



THE ONTARIO SQUARE AND ROUND DANCE FEDERATION INC.

Friendship Set to Music

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Newsletter

Page AG-N 1 of 1 pages

Administrative Guideline Ontario Square & Round Dance Federation Newsletter

General

1. In order to provide dance activity information to all areas of the Province, the Federation shall publish at least two Newsletters each year. The Board responsibility for the Newsletter shall be with the Chair of the Public Relations Committee.
2. With the approval of the Board, the Chair of the Public Relations Committee shall appoint an Editor who shall have the responsibility for the content and publishing the Newsletters. The Editor shall take into consideration all suggestions provided by members of the Board. Removal of an Editor requires a motion of the Board, duly moved, seconded, and carried.
3. The Editor shall operate within this Guideline without interference from individual Board members. However, a motion of the Board duly moved, seconded, and carried shall be binding upon the Editor. The Chair of the Public Relations Committee should provide input to the Editor on the content of the newsletter. It is desirable that the newsletter be reviewed by the Public Relations Committee before it is finalized and distributed.
4. The Editor shall prepare an annual budget and submit it, through the Public Relations Committee, for approval.

Publication Format

5. Normally, the publication would be on letter-size 8-1/2"x11" portrait. However, with the advent of electronic mail and other electronic communication devices, size is less regimented and is fairly well at the discretion of the editor. The Newsletter shall be distributed to the publications in a suitable format to meet their publication method.

Publication Dates

6. Normally the Newsletter shall be published on or about the August/September and February/March each year. The dates coincide with the Trillium Award announcements, and the results of the Federation elections and membership information in September.

Newsletter Distribution

7. *The Newsletter shall be sent by electronic mail to Clubs outside the EOSARDA, T&D, and SWOSDA Associations. Copies of the Newsletter shall be provided to the Editors of Square Time, Topics, and the Bugle to cover EOSARDA, T&D, and SWOSDA, respectively. A copy of the Newsletter shall be provided to the Federation web master and to other Canadian square and round dance publications for mutual exchange. Copies of the Newsletters shall be sent to each of the current Federation Board members.*