

Executive Board Meeting Minutes

The meeting minutes shall be sent from the appointed Secretary or Minute Meeting recorder to the Executive Council. Within 1 week of receipt, Executive Council members will submit request of any corrections and changes as needed to the Secretary.

Updated meeting minutes will be submitted to the Executive Council members 3 days prior to the Executive Board Meeting for motion of approval as the first order of business.

Contact Information: secretary@swehouston.org

Newsletter Announcements and Articles

Newsletter articles will be edited as needed for word count limitation, defined by the importance of the article content and space availability. Submissions deadlines will be established on the 15th of every month of the outgoing schedule for the final newsletter edition.

Contact Information: newsletter@swehouston.org

Website Submissions

The website will be updated once a week. The webmaster has the discretion to delay posting of events that are incomplete of details including but not limited to the following:

1. Contact or Coordinator Name
2. Event Name
3. Event Date
4. Event Time
5. Event Location
6. Event Cost
7. Attachments
8. Images

Contact Information: webmaster@swehouston.org