

Mid-Southern California Area

**Literature Committee
Guidelines**

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BACKGROUND OF THE LITERATURE COMMITTEE

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

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 proposed additions and changes in literature approved by the Conference, as well as service and audiovisual material.
- D. Develop, review, translate and publish MSCA literature that the Literature Committee is responsible for, in order to strengthen AA as a whole and in our area in particular. Other MSCA Standing Committees have equal responsibility regarding their own literature.

ARTICLE II: MEMBERSHIP OF THE LITERATURE COMMITTEE

- A. Membership in the Literature Committee includes Committee Officers and any MSCA members interested in the Literature Committee and its' work.

ARTICLE III: STRUCTURE OF THE LITERATURE COMMITTEE

- A. English and Spanish speaking Chairs coordinate in the conduct of routine business of the Committee. Each Chair has the same responsibilities in that they are responsible to the Area and its English-speaking and Hispanic communities. The subcommittee coordinator for Spanish Translation of the MSCA is responsible for providing the translation of MSCA literature. Translation subcommittees for other languages will be activated when the need arises. The structure of the Literature Committee of the MSCA is presented below:

ARTICLE IV: LITERATURE COMMITTEE OFFICERS

- A. Literature Committee Officers

1. English-speaking Chair.
2. Spanish-speaking Chair.
3. Secretary

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

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

ARTICLE V: ELECTION OF OFFICERS

A. Election procedure:

1. The Chairs of the Literature Committee of the MSCA are elected in January of even numbered years at the first Assembly of the new MSCA Panel. The Chairs will oversee the election of their respective Secretaries.

B. Period of Service:

Secretaries

Spanish Speaking Chair

English speaking Chair

1. The period of service for Literature Committee Officers will be 2 years beginning in January of even numbered years.

C. Vacancies:

1. Literature Committee Chair:

- a) If there are vacancies in the Chairs positions, other members of the Literature Committee may volunteer for the vacant Chair position and the position will be filled by the MSCA.

2. Other Officers of the Literature Committee:

- a) For other officer vacancies, a replacement shall be elected at a meeting of the Literature committee by a majority vote. Alternatively, the Chair may appoint another member to

the officer position. The member may be a volunteer and be confirmed at the next meeting of the Literature Committee.

D. Suggested Sobriety:

1. The minimum suggested sobriety for Chairs is five years.

E. Vacant positions:

1. Literature Committee Chair:

If a Literature Committee officer fails to attend three meetings of the Area (Assembly, Area Service Committee) without having made arrangements for a substitute to assume the responsibilities of the officer, or does not perform their duties as an officer, the position is deemed to be 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.

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 their duties as an officer, the position is considered to be vacant and the Literature Committee begins the procedures necessary to fill the position.

ARTICLE VI: DUTIES OF OFFICERS

A. Literature Committee Chair:

1. The two Chairs have the same responsibilities. Cooperation, coordination and willingness of the Chairs to perform their duties will be of a great benefit to the Literature Committee and the MSCA.
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 Chairs should agree to coordinate the meetings. If desired the coordination can be alternated every month, every three months, every six months or any other number of months. It is suggested that the 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 Chairs.

6. Prepare and maintain a report of the Literature Committee at Area Assembly meetings or Area Service Committee meetings.
7. Coordinate with the Spanish-speaking Chair to translate 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 MSCA.
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 in-person business meetings of the MSCA.

B. Secretary:

1. Record the minutes of Literature Committee meetings. After approval of the minutes at the next meeting, distribute the minutes as follows: the MSCA Delegate, Alternate Delegate, Area Chair, Secretary, members of the Literature Committee, Districts Coordinators and Archives.
2. Create 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 list 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. Contact each member of the Literature Committee to advise them of the next Literature Committee meeting. Do not contact a committee member who has missed three meetings of the Committee.
5. Maintain records of attendance at meetings of the Literature Committee.
6. Serve as a nonvoting member of the Assembly and the ASC.
7. Attend all 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 their successor.

ARTICLE VII: RESPONSIBILITIES OF THE LITERATURE COMMITTEE.

A. Publications Sponsored by the Literature Committee:

1. Publications sponsored and produced by MSCA Literature Committee are:

- a. MSCA Workbook
- b. What's it all about? (pamphlet)
- d. Third Legacy Procedure (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 requested.

C Publications in Languages:

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

C. New Literature of MSCA:

1. New MSCA literature is sponsored by the Literature Committee and is submitted to the Area Service Committee and the Area Assembly for approval. Other committees and members who sponsor literature must themselves conform to the approval procedure.

D. Literature Review of MSCA:

1. Reviews of MSCA literature are sponsored by the Literature Committee. Other committees and members who sponsor MSCA literature must themselves carry out the approval process.

E. Guidelines of Structure and procedure of MSCA:

1. Review and update the Guidelines for Structure and Procedure of the MSCA when the Assembly has changed it. The applicable Assembly minutes will be used as the source for the exact change. Minor editing changes and corrections may be made to the guidelines without the explicit approval of the Assembly.

F. Material approved by the Conference:

1. Inform groups, districts and members of the Area Assembly, through samples and other suitable means, 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 to Conference-approved literature, service material and audiovisual material.

ARTICLE VIII: ADMINISTRATION OF THE LITERATURE COMMITTEE.

A. Meetings:

1. The Literature Committee of the MSCA will meet at the time specified in the meeting agenda before the Area Assembly and/ or meetings of the Area Service Committee or as specified by the Chairs.

B. Funding:

1. Operating Funds:

- a. Literature Committee operating funds are provided by the Mid-South California Area (MSCA).

- b. The Literature 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 the case of new literature for MSCA, a good number of copies may 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 reimbursed by the Area Treasurer.

2. Sale of Literature:

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

- 1) Guidance provided by the Guidelines of Structure and Procedure of the MSCA provides that: "The MSCA shall not promote or conduct any fundraising activities of any kind." (Article I F.1.2)
- 2) Cash management, sales taxes and other fiscal functions are beyond the approach set out in the purpose of the Committee for Literature.
- 3) The sale of AA literature at Area meetings would place MSCA 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 the 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, and master copies of MSCA literature that the Literature Committee is responsible for.

ARTICLE IX: RATIFICATION, AMENDMENTS AND REVISION

A. Ratification:

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

B. Amendments:

1. These Guidelines of the Literature Committee may be revised by a majority vote of the Assembly of the MSCA.
2. If the proposed revision causes significant changes in the Guidelines for Structure and Procedure of the MSCA, they shall be submitted to the MSCA Guidelines and Policy (GAP) Committee for review of the proposed procedures and formulation of a motion, pursuant to the GAP Committee guidelines.

3. After the motion to revise the Literature Committee Guidelines is approved by the GAP Committee, it will be forwarded to the M.S.C.A. Assembly as a motion for a vote.

C. Annual Review:

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

Revised on March 15, 2021