

# Newsletter Policy

## Statement of Intent

The Newsletter shall be primarily a vehicle for the education of members and for the exchange of information between various groups in the Co-op. The Newsletter will be published at least six times per year to ensure that communication within the Co-op is maintained.

## Policy

1. All submissions to the Newsletter must be signed by the writer(s).
2. Opinions expressed in the Newsletter reflect the points of view of the writer(s) only and do not necessarily represent the opinions of the Newsletter Committee.
3. While articles and letters to the editor are welcome, submissions which are critical of individual Co-op members or staff, or libelous, will not be published.
4. The committee reserves the right to copy edit submissions for length and grammar. Where substantial changes are proposed, the committee shall make changes in consultation with the writer(s). The committee shall not be required to print unedited material.
5. The Newsletter will print advertisements in the form of a classified ad section only. This space will be available free of charge to Co-op members. The committee reserves the right to determine which ads are appropriate for publication.
6. Prior to publication of any issue of the Newsletter, all contents shall be edited by a quorum of committee members and the final copy shall be approved by the committee.

Approved by Newsletter Committee: March 9, 1983

Presented to the Board of Directors: March 15, 1983

Approved by the Board of Directors (as amended): March 22, 1983

Approved by the members: April 6, 1983