Policy and Procedures
Number: 601
Date: 26 April 2008 Revision: 26
Subject: *Sport Aerobatics* Magazine

1. General

The official IAC monthly publication, *Sport Aerobatics* magazine, is the principal method of communication with the membership regarding news, technical information, and other articles of interest to aerobatic devotees. It is considered the top priority of the organization as it is the principal benefit of membership.

2. Policy

a. Distribution

1) One copy of *Sport Aerobatics* magazine is distributed to current members of IAC each month as a part of their membership benefits.
2) *Sport Aerobatics* magazine is also distributed to Federal Aviation Administration (FAA) offices, state aviation commissions, and other persons on a complimentary basis. This complimentary list will be reviewed and updated by IAC Headquarters annually.

b. Content

1) The pages of the magazine are offered as a clearinghouse of information and a forum for the exchange of opinions and ideas. Each reader is responsible for evaluating this material on an individual basis and utilizing it accordingly.
2) IAC will make every effort to present material of wide interest and assistance to the majority of members and readers.
3) IAC does not assume responsibility for the accuracy of the material presented by the authors of the articles published.
4) IAC does not guarantee or endorse any product offered through advertising appearing within the pages of the publication. The officers and directors invite constructive criticism and welcome any reports of inferior merchandise or services obtained through such advertising so that corrective measures can be pursued.
5) The IAC Board of Directors has the authority to approve the number of pages of the magazine when it approves the IAC Annual Budget. The general guideline for advertising is that it not exceed approximately 30% of the magazine's content.

c. Editor

1) The Editor will be a paid, contracted position.
2) The Editor reports to the IAC Executive Director.
3) Contract reviews will be completed by the IAC President within the guidelines of the publishing budget set annually by the Finance Committee.
4) The Editor can only be appointed or removed by a majority vote of the IAC Board of Directors.

5) The IAC Board of Directors gives authority to the Editor of *Sport Aerobatics* magazine to review articles written by contributing authors and edit or refrain from printing these materials.

d. Publisher

1) The IAC Board of Directors gives authority to the current IAC President to be the Publisher of *Sport Aerobatics* magazine. The Publisher is responsible for:
   a) Overseeing the magazine to insure that it complies with IAC policies, contains articles that are appropriate to the organization and membership
   b) Supervising the work of the Managing Editor on a day-to-day basis.
   c) The Publisher is not responsible for the preparation of the magazine for printing.
   d) He/She will call in corrections and suggestions to the Editor or Managing Editor as soon as possible after receipt of each proof.

e. Managing Editor

1) The IAC Board of Directors has the authority to appoint the Managing Editor. The Board may appoint the Executive Director to carry out these duties. If the Managing Editor is not the Executive Director, the Managing Editor will report to the Executive Director.
2) The Managing Editor is responsible for:
   a) administrative aspects involved with magazine production
   b) financial aspects involved with magazine production
   c) ensuring the magazine is in conformance with the IAC budget.

f. Advertising

1) Advertising in Sport Aerobatics magazine is overseen by IAC Headquarters staff.
2) Advertisers and agencies assume liability for all content of advertisements printed including text, representation, and illustrations. They assume all responsibility for any claims arising therefrom made against the Publisher.
3) The Managing Editor and Publisher reserve the right to reject any advertising or to request changes in copy, with or without giving a reason.
4) Advertising rates are approved by the Board of Directors or its duly elected Executive Committee. These rates are subject to change without notice as considered necessary by the Board.

5) Details regarding payment, rates and other advertising policies are found in the attached Advertising Rate Card. All rates are net and not subject to agency commission.
6) The Advertising Rate Card will be reviewed by the Managing Editor and President annually and rates set as part of the annual Finance Committee budgeting process.
7) Advertising Complaint Policy
   a) All complaints regarding incorrect or misleading advertisements in *Sport Aerobatics* will be investigated by the Managing Editor for accuracy and truthfulness, and written documentation of the investigation's outcome sent to both the complainant and the advertiser. In the event the advertisement conveys inaccurate information, the Managing Editor will halt any future placement of the ad in *Sport Aerobatics*, and request a new ad be submitted by the advertiser.
   b) All complaints regarding unsatisfactory business dealings with *Sport Aerobatic*s advertisers will be documented in writing and filed for future reference. The Managing Editor will suggest the member work out their difficulty directly with the advertiser, and/or report their difficulty to the Better Business Bureau. No direct action will be taken by the IAC on such matters.

g. Timing of Publication

The Editor will ensure that the magazine is mailed by the end of the month preceding the month that appears on the cover. The Editor will adjust submission dates of materials to the printer accordingly in order to accomplish this goal.

h. Quantities

The Executive Director is authorized to decide how many magazines will be ordered each month in coordination with the printer and the EAA purchasing department. A minimum number of magazines, over and above the amount required for the mailing, will be ordered to handle anticipated needs in the next few months. The object of this program is to ensure that IAC does not have excess inventory of magazines. The Editor will also discuss these quantities with the Publisher periodically to keep him/her up-to-date.

i. Reprints

To maintain control of how the content of the magazine is used, the reprint policy is as follows:
1) All requests for reprints must be approved by the Executive Director
2) Reprints can be made of the cover but a tab must be added on the cover which indicates it is a reprint. IAC

will make the determination on where that tab will be placed.

3) A machine copy proof of the cover with the tab will be reviewed by the Editor before printing.
4) All reprints will be done through the publishing company.
5) All costs will be borne by the requester.

j. Photo Ownership/Publications Author's and Photographer's Agreement

Photo Ownership When an EAA photographer is used for photographs for *Sport Aerobatics* magazine at major sport aviation events, which are attended by staff and/or employees, the following policy applies:

a) All requests for photo assignments will be made in writing by the Editor.
b) Once the assignment has been fulfilled, those photos specifically commissioned by the editor will be considered his or her property for use exclusively in *Sport Aerobatics*.
c) IAC will sustain all the costs associated with the production of these photos.
d) When the Editor has completed the selection of photos for use in *Sport Aerobatics*, the photos may be released for use by other EAA publications.

k. IAC Publications Author's and Photographer's Agreement

All guest authors and photographers of IAC Publications, including but not limited to Sport Aerobatics Magazine and the IAC website, will sign an IAC Publications Author's and Photographer's Agreement. The agreement will clearly identify the item(s) submitted for use in IAC Publications, and clarifies the terms under which IAC may use the item(s). The agreement also warranties that the item(s) submitted:

1) does not contain defamatory or libelous content or invades the right of privacy of any person,
2) is the author's or photographer's original work(s) and has not been previously published, and
3) does not infringe the copyright of any other right of any person. If payment for use of the article is required, the amount will be clearly documented on the agreement and the author's social security number must be supplied before payment is given.

The IAC Publication's Author's and Photographer's Agreement may be modified or updated at any time upon review and with the approval of *Sport Aerobatics* Publisher. (**Note:** See attached IAC Publications Author's and Photographer's Agreement.)

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IAC PUBLICATIONS AUTHOR'S AND PHOTOGRAPHER'S AGREEMENT

DATE:
Author or Photographer

Name
Address
City State Zip
Social Security Number (necessary if payment requested for use of item(s)): _____

This Agreement is made on this date between the above named Author or Photographer and IAC Publications, P.O. Box 3086, Oshkosh, WI 54903-3086.

1 The Author or Photographer has submitted or agrees to submit item(s) listed on Page 2 of this agreement for publication in IAC Publications.

2 On acceptance of these item(s) by IAC Publications, the Author or Photographer, grants to IAC Publications the following rights to the item(s): a) First and Exclusive One-Time international magazine publication rights and electronic/digital rights in IAC Publications commencing from the date of this letter and ending 90 days after the first publication of the item(s); b) The non-exclusive right to republish the item(s) on paper or electronically/digitally in IAC Publications; c) The non-exclusive right to republish the item(s) on paper or electronically/digitally in IAC-affiliated Publications (ie. IAC Chapter newsletters) with approval of the IAC Publications Publisher; c) The right to use the name and any portion of the item(s) and the name, biography, and likeness of the Author or Photographer in connection with the publication, advertising, and promotion of the items.

3 The Author or Photographer represents and warrants that: a) Nothing in the item(s) is defamatory, libelous, or invades the right of privacy of any person; b) He or She is the sole author or photographer of the item(s); c) the item(s) are original and have not previously been published in any form; d) No part of the item(s) infringes the copyright of any other right of any person.

4 The Author or Photographer agrees that: a) IAC Publications shall have the right to edit, abridge, or augment the Item(s); b) Publication of the Item(s) shall be solely at the discretion of IAC Publications; c) IAC Publications will receive suitable credit as the place of original or prior publication of the item(s) upon exercise by the author or photographer of any of the retained rights in the item(s).

5 Upon publication of the item(s), the Author or Photographer will receive three (3) complimentary copies of the article in which the item appeared from the IAC.

6 APPLICABLE ONLY IF PAYMENT REQUIRED FOR ITEM(s) USE: Payment in the sum listed with item(s) submitted or to be submitted on Page 2 of this agreement will be made to the Author or Photographer listed above upon use of the item(s). The Author's or Photographer's social security number must be listed upon in order to receive payment.

Sign and return the accompanying copy of this Agreement to confirm the foregoing understanding.

IAC Publications Publisher:

Signature Date

Author or Photographer:	Signature	Date