

Protocols for Website

1. Only the Department Webmaster, and if required the Department Backup Webmaster appointed by the Dept Commander, is authorized to have access to the New York Department, SUVCW Website.
2. Official Communications
Official Communications consist of:
 1. Newsletter
 - a) To be received in pdf format
 - b) Approved by Dept commander
 - c) Posted within seven days after approval of Dept Commander
 2. Department Orders
 - a) Department Orders will only be posted after approval by Dept Commander, attestation by the Department Secretary and review by the Department Counselor, whose sole duty will be to verify that the proposed order is not in violation of the Charter, Constitution, Bylaws, Regulations, Rituals or Policies of the National Organization or of the NY Department, of the SUVCW.
 - a) Encampment information will only be posted after approval by the Encampment Representative and the Dept Commander
 3. Memorials
 - a) Names of Departed Brothers will be posted only after receiving names from the Dept Chaplain or Dept Commander
 5. By-Laws
 - a) Revised By-Laws will only be posted after approval of C-in-C and by Dept Commander
 6. Department and Camp Officers Information
 - a.) Changes in Officer information will only be accepted from the Dept/Camp Commander and/or the Dept/Camp Secretary

Official Communications may not be changed by Webmaster. The information contained will be posted “as is” with no editing, redacting or changes by the Webmaster

3. Draping of website
 1. By order of Commander-in-Chief
 2. By Order of Dept Commander
4. New features need clearance of Dept Commander
5. Right by the Webmaster to refuse anything not approved by Dept Commander

6. Right by the Webmaster to refuse anything not Webpage ready. Information should be able to be copied and pasted
7. Webmaster may create rules for any features or new features with Dept Commander approval.
8. Webmaster does not need approval to update events or regular features that are not considered Official Communication.

Features will include:

- Grave Photos
- Calendar of Events
- Monument photos
- GAR Highway signs
- GAR and SUVCW Artifacts
- Other features that may be created in the future with approval of Dept Commander

9. Webmaster may change layout, format and appearance of website
10. Only Dept Commander, Dept Secretary, Dept Webmaster and Dept Backup Webmaster will have the Host, Username, password, and port data
11. Host, Username, and Password can only be changed with approval of Dept Commander
12. The Department Webpage shall be maintained in compliance with the National Policy on Electronic Communications and shall not to be used for any political (except to support or oppose legislation in accordance with the purposes of the order as determined by the National Organization or the Department)personal, or non- SUVCW purposes.
13. Last Updated date on homepage will be no older than 90 days from current date
14. The NY Dept, SUVCW Website may not contain any material that is in violation of the Charter, Constitution, Rules, Regulations and Bylaws of the National Organization or the Charter or By-laws of the NY Department, SUVCW.