

# Georgetown Village Condominium

ADMINISTRATIVE RESOLUTION NO. 95-05

## NEWSLETTER COMMITTEE TERMS OF REFERENCE

WHEREAS, Article III, Section 2 of the Bylaws of the Condominium assigns to the Board of Directors the powers and duties of the Association enumerated in Section 11-109(d) of the Maryland Condominium Act; and

WHEREAS, Article III, Section 17 of the Bylaws grants the Board of Directors the authority to appoint committees as may be deemed appropriate in carrying out its purpose; and

WHEREAS, to better carry out such duties, the Board of Directors deems it necessary to establish a committee to advise and assist the Board with respect to standards and policies, establishing procedures for generating, reviewing and approving of newsletter copy, and establishing a mechanism for production and distribution of an Association newsletter.

NOW, THEREFORE, BE IT RESOLVED THAT: the following terms of reference be adopted for a Newsletter Committee:

### I. *Purpose*

The primary responsibility of the Newsletter Committee is to assist the Board in publishing a newsletter to inform the Association membership of matters and developments affecting, or which are of significant import to, the Association and/or its members. As a “house organ” of the Association, the content of the Association newsletter is subject to editorial control of the Board of Directors. Accordingly, articles of personal opinions, views, and observations, and articles of insignificant import to the Association and its membership, will be restricted.

### II. *Name of Newsletter*

The official Association newsletter shall be entitled *The Georgetown Village Gazette*. If the committee wishes the Board to consider an alternative title, it shall submit same for consideration and final approval by the Board. Failure of, or delay by, the Board to consider and approve any new name for the newsletter because of other matters on its agenda, shall not be construed as approval.

### III. *Content*

Priority will be given to items of significance to a majority of the association membership. Examples include, but are not necessarily limited to:

- A. Association policies and rules;
- B. Summaries of Board meeting highlights, or the Board's advisory committees;
- C. Reports from management;
- D. Community calendar;
- E. Summaries of the Association's budget, and its current financial operations;
- F. National and local condominium news to the extent reasonably pertinent to Georgetown Village;
- G. News respecting past and future Association sponsored activities, sporting events, etc., and current developments respecting Association recognized clubs;
- H. Reports on the governmental and legislative activities of the Maryland and Montgomery County governments, to the extent reasonably pertinent to condominium ownership in general, and to Georgetown Village in particular;
- I. Reports on the current activities of neighborhood civic organizations; and
- J. Items of general informative interest to Association members, and of importance, directly or indirectly, to all owners and residents, *e.g.*, summary-reminders of rules and regulations, handyman tips on proper maintenance of fixtures and appliances furnished with the units, etc.

IV. *Limitations, Constraints, and Procedures*

- A. *The Georgetown Village Gazette* shall not be used as a vehicle for the dissemination of political views, editorial comment, isolated concerns of individual readers, or any potentially libelous or inflammatory material. Notwithstanding the foregoing, legitimate controversies of interest and concern to all Association members may be objectively reported.
- B. Sources of information shall be verified, establishing the accurate and complete information; fact will be distinguished from rumor, and content shall not be colored by personal opinion.
- C. *The Georgetown Village Gazette* shall, at all times, conform with the Association's legal documents, the established policies of its Board of Directors, and all copyright and trademark laws.
- D. *The Georgetown Village Gazette* will be published periodically, but only after its contents have been reviewed with finality by person(s) designated by the Board of Directors as its liaison to this committee, to assure compliance with the policies and guidelines of this resolution.
- E. Proposed subject matter for *The Georgetown Village Gazette* shall be forwarded to the editor. Except in those instances where an article or other proposed submission is prepared by the Board of Directors, or its managing agent, the editor shall have the right to review, rewrite, and to accept or reject any such submission. All copy recommended for publication will be forwarded by the editor to the Board, or designated members thereof.

- F. Advertising: If advertising is recommended by the committee for inclusion in *The Georgetown Village Gazette*, the committee shall develop a detailed outline of appropriate guidelines and procedures for review and approval by the Board of Directors. Failure of the Board to approve any proposed advertising guidelines and/or procedures shall not be construed as its consent. Pending review and approval of any advertising guidelines and/or procedures, no advertising may be included in *The Georgetown Village Gazette*.
- G. *The Georgetown Village Gazette* shall be printed and published with a professional appearance, the format for which must be approved in advance by the Board.

V. *Organization*

- A. Membership: Members of the committee may be unit owners or residents, appointed by the Board. Prospective voting members shall attend at least two consecutive meetings. Voting membership is lost after three consecutive, unexcused absences from regular meetings. Total membership shall not exceed ten (10), without approval of the Board.
- B. Editor: The Editor shall serve as chair of the committee, be a unit owner appointed by the President, subject to the approval of the entire Board of Directors, and serve a one year term. Functions of the Editor include:
  - 1. coordinate and supervise the committee activities and meetings to assure that committee responsibilities are met;
  - 2. encourage and support participation by all committee members, and ensure that such persons are kept advised of committee activities;
  - 3. prepare written committee reports for submission to the community association manager, on behalf of the Board, no later than ten (10) days prior to each Board meeting;
  - 4. familiarize the committee with its terms of reference; and
  - 5. attend Board meetings *in an advisory capacity* concerning committee-proposed motions.
  - 6. Unless, and to the extent that developments warrant, oral committee reports at monthly Board meetings are to be discouraged, in favor of submitting a monthly written report.
  - 7. Written committee reports shall identify all members attending the monthly meeting; the date, time, and place of the monthly meeting; a summary of the committee's discussion; and any recommendation(s) for specific Board action.
- C. Vacancies: The Editor shall serve at the discretion of the President. A committee may vote to recommend to the President the removal of the Editor with or without cause. Vacancies created by removal, death, or by resignation of the Editor, shall be filled by an acting Editor selected by the committee membership until an appointment is made by the President.

- D. Secretary: The Editor shall designate a secretary from among the members of the committee, subject to approval of the committee. The secretary shall be responsible for keeping the committee membership roster, recording minutes of all committee meetings and, in general, maintaining written documentation on committee decisions and activities.
- E. Board Liaison: The President shall appoint a member of the Board to serve as a member of, and as the Board's liaison to, the committee, and to provide updates of the committee activities, if necessary, beyond the committee's monthly written report.
- F. Meetings:
1. Regular meetings of the committee shall be held as often as necessary to carry out assignments and responsibilities. It is preferably, but not required, that committee meetings be held on the same date and time each month.
  2. All meetings of the committee shall be open to attendance by members of the Association; non-committee members may participate, but not vote, at committee meetings, at the discretion of the Editor.
  3. The committee is responsible for advising the site management office of the date, place, and time of each meeting at least seven (7) days in advance of each meeting.

**Adopted by the Board of Directors**

**September 26, 1995**

