



2013 STANDING RULES NEWSLETTER COMMITTEE PALMETTO PARALEGAL ASSOCIATION

PPA BYLAWS – June 2011

Section 12.5. Newsletter Committee. This Committee will be primarily responsible for publishing a newsletter at least quarterly. This Committee shall also be responsible for negotiating and contracting with printers and typesetters; reviewing and selecting articles from other publications for reprinting; gathering reports from all other committee chairpersons; editing and proofing newsletter copy; and addressing, distributing, and/or mailing newsletters to members and other interested parties. In addition, a designee of this Committee shall serve as a member of the Ways and Means Committee for the purpose of assisting with responsibilities relating to advertising in the newsletter.

1.0 IN BRIEF NEWSLETTERS PUBLICATION INFORMATION.

- 1.1 In Brief newsletters are published quarterly. They are labeled by "volume" and "number" and each will have the date on the front. The "volume" indicates the year of the publication and the "number" indicates the issue.
- 1.2 The typesetter of the In Brief is Jan Garrison, Address - 1338 Jake Eargle Road, Little Mountain, SC 29075; Phone- 932-0104; Fax 932-0307; e-mail - JANGARRISON@BELLSOUTH.NET;
- 1.3 When the contents of the newsletter have been typeset and proofed twice (by the editor and assistant editor), the final version is delivered to designated vendor for copying, collating and stapling. The vendor for 2013 is Ricoh. We are to request 50 copies for members, including sustaining members and advertisers. The newsletter is to be e-mailed by the typesetter directly to 1.) the Chair of the Marketing Committee for inclusion on PPA's website (It should be added to the "latest issue" section and the "newsletter archive" section). In addition, it should be e-mailed to Lori Thompson (LTHOMPSON@FDIC.GOV) for distribution to the Legalmen; and to DUANE@PARALEGALS.ORG for distribution to NFPA member associations. Copies of In Brief will be mailed to all sustaining members. The Newsletter Chair will make an announcement at the PPA meeting to all members when a new newsletter is available for viewing and downloading on the website and will also send an email notifying members of the availability of the *In Brief* on the website. If any members request to receive a hard copy of the *In Brief*, those will be provided upon request.

2.0 THE RESPONSIBILITIES OF THE COMMITTEE MEMBERS.

- 2.1 Editor/Committee Chair: Responsible for:
 - 2.1.1 Organizing any necessary meetings/communicating with committee members.
 - 2.1.1.1 Prepare agenda, notify members, conduct meetings, assign responsibilities, and set schedule for newsletter.

- 2.1.2 Obtaining the following information for inclusion in the newsletter:
 - 2.1.2.1 Committee Reports, President's Report, Board Report and Treasurer's Report.
 - 2.1.2.2 Calendar information
 - 2.1.2.3 New Member information (Membership Committee)
 - 2.1.2.4 Various Articles
- 2.1.3 Editing and proofreading copy before it goes to press. Co-Chair (if applicable) will also be responsible for editing and proofreading.
- 2.1.4 Conducting meetings and/or communicating with committee members before publication of each issue.
- 2.1.5 Coordinating printing, including instructions to typesetter and coordinating revisions.
- 2.1.6 Assisting with distribution and mailing of newsletter.
- 2.1.7 Attending monthly Executive Board meetings.
- 2.2 Assistant Editor/Co-Chair may be appointed by the Editor/Committee Chair. The Assistant Editor/Co-Chair is responsible for:
 - 2.2.1 Acting as secretary at the Newsletter Committee meetings, by:
 - 2.2.1.1 Preparing informal minutes of the meetings; and
 - 2.2.1.2 Mailing or emailing minutes to committee members within one week of said meetings
 - 2.2.2 Assisting with layout and design, printing and editing.
 - 2.2.3 Assisting with distribution and mailing of newsletters.
 - 2.2.4 Taking photographs and obtaining business cards or contact information from guest speakers at monthly PPA meetings.
 - 2.2.5 Conducting committee meetings and/or attending Executive Board meetings in the absence of the Committee Chair.

3.0 **DEADLINES.**

- 3.1.1 Submissions of articles, board reports, advertisements, etc. for the newsletter must be received by the Chair/Editor by the Monday 16 days before the distribution date unless otherwise calendared on the PPA Timeline.
- 3.1.2 Newsletters will be distributed at the March, June, September and December membership meetings to the extent possible.

4.0 **COVERAGE OF THE MEMBERSHIP MEETINGS GUEST SPEAKERS.** Rotates among committee members:

- 4.1 Each committee member will be responsible for covering at least one meeting as follows: attend meetings, take notes or record keynote presentation to transcribe later; occasionally will be required to meet with the speaker to obtain pertinent information needed for feature story. If you are assigned to cover a certain month and find that you are unable to do so, it is your responsibility to reschedule or trade months with another committee member.
- 4.2 Member covering the meeting must draft an article with title outlining all aspect of the keynote speaker's presentation;
- 4.3 They must also edit and revise draft; and
- 4.4 Provide final copy to the editor before scheduled deadlines as outlined previously. NOTE: Please do not be offended if your article is edited further. Sometimes this will be necessary for proper fitting in the final layout.

5.0 **FEATURE ARTICLES.**

- 5.1 New Board Member Spotlight - features a PPA Board member who has not served on the PPA Board before (chosen by the Newsletter Committee). The selected person should be provided with the standard questionnaire to provide background information for the article. Should also include photo.
- 5.2 Scholarship Recipient - this should be in the issue immediately following announcement of the scholarship winner. The article should include biographical information and photo of recipients with the presenters and the attending representatives from South University and Midlands Technical College. The winning essays may also be featured.
- 5.3 Board Briefs - to be prepared by the Secretary from the Executive Board meeting minutes.
- 5.4 Vendor Spotlight - highlights one of our sustaining members and should include a photograph as well as information regarding the services provided by the vendor.

6.0 **NEWSLETTER CHECKLIST.**

- 6.1 Articles
- 6.2 President's letter
- 6.3 Committee Reports
- 6.4 NFPA Report
- 6.5 SCAPA Report
- 6.6 Treasurer's Report
- 6.7 Monthly meeting summaries
- 6.8 New Board Member Spotlight
- 6.9 Board Briefs
- 6.10 Vendor Spotlight

7.0 **MISCELLANEOUS ITEMS.**

- 7.1 PPA Board Member List
- 7.2 Advertisements and Advertising Rates
- 7.3 Contact information for membership board members
- 7.4 Calendar information
- 7.5 Quarterly birthday list (to be compiled from membership info spreadsheet)
- 7.6 Articles submitted by the PPA membership