

POLICY NUMBER 6

DEFINITION OF LETTERHEAD AND SPECIFIED USE

Clause I. The ASG shall establish and maintain the use of special letterhead for all official correspondence. The letterhead shall use the Palomar College logo as deemed acceptable by the Communications Office and the Graphic Standards manual. An example of letterhead is included as Appendix C of this Manual.

Clause II. The letterhead used for the Agenda and Minutes shall be different from that used for general correspondence. An example of this format of letterhead is included in Appendices A and B of this Manual.

Clause III. Members are permitted the use of letterhead freely for any of the following reasons:

- ASG Business
- Official business correspondence by mail
- Inter-office memoranda
- Campus-wide communications

Clause IV. As letterhead reflects the entire ASG Board, communications written on ASG letterhead carry the implication that the entire Board agrees with what is included in the correspondence. Members are hereby specifically prohibited from use of the ASG letterhead for personal business. Members found in violation of this section of Policy 6 shall be held accountable under Article VIII of the Bylaws.

Clause V. Use of the ASG letterhead for correspondence with local or campus news media, when such letter reflects that which is not the official position of the ASG, must include the following disclaimer at the head of the letter, before the salutation:

- *"The following correspondence reflects the individual opinion of a member of the Associated Student Organization. It does not reflect the opinion of the entire Board, nor should it be construed to do so, unless otherwise specifically noted."*

Ideally, copies of such correspondence should be given to the ASG President and Director of Student Affairs as well. If correspondence has been officially ordered by the ASG Board by a majority vote, no disclaimer is necessary.

Approved 5 October 2005