



## Guidelines for the Bayview Bylines Board Approved , 4/13/2014

### Mission:

The mission of the Bayview Bylines Newsletter and Calendar is to advocate the policy and programs of the Bayview Chamber of Commerce and to report news about people and activities in Bayview, to reflect the flavor of life in our community, to provide a calendar of events, and to disseminate other information of interest and/or importance to all Bayview residents.

The Bayview Bylines welcomes news items from Bayview residents, but in an effort to make the newsletter as concise, informative, and as local as possible, while controlling the production costs, the following guidelines have been adopted by the Chamber Board.

1. The Bayview Bylines will publish news about Bayview based groups and organizations, Bayview activities and residents, and local nonprofit events involving Bayview residents.

**One** representative from each group shall be designated to submit approved articles to the editor. If an issue should arise the Editor will contact the President of the organization for clarification.

The Bayview Bylines will also publish articles such as letters to the Editor, tributes, thank you notices for the community, and commentaries from individuals. All submissions must have a local interest, valid name: verifiable with an address, email address and/or phone number before publication.

Non-profit organizations will be allowed one free ad using the size 2" x 3.5" as guidance. Any flyers, full page announcements, Public Service Announcements, or function announcements will be charged

full price for placing a full-page ad in the Bylines, or \$42.00. Half page ads will cost \$21.00.

The Editor reserves the right to request proof of non-profit status such as a Federal ID number or IRS letter.

2. Anonymous articles will not be published.
3. If it is necessary to edit submissions because of space limitations, the author of the submission will be notified of the options to accept the editor's draft, rewrite to fit space limitations within the publishing time limits, or withdrawing the submission.
4. Bayview Bylines material will be emailed to the editor using WORD or Publisher format, or other format individually negotiated with the editor. (in case an individual does not possess a computer) Norma Jean, njyesca6@gmail.com
5. All editorial decisions are at the discretion of the Bayview Bylines editor and committee, and shall follow these guidelines. If there are any questions, present them to the editor for review.
6. Political endorsements and opinions will not be accepted, unless all candidates/sides are represented in the same issue. The contributor may purchase an ad to post his/her opinion.
7. Sponsorship articles supporting sensitive or controversial subjects will not be accepted, unless pro/con viewpoints are presented on the same issue.
8. The Bayview Bylines shall be published twelve times per year, at the beginning of each month.
9. The distribution of the Bayview Bylines:
  - Hard copies distributed at various Bayview/Athol businesses
  - Electronic copies via email
  - Available on the website: [www.bayviewidaho.org](http://www.bayviewidaho.org)
10. No changes to copyright logos or designs unique to the Bayview Chamber of Commerce, or publication dates and distribution may be made without prior approval of the Bayview Bylines Committee and the Bayview Chamber of Commerce.
11. Bayview Bylines is intended to be self-financing with advertisers paying the cost of publication.

Full page flyers, announcements, Public Service Announcements can be produced by an organization and submitted to the Editor or Editor's Assistant for insertion into the Bylines. Insertions need to be brought to the Editor or the Assistant before the 24<sup>th</sup> of the month. There will be no charge for inserting materials into the Bylines. Insertions do need to meet the publication standards established by the Guidelines.

An annual Bylines budget will be established representing the difference in Income and Expense and controlled by the Editor and Bylines Working Committee.

The Board and the General Membership must approve changes to the budget. Advertising will be on a cash basis, i.e. ads will be published only after payment is received.

12. The Editor and Bylines Ad Hoc/Working Committee are responsible for the financing of the Bylines. This includes both sales of advertisements and controlling expense.