# LONESTAR MENSA
## Standing Rule
Action Still in Effect (ASIE) 2009-5
LSM Monthly News Cycle
Last Amendment ASIE 2010-2
2010 January 13

The LSM newsletter is the ***Armadillo Literary Gazette*** or ***ALG*** published monthly. The following tables provide the various actors, backup actors, recipients, and due day for actions related to providing monthly news updates to LSM members during the normal and normal holiday monthly cycle. Upon recommendation of the Communications Chair, the ExComm shall establish specific due dates each year in the *LSM Standing Rules* and any date changes necessary to accommodate special situations such as special events. Submissions earlier than the due date and coordination by telephone are encouraged. Out of cycle updates to the online calendar and separate announcements may be made at any time. Table 1 provides actors and actions at the beginning of the cycle while tables 2 and 3 provide actions for the end of the cycle for normal months and holiday months respectively.

| Table 1. Writers to Editor (All Months) | | | | |
|---|---|---|---|---|
| Actor | Backup[1] | Action | Send to[2] | Due Day |
| Writers | Editor | Submit articles | Editor ComChair | 2nd Thursday PM |
| ASIEs Event Coords | Calendar Coord ComChair Editor | Submit calendar items | Calendar Coord ComChair Editor | 2nd Thursday PM |
| Calendar Coord | ComChair Editor | Assemble calendar | Editor ComComm[3] | Saturday PM |
| Editor | Eight pages | Recommend number of pages | ComChair LocSec | Saturday PM |
| Circ Coord[4] | ComChair | Recommend number of copies | ComChair LocSec | Saturday PM |
| Circ Coord | LocSec | Email eDist list[5] | eNews Dist[6] | Saturday PM |
| Circ Coord | LocSec | Member eList and change report | eList Coord | Saturday PM |
| ComChair | LocSec | Decide number of pages and copies | Editor Circ Coord | Monday AM |
| Webmaster | ComChair | Update Calendar | Web | Wednesday PM |
| eList Coord | | Update eList | eList Server. | Wednesday PM |

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[1] Prime actors should notify backups if they will need help. Backups take over automatically in the order listed if the suspense date / time is missed

[2] Submit to first name, send copies to others or first name forwards to others

[3] ComComm address is to all ComComm members including LocSec

[4] Circulation Coordinator, Circulation Manager in the previous bylaws

[5] Circulation Coordinator maintains subscriptions. Electronic distribution list includes electronic subscriptions

[6] Electronic News Distributor -- must be able to distribute using blind copies

| Table 2. Editor to Distribution (Normal Months) | | | | |
|---|---|---|---|---|
| Actor | Backup | Action | Send to | Due Day |
| Editor | ComChair | Editing and layout | ComChair Proof readers[7] | 3rd Thursday AM |
| Proof readers | ComChair | Suggest changes | ComChair Proofreaders | Saturday AM |
| ComChair | Designated alternate | Combine changes | Editor | Saturday PM |
| Editor | ComChair | Finalize (Editor's choice) | Printer ComComm | Monday AM[8] |
| Printer | Alt. printer | Print and deliver | Circ Coord | Tuesday PM |
| Webmaster | ComChair | Post online | Web | Wednesday PM |
| eNews Dist | ComChair | Distribute by email | email members | Wednesday PM |
| Circ Coord | Com Chair | Announce S&L | LSM-Announce | Sunday PM |
| Circ Coord | Com Chair | Organize S&L | TGIT S&L | 4th Thursday PM |
| Circ Coord | Com Chair | TGIT S&L | Cir Coord Com Chair backup | Tuesday PM |
| Circ Coord | USPS 1st class[9] | TGIT S&L | USPS bulk mail | Wednesday AM |
| USPS | | USPS mail | Paper Subscribers | Weekend |

| Table 3. Editor to Distribution (Holiday Months) | | | | |
|---|---|---|---|---|
| Actor | Backup | Action | Send to | Due Day |
| Editor | ComChair | Editing and layout | ComChair Proof readers[10] | Tuesday PM |
| Proof readers | ComChair | Suggest changes | ComChair Proofreaders | Wednesday PM |
| ComChair | Designated alternate | Combine changes | Editor | 3rd Thursday PM |
| Editor | ComChair | Finalize (Editor's choice) | Printer ComComm | Friday AM[11] |
| Circ Coord | Com Chair | Announce S&L | LSM-Announce | Saturday PM |
| Webmaster | ComChair | Post online | Web | Sunday PM |
| eNews Dist | ComChair | Distribute by email | email members | Sunday PM |
| Printer | Alt. printer | Print and deliver | Circ Coord | Monday PM |
| Circ Coord | Com Chair | Organize S&L | TGIT S&L | Tuesday PM |
| Circ Coord | Com Chair | TGIT S&L | Circ Coord or Com Chair backup | Tuesday PM |
| Circ Coord | USPS 1st class[12] | TGIT S&L | USPS bulk mail | Wednesday AM |
| USPS | | USPS mail | Paper Subscribers | Weekend |

Adopted 2009 May 6.
Amended by ASIE 2009-7, July 8 to change Calendar Editor to Calendar Coordinator.
Amended by ASIE 2010-2, January 13, to add backup column, rows for other actions, and refine dates.

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[7] Proofreaders are Kathie Lawler, John Neemidge, Geri Neemidge, Ron Edelstein
[8] Date of ALG Publication
[9] Non-Bar coded, others require ExComm approval
[10] Proofreaders are Kathie Lawler, John Neemidge, Geri Neemidge, Ron Edelstein
[11] Date of ALG Publication
[12] Non-bar coded, others require ExComm approval