

Department Code

Editor

1. The allowance for the Editor shall be budgeted by the Finance Committee and charged as an expense to the Auxiliary New Hub. The Editor shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1st. (2019)
2. The Auxiliary News Hub shall be the official publication of the Department of California. (2019)
3. Pertinent Department Officer's and Chairmen articles shall be published in the Auxiliary News Hub in lieu of "other items," Chairmen and Officers shall provide a courtesy copy to the Department President when submitting an article to the "News." In the issue prior to the programs of the month special emphasis and additional space be allocated, if required. (2019)
4. All issues will be sent out in the bimonthly packets and will be posted on the Department Website so that members will have access to view and print (2019)
5. The Editor may establish the deadline dates which she considers most satisfactory, provided full notification of any contemplated change in dates be given to all Department Officers and Chairmen. (2019)
6. The Editor shall make format decisions relative to the Department newsletter. She shall refer all contemplated changes in the present policy to the Department Executive Committee and the Department President for approval and confirmation. (2019)
7. The issue prior to Convention shall carry announcements of candidates for Department and National Office. If candidates desire to publish a picture they shall provide a suitable picture in a .jpg format. Candidates to submit their picture and article for publication by a date to be determined by Editor. (2019)
8. The Editor's Committee meeting at Convention shall be combined with the Public Relations Committee. (2019)