

Communication Guidelines for the Alpha Nu Omega Chapter

In order to comply with the Family Educational Rights and Privacy Act (FERPA), the Alpha Nu Omega Chapter of Phi Theta Kappa International Honor Society is implementing the following policy, effective immediately.

- I. The only approved methods of direct mass communication with the Chapter Membership will be via Postal Service and Email, unless a member explicitly requests contact via alternate means.
 - a. Postal Mailings
 - i. All direct mass communication with the Chapter Membership sent through the Postal Service will go through the Chapter President.
 - ii. All direct mass communication with the Chapter Membership may only be sent to the approved list from the Provost and Vice President of Academic Affairs office.
 - iii. Alumni members may explicitly request to remain on the mailing list, by sending an email to the Chapter President.
 - iv. All Postal Requests will need to be approved by the Executive Board, with the exception of the newsletter.
 - v. Due to the high cost of using the Postal Service, any mass mailings sent using funds from the Chapter budget, except the newsletter and fundraiser materials, will need to be approved by the general membership.
 - vi. Campuses may choose to utilize their campus funds to send direct mass communication with their campus membership, but must still obtain Executive Board approval.
 - b. Emails
 - i. Only the Chapter approved email lists are to be utilized for mass emails by all Chapter leaders.
 - ii. The Chapter Website Chairperson, in conjunction with the Chapter President, will oversee and maintain all Chapter email lists.
 - iii. Campus-specific emails are to be used only when select College regions are referenced.
 - iv. In order to prevent further confusion or frustration, please verify information with either the Chapter President or an advisor prior to answering questions or making statements.
 - v. The Chapter-wide email mailing list is only to be used for those items that encompass all regions of the College or for items that pertain to the entire membership.
 1. A request for approval, clearly stating that you wish the email be sent to the Chapter-wide email list, must be made to a member of the Executive Board, an advisor, or the Website Committee Chair.
 2. A member of the Executive Board, an advisor, or the Website Committee Chair must send all emails to the Chapter-wide email list.

- vi. Email addresses will only be obtained and added to mailing lists from the following resources:
 - 1. The Alpha Nu Omega, Phi Theta Kappa application and profile forms
 - 2. An email sent from the member to the Chapter President or Website Committee Chair
 - 3. A written, signed request sent to the Chapter President or Website Committee Chair
 - vii. Alumni Members may wish to remain on our lists by written request to the Chapter President or Website Committee Chair.
 - viii. Members will be assigned to the campus they are listed as attending, per the active member list received from the Provost and Vice President of Academic Affairs office, unless they notify the Chapter President or Website Committee Chair by email or in writing that they wish to be included on another list.
 - ix. If you receive a request from a member to be removed from any or all email lists, please forward it to the Chapter President and Website Committee Chair within 48 hours of the request, so they can be promptly removed.
- c. WebCT

The College administrators of the Virtual Campus online discussion community have included discussion threads for each regional campus and for Phi Theta Kappa. This section addresses how the postings related to Phi Theta Kappa International Honor Society and Alpha Nu Omega Chapter are to be handled.

- i. Phi Theta Kappa discussion threads
 - 1. Only Chapter officers and advisors should be responding to posts made in this area.
 - 2. If you notice a post has not been replied to within 24 hours, please email the Chapter President and Public Relations Secretary, informing them that there are questions posted within WebCT.
- ii. Regional Campus Lists
 - 1. Please only post information under the campuses that are directly impacted by the information you are posting.
 - 2. If you are posting a Chapter-wide project, please either use the Chapter website or email an approval request specifically asking the Chapter President and Public Relations Secretary to post to each campus thread.

As leaders of the largest, most prestigious organization at HACC, Central Pennsylvania's Community College, it is important that we communicate with our members. It is equally important to respect our members' privacy and wishes to not receive Chapter correspondence from us. Any changes to these guidelines must be made after consultation between the Chapter Advisor and Chapter President.