

MEOW NEWSLETTER GUIDELINES

Since the MEOW NEWSLETTER is the only contact we have with many of our members, each issue of the MEOW NEWSLETTER shall contain the following:

1. The complete minutes of the Executive Board Meeting preceding each issue.
2. A Complete listing of Board and Committee members with their home telephone numbers.
3. The MEOW NEWSLETTER Statement of Policy.
4. A letter from the president.
5. A letter from the editor (optional).
6. Any reports or notes from State Directors. These can be edited as room permits.
7. Any reports from Board members or committee heads.
8. An Index or Table of Contents.
9. A complete listing of area groups, with their meeting times, places, contact person, telephone number, and a listing of upcoming programs. Also must have the "subject to change" and "organized per guidelines" statements.
10. A Bulletin Board.
11. The October issue shall contain a nomination request.
12. The Balance Sheet of the previous year shall be included in the first issue of the new fiscal year (October Issue).
13. Upcoming Events Calendar, MEOW Website, Display Ads Price Sheet, and Due Dates for articles/reports/ads.
14. A timetable for Articles/Reports other than the above is attached.
15. Articles of general interest, patterns, hints, etc. are to be included as room permits.

The editor shall have the authority to increase the size of the issue to accommodate all reports and include general interest items. The Editor shall be responsible for the bulk mailing permit, and follow all guidelines as set forth by the Postal Service for its use.

Each issue will be sent to the President and two other MEOW members (picked by the Editor) for proofreading to eliminate typographical and content errors.

Any "pullout" should not be numbered consecutively with Newsletter pages. This includes seminar brochures and the MEOW Membership Roster.

The "new" Editor will need to obtain at least three quotes for printing prior to producing her first newsletter (initial new editor only). The Board will then decide which one to use. (April 30, 2005)

The Newsletter Editor will receive a scholarship for Seminar provided she abides by the guidelines set forth and the newsletter is mailed within 30 days after the Board meeting. She will receive \$50 credit for each newsletter mailed within the time limit with a maximum of \$200 towards the cost of Seminar fees and classes. The Editor will not be eligible for any other scholarships. If she does not attend Seminar, the scholarship will stay in the fund, is nontransferable nor is it to be carried forward. (April 30, 2005)

The Newsletter Editor is required to have a computer with an operational email. No equipment will be purchased for the newsletter editor. (April 30, 2005)