

The Newsletter Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRRA Board of Directors.

NEWSLETTER COMMITTEE CHARTER

APPROVED: November 19, 2005

PURPOSE:

The newsletter is a publication of the Crystal Lakes Road and Recreation Association. The purpose of the newsletter committee is to publish information to the property owners as requested by the CLRRRA and CLWSA Boards and their committees, the General Manager and the office, and to report events of interest. The newsletter committee will facilitate the flow of information, promote high standards and ethical behavior, foster excellence and encourage diversity. The newsletter has written policies to support this Charter.

NAME:

The Name of the Crystal Lakes newsletter, selected as a result of a "Name the Newsletter" contest, shall be the "Wapiti Bugle".

COMMITTEE MEMBERSHIP:

This committee shall consist of at least five (5) members. All committee members must be approved by the CLRRRA Board. All members must belong to Crystal Lakes Road and Recreation Association and must be members in good standing.

DUTIES:

The duties of the newsletter committee shall be to gather information, prepare, edit, solicit ads, publish and mail the newsletter to Crystal Lakes' property owners.

SUBSCRIPTIONS AND ADVERTISEMENTS:

One newsletter is provided to each primary lot. Additional subscriptions are available for a fee, the amount to be listed in the Associations' Schedule of Dues and Fees. Advertising space is sold to entities for a fee as established by the newsletter committee.

GOALS:

1. To publish at least six (6) newsletters each year.
2. To recruit new members when needed.
3. To keep the property owners informed of current community items of interest.
4. To publish upcoming events in a timely manner.

The CLRRRA Board will review the Charter each November.

WAPITI BUGLE POLICIES

APPROVED: October 18, 2003

Reviewed: November 19, 2005

1. The Wapiti Bugle is an independent, impartial publication and will not serve any special interest group.
2. The Wapiti Bugle's committee and any individuals contributing articles to the newsletter will make every effort to be factual, accurate, thorough and informative.
3. The Wapiti Bugle's committee and any non-elected individuals contributing articles to the newsletter will refrain from expressing personal opinions in news articles.
4. The Wapiti Bugle will be a positive publication and will not be a vehicle for personal attacks, charges affecting anyone's reputation or moral character or any other negative form of journalism.
5. Should matters of health and/or safety require reference to a property owner that may cast that property owner in a negative light, that property owner will not be identified in any way that would provide positive identification.
6. The Wapiti Bugle will continue to follow the policy of not accepting letters to the editor.
7. If the newsletter has a column concerning property owners' questions, concerns and comments, property owners may write to the newsletter or Board with their concerns. Answers will be obtained from an appropriate source and the concern and response could be published in this column. Correspondence requiring action must be signed.
8. The Wapiti Bugle's committee understands that editing consists of changes in sentence structure, grammar, punctuation, etc., and will refrain from changing the content of a contributor's article.
9. Should any content revision be deemed necessary to a contributor's article, the committee shall make every effort to contact the contributor for his/her authorization of the changes prior to publication.
10. The Wapiti Bugle's committee will meet regularly to assign articles, discuss layout and edit each issue.
11. All articles for publication must be submitted by the deadline published in the previous month's Wapiti Bugle.
12. Any property owner(s) desiring to offer a compliment or a criticism to the newsletter committee, the office personnel or the Board(s), shall be able to do so verbally or in writing and the compliment or criticism will be communicated to the appropriate persons in a timely manner.