**SHS ListServ Code of Conduct**

**Introduction**

The SHS ListServ is an email discussion list provided by the Southern Headache Society for its members and constituents. While free and open discourse is encouraged, certain policies and rules are required to ensure that our online community remains fair, ethical, friendly, respectful and legal.  The SHS ListServ serves to foster networking, communication, and education in Headache Medicine. All posts should be relevant to the practice of Headache Medicine or the Southern Headache Society. Posts designed to increase overall happiness are also allowed and encouraged.

Subscription to the ListServ is entirely voluntary.

**Please submit any questions or requests regarding listserv use to Admin@SouthernHeadache.org**

**SHS Mission Statement**

The mission of the Southern Headache Society is to improve the quality of life of patients with headaches and facial pain by promoting education to professionals. As a regional organization, we seek to facilitate communication among professionals in the South interested in headache, as well as to promote awareness of regional expertise.

The ListServ supports two parts of the SHS Mission:

* Facilitate communication among professionals in the South interested in headache
* Promote education to professionals in the South interested in Headache Medicine

**Best Practices (Netiquette)**

* Identify yourself by name (and preferably affiliation too) in the signature of every post
* Identify any conflict of interest or other disclosures that are pertinent to the discussion at hand.
* If starting a new topic, make sure you update the Subject line
* Person-to-person messages, like “thanks for the information” should be sent privately
* Subscribers should refrain from abusive or derogatory language that might be considered questionable by other members of the ListServ.
* Do stay on topic in each email chain.
* All requests for research need to be submitted to SHS prior to being posted to the ListServ.

**Rules of Use**

The following rules apply to all postings made to the SHS ListServ:

* Do not post any defamatory, abusive, profane, foul, offensive, or illegal materials.
* Do not post political content; however advocacy issues pertaining to headache medicine are allowed. In general, policies may be critiqued, including policies of any organization that directly or indirectly affects Headache Medicine, but personal attacks are forbidden.
* Do not police other subscribers. Report any perceived violations to the SHS administrator at [admin@southernheadache.org](mailto:admin@southernheadache.org) to pass along for board review.
* Do not post any information or attachments protected by copyright without the permission of the copyright owner.
* Do not post unsolicited commercial messages and do not use the ListServ to market services. However, you can respond to inquiries by others.
* Do not share pricing for services or procedures on the ListServ as this may be construed to expressly or impliedly lead to price fixing.
* Do not use the ListServ to organize, raise funds, or conduct activities that conflict with the Southern Headache Society programs and policies.
* Do not share private messages via the ListServ without the permission of the original author.

**Due Process**

The Southern Headache Society reserves the right to remove all or any posted materials from the archives at any time, and impose sanctions on the violator(s) as deemed appropriate.

If a violation occurs, the Southern Headache Society will review the violation with the offender, with potential consequences including a written warning, suspension of posting privileges, to removal from the listserv.