

## TO TALK OF:

The committee hopes you all had a safe and restful holiday break and are now preparing for a busy 1995, which will include some commitment to your society, the Society of Editors (NSW).

## The Annual General Meeting

The Annual General Meeting will be held on Tuesday, 7 February and it promises to be an interesting event, with a scintillating presentation and company, finger food and liquid refreshments, an opportunity for networking, and a door prize or two. This January issue of *Blue Pencil* has been produced to notify you of forthcoming workshops and to give you the information you will need to become an active participant in the Annual General Meeting.

The burning question is will you stand up and nominate yourself for a place on the committee or put someone else forward? A nomination form has been included in this issue of *BP*; feel free to photocopy as many as you need. Let's see what the new committee has to offer, and please help it to provide what you would like to see and hear throughout the year.

Thankyou to several members who have said they are happy to assist the committee in 1995, although at present they are unable to stand for election. Are there more of you out there in a similar position?

## Our 1994 Committee

Val Phillips, able and dedicated secretary for two years; Charles Beelaerts, meticulous treasurer; and Carol D'Costa, *BP* support team member, will be stepping down from the committee in February. Robyn Flemming, earlier resigned, has worked invisibly on *BP*, and with Carol and Rhana, prepared the *Register of Editorial Services*. The committee thanks you all for your good humour, consistent work, and team spirit. Rhana Pike, Terry Johnston, John Fleming, and I will be standing for positions in the 1995 committee.

## Workshops Two

Saturday afternoon workshops will be held at the NSW Writers' Centre from 12.30 pm on 18 February and 25 March. See the Bulletin Board on page 3 for details.

These workshops are being presented for you, and your friends, and your professional colleagues in communication. Organised by the society, they are both open to all.

We are hiring the Boardroom and the cost per person will be \$30.

Help to make these ventures successful by spreading the word, and bring another participant with you. Afternoon tea will be provided.

## Our Christmas Meeting

The Christmas dinner at Sketches on 6 December 1994, attended by 30 members and guests, was a lively evening. Hazel Hawke, Carol D'Costa, Beverley Barnes, Jane Whisker, and Fiona Marcar all sent their apologies. They don't know what a pleasant, convivial time they missed. Kevin Halpin came down from Gosford for the occasion. Daniela Muecke, an Austrian PhD student from the University of New England, who is researching Aboriginal women's writing in Aboriginal English, joined the group and had the opportunity to circulate among the editors. There were many past committee members present.

The door prizes went to our hard-working, retiring Treasurer, Charles Beelaerts, and Jo Avigdor, who worked with the ABPA trainer on Editing skills, which became a day-long seminar in 1993. Well deserving recipients of gifts, I'd say.

## The Annual General Meeting

The next meeting of the society will be the Annual General Meeting on 7 February 1995.

The meeting will be held at 6.30 pm in the Rooftop Function Centre, 4th Floor, Australian Museum. Enter from William Street.

Drinks and light food will be provided. We need to know the number of people who will attend, so RSVP by 5 February by phoning or faxing Robin Appleton on 560 1017.

Members \$10; non-members and those who forget to notify us before the RSVP date, \$12.

## Ethics

The ethics question will not go away because we choose to ignore it and, no doubt, at various times in 1995 an article will appear in *Blue Pencil* which will keep us informed of the latest developments and decisions taken by other societies. We still await some contribution, as an article or letter to the Editor, on your views or dilemmas.

Defamation laws are changing, copyright is a challenging issue in the age of the technocrat, electronic publishing and plagiarism are always difficult to address, and we can only guess what technology will bring in 1995. The question I pose is when do we stop training and refine our knowledge of the programs we now use and feel comfortable with? See you all on 7 February at 6.30 pm? Tell us you are coming so that we can offer you refreshments.

*Robin Appleton*

## Notice of Motion for the AGM

You will note from the enclosed copy of the constitution of the society that the quorum for voting on any resolution at a meeting is one-third of the membership. Since that number can be as high as 60 and the average attendance of members at our meetings is less than 30, the executive proposes to move at the AGM: that section 14 of the constitution be altered to read:

Fifteen (15) members shall constitute a quorum to vote on any resolution at a meeting.

Now the catch 22 is that we want to change it because we seldom get a quorum at our meetings, but to change it we need to get a quorum at the AGM. You can help resolve this problem by attending the AGM and voting on the motion or, if you just can't possibly attend the meeting, completing the proxy form enclosed with this copy of *Blue Pencil* and post it to The Secretary, Society of Editors (NSW), PO Box 254, Broadway NSW 2007, to reach her by 5 February 1995.

Please do one or the other.

## Nominations for the 1995 Committee

The list of 1994 committee members appears on the back of the nomination form.

The following nominations for committee positions in 1995 have been received:

President: Robin Appleton

Membership Secretary: Rhana Pike

Catering Officer: Terry Johnston  
Newsletter Editor: John Fleming

You can nominate yourself or another member for any position on the committee by:

- attending the AGM and speaking up when nominations are called for, or

- completing the nomination form enclosed with this copy of *Blue Pencil* and ensuring that the secretary gets it before or at the meeting.

To help you decide, the duties of each position on the committee have been listed below.

### Duties of Committee Members

#### President

Oversee the management of the society in accordance with the constitution; chair the general and committee meetings; and represent the society.

#### Secretary

Maintain the records of the society; take minutes of general and committee meetings; distribute them to committee members one week prior to the meeting; draft, send, and receive all society postal correspondence; and answer voice mail.

#### Membership Secretary

Receive and process membership applications and subscriptions; maintain a database of members' names and addresses; print labels for newsletter or other mail-outs; draft any membership surveys the society may conduct, receive the returns, and process the information received.

## Blue Pencil

Copy for *Blue Pencil* and letters to the editor should be faxed to (02) 529 9764 or posted direct to The Editor, *Blue Pencil*, 49 Evans Street, Sans Souci NSW 2219.

The deadlines for the 1995 issues of *BP* are: 14 February; 14 March; 11 April; 9 May; 13 June; 11 July; 8 August; 12 September; 10 October; 14 November.

### Treasurer

Manage all monies, accounts, receipts, and bookkeeping for the society and prepare a financial statement for the auditor and the annual general meeting.

### Catering Officer

Arrange catering for all society meetings, workshops, and other functions.

### Newsletter Editors

Produce the society newsletter: assemble copy; edit; and arrange typesetting, printing, packaging, and postage of each issue.

### Publicity Officer

Promote the society; publicise its activities and the editing services offered by members; and liaise with the media. [The position of Publicity Officer was not filled during 1994, but the duties were carried out by the President, Robin Appleton.]

### Other Committee Members

Attend and contribute to committee meetings; accept duties that the committee may request to assist the management of the society; and act for another committee member as may be required.

## Welcome:

to our newest member, Andrew Brock.

## Society of Editors (NSW)

# CONSTITUTION

### Name

- 1 The name of this organisation shall be: **Society of Editors (NSW)**.

### Purposes

- 2 The purposes of this organisation shall be:
  - to maintain and develop standards of editorial skills
  - to hold meetings, the purpose of which is to discuss subjects of particular interest to print editors
  - to promote the exchange and dissemination of information and ideas among print editors.
- 3 The Society of Editors (NSW) shall be a non-sectarian, and non-party political, non-profitmaking organisation.

### Membership

- 4 Membership of this organisation is open to:
  - a any person who is engaged full- or part-time in editing
  - b any person interested in promoting the purposes of the Society of Editors (NSW).
- 5 Membership is open to anyone satisfying the conditions set out in Clause 4 above who pays the annual subscription fee due on 1 February each year.
- 6 If a member's subscription remains unpaid for over two calendar months, that member will be given 14 days' notice that he/she will cease to be a member. Any person who so forfeits membership may appeal to the committee.

### Committee

- 7 There shall be a Committee composed of:
  - 1 President
  - 2 Secretaries
  - 2 Treasurers (Membership and Catering)
  - 2 other members responsible for newsletters and information.
- 8 The Committee shall conduct and manage all the affairs of the Society of Editors (NSW) and may co-opt other members of the organisation to form sub-committees for special purposes.

### Annual General Meeting

- 9 There shall be an Annual General Meeting held as soon as possible after 1 February each year. At least 14 days' notice of this meeting shall be given to all financial members. This notice shall include any resolutions to be proposed at the Annual General Meeting as well as nominations papers for a new Committee. The election of the Committee shall be held at the Annual General Meeting.

### Constitution

- 10 The Constitution may be amended by a resolution at any general meeting, provided that notice of the proposal to amend the Constitution is given in the notice of such meeting.

### Funds

- 11 The funds of the Society of Editors (NSW) shall be banked in the name of Society of Editors (NSW) with two Treasurers and two other committee members authorised to operate the account.
- 12 A qualified auditor shall be appointed by the Committee and shall examine all accounts. The auditor's report shall be tabled at the Annual General Meeting.
- 13 The financial year shall conclude on 31 January each year.

### Quorum

- 14 One-third of the membership shall constitute a quorum to vote on any resolution at a meeting.

### Winding-up

- 15 In any winding-up process, after the settlement of all liabilities, any other moneys will be paid to another organisation with similar objectives, as decided by a general meeting.

*This Constitution was adopted at the Society's first meeting in 1978. On 5 August 1987 the name was changed from 'The Editors' to its present name, and clauses 1 and 3 altered accordingly. On 4 April 1990 the purposes and membership were widened from 'book editors' to include 'print editors' and 'people interested in supporting the purposes of the organisation'; clauses 2 and 4 were rewritten to reflect this.*

# SOCIETY OF EDITORS (NSW)

## PROXY FORM

For the Annual General Meeting of the Society on Tuesday, 7 February 1995

I hereby authorise the Secretary of the society to vote on my behalf on the motion:

That section 14 of the constitution be altered to read:

Fifteen (15) members shall constitute a quorum to vote on any resolution at a meeting

as follows:

In favour of the motion

Against the motion

I also authorise the Secretary to vote on my behalf, as she sees fit, on any amendment to the above motion.

Signed: .....

Surname: ..... First name(s): .....  
(CAPITALS) (CAPITALS)

Address: .....

Postcode: .....

separate here

## SOCIETY OF EDITORS (NSW)

### NOMINATION FORM

For the Annual General Meeting of the Society on Tuesday, 7 February 1995

I hereby nominate .....  
(FULL NAME OF NOMINEE IN CAPITALS)

for the position of ..... on the committee of the society.

Signed: .....

Surname: ..... First name(s): .....  
(CAPITALS) (CAPITALS)

Address: .....

Postcode: .....

I accept nomination: .....  
(SIGNATURE OF NOMINEE)

## BULLETIN BOARD

### Successful Freelancing Workshop

Saturday 18 February 1995 at the Writers' Centre, Gladesville, from 12.30 pm until 5.00. Cost \$30. This workshop will be convened by Margaret Foster, former society president, established freelance editor, and proprietor of Foster Communications. She will be assisted by:

- Brenda Pittard, recent newcomer to freelancing after extensive in-house experience
- Peter Newton, Science editor, jazz writer, specialist in Aboriginal studies and successful freelance editor
- Michael Wyatt, established city-based freelance indexer and editor
- Terance Clarke, freelance accountant and adviser on accounting for freelancers.

Ample time will be available for discussion of participants' concerns or issues arising from the presentations.

Book by ringing Robin Appleton on (02) 560 1017 by Friday 10 February.

### Changing your address?

If you have changed your address recently or are planning to do so, phone membership secretary Rhana Pike on (02) 569 7831 (ah) so that she can amend her mailing list.

### Meeting Dates for 1995

If you still haven't done it, grab your diary and write 'EdSoc meeting, 6.30 pm' into the first Tuesday of each month except January:

- 7 February (AGM)
- 7 March
- 4 April
- 2 May
- 6 June
- 4 July
- 1 August
- 5 September
- 3 October
- 7 November
- 5 December.

### On the Move Again

It is fitting that we announce in the Bulletin Board which she started and wrote for the society, that Robyn Flemming is packing up and moving to Brisbane. She will continue to work as a freelance editor and proofreader, adding Jacaranda Wiley to her list of clients which includes Prentice Hall, McGraw-Hill, Addison-Wesley, and Blackstone Press.

Thank you, Robyn, for your contributions to *BP* and the society. Best wishes for your northern exposure. Keep in touch.

### Workshop on Functional Grammar in the Process of Editing

Saturday 25 March 1995 at the Writers' Centre, Gladesville from 12.30 pm to 4.30. Cost \$30.

Helen Joyce is an experienced editor of educational publications in areas of English as a second language, literacy, and workplace education and has a special interest in the linguistic/grammatical dimensions of the editing process. She will be assisted in the workshop by Kay Greenleaf who will deal with publications for second language learning.

The presentations, discussions, and activities will give participants an appreciation of functional grammar in our current society.

Book by ringing Robin Appleton on (02) 560 1017.

### Macquarie Dictionary Workshop

Friday 10 February 1995 at the Macquarie Dictionary offices beginning at 11.00 am.

A precursor to Style Council 95, the workshop will give participants an opportunity to participate in discussion on the Third Edition of *The Macquarie Dictionary*.

For further details and bookings contact Maureen Leslie, phone: (02) 850 9800, or fax: (02) 888 2984.

## YOUR COMMITTEE

1994

### President and Publicity

Robin Appleton  
Ph: 560 1017  
Fax: 560 1017

### Secretary

Val Phillips  
Ph: 697 4345 (w)  
918 7031 (h)

### Treasurer

Charles Beelaerts  
Ph: 388 1456 (w)  
327 6273 (h)  
Fax: 388 1456

### Catering

Terry Johnston  
Ph: 805 7465 (w)  
Fax: 805 7480

### Membership

Rhana Pike  
Ph: 569 7831

### Newsletter

John Fleming  
Ph: 529 8638  
Fax: 529 9764

Carol D'Costa  
Ph: 954 0711

## Our February Speaker

Imagine being given the task of starting up Australia's first family computing magazine, with no staff yet employed and with the whole production scheduled to be up and running in a few months. Oh, yes, and the magazine's first print run would be one million copies.

The prospect of producing a new magazine from scratch in only a short time is an exercise few in the publishing field have had to undertake. At our next meeting on 7 February, Sue Ashton, the editor and pioneer of *Computer Living* will tell us how it's done.

Sue has had varied experience in the computer industry. After a six year stint in sales and management in the computer trade, she moved into publishing four years ago as the Computer Network Editor for *PC Week* at ACP. From there she went to IDG Communications, the world's largest publisher of computer magazines, as News Editor of *Computer World*. In 1994, Sue was then appointed Editor of *Computer Living*, a joint venture between IDG and Pacific Publications.

Sue also speaks weekly on Newcastle and Perth radio. She has appeared as well on Newcastle television.