
Section 8 — Publications

Policies:

8.1 Publications Used to Inform the Profession and the Public

Publications are an important facet of ACSA's and the Foundation's efforts to inform both the profession and the public regarding important issues, research and development, and innovations in education.

8.2 Varying Viewpoints of Issues

Varying viewpoints of issues may be included in ACSA or Foundation publications. A disclaimer should be included unless an announced position has been established by the board of directors.

8.3 Funding of Publications

The annual budget shall include funds to meet the costs of publications. All regular journals or publications shall be received free of charge by each member.

8.4 Board Approval of Publications

The board of directors may approve publications and establish procedures necessary in the development and distribution of publications.

8.5 ACSA Organizational Elections/National Association Candidates

No authorized ACSA or Foundation publication will be used to foster or promote candidacy in ACSA organizational elections. This does not preclude a factual announcement of such candidacy.

8.5.1 Candidates endorsed by ACSA's board of directors for offices in national associations may be promoted in ACSA or Foundation publications.

8.6 Disclaimer

Communications being distributed by any representative group of the Foundation which present a position other than one adopted by the board of directors shall identify the author(s) and include the standard disclaimer.

Procedures:

8.7 Contracting for Sale and Distribution of Materials

Staff, with the approval of the executive director, may contract on behalf of ACSA or the Foundation with other individuals or groups for the sale and distribution of materials, publications and/or training programs that provide a needed service to ACSA members. Contracts shall provide that ACSA or the Foundation recover costs of production, distribution and promotion.

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8.8 Posting of Positions in JobBoard

Positions shall be posted in the JobBoard section of *EDCAL* providing the following criteria are met:

8.8.1 Notice of the position vacancy is received in writing by 9:00 a.m. Monday for publication the following Monday and must have application deadlines that are at least two weeks after the last publication date that the notice is run. (See *EDCAL's* masthead for a list of dates that *EDCAL* is not published.)

8.8.2 ACSA or the Foundation will normally publish only those jobs that fall within the definition of membership eligibility for ACSA members.

8.8.3 Out-of-state job vacancies will be published on a space available basis.
(Revised: February 2014 Board of Directors)

8.9 Mailing of Material at Non-Profit Rate

Material to be mailed by the Foundation at the non-profit rate must be identified as coming from the Foundation. For example:

- Professional learning programs, job-alike workshops or conferences should say: *"Sponsored by the Foundation for Educational Administration."*
- Publications, newsletters or announcements should say: *"Published by the Foundation for Educational Administration."*

(Revised: February 2014 Board of Directors)

8.10 Sales Price for All Non-Subscription Publications

The communications director, with the approval of the executive director, may establish the sales price for all non-subscription publications for which there is a fee. In most instances the price to non-members would be higher, except if it is a cooperative publication.

(Revised: February 2014 Board of Directors)

8.11 Contracts with Others for Publications

The communications director, with the approval of the executive director, is authorized to enter into contracts with other organizations, associations, and/or individuals for the publication of materials, payment of royalties/commissions, and/or preparation fees and shall annually report to the board of directors.

(Revised: February 2014 Board of Directors)