



# **AREA 40**

# **POLICY &**

# **PROCEDURES**

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# INTRODUCTION

The purpose of this document is to provide a detailed explanation of the composition and basic policies and procedures of the service structure in Area 40, to provide guidelines for trusted servants to utilize within that structure, and to assist Area 40 Assembly attendees, voting and non-voting, in having a productive and positive experience at the Area Assembly. The Area Assembly convenes two times a year, and is, for all practical purposes, the representative voice of the collective group conscience of the Area 40 fellowship. We encourage all groups in Area 40 to participate in the business of Area 40, the General Service Office (GSO) and A.A. World Services.

The 12 Traditions and the 12 Concepts of Service set the guidelines for our policies and procedures. They serve as a platform upon which our Fellowship can best function and hold together in unity and service. Tradition One and Tradition Two remind us that we proceed as trusted servants, placing common welfare first. Tradition Five gives us the ultimate gauge for soundness of an idea, project, policy or plan. Tradition Nine suggests the creation of committees and reminds us that our committees are directly responsible to Area 40 and ultimately the groups of Area 40. Concept One and Concept Two identify the need for both ultimate and delegated authority in Alcoholics Anonymous in regard to matters of policy and finance. Concept Nine expresses the great need for sound leadership and gives valuable guidance on qualifications and selection of our trusted servants. Concepts Three, Four, Five and Ten delineate the rights of Decision, Participation, Appeal and Authority, all of which provide our trusted servants the latitude to do the work we ask of them. When assembled for the purpose of conducting Area 40 business the Assembly shall be ever mindful of the principles expressed in the 12 Traditions and the 12 Concepts of World Service.

In 1951 the General Service Conference (GSC) established the system of standing committees and new committees have been added when necessary. The General Service Manual (GSM) defines the committee system by describing the duties and functions of these committees. In it we see the relationship between groups, districts, areas and the GSC. The GSM also defines the Area Committee and its composition and the activities of the Area Standing Committees and Area Officers. Beginning in 1996, Area 40 has utilized the “committee system” in conducting its affairs.

The Area 40 service structure is designed after the structure of AA service bodies in other parts of the country and takes its basics from the model of the General Service Conference. The primary purpose of the Area Assembly shall be that of providing service to AA as a whole, to the Area 40 fellowship and, most importantly, to the still suffering alcoholic.

# **AREA 40 SERVICE STRUCTURE**

## **1. AREA COMMITTEE:**

1.1 The Area Committee is composed of:

- A. Delegate
- B. Alternate Delegate/Area Chairperson
- C. Secretary
- D. Treasurer
- E. Standing Committee Chairpersons
- F. District Committee Members
- G. District Representatives on Standing Committees
- H. Triangle Editor
- I. Archivist (non-voting)
- J. Webmaster (non-voting)
- K. Area Advisor (non-voting)

1.2 The Area Chair shall prepare the agenda for the upcoming Area Assembly with sufficient publishing time to allow distribution to DCMs and the Area Triangle.  
*(See Area 40 Committee System Time Line-Appendix-A).*

1.3 The Area Assembly shall use Parliamentary Procedure and follow Roberts Rules of Order when conducting business on the floor of the Assembly and in committee sessions. These procedures and Roberts Rules of Order are guidelines and are not meant to be used rigidly. The final interpretation of the applicability of these guidelines rests with the Area Chair.

1.4 Area Committee meetings are usually held during the scheduled assemblies, but may be called at other times by the Area Chair. All members of A.A. are encouraged to attend any Area Committee meeting as non-voting members, as long as the number of individuals in a certain meeting location does not exceed that which is deemed safe by the hosting facility and/or Fire Marshall regulations.

## **2. VOTING MEMBERS**

2.1 The following Area Committee members vote on floor actions at the Area Assembly:

- A. Delegate
- B. Alternate Delegate
- C. Area Officers
- D. District Committee Members
- E. General Service Representatives
- F. Standing Committee Chairmen
- G. Triangle Editor

- 2.2 Any person chosen to serve as an Alternate GSR or DCM may be a voting member if the primary GSR or DCM is not able to be present at the Area Assembly. No proxy votes are allowed
- 2.3 Area Assemblies are held twice a year in Lewistown to discuss GSC and Area 40 affairs and biennially to elect a delegate and committee officers.
- 2.4 A quorum of voting members is established at each Area Assembly. A Quorum shall be 2/3 of the registered voters. As long as the total votes on any ballot, including elections is at least a quorum, 2/3 of the actual votes constitute a substantial unanimity and more than 1/2 constitutes a simple majority.
- 2.5 The Triangle Editor does not serve on any committee, but is elected at the Fall Assembly on even numbered years along with Area Officers for a period of two years, and is a voting member of the Area Committee.
- 2.6 District Representatives selected by their district to serve on Standing Committees may vote in committee meetings, but do not have a vote on floor actions unless they are also a GSR.

### **3. NON-VOTING MEMBERS**

- 3.1 Non-voting members of the Area Committee are:
  - a. Archivist
  - b. Website Coordinator
  - c. Area Advisor
- 3.2 The non-rotating positions of Area Archivist and the Area Webmaster serve until such time as they decide to cease their services, or until such time as the Area decides to elect new members. They have no vote at the Area Assembly. They are expected to attend each Area Assembly and to provide an oral and written report. Expenses for their attendance are to be reimbursed out of Area operating funds.
- 3.3 The immediate past delegate serves Area 40 as its Area Advisor. His/her expenses to attend Area Assembly are reimbursed out of Area 40 operating funds. The Area Advisor has NO voting privileges at the Assembly unless asked by the Area Chair to serve as Standing Committee Chair in the absence of the elected Chairperson.

### **4. ELECTION OF AREA OFFICERS:**

- 4.1 The election of area officers is held at the Fall Assembly of the even numbered year and the new slate of officers assumes their duties at the beginning of the following year. The term of office is two years.
- 4.2 The Area Advisor shall conduct the election of Area 40 committee members.

- 4.3 The Area Delegate and Alternate Delegate must have served as an Area Committee Member and have a minimum of six years of sobriety. It is suggested that the Secretary and Treasurer have five years of sobriety.
- 4.4 The Third Legacy Procedure from the General Service Manual is used to elect the Area Delegate, the Alternate Delegate/Area Chair, the Secretary, and the Treasurer. Standing Committee Chairpersons and non-voting committee members are elected by nomination and a simple majority.
- 4.5 Area 40 accepts the qualifications from other Areas as though the individual had served in Area 40.

## **5. STANDING COMMITTEES**

- 5.1 The following are Standing Committees with their alternate assignments:
  - a. Archives/Area 40 Structure & Policy
  - b. Cooperation with the Professional Community/Trustees
  - c. Corrections/International Conventions
  - d. Finance/General Service Conference Finance
  - e. Grapevine/ Policy & Admissions (GSC)
  - f. Literature
  - g. Public Information/Report and Charter & Website
  - h. Treatment Facilities/Agenda
- 5.2 The membership of standing committees is made up by drawing DCM's and District Representatives from the hat. Placement will be done in the following order: 1-PI, 2-CPC, 3-GV, 4- Archives, 5-Corrections, 6-Treatment, 7-Literature, 8-Finance. All DCM's are placed on committees first, then the selection process continues with District Representatives, until there are four members plus the Standing Committee Chair on each committee. The Area Delegate and the Area Chair sit on the Finance Committee therefore only two other members need to be drawn from the hat for the Finance Committee.
- 5.3 In the case of a vacancy, the Area Chair shall appoint a replacement as soon as possible, following input from the current area standing committee chairs. Any such appointment shall last for the remainder of the term, with the appointed chair being allowed to run for election to the same position at the next election assembly if so desired.
- 5.4 Committee meetings are scheduled to be held at each Area Assembly. Usually two sessions for committee work are held during each assembly, except an election assembly, when time may limit the sessions to one. It is the responsibility of the Standing Committee Chairperson to conduct a smoothly functioning meeting.
- 5.5 Anyone is allowed to attend a committee meeting as long as the numbers of individuals in a certain meeting location do not exceed those deemed safe by the hosting facility and/or the Fire Marshall regulations. It will be at the chair's discretion as to time allowed for individuals

to participate in discussions during the committee meeting. A proposed guideline is three minutes per person on each discussion item. Such guidelines are suggested due to time constraints for committee business to be conducted. *Participants are reminded of an additional opportunity to discuss recommendations when reports are given to the full assembly.*

## **6. AUDIT COMMITTEE**

- 6.1 The outgoing Delegate, Area Chairperson and Treasurer, and the incoming Delegate, Area Chairperson and Treasurer, shall meet after the biennial election, at a place of their choice, and before Jan 31<sup>st</sup> of the next year, to audit the books, inventory the equipment, and at that time transfer the treasury to the new committee, leaving enough funds to cover all outstanding bills of the Area. After the payment of outstanding bills, the leftover funds will be transferred to the new Treasurer. Every six months our ultimate authority and the area assembly members audit the books through the financial report.

## **7. AD HOC COMMITTEES**

- 7.1 Ad Hoc committees are appointed by the Area Chair to complete a specific task in a specific amount of time. When an individual is appointed to serve on an ad hoc committee, it is suggested they not serve on a second until the first ad hoc committee is dissolved.

## **AREA 40 SERVICE GUIDELINES**

The following sets of Guidelines, both general and by position, have been established as reference material for the successful operation of the Area 40 service structure. While not intended to be all-inclusive, it is the desire of the Area Assembly that these Guidelines will be used to provide avenues of communication between itself and the Area A.A. Groups. It is noted that all service positions of leadership, whether elected or appointed, are considered “trusted servant” positions. The authority required for these trusted servants to carry out their assigned responsibilities is given to them in accordance with our Tenth Concept.

The **GENERAL GUIDELINES** for Area 40 Trusted Servants are:

1. Attend all Area Committee meetings and Area Assemblies and assume the responsibilities specific to their service position.
2. Provide an oral and written report at each Area Assembly providing information on their activities, relevant to their position, since the previous assembly.
2. Provide leadership in Area 40.
3. Be available to committees, districts and groups to provide experience, strength, and hope with respect to our third legacy of service.
4. Report on activities and provide information through the area newsletter, The Triangle.
5. Submit receipts of authorized service related expenses for reimbursement, within 90 days of incurring them, to ensure the consistent and more predictable disbursement of Area funds.
6. Read and become familiar with Past Actions and Recommendations and to make agenda background material available to committee members prior to Area Assembly.
7. When rotating out of office, help the incoming officers with sharing experience, records, information and any helpful suggestions for serving as an Area Committee Member.

## **G1. ARCHIVIST**

The duties of the Archivist are:

- G1.1 to manage and organize the Area 40 Archival Program in accordance with the Area 40 Archival Policy, (see Appendix C).
- G1.2 to have reasonable access to, and to examine, all current Area Committee records, in person or through a representative.
- G1.3 to collect, arrange, and make available to authorized persons, at reasonable times, in the Archival Repository, all obtainable archival materials related to Area 40 history.
- G1.4 to promote, protect and preserve the collection of the Area 40 Archives.
- G1.5 to keep the Archival Repository organized and accessible.
- G1.6 to permit the materials to be inspected, examined, abstracted, or copied (except where copyrights apply) under supervision, by any authorized person.
- G1.7 to furnish certified copies requested, in advance of fees, as prescribed by the Archives Committee.
- G1.8 to govern and administer the Archives of other agencies and organizations, or the personal papers of individuals entrusted to the custody of the Area, with the strictest archival practices.
- G1.9 to amend Area 40 policies and procedures governing the use of the Archives (see Appendix C), in conjunction with the Archives Committee.
- G1.10 to serve as Records Administrator for the Area Archives.
- G1.11 to examine and report to the Archives Committee the condition of current records.
- G1.12 to update the Area 40 Past Actions document, with the Archives Committee and the Area Advisor, during the second year of each service rotation.

## **G2. ARCHIVES:**

- G2.1 The Archives Chairperson will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.
- G2.2 The Archives Committee is established as the official archival agency of Area 40.

- G2..3 The objectives of the Archives Committee shall be the collection, preservation, and administration of the official records of the Area, as well as personal papers and other items donated to the Archives which document and/or describe the history and activities of AA in Area 40.
- G2.4 The Archives Committee promotes interest in Area Archives and encourages District Archives Chairs in the collection of historical information and items.
- G2.5 The Archives Committee considers all business in Archives which appears on the General Service Conference Agenda.
- G2.6 As an Alternate Assignment, the Archives Committee shall consider all agenda items dealing with Structure and Policy in Area 40 as assigned by the Area Chair.
- G2.7 The Archives Committee shall, with the Area Archivist and Area Advisor, maintain and update the Area 40 Past Actions document during the second year of each service rotation, making it available to the Area 40 website after each update.
- G2.8 The Archives Committee shall update the Area 40 Policy and Procedure Manual after each Assembly and make it available to the Area 40 website.

### **G3. COOPERATION WITH PROFESSIONAL COMMUNITY:**

- G3.1 The CPC Chairperson will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.
- G3.2 The purpose of the CPC committee is to provide a clearinghouse of information in Area 40 with respect to CPC, coordinating the exchange of ideas and resources between districts and concentrating on providing information about A.A. to those who have contact with alcoholics through their profession. To provide experience and assistance in developing projects that will further the carrying of the A.A. message through cooperation with members of the professional community.
- G3.3 The CPC Committee will consider all Area Agenda items in CPC which are channeled through the Area Chair. The Committee will also consider all business which appears on the General Service Conference Agenda concerning CPC.
- G3.4 As an Alternate Assignment the CPC Committee will consider all business from the Trustees Committee which appears on the General Service Conference Agenda.
- G3.5 The CPC Committee will read and become familiar with the CPC workbook and all related materials from the General Service Office.

G3.6 Work with District CPC Chairs to find productive and creative ways of cooperating without affiliating with third parties who may come in contact with future members of Alcoholics Anonymous.

#### **4. CORRECTIONAL FACILITIES:**

G4.1 The Correctional Facilities Chairperson will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.

G4.2 The purpose of the Corrections Committee is to lead and coordinate the work of individual A.A. members, groups, and districts to carry the A.A. message to alcoholics in correctional facilities located in Area 40. The Corrections Committee acts as a clearinghouse for the exchange of ideas and resources between Districts and all Area 40 correctional facilities.

G4.3 The Corrections Facilities Committee will read and become familiar with the Corrections workbook and all related materials from the General Service Office.

G4.4 The Corrections Facilities Committee Chairperson shall establish a working relationship with the Corrections Staff person at the General Service Office.

G4.5 The Corrections Facilities Committee Chairperson will report in writing to the Area at each Assembly an accounting of funds received related to the Pink Can Fund.

G4.6 The Corrections Committee will assist in placing A.A. literature in Correctional Facilities.

G4.7 The Corrections Facilities Committee will consider all Area agenda items concerning corrections which are channeled through the Area Chair. The Committee will also consider all business concerning corrections which appears on the General Service Conference Agenda.

G4.8 As a secondary assignment, the Corrections Facilities Committee will consider all business from the International and Regional Forums Committee which appears on the General Service Conference Agenda.

#### **G5. FINANCE:**

G5.1 The Treasurer will chair all meetings of the Finance Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.

G5.2 The purpose of the Finance Committee is to establish a sound fiscal policy for the Area, keeping in mind our Tradition of self-support, and that sufficient operating funds, plus a prudent reserve, should be the Area's fiscal policy.

G5.3 The membership of the Finance Committee shall include the Area Treasurer, the Area Delegate, the Area Chairperson and a DCM selected from the hat.

G5.4 The outgoing Area Delegate, the Area Chairperson, and the Area Treasurer will meet with the incoming Area Delegate, Area Chairperson, and the incoming Area Treasurer at a place of their choice to audit the books, inventory the equipment, and at that time transfer the treasury to the new committee, leaving enough funds to cover all outstanding bills on the Area. This meeting will take place prior to January 31<sup>st</sup> of the new rotation.

G5.5 The Finance Committee will consider all Area agenda items concerning finance which are channeled through the Area Chair and all items in Finance which appear on the General Service Conference Agenda.

G5.6 The Finance Committee shall establish and maintain a prudent reserve that will be 33-1/3, or 4 months of the current year's annual budget.

## **G6. GRAPEVINE:**

G6.1 The Grapevine Chairperson will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.

G6.2 The purpose of the Grapevine Committee is to lead and coordinate the work of individual A.A. members, groups and districts to read, subscribe to, write for and utilize the Grapevine. The Committee shall be a clearinghouse of information in Area 40 with respect to the Grapevine, coordinating the exchange of ideas and resources between districts.

G6.3 The Grapevine Committee shall read and become familiar with the Grapevine workbook and all related materials from the General Service Office.

G6.4 The Committee shall have guidelines for writing articles for the Grapevine on hand at all Area functions.

G6.5 The Grapevine Committee shall consider all business in Grapevine which appears on the General Service Conference Agenda.

G6.6 As an alternate assignment the Committee shall consider all business from Policy and Admissions which appears on the General Service Conference Agenda.

## **G7. LITERATURE:**

G7.1 The Literature Chairperson will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.

G7.2 The purpose of the Literature Committee is to lead and coordinate the work of individual A.A. members, groups, and districts to utilize the literature of Alcoholics Anonymous. It also provides a clearinghouse of information in Area 40 with respect to all literature available through our General Service Office.

- G7.3 The Literature Committee shall review all proposed changes to A.A. literature.
- G7.4 The Literature Committee will have available one (1) copy of all A.A. literature from the G.S.O. for viewing.
- G7.5 The Literature Committee will have a lending library consisting of the video and audio tapes that are currently in the Area 40 Literature display. A simple checkout form and list of titles available will be made available to the Area. Shipping cost, when applicable, will be paid by the group or district checking them out.
- G7.6 The Literature Committee will keep the Area informed as to current literature availability, pricing and ordering specifics.
- G7.7 The Literature Committee will assist in placing A.A. literature in Treatment Facilities and Correctional Facilities.
- G7.8 The Literature Committee will consider all Area agenda items in Literature which are channeled through the Area Chair and all business in Literature which appears on the General Service Conference Agenda.

## **G8. PUBLIC INFORMATION:**

- G8.1 The Public Information Chairperson will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.
- G8.2 The purpose of the Public Information Committee is to keep the Area, Districts, Groups and individual A.A. members informed of overall Public Information guidelines and current issues suggested by the General Service Conference so that the A.A. Districts and Groups may more effectively carry the message to the alcoholic who still suffers.
- G8.3 The Public Information Committee will provide experience and assistance in developing projects that will further the carrying of the A.A. message by providing the public with accurate information about our Fellowship.
- G8.4 The Public Information Committee works with District P.I. Chairs to find productive and creative ways of cooperating without affiliating with various avenues of media in Area 40.
- G8.5 The Public Information Committee will offer any press releases and “for the public” videos, as well as other materials made available from the General Service Office, to the media in Area 40.
- G8.6 The Public Information Committee shall consider all Area agenda items in Public Information which are channeled through the Area Chair and all business in Public Information which appears on the General Service Conference Agenda.

- G8.7 As an alternate assignment the Public Information Committee shall consider all business from the Report and Charter Committee which appears on the General Service Conference Agenda.
- G8.8 Also as an alternate assignment the Public Information Committee shall consider all business pertaining to the website operated by Area 40 Inc.
- G8.8.1 The Website shall be registered with the InterNIC as <http://www.aamontana.org> in the name of the Area 40 Assembly.
- G8.8.2 The Public Information Committee will oversee the Area Website contents. Ever mindful of our Tradition of anonymity.
- G8.8.3 It is understood that any changes, alterations, or matters of policy concerning the website will remain channeled through the Public Information Committee and the Area 40 Assembly.
- G8.8.4 The website will contain anonymity protected versions of the Area 40 Assembly agenda, minutes, Triangle, and financial report.
- G8.8.5 The website may contain an event page similar to that of the A.A. Grapevine, Box 459, and the Area Triangle.
- G8.8.6 Each district is allowed the responsibility of updating their respective meeting schedules.
- G8.8.7 The Webmaster is also allowed to create a page on the website that allows fliers and registration forms for upcoming A.A. events to be posted in a downloadable format.
- G8.8.8 The website will contain “dummy” email addresses for all Area 40 Committee Chairs, Officers, DCMs, Triangle Editor and Archivist, which will then be forwarded to their personal email addresses. Email intended for those who do not have a personal email address will be redirected to the Area Chair or his designee.
- G8.8.9 The website will contain current editions of the Area 40 Policy and Procedures Manual and the Area 40 Past Actions Document.
- G8.9 Area 40 will implement a -800 number, utilizing the services and contract from Answernet. Contract to be a month to month agreement, with a maximum possible expenditure of \$1,000.00 per month to Area 40. The Area 40 Public Information Chair will make reports regarding utilization and expense at each Area Assembly.

## **G9. TREATMENT FACILITIES:**

- G9.1 The Treatment Facilities Chairperson will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.
- G9.2 The purpose of the Treatment Facilities Committee is to lead and coordinate the work of individual A.A. members, groups and districts to carry the A.A. message to alcoholics in Treatment facilities located in Area 40.
- G9.3 The Treatment Facilities Committee shall read and become familiar with the Treatment Facilities Workbook and all related materials from the General Service Office.
- G9.4 The Treatment Facilities Committee will maintain contact lists, directories and other tools important in helping individuals to “bridge the gap” from treatment facilities to the larger A.A. community.
- G9.5 The Treatment Facilities Committee shall consider all Area agenda items on Treatment Facilities which are channeled through the Area 40 Chair and all business on Treatment Facilities which appears on the general Service Conference Agenda.
- G9.9 As an alternate assignment the Treatment Facilities Committee shall consider all business on the Agenda which appears on the General Service Conference Agenda.

## **G10. TRIANGLE EDITOR:**

- G10.1 The Triangle is Area 40’s newsletter. It shall be used for service within Area 40, remaining faithful in all it does to AA’s singleness of purpose.
- G10.2 The Triangle editor shall be responsible for the publication of eight editions annually, encouraging Area Committee members, GSRs, and other AA members to contribute articles for publication.
- G10.3 The Area will underwrite the cost of the newsletter when necessary, the income from paid subscriptions will be treated as a reduction of the production expense.
- G10.4 There shall be no paid advertising in the Triangle and a calendar of events, in the style currently used by the Grapevine and Box 459, should be used in each edition.
- G10.5 Each issue shall contain an anonymity statement and confidentiality statement.
- G10.6 One copy of each issue shall be sent to each group in the Area regardless of subscription status. Copies shall also be sent to each Area 40 Committee member, each West Central Regional Delegate, the AA Grapevine, GSO and the West Central Regional Newsletter.

- G10.7 The Triangle shall be distributed via US Postal Service Business Mailing. Area 40 has established non-profit status and only a transfer of the permit is needed when changing editors. Each mailing shall utilize “Return Service Requested” to allow for maintaining mailing lists.
- G10.8 Mailing lists shall be maintained for groups and individuals. Upon the expiration of individual subscriptions, the subscription shall be removed if not renewed by the individual.
- G10.9 The Area 40 Treasurer shall handle all finances for the Triangle.
- G10.10 The Triangle Editor shall be prudent in regards to all costs associated with the Triangle.
- G10.11 The Triangle Editor shall keep Area 40 apprised of any changes in subscription rates.
- G10.12 If necessary, Area 40 will provide with a computer, printer, scanner and all software needed to produce the Triangle.
- G10.13 An anonymity protected version of each issue shall be provided to the Area 40 Webmaster for publication on the Area 40 website.

## **G11 AREA SECRETARY**

- G11.1 The Area Secretary shall take the official roll of all attendees at each Area Assembly. A roll call shall be made of all members of the Area Committee, while a sign in sheet will be provided to each DCM for all GSRs and visitors. This roll shall be used to determine a quorum of voting members prior to any voting.
- G11.2 The Area Secretary shall keep a written record of the minutes of each Area Assembly and will provide a copy of those minutes to each member of the Area Committee within one month after the Area Assembly. An anonymity protected version of the minutes will be provided to the Area Webmaster for placement on the Area 40 website.
- G11.3 The Area Secretary shall, at the request of the Area Chair or Delegate, poll the Area Committee on matters of immediate concern to Area 40 that come up between assemblies. The Area Secretary will then notify the Area Committee of the results and will notify the Area Assembly at it’s next meeting.
- G11.4 Area 40 will pay for, or provide a computer to the Secretary for the performance of their duties. If the Secretary does not need a computer the Area will pay for and provide the necessary software to upgrade the personal computer of the Secretary. If the Secretary does not want to use a computer, it will not be required. All equipment and software shall be returned to the Area after the terms of office are completed. It is not a requirement to own a computer to hold the position of Secretary. It is not a requirement to be computer literate to hold the position of Area Secretary.

## **G12 AREA TREASURER**

- G12.1 The Area Treasurer shall submit a budget for the Area for the next year at each Fall Assembly.
- G12.2 The Area Treasurer shall submit a financial report at every assembly concerning the state of the Area's finances.
- G12.3 The Area Treasurer will file form 990S annually with the IRS.
- G12.4 Area 40 will pay for, or provide a computer to the Treasurer for the performance of their duties. If the Treasurer does not need a computer the Area will pay for and provide the necessary software to upgrade the personal computer of the Treasurer. If the Treasurer does not want to use a computer, it will not be required. All equipment and software shall be returned to the Area after the terms of office are completed. It is not a requirement to own a computer to hold the position of Treasurer. It is not a requirement to be computer literate to hold the position of Area Treasurer.
- G12.5 The Area Treasurer is authorized to disburse Area 40 funds in accordance with the following guidelines.
- a. Any Area Committee Members, or ad hoc committee chairperson who is not reimbursed in the capacity of G.S.R. or D.C.M. shall be reimbursed for all miles driven on Area 40 business, at a rate of \$0.05 per mile, as well as actual spent monies of food, gas and lodging. No money will be paid without proper receipts. The use of the Area Committee Expense Form is suggested.
  - b. The Area will fund the Area Delegate to attend Spring and Fall Roundups.
  - c. The Area will also pay the expenses of two past delegates to attend Area Assembly. This does not include the immediate past delegate whose expenses are also paid by the Area.
  - d. The Area will fund the Area Delegate for expenses to attend the annual meeting of the West Central Region.
  - e. The Area will fund the Area 40 Website. The funding will not exceed \$300.00 per year.
  - f. The Area will pay the rent for the Area 40 Archives Repository.
  - g. The Area will pay for and provide a computer for each of the following positions; Area Delegate, Area Secretary, Area Treasurer, Area Archivist and Triangle Editor. If the office holders do not need a computer, the Area will pay for and provide the necessary software to upgrade the personal computers of the office holders to be able to fulfill their duties. All equipment and software shall be returned to the Area after the terms of office are completed.
  - h. The Area will fund the Area Assembly in Lewistown biannually. Arrangements for meeting space will be the responsibility of the Area Chairperson.
  - i. Area 40 will be responsible up to a maximum of \$1,000.00 per month for the Area's answering service 1-800 number.

### **G13 AREA CHAIR**

- G13.1 Will also serve as the Alternate Delegate.
- G13.2 Will split the Area with the Area Delegate for visits to districts at least once during the two-year term of office. Expenses to be funded by Area 40.
- G13.3 Will have the authority, along with the Area Delegate, to poll the Area Committee to make important decisions that come up between assemblies and to let the Area Secretary do the polling. The item being polled must receive approval by a two-thirds majority of the Area Committee to pass. The Area Secretary will then notify the Area Committee of the results and will notify the Area Assembly at it's next meeting.
- G13.4 Shall prepare the agenda for each upcoming Area Assembly with sufficient publishing time to allow distribution to DCMs and the Area Triangle.  
*(See Area 40 Committee System Time Line-Appendix-A, and Suggested Agenda Framework for Area Assemblies –Appendix-B).*
- G13.5 In the case of a vacancy, the Area Chair shall appoint a replacement as soon as possible, following input from the current area standing committee chairs. Any such appointment shall last for the remainder of the term, with the appointed chair being allowed to run for election to the same position at the next election assembly if so desired.
- G13.6 Will, before each Area Assembly, send a letter to all Inter-groups in the Area, offering them the opportunity to give a 5 minute report at the upcoming Assembly.
- G13.7 Will receive, or appoint a designee to receive, emails redirected from the Area website intended for chairs who have no personal email address.
- G13.8 Will invite two past Delegates to participate at each Area Assembly. Invitations shall be made from a rotating list of those available.

### **G14 AREA DELEGATE**

- G14.1 Will represent Area 40 at each AA General Service Conference, assuming whatever duties requested by the conference, and provide reports of activities at the GSC to the Area 40 Fellowship on a first come first served basis.
- G14.2 Will split the Area with the Area Chair for visits to districts at least once during the two-year term of office. Expenses to be funded by Area 40.
- G14.3 Will be funded to attend Area 40 Spring and Fall Roundups
- G14.4 Will have the authority, along with the Area Chair, to poll the Area Committee to make important decisions that come up between assemblies and to let the Area Secretary do the

polling. The item being polled must receive approval by a two-thirds majority of the Area Committee to pass. The Area Secretary will then notify the Area Committee of the results and will notify the Area Assembly at its next meeting.

G14.5 Is allowed spending flexibility within the proposed budget.

## **G15 AREA ADVISOR**

G15.1 Will ensure there is an adequate supply of coffee at all Area Assemblies.

G15.2 Will serve as interim Chair for committees when appointed to that position by the Area Chair.

G15.3 Will review and conduct an update of the Area 40 Past Actions Document, during the second year of his/her rotation, with the Archives Committee and the Area Archivist.

G15.4 Will serve as the Area 40 Workshops Chair.

## **GLOSSARY OF TERMS:**

**ASSEMBLY AGENDA:** The assembly agenda consists of the scheduling of committee meetings, workshops, breakouts, elections, and floor assemblies (that time when all members of the assembly are gathered together to transact business for the Area).

1. The construction of the agenda is the responsibility of the Area Chairperson through consultation with the Area Committee as a whole.
2. It is also the responsibility of the Chairperson to assign to the proper standing service committee Area items submitted for consideration.
3. The Area Chairperson may return agenda items to their source if they lack support of a group, district or committee; or if the item is a local matter.

**COMMITTEE AGENDA:** A list of things to be discussed at the meeting of the standing committee.

The committee agenda will be:

1. Those items that appear on the corresponding agenda(s) from the General Service Conference.  
(These agendas are distributed through the Area 40 Delegate to the Standing Committee Chairpersons. The agendas are usually available by the third week in February. The primary purpose in discussing these items is to provide the Delegate with a “sense of the Area” to assist him/her during discussion at the General Service Conference.)
2. Concerns and suggestions coming from Alcoholics Anonymous Members in Area 40.

These agenda items come through the suggested flow of information:

*Group member to Group*  
*Group to District*  
*District to Area Committee*  
*Area Committee to Standing Committee*

Agenda items are assigned by the Area Chair approximately eight weeks prior to the Area Assembly. Agenda items are not submitted to the Area Chair or committee in the form of a motion. They are submitted as concerns or suggestions. However, to clarify the concern or suggestion, it is suggested that background information consisting of rationale, pro and con, be submitted. Indeed, any information that would help to create an “informed group conscience” should be submitted. This information should flow through the Area Chairperson, who has the responsibility of setting the Agenda for the Assembly.

**COMMITTEE REPORT-FORM:** The purpose of the committee report is to communicate the business of the committee with the members of the Area Assembly. Agenda items concerning the business of Area 40 are reported first with items of regional or national interest following. Committee agenda items can be addressed in several ways, depending on whether or not they come out of committee as a recommendation.

## 1. **Agenda items resulting in recommendations**

All agenda items resulting in recommendations should be brought to the floor before any other business during the committee's report.

Recommendations resulting from committee action and read on the floor become made and seconded motions.

### Suggestions for constructing a recommendation:

- A. Write with clarity so that it might still be understood ten-twenty years in the future.
- B. Give dates when needed ("to be held Feb 3, 1997" rather than "at the next meeting")
- C. Spell out sources (Suggestion 3 which states.....rather than just "use suggestion 3")
- D. Set parameters if only intended for short term ("with such recommendation being in place only until the election Assembly of 2002")

The item may be debated on the floor. The purpose of the debate is to reach an informed group conscience on what is best for A.A. as a whole. There are no winners or losers.

Recommendations that have been "tabled" are more often returned to committee for further study under the committee system. They become part of the Agenda for the following assembly. (Exception would be if recommendation to return to committee contains a time marker- "to be considered by the CPC Committee during the Spring Assembly of 2001"). This eliminates the need for designation of New Business/Old Business classifications.

## 2. **Agenda items not resulting in recommendations**

For the purpose of communicating with the Assembly, the committee report includes a reading of the agenda items that did not result in a recommendation. Examples are as follows:

The committee **discussed** producing another daily meditation book and concluded such a project is not needed at this time.

The committee **reviewed** and was satisfied with pamphlet on Employee Assistance Programs.

The committee **discussed** changes in the membership of the standing committees and agreed it would be wise to request additional input from other Areas for further discussion at the next Standing Committee meeting.

The committee **discussed** the General Service Conference Agenda item....., and provides for the Delegate **a sense of the committee** that.....

These items, as reported, do not call for any action by the Area Assembly members.

**COMMITTEE SYSTEM:** A procedure for accomplishing the business of Area 40, insuring we carry out our primary purpose.

**FLOOR ACTION:** The floor action is a proposal that does not come through the regular assembly agenda process. The proposal is usually on that comes from emergency situations and is in need of immediate attention. It is the responsibility of the assembly to determine the need to consider such as action outside of the adopted committee process. Most often it is possible to refer the proposal back through the committee system for attention at the next assembly. Reserving Floor Actions for matters of emergency nature adds strength to the committee system and emphasizes the importance of the Floor Action.

**MOTION:** For the purpose of the Area 40 Assembly, motion and recommendation are synonymous. A motion is the main idea that the assembly is working on and comes from the committee in the form of a Recommendation. (see Committee Report Form, pg. 9) Amendments to committee recommendations should originate in the committee. Members of the assembly may ask that the committee reconsider a point and return with a new recommendation. Motions to reconsider, motions to table (when needed), and motions to adjourn will still come from the floor of the Assembly.

**STANDING COMMITTEE:** A committee named and represented in the structure of Area 40, focusing on a specific way to accomplish our primary purpose. Current Area 40 Standing Committees include:

- Archives
- Cooperation with the Professional Community
- Correctional Facilities
- Finance
- Grapevine
- Public Information
- Treatment Facilities

**STANDING COMMITTEE-ALTERNATE ASSIGNMENTS:** For the purpose of dealing with business at the General Service Conference level, alternate assignments are made to the Standing Committees of Area 40. This allows committee members in Area 40 to review and discuss agenda items from those committees. Agendas from these alternate assignments will be the responsibility of the committee to which they are assigned. In the Fall of 2004, the alternate assignments were as follows:

- Archives—Area 40 Structure & Policy
- Cooperation with the Professional Community—Trustees
- Correctional Facilities—International & Regional Forums
- Grapevine—Policy and Admissions (GSC)
- Public Information—Report and Charter
- Finance—General Service Conference Finance
- Treatment Facilities—Agenda

## **SPRING AREA ASSEMBLY TIME LINE:**

**By February 1<sup>st</sup>**—All ideas, suggestions, questions, and concerns to be on the Spring Assembly Agenda come to the Area Chair for committee assignment. Background information on these items is encouraged. These are local (Area 40) concerns and considerations for our Area 40 Committees. They are not motions. Motions originate in committee and come to the floor as Recommendations, which are made and seconded motions.

Area Delegate has communicated Preliminary Agenda Items from the corresponding General Service Conference Committees (GSC) to Area 40 Standing Committee Chairs and other members of the Area Committee.

**By February 15<sup>th</sup>**--- Area Chair has assigned these items (originated within Area 40) to committees and has sent Standing Committee Chairs the information. The Area Chair may return agenda items to their source if they lack support of a group, district, or committee, if they are a local matter, or if more background material is required. A copy of items and committee assignments is sent to all members of the Area Committee. Background information is forwarded only to Standing Committee Chairs, but may be requested from that Chair by any member who would like to see it.

**By March 1<sup>st</sup>**--- All finalized GSC agendas and accompanying background information are sent to Standing Committee Chairs. These items are added to Committee Agendas for discussion. Finalized agendas are only sent to members of the Area Committee, but again background information can be requested by any member. Finalized Agendas will all be printed in the Triangle. Committee Chairs do not need a recommendation to consider these items. ***The information communicated to this point becomes the agenda for business at the Spring Assembly.***

**By March 15<sup>th</sup>**--- Standing Committee Chairs make certain all information for their committee is out to each committee member. This allows for members to digest background information, question members locally, request additional information from other Areas on like matters, etc. The Chair remains in mail/phone contact with other committee members. Area Committee members make themselves available, as best they can, to assist Area 40 in creating an informed group conscience.

**April** --- **Spring Area Assembly** --- Committees meet and work through agenda items. Reports are given to the Assembly and decisions are reached. The Delegate will obtain a sense of the Area and will exercise the Right of Decision at the General Service Conference, making decisions that are best for A.A. as a whole.

## **FALL AREA ASSEMBLY TIMELINE**

**By June 1<sup>st</sup>**--- Delegate's Conference Report is out. This allows groups to see items of business and generate questions, concerns, or considerations for GSC business which Area 40 might address during Fall Assembly.

**By July 1<sup>st</sup>**--- All ideas, suggestions, questions, and concerns to be on the Fall Assembly Agenda come to the Area Chair for committee assignment. Background information on these items is encouraged. These are local (Area 40) concerns and considerations for our Area 40 Committees. They are not motions. Motions originate in committee and come to the floor as Recommendations, which are made and seconded motions.

**By July 15<sup>th</sup>**--- Area Chair has assigned these items (originated within Area 40) to committees and has sent Standing Committee Chairs the information. The Area Chair may return agenda items to their source if they lack support of a group, district, or committee, if they are a local matter, or if more background material is required. A copy of items and committee assignments is sent to all members of the Area Committee. Background information is forwarded only to Standing Committee Chairs, but may be requested from that Chair by any member who would like to see it. ***The information communicated to this point becomes the agenda for business at the Fall Assembly.***

**By August 1<sup>st</sup>**--- Standing Committee Chairs make certain all information for their committee is out to each committee member. This allows for members to digest background information, question members locally, request additional information from other Areas on like matters, etc. The Chair remains in mail/phone contact with other committee members. Area Committee members make themselves available, as best they can, to assist Area 40 in creating an informed group conscience.

**September**--- **Fall Area Assembly** Committees meet and work, then report to the Assembly. Discussions here might result in Area suggestions to the General Service Conference Agenda for the next Conference (following April). These are due at the General Service Office by January 15<sup>th</sup> of the Conference year.

## **SUGGESTED AGENDA FRAMEWORK FOR AREA ASSEMBLY (Non-Election Assemblies)**

The Area Assembly agenda is established by the Area Chair, along these guidelines:

### **FRIDAY**

Meeting- not a part of the Area Assembly; regular closed AA meeting; 7<sup>th</sup> Tradition

### **SATURDAY**

Early Morning:

Welcome

Opening- to include short form of the Concepts and Traditions(see Past Actions)

Roll Call

Orientation by Delegate

Reports from Area Committee Members

Area Chair

Secretary

Treasurer

Triangle Editor

Area Service Chairs

District Committee Members-DCMs

Archivist

Webmaster

Late Morning:

Standing Committee Meetings/Workshops

### **LUNCH**

Early Afternoon:

Standing Committee Meetings/Workshops continued

Past Delegate Sharing

Late Afternoon:

Floor Assembly - Committee Reports and Discussion

### **DINNER**

Early Evening:

Floor Assembly - Committee Reports and Discussion

Late Evening:

GSR Breakout

DCM Breakout

### **SUNDAY**

Roundup Reports

Intergroup Reports

Past Delegate Sharing/Regional Trustee Sharing

Floor Assembly- Committee Reports and Discussion

General Sharing and Closing

Area Committee Meeting — discuss implementation plans for all Assembly Actions

## AREA 40 ARCHIVAL POLICY

1. General: the Archives Committee, in conjunction with the Archivist, protects and preserves the Archives from deterioration, mutilation, loss or destruction. The Archives Committee reserves the right to refuse requests that would involve damage to originals, and to restrict the use or reproduction of rare or valuable material. The Archives Committee will strive to protect the anonymity of individuals in accordance A.A. tradition.
2. Use of materials:
  - A. Researchers/users must schedule an appointment with the Archivist before arriving to examine documents from the Archives, and must present appropriate identification before examining documents from the archives.
  - B. Users will be provided a special area for research. Personal items, such as coats and briefcases, must be kept separate from the research material.
  - C. Users will be limited to one file at a time, and are requested to remove only one folder at a time. Users will take care to keep records in the order in which they are arranged in the folders. Papers seemingly in disorder will be brought to the attention of the Archivist. Users must not attempt to arrange records.
  - D. Users will not take archival material from the designated area without the approval of the Archivist.
  - E. Persons who violate the guidelines for use of the Archives may be denied access to the Archives.
3. Publication of materials:
  - A. Publication of any portion of the materials owned by Area 40 Archives must be authorized by the Archivist and the Archives Committee.
  - B. All requests must be submitted in writing in sufficient time (normally thirty days) to receive consideration.
  - C. Permission to examine materials does not constitute authority to publish them.
4. Restricted Access to Special Collections;
  - A. Access to materials will be denied when:
    1. The Archivist deems the material too fragile to be handled safely.
    2. The Archivist deems the document or photograph too rare or valuable to be used unless a copy is first made.
  - B. Persons using the Archives must comply with other restrictions that may apply to designated collections.
  - C. Copyright Warning: The copyright laws of the United States ( Title 17, US Code) govern photocopying or other reproduction of copyrighted material. Under certain conditions specified by law, archives are authorized to furnish photocopies or other reproductions. One specified condition is that the copy is not to be “used for any purpose other than private study, scholarship, or research.” If a person receiving material from the Archives later uses that material for purposes in excess of “fair use,” that person may be liable for copyright infringement.

**The Area 40 Archives reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law or the Twelve Traditions of A.A.**