

The following guidelines will be followed with respect to the use and operations of the BPW Paso del Norte website (owner).

Purpose: To ensure the BPW website is properly managed and that rules are followed to prevent potential conflicts and inappropriate material from publication. To promote BPW-Paso del Norte, its events, members, activities and partnerships. To allow donations and/or payments to be made for specific events and to our Scholarship Fund.

Access to Website

1. Only three (3) BPW members will hold the password to the website, and they would be the current President, Margarita Arriola, Ms. Lourdes Reyna and Ms. Oliva Romero.
2. Both Ms. Reyna and Ms. Romero will be tasked with uploading content to the website. If anyone of the members mentioned should leave the organization, they should no longer have access to the website.
3. The President, Ms. Arriola, will have access to the password but will not be uploading any content to the website.

Website Content

1. Three members will be responsible for reviewing content to the BPW website. They are Virginia Zuverza, Lupita Hammer and Nancy Melendez-Forbes. They will be called the Content Review Team.
2. Any BPW member wishing to contribute items for inclusion to the website can do so, but the item would need to be reviewed by the Content Review Team prior to posting on the website.
3. The following will be reviewed prior to forwarding to Website Access Team:
 - Content will be checked for proper grammar including spelling, punctuation marks, sentence structure
 - Sources are appropriately cited
 - Material is free from discriminatory language
 - Content is free from politics and/or religion
 - Photos, images are appropriate
 - Mindful of copyright material
4. The BPW Treasurer shall maintain a file containing the Invoice, payment and copy of the guideline in her files and make a copy available when necessary.

Adding Links to other Websites

1. The BPW Paso del Norte website can include links to the National BPW (NFBPWC) and BPW International if the information is of benefit to our members.
2. Links to other organizations must be approved by the Executive Committee.
3. The BPW website will allow links to promote its member's businesses and events, but it will not post their fliers or direct sales. The links will direct viewers to members' business website or other media such as Facebook, Instagram, etc.