

## **Club Coordination Council Social Media Policy**

### **POLICY**

This policy provides guidance to all club use of social media, which should be broadly understood for the purpose of this policy to include blogs, electronic newsletters, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

### **PROCEDURES**

The following principles apply to professional use of social media on behalf of any club partnered with the Club Coordination Council, and hence the University of Notre Dame.

- A. Clubs must know and adhere to the [University of Notre Dame Social Media Policy Handbook](#), and other policies when using social media.
- B. Clubs should be aware of the effect their actions may have on their images, as well as the University's image.
- C. Clubs should be aware that the Club Coordination Council may observe content and information made available by club members through social media. Clubs should use their best judgement in posting material that is neither inappropriate nor harmful to the University of Notre Dame, or its community.
- D. Although not an exhaustive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, proprietary, harassing, libelous, or have the potential to create a hostile club environment.
- E. Clubs are not to publish, post, or release any information that is considered confidential or not public. If there are questions about what is considered confidential, clubs should check with the Club Coordination Council.
- F. If conflict has arisen through the club's social media account, clubs are encouraged to not engage in dialogue and contact the Students Activities Office for resources on conflict resolution.
- G. Clubs should receive appropriate permission before referring or posting images of current or former members, students, or faculty. Additionally, clubs should receive appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks, or other intellectual property.
- H. Subject to the Club Coordination Council's Guidelines, harmful social media activity that violates the above principles may subject a club to disciplinary action up to inactivation.