

# Member Etiquette Guidelines

As a member of Oconomowoc Newcomers and Neighbors:

1. I will abide by the Oconomowoc Newcomers and Neighbors Bylaws.
2. I will abide by the Oconomowoc Newcomers and Neighbors Privacy Policy.
3. I will abide by the Oconomowoc Newcomers and Neighbors Facebook Policy.
4. I will abide by the Oconomowoc Newcomers and Neighbors Grievance Policy.
5. I will abide by the Oconomowoc Newcomers and Neighbors Non-Solicitation Policy.

In addition to the established policies above, as a member of Oconomowoc Newcomers and Neighbors, I pledge to follow the established etiquette guidelines in order to maintain the integrity of our social club, its mission, vision, and values and to respect the other members of the club.

## Facebook Etiquette:

It is appropriate for members to post the following.

- ★ Ask other members for business references.
- ★ Ask other members to join you in social activities (once per activity/date).
  - If the event/activity conflicts with an ONN established sponsor – we ask that you not post.
- ★ Ask other members for assistance for baby-sitting, pet-sitting, house-sitting (once per activity/date).
- ★ Invite other members to personal or neighborhood rummage sales (once per event/date).
- ★ If you have items you are giving away (once per item).
  - Please do not post items for sale.
  - Please do not make a habit of this – posts should not exceed 6 per year.
  - You can list multiple items within one post.

It is not appropriate for members to post the following.

- Comments with negativity.
- Comments containing grievances.
- Posts promoting Go-fund-me sites.
- Individual items for sale.
  - ◆ It is acceptable to post event tickets for sale. For example, if you have tickets to an event you can no longer use - you are able to list these.

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- Fundraising efforts for other organizations, unless approved by the ONN Board.
  - ◆ In order to promote community events including fundraising community events, the board will post a monthly discussion on upcoming community events. You can promote fundraising events at this (once per post). The community events board is not a place for sales promotions for an individual product/store/service.
- Business promotions.
  - ◆ It is appropriate for sponsors to promote in accordance with their agreements.
  - ◆ It is appropriate for members and sponsors to respond to requests for business references with business contact information.
- Invitations to direct-sale events you are hosting.
  - ◆ It is appropriate to invite other members privately (email, messenger, text, your Facebook page) in which you have an established personal relationship with outside of the ONN Facebook page. (See more details under non-solicitation section.)

To expand upon these guidelines, below are some examples:

- It is not appropriate to post to the ONN Facebook page that your daughter is selling Girl Scout cookies, but it is appropriate to inquire if any other members have daughters selling cookies because you want to buy some. In this case, it is appropriate to respond that your daughter is selling.
- It is not appropriate to advertise a Bingo fundraising event that you are hosting on behalf of another organization, but it is appropriate if you plan to attend a Bingo fundraising event, you can invite others to join you at the event. It is only appropriate to post about this event once.

## Non-Solicitation Etiquette

The following behavior is appropriate regarding business/sales promotions.

- ★ It is appropriate to respond to members when in conversation, another member asks you about your business.
  - If the other member asks you to send information to them regarding your business, it is appropriate to do so.
- ★ If a member requests business or organizational references, it is appropriate to respond with your business/organization information.
  - The ONN Board or a sponsor who is also a member may promote and highlight a sponsor if in a related field and will highlight that it is a paid sponsor.
- ★ It is appropriate to post information about your business on your own personal social media accounts. If an ONN member (of which you have a social media connection) inquires about your business based on these posts, it is appropriate to respond.

The following behavior is not appropriate within the club.

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- It is not appropriate to “cold call” upon other ONN members to promote your business or organization.
  - ◆ This includes posting to the public or private Facebook page any promotions about your business or organization.
  - ◆ While ONN cannot enforce this, we ask that members do not contact other ONN members through Facebook, messenger, text message, email, mail or phone regarding any business promotions (unless permitted as a paid sponsor during your sponsor month). If you have a personal, established relationship with the other ONN member that goes beyond ONN, this can be done. However, if at anytime your actions make another member uncomfortable and they feel that you are crossing bounds of solicitation, you will be provided a warning and future violations will result in removal from the club.
- It is not appropriate to use the ONN Membership Listing for any contact outside of ONN activities or relationships.
  - ◆ You can use this information to send personal cards or notes.
  - ◆ You can use this information to help connect through social media.

**If you are unsure if your actions would violate our non-solicitation policy and etiquette, please contact the ONN Board for guidance.**