



2024 STANDING RULES - NEWSLETTER COMMITTEE
PALMETTO PARALEGAL ASSOCIATION
PPA BYLAWS – as amended July 2023

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

ARTICLE I. IN BRIEF NEWSLETTERS PUBLICATION INFORMATION

Section 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.

Section 2. The committee plans on simplifying the process and will not be using a typesetter. Instead, the committee will be publishing through adobe and/or publishing applications/programs.

Section 3. The committee will work together to gather and arrange the contents of the newsletter. It will be proofed by the co-chairs. The final version will be distributed by email to the full membership: voting members, associate members, students and sustaining members.

Section 4. The newsletter co-chairs will make an announcement at the PPA meeting to all members when a new newsletter is being distributed. It will also be available for viewing and downloading on the website. If any members request to receive a hard copy of the *In Brief*, those will be provided upon request.

ARTICLE II. THE RESPONSIBILITIES OF THE COMMITTEE MEMBERS.

Section 1. The Co-Committee Chairs will act as editors and are responsible for either doing or delegating the following:

- (a) Organizing any necessary meetings/communicating with committee members including the following: preparing agenda, notifying members, conducting meetings, assigning responsibilities, and setting the schedule for newsletter.

- (b) Obtaining the following information for inclusion in the newsletter:
 - (i) Committee Reports, President's Report, Board Report and Treasurer's Report
 - (ii) Calendar information
 - (iii) New Member information (Membership Committee)
 - (iv) Various Articles
- (c) Editing and proofreading copy before it goes to press. Co-Chair (if applicable) will also be responsible for editing and proofreading.
- (d) Conducting meetings and/or communicating with committee members before publication of each issue.
- (e) Coordinating printing and revisions.
- (f) Assisting with distribution and mailing of newsletter.
- (g) Attending monthly Executive Board meetings.

Section 2. Assistant Editor/Co-Chair may be appointed by the Editor/Committee Chair. The Assistant Editor/Co-Chair is responsible for:

- (a) Acting as secretary at the Newsletter Committee meetings, by:
 - (i) Preparing informal minutes of the meetings; and
 - (ii) Mailing or emailing minutes to committee members within one week of said meetings.
- (b) Assisting with layout and design, printing and editing.
- (c) Assisting with distribution and mailing of newsletters.
- (d) Taking photographs and obtaining business cards or contact information from guest speakers at monthly PPA meetings.
- (e) Conducting committee meetings and/or attending Executive Board meetings in the absence of the Committee Chair.

ARTICLE III. DEADLINES.

Section 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.

Section 2. Newsletters will be distributed at the April, July, October and December membership meetings to the extent possible.

ARTICLE IV. COVERAGE OF GUEST SPEAKERS.

Section 1. Coverage of the membership meetings' guest speakers will rotate among committee members,

Section 2. 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 a member is assigned to cover a certain month and is unable to do so, it is that member's responsibility to reschedule or trade months with another committee member.

Section 3. The assigned member covering the meeting must draft an article with title outlining all aspect of the keynote speaker's presentation;

Section 4. The assigned member must also edit and revise draft; and

Section 5. Provide final copy to the editor before scheduled deadlines as outlined previously. NOTE: Sometimes it will be necessary to edit an article for proper fitting in the final layout. Such editing is a routine part of newsletter development and is not meant to be offensive.

ARTICLE V. FEATURE ARTICLES.

Section 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.

Section 2. Award Recipients - this should be in the issue immediately following announcement of the award winner. The article should include biographical information and photo of recipients with the presenters.

Section 3. Board Briefs - to be prepared by the Secretary from the Executive Board meeting minutes.

Section 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.

ARTICLE VI. NEWSLETTER CHECKLIST.

Section 1. Articles

Section 2. President's letter

Section 3. Committee Reports

Section 4. Treasurer's Report

Section 5. Monthly meeting summaries

Section 6. Board Member Spotlight

Section 7. Board Briefs

Section 8. Vendor Spotlight

ARTICLE VII. MISCELLANEOUS ITEMS.

Section 1. PPA Board Member List

Section 2. Advertisements and Advertising Rates

Section 3. Contact information for membership board members

Section 4. Calendar information

Section 5. Quarterly birthday list (to be compiled from membership info spreadsheet)

Section 6. Articles submitted by the PPA membership