

GUIDELINES FOR THE AREA D NEWSLETTER

The following guidelines for the Area D Newsletter have been developed to provide assistance to the Editor and contributors. They include suggestions from the *Australian AA Service Manual*, 'The Area', Section M05, 6th Edition 2004. These guidelines have been approved by the Assembly of Area D of the Southern Region of AA in Australia.

TITLE

1. The Newsletter will be known as '*D-Liberation*'.

PURPOSE

2. AA Area's function is to assist AA Groups in their primary purpose - to carry their message to the alcoholic who still suffers.
3. The Newsletter will publish information and articles about events, Districts and groups in Area D in Southern Region of Australia that will help members to fulfil that primary purpose.
4. Information is provided as a service to AA Groups and members in the Area and the focus of the publication is on our common welfare (service and unity) rather than personal recovery.

GOVERNANCE

5. As in most AA service activities, because it has been found prudent to make a committee (rather than one or two individuals) responsible, format, planning and content, will be governed by the following appointments:
 - a. an editor working with an alternate editor is appointed to provide quality control and continuity'
 - b. the Area Delegate provides a crosscheck and veto for controversial content;
 - c. District Reports and other regular reports should be submitted by those responsible.

CONTENT

6. The Newsletter published by Area D will generally include:
 - a. local AA news, information about Groups and committees;
 - b. an item of approx 500 words solicited for each edition on some aspect of service, written by a member with experience in particular aspects of service, or with a particular perspective.
 - c. District reports;
 - d. A 'Calendar of Events' feature.
 - e. Public Information update
7. Newsletters may also include:
 - a. A 'theme' on some aspect of the AA program and using excerpts from Conference Approved material (with proper credit) relating to the theme;
 - b. reprinted material from AA literature (also with proper credit);

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- c. A disclaimer that
“Articles published in this Newsletter are the experience and opinion of the author, and are not necessarily the opinion of AA.”
- 8. In general, the Newsletter will NOT print:
 - a. Personal stories (except as they relate to service);
 - b. Editorial or controversy;
 - c. Reference to Non-Conference Approved Literature

CONSISTENCY WITH AA TRADITION AND GUIDELINES

- 9. In accordance with AA Tradition, the Newsletter
 - a. Has no opinion on outside issues;
 - b. Does not publish names or photographs that identify individual AA members;
 - a. Does not exclude any AA group from participating;
 - b. Neither endorses or opposes any causes;
 - c. Does not endorse, finance, or lend the A.A. name to any related facility or outside enterprise;
 - d. Is produced by volunteers – no one is paid;
 - e. Respects the autonomy of AA Groups;
 - f. Is self supporting;
 - g. Has a policy of attraction rather than promotion;
 - h. Practices the rotation of editorial staff.
- 10. The use of AA’s Trademarks and Logos in the Newsletter will be in accordance with Guideline G-20 of the *Australian Service Manual*. Quotes from AA literature such as the ‘*Big Book*’, the *Twelve Steps and Twelve Traditions*, The *Australian AA Service Manual*, and Conference Approved pamphlets must include the proper credit line, in order to ensure that the copyrights of AA literature are protected. Details of legal requirements regarding copyright, logos, trademarks, copying and reprint permission can be found in Section M11 of the *AA Service Manual*: “AA Literature”.

PRODUCTION

- 11. The Newsletter will be issued quarterly (January, April, July, October) following each Area Assembly to capture what has been reported.
- 12. The Newsletter will be available electronically as a pdf file, either emailed or from the website. This is to save the cost of printing and posting to each group so that such money can be used more meaningfully for 12th Step work.
- 13. A hard copy will be mailed District Committee Members or Group Service Representatives on request.

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PERSONAL ANONYMITY

14. Individual AA members will not be identified in the Newsletter. Private email addresses are not included if they include person's full name. Members must authorise any publication of their telephone numbers in the Newsletter for any purpose.

SUBSCRIBERS

15. The editor maintains a list of subscriber email addresses and a backup copy is kept by the alternate editor. Subscribers are sent:

- a. The regular newsletter
- b. Flyers about AA events and activities
- c. Other information directly relating to AA Meetings and Events in the Area.

16. The subscriber list is not shared with any other body or outside enterprises.

17. Subscribers are only added to the list by their own request – either by email or through submitting the form on the Area D web site.

EDITOR

18. The Newsletter editor will be responsible for the publication in accordance with these guidelines.

19. The editor will serve for a two year period and may co-opt AA member volunteers to assist with the publication.

20. The editor will produce an annual report for the Area Assembly.

21. The editor will maintain an Operations Manual which has full details about the Newsletter to ensure it can continue seamlessly during the handover of the position. It contains templates used in the production of the Newsletter as well as up to date "How-to" information.

COSTS

22. The Newsletter will be produced by volunteers. The Newsletter is produced as a cost-free activity and any unexpected expenditures will be referred to the Area Assembly for consideration.