

Editorial Policy

Policy Details:

- 1) Advertising materials and publications include advertisements in newspapers, magazines, or electronic messaging media, information and announcements on the Club web-site and by e-mail to each member, must be approved by the Executive before they become public information.
- 2) TA and Member announcement items shall be compiled for publication by the President or his/her appointee on the Executive.
- 3) TA and Member announcements shall be approved by the Executive prior to publication.
- 4) The Club mobile phone shall be maintained and monitored by the President or his/her appointee.
- 5) The outgoing message on the Club phone must be approved by the Executive.
The phone must be monitored frequently for new incoming messages.
The new messages shall be forwarded to the appropriate Executive to take action.
- 6) All Club incoming, outgoing, and internal, written and electronic correspondence, shall be forwarded to the Secretary for record purposes