

DEPARTMENT OF KANSAS
SONS OF UNION VETERANS OF CIVIL WAR

**POLICY FOR WEBSITES, ~~AND ELECTRONIC COMMUNICATION~~ SOCIAL MEDIA
PAGES, AND GROUPS WITHIN THE DEPARTMENT OF KANSAS**

PART I – ESTABLISHMENT AND PURPOSE OF DEPARTMENT WEBSITE

1. PURPOSE:

a. ~~1.—The primary purpose of the~~ Department website ~~is to~~ shall provide Department information to the brothers of the Department of Kansas and to prospective members.

b. ~~2.—Secondarily, the purpose of the~~ The Department website ~~is to~~ shall provide access to Department of Kansas camp websites or basic camp information.

c. ~~3.—~~The Department website shall present a positive image of the Department of Kansas, containing only timely and meaningful information.

2. **WEBMASTER:** The Department Webmaster shall be ~~appointed~~ recommended by the Department Commander and approved by the Department Council. The appointment will be announced in a Department Order. Such appointments shall run until such time as the appointee is relieved of his duty by the Department Commander.

PART II – CONTENT OF DEPARTMENT WEBSITE

1. **HOME PAGE:** The Department website will contain a “greeting” from the Department Commander.

2. **OFFICER PAGE:** The Department website will contain a full listing of Department Officers, both elected and appointed, and the Department email address for the officers.

3. **CALENDAR PAGE:** The Department website will a contain calendar of upcoming Department events, with links to supporting information. The supporting information may either be placed on the Department website or may be to an external site. Items must be directly related to the SUVCW. General Civil War items, such as reenactment events, will normally not be placed on the calendar, unless the SUVCW is participating in an official capacity. Upcoming Camp meetings and Camp events may also be included if they fall within these guidelines and are forwarded to the webmaster in a timely manner.

4. **HISTORY PAGE:** The Department website will contain brief history of the Department, a listing of past Department encampment dates, Department commanders, and encampment locations.

5. OFFICIAL DOCUMENTS PAGE:

a. ~~6.—~~The Department website will contain Department Bylaws, Department Policies, and Department Procedures in .PDF format.

b. ~~7.~~ The Department website will contain all Department orders for current plus at least the previous two commanders. Additional years of Department orders may also be posted. The Department orders will be grouped by Department Commander and posted in ~~HTML~~ .PDF format. Additionally, Department orders from previous years ~~may will~~ be made available in .PDF format, grouped by Department Commander, for ease of downloading.

6. ~~8.~~ **NEWSLETTER PAGE:** The Department website will contain the ~~four~~ latest issues of the Sunflower Picket, updated in a timely manner after each issue is released. The newsletters will be posted in .PDF format.

7. ~~9.~~ **LINKS PAGE:** The Department website will contain links to Department of Kansas Camp websites and the National SUVCW website.

PART III – CAMP WEBSITES

1. **ESTABLISHMENT:** Each camp within the Department of Kansas is encouraged to develop and maintain a website for their camp.

2. **COMPLIANCE WITH REGULATIONS, POLICIES, AND ORDERS:** All content contained on a camp website must comply with all National and Department regulations, bylaws, policies, and orders. Particular attention must be paid to the correct use of insignia, badges, and logos. Camps must also remain aware of copyright restrictions and potential infringements for material contained on their sites. ~~3.~~—All camps ~~who~~ **which** establish Camp websites will comply with all directives of the Department Commander concerning any information contained on the camp website.

3. ~~4.~~ **LINKS:** All camp websites will contain a link to the Department of Kansas website and the National SUVCW website.

4. ~~5.~~ **DEPARTMENT PROVIDED WEB PAGE:** If a camp does not have its own website, the Department will provide a basic camp webpage for them in the following specific format.

- a. Camp name, number, and location.
- b. Meeting schedule and location.
- c. Camp officers, with picture, if available.
- d. Brief history of the camp.
- e. Current issue of camp newsletter, if furnished in a timely manner by the camp. This will need to be converted to .PDF format prior to posting.

5. **POINTS OF CONTACT:**

a. **DEPARTMENT:** ~~6.~~ The Department Webmaster will be the point of contact for establishing links to camp websites or posting camp information on the Department website.

b. **CAMP:** The Camp Webmaster will be the point of contact for camp websites. The Department Webmaster will be kept informed of who the camp webmaster is and the link to the Camp website.

PART IV – SOCIAL MEDIA PAGES AND GROUPS

Section A – Department Social Media Page

1. **ESTABLISHMENT:** With the approval of the Department Council, the Department may establish and maintain a Department of Kansas social media page.

2. **SOCIAL MEDIA ADMINISTRATOR:** The Department Social Media Administrator shall be recommended by the Department Commander and approved by the Department Council. The appointment will be announced in a Department Order. Such appointments shall run until such time as the appointee is relieved of his duty by the Department Commander.

3. **ASSISTANT ADMINISTRATOR:** The Social Media Administrator shall recommend one or more brothers of the Department to the Department Commander to act as Assistant Administrator. The Department Commander shall announce any such appointments on a Department Order. Such appointments shall run until such time as the appointee is relieved of his duty by the Department Commander.
4. **CONTENT:** A Department social media page shall contain information about the Department of Kansas and about joining the SUVCW. The Administrator is responsible for ensuring the content does not bring discredit upon the Order.
 - a. Any comment section shall be moderated to prevent unauthorized or inappropriate comments.
 - b. The Department social media page will contain links to the official Department of Kansas website, the National website, and the National Facebook page.
 - c. The Department social media page may contain links to any camps of the Department which have a social media page.
 - d. The Department social media page will be set to “Like” the National social media page and any camp social media pages within the Department.
5. **COMPLIANCE WITH REGULATIONS, POLICIES, AND ORDERS:** All content contained on the social media page must comply with all National and Department regulations, bylaws, policies, and orders. Particular attention must be paid to the correct use of insignia, badges, and logos.
6. **APPLICATIONS NOT TO BE HOSTED:** The Department social media page shall not host any applications. This is to ensure a secure environment.
7. **SECURITY AND ACCESS:** The Administrator and Assistant Administrator(s) are the only brothers who shall have the ability to make administrative changes to the social media page. If desired, a copy of the login information, including password, may also be placed in a signed and sealed envelope and given to the Department Secretary for safekeeping; such envelope to only be opened in an emergency.

Section B – Camp Social Media Page

1. **ESTABLISHMENT:** A camp within the Department of Kansas may establish and maintain a Camp social media page.
2. **SOCIAL MEDIA ADMINISTRATOR:** The Camp Social Media Administrator shall be appointed by the Camp Commander unless otherwise directed by the Camp Bylaws. The appointment will be announced in a Camp Order.
3. **ASSISTANT ADMINISTRATOR:** Assistant Administrators may be appointed as determined by the Camp
4. **CONTENT:** A Camp social media page shall contain information about the Camp, the Department of Kansas and about joining the SUVCW. The Administrator is responsible for ensuring the content does not bring discredit upon the Order.
 - a. Any comment section shall be moderated to prevent unauthorized or inappropriate comments.

b. The Camp social media page will contain links to the official Department of Kansas website, the National website, the Department of Kansas social media page, and the National social media page.

c. The Camp social media page may contain links to any camps of the Department which have a social media page.

d. The Camp social media page will be set to “Like” the Department social media page, the social media pages of other camps within the Department, and the National social media page.

5. **COMPLIANCE WITH REGULATIONS, POLICIES, AND ORDERS:** All content contained on the social media page must comply with all National and Department regulations, bylaws, policies, and orders. Particular attention must be paid to the correct use of insignia, badges, and logos.

6. **APPLICATIONS NOT TO BE HOSTED:** A Camp social media page shall not host any applications. This is to ensure a secure environment.

7. **SECURITY AND ACCESS:** The Administrator and Assistant Administrator(s) are the only brothers who shall have the ability to make administrative changes to the social media page. If desired, a copy of the login information, including password, may also be placed in a signed and sealed envelope and given to the Camp or Department Secretary for safekeeping; such envelope to only be opened in an emergency.

8. **POINTS OF CONTACT:** The Department Social Media Administrator and Department Webmaster will be kept informed of who is the administrator for a Camp social media page and the link to the Camp social media page.

Section C – Department Groups

1. **ESTABLISHMENT OF GROUPS PERMITTED:** The Department of Kansas may establish and maintain one or more Department groups on Facebook, Yahoo, Google, or other such social media site.

2. **CLOSED GROUPS:** Any such established group shall restrict its membership to a selection of brothers of the Department, such as a committee.

3. **MODERATED GROUPS:** Any such established group shall be moderated by the designated Administrator.

4. **COMPLIANCE WITH REGULATIONS, POLICIES, AND ORDERS:** All content contained on the group must comply with all National and Department regulations, bylaws, policies, and orders. Particular attention must be paid to the correct use of insignia, badges, and logos.

5. **SECURITY AND ACCESS:** Security and access shall be maintained the same as for a Department social media page.

Section D – Camp Groups

6. **ESTABLISHMENT:** A camp within the Department of Kansas may establish and maintain a Camp group on social media sites.

7. **CLOSED GROUPS:** Any such established group shall restrict its membership to the brothers of the camp.
8. **MODERATED GROUPS:** Any such established group shall be moderated by the designated Administrator.
9. **COMPLIANCE WITH REGULATIONS, POLICIES, AND ORDERS:** All content contained on the group must comply with all National and Department regulations, bylaws, policies, and orders. Particular attention must be paid to the correct use of insignia, badges, and logos.
10. **SECURITY AND ACCESS:** Security and access shall be maintained the same as for a Camp website.

PART ~~IV V~~ – ~~ELECTRONIC COMMUNICATION DEPARTMENT EMAIL ADDRESSES~~

~~Section A – Department Council Electronic Meeting Room~~

- ~~1. The Department website will contain a means of having an electronic discussion and voting method for use by the Department Council.~~
- ~~2. This area will be password protected and available only to the voting members of the Department Council.~~
- ~~3. A summary of the question and resulting votes on the question will be provided to the Department Webmaster by the Department Secretary for the purpose of posting on the Department website.~~

Section ~~B A~~ – Department Officer and Camp Officer Email Addresses

1. The Department website will support Department email addresses for all Department elected and appointed officers (see Attachment 1) and for the camp primary elected officers (see Attachment 2). This will be an email “forwarding” service, only.
2. When an email is sent to a Department email address, the system will automatically forward it to the officers’ home email address.
3. The email address will be in the format of office@sucvcs.org .
4. Addresses for Department Officers will be updated within one week of the end of the Department Encampment. Addresses for Camp Officers will be updated within one week of the installation of the new officers. A list of approved email addresses are contained in Attachments 1 and 2.
- ~~5. The Department Webmaster shall keep a roster of all assigned Department email addresses, to include: Office, Individual, Department Email Address, Forwarding Email Address, Date Activated, Action, and Date of Action. The format shown in Attachment 3 shall be utilized, either in hard copy or electronically.~~

Section € B – Vanity Email Addresses

1. A Department vanity email addresses may be made available to brothers who hold the honor of Past Department Commanders or Past Camp Commanders and to others within the Department who are in good standing and sign a “statement of acceptable use” agreement. Vanity email addresses will be in the format of first.last@sucwks.org.
2. The Department will charge an annual fee, to be established by the Department Council, for vanity email addresses. The fee shall cover the period from Department Encampment to Department Encampment and shall not be prorated. Accounts which have not been renewed by **May February** 1 of each year will be closed.
3. Funds derived from vanity email fees will be used to defray the cost of the Department website. Any excess fees will be placed in the general fund of the Department.
4. ~~A roster of vanity email addresses shall maintained as part of the roster of assigned Department email addresses.~~ The Department Webmaster shall keep a roster of all assigned vanity email addresses, to include: Individual, Office, Department Email Address, Forwarding Email Address, Date Activated, Action, and Date of Action. The format shown in Attachment 3 shall be utilized, either in hard copy or electronically.

PART V – GENERAL

1. Any questions or concerns about this policy should be directed to the Department Commander.
2. Any questions concerning technical matters of the Department website should be directed to the Department Webmaster.
3. This policy shall remain in effect unless rescinded by action of a Department Encampment ~~or modified by another Commander.~~
4. Department Policy 2007-01, Policy for Websites and Electronic Communication within the Department of Kansas, dated October 2, 2007, is hereby rescinded.

PART VI - AUTHENTICATION

APPROVED THIS 12TH DAY OF JANUARY, 2013, BY THE SEVENTEENTH ANNUAL DEPARTMENT OF KANSAS ENCAMPMENT.

Roy A. Lafferty, P.C.C.
Department Commander

ATTEST:

Alan L. Russ, P.D.C.
Secretary

Attachment 1 – Authorized Department Email Addresses

Attachment 2 – Authorized Camp Email Addresses

Attachment 3 – Register of ~~Department~~ **Vanity** Email Addresses

AUTHORIZED DEPARTMENT EMAIL ADDRESSES

1. The following email addresses will be established for Department Officers.
2. In the event an officer does not have an email account, the Department Commander will designate to whom the email for that office is to be forwarded.

Office	Email Address
Department Commander	Commander@sucwks.org
Senior Vice Commander	SVC@sucwks.org
Junior Vice Commander	JVC@sucwks.org
Secretary/Treasurer	Secretary@sucwks.org
Council Member	Council1@sucwks.org
Council Member	Council2@sucwks.org
Council Member	Council3@sucwks.org
Immediate Past Department Commander	IPDC@sucwks.org
Patriotic Instructor	Patriotic@sucwks.org
Chaplain	Chaplain@sucwks.org
Graves Registration Officer	Graves@sucwks.org
Historian	History@sucwks.org
Civil War Memorials Officer	Memorials@sucwks.org
Eagle Scout Coordinator	EagleScout@sucwks.org
Counselor	Counselor@sucwks.org
Facebook Coordinator	facebook@sucwks.org
Webmaster	webmaster@sucwks.org

AUTHORIZED CAMP EMAIL ADDRESSES

1. The following email addresses will be established for elected Camp Officers.
2. In the event an officer does not have an email account, the Camp Commander will designate to whom the email for that office is to be forwarded.

Camp	Office	Email Address
Corp. Patrick Coyne No. 1	Camp Commander	CC1@sucwks.org
Corp. Patrick Coyne No. 1	Senior Vice Commander	SVC1@sucwks.org
Corp. Patrick Coyne No. 1	Junior Vice Commander	JVC1@sucwks.org
Corp. Patrick Coyne No. 1	Secretary/Treasurer	Secretary1@sucwks.org
Corp. Patrick Coyne No. 1	Patriotic Instructor	Patriotic1@sucwks.org
Sgt. Samuel J. Churchill No. 4	Camp Commander	CC4@sucwks.org
Sgt. Samuel J. Churchill No. 4	Senior Vice Commander	SVC4@sucwks.org
Sgt. Samuel J. Churchill No. 4	Junior Vice Commander	JVC4@sucwks.org
Sgt. Samuel J. Churchill No. 4	Secretary/Treasurer	Secretary4@sucwks.org
Sgt. Samuel J. Churchill No. 4	Patriotic Instructor	Patriotic4@sucwks.org
Franklin No. 5	Camp Commander	CC5@sucwks.org
Franklin No. 5	Senior Vice Commander	SVC5@sucwks.org
Franklin No. 5	Junior Vice Commander	JVC5@sucwks.org
Franklin No. 5	Secretary/Treasurer	Secretary5@sucwks.org
Franklin No. 5	Patriotic Instructor	Patriotic5@sucwks.org
Mine Creek No. 6	Camp Commander	CC6@sucwks.org
Mine Creek No. 6	Senior Vice Commander	SVC6@sucwks.org
Mine Creek No. 6	Junior Vice Commander	JVC6@sucwks.org
Mine Creek No. 6	Secretary/Treasurer	Secretary6@sucwks.org
Old Abe Camp 16	Camp Commander	CC16@sucwks.org
Old Abe Camp 16	Senior Vice Commander	SVC16@sucwks.org
Old Abe Camp 16	Junior Vice Commander	JVC16@sucwks.org
Old Abe Camp 16	Secretary/Treasurer	Secretary16@sucwks.org
Old Abe No. 16	Patriotic Instructor	Patriotic16@sucwks.org

REGISTER OF DEPARTMENT AND CAMP VANITY EMAIL ADDRESSES							
No.	INDIVIDUAL	OFFICE	EMAIL ADDRESS	FWD EMAIL ADDR	DATE ACTIVATED	ACTION (O/D/C)*	DATE OF ACTION
001							
002							
003							
004							
005							
006							
007							
008							
009							
010							
011							
012							
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029							
030							
031							
032							
033							
034							

* Action: O = Opened; D = Deleted; C = Changed. When account is changed, indicate after the "C" the new line number for the changed entry (i.e., C-008).