

# **Guidelines governing the use of the BWHESAA-USA, Inc. WhatsApp Chatroom**

## **OBJECTIVE**

This document establishes the rules and regulations governing the BWHESAA-USA, Inc. WhatsApp Chatroom. (The “Chatroom”)

The purpose of the BWHESAA-USA, Inc. chatroom is for the exchange of ideas among members for the sole purpose and interest of the B.W. Harris Episcopal School Alumni Association-USA, Inc. (The BWHESAA, USA, Inc.), to enhance and promote the vision, mission, goals and objectives for growth and development of our Association and our Alma Mater, B. W. Harris Episcopal School in Liberia.

The Chatroom is a medium through which members exchange ideas and make suggestions in a professional and civil manner that will help to shape BWHESAA-USA, Inc. in a positive direction.

## **GUIDELINES**

Members of the Chatroom **must** adhere to the following guidelines:

- a) Members must **ONLY** post material that is related to B. W. Harris Episcopal School BWHESAA-USA, Inc.
- b) All exchanges between and among members within the Chatroom shall be civil, professional and respectful. Members shall refrain from name calling, derogatory comment(s), or the use of profanity or any adjective(s) to describe a member or group of members.
- c) The Chatroom shall be a safe and friendly space, therefore all exchanges between and among members within the chatroom shall be considered **Private and confidential** to the members of the Chatroom, and **confidentiality** shall be expected and honored by all members of the Chatroom.
- d) If a member has a Grievance(s) of any kind, against another member, or the organization’s administration, they will be required to **NOT** make it in the chatroom, but to submit their Grievance(s) by **email** to the Membership Committee Chair who will present it to the Grievance Committee to mediate an amicable resolution.

- e) Exchanges shall be informative for the upliftment of BWHES and BWHESAA-USA, Inc.
- f) There shall be NO POSTING of:
  - i. Political (USA, Liberia, or other) related material(s) or images;
  - ii. Personal business interest/announcement/advertisement/promotions;
  - iii. Material(s) including announcement/advertisement/promotions, images, videos, texts, graphics, links and audios that are inflammatory/inappropriate/offensive to others
- g) A member, in consultation with the (a) individual or family, (b) the National Chaplain, (c) the Outreach & Benevolence Committee, and (d) the Chapter Presidents shall post birthdays, anniversaries, professional & academic accomplishments/milestone, death announcement of members in the chatroom.
- h) Material(s) or announcement(s) for solicitation and/or fundraising/collection, relating to BWHESAA-USA, Inc. shall be ONLY be posted in the chatroom by either (a) the National Treasurer, (b) the National Financial Secretary, (c) Chapter Presidents, or (d) the Scholarship Committee Chair.
- i) The Chatroom Administrators shall post a brief welcome announcement when a new member is added to the chatroom.
- j) A member of the Chatroom may remove themselves at anytime.

## **MEASURES**

The following measures shall be taken when a member fails to adhere to the Guidelines of the chatroom:

1. **First offense** - The Administrators shall call, text or email the member regarding the material/announcement posted. (May be requested to remove said posting that might be deemed inappropriate.
2. **Second offense** - A written warning to the member shall be posted in the chatroom.
3. **Third offense** - The Administrators shall remove said member from the chatroom. (For a period to be determined)