



## **Social Media and eMail policies for ISGCI Board Members & reigning Titleholders**

The Imperial Sovereign Gem Court of Idaho (ISGCI) has adopted the following Social Media and eMail policies that all Board members and reigning Titleholders agree to adhere to by signing below, during their term(s) of service:

### **POLICY**

This policy provides guidance for Board Members and Titleholder's use of social media/email, which should be broadly understood for the purposes of this policy to include email, blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites and other sites and services that permit users to share information with others in a contemporaneous manner.

### **PROCEDURES**

The following principles apply to professional use of social media/email on behalf of the ISGCI as well as personal use of social media/email when referencing the ISGCI or any of its members.

- Board Members and Titleholders should be aware of the effect that their actions may have on their image as well as the ISGCI's image. The information that Board Members and Titleholders post or publish may be public information for a long time and, once posted, may not be easily delete-able by the poster.
- Board Members and Titleholders should be aware that the ISGCI may observe content and information made available by Board Members and/or Titleholders through social media/email. Board Members and Titleholders should use their best judgement in posting material that is neither inappropriate nor harmful to the ISGCI or its members.
- Although not an exclusive list, some specific examples of prohibited social media/email conduct include posting commentary, content or image that are defamatory, pornographic, proprietary, harassing, libelous or that can create a hostile working environment among our members.
- Board Members and Titleholders are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, Board Members and Titleholders should check with the President of the Board.
- Social media/email networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Board Members and Titleholders should refer these inquiries to either the Board Secretary or Board President.
- If Board Members or Titleholders encounter a situation while using social media/email that threatens to become antagonistic, they should disengage from the dialogue in a polite manner and seek the advice of other Board Members or the Board President.

- Board Members and Titleholders should get appropriate permission before you refer to or post images of current or former Board Members and/or Titleholders, vendors, suppliers or charities. Additionally, Board Members and Titleholders should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media/email use should not interfere with a Board Member or Titleholder's responsibilities with the ISGCI.
- It is highly recommended that Board Members and Titleholders keep the ISGCI-related social media/email accounts separate from their personal accounts, if practical.

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors or as a reigning Titleholder of the ISGCI, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role and abide by these ascribe policies. I understand that failure to abide by these policies may result in my removal as a Board Member or Titleholder, pursuant to the requirements and processes provided in the ISGCI Constitution.

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Signature

Date