

## **GUIDELINES FOR SETTING UP & MONITORING TheIIC LOCAL CHAPTER WEBSITES**

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Many local chapters desire to set up their own websites for use by their members, as well as for information for others who have interest in the IIC and the local chapter. The following guidelines have been set up by TheIIC to guide the local chapters through the process. These guidelines also apply to Authorized Representatives of TheIIC who have been approved to operate a local website.

1. All local chapters as well as local authorized representatives **MUST** request permission in writing from TheIIC Chairman to set up a website. Approval must be received prior to starting any work on the website. Websites must be reviewed and approved by TheIIC Chairman before going live.
2. The local chapter or representative is responsible for all costs to set up and maintain the website. Typically, funding for the website is provided through membership dues or other income earned by the Local Chapter. Local Chapters may fund chapter websites via sponsorship from third parties such as accounting firms. Details of any agreements must be reviewed by TheIIC Chairman.
3. All websites must obtain a domain name owned by the local chapter. Domain names should contain the domain suffix “.org” to distinguish its organizational type. The domain name must conform as follows: IIC LocalChapter-{chapter name}.org. For example, the DC chapter would use the domain ***TheIIC LocalChapter-DC.org***. Chapters who have already set up their domain may continue to do so but it is recommended that they conform to the above at the next renewal of their domain name. ***EXCEPTIONS MUST be approved by TheIIC Office of the Chairman.***
4. All chapters must conform to the website titled as Institute for Internal Controls-Local Chapter-{chapter name}. For example, the DC Local Chapter would be titled as ***The Institute for Internal Controls-Local Chapter-District of Columbia***. Abbreviations for the geographical area may be used.
5. The website is authorized to utilize TheIIC logo and seal. Local chapter seals are not authorized for use unless approved by TheIIC Chairman. No variation of TheIIC logo or seal is authorized without the permission of TheIIC Chairman.
6. All websites **MUST** have a link to the IIC website at [www.theiic.org](http://www.theiic.org). The link should be available at the Home page and the Contact Us page at a minimum.
7. Websites are not authorized to cut and paste all or parts of any webpages of TheIIC website at [www.theiic.org](http://www.theiic.org) without permission of TheIIC Chairman.
8. The local chapter website should have a tab titled “About Us”. The webpage should include at a minimum: (1) a description of the chapter including its purpose/mission and objectives; (2) a list of its current officers; and the chapter’s privacy policy.
9. Local chapter member personal or business information should not be available on the website without the permission of the members. If information is available, local chapter members must be provided an option to opt-out.
10. The Contact Us information page should include a link to [www.theiic.org](http://www.theiic.org)

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11. Local Chapter websites may contain links to third parties such as organizations with which it has a cooperative agreement to share information. It should be noted that individual member information cannot be shared without the expressed consent of the members of the local chapter.
12. Local chapter websites should not contain advertisements for third parties for which fees were charged for the advertisements, unless approved by TheIIC Chairman.
13. Discussion of use of social media = if local chapter websites are used to conduct social media exchanges between members and others, it should be noted that all comments are the expressed opinions of individuals and do not represent the opinions of TheIIC or the local chapter.
14. Links to local chapters will be available at the Local Chapter and Representatives webpage at [www.theiic.org](http://www.theiic.org)