



## 400 – Communications

***The Executive Board will consist of the two Presidents and the Vice Presidents.***

### **Article I: Purpose**

The purpose of these bylaws is to establish clear and consistent guidelines for all communications related to the RHS World Support Alliance (WSA). These guidelines are designed to facilitate effective internal communication among members and appropriate external communication with the public and media.

### **Article II: Definitions**

1. **Club Communications:** Any information or messages disseminated by the RHS World Support Alliance, whether internally among members or externally to the public or media.
2. **Internal Communications:** Communications between club members, including officers, general members, and advisors.
3. **External Communications:** Communications directed towards individuals or entities outside the club, including but not limited to the school administration, parents, media, and the general public.

### **Article III: Official Communication Channels**

1. **Website:** The official website of the club is [rhswas.org](http://rhswas.org).
2. **Email:** The primary email for general club inquiries is [rhswsa@rpsnj.us](mailto:rhswsa@rpsnj.us).
3. **Press Contact Email:** For media and press inquiries, the designated email is [wsa.press-rps@ridgewood.k12.nj.us](mailto:wsa.press-rps@ridgewood.k12.nj.us).
4. **President's Email:** Direct communication with the club president should be sent to [08mdwihe@rpsnj.us](mailto:08mdwihe@rpsnj.us).
5. **Social Media:** Any official social media accounts managed by the club.

### **Article IV: Internal Communications**

1. **Regular Meetings:** Regular meetings shall be held to ensure all members are informed about club activities, decisions, and updates. The schedule and agenda for these meetings will be communicated via the club's official email.

2. **Email Correspondence:** All internal communications should be conducted through the official club email address and/or the school's email system to ensure transparency and record-keeping.
3. **Group Messaging:** If used, group messaging apps (groupspot) should be approved by the club's executive board. Conversations in these groups must adhere to school policies and respect members' privacy.

## **Article V: External Communications**

1. **Approval Process:** All external communications, including press releases, public statements, and social media posts, must be approved by the club's executive board (Marc Dwihe - President And Information Governance) before dissemination.
2. **Spokesperson:** The designated spokesperson for the club is the President or a member appointed by the President. Only the spokesperson or their designee is authorized to speak on behalf of the club.  
**Media Interaction:** Any interaction with the media should be coordinated through the press contact email. Media requests should be directed to [wsa.press-rps@ridgewood.k12.nj.us](mailto:wsa.press-rps@ridgewood.k12.nj.us).
3. **Public Statements:** Public statements and communications must align with the club's mission, values, and objectives. They should be clear, respectful, and factually accurate.

## **Article VI: Social Media Use**

1. **Official Accounts:** The club may maintain official social media accounts to promote activities and engage with the community. These accounts should be managed by designated members approved by the executive board.
2. **Content Guidelines:** Posts on social media should reflect the club's mission and values. Inappropriate or offensive content is strictly prohibited.
3. **Monitoring and Security:** Social media accounts should be regularly monitored for security and appropriateness. Passwords should be securely managed and only shared with authorized members.

## **Article VII: Confidentiality and Privacy**

1. **Member Information:** Personal information of club members should be protected and only shared with those who need it for official club purposes.
2. **Confidential Matters:** Any confidential matters discussed within the club should not be disclosed outside the club without proper authorization from the executive board.

## **Article VIII: Violations and Enforcement**

1. **Reporting Violations:** Any violations of these communication bylaws should be reported to the executive board promptly.
2. **Disciplinary Actions:** The executive board shall have the authority to take appropriate disciplinary actions against members who violate these bylaws, including but not limited to warnings, suspension of communication privileges, or removal from the club.

## **Article IX: Amendments**

1. **Proposal:** Amendments to these bylaws may be proposed by any club member and must be submitted in writing to the executive board.
2. **Approval:** Amendments must be approved by a two-thirds majority vote of the executive board to be enacted.

**Adopted:** 10 August 2024

Revised: 1 September 2024