

NEWSLETTER EDITOR

The Editor is responsible for editing, typing and distributing the Presidential Papers, the official newsletter of the NYSOMOTC. With the President's approval, they may request an assistant editor.

At the Sunday Executive Board Meeting: Review the deadlines for articles to be sent to you and notify changes affecting the newsletter schedule.

Distribution: Each issue is emailed to the members of the Executive Board, the Member Clubs' President and State Representative.

- Mailing dates are set in the Calendar of Events.
- Prospective clubs receive the Presidential Papers for three (3) consecutive months.
- A hard copy is mailed to Board Members and State Representatives who do not have an email address.

Calendar of Events: Work with the President to create the annual Calendar of Events.

Executive Board Directory: The President provides the current Executive Board Directory to be published in the May/June issue of Presidential Papers.

Member Clubs' Directory: The Vice President sends you copies of the clubs stats forms.

- Prepare the Member Club's Directory.
- Publish in the Sep/Oct issue of the Presidential Papers.
- The directory is reviewed and corrected at the Midterm Executive Board Meeting.
- Updates are published/e-mailed to the Executive Board, whenever corrections are made.

Super State Rep Award: Club participation earns a credit point towards the award. Email the Vice President a list of the clubs who have submitted articles, by no later than **March 15th**.

Activity Report: prepare and present a written activity report at the board meetings. Email a copy to the Webmaster by the submission due date.

Expenses: Submit a voucher with receipts, as needed.

Files: any important paperwork and the badge is to be returned to the Procedure Manual Chair at the end of the term

NEWSLETTER GUIDELINES

- The Presidential Papers inform the NYSOMOTC membership of its on-going activities and projects.
- The publication year begins with the May/June issue and ends with the March/April issue.
- The Editor, following their appointment at the State Meeting, begins their term with the May/June issue.
- The deadline dates for article submissions are agreed upon by the President and the Editor and discussed at the Executive Board meetings.
- Type in a regular size font, free of typos and misspellings and with grammatically correct statements. The final draft should be clean and clear to read.
- Each year of publication is identified on the heading of the Presidential Papers by a new volume number and a consecutive issue number, as well as the NYSOMOTC Logo.
- The President should be consulted on any question regarding accuracy of information.
- The Editor is expected to make decisions with discretion and good judgment. They edit articles as needed, but should not re-write material without first consulting the originator. They may add graphics and material from other sources.
- Copyright laws must be observed. Obtain permission before re- printing an article from an outside source.
- The Editor forwards an electronic file of each issue to the Webmaster to publish on the website.

SCHEDULE OF ARTICLES

The following articles are to appear in each issue:

- President's Letters to the NYSOMOTC membership and the Executive Board
- "Turtle Talk" - club news article prepared by the Vice President
- Reports from Officers and Standing Committee Chairs –
- Financial Reports and State Meeting Calls
- Deadline for the next newsletter's articles

May/June: Issue emailed by the 4th Tuesday of May.

Executive Board Directory; Calendar of Events for the new year; Club Scrapbook Page and Newsletter Contests' winners; any post-meeting business; Parliamentarian's report including amendments and election results; MSS Fundraisers, MS Scholarship Winners. First Call for the next State Meeting, Midterm Executive Board Meeting information.

Jul/Aug: Issue emailed by 2nd Tuesday of July

Reminders about club's dues and Stats deadlines; article from Nominating Chair; Midterm Executive Board Meeting information and the MS Scholarship Application.

Sept/Oct: Issue emailed by 2nd Tuesday of September.

First Call to State Meeting; Executive Board letter includes reminder about mid-year vouchers due date; Midterm Executive Board Meeting update; Member Clubs' Directory; additions/corrections to Executive Board Directory; Newsletter and Club Scrapbook Page contest forms.

Nov/Dec: Issue emailed by 2nd Tuesday of November.

2nd Call to State Meeting; contests entry forms, corrections to the Directories, reminders about the MSS Scholarship Application deadline and the Calendar Fundraiser.

Jan/Feb: Issue emailed by 2nd Tuesday of January

Updated 2nd Call to State Meeting; deadline for inclusion in the State Meeting Agendas; article from Parliamentarian including proposed amendments to the Bylaws/Standing Rules; reminders about resumes and contests.

Mar/Apr: Issue emailed by 2nd Tuesday of March

Slate of nominees for office and a brief summary of each candidate; Standing Committee Chairs' articles; MSS Calendar Fundraiser deadline; reminders before the State Meeting.