# MARIST

## Clubs and Organizations

### Official Guidelines for Websites

All clubs are required to construct and maintain a website using the OmniUpdate content management system, as provided by the college.  Failure to follow these guidelines will result in a Level I infraction, as per the Club Disciplinary Matrix.

1. Each club shall have the following basic content:
    a. A summary of the club and the club's mission statement
    b. A list of officers and their contact information or general club contact information. Sensitive information such as phone numbers and addresses is NOT to be shared.
    c. An updated list of club events and meeting times/places
    d. A copy of the club's bylaws
2. The following content is optional but strongly suggested:
    a. External links pertaining to the club
    b. Photos from club events (provided included members provide consent)
    c. Videos from club events
    d. Member contributions such as posts, articles, etc.
3. The content on the website must:
    a. Pertain to the club
    b. Be in accord with the Marist College Student Code of Conduct
    c. Be in accord with the Student Government Association Constitution and Bylaws
    d. Be suitable for all audiences
    e. **Use only the standard fonts and color schemes provided by the OmniUpdate system**
4. Only one officer per club may obtain access to the OmniUpdate content management system. Notice must be given to the SGA CIO when this officer is changed
5. The website must be maintained and kept up to date.  Websites will be audited periodically to ensure information is up to date.
6. All new clubs have four weeks from the time of the approval of their bylaws to comply with requirements.  These four weeks do not include exam week(s) or breaks.  If the four weeks falls into the week of finals, clubs will have the first two weeks of the next semester to meet these requirements.
7. These guidelines are subject to change at any time.  All clubs and organizations have two weeks from the notification of any changes in policy, and/or from the creation of their account to complete a website.  These two weeks do not include exam week(s) or breaks.  If the two weeks falls in to the week of finals, clubs will have a week in the next semester to meet the requirements.