



# PUBLICATIONS

SECTION 14  
ACSA POLICIES & PROCEDURES

## Section 14 — Publications

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### **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.