Advertising Policy

Department: Osage News                   Effective Date: 3/5/14
Policy No.: 11                          Applicable Procedure(s):

Policy Statement:
The Osage News will offer advertising online and in print to non-tribal members and entities.

Purpose of the Policy:
The purpose of this policy is to ensure quality customer care to Osage News advertisers.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to the Osage News Editor. This policy is subject to change.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Advertising Procedure

Department: Osage News  Effective Date: 5/8/19
Procedure No.: 11  Applicable Policy or Law:

Purpose of the Procedure:
This procedure is to ensure quality customer care to Osage News advertisers.

Scope:
This procedure applies to the Osage News Editor.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor
Osage News Print Edition – ON print edition
Osage News online edition – ON online edition

Procedure:

1. All Osage News potential advertisers will be given a copy of the Osage News ad rate sheet before a final agreement is made.
2. If an advertiser wishes to purchase 6 months worth of advertising for the ON print edition, a contract must be completed between the advertiser and Osage News and sent to the ON Attorney General and the ON Accounting department.
3. The Osage News only accepts cash, money order or cashier's check.
4. All advertising requests will be forwarded via email to ON Editor (or Acting Editor) for negotiation and approval.
5. All advertisers will pre-pay for advertisements in the Osage News print edition and online edition. Deadline for payment is the preceding month before publication of the print edition on the 18th of every month. Deadline for payment for online advertisements is the calendar day before advertisement is published.
6. If an advertiser has paid for advertisement in the ON print edition and the ad did not appear, the advertiser has a choice of a full refund, an advertising upgrade to the next size in black and white OR the same size ad in color or an upgrade in size if the original ad purchased was color.
Assignment Policy

Department: Osage News                      Effective Date: 11/6/13
Policy No.: 09                             Applicable Procedure(s):

Policy Statement:
The purpose of this policy is to ensure quality newsgathering for Osage News readers.

Scope:
This procedure applies to all Osage News staff to ensure quality newsgathering for Osage News readers. This policy is subject to change.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Assignment Procedures

Department: Osage News  Effective Date: 11/6/13

Procedure No.: 09  Applicable Policy or Law:

Purpose of the Procedure:
The goal of this procedure is to ensure quality newsgathering for Osage News readers.

Scope:
These procedures apply to all Osage News staff.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Procedure:

1. ON staff must explain via text/phone/email to Editor why he/she cannot cover an assignment.
2. ON staff must let Editor know at least 2 hours in advance for missing an assignment.
3. Reasons for missing an assignment must adhere to the Osage News Attendance policy.
4. These procedures are subject to change.

Revision History

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Attendance Policy

Department: Osage News       Effective Date: Sept. 11, 2013
Policy No.: 01               Applicable Procedure(s):

Policy Statement:  
The purpose of this policy is to ensure quality customer care to Osage News customers during business hours.

Scope:  
This procedure applies to all Osage News staff to ensure quality customer care to Osage News readers during business hours. This policy is subject to change.

Definitions:  
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Attendance Procedure

Department: Osage News  Effective Date: 9/11/13
Procedure No.: 01  Applicable Policy or Law:

**Purpose of the Procedure:**
The purpose of this procedure is to ensure quality customer care to Osage News readers during business hours.

**Scope:**
This procedure applies to Osage News staff to ensure quality customer care to Osage News readers during business hours.

**Definitions:**
ON Staff – Osage News Staff
ON Editor – Osage News Editor

**Procedure:**
The Osage News staff must be at the Osage News offices during work hours from 8 a.m. to 12 p.m. and from 12:30 p.m. to 4:30 p.m. to ensure quality customer care.

1. ON staff must notify the ON Editor at least 24 hours in advance by email, text message, Facebook message or voicemail if planning to be absent or late to work. The Osage News Editor makes exceptions for coverage of events falling outside of normal business hours.
2. ON Editor reserves the right to request proof of absence, i.e. doctor’s note.
3. No more than three unexcused absences.
4. All excused absences will be counted as annual leave, sick leave or comp time.
5. When absent from work all ON staff must forward their desk phone to their cell phones, the ON Editor or available ON staff.
6. These procedures are subject to change.

**Funeral Leave:**
Debate Policy

Department: Osage News  Effective Date: 05/08/19
Policy No.: 14  Applicable Procedure(s):

Policy Statement:
The Osage News Editorial Board will hold debates for the Osage Nation Primary Election, General Election and Osage Mineral's Council elections.

Purpose of the Policy:
The purpose of this policy is to provide a political forum in which Osage candidates running for office can inform Osage citizens of their political platforms and allow Osage citizens to engage in political debate and discussion about their government.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor
LWV – League of Women Voters

Scope:
This policy applies to the Osage News staff. This policy is subject to change.

Governing Laws and Regulations:
Policies and Procedures

Debates Procedure

Department: Osage News  Effective Date: 05/31/19

Procedure No.: 14  Applicable Policy or Law:

Purpose of the Procedure:
The purpose of this procedure is to provide a political forum in which Osage candidates running for office can inform Osage citizens of their political platforms and allow Osage citizens to engage in political debate and discussion about their government.

Scope:
This procedure applies to the Osage News Editor and staff.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor
LWV – League of Women Voters

Procedure:
1. The Editorial Board shall set dates for debates six months prior to an election.
2. The ON Editor and ON Staff shall reserve venues for the debates the Editorial Board has approved. All venues selected should have WIFI capabilities.
3. ON staff shall work with the Osage Nation Communications Department in live streaming debate, if possible.
4. ON staff shall check to make sure there are no conflicts with other Osage Nation events, cultural events or political forums. Dates set for the Debates should be a minimum of three weeks before an election.
5. ON Editor shall publicize the rules and dates set for the debates, both online and in print.
6. ON Editor and ON Staff shall solicit questions from the public to ask candidates at the debates, limiting three questions to one person, unless there aren’t enough questions allowing multiple questions from one person.
Dress Code Policy

Department: Osage News  
Policy No.: 16

Effective Date:  
Applicable Procedure(s):

Policy Statement:
The purpose of this policy is to ensure quality customer care to Osage News readers during business hours and on assignment.

Scope:
This procedure applies to all Osage News staff to ensure quality customer care to Osage News readers during business hours and on assignment. This policy is subject to change.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Dress Code Procedure

Department: Osage News
Effective Date:
Procedure No.: 16
Applicable Policy or Law:

Purpose of the Procedure:
The purpose of this procedure is to ensure quality customer care to Osage News readers during business hours and on assignment.

Scope:
This procedure applies to all Osage News staff to ensure quality customer care to Osage News readers during business hours and on assignment. This policy is subject to change.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Procedure:
The Osage News staff must dress professionally when on assignment for the Osage News and the office. The News takes reporters and photographers on many different journeys, and all have an appropriate dress.

1. During office hours the dress code is business casual.
2. When on assignment, ON Staff will dress appropriately according to what the assignment is. If there will be hiking, wear comfortable shoes/boots. Business meeting, wear business casual clothes. Sports event, wear casual clothes, etc.
3. No flip flops, sweat pants, strappy shirts, or anything unprofessional should be worn on assignment or to the office during office hours.
4. No inappropriate t-shirts or inappropriate language on shirts will be allowed.
5. These procedures are subject to change.
Election Advertising Policy

Department: Osage News  Effective Date: 12/4/13
Policy No.: 12  Applicable Procedure(s):

Policy Statement:
The Osage News will offer advertising online and in print to Osage Nation Primary, General Election and Osage Mineral’s Council candidates.

Purpose of the Policy:
The purpose of this policy is to ensure fairness and quality customer care to Osage Nation candidates.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to the Osage News Editor. This policy is subject to change.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Election Advertising Procedure

Department: Osage News                  Effective Date: 12/4/13
Procedure No.: 12                  Applicable Policy or Law:

Purpose of the Procedure:
The purpose of this policy is to ensure fairness and quality customer care to Osage Nation candidates.

Scope:
This procedure applies to the Osage News Editor.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor
Osage Nation Candidate – ON Candidate
Osage News Print Edition – ON print edition
Osage News online edition – ON online edition

Procedure:

1. All Osage Nation certified candidates will be given a copy of the Osage News ad rate sheet before a final agreement is made.
2. If an ON Candidate wishes to purchase 6 months worth of advertising for the ON print edition, a contract must be completed between the ON Candidate and Osage News and sent to the ON Attorney General and the ON Accounting department.
3. The Osage News only accepts cash, money order or cashier’s check.
4. All ON Candidate advertising requests will be forwarded via email to ON Editor (or Acting Editor) for negotiation and approval.
5. All ON Candidate advertisers will pre-pay for advertisements in the Osage News print edition and online edition. Deadline for payment is the preceding month before publication of the print edition on the 18th of every month. Deadline for payment for online advertisements is the calendar day before advertisement is published.
6. All ON Candidates are eligible for three weeks (7-day calendar week, Monday-Sunday) of banner space advertising on the Osage News
Election Policy

Department: Osage News   Effective Date: 11/6/13
Policy No.: 07   Applicable Procedure(s):

Policy Statement:
The purpose of this policy is to ensure ethical, fair and accurate news coverage during Osage Nation elections for Osage News readers.

Scope:
This policy applies to all Osage News staff to ensure ethical, fair and accurate news coverage during Osage Nation elections for Osage News readers. This policy is subject to change.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Election Procedures

Department: Osage News  Effective Date: 11/6/13
Procedure No.: 07  Applicable Policy or Law:

Purpose of the Procedure:
The goal of this procedure is to ensure ethical, fair and accurate news coverage during Osage Nation elections for Osage News readers.

Scope:
These procedures apply to all Osage News staff.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Procedure:
1. ON staff will not attend, cover, post updates, post fliers or photos about Osage Nation Candidate announcement dinners on any Osage News social media, or any personal social media.
2. If ON staff is related to the candidate, the staff member must recuse from news coverage during election. This applies in the instance of first and second-degree relatives.
3. A first-degree relative is defined as a close blood relative, which includes the individual's parents, full siblings, or children.
4. A second-degree relative is defined as a blood relative, which includes the individual's grandparents, grandchildren, aunts, uncles, nephews, nieces or half-siblings.
5. ON staff will not fraternize with ON Candidates on Election Day at candidate camps. ON staff is only to visit candidate camps for purposes of newsgathering.
6. ON staff will not eat at ON candidate camps.
7. Candidates will not be allowed to post campaign videos, advertisements, election propaganda to Osage News social media accounts. The social media accounts will not be used for campaign purposes and any posted propaganda will be deleted.
Facebook Advertising Policy

Department: Osage News  Effective Date: 11/14/18
Policy No.: 18  Applicable Procedure(s):

Policy Statement:
The Osage News Facebook page is a popular place for Osage News readers to obtain their news. It will be used appropriately and follow Osage News policies and procedures.

Purpose of the Policy:
The purpose of this procedure is to ensure the Osage News Facebook page is used appropriately.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to the Osage News Editorial Board, ON staff, columnists and bloggers. This policy is subject to change.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Facebook Advertising Procedure

Department: Osage News

Effective Date: 11/14/18

Procedure No.: 18

Applicable Policy or Law:

Purpose of the Procedure:
The purpose of this procedure is to ensure the Osage News Facebook page is used appropriately.

Scope:
This procedure applies to the ON Editor, ON Staff.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Procedure:

1. The ON Staff will not post photos, flyers, links or status updates to promote any Osage-owned business that has not been paid for.
2. The ON Staff will post photos, flyers, links or status updates on Facebook for nonprofit organizations, public events, and public service announcements for free.
3. The ON Staff will only post on Facebook advertisements for Osage businesses who have paid in advance for one week, two weeks, three weeks, one month to six months, to a year of advertising.
4. Advertisements will adhere to Facebook advertising guidelines and design.
5. Prepayment is required.
6. Paid advertisements are only allowed one time per week.
7. Paid advertisements to the Osage News Facebook page will cost $20 per post.
8. Advertisers can agree to a six-month (or longer) advertising contract in the Osage News publication.
Policy for Freelancers

Department: Osage News  Effective Date: 9/11/13

Policy No.:  04  Applicable Procedure(s):  

Policy Statement:
This policy outlines the procedures freelancers will follow when covering news for the Osage News.

Purpose of the Policy:
The purpose of this policy is to make sure freelancers for the Osage News adhere to Osage News policies and procedures.

Scope:
This policy applies to freelancers for the Osage News.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Procedure for Freelancers

Department: Osage News          Effective Date: 9/11/13
Procedure No.: 04          Applicable Policy or Law:

Purpose of the Procedure:
This procedure is for freelancers and potential freelancers who wish to contribute to the Osage News.

Scope:
These procedures apply to freelancers for the Osage News.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Procedure:

1. Freelancers for the Osage News will stay within the word count negotiated upon. The Osage News reserves the right to cancel an agreement at any time for poor writing, missed deadline, breach of ethics, evidence of plagiarism (before or after the story is printed), reprinting of Osage News article without permission.
2. Freelancers for the Osage News will only be paid for the number of photos agreed upon with the ON Editor.
3. The Osage News does not reimburse Freelancers for travel, mileage, meals or room and board.
4. If travel and overnight stay is involved for covering a story, an extra $100 will be added to the freelancer's payment. Must be negotiated with the ON Editor before news coverage begins.

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Freelancing Policy

Department: Osage News                                Effective Date: 9/11/13
Policy No.: 06                                         Applicable Procedure(s):

Policy Statement:
Osage News staff members will follow this policy when freelancing for another publication. This policy is subject to change.

Purpose of the Policy:
The purpose of this policy is to establish a process for the Editor to evaluate requests by Osage News journalists to do freelance work for other publications.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to all Osage News staff members to ensure a quality work environment.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Freelancing Procedures

Department: Osage News  Effective Date: 9/11/13
Procedure No.: 06  Applicable Policy or Law:

Purpose of the Procedure:
The goal of this procedure is to provide guidelines for freelance writing by journalists who are employees of the Osage News.

Scope:
These procedures apply to all Osage News staff.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Procedure:

1. ON staff must ask permission from the ON Editor before entering into a contract or agreement with another publication.
2. ON staff will not freelance for competing publications.
3. ON staff will not feature Osages or the Osage Nation in freelance work.
4. ON staff will not use Osage Nation equipment for freelance purposes.
5. ON staff will not work on Osage News time for freelance purposes.
6. ON staff will not miss work for freelance purposes. Leave will not be granted.
7. These procedures are subject to change.

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In-Lon-Schka Coverage Policy

Department: Osage News  
Effective Date: 9/9/15

Policy No.: 17  
Applicable Procedure(s):

**Policy Statement:**
The Osage News will cover the annual In-Lon-Schka ceremonial dances every year in Grayhorse, Hominy and Pawhuska with photo, video and blog coverage.

**Purpose of the Policy:**
The purpose of this policy is to ensure the Osage News staff and columnists keep in line with the cultural sensitivities put forth by the Head Committeemen and Drumkeepers.

**Definitions:**
ON Staff – Osage News Staff  
ON Editor – Osage News Editor

**Scope:**
This policy applies to the Osage News Editorial Board, ON staff, columnists and bloggers. This policy is subject to change.

**Governing Laws and Regulations:**
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Inlonshka Coverage Policy

Department: Osage News  Effective Date: 9/9/15
Policy No.: 17  Applicable Procedure(s):

Policy Statement:
The Osage News will cover the annual In-Lon-Schka ceremonial dances every year in Grayhorse, Hominy and Pawhuska with photo, video and blog coverage.

Purpose of the Policy:
The purpose of this policy is to ensure the Osage News staff and columnists keep in line with the cultural sensitivities put forth by the Head Committee men and Drumkeepers.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to the Osage News Editorial Board, ON staff, columnists and bloggers. This policy is subject to change.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Inlonshka Coverage Procedure

Department: Osage News
Effective Date: 9/9/15

Procedure No.: 17
Applicable Policy or Law:

Purpose of the Procedure:
The purpose of this procedure is to ensure the Osage News will cover the annual In-Lon-Schka ceremonial dances every year in Grayhorse, Hominy and Pawhuska with photo, video and blog coverage.

Scope:
This procedure applies to the Osage News Editorial Board, ON Staff, columnists and bloggers.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor
ON Editorial Board – Osage Nation Editorial Board
ON Bloggers
ON Columnists

Procedure:
1. The ON Staff, bloggers and columnists will cover the annual In-Lon-Schka ceremonial dances every year at Grayhorse, Hominy, and Pawhuska.
2. ON Staff, bloggers and columnists will adhere to the cultural rules set forth by the Head Committeemen and Drumkeepers.
3. ON Staff, bloggers and columnists will turn in any written articles, blogs or columns to be approved by the ON Editor by the deadline set.
4. No articles will be published explaining the “meaning” or “process” of the In-Lon-Schka ceremonial dances, online or in the printed publication.
5. Appropriate clothing will be worn at all events of the In-Lon-Schka by the ON Staff.
6. No member of the ON Staff will take photos or videos while the In-Lon-Schka dances are taking place.
Letters to the Editor Policy

Department: Osage News  Effective Date: 9/9/15
Policy No.: 19  Applicable Procedure(s):

Policy Statement:
The Osage News will accept Letters to the Editor for the benefit of discussion of relevant issues in the Osage News.

Purpose of the Policy:
The purpose of this policy is to ensure Letters to the Editor are respectful, relevant and appropriate.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to the ON staff. This policy is subject to change.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Letters to the Editor Procedure

Department: Osage News  Effective Date: 9/9/15
Procedure No.: 19  Applicable Policy or Law:

Purpose of the Procedure:
The purpose of this procedure is to ensure Letters to the Editor published and selected for the Osage News are appropriate and relevant.

Scope:
This procedure applies to the ON Staff.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Procedure:

1. The ON Editor will review all Letters to the Editor submissions.
2. Letters to the Editor will not exceed 500 words.
3. Letters to the Editor must be on topics relevant to the Osage Nation.
4. Letters to the Editor will not be accepted with abusive, inappropriate language, or personal attacks.
5. The non-Osage public may submit letters to the Editor.
6. The ON Editor may edit Letters to the Editor for grammar and style.
7. Letters to the Editor will also be posted on the Osage News website.
8. Letters to the Editor with inaccurate or questionable information will be returned to the sender for clarification.
9. The ON Editor can reject a Letter to the Editor that does not follow this policy and procedure.

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Osage News Library Policy

Department: Osage News          Effective Date: 9/11/13

Policy No.: 02          Applicable Procedure(s):

**Policy Statement:**
The Osage News Library Policy is to ensure proper care and archival of back issues of the Osage newspapers for Osage readers and tear sheets. This policy is subject to change.

**Definitions:**
ON Staff – Osage News Staff
ON Editor – Osage News Editor

**Scope:**
This policy applies to the Osage News staff.

**Governing Laws and Regulations:**
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Osage News Library Procedure

Department: Osage News  Effective Date: 9/11/13
Procedure No.: 02  Applicable Policy or Law:

Purpose of the Procedure:
The goal of this procedure is to ensure the care and upkeep of the Osage News archival library of back issues of the Osage newspaper for Osage readers and tear sheets.

Scope:
This procedure applies to the Osage News staff for storage and cataloguing of the Osage News Library. The ON Staff will make sure that 20 issues of each month of the year are catalogued according to month and year in the ON library.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Procedure:
1. The ON staff will archive the left over copies of ON newspapers after each month’s publishing.
2. The newspapers will be catalogued and stored according to month and year.
3. At least 20 copies of each month’s publication will be stored in the Osage News Library and five copies sent to the Osage Nation Archives Department. The remaining newspapers will be distributed to Executive Branch, Congress, Constituent Services, Osage Tribal Museum, Osage Nation programs, local and area convenient stores.
4. Cataloguing will take place no more than 10 business days after the retrieval of extra copies from the mail house.
5. Newspapers will be sent to the ON Archives Department no more than 10 days after retrieval from the mail house.
6. These procedures are subject to change.
Mailing List Policy

Department: Osage News                  Effective Date: 9/11/13
Policy No.: 10                          Applicable Procedure(s):

Policy Statement:
The Osage News Mailing List Policy is to ensure the speedy delivery of Osage News papers to Osage readers after they change or update their address. This policy is subject to change.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to the Osage News staff.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Mailing List Procedure

Department: Osage News                      Effective Date: 9/11/13
Procedure No.: 10                           Applicable Policy or Law:

Purpose of the Procedure:
The goal of this procedure is to ensure the speedy delivery of Osage News papers to Osage readers after they change or update their address. It is also the goal to keep the returned Osage News papers to a minimum each month.

Scope:
This procedure applies to the Osage News Editorial Assistant.

Definitions:
ON Editorial Assistant – Osage News Staff
ON Editor – Osage News Editor

Procedure:

1. The ON Editorial Assistant will upkeep a mailing list of all Osage News readers and subscribers in an Excel spreadsheet.
2. Every returned newspaper must have the mailing address updated in the mailing list log. All returned newspapers must be kept on a separate log, separated by month to keep track of returned newspapers each month.
3. ON Editorial Assistant will notify subscribers by letter one month in advance before their renewal subscription payment is due.
4. ON Editorial Assistant will notify potential subscribers by letter after inquiry of the Osage News’ terms of services when subscribing.
5. It is $24 a year to subscribe for 12 issues of the Osage News. The Osage News only accepts check, cash or money order.
6. Any Osage tribal member who wishes to be taken off the mailing list is able to do so. Any Osage tribal member who wishes to be put back on the list is able to do so.
7. ON Editorial Assistant will check with the Osage Tribal Membership Office on the legitimacy of a person’s tribal membership upon request of receiving the Osage News for free.
Osage News Native Representation Policy

Department: Osage News  Effective Date: 5/6/15
Policy No.: 16  Applicable Procedure(s):

Policy Statement:
The Osage News Native Representation policy is to make sure only photos of authentic Native American dress is published in the Osage News. This policy is subject to change.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to the Osage News staff.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Osage News Native Representation Procedure

Department: Osage News  Effective Date: 5/6/15
Procedure No.: 16  Applicable Policy or Law:

Purpose of the Procedure:
The goal of this procedure is to ensure only photos of authentic Native American dress are published in the Osage News.

Scope:
This procedure applies to the Osage News staff.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Procedure:

1. The ON staff will review all submissions of photographs to the Osage News and the Editor will determine whether the individuals within the photos are dressed in authentic Native American dress.
2. If the dress is not deemed authentic to any Native American tribes/nations, the Editor will submit the photo to the Editorial Board to be discussed in Executive Session of the next monthly meeting.
3. If the Editorial Board deems the individuals within the photo are not dressed in authentic Native American dress, the Editor will contact the reader and request a different photo for publishing and explain the policy to the reader.

Revision History

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Obituary Policy

Department: Osage News          Effective Date: 5/8/19
Policy No.:                      Applicable Procedure(s):

**Policy Statement:**
The Osage News will publish Osage Nation tribal members’ obituaries on its website and in the monthly newspaper. This policy also includes paid memorials.

**Purpose of the Policy:**
The purpose of this policy is to ensure obituaries and memorials are defined and published in a respectful, appropriate and timely manner.

**Definitions:**
ON Staff – Osage News Staff
ON Editor – Osage News Editor

**Scope:**
This policy applies to the ON Editor and ON staff. This policy is subject to change.

**Governing Laws and Regulations:**
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Obituary Procedure

Department: Osage News  Effective Date: 5/8/19
Procedure No.:  Applicable Policy or Law:

**Purpose of the Procedure:**
The purpose of this procedure is to ensure Osage Nation citizen Obituaries are published in a respectful, appropriate and timely manner. This procedure also includes paid memorials.

**Definitions:**
ON Staff – Osage News Staff
ON Editor – Osage News Editor

**Scope:**
This procedure applies to the ON Editor and ON Staff.

**Procedure:**
1. The ON Editor will review all Obituary submissions.
2. ON Editor will check with Osage Nation Membership to verify the deceased is an Osage Nation citizen.
3. Submitted Obituaries will not exceed 750 words or one photo. In the absence of a photo the ON Editor will use discretion to use an Osage News file photo or no photo.
4. Obituaries can be submitted from a funeral home or the family of the deceased. In case of multiple obituaries, the ON Editor will check with the family of the deceased on which obituary is appropriate.
5. Obituaries will not be accepted from non-Osage Nation citizens or unverifiable agencies purporting to provide funeral services. Exceptions will be made in the case of adopted children, or family of the home.
6. Submitted Osage Nation citizen Obituaries are free of charge.
7. The timeframe from which an Osage Nation citizen can submit an obituary for free is one year. After one year the obituary becomes a memorial.
8. Memorials are paid advertisements and will follow the Osage News Ad Rate pricing.
Photo Quality Policy

Department: Osage News                Effective Date: 9/9/15
Policy No.: 20                        Applicable Procedure(s):

Policy Statement:
The Osage News will only publish professional quality photography with accurate captions.

Purpose of the Policy:
The purpose of this policy is to ensure the Osage News is putting forth the best quality of photos for its readers and publishing those photos in a timely manner.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to the ON staff. This policy is subject to change.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Photo Quality Procedure

Department: Osage News  Effective Date: 9/9/15
Procedure No.: 20  Applicable Policy or Law:

Purpose of the Procedure:
The purpose of this procedure is to ensure the Osage News staff is putting forth its best work for photographs. Publishing photos with accurate captions in a timely manner is a priority of the Osage News office.

Scope:
This procedure applies to the ON Staff.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Procedure:

1. The ON Staff will take a professional camera to all assignments, when possible.
2. The ON Staff will post only best quality, edited, photos for its Flickr page.
3. The ON Staff will have a limit of 10 photos per Flickr set, unless advised by the ON Editor.
4. Cell phone photos are highly discouraged for publication in the Osage News.
5. Cell phone photos published to social media must be best quality and edited.
6. Blurry, crooked, dark photos will be taken down by ON Editor and ON Staff member will be issued a warning.
7. Photos taken for Breaking News events will be published directly after photographer returns to office, or within one hour.
8. Photos taken of News events shall be published within 24 hours after the event on the Osage News Flickr page.
9. Photos taken for Feature Stories shall be published within 48 hours after the assignment has taken place.
Osage News Production Policy

Department: Osage News  Effective Date: 6-3-15
Policy No.: 16  Applicable Procedure(s):

Policy Statement:
The Osage News Deadline Policy is to increase productivity, lessen the burden for the Osage News Editor, and maintain a good flow of news coverage for the Osage people.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to the Osage News staff.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
**Osage News Production Procedure**

**Department:** Osage News  
**Effective Date:** 6-3-15

**Procedure No.:** 16  
**Applicable Policy or Law:**

**Purpose of the Procedure:**
The goal of this procedure is to increase productivity, lessen the burden for the Osage News Editor, and maintain a good flow of news coverage for the Osage people.

**Scope:**
This procedure applies to the Osage News staff.

**Definitions:**
- ON Staff – Osage News Staff
- ON Editor – Osage News Editor

**Procedure:**

1. The ON staff will adhere to deadlines set forth by the ON Editor.
2. The ON staff will adhere to a story quota of **at least** one story and a brief every week.
3. The ON staff will adhere to a weekly deadline of Friday, noon, for all stories and photos that week.
4. Deadlines for events will be 48 hours, for both news coverage and photos.
5. Photo assignments are due within 48 hours on Flickr, with accurate captions.
6. News articles will have a maximum word count of 800.
7. Feature articles will have a maximum word count of 1,200.
8. ON staff will budget stories and photo assignments ahead of time with ON Editor.
9. ON Editor will keep an assignment calendar.
10. ON Ad Sales Rep will sell at least two ads per month for the print edition or the website.
11. These procedures are subject to change.
Public Service Announcement Policy

Department: Osage News

Effective Date: 9/9/15

Policy No.: 21

Applicable Procedure(s):

Policy Statement:
The Osage News will publish Public Service Announcements, free of charge.

Purpose of the Policy:
The purpose of this policy is to ensure Osage News readers are properly informed.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to the ON staff. This policy is subject to change.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Public Service Announcement Procedure

Department:  Osage News  Effective Date:  9/9/15
Procedure No.:  21  Applicable Policy or Law:

**Purpose of the Procedure:**
The purpose of this procedure is to ensure Public Service Announcements are published in the Osage News.

**Scope:**
This procedure applies to the ON Editor.

**Definitions:**
ON Editor – Osage News Editor

**Procedure:**

1. The ON Editor will publish Public Service Announcements pertaining to Health and Education information, and any other relevant public service that is not for profit, or political in nature.
2. The ON Editor reserves the right to return PSA for edits to take out irrelevant or political information.
3. PSA’s will be required to be black and white advertisements.
4. PSA’s will be no larger than a 1/8-page advertisement following the Osage News’ ad size specifications.
5. All PSA’s must be turned in by the Osage News deadline each month. The deadline is the 18th of every month.
6. The ON Editor reserves the right to reject PSAs that do not follow this policy and procedure.

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Public Concerns/Complaints Policy

Department: Osage News  Effective Date: 09/10/14
Policy No.: 15  Applicable Procedure(s):

Policy Statement:
The Osage News allows for the public to voice their concerns and complaints to the Osage News Editorial Board at their monthly scheduled meetings.

Purpose of the Policy:
The purpose of this policy is to ensure the Osage public can express their concerns and complaints to improve the newspaper.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to the Osage News Editorial Board and ON staff. This policy is subject to change.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Public Concerns/Complaints Procedure

Department: Osage News       Effective Date: 09/10/14
Procedure No.: 15            Applicable Policy or Law:

**Purpose of the Procedure:**
The purpose of this procedure is to ensure the Osage public and public officials can express their concerns and complaints to improve the newspaper.

**Scope:**
This procedure applies to the Osage News Editorial Board and ON Staff.

**Definitions:**
ON Staff – Osage News Staff
ON Editor – Osage News Editor
ON Editorial Board – Osage Nation Editorial Board

**Procedure:**

1. The Osage News Editorial Board shall have regularly scheduled monthly meetings, which may or may not fall on the first Wednesday of the month at 1:30 p.m.
2. Each meeting will be advertised 48 hours in advance.
3. If members of the public or public officials attend an ON Editorial Board Meeting and wish to express a concern or complaint, they are welcome to voice it during New Business.
4. Any concerns or complaints pertaining to personnel must be discussed in Executive Session and be advertised 48 hours in advance. If not advertised 48 hours in advance of the meeting, then complaints on personnel must wait until the following month to be discussed or a special meeting may be called.
5. If a complaint is made that concerns personnel, person/entity making the complaint must fill out a complaint form and submit it to Editorial Board member so an Executive Session can be scheduled to discuss complaint.
6. All sources of complaints must be named in Executive Session among the Editorial Board and Editor that pertain to ON Staff.
Special Election Edition Policy

Department: Osage News  
Effective Date: 08/06/14
Policy No.: 13  
Applicable Procedure(s):

Policy Statement:
The Osage News will offer at least one Special Election Edition of the Osage News in election years. The edition will consist of candidate statements, candidate announcements, candidate advertisements and pertinent election information. The Special Election Edition will be published in May, preceding a General Election.

Purpose of the Policy:
The purpose of this policy is to ensure adequate coverage of the Osage candidates running for office.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Scope:
This policy applies to the Osage News Editor. This policy is subject to change.

Governing Laws and Regulations:
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Special Election Edition Procedure

Department: Osage News  Effective Date: 08/06/14
Procedure No.: 13  Applicable Policy or Law:

Purpose of the Procedure:
The Osage News will offer a Special Election Edition of the Osage News in election years. The edition will consist of candidate statements, candidate announcements, candidate advertisements and pertinent election information. The Special Election Edition will be published in May, preceding a General Election.

Scope:
This procedure applies to the Osage News Editor.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor
Osage Nation Candidate – ON Candidate
Osage News Print Edition – ON print edition
Osage News online edition – ON online edition

Procedure:

1. The Osage News Editor shall publish a Special Election Edition of the Osage News the first week of May.
2. The ON Ad Sales Rep shall solicit advertising for the Special Election Edition from Osage candidates and give a copy of the ON ad rates to each candidate.
3. The ON Editor shall solicit candidate announcements from all candidates interested.
4. Candidates can only publish their candidate announcement once for free. Any additional printings will be a paid advertisement.
5. ON Editor is not responsible for reminding candidates of deadlines or payments for advertisements.
PREAMBLE
Members of the Society of Professional Journalists believe that public enlightenment is the forerunner of justice and the foundation of democracy. Ethical journalism strives to ensure the free exchange of information that is accurate, fair and thorough. An ethical journalist acts with integrity.

The Society declares these four principles as the foundation of ethical journalism and encourages their use in its practice by all people in all media.

SEEK TRUTH AND REPORT IT
Ethical journalism should be accurate and fair. Journalists should:

- Take responsibility for the accuracy of their work. Verify information before releasing it. Use original sources whenever possible.
- Remember that neither speed nor format excuses inaccuracy.
- Provide context. Take special care not to misrepresent or oversimplify in promoting, previewing or summarizing a story.
- Gather, update and correct information throughout the life of a news story.
- Be cautious when making promises, but keep the promises they make.
- Identify sources clearly. The public is entitled to as much information as possible to judge the reliability and motivations of sources.
- Consider sources’ motives before promising anonymity. Reserve anonymity for sources who may face danger, retribution or other harm, and have information that cannot be obtained elsewhere. Explain why anonymity was granted.
- Diligently seek subjects of news coverage to allow them to respond to criticism or allegations of wrongdoing.
- Avoid undercover or other surreptitious methods of gathering information unless traditional, open methods will not yield information vital to the public.
- Be vigilant and courageous about holding those with power accountable. Give voice to the voiceless.
- Support the open and civil exchange of views, even views they find repugnant.
- Recognize a special obligation to serve as watchdogs over public affairs and government. Seek to ensure that the public’s business is conducted in the open, and that public records are open to all.
- Provide access to source material when it is relevant and appropriate.
- Boldly tell the story of the diversity and magnitude of the human experience. Seek sources whose voices we seldom hear.
- Avoid stereotyping. Journalists should examine the ways their values and experiences may shape their reporting.
- Label advocacy and commentary.
- Never deliberately distort facts or context, including visual information. Clearly label illustrations and reenactments.
- Never plagiarize. Always attribute.

MINIMIZE HARM
Ethical journalism treats sources, subjects, colleagues and members of the public as human beings deserving of respect. Journalists should:

- Balance the public’s need for information against potential harm or discomfort. Pursuit of the news is not a license for arrogance or undue intrusiveness.
- Show compassion for those who may be affected by news coverage. Understand heightened sensitivity when dealing with juveniles, victims of sex crimes, and sources or subjects who are inexperienced or unable to give consent.
- Consider cultural differences in approach and treatment.
- Recognize that legal access to information differs from an ethical justification to publish or broadcast.
- Realize that private people have a greater right to control information about themselves than public figures and others who seek power, influence or attention. Weigh the consequences of publishing or broadcasting personal information.
- Avoid pandering to lurid curiosity, even if others do.
- Balance a suspect’s right to a fair trial with the public’s right to know. Consider the implications of identifying criminal suspects before they face legal charges.
- Consider the long-term implications of the extended reach and permanence of publication. Provide updated and more complete information as appropriate.

ACT INDEPENDENTLY
The highest and primary obligation of ethical journalism is to serve the public. Journalists should:

- Avoid conflicts of interest, real or perceived. Disclose unavoidable conflicts.
- Refuse gifts, favors, fees, free travel and special treatment, and avoid political and other outside activities that may compromise integrity or impartiality, or may damage credibility.
- Be wary of sources offering information for favors or money; do not pay for access to news. Identify content provided by outside sources, whether paid or not.
- Deny favored treatment to advertisers, donors or any other special interests, and resist internal and external pressure to influence coverage.
- Distinguish news from advertising and shun hybrids that blur the lines between the two. Prominently label sponsored content.

BE ACCOUNTABLE AND TRANSPARENT
Ethical journalism means taking responsibility for one’s work and explaining one’s decisions to the public. Journalists should:

- Explain ethical choices and processes to audiences. Encourage a civil dialogue with the public about journalistic practices, coverage and news content.
- Respond quickly to questions about accuracy, clarity and fairness.
- Acknowledge mistakes and correct them promptly and prominently. Explain corrections and clarifications carefully and clearly.
- Expose unethical conduct in journalism, including within their organizations.
- Abide by the same high standards they expect of others.

The SPJ Code of Ethics is a statement of abiding principles supported by additional explanations and position papers (at spj.org) that address changing journalistic practices. It is not a set of rules, rather a guide that encourages all who engage in journalism to take responsibility for the information they provide, regardless of medium. The code should be read as a whole; individual principles should not be taken out of context. It is not, nor can it be under the First Amendment, legally enforceable.
Subscriptions Policy

Department: Osage News  Effective Date: 9/11/13
Policy No.: 05  Applicable Procedure(s):

**Policy Statement:**
The Osage News will offer subscriptions to non-tribal members and entities.

**Purpose of the Policy:**
The purpose of this policy is to ensure quality customer care to Osage News subscribers.

**Definitions:**
ON Staff – Osage News Staff
ON Editor – Osage News Editor

**Scope:**
This policy applies to the Osage News Editorial Assistant. This policy is subject to change.

**Governing Laws and Regulations:**
ONCA 08-07; ONCA 11-108; ONCA 11-26; ONCA 13-32; ONCA 13-42.
Subscriptions Procedure

Department: Osage News  Effective Date: 9/11/13
Procedure No.: 05  Applicable Policy or Law:

Purpose of the Procedure:
This procedure is to ensure quality customer care to Osage News subscribers.

Scope:
This procedure applies to the Osage News Editorial Assistant.

Definitions:
ON Staff – Osage News Staff
ON Editor – Osage News Editor

Procedure:

1. All Osage News subscriptions cost $24.00 for one year and are only offered to non-tribal members.
2. The Osage News only accepts check, cash or money order.
3. All subscription requests will be logged in by the ON Editorial Assistant.
4. The ON Editorial Assistant will mail the potential subscriber the terms and conditions of the Osage News to receive a subscription.
5. Once payment is received a letter and first issue of the Osage News is sent to the subscriber – along with a receipt of purchase.
6. Payment is logged in by ON Editorial Assistant and taken to the Osage Nation Accounting Department.
7. The ON Editorial Assistant is responsible for updating and keeping a log of subscribers and mailing each subscriber a newspaper each month.
8. A notification letter will be sent to subscribers at least one month in advance before their renewal date.
9. The ON Editorial Assistant will keep a log of subscribers with pertinent dates of notifications sent and payment.
10. These procedures are subject to change.