

NEWSLETTER GUIDELINES
Mid-Southern California Area 9

Originally approved in September 2003
Revised as approved by the Area 9 Assembly on January 8, 2006
Revised as approved by the Area 9 Assembly on May 14, 2006

ARTICLE I - PURPOSE: The Mid-Southern California Area (MSCA) 9 Newsletter Committee shall consist of volunteer AA members, charged with the responsibility of producing and distributing The MSCA 9 Area Newsletter (hereinafter called The Newsletter). The Newsletter is published monthly (except in April & July). There is also no Newsletter published in October of odd-numbered years (2003, 2005,... etc.), nor in November of even-numbered years (2004, 2006,... etc.) and is supported solely through contributions sent to the Area. The Newsletter is published for the benefit of the Mid-Southern California Area AA membership and includes:

- A. Local AA news and information about groups and committees
- B. Reprinted material from AA literature
- C. Information regarding AA service, events and announcements
- D. Sharing of experience in recovery, unity and service
- E. Information pertaining to Area actions, finances and meetings

ARTICLE II - SCOPE: All actions of the Newsletter Committee and all content of The Newsletter publication will be governed by the Twelve Traditions of AA, the Twelve Concepts for World Service, the Guidelines of the Mid-Southern California Area and the Guidelines of the MSCA 9 Newsletter Committee.

ARTICLE III - TIMING CONSIDERATIONS: Given the time-sensitive nature of the Newsletter, it is imperative that the Newsletter be delivered on time each month. It is the responsibility of the Newsletter Committee to ensure that the monthly Newsletter is delivered, ready for distribution, to the monthly meeting of the MSCA 09. In addition, the Newsletter will be posted on the Area Web site (www.msca09aa.org) by the first day of each calendar month – See Article VIII - Web Page (Electronic Media) Sub-Committee.

ARTICLE IV - COMMITTEE STRUCTURE/OFFICERS: The Newsletter committee, when possible, will be made up of the following voting members: Chairperson, Co-Chair (Spanish Speaking), Secretary/Editor, Electronic Media Sub Committee (henceforth EMSC) Chairperson, EMSC Coordinator, Interested GSR's who have a working knowledge of current Newsletter issues/operations. There may be additional members of the committee, where a defined need is demonstrated. In order to ensure the highest level of effectiveness and communication for the committee, it is strongly suggested that committee members attend all meetings of the Newsletter Committee.

A. CHAIRPERSON: *Elected bi-annually by the Mid-Southern California Area 09.* The Chairperson may serve no more than two consecutive years in this position. Traditionally, the outgoing (rotating) Area Delegate is offered the position of Newsletter Chair; however, if the outgoing Delegate declines, then the Chairperson shall be elected by the Area.

The Chairperson is responsible for:

1. composing, printing and distributing the Newsletter
2. conducting monthly Committee meetings
3. preparing an annual budget for presentation/approval by the MSCA
4. reporting on Newsletter activities at the monthly Committee meeting and the MSCA 09 meeting (Assembly or ASC)
5. helping the Newsletter Committee to select for confirmation A.A. member(s) to serve as the EMSC Webservant and also the Secretary/Editor of the Newsletter
6. ensuring that a current mailing list is kept containing recipients of the Newsletter
7. ensuring that the content of the Newsletter represents the purpose and scope of this committee set forth in this document

Committee Inventory: In all odd-numbered years, the Chairperson of the Newsletter Committee will facilitate a Committee inventory. The Committee Secretary will produce a type-written summary of the inventory session and distribute copies of this summary to any interested parties. It is strongly suggested that the Committee Inventory follow guidelines laid out in "The A.A. Group" pamphlet.

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B. CO-CHAIR: *The A.A. member filling this position is elected by the MSCA09 Area.* In the absence of the Newsletter Committee Chairperson, the Co-Chair will act as the Committee Chairperson and is responsible for all those items listed in the Chairperson's responsibilities. The Co-chair is responsible for translating the Newsletter into Spanish and for distributing the translated copies (**Noticiero**) to the Spanish Speaking Districts/Groups.

In the event the Newsletter Committee Chairperson is unable to continue in that capacity, the Co-Chair will act as Committee Chair until the MSCA Area Officers (henceforth called A.O. -- formerly The Executive Committee) meets, at which time, the Area Officers (A.O.) will decide to either present the Co-Chair to the Area for confirmation as the new Newsletter Committee Chair, or select (an)other AA member(s) for presentation to the MSCA for election and/or confirmation.

C. SECRETARY/EDITOR: *This is a volunteer position.* The Secretary/Editor of the Newsletter Committee is responsible for transcribing the minutes of the monthly business meeting and making those typewritten minutes available, as requested. The Secretary/Editor is also responsible for proofreading the first draft of the Newsletter and/or assisting the Newsletter Chair in composing the Newsletter prior to publishing. The Secretary/Editor is also responsible for maintaining a list of the distribution counts and recipients of the Newsletter. This list shall include names and addresses of Area Officers and Standing Committee Chairs, Delegates of the Pacific Region, Trustees, GSO, AAWS, The Grapevine, and the Districts, H&I Committees, Central Offices and "Clubs" which fall within the boundaries of MSCA 9. Additionally, the Committee Secretary/Editor will record and track the status of any action items produced by the Newsletter Committee. Access to a computer and internet/email communication is highly recommended for this position.

In keeping with A.A.'s Tradition of non-affiliation, no events specifically planned as fund-raising events will be listed in The Newsletter.

ARTICLE V - ROTATION: The Newsletter Committee Chairperson is elected biannually by voting members of the MSCA through their GSR's. The Chair may serve no more than two consecutive years. The Newsletter Committee Cochair is also elected by the Area and must be capable of translating the Newsletter into Spanish.

ARTICLE VI - DISTRIBUTION: The D.C.M.C. of each District is responsible for determining the number of copies of the Newsletter they will need each month to meet the needs of their District. This count must be communicated to the Newsletter Committee on a regular basis - monthly or quarterly. (Due to the Newsletter being available online and projecting that fewer printed or "hard" copies will be required during that time). In the absence of communication regarding changes to the Newsletter counts from the previous month, the Newsletter Committee will produce and allocate copies based upon the previous month's count.

<u>Distribution Count</u> * 1) MSCA 9 Districts (bring to Assemblies/ASCs)	432
2) Clubs/Offices/H&I Committees (bring to Assemblies/ASCs)	442
3) Those who have elected to receive newsletter via snail mail	11
4) Extra allotment for miscount/extras at Assemblies/ASCs	<u>100</u>
Total Printed:	985

* *Note the Distribution count is current as of September, 2005. It is anticipated that this count could be reduced in the near future, as The Newsletter is now available on the Area Web Site. Each time a new recipient is added to the Newsletter Distribution list (i.e., when people rotate service positions), the newsletter Committee must ask that person whether they would be satisfied to receive their newsletter **electronically**, or whether they would prefer to receive via snail mail. If the recipient does not respond, then send via snail mail. During the 2004-2005 term, the overwhelming majority responded that electronic receipt was sufficient. Only 11 people either elected to receive via snail mail, or failed to respond to the query. This reduced snail mail costs (e.g. postage, envelopes, labels, repro) and the required number (and cost) of printed copies dramatically.*

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ARTICLE VII - ANNUAL BUDGET: By September of each year, the Newsletter Committee is responsible for producing a budget for the following year.

ARTICLE VIII - WEB PAGE SUB-COMMITTEE:

(Note: Apart from editing revisions, these Sub-Committee Guidelines were previously approved as written)

Web Page (Electronic Media) Sub-committee Guidelines for Structure, Procedure and Content

A. PREFACE - Service to the Fellowship of Alcoholics Anonymous shall be the primary purpose of General Service in the MSCA. In all our proceedings we shall observe the spirit of the A.A. Twelve Traditions, mindful of the ideals expressed in "The A.A. Service Manual" and the "Twelve Concepts for World Service." The Right of Participation and the Right of Appeal and Dissent shall always be observed. In the absence of specific indications in these guidelines or of direct Assembly action, the latest edition of "The A.A. Service Manual" may be relied upon.

B. WEB PAGE (ELECTRONIC MEDIA) SUB-COMMITTEE (EMSC) - The formation of the MSCA Electronic Media Sub-Committee (henceforth referred to as EMSC) was approved at prior MSCA Assembly, and the first EMSC Chairperson was elected at the December Assembly in 2001.

C. PURPOSE, MEMBERSHIP, MEETINGS, VOTING, FUNDING

1. PURPOSE - The purpose of the EMSC is the gathering of the EMSC Officers, General Service Representatives and the Area Service Committee members which deliberates upon and enacts resolutions concerning service matters brought before it. Its responsibilities include:

- a. **Electing and supporting the EMSC Officers.**
- b. Being an interim repository of the collective group conscience of the Area regarding the Internet and electronic media.
- c. Providing information approved by the MSCA09 for distribution to the AA fellowship through the Internet and/or Electronic Media

2. MEMBERSHIP - The following shall be full-voting members of the EMSC:

- a. EMSC Chairperson
- b. EMSC Coordinator
- c. Members of the MSCA Assembly as defined in the Mid-Southern California Guidelines for Structure and Procedure, Article I Section B.

3. MEETINGS

- a. The Committee shall meet at all Area Service Committee Meetings and Area Assemblies except the Area Election Assembly.
- b. A quorum shall be the number of voting members present.

4. VOTING PROCEDURE - All committee business shall be passed by a simple majority vote.

5. FUNDING

1. The sole financial support for the EMSC shall be the MSCA
2. The EMSC shall not promote nor carry out any fund raising activity of any description

D. EMSC STRUCTURE/OFFICERS

1. OFFICERS - The EMSC Officers shall include:

- a. EMSC Chairperson
- b. EMSC Coordinator

2. TERM OF OFFICE AND DETERMINATION

a. The term of office for the EMSC Chairperson shall be two years. The EMSC Coordinator is elected by and serves at the convenience of the Area Assembly, and is eligible for re-election.

b. The EMSC Officers filling regular terms are chosen by the procedures as defined in the M.S.C.A. Guidelines for Structure and Procedure

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3. VACANCIES - In the event of a vacancy, as defined in the Area Guidelines for Structure and Procedure, the MSCA A.O., subject to ultimate confirmation by the Assembly, shall appoint a replacement

4. DUTIES OF SUB-COMMITTEE OFFICERS

a. EMSC Chairperson

- 1) Conduct all Sub-Committee meetings, prepare and have published meeting agenda, and in general perform the duties of the administrative officer of the EMSC
- 2) Bring any communications regarding the Web Page to the next EMSC meeting.

b. EMSC Coordinator

- 1) Responsible for maintenance and updating of the MSCA Web Site. Because of the technical nature of this office, it is strongly suggested that all applicants to this position have technical proficiency in handling Web Site maintenance before taking on this responsibility.
- 2) Only upload MSCA EMSC approved pages. If there is reason to believe that the information on the Web Page is not accurate or has some other problem, the Electronic media sub-committee Coordinator will remove the affected web pages and bring them up at the next MSCA EMSC meeting.
- 3) Be the contact point for email generated from the Web Site, acting as <webservant@msca09aa.org>; and bring any communication generated by the Web Site to the next EMSC meeting.

E. WEB SITE

1. FINANCIAL SUPPORT AND OWNERSHIP

- a. The MSCA Web Site is to be supported solely by the MSCA
- b. The MSCA is the owner of the MSCA Web Site. The financial contact with the Web Hosting Site will be the MSCA Treasurer or another position created by the assembly. The administrative contact with the Web Hosting Site will be the Web Page Coordinator
- c. Free Web Hosting Sites are available on the Internet, but often require mandatory advertising space or direct links to commercial sites as consideration for their use. To avoid confusion, all Web Hosting services being considered by the MSCA will be paid for without requiring any advertising.
- d. When signing an agreement with an Internet Web Hosting service, care shall be taken against inadvertent association and promotion. The Internet Web Hosting service, chosen by the MSCA, shall be required to neither publicize nor promote its relationship with the MSCA nor Alcoholics Anonymous.
- e. A Domain Name separate from the Internet Web Hosting service shall be used to remove the problem of associating the MSCA a commercial service.

2. PUBLIC ACCESS

- a. The MSCA Web Site shall be constructed in a way that it may be available for viewing by as many people as possible, who have access to the Internet. To this end, web pages should be viewable on any browser (graphical or text based) and not depend on any particular operating system. The MSCA Web Site shall be tested from as wide a range of systems and browsers as possible to assure that it's information may be received by as many as possible.
- b. The MSCA area, being culturally diverse, will provide access to the site's information in Spanish. In the future this may expand to whatever various languages those viewing the site may be expected to speak.
- c. It is recommended that an email address along with a mailing address for those unable to send questions or requests electronically be included on each web page.

3. WEB PAGE CONTENT

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- a. The MSCA EMSC, as trusted servants of the MSCA, will develop web content that contains information reported by the MSCA for public distribution through the "Internet" and "electronic media."
- b. Correspondence regarding the MSCA Web Site shall be answered by the MSCA EMSC.
- c. Copyright restrictions apply to material displayed on the MSCA Web Site. Permission will be obtained from the appropriate copyright holder prior to including copyright material on the MSCA EMSC.
- d. The principal of anonymity, as it applies to other public media such as press, radio, films and television, will be extended to the "World Wide Web," "Internet" and "electronic media." As such, full names and photographs of AA members should be avoided. Names should be shortened to first name and last initial; if the first name is sufficiently unique, to first and last initial.
- e. General responsibility for content of the MSCA website shall be retained by the EMSC acting as a deliberative body. This assignment of responsibility is in keeping with the Right of Decision outlined in Concept 3, service responsibility matched by an equal service authority as outlined in Concept 10, and the guarantee that no members will ever be placed in a position of unqualified authority over other members, as outlined in the Warranties of Concept 12. Regarding website content, the EMSC will be guided by the force of AA Tradition and the 12 Concepts of World Service. The MSCA Assembly shall retain final responsibility and ultimate authority for the content of the MSCA website.
- f. The EMSC is authorized by the Area Assembly to host an Online Discussion Forum with the topics approved by the EMSC. All trusted servants and Standing Committees are encouraged to suggest topics for discussion. In the time frame leading up to the Annual General Service Conference, the EMSC will customarily post topics regarding items on the General Service Conference agenda. The forum will be governed by the content guidelines outlined in that section of this document headed VIII.E.3 - Web Page Content. All forum entries will be reviewed by the EMSC for content prior to posting to the forum. Additionally, the following points of decorum will be observed:
 - i. no names will be posted
 - ii. no entries which attack or criticize another person will be posted
 - iii. no entries mentioning outside issues in a controversial or provocative manner will be posted
 - iv. no entries containing profanity will be posted
 - v. entries found objectionable by 2/3 of the EMSC will not be posted

The time frame for which a topic is open for posting will be determined by vote of the EMSC. All discussion topics and the postings will be archived and available for viewing on the EMSC webpage for a period not less than one year.

4. HYPERLINKS TO OUTSIDE

- a. The MSCA will provide hyperlinks to the Alcoholics Anonymous Web Site and the AA Grapevine Web Site.
- b. Web sites not covered in VIII.E.4.a above – for example, Central Offices and the Pacific Region AA Service Assembly, (PRAASA) – may be added to the MSCA website, subsequent to approval by the EMSC, or the Mid-Southern California Area Assembly.
- c. Hyperlinks to any non-AA group Web Sites such as Commercial, Religious, Institutional and Political Advocacy Web Sites are prohibited, as the MSCA's endorsement of such groups and organizations may be implied through such links.

F. RATIFICATION, AMENDMENT AND SUSPENSION

1. **RATIFICATION** - This document became effective upon approval of the Assembly present voting thereon.

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2. AMENDMENT - This document, except as otherwise noted herein, may be amended as follows:

- a. All proposed amendments must be written and submitted to the A.O. or it's designate for review and recommendations
- b. Not later than 4 months from its submission, the proposed amendment must be submitted to the Assembly with the A.O.'s recommendations.
- c. Prior to submission to the Assembly, the A.O. shall provide opportunity for the GSRs to become fully informed on the issue.
- d. Upon acceptance by a simple majority of the Assembly present voting thereon, the proposed amendment becomes part of this document.

3. SUSPENSION - Upon agreement by a simple majority of the Assembly present voting thereon, this document or any part thereof may be suspended for necessity.

ARTICLE IX - CHANGES TO THESE GUIDELINES: These guidelines may be amended only by a vote of the Assembly of the MSCA. It is suggested that a simple majority vote be required to amend these guidelines.