

DREAMLAND VILLA RETIREMENT COMMUNITY

Administrative Policy and Procedure

Subject: Citizen

Initially Adopted: May 13, 2008

Amended: 12/9/08, 3/8/16, 6/13/2023

I. Policy Statement:

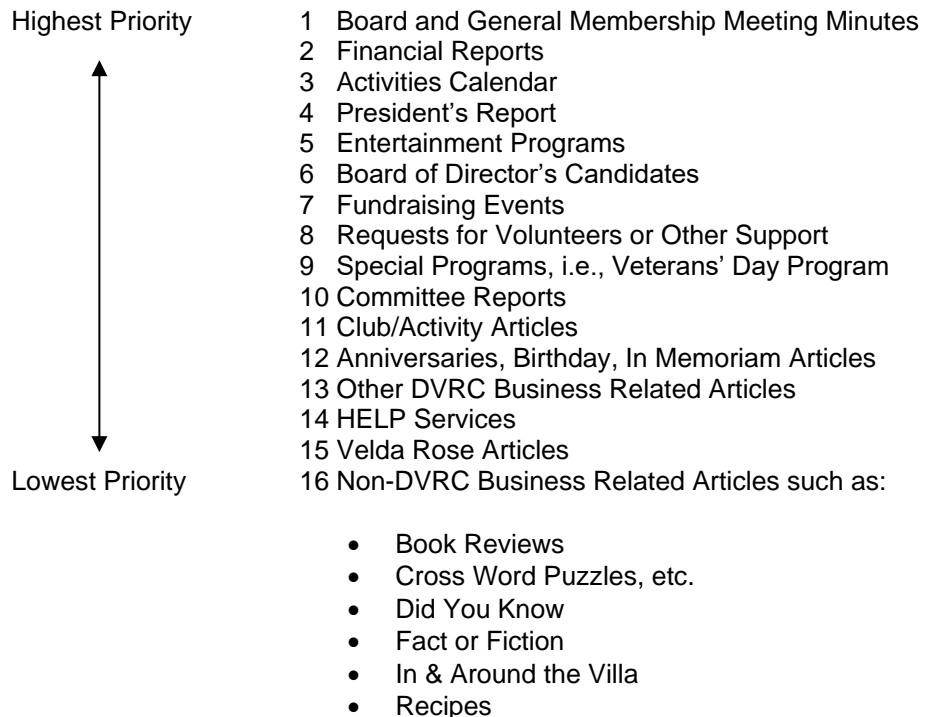
The Dreamland Villa Retirement Community shall, in order to comply with the Arizona Revised Statutes and with the provisions of the DVRC By-Laws, provide for the official publication of a Newspaper. The purpose of Dreamland Villa Retirement Community Inc. is to provide the residents with information regarding the business of the organization. Articles are not to function as a resource for any specific group or individuals that will not promote the mutual interest of the community. The Newspaper will provide community members relevant community business, issues and meetings, by which all Dreamland Villa residents will be kept up-to-date concerning community activities, amenities and other items of interest. The Dreamland Villa Board of Directors shall arrange for the publication of a monthly newspaper that will be delivered or otherwise made available at no charge to all Dreamland Villa residents. To this end, the following procedures are established.

II. Procedures:

A. General:

1. The name of the newspaper shall be the *Citizen*.
2. The *Citizen* shall be published, minimally, once each month.
3. The publicist and promoter of the *Citizen* shall be the Dreamland Villa Retirement Community Board of Directors.
4. The Dreamland Villa Retirement Community Board of Directors, as publicist and promoter, shall be responsible for all subject matter printed in the *Citizen* and, consequently, shall have the final approval of the newspaper's content including, but not limited to, all articles, photographs, and word/number games. Political, Religious, anti-Semitic, profane, offensive or suggestive postings are prohibited.
5. The DVRC Board of Directors shall appoint an editor to manage the day-to-day activities relating to the collection and preparation of the content of each month's publication for submission to the publisher/printer.
 - a. The editor, in order that he or she may be compensated for their time and out of pocket expenses, may be paid a monthly allowance in an amount to be determined by the DVRC Board of Directors.
6. The DVRC Board of Directors shall be responsible for contracting with a publisher/printer to print the *Citizen* on or about the first working day of each month at no cost to DVRC.
7. The DVRC Board of Directors shall name a Distribution Manager who will coordinate the distribution of the *Citizen*, as volunteer manpower is available, to all Dreamland Villa residents and other interested parties.

- a. The Distribution Manager, in order that he or she may be compensated for his/her mileage incurred, may be paid a monthly allowance in an amount to be determined by the DVRC Board of Directors.
 - b. The DVRC Board of Directors shall determine the months the *Citizen* will routinely not be distributed to each Dreamland Villa residence.
8. Articles that have no author, that may be determined to be controversial or derogatory in nature, that may contain racial or religious overtones, or that may contain political opinions will not be accepted for publication.
 9. The following list will govern the priority of articles to be included in any particular edition of the *Citizen* in the event there is limited or insufficient printing space available for all articles, etc. to be included:



10. As an option to eliminating an article or articles, the Editor may limit article categories with a priority of "11" through "14" to a total of 300 words plus a maximum of one (1) photograph.
11. Space for articles with a priority of "1" through "10" must be made available. Should it be necessary to exercise the limits outlined in sections II, A, 9 and 10 above to achieve this prerequisite, these limits are to be applied starting with the lowest priority articles and working upward.
12. All DVRC material printed including photographs and graphics shall not take up unnecessary space but shall be of a size readable by senior citizens,

B. The Editor:

1. The Editor shall be responsible for establishing additional guidelines, subject to approval by the DVRC Board of Directors, relating to the:
 - a. Format.
 - b. Photograph standards and format.
 - c. Forms of submission, i.e., CD, photograph, internet.

- d. Submission deadlines.
 - e. Other guidelines and standards as determined necessary.
2. The Editor shall be responsible for reviewing and editing all articles and items to be printed for appropriateness, accuracy and compliance with established content guidelines and:
 - a. May, at his/her discretion, delete portions of articles or reword articles for the purpose of grammatical correction, clarity and/or brevity, provided the changes do not alter the intended context of the article.
 - b. Shall reject all submissions that do not comply with established standards.
 - c. Shall make all publication modifications asked for by the DVRC Board of Directors.
 3. The Editor shall encourage all DVRC clubs and activities to submit articles and photographs for publication consideration.
 4. The Editor shall work with the publisher/printer with regard to utilization of available print space, submission standards and various timetables.
 5. The Editor shall be responsible for reviewing, on a timely basis, the proof copy of the newspaper from the publisher/printer for acceptable completeness and accuracy.

C. Distribution Manager:

1. The Distribution Manager shall be responsible for establishing and maintaining a network of captains to be responsible for distributing the *Citizen* to carriers and of carriers to be responsible for delivering the *Citizen* to each Dreamland Villa residence and all apartments which are eligible for membership in DVRC.
2. The Distribution Manager shall be responsible for ensuring the *Citizen* is delivered to the captains within two days following their delivery to DVRC.
3. The distribution captains and carriers shall make every reasonable effort to see that they deliver the *Citizen* to their carriers or assigned residences within two days following receipt.
4. The Distribution Manager shall be responsible for recommending to the DVRC Board of Directors additional months that the *Citizen*, due to the lack of captains and/or carriers, cannot be delivered to individual residences.
5. The Distribution Manager shall ensure that the *Citizen* is delivered throughout the year to central points such as HELP Services, Farnsworth Realty and Farnsworth-Ricks.