

AIA Eastern New York Chapter  
Board Policy for Member News Items in the Chapter Newsletter  
June 23, 2010

It is the policy of the Board that all items submitted as member news for publication in the Chapter Newsletter shall fall into the following two categories:

Category No. 1: News about a member.

Category No. 2: News about a member's firm or place of employment.

The requirements for these two categories are listed below. Any member news item may be omitted or edited to conform with the requirements listed below, or to accommodate the layout, production and format of the newsletter. Member news items must be submitted by the submission deadline published on the chapter website. Member news items submitted after the published submission deadline may, at the discretion of the designated Editor or responsible representative of the Board, be either omitted from the newsletter or delayed until the next edition.

**CATEGORY NO. 1: NEWS ABOUT A MEMBER**

Member news items in this category shall:

1. Be about a member.
2. Be submitted by, or on behalf of, a member.
3. Contain the name of the submitting member in the byline of the news item.
4. Contain no more than one picture and up to 150 words.
5. Be formatted in the newsletter to represent no more than one-quarter of a page.

**CATEGORY NO. 2: NEWS ABOUT A MEMBER'S FIRM OR PLACE OF EMPLOYMENT**

Member news items in this category shall:

1. Be about a member's firm or place of employment (such news items may include the announcement of the hiring or promotion of employees who are not members).
2. Be submitted by, or on behalf of, a member.
3. Contain the name of the submitting member in the byline of the news item.
4. Contain no pictures and up to 50 words.
5. Be formatted in the newsletter to represent no more than one-eighth of a page.
6. When a member submits multiple news items about non-members for any one edition of the newsletter, the news item may for formatting purposes be reduced to a bullet-list of hiring or promotion announcements from that firm.