

POLICY NO. 33

GUIDELINES FOR TEXAS-OKLAHOMA INTERNET WEBSITES

- 33.1 Every Texas Oklahoma District Kiwanis website shall adhere to the Constitution, Bylaws, Policies and Procedures of Kiwanis International and the Texas-Oklahoma District. Websites of any member of a Texas-Oklahoma District Sponsored Youth Organization must follow the governing documents of its organization and this policy.
- 33.2 The Texas-Oklahoma District Website shall be under the direction of a Web Master, who is appointed by the Governor. The Web Master shall coordinate closely with the Chair of the Technology Committee. The operation of the Website should strive to uphold the Objects of Kiwanis and its Code of Ethics.
- 33.3 Use of any Kiwanis website for personal, professional, financial, or monetary gain is strictly prohibited. Links to Kiwanis International, the Texas-Oklahoma District, or any of its Divisions, Clubs, or Sponsored Youth Organizations to promote any project that is for personal or professional use, whether for profit or non-profit, is also strictly prohibited.
- 33.4 The Texas-Oklahoma District will maintain links to Division and Club pages.
- 33.5 Division and Club pages should be linked to the Texas-Oklahoma Website and to the Kiwanis International Website.
- 33.6 The Texas-Oklahoma District will not establish a link to any commercial organization except as part of an advertising contract or in the context of an official Kiwanis Family Organization (CFO) relationship, unless approved by the Executive Committee and signed by the District Governor.
For purposes of this policy, the term "Kiwanis Family Organization" (CFO) shall include the Texas-Oklahoma District of Kiwanis International, its Divisions, Kiwanis Clubs and Foundations, the Texas-Oklahoma Kiwanis Foundation, the Past Lieutenant Governors Association, the Texas-Oklahoma District of Circle K International, the Texas-Oklahoma District of Key Club International, Builders Clubs, and K-Kids Clubs within the Texas-Oklahoma District.
- 33.7 The Texas-Oklahoma District assumes no responsibility for the context of sites linked to its website.
- 33.8 The Texas-Oklahoma District will not establish or maintain websites for Divisions and Clubs. However, assistance may be provided when requested.
- 33.9 The Texas-Oklahoma District website shall not list names, mail, and email addresses, phone numbers, and photos of members without the written permission of the persons listed.
- 33.10 Only information pertaining to Kiwanis-related activities shall be included in biographical information unless prior approval of such a policy has been obtained from the District Board.
- 33.11 Each Division and Club may choose to submit information about its own officers, members, and meeting places for inclusion in the Texas-Oklahoma District Website.
- 33.12 Divisions, Clubs, and members are permitted to use the Texas-Oklahoma name and logo on their websites provided they are not connected to commercial and/or political activity.
- 33.13 The home page of a Kiwanis Family Organization must clearly identify the sponsoring entity so that it will not be confused with the official Kiwanis International and Texas-Oklahoma District websites. All home pages should

contain a link to the Texas-Oklahoma District home page (www.txok-kiwanis.org) and the Kiwanis International home page (www.kiwanis.org).

33.14 Materials should not be uploaded onto the Texas-Oklahoma District website.

33.15 All sites must include a disclaimer which embraces the following concepts:

- Kiwanis assumes no responsibility for the content of material uploaded to the site.
- Kiwanis assumes no responsibility for the content of sites linked to the website.
- Kiwanis assumes no obligation to edit content uploaded to the site.
- Kiwanis retains the right to delete content it deems may violate copyrights or trademarks or which may be defamatory.
- Kiwanis disclaims the right to control the parties submitting or posting content.

33.16 The Texas-Oklahoma District assumes no responsibility for the content of sites linked to its website.

The Texas-Oklahoma District retains the right to delete content it deems may violate copyrights or trademarks, which may be defamatory, or content it deems violates the governing documents of the District or organization.

33.17 A Kiwanis Family Organization website may carry advertising or recognition for donations but shall not endorse products or services. Such advertising or recognition should be clearly labeled as “Advertisement” or “Thanks for Donation.”

33.18 A Kiwanis Family Organization website may contain a link to a commercial site, but it should be part of an advertisement.

33.19 A Kiwanis Family Organization website shall not carry an advertisement or link to a commercial site that fails to meet the standards of these policies.

33.20 A Kiwanis Family Organization may promote its fund-raising activities on its website.

33.21 Email solicitation of funds or sales of products by a Kiwanis Family Organization shall be confined to the geographic area in which the Kiwanis Family Organization functions except by mutual understanding and agreement of clubs or divisions in the area of solicitation.

33.22 Announcements of a Kiwanis Family Organization fund-raising activity should be clearly labeled as a fund-raising activity.

33.23 Email lists of Kiwanians collected at a website or acquired by other means should not be used, sold, or distributed without permission of the Kiwanians on the list.

33.24 Political endorsements shall not be allowed on websites.