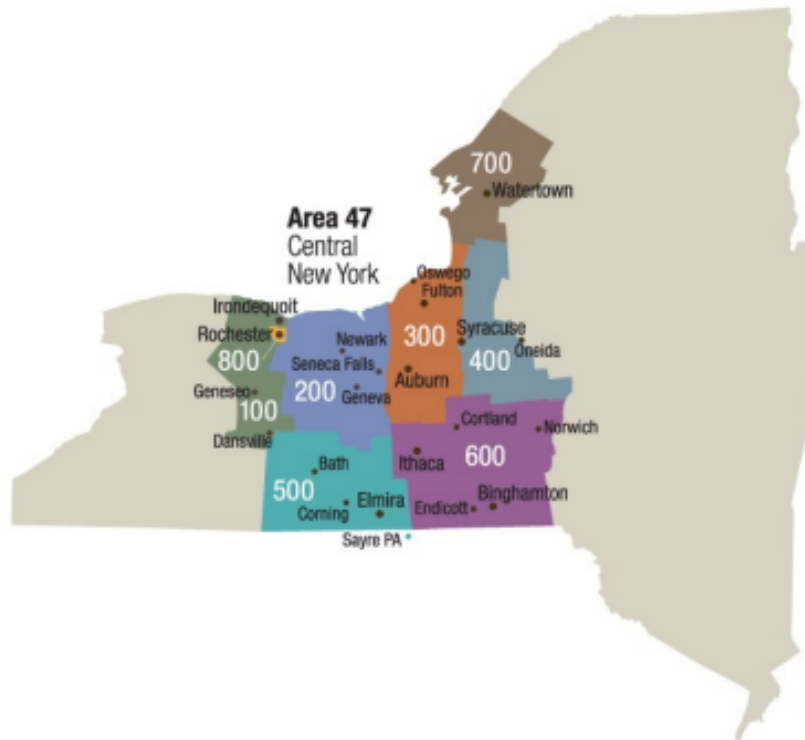


# Area 47 Central New York Handbook



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## **FORWARD**

The Central New York Area Assembly abides by the principles reflected in the 12 Traditions and the 12 Concepts of Alcoholics Anonymous. We also follow as closely as possible, the suggestions offered in the A.A. Service Manual. However, we recognize that in over forty years of our existence, we have developed practices and procedures unique to our area. This handbook, therefore, is an effort to describe those practices and procedures presently accepted in the working structure of the Central New York Area Assembly. Also, in procedural differences between the AA Service Manual and that which is described in our Area Handbook, the Area will henceforth defer to our Area Handbook.<sup>1</sup>

The number of listed groups in the Central New York Area has grown rapidly throughout the years. New members are continually coming into the Area to serve their groups and their districts. At the same time, we have lost many of our early timers whom we have relied on to orally pass on our traditional "way of doing things." As time has passed, experience has shown that we can no longer retain in our collective memories, all the experience and knowledge that has served us so well in the past. Just as our Big Book was written so that our message of recovery would not become garbled in the oral method of passing it on, we in Central New York believe that this handbook will serve to pass on our service message as it has become known and accepted in our Area structure.

It is also known and recognized that no prior service committee nor assembly decisions shall be binding on future committees or assemblies. All current committees and assemblies are encouraged to make decisions as they see fit according to their own group conscience. This handbook, therefore, will serve as a guide and a reference for what has worked in the past. It is subject to change as the needs in Central New York change and as better ways are found to carry our message. As better ways are found and adopted for our Area, they will be incorporated into the appropriate section(s) of this handbook. For such changes that were made within the prior two panels, the relevant portions of the handbook will be footnoted with the month and year in which the change was made (based on the Area minutes). Additionally any items from other AA materials will be footnoted as well.<sup>2</sup>

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<sup>1</sup> August 2019

<sup>2</sup> November 2020

## **SPIRITUALITY IN ACTION**

"I am convinced that God's hand was never more apparent in all of Bill's writings than it is in our blessed third legacy. It is totally a spiritual document, and I think of service as spirituality in action

Bill said our third legacy is that "least possible organization which will maintain us in effectiveness and unity." That must mean that our least possible organization is intended to bind our groups together, in loving and purposeful communication, in about the same manner as individual members are bound together in an A.A. group.

Originally our "least possible organization" was a means of electing delegates to a conference. Today, we see it differently. Bill challenged us to produce a reliable, 12 months-of-the-year, continuing operation capable of supporting a full measure of service responsibility. I have a job and a responsibility, but I can't do "your job." Delegates should not do committee members' jobs; they should be delegates. The power and importance of A.A.'s basic principles take on new meaning for our service people in the careful consideration of watchwords like "rotation" and "anonymity" and "leadership."

Leadership is a continuing problem just as Bill foretold. If you want better trustees, we need better delegates. If we want better delegates, we need better committee members. If we want better DCM's, we need better GSR's. Better service suggests better unity. Better unity suggests better recovery.

What is important is that we grow under God quietly and calmly and in freedom. We have no doctrine that has to be maintained. No membership that has to be enlarged. No authority that has to be supported. No prestige, power or pride that has to be satisfied. No property or money is worth quarreling about. These are the advantages of which we should make the best possible use."<sup>3,4</sup>

## **SERVICE STRUCTURE OF THE FELLOWSHIP**

When our co-founders sponsored the General Service Conference, they placed in the hands of the groups, the future and destiny of the fellowship. It is suggested that "The AA Group" and the "Questions and Answers on Sponsorship" pamphlets be your first "trusted servant" guides. As you read the sponsorship pamphlet, substitute "the group" for "newcomer" or "beginner."

A group is an assembly or coming-together of people who associate with each other, who identify, who share and who participate in activities together. In order to continue our personal recovery and to assure the future of A.A., we need to belong to one group, obeying a common set of traditions and to have one voice in our group conscience, that is expressed in one vote through the General Service Representative.

Without a group, there is no group conscience, and without the GSR, there is no link to the rest of A.A. for an informed group conscience for the fellowship as a whole.<sup>5</sup>

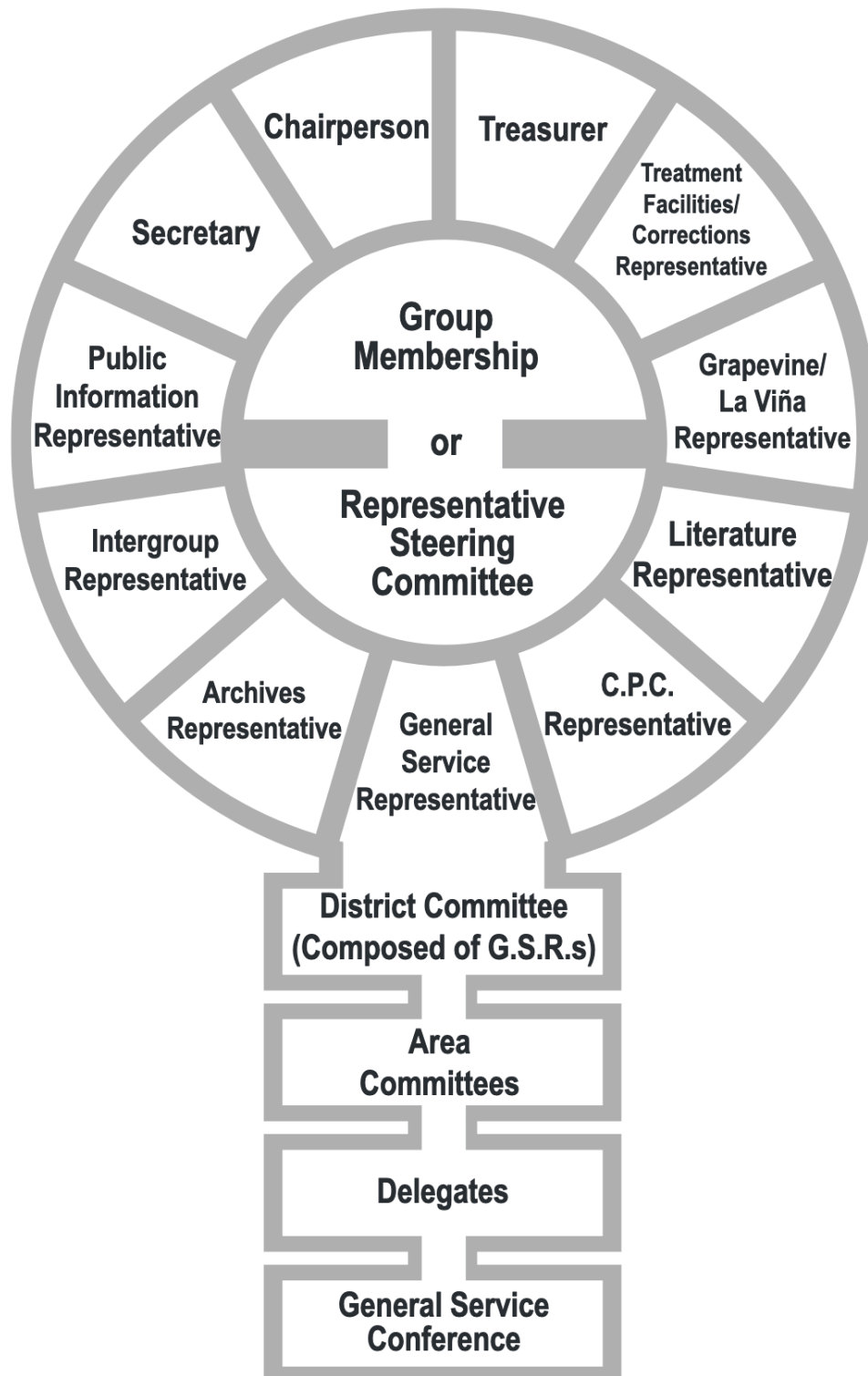
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<sup>3</sup> By a former General Service Trustee, Canada

<sup>4</sup> "A trustee or former trustee is/was a member of A.A.'s General Service Board. Fourteen trustees are A.A. members (Class B); seven are nonalcoholic (Class A)." -The A.A. Service Manual page 87.

<sup>5</sup> GSR/DCM Handbook of Southeast New York

## SERVICE STRUCTURE INSIDE THE AA GROUP





## **AN INFORMED GROUP CONSCIENCE**

"The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of A.A. principles. To be fully informed requires a willingness to listen to minority opinions with an open mind.

On sensitive issues, the group works slowly — discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a "yes" or "no" count — precisely because it is the spiritual expression of the group conscience."

"...Before a vote is taken, it is essential that the members be given all facts relevant to the subject at hand. In many cases, a few members may be asked to look into the pros and cons of the issue and present them at the meeting. Arriving at an informed group conscience in big matters or small is a process that may take some time. But it is important that minority, or dissenting, views be heard along with those of the majority. In some instances, they may even turn the tide."

## **THE ROLE OF THE GENERAL SERVICE REPRESENTATIVE**

The GSR is the link between "an informed group conscience" and A.A. as a whole. The non-existent or inactive GSR deactivates the check and balance system for group self-honesty. Experience seems to indicate that "the good intentions" of the group were often the enemy of "what was the best" for the fellowship as expressed in the traditions and the concepts. The active GSR ensures the liaison between the group and the worldwide fellowship, starting with group discussions that share the group's experience of "carrying the message" at the district and area levels.

The GSR's in a sense are "service sponsors" of their groups. They are as kind, non-judgmental and willing to share, as they would be with a newcomer. Group sponsorship is the best example of the relationship of the GSR to the group in matters of service and unity. Because the GSR enjoys the trust of the group, they learn to listen and listen to learn. Their role is often reversed. They return to the group with the results of problems and solutions that could affect the unity, health and growth of A.A. How well GSR's do their job can be measured by the way they listen to the group conscience and keep their group informed.

Active sponsorship experience is one of the most powerful experiences a GSR can bring to service responsibility. It indicates the ability to reach out and "carry the message" by "working with others" as suggested in chapter seven of the Big Book. The GSR needs to develop courage, emotional maturity or thick skin to carry the message of service. Experience and A.A. history provide this confidence.

A sense of self-humor was most important to our service commitment and sobriety. We take the program and our sobriety seriously; we do not take our personal hurts or the rejection of our opinions too seriously. As Dr. Bob said, "Let us also remember to guard that erring member the tongue, and if we must use it, let's use it with kindness and consideration and tolerance."<sup>6</sup>

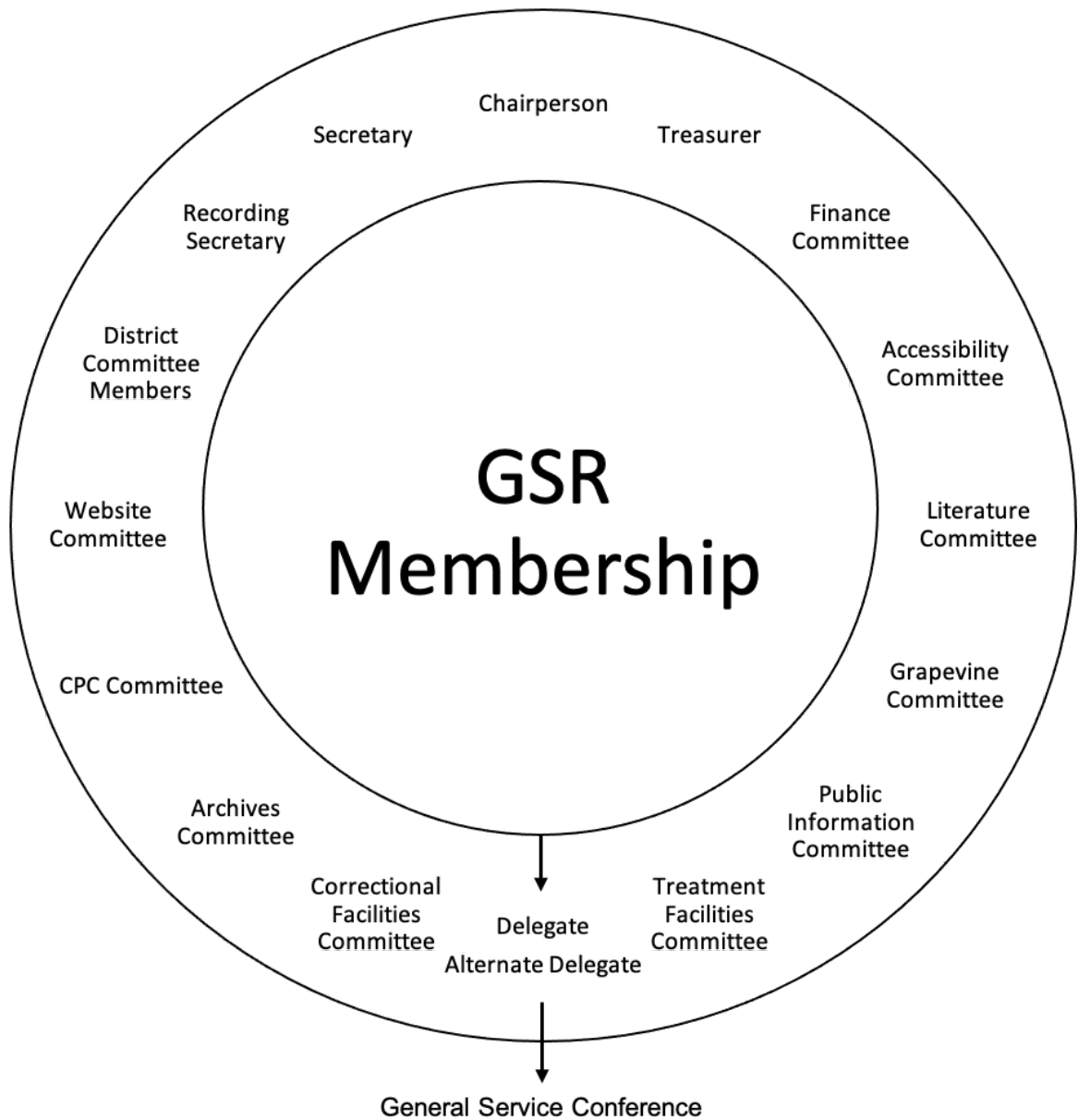
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<sup>6</sup> GSR/DCM Handbook of Southeast New York

## THE CENTRAL NEW YORK AREA ASSEMBLY

In many respects the structure of the Central New York Area Assembly mirrors that of an AA group.

Service Structure Inside the Central New York Area Assembly



## **THE FELLOWSHIP AS A WHOLE**

The business of Alcoholics Anonymous in the United States and Canada is conducted at the annual General Service Conference meeting held in or near New York City, normally in the month of April. It is attended by delegates from 93 service areas, 21 Trustees, Directors and staff members from A.A.W.S., the Grapevine and the General Service Office.

## **CENTRAL NEW YORK AREA ASSEMBLY**

### **PURPOSE OF THE AREA ASSEMBLY**

The purpose of the Central New York Area Assembly is the same as the purpose of an A.A. group; to carry the message to the still suffering alcoholic. Primarily, the way this is done is by electing a delegate to serve as the messenger of the Area to the General Service Conference. The Area Assembly also provides an opportunity for the District Committee Members and the individual A.A. groups to share their experience. It also sponsors Area events such as the annual convention, various workshops and other service-related events that have area wide significance.

- Stimulate A.A. group involvement and participation in the Assembly.
- Allow for free, open, and unrestricted dialogue between A.A. groups in the area.
- Insure against "railroading" and "log rolling" of one individual's or group's specific agenda or course of action.
- Ensure the right of the minority to be heard.
- Remind the groups of their need to make contributions to the General Service Office.
- Provide a forum for allowing the A.A. groups to inform the Delegate of what items are of concern to the A.A. groups.
- Ensure that the voice of the A.A. groups is heard within the A.A. service structure.
- Ensure that the Area Assembly does not act as a governing body over anyone.
- Provide for monthly meetings of the GSR's to insure informed dialogue between the groups and the Delegate.
- To pool the financial and human resources to stimulate "carrying the A.A. message" where it is beyond one group's resources to do this.
- To act as a guardian of the Twelve Traditions of A.A. To introduce the Twelve Concepts of World Service.

## PURPOSE OF THE AREA COMMITTEE

The primary purpose of the Area Committee is to provide the leadership necessary to assist the Area Assembly in carrying out the above purpose. The committee, which is composed of all district committee members, the delegate, the alternate delegate and the area officers; has firsthand knowledge of what is happening in A.A. world services through our delegate and is also close to district and local needs and concerns. Typical issues and themes that have been, and most likely will continue to be, addressed are as follows:<sup>7</sup>

- Is area experience being shared?
- Is the A.A. message getting into hospitals, prisons, and rehab centers?
- Are news media informed about A.A. in the districts and the area?
- Are professionals aware of A.A. as a resource?
- Are new groups and Loners being visited and helped?

The Area Committee is open to any alcoholic but is primarily attended by DCMS and Area Officers. In Area Committee Zoom meetings, the Chairs of Area Service Committees become voting members of Area Committee as per p.S45 A.A. Service Manual 2018-2020 edition.<sup>8</sup>

## PURPOSE OF THE AREA STANDING COMMITTEES

These are permanent committees that are created by the Area Assembly to perform a specific job. The chairperson of each standing committee is appointed by the Area Chairperson with the approval of the Area Assembly for a two-year term. Their primary purpose is to carry out the wishes and directions given by the informed group conscience of the Area Assembly.

### ACCESSIBILITY COMMITTEE

#### PURPOSE

To assist the work of individual A.A. members and groups in carrying the message of recovery to alcoholics with special needs.

#### BASIC FUNCTIONS

- Assist individual groups and local committees in their efforts to have A.A. accessible to all alcoholics.
- Collect, maintain, and disseminate information which can be used to reach the alcoholic who has difficulty in receiving the A.A. message in the traditional way.

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<sup>7</sup> The A.A. Service Manual, 1990-1991 edition, page S58

<sup>8</sup> May 2020

## ARCHIVES COMMITTEE

### MISSION STATEMENT

The purpose of "The Archives" is to house and preserve historical information pertaining to the history and the development of Alcoholics Anonymous in Central New York Area 47. This collection is named and further called "The Archives."

### COLLECTION POLICY

Receive, classify, and index all relevant material, such as administrative files and records, correspondence, and literary works considered to have historical significance to the development of Alcoholics Anonymous in the Central New York Area 47. Hold and preserve such material.

### ACCESS POLICY

Provide access in accordance with the Archives Committee's policies 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.

## COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) COMMITTEE

### PURPOSE

To help coordinate the work being done by Central/Intergroup offices within Central New York. This helps maintain good communications thus avoiding confusion.

### BASIC FUNCTIONS

Encourage local CPC committee members to attend Area Assembly in order to share what they are doing.

- This is also an opportunity for positive discussion and to answer any questions.
- Remind all committee members of the importance of having and using the CPC Workbook.
- Responsible for coordinating the use of the Display Unit that belongs to the central New York Area Assembly.

Keeping the CPC Coordinator at G.S.O. informed as to what activities are occurring within our area.

#### CORRECTIONS FACILITIES COMMITTEE

##### PURPOSE

To coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of "bridging the gap" from the facility to the larger A.A. community.<sup>9</sup>

##### BASIC FUNCTIONS

Encourage "outside" group participation in this kind of Twelfth Step work.

- Provide a liaison between correctional facility's groups and meetings and groups on the outside.
- Coordinates Bridging the Gap program.
- Encourage A.A.'s to participate in Corrections Correspondence Service.
- Arrange purchase and distribution of literature for these groups and meetings.

#### FINANCE COMMITTEE

##### PURPOSE

The purpose of this committee is to assist and help guide the area assembly and the Area Treasurer in applying the 7th Tradition of our fellowship to our Central New York Area business.

#### GRAPEVINE COMMITTEE

##### PURPOSE

The purpose of the committee at area assembly is to coordinate information received from local Grapevine interests for reporting back to the assembly.

##### BASIC FUNCTIONS

- Expose the assembly to the current wide selection of Grapevine Literature.
- Encourage participation in the Grapevine structure through Grapevine Reps and submission of articles.
- Maintains literature inventory and orders appropriately.

#### LITERATURE COMMITTEE

##### PURPOSE

To provide conference approved literature and other service material for sale at every assembly and the Area Convention/Day of Sharing.

##### BASIC FUNCTIONS

- Chair the monthly Literature Committee Meeting to discuss literature updates and/or changes.
- Provide Area Committee Chairs the literature they may need for service events.
- Maintains literature inventory and orders appropriately.

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<sup>9</sup> A.A. Guidelines

### PUBLIC INFORMATION (PI) COMMITTEE

#### PURPOSE

To carry the message to the alcoholic who still suffers.

#### BASIC FUNCTIONS

- Informing the general public about the A.A. program
- Reaching "the third person," whose work is or may be involved with the active alcoholic. (Sometimes this function is handled through the CPC Committee.)
- Keeping the Fellowship well-informed, so that members and groups may carry the message more effectively.

### TREATMENT FACILITIES COMMITTEE

#### PURPOSE

To coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up means of "bridging the gap" from the facility to the larger A.A. community.

#### BASIC FUNCTIONS

- Encourage group and local committee participation.
- Provide a liaison between treatment facility's meetings and groups on the outside.
- Coordinates temporary contact/Bridging the Gap.
- Arrange purchase and distribution of literature for these groups and meetings.
- Remind the committee members of the need to have and use the treatment handbook

## WEBSITE COMMITTEE

### PURPOSE

To develop, administer and maintain the General Service Conference Area 47 Central New York Website of Alcoholics Anonymous {hereinafter referred to as “the Website”} on the Internet (World Wide Web).

### BASIC FUNCTIONS

Operating within the principles embodied in the Twelve Traditions and Twelve Concepts of AA, the Website shall specifically, but not exclusively display items such as:

#### Assembly meetings

- Assembly minutes (password protected)
- Information on conventions and events within the General Service Structure of AA
- District workshops, activities and group anniversaries within Area 47
- Links to useful websites that present no affiliation, endorsement or display of any non-AA entity
- In coordination with the Finance Committee, handles Area 47s online contributions via a secure PayPal account.<sup>10</sup>
- Bulletin Board as a content manager for Area 47 officers, committee chairs and other trusted servant announcements
- Facilitate correspondence of communication between Area officers, chairs and trusted servants
- Develop and maintain Website user handbook

## AD HOC COMMITTEES

- These are temporary committees that are created by the Area Assembly to perform a given job or a particular function.
- Members of an ad hoc committee are appointed by the Area Chairperson with the approval of the Area Assembly.
- When the committee assignment is complete, the committee is dissolved.

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<sup>10</sup> November 2019



## AREA ASSEMBLY MEETING FORMAT

### SCHEDULE

The Central New York Area Assembly meets on the second Sunday of each month, in a hybrid format,<sup>11</sup> with the following exceptions:

- The month of the Area Convention
- If Mother's Day or Easter fall on the 2nd Sunday of the month, then it will be at the discretion of the chairperson when finalizing the calendar at the start of the year to select either the 1st or 3rd Sunday of the month in question for Area Assembly to be hosted.
- The March assembly shall meet on the 3<sup>rd</sup> Sunday in order to accommodate the attendance of the Delegate and Alternate Delegate at the Northeast Regional Delegate's meeting which is held during the 2<sup>nd</sup> weekend of March.

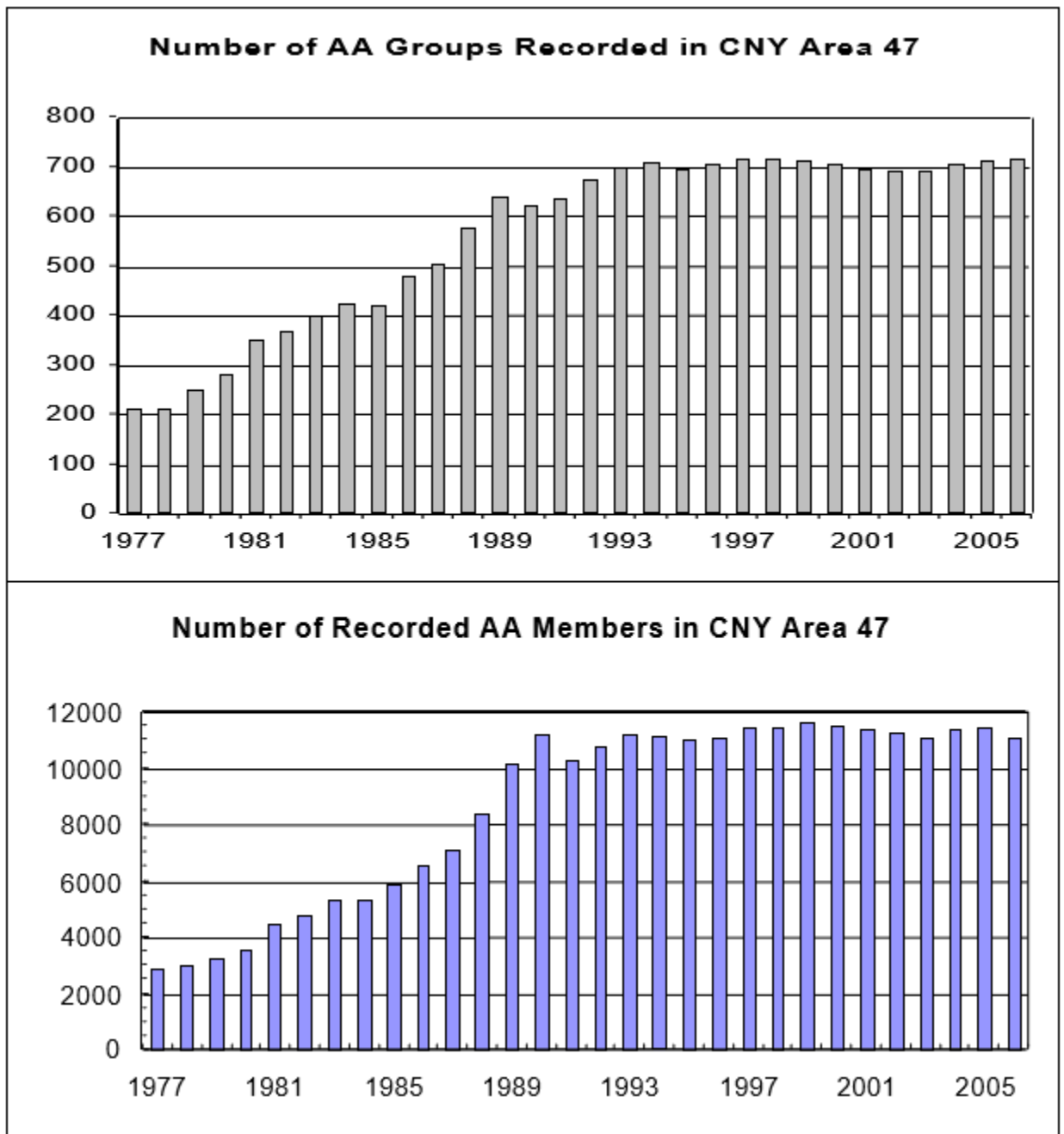
### TYPICAL AGENDA

1:00	Call to Order, Announcements Introduction of assembly members	
1:15	Committees meet individually New GSR School (when applicable) New DCM School (when applicable)	(Area Committee, Accessibility, Ad Hoc (when applicable), Archives, Cooperation with the Professional Community (CPC), Corrections, Finance, Grapevine, Literature, Public Information (PI))
2:00	Area Workshop (Previously referred to as GSR Workshop)	When possible, the Area Workshop is to be a 3-person panel consisting of a GSR, a past/current DCM/Committee Chair/Area Officer, and a past/current Delegate/Alternate Delegate using a topic that was decided upon at the previous assembly. <sup>12</sup>
3:00	Reports Secretary Treasurer Registrar Recording Secretary Alternate Delegate Delegate Area Chairperson	
4:00	Area Business	Old business first, followed by new business if necessary
4:45	2-Minutes-At-The-Mic (open forum) Future Area Workshop topic selected Next Assembly Location Ask-It-Basket questions answered	
5:00	Closing	

<sup>11</sup> October 2021

<sup>12</sup> June 2017

## GROWTH OF AA IN CENTRAL NEW YORK<sup>13</sup>



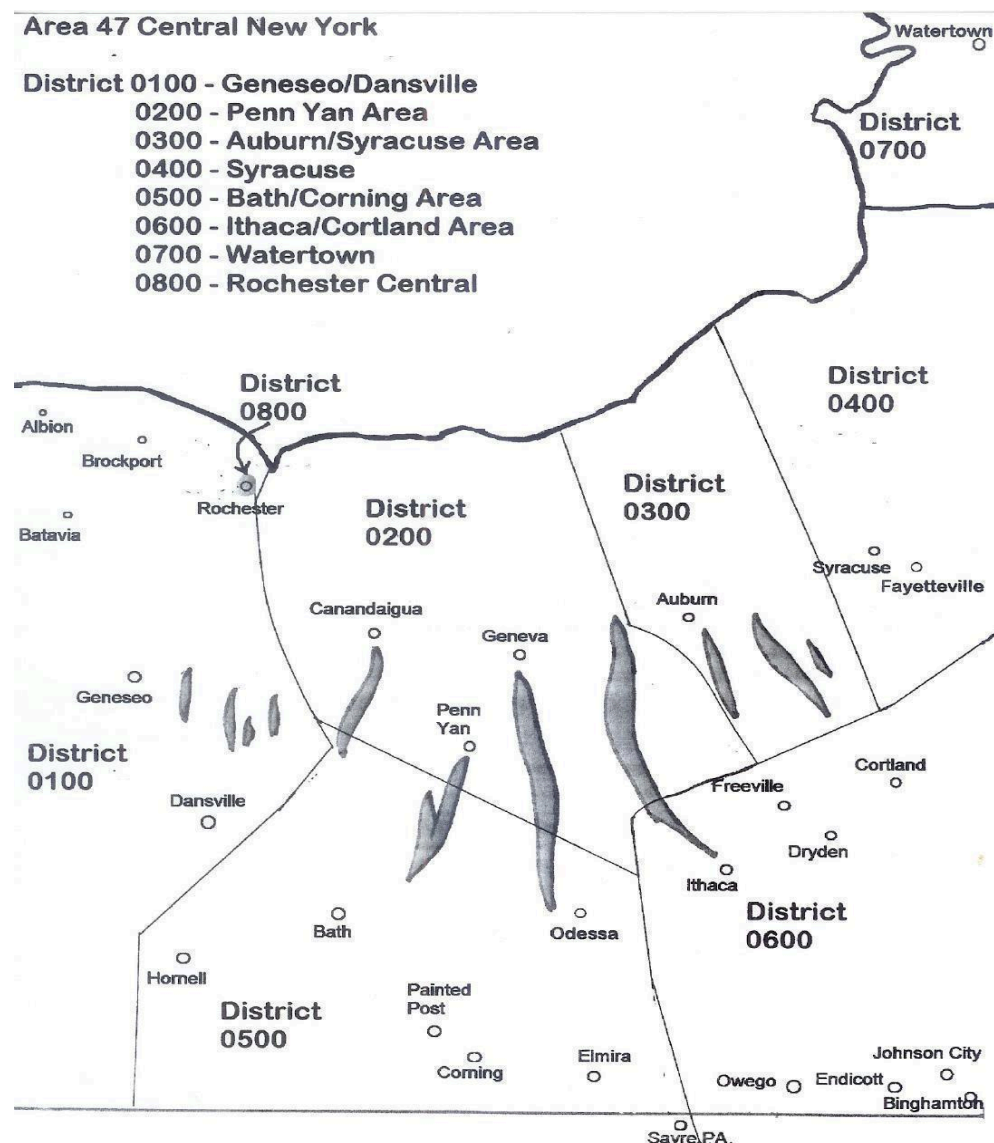
<sup>13</sup> A.A. General Service Office

## DISTRICTING

In June of 1991, the area assembly voted to establish an Ad Hoc committee to consider redistricting and charged it to present proposals on how redistricting might be done, for a vote by the area assembly. The committee returned three proposals to the assembly, the third of which was approved in April of 1992.

This proposal assumed a large increase in the number of districts, each the responsibility of one District Committee Member and comprising the GSR's from his or her local clutch of A.A. groups. The district to be formed would be based on the A.A. Service Manual suggestions and procedures.

As of 1998, the Area has approximately 40 districts with D.C.M.'s.



This simple map is to display in a general way the districts that comprise Central New York. The communities listed have hosted Area Assemblies in recent times.

## **VOTING PROCEDURES**

### **POSITIONS UP FOR ELECTION**

Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer, Registrar, Recording Secretary

### **TIMING OF THE ELECTIONS**

- Elections for the aforementioned Area Officers are held in September of the even-numbered years.
- The third legacy procedure and the importance of starting the election assembly on time should be articulated to the Assembly for several months prior to the Election Assembly.

### **ORDER OF ELECTIONS<sup>14</sup>**

The positions shall be voted on in the following order:

1. Delegate
2. Alternate-Delegate
3. Chairperson
4. Secretary
5. Treasurer
6. Registrar
7. Recording Secretary

### **ELIGIBILITY FOR NOMINATION**

#### **DELEGATE & ALTERNATE DELEGATE**

All current and past Central New York DCMs and Area Officers.

#### **CHAIRPERSON, SECRETARY, RECORDING SECRETARY, TREASURER, REGISTRAR**

All current and past Central New York DCMs, DCM elects, and Area Officers.

#### **OPENING NOMINATIONS TO THE BODY**

It has been a custom in Central New York that, prior to the closing of nominations to each of the above positions, the Assembly is asked if they wish to open the nominations to any other individual A.A.'s. If approved by a simple majority, additional nominations are accepted when seconded.

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<sup>14</sup> November 2020

## **ORGANIZATION AND PHYSICAL LAYOUT**

The eligible voters will be separated from the non-voters by a roped off area. Each District will be assigned a specific table(s) to sit at during the election. All voters should stay within the designated areas while ballots are being processed.

A blackboard, flipchart or white erasable board will be available to show the candidates and the voting results. Enough colored ballots to conduct up to five (5) ballots per position will be provided.

## **ELECTION PROCEDURE**

For all elected offices the most immediate past delegate present will chair the election Assembly. Past-Delegates will tally ballots and post results. A DCM from the tables will be asked to be the ballot carrier.

For historical purposes, a tally of voters will be taken prior to election. The percentages will be set by the number of ballots cast, not a baseline number.

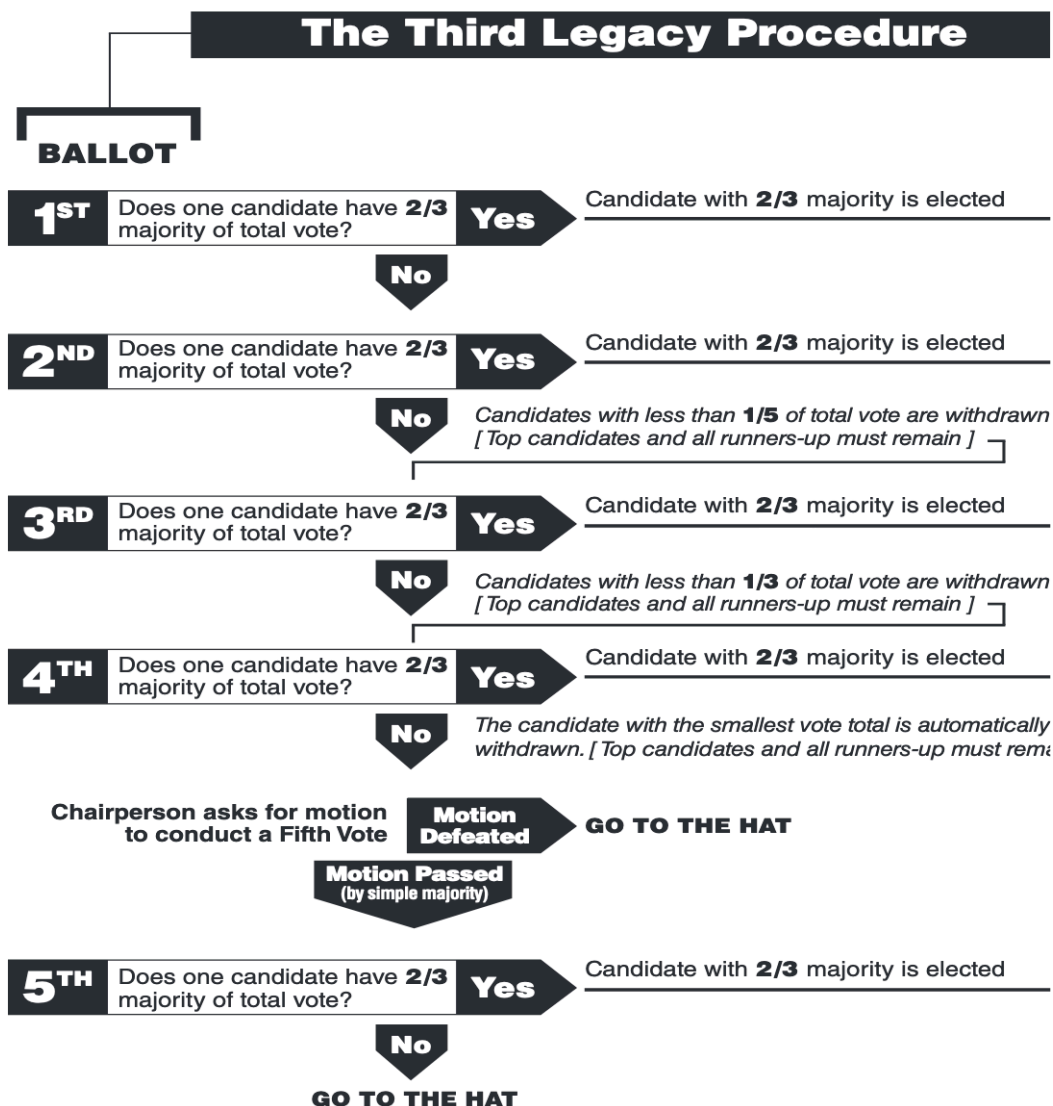
- Prior to the election of each office the qualifications will be read from the A.A. Service Manual.
- Candidates will be asked to declare themselves by standing, if qualified to stand, names will be listed on the board.
- Each candidate will be allowed two minutes at the mic to state their qualifications or reasons they want to hold the position.
  - If they have stood for a previous position (in this election) they will be allowed one minute at the mic. (This will be actually timed.)
- Before the voting starts the candidates will be asked to leave the room.
  - If they are eligible voters they may do so, and a runner will collect their ballots.

## **ELIGIBILITY TO VOTE**

All Offices: All current GSR's, DCM's, Area Officers, Area Standing Committee Chairpersons, and DCM-elects are eligible to vote.

## VOTING PROCEDURE

Third Legacy procedure (below<sup>15</sup>) is used to elect each of the above trusted servants. The Third Legacy procedure will be outlined to the Assembly prior to the start of the elections.



## REGIONAL TRUSTEE & TRUSTEE-AT-LARGE

When these positions rotate (every four years) an election of a candidate from the Central New York Area will take place in the fall of the year prior to rotation. The delegate will conduct the election according to Third Legacy procedure and inform the General Service Office of our nominee.

<sup>15</sup> Page S-21 of the AA Service Manual

## **OTHER ITEMS OF AREA CONSCIENCE**

### VOTING PROCEDURE

Items of business to be voted on by the Area Assembly are brought to the floor in the form of a motion. The chairperson will ask for a second to the motion. If a second to the motion is made, discussion will follow.

The chairperson or a member of the Area Assembly may call for a vote after the matter has had a thorough airing or the discussion has ceased. A simple majority is required to approve the motion in most cases. The exceptions are:

When any member of the assembly raises a point of order during the discussion and requests that the motion receive substantial unanimity to be approved. If seconded, the point of order is then voted on. If passed by a simple majority, the original motion on the floor will now require a two-thirds vote in favor in order to pass or be approved.

When any member of the assembly makes a motion to table further discussion and/or voting until the next area assembly. If seconded and approved by a simple majority, the original motion is tabled and placed on the "old business" agenda for the next area assembly. Such a motion to table must be made without comment.

Once the vote is determined, the chairperson will ask for the minority opinion to be heard. Again, after a reasonable length of time for responses from those in the failing side, the chairperson will ask if anyone who had voted with the majority wishes to change their vote. If sufficient numbers do not wish to change their vote, the vote stands. If, however, sufficient numbers do change their votes, the decision is reversed.

### ELIGIBILITY TO VOTE

All Offices - All GSR's or group representatives (one vote per group), DCM's or their alternates, area officers, area standing committee, and the sound system technician are eligible to vote.

## **AREA FINANCES**

Typical of most undertakings in A.A., the Central New York Area Assembly strives to be self-supporting through the contributions of the A.A. groups within the area. In our early years, the primary purpose of this support was to see that our delegate's expenses for the annual meeting of the General Service Conference were paid. Today, however, this is only the beginning. Over the years, the GSR's, area officers and area committees have expanded the service role of the assembly to include active institutional work, useful public information and cooperation with the professional community; in addition to the more routine expenses of postage, phone calls, printing meeting minutes and the like.

## **GUIDING PRINCIPLES**

- The 7th Tradition supports our primary purpose (5th Tradition).
- All officers and committees are endowed with the traditional "right of decision."
- Every service responsibility should be matched by an equal service authority with the scope of such authority well defined.
- Final authority rests with an informed group conscience.
- Service is its own reward.
- The ability to perform service should not be limited by personal funds.
- Expenses incurred while conducting business at the request of the Area should be fully reimbursed.
- The choice to be reimbursed should be left to the individual.
- The intent of the Area is to encourage anyone, who is willing and able to perform service, to do so by removing personal finances as a limiting factor.
- The Area projected expenses should be set at adequate levels to cover expected expenses.
- Accepted contributions from AA conventions/workshops shall not exceed \$2,000 per event per year.
- In the spirit of the 7th Tradition, the Central New York Area Assembly should be self-supporting in all its affairs.

## **PROPOSED BUDGET**

A financial budget is a planning tool that has been used in the business world for hundreds of years. Its primary purpose is to plan or predict future amounts of income and expense over a given period of time, usually a year. The Assembly delegates spending authority to our trusted servants based on a proposed budget. This eliminates the need for the Assembly to approve each and every detailed expenditure. This does not mean that once projected expenses are approved it can never be changed.

The Finance Committee is responsible for preparing the next year's annual proposed budget by soliciting input from all the area officers, committee chairpersons and other trusted servants. The proposed budget shall also include an income projection based upon the Area's actual historical income and other relevant facts and circumstances.<sup>16</sup> This is done in the fall of each year and usually given to the GSR's at the September assembly so they may discuss it with their

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<sup>16</sup> January 2018



home groups prior to the assembly voting on the proposed budget (usually voted on in November).<sup>17</sup>

## **THE CEILING**

A.A. experience clearly shows that it is not a good idea for a group to accumulate large sums of moneys in excess of what is needed. The Assembly has set this ceiling equal to approximately six months of operating expenses.

The above ceiling applies only to the general operating fund and does not include the Assembly's inventories of A.A.W.S. or Grapevine literature.

## **EXPENSE REIMBURSEMENT**

### CONVENTION AND REGISTRATION FEES

This category of expense also includes the cost of lodging when necessary and is reimbursable when accompanied by receipts. Upon their return from the convention, a written and/or oral report should be submitted to the assembly.

### TRAVEL, AUTO MILEAGE, AND MEALS

Automobile mileage is reimbursable at 35% of the current IRS rate. Other travel expenses and meals may be reimbursable when accompanied by receipts.

### GENERAL OPERATING EXPENSES

Expenses in this cost category include items such as postage, telephone, duplicating and office supplies. They are all reimbursable when accompanied by receipts.

## **FINANCIAL AUDIT**

At the end of each calendar year, the financial records of the Treasurer are reviewed and audited. Most recently, it has become the responsibility of the Finance Committee to select a qualified individual, or individuals, to perform this assignment.

## **OTHER FINANCIAL GUIDELINES**

- The Treasurer will not be bonded.

All checks will be signed by the Treasurer and one other Area officer. (Delegate, Chair, and Secretary are other signatures).

All reimbursements will be made by check.

If, at the end of any calendar month, the Area fund balance is in excess of the ceiling, a contribution in the amount of the excess will be made to the General Service Office with the approval of the assembly.

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<sup>17</sup> December 2017

## **DUTIES AND RESPONSIBILITIES OF AREA OFFICERS**

### **AREA DELEGATE**

1. Attends the annual General Service Conference in April of each year and reports back to the Fellowship, at the next Area Convention, on the highlights and significant results of the Conference. As requested, presents this report to AA groups throughout the Central New York area.
2. Attends the monthly Area Assembly and Area Committee meetings, updating those bodies with information and news received during the month from throughout the Fellowship.
3. Continually informs and works closely with the Alternate Delegate to ensure a smooth transition in the event that it may become necessary for the Alternate Delegate to assume the Delegate's responsibilities.
4. Represents the Central New York Area at all local, state, and regional functions: General Service Conference
  - a. Central New York Area Convention
  - b. New York State Informational Workshop
  - c. Northeast Regional Alcoholics Anonymous Service Assembly
  - d. Northeast Regional Delegate's Meeting
  - e. Northeast Regional Forum
5. Distributes to District Committee Members the semiannual group contribution reports which are provided by the General Service Office.
6. Responds to requests from the General Service Office regarding the Confidential Directory.
7. At the request of the General Service Office, responds to anonymity breaks in the Central New York Area.
8. Acquires and makes available to Area 47 (Officers, Committee Chairs and DCMs, upon request) the digital background information of the General Service Conference agenda items and the final Conference Report.
9. Conducts the GSR Workshop at the area assembly in the months preceding the April General Service Conference, in order to get a better understanding of the conscience of the Central New York Area in matters before the conference.

Prepares the annual Delegate's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.<sup>18</sup>
10. As requested, attends group, Intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
11. Informs GSO of the names and addresses of newly elected Area officers and Delegate
12. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

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<sup>18</sup> December 2017

## **ALTERNATE DELEGATE**

1. Prepares to attend the General Service Conference in the event that the Area Delegate is unable to do so, by keeping well informed on matters affecting the Central New York area and AA as a whole.
2. Assists the Delegate whenever possible.
3. Attends the monthly Area Assembly and Area Committee meetings.
4. Prepares the annual Alternate Delegate's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.<sup>19</sup>
5. May represent the Central New York Area at the following functions:
  - a. Central New York Area Convention
  - b. New York State Informational Workshop
  - c. Northeast Regional Alcoholics Anonymous Service Assembly
  - d. Northeast Regional Forum
  - e. Northeast Regional Delegate's Meeting
6. As requested, attends group, Intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
7. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

## **AREA CHAIRPERSON**

1. Prepares agendas and conducts the monthly Area Assembly and Area Committee meetings.
2. With the approval of the Area Assembly, appoints standing and ad-hoc committee chairpersons to coordinate ongoing service activities or to address special issues or problems. Also appoints the Archivist and Sound System Technician with the approval of the assembly.
3. Conducts the annual October meeting of the Area Committee at which time the theme and panel topics for the Central New York Area Convention are selected. (Rev.8/95)
4. Develops ways to make Area Assemblies more informative and useful.
5. Prepares the annual Chairperson's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.<sup>20</sup>
6. Represents the Central New York Area at the following functions:
  - a. Central New York Area Convention
7. May represent the Central New York Area at the following functions:
  - a. New York State Informational Workshop
  - b. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
  - c. Northeast Regional Forum
8. As requested, attends group, Intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
9. Assists the host group in setting up for the monthly assemblies.
10. Prepares and helps organize the GSR workshops.
11. Coordinates the distribution of the ask-it-basket questions.
12. Keeps an updated version of the Area handbook on hand at all Area Assemblies.
13. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

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<sup>19</sup> December 2017 – Motion approved to change the fiscal year to the calendar year (Jan 1st to Dec 31st)

<sup>20</sup> December 2017

14. Selects at least two auditors for the annual audit, in the absence of a Finance Chair.<sup>21, 22</sup>

## **AREA SECRETARY**

1. Attends the monthly Area Assembly and Area Committee meetings.
2. Records the minutes of the monthly Area Assembly meetings.
3. Prepares and emails the minutes on a monthly basis.<sup>23</sup>
  - a. Will bring an ample supply of hardcopies to the assembly each month.
  - b. Will continue to mail hardcopies of the minutes to members within correctional facilities (at Area's expense). A.A. members may opt to sign up to have hardcopies of the minutes mailed each month for \$12 a year to cover costs.
4. Responsible for maintaining and transporting the printer for use at Area Assembly.
5. Prepares the annual Secretary's and area minutes expense requests (with the Registrar) to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.<sup>24</sup>
6. May represent the Central New York Area at the following functions:
  - a. Central New York Area Convention
  - b. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
7. As requested, attends group, Intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
8. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

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<sup>21</sup> July 2023

<sup>22</sup> December 2023

<sup>23</sup> November 2017

<sup>24</sup> December 2017

## AREA RECORDING SECRETARY

1. Attends the monthly Area Assembly and Area Committee Meetings.
2. Is responsible for updating the Area Handbook on a timely basis.
  - a. Maintains, in the appendices of this handbook, a compendium of approved motions that have been passed by the assembly that alter a procedure at area, our conscience on a given matter, or any item outlined in the Area Handbook, along with any available notes that pertain to the motion from the minutes. (Examples of motions that would not be included in this compendium: budget approvals, trusted servant nominee approvals, Trustee nominee approvals, Area Workshop topics, etc.)<sup>25</sup>
  - b. Makes relevant changes in the handbook as necessitated by such motions.
  - c. Prepares, prints, and distributes copies of relevant changed pages.
  - d. Prepares, prints, and makes available updates of the entire Handbook when deemed appropriate by the Assembly.
3. Is responsible for updating other Area handouts as appropriate, having them printed, and making them available to the Assembly Chair for distribution. This would include the Winner's Circle, which would be updated at the end of each year when the suggested rotation of Assemblies is established for the following year, and a copy of which would be given to the Area Secretary in time for inclusion in the January minutes. The exception to this is the Trusted Servants list, which is maintained and distributed by the Registrar.<sup>26</sup>
4. Provides other support to the Area Secretary as needed.
5. Prepares the annual Recording Secretaries expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions during the proposed budget approval process in December.<sup>27</sup>
6. May represent the Central New York Area at the following functions:
  - a. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
7. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

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<sup>25</sup> February 2020

<sup>26</sup> May 2019

<sup>27</sup> December 2017

## AREA TREASURER

1. Opens and maintains a checking account for the purpose of transacting all Central New York Area Assembly business. The account will have signature cards for the Treasurer, Delegate, Chairperson and Secretary.
2. Accurately records and maintains all financial transactions of the Central New York Area Assembly in the General, Literature and Grapevine funds.
3. Maintains records of supporting documentation for expenditures. (e.g. receipts, invoices, purchase orders, etc.)
4. Sends a contribution to the General Service Office when the monthly ending balance of the General fund exceeds the ceiling with the assembly's approval.
5. Attends the monthly Area Assembly and Area Committee meetings.
6. At each month's Area Assembly, reports the opening balance, income, expense and closing balance for each of the three funds. Copies of the supporting detail are to be available at this time.
7. Prepares mid-year and year-end financial reports for presentation to the Area Assembly in January and July of each year. These reports will itemize income, expenses and variance within each budgeted area.<sup>28</sup>
8. Prepares the annual Treasurer's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.<sup>29</sup>
9. May represent the Central New York Area at the following functions:
  - a. Central New York Area Convention
  - b. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
10. As requested, attends group, Intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
11. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.
12. Turns over records for audit by the February Assembly. Auditors will issue a Pass/Fail notice to the Assembly no later than June Assembly.<sup>30</sup>

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<sup>28</sup> December 2017

<sup>29</sup> December 2017

<sup>30</sup> June 2023

## **AREA REGISTRAR**

### **Responsibilities**

1. Attends the monthly Area Assembly and may attend the Area Committee meetings. <sup>AA</sup>
  2. Leads the new GSR school. <sup>BB</sup>
  3. Assists new or existing groups with the completion of Group Change or New Group Information forms for registration with the General Service Office. <sup>31</sup>
  4. Provides reports strictly to the Delegate and DCM's per the GSO privacy policy. <sup>32</sup>
  5. Maintains and distributes the Trusted Servants list comprised of all current Area Officers, Committee Chairs, DCMs, Alternate DCMs, the Archivist, the Sound Tech, and the past-delegates.
  6. Prepares the annual Registrar's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December. <sup>DD</sup>
  7. May represent the Central New York Area at the following functions:
    - a. Central New York Area Convention
    - b. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
  8. As requested, attends group, intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
  9. Keeps GSO informed as to the names and addresses of all trusted servants. <sup>33</sup>
  10. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes. <sup>\*\*</sup>
- Re-number the responsibilities where needed.

### **Qualifications <sup>34</sup>**

- A familiarity with computer systems and, if unknown, a willingness to learn the use of spreadsheet tools. Since registrars enter data, update information, use search filters, and download custom and standard reports, the familiarity of these systems is key to maintaining good data stewardship of Area 47.
- Willingness to spend 5-10 hours per week on data updates, more time at the start of a panel and prior to elections
- Familiarity with the area and district structure and ability to communicate throughout it
- Ability to organize, communicate and manage detailed information
- Ability to relay information via email to GSO, locally, and within Area 47
- Ability to responsibly handle and protect personal information

## **DUTIES AND RESPONSIBILITIES OF STANDING COMMITTEE CHAIRPERSONS**

All standing committee chairpersons are appointed by the Area Chairperson, with the approval of the Area Assembly, for a term of two years beginning in January of the odd numbered years.

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<sup>31</sup> January 2023

<sup>32</sup> January 2023

<sup>33</sup> January 2023

<sup>34</sup> January 2023

## ACCESSIBILITY

1. Chairs monthly Accessibility Committee meeting at the Area Assembly, coordinating information received from local Special Needs representatives for reporting back to the assembly.
2. Coordinates annual Accessibility Panel for the Central New York Area Convention.
3. Acts as a conduit for communication between GSO and the local Special Needs Committees.
4. Assists the local Accessibility Committees whenever possible.
5. Prepares the annual Accessibility Committee's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.<sup>35</sup>
6. Represents the Central New York Area at New York State Informational Workshop.
7. May represent the Central New York Area at the following functions:
  - a. Central New York Area Convention
  - b. Northeast Regional Forum
  - c. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
8. Maintains and updates the Accessibility Information file within the Central New York Area.
9. As requested, attends groups, Intergroup, District or other area AA events to share information and knowledge of the AA fellowship.
10. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

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<sup>35</sup> December 2017



## **ARCHIVES**

1. Chairs monthly Archives Committee meeting at the Area Assembly, coordinating information received from local Archives representatives for reporting back to the assembly.
2. Coordinates annual Archives display for the Central New York Area Convention as well as other AA functions as requested by the Area Assembly.
3. Helps to develop projects which promote awareness of the history of Alcoholics Anonymous in the Central New York Area.
4. Assists local Archives Committees wherever possible.
5. Assists the Archivist in preparing the annual "the Archives" and the Archives Committee's annual budget to be submitted to the Finance Committee in September of each year. Be prepared to answer questions which may be asked during the proposed budget approval process in December.<sup>36</sup>
6. As requested, attends group, Intergroup, district or other area AA events to share information, knowledge and archives materials of the AA fellowship
7. Along with the Archivist, aids the Web Committee in maintaining accuracy of Archival information on Area Web site.
8. May represent the Central New York Area at the following functions:
  - a. Central New York Area Convention
  - b. New York State Informational Workshop
  - c. Northeast Regional Alcoholics Anonymous Service Assembly
9. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

## **COOPERATION WITH THE PROFESSIONAL COMMUNITY (C.P.C.)**

1. Chairs monthly CPC Committee meeting at the Area Assembly, coordinating information received from local CPC representatives for reporting back to the assembly.
2. Coordinates annual CPC panel for the Central New York Area Convention.
3. Acts as a conduit for communication between GSO and the local CPC Committees.
4. Assists the local CPC Committees wherever possible.
5. Prepares the annual CPC Committee's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.<sup>37</sup>
6. Represents the Central New York Area at New York State Informational Workshop.
7. May represent the Central New York Area at the following functions:
  - a. Central New York Area Convention
  - b. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
  - c. Northeast Regional Forum
8. As requested, attends group, Intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
9. Coordinates A.A.'s CPC display at professional exhibits throughout the Central New York Area as required.
10. Meets with administrators of institutions and agencies dealing with alcoholism in order to share information about Alcoholics Anonymous.
11. Arranges purchases and distribution of literature as may be required.
12. Coordinates the loan arrangements for the CPC display unit.
13. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

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<sup>36</sup> December 2017

<sup>37</sup> December 2017

## **CORRECTIONS**

1. Chairs monthly Corrections Committee meeting at the Area Assembly, coordinating information received from local Corrections representatives for reporting back to the assembly.
2. Coordinates annual Corrections panel for the Central New York Area Convention.
3. Acts as a conduit for communication between GSO and the local Corrections Committees.
4. Assists the local Corrections committees wherever possible.
5. Prepares the annual Corrections Committee's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.<sup>38</sup>
6. Represents the Central New York Area at New York State Informational Workshop.
7. May represent the Central New York Area at the following functions:
  - a. Central New York Area Convention
  - b. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
  - c. Northeast Regional Forum
8. As requested, attends group, Intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
9. Acts as a source of information for outside sponsors who hold meetings "inside the walls".
10. Maintains list of contacts for pre-release and post-release inmates.
11. Arranges purchases and distribution of literature as may be required.
12. Attends correctional information meetings throughout the Central New York Area as requested.
13. Maintains log of experiences, issues and other pertinent information for each facility within the area.
14. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

## **FINANCE**

1. Chairs monthly Finance Committee meeting and reports back to the assembly.
2. Provides financial leadership to the Area.
3. Assists the Treasurer in performance of the Treasurer's duties.
4. Prepares financial guidelines to facilitate Area decision-making and to eliminate the need for the Assembly as a whole to approve each and/or every detailed expenditure.
5. Initiate changes in financial policies and procedures when needed.
6. Review and research requests for financial support and/or financial aspects of Area activities and provide information required for an informed Area group conscience.
7. Document financial policy and procedure decisions, including their rationale, for inclusion in the Area handbook.
8. Assist all in the preparation, presentation and management of the Area proposed budget.
9. Selects qualified individuals to perform the annual audit of the Treasurer's financial records and reports the findings to the assembly.  
May represent the Central New York Area at the following functions:
  - a. New York State Informational Workshop<sup>39</sup>
  - b. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
10. As requested, attends group, Intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
11. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

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<sup>38</sup> December 2017

<sup>39</sup> August 2017

## **GRAPEVINE**

1. Chairs monthly Grapevine Committee meeting at the Area Assembly, coordinating information received from local Grapevine representatives for reporting back to the assembly.
2. Maintains appropriate levels, as approved by the assembly, of all AA Grapevine, Inc. material for resale at each monthly Area Assembly as well as the Annual Area Convention.
3. Establishes order quantities based on volume discounts and sets resale prices so as to provide the lowest possible price to AA groups.
4. Prepares the annual Grapevine Committee's projected expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.<sup>40</sup>
5. Promotes the reading of the Grapevine.
6. Promotes the submission of articles for publication in the Grapevine.
7. Represents the Central New York Area at New York State Informational Workshop.
8. May represent the Central New York Area at the following functions:
  - a. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
9. As requested, attends group, Intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
10. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

## **LITERATURE**

1. Maintains appropriate levels, as approved by the assembly; of all AA World Services, Inc. conference approved literature and other service material for resale at each monthly Area Assembly as well as the Annual Area Convention.
2. Establishes order quantities based on volume discounts and sets resale prices so as to provide the lowest possible price to AA groups.
3. Represents the Central New York Area at New York State Informational Workshop.
4. May represent the Central New York Area at the following functions:
  - a. Central New York Area Convention
  - b. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
5. Prepares the annual Literature Committee's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.
6. As requested, attends group, Intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
7. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

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<sup>40</sup> December 2017 – Motion approved to change the fiscal year to the calendar year (Jan 1st to Dec 31st)

## **PUBLIC INFORMATION (P.I.)**

1. Chairs monthly P.I. Committee meeting at the Area Assembly, coordinating information received from local P.I. representatives for reporting back to the assembly.
2. Coordinates annual P.I. panel for the Central New York Area Convention.
3. Acts as a conduit for communication between GSO and the local P.I. Committees.
4. Assists the local P.I. Committees wherever possible.
5. Prepares the annual P.I. Committee's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.<sup>41</sup>
6. Represents the Central New York Area at the New York State Informational Workshop.
7. May represent the Central New York Area at the following functions:
  - a. Central New York Area Convention
  - b. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
  - c. Northeast Regional Forum
8. Arranges purchases and distribution of literature as may be required.
9. As requested, attends group, Intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
10. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

## **TREATMENT**

1. Chairs monthly Treatment Committee meeting at the Area Assembly, coordinating information received from local Treatment representatives for reporting back to the assembly.
2. Coordinates annual Treatment panel for the Central New York Area Convention.
3. Acts as a conduit for communication between GSO and the local Treatment Committees.
4. Assists the local Treatment Committees wherever possible.
5. Prepares the annual Treatment Committee's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.<sup>42</sup>
6. Represents the Central New York Area at New York State Informational Workshop.
7. May represent the Central New York Area at the following functions:
  - a. Central New York Area Convention
  - b. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
  - c. Northeast Regional Forum
8. As requested, attends group, Intergroup, district or other area AA events to share information and knowledge of the AA fellowship.
9. Maintains and updates the temporary Contact list within the Central New York Area.
10. Arranges purchases and distribution of literature as may be required.
11. Shares information on "Bridging the Gap" with other areas.
12. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

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<sup>41</sup> December 2017

<sup>42</sup> December 2017

## WEBSITE

1. Chairs monthly Website Committee meeting at the Area Assembly.
2. Acts as conduit of information for CNY Area 47 Assembly and Groups.
3. Assists local committees wherever possible.
4. Prepares the annual Website Committee's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions, which may be asked during the proposed budget approval process in December.<sup>43</sup>
5. Maintains and updates information on the Website and may assign committee members to assist.
6. Represents the Central New York Area at New York State Informational Workshop.
7. May represent Area 47 at the following functions:
  - a. CNY Area Convention.
  - b. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
8. Coordinates the maintenance and updates of the Website User Handbook.
9. As requested, attends discussions at Group, Intergroup, District or other Area AA events to share information and receive feedback regarding the Website as it relates to the AA Fellowship.
10. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

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<sup>43</sup> December 2017

## **DUTIES AND RESPONSIBILITIES OF OTHER TRUSTED SERVANTS**

### **ARCHIVIST**

1. Is a member of the Archives Committee, appointed by the Area Chairperson with the approval of the Area Assembly- votes except when they are a past delegate – to a four- year term, with the possibility of an additional four-year term. It is recommended that at the point of time that eighteen months remain in the archivist's term, the archivist's replacement be solicited from the area to allow ample training time between the out- going and in-coming archivists.
2. Maintains all Central New York Area Archival materials in a safe and secure manner. The archives should be kept in a secure manner as described in the A.A.W.S. Archives Handbook. Provide access upon requests to the A.A. members and the public according to the CNY Area 47 Access policy and anonymity policies.
3. Makes archival materials available to individuals, groups and committees upon requests.
4. Helps to develop projects which promote awareness of the history of Alcoholics Anonymous in the Central New York Area. Coordinates work activities with the archives committee.
5. Responsible for the safekeeping of the original and all revisions to the Area handbook as provided by the Recording Secretary.
6. Makes a bi-yearly report on the State of "The Archives" to the Assembly.
7. Along with Archives committee aids the Web committee in maintaining the accuracy of the Archival information on the Area Web site.
8. Assist the Archives Committee Chairman in preparing the annual Budget to the Finance committee for the Archives Committee and The Archives, The Archivist and the Chairman.
9. May represent the Central New York Area at the following functions:
  - a. Central New York Area Convention
  - b. Northeast Regional Alcoholics Anonymous Service Assembly
10. Responsible to oversee Archives Storage fee payment to current storage facility (Syracuse Intergroup, Inc.).
11. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes.

### **.SOUND SYSTEM TECHNICIAN**

1. Appointed by the Area Chairperson, with the approval of the Area Assembly, for a term of two years beginning in January of the odd numbered years and votes in the Area conscience.
2. Attends the monthly Area Assembly meetings and workshops for the purpose of setting up the sound system and to record the proceedings for use by the Area Secretary in the preparation of the minutes.
3. Maintains the audio equipment in proper working condition. When necessary, ensures that the proper maintenance and repairs are performed.
4. Prepares the annual Sound System's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December.
5. Responsible for the care and maintenance of area banner.
6. Attends other Area 47 sponsored events when requested to provide sound system and/or recording support. (Example: record Area 47 Delegates Report at the CNY Area 47 convention.)

**WEB ADMIN** – appointed by the Web Chair and approved by the Web Team

- serves a two-year term which coincides with the rotation of the Web Chair
- covers for the Web Chair when needed
- is able to assign email addresses, manage distribution lists, post events and minutes, and update web pages
- is the primary person responsible for event posting
- attends Area Assembly regularly
- is the primary person responsible for maintaining the content of the D.C.M. pages and the Area 47 Meeting Schedule pages.
- is hopefully in a position to become available as a candidate for Web Chair on the next rotation

**WEB MASTER** – appointed by the Web Chair and approved by the Web Team

- serves a one-year term renewable up to four years by the Web Chair and Webteam
- learns the ins-and-outs of the content management software—currently WordPress
- is able to assign email addresses, manage distribution lists, post events and minutes, and update web pages
- is the primary person responsible for the structure and layout of the website’s pages and menus
- is the primary person responsible for maintaining the content of pages such as home, resources, contacts, links, webmail, etc.
- attends Area Assembly regularly

### **CENTRAL NEW YORK AREA 47 CONVENTION**

Effective following the 2015 Convention, The Central New York Area 47 Convention is to be rotated through the main districts, 100-800. The host district is responsible for identifying the location, the program, hospitality, and service workers. Following the rotation and exhaustion through all active districts serving as host, the rotation will start anew. Area 47 is responsible for providing seed money.

## **GLOSSARY OF COMMON ALCOHOLICS ANONYMOUS SERVICE TERMS**

A.A.W.S.	Alcoholics Anonymous World Services, Inc. – One of the two operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for Conference-approved and service literature.
Additional Committee Consideration	An item that was discussed by a Conference committee, but with no action taken or made by the Conference as a whole.
Advisory Action	Represents the informed group conscience of the Fellowship, as the result of the recommendation made by a Conference committee or a floor action, which has been approved by the Conference body as a whole.
Alternate	A service worker who, at group, district, or area level, assists, supports, and participates in service responsibilities where feasible, depending on local autonomy and local needs.
Area	A geographical division within a state or province. A Conference delegate comes from an area. Normally there is one area to a state or province, except in heavily A.A.-populated places, where there may be two, three, or more areas in the state or province.
Area Assembly	A meeting of G.S.R.s and committee members to discuss area affairs and, every other year, to elect a delegate and committee officers.
Area Committee	A committee made up of district committee members, elected by the general service representatives (GSR's) in each district and the area committee officers. The area committee is a vital element of the general service structure.
Assembly	A meeting of GSR's and committee members to discuss area affairs and biennially to elect a delegate and committee officers.
Autonomous	Our Fourth Tradition states: "Each group should be autonomous except in matters affecting other groups or A.A. as a whole." This means that we have been given the courage to declare each A.A. group an individual entity, strictly reliant on its own conscience as a guide to action. However, a group ought not do anything which would injure A.A. as a whole, nor affiliate itself with anything or anybody else.
Bridging the Gap	A project to work with Treatment centers to aid and inform alcoholics with learning where there are A.A. meetings in their community.
Ceiling	Most money allowed by Assembly to be kept in General Operating Fund at any given time. Excess each month to be sent to GSO with Assembly's approval.
Committee Chair(s)	Trusted servants appointed by the Area Chairperson (with the approval of the assembly) and are charged with chairing the various service committees of the Area.
Concepts	Principles of service that have emerged from A.A.'s service accomplishments and mistakes since its beginning — are set forth by Bill W.
Conference	See General Service Conference
Conference Approved	Pamphlets, books, and films which the appropriate Conference committees have reviewed and reported favorably to the Conference meeting for its approval, and which have been approved by the Conference.



C.P.C. (Cooperation with the Professional Community)	Committees at the district, area, trustee, and Conference level help carry the message to professionals who work with alcoholics.
Delegate	The person elected at the electoral assembly every other year to represent the area at the annual meeting of the Conference in New York, and to bring back to the area the results of the Conference meeting.
Director	A person who serves on the corporate board of directors of either A.A.W.S. or Grapevine. Non-trustee directors are A.A. members selected for business or professional experience that relates to the activities of the corporation. The directorate of both corporate boards also includes trustees and A.A. staff.
District	A division within an area to be represented by a committee member.
District Committee Member (DCM)	He or she is an experienced GSR elected by the other GSR's to represent the groups of their district in area committee meetings - and to coordinate service activities in the district.
District Meetings	Meetings of the D.C.M.(s) and GSRs of a particular district. In Area 47 some districts meet together as one collective unit (clusters) such as the 0800 Districts.
Fellowship Connection (FC)	A web-based application that facilitates collaboration between Area Registrars and the General Service Office. It allows Registrars to update records in their area; to view current information; and to search, filter and download reports.
General Service Board (GSB)	The legal entity that oversees the operation of A.A.'s service corporations, A.A.W.S., Inc. and A.A. Grapevine, Inc., as well as the General Service Office and Grapevine Office.
General Service Conference (GSC)	The annual conference in which the 93 delegates from the U.S. and Canada come to New York City for a week each April for a closed business meeting to conduct the business of A.A. in the U.S. and Canada. The 21 members of the General Service Board, G.S.O. staff members, and non-trustee directors of A.A.W.S., Inc. and the A.A. Grapevine, Inc. are also voting members of the Conference.
General Service Office (GSO)	The main office in New York City which provides services to groups in the U.S. and Canada and publishes A.A. literature.
General Service Representative (GSR)	The general service representative is an A.A. member so elected by the group to voice the group's opinion in discussions at the area level. GSR's, in turn, vote for the district committee member and for the delegate and other officers at the area level.
General Services	Movement-wide services, performed by anyone in the general service structure (G.S.R., D.C.M., delegate, etc.)
Grapevine (GV)	The international journal of Alcoholics Anonymous is available online and in print. AA Grapevine, Inc. is one of the two operating corporations of the General Service Board and is responsible for Grapevine operations and finances.
Grapevine Representative	The group or district contact with the Grapevine office.

Group Conscience	The collective conscience of the group membership. Another instance would be the collective conscience of a formed committee.
Intergroup (Central Office)	Handle local services only for a specific geographical area and are not connected with A.A.'s worldwide affairs. May coordinate local Twelfth step calls, print directories and meeting lists, and various service committees.
La Viña	Bimonthly Spanish-language magazine published by AA Grapevine.
NERAASA (Northeast Regional Alcoholics Anonymous Service Assembly)	The purpose of NERAASA is for General Service Representatives (GSR's), District Committee Members (DCM's), Area Officers, Area Committee Members, District Committee Members, and Intergroup/Central Office Representatives of the Northeast Region to discuss General Service Conference related issues and concerns affecting A.A. as a whole, as well as pertinent aspects of recovery, unity and service common to the areas of the Northeast Region.
NERDs (Northeast Regional Delegates)	Delegates making up the areas of the northeast region (See page S69 in the Service Manual). Each March, NERD Weekend is attended by current Delegates and Alternates, Past Delegates, current and past Trustees and Directors, and guests. The weekend prepares the first year Delegates for the upcoming General Service Conference and gives them an opportunity to "rehearse" their Area Highlights.
NERF (Northeast Regional Forum)	A free weekend-long forum to ask questions and spark new ideas to help carry the A.A. message of hope to the still-suffering alcoholic. Forums are designed to enhance communication and participation among A.A. members, the General Service Board, and Staff and Directors from the General Service Office and A.A. Grapevine. NERF is offered by the General Service Office every 4 years with no registration cost. The location rotates throughout the various Northeast Regions (See page S69 in the Service Manual).
Panel	A panel is a numerical designation that refers to a group of delegates elected to begin serving at the General Service Conference in a particular year. Each panel is numbered for the Conference at which the Area's delegate will first serve. The two-year cycle frequently applies to area committee officers and committee members, as well.
Public Information (PI)	Committees at the district, area, trustee, and Conference level help carry the message by working with the media.
Region	A grouping of several states or provinces from which a regional trustee comes to the board of trustees. There are six regions in the United States; two in Canada.
RLV (La Viña Representative)	The group or district contact with the Grapevine office for La Viña.
Rotation	The spiritual principle of sharing the responsibility for A.A. through changing leadership.
Service Manual	First written in 1951 by Bill W. to outline basic service principles and procedures.
Sharing Session	A kind of group, district, area, or conference meeting where everyone is invited to contribute ideas and comments on A.A. matters.

Third Legacy	Recovery and Unity are A.A.'s first two Legacies. Our Third Legacy is Service, the sum total of all A.A. services, from a Twelfth Step call to A.A.'s coast-to-coast and worldwide service activities.
Third Legacy Procedure	A special type of electoral procedure used in the election of Delegates and Trustees. (See page S21 in the Service Manual).
Trustee	The usual term for a member of A.A.'s General Service Board. Two thirds (14) trustees are A.A.'s; and one third (7) are non- alcoholics.

## **APPENDIX A – ORIGINAL HANDBOOK TEXT**

- The initial draft of this handbook was presented to the Central New York Area on October 11, 1992.
- The second draft of this handbook was updated in May of 1995.
- The third draft of this handbook was updated in August 1997
- The fourth draft of this handbook was updated in May of 2000
- The fifth draft of this handbook was updated in November of 2003
- The sixth draft of this handbook was updated in November of 2006.
- The seventh draft of this handbook was updated in November of 2008.
- The eighth draft of this handbook was updated in September of 2010.
- The ninth draft of this handbook was updated in December 2012.
- The tenth draft of this handbook was updated in December 2014
- The eleventh draft of this handbook was updated in December 2016
- The twelfth draft of this handbook was updated in December 2020

## APPENDIX B – COMPENDIUM OF SUBSTANTIVE MOTIONS<sup>44</sup>

7/1989	All checks will have two signatures, that of the Treasurer and the Chairman	Can be found in the Finance Committee summary in the October 1990 minutes
7/1989	That the Treasurer shall not be bonded	Can be found in the Finance Committee summary in the October 1990 minutes
1/1990	All requests for reimbursement will be accompanied by receipts, copies of bills, or other documentation that will explain the expenses in detail.	
1/1990	A standard rate for mileage be set. It is recommended that the amount follow the federal guidelines for non-profit organizations.	
1/1990	Any officer attending a convention or conference should provide the assembly with a written report, which can be included with that month's minutes, if the expense is paid by area.	
4/1993	<p>That the Archivist be the mechanism by which the Area Handbook be sold, and that the Assembly provide money for 100 copies to be printed and sold at cost.</p> <p>Discussion: Should the DCMs produce their own, or have the Districts take care of that? The 7th Tradition was cited, and, that we have \$4000 worth of A-A literature on hand so \$100 worth of Handbooks is not much. They should also come from one source so that editions and changes would be the same. Minority opinion was that changes be made in the Handbook prior to printing.</p>	
6/1993	Motion to insert the words "and/or oral" after the word "written" in the first paragraph on page 24 of the Area Handbook.	
6/1993	<p>Motion to change the word "sponsorship" to "contact" on page 12, 4<sup>th</sup> point under "Basic Functions of the [Treatment] Committee"</p> <p>Discussion: Treatment committees do not coordinate sponsorships in the traditional A.A. definition, simply contacts.</p>	
6/1993	<p>Corrections pointed out to the Area Handbook:</p> <p>Page 44 – past-delegate Robert W. was from Owego, not Oswego And Maurice W. should be listed before Bob J. in 1981-1982 in order to be listed properly.</p>	
8/1993	Motion to use the Convention rotation as in June's minutes (1994 - 0100 Cluster followed by 0200,0300, 0700, 0400, 0600 then 0500) (final motion removed the 0700s exemption)	
8/1993	Motion to change the fiscal year from January 1st to December 31st to run July 1st to June 30th in hopes that new Trusted Servants will be able to have more input on their own budget.	
10/1993	A motion was made to book [Area] conventions two years in advance.	

<sup>44</sup> February 2020

2/1994	A motion was made to elect the Alternate-Delegate by Third Legacy procedure.	
10/1994	<p>That we accept a proposed addition for the CNY Area Handbook. The proposed addition is as follows:</p> <p>Suggested Guidelines for Groups or Districts Wishing to Host a CNY Area Assembly</p> <p>Groups, districts, and intergroups wishing to host the CNY Area Assembly ought to consider the following guidelines prior to accepting this responsibility:</p> <ul style="list-style-type: none"> <li>• If possible, handicapped-accessible facilities. Seating capability for no less than 150 people during the Area Assembly. Tables would be a plus.</li> <li>• 6-8 additional rooms would be nice (however we can make do with 4) which can each seat a minimum of 15 people for committee meetings.</li> <li>• Accessibility to the meeting space no later than 12 noon on the day of the Assembly to approximately 7 pm.</li> <li>• Accessibility to rest rooms.</li> <li>• Adequate floor space for Literature, Grapevine, CPC, and Archives to set up their materials.</li> <li>• Hosts are responsible for financial costs; however, a basket is passed.</li> <li>• Ability to have a well-drawn map to the location, with a compass mark for north, to the Area Secretary no later than the Assembly before the bid.</li> </ul> <p>Historically, hosts have provided snacks, coffee and/or a meal. While these are benefits, they are not considered to be necessities. Group, district, and intergroup representatives of these locations wishing to serve as hosts would do well to attend an Area Assembly. This will help Trusted Servants to make their decisions as to whether or not they wish to host such an assembly.</p>	
11/1994	<p>We move that in cases of procedural differences between the AA Service Manual and that described in our Area Handbook, the area will henceforth conform to the AA Service Manual.</p> <p>Discussion: The Area Handbook should conform to the AA Service Manual.</p>	Altered by 8/2019 motion
1/1995	<p>That we make the Ad Hoc Special Needs Committee a full standing committee.</p> <p>Discussion: The main point of disagreement seemed to be around whether or not this could be done at group level without Area involvement.</p>	
2/1995	Addition to the guidelines for hosting CNY Area Assembly that "People become more sensitive to architectural needs for access into Area Assemblies, meeting rooms, etc. for special needs people."	
6/1995	Vote on the Duties and Responsibilities of the Special Needs Chairperson - copies of which were made available at the last Area - to be included in the Area Handbook.	

6/1995	[With regards to the newly formed Special Needs Committee a] vote was taken on the Purpose statement - printed in the Special Needs Committee Report in the April minutes [to be included in the Area Handbook]	
8/1995	That we set the theme and panel topics for the Area Convention during the October Area Committee.  Discussion: December has been a practice, not a rule; getting people to commit so far in advance; getting flyers around to get people "attracted" earlier.	
12/1995	That we begin using the last names of Area Officers, Delegate, Alternate Delegate and Standing Committee Chairs in our minutes.  Discussion: last names would only be used with the persons permission; why would we want to remain unknown to each other?; last names (as well as addresses and phone numbers) are censored out in minutes going to Corrections; use of last names might discourage people from standing for these service positions; suggestions that we include the standard disclaimer.	
7/1996	That all current and past DCMs, along with Area officers, be allowed to stand for Delegate and Alternate Delegate.  Discussion: this would allow officers to stand without specially petitioning the Assembly; it would make it more inclusive rather than otherwise	
12/1996	That we add to the Area Handbook: "all current and past DCMs, along with CNY Area officers, be allowed to stand for any area offices."	
4/1997	That we establish a Prudent Reserve that would be 3 months operating expense for this Area.	
9/1997	That the guidelines for convention bids, with changes given in committee report, be approved for the Handbook.	
9/1997	That the Prudent Reserve be an interest-bearing savings account.	
10/1997	To abolish the prudent reserve that the CNY Assembly voted to establish at the April 1997 Assembly.	
10/1997	Motion, "Since we have just defeated the motion to adopt the Circle & Triangle with Recovery, Unity, Service as our symbol for use on all Area Literature, etc. I move that the Area remove this logo from the minutes the table banner, etc."	Earlier at this assembly was a motion to formally adopt the circle & triangle as our symbol for use on all Area literature and correspondence.
11/1997	Add an Area Committee position: Area Recording Secretary. Position, would be responsible for updating handbook on a timely basis, updating handouts/fliers (The Winner's Circle), and providing other support to the Area Secretary as needed.	

11/1997	That the Area Recording Secretary be an elected Area Committee officer position starting with the 1999-2000 panel 49 and that the Area Chairperson, in consultation with this Assembly, appoint an interim Recording Secretary for 1998.	
11/1997	That we update the Handbook by substituting the word "ceiling" for the words "prudent reserve," wherever the latter appears.	
12/1997	Change the statement on page 24 of the Area Handbook from, "The Assembly has set this ceiling equal to approximately six months operating expenses, the most current amount being equal to \$5,500.00" to "The Assembly has set this ceiling equal to approximately six months operating expenses."	
2/1998	That Area Literature fund have a separate accounting from the general operating funds.	
3/1998	That the Sound person be given a vote in the Assembly.	
9/1999	Motion to put the recordings of the Area Assembly in Archives	
1/2000	To make 2 changes to the Handbook. #1 – Eliminate "General Operating Account" and change it to "General Account" and #2 – Change "misc." to "fixed costs"	
2/2000	Regarding handbook update – p. 28 of handbook – Area Secretary #4 – change the word publications to Area Minutes.	
3/2000	Motioned that we make a change in the handbook regarding the p.28-secretaries job #7, to change it to the registrar's description and make it #8.	
7/2000	Future area assemblies and conventions designate in the minutes if a facility meets the Americans with Disabilities Act.	
9/2000	Motions that if a person cannot attend the Area Assembly election they can send a letter of intent of qualification.	
9/2001	That this assembly follow the guidelines of the Service Manual, page S43 (Financial Support, Methods of Support) when accepting donations from conventions, that the bulleted item #3 be interpreted for this Assembly to include only the CNY Area Convention (annually), the NY State Convention (annually) and the NY State Informational Workshop when hosted by our Area and that this be stated in our Area Handbook.	Documentation on this is vague. Last mention of the motion is in 7/2001 minutes, but it was tabled then. Keeping in handbook as it was in here prior to panel 69.
9/2002	Motion to approve the recommendations of the Ad Hoc Committee on Area Elections. Those recommendations are: 1. People who are standing for the position leave the room rather than stay in the room. 2. People who are standing for the position and have left the room are allowed to vote so a runner will go and get their ballots. 3. That we set up the room in District clusters. 4. That we separate the voters and the non-voters from each other.	



8/2003	When changes are made to the Handbook, that the text of the Handbook be changed to reflect the new information and the old information is preserved as a footnote in the appendix.	
11/2003	Move that a standing Web Site Committee be formed to create a website whose initial task will be to establish a test site for Area 47. The Traditions of AA should be considered in all deliberations. A suggestion to start will be to use items such as information on conventions, Area meetings, District workshops and Days of Sharing. Site Content and costs should be presented to Area for approval.	
2/2004	Motion that "The expenses and income from the production and sale of the handbook come out of the literature account."	
3/2004	"Motion that the CNY Area Website shall contain times, dates, location, directions, maps and other pertinent information for area events such as area activities, district activities, and other recognized service activities. Generic addresses may be provided but individual names or contact information will be omitted."	
7/2004	"Motion that Area close this Assembly with people remaining in their seats, rather than holding hands."	
8/2004	"Motion to include our Area Handbook on the Website with a search keyword, with names and addresses omitted."	
10/2004	"Insert Central New York Area Website Address (aacny.org) in the minutes after General Service Delegate Area 47."	
3/2005	Motion to have Handicap Accessibility at the Area Assembly be listed along with the directions to the next Assembly in the minutes.	
3/2005	Motion to establish Grapevine & Literature as Standing Committees.	
3/2005	Motion to put the Winner Circle on the CNY Area Web site.	
2/2006	The Website Committee to add "Statement of Purpose" to the Area Handbook.	
3/2006	Tabled motion to eliminate the website Ask-it-basket. Motion approved.	
6/2006	Motion to post Home Group Anniversaries within Area 47 on the website event page.	
7/2006	Motion to approve the submitted copy of the "Website Chairperson Duties and Responsibilities" to be put in the CNY Area handbook.	

8/2006	Motion to accept the proposed Website Committee Duties and Responsibilities as follows: "The purpose of this committee is to develop, administer and maintain the General Service Conference Area 47 Central New York Website of Alcoholics Anonymous (hereinafter referred to as "the Website") on the Internet (World Wide Web). Operating within the principles embodied in the Twelve Traditions and Twelve Concepts of AA, the Website shall specifically, but not exclusively display items such as: 1) Assembly meetings; 2) Assembly minutes (password protected); 3) Information on conventions and events within the General Service Structure of AA; 4) District workshops, activities and group anniversaries within Area 47; 5) Links to useful websites that present no affiliation, endorsement or display of any non-AA entity; 6) Bulletin Board as a content manager for Area 47 officers, committee chairs and other trusted servant announcements; 7) Facilitate correspondence of communication between Area officers, chairs and trusted servants; 8) Develop and maintain Website user handbook."	
8/2006	Motion to approve the map to be put in the Area 47 Handbook.	
8/2006	Motion to increase the amount of the donation from \$1,000 to \$2,000 as stated on page 23 in the Area Handbook. An amendment to the motion will be to change the wording of donation to contribution. Approved to read, "Accepted contributions from conventions will only include the Area Convention, State Convention, and Informational Workshop when hosted by Area 47. No more than \$2,000 from fore mentioned accepted from each annually".	
8/2006	Motion to increase seed money for the Area Convention from \$800 to \$1,000.	
10/2006	Motion to change the Special Needs Committee name to Accessibility Committee.	
10/2006	Motion to insert the words "traditionally in October", on page 47 in the section that says, Choose Panel Topics. The page is titled, "Who's Responsible for What".	
11/2006	To change the name of the Special Needs Committee to Accessibility Committee.	
8/2007	A motion was made, seconded and approved to delete 'prudent reserve' and 'filmstrip' from the glossary (page 40) in the Area Handbook.	
8/2007	A motion was made, seconded and approved to have all standing committee chair's represent CNY Area on their respective committee panel. or their designee, at the New York State Informational Workshop.	
9/2007	to add NYSIW to the Archives Committee Chairs duties and responsibilities in the section of the handbook that says, "may represent CNY Area at the following functions."	
12/2007	To change, where appropriate, the word budget to projected expenses.	

12/2007	<p>To implement the following election procedures:</p> <p>Procedure:</p> <ul style="list-style-type: none"> <li>• Immediate Past-Delegate will Chair Election Assembly.</li> <li>• A DCM from the tables will be asked to be the ballot carrier.</li> <li>• Prior to starting-Third Legacy Procedure will be outlined.</li> <li>• Past-Delegates will tally ballots and post results.</li> <li>• Prior to Delegate Election the Qualifications from the handbook will be read.</li> <li>• Candidates will be asked to declare themselves by standing.</li> <li>• If qualified to stand, names will be listed on a board (chalk, white, flip chart).</li> <li>• Each candidate will be allowed two (2) minutes at the microphone to state qualifications or reason they want to hold position (This will actually be timed).</li> <li>• Prior to Alternate Delegate Election the Qualifications will be read from the handbook.</li> <li>• Candidates will be asked to declare themselves by standing.</li> <li>• If qualified to stand, names will be listed on a board (chalk, white, flip chart).</li> <li>• Each candidate will be allowed two (2) minutes at the microphone to state qualifications or reason they want to hold position (This will actually be timed).</li> <li>• Those who stood for the prior vacancy will excuse themselves from the microphone.</li> <li>• Prior to the Area Officer Elections (Area Chairperson, Recording Secretary, Registrar, Secretary, Treasurer). The qualifications will be read out of the handbook.</li> <li>• Each candidate will be allowed two (2) minutes at the microphone to state qualifications or reason they want to hold position (This will actually be timed).</li> <li>• Those who stood for the prior vacancy will excuse themselves from the microphone.</li> </ul> <p>Organization:</p> <ul style="list-style-type: none"> <li>• All participants should be on time for the start of the election.</li> <li>• For historical purposes, a tally of voters will be taken prior to election. The percentage will be set by the number of ballots cast not a baseline number. (This must be articulated to the assembly for several months on a continuing basis prior to election.)</li> </ul> <p>Physical Layout:</p> <ul style="list-style-type: none"> <li>• Each district will be assigned a specific table(s) to sit at during the election.</li> <li>• (This being said, six (6) to twelve (12) tables will need to be set up within a roped off area).</li> <li>• All voters should stay within the designated areas while ballots are being processed.</li> <li>• A blackboard, flip chart or white erasable board will be available.</li> <li>• Enough colored ballots to conduct up to five (5) ballots per vacancy will be provided.</li> </ul> <p>The third legacy procedure and the importance of starting the election assembly on time should be articulated to the Assembly for several months prior to the Election Assembly.</p>	
12/2007	<p>to amend the election procedure as follows: "Each candidate will be allowed two minutes at the mic to state their qualifications or reason they want to hold the position. If they have stood for a previous position (in this election) they will be allowed one minute at the mic. (This will be actually timed.)"</p>	
3/2008	<p>To change where appropriate the word "budget" to "projected expenses" throughout the Area Handbook. That replacement sheets will not be printed; the changes will occur with the next printing of the Area Handbook.</p>	
10/2008	<p>To amend page 26 of the handbook under the section Travel, Auto Mileage and Meals to read: Automobile mileage is reimbursable at 75% of the current IRS rate. Other travel expenses and meals may be reimbursable when accompanied by receipts.</p>	
11/2008	<p>To amend page 26 of the area handbook under the section travel, auto mileage and meals to read: Automobile Mileage is reimbursable at 35% of the current IRS rate for business travel.</p>	

12/2008	That the description of the duties of the Recording Secretary shall include the statement; "As requested attends group, Intergroup, district or other AA events to share information and knowledge of the AA fellowship."	
12/2008	That the description of the duties of the Recording Secretary shall include the statement; "May represent the Central New York Area at the following functions: Central New York Area Convention."	
11/2009	That Area 47 adopt a summary of Robert's Rule of Orders modify by the Twelve Traditions and Area 47 for a period of three months before inclusion in the Handbook.	
2/2010	To add to the Area 47 Handbook, pg. 45, Appendix D - CNY Area Assembly Host Guidelines a bullet saying, "if possible, provide internet access for website committee during area assembly at or near the assembly site."	
7/2011	A Motion was made to approve a recurring \$30.00 monthly Area 47 archival fee, which should be accounted as an Area 47 general operating expense, retroactive to January 2011 and payable to the Area 47 Archive storage facility which is currently Syracuse Intergroup Inc.	
8/2012	On Mother's Day [and Easter, should it fall on the 2 <sup>nd</sup> Sunday of April], Area 47 Assembly shall meet on the 1 <sup>st</sup> or 3 <sup>rd</sup> Sunday of those given months. It will be at the chairperson's discretion whether to select the 1 <sup>st</sup> or 3 <sup>rd</sup> Sunday of those given months when finalizing the calendar at the start of the new year.	
10/2012	That the job description of area officers and committee chairs include the requirement for the submission of a report, handwritten or emailed to the secretary, for inclusion in the area minutes.	
1/2013	To have the area treasurer's books audited in February instead of in July at the end of our fiscal year. Discussion: "Our handbook calls for audit end of fiscal year." another, "when our group changes treasurers we audit"	
2/2014	The Central New York Convention be rotated through the main districts 100's –800's. The host district is responsible for identifying the location, the program, hospitality and service workers. Following the rotation and exhaustion through all active districts serving as hosts, the rotation will start anew. Area 47 is responsible for providing seed money, effective following the 2015 Convention.	
11/2014	To change the language of calling the Area Projected Expenditure change to Proposed Budget using everyday language.	
12/2014	To allow those officers and committee chairs, that haven't been identified previously through their job description in the handbook, the budgetary discretion as it relates to receiving a stipend to attend NERAASA.	
8/2015	To change the last bullet point on Appendix D of our Area 47 Handbook to: "If possible, secure a facility with Wi-Fi access (including password) for the Registrar and the Website Committee to use during Area Assembly.	

7/2016	The Secretary works with a local Post Office to gain the most cost-effective method for Ground Mailing of the monthly Area Minutes.	No longer necessary as we no longer mail out the Area Minutes in bulk.
11/2016	To move the Area Assembly for the month of March to the 3 <sup>rd</sup> Sunday every year to accommodate the Delegate travel time from NERD, to Area Assembly.	
12/2016	It is proposed that the Area 47 Archivist position term of service be changed from its present status as “non-rotating” position to a term of four years, with the possibility of an additional four-year term. It is recommended that at the point of time that eighteen months remain in the archivist’s term, the archivist’s replacement be solicited from the area to allow ample training time between the out-going and in-coming archivists.	
6/2017	<p>When possible the GSR Workshop be a 3-person panel consisting of a GSR, a past or present DCM/Committee Chair/Area Officer, and past or present Delegate/Alternate Delegate to be effective the assembly after the motion is voted on.</p> <p>Discussion:</p> <p>Intent is to engage GSRs and others with experience in the workshop and to help broaden the experience being shared during the workshop presentation.</p> <p>Being asked to speak on the topic fosters interest and responsibility on the speakers which strengthens the assembly.</p> <p>Points raised during discussion:</p> <ul style="list-style-type: none"> <li>•There have been issues in the past of being able to get one speaker, let alone three</li> <li>•Fourth tradition states every group should be autonomous and since the assembly put on by the districts we as an assembly do not have the authority to tell them how to run the GSR workshop</li> <li>•May be difficult for assemblies held in more rural areas</li> <li>•Host district can ask people from outside of their district to speak on the panel</li> </ul>	
9/2017	<p>That the chair of the Finance committee is not obligated to represent the Central New York Area at the New York State Informational Workshop and that the Area Assembly Handbook be revised so that item 11 of the duties and responsibilities of the chair of the Finance committee reads as follows: May represent the Central New York Area at New York State Informational Workshop.</p> <p>Discussion: Why wouldn’t we want the Finance Chair to attend the workshop?</p> <p>Why isn’t there a finance chair panel at the workshop?</p>	

11/2017	Effective January 2018, Area 47 discontinues the bulk mailing of the hardcopies of the area minutes and moves to only emailing digital copies along with the secretary bring an ample supply of hardcopies to the assembly each month. The secretary will continue to make mailed minutes available to members within correctional facilities and members can continue to opt to pay \$12 to receive a year "subscription" to the motion.	
12/2017	<p>That the area changes its fiscal year to the calendar year, beginning on January 1 and ending in December31, such change to be effective as of the end of the current fiscal year on the condition that all necessary legal conditions are met.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>•Trusted servants felt it was odd they'd start a new position with just the remainder of the previous servant's budget rather than having their own.</li> <li>•As a non-profit, there may be certain legal requirements we have to follow in order to change our fiscal calendar.</li> <li>•The fiscal calendar had been adjusted to starting in July with the goal of allowing us to better use our money based on the information the Delegate would bring back from the Conference each year.</li> <li>•After initial vote and minority opinion, discussion resumed. Friendly amendment was made and accepted to add "on the condition that all necessary legal conditions are met" to the end of the current motion.</li> <li>•It was explained by the Finance chair that this motion would cause that we have a 6-month fiscal year for the second half of 2018 and then begin a full fiscal year on 1/1/19.</li> </ul>	
1/2018	<p>That Area include in its annual budget an income projection, based upon the Area's actual historical income and other relevant facts and circumstances.</p> <p>Discussion: The goal of the motion is to be able to provide the area with more information to arrive at a more realistic budget but not to necessarily have a balanced budget.</p>	
3/2019	<p>That Area 47 make available to host districts up to \$200 per month to help pay for the cost of renting the facility for the assembly.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• May help encourage districts that had limited funds to host an assembly</li> <li>•Districts pass the basket to help recoup costs</li> </ul>	

5/2019	<p>That responsibilities of maintain the Trusted Servants List be transferred from the Recording Secretary to the Registrar.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>•The Registrar already has the contact information, and it would streamline the tasks.</li> <li>•Concerns that we are passing tasks to another officer.</li> <li>•Should we take this motion back to our groups?</li> <li>•The Registrar handles all of the contact info and not sure how it became the responsibility of the Recording Secretary.</li> </ul>	
11/2019	That Area 47 start accepting online donations via a secure PayPal account.	
11/2019	<p>Motion: That the Area Handbook replace the current section “The Group Conscience” (page 7) with the “An Informed A.A. Group Conscience” section below.</p> <p>Proposed:</p> <p>An Informed A.A. Group Conscience</p> <p>“The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of A.A. principles. To be fully informed requires a willingness to listen to minority opinions with an open mind.</p> <p>On sensitive issues, the group works slowly — discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a “yes” or “no” count — precisely because it is the spiritual expression of the group conscience.”</p> <p>“...Before a vote is taken, it is essential that the members be given all facts relevant to the subject at hand. In many cases, a few members may be asked to look into the pros and cons of the issue and present them at the meeting. Arriving at an informed group conscience in big matters or small is a process that may take some time. But it is important that minority, or dissenting, views be heard along with those of the majority. In some instances, they may even turn the tide.”</p>	
8/2019	That procedural differences between the AA Service Manual and that which is described in our Area Handbook, the Area will henceforth defer to our Area Handbook.	Alters 11/1994 motion

2/2020	<p>I move that we add, in the appendices, a compendium of motions that have been passed by the assembly that alter a procedure at area, our conscience on a given matter or any item outlined in the Area Handbook along with any available notes that pertain to the motion from the minutes. Motions that shall not be included will be motions such as budget approvals, trusted servant nominee approvals, Trustee nominee approvals, Area Workshop topics, etc. Additionally, section 2.a of the Area Handbook in the Duties and Responsibilities of Recording Secretary shall be updated from what it currently dictates to reflect the expanded responsibilities in this motion</p> <p>Discussion: The doc will be searchable, motions that have not passed will be available but will not be included</p>	
10/2020	Update the list of past-delegates to display the first initial of their last name rather than their full last name.	
10/2020	<p>Motion to change the order of officer elections to:</p> <ol style="list-style-type: none"> <li>1. Delegate</li> <li>2. Alternate-Delegate</li> <li>3. Chairperson</li> <li>4. Secretary</li> <li>5. Treasurer</li> <li>6. Registrar</li> <li>7. Recording Secretary</li> </ol>	
11/2020	<p>That we update our conscience regarding footnotes to: For such changes that were made within the prior two panels, the relevant portions of the handbook will be footnoted with the month and year in which the change was made (based on the Area minutes). Additionally any items from other AA materials will be footnoted as well.</p> <p>Current Language: As better ways are found and adopted for our Area, they will be incorporated into the appropriate section of this handbook. The information being replaced will be FOOTNOTED with letters and placed in appendix A.</p>	
9/2021	<p>That the Registrar lead the new GSR school.</p> <p>Discussion: Having Registrar chair ensures forms get submitted in a more timely and orderly fashion. Eliminates need to find a GSR School chair at the last minute before assembly starts. Relates to Concepts 3 and 4.</p>	
9/2021	Change the handbook, page 26 to read: AREA REGISTRAR 1. Attends the monthly Area Assembly and may attend the Area Committee meetings. (Since the previous motion requires the Registrar to be in the GSR School, which is typically held during assembly at the same time as Area Committee, this motion is needed to keep our Handbook current in the event the GSR School continues to be held at that time.)	



10/2021	<p>Beginning as soon in 2022 as NYS guidelines allow, Area 47 will conduct hybrid assemblies.</p> <p>Discussion</p> <ul style="list-style-type: none"> <li>● Having a hybrid assembly may not increase attendance (wasted effort and cost of equip).</li> <li>● There are situations other than the pandemic where a hybrid option would make Area Assembly more accessible to people who otherwise would not be able to attend (inclement weather, work schedule, lack of daycare, illness transportation problems).</li> </ul>	
11/2021	<p>Motion to revise appendix E of Area 47 handbook as presented. Presented:</p> <p>Groups, Districts, and Intergroups wishing to host the CNY Area Assembly ought to consider the following requirements prior to accepting this commitment.</p> <ol style="list-style-type: none"> <li>1) Secure Wi-Fi access (including password) to equipment to accommodate hybrid meeting (e.g., large screen and speaker connectivity).</li> <li>2) Facilities, including restrooms, that are fully, architecturally accessible**</li> <li>3) Seating for no less than 100 people during the Assembly. Seating with tables is optimal but not mandatory.***</li> <li>4) Three to five breakout rooms with spacious seating for: <ul style="list-style-type: none"> <li>● New GSR School (space for three to 12 participants)</li> <li>● New DCM School (space for three to six participants)</li> <li>● Standing Committees who plan to meet in person in addition to their separate, online monthly committee meetings at any particular assembly</li> </ul> <p><b>Note:</b> Because this assumes Area 47 will be offering a hybrid meeting format, no separate breakout room will be needed for the Area Committee meeting which will be open to all.</p> </li> <li>5) Access to the meeting space from 12:00 p.m. until 6:30 p.m. on the day of the Assembly</li> <li>6) Adequate floor space for Literature, Grapevine, Archives, as well as all standing committees who ask in advance for space to set up their materials.</li> <li>7) Hosts are responsible for financial costs; however, a basket is passed. Additionally, the Area shall provide the host district up to \$200 to help pay for the cost of renting the host location.</li> <li>8) While provision of food is not required—and will be left to the host’s conscience and resources in accordance with facility’s requirements—beverages, coffee and water are appreciated.</li> <li>9) Host districts are expected to inform Area 47 trusted servants at least a week prior to the assembly of any mandatory health and safety protocols and/or food and beverage restrictions dictated by host venues. Host districts should also be able to provide any special sanitation supplies and be able to perform any special cleaning tasks required by the venue.</li> </ol>	

	<p>10) Complete address, directions, and parking information should be shared with the Area Chair, and the Area Webmaster shortly after the preceding assembly if not sooner.</p> <p>**Translation and/or close captioning of virtual content for the hearing impaired will be the responsibility of Area 47, not the host district.</p>	

2/13/2022	<p><b>Area Registrar</b></p> <p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Attends the monthly Area Assembly and may attend the Area Committee meetings. <sup>AA</sup></li> <li>2. Leads the new GSR school. <sup>BB</sup></li> <li>3. Assists new or existing groups with the completion of Group Change or New Group Information forms for registration with the General Service Office.</li> <li>4. Provides reports strictly to the Delegate and DCM's per the GSO privacy policy.</li> <li>5. Maintains and distributes the Trusted Servants list comprised of all current Area Officers, Committee Chairs, DCMs, Alternate DCMs, the Archivist, the Sound Tech, and the past-delegates.</li> <li>6. Prepares the annual Registrar's expense request to be submitted to the Finance Committee in September of each year and is prepared with supporting documentation to answer any questions which may be asked during the proposed budget approval process in December. <sup>DD</sup></li> <li>7. May represent the Central New York Area at the following functions: <ol style="list-style-type: none"> <li>a. Central New York Area Convention</li> <li>b. Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)</li> </ol> </li> <li>8. As requested, attends group, intergroup, district or other area AA events to share information and knowledge of the AA fellowship.</li> <li>9. Keeps GSO informed as to the names and addresses of all trusted servants.</li> <li>10. Submit a report, handwritten or emailed to the Secretary for inclusion in the Area minutes. ** Re-number the responsibilities where needed.</li> </ol> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A familiarity with computer systems and, if unknown, a willingness to learn the use of spreadsheet tools. Since registrars enter data, update information, use search filters, and download custom and standard reports, the familiarity of these systems is key to maintaining good data stewardship of Area 47.</li> <li>• Willingness to spend 5-10 hours per week on data updates, more time at the start of a panel and prior to elections</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Familiarity with the area and district structure and ability to communicate throughout it</li> <li>• Ability to organize, communicate and manage detailed information</li> <li>• Ability to relay information via email to GSO, locally, and within Area 47</li> <li>• Ability to responsibly handle and protect personal information</li> </ul>	
6/11/2023	Treasurer: Maintains records of group contributions to the Central New York Area Assembly and mails out monthly acknowledgments to the groups that contributed to the Area during the month.	
7/9/2023	Chairperson: Selects at least two auditors for the annual audit.	
12/10/2023	Chairperson Duties ...in the absence of a Finance Chair.	

## APPENDIX C – CENTRAL NEW YORK AREA DELEGATES<sup>45</sup>

Panel 1	1951 - 1952	Cecil B.	Syracuse
Panel 3	1953 - 1954	Bud P.	Rochester
Panel 5	1955 - 1956	Clayton H.	Syracuse
Panel 7	1957 - 1958	Ed McN.	Elmira
Panel 9	1959 - 1960	Emerson L.	Watertown
Panel 11	1961 - 1962	Bill G.	Syracuse
Panel 13	1963 - 1964	Jane K.	Rochester
Panel 15	1965 - 1966	Sheldon B.	Homer
Panel 17	1967 - 1968	Steve P.	Binghamton
Panel 19	1969 - 1970	Ada W.	Rochester
		Jack B.	Rochester
Panel 21	1971 - 1972	Jack B.	Rochester
Panel 23	1973 - 1974	Larry J.	Binghamton
Panel 25	1975 - 1976	Jim H.	Baldwinsville
		H. Robert W.	Owego
Panel 27	1977 - 1978	H. Robert W.	Owego
Panel 29	1979 - 1980	Judd B.	Rochester
Panel 31	1981 - 1982	Maurice W.	Syracuse
Panel 33	1983 - 1984	Ralph V.	Binghamton
Panel 35	1985 - 1986	James D.	Harford
Panel 37	1987 - 1988	Robert W.	Rochester
Panel 39	1989 - 1990	Rosemary P.	Rochester
Panel 41	1991 - 1992	George C.	Cortland
Panel 43	1993 - 1994	Charles B.	Carthage
Panel 45	1995 - 1996	Ed W.	Owego
Panel 47	1997 - 1998	Lisa H.	Lansing
Panel 49	1999 - 2000	Jack H.	Endicott
Panel 51	2000 - 2002	Gail S.	Cortland
Panel 53	2003 - 2004	Paul W.	Rochester
Panel 55	2005 - 2006	Liz C.	Cortland
Panel 57	2007 - 2008	Liz O.	Johnson City
Panel 59	2009 - 2010	Vada G.	Brockport
Panel 61	2011 - 2012	Tom T.	Harford
Panel 63	2013 - 2014	Patty S.	Rochester
Panel 65	2015 - 2016	Vicky S.	Alexandria Bay
Panel 67	2017 - 2018	Joe S.	Rochester
Panel 69	2019 - 2020	Barb C.	Ithaca
Panel 71	2021 - 2022	Todd D.	Cortland
Panel 73	2023 -	Christopher M.	Rochester

<sup>45</sup> October 2020

## **APPENDIX D – CALENDAR OF EVENTS**

January	Newly elected trusted servants take office. (odd numbered years)
February	NERAASA
March	NERD
April	Delegate attends the General Service Conference in New York
May	Central New York Area Convention
June	NERF
July	
August	New York State Informational Workshop
September	Election of new trusted servants (even numbered years) Expense input for the upcoming year submitted to Finance Committee <sup>46</sup>
October	Proposed budget for the upcoming year presented to the Assembly
November	
December	Deadline for submission of Conference Agenda items is December 15 <sup>th</sup>

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<sup>46</sup> December 2017

## **APPENDIX E – CNY AREA ASSEMBLY HOST GUIDELINES<sup>47</sup>**

Groups, Districts, and Intergroups wishing to host the CNY Area Assembly ought to consider the following requirements prior to accepting this commitment.

- Secure Wi-Fi access (including password) to equipment to accommodate hybrid meeting (e.g., large screen and speaker connectivity).
- Facilities, including restrooms, that are fully, architecturally accessible\*\*
- Seating for no less than 100 people during the Assembly. Seating with tables is optimal but not mandatory.\*\*
- Three to five breakout rooms with spacious seating for:
  - New GSR School (space for three to 12 participants)
  - New DCM School (space for three to six participants)
  - Standing Committees who plan to meet in person in addition to their separate, online monthly committee meetings at any particular assembly
  - **Note:** Because this assumes Area 47 will be offering a hybrid meeting format, no separate breakout room will be needed for the Area Committee meeting which will be open to all.
- Access to the meeting space from 12:00 p.m. until 6:30 p.m. on the day of the Assembly
- Adequate floor space for Literature, Grapevine, Archives, as well as all standing committees who ask in advance for space to set up their materials.
- Hosts are responsible for financial costs; however, a basket is passed. Additionally, the Area shall provide the host district up to \$200 to help pay for the cost of renting the host location.
- While provision of food is not required—and will be left to the host’s conscience and resources in accordance with facility’s requirements—beverages, coffee and water are appreciated.
- Host districts are expected to inform Area 47 trusted servants at least a week prior to the assembly of any mandatory health and safety protocols and/or food and beverage restrictions dictated by host venues. Host districts should also be able to provide any special sanitation supplies and be able to perform any special cleaning tasks required by the venue.
- Complete address, directions, and parking information should be shared with the Area Chair, and the Area Webmaster shortly after the preceding assembly if not sooner.

\*\*Translation and/or close captioning of virtual content for the hearing impaired will be the responsibility of Area 47, not the host district.

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<sup>47</sup> November 2021

## **APPENDIX F – SUGGESTED BID FORMAT**

Suggested format for presenting bids to the Central New York Assembly for hosting the Area Convention

1) Host city and facility location:

2) Dates:

3) Descriptions / Availability of Facilities

- a) The banquet room has a capacity of \_\_\_\_\_ people.
- b) There are \_\_\_\_\_ meeting / workshop / panel rooms with a capacity of \_\_\_\_\_ to \_\_\_\_\_.
- c) There will be \_\_\_\_\_ hospitality rooms available.
- d) A block of \_\_\_\_\_ guest rooms can be held for us until the hotel's cutoff date of \_\_\_\_\_.
- e) The hotel / facility has a total of \_\_\_\_\_ guest rooms in their facility.
- f) Room available for Alkathon?                      YES                      NO                      N/A
- g) Room available for Al-Anon?                      YES                      NO                      N/A
- h) Area available for registration (location in hotel)? \_\_\_\_\_
- i) Areas available for:
  - i) Literature?                      YES                      NO                      N/A
  - ii) Archives?                      YES                      NO                      N/A
  - iii) Grapevine?                      YES                      NO                      N/A
  - iv) CPC?                      YES                      NO                      N/A

4) Room Costs / Facility Fees

- a) Guestrooms will cost \$\_\_\_\_\_ per night if booked by \_\_\_\_\_, and \$\_\_\_\_\_ if booked after that date.
- b) The rental cost of the banquet room is \$\_\_\_\_\_.
- c) The rental cost of the hospitality room(s) is \$\_\_\_\_\_ each.
- d) The rental cost of the meeting / workshop / panel rooms is \$\_\_\_\_\_ each.
- e) \_\_\_\_\_ meeting / workshop / panel rooms are free if \_\_\_\_\_ guestrooms are booked.

5) Banquet (if applicable)

The entrée choices are \_\_\_\_\_,  
\_\_\_\_\_, or \_\_\_\_\_.

- a) The meal cost to registrants will be:  
\$\_\_\_\_\_ for #1 \_\_\_\_\_  
\$\_\_\_\_\_ for #2 \_\_\_\_\_  
\$\_\_\_\_\_ for #3 \_\_\_\_\_

6) Other Costs

- a) May we provide and make the coffee?    YES                      NO
- b) If coffee must be purchased from the hotel / facility, the cost will be \$\_\_\_\_\_.
- c) Are gratuities included?                      YES                      NO
  - i) If no, the gratuity percentage is \_\_\_\_\_.
- d) Is a pool available?                      YES                      NO
  - i) If yes, the cost for use is \$\_\_\_\_\_.



- e) An initial deposit must be made to the hotel / facility by \_\_\_\_\_ in the amount of \$\_\_\_\_\_.
  - f) Other deposits / payments must be made prior to the convention as follows:
    - i) \$\_\_\_\_\_ for \_\_\_\_\_ by \_\_\_\_\_
    - ii) \$\_\_\_\_\_ for \_\_\_\_\_ by \_\_\_\_\_
    - iii) \$\_\_\_\_\_ for \_\_\_\_\_ by \_\_\_\_\_
  - g) Audio-visual / sound system costs \$\_\_\_\_\_
- 7) Other considerations:
- a) Handicapped accessibility, ADA compliant, please describe:
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
  - b) The nearest airport is COUNTY NATIONAL INTERNATIONAL
   
and is approximately \_\_\_\_\_ minutes away from the hotel / facility.
  - c) The nearest bus station is approximately \_\_\_\_\_ minutes away from the hotel / facility.
  - d) The nearest train station is approximately \_\_\_\_\_ minutes away from the hotel / facility.
  - e) Provide internet access for the Website Committee.

## **APPENDIX G – GENERAL INFORMATION: CONVENTIONS AND WORKSHOPS**

	Central NY Area 47 Convention	NYS Informational Workshop
Month held	May	August
Responsibility of	Central NY Area 47	Host Area (Each area rotates every 4 years)
Approximate Attendance	200 to 250	100
Bid accepted by	GSRs at CNY Area Assembly	GSRs at Host Area
Funded by	Seed money, registration fees, coffee donations	Seed money, registration fees, coffee donations
Seed money amt. & source	\$1000 from Area 47	Variable amount from Host Area's assembly
Facilities needed	Banquet room, 1-2 panel rooms, (or workshops) 2 hospitality rooms, area for Archives, registration, Grapevine and Literature, Al-Anon room, Alkathon room	1 large meeting room, 1-2 hospitality rooms, area for registration, Grapevine, Literature, Archives, and CPC
Lodging needed	Yes Chairperson, Treasurer, Secretary, Registration, Hospitality, facilities (Hotel Liaison), Entertainment, Speakers / Panels	Yes, and meals Chairperson, Treasurer, Secretary, Registration, Hospitality, facilities (Hotel Liaison)
Choose convention theme	CNY Area Committee	No theme
Choose Panel Topics	Chosen by CNY Area District Committee (Traditionally done in October)	Workshops Topics are PI, CPC, Treatment, Corrections, Special Needs, Grapevine, & other Panels (if any) Chosen by Planning committee
Choose main speaker	GSO	Friday – Planning committee Saturday – GSO
Pay speaker expenses (travel, banquet, and lodging)	Planning Committee	Planning Committee
Finds Panel Speakers	CNY Area District Committees	Area Service Comm. chairs for their respective workshops; all others Planning committee
Develop & Distribute Flyers	Planning Committee	Planning Committee
Registration	Planning Committee	Planning Committee
Reserve Facilities	Planning Committee	Planning Committee
Hospitality Arrangements	Planning Committee	Planning Committee
Plan Business meeting	Planning Committee	N/A
Develop Schedule of Events	Planning Committee	N/A
Contact Al-Anon / Alateen	Planning Committee	Planning Committee
Arrange for Taping <sup>48</sup>	Planning Committee	N/A

<sup>48</sup> Before taping, please get permission from all individuals prior to recording

Trusted servants / Subcommittees		
Business Meeting	Delegate's Report	N/A
Dances Held (Historically not required)	Yes	No
Typical Content	Panels, Open, Closed & Speaker Meetings, Sat Night Speaker, Banquet, Delegate, Alkathon, Old- Timers Panel	Panels, Workshops (PI, CPC, Treatment, Corrections, Grapevine, Special Needs), Fri & Sat Speakers - No Banquet
Post-Convention Funds Go To	CNY Area Assembly	Host Area's Assembly

## **APPENDIX H – ROBERT’S RULES OF ORDER**

As modified by the Twelve Traditions and Adapted for the General Service Conference Area 47 Assembly, February 14, 2010.

### **WHAT ARE ROBERT’S RULES OF ORDER?**

They are set of guidelines for conducting business first written in 1876. Clubs, organizations, associations and conventions generally utilize Robert’s Rules for business meetings.

### **WHY ARE ROBERT’S RULES IMPORTANT?**

These guidelines allow everyone to be heard so this group can make decisions without confusion. This version of Robert’s Rules has been modified to fit the needs of Area 47. Today, Robert's Rules of Order are the basic meeting operation for AA at the District, Area, Regional and National level, so it's important that everyone know these basic procedures. They should not be utilized in a way to stifle full discussion of an issue. We use these guidelines, but keep in mind that they must occasionally give way to the 12 Traditions.

### **MOVING TO MOTION:**

A motion is a proposal that the entire membership take action or a stand on an issue. Only members that can vote on motions may make motions. Motions cannot be made when any other motion is on the floor. Original motions yield to subsidiary motions such as amendments.

- 1) Obtain the floor by raising your hand.
  - a) Wait until the last speaker has finished.
  - b) Always wait until the Chairperson recognizes you.
- 2) Make Your Motion.
  - a) Speak in a clear and concise manner. It is sometimes helpful to write out your motion before saying it.
  - b) Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
  - c) Avoid personalities and stay on your subject.
- 3) Second the Motion.
  - a) Another member will second your motion, or the Chairperson will call for a second.
  - b) If there is no second to your motion it is lost.
  - c) It is generally not advisable to second a motion to simply get on with the discussion. The better course is to wait for the motion to fail without a second and then make a new motion. This avoids the problem of having to overly amend a motion that is not effectively worded in the first place.
- 4) The Chairperson States Your Motion.
  - a) The Chairperson will say, "It has been moved and seconded that we ..." Thus, placing your motion before the membership for consideration and action.
  - b) Once your motion is presented to the membership by the Chairperson it becomes "assembly property," and must follow the amendment procedure (below) to be modified.
- 5) The Motion is Discussed.
  - a) The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it. The mover is always allowed to speak first.
  - b) All comments and debate must be directed to the Chairperson.

- c) The membership then either discuss and debate your motion or may move directly to a vote.
  - d) Any member may speak on a motion but should wait until other speakers are finished before taking the microphone for a second time.
  - e) The mover may speak again only after other speakers are finished, unless called upon by the Chairperson.
- 6) Putting the Question to the Membership. (Calling for a vote)
- a) The Chairperson asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken.
  - b) Alternately, a member's states "I call the vote" at the microphone.
    - i) Calling the question requires a second and requires a simple majority to pass.
    - ii) This action is not debatable.
    - iii) The person calling the question must be recognized and speak in turn, calling the question out of turn, interrupting those who have been waiting to speak, is out of order and does not have to be recognized by the Chair.
    - iv) The person calling the question may not address the motion prior to calling the question.
- 7) Voting on a Motion:
- a) At the discretion of the Chair one of three methods of voting will be used:
    - i) By Voice -- The Chairperson asks those in favor to say, "Aye," those opposed to say "no", and ask for any abstentions. The only reason to abstain from the vote is if you could personally gain or profit from the motion. Any member may move for an exact count.
    - ii) By a Show of Hands -- Each member raises their hand until all hands are counted. This method is used for counting dissenting votes also.
    - iii) By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired, such as during elections of committee members. (Please see Third Legacy voting in your service manual for further instructions.)

## **MINORITY OPINION**

The minority opinion is very important to AA and helps to preserve our Traditions.

Following a vote, the Chairperson will ask to hear from the minority opinion. The Chairperson can choose how many minority opinions will be heard. The purpose is to persuade even one person from the majority to change their opinion and move for reconsideration.

- 1) If any member who voted on the prevailing side of the question raise their hands the request to reconsider a vote is considered made and seconded and discussion resumes on the matter as if the original vote had not taken place.
- 2) This is not discussion, and no rebuttal by a member of the majority is allowed.
- 3) If the motion that is being reconsidered is not debatable, then the motion to reconsider is not debatable.
- 4) A matter may be reconsidered only once. Motions to reconsider or table cannot be subject to a motion to reconsider.
- 5) Motions to reconsider must be made at the same meeting at which the vote being reconsidered was taken.

## **AMENDING A MOTION:**

When a motion requires change before approval, a motion to amend the motion may be made.

- 1) A "friendly" amendment is suggested to the person making the motion and accepted by him. The Chairperson will then restate the question with the amendment included and discussion on the amended motion continues.
- 2) A "formal" motion to amend is done by inserting, adding, deleting or changing the motion. For example, if the motion is to allocate \$500.00 to some task, and the discussion indicated the assembly thought that amount was too much, a member could amend the motion by saying "I move to change the motion from \$500.00 to \$250.00."
- 3) Formal motions to amend must be seconded.
  - a) If seconded, discussion of the motion to amend takes precedence over the main motion and the discussion then focuses on the amendment.
  - b) Once the assembly votes on the amendment, the discussion of the main motion resumes.

### **TABLING A MOTION:**

Tabling a motion has the effect of removing the motion from further consideration at that time and postpones it to such time in the future when it is taken off the table.

- 1) A motion to table requires a second.
- 2) Motions to table are not debatable.
- 3) Motions to table require a simple majority to pass.
- 4) If the matter is to be postponed to a specific time, then the appropriate motion is not to table, but to postpone until {date}.

### **POINT OF ORDER**

It is the duty of the Chairperson to enforce the guidelines of the Assembly. It is the right of each member of the Assembly who notices a shift from these guidelines to bring the problem the Chair's attention by calling "Point of Order".

- 1) The Chair may stop discussion that does not follow the guidelines of the Assembly without calling "Point of Order". An explanation of the guideline will be provided before discussion on the motion continues.
- 2) Any member may call "Point of Order" from the Assembly floor.
- 3) The discussion stops and the Chair will address the guideline question before continuing.
- 4) The Chair may request the assistance of a member to act as the Parliamentarian of the group by suggesting an interpretation of these guidelines to the Chair.
- 5) A decision is made on the rule or guideline by the Chairperson and discussion is resumed.