



**I. Purpose:**

To define the policy for accepting advertisements, notices or articles to be published in the section's newsletter.

**II. Scope:**

Advertisements, announcements, notices or articles to be placed in the section's newsletter.

**III. Policy:**

The advertisement, notice or article must direct a message to the members of the quality profession that supports the goals of ASQ and the section. The material should accomplish one or more of the following:

- 1) Creates a greater awareness of the need for quality.
- 2) Promotes research and the development of standards.
- 3) Provides educational opportunities to ensure product and service excellence through improved quality.
- 4) Provides a service to our members.

Advertisements, announcements, or notices will not be accepted for educational opportunities, scheduled within 10 days of programs on similar topics, being offered by the section and within a 50 miles geographical radius of the section's class location. This does not apply to adjoining sections.

Advertisements, announcements, notices or articles for activities can be placed without charge if they meet specified criteria.

The announcement will not:

- 1) Directly or indirectly increase the mailing costs of the newsletter without approval of the executive committee.
- 2) Conflict with section activities as described in the preceding paragraphs.

The activities are:

- 1) Directly sponsored by the section.
- 2) Sponsored by an official ASQ unit.
- 3) Sponsored by other nonprofit organizations, if approved by the Leadership Committee.

All businesses or service groups, that provide a product/service used by quality professionals in the performance of their job function, may place an advertisement in the Section newsletter for the going rate (See next section). This includes suppliers, consultants and placement professionals, including quality related job opportunities, providing it is coordinated with the placement chairperson.

Advertising rates must be set for the following fiscal year no later than the April Leadership Committee meeting. This is to allow the Newsletter chair to contact prospective advertisers and to give the advertisers sufficient time to get proofs made. The rates are not intended to generate excess revenue over related production and distribution expenses.



Articles submitted for publication, that resemble an advertisement more than a technical/informational article, shall be forwarded by the Newsletter chair to the Secretary or the section Chair as an alternate for approval,

**IV. Responsibility Assigned**

The section Secretary is responsible for assuring this policy is adhered to. The Newsletter chair is responsible for implementing this policy.

**V. Authority**

\_\_\_\_\_  
Bill Anderson  
Chair

\_\_\_\_\_  
April 4, 2005  
Date

\_\_\_\_\_  
Rick Aubuchon  
Secretary

\_\_\_\_\_  
April 4, 2005  
Date

This is a recreation of the original, signed, statement on file with the section Secretary