

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY
SECTION POLICY**

POLICY NUMBER: MSP-M-003	SUBJECT: Section Newsletter
ORIGINATION DATE: 11/3/99	ACCOUNTABILITY: Vice Chair Member Services and Administration
APPROVAL DATE: 6/2/00	APPROVAL BY:
REVISION DATE: 5/2/02	PAGE NO: 1 OF 3

1.0 OBJECTIVE

1.1 To define the Section newsletter guidelines, policies and procedures.

2.0 RELATED POLICIES AND PROCEDURES

2.1 MSP-M-001

2.2 MSP-M-002

3.0 SUPERSEDES

3.1 MSP-M-003 approved 6/2/00

4.0 CONTENT

4.1 First priority is promoting Section activities including:

- 4.1.1 Monthly program meetings
- 4.1.2 Refresher Classes
- 4.1.3 Basic Courses
- 4.1.4 Major conferences sponsored/co-sponsored by the Section.
- 4.1.5 Special Seminars
- 4.1.6 Executive Committee List
- 4.1.7 Placement Listing Service
- 4.1.8 Task Group Information
- 4.1.9 Subsection Information
- 4.1.10 Student Branch Information
- 4.1.11 Service Directory ads
- 4.1.12 Section/ASQ news
- 4.1.13 Quality-related articles, information, reviews

4.2 Second priority

- 4.2.1 Other quality-related activities or information deemed to be of interest to Section members.

5.0 GUIDELINES

5.1 Blackout Policy

- 5.1.1 Competing activities which occur two weeks on either side of the Minnesota Quality Conference and the Biomedical Focus Conference dates will not be included.

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- 5.2 Who may submit material for publication (news, articles, announcements, etc.)
 - 5.2.1 Executive Board members
 - 5.2.2 ASQ Members with approval of material from Vice Chair Member Services and Administration, Section Chair, Past Chair or Chair Elect.

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5.3 Advertising

5.3.1 Service Directory

- 5.3.1.1 One ad per company/member.
- 5.3.1.2 Five lines (50-60 characters per line) per ad
- 5.3.1.3 Must be received before deadline date; first of the month preceding the issue the ad will run.
- 5.3.1.4 Editor reserves the right to edit the ad if needed.
- 5.3.1.5 Blue spot color ink offered free to ad placed for at least six months.

5.3.2 Display ads

- 5.3.2.1 Ads will be accepted on a first-come, first-serve basis.
- 5.3.2.2 Ads will be accepted only on a yearly (11 issue) basis starting with the September issue and running through the Summer issue (ad copy may be changed if received by newsletter deadline).
- 5.3.2.3 All yearly ad contracts must be prepaid.
- 5.3.2.4 No advertising will be accepted which would conflict with the interests of the Minnesota Section.
- 5.3.2.5 All ads will be reviewed and accepted by the Vice Chair of Member Services and Administration.
- 5.3.2.6 Space reservations for ads and acceptance of artwork will be coordinated by the Editor.

- 5.3.3 The amount (paper or column inches) of advertising and the rates charged advertisers are established according to MSP-M-001.

5.4 Placement Listing Service

- 5.4.1 Priority will be given to local companies, then local recruiters.
- 5.4.2 Outstate companies and outstate recruiters if space available.
- 5.4.3 Listings are subject to editing by the Editor (e.g. job title, basic qualifications and contact information).
- 5.4.4 For other requirements see MSP-M-002.

5.5 Upcoming Events Calendar

- 5.5.1 Must be Quality related events.
- 5.5.2 Must be Non-profit or Not-for-profit groups.

5.6 Monthly Program Meetings

- 5.6.1 Advance month meeting information including topics, descriptions, speaker names, biographies and location map.

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5.6.2 Current month meeting information includes topics, speaker names and location map one page maximum.

5.6.3 Past month meeting summary and pictures, one page maximum.

5.7 Conferences

5.7.1 Conference ad sizes (estimated) will be outlined in the yearly schedule

5.7.2 Final ad sizes will be decided by the Editor determined by the amount of information submitted and space available.

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6.0 TIMELINE

- 6.1 The newsletter will be published in a frequency which permits adequate time for reader reaction to and/or registration for events.
- 6.2 The Editor will produce a yearly production schedule prior to the deadline for the September issue.
- 6.3 Material received after the deadline will not be included without the permission from the Vice Chair Member Services and Administration (see MSP-M-001).

7.0 ACCOUNTABLE OFFICER DESIGNATION AND RESPONSIBILITY

- 7.1 Vice Chair, Member Services and Administration
- 7.2 Newsletter Editor

8.0 APPROVAL

- 8.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Date