

IHCUS Board

Guidelines for Conducting Business

These are guidelines to help conduct IHCUS business and to be responsive to the membership in an organized way.

These guidelines are pretty much what the 2013/2015 Board Term used. They have worked quite well to ensure all members receive important information. It gives members an efficient way of reaching the Board. It reduces the potential for lost e-mails etc. and provides a written record for the club.

Board Meetings:

This officially announces that the regularly scheduled Board meetings will be held on the first Wednesday of the month via teleconference at 8 PM EST.

Items desired for the agenda and Officer/Committee Reports must be in writing and are due to the Secretary no later than one week before the next Regular Meeting. (Board meetings are generally held the first Wednesday of each month.)

Forms of Communication:

Questions or concerns from IHCUS members should be submitted to the Secretary via E-mail at secretary@ihcus.org or USPS. The Secretary is not responsible for communications addressed other than by these means. The Secretary will ensure the information reaches the proper IHCUS individuals for action. There is no need to address anything to the Secretary and each Board member individually.

Complaints:

Must be in hard copy, signed, and mailed to the Secretary via the USPS.

IHCUS is not responsible for addressing any e-mail communications that use a Board member's personal e-mail addresses. Please use the IHCUS designated e-mail addresses such as: secretary@ihcus.org etc. which are listed in every newsletter and on the IHCUS website.

Response Time Goals: The Secretary will acknowledge receipt of communications no later than 7 working days from receipt date. The Board strives to provide a response no later than ten working days after the next scheduled IHCUS Board meeting.

Disseminating of IHCUS Information:

The "Third Eye" IHCUS newsletter is the official and primary means of disseminating information to the entire membership and all members are responsible to reviewing the newsletter especially for items like ballots, nominations, membership renewals etc. This is because not all IHCUS members have access to the internet or have not authorized IHCUS to provide such information to them via the internet. IHCUS news and business will also be posted on the IHCUS website and/or sent electronically to all members who have authorized this medium.

Social Media/IHCUS FB or IHCUS Yahoo Group:

For similar reasons as stated about the newsletter, IHCUS social media are not an official means of communication either from or to IHCUS. Many members choose not to participate or a few do not have the means to do so. IHCUS will post informational items only to the IHCUS Facebook page or in the Yahoo Group forum.

E-mail or hard copy to the IHCUS Secretary is the sole means of addressing questions or concerns for the club's attention.