

# Editorial Policy Statement for *The Alpha Sigma News* Official Publication of the Washington State Organization The Delta Kappa Gamma Society International

## Purposes of the News

- To promote communication within Washington State Organization (WSO) about chapter, state and international priorities and activities.
- To communicate the goals and activities for the biennium.
- To focus members' attention on WSO as an action organization.
- To provide information on the Rachel Royston Permanent Scholarship Foundation.

## General

- *The Alpha Sigma News* is published four (4) times yearly. Deadline dates are July 15, October 15, January 15, and April 15 for the state editor to receive all news. News received after those dates will not be printed in the upcoming edition.
- Approval of content will be obtained from the State President or designee prior to publication.
- All monetary transactions are distributed through the state treasurer.

## Responsibilities and Guidelines of the Editor

- To serve a minimum of four (4) consecutive years.
- To compile, edit and direct publication electronically a minimum of four (4) times a year.
- Email Washington State website link to the *ASN* to overseas members, state editors, state presidents and international officers and committee chairs as listed on the complementary list received from Society Headquarters.
- Attend all state meetings and, as requested by the state president and as the state budget allows, NW Regional Conferences and International Conventions.
- Serve as a member of the state communications committee participating in committee activities and providing periodic workshops.
- To receive reimbursement for expenses listed on the committee action plan incurred in carrying out editorial duties, maintain a record of all expenses and submit a voucher to the state communications chair for approval.