**NEWSLETTER EDITOR**

**POLICY: A Policies and Procedures Manual, subject to the approval of the Council, will be maintained and will contain adequate instructions to insure consistent compliance with both the letter and the intent of the Society’s Bylaws.**

**REFERENCE: based on the current ACGS Bylaws (2024)**

**Article IV: Organization, Indemnification**

Section A: Organization:

Subsection 2: Members of the Society will comply with these Bylaws and perform their duties in accordance with the Society’s governing documents and applicable laws. No member of the Society will receive any salary or compensation from the Society other than reimbursement for out-of-pocket expenses.

Section B: Indemnification

Subsection 1: The Society will, to the fullest extent permitted by law, indemnify each person who serves at any time as a Council member, officer, trustee or other official of the Society against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, incurred or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification will be provided for any such person with respect to any proceeding initiated by such person against the Society, a Council member, an officer, a trustee or another official of the Society or any matter as to which he or she will have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the Society; and further provided that any compromise or settlement payment will be approved by a majority vote of the Council members at a meeting at which a quorum is present. The indemnification provided hereunder will inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article IV, Section B will be in addition to and not exclusive of all other rights to which any person may be entitled.

Subsection 2: This Article IV, Section B constitutes a contract between the Society and the indemnified Council members, officers, trustees and other officials of the Society. No amendment or repeal of the provisions of this Article IV, Section B that adversely affects the right of an indemnified Council member, officer, trustee or other official under this Article IV, Section B will apply to such Council member, officer, trustee or other official with respect to those acts or omissions that occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

**Article VIII: Officers and Officials**

Section B, Subsection 4: Other appointed officials. The following Society officials are nominated by the Chieftain and approved by the Council but are not officers or Council members: Chaplain, Newsletter Editor, Yearbook Editor, Librarian, Historian, Webmaster,

Piper, Area Deputy Chieftains (three (3) year terms).

Section L: Time for Holding Office: The term of office for each Council member, officer and other officials will commence with the adjournment of the Gathering at which he or she is elected or appointed, except for Area Deputy Chieftains, whose terms of office will commence on January 1 of the year following the Gathering at which they were appointed and end on the third annual December 31.

**PROCEDURE:**

*Duties:*

* The Newsletter Editor will produce the newsletter with the primary goal of promoting the ideals and objectives of the Society. This may be done in several ways:
* By reviewing periodical literature for information with a specific connection with Clan Gregor or our Scottish culture in general,
* By frequent reminders to the members of Council and the Area Deputy Chieftains requesting they submit items of interest pertaining to their Society positions or geographic area,
* By maintaining a contact list for requesting articles (names, email addresses, and by positions which will be in the latest yearbook
* By including a reminder in our newsletter to the general membership seeking out and soliciting prospective articles,
* The Editor will produce multiple issues of the newsletter per year. Preferred submission deadlines are February 1, May 1, August 1and November 1. The Editor sends a reminder out at least four weeks in advance of each publishing.
* If the Editor has the advantage of an Assistant Editor, they will determine a division of duties
* Once the newsletter draft layout is completed, the Editor provides copies to the Chieftain, Assistant Chieftain and authors of articles for editing to ensure content is accurate and politically correct. Newsletter Editor makes corrections based on feedback.
* The newsletter is then distributed electronically by the Membership Database Manager to members and is posted on the ACGS website including social media. Members who do not have email will receive a mailed hard copy from the publisher.
* Due to the nature of producing a newsletter, either receiving too much or too little information, the Editor will decide what is to be contained in an issue and what is to be omitted or saved for a later issue. The same is true for including photographs.
* The Editor will maintain a file copy of every newsletter produced for Society archive purposes. The Editor also sends a digital copy to the Head of Special Collections, University of Baltimore Langsdale Library to add to the ACGS digital collection. The society’s Librarian will also be copied on what is submitted to the library.
* Upon leaving the position, the Newsletter Editor will transfer all records, documents and other items to the succeeding Newsletter Editor or Chieftain in a timely manner to ensure continuity and integrity of the position for the Society.

*Contents of the Newsletter:*

* The Editor will establish a banner format that clearly identifies it as the official newsletter of our Society. Currently the banner includes:
  + The name “Ardchoille”. This name was chosen after sending out the first issue of the newsletter without a name and requested Society members to submit suggestions.
  + The statement “Newsletter of the American Clan Gregor Society”,
  + The Volume number representing the consecutive number of years the “Ardchoille” has been published,
  + The Issue number representing which issue during that calendar year,
  + The month and year the issue was published, and
  + The name and address of the Editor.
* The top half of last page will contain in the upper left
  + The current Clan Crest
* “ARDCHOILLE” followed by,
* NEWSLETTER OF THE AMERICAN CLAN GREGOR SOCIETY followed by,
* Address of the current Assistant Chieftain followed by,
* Two-line spaces below the above will appear,
* RETURN POSTAGE GUARANTEED followed by,
* ADDRESS CHANGE REQUESTED. These last two lines obligates the US Postal Service to provide us with better Forwarding Address service.
* The Editor will consider including a brief listing of the contents at the beginning of each issue in the sequence each article appears.
* The Chieftain, as the elected leader of our Society, will make every endeavor to provide an input for each issue of the newsletter.
* It would be beneficial to be able to include brief items from each of the officers and committees to share with the general membership on activities in their sphere of assignments. While this would not be expected for each office for each issue, they will be encouraged to provide inputs at least periodically.
* Topic headings frequently used in the newsletter include but are not limited to:
* “From the Desk of our Chieftain”, remarks provided by our Chieftain,
* “Crossing Over” are the obituaries provided by our Historian, Chaplain or other members of the ACGS,
* “Other MacGregors In The News” can include items of interest about MacGregors around the world that are not members of the ACGS,
* “Humor” will be in good taste and have a Scottish slant to it,
* “Keeping In Touch” will contain information from our members around the country
* “Upcoming Events”
* Other identifiers of the Society that may be used as gap fillers can include but are not limited to:
* The Clan Gregor crest topped by “American Clan Gregor Society’, with “An Cirean Ceann Cinnich” (Children of Gregor) and MacGregor beneath the crest,
* The emblem of the “Fiery Cross”

*Society Support for the Newsletter Editor:*

* The officers and Council members of the Society will carry out timely communication of Society business that requires action by the Newsletter Editor.
* The Chieftain will endeavor to provide an article for every issue.
* The Chieftain will maintain close contact with our hereditary Chief re: news/articles to be submitted for the newsletter.
* The Chieftain will encourage members of Council to submit articles pertaining to their positions and/or of general interest.
* The Assistant Chieftain will provide the Editor with information on new members and other information he/she wishes to be passed along to the general members.
* The Assistant Chieftain will be responsible for the printing and mailing of the newsletter
* Other assistance as may be requested from time-to-time by the Editor.

**APPROVED**

**Approved by ACGS Council and AGM September 2023**

**Periodic review by ACGS Council: 2026**