

# Publication Policy for the District 24 Newsletter

April 5, 2010

## Primary Purpose

The District 24 Newsletter is the General Service newsletter of District 24 that serves to facilitate communication between A.A. groups served by District 24 and to transmit our experience to A.A. as a whole.

## ❖ Subject Matter

[01] Each issue should contain the following:

- a. Submitted reports from the:
  - District Committees
  - District Officers
- b. Submitted announcements for the General Service events

[02] Each issue may also contain:

- a. Members of the District Committee Directory of addresses
- b. Agendas of District 24 service events
- c. Articles from other A.A. Service publications
  - From *The A.A. Service Manual*, 2008–2009 edition, S41
    - **Area Newsletters or Bulletins**
    - Newsletters and bulletins published by area committees or intergroups/central offices may include local A.A. news, information about groups and committees, and reprinted material from A.A. literature. As in most A.A. service activities, it has been found prudent to make a committee (rather than one or two individuals) responsible for the format, planning, and content.
    - Here are some ideas taken from local experience with A.A. newsletters and bulletins: scheduling “theme issues” on some aspect of the A.A. program and using excerpts from A.A. literature relating to the theme; asking for and publishing letters from A.A. readers (with the writer’s permission, and provided anonymity is protected); carrying minutes of various committee meetings; running a Calendar of Events feature; conducting a subscription campaign (perhaps making announcements at group meetings) to build paid readership.
    - Local A.A. publications are permitted to reprint the Steps, Traditions, and/or the Concepts, and to quote a phrase, sentence or brief paragraph excerpted from A.A. literature such as the Big Book, *Alcoholics Anonymous*, the *Twelve Steps and Twelve Traditions*, *The A.A. Service Manual* and Conference-approved pamphlets without a prior, written request to do so. When this occurs, the proper credit line should be included to ensure that the copyrights of A.A. literature are protected. After a quotation from a book or pamphlet, the credit line should read: *Reprinted from (name of publication, page number), with permission of A.A. World Services, Inc.*
    - The A.A. Preamble is copyrighted by the A.A. Grapevine. Beneath it, and beneath any article or cartoon reprinted from the Grapevine and La Viña, these words should appear: *Copyright © (Month, Year) A.A. Grapevine, Inc. Reprinted with permission.*
    - Any group or district of the Fellowship is free to use the symbol of a circle and triangle on newsletters, meeting schedules, or other A.A. material.
- d. Submitted articles by A.A. members pertaining to carrying the message
- e. Submitted articles by A.A. members pertaining to General Service

[03] The District 24 Newsletter is a forum for varied and often divergent opinions of A.A.s in District 24 and elsewhere. Articles are not intended to be statements of District 24 policy, nor does publication of any article imply endorsement by either A.A., the Southern Minnesota Area Assembly, or District 24.

While articles may legitimately address any and all aspects of District 24 and the conduct of its business, they should never be personally punitive nor address an individual's character rather than an individual's actions.

#### ❖ **Distribution**

[01] The District 24 Newsletter should be provided to:

- a. All District trusted servants
- b. District 24 groups

[02] This mailing list will be maintained by the Group Records Chair/Secretary.

[03] Since last names and/or phone numbers may be used, this should be a publication considered for A.A. use only, not for distribution to any outside entities (e.g., no treatment centers).

[04] Every effort should be made to have extra copies of the most recent issue at all Southern Minnesota Area service events and roundups.

[05] Inclusion of flyers of A.A. events is left up to the discretion of the District Newsletter Chairperson in consultation with the District Committee Member (DCM).

#### ❖ **Format/Layout**

[01] Strive for consistency in layout within each newsletter and from issue to issue.

#### ❖ **Authority**

[01] The District Newsletter Chairperson reserves the right to copyedit any submitted article if necessary to improve its grammar, syntax or general readability, so long as such editing does not alter the substantive meaning of the given article.

[02] The District Newsletter Chairperson shall reserve the right to refuse to publish any article submitted to the District 24 Newsletter.

[03] Original hard copy manuscripts of articles will not be returned to the sender.

[04] The District Newsletter Chairperson shall have final editorial authority over the contents of the District 24 Newsletter. In keeping with our Tenth Concept, that authority is derived from and defined by this publication policy.

#### ❖ **Electronic Version of the District 24 Newsletter**

[01] The electronic version of the District 24 Newsletter shall include all the same information that is in the printed version of the newsletter and follow all of the same described policies as the regular printed version outlined above except as follows:

##### **a. Content**

- Full last names shall be omitted, but the first initial of a person's last name may be used.
- Personal street addresses omitted.
- Personal phone numbers omitted.
- Personal email addresses omitted.

##### **b. Distribution**

- The electronic version of the newsletter shall be made available and be promptly added to the District's website using Adobe PDF read-only software or equivalent.
- The following District positions shall receive the link to electronic version PDF of the newsletter via e-mail: The District Committee Meeting members (Officers and GSRs) and to the "Other Trusted Servants" (nonvoting) District Committee Meeting members.
- The email list for the electronic version of the newsletter shall be kept and updated by the District Newsletter Chair.
- The District Newsletter Chair will send via e-mail the link to the electronic version of the newsletter to those listed above in a timely manner to further help facilitate communication within the District.