

The United Grand Chapter of Australia

Order of the Eastern Star



SOCIAL MEDIA POLICY

Introduction

This Policy provides guidance for member's use of The United Grand Chapter of Australia's and Chapters' Social Media sites. This Policy is to be reviewed by the UGCA Bye-Laws Committee bi-annually to ensure currency of content is maintained.

Policy

All members must remember that their 'online' personality should reflect Order of the Eastern Star membership values at all times and uphold the standards all members strive for in regard to the way we interact with our fellow Sisters and Brothers and the wider community.

In order to benefit from a positive and enriching experience when using social media, all members should ensure:

- ★ Their actions and discussions always reflect the highest standards of morality and integrity and follow the guidelines contained within the Code of Conduct;
- ★ A positive image of the Order of the Eastern Star is reflected to the general public at all times;
- ★ Careful consideration should be taken in disclosing individual member's views or opinions that may detrimentally influence the way the general public or other members see the Order or a fellow member of the Order. It should be remembered that discussions on social media or in private emails become a public and legal record as soon as you post/send that information online;
- ★ That private matters or workings of a Chapter should not be discussed even when doing so with another member of the Order who is not a member of that Chapter;
- ★ That the identity of any member is not disclosed, unless that member has provided their consent to do so, or

that member has already identified themselves to you via that social medium;

- ★ That personal contact details of a member are not disclosed, unless that member has given their consent for you to do so;
- ★ That each member should adhere to the terms of use of the social media platform or site in regard to copyright, privacy, defamation, contempt of court, discrimination, harassment or other applicable laws.

Responsibilities

Any member of the Order of the Eastern Star in Australia is bound by their membership obligation to adhere to the guidelines of this policy. Any member found to have acted or conducted themselves in a manner contrary to this Policy will be subject to formal disciplinary action and that action may include suspension from the Order or expulsion as a member of the Order.

The UGCA Webmaster has the authority to review Member and Chapter use of UGCA social media/web sites and report any issues to the Member/Chapter and the Governing Level.

Reporting non-compliance to this policy

Members having evidence of another member's breach of this Policy will lodge a report using the "Report a Breach of a UGCA Policy" form ¹ and forward the report to either their Chapter Secretary or next Governing Level Secretary who will forward it to the Worthy Grand Secretary.

¹ This form is available for download from the UGCA website or from your Chapter Secretary

Every effort will be made to investigate and resolve the matter as quickly as possible from the date a reported breach is received by the Worthy Grand Secretary.

Any variance in acceptable behaviour identified in this Policy is to be dealt with in accordance with Law S.71 of UGCA Constitution and Laws.

Ownership of this policy

The owner of this Policy is the Worthy Grand Secretary.

Document Title: **Policy - Social Media**
Effective From: **January 2017**
Effective To: **Until rescinded, replaced or updated by the UGCA**
Document Control: **UGCA-POL-005-V3**