand the importance of maintaining social media pages that are uniform and follow all University and ASI policies.

Section 3 All social media pages and sites must have a master record that states the official usernames and passwords of each site. These usernames and passwords must be kept on file with the Executive Director and ~~Office Assistant~~Administrative Support Coordinator of ASI.

Section 4 All postings must comply with campus policy and may not discriminate based on Gender, Race, Religion, Ethnicity, or Sexual Preference.

Posting also shall not include:

1. Confidential information
2. Slanderous remarks
3. Inappropriate language
4. Any activity that is against the law
5. Business advertising
6. Events happening outside of campus affiliation

Section 5 Any exceptions to this policy, such as other Directors posting to the ASI social media pages, need to be approved by the Executive Council. The Director that will be posting will need to sign off on all appropriate paperwork prior to posting. ▲

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History:

1/15/15 – The Vice President of University Affairs was added. Also, because the ASI President switches from year to year, the training would not stay consistent. As such, the training switched to the Administrative Support Coordinator. ,

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