

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Summerfield Summary NEWSLETTER

Sec. A, 1.13
Approved: 11/5/07
Revised: 7/09

Statement of Purpose:

The *Summerfield Summary* is a monthly newsletter sponsored by the Summerfield Civic Association Board of Directors. The purpose of the newsletter is to provide information to the Summerfield community that is of interest to all or the majority of the residents of the community and/or members of its approved organizations. It is used to communicate news and information about the business of the Summerfield Civic Association, and SCA approved Committees and Clubs.

The *Summerfield Summary* is a responsibility of the SCA Administration but is compiled, produced and delivered by a volunteer staff. The staff will normally be comprised of an editor, a sports editor, a delivery manager and a calendar editor/creator; others may be included to meet current needs.

Policies:

The following are the policies to be followed for determining what can or should be published or printed in the *Summerfield Summary* (herein called the *Summary*). Also included are responsibilities of various Staff (volunteers) involved in the production of the *Summary*. These policies may be revised or increased as needed in the future.

1. Articles and notices will be limited to those that directly pertain to or are about SCA business, policies and concerns, and those that directly pertain to or are about Summerfield committees, clubs, events or people. Exception: A brief notice requesting a “show of interest” for a possible new club will be allowed.
2. Articles and notices will be accepted from members of the SCA Board of Directors, the SCA Administrator, the SCA Secretary, Chairpersons or Presidents of SCA Committees and Clubs or their designated representatives, and management of the Summerfield Estates and the Apartments.
3. All articles, notices and scores must be submitted by the 15th of the month for publication in the following month’s issue. Exception: At the editor’s discretion, an extension of this date may be allowed for articles, notices and scores that are emailed;

in this case the editor will email the close date to all regular contributors no later than the 14th of the month

4. Summerfield events open only to a portion of residents (e.g. a street party, townhouse meeting, Street garage sales, Estates residents-only event) will not be printed in the *Summary*.
5. No articles or notices from organizations outside of Summerfield will be printed in the *Summary*.
6. Notices or articles about events or concerns of Tigard or King City Police or TVF&R safety or civic issues may be included if deemed necessary for the wellbeing and general knowledge of all or most of Summerfield's residents. Such notices or articles will normally be referred to Neighborhood Watch for their participation or approval. Approval of the SCA Board liaison and/or Administrator may be required.
7. No letters to the Board, letters to the editor, open letters to the community, or notices, letters or articles from individuals will be printed unless approved by the SCA Board and/or Administrator.
8. Winners' scores from SCA clubs such as the golf and card clubs will be printed provided they are emailed to the editor and there is room in the *Summary* for them.
9. The calendar of events will always be printed on the last page of the *Summary*. A printed copy will be provided by the Clubhouse Committee member who is responsible for Clubhouse reservations or his/her representative.
10. The editor will be responsible for determining correct spelling, grammar, punctuation, appropriateness and extent (size) of content of all articles. The Editor will also be responsible for deciding upon the use of pictures and/or graphics for all articles. The Editor will also be responsible for obtaining help as necessary to produce the *Summary*.
11. The *Summary* will be published monthly and be ready for delivery to the residents by volunteers no later than the last day of the month. The editor will be responsible for providing the *Summary* to the printer in adequate time to meet this date. The volunteer who is responsible for coordination of the delivery of the *Summary* will be responsible for its timely delivery.
12. No obituaries or death notices will be printed except when a past president of the SCA Board passes away while still residing in Summerfield. In that case, a notice will be put in the *Summary* that will include only his/her name, dates of presidency, dates of birth – death, and the statement: "We extend our deepest condolences (or sympathies) to (name) and family. If the spouse still resides in Summerfield, his/her name will be used followed "by and his/her family", otherwise it will say "the (last name) family." Example:

John Doe
SCA President 19XX – 20XX
January 1, 19XX – December 31, 20XX
We extend our deepest condolences to
Jane and her family.

Note: At the request or approval of the SCA President or the Administrator, this notice can be used when a long-term employee, still or just recently employed by Summerfield, passes away. In this case, the person's job title will be used in place of "SCA President".

13. Each SCA sanctioned club and committee may have one flyer (leaflet) insert per year in an issue of the *Summary*. The flyer must pertain only to club or committee business and/or events. Only one flyer per month will be permitted; the first club or committee to request a flyer insert for a specific month will be allowed that month. The club or committee will be responsible for all costs of printing and inserting the flyer. The SCA Administrator and the *Summary* editor must review and approve the flyer before it is printed and inserted. If the flyer is hand stuffed, that must be done within 2 hours after the *Summary* issues are delivered to the Clubhouse so as not to delay the delivery of the newsletter to residents. Exception: There are no restrictions on the number of, or times of SCA business related flyers from the Administrator or Board of Directors; they may have one or more SCA business related flyers inserted in the *Summary* at any time they deem flyers are necessary.

14. The editor is responsible for sending the final version of the *Summary* to the Summerfield website administrator for posting on the website. It is to be sent via email in sufficient time to allow posting before the paper newsletter is delivered to the residents.