

# THE SCENE

## INFORMATION AND INSTRUCTIONS

The SCENE is a monthly newsletter published by the Scenic Hills Community Association for its residents and homeowners.

### RESPONSIBILITIES:

1. The Board of Directors, SHCA, is responsible for the policies governing publication of THE SCENE. Any changes that evolve over time will be made by the Board in coordination with the Editor. In effect, the Board as SHCA's executive agency is the publisher of THE SCENE and should exercise the same guidance and control, as does the publisher of a private newspaper or magazine. A representative of the Board will review the contents before it is taken to the printer.
2. The Editor, who is appointed by the Board, is responsible for collecting and organizing material for each edition. The deadline for submitting material to be published in THE SCENE will be the 18th of the month. This will insure publication and distribution by the first of the following month.
3. The Association Manager and Secretary will assist in collecting and arranging all material in semi-final form for the Editor's approval. They should also edit the final product for grammatical correctness, spelling and punctuation. (See #7) The Manager will deliver THE SCENE to the printer no later than the 24<sup>th</sup> of the month.
4. Contents: THE SCENE will contain but not be limited to the following:
  - a. Calendar of events
  - b. Summary of Board Meetings
  - c. Summary of Committee activities
  - d. Association Manager's report
  - e. Community notices, listings and announcements
  - f. Non-community items of interest, such as voting information, elections and taxes
  - g. Letters to the Editor
  - h. Articles of interest submitted by residents
5. Articles by residents and letters to the editor will be subject to editing or revision by the Editor to insure brevity and objectivity. Editing will be coordinated with the author for approval. In case of controversy, final decision will rest with the Board. Letters should be of wide interest to the community and may be critical in nature if applied to activities, boards, committees or staff. Letters should not single out an individual for criticism. Two subjects to be excluded from articles and letters are religion and politics. Letters to the Editor must be signed. (Approved 11/12/07)
6. Names of residents involved in controversies will not be listed in the Scene.
7. Advertising: Rates will be published in the Scene. The Association Manager will sell advertising, and collect the funds.
8. Bulletin Board: Items for the bulletin board, which provides free advertising of personal items for RESIDENTS ONLY, will be collected and organized by the Association Manager and Administrative Assistant.
9. Delivery: Resident volunteers will deliver THE SCENE.