



## **Iowa MGMA (IMGMA) LISTSERV Code of Conduct**

Thank you for being part of the Iowa MGMA LISTSERV. We have established these participation guidelines to ensure a positive LISTSERV experience for everyone and to help you make the best use of this resource for your practice and your career. Please take a moment to review what is expected of you and your peers in this new environment.

While the LISTSERV offers an open, engaging and enjoyable environment, please keep in mind that it is part of your professional association. We expect you to demonstrate the highest ethical standards in your participation.

We always welcome your questions and comments at [imgma@imgma.org](mailto:imgma@imgma.org) or by phone at 319-560-0435.

### **LISTSERV Rules**

You acknowledge that you are solely responsible and can be held personally liable for your Postings and agree to abide by the following:

1. The IMGMA LISTSERV is governed by this Code of Conduct.
2. Member opinion expressed in the LISTSERV is strictly in his/her individual capacity, and not as a representative of IMGMA.
3. IMGMA will not be liable for any errors or omissions, loss or damage of any kind incurred as a result of use of any content posted on the IMGMA LISTSERV. You must evaluate and bear all risks associated with the use of any content, including any reliance on the accuracy, completeness or usefulness of such content.
4. IMGMA may monitor the LISTSERV, although we have no obligation to do so. We reserve the right to remove at our discretion any content that we believe violates this Code, is not operational in nature or has negative context.
5. We strictly prohibit defamatory, abusive, profane, threatening, offensive and illegal content and actions.
6. All postings, commentary and messages are subject to libel, slander, copyright and antitrust laws.
7. We reserve the right at all times to disclose any posting and the name of its original poster when we believe such disclosure is appropriate to comply with the law (or a court order or subpoena); to prevent or investigate a possible crime or other violation of law; to enforce the IMGMA Terms and Conditions; or to protect your rights, property or safety or the rights, property or safety of IMGMA or others.
8. Participants are required to provide complete and accurate information when they post to the LISTSERV, including their name and verifiable e-mail address.
9. We reserve the right at our discretion to suspend or terminate IMGMA LISTSERV access to participants we believe have violated this Code.

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### **Community participants may not:**

1. Harvest e-mail addresses or other personal information from the LISTSERV. Its success relies upon our ability to maintain members' privacy.
2. Post commercial messages, including solicitations for money, goods or services for charitable purposes or private gain.
3. Submit postings relating to actual or potential anticompetitive, collusive, or otherwise unlawful practices that may violate federal and state antitrust laws. Messages may not encourage or facilitate members to arrive at any agreement on the following subjects: prices, discounts or terms or conditions of sale; salaries; commissions; profits, profit margins or cost data; or selection, rejection or termination of customers or suppliers.
4. Submit any Postings that violate or infringe upon the rights of others or that you do not have the right to make available. This includes material that constitutes an invasion of privacy or infringement of publicity rights or which is protected by copyright, trademark or other proprietary right, or derivative works thereof, without first obtaining permission from the owner or right-holder.
5. Submit any false, misleading or fraudulent Postings.
6. Use the LISTSERV to promote advocacy efforts or to gather information or data to support advocacy efforts without first obtaining prior written authorization from the IMGMA Legislative Committee.
7. Use the LISTSERV to communicate with potential participants in formal research of any kind, or to conduct market research, surveys, or academic studies without prior approval of the IMGMA Executive Committee.

### **LISTSERV Etiquette**

1. Post a message to an entire discussion forum only when it contains information for everyone's benefit.
2. Make your subject line as concise and specific as possible. This makes it easier for people to respond appropriately and to search the archives by subject.
3. Respect the "closed" atmosphere of the LISTSERV. Do not forward messages to nonmembers without prior written permission from the poster.
4. Don't attack. The LISTSERV are meant to stimulate conversation, not to create contention. Contradictory opinions are welcomed, but always be thoughtful and respectful rather than sensational or angry.
5. Refrain from posting any material that could be viewed as offensive to any group of people or organization.
6. Don't post messages that you wouldn't want the world to see or that you wouldn't want traced back to you. The LISTSERV maintains a permanent record of your posts.
7. Commentary is allowed as it pertains to any given topic of discussion. Personal remarks about the sender are not allowed.

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**Violations of Code of Conduct and Terms of Use**

We will investigate any complaints of possible policy violations that come to our attention and take any action that we believe is appropriate, including, but not limited to issuing warnings, removing content and terminating accounts and/or subscriptions. However, because situations and interpretations vary, we also reserve the right to take no action.

If you see what you believe is inappropriate content in the discussion forums, resource libraries or member profiles, notify IMGMA immediately by e-mailing [imgma@imgma.com](mailto:imgma@imgma.com) , or the IMGMA Compliance Officer (Past President) or Board appointed designee. The Past President’s email can be found on the IMGMA Website – Board of Directors.

In March 2016, the MGMA Board of Directors approved the following “Three Strikes” Policy outlining consequences for participants who violate these Terms of Use:

1. Upon the first violation, the participant will receive a written warning from an IMGMA staff member.
2. A second violation will result in a three-month suspension from the LISTSERV.
3. A third violation will result in immediate and permanent suspension of all LISTSERV privileges.

<u>Mark Thayer, MS, CMPE</u>	<u>3/2/16</u>
IMGMA President	Date
<u>Susan, Schrader, MBA, CMPE</u>	<u>3/2/16</u>
IMGMA Immediate Past President/Compliance Officer	Date
<u>sschrader@mercydesmoines.org</u>	
Immediate Past President Email Address	
<u>Jean Thomas, CMPE</u>	<u>3/2/16</u>
IMGMA Executive Director	Date
<u>imgma@imgma.org</u>	
IMGMA Executive Director Email Address	

Electronically Signed/jmt - 3/9/2016

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