Electronic Services Handbook

1 Purpose

More and more business, both personal and for the American Iris Society (AIS) is being conducted or maintained electronically, and being made available over the internet. The American Iris Society has electronic services that are available to the AIS officers, administrative officers, directors, committee members, and such other individuals as may be designated by the AIS Board of Directors (the Board) as well as services the society provides to its members. This document describes those electronic services.

2 Scope

This document will describe the use of the various electronic functions available to AIS members authorized to use them and the technical details necessary to use the functions effectively.

3 Handbook Conventions

Data that must be entered on a keyboard is enclosed in angle brackets. E.g., <data>

Internet addresses (URLs) are written in italics. E.g., *http://www.irises.org*

Email addresses are written in Boldface: E.g., **some_name@elecmail.com**

4 Policy

The AIS Board resolved that in any discussion of AIS Board of Directors matters between members of the Board of Directors using email with multiple addressees, the list of addressees will include, at a minimum, all members of the AIS Board and that email between two individual members of the AIS Board discussing AIS Board business contain only the opinions of the two parties to the communication.

5 Electronic Mailing Lists

Electronic Mailing lists are a method of distributing email to a list of subscribers by sending an email to a single address. The program that relays the email is called the "list server" In order to receive email, an individual must be subscribed to the list. Only individuals that are subscribed to the AIS sponsored lists can post to the lists.

5.1 Sending Messages

Messages are sent to a list by sending the message to an address specific to the listserver (e.g. **aisdiscuss@aisboard.org**).

5.2 Attachments

Generally, attachments are not allowed on AIS email lists. We impose this restriction so that viruses, trojans and other inimical programs are less likely to infect your machine. Documents of interest to the list can be sent to the Electronic Services Chair or, in the case that the list is managed by some one else, the documents should be sent to the list manager. The list manager will send document to the list and/or place them on AISBoard.org website (see below)

5.3   Replying to Messages

Mail lists are configured so that a message that is received from the list server has its own address as the "Reply To" address. In order to send a reply to a list message that goes to the list, simply click "Reply" on your email command bar or pull down menu.

5.4   Archives

Some email lists maintain an archive of all messages submitted to the listserver. The archives can be accessed over the internet. The archives are open to all subscribers to the list and may also be available to the general public. The list manager will specify whether the archives are open to the general public or only to list subscribers.

- Messages in the archives are categorized by the month in which they were posted.

- At the top of the page displaying the list of months is a column heading "Last Modified". Clicking on the column heading will reorder the list by date in either increasing or decreasing order, depending on how often you click on the column heading.

- Once you have selected the month of messages that you want to review, you can display the messages by Thread (the default), by Author, by Date, or by Subject simply by clicking on the appropriate links at the top of the page.

5.5   Subscriber List

The subscriber lists for the AIS Board lists are maintained by the AIS Secretary. If you need to change your address please notify the AIS Secretary.

The subscriber list for the RVP list is maintained by the RVP Counselor.

The subscriber list for the Affiliates list is maintained by the Affiliates Liaison.

6   AISBoard.org

The AIS Board has a web domain (AISBoard.org) that is a website used as a repository for AIS documents and the archives for the Board lists. To access this information, go to:
http://www.aisboard.org

Some portions of the website are protected with a ID and Password so that the information can be protected from the general public. This allows the Board to have previews of information before it is vetted and made public. Please keep the ID and PW to yourselves. The password will be changed periodically and the current list of individuals allowed access will be notified.

6.1 AISDiscuss@aisboard.org

AISDiscuss is the mail list used to discuss AIS business. It has a subscriber list consisting of members of the AIS Board of Directors, Committee Chairpersons of Standing Committees, RVPs, RVP Representative, Section Presidents and such other individuals as may from time to time be added by the AIS Board of Directors.

The purpose of this list is to discuss AIS business, make motions, seconds and amendments to motions, but **NOT FOR VOTING** on said motions. Once a motion has been made and seconded, the AIS Secretary will post the motion on AISVote@aisboard.org and call for a vote on that mail list.

- To send a message to the AISDiscuss list, address an email to: AISDiscuss@aisboard.org. Attachments are NOT ALLOWED on the AISDiscuss list so that viruses are not spread to list members. Documents of interest to the list can be sent to the AISSecretary@irises.org. The Secretary will send them to the list and/or place them on AISBoard.org website (see below)

- Only list subscribers may send messages to the list.

- To Reply to a message the list simply select "Reply To" do **NOT** select "Reply to All"

- AISDiscuss has an archive that is accessible by anyone. The messages may be read at: http://www.aisboard.org

- The subscriber list for AISDiscuss list is maintained by the AIS Secretary. If you need to change your address please notify the AIS Secretary

- When a new member is added to the list, they are automatically notified via email

- Once a motion has been made and seconded, the discussion on the list goes on for a period of 7 days

6.2 AISVote@aisboard.org

AISVote@aisboard.org is the email list used to vote on issues placed before Board and has a subscriber list consisting of the voting members of the Board.

Pursuant to previously established AIS policy on voting via email, voting on an issue will only be initiated on AISVote by the AIS Secretary (or their designated alternate). Such voting to be initiated by posting a properly seconded motion to the AISVote list server with the words "THIS IS A CALL FOR A VOTE" as the first line of the message. Voting members of the AIS Board of Directors will vote by selecting "Reply" for the message and expressing their vote Yea, Nay or Abstain in the body text of their reply.

- To send a message to the AISvote list, address an email to: **AISVote@aisboard.org** NOTE: Only the AIS Secretary or their designate will initiate a call for vote on AISVote@aisopard.org.

- Only subscribed members of the list may send a message (or Reply to a message) to AISVote, and only list subscribers will receive the messages.

- To Reply to a message the list simply select "Reply To" do **NOT** select "Reply to All"

- Attachments are **NOT ALLOWED** on the AISvote list so that viruses are not spread to list members

- Discussions on a motion are **NOT ALLOWED** on AISVote. If you want to discuss a motion do it on AISDiscuss. Once a motion has been presented for a vote, no further discussion is allowed.

- Amendments to motions are **NOT ALLOWED** on AISVote. If you want to offer an amendment, make an amendment to the motion on AISDiscuss prior to the motion being posted to ASVote. Once a motion has been presented for a vote, no further amendments are allowed.

- AISvote has an archive that is accessible by anyone. The messages may be read at: http://www.aisboard.org

- The subscriber list for AISVote lists are maintained by the AIS Secretary. If you need to change your address please notify the AIS Secretary

- When a new member is added to the list, they are automatically notified via email

- When a motion is up for vote, only a simple majority is required for passage.

- Once a vote has been initiated, the voting period is a maximum of 7 days or until a majority is obtained, whichever is shorter.

6.3   AISConfer@aisboard.org

AISConfer was established for executive sessions. This is a closed list available only to subscribed members. Members of this list are restricted to voting members of the Board and such individuals as may from time to time be designated by the President of the AIS.

- **Only the President of the AIS or the AIS Secretary** may initiate a discussion on AISConfer.

- To send a message to the AISConfer list, address an email to: **AISConfer@aisboard.org**

- Attachments are generally **NOT ALLOWED** on the AISConfer list so that viruses are not spread to list members. Documents of interest to the list can be sent to the AISSecretary@irises.org. The Secretary will send them to the list if appropriate.

- Only subscribed members of the list may send a message (or Reply to a message) to AISConfer and only list subscribers will receive the messages

- To Reply to a message the list simply select "Reply To" do **NOT** select "Reply to All"

- AISConfer does **NOT** have an archive.

- The subscriber list for AISConfer lists are maintained by the AIS Secretary as directed by the AIS President. If you need to change your address please notify the AIS Secretary

- When a new member is added to the list, they are automatically notified via email

6.4   **Board and Committee Archive Sites**

The Electronic Services Chair provides and maintains locations on the cloud for AIS Officers and Committee chairs to archive information important to their position and the continuance of the operation of the AIS. FTP sites are provided on request of the specific person and are protected from general access by IDs and Passwords. Currently FTP archive sites are provided for:

- AIS Treasurer

- AIS Secretary

- AIS Membership Secretary

- AIS Slides Committee Chair

- AIS Electronic Services Committee Chair

Emergency access to the archived files can be provided by the Electronic Services Chair or the AIS President.

7 Submitting Documents for Distribution

There are times when documents need to be distributed to members of one of the lists or to board members in advance of a board meeting. Since attachments are not allowed on the lists, the most effective way to distribute a document is to put it on the AISDocs website. To do so, first name your document according the following.

The are some restrictions on the file names

- You may use any alphabetic or numeric character and the "Underscore" (_) or "Dash" (-) characters in the file name. (e.g., Convention_Update. Median-Musings)

- You may NOT use spaces, commas, colons, parentheses, or any other special characters in the file name.

- It is preferable to use a combination of upper and lower case characters in the file name. Using all capitals in the file name makes it more difficult to read.

- It is also preferable to keep the file name as short as possible. Abbreviating words helps keep file names shorter. Comm for Committee, Mktg for Marketing

- File names should start with something that will identify the author by function, e.g. :
    - Treasurer
    - President
    - AffiliatesChr
    - ElecSvcs
    - RestFunds
    - EditorsRpt
    - Or something that can be reasonably expected to be clear and unique. It can be as long as
    - you like.

- If you are submitting more than one report, follow the identifier with a secondary term, e.g.:
    - ConventionUpdate
    - FallMeetings

- The identifier should be followed by the term "Fall2006" (without the quotes), e.g.:
    - ElecSvcsConventionUpdateFall2006
    - ConventionLiasonFallMeetingsFall2006

- If you need to send an update to a previous report it should have the term "Rev" (without the quotes) followed by a number. E.g.:
    - ConventionLiasonFallMeetingsFall2006Rev1

- You may use any alphabetic or numeric character and the "Underscore" (_) or "Dash" (-) characters in the file name.
    - Convention_Update
    - Fall-Meetings

- You may NOT use spaces, commas, colons, parentheses, or any other special characters in the file name. The following are **NOT** acceptable file names:
  - Convention Update#2
  - Meetings (Fall2006)

If at all possible you should convert your report to an Adobe PDF (Portable Data Format) form. **It is easy. The instructions below should work for most people.**

If you are using MS Word on a PC, select Print, and in the printer "Name" window, select "Adobe PDF" and then OK.

On a Mac you can do this by selecting "Print" and then, in the print dialog, box select "Save As PDF." Many other programs have the same capability.

Email your report to:

The Chairman of the Electronic Services Committee (currently John Jones at **jijones@usjoneses.com**) he will upload the document to the AISBoard/aisdocs website.

8 AIS Website

The Chairman of the Electronic Services Committee is responsible for the AIS Website including the link service to the Iris Encyclopedia site.

9 www.irisregister.com

The AIS Registrar maintains the electronic iris registrations database and supplies a copy of it periodically to the Electronic Services Chair who uploads it to the online iris registration database. The Electronic Services Chair is also responsible for collecting the subscription fees and maintaining the subscribers list of the irisregister.com database.

10 Board Meetings

The Electronic Services Chair also provides projection and internet connection services at board meetings including, as "Motions Secretary" projecting drafts of motions and other board actions as directed the AIS President.

11 Digital Projector

The Electronic Services Chair manages the use of, and collection of rental fees, for the AIS digital projector.