LONE STAR MENSA
Monthly News Cycle
Standing Rule 2009-5
Last Amendment 2011-22
2011 October 5

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 board 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	**Action**	**Send to**[1]	**Due Day**	**Backup Actor**[2]
National Office	Distribute data and reports	distribution@	8th day each month	---
Data Coord	Distribute data and reports	Users[3]	48 Hours	LocSec
eList Coord	Update eList	eList Server	48 Hours	---
Writers	Submit articles	editor@	2nd Thursday PM	Editor
Event Coords	Submit calendar items	calendar@	2nd Thursday PM	Editor
Calendar Coord	Assemble calendar[4]	comcomm@	Saturday PM	Editor
Editor	Recommend number of pages (default 16)	comchair@	Saturday PM	Managing Editor
CircCoord[5]	Recommend number of copies	comchair@	Saturday PM	ComChair
CircCoord	Email eDist list[6]	eNews Dist[7]	Saturday PM	Editor
ComChair	Decide number of pages and copies	comcomm@	Saturday PM	LocSec
See below[8]	Update Calendar	Website	48 hours	ComChair

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[1] Submit to [officer]@lsm.us.mensa.org. The AML alias table sends the email to the following::
editor@ to the Newsletter Editor and Managing Editor
calendar@ to the Calendar Editor, Newsletter Editor, Managing Editor, Media Coordinator, and Webmaster
comchair@ to the Chairman of the Communications Committee
comcomm@ to the members of the Communication Committee

[2] 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

[3] Distributed to LocSec, Circulation Coordinator, eList Coordinator, and other users as appropriate

[4] Include normal monthly items set at the beginning of each year.

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

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

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

[8] The Calendar Editor, Webmaster , or other Content Manager may actually post the data to the Website.

Table 2. Editor to Distribution (Normal Months)				
Actor	**Action**	**Send to**	**Due Day**	**Backup Actor**
Editor	Editing and layout	proof readers@ [9]	3rd Thursday AM	ComChair
Proof readers	Suggest changes	proof readers@	Saturday AM	ComChair
Editor	Finalize	Printer, comcomm@	Sunday <u>PM</u> [10]	ComChair
Circ Coord	Announce S&L	LSM-Announce@	Sunday PM	ComChair
Printer	Print and deliver	Circ Coord	48 Hours	Alt. printer
Webmaster	Post online	Website	48 Hours	ComChair
eNews Dist	Distribute by email	email members	Wednesday PM	ComChair
Circ Coord	Invoice, printing costs	treasurer@, comchair@	48 Hours	ComChair
Circ Coord	Organize for S&L	TGIT S&L	Thursday PM	ComChair
Circ Coord	Prepare paperwork	USPS bulk mail	Friday AM	ComChair
USPS	~~USPSmail~~ Process	Paper Subscribers	Weekend	1st class [11]
Circ Coord	Statement, mailing costs	Treasurer@, comchair@	48 Hours	ComChair

Table 3. Editor to Distribution (Holiday Months)				
Actor	**Action**	**Send to**	**Due Day**	**Backup Actor**
Editor	Editing and layout	proof readers@	Tuesday AM	ComChair
Proof readers	Suggest changes	proof readers@	Wednesday AM	ComChair
Editor	Finalize	Printer, comcom@	3rd-Thursday PM	ComChair
Circ Coord	Announce S&L	LSM-Announce@	3rd Thursday PM	ComChair
Printer	Print and deliver	Circ Coord	48 Hours	Alt. printer
Webmaster	Post online	Website	48 Hours	ComChair
eNews Dist	Distribute by email	email members	Wednesday PM	ComChair
Circ Coord	Invoice, printing costs	treasurer@, comchair@	48 Hours	ComChair
Circ Coord	Organize for S&L	TGIT S&L	Tuesday PM	ComChair
Circ Coord	Prepare paperwork	USPS bulk mail	Wednesday AM	ComChair
USPS	~~USPSmail~~ Processs	Paper Subscribers	Weekend	1st class
Circ Coord	Statement, mailing costs	Treasurer@, comchair@	48 Hours	ComChair

Adopted 2009 May 6.
Amended by 2009-7, July 8 to change Calendar Editor to Calendar Coordinator
Amended by 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
Amended by 2011-xx, October 5 to rearrange columns, adjust dates and actors, and provide alias addresses

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[9] Proofreaders@ to the Past LocSec/Advisor, LocSec, ComChair, Newsletter Editor, 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 sent by first class mail require board approval