

PUBLICATIONS

SECTION 14
ACSA POLICIES & PROCEDURES

Section 14 — Publications

Policies:

14.1 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.

14.2 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.

14.3 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.

14.4 Board Approval of Publications

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

14.5 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.

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

14.6 Disclaimer

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

Procedures:

14.7 Subscriptions to ACSA Publications

The following publications are authorized and provided free to ACSA members; also listed are the number of issues annually and the subscription cost for those in California not eligible for ACSA membership or those out-of-state:

14.7.1 *Leadership* — 5 issues per year — \$60.00 per year.

14.7.2 *EDCAL* (includes CareerConnect) — 30 - 35 or more issues per year — \$90.00 per year.

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14.7.3 Subscription prices are to remain in effect until changed by the board of directors. (Revised: February 2014 Board of Directors)

14.8 **Ineligibility to Subscribe to ACSA Publications**

Individuals or institutions in California that are eligible for membership may not subscribe to publications.

14.9 **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.

14.10 **Posting of Positions in ACSA JobBoard**

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

14.10.1 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.)

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

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

14.11 **Sales Price for All Non-Subscription Publications**

The media relations executive, 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.

14.12 **Contracts with Others for Publications**

The media relations executive, 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.

14.13 **Subscription Fee for ACSA's Bill Service**

The assistant executive director of governmental relations, with the approval of the executive director, is authorized to establish the subscription fee for the ACSA Bill Service and/or other related publications/documents and shall report annually to the board of directors.