

## ALPHA SIGMA ALPHA VIRTUAL ALUMNAE FACEBOOK GROUP GUIDELINES

Alpha Sigma Alpha alumnae have the opportunity to communicate and connect with each other through virtual alumnae Facebook groups. These closed and private Facebook groups are specifically targeted to provide a place for discussion among alumnae with similar interests, no matter their geographic location. These groups provide a place to highlight interesting videos or articles about the topic of interest, provide support to members, initiate discussion and learn from each other.

Examples for a virtual alumnae Facebook group topic of interest include: outdoor adventures, fitness, baking, traveling, bird watching, or music. Requests for virtual alumnae Facebook groups targeted towards hate speech or marketing/sales will not be approved.

There are basic expectations for members participating in virtual alumnae Facebook groups. Participants agree to adhere to the specific group guidelines as outlined by the group representative and uphold the values of Alpha Sigma Alpha. These guidelines may be found in a pinned post at the top of the Facebook group page. Questions about the group guidelines should be directed to the group representative.

Posts made in virtual alumnae Facebook groups are the opinions of the members' posting and should not be assumed as statements representing Alpha Sigma Alpha Sorority. Posts are not monitored prior to being made public. Should a message be in violation of the group guidelines, the group representative should be contacted. Following a conversation with the representative, members who are found to have violated group guidelines may be removed from the Facebook group.

### Steps to starting an Alpha Sigma Alpha Virtual Alumnae Facebook Group:

- ◆ Members who would like to create a virtual alumnae Facebook group must complete and submit the registration form on the Alpha Sigma Alpha website.
- ◆ Upon approval by the director of alumnae and volunteer services, the virtual alumnae Facebook group representative will create the group page giving "administrator" access to the group representative and the director of alumnae engagement.
- ◆ The virtual alumnae Facebook group representative will outline all group guidelines (as submitted and approved on the registration form) on the Facebook group.
- ◆ The Facebook groups must be marked as private so that members need to request to join. The group representative will use best judgement to determine Alpha Sigma Alpha membership and approve/deny requests. Any member can join a virtual alumnae Facebook group.
- ◆ The group representative will have a pinned post at the top of the Facebook page highlighting the purpose of the group and that all unrelated posts will be removed.

## Alpha Sigma Alpha Virtual Alumnae Facebook Group Guidelines:

The following must be posted at the top of every page for each virtual alumnae Facebook group. Additional guidelines may be drafted and posted by the group contact.

- ◆ *This group is to be used as a way for Alpha Sigma Alpha alumnae members to interact. This group will be private and limited to alumnae of Alpha Sigma Alpha. Members must request to join the group, and the group contact will approve requests by using best judgement in determining alumnae membership.*
- ◆ *Group communications should be congruent with Alpha Sigma Alpha's values, mission, policies and procedures.*
- ◆ *Posts should be professional, courteous and respectful. The group representative may remove posts/threads that discuss sensitive and private information, are inappropriate or disrespectfully argumentative, and/or engage in harassment and/or bullying.*
- ◆ *Posts that contain threats or other illegal material are prohibited. Posts containing criticism of specific individuals (group members or non-group members), or other groups are prohibited.*
- ◆ *Virtual alumnae Facebook group discussions and content should remain private and not posted publicly; this includes sharing copied/pasted posts and/or screenshots of group discussions.*
- ◆ *Members who violate these guidelines may be removed from the virtual alumnae Facebook group. The director of alumnae engagement has the authority to close a Facebook group.*

NOTE: These guidelines may be updated/adjusted as needed. Questions or comments regarding virtual alumnae Facebook groups can be directed to the Director of Alumnae and Volunteer Services, Melissa Merriam, at [mmerriam@alphasigmaalpha.org](mailto:mmerriam@alphasigmaalpha.org).