

DISTRICT AND CLUB USE OF INTERNET WEB PAGES

The intent of this policy is to clarify the use of Internet web pages by Toastmasters Districts and Clubs. The organization recognizes the value of web pages for marketing and information dissemination purposes.

District web pages should contain information useful to current and prospective members and officers. Useful information includes, but is not limited to: listings of Toastmasters Club meeting times, locations, and contact telephone numbers; information about organizing new Toastmasters Clubs; the features and benefits of Toastmasters membership; membership building tips for Clubs; a calendar listing appropriate information about events such as Officer training, District Conferences, Regional Conferences, the International Convention, and other significant events; the Mission of the District and the Mission of the Club; a published or "last updated" date to identify the timeliness of the information; and a link to the Toastmasters International web site. District web pages may also include an online version of the District's newsletter or information appropriate for publication in said newsletter. District web pages must include a Toastmasters International trademark acknowledgment statement as published periodically by World Headquarters. The publisher of a District web page is the District Governor and is responsible for its content.

Districts may include on their web pages the names, addresses, telephone numbers, and e-mail addresses of the District Governor, Lt. Governor Education and Training, Lt. Governor Marketing, the creator/maintainer of the web page and other District Officers and District support personnel after having received express written permission from each individual. Districts may not include on their web pages any Club Officer or individual member addresses, e-mail addresses, or telephone numbers.

Districts may only place on their web site information about candidates for District office in their Districts and information about candidates for International office who are members of Clubs within their District.

Club web pages should contain information useful to current and prospective members and officers. Useful information includes, but is not limited to: the Club name, the Club's meeting time, location, and a contact telephone number; the features and benefits of Toastmasters membership; membership promotion ideas for the Club's members; Distinguished Club Program goals and progress; a calendar listing appropriate information about Club events or events the Club's members should attend; the Mission of the Club; a published or "last updated" date to identify the timeliness of the information; a link to the Toastmasters International web site; and a link to the District web site (if available). Club web pages may also include an online version of the Club's newsletter or information appropriate for publication in said newsletter. Club web pages must include a Toastmasters International trademark acknowledgment statement as published periodically by World Headquarters. Club web sites should not contain material that is not relevant to achieving the mission of the Club. The publisher of a Club web page is the Club President and is responsible for its content.

Clubs may only place on their web sites information about candidates for Club, District, or International office who are members of that Club.

Clubs may include on their web pages the names, addresses, telephone numbers, and e-mail addresses of Club officers, the creator/maintainer of the page, Club support personnel and individual members after having received express written permission from each individual. Individual member information (such as member addresses, e-mail addresses, or telephone numbers) may be placed on Club web sites only if it is placed in a password-protected area.

Districts and Clubs may use the Toastmasters International trademarks on the web pages as described in Use of Collective Membership Marks, Trade Names, Trademarks, Service Marks and/or Copyrights of Toastmasters International. As the trademark owner Toastmasters International reserves the right to determine how Clubs and Districts use trademarks as part of domain names.

Districts and Clubs may publish their web pages in donated space and acknowledge the donation on the web page. Districts and Clubs may sell advertising space to offset the cost of renting space and increase Club or District income. Individual members of Toastmasters Clubs may not receive any compensation to create, maintain, or host web pages for Districts or Clubs.

Districts and Clubs may not include on their web pages copyrighted information from Toastmasters International or any other source without express written permission from the copyright owner.