

## APPENDIX J



### *American GI Forum of the United States*

#### Communications Policy

The purpose of the Communications Policy is to identify different modes of communications used within the AGIF-US and AGIF Organization(s). The Communication Policy will ensure that all members know what is expected in their daily communication within the organization and with other members.

Although we do have Freedom of Speech, we should never use speech to harm or threaten others. The First Amendment of the Constitution of the United States does not protect harmful and threatening speech. The AGIF-US and AGIF Organization(s) have zero tolerance with speech of a harmful or threatening nature.

The objective of the Communications Policy is to ensure that the members of the AGIF-US and AGIF Organization(s) adhere to a professional and courteous form of communication with each other and with the public we encounter. Please adhere to the following:

1. **Cell Phone Usage**: The use of cell phones is discouraged by members during a Local general meeting or general assembly for the National or State Conferences, while a meeting is in session. Turn your telephone off or put it on vibration mode so as not to disturb the meeting or others.
2. **Email or Texting**: are modes of communication that is essential to our work and communication within the AGIF-US and AGIF Organization(s). No matter how you use your email or text we expect you to avoid:
  - a. Sending, unauthorized emails, texts, or attachments of information pertaining to the AGIF-US and AGIF Organization(s) to outside parties including news media, congressional or legislative representatives or non-members, without the prior approval from the Commander and/or Chairwoman.
  - b. The AGIF-US and AGIF Organization(s) prohibit the sending of insulting or discriminatory messages and content to any other member or to the public.

- c. Do not send out emails in anger. Before sending any correspondence, do not send the email or text in haste, especially if you are angry or upset about an issue. Save the email in draft and go back to it after you have calmed down. Rethink and rewrite your message.
  - d. If your email is to a specific person and you are angry with that person, it is better to pick up the telephone and/or meet with them in person to discuss any disagreement.
  - e. Emails and text messages to others can be forwarded and are out of your control once you hit *Send*, so expect that your email may become public.
  - f. When sending an email, identify your topic clearly on the subject line. If your email requires a reply, ask the recipient to respond to you by a specific date. Be clear and concise with the email and do not make your message too long, identify any attachments you are sending. Use spell check to make sure that you have not misspelled words.
  - g. Do not capitalize full words as this is a form of “SHOUTING” at someone. Avoid shouting (use of capital letters), avoid bullying or use of curse words. Do not use words to humiliate, disrespect, offend, and/or discriminate against someone.
  - h. Be considerate with others and treat each other with courtesy and respect in your emails or texts or personal interaction with others. Choose your words carefully so not to offend other people.
  - i. Answer your emails promptly at least within 24 hours unless the sender requests an immediate reply. Check your email at least once per day. Especially if you are in a leadership position.
3. **Web Page**: AGIF Organization(s) have web pages and use social media to advertise their organizations and fundraising events. Keep all web pages professional and informative to the public. Sponsors will check out web pages for organizational information, so keep the web page updated.

4. **Social Media**: AGIF Organization(s) use social media apps such as Facebook, Instagram, Snapchat, or any other applications for marketing purposes. Be professional in sending out any information.
  - a. If you are using your personal social media accounts to send out AGIF-US or AGIF Organization(s) information, ensure others that “*opinions are my own.*”
  - b. Avoid sharing intellectual property or confidential information.
  - c. Do not share AGIF-US or AGIF Organization(s) news that the Commander and/or Chairwoman has not officially announced.
  
5. **Communications Committees**: If you are on an AGIF-US or AGIF Organization(s) Communications Committee and manage the social media accounts or speak on AGIF’s behalf, we expect you to protect our organization’s image and reputation. Specifically:
  - a. Be respectful, polite, and patient.
  - b. Avoid speaking on matters outside of your field of expertise.
  - c. Follow our confidentially policies.
  - d. Correct or remove any misleading or false content immediately.
  - e. Check with your AGIF Organization(s) boards to make sure all information is accurate.

This Communications Policy should be read and adhered to by all members of the AGIF-US and AGIF Organization(s).

Adopted by the National Board on this day \_\_\_\_ of April 2022.

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Greg Nichols, National Secretary