

### **Policy 8.3 UUFC Newsletter Policy**

#### **Purpose**

This policy documents the policies governing the preparation and distribution of the UUFC Newsletter.

#### **Function**

The function of the Newsletter is to transmit information relevant to the affairs of the Fellowship and other information considered to be of current interest.

#### **Content**

The following kinds of material may appear in the newsletter:

- Messages from the Minister and other staff, including the Directors of Religious Exploration.
- Information about upcoming worship services.
- News about Fellowship events including classes and activities.
- Committee reports.
- Administrative and operational information.
- Information about community events and issues of interest to Fellowship attendees.
- Denominational news.
- Notes about new members.
- Messages of congratulations and sympathy (joys and sorrows).
- Information about Fellowship members in the news.
- Personal perspectives written by Fellowship members.
- Personal classified ads.
- Newsletter deadlines and dates for publication.

#### **Content Policy**

1. Priority will always be given to fellowship events and issues.
2. Material submitted may be edited for spelling, length, punctuation, grammar or correction of verifiable information, but effort will be made not to alter the style or content.
3. Anonymous letters of personal expression will not be included, nor will personal attacks upon the character, integrity, conduct or beliefs of another individual.
4. Campaign items concerning political candidates will not be included.
5. Space limitations may preclude or delay the inclusion of a submitted item. If a member wishes to be notified if his/her item will not be included in the next Newsletter issue, such request must be included when the item is submitted. Effort will be made to comply with such requests.
6. With a goal of reducing redundancy, items submitted for inclusion in more than one issue of the newsletter may be edited so that later mentions of the item take up less space. Such editing will be at the discretion of the newsletter committee.

### **Rejection of Material**

Because of space limitations, sometimes not all material submitted can be included in the Newsletter. If material submitted is deemed inappropriate for inclusion, it will be withheld from publication, at the discretion of the newsletter committee. If material has been deemed inappropriate and the person who submitted the material is insistent that it be published in the Newsletter, a conference with the Newsletter Committee can be arranged to discuss the matter. If no agreement is reached, a final decision will be made by the Board of Trustees.

### **Distribution**

1. Newsletters are typically folded and prepared for mailing by a group of volunteers.
2. No enclosures will be mailed with the Newsletter except special Fellowship announcements or denominational news, unless specifically authorized by the newsletter committee. Once a submitted enclosure is received in the Fellowship office, it becomes the property of the Fellowship and will be treated and distributed in accordance with standard newsletter policies and procedures.
3. The UUFC Newsletter is mailed to all UU members and contributing friends, UU churches in the PNWD, local churches, plus anyone requesting to be put on the mailing list.
4. People who are not members or contributing friends will receive the newsletter for a period of 3-6 months (at the discretion of the newsletter committee), at the end of which time an effort will be made to ascertain whether the person receiving the newsletter still wants to receive it. If the person has made a recorded contribution to the Fellowship, he or she will continue to receive the newsletter. If the person wishes to continue receiving the newsletter but has not made a financial contribution, a request will be made for a donation to defray costs of preparation and mailing. No one, however, will be denied a newsletter for monetary reasons.

This policy approved by the Board of Trustees on October, 2005

*Date*

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Russ Anderson,  
President of the Board of Trustees