

“In the Knowlan” Graduate Student Publication Policy

Purpose

1. This policy is designed to establish consistent and efficient practices when communicating with the association membership.

Applicability

2. This policy applies to the GSA’s e-mail publication, In The Knowlan (ITK), and whomever is responsible for its formation and dissemination.

Policy

Overview

3. ITK is to function as a means for the GSA representatives to communicate information to the membership.
4. ITK is to be used in a way that is beneficial all members. This includes promoting the services of the UNBGSA, CFS, Grad House, and any other potentially beneficial information.
5. ITK is to be available to all member requests, so long as they conform to the guidelines herein.
6. ITK is to be under the purview of the Vice-President Communication. If this position is vacant, the executive committee is to decide, by majority vote, who will be responsible for the publication. This person may be an executive committee member or any member at large.
7. It is the responsibility of whoever is editing ITK to correct/re-word any entries that contain errors or inappropriate/unappealing language.

At The Grad House

8. At The Grad House (ATGH) functions as the announcement section of the Grad House Bar.
9. ATGH may promote any social event that will be held at The Grad House, including GSA events, as well as members’ own open functions.
10. Information for ATGH may be garnered from the Services Coordinator (or whoever is running the bar), though it is the responsibility of the individual editing ITK to correct the language/presentation of these entries.

Internal Announcements

11. Internal Announcements are to include only those items that are UNBGSA-specific. Any information that originates in the UNBGSA is to be included in this section. Items may include, but are not limited to:
 - a. Administrative announcements
 - b. Advertising available positions in the GSA
 - c. Solicitation of volunteers for GSA events/committees
 - d. Advertising any GSA events

External Announcements

12. External Announcements include any information that is relevant to GSA members that originates outside the association.
13. Information is to be included only after discrimination by the individual editing ITK. This individual is the final voice on what external announcements meet the criteria outlined herein.
14. The individual editing ITK is responsible for correcting the spelling/grammar as well as ensuring the use of appropriate language in any external announcement.
15. Any information from other facets of UNB, such as the SGS or ALPS, may be included in this section.
16. Member-specific advertising may be included in this section. These items include such information as soliciting volunteers for academic studies, social events that are officially external to the GSA, etc.
17. Personal advertisements that bear limited relevance to the lives of graduate students are not permitted. These include, but are not limited to, selling/buying items or renting/subletting real estate.