

**Mid-Southern California Area**

**Literature Committee  
Guidelines**

Approved by the MSCA Assembly

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## **BACKGROUND OF THE LITERATURE COMMITTEE**

The Literature Committee is a standing committee of the Assembly in Area 09 Mid-Southern California

The Guidelines are established in accordance with the Guidelines of Structure and Procedure of the Mid-South Area of California.

In the absence of specific instructions in this Guidelines, the AA Guidelines, Literature Committees, the latest edition of the AA Service Manual and the Structure and Procedure of Mid-Southern California Guidelines, will be used.

## **ARTICLE I: PURPOSE OF THE LITERATURE COMMITTEE**

A. To inform Groups, Districts and members of the Area Assembly, through displays and other appropriate methods of all available literature approved by the Conference, audio visual material and other special items.

B. Encourage members to read AA Conference-approved literature.

C. Consider the suggestions about the proposed additions and changes in the literature approved by the Conference, service and audiovisual material.

D. Develop, review, translate and publish literature of the Mid-Southern Area of California (MSCA) literature that the Literature Committee is responsible to strengthen AA as a whole and carry the AA message as best as possible in our area in particular. Other MSCA Permanent Committee have equal responsibility with their own literature.

## **ARTICLE II: MEMBERSHIP OF THE DEL LITERATURE COMMITTEE**

A. The Literature Committee Membership Area Mid-Southern California is open to all interested members to inform the members about the AA conference-approved literature and preparation of the literature of MSCA.

## **ARTICLE III: ESTRICTURE OF THE DEL LITERATURE COMMITTEE**

A. The Literature Committee is co-coordinated by co-coordinators of English and Spanish speaking who conduct routine business of the Committee for Literature. Each co-coordinator has the same responsibilities in which they are responsible to the Area and its English-speaking communities and Hispanic. The subcommittee coordinator Spanish Translation of the MSCA is responsible for providing the translation of literature MSCA. The subcommittee of translation in other languages will be activated when the need occurs. The structure of the Literature Committee of the MSCA is presented below:

**ARTICLE IV: LITERATURE COMMITTEE OFFICERS**

A. Literature Committee Officers

- 1. English-speaking co-chair.
- 2. Spanish speaking co-chair.
- 3. Secretary
- 4. Chair of translation sub-committee.

B. Membership of the Assembly and Area Service Committee of the MSCA:

1. The English and Spanish speaking Co-chairs are voting members of the Assembly and Service Committee of MSCA.

**ARTICLE V: ELECTION OF OFFICERS**

A. Election procedure:

1. The officers of the Literature Committee of the MSCA are elected in January of even years before the first Assembly of the new Panel General Services Area. The election will be conducted by the outgoing co-chairs. Nominations or volunteers will be required and the vote will take place. Officers shall be elected by a majority vote. If there are no co-chairs for Literature Committee will be asked Executive Committee Chair to conduct an election for the Assembly's position which continues at the Committee meeting.

B. Period of Service:

District Literature Committee Chairs

Secretary

Chair Person Translation Sub-Comite

Chair Person Translation Sub-Comite (Spanish) MSCA

Spanish Speaking Co-Chair

English-speaking Co-Chair

Comité de Literatura MSCA

Mid-Southern California Area

- 1. Period of Service for Literature Committee and Translation sub-committee Officers will be 2 years beginning on January of even numbered years. If there are any vacant positions they will be covered by the same procedure used to elect the officers of the Literature Committee.

C. Vacancies:

1. Literature Committee Co-chair:

- a) If there are vacancies in the Co-Chairs positions, the remaining Co-Chair shall assume responsibilities of the vacant position immediately. Other members of the literature Committee may be volunteer for the vacant position of Co-Chair.

2. Other Officers of the Literature Committee:

- a) In case of missing other officers, a replacement shall be elected at the meeting of Literature committee by a majority vote. Alternatively, the Co-Chair may elect another member to the position of officer. The member may be a volunteer for confirmation at the next meeting of the Literature Committee.

D. Suggested Sobriety:

1. The minimum suggested sobriety for Co-chairs is five years

E. Vacant positions:

1. Literature Committee Co-chair:

- a) If an officer Literature Committee fails to attend three meetings of the Area (Assembly, Area Service Committee ASC) without having made arrangements for a substitute to assume the responsibilities of the officer, or does not perform his duties as an officer, the position is deemed vacant and the Literature Committee will begin the procedures necessary to fill the position. The Chair of the MSCA Executive Committee will be notified of the action taken.

- b) The Co-chair of the Literature Committee shall be elected by the Literature Committee. Other Chairs of the Area Standing Committee are elected by the Assembly, which is responsible for filling vacant positions

2. Other Officers of the Literature Committee:

- a) If other Literature Committee officers fail to attend three consecutive meetings of an Area (Assembly, Area Service Committee) without making arrangements for a substitute to assume the responsibilities of the officer, or does not perform his duties as an officer, the position is considered vacant and the Literature Committee begins the procedures necessary to fill the position

**ARTICLE VI: DUTIES OF OFFICERS**

A. Literature Committee Co-chair:

1. The two Co-chairs have the same responsibilities to the Literature Committee of the MSCA as Co-chairs of the Committee. Cooperation, coordination and willingness of the Co-chairs achieve their duties will be of great benefit to the Committee on Literature and the Mid-South Area of California.
2. Serve as a voting member of the Assembly and Service Committee of the MSCA
3. Attend all Area meetings and service events.
4. Prepare an agenda for the Literature Committee meeting.
5. Coordinate meetings of the Literature Committee. The Co-chairs should agree to coordinate the meetings. If desired the coordination can be alternated every month, every three months, every six months or such other number of months. It is suggested that the Co-chairs consider the value of experience in coordinating training meetings to determine their obligations. Arrangements for coordination should be according to the agreement of the Co-chairs.
6. Prepare and maintain a report of the Committee on Literature at Area Assembly meetings or ASC.
7. Coordinate with the Translations subcommittee for translating the MSCA literature into Spanish or other languages.
8. Develop and present the Literature Committee budget when needed.
9. Prudently manage the funds provided by the Mid-South Area of California
10. Review the Literature Committee Guidelines in March of each year to make revisions as appropriate.
11. Keep records of the Literature Committee.
12. Update displays regularly and bring them to all business meetings of the MSCA.

B. Secretary:

1. Make the minutes of meetings of the Literature Committee. After approval of the minutes at the next meeting, distributed the minutes by hand or by mail as follows: the MSCA Delegate, Alternate Delegate, Coordinator, Secretary, members of the Literature, Literature Committee Districts Coordinators and Archives.
2. Pass an attendance list at each Literature Committee meeting, to register attendees by name, address, email address, phone number, and District service position. Attach a copy of the attendance to the minutes.

3. Keep a list of the members of the Literature Committee. Update the list periodically. Remove the names of people who miss three meetings of the Literature Committee.
  4. Send notices of meetings, or call each member of the Literature Committee to advise them of the next meeting of Literature Committee in appropriate time. Do not call someone who missed three meetings of the Committee.
  5. Maintain records of attendance at meetings of the Committee for Literature.
  6. Serve as a nonvoting member of the Assembly and ASC of MSCA.
  7. Attend all meetings as Assemblies, ASC's and service events.
  8. Attend all meetings of the Literature Committee.
  9. Be available to ensure order in the transfer of responsibilities to his successor.
- C. Translation subcommittee Chair. (See the Translation Subcommittee Guidelines).

#### **ARTICLE VII: RESPONSIBILITIES OF THE LITERATURE COMMITTEE.**

##### A. Publications Sponsored by the Committee on Literature:

1. Publications that are sponsored and produced by Mid-Southern California Area Literature Committee are:
  - a. Guidelines of Structure and Purpose of the MSCA.
  - b. Mid-Southern California Area Workbook.*c. What's it all about?* (pamphlet)
  - d. *Third Legacy Procedure* (pamphlet)
  - e. *Help to remember* (pamphlet)

##### B. Other Publications of MSCA:

1. Other committees and members develop and produce their own literature. The Literature Committee provides reviews and edits when prompted.

##### C. Publications in Languages:

1. Literature sponsored by the Literature Committee of the MSCA must be published in English and Spanish.

##### D. Focus on Changing Authority on Literature Committee:



1. If there is literature that has previously been repealed by the Assembly of the MSCA, the reviews should not go through the approval process of the ASC / Assembly but if it is determined that there is a significant change should be done. It should review whether the change warrants approval. The Literature Committee is responsible for making this determination sponsoring literature, adhering to the principle of "Right of Decision." Other sponsors of the MSCA literature have the same responsibility for their own literature. These trusted servants are the guardians of this responsibility and should be carefully, diligently and faithfully perform these duties to the Mid-South Area of California. If the sponsors of the literature can not determine the change "significant", you will be advising the Executive Committee of the Area.

E. New Literature of MSCA:

1. Submit new literature of the MSCA is sponsored by the Literature Committee of the Area Service Committee and the Assembly for approval. Other committees and members to sponsor the MSCA literature must carry out by themselves the approval procedure.

F. Literature Review of MSCA:

1. Develop and produce literature reviews of MSCA is sponsored by the Literature Committee. Other committees and members to sponsor the MSCA literature must carry out by themselves the approval process.

G. *Guidelines of Structure and procedure of MSCA:*

1. Review and update the Guidelines for Structure and Procedure of the Mid-South Area of California when the Assembly is approved changes made to it. The minutes applies to the Assembly of the MSCA to indicate the changes will be used as a source for the exact change of the change in writing. Minor editing changes and corrections may be made to the guidelines while not significant changes

H. Material approved by the Conference:

1. Inform groups, districts and members of the Area Assembly, through samples and other suitable methods of Conference-approved literature, audiovisual material and other special items.
2. Encourage members to read and buy AA material approved by the Conference.
3. Review Conference approved literature. Consider the suggestions on proposed additions and changes in the Conference-approved literature, service material and audiovisual material.

**ARTICLE IX: ADMINISTRATION OF THE LITERATURE COMMITTEE.**

A. Meetings:

1. The Literature Committee of the MSCA will meet at 10:15 am before the Area Assembly and/ or meetings of the Area Service Committee as specified by the Co-Chairs.

B. Funding:

1. Operating Funds:

- a. The operating funds are provided by the Mid-South California Area (MSCA).
- b. The Committee budget includes reasonable expenses for literate development copies of draft documents sponsored by the Literature Committee. Other committees and committee members that develop MSCA literature should finance the copies of their own drafts.
- c. The Literature Committee is not funded to produce prints. Funding for the production of prints shall be arranged by the service entity, or committee that is sponsoring the document.
- d. In case of new literature for MSCA, a good number of copies must be printed and distributed to the Area Service Committee and Area Assembly for review in the approval process. Funds for this kind of impression should be arranged by the service entity that sponsored the document.
- e. Persons making expenditures authorized by the Literature Committee will be refunded their money through the Area Treasurer.

## 2. Sale of Literature:

- a. The Literature Committee of the MSCA will not conduct sales activities in literature for the following reasons:

1) The guidance provided by the Guidelines of Structure and Procedure of the Mid-South Area of California provides that:

"The MSCA shall not promote or conduct any fundraising activities of any kind." (Article IF1.2)

2) Sale Perform cash management, sales taxes and other fiscal functions is beyond the approach set out in the purpose of the Committee for Literature.

3) It is thought that selling AA literature at meetings of the Area would Area Mid-Southern California in direct competition with local Central Offices in the area.

## 3. Budget:

- a. The Literature Committee budget will be submitted to the Finance Committee in the fall of each year for next year.

## 4. Property:

- a. Keep and maintain all property entrusted to the Literature Committee of the Mid-Southern California Area. The properties include: A large display of AA literature, master copies of MSCA literature which the Literature Committee is responsible for.

## **ARTICLE X: RATIFICATION, AMENDMENTS AND REVISION**

### A. Ratification:

1. These Guidelines of the Literature Committee may be rectified by a majority vote of the Assembly of the MSCA.

### B. Amendments:

1. These Guidelines of the Literature Committee may be rectified by a majority vote of the Assembly of the MSCA.

2. If the proposed revisions cause changes in the MSCA policy, procedure, custom or Structure Guidelines and Procedure of the Mid-South Area of California, shall be submitted to the Assembly of the MSCA as proposed changes to the Guidelines for Structure and Procedure Mid-South area of California for review and approval.

### C. Annual Review:

1. An annual review of these Guidelines shall be conducted to determine the need for changes and/or updates.

Revised on February 10, 2004