Policies and Guidelines
Club Publications

All electronic and printed communications, including posts to social media platforms, are to meet criteria established under existing Club policies and guidelines to ensure professionalism, relevance, and compliance with current standards. Materials submitted for publications will be reviewed by the Editor-in-Chief of club publications, if one has been appointed.

While it is the responsibility of the Editor-in-Chief to be as accommodating as possible, they may, at their discretion, reject submitted materials for the following reasons:

- Material is not relevant. Material not closely related to Rotary, its affiliates, or its partners, may not be published in any club publication or posted to any electronic platform.
- Material is too long. If the Editor determines that a submitted piece is too long, they should work with the submitter to make it a reasonable length.
- Material does not adhere to Club style guidelines. If the Editor determines that submitted materials does not meet Club style guidelines, they should work with the submitter to make the necessary changes.
- Material covers a prohibited topic. Some topics are strictly prohibited from appearing in club publications. These include:
    - **Politics**. Posts for a political campaign of any nature are prohibited in any publication of the Club.
    - **Solicitations for sales or donations.** No member, speaker, guest or other person, group or organization shall sell products or tickets, solicit donations, or otherwise engage in overt fundraising activities directed at members in any club publications, either print or electronic, except to raise funds for the Club itself, the Ann Arbor Rotary Foundation, The Rotary Foundation of Rotary International, its partners, or for events, causes or fundraising drives sponsored or officially sanctioned by the Club or one of its affiliates.

Privacy and Confidentiality
Members must maintain the confidentiality of all personal and sensitive information. Articles and posts should not include member data unless necessary and permitted by the individual.

Appeals
Decisions by the Editor-in-Chief to reject submitted materials may be appealed to the Board of Directors, who will then have to decide if the materials are in dispute meet Club policy.

Approved by RCAA Board: 12/18/2024
Next Policy Review Date: 12/18/2026