



**Southwest Ohio General Service Area 56**

P.O. Box 684 Dayton, OH 45401

## Area 56 Service Handbook

Release 1- November 2005

Release 2 – January 2011

Ohio General Service Area 56  
P. O. Box 684, Dayton, OH 45401  
[www.aaarea56.org](http://www.aaarea56.org)

- Confidential Document –

Full names are used. This document is for use by A.A. members only.  
If found, please return this document to the address listed above.

# **A.A.'s Legacy of Service**

by Bill W.

Our Twelfth Step — carrying the message — is the basic service that the A.A. Fellowship gives; this is our principal aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.

Hence, an A.A. service is anything whatever that helps us to reach a fellow sufferer —ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to A.A.'s General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service.

Services include meeting places, hospital cooperation, and intergroup offices; they mean pamphlets, books, and good publicity of almost every description. They call for committees, delegates, trustees, and conferences. And, not to be forgotten, they need voluntary money contributions from within the Fellowship.

From The A. A. Service Manual, by Bill W., page S1

Table of Contents	Page
<u>A.A. Legacy of Service</u>	<u>2</u>
<u>Welcome</u>	<u>4</u>
<u>Area 56 Past Delegates (updated January 2011)</u>	<u>4</u>
<u>General Service Conference Structure (US and Canada)</u>	<u>5</u>
<u>Area Structure Chart (revised January 2011)</u>	<u>6</u>
<u>Area 56 Structure</u>	<u>7</u>
<u>The Area Committee (revised November 2010)</u>	<u>7</u>
All Officers are expected to..	8
<u>Duties of Area 56 Officers</u>	<u>8</u>
The Area 56 Delegate	8
<u>The Area 56 Alternate Delegate/Chairperson</u>	<u>8</u>
The Area 56 Registrar / Secretary	9
<u>The Area 56 Treasurer</u>	<u>9</u>
The Area 56 Recording Secretary	10
<u>Area 56 Standing Committees (revised November 2010)</u>	<u>10</u>
The Area 56 Literature Committee	10
The Area 56 Grapevine Committee	11
The Area 56 PI/CPC Committee	11
<u>The Area 56 Corrections Committee</u>	<u>12</u>
The Area 56 Treatment and Special Needs Committee	12
<u>The Area 56 Archives Committee</u>	<u>13</u>
The Area 56 Group Services Committee	13
The Area 56 Finance Committee	13
<u>Tangential Positions – Web Site &amp; Audio/Visual Tech</u>	<u>14</u>
Geographical Rotation within Area 56	14
<u>Third Legacy Procedure (Voting)</u>	<u>14</u>
Maps – Ohio Delegate Areas	16
<u>Area 56 Districts (revised October 2008)</u>	<u>17</u>
Area 56 Financial Policy (revised December 2008)	18
Financial Policy – Introduction	18
Budgeting Process	18
<u>Treasurer’s Responsibility &amp; Banking Procedures</u>	<u>19</u>
Self-Support	20
<u>Expense Reimbursement</u>	<u>21</u>
Expenditure Approval	21
<u>Limitation of Accumulated Funds</u>	<u>21</u>
Suggested A. A. Resources for additional information	22
<u>Where to Send Group Contributions</u>	<u>22</u>
Summary of Assembly Procedures	23
<u>Assembly Quorum</u>	<u>23</u>
Committee System	23
<u>General Rules of Debate</u>	<u>23</u>
Calling the Question	23
<u>Substantial Unanimity</u>	<u>23</u>
Reconsideration	23
<u>Tabling a Motion</u>	<u>23</u>
Tips, Hints, and Words of Caution	23
<u>Brief Parliamentary Guide</u>	<u>24</u>
<u>Glossary</u>	<u>25</u>

## Welcome to Southwestern Ohio Area 56

Welcome to A.A. Area 56 service. You are in a special and responsible position. Voting members of the Area 56 Assembly are all GSRs, DCMs, Area Officers, Area Committee Chairmen, Past Delegates and representatives from Dayton and Cincinnati Intergroups. Alternate GSRs and DCMs may be voting members when they are present and their primary GSR or DCM is not present. You are expected to attend every Area Assembly and every Area Committee meeting as well as special Area 56 functions such as our Mini-Assembly and Unity Day. You are also expected to join and participate in one of our Area 56 Service Committees. These Committees are described, in detail, on pages 10 through 13 of this handbook. Please take a moment to read or re-read Bill W.'s short commentary on A. A.'s Legacy of Service. Service as a trusted servant of your group, district or area has its responsibilities, and this commitment, to A.A., will consume at least one Sunday afternoon a month, plus one weekend a year. We are only as good as our servants, so your experience, strength and hope is necessary to our success.

Ohio has a very important role in A.A. history, and Southwestern Ohio has a proud tradition of service to the whole of A.A. Every two years, in the fall of odd numbered years, we elect our panel of Area Officers to lead us in our endeavor to serve our local A.A. members and to represent our area to Ohio State, the East Central Region and the A. A. General Service Conference. Listed below are all of the delegates who have served us over the years.

### Area 56 Delegates

Panel	Name	Home Town	Years served
-------	------	-----------	--------------

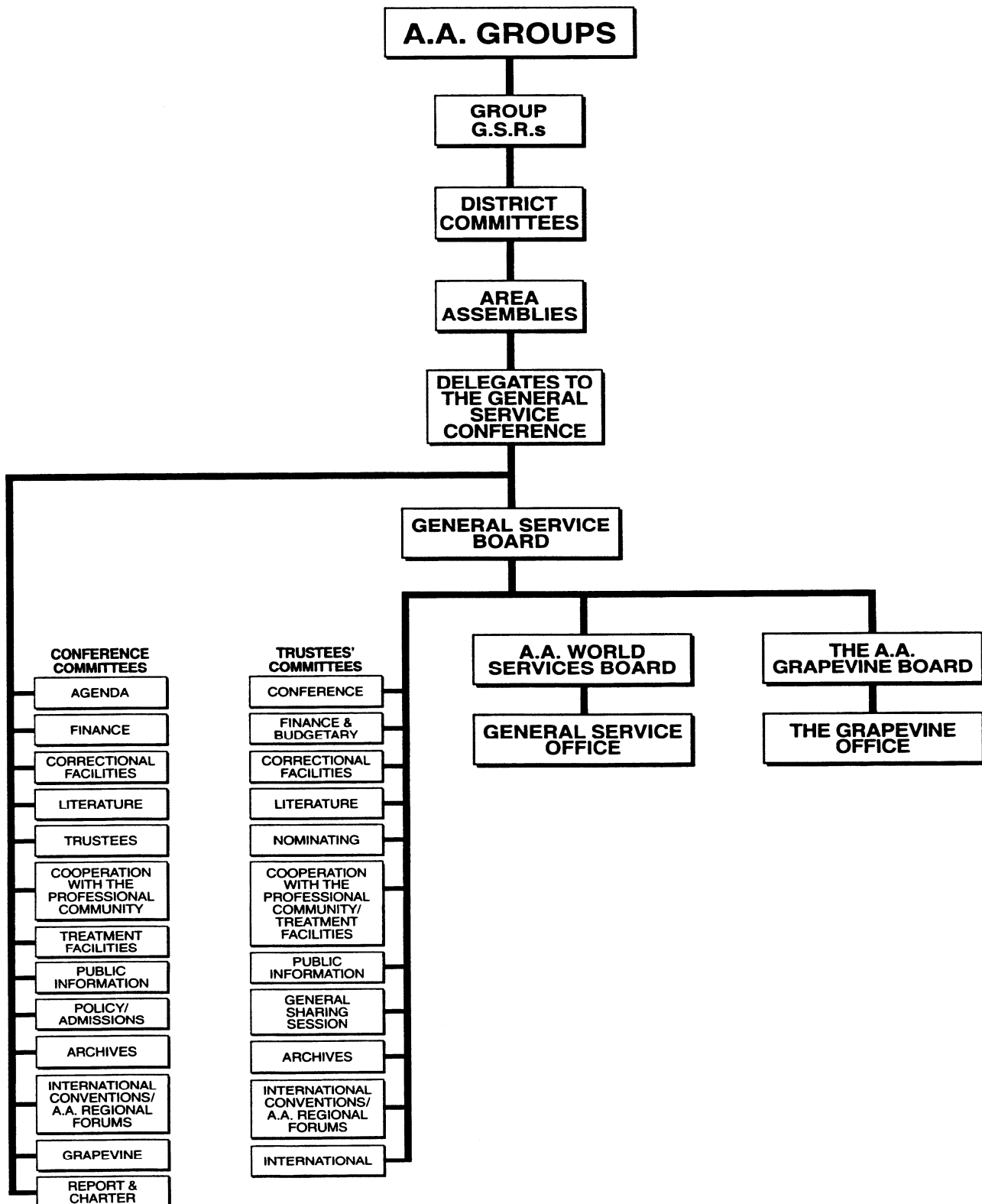
\* Prior to 1958, Ohio was divided into 3 areas, with the Southern Area including most of what is now Area 56.

1*	Bert P	Cincinnati	1951-53
3*	George B	Columbus	1953-55
5*	Ray S	Coshocton	1955-57
7*	Pete W	Gahanna	1957

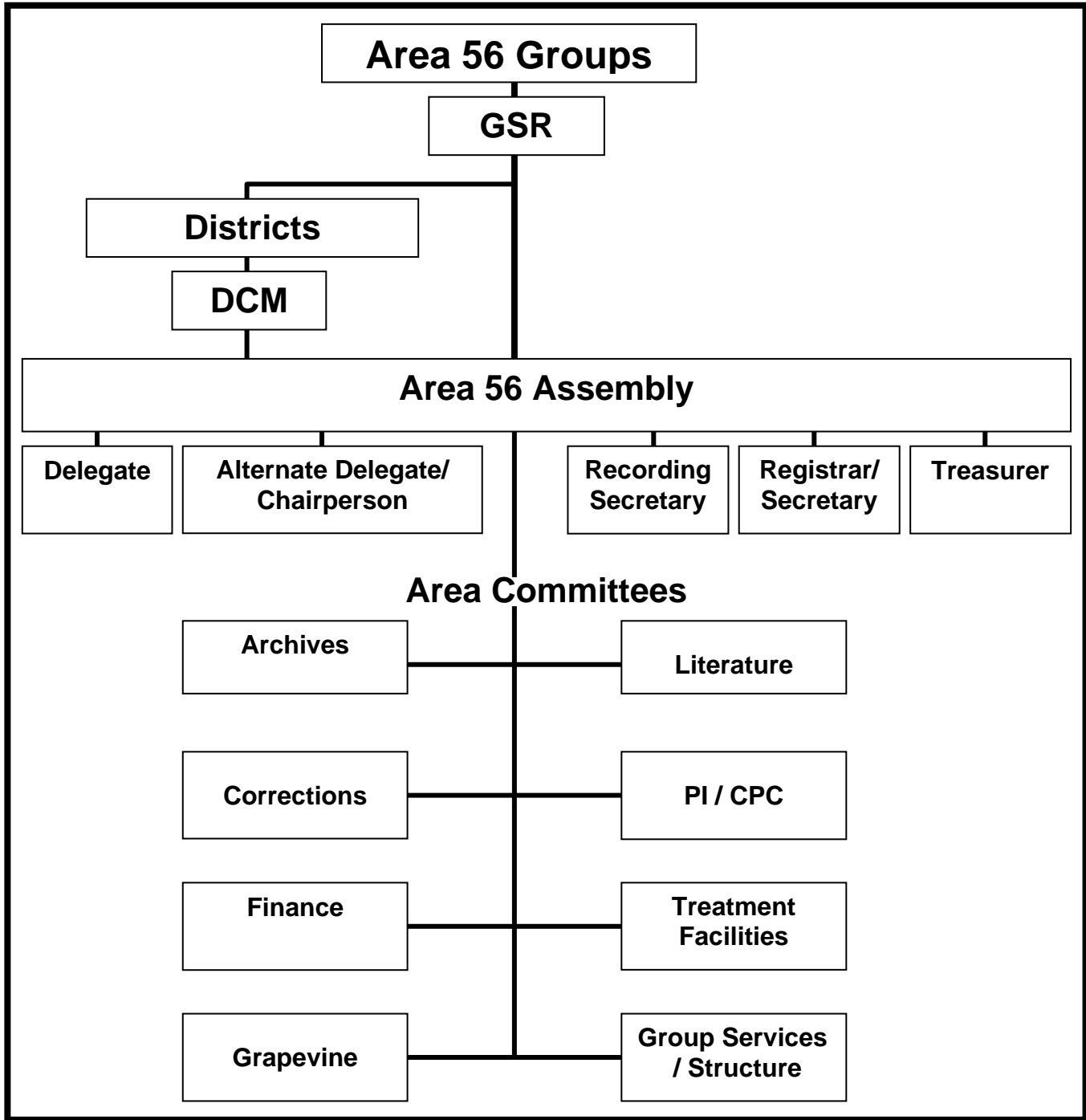
From this point on Area 56 was established and represented by these Trusted Servants.

8	Ladd S	Cincinnati	1958-60
10	Betty T	Cincinnati	1960-62
12	Harold R	W. Carrollton	1962-64
14	Harold S	Hamilton	1964-66
16	William J	Terrace Park	1966-68
18	Robert F	Cincinnati	1968-70
20	Luke B	Dayton	1970-72
22	Ken W	Hamilton	1972-74
24	Roy H	Cincinnati	1974-76
26	Richard F	Williamsburg	1976-78
28	Mike T	Williamsburg	1978-80
30	Robert C	Hamilton	1980-82
32	Ralph H	St. Henry	1982-84
34	Dale S	Cincinnati	1984-86
36	Bob M	Cincinnati	1986-88
38	Kenneth G	Waynesville	1988-90
40	Vera M	Cincinnati	1990-92
42	Diane W	Troy	1992-94
44	Jack C	Hamilton	1994-96
46	Mary H	Minster	1996-98
48	Rick S	Wapakoneta	1998-00
50	John K	Celina	2000-02
52	Mary Pat Y	Hamilton	2002-04
54	Hank S	Dayton	2004-06
56	Mary S	Cincinnati	2006-08
58	Suzanne W	Cincinnati	2008-10
60	Alicia R	Cincinnati	2010-

# The General Service Conference Structure (U.S. and Canada)



# Area Structure Chart



Area 56 has 30 Districts which vary widely in their organization and activity. Some function with many of the standing committees as well as answering services to help the still suffering alcoholic, while others have no regularly scheduled district meetings or functions. All GSRs are encouraged to participate in all Area 56 meetings and hopefully encourage other GSRs in their District to participate at both the Area and the District level.

Revised January 2011

## Area 56 Structure

**THE GROUP:** The communication process starts with the group, which lets its group conscience — for or against change, approval or disapproval of a proposed action — be known to its elected General Service Representative (GSR). The GSR makes sure the group's wishes are heard and fully considered at the District and Area levels, and that they are part of the delegate's thinking at the Conference. After each annual Conference, the GSR is responsible for making sure that group members are informed about what went on at the Conference and made aware of the full range of Advisory Actions.

**THE DISTRICT:** Groups are organized into Districts, collections of groups located near one another. The GSRs of these groups select the District Committee Members (DCMs), who represent their district to the Area.

**THE AREA:** The U.S./Canada Conference is divided into 93 Areas, made up of a state or province, part of a state or province, or in some cases parts of more than one state or province. At the Area Assembly, a Delegate is elected to represent the Area at the annual Conference meeting. The Area holds an important middle position in the Conference structure — through the elected Delegate, it participates in A.A. worldwide, while through the DCMs and GSRs, it is close to the local scene.

### THE AREA ASSEMBLY:

Any meeting of area DCMs, GSRs and the area committee is an assembly. The Area 56 Assembly meets every February, April, June, August, October and December. The Area assembly is the mainspring of the Conference structure — the democratic voice of the movement expressing itself. Assemblies are the responsibility of the area committee, and are conducted by its chairperson (Alternate Delegate/Chairperson). Assembly meetings consider a variety of issues, from General Service Conference business to Area problems and solutions and financial affairs, while sharing sessions, public information programs, workshops, and video programs keep A.A. strong and participation in service growing. In the months of January, March, May, September, and November the area Committees meet and conduct any necessary area service committee work.

An election assembly is held at least once every two years to choose a Delegate and committee officers. It is usually scheduled in the fall of the year, prior to November 1. (Generally, the newly elected delegate and officers take office as of January 1.) Non-election assemblies or meetings may be held at any interval the area wishes. In some areas they may be called "workshops" or "general sharing sessions." However, most areas call them assemblies and include workshops and other activities; and the election meeting is always called an "assembly."

**Composition:** GSRs, DCMs, Area Committee Chairs, Past Delegates, Intergroup Liaison Representatives and Area Officers make up the assembly. Any A.A. member may attend, and in our area, members are encouraged to attend assemblies as a way of encouraging them to become active in General Service.

**Eligibility to Vote:** All current area committee members – that is all Area Officers, Area Committee Chairs, Past Delegates and Intergroup Liaison representatives present plus all current GSRs and DCMs present each have one vote in an assembly. Experience indicates that even though committee members and area officers are members of a group in the area that is represented by a GSR, they are entitled to a vote at the assembly. Alternate GSRs or DCMs who are present vote only if the regular DCM or GSR is not present.

## The Area Committee

Perhaps more than any other group of people in A.A., the area committee is responsible for the health of the Conference structure and thus for growth and harmony in the A.A. Fellowship. If GSRs are lax, if there is lack of harmony in a district, if there are difficulties in public information or some other service area, the committee member knows it and can turn to the full committee for help. An active committee deals with all kinds of service problems: Is experience being shared among groups? Is the A.A. message getting into hospitals, prisons, jails, and rehabilitation centers? Are news media and professionals who deal with suffering alcoholics well informed about A.A.? Are new groups and Loners being visited and helped?

**Composition:** Basically, the committee is composed of all area officers, past delegates and chairs of area service committees. There should be enough members to ensure good communication between the committee and the groups.

## **All Officers of Area 56 are expected to..**

- Attend all Area Assemblies and Area Committee meetings.
- Attend monthly Area Planning meetings. Planning meetings are traditionally held at a location designated by the Delegate.
- Attend the following conferences, conventions and forums, as required by the Assembly:<sup>1</sup>
  - Delegates-Past Delegates Conference (second weekend in February)
  - Area 56 Mini Conference (February or March)
  - Area 53 Mini Conference in Central/Southeast Ohio (Feb., Mar., or April)
  - Area 54 Mini Conference in Northeast Ohio (Feb., Mar., or April)
  - Area 55 Mini Conference in Northwest Ohio (Feb., Mar., or April)
  - Ohio State Convention
  - East Central Regional Conference
  - East Central Regional Forum (every two years, rotates among the five states in the Region.)
- Attend as many District and Intergroup meetings as possible, or when asked to do so
- Attend Ohio State Planning Meetings held as follows:
  - During the Delegates-Past Delegates Conference the second week-end in February,
  - The second Saturday in May,
  - During the Ohio State Convention in the summer,
  - The second Saturday in November.
- Attend Area and District Workshops
- Act as guardians of AA's Traditions and act in accordance in all matters.

## **Specific Duties of Area 56 Officers**

**The Area 56 Delegate** is responsible to:

- Prepare for the General Service Conference by:
  - reading all Conference materials received from GSO
  - communicating with the regional trustee and other delegates in and out of the region
  - maintaining communication with the chairperson and secretary of their Conference Committee.
- Report back to the Area on the General Service Conference.
- Keep the Alternate Delegate and other Area officers fully informed of all happenings.
- Attend all State and Regional functions.
- Attend meetings of both Cincinnati and Dayton Intergroups when possible.
- Provide help in solving local problems (involving Traditions) in those parts of the Area that are not directly served by an Intergroup.
- Attend as many of the widely scattered Group and District meetings as possible. Share experience and information when requested at District meetings.
- Be prepared to explain how both how the General Service is structured and the advisory action process.
- Stay in touch with all active committee chairpersons sharing Area experience when requested.
- Encourage A.A. members and Groups to get involved in service at all levels.
- Be prepared to sacrifice large amounts of personal time. Many weeks require more than 40 hours of working and travel time.
- Pass along to the incoming Delegate any information or experience that may help.
- Contact new groups when forms are received from the General Service Office. After the group is confirmed, contact G.S.O. to remove group from waiting list.

**The Area 56 Alternate Delegate/Chairperson** is responsible to

- Stand ready to fill in for the Delegate whenever necessary, and attend local and regional functions that the Delegate attends.
- Set the calendar for the next year's Area meetings with the aid of the officers.
- Prepare written agenda and have copies made for distribution at the Area meeting.
- Chair the Area Assembly.

---

<sup>1</sup> Per vote of the Assembly 5/18/97: officers' attendance at events requiring overnight accommodations should be limited to an average of three Area officers per event

- Get coffee persons and clean-up crew for Area Assembly; select greeters.
- Participate at District meetings, workshops, Group anniversaries, etc., giving reports and/ or presentations as requested.
- Attend Intergroup meetings and give information on request.
- Be an active participant at the Ohio State Convention Planning Committee Meeting.
- Attend the Conferences required for Area 56 Officers, sharing with people from other Areas, learning what is happening in their Areas and letting them know our current experience.
- Stay current with mail.
- Be available to Groups and individuals to discuss Area or Group problems.
- Alternate chair the Area 56 Mini-Conference with the immediate Past Delegate
- Prepare the budget for the following year.

**The Area 56 Registrar / Secretary** is responsible to

- Deliver minutes, received from the Recording Secretary, to the printer along with updated mailing list. This needs to be done within a week following the Area Assembly or Area Committee Meeting.
- Maintain FNV records for Area 56: groups, chairs, officers
- Along with the seated Delegate, draft all Area correspondence to Groups, A.A. members or friends of A.A. on matters in question within the Area.
- Answer correspondence to the Area.
- Distribute to the Officers an Excel file downloaded from FNV of all Area 56 groups.
- Assume secretary duties for the State Convention when the Convention is hosted by Area 56.
- Attend and give report at monthly Area meetings.
- Maintain sign-in sheets at Area Assemblies and Area Committee meetings.
- Update annual group information for the GSO Directory by maintaining FNV records

**The Area 56 Treasurer** is responsible to

- Secure post office box from local post office upon election (when necessary). Maintain and pay necessary postal fees
  1. Annual PO Box rental to Dayton Postmaster
  2. Return Postage fees to Dayton Postmaster as necessary – usually \$250.00 per year to maintain a safety balance.
  3. Annual Bulk Mail Permit fee to Cincinnati Postmaster
  4. Bulk Mail mailing fees as necessary – usually \$50.00 per month to maintain a \$250.00. safety balance.
- Record all contributions and send a receipt and thank-you letter to contributing Group along with an addressed contribution envelope.
- Pay all bills when accompanied with receipts (including rent) using a second signature on all checks.
- Maintain all financial records and ledgers.
- Make deposits in either checking or savings account at any Fifth Third Bank.
- Have contribution envelopes at all area assemblies.
- Give a monthly report at all Area Assemblies (also submit in writing).
- Give a six-month and twelve-month treasury statement of itemized income and expenses.
- Make and pay hotel, registration and meal arrangements for participating Area officers at conferences and conventions attended by Area 56, when requested. Area officers may make their own arrangements and submit expenses for reimbursement.
- Form a registration committee and supervise the registration table at the Mini-Conference.

Of utmost importance - the Area 56 Treasurer is responsible for

- Maintaining current documentation of the 501(c)(3) status and complete any necessary filings required by the IRS. Obtain the Internal Revenue Service EIN from outgoing Treasurer
- Complete the annual Charitable Trust filing each May by contacting the Ohio State Attorney General's Office at
 

Office of the Attorney General of the State of Ohio  
Charitable Foundations Section  
101 E. Town Street, 4th fl.  
Columbus, OH 43215-5148 Phone: 614-466-3180

Obtain the registration number assigned to Southwest Ohio General Service Area 56 from outgoing Treasurer. Failure to complete the annual report could result in a fine.

**The Area 56 Recording Secretary** is responsible to

- Record the minutes of each assembly and committee meeting. The minutes are usually taped. Obtaining written reports from presenters is suggested as a means of assuring accuracy.
- Compile the minutes in an orderly fashion and forward them to the current printing and mailing service within four (4) days following the meeting.
- Attend the Ohio State Planning Meetings. In the year which Area 56 is hosting the Ohio State Convention, record the minutes of the Planning Meeting and mail the minutes to each attendee prior to the next meeting. Mail a notice of where the next meeting will be located at least thirty (30) days prior to the meeting.
- Attend other functions when required.
- Maintain an Area Calendar.
- Send notices of area events i.e. mini-conference and state convention to The Grapevine and Box 459. Update the Officers' and Committee Heads' Handbook (via the Area 56 Structure Committee) and Concordance of Area Motions by date. Produce copies of the Concordance for Assembly once a year, or as required by the Area.

## Area 56 Standing Committees

Area 56 has eight standing committees. Each committee is headed by a chair and, where possible, an alternate chair. The chair and alternate (if necessary) must be approved by majority vote of the Area General Assembly. Any AA member may serve on any standing committee. A committee member does not have to be a voting member of the Area General Assembly. The standing Committees and their functions are listed below. Three of the Committees - Public Information/ Cooperation with the Professional Community, Treatment Facilities/Special Needs, and Correctional Facilities - often do not engage directly in 12th Step work. They primarily coordinate and facilitate local efforts.

### The following is expected of All Area Committee Chairs.

Act as guardians of AA's Traditions and act in accordance in all matters.

Attend all Area Assemblies and Area Committee Meetings. All Area Committee chairs are encouraged to attend monthly Area Planning Meetings.

Hold regular committee meetings.

Contact districts and Intergroups to determine which services are already in place so as not to duplicate an outreach.

Provide written and oral detail of efforts made by the committee in the previous month at each Area meeting.

Conduct one workshop or similar event per year. Coordinate scheduling with other committees.

Maintain an updated workbook if such workbook is available.

Familiarize self and committee members with the A.A. Guidelines when such Guidelines are available.

Committee Chair and members construct a display that provides a visual display of the particular Committee's purpose.

Increase awareness in the AA community of all committees and their respective purposes.

Recruit committee members.

**The Area 56 Literature Committee** The mission of the Area 56 Literature Committee is to be informed about the content of literature items published by AAWS and in turn to inform groups, districts and area assembly members through displays and other suitable methods of all available conference-approved literature, audiovisual material and other special items.

Duties of the Area 56 Literature Committee include:

- Providing educational opportunities for area assembly members to learn more about the use of AA literature in carrying the message and enriching their own recovery.
- Being familiar with proposed additions to and changes in Conference-approved literature and audiovisual material.
- Becoming familiar with the content of GSO's AA website (aa.org)
- Cooperating with other committees, districts and Intergroups in utilizing literature to help carry the message.

Revised November 2010

- Developing content for and publishing the Area 56 Newsletter by requesting input from assembly members.
- Keeping a display copy of each item in the literature catalog and multiple copies of service pamphlets for free distribution. The committee may circulate copies of multimedia material with the purpose of raising awareness about content.
- Providing the literature display to Area, State, District and group functions as requested.
- Ordering literature for the Area.

Duties of the Literature Committee Chair include:

- Maintaining the Area 56 Literature display and ensure its availability at Area, State and District functions as requested.
- Staying current with conference committee/trustees committee action and inform Area of any activity or news, particularly around the time of the general service conference.
- Encouraging Groups to contribute suggestions to the Area and Delegate regarding AA literature
- Maintaining inventory of Conference-approved literature, and submit orders when necessary.
- Overseeing and organizing the activities of the committee in the interest of providing support to assembly members and others in Area 56 in their use of AA conference-approved literature.

**The Area 56 Grapevine Committee** The mission of the Area 56 Grapevine Committee is to: 1) create enthusiasm for the Grapevine and La Vina in the area by educating the fellowship about A.A.'s "meeting in print 2) increase awareness that each issue includes the Preamble, Steps, Traditions and articles on many topics and inspirational items 3) ensure that the Grapevine and La Vina are included in the planning of workshops and presentations for area events.

Duties of the Area 56 Grapevine Committee include:

- Having Grapevine order forms and past issues available.
- Maintaining a display of materials available from Grapevine, Inc.
- Encouraging members to contribute articles to the Grapevine. Maintaining a supply of guidelines for contribution of articles for interested potential writers.
- Promoting Grapevine subscriptions and submissions through distribution of past issues of the Grapevine magazine.

Duties of the Grapevine Committee Chair include:

- Keeping the Area informed with information and concerns from Grapevine, Inc. .
- Assuring that both the Cincinnati and Dayton Intergroup GV chairs have current subscription information and forms and internet subscription information (Grapevine.org).
- Displaying the Grapevine material at the Area meeting and at any District or group meeting as requested.
- Updating the Area Grapevine Representative print-out sheet and submitting new GVR, GLV representative forms to G.V.O. This is achieved by
- Obtaining list of GVR's and LVR's from GVO
- Contacting representatives and informing each of the privileges and responsibilities of the GVR or LVR. If there is no GVR or LVR, then the GSR for the group is contacted. Obtaining and using email addresses is encouraged for communicating.
- Making sure that each group representative or GSR has old Grapevine copies for display along with blank subscription forms and the internet subscription information (Grapevine.org).
- Alerting all representatives or GSR's and Intergroup offices of special Grapevine promotions.
- Maintaining the Grapevine Representative guidelines. .

**The Area 56 Public Information/Cooperation with the Professional Community Committee (PI/CPC)** The Mission of the Area 56 Public Information/Cooperation With the Professional Community Committee is to inform the general public about the AA program by using the media and by participating in programs upon request of schools, businesses, or other organizations by focusing on "cooperation but not affiliation" with professionals in the community: educators, physicians, the clergy, court officials and others who often are in contact with active alcoholics.

Duties of the PI/CPC Committee include:

- Visiting with professionals in the community: educators, physicians, the clergy, court officials and others who often are in contact with active alcoholics.

Revised November 2010

- Staffing an A.A. Booth at health fairs in the community including literature specifically for the public and P.I. mailing labels from GSO for those wishing more information. Following the event these labels are sent to GSO who sends information packets to teach.
- Speaking at public information presentations as directed by the PI/CPC Chair.
- Sending letters and information as directed by the PI/CPC Chair.
- Becoming familiar with the AA Guidelines on PI/CPC.

Duties of the PI/CPC Chair include:

- Developing a list of professionals in our area and informing the local community of our availability through a simple letter or email describing our availability and how interested persons can make contact for more information.
- Acting as a contact person for professionals, in our Area, who inquire about AA or respond to the introduction letter or email.
- Scheduling requested public information presentations and ensuring that speaking obligations are met.
- Submitting orders for appropriate AA literature for PI/CPC presentations.
- Compiling a list of local television and radio stations and offering conference approved PSAs to local TV and radio stations through a simple letter or email and then providing Conference-approved PSAs to TV and radio stations responding to the request.
- Becoming familiar with the AA Guidelines on PI/CPC

**The Area 56 Corrections Committee** The mission of the Area 56 Corrections Committee is to coordinate the work of individual A.A. members, groups, districts and intergroups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger A.A. community through prerelease contacts.

Duties of the Corrections Committee include:

- Organizing and delegating all efforts in Area Correctional facilities not taken care of by the local Intergroups and Districts.
- Providing literature and books if all other avenues of procurement have been exhausted.
- Maintaining contact with both Intergroups and District for pre-release contacts.

Duties of the Corrections Committee Chair:

- Maintaining Corrections Workbook for reference purposes.
- Coordinating services when necessary and assign to committee members.
- Surveying all districts for corrections outreach not under the Intergroup umbrella.
- Corresponding with correction facilities when necessary.
- Attempting to maintain service (A.A. meetings) to all facilities requesting it.

**The Area 56 Treatment and Special Needs Committee** The mission of the Area 56 Treatment and Special Need Committee is to explore, develop and offer resources to make the A.A. message and participation in our program available to everyone who reaches for it. This includes those in treatment and with special needs. These special needs group includes but is not limited to those who are blind, visually impaired, deaf or hearing impaired, utilize wheelchairs or other mobility aids, chronically ill or homebound and those who are developmentally disabled.

Duties of the Area 56 Treatment and Special Needs Committee include:

- Visiting District and Groups meetings with information pertinent literature and presentations.
- Attending as many meetings as possible and encouraging any AA to attend the Treatment/Special Needs Committee meeting.
- Compiling a list of all meetings that are wheelchair accessible and sharing that information with the preparers of all area meeting lists.
- Compiling a list of any AA members who speak ASL and are willing to translate for any new hearing impaired AAs.
- Compiling a list of large-print AA literature to help carry the message to those requiring the large print.
- Assist with covering events and distributing literature when needed as per the committee chair.
- Taking AA meetings into treatment facilities within the area with the approval of administration.
- Helping with temporary contact programs such as Bridge the Gap.
- Distributing literature to Treatment Facilities where needed

Revised November 2010

Duties of the Area 56 Treatment and Special Needs Committee Chair include:

- Maintaining and updating a file of information from GSO and other areas to become as familiar as possible with this information including any new materials, guidelines. This familiarity helps to answer questions and assist AA's seeking answers.
- Interfacing with other Committee Chairs and Committee Members at Area, District and Intergroup levels that share some common ground (i.e. PI/CPC, Corrections). Assist with covering events and distributing literature when needed.
- Coordinating Treatment and/or Special Needs with corresponding Intergroup or district committees.
- Working with and acting as contact person with PI/CPC.
- Coordinating meeting commitments and literature distribution when needed

**The Area 56 Archives Committee** The mission of the Area 56 Archives is to preserve the history of A.A. in Area 56.

Duties of the Archives Committee include:

- Collecting, preserving and indexing all items, past or present, which were produced by, or pertain to Area 56 or any of the District or Groups comprising Area 56.
- Electronically recording of interviews with early members
- Recording and preserving Group histories.
- Encouraging Groups and Districts to begin archives and write or electronically record histories.
- Actively contacting Groups and Districts to gather information obtained.
- Passing all information to the Archivist.
- Displaying the archives at the Mini-Conference and at other special events and as requested by Groups or Districts.

Duties of Archivist

- The primary function of the Archivist is to collect all items, past or present, which were produced by, or pertain to Area 56 or any of the Districts or Groups comprising Area 56. The materials are preserved in protective plastic sheets and stored in binders.
- The Archivist tries to instill a sense of history by displaying the Archives at Area, District, and Group functions; by writing about significant events in the history of the Area; and by producing special displays.
- The Archivist promotes the establishment of District archives by visiting District meetings and distributing copies of the pamphlet "handbook for the District Archivist.
- The Archivist joins the committee in encouraging Groups to record their history and to interview old-timers.
- 

**The Area 56 Group Services Committee** The mission of the Group services and Structure Committee is to assist trusted servants, groups, and service entities by preparing and or providing information and materials relating to understanding the A.A. Service Structure and enthusiastic fulfillment of service commitments.

Duties of the Groups Services Committee Include:

- Informing new meetings of the privileges and responsibilities of being a registered AA Group.
- Meeting with older, established Groups who wish to know more about the AA service structure.
- Conducting orientation classes for GSRs and DCMs prior to the Area Assembly meeting.
- Maintaining the Area 56 Handbook and Area Map

Duties of the Group Services Committee Chair Include:

- Introducing the Group Service Committee when GSO forwards "New Group" forms to the Delegate. The Committee Chair sends a letter to the named contact explaining the purpose of the committee. The letter invites him/her to attend the next scheduled Area 56 Assembly, GSR School orientation.
- Ensuring that a member of the committee contacts the new group contact asking if a visit by the committee would be welcome.
- Ensuring that information or announcements concerning the Area 56 Assembly are submitted to Footsteps and Unity i.e. information articles regarding fellowship surveys, workshops, forums, etc.
- Conducting the GSR class at Area Assemblies.
- Ensuring that the Group Packets are prepared and ready for distribution at Area Assemblies.

**The Area 56 Finance Committee** The mission of the Area 56 Financial Committee is to maintain the area Financial Policy and propose changes and additions when deemed necessary by the Finance Committee or the Area Officers.

Revised November 2010

Duties of the Finance Committee include:

- Assisting the Area Treasurer with activities and functions as requested by the Area Treasurer
- Assisting the Area 56 officers with the development and tracking of the annual Area Budget.
- Acting as Steward of the Area Finances, meeting regularly with the Treasurer to review the Treasury Records

Duties of the Finance Committee Chair include:

- Acting as the liaison with the Finance Committee and Area 56 Officers.
- Facilitating communication on financial matters of the Area and AA as a whole to the Groups of Area 56

### **Tangential Positions**

**The Area 56 Web Site Administrator** The Area 56 Web Site Administrator will follow the Internet Guidelines as provided by GSO. The Guidelines are attached. Some of these guidelines are:

- Respects and protects the anonymity of individual A.A. members
- Suggests that each Area officer and committee chair who wants an email address posted uses an email address which does not break their respective anonymity.
- Respects the 12 traditions of A.A. .
- Adheres to copyright restrictions
- Posts :
  - contact information for Area 56 officers and committees
  - map of Area 56 with its Districts delineated.
  - links to GSA Area map and region map
  - information concerning Area 56 assemblies and meetings
  - information concerning events sponsored by AA entities within and adjacent to Area 56
- Links only to AA web sites\* such as GSO, Cincinnati and Dayton Intergroups, other Areas in the East Central Region and Online A.A., Intergroup. Ask these listed sites to link with our Area 56 site.  
\*There may be minor exceptions such as map sites.
- Provides Disclaimer and/or Mandatory exit for Links.

Duties of the Web site Committee Chair and Web Administrator:

- Maintain the web site within the GSO Guidelines.
- Regularly review the web site and links to assure compliance with the above listed requirements.

### **The Area 56 Audio-Visual Technician**

- Maintenance and up-keep of audio equipment
- Buying supplies for Area Assembly recording.
- Set-up and tear-down of A-V equipment for Assemblies.
- Arriving early to Assemblies.
- Recording of Mini-Conference voting.
- Attending workshops when needed.

## **Geographical Rotation within Area 56**

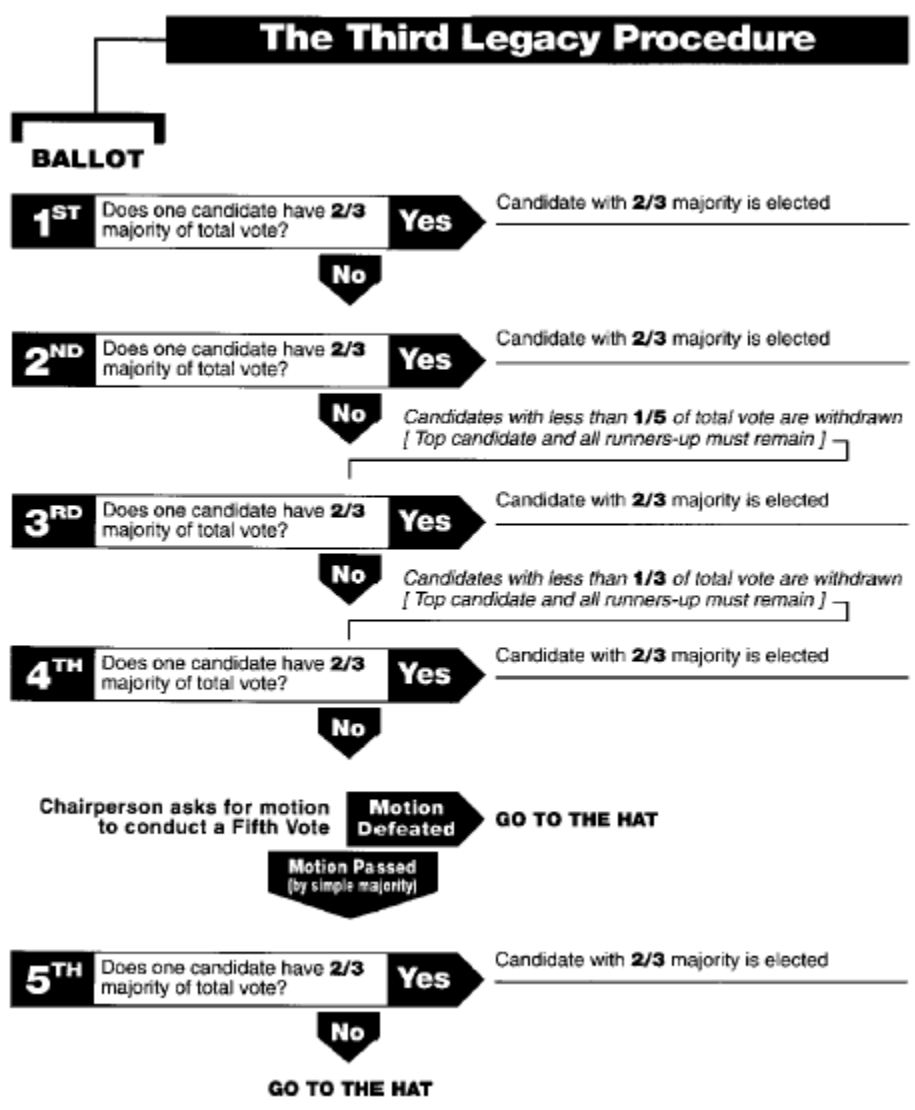
Area 56 has determined that the selection of the area Delegate should be rotated between the three geographical regions of our area. Area 56 is made up of three regions, south, central and north. However, no well-qualified A.A. should be passed over in the interest of geographical rotation.

## **The Third Legacy Procedure**

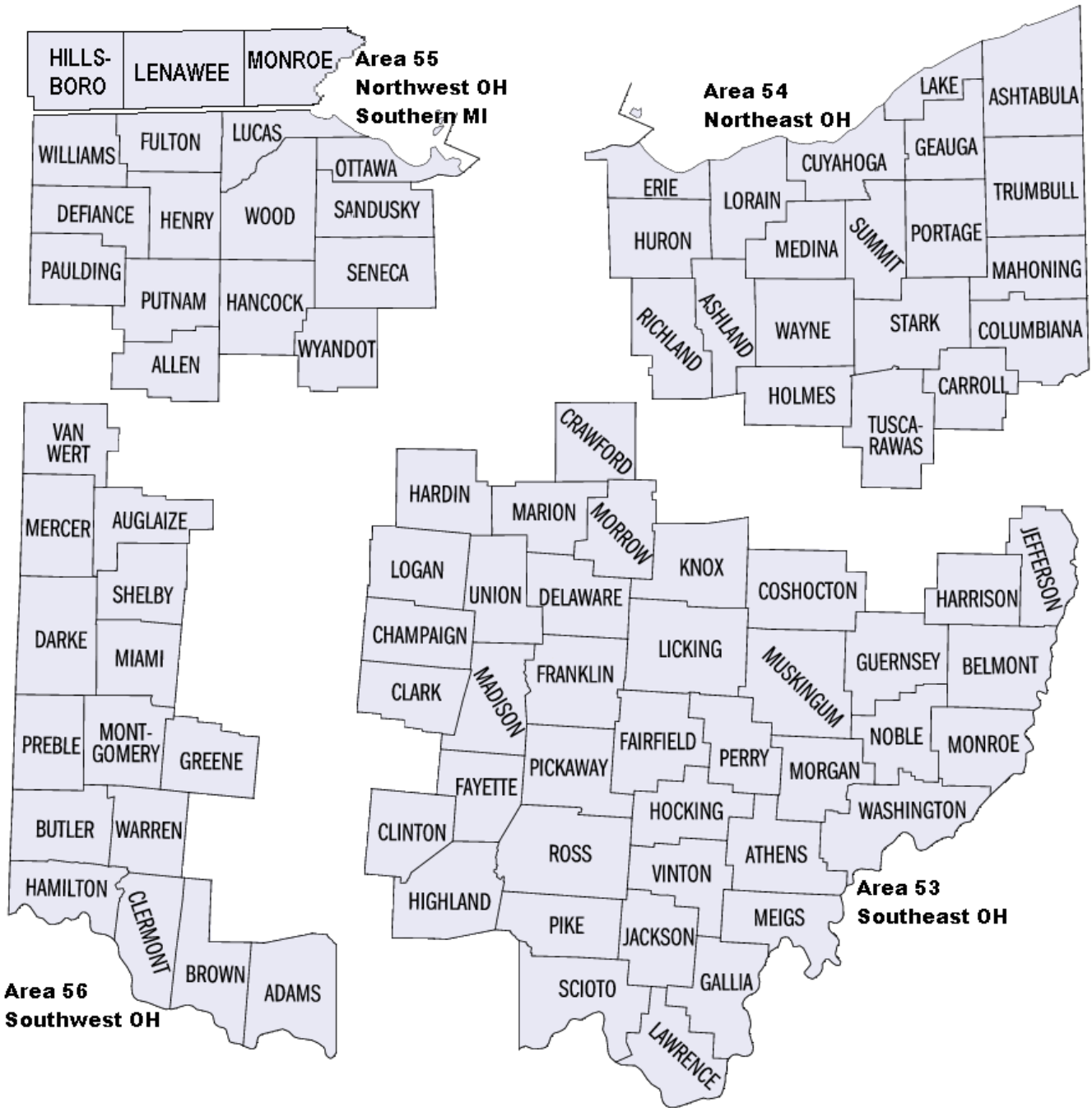
A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw. Third Legacy Procedure is as follows:

Revised November 2010

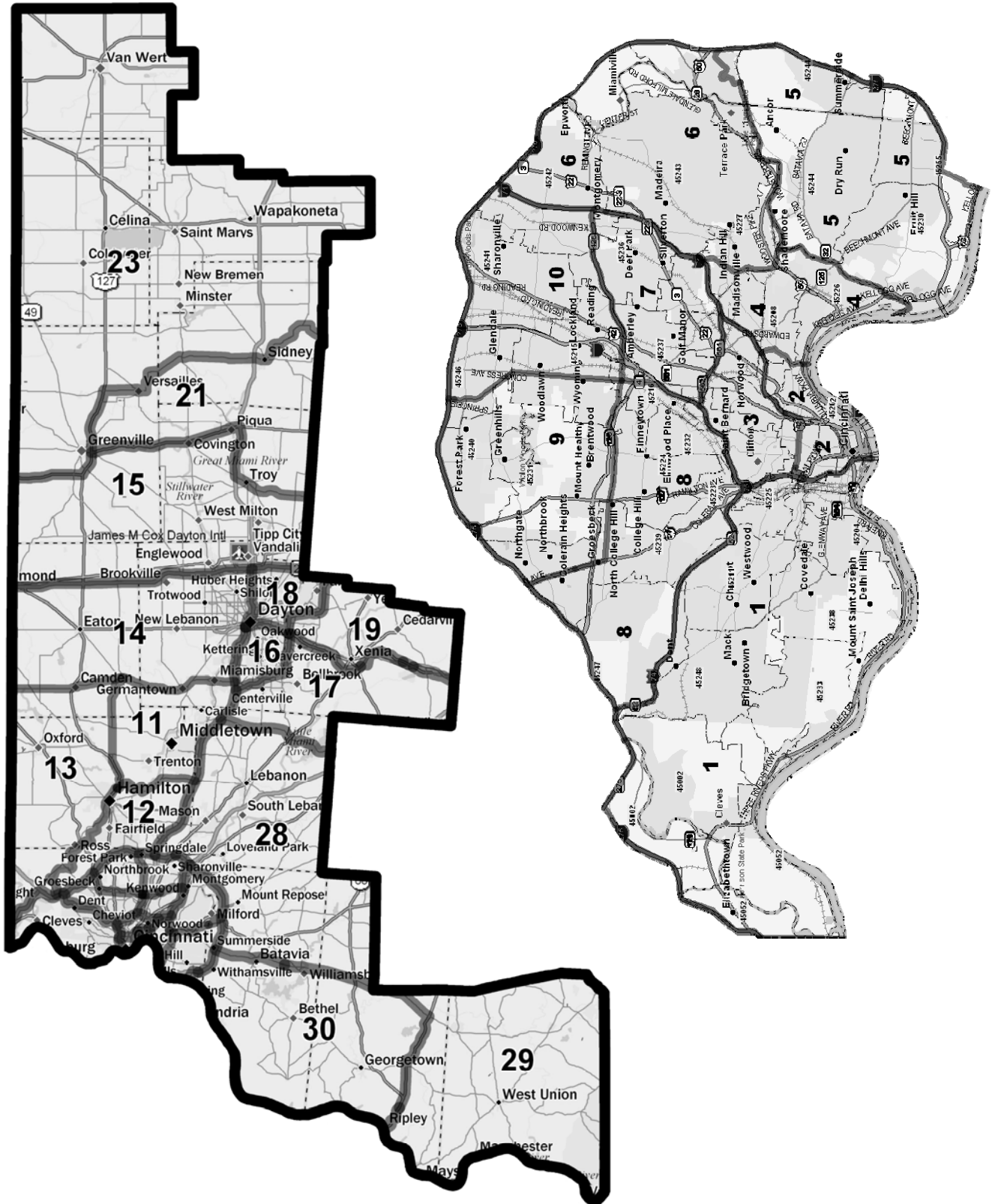
- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- The first candidate to receive two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn<sup>1</sup> — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot (“going to the hat”) immediately. If the motion carries, a fifth and final ballot is conducted.
- If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
- Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or other officer).



# Maps - Ohio Delegate Areas



# Area 56 Districts



Revised October 2008

# Area 56 Financial Policy

Modified and Approved December 2008

## Section One: Financial Policy

1. The purpose of this document is to bring together, under one cover, all financial policies of the Southwest Ohio Area Assembly. It is meant to be general in nature; the guiding principles are to be found in the A.A. Service Manual and The Twelve Steps and Twelve Traditions.
2. In order to promote uniformity and continuity of financial policy for the Southwest Ohio Area within the service structure guidelines set forth in the A.A. Service Manual, the Area Assembly has a primary purpose – to carry A.A.'s message of recovery to the still suffering alcoholic.
3. In order to meet this primary purpose, the following are of paramount importance:
  - a. To preserve and protect the service structure of Alcoholics Anonymous so we can be assured that this program will be available to those who follow.
  - b. To provide a means of communication within the fellowship so all AA members can be aware of current events and concerns throughout the fellowship.
4. To accomplish the above objectives, we must have Area Officers and Standing Committee Chairpersons, as outlined in the A.A. Service Manual. It necessarily follows there must be meetings of the Area Committee, Area Assembly and Standing Committees. Money must be provided for reimbursement of our trusted servants for the expenses incurred in carrying out the needed services. These expenses include (but are not limited to) travel expenses, materials and supplies, and rental of meeting places necessary to carry out these services.
5. The Area Officers are the custodians of the funds provided and must show extreme diligence and prudence in spending these funds. They must be able to assure the membership maximum return is being obtained for the monies expended. The area funds are to be used judiciously and wisely – for the benefit of the general membership. Above all, we must remember to trust our “trusted servants”.
6. Specifically, policies will be addressed in the following general categories:
  - II. Budgeting Process
  - III. Treasurer's Responsibility & Banking Procedures
  - IV. Self-Support
  - V. Expense Reimbursement
  - VI. Expenditure Approval
  - VII. Limitation of Accumulated Funds
7. This Financial Policy may be amended by a two-thirds vote of the voting members present of Area Assembly.

## Section Two: Budgeting Process

1. The Southwest Ohio Area Assembly will, as much as reasonably possible, conduct its business through the use of budgets. The primary vehicle of the budgeting process will be an annual master budget presented to and approved by the entire Area Assembly. Changes within an already approved budget can be made by the Area Officers. (Changes should be minimal, custodial in nature and maintain the original intent of the budget item. e.g. a change of location for any event will affect the budgeted mileage.)
2. The Alternate Delegate will have primary responsibility for preparation of the annual budget. The Alternate Delegate shall call upon each Standing Committee Chair and Officer to prepare an itemized budget for each standing committee, officer and area project.
3. These itemized budgets should be realistic listings of the expenses expected to be incurred by the committee or officer in the process of fulfilling their respective duties. They can be itemized by project, process or type of expense, as long as the itemization will facilitate the subsequent charging of expenses against the budget.
4. In determining whether monies should be budgeted for a particular project, guidance should be sought from the three primary objectives of the Southwest Ohio Area, as described in Section One. (#2, 3a, 3b)
5. Travel amounts to be budgeted shall be based on the Area Officers attending the Delegates-Past Delegates Conference, Officers attending Ohio Mini Conferences, East Central Regional Conference, East Central Regional Forum (every other year), Ohio State Convention, (Ohio State Convention planning meetings), Area

Assemblies, Committee Meetings, and Officer Meetings. Any other travel shall be included as a line item in their respective itemized budget. Officers and committee chairs are encouraged to be prudent in travel and housing expenses, as well as ride and room sharing. Immediate Past Delegate may also be reimbursed contingent upon available Area Funds and involvement with the next Area 56 Mini-Conference.

6. Travel amounts to be budgeted shall be based on the Area Standing Committee Chairs attending the annual Southwest Ohio Mini Conference, East Central Regional Forum (every other year), Area Assemblies, Committee Meetings and workshops. Any other travel shall be included as a line item in their respective itemized budget.
7. These individual committee, project and officer budgets will be collected by the Alternate Delegate and combined into an overall Area Budget. It will be determined at this time what adjustments will be necessary in order to make the Area Budget realistic when compared to the expected level of contributions and reviewed by the Area Finance Committee.
8. The Area Budget will then be brought before the Area Assembly for its consideration, no later than November of each year and then approved at a later meeting. Once approved, expenditures made for projects included in the budget will not need subsequent approval by the Assembly.
9. Availability of sufficient Area funds should still be checked before incurring expenses. (See Section Four – Expenses Reimbursement Policy)
10. In budgeting for communication within the fellowship, consideration shall be given to using the existing general service structure as well as inclusion with Area minutes regularly mailed to GSRs and other AA Service Entities.

### Section Three: Treasurer's Responsibility & Banking Procedures

1. All Area funds shall be maintained in bank accounts in the name of the Southwest Ohio Area Assembly. All Expenditures from Area accounts shall require the signature of two of the following officers: Delegate, Alternate Delegate, Secretary, and Treasurer. As a matter of policy, none of these officers shall sign blank checks.
2. In the case of insufficient funds to pay any debts incurred by the Area, the Treasurer shall immediately inform the Alternate Delegate. The Alternate Delegate shall be the final arbiter in prioritizing outstanding bills according to the procedure outlined in the section "Limitation of Accumulated Funds".
3. The Treasurer's actions regarding account balances shall be governed by Section Seven "Limitation of Accumulated Funds".
4. The Treasurer shall, upon receipt of the monthly banking statement, reconcile the Area records to the statement.
5. The Treasurer shall prepare a monthly trial balance sheet showing all contributions expenditures, checking account balance and known unpaid and future liabilities of the Area. The trial balance sheets shall be available to any member of Alcoholics Anonymous at each Assembly Meeting.
6. The Treasurer shall publish, to be included with the self-support letter as outlined in section 4, #1 on a six and twelve month basis, an accounting summary listing group contributions received since the last half, the checking account balance, a total list of all expenses paid since the last publishing, and a listing of total expenses to date as well as total budget
7. The Treasurer shall maintain a physical and an electronic version of a Financial Data Notebook which contains the budget as approved by the Area Assembly, a list of all contributions received, a listing of all expenses paid and accounting of each budget item against which expenses have been charged.
8. The treasurer shall, when attending Area Committee Meetings and Area Assemblies, have in his/her possession the Financial Data Notebook and the most recent checking account reconciliation. The materials shall be available to any members of Alcoholics Anonymous for their inspection. At these meetings, the Treasurer shall not be required to issue any checks against expense reimbursement requests received at that meeting, but may do so if it can be done in an orderly fashion.

9. Requests for reimbursement shall be submitted on the standard expense reimbursement form provided by the Treasurer. It is recommended that reimbursement forms be submitted to the Treasurer on a monthly basis to ensure that the necessary funds are available.
10. Disbursements of funds for reimbursement of expenses incurred by Area Officers and Committee Chairs shall be handled in a timely manner. Whenever possible the Treasurer will distribute reimbursements within two weeks of receiving a properly executed expense reimbursement form. In the event that Area funds do not permit reimbursement within this timeframe, the Treasurer will notify the Officer or Committee Chair promptly. The Treasurer will then disburse funds when they become available according to the guidelines set forth in Section Seven (#8).
11. The Area will accept contributions using the same guidelines as the General Service Office of Alcoholics Anonymous. Individuals may contribute no more than the maximum allowed by the General Service Conference. Individuals who wish to remain anonymous will have their contributions recorded as "Anonymous AA's", but the Treasurer will keep a data file on each anonymous contributor to ensure the limitation is not exceeded. The anonymous data file may be reviewed by the Alternate Delegate only if there is a need to do so.
12. Individuals who have reimbursable expenses but do not wish reimbursement will receive an acknowledgement of their "in kind" contribution equal to the amount shown on the submitted documentation. These "in kind" contributions may also be kept anonymous, following the procedures outlined in Item Eleven (#11) of this section.
13. The Finance Committee shall be responsible for all self-support efforts and will meet periodically to assess and develop Self-support efforts. At these periodic meetings, the Finance Committee shall also review the Treasurer's records.
14. No Committee Chair, may embark on any project (including budget approved projects) costing more than \$50.00 without first consulting the Treasurer to see whether funds are available. Officers must check-in with the Treasurer if expenses exceed \$100.00. In case of conflicting requests for money, the approval of the Alternate Delegate must be obtained. The Treasurer is to make note of the proposed expenditure, in order to be able to track the Area's financial condition more accurately.

#### Section Four: Self-Support

1. The Area Finance Committee will be charged with preparing and distributing a bi-annual self-support letter and distributed via the Area mailing list.
2. The typical self-support letter, in addition to requesting contributions and serving as a reminder of the Seventh Tradition shall spell out what projects the area is involved with, the emphasis being where the Area expects to expend the requested contributions.
3. While responsibility for preparing and distributing the bi-annual self-support letter shall reside with the Area Finance Committee, the primary responsibility for soliciting group contributions lies with each trusted servant – in direct proportion to the group conscience he or she serves. Thus:
  - a. The General Service Representative has the key responsibility for informing the group of the need and opportunity to contribute.
  - b. The District Committee Member is responsible to ensure all groups within his or her district are informed of the area's financial situation as well as the nature of the projects the area is coordinating.
  - c. Area Officers and Standing Committee Chairs are responsible not only for informing the area of funding needs but also ensuring the funds are expended prudently and wisely, in adherence with the area's collective group conscience.

#### Section Five: Expense Reimbursement

1. Expenses incurred by Officers and Committee Chairs of the Area Assembly in the course of Area business shall be reimbursed. Generally, expenses incurred will be in furtherance of a project or committee

expenditure already approved within the Area Budget by the full Assembly. Thus, when completing an expense reimbursement form, it should be indicated what project or committee the reimbursement should be charged against. This will relieve the Area Treasurer of trying to guess where in the itemized budget a particular expenditure has been approved.

2. The authority to spend Area funds carries with it a concurrent responsibility to ensure the funds to be disbursed are available.
3. Thus, any expenditure of funds not in the current approved budget in excess of \$50.00, (and \$100.00 for Officers) should be cleared with the Area Treasurer prior to incurring the expense, (see Section Three – #14). In case of regularly occurring expenditures, the Treasurer can be provided with a schedule of anticipated costs and their approximate dates, rather than contacting the Treasurer on each occasion.
4. Contracting with outside vendors brings the name of Alcoholics Anonymous into the public, thus it is vital to obtain prior expenditure approval when dealing with vendors outside the fellowship.
5. The following shall act as a guide in reimbursement of expenses incurred:
  - a. Receipts shall be presented with the expense reimbursement form in order to be reimbursed.
  - b. Mileage shall be reimbursed at a rate of 25 cents per mile.
  - c. When car pooling only the driver shall be reimbursed for mileage. Car pooling is encouraged as much as possible.
  - d. Hotel room reimbursement for the Area Officers shall be made for the two (2) nights at the Delegates-Past Delegates Conference, Officers attending Ohio Areas 53, 54, and 55 Mini Conferences (limited to three officers), Area 56 Mini Conference, the East Central Regional Service Conference and Forum, and the Ohio State Convention. Past Delegates may also be reimbursed if Area Funds permit. Room sharing is encouraged as much as possible.
  - e. Registration and meal packages are reimbursable to Officers required to attend such events.
  - f. Officers may have a spouse or guest stay in their room, however, the Area is not responsible for meals, registration, or additional room cost for the guest or spouse.
  - g. Officer and Committee Chair reimbursable expenses while conducting Area business may include but not limited to: mileage, tolls, room and board, long distance phone calls, postage, printing, copying.
6. All Area Committee Chairs will be reimbursed by Area Funds for expenses incurred in the transportation and storage of their displays at AA events and functions within Area 56 they have been requested to attend. This will include hotel room reimbursement when necessary.

## Section Six: Expenditure Approval

1. Prudence is of the utmost importance in spending the Area's Funds. Therefore, the following guidelines have been set forth for the approval of expenses:
  - a. When a Standing Committee Chair or Area Officer requests approval for an expense that is in excess of \$50.00 that has not previously been approved by the Assembly as a budget item the proposed expense must be presented to the Assembly and approved by a 2/3 majority of voting members present of the Area Assembly before it may be incurred.
  - b. Expenditures that are outside of a committee's budget but below \$50.00 must be carefully considered by the Alternate Delegate and Area Treasurer. If the requested amount warrants further review, the Alternate Delegate may consult with other Officers or Standing committee Chairs and may place it on the next Area Meeting agenda for discussion.

## Section Seven: Limitation of Accumulated Funds

1. The reserve fund will be kept in a separate, interest-bearing account.
2. The total amount of the Reserve Fund shall not exceed one sixth(1/6) of the current year's annual budget. (i.e., two months of budget expenditures, this will include a percentage of annual mini conference expenses)
3. The total amount of the Area's Operating Fund (balance of checking account) shall not exceed one third (1/3) of the current year's annual budget. (i.e., four months of budgeted expenditures).

4. The maximum available Area Funds – the total of the Reserve Fund (up to one sixth of the current budget) and the Area Operating Fund (balance of checking account - up to one third of the current budget), but excluding the Delegate's Fund – shall never exceed one half (1/2) the current year's annual budget. (i.e., six months budgeted expenditures).
5. The Delegate's Account shall never exceed the amount that it has been set forth to represent. The account includes the amount that is requested as a contribution from the General Service Office for the Delegate's attendance at the annual General Service Conference, plus the budgeted amount intended to defray costs for the delegate to attend the International Convention.
6. Any excess over the limitation of one half of the current year's annual budget shall be first used to fulfill any known and existing obligations of the Area. Remaining funds shall be used to build the Delegate's Funds up to their required balances accumulation for the International Convention. Any remaining excess shall be contributed to the General Service Office of Alcoholics Anonymous. However, if the Area expresses interest in appropriating funds elsewhere (for example, corrections literature), this may certainly be brought up for discussion at any Area Assembly.
7. The Reserve Fund exists to ensure the Area can survive an emergency. It shall be built up to its cap as soon as reasonably possible for, when not at its maximum, its value is severely diminished. It should not be thought upon as simply another source of funds for the Area, but rather should be drawn upon only in case of emergency.
8. In the absence of sufficient operating funds to cover expenses, the Reserve Fund shall be used to pay Area Expenses according to the following priority:
  - a. Vendor Accounts
  - b. Delegate's General Service Conference Expenses
  - c. Assembly Expenses
  - d. Other Delegate Expenses
  - e. Officers' Expenses
  - f. Standing Committee Chairs' Expenses
  - g. Standing Committee Expenses
9. In the event the Reserve Fund has to be used, only enough will be transferred to the Operating Fund at a time to pay the bills due. When a month has gone by without having access the Reserve Fund, regular transfers from the Operating Fund to the Reserve Fund will resume – thus ending the priority disbursement procedure.

## Suggested A.A. published resources for additional Information

The A. A. Service Manual combined with Twelve Concepts of World Service  
The AA Group ... where it all begins Pamphlet P-16  
G. S. R. General Service Representative Pamphlet P-19  
Your D. C. M. District Committee Member Pamphlet F-12

## Where to send Group Contributions

Area 56  
Make Checks Payable to: SWO Area 56  
Mail to: Southwest Ohio Area 56  
PO Box 684  
Dayton, Ohio 45401-0684  
Cincinnati Area Intergroup  
Make Checks Payable to: Cincinnati CSO  
Mail to: Greater Cincinnati Area Intergroup  
3040 Madison Road, Room 202  
Cincinnati, Ohio 45209

Some groups contribute to these AA Service entities

Dayton Area Intergroup  
Make Checks Payable to: Central Office  
Mail to: Dayton Central Office 211 Liberty Tower  
120 West Second Street  
Dayton, Ohio 45402  
General Service Office  
Make Checks Payable to: General Service Board  
Mail to: General Service Office  
P. O. Box 459  
Grand Central Station  
New York, New York 10163

And your local District, where possible – Contact your DCM for Donation information.  
In all cases include your Group name, Group Service number (if known), Meeting location, time and day, as well as the name and address of the person to receive the receipt for the donation.

# Summary of Assembly Procedures Adapted from "How the General Service Conference Operates"

Generally speaking, we follow Robert's Rules of Order, and proceed on as informal a basis as possible consistent with the rights of all concerned. However, over the years we have adopted some exceptions to Robert's Rules, which help us to proceed more closely in accord with the Traditions.

It is important to remember that the purpose of the Rules of Order is to make it easier for the Assembly to conduct its business; rules exist to allow the Assembly to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience.

## **Assembly Quorum**

An Assembly quorum - two-thirds of all signed in members (Area Committee members, Past Delegates, Area Committee Chairmen, GSRs, DCMs or alternates if GSR or DCM is not present, and Intergroup Liaison Representatives) is required to conduct assembly business.

## **Committee System**

To the extent possible, important matters to come before the Assembly will be handled via to "Committee system." This assures that a large number of questions can be dealt with during committee meetings. Each Committee considers carefully the items before it and presents its recommendations to the Assembly as a whole for acceptance or rejection.

## **General Rules of Debate**

- People who wish to speak line up at the microphones and are called on in order.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Motions, when presented to the Assembly, must also be submitted in writing to the Secretary.
- Voting is by show of hands.

## **Calling the Question**

Calling the question brings debate to a halt while Assembly members decide whether to proceed directly to a vote (the question) or go on with the debate. A motion to call the question:

- Must be made in order at the microphone.
- Requires a second.
- Is not debatable.
- Requires a two-thirds vote.

## **Substantial Unanimity**

All matters of Policy require substantial unanimity, that is, a two-thirds majority. Any actions, including amendments, that affect an Area Policy or motions that might result in such an action, also require a two-thirds majority.

Because the number of members present in the hall during the Assembly varies from time to time, the phrase "two-thirds vote" is taken to mean two-thirds vote of the Assembly members voting, as long as the total vote constitutes an Assembly quorum.

## **Reconsideration**

After voting on a matter of policy, the losing side will always be given an opportunity to speak to their position. A motion to reconsider a vote must be made by a member who voted with the winning side, but it can be seconded by anyone. If the motion receives a majority vote, but falls to pass for lack of a two-thirds vote, the majority may speak to their position, and the motion to reconsider must be made by someone who voted against the motion -- in this case, someone who voted against to motion would be on the prevailing side.

- Only a simple majority is required.
- No action may be reconsidered twice.
- If the majority votes to reconsider, full debate, pro and con, is resumed. (Assembly members are urged to limit discussion to new considerations of the question under debate.)

## **Tabling a Motion**

Tabling a motion (postponing discussion to a later time)

- Requires a motion and a second.
- Is not debatable.
- Needs only a simple majority to pass.

## **Tips, Hints, and Words of Caution**

Full discussion of a recommendation should take place before the vote. Premature actions (e.g., amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying Assembly business.

Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the microphone and say it again.

Remember, too, that saving "minority opinions" for after the vote, when there is no rebuttal, is another time-waster, for it can force the Assembly body to reconsider a question that might well have been decided the first time around if it had thoroughly examined from all sides.

*An informed group conscience is the result of discussion covering ALL points of view.*

## Brief Parliamentary Guide

Adapted from "Chicago Area 19 GSR Handbook"

Go to a microphone and when recognized by the chairperson: Give your full name and service title if you have one. Speak clearly and briefly as possible. Your remarks must be pertinent to the business at hand or items you wish to bring to the floor. If you are making a motion, have the motion written out before you approach the microphone, read the motion as written and give the written motion to the secretary to assure accuracy in recording the motion.

To Do This:	You Say:	When another has the floor?	Is a Second Required?	Is Discussion Permitted?	Can it be Amended?	Required Vote?
To Make a Motion	I move that...	No	Yes	Yes	Yes	Majority
To Amend a Motion	I move that the motion be Amended to read...	No	Yes	Yes	Yes	Majority
To Withdraw a Motion	I wish to withdraw my motion	Yes	No	No	No	Majority
To End Discussion	I Call the Question	No	Yes	No	No	2/3
To Object to an Error in Procedure	Point of Order	Yes	No	No	No	The Chairperson Decides
To Table an Item	I move we table this...	No	Yes	No	No	Majority
To Bring Back a Tabled item	I move that we take this from the table...	No	Yes	No	No	Majority
To Nominate a Person	I would like to Nominate...	No	No	Yes	No	Majority
To close Nominations	I move that Nominations be closed	No	Yes	No	Yes	2/3
To Send an item to Committee	I move that we refer this to committee	No	Yes	Yes	Yes	Majority

Note: In Alcoholics Anonymous, once a vote has been taken on a motion, the minority parties ALWAYS have the opportunity to speak from the floor. If someone in the majority (the winning side) would like to change their vote after the minority has spoken, it becomes a motion to reconsider which needs to have a second, it is then open to further discussion (if the original motion was open to discussion) before a new vote on the original motion is taken. It is not amendable and requires the same type of vote (majority or 2/3s) as the original motion. See our "Summary of Assembly Procedures" and the section on Reconsideration on page 20 for further clarification of the Rights of Minority Opinion.

*The Chairperson is not required to recognize a frivolous motion.*

## Glossary

**A.A.W.S.:** Alcoholics Anonymous World Services, Inc., one of the two operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for Conference-approved and service literature.

**Alternate:** (as in Alt. Delegate or Alt. GSR): An AA member and service worker who supports and assists a trusted servant, substituting for that trusted servant when necessary.

**Alternate Area Delegate:** Supports Area Delegate in his/her duties (see Area Delegate to General Service Conference).

**Appointed Committee Member:** An AA member serving on an Area Committee who is not a DCM or GSR, but is generally someone with knowledge and experience in the field.

**Area:** A geographical division within a state. Each Area elects one General Service Conference Delegate. Ohio is divided into four Delegate Areas.

**Area Assembly:** A meeting of GSRs and DCMs to discuss Area affairs and, once every two years, to elect a Delegate and Area officers. Area 56 meets eleven times per year. Some meetings are Assemblies (voting takes place) and others are Committee Meetings.

**Area Committee:** A committee made up of DCMs and Area Officers which serves as a "steering committee" for the area.

**Area Delegate:** The man or woman elected every other year to represent the area at the annual General Service Conference meeting in New York and to bring back the results of that meeting to the area.

**Archives committee** The Archives committee gathers and preserves historical data and other memorabilia pertinent to Area A.A. and brings displays to conferences and workshops.

**Conference:** See General Service Conference

**Conference-approved literature, videos, and films:** Pamphlets, books, videos, and films, produced under the auspices of various Conference committees, then which the appropriate Conference committees have reviewed and reported favorably and recommended to the General Service Conference for its approval, and which have been approved by the General Service Conference.

**Corrections Committee** The Corrections committee cooperates with all the correctional institutions in the Area, explaining A.A.'s role in assisting the inmates who seek help. The committee helps coordinate A.A. meetings and other activities in the facilities.

**C. P. C. Committee:** Cooperation with the Professional Community - the committee charged with informing professionals in the community - doctors, educators, court officials, the clergy, and others who are often in contact with active alcoholics. Area 56's CPC Committee is currently merged with its PI Committee.

**Delegate:** see Area Delegate.

**Director (non-trustee):** Non-trustee member of the board of AAWS or The AA Grapevine Inc., selected for relevant business or professional service.

**District:** A division within the Area, represented by GSRs, and District Chairs (DCMs). Area 56 currently has 30 Districts.

**DCM:** District Committee Member. Also known as a District Chair. An experienced GSR elected by other GSRs to represent the groups of their district in Area meetings and to coordinate service activities in the district. The DCM is the vital link between each group's GSR, and the Area service structure.

**District meetings:** Meetings of the DCM and GSRs of groups in a district. This is the primary method for information transfer from the group conscience to the District and Delegate to Area 56, and the way information regarding events, agenda items, and upcoming decisions are obtained so that the G.S.R. can take these items back to his or her group.

**Finance Committee** The Finance committee is responsible for all matters relating Area finances and assists the area Treasurer in their activities.

**General Services:** Movement-wide services performed by anyone in the general service structure.

**General Service Conference:** The annual meetings of Conference Delegates, Trustees and General Service Office staff each April in New York. The General Service Conference is a method by which A.A.'s collective group conscience can be heard.

**Grapevine** The A.A. Grapevine, the international monthly journal of Alcoholics Anonymous. The A.A. Grapevine, Inc. is one of the two operating corporations of the General Service Board and is responsible for Grapevine operations and finances. The Grapevine Committee in the Area is responsible for acquainting the fellowship with the Grapevine, and presents it as a useful tool for recovery.

**Group Conscience:** The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. It should be fully informed and is generally ascertained at a group's business meeting.

**GSO:** General Service Office, which provides services to groups in the U.S. and Canada and publishes A.A. literature.

**GSR:** General Service Representative. This is the group contact with the General Service Office, and the link from the group to the District and the Area. In Area 56, at both the District and the Area Assemblies, the GSR is a Voting Delegate representing his AA group. The GSR is also responsible for keeping their group informed on District and Area activities and issues.

**GVR:** Grapevine representative; the group or district contact with the Grapevine office.

**La Viña:** Bimonthly Spanish-language magazine published by the A.A. Grapevine.

**Literature Committee:** The Literature Committee encourages A.A. Groups to provide A.A. literature, and it ensures that there is A.A. literature at Area events and conferences.

**Mini-Conference:** Yearly conference held in late winter by Area 56. The purpose of the Mini-Conference is to shape the Group Conscience for the Delegate to take to the General Service Conference in New York City each April. GSRs receive questions and issues from the Delegate to discuss with their Groups. The GSR brings back the results from the group to the Mini-Conference for his group's vote.

**Panel:** The service structure involving DCMs, GSRs, area officers and other area committee members for a specific two-year period. Area 56 elects its trusted servants in even-numbered years.

**Public Information:** (P.I). The P.I. Committee helps carry the message to the alcoholic who still suffers by working with the media and public speakers (e.g. in high schools, churches, radio stations). This committee serves as the central source of information made available to the public concerning Area AA. Area 56's PI Committee is currently merged with its CPC Committee.

**Treatment Facilities:** The Treatment Facilities committee cooperates with hospitals and treatment/rehabilitation facilities regarding A.A.'s relationship with such facilities, and helps coordinate meetings in such facilities.

**Region:** A grouping of several Areas from which a Regional Trustee comes to the Board of Trustees. There are six regions in the US and two in Canada. Ohio is part of the East Central Region, which consists of Illinois, Indiana, Michigan, Ohio & Wisconsin.

**Sharing Session:** A meeting which can take place on any level in which everyone is invited to contribute ideas and comments on AA matters and during which no actions are taken.

**Third Legacy:** AA's Third Legacy is Service, the sum total of all AA services from a 12th-Step call to worldwide activities. Recovery and Unity are AA's other two legacies. The 12 Steps correspond to Recovery, the 12 Traditions to Unity and the 12 Concepts to Service.

**Third Legacy Procedure:** The Third Legacy Procedure is an electoral or voting system unique to AA. It is presented in detail in other portions of this handbook (pages 10 and 11).

**Trustee:** A member of AA's General Service Board, the chief arm of the General Service Conference. Fourteen Trustees are AA members (Class B); seven are non-alcoholic (Class A). The Board administers overall policy and finance.