



**Massachusetts Water Works Association, Inc.  
H2O PUMP Newsletter Policies and Procedures  
(Adopted July 2008)**

**PURPOSE:**

H2O PUMP is presently published 5 times a year during the months of January, March, May, August and October and is intended to provide the membership with information about what is happening in the association and industry and to give notification of upcoming meetings, trainings and events.

**ADVERTISING:**

H2O PUMP provides an opportunity for the companies to purchase ad space. The ads can be business card size or ¼ page. The ads are only printed in black. Check [www.masswaterworks.org](http://www.masswaterworks.org) for updated pricing.

Companies participating as Presidential Sponsors in the annual sponsorship program are entitled to one full page (8.5x11”) feature article.

**EDITING:**

The editor of H2O PUMP receives and reviews submittals from its members. The editor determines what content, subject matter, length and the frequency of submittals to be included in each issue. It is the membership’s responsibility to provide the editor with a draft of the submittal that is similar in content, subject matter, length and frequency, so that any editing will be minimal and the membership’s submittal will best fit with the format of H2O PUMP. The submission should be in the form of a letter to the editor and should be no longer than 300-400 words. It is to be in MS Word format. The submission should be of general interest to the membership and should not promote a specific company or organization in a manner that may be construed as a marketing opportunity (except for Presidential Sponsors).

The editor of H2O PUMP along with Association staff will submit copy to the printer for layout six weeks prior to the date of the meeting to be announced. The printer will send a PDF draft to the editor and Executive Director for approval prior printing. The completed newsletter will be mailed to the membership approximately 4 weeks prior to the membership meeting.