DVCA Newsletter Policies and Procedures

The purpose of this policy is to set clear guidelines regarding publication policies and procedures for the Dayton Valley Community Association (DVCA) Newsletter.

- **Content and Submissions**
  - The primary purpose of the DVCA Newsletter is to promote community development by providing DVCA committees and board members the opportunity to publish information regarding community work and items of public interest. The following guidelines are intended to provide equitable and standardized publication procedures to ensure that publications of the DVCA Newsletter are accurate and reflect activities of interest that are focused on the Dayton Valley Community and provide information to assist homeowners and promote community.
- **Content Approval**
  - The Newsletter & Website (N&W) Committee shall have the ability and responsibility to reject submissions that do not conform to these guidelines. The committee volunteers may request general edits and editorial changes to submissions in effort to publish them in the DVCA Newsletter in the most professional, effective and cost-effective manner.
  - The Newsletter Committee Editor and Committee Liaison have final editorial control of all submissions, and reserves the right to request the DVCA Board to advise on materials submitted for publication.
  - In order to maintain non-partisan publications, DVCA committee board liaisons, committee chairs or volunteers are prohibited from publishing submissions that are partisan or political, that advocate for or against one position or another in a political manner, that advocate for or against any political candidate or for or against any religious or fraternal group or organization.
- **Photography and Privacy**
  - Rights to use photos must be obtained if they are used.
  - Homeowners, volunteers and board members' privacy will be upheld, and homeowner names, home addresses, personal phone numbers or personal email addresses will not be published.
- **Not a Substitute**
  - The association newsletter is not to be used as a replacement in delivering formal notices required to be sent by the DVCA management company.
  - The newsletter should also not supplement policies and procedures in place of the delivery of association related communications from the board to DVCA homeowners. The newsletter should strictly serve as a centralized location where owners can quickly locate information between meetings.
  - The management company website is the official website of the DVCA.
- **Publication Procedures**
  - Articles, advertisements and other information submitted for publication in the DVCA Newsletter are published at the determination of the N&W Committee, Newsletter Editor and N&W Committee Board Liaison.
  - The N&W Liaison reserves the right to request the DVCA Board to advise on materials submitted for publication.
  - The Final draft will be submitted to the board via the Newsletter Editor, Liaison or Chair for courtesy review. If the board has issues with content, the Newsletter Committee Chair or Liaison will attempt to resolve the issue. If the issue cannot be resolved ahead of publishing, the submission in question will be omitted and discussed at the next board meeting.
- **Violation of Newsletter Rules**

  If a board member or committee chair violates any of these Newsletter rules, the N&W Committee reserves the right to do one or all of the following:
  - Delete the submission in question with notice and opportunity to edit and resubmit within 24 hours
  - If the re-submission doesn't meet N&W policies, then the submission will be omitted from the Newsletter issue.
- **Frequency and Format**
  - The N&W Committee will aim to publish a newsletter on the second Friday of each month.
  - The N&W Committee reserves the right to do a Year in Review in the December or January issue, and will be drafted by N&W Committee Members.
  - The N&W Committee will oversee the format and templates for the DVCA Newsletter.
  - The N&W Committee reserves the right to draft a summary of community events or information
  - Submission for The DVCA Newsletter are due 3 days post monthly board meetings.
  - The N&W Committee reserves the right to hold back, delay or not even publish a newsletter each month
  - If a Newsletter is delayed or canceled an update will be requested to be made on the DVCA website.

	Newsletter Content Policies	Edit Needed
1.	Professional	
2.	Respectful	
3.	Informative (helpful community information)	
4.	Short in Length and concise	
5.	Original and written by board member or Liaison Chair	
6.	Do not repeat same information monthly	
7.	No home owner names in submissions.	
8.	Official Communications for home owners need to be made directly by Management	
9.	Aligns with NRED/NRS	
10.	No declarative statements regarding CC&R's without clearly established precedent or recent legal opinion to support. CCR&R's that need to be interpreted subjectively will require board discussion	
11.	No mentioning or recommending of community businesses other than utilities, first responders and other community services	
12.	No editorial submissions	
13.	No Phone Numbers or personal identifying information of board members or home owners.	
14.	Prohibited- Political Biases, Rants, Criticism, Personal Opinions as representing as the community views, Community Gossip	
15.	Prohibited- Content that promotes or advertises, product/services, brand or individual	
16.	Prohibited- Images of Children without Parental consent	
17.	Prohibited- Copyrighted or trademarked content (such as images)	
18.	Prohibited- Personal Information	
19.	Prohibited- Content related to confidential or proprietary business information	
20.	Prohibited- Content that encourages or conducts any activity that is offensive, harmful, or illegal in any way	
21.	Prohibited- Any type of discrimination (in the sole discretion of the association)	
22.	Prohibited- Content that fosters, advocates, or perpetuates discrimination based on a person's race, religion, gender, color, national origin, age, sexual orientation, marital status, familial status or disability	
23.	Prohibited- Content related to confidential association business (such as vendor negotiations or contracts). Examples must be public information.	
24.	Prohibited- Spam, Click-baits, Links to files that contain viruses	
25.	Prohibited- Personally attacking specific groups, board members or individuals or deliberately disorderly comments meant to abuse, harass, threaten, or intimidate (i.e. trolling).	
26.	Prohibited- Campaigning for a candidate in submissions	
27.	Prohibited- Using innuendo to push a personal opinion, bias, false accusations, or alter perceptions or context to board business or try to influence home owner's opinions.	
28.	Prohibited- Profane, offensive, defamatory, or violent in any way	
29.	No paid advertising until Newsletter & Website Committee proposes an advertising plan	

Submission Deadlines for 2023

All submissions intended to be printed in the DVCA Newsletter must be provided to the Newsletter and Website committee staff prior to the deadlines below for such submissions. The deadlines for submission are as follows:

Submission Deadline Date	Newsletter Publishing Date
-	January
January 28	February 10
February 25	March 10
March 25	April 14
April 29	May 12
May 27	June 9
July 1	July 14
July 29	August 11
August 26	September 8
September 30	October 13
October 28	November 10
November 18	December 8

- Submission and Newsletter Publishing dates will be updated by the N&W Committee with each new year.