

LEAGUE OF WOMEN VOTERS of ILLINOIS WEBSITE POLICY

The LWVIL web site should conform to all League principles and mission. Since it is another way of speaking for the League it should meet all the League standards and must be in keeping with the mission and goals. All usual policies for publishing should be followed. Information on the site should comply with copyright, trademark and relevant laws.

The opening page shall contain the following disclaimer: The League of Women Voters of Illinois does not endorse the contents of any web sites to which it links; such Internet addresses contain information not posted by the League and are included to provide convenient access to additional information. The League does not endorse or control these external Internet addresses nor guarantee the accuracy of such addresses.

The home page should have the League name and logo, the mailing address, phone and e-mail. Every page should have the League name and logo.

External Links

Links to (1) League websites and (2) official government websites will be unrestricted. When other websites are referenced, the URLs (website addresses) will be noted, but they will not be directly linked.

Exceptions can be made for the websites of League coalition partners and single-issue groups whose position we share. Requests for exceptions will come through a Board member who has surveyed the website and found it to be compatible with League principles. The President shall be notified.

The LWVIL board must approve all policy changes.

- The appropriate vice-president and the webmaster should review all information.
- The webmaster or designated person(s) must approve all information moved to the web site.
- Legislative alerts from the program vice-president may be on the advocacy page.
- Education Fund pages should be clearly marked and linked only to the home page (opening).

Information must be accurate and proofed by the webmaster and/or web committee as well as the appropriate vice-president.

The site should be reviewed and updated frequently. Calendars and events listed should be reviewed monthly. Dated information should be removed immediately after the date.

Personal addresses and phone numbers are not to appear on the web site. Names of officers and directors should appear on the website. Names of other League members may appear on the website. However, personal addresses, phone numbers, and email addresses must not appear. Alias email addresses, such as info@lwvil.org, must always be used in place of personal emails. Contact information for the League office must be included on the website. *(over)*

The password to get into the site should be known by as few as possible. Ed Fund pages can link only to main home page. They should not be linked to action or membership pages.

Advertising and Sales

As a general rule, no advertising should appear on the website. Promotion of League positions (State and National) and promotion of League events (National, State, and Local) are appropriate for the website. Only League publications, League-branded items, and tickets to League events should be sold from the website.

Exceptions to the rule about advertising can be made for the logos and names of those who provide a valuable service for the League, which otherwise would not be available to the organization or would be cost-prohibitive. The listings must be discrete, and the Executive Committee must approve their inclusion.

Publications should not be printed in full on the web if the publication is a “for fee” publication. Summaries or excerpts may be printed.

The LWV Education Fund guidelines will be the policy for the Education Fund pages.

Disclaimer:

Links to other web sites are provided for convenient access to additional information. The League does not control these sites and therefore, neither endorses them nor guarantees their accuracy.

LEAGUE OF WOMEN VOTERS of the UNITED STATES WEB SITE GUIDELINES

Leagues must be careful to distinguish between the sections of their web sites that are established for educational purposes and those that contain advocacy on issues.

State and local Leagues, like the League of Women Voters of the United States, are classified by the IRS as 501(c)(4) nonprofit organizations. As such, donations to them are not tax-deductible. State and local Leagues may engage in issue advocacy and take positions on ballot issues.

The League of Women Voters Education Fund (LWVEF) is a tax-exempt organization with 501(c)(3) status. Donations to the LWVEF are tax-deductible as charitable contributions. Any projects conducted with funds provided by the LWVEF must abide by the criteria contained in this document regarding the proper uses of section 501(c)(3) funds. Leagues must adhere to the requirements imposed on 501(c)(3) organizations if their projects are funded with general grants from the LWVEF, with funds deposited in their own grant services account with the LWVEF, or with money raised by the LWVEF specifically to support a particular state or local educational project.