

**HEADQUARTERS  
DEPARTMENT OF KANSAS  
SONS OF UNION VETERANS OF CIVIL WAR  
2613 Pickwick Place  
Lawrence, Kansas 66049-1731**

**POLICY FOR WEBSITES AND ELECTRONIC COMMUNICATION  
WITHIN THE DEPARTMENT OF KANSAS**

**PART I – ESTABLISHMENT AND PURPOSE OF DEPARTMENT WEBSITE**

1. The primary purpose of the Department website is to provide Department information to the brothers of the Department of Kansas and to prospective members.
2. Secondly, the purpose of the Department website is to provide access to Department of Kansas camp websites or basic camp information.
3. The Department website shall present a positive image of the Department of Kansas, containing only timely and meaningful information.
4. The Department Webmaster shall be appointed by the Department Commander. The appointment will be announced in a Department Order.

**PART II – CONTENT OF DEPARTMENT WEBSITE**

1. The Department website will contain a “greeting” from the Department Commander.
2. The Department website will contain a full listing of Department Officers, both elected and appointed, and the Department email address for the officers.
3. The Department website will contain a 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. The Department website will contain brief history of the Department, a listing of past Department encampment dates, Department commanders, and encampment locations.
5. The Department website will contain Department Bylaws, Department Policies, and Department Procedures in .PDF format.
6. 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 format. Additionally, Department orders from previous years may be made available in .PDF format, grouped by Department Commander, for ease of downloading.

7. 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.
8. The Department website will contain links to Department of Kansas Camp websites and the National SUVCW website.

### **PART III – CAMP WEBSITES**

1. Each camp within the Department of Kansas is encouraged to develop and maintain a website for their camp.
2. 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 establish Camp websites will comply with all directives of the Department Commander concerning any information contained on the camp website.
4. All camp websites will contain a link to the Department of Kansas website and the National SUVCW website.
5. If a camp does not have its own website, the Department will provide a basic camp web-page 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.
6. The Department Webmaster will be the point of contact for establishing links to camp websites or posting camp information on the Department website.

### **PART IV – ELECTRONIC COMMUNICATION**

#### **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 – 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@sucwks.org](mailto:office@sucwks.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 Attachment
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 C – 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](mailto:first.last@sucwks.org). 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 home email address of the brother.
3. 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 1 of each year will be closed.
4. 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.
5. A roster of vanity email addresses shall maintained as part of the roster of assigned Department email addresses.

**PART V – GENERAL**

1. For security reasons, access to website administrative passwords will be restricted to the Webmaster. The Webmaster will provide the log-in information to the Department Secretary in a sealed envelope. In the event the Secretary is also the Webmaster, the backup log-in information shall given to an assistant secretary.
2. Any questions or concerns about this policy should be directed to the Department Commander.

3. Any questions concerning technical matters of the Department website should be directed to the Department Webmaster.
4. This policy shall remain in effect unless rescinded by action of a Department Encampment or modified by another Commander.

**PART VI - AUTHENTICATION**

APPROVED THIS 2ND DAY OF OCTOBER, 2007.

/s/ Roy A. Lafferty

ROY A. LAFFERTY, P.C.C.

Department Commander

ATTEST:

/s/ Thomas E. Schmidt

THOMAS E. SCHMIDT, P.D.C.

Secretary

Attachment 1 – Authorized Department Email Addresses

Attachment 2 – Authorized Camp Email Addresses

Attachment 3 – Register of Department 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.

<b>Office</b>	<b>Email Address</b>
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

**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.

<b>Camp</b>	<b>Office</b>	<b>Email Address</b>
Corp. Patrick Coyne No. 1	Camp Commander	CC1@suvcwks.org
Corp. Patrick Coyne No. 1	Senior Vice Commander	SVC1@suvcwks.org
Corp. Patrick Coyne No. 1	Junior Vice Commander	JVC1@suvcwks.org
Corp. Patrick Coyne No. 1	Secretary/Treasurer	secretary1@suvcwks.org
Sgt. Samuel J. Churchill No. 4	Camp Commander	CC4@suvcwks.org
Sgt. Samuel J. Churchill No. 4	Senior Vice Commander	SVC4@suvcwks.org
Sgt. Samuel J. Churchill No. 4	Junior Vice Commander	JVC4@suvcwks.org
Sgt. Samuel J. Churchill No. 4	Secretary/Treasurer	Secretary4@suvcwks.org
Franklin No. 5	Camp Commander	CC5@suvcwks.org
Franklin No. 5	Senior Vice Commander	SVC5@suvcwks.org
Franklin No. 5	Junior Vice Commander	JVC5@suvcwks.org
Franklin No. 5	Secretary/Treasurer	Secretary5@suvcwks.org
Mine Creek No. 6	Camp Commander	CC6@suvcwks.org
Mine Creek No. 6	Senior Vice Commander	SVC6@suvcwks.org
Mine Creek No. 6	Junior Vice Commander	JVC6@suvcwks.org
Mine Creek No. 6	Secretary/Treasurer	Secretary6@suvcwks.org
Old Abe Camp 16	Camp Commander	CC16@suvcwks.org
Old Abe Camp 16	Senior Vice Commander	SVC16@suvcwks.org
Old Abe Camp 16	Junior Vice Commander	JVC16@suvcwks.org
Old Abe Camp 16	Secretary/Treasurer	Secretary16@suvcwks.org

<b>REGISTER OF DEPARTMENT AND CAMP EMAIL ADDRESSES</b>							
<b>No.</b>	<b>INDIVIDUAL</b>	<b>OFFICE</b>	<b>EMAIL ADDRESS</b>	<b>FWD EMAIL ADDR</b>	<b>DATE ACTIVATED</b>	<b>ACTION (O/D/C)*</b>	<b>DATE OF ACTION</b>
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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).