

EDITORIAL POLICY

The Art Guild at Fairfield Glade publishes a newsletter (Art-i-Facts) as well as a general promotional brochure. A budget shall be allocated that will allow for such to be kept reasonably current.

I. ART-I-FACTS

A. PURPOSE OF ART-I-FACTS

The purpose of Art-i-Facts is to provide a communication tool to members of The Art Guild at Fairfield Glade. It also functions as the means by which the Board and Chairs distribute information about the activities of the Guild to members who are not present at meetings. The Editor of Art-i-Facts reports to the Secretary.

B. TYPES OF ARTICLES

1. The Art-i-Facts should contain:

- Notification of meetings (Board, committees, general membership);
- Reports from committees, as appropriate;
- Listings of current classes, workshops, trips, other activities;
- Information of help to members, such as exhibiting rules, application forms, etc.;
- Solicitation of volunteers, money, suggestions, all pertaining to the Art Guild;
- Listing and short bio of new members; change of address, phone or email.;
- Members who are in hospital or ill;
- Items that are announced or voted on at the general membership meeting not included in submitted committee reports;
- Any other information deemed appropriate by the editor.

2. The Art-i-Facts should not contain:

- Paid advertising
- Items of a confidential nature, such as account numbers, or involving security of the PCAC

C. SUBMISSIONS

1. Pieces for inclusion may be accepted from any Art Guild member.

- Reports including "official" information should be submitted by Coordinators or Chairs (even if written by someone else)

2. The Editor will send a deadline reminder to Coordinators, as a courtesy.

D. EDITING OF REPORTS AND ARTICLES

1. In order to keep the integrity of what the submitter has written, the editor will edit only for the following reasons:

- Inaccuracies;
- Grammar, punctuation, spelling errors;
- Elimination of repetition;
- Ease of reading: shorten too long sentences, paragraphing;
- Shorten for reasons of space (only); writers should have been given guidelines for length if this is an issue.

2. If in the editor's opinion something in the piece is politically insensitive or reveals confidential information this should be discussed with the writer. If an agreement cannot be reached, the Editor will take it to the Secretary. S/he may decide to present it to the Board for a final decision, if necessary.

E. DISTRIBUTION

1. The Art-i-Facts will be distributed via e-mail, and a small number of printed copies will be made available at the Center for members to pick up.
2. Members who have a problem picking up a copy, e.g. extended travel or living out of the County, may request a copy be mailed to them.

*4/08; Rev.5/08; Approved by AG Board 5/14/08; Rev.11/11; REV. 11/14; Approved by Board 11/12/14
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