



# *American Belgian Tervuren Club, Inc.*

## **Guidelines for ABTC Website**

The **mission** of the ABTC Website is to support and promote the larger mission of the American Belgian Tervuren Club, Inc. by providing information regarding the Belgian Tervuren breed to members, dog fanciers, and the general public through the World Wide Web.

The domain name, [www.abtc.org](http://www.abtc.org), shall be registered as property of the American Belgian Tervuren Club, Inc. and such registration shall be renewed as necessary.

**Copyright** notice in the name of the ABTC shall accompany all materials, except that contributors may retain their copyrights by including appropriate notice with their materials.

The Website Coordinator shall hold operating authority over the **content and conduct** of the Website, under the direction of the Board of Directors and the Secretary, Membership and Public Relations; and with such assistance and technical support from the Webmaster and others as he or she may request. **Disputes** regarding decisions of the Website Coordinator should be directed to the ABTC Secretary.

The Board of Directors shall appropriate an annual operating **budget** and authorize expenditures as they decide may be reasonable and necessary. The Secretary, Membership and Public Relations shall notify the Website Coordinator of the authorized budget and serve as the representative of the Board.

The ABTC Website will disseminate information from the Club and its committees. Each ABTC standing committee is invited to publish such material as might have general interest to members or the public. The Website Coordinator is authorized to edit content for grammar, spelling, accuracy, format and style. Any information expressing opinions and judgments that appear to be **official ABTC policy**; such as interpretation of the Breed Standard, Code of Ethics, rescue matters, or breed health concerns; must first be approved by the Club Officer or Committee responsible for the particular subject, subject to final approval by the Board of Directors.

Access to the ABTC Website shall be open to the public. Certain sections containing materials of a confidential nature may be restricted to authorized members. A separate website used for development of new materials also may be restricted to authorized persons. Persons granted authority to update or revise specific materials may have their privileges revoked by the Website Coordinator and be disciplined by the Club if they exceed their authority.

**Linkages** to other sites are a primary advantage of the World Wide Web technology. Accordingly, the ABTC Website may contain links to independent and unaffiliated sites where the contents of those sites are of high quality and relevant to the Tervuren fancy. The ABTC Website will NOT contain links to sites that contain materials of scant relevance to Tervuren, that conflict with ABTC policies, are in questionable taste or accuracy, or that would be denied printed publication in Tervuren News Tales (TNT). The Website Coordinator generally will consult with the relevant ABTC committee before linking to a site containing materials addressed by that committee, but may publish links at his or her own judgment if circumstances justify.

The ABTC Website shall particularly contain linkages to the American Kennel Club, regional and local Belgian Tervuren clubs, ABTC National Specialty Committees, and other ABTC affiliates. All linked sites under the direction of a committee or regional club of the ABTC must comply with these guidelines within their separate site just the same as if they were assigned pages within the ABTC Website.

**Outside linkages** both to for-profit and non-profit site sponsors are acceptable if they are of high quality and relevant to the Tervuren fancy. The ABTC Webmaster will request permission to link as a courtesy.

**Privacy:** The ABTC website has no need to collect Personal Identifying Information regarding visitors to the site and will not do so. Certain generic data may be collected to assist in management of the site. The ABTC site will not place “cookies” or any executable code on visitor’s computers without the visitor’s request. E-mail addresses submitted by visitors in the course of contacting ABTC representatives will not be provided to persons not associated with the ABTC. E-mail addresses, postal addresses, or telephone numbers of ABTC members and others will not be published without their consent. The privacy policies of the ABTC Website will be published for the information of all viewers.

**Security:** The Webmaster is authorized to publish changes and additions to the website with the authorization of the Website Coordinator. The Webmaster shall implement prudent controls to protect the published website and the development website from unauthorized access and changes. The Webmaster or the Website Coordinator may grant or delete authorization for access by other persons according to their judgment.

**Commercial Advertising:** The ABTC website may permit “banner ads” and other commercial advertising if the content is tasteful and relevant to the Tervuren fancy.

Any questions on comments regarding these policies should be directed to the ABTC Website Coordinator (webcoordinator@abtc.org), or the ABTC Secretary for Membership and Public Relations (membership@abtc.org).

Effective date: 10/01