

EDITORIAL GUIDELINES FOR GLAAM NEWSLETTER

I. INTRODUCTION

These guidelines were prepared by the ad hoc Editorial Guidelines Committee at the direction of the GLAAM Board of Directors. When used in conjunction with the Editor's Handbook published by AMC, the guidelines are intended to be all the guidance that any Newsletter Editor needs to produce a publication acceptable to the members of GLAAM.

The guidelines were adopted by action of the GLAAM Board on April 1, 1989.

II. EDITORIAL POLICY:

- A. At all times, the Editor shall be guided by the latest edition of the Mensa Editor's Handbook, as published by AMC, with specific attention to sections regarding censorship.
- B. The Editor shall also be guided by the responsibilities [*sic*], content requirements, and content restrictions defined in the Newsletter section (Page 6) of the GLAAM election procedures. The Editor shall coordinate with the Elections chair concerning these guidelines.
- C. The Editor shall be familiar with and comply with all postal regulations particularly with regard to required items and their placement.
- D. Candidates for all offices, whether at the local, national, or international level, shall be treated equally and impartially. Local candidates' statements which are in compliance with GLAAM Election Procedures are not to be edited. The Editor shall not endorse any candidates for local office. The Editor's endorsements of candidates for national or international office shall be confined to the Editorial Page with a clear indication that they are the personal opinions of the Editor.
- E. If the Editor runs for local office, a Guest Editor shall be appointed for the publication of the issue in which the ballot appears.
- F. Items of a sexual nature may be published if the discussion is in general terms. The Editor shall not

publish any material of a pornographic or scatological nature which depicts personal experiences or preferences.

- G. The Editor shall not publish any material which includes personal attacks.
- H. Area Reports may include reports of events happening within the Area, plans for future events in the Area, information about members of the Area, and other items relevant to the Area officers' duties. If the Editor and Area officer agree, one or more of these items may be printed in other sections of the newsletter. Area Reports may not include political, financial, or personal opinions.
- I. The newsletter editor shall give the Regional Gathering publicity if submitted, a minimum of which would be ½-page in October, ½-page in November, 2 pages in December, 2 pages in January, 2 pages in February, 1 page in March, and 1 page in April, and including drawings or photographs for the February cover if submitted.
- J. If it has been asserted prior to publication that a given report submitted by a GLAAM officer contains one or more factual errors, then the Editor shall address the matter as thoroughly as practical within existing schedule constraints, using any informal means or efforts available, including by recruiting any help from Board members if needed, and then if necessary shall decide whether the report shall be published in its original form or in an amended form (or not at all, if the report is not required under these Editorial Guidelines). The Editor must print "Revised by Editor" if printing an amended report. If it is asserted after publication that a given report contained one or more factual errors, then the matter shall be referred to the GLAAM Board for adjudication, and the Editor shall publish in the next available issue an appropriate correction/retraction if the Board so decides.

III. PRIORITY OF ITEMS FOR PUBLICATION:

- A. Items which must appear in the same location each month:
(This does not preclude occasional changes of format.)
 - 1. Title and sub-title
 - 2. Volume number and issue number
 - 3. Date of issue
 - 4. Editorial policy and information for contributors
(i.e., Editorial disclaimer, advertising rates, etc.)
 - 5. Deadlines for submissions
 - 6. Subscription information
 - 7. National address
 - 8. Information on change of address
 - 9. Non-profit statement
 - 10. Copyright statement
 - 11. Table of Contents
 - 12. List of newsletter staff
 - 13. Forum announcement
 - 14. List of SIG coordinators
 - 15. List of current officers and board members

16. List of committees, coordinators and proctors
 17. Names and phone numbers of Ombudsman and RVC
 18. P.O. Box number (local address)
 19. Mensaphone number
 20. Second class permit number
 21. "Time Value"
 22. Date of mailing
- B. Items which must appear each month:
1. Calendar of events
 2. Mini-minutes of the board meeting, to be received from the Secretary
- C. Items which must appear if submitted:
1. LocSec's column
 2. RVC's column
 3. New member introductions
 4. Paid ads, if accepted
 5. Area reports
 6. SIG reports
 7. Gifted Children's reports
 8. GLAAM RG advertisement and reports
- D. Items which may appear depending on space and the Editor's judgment:
1. Procedures for admission
 2. RG reports
 3. Editorials
 4. Columns
 5. Letters
 6. Promotions for AG's and RG's
 7. Free ads
- E. GLAAM Master Calendar items which must appear as required by the By-laws and the Elections Procedures Report:
1. June
 - a. Election results
 - b. Treasurer's report¹
 - c. Results of the Board elections
 - d. New Board Listings (on the back page)
 2. November
 - a. Treasurer's report¹

3. December
 - a. Notice of election
 - b. Publisher's annual statement as required by USPS regulations, unless said regulations specify a different time frame
 4. January
 - a. Notice of election
 - b. Update of volume number and copyright date
 5. February
 - a. Notice of election
 - b. List of candidates for election
 6. March
 - a. List of candidates for election
 7. April
 - a. Ballot, candidate statements, candidate photos and voting instructions for GLAAM election
 - b. Notice of General Meeting
- F. Other items of the GLAAM Master Calendar which should appear:
1. May
 - a. Advertisement for A.G.
 2. June
 - a. Advertisement for A.G.
 3. November
 - a. Advertisement for L.A.R.G.
 4. December
 - a. Scholarship application form
 - b. Advertisement for L.A.R.G.
 5. January
 - a. Scholarship application form
 - b. Advertisement for L.A.R.G.
 6. February
 - a. Advertisement for L.A.R.G.
 7. April
 - a. Advertisement for A.G.

¹ Treasurer's Report must be issued twice each year

IV. PROCEDURES REGARDING ELECTIONS

A. General responsibilities of Editor regarding elections

1. The Editor shall be familiar with these procedures and the Bylaws regarding elections and shall consult with the Election Chairman whenever questions arise regarding elections.
2. The Editor shall coordinate with the Election Chairman to develop the requirements and resources available for the submission of election material.
3. The Editor should use the resources of the Newsletter to encourage participation of members in the election process, both as candidates and voters.
4. If the Editor is a candidate, the Editor shall arrange for a non-candidate member to handle election items.

B. Content requirements

1. All official material received from the Election Committee shall be published as submitted, except for proofing corrections which shall be discussed with the Election Chairman prior to publication. This material shall be published on consecutive pages, without intervening material, commentary or other changes.
2. The Editor shall use appropriate placement, format and space to give prominent visibility to election material.
3. The minimum material required for publication is:
 - a) December: Notice of Election ¹
 - b) January: Notice of Election
 - c) February: Notice of Election with candidate list ¹
 - d) March: Candidate list
 - e) April: Statements, photos, voting instructions and ballot ¹
 - f) June: Election results¹ and new Board listings

C. Content restrictions

1. Except for official candidate statements, photos and other material submitted by the Election Committee, publication of material in support of or opposed to a candidate or a group of candidates shall not be permitted. This shall include, but not be limited to
 - a) paid advertisements,
 - b) "free ads" or similar notices,
 - c) editorials,
 - d) letters,
 - e) Calendar entries, and
 - f) other columns or features.
2. The Editor shall consult with, and abide by the decisions of, the Election Chairman with regard to the publication of:
 - a) any submitted material that appears to favor one candidate or group of candidates over another, or
 - b) Calendar entries or other material which makes reference to balloting or other aspects of the election.

[Originally enacted as Motion #1989-020. Subsequent amendments effected by Motions 1990-019, 1999-130, 2000-054, 2001-017, 2016-003.]