

# **Area 51 Service Guidelines & Practices**

(Current as of 2/05/2021)

## **Contents**

<b>I. Welcome to Area 51 of Alcoholics Anonymous in North Carolina .....</b>	<b>4</b>
<b>A.A.'s Legacy of Service by Bill W.....</b>	<b>4</b>
<b>Introduction and Purpose.....</b>	<b>4</b>
<b>II. North Carolina – Structure and History.....</b>	<b>5</b>
<b>How Alcoholics Anonymous Began in North Carolina .....</b>	<b>5</b>
<b>Map .....</b>	<b>6</b>
<b>Area Committee.....</b>	<b>6</b>
Purpose/Overview .....	6
<b>Area Officers and Their Responsibilities .....</b>	<b>7</b>
Delegate .....	7
Alternate Delegate .....	8
Area Chair .....	9
Alternate Chair .....	10
Secretary .....	10
Treasurer .....	11
Registrar .....	11
<b>Area Coordinators with longer terms.....</b>	<b>12</b>
Archivist .....	12
Interpreter .....	13
Translator .....	14
<b>Area Coordinators .....</b>	<b>14</b>
Grapevine .....	14
Literature .....	15
Webmaster .....	16
<b>Service Coordinators .....</b>	<b>16</b>
C.P.C./P.I. ( Cooperation with the Professional Community/Public Information) .....	17
Corrections .....	17
Accessibilities .....	18
Treatment Facilities .....	19
<b>Other .....</b>	<b>19</b>
Convention Chair .....	19
Convention Alternate Chair .....	20
<b>III. Area Assemblies/Committee Meetings.....</b>	<b>20</b>
Operating Guidelines for General Service Assembly and Committee Meetings .....	21
<b>The Area Assembly (Non-Election) .....</b>	<b>22</b>
Composition – who can attend, who can participate and how .....	23

Suggested Schedule .....	24
<b>The Area Election Assembly .....</b>	<b>24</b>
Election Procedures .....	24
Voting Procedures/Responsibilities .....	26
Who is eligible to stand .....	27
Appointment of service coordinators .....	28
Replacing officers/coordinators unable to complete their term .....	28
Suggested Agenda .....	28
<b>The Area Committee .....</b>	<b>29</b>
Composition – who can attend, who can participate and how .....	29
Suggested Agendas .....	31
<b><i>IV. General Service Conference.....</i></b>	<b>32</b>
<b>Mock Conference – Introduction .....</b>	<b>32</b>
<b>Pre-Conference .....</b>	<b>33</b>
<b>Pre-Conference – Who holds them? .....</b>	<b>34</b>
Suggested Pre-Conference – Agenda / Format.....	35
<b><i>Subcommittees.....</i></b>	<b>35</b>
<b>Overview .....</b>	<b>35</b>
<b>Standing Subcommittees .....</b>	<b>36</b>
Budget and Finance .....	36
Site Investigation.....	36
Website Committee .....	37
Theme and Workshop .....	37
Growth and Maintenance .....	37
<b>Other Committees / Conventions / Conferences.....</b>	<b>37</b>
Other Committees.....	37
State Convention.....	39
Freedom from Bondage Corrections Conference .....	41
<b><i>Finance.....</i></b>	<b>42</b>
<b>Where Money and Spirituality Mix .....</b>	<b>42</b>
<b>Contributions .....</b>	<b>43</b>
<b>Reporting.....</b>	<b>43</b>
<b>Expenses covered by Area 51 .....</b>	<b>43</b>
<b>Area 51 General Fund Surplus procedure.....</b>	<b>44</b>
<b><i>Redistricting Procedures .....</i></b>	<b>46</b>
<b><i>Archives .....</i></b>	<b>46</b>
<b>Mission Statement: .....</b>	<b>46</b>
<b>Purpose: .....</b>	<b>46</b>

<b>Policy for Conference-Approved Literature currently in stock and in regard to future donations, by members of Alcoholics Anonymous, to the Area 51 Archives: .....</b>	<b>47</b>
<b>Policy for Grapevine Literature: .....</b>	<b>47</b>
<b>Policy for Non-Conference Approved Literature currently in stock and in regard to future donations, by members of Alcoholic Anonymous, to the Area 51 Archives:.....</b>	<b>47</b>
<b>Insurance Policy: .....</b>	<b>47</b>
<b>How To Submit An Item To The Archives: .....</b>	<b>47</b>
<b><i>Miscellaneous Items .....</i></b>	<b>48</b>
<b>Introducing an idea, proposal, or potential agenda item at the Area Level .....</b>	<b>48</b>
<b>Trustee Nomination Procedure .....</b>	<b>51</b>
<b>Role of Past Delegate .....</b>	<b>51</b>

## I. Welcome to Area 51 of Alcoholics Anonymous in North Carolina

As a participant in the activities of Area 51, you will find many new and exciting opportunities to help carry the message and news of A.A. back to your Districts, home groups and fellows in recovery as well as to the alcoholic who still suffers.

Area 51 belongs to, and consists of, each of us as members of A.A. in North Carolina. The experience of its past and the hope for its future have been entrusted to all of us. This manual is presented as a tool for you to use in achieving this goal. Its purpose is to help you better understand the Area, its policies, procedures, and practices, by learning where we have been and recording our progress in moving forward.

This manual is a living document which will, by group conscience, be modified as necessary.

### 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 principle 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 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 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 contributions from within the Fellowship.

### Introduction and Purpose

The purpose of these guidelines is to provide a reference for the trusted servants of the Area 51 service structure. **This manual is meant to be used in conjunction with the current A.A. Service Manual, not to replace it.** Accordingly, the current A.A. Service Manual is referenced throughout this document, as appropriate.

Over the years, Area 51 has developed certain principles, practices and procedures that are specific to Area 51. It is important to understand the Area 51 service structure, how we carry out our service and how the Area 51 Assembly operates.

Much of the contents of this manual has been developed for current practice as it has evolved through past Assembly Action, with the understanding that the informed group conscience of Area 51 will modify it as necessary.

It should also be understood that the 12 Traditions, the 12 Concepts for World Service and the A.A. Service Manual remain our guiding principles. The practices, policies and procedures contained in this manual should consistently and constantly reflect that.

## **II. North Carolina – Structure and History**

### **How Alcoholics Anonymous Began in North Carolina**

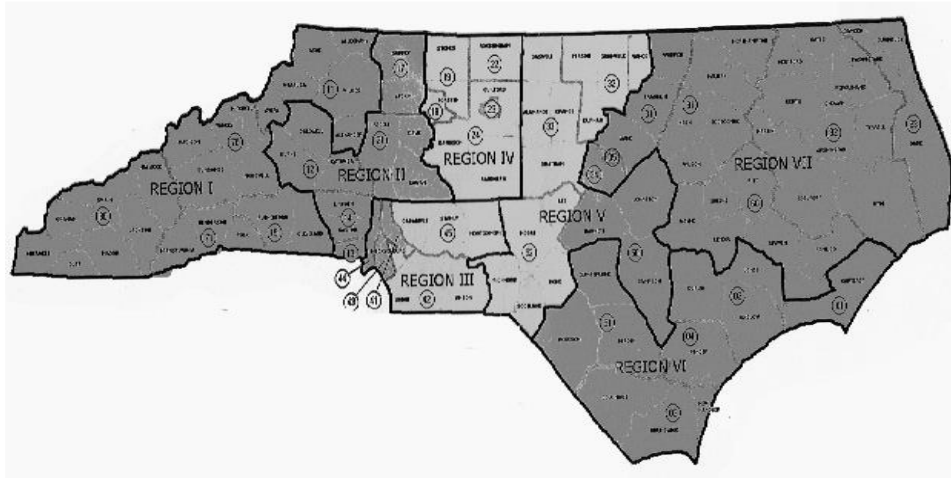
Alcoholics Anonymous in North Carolina can trace its origins to an experimental program for treating people addicted to narcotics which started in 1935, the same year A.A. began. At the U.S. Public Health Service Hospital at the federal prison in Lexington, Kentucky, Dr. Tom M., the son of a prominent Shelby, N.C. physician and a morphine addict on top of his alcoholism, entered this “Narcotics Farm” in Lexington in 1939 to take “the cure,” and while there, discovered a newly published book – Alcoholics Anonymous – that changed his life. Dr. Tom, whose story Bill W. called “one of the greatest ever to come out of Alcoholics Anonymous,” contacted the A.A. office in New York by mail and expressed interest in finding an A.A. group near his home in Shelby upon his release. Since there was not an A.A. group closer than Richmond at the time, the A.A. office forwarded 6 copies of new pamphlets and encouraged Dr. Tom to form a group in Shelby. In the fall of 1939, he and three alcoholics held the first meeting of Alcoholics Anonymous in North Carolina in his office. It was a thrill for the New York office and a milestone for A.A. as a whole because it was one of the first groups formed only through the mail without direct personal contact.

According to the records at G.S.O., the Shelby Group first appeared in the Eastern United States Directory of A.A. groups in June of 1941 and was officially registered on December 18, 1941. An article submitted to the August 1945 Grapevine, written by W. B. McL. of Shelby, stated that by 1945 the Shelby Group boasted of 40 “solid members” and clubrooms in an uptown hotel where they had the “usual club furnishings, lockers, showers, piano, radio, pool table, reading room, and a seating capacity of one hundred and twenty-five.”

The next group from which we have a history is the Charlotte Group, which was founded in September of 1942 by Dave R., who had attended the Shelby Group after moving to Charlotte. With help from Dave R., an A.A. member who came south from New Jersey as a boiler inspector, the Shelby Group also helped start groups in Burlington, Gastonia, Charlotte and Asheville, as well as upstate South Carolina by the mid-1940’s. Springing from a single

“doctor, alcoholic, addict” with a Big Book in his hand, today there are more than 1100 registered groups with a membership of more than 20,000 alcoholics in North Carolina. You will surely meet some of us as you trudge the Road of Happy Destiny!

### Map<sup>1</sup>



### Area Committee<sup>2</sup>

#### Purpose/Overview

The Area Committee of Area 51 is composed of District Committee Members (D.C.M.s) and their Alternates, Local Committee Members (L.C.M.s), Officers, Coordinators, and the Area 51 Convention Chair. All Area 51 officers are elected using the Third Legacy Procedure as defined in the A.A. Service Manual. The Area 51 Convention Chair, Alternate Convention Chair and Area Coordinators (with the exception of Corrections and Webmaster) are appointed by the Area Chair along with the approval of the Area Assembly. (The Corrections coordinator is selected at the Corrections Conference and the Webmaster is selected by the Website Subcommittee - both positions are approved by the Area Assembly.)

#### Area 51 Committee:

- D.C.M.s (1 per district)
- Alternate D.C.M.s (1 per district)
- L.C.M. (As many as a district has elected)

#### Area 51 Officers

- Delegate
- Alternate Delegate
- Area Chair

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<sup>1</sup> 2015 Summer Committee Notice

<sup>2</sup> 2015/16 Area Chair

- Alternate Chair
- Secretary
- Treasurer
- Registrar

#### Area 51 Convention Chair

#### Area 51 Coordinators

- Archivist
- Interpreter
- Translator
- Grapevine
- A.A.W.S. Literature
- Webmaster
- C.P.C./P.I. (Cooperation with the Professional Community/Public Information)
- Corrections
- Accessibilities
- Treatment Facilities

### Area Officers and Their Responsibilities <sup>3</sup>

#### Delegate <sup>4</sup>

- Attends the General Service Conference meeting in New York in April, fully prepared. Immediately upon election, every delegate is put on the G.S.O. mailing list to receive Conference material
- Communicates the actions of the Conference to Area Committee members and encourages them to pass on this information to groups and to intergroup/central offices. If an area is too large for the delegate to cover in person, he or she will ask Area officers and committee members to share the load
- Is prepared to attend all Area, state and regional service meetings and assemblies. From these meetings, Delegates come to better understand their own areas and can make suggestions for the Conference agenda. Here, too, they come in contact with other A.A. members who might not be reached otherwise
- Helps the Area Committee obtain financial support for Area 51 and G.S.O.
- Provides leadership in solving local problems involving the A.A. Traditions.
- Reminds G.S.R.s to inform groups and individuals about the A.A. Grapevine and conference-approved literature

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<sup>3</sup> Taken from 2012 Election handout, and other sources

<sup>4</sup> 2012 Fall Assembly Election handout

- Cooperates with G.S.O. in obtaining information – for example, making sure that up-to-date information reaches G.S.O. in time to meet the deadline for each issue of the A.A. directory
- Carries out the triennial membership surveys
- Visits groups and districts in the Area whenever possible
- Works closely with committee members and officers, sharing experience throughout the year
- Arranges preconference activities prior to going the General Service Conference where Area 51 members will come together and share their experience, views, opinions and thoughts on the upcoming agenda items
- Assumes added responsibility if the Area Chair and Alternate Chair are unable to serve
- Takes an active role in remedying the situation, if the area committee is not functioning effectively
- Keeps the alternate delegate fully informed and active, so that the alternate can replace the delegate in an emergency
- Works with the newly elected delegate late in the second year of the term to pass along a basic knowledge of Conference proceedings and problems
- Has private access on our area website to add and maintain content pertinent to their service position. As positions are rotated, the incoming coordinators will be given access as part of the rotation process.
- Attends the following functions each year:
  - Area 51 Functions: Area Committee Meetings, Area Assemblies, Area Convention, Pre-conferences (1 in each of the 3 geographical sections of the Area and the Spanish Language Districts<sup>5</sup>) and Area Corrections Conference
  - Southeast Regional Functions: Southeast Delegates Get-together, and alternating years either Southern States of Alcoholics Anonymous Service Assembly (“SSAASA”) or Southeast Regional Service Forum
  - National Functions: General Service Conference and Board meetings if the Delegate is elected their Committee Chair

#### Alternate Delegate <sup>6</sup>

- Maintains readiness to fill in for the Delegate should the latter be unable to serve
- Assists the Delegate in obtaining the conscience of Area 51 on General Service Conference matters
- Assists in preparation of the Assembly workshops. This involves selecting, ordering and packaging literature relevant to workshop topics

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<sup>5</sup> Needs an advisory action – current action states no more than 3 preconferences

<sup>6</sup> 2012 Fall Assembly Election Handout



- Acts as liaison with the Spanish community
- Takes care of the translation equipment <sup>7</sup>
- Attends the following functions each year:
  - Area 51 Functions: Area Committee Meetings, Area Assemblies, Pre-conferences (1 in each of the 3 geographical sections of the Area and the Spanish Language Districts)
  - Southeast Regional Functions: Southeast Delegates Get-together, and alternating years either Southern States of Alcoholics Anonymous Service Assembly (“SSAASA”) or Southeast Regional Service Forum

#### Area Chair <sup>8</sup>

- Responsible for Area Assemblies and Committee Meetings:
  - Makes hotel arrangements per contract and negotiates changes as needed with hotel representatives
  - Prepares notices, agendas and schedules
  - Reviews Assembly and Committee minutes
  - Works with the secretary to ensure all parties are notified
  - Consults with officers and committee members on the program
  - Prepares a one-page executive summary containing the highlights of the event to be available shortly after the conclusion of the meeting
- Chairs the Area Assemblies and Committee meetings
- Works closely with the Secretary to ensure minutes are published on schedule
- Reviews new hotel contracts for compliance with costs and conditions set down in the bid package; conducts any final negotiations and signs the contracts
- Reviews hotel invoices to ensure accuracy and compliance with the contract
- Appoints all ad hoc subcommittees and Area Coordinators with the exception of the Corrections Coordinator and the Webmaster
- The Chairperson, more than any other officer, keeps the Delegate informed about what is going on in the Area, and makes sure the Committee members are aware of what goes on in A.A.W.S.
- In the event the Alternate Delegate cannot perform his or her duties, the Area Chair assumes that responsibility and represents the Area at the General Service Conference (in the absence of the Delegate) and at other official functions normally attended by the Alternate Delegate
- Passes the basket at Area Committee Meetings and Assemblies, and forwards the collection to G.S.O.

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<sup>7</sup> Advisory Action from May 2004, part of creation of linguistic district – to be considered as a potential future change

<sup>8</sup> 2012 Fall Assembly Election handout

- Can determine the agenda for non-business assembly events, including but not limited to altering the timing and/or quantity of workshops and speaker meetings.<sup>9</sup>
- Has private access on our area website to add and maintain content pertinent to their service position. As positions are rotated, the incoming coordinators will be given access as part of the rotation process.
- Attends the following functions each year:
  - o Area Committee Meetings
  - o Area Assemblies
  - o Area 51 State Convention

#### Alternate Chair <sup>10</sup>

- Maintains readiness to fill in for the Area Chair should the latter be unable to serve at required functions
- Assists the Area Chair with duties as required
- Acts as on-site liaison with hotel staff during Assemblies and Committee meetings
- Performs or coordinates timekeeping and vote-counting at Assemblies and Committee meetings
- Collects, evaluates and collates feedback from workshop evaluation cards
- Attends the following functions each year:
  - o Area Committee Meetings, Area Assemblies

#### Secretary <sup>11</sup>

- Prepares and sends out timely notices and minutes of the Assemblies and Committee meetings, after consulting with the Area Chair. All communications are sent first class or electronically if the recipient has signed up for electronic notification. Forwards returned mail to registrar
- Records and transcribes accurate minutes of all Assemblies and Committee meetings
- The following is a generalized outline of timetables and mailing deadlines for assembly minutes, committee minutes and notices:
  - o Notices (Committee and Assembly): four weeks prior to hotel cut-off date
  - o Minutes (Committee): three weeks after Committee meetings
  - o Minutes (Assembly): four weeks after Assemblies

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<sup>9</sup> 2020 Spring Assembly – Any significant proposed format changes for non-business session scheduling will come before the Winter or Summer Area 51 Committee for final approval

<sup>10</sup> 2012 Fall Assembly Election handout

<sup>11</sup> 2012 Fall Assembly Election handout

- Assists the Area Chair with preparing agendas, schedules and background information regarding business items to be considered at each meeting
- Maintains up-to-date official Area files, including minutes, subcommittee reports, recordings and correspondence
- On a bi-annual basis, updates the Area 51 Summary of Assembly Advisory Actions
- Coordinates with the Area 51 Translator to translate minutes and agendas
- Has private access on our area website to add and maintain content pertinent to their service position. As positions are rotated, the incoming coordinators will be given access as part of the rotation process.
- Attends the following functions each year:
  - o Area Committee Meetings, Area Assemblies

#### Treasurer <sup>12</sup>

- Posts and deposits group contributions and other receipts
- Acknowledges each contribution by postcard, letter or email
- Maintains computerized records (in Quicken) for all Area funds
- Manages bank accounts and Certificates of Deposit
- Audits expense reports and pays all Area bills except those handled by the State Convention and Corrections Conference Committees
- Audits the financial reports of the State Convention and Corrections Conference
- Serves as an ex officio member of the Budget and Finance Subcommittee
- Obtains and distributes Area and G.S.O. contribution envelopes
- Prepares annual budgets and tracks actual against budgeted expenses throughout the year
- Prepares and presents various financial reports at each Area meeting
- Files and pays sales tax quarterly on Area Literature and Grapevine sales
- Researches Area and G.S.O. financial and group information records as required
- Encourages the practice of the Seventh Tradition throughout the Area
- Has private access on our area website to add and maintain content pertinent to their service position. As positions are rotated, the incoming coordinators will be given access as part of the rotation process.
- Attends the following functions each year:
  - o Area Committee meetings, Area Assemblies

#### Registrar <sup>13</sup>

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<sup>12</sup> 2012 Fall Assembly Election handout

<sup>13</sup> 2012 Fall Assembly Election handout

- Maintains records on the Area database for existing and new groups, Area Officers, Past Delegates, D.C.M.s, Alternate D.C.M.s, Standing Committee Chairs, Coordinators, answering services and central offices
- Enters applicable changes of Area records in the G.S.O. database
- Distributes group information to officers and D.C.M.s at each Committee meeting and Assembly
- Performs various activities to reconcile Area and G.S.O. records
- Produces/obtains and distributes group update forms and new group registration forms
- Assigns new groups to the proper districts, or verifies the districts entered on new group forms
- Produces and distributes Area Map at each Committee meeting and Assembly
- Produces and distributes lists of names, address, and telephone numbers and email address of all Officers, Standing Subcommittee Chairs and Coordinators, D.C.M.s. and Alternate D.C.M.s to Committee members
- Maintains the list of candidates eligible to stand for area office
- Prepares group data sheets for distribution to D.C.M.s at all Area Meetings
- Produces name badges for Area Committee Members at all Area Meetings
- Prepares lists of groups for and oversees Assembly registration
- Prepares reports for Area Meetings, giving various summary information about groups in the Area
- Researches Area and G.S.O. database records of various issues as required
- Distributes updated group information to the Delegate, Chair, Secretary and Treasurer two weeks after every Committee Meeting or Assembly
- In conjunction with the Treasurer, prepares an Area-wide mailing of new Registrar information, name, address and telephone number, at the start of the term
- Has private access on our area website to add and maintain content pertinent to their service position. As positions are rotated, the incoming coordinators will be given access as part of the rotation process.
- Attends the following functions each year:
  - o Area Committee Meetings, Area Assemblies

## Area Coordinators with longer terms

### Archivist <sup>14</sup>

- Serves a 6-year term. The most recent term began in January of 2018
- Elected by the Area Committee using Third Legacy Procedure followed by Assembly approval in the same manner as is used to select the Area Candidates for the Southeast

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<sup>14</sup> 2010 Fall Agenda items

Regional Trustee and Trustee-at-Large U.S. See the Trustee Nomination Procedure section of this manual for that procedure

- Not eligible to stand for Area office.<sup>15</sup>
- Has some familiarity with A.A. history and archival procedures
- Maintains, collects and preserves the collection, files, books, pamphlets, etc.
- Availability at the Archives Repository is necessary; however, the Archivist can set his or her own hours and the Repository will be located in the vicinity of the Archivist
- Displays travelling exhibit at each Area Assembly and Convention. A smaller traveling exhibit is taken to groups or districts at the request of the group or district
- Has private access on our area website to add and maintain content pertinent to their service position. As positions are rotated, the incoming coordinators will be given access as part of the rotation process.
- Attends the following functions each year:
  - o Area Committee Meetings and Assemblies, Area Convention
  - o National Archives

#### Interpreter <sup>16</sup>

- Provides an oral translation between English and Spanish members at Area 51 Assemblies, Committee Meetings and the Spanish Pre-Conference. They will attend and interpret at other functions if invited, and their schedule permits
- Is appointed by the Area Chair and approved by the Assembly
- Serves a four-year term, beginning in January 2015, with the possibility of serving for one additional consecutive term
- Must be a member of A.A. and bilingual in English and Spanish
- Is not eligible to stand for Area office unless a past D.C.M.
- Is responsible for assisting the Alternate Delegate in communicating with the Spanish Linguistic Districts
- Assists Area Chair in recruiting and evaluating candidates for this position at the end of their term
- Stores and transports the interpreter booth to Area events or designates a backup in cases where the Interpreter cannot attend <sup>17</sup>
- Attends the following functions each year:
  - o Area Committee Meetings, Area Assemblies, and Spanish Districts Pre-conferences

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<sup>15</sup> Nov 1990 Advisory Action

<sup>16</sup> 2014 Fall Assembly minutes

<sup>17</sup> 2016 Fall Assembly

## Translator <sup>18</sup>

- Translates written Area 51 documents into Spanish, including agendas, minutes, flyers (Convention, Committee and Assembly), background material for pre-conferences and website content
- Is appointed by the Area Chair and approved by the Assembly
- Serves a four-year term with the possibility of serving for one additional consecutive term. *The initial term, beginning in January 2015, was for 2 years in order to stagger the rotation of the Interpreter and Translator positions*
- Must be a member of A.A. and bilingual in English and Spanish
- Is not eligible to stand for Area office unless a past D.C.M.
- Is responsible for assisting the Alternate Delegate in communicating with the Spanish Linguistic Districts
- Maintains a glossary of commonly used A.A. terms
- Assists Area Chair in recruiting and evaluating candidates for this position at the end of their term
- Attends the following functions each year:
  - Area Committee Meetings, Area Assemblies, and Spanish Districts Pre-conferences

## Area Coordinators

### Grapevine <sup>19</sup>

- Serves a two-year term concurrent with the Delegate term, by appointment of the Area Chair and approval of the Area Assembly. Is a voting member of the Assembly and eligible to stand for Area office
- Maintains an updated list of district Grapevine Representatives (G.V.R.s) or group G.V.R.s where there is no district representative
- Provides information to districts about the advantages of having G.V.R.s
- Supplies G.V.R.s with information forms and order forms
- Maintains contact with the district and group G.V.R.s to facilitate keeping the delegate informed of Grapevine progress in Area 51
- Visits groups/districts when invited and takes Grapevine display
- Replenishes inventory and forwards proceeds of sales to Area Treasurer after each event. Keeps accurate records for sales tax

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<sup>18</sup> 2014 Fall Assembly Minutes

<sup>19</sup> 2014 Fall Assembly Election Handout

- Displays and offers for sale an inventory of Grapevine literature and audio-visual materials at all Area functions other than Area Committee meetings. Literature is not available for sale while business is conducted
- Has previously served as D.C.M., have good transportation and be able to lift 50 pounds
- Has an electronic device to provide the ability to accept online payments that will help maintain inventory<sup>20</sup>
- Has private access on our area website to add and maintain content pertinent to their service position. As positions are rotated, the incoming coordinators will be given access as part of the rotation process.
- Attends the following functions each year:
  - Area Committee Meetings, Area Assemblies, Area Corrections Conference, and N.C. State Convention

## Literature <sup>21</sup>

- Serves a two-year term concurrent with the Delegate term, by appointment of the Area Chair and approval of the Area Assembly
- Displays and offers for sale an inventory of A.A. World Services literature and audio-visual materials at all Area functions other than Area Committee meetings. Literature is not available for sale while business is conducted
- Replenishes inventory and forwards proceeds of sales to Area Treasurer after such events. Keeps accurate records for sales tax
- Keeps the fellowship informed of developments regarding A.A. World Services literature and audiovisual materials through regular reports
- Visits groups/districts when invited and takes Literature display
- Has previously served as D.C.M., have good transportation and be able to lift 50 pounds
- Has an electronic device to provide the ability to accept online payments that will help maintain inventory<sup>22</sup>
- Has private access on our area website to add and maintain content pertinent to their service position. As positions are rotated, the incoming coordinators will be given access as part of the rotation process.
- Attends the following functions each year:
  - Area Committee Meetings, Area Assemblies, Area Corrections Conference, and N.C. State Convention

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<sup>20</sup> 2018 Fall Assembly

<sup>21</sup> 2014 Fall Assembly Election Handout

<sup>22</sup> 2018 Fall Assembly.

## Webmaster <sup>23</sup>

- Is elected by the Website Subcommittee using the Third Legacy procedure and recommended to the incoming Area Chair for approval by the Area Election Assembly
- Serves a two-year term concurrent with the Delegate term with the eligibility to serve an additional two-year term. Four consecutive years is the maximum term
- Previous experience as a D.C.M. is not required, although some general service experience is desirable
- Is not eligible to stand for Area office unless a past D.C.M.
- Reviews website content to ensure it conforms to the approved Website Policies as approved by the Area
- Advises the Website Subcommittee and Area officers on the overall design, direction, priorities and content of the website
- Manages and performs the design, build, day-to-day maintenance and updates on the website
- Manages the security process used to protect the private section of the website
- Reviews and evaluates the performance of the website hosting provider and domain registrar and provides feedback and suggested changes to the Website subcommittee and Area officers
- Reviews the current Website Policies and makes suggestions for changes as needed
- Has sufficient qualifications to design and implement a Website suited to the needs of the Area
- Attends the following functions each year:
  - Area Committee Meetings, Area Assemblies

## Service Coordinators <sup>24</sup>

These duties apply to the following Service Coordinators - C.P.C./P.I., Corrections, Treatment Facilities, and Accessibilities:

- Inform, support, and energize the efforts of groups and districts to carry out our Primary Purpose in their designated service responsibility
- Primary selection criteria: has demonstrated enthusiasm and experience in the particular service area, along with the ability to identify and access qualified resource people across North Carolina

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<sup>23</sup> Qualifications pulled from the resume for Webmaster 2017-2018  
Motion to create position in Fall 2015

<sup>24</sup> 2012 Fall Assembly Election Handout



- Previous service as a D.C.M. is not required, although some experience in General Service is desirable
- Is not eligible to stand for area office unless a past D.C.M.
- Participates in Area 51 General Service events
- Participates in meetings and conferences of professionals in Area 51
- Organizes workshops or other activities at Assemblies and other events as appropriate, with an emphasis on programs that would be useful for local service workers to attend
- Assists in establishing or revamping local services upon request by local groups or districts
- Accounts fully and precisely to the Area Committee and Assembly for the use of resource funds

#### C.P.C. ( Cooperation with the Professional Community) <sup>25</sup>

- Serves a two-year term concurrent with the delegate term. Serves by appointment of the Area Chair and approval of the Area Assembly
- Cooperates with the professional community (e.g., medical, clergy, educators, business and government professionals, judges, attorneys) to inform them of how to make an effective referral to A.A.
- Attends professional conferences such as the N.C. Employee Assistance Program, Addiction Studies, Counselors' conferences, etc. with our Area display and P.I. materials
- Facilitates CPC workshops for Districts when requested
- Makes A.A. presentations to Professional groups and conferences
- Chairs A.A. meetings at Professional conferences
- Attends the following functions each year:
  - Area Committee Meetings, Area Assemblies, Area Corrections Conference, and N.C. State Convention

#### P.I. (Public Information) <sup>26</sup>

- Serves a two-year term concurrent with the delegate term. Serves by appointment of the Area Chair and approval of the Area Assembly
- Helps coordinate local A.A. efforts to make A.A. literature and resources accessible to the public via media, public events, libraries, hospitals, schools, churches, etc.
- Facilitates PI workshops for Districts when requested

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<sup>25</sup> 2014 Fall Election Assembly reference material

<sup>26</sup> 2020 Fall Assembly – CPC/PI position to become two distinct positions

- Attends the following functions each year:
  - Area Committee Meetings, Area Assemblies, Area Corrections Conference, and N.C. State Convention

#### Corrections<sup>27</sup>

- Coordinates at a state level with state and local corrections agencies and officials to bring A.A. meetings into federal, state and local jails and prisons
- Cooperates with local A.A.s to encourage and help coordinate their efforts to conduct meetings in prisons
- Coordinates “pre-release contacts” for inmates returning to community life and getting them introduced to local A.A. groups
- Serves as Chair for Area 51 Corrections Conference (Freedom from Bondage)
- Interacts with state level authorities as needed. This is at the system wide level to identify and overcome concerns or problems noted by C.F.C. members across North Carolina
- Serves a two-year term concurrent with the delegate term
- Elected at the Corrections Conference, with the approval of the Area Assembly. Nomination of Corrections Coordinator takes place at the Sunday morning business meeting at Freedom from Bondage on even years, concurrent with the 2<sup>nd</sup> year of each Delegate term
- Coordinates literature requests, helps identify and provide specific A.A. literature to correctional facilities in Area 51
- Attends the following functions each year:
  - Area Committee Meetings, Area Assemblies, Area Corrections Conference

#### Accessibilities<sup>28</sup>

- Serves a two-year term concurrent with the delegate term. Serves by appointment of the Area Chair and approval of the Area Assembly
- Assists local A.A.s in Area 51 to better accommodate alcoholics with accessibility needs. This may be accomplished by several means, including, but not limited to:
  - Improves meeting accessibility through standardized signage in meeting schedules and at meeting locations
  - Raises awareness of the needs of alcoholics with disabilities and of the tools provided by G.S.O. to help make A.A. accessible to all alcoholics, including an Accessibilities Kit
  - Is a contact for local groups or districts for identifying and deploying resources

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<sup>27</sup> 2012 Fall Assembly Election Handout

<sup>28</sup> 2014 Fall Assembly Minutes

- o Contacts institutions and agencies that provide care for disabled persons for the purpose of providing information and education on the benefits of A.A.
  - o Is familiar with the provisions of the Americans with Disabilities Act
- Attends the following functions each year:
  - o Area Committee Meetings and Area Assemblies

#### Treatment Facilities <sup>29</sup>

- Serves a two-year term concurrent with the delegate term. Serves by appointment of the Area Chair and approval of the Area Assembly
- Cooperates with treatment facilities professionals and local A.A. members to encourage and help coordinate efforts to introduce clients and residents to A.A. in the community
- Attends the following functions each year:
  - o Area Committee Meetings and Area Assemblies

#### Other

These duties apply to both the Convention Chair and the Alternate Convention Chair:

- Serves by appointment of the Area Chair and approval of the Area Assembly for a two-year term
- Is appointed during the Spring of the preceding year to allow the incoming Convention Chair & Alternate Chair to observe the planning, conducting, and reporting of the NC State Convention by the current Convention Chair and the Convention Committee
- Previous experience as a D.C.M. is not required, although some general service experience is desirable

#### Convention Chair <sup>30</sup>

- Is not eligible to stand for area office unless a past D.C.M.
- Plans, organizes and conducts the annual N.C. State Convention under the general guidance and as a member of the Area 51 General Service Committee
- Choses speakers one year prior to the Convention
- Serves as the liaison with the hotel for the Convention
- Provides effective communication with Area members regarding progress on meeting room block goals

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<sup>29</sup> 2014 Fall Election Assembly reference material

<sup>30</sup> 2017-2018 Call for Resume for Area Convention Chair

- Conducts all convention plans in accordance with G.S.O.'s documented guidelines for conferences and conventions and A.A.'s Twelve Traditions
- Selects a Convention Committee to work with the Convention Chair and Convention Alternate Chair in planning and conducting the Convention
- Keeps operating expenses in line with the fiscal objective that the Convention be paid for out of registration fees of attendees and, if needed, from the approved prudent reserve in the Area 51 Treasury
- Oversees the Convention checking account, the collection of registration fees, and payment of Convention expenses
- Prepares written financial reports, accounting fully and precisely to the Area 51 Committee and Assembly on the use of Convention funds
- Participates in and reports at all Area 51 Committee Meetings and Assemblies
- Works closely with the host hotel in making detailed plans for the Convention according to the Area 51 contract with the hotel
- Serves on the Site Investigation subcommittee
- Chooses the host hotel along with the Site Investigation subcommittee
- Finalizes the bank account and attendance numbers at the completion of the convention (After the Convention is over, it typically takes a month to close out the Fiscal year, which ends on September 30.)
- Attends the following functions each year:
  - o Area Committee Meetings, Area Assemblies and N.C. State Convention

#### Convention Alternate Chair <sup>31</sup>

- Maintains readiness to fill in for the Convention Chair should the Convention Chair be unable to serve as required
- Assists the Convention Chair with duties as requested
- Serves on the Convention Committee to work with the Convention Chair in planning and conducting the Convention
- Attends the following functions each year:
  - o N.C. State Convention

### III. Area Assemblies/Committee Meetings

In Area 51, the Assembly meets twice a year – in the Spring and the Fall – to conduct business. Our Spring Assembly, typically held in May, is especially important since this is the time our Delegate gives his/her report on the recent annual A. A. General Service Conference.

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<sup>31</sup> 2017-2018 Resume for Area Convention Alternate Chair

In Area 51, the Committee meets four times a year – Winter, Spring, Summer and Fall. In the Spring and Fall, the Committee meets the night before the Assembly convenes. In the Summer and Winter, the Committee meets on Saturday and Sunday. Both the Assembly and Committee meetings are conducted by the Area Chair, who also conducts much of the day-to-day operations of Area 51.

### Operating Guidelines for General Service Assembly and Committee Meetings <sup>32</sup>

Generally speaking, the Committee Meetings and Assemblies adhere to Robert's Rules of Order, and with any luck, the whole Committee/Assembly proceeds on as informal a basis as possible, consistent with the rights of all concerned.

A Committee/Assembly Quorum – that is, two-thirds of all voting members – is required to conduct Assembly business.

**General Rules of Debate:** (These are agreed to at the beginning of each Committee Meeting/Assembly)

- People who wish to speak line up at the microphones and are called on in order
- Each person may speak for two minutes
- No speaker may speak for a second time on a topic until all who wish to speak have spoken for a first time
- Voting is by a show of hands for or against a motion

**Substantial Unanimity:**

- All matters of policy (Assembly Advisory Actions) require substantial unanimity – or a two-thirds vote. Additionally, any actions, including amendments that affect an Advisory Action, or a motion that might result in such an action, also require a two-thirds majority
- Because the number of members present in the hall during the weekend of the Committee/Assembly varies from time to time, the phrase “two-thirds vote” is taken to mean two-thirds of the members voting as long as the total vote constitutes a Committee/Assembly quorum
- After the establishment or rejection of any matter of policy by a two-thirds vote, the minority will always be given the opportunity to speak to its opposition. There is no rebuttal

**Calling the Question:**

- The question may be called at any time; however, keeping in mind the spiritual nature and importance of discussion in arriving at an informed group conscience, the Chair has the discretion to rule the motion out of order if made too hastily

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<sup>32</sup> How-the-assembly-operates.pdf

- A motion to 'Call the Question' must be made in turn without comment at the microphone
- Requires a second
- Is not debatable
- Requires a two-thirds vote
- If passed, debate on the issue before the Committee/Assembly ceases, and the Committee/Assembly proceeds immediately to vote on it. If not passed, the debate continues

**To Table a Discussion:** (Postpone to a later time during the same Committee

Meeting/Assembly session)

- Requires a motion and a second
- Is not debatable
- Requires only a simple majority vote (51%)

**Request to Reconsider:**

- Must be made in the form of a motion by someone who had voted with the prevailing side and now, after further consideration, wishes to change his/her vote
- Requires a second, which may come from any voting member
- Requires only a simple majority to cause reconsideration. If passed, full debate, pro and con, is resumed on the action
- No action may be reconsidered twice

**Depart from the Agenda:**

- This requires a two-thirds vote of the Committee/Assembly to depart in a significant way from the agenda during the meeting.

## The Area Assembly (Non-Election) <sup>33</sup>

There are two types of Assemblies: A General Service Assembly and an Election Assembly. A **General Service Assembly** considers a variety of issues, from General Service Conference business to area problems and solutions, and financial affairs. During the time of the assembly, there can also be sharing sessions, public information programs, workshops, and other programs that keep A.A. strong and help participation in service to grow. An **Election Assembly** is held at least once every two years to choose a delegate and committee officers; this is held in conjunction with the General Service Assembly, with elections occurring between regular business items. [from The A.A. Service Manual]

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<sup>33</sup> Welcome to Area 51! Handout

Workshops are held on topics of interest to all A.A. members. There is also a speaker meeting. The timing of the workshops and the speaker meeting is at the discretion of the Area Chair.

The business session, which runs Saturday afternoon and Sunday morning, includes reports from Area Officers, Coordinators, Convention Chair and Subcommittee Chairs. Agenda Items may also be presented for discussion and voting.

In Area 51, the normal election assembly is held in the fall of even-numbered years. Additional election assemblies may occur if an officer is not able to serve a full 2-year term and needs to be replaced.

### Composition – who can attend, who can participate and how

Any A.A. member can attend and participate in discussions prior to a vote and also attend workshops.

#### **Voting Members:**

- D.C.M.s (Alternate D.C.M. if D.C.M. is not present)
- G.S.R.s (Alternate G.S.R. if G.S.R. is not present)
- Area Officers
  - Chair
  - Alternate Chair
  - Secretary
  - Registrar
  - Treasurer
  - Delegate
  - Alternate Delegate
- State Convention Chair (Alternate State Convention Chair if Chair not present)
- Area Coordinators
  - Grapevine
  - C.P.C / P.I.
  - Corrections
  - Treatment
  - Accessibilities
  - Literature
  - Archivist
  - Webmaster
  - Interpreter
  - Translator

## Suggested Schedule

### Spring / Non-election Fall Assembly

Date/Time	Event	Attendees
Friday		
3:30 pm	Officer's Meeting	Officers only
6:30 – 8:00 pm	Early Assembly Registration	G.S.R.s, Alternate G.S.R.s
8:00 pm	Early Bird A.A. Meeting	Open
8:00 pm	Committee Meeting	Closed
Saturday		
8:30 am – 1:00 pm	Assembly Registration	G.S.R.s, Alternate G.S.R.s
9:00 am	Subcommittee Meetings	Subcommittee members
10:15 am	Subcommittee Meetings	Subcommittee members
9:00 – 11:15 am	Archives Open	Open
10:15 – 11:15 am	Workshops	Assembly
1:00 – 6:00 pm	Assembly Business Session	Assembly
6:00 – 7:30 pm	Dinner Break	
7:30 – 9:45 pm	Workshops - Various topics chosen by the Theme and Workshop Subcommittee	Assembly
10:00 pm	Ice Cream Social	Assembly
Sunday		
8:30 – 9:30 am	Open Speaker Meeting – Out of Town guest	Open
9:40 – 11:30 am	Assembly Business Session	Assembly

## The Area Election Assembly <sup>34</sup>

The composition and eligible voters are the same for election and non-election Assemblies. Any A.A. member can attend and participate in discussions prior to an agenda item vote. Only eligible voting members may vote in an election.

## Election Procedures <sup>35</sup>

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<sup>34</sup> Welcome to Area 51! Handout

<sup>35</sup> 2012 Fall Assembly Election Handout



Every two years at the Fall Assembly, Area 51 elects officers to serve a two-year term of office. Area 51 uses the “Third Legacy” election procedures as outlined in the A.A. Service Manual.

**We use “Third Legacy” election procedures as outlined in our A.A. Service Manual. However, the mechanics and details of how we will implement the procedures will be as follows:**

- The elections take place in the following order: Delegate, Alternate Delegate, Chair, Alternate Chair, Secretary, Treasurer and Registrar
- The Chair clearly explains the details and “Third Legacy” Procedures before starting the elections
- The Chair calls out the names of eligible candidates for each office. All eligible candidates are asked to respond with a loud “Yes” or “No” when their name is called to indicate whether they wish to stand for that office. At the end of each call-out, the Chair asks: Are there any other eligible candidates present? This is to assure that no eligible person is inadvertently overlooked. Eligible candidates who do not respond to the call-out or the inquiry will not be called for subsequent positions
- The slate of eligible candidates for the office are projected on the screen in front of the Assembly room
- Each candidate who wishes to stand for any area office is given the opportunity to give a two-minute presentation giving their name, sobriety date, service experience, etc. If the same person decides to stand for two or more area offices and would like to make a presentation to articulate qualifications they have to make them eligible for a different office, they will be given the opportunity to make a two-minute presentation for that office
- Once an election is complete for a respective area office, the elected candidate may have a brief opportunity (one minute is suggested) to address the Assembly
- Votes are counted by a group of non-voting “election volunteers” who oversee the balloting and vote-counting process and provide the results to the projectionist for display on the screen in front of the Assembly room
- “Elections volunteers” distribute district envelopes and blank voting slips to D.C.M.s prior to every ballot of each election. D.C.M.s, seated in close proximity to all voting members of their respective districts, are responsible for distributing the voting slips to G.S.R.s in their districts, making sure that only eligible voting members take part in the process, and collecting the completed voting slips after they have been marked. D.C.M.s protect the completed ballots, insert them in the district envelopes, and turn them over to the elections volunteers for counting. Votes are tallied and verified by two-person teams of nonvoting volunteers

- Once the tally sheets are complete, they are delivered to the projection table where volunteers will re-check calculations and prepare the projector to display the results on the large screen at the front of the meeting hall. This process is repeated for each ballot of every elective position according to the Third Legacy election process
- While the votes are counted, and the results are prepared for display on the large screen, other Area business on the Assembly agenda will be conducted. Therefore, all members are urged to be as quiet and as attentive as possible to the Area agenda items that will be ongoing during the vote counting process

### Voting Procedures/Responsibilities<sup>36</sup>

D.C.M.s have a special responsibility to assure that only authorized voting members of the district cast votes. In each district, only the D.C.M. or, in his/her absence, the Alternate D.C.M., and each G.S.R. or, in his/her absence, the Alternate G.S.R., may cast a vote.

Each district has one vote per group plus a vote by the D.C.M.

Seating is by District in the Assembly room, so that D.C.M.s will be able to assure that only eligible voters of the district take part in the voting process.

#### **Each D.C.M. will:**

- Receive a large envelope and a pad of blank sheets to be used for voting. An elections volunteer will provide these supplies and replenish as needed during the elections
- Prior to each ballot, provide a blank voting slip to each voter in his/her district, assuring that each eligible voter has the opportunity to vote
- After voting, collect completed voting slips from each voter in the district, assure that each slip is folded once and insert all slips into the district's large envelope
- When all voting slips have been inserted into the district envelope, the D.C.M. should stand and hold the district envelope and the large district number in the air for an elections volunteer to pick it up for counting. At this time, the elections volunteer will give each D.C.M. an empty envelope and if needed, a pad of blank voting slips to be used during the next vote

Please note that if at any time a D.C.M. needs more supplies or needs to get the attention of the elections volunteer serving the district, he or she will stand holding up the district number. The elections volunteer will soon arrive.

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<sup>36</sup> 2012 Fall Assembly Election Handout

**Each voter will:**

- Obtain a blank voting sheet from the D.C.M. prior to each ballot
- Write the District number on the top of the voting sheet
- Vote for one of the candidates by writing his/her name on the voting slip. (Write the name of the preferred candidate clearly, exactly as it is shown on the screen at the front of the assembly room.)
- Fold the voting slip once (and only once) and hand it to the D.C.M. for insertion into the district envelope

**Officers/Coordinators will:**

- Sit either on the dais or in the first row of seats to the immediate right and in front of the Officers to facilitate voting
- The Registrar will serve as the vote coordinator for all Area officers and Coordinators/Chairs. As such, the Registrar is responsible for obtaining blank voting slips and the ballot envelope from an elections volunteer and distributing the blank voting forms to the Officers and Coordinators/Chairs. Once they have voted, the Registrar ensures that each completed voting slip has been folded once and only once and that all ballots are inserted in the envelope for counting by the election's volunteers

On occasion, the total number of votes cast on each ballot may vary somewhat from a previous ballot as members temporarily exit or re-enter the assembly hall or on rare occasions, a member may choose not to vote on a particular ballot. The two-thirds percentage needed for election is calculated based on the total number of votes actually cast on each ballot – not on the total registered members, nor on the total votes cast in a previous ballot. However, on each ballot (vote), the total number cast must constitute a quorum. The Area Chair will announce the required minimum of votes (quorum) prior to beginning the elections.

**Who is eligible to stand <sup>3738</sup>**

Eligibility for area office includes:

- All Area Committee members who

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<sup>37</sup> 2012 Fall Assembly Election Handout – service coordinator roles

<sup>38</sup> 2016 Fall Assembly Advisory Action

- o Rotate out in the current delegate term and who are eligible to stand for Area Office at the end of the current term, or
- o Rotated out in the previous Delegate term and who were eligible to stand at the end of that term

The Registrar will keep the roster of eligible Area Committee members from both terms.

The eligibility qualifications are as follows:

- All D.C.M.s who served during the current or previous delegate term
- All area officers
- All area coordinators/chairs, provided they have previously been a D.C.M. in Area 51

#### Appointment of service coordinators <sup>39</sup>

There are a number of service coordinators who are appointed each delegate term by the newly elected Area 51 Chair. Interested candidates submit resumes prior to the Fall Election Assembly and on Saturday of the Fall Assembly. All coordinators are appointed by the incoming chair-elect, with the exception of the Corrections Coordinator, who is selected by the Corrections Conference, and the Webmaster, who is selected by the Website Subcommittee. All coordinators must be considered by the Area Assembly for approval. A notice will be posted on the Area website when resumes for positions are requested.

#### Replacing officers/coordinators unable to complete their term

Should an area office vacancy occur during the Delegate's term, the Chair will appoint an interim officer from the list of eligible candidates from the previous election. The position will be filled via the Third Legacy procedure at the next Assembly. The same individuals would be eligible to stand for the vacancies that were eligible during the original election.

Should an area coordinator vacancy occur during the Delegate's term, the Area Chair will appoint an interim coordinator from the list of applicants from the previous election Assembly. The appointment will be voted upon at the next Assembly.

#### Suggested Agenda

#### **Election Fall Assembly**

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<sup>39</sup> 2014 Fall Assembly Minutes

Date/Time	Event	Attendees
Friday		
3:30 pm	Officer's Meeting	Officers only
6:30 – 8:00 pm	Early Assembly Registration	G.S.R.s, Alternate G.S.R.s
8:00 pm	Early Bird A.A. Meeting	Open
Saturday		
8:30 am – 1:00 pm	Assembly Registration	G.S.R.s, Alternate G.S.R.s
9:00 am	Subcommittee Meetings	Subcommittee members
10:15 am	Subcommittee Meetings	Subcommittee members
9:00 – 11:15 am	Archives Open	Open
10:15 – 11:15 am	Workshops	Assembly
12:30 – 6:00 pm	Assembly Business Session	Assembly
6:00 – 7:30 pm	Dinner Break	
8:00 – 10:30 pm (or until elections are complete)	Assembly Business Session	Assembly
10:00 pm	Ice Cream Social	Assembly
Sunday		
8:30 – 9:30 am	Open Speaker Meeting: Delegate-Elect	Open
9:45 – 11:30 am	Assembly Business Session	Assembly

## The Area Committee <sup>40</sup>

The Committee plans the Assemblies and considers motions before bringing them to the entire Assembly for review.

‘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. The Committee is composed of all district committee members, area officers and chairs of area service committees. In the absence of a D.C.M., the alternate D.C.M. is a voting member.’ [From the A. A. Service Manual, S44.]

### Composition – who can attend, who can participate and how

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<sup>40</sup> Welcome to Area 51! Handout

Area Committee Meetings are closed. Only the following may attend:

Voting Members:

- Area Officers
  - Delegate
  - Alternate Delegate
  - Chair
  - Alternate Chair
  - Secretary
  - Treasurer
  - Registrar
- Coordinators
  - Grapevine
  - C.P.C./P.I.
  - Corrections
  - Treatment
  - Accessibilities
  - Literature
  - Archivist
  - Webmaster
  - Interpreter
  - Translator
- Area Convention Chair (Alternate Area Convention Chair if Chair not present)
- D.C.M.s (Alternate D.C.M. if D.C.M. not present)

Participants with a voice, but no vote:

- Alternate D.C.M.s even when D.C.M. is present
- Past D.C.M.s that rotated out midway through the Delegates term
- All Area Committee members who rotated out in the previous Delegate term and who were eligible to stand at the end of that term
- L.C.M.
- Past Delegates from Area 51
- Past Delegates from any Area within the United States/Canada General Service structure having permanently relocated to Area 51 <sup>41</sup>
- Past Trustees from any region within the United States/Canada General Service structure having permanently relocated to Area 51

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<sup>41</sup> 2005 November

Exceptions may be made if the Area Committee Group Conscience approves it.

#### Suggested Agendas

##### Spring / Fall Committee Meeting

Date/Time	Event	Attendees
Friday		
8:00 – 10:00 pm	Area Committee Meeting	Area Committee

##### Winter Committee Meeting

Date/Time	Event
Friday	
5:00 pm	Officers Meeting
8:00 – 9:00 pm	Early Bird A.A. Meeting
Saturday	
10:00 – 11:00 am	D.C.M.s and Alternate D.C.M.s Only meeting
11:30 am – 4:30 pm <sup>42</sup>	Area Committee
11:50 am – 1:40 pm	Mock Conference Breakout Groups
4:30 – 6:30 pm	Dinner Break
6:30 – 7:50 pm	Subcommittees and Work Groups
8:00 – 10:00 pm	Area Committee
Sunday	
8:00 am – Noon	Area Committee

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<sup>42</sup> Start time is in accordance with a 2010 Winter Committee Action

### Summer Committee Meeting

Date/Time	Event
Friday	
5:00 pm	Officers Meeting
8:00 – 9:00 pm	Early Bird A.A. Meeting
Saturday	
10:00 – 11:00 am	D.C.M.s and Alternate D.C.M.s Only meeting
12:30 – 4:30 pm <sup>43</sup>	Area Committee
4:30 – 6:30 pm	Dinner Break
6:30 – 7:50 pm	Subcommittees and Work Groups
8:00 – 10:00 pm	Area Committee
Sunday	
8:00 am – Noon	Area Committee

## IV. General Service Conference

### Mock Conference – Introduction <sup>44</sup>

Since G.S.O. began sending out background information to delegates for all of the General Service Conference (“G.S.C.”) Committee agenda items in the mid-1990’s, there has been a growth of Pre-Conference assemblies and activities in many of the Areas in the U.S. and Canada. During the early 2000’s, Area 51 delegates conducted an informal series of Town Hall Meetings around the state in the months preceding the G.S.C.

In order to promote an informed group conscience, the Delegate and Alternate Delegate attend up to three preconference’s annually to discuss General Service Conference agenda items, when hosted by the Districts in the Coastal, Piedmont and Mountain regions of Area 51. <sup>45</sup>

A Mock Conference is held at the Winter Committee Meeting prior to the G.S.C. to prepare for the Pre-Conferences. The Mock Conference utilizes the current service structure to help prepare D.C.M.s in their important job of informing their G.S.R.s of Conference agenda items, and it also provides valuable input to the Delegate.

The process involves the formation of six Mock Conference Committees consisting of combinations of the actual G.S.C. Committees, which can be found in the A.A. Service Manual. The Delegate determines the pairings, taking into account the amount of

<sup>43</sup> Start time is in accordance with a 2001 February Committee Action

<sup>44</sup> 2015 Mock Conference Introduction

<sup>45</sup> 2008 Advisory Action Item. This needs to be addressed in a future advisory action to update this to all four districts (include the Spanish Linguistic District)



background material for each committee.

Area officers and coordinators, D.C.M.s and their alternates, are assigned to the Mock Conference Committees to consider the G.S.C. agenda items related to their Mock Conference Committee. There are a mix of first- and second-year D.C.M.s on each Mock Conference Committee, and each is assigned a past delegate as a “secretary”, just as the real G.S.C. Committees have a non-voting G.S.O. staff member for help with background, wordsmithing and recording of committee actions. Each year, the Mock Conference Committee assignments will be sent to all Committee Members.

The Delegate receives the electronic version of the G.S.C. Committee agenda items and background information in mid-February. The Alternate Delegate will email the pertinent agenda items and background to each Mock Conference Committee member. The Mock Conference will be held on Saturday afternoon of the Winter Committee Meeting by having each of the Mock Committees meet, elect a chair, discuss and vote on selected committee agenda items.

The chairs of each Mock Conference Committee will give a report on Sunday morning to the Area Committee, allowing time for questions and discussion. These reports enable the D.C.M.s to become informed about the agenda items facing the G.S.C., which in turn will enable them to better inform their G.S.R.s and groups of these agenda items. This facilitates more informed and productive Pre-Conference events around the state in March and April – and a well-informed, but not instructed, Delegate.

## Pre-Conference <sup>46</sup>

The Pre-Conference is an opportunity to involve, inform and inspire all Area 51 A.A. members with a more thorough understanding of the General Service Conference structure and process. This is accomplished by reviewing and discussing the actual G.S.C. agenda items and background material for each of the G.S.C. committees. Area 51 members will come together and share their experience, views, opinions and thoughts on the agenda items. This allows the Area 51 Delegate an opportunity to understand how our Area feels about the more important agenda items. It also provides a more thorough understanding of the most important challenges and opportunities facing our Fellowship. Additionally, it helps provide a perspective of what our area Delegate will be experiencing while participating in the General Service Conference in New York, in late April.

Pre-conferences are hosted in three geographical regions of North Carolina (West, Central, and East) and one for the Spanish Language Linguistic districts.

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<sup>46</sup> 2015 Summer Committee Notice

In general, the four Pre-Conferences are held for the following districts (see map in the “North Carolina – Structure and History section” for geographic placement of districts):

Western Pre-Conference	11, 12, 13, 14, 15, 17, 21, 41, 43, 44, 70, 71, 80
Central Pre-Conference	18, 19, 22, 23, 24, 30, 32, 33, 42, 45, 51, 52
Eastern Pre-Conference	01, 02, 03, 04, 31, 34, 35, 50, 60, 91, 92, 93
Spanish Pre-Conference	05, 16, 30

Things to consider when selecting a date:

- The Pre-Conferences will take place between the Winter Committee Meeting and the General Service Conference
- The Pre-Conference should not be on the same weekend as the Freedom from Bondage conference
- The Pre-Conference should not be held on the same weekend as a holiday (Easter, for example)
- The Pre-Conference should not conflict with any regional A.A. events, if possible
- The East and the West Pre-Conferences should be on different weekends, but the Central should coordinate to be on the same weekend as either the East or the West

Things to consider when selecting the location:

- One big room and 6 break out spaces
- Up to 150 people
- Availability of parking
- Highway access
- A balance between a central location and the spirit of rotation

Other items to consider:

- Usually a lunch or “pot luck” is served
- The Pre-Conference lasts approximately 4 hours, including lunch, plus set-up and cleanup
- The Pre-Conference should not be held in conjunction with an event that charges a registration fee

## Pre-Conference – Who holds them? <sup>47</sup>

Planning for the Pre-Conference events takes place at the Summer Committee meeting in the year prior to the Pre-Conference. Districts will caucus together by region during the

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<sup>47</sup> 2015 Summer Committee Notice

Summer Committee meeting to decide together on a date, location and how they would like to work together hosting and supporting the regional Pre-Conference.

D.C.M.s who are interested in hosting a Pre-Conference should come to the Summer Committee meeting with a date or two, and a location or two, in mind.

#### Suggested Pre-Conference – Agenda / Format

Time	Event
11:00 – Noon	Setup
Noon – 12:30 pm	Kick off
12:30 – 1:15 pm	Lunch
1:15 – 3:00 pm	Breakout Session
3:00 – 4:00 pm	Report Back / Q&A
4:00 – 5:00 pm	Breakdown

## Subcommittees

### Overview <sup>48</sup>

The members of the Area Subcommittees are selected by the Area Chair. Criteria considered when assigning District Committee Members to a Subcommittee are as follows:

- the District Committee Members' (D.C.M.s') rotation schedule (so that the Subcommittee will always have both first year and second year DCMs on them- half rotating mid-term, half rotating on-term)
- geographic representation

Some elected officers are appointed as 'Ex officio' Subcommittee members by virtue of their office: a good example is that the Area Treasurer is always a member of the Budget and Finance Subcommittee. Past Delegates and Coordinators may also be appointed to a Subcommittee to act in an advisory capacity. All Subcommittees elect Subcommittee Chairs (second year DCM) and Alternate Chairs (first year DCM) with the Alternate taking over when the Chair rotates out of service. The Chair prepares and presents reports for their Subcommittee at all Area Committee Meetings and Area Assemblies.

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<sup>48</sup> 2015/16 P3 Committee Chair and Area Chair

## Standing Subcommittees <sup>49</sup>

### Budget and Finance <sup>50</sup>

- Reviews proposed agenda items for their impact on the Area 51 budget;
- Reviews proposals submitted for the use of any General Fund Surplus (see the Surplus Procedure section.)
- Assists the Area 51 Treasurer in preparing the annual budget.

### Site Investigation

- Responsible for soliciting and evaluating bid proposals from hotels interested in hosting Area 51 events

#### *Process for Site Selection and Contract Signing*

During even numbered years, the Site Investigation standing subcommittee sends requests for proposals (RFPs) to appropriate sites able to host any of the 10 events for the two-year time period that is roughly three years out. For example, in 2018 the site subcommittee sent out RFPs to venues capable of hosting any of the four assemblies, eight committee meetings (four in conjunction with assemblies), and two state conventions in the time span from August 2021-July 2023. In 2020, the subcommittee will send out RFPs for events from August 2023-July 2025.

The site investigation subcommittee then spends the end of the even-numbered year (as in 2018) and part of the odd-numbered year (as in 2019) narrowing down the search, keeping in mind several variables such as cost to the Area, cost to the membership (DCMs and GSRs who attend), location rotation, and site suitability for meeting space (breakout rooms, AV needs, etc.). Once they have determined the sites for the 10 events, then they bring forth a motion at the Summer Committee meeting in the odd-numbered years (typically in August) and following Area Committee approval, the motion is brought forth for Assembly Approval in the Fall of odd-numbered years.

Once the Assembly approves, the Area Chair reviews the contracts and negotiates final terms. Typically, the site subcommittee has already worked to get costs down and has narrowed the date ranges to match the appropriate windows for the events. The Area Chair makes sure the details are correct and signs the contracts for the 2-year period.

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<sup>49</sup> 2015/16 P3 Committee Chair and Area Chair

<sup>50</sup> Additional information from 2015/16 Budget and Finance Committee Chair

## Website Committee

- Maintains the [aanorthcarolina.org](http://aanorthcarolina.org) website according to policies approved by the Area 51 Assembly
- Selects the Webmaster by reviewing applications and conducts the interview process

### *Composition:*

The voting membership of the website subcommittee is composed of District Committee Members and in their absence, their alternates, from each region in the Area. Districts within each region will be represented on a rotating basis.

## Theme and Workshop <sup>51</sup>

The purpose of the Theme and Workshop Subcommittee is to suggest an Assembly theme and topics for the Assembly workshops for consideration and approval by the Area Committee. Sources for Assembly theme and workshop topics are chosen from Conference approved literature, A.A. service materials, and A.A. principles. Themes and topics are often suggested with consideration of current challenges and opportunities facing home groups in A.A. today. Traditionally, one of the workshops is reserved for an introduction to the role of the G.S.R. Workshop attendees are asked to complete short surveys about the effectiveness of the workshops. The Theme and Workshop workgroup reviews these surveys to determine relevancy of topics and most effective workshop format.

## Growth and Maintenance<sup>52</sup>

The purpose of the Growth and Maintenance Subcommittee is as follows:

- Review, support, and advise Area 51 on the P3 manual
- Review and advise on Area structure, such as district creation, combination, or dissolution
- Any other duties needed as requested by the Area 51 chairperson

## Other Committees / Conventions / Conferences

### Other Committees

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<sup>51</sup> 2015/16 Theme and Workshop chair

<sup>52</sup> 2019 Fall Assembly Agenda Item #6

### *Ad hoc Subcommittees*<sup>53</sup>

When the need arises for an additional subcommittee to be formed, the Area Chair may appoint an Ad Hoc Subcommittee. An Ad Hoc Subcommittee is a subcommittee formed for a specific task or objective and is dissolved after completion of the task, or completion of the objective. At any given time, Area 51 has many Ad Hoc Subcommittees performing many varied tasks, objectives and services. The Ad Hoc Subcommittee is given a scope by the Area Committee and will meet until the task has been accomplished, at which point that Ad Hoc Subcommittee is dissolved. The same selection criteria are used to form these “temporary” subcommittees as is used to form standing subcommittees. *Note: If any new adhoc subcommittees are formed, members of the workgroup could be reassigned.*

### *North Carolina State Convention Committee*<sup>54</sup>

#### *Purpose:*

The State Convention Committee is a standing committee so that valuable experience can be carried over from one year to the next. Membership on this committee is on a rotating basis so that new members are added as needed, but a proportion of experienced convention planners are retained at any given time.

#### *Convention Chair selection process:*

The Convention Committee Chair and Alternate Convention Committee Chair positions are appointed by the Area Chair and are approved by the Area Assembly. Candidates are asked to submit a resume to the Area Chair for consideration. The deadline for submitting resumes is typically established by the Area Chair and has traditionally been set at the end of the non-election year. The Area Chair reviews all submitted resumes and selects his/her recommendations, bringing them as formal motions to the Winter Committee Meeting that meets in the year of the election (even-numbered years). These motions, if voted on favorably, then progress to the Spring Assembly for approval. The actual terms of the Convention Chair and Alternate Convention Chair are concurrent with the Delegate term, which starts January 1 of the following year. This special timing allows for the incoming Convention Chair to shadow the current Convention Chair and experience the planning and conducting of one convention.

#### *How committee members are selected and duties they perform:*

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<sup>53</sup> Created by 2015/16 P3 Committee Chair and 2015/16 Area Chair

<sup>54</sup> 2015/16 State Convention Chair and Alternate Chair; 2015/16 Area Chair

The Convention Chair chooses 10-12 people to serve on the Convention Committee. It is up to the Convention Chair to choose individuals to staff committee positions. Such positions include, but are not limited to, the following:

- Secretary
- Treasurer
- Registrar
- Webmaster
- Greeter Coordinator
- Marathon Meeting Coordinator
- Hospitality Suite Coordinator
- Speaker Hosts/Hostesses
- Meeting Chair/Host (one for each meeting)
- Workshop Chair

Some of the jobs above require coordinating others to serve, i.e., Registration Desk, Greeters, Marathon Meeting Chairpersons, etc.

#### To Serve on the Convention Committee:

All Convention Committee members are chosen by the Convention Chair. If a member would like to become part of the Convention Committee, they can either express interest to the Convention Chair or submit a resume to the Convention Chair.

The Convention Committee meets 4 times a year but works in between these meetings via email and/or conference calls.

## State Convention

### *Overview:*

The North Carolina State Convention is held annually in July except every 5<sup>th</sup> year, when it is moved to August because of the International Convention. Dates vary according to the host hotel's availability. It is an event where A.A.s can meet fellow members from across our state and beyond. The Convention provides laughter, fun, fellowship and enthusiasm for our A.A. way of life. It is a vehicle to meet and make new friends, and to catch up with old ones, all while spreading the joys of sobriety. It is Area 51's biggest yearly event and open to all.

### *Speakers:*

Speakers for the Convention, consist of A.A., Alateen, and Alanon members, who are chosen by the Convention Chair. The Chair may, or may not, seek the Convention Committee's approval of

speakers. Generally, CDs of prospective speakers are submitted to the Chair for review and approval. But suggestions for speakers may come from any source.

#### *Location:*

The location for the Convention is chosen by the Site Investigation Committee along with the help and input of the Convention Chair. It is then approved by the Assembly.

#### *Cost:*

The registration fee for the Convention is based on the NC State Convention Prudent Reserve.<sup>55</sup> The registration fees pay for printing and copying of flyers, administrative correspondence, Convention name tags and swag given to early registrants. The fees also pay for speaker expenses (travel, hotel room, and meals), as well as one of our biggest expenses - coffee!

**Sample Program**

Date/Time	Event
Thursday	
5:30 – 8:30 pm	Registration desk open
8:30 pm	A.A. Speaker Meeting
Friday	
9:00 am – 8:00 pm	Registration desk open
10:30 am	A.A. Workshop
3:00 pm	Old Timer's Panel
8:00 pm	A.A. Speaker Meeting
Saturday	
8:30 am – 8:00 pm	Registration desk open
10:00 am	Alanon Speaker Meeting
2:30 pm	A.A. Speaker Meeting
4:00 pm	A.A. Workshop
8:00 pm	A.A. Speaker Meeting
10:00 pm – 1:00 am	Dance
Sunday	
8:30 am	"God as I Understand Him"
10:00 am	A.A. Speaker Meeting

Note: From 5pm Friday until 8:30am Sunday, Open AA marathon meetings are held, except during speaker meetings and workshops.

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<sup>55</sup> Advisory Action 2003 and 2015



## Freedom from Bondage Corrections Conference <sup>56</sup>

### *Overview:*

The Freedom from Bondage Conference is held to generate and maintain interest in corrections service work. It is held in March of each year, Friday night through Sunday morning. Anyone is welcome to attend, including professionals, corrections staff and Al-Anon. It is common for people from other states to attend this conference. Attendees enjoy time to network and discuss current activities as well as challenges they are having. There are workshops and speaker meetings, as well as a time for a speaker from each Area represented to talk briefly about A.A. activities in his/her Area's institutions.

### *Speakers:*

Guest speakers/panelists are chosen by the Conference Chair (Area 51 Corrections Coordinator) and can include correctional staff and professionals as well as Al-Anon and A.A. members. The speaker on Sunday is usually someone who got sober "behind the walls".

### *Location:*

The location of the conference is chosen by the Corrections Coordinator and is based on cost of rooms, cost of meeting space and whether or not the hotel allows the conference to make its own coffee. The location is put forth in a motion to be voted on at the Area 51 Summer Committee Meeting. If the motion passes, it will then be voted on at the Area 51 Fall Assembly.

### *Cost:*

There is a registration fee to attend the conference. The money is used to pay for meeting space, speaker travel and expenses, and supplies (coffee, cookies, flyers, etc.).

Area 51 Corrections Coordinator Election: The nomination of the Area 51 Corrections Coordinator takes place at the Sunday morning business meeting at the Freedom from Bondage Conference on even years, concurrent with the 2nd year of each Delegate term.

Eligible nominees are anyone active in Area 51 Corrections work. It is not necessary to be a past D.C.M. and while General Service work is desirable, it is not required. The nominee is selected by simple majority and is confirmed at the Area 51 Fall Assembly.

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<sup>56</sup> 2015/16 Corrections Coordinator

### Sample Program

Date/Time	Event
Friday	
5:00 pm	Registration Open
7:40 pm	Opening and Welcome
7:50 pm	Guest to Welcome
8:00 pm	Speaker Meeting
Saturday	
9:00 – 10:15 am	Workshop
10:15 – 10:30 am	Break
10:30 – 11:45 am	Workshop
11:45 am	Lunch
1:15 – 2:30 pm	Speaker Meeting
2:30 – 2:45 pm	Break
2:45 – 4:00 pm	Workshop
4:00 – 4:20 pm	Break
4:20 – 4:40 pm	Area 51 Delegate speaks
4:40 – 5:20 pm	Workshop
5:20 pm	Dinner
8:00 – 9:15 pm	Speaker Meeting
9:30 pm	Dessert and fellowship
Sunday	
9:00 am	World's Shortest Business Meeting
9:15 – 10:15 am	Workshop
10:30 am	Speaker Meeting

## Finance

### Where Money and Spirituality Mix <sup>57</sup>

Expenses for 'doing business' in Area 51 include:

- Meeting room costs (or an arrangement with the host hotel to have these covered once a room block is reached)
- Officer and coordinator expenses such as travel, lodging and food
- Printing costs for meeting announcements, agendas, schedules, badges, etc.
- Catering costs for coffee
- Miscellaneous costs such as bank fees, website fees, Subcommittee expenses, etc.

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<sup>57</sup> 2015/16 Finance Chair

To ensure Area 51 is always able to pay its bills, money is held in a number of reserve funds:

- General Fund Reserve Fund
- N.C. State Convention Reserve Fund
- Corrections Conference Reserve Fund
- Property and Acquisition Fund

The Area 51 Prudent Reserve, held in the General Fund Reserve Fund, is six months operating expenses.<sup>58</sup>

## Contributions

Area 51 can accept contributions not to exceed \$2000 from individual A.A. members on an annual basis. Bequest or in memoriam contributions not to exceed \$2000 may also be accepted from individual A.A. members on a one-time only basis, not in perpetuity. Any contributions from individual A.A. members cannot be earmarked towards a specified service and will be put in the general operating fund.<sup>59</sup>

Area 51 can accept donations from the North Carolina Conference of Young People in A.A., known as NCCYPAA.<sup>60</sup>

The most current address to send contributions to Area 51 can be found on the Area Web Site: <https://aanorthcarolina.org/area-officers/>

The treasurer for Area 51 can only accept contributions intended for use in the Area. Any Contributions for a District, Intergroup, Birthday Contributions or G.S.O. should be sent to the entity for which it is intended.

## Reporting

The following reports are produced by the treasurer each quarter:

- Contributions to the Area from Groups, Districts, Intergroups and Individuals
- Financial Statement each quarter showing income and expenses to/from the General Fund, as well as the balances for all Area Banking accounts

## Expenses covered by Area 51

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<sup>58</sup> May 2003 advisory action

<sup>59</sup> May 2005 advisory action

<sup>60</sup> November 2010

In general, the Area covers all expenses for officers and coordinators including:

- Hotel, mileage, meals and registration for all meetings and events they are required to attend
- Limited expenses incurred while doing Area business when those expenses cannot be covered by another entity such as a District or Home Group

Note that the Area does not cover the full cost of the Delegate to attend the General Service conference each year. There is a minimum amount each Area is asked to contribute to cover the cost of their Delegate (see the A.A. Service Manual for the current amount) and any additional costs are covered by the General Fund of the General Service Board. Each Area, however, is not limited to the minimum amount and Area 51 frequently is able to send more than is requested.

Other expenses the area covers include:

- 3 P.O. Boxes, one each for the Registrar, Treasurer and Secretary
- Archives Repository rent and insurance
- Literature and resources
- Printing and postage

It is important to note that host hotels charge meeting room fees based on the number of guest rooms attendees occupy. For the Assembly, Committee Meetings, State Convention and Corrections Conference, Area 51 has been able to negotiate contracts that specify the number of guest rooms the hotel will “block” for these events. If the Area fills a certain percentage of the room block, the meeting space for the event is free. Otherwise, the Area is charged on a sliding scale based on how far short of the mark the event achieves.

Based on this, the meeting room costs are not included in the budget, but the expenses would have to be covered by the Area if the meeting room block were not met.

### Area 51 General Fund Surplus procedure

At the Winter Committee meeting and the Spring Assembly of the first year of each Delegate term, the Area Committee and Assembly will be made aware of any General Fund Surplus as of December 31 of the previous year. All groups and committees will be invited to submit requests and suggestions for use toward fulfilling our primary purpose in Area 51. These will then be presented for approval at subsequent Assemblies. In keeping with the seventh tradition, any money without a designated purpose by the end of the Spring Assembly of the second year of the same Delegate term will then be forwarded to G.S.O.

Any Area 51 A.A. member or group may submit suggestions for monies identified as an Area 51 General Fund Surplus. Suggestions must be for a one-time-only allocation. An idea may cost any

part of or the entire surplus amount. Suggestions don't need to be in motion form but should provide as much background information as possible. Any A.A. member can take a look at similar backgrounds included in past motions for ideas on what will be needed. Ideas should be sent to the Area 51 Treasurer. Once received, all suggestions will be forwarded to the Area Chair and the Budget and Finance Subcommittee Chair. The Budget and Finance Subcommittee will discuss them at the Fall Assembly and send approved motions to the Area Chair to add to the Winter Committee agenda. Motions approved by the Committee will be put on the agenda of the Spring Assembly. Any Area 51 General Fund Surplus funds not allocated at that time will be contributed to G.S.O. This process must be followed for any use of the Area 51 General Fund Surplus. No individual in the Area, including Area officers, committee chairs and coordinators, has the authority to spend any Area 51 General Fund Surplus without Area Assembly approval.

The Area 51 General Fund Surplus is calculated in the following way:

$$\text{Prudent Reserve} = (\text{Current Annual Budget}) / 2$$

$$\text{3-month operating expense} = (\text{Current Annual Budget}) / 4$$

$$\text{General Fund Surplus} = (\text{General Fund Balance on December 31 of previous year}) \\ \text{minus 3-month operating expense}$$

The treasurer confirms that the Prudent Reserve is at the correct level first before calculating the surplus.

For example, if the Annual Budget is \$50,000 and the General Fund Balance on December 31 of the previous year is \$15,000, the surplus would be calculated as follows:

$$\$50,000 / 2 = \$25,000 \text{ (Prudent reserve)}$$

$$\$50,000 / 4 = \$12,500 \text{ (3-month operating expense)}$$

If the prudent reserve contains at least \$25,000, the surplus would be calculated this way:

$$\$15,000 - \$12,500 = \$2,500 \text{ Surplus}$$

If, for example, the prudent reserve only contained \$24,500, the surplus would be calculated this way:

$$\$15,000 - \$500 = \$14,500 \text{ (with the \$500 being transferred to the prudent reserve)}$$

$$\$14,500 - \$12,500 = \$2,000 \text{ Surplus}$$

## Redistricting Procedures <sup>61</sup>

The current Area 51 policy on redistricting states that 2/3 of the groups in each district affected by redistricting must vote in the affirmative in order for the Area Assembly to consider a motion for redistricting. If the motion is approved by the Area Assembly, the redistricting may occur.

If a group wishes to change from one district to another, they need to talk to the DCM of the district that they are leaving, and the one that they wish to join, to talk with them about their intentions. After those discussions, they need to fill out the Change Form available on the Area website, to make those changes official with the Area Registrar.

## Archives <sup>62</sup>

The Area 51 archives repository should be located in a place convenient to the archivist at a cost not to exceed what is in the budget.

### Mission Statement:

The Area 51 Archives of Alcoholics Anonymous is the repository of personal collections, manuscripts, publications, photographs and memorabilia related to the origin and the development of the A.A. fellowship in North Carolina.

### Purpose:

Consistent with A.A.'s primary purpose of maintaining our sobriety and helping other alcoholics to achieve sobriety, the Area 51 Archives of Alcoholics Anonymous will:

- Receive, classify and index all relevant material, such as administrative files and records, correspondence, and literary and artifactual works considered to have historical import to Alcoholics Anonymous, Area 51
- Hold and preserve such material
- Provide access, as determined by the archivist, to members of Alcoholics Anonymous and to those of the public who may have a valid need to review such material with a commitment to preserve the anonymity of our members

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<sup>61</sup> 2015 Fall Assembly Notice – Agenda item 1

<sup>62</sup> November 2005 Advisory Action

## Policy for Conference-Approved Literature currently in stock and in regard to future donations, by members of Alcoholics Anonymous, to the Area 51 Archives:

Maintain and preserve one copy of each English and Spanish book, booklet and pamphlet published by A. A. World Services. The goal being to obtain the earliest copy of each edition in the best condition possible. In consideration of space and preservation costs, no more than two copies of each edition will be preserved (Condition and retention is to be determined by the current Archivist).

## Policy for Grapevine Literature:

Maintain and preserve a copy of each English and Spanish book, booklet, pamphlet and magazine published by A.A. Grapevine, Inc. The goal is to obtain the earliest copy of each edition in the best condition possible. In consideration of space and preservation costs, no more than two copies of each edition will be preserved (condition and retention to be determined by the current Archivist).

## Policy for Non-Conference Approved Literature currently in stock and in regard to future donations, by members of Alcoholic Anonymous, to the Area 51 Archives:

Non-conference approved literature to be maintained in the Area 51 Archives should be limited to literature by authors and/or about organizations mentioned in our conference approved literature, with a copyright prior to 1970 or directly related to A.A. in North Carolina. Items that are currently in the Area 51 archives that do not fall within the above stated policy will be kept out of respect for the persons who donated the materials.

## Insurance Policy:

That Area 51 purchase a \$1 million-dollar general liability insurance policy for the North Carolina Archives Repository at a premium not to exceed \$300.00<sup>63</sup> <sup>64</sup>. This insurance policy is now covered under the requirements of the Archive Repository rental lease agreement.

## How To Submit Items To The Archives:

Ask the Archivist whether the material would be useful and appropriate under the Fall 2005 Assembly Advisory Action. If so, the donor gifts the material to the Archive unconditionally and arranges with the Archivist for the transfer.

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<sup>63</sup> Need advisory action to update the cost - \$450 now – or to leave it to a “reasonable amount”

<sup>64</sup> 1998 Advisory Action

## Miscellaneous Items

### Introducing an idea, proposal, or potential agenda item at the Area Level

Ideas or suggestions can come from any A.A. source in Area 51 (A.A. members, G.S.R.s, D.C.M.s, L.C.M.s, Area Officers). However, not every person can make a motion at every business meeting. For example, at the Assembly, only voting members of the Assembly may make a motion at the microphone. So, an individual that is not a voting member would start the process at their home group. From there, the idea would go to the district and be sent by the D.C.M. to the Area chair for consideration. This is upside down triangle in action. The Area Chair determines the best course of action to take for any idea or motion submitted to the Area.

Possibilities include, but are not limited to:

- Declining to bring the action to the Area Committee (with an explanation provided)
- Sending the idea to a standing or Ad Hoc subcommittee
- Working with officers and/or past delegates to provide background material so it can be brought to the Area Committee
- Asking the Area Committee for permission to set up an Ad Hoc Subcommittee to investigate the issue if there is not an existing relevant Subcommittee

Before an item is brought to the Assembly for discussion and a vote, it is brought before the Area Committee to maximize Assembly time.

Matters of policy always require substantial unanimity, or 2/3 of the vote, to be adopted. If the suggestion or motion fails at any step in the process, the individual or group has a number of options:

- The motion can be reworked and submitted
- The motion can end there and not proceed to the next level
- A voting member of the body could go to the microphone to make the motion from the floor, but this is generally disfavored because the idea would not be fully investigated and would not allow the body to make a fully informed vote

For a more in-depth description of the process, let's use an example.

A home group member has an idea which they believe will benefit Area 51 – for example, an Area 51 website to cover the entire state. This member brings the idea of a statewide website forward to get their home group's conscience. Once the idea passes, the home group's G.S.R. then takes the member's idea to the D.C.M. who in turn presents the idea to the District during their regular District meeting. If the idea passes there, the D.C.M. will submit the motion and background information to the Area Chair for Area Committee consideration.



Once the Area Chair receives a motion, the Chair may decide the idea needs further examination or input on such things as cost, feasibility or implementation. This is where the Standing Subcommittees or Ad Hoc Subcommittees enter the picture.

The Area Chair will refer a properly submitted motion in one of three ways:

1. A Standing Subcommittee with jurisdiction over the subject matter will discuss the motion and then recommend an action to the Area Committee. Using our website example, the Budget and Finance Subcommittee could be asked to look into the cost of running a website
2. If the motion does not fall within the scope of a Standing Subcommittee, the Area Chair may request the Area Committee's permission to appoint an Ad Hoc Subcommittee whose sole purpose is to examine the idea and report back to the Area Committee. Again, using our website example, the Area Chair could appoint an Ad Hoc Subcommittee to investigate all aspects of creating a website for the Area. Since Ad Hoc Subcommittees are always dissolved once the issue has been resolved, the Ad Hoc Subcommittee on forming an Area 51 Website would be disbanded once the Area Committee and, if necessary, the Area Assembly votes on the issue; or
3. If the matter is not within the scope of a Standing Subcommittee or does not require the creation of an Ad Hoc Subcommittee for further study, the Area Chair may place the motion on the full Area Committee Agenda for second and debate.
4. No matter which path above is chosen, the outcome will be a carefully worded formal motion with background information that is presented to the Area Committee. Continuing with our website example, the Ad Hoc Subcommittee on forming an Area 51 Website would bring a motion to the Area Committee that includes: the intended audience of the website, the name of the website, duration of a trial period (if the Subcommittee determines a trial period should be implemented), etc.

Once the motion is presented to the Area Committee, there are three possible outcomes:

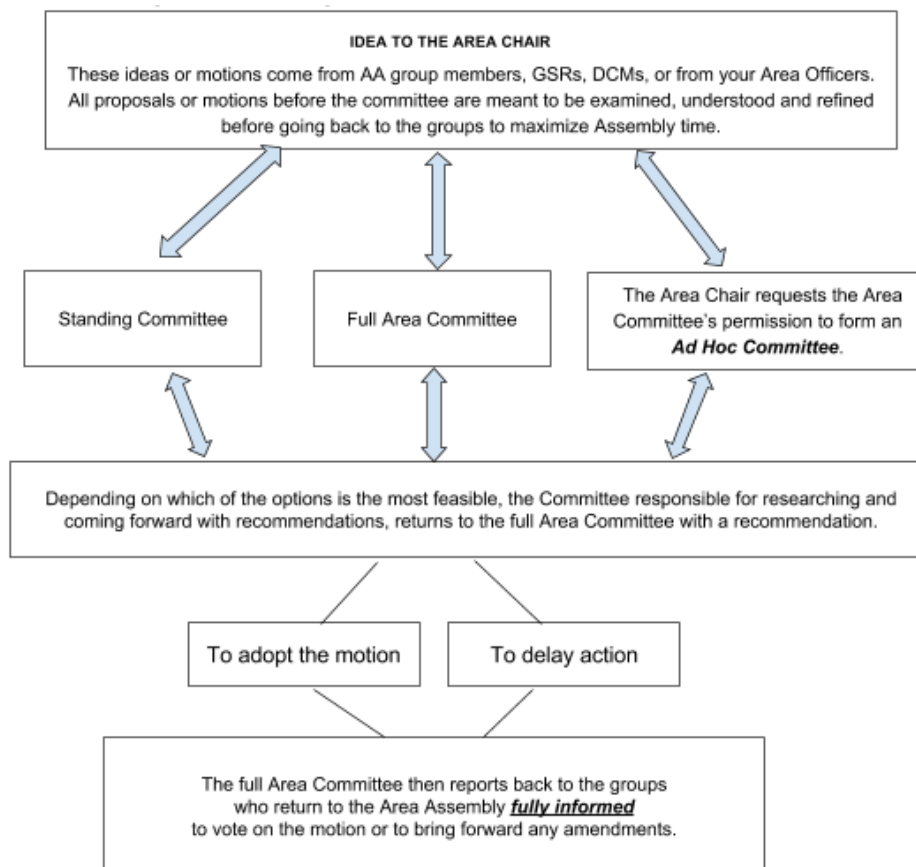
1. The Area Committee votes to adopt the motion. The motion is then slated for the Agenda of the next Assembly and comes to the groups already moved and seconded by the Area Committee. The G.S.R.s are notified of the motion and background so they can then obtain their group's conscience in preparation for voting at the Assembly.
2. The Area Committee decides to delay action on the motion. This can happen for a variety of reasons. Perhaps more information is required to make an informed decision on the motion, requiring the Ad Hoc Subcommittee to continue working on the matter. The Subcommittee might bring a new or amended motion to the Area Committee at a later date once they felt the issue was resolved. The motion is then delayed and this

information may be relayed by the D.C.M.s back to the Districts and the G.S.R.s. Returning to our website example, concerns about anonymity may have been raised in the Committee Meeting since it was not explicitly covered in the original motion. The Ad Hoc Subcommittee may choose to reconvene to examine the issue of anonymity and bring a new or amended motion to the Area Committee at a future date.

3. The Area Committee may vote not to adopt the motion. If this occurs, it will not be put on an Assembly agenda for consideration; however, the matter may be brought by a voting member of the Assembly under new business.
4. The work done by the Subcommittees of the Area ensure motions have been examined, understood and refined before going back to the groups to maximize Assembly time.

Note: This process can seem complicated and daunting to someone new to service or who has not attended many Committee meetings or Assemblies. It is helpful to work with someone already familiar with the process, such as a D.C.M., any of the Area officers or coordinators, or a Past Delegate.

Here is a diagram describing the process:



## Trustee Nomination Procedure <sup>65</sup>

Area 51 nominates a candidate for the Southeast Regional Trustee and Trustee-at-Large U.S. positions on the General Service Board of A. A.

The general outline of the process is as follows:

1. Resumes are solicited for each position by the Area Chair. Past Delegates will be queried regarding their interest in standing for Southeast Regional Trustee or Trustee-at-Large U.S. In addition, the Area 51 Committee and Assembly will be informed of qualifications and eligibility criteria for these two service positions at the Spring Assembly.
2. Resumes of those interested are submitted to the Area Chair by the deadline established by the Area Chair.
3. Copies of the resumes are distributed to voting members of the Area Committee.
4. During the Area Committee Meeting, the candidates are each given the opportunity to address the Area Committee for up to five minutes.
5. Election takes place in accordance with Third Legacy Procedure at the Committee meeting to elect a candidate for each position, subject to the approval of the Area Assembly.

## Role of Past Delegate

Past Delegates of Area 51 are lifetime members of the Area 51 Committee. Because of their experience serving at the General Service Conference, Past Delegates offer an experienced perspective on how to facilitate, participate in and impact all levels of A.A.'s World Services. As members of the Area 51 Committee, they have a voice, but no vote, unless they currently hold a voting position.

- Traditionally in Area 51, Past Delegates are eligible to stand for Area Chair as they rotate out of the Delegate position if he or she did not previously serve in that capacity <sup>66</sup>. In addition, Past Delegates have served as Area Archivist and State Convention Chair. They are also eligible to stand for Area 51's nominee for Southeast Regional Trustee and or Trustee-at-Large U.S.
- Past Delegates assist Area Officers as points of reference for background clarification and procedure. They serve broadly as resources for the Area
- Past (and standing) Delegates are, as needed, assigned by the Area 51 Chair to be 'Ex Officio' members of subcommittees
- Past Delegates assist the Area Chair in overseeing the Area 51 Third Legacy elections

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<sup>65</sup> Summer 2010 Committee

<sup>66</sup> November 1980 Advisory Action

- Past Delegates serve as ‘secretaries’ to the Mock Conference Committee at the Winter Committee meeting preceding the Area 51 Pre-Conferences and the General Service Conference
- Past Delegates and Trustees from other Areas of the U.S. and Canada who permanently relocate to Area 51 are welcomed to Area Committee and Assembly meetings with a voice but no vote <sup>67</sup>

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<sup>67</sup> November 2005 Advisory Action