

Member Social Communications Policy And Guidelines

The [Knights of Columbus Member Social Communications Policy](#) and Guidelines apply to members and subordinate units of the Knights of Columbus when they choose to identify themselves as members of the Knights of Columbus or to discuss the work of the Knights of Columbus in social communications. All officers should take the time to review the complete Knights of Columbus Member Social Communications Policy, which can be found [here](#).

"Social Communications" refers to, among other things, the internet, World Wide Web, and social media. "Social Media" includes blogs and microblogs, social networking sites, and picture and video sharing sites, such as Twitter, Facebook, LinkedIn, Flickr, and YouTube, among others. Social media also includes any website that embeds social media functionality and content, including comments sections on blogs and commercial sites, such as Amazon.com, as well as Facebook's "like" button.

Communication of Membership and Financial Information

Councils should safeguard their membership information and financial information, taking reasonable measures to ensure that such information is not improperly disclosed or misused.

- **Council** shall refer to all State and Local Councils, Assemblies, and Chapters.
- **Membership information** refers to a member's personal identifying information, including, but not limited to, full name, date of birth, membership number, Social Security Number, residential address, e-mail address, and phone numbers.
- Membership information and financial information should not be published or distributed in hard copy or electronic/digital format (e-mail, website, social media), unless required for ordinary fraternal business.
- Rev. Sept. 2013

Meeting Minutes

Council leaders should ensure that membership information and financial information is not improperly disclosed when recording and distributing meeting minutes. Distributed meeting minutes should not contain personal identifying information of members, information that would cause scandal (discussion of a man's candidacy, disciplinary actions, etc.), or financial information.

Council officers should consider implementing the following best practices:

- Publish minutes on a secure website with password protection, or, alternatively, distribute minutes in a password protected document.

Membership Directories

Councils may create directories for contacting members about council business and events. If the council wishes to distribute a directory to its members, the Grand Knight should notify the members of his intent to do so and give reasonable time for any member to opt out of having his information published in the council directory.