# LONESTAR MENSA
## Standing Rule
Action Still in Effect (ASIE) 2009-5
LSM Monthly News Cycle
Last Amendment ASIE 2011-16
2011 May 4

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 | Twelve 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 Alpha Change Report | eList Coord | Saturday PM |
| ComChair | LocSec | Decide number of pages and copies | Editor Circ Coord | Monday AM |
| Webmaster[7] | ComChair | Update Calendar | Web | 48 hours[8] |
| eList Coord | ComChair | Update eList | eList Server. | Wednesday PM |

---

[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

[7] May be posted directly by the Calendar Coordinator as the content provider

[8] From the time of emailing

### Table 2. Editor to Distribution (Normal Months)

| Actor | Backup | Action | Send to | Due Day |
|---|---|---|---|---|
| Editor | ComChair | Editing and layout | ComChair<br>Proof readers[9] | 3$^{rd}$ Thursday AM |
| Proof readers | ComChair | Suggest changes | Editor<br>Proofreaders | Saturday AM |
| Editor | ComChair | Finalize (Editor's choice) | Printer<br>ComComm | Sunday PM[10] |
| Circ Coord | ComChair | Announce S&L | LSM-Announce | Sunday PM |
| Printer | Alt. printer | Print and deliver | Circ Coord | *See below |
| Webmaster | ComChair | Post online | Web | *See below |
| eNews Dist | ComChair | Distribute by email | email members | *See below |
| Circ Coord | ComChair | Organize for S&L | TGIT S&L | 4$^{th}$ Thursday PM |
| Circ Coord | ComChair | Prepare paperwork | USPS bulk mail | Friday AM |
| USPS | USPS 1$^{st}$ class[11] | ~~USPSmail~~ Processs | Paper Subscribers | Weekend |

### Table 3. Editor to Distribution (Holiday Months)

| Actor | Backup | Action | Send to | Due Day |
|---|---|---|---|---|
| Editor | ComChair | Editing and layout | ComChair<br>Proofreaders[9] | Tuesday AM |
| Proof readers | ComChair | Suggest changes | Editor<br>Proofreaders | Wednesday AM |
| Editor | ComChair | Finalize (Editor's choice) | Printer<br>ComComm | 3$^{rd}$-Thursday PM[10] |
| Circ Coord | Com Chair | Announce S&L | LSM-Announce | 3$^{rd}$ Thursday PM |
| Printer | Alt. printer | Print and deliver | Circ Coord | Friday PM |
| Webmaster | ComChair | Post online | Web | *See below |
| eNews Dist | ComChair | Distribute by email | Email members | *See below |
| Circ Coord | ComChair | Organize S&L | TGIT S&L | Tuesday PM |
| Circ Coord | ComChair | Prepare paperwork | USPS bulk mail | Wednesday AM |
| USPS | USPS 1$^{st}$ class[11] | USPS mail | Paper Subscribers | Weekend |
| | | | | * 48 Hours after emailing |

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
Amended by ASIE 2011-16 May 4 to provide relative due days, add online calendar updates, and refine dates and times

---

[9] Proofreaders are the Past LocSec, LocSec, ComChair, and other appointed proofreaders
[10] Date of ALG Publication is the date the final is sent to the printer and ComComm for Web posting and emailing
[11] Non-Bar coded, others require ExComm approval