

## Northwest Texas Area 66 Guidelines

### PREAMBLE

The Northwest Texas Area Assembly of Alcoholics Anonymous is a service body, striving to be the conscience and voice of the area's A.A. groups.

The Area Assembly encourages all Northwest Texas Area A.A. groups to participate in the business of the assembly and support the assembly in its efforts to cooperate with the A.A. General Service Office, A.A. World Services and The Grapevine Incorporated through the General Service Structure of Alcoholics Anonymous.

The primary purpose of the Northwest Texas Area Assembly service guidelines is to complement The A.A. Service Manual in items that are particular to our Area Service Structure. The guidelines which follow are neither rules nor laws and are not intended to replace The A.A. Service Manual but are suggestions to aid the Northwest Texas Area Assembly in the conduct of its business.

### PREFACE

The guidelines draw upon the wisdom and experience of previous assemblies and should be given due consideration for that reason: however, they are not intended to obstruct the business of future assemblies as new problems requiring new solutions arise. It is hoped that the important decisions of the assembly will be reached by discussion, vote, and whenever possible, by substantial unanimity, realizing that such decisions allow the assembly to speak with an authority and confidence that a simple majority might never provide. In conducting its business, the assembly should be ever mindful that for its purpose there is but one ultimate authority - a loving God as He may express Himself through the group conscience.

### CONTENTS

A. Meetings.....	Pg. 2
B. Voting.....	Pg. 2
C. Delegate and Alt. Delegate Duties	Pg. 2
D. Officers.....	Pg. 3
E. Standing Committees.....	Pg. 4
F. Elections.....	Pg. 5
G. Removal Procedure.....	Pg. 5
H. Financial.....	Pg. 5-6
Assembly Actions	Pg. 7
Host District Guidelines	Appendix A
Assembly Schedule	Appendix B

**A. MEETINGS**

1. The Area Assembly will follow a two year rotating schedule. See appendix A \*03/13/07
2. The Area Assembly is closed.
3. The Area Assembly is non-smoking: with smoking breaks each hour.
4. The March Assembly will be used to discuss matters pertaining to the upcoming General Service Conference. \*11/01/2015
5. There will be an Area Committee meeting (area officers, area committee chairpersons and district committee members) held at each assembly.
6. All new business items to be included on the agenda are to be mailed to the area chairperson. Any new business brought forward (not on the current agenda) at the time of the assembly will be left pending unless it is of great urgency. \*01/28/01

**B. VOTING**

1. The following are voting members of the Area Assembly:
  - a. The Delegate.
  - b. The Alternate Delegate.
  - c. The Area Assembly Officers.
  - d. District Committee Member or Alternate District Committee Member.
  - e. General Service Representative or Alternate General Service Representative.
  - f. Area Committee Chairpersons approved by the Area Assembly.
  - g. Past Delegates will remain non-voting members. \*10/18/03
2. A quorum shall be the number of voting members present.
3. There are no proxy votes.
4. The Area Guidelines may be amended by a two-thirds majority vote.
5. An approved assembly action is binding for one year. \*02/22/98

**C. DELEGATE & ALTERNATE DELEGATE DUTIES**

1. The duties of the Delegate shall be:
  - a. Perform all duties as outlined in The A.A. Service Manual.
2. The duties of the Alternate Delegate shall be:
  - a. Conduct duties of the Delegate in Delegate's absence.
  - b. Provide updated copies of area guidelines at all assemblies.
  - c. Travel to two districts per year to perform workshops on basic topics, if requested. (service, traditions, sponsorship, etc.) \*01/22/05
  - d. Submit area news to the Southwest Regional Delegate's Newsletter.
  - e. Attend the Southwest Regional Delegates Assembly.
  - f. Attend the Southwest Regional A.A. Service Assembly.
  - g. Serve as the main contact with the host Area for SWRAASA. \*07/21/04
  - h. Responsible for registration in alternate secretary's absence.
  - i. Responsible for new GSR orientation \*06/24/01 and could assign this responsibility to a past delegate. \*10/20/02

**D. OFFICERS**

1. Officers of the Area Assembly:
  - a. Chairperson.
  - b. Co-Chairperson/Registrar
  - c. Secretary (Alternate Secretary only when acting as Secretary.)
  - d. Treasurer (Alternate Treasurer only when acting as Treasurer.)
2. Duties of the Officers:
  - a. The duties of the Chairperson shall be:
    1. Conduct all Area Assembly meetings.
    2. Prepare and mail to the co-chairperson \*04/14/02 agenda within forty days of the assembly. \*01/28/01
    3. Appoint ad hoc committees.
    4. Appoint committee chairpersons for assembly approval.
    5. Perform the general duties of an administration officer of the assembly.
  - b. The duties of the Co-Chair shall be:
    1. Conduct duties of the Chairperson in Chairperson's absence.
    2. Maintain a current mailing list.
    3. Travel to two districts per year to perform workshops on basic topics, if requested. (service, traditions, sponsorship, etc.) \*01/22/05
    4. Responsible for mailing the agenda. \*04/14/02
    5. Arrange for physical facility for assembly and coordinate host district duties.
    6. Shall be in charge of the FNV data base and maintain group and membership entries, group change orders, and new group submissions. \*11/01/2014
  - c. The duties of the Secretary shall be:
    1. Keep the minutes of the area assembly meetings, using last names.
    2. Publish and mail meeting minutes forty days after the area assembly \*01/28/01, including the treasurer's report. \*06/24/01
    3. Maintain custody of the area map and bring to the assemblies.
    4. Provide the Archives with Area Assembly minutes as amended. \*01/24/04
  - d. The duties of the Alternate Secretary shall be:
    1. Conduct duties of Secretary in Secretary's absence.
    2. Responsible for registration at assembly.
    3. Keep copy of all old minutes and registration sheets.
  - e. The duties of the Treasurer shall be:
    1. Receive contributions from groups and other A.A. sources.
    2. Maintain records of monies received.
    3. Maintain a bank account with:
      - a. Signature card to be signed by Delegate, Alt. Delegate and officers.
      - b. All checks above \$300 require two signatures. \*03/01/06
      - c. Deposit receipts and make all proper disbursements.
    4. Present a printed accounting at each assembly, i.e. contributions/expenses. \*10/19/01
  - f. The duties of the Alternate Treasurer shall be:
    1. Conduct duties of Treasurer in Treasurer's absence.

2. Conduct the area raffle.
- g. All area officers and district committee members should submit an article quarterly to the area newsletter. \*10/19/01

## E. STANDING COMMITTEES

1. The permanent committees of the Area Assembly are:
  - a. Archives
  - b. Bilingual
  - c. Cooperation with the Professional Community
  - d. Correctional Facilities
  - e. Finance
  - f. Grapevine/La Vina
  - g. Literature
  - h. Newsletter
  - i. Public Information
  - j. Treatment Facilities
  - k. Website
  - l. Texas State Convention \*01/25/03

### **Guidelines for the State Convention Committee: 6/03**

- (1) The most recent past delegate will serve as chairperson of this committee and representative on the State Convention Committee.
  - (2) Promote attendance to the Texas State Convention within the NWTAA Area by all possible means.
  - (3) Hold committee meetings at each Assembly and submit written report to Area and State Committee Chair.
2. Each committee should consist of a chairperson and a workable number of committee members.
  3. The Area Assembly chairperson, with the concurrence of the co-chairperson and the approval of the assembly, will appoint a chairperson for each committee.
  4. Each committee shall meet at the call of its chairperson or the Area Assembly Chairperson or Co-Chairperson.
  5. Duties of the Committee chairpersons shall be:
    - a. To attend all area assemblies.
    - b. Present a precise report of their activities and expenses at each assembly with typed copies of the report available for the DCM's and GSR's.\*10/15/05
    - c. Maintain a display of material for their committee and bring their displays to the area assemblies.
    - d. Conduct workshops at assemblies when requested.
    - e. Visit the districts and present workshops when invited.
    - f. Obtain a list and contact the corresponding district committee chairpersons.
    - g. Obtain and be familiar with their committee's General Service Workbook, and implement some or all of the suggestions on the local level to gain personal experience.
    - h. Solicit contributions from A.A. entities to help defray the committees' expenses.
    - i. Area standing committees will meet at each assembly.

- j. Correctional Facilities Committee Chairperson shall attend the State meeting of the Texas Department of Corrections Board when appropriate.
- k. Bilingual committee will be in charge of the translation equipment at all times.\*10/23/04

## F. ELECTIONS

1. At the November Assembly each odd year, the area assembly will hold elections by Third Legacy Procedure for the delegate, alternate delegate, chairperson, co-chairperson, secretary, treasurer, alternate secretary and alternate treasurer.
2. The terms of the offices shall be for two years beginning January 1st of the next even year.
3. The Chairperson will read the Third Legacy Procedure before balloting.
4. No absentee nominations will be accepted for electing officers.
5. All duly elected Area Assembly Officers and District Committee Members are eligible for Delegate and Alternate Delegate - except as per the current A.A. Service Manual.
6. All members of the area assembly shall be eligible of candidacy for election of area officers. Nominations shall be made from the floor.
7. The area assembly shall conduct an election for the unexplored term of any office vacated. If the vacancy occurs within the last four months of the term the assembly may choose to wait until the next regular election.

## G. REMOVAL PROCEDURE

1. The area assembly may remove any delegate, alternate delegate, Area Assembly Officer or area committee chairperson from office.\*05/21/00
  - a. Removal shall be by secret ballot.
  - b. Two-thirds majority of voting members is required.
2. In the event the Delegate or Alternate Delegate or any area officer should be absent from two consecutive area assemblies, without adequate cause for such absence, they may be asked to resign.

## H. FINANCIAL

1. Prudent reserve will be established in January based on a 3 month average of the previous year's expenses. This will be done annually for a period not to exceed two (2) years.\*10/23/04
2. The treasurer will send a semi-annual letter asking for support, along with a budget explaining expenses to each group. \*01/24/04
3. The treasurer's report will reflect the prudent reserve.
4. The reimbursement of mileage shall be:
  - a. Area officers will be reimbursed \$0.35 per mile, round trip to assemblies when above prudent reserve and \$0.35 per mile one way, when under prudent reserve.
  - b. Area officers who assist in area workshops will be reimbursed .35 a mile up to \$100.00. (one officer per workshop). \*01/22/05 \*11/02/13
  - c. Area Committee Chairpersons will be reimbursed \$0.35 per mile one way for area assemblies. \*10/23/04
  - d. The Alternate Delegate and Co-Chairperson will be reimbursed \$0.35 per mile, up to

\$100.00, for Area workshops. \*11/02/13

- e. Area Committee Chairpersons will be reimbursed \$0.35 per mile, up to \$100.00, for Area related activities. \*11/02/13

**FINANCIAL (cont.)**

- f. A translator can be provided and will be reimbursed \$0.11 per mile, one way to assemblies.
  - g. Mini-Forums-Reimbursement only as follows:
    - a. Area Chairperson or Co-Chair (person presiding over the Mini-Forum) will be reimbursed \$0.35 per mile, up to \$100.00, for Area Mini-Forums. \*11/02/13
    - b. A maximum of four (4) presenters will each be reimbursed \$0.35 per mile, up to \$100.00, for Area Mini-Forums. \*3/15/09 \*10/27/13\*11/02/2013
5. The Area will contribute 5% of funds over the prudent reserve to the General Service Office quarterly.
  6. A yearly budget should earmark funds to replace committee literature.
  7. Area treasury funds will not be used for flowers, funerals, etc.
  8. Translation equipment will be repaired or replaced as needed in order to be available at each assembly.
  9. Donations will be accepted for the Area Raffle.
  10. The Area can invite General Service Office staff members to come to our assemblies. The staff member will be responsible for their expenses.
  11. Area will not reimburse travel for out-of-town speakers without prior approval of the Assembly.
  12. Correctional Facilities Committee
    - a. Correctional Facility Committee money should be sent to the Area Treasurer and set aside for Correctional Facility literature.
    - b. The Area treasury will not fund the Correctional Facility literature.

## ASSEMBLY ACTIONS FOR 2009 - 2015

Note: As of 12/06/2008, all previous assembly actions with dates adopted have been incorporated into the body of these guidelines.

### **03/15/09**

#### **Financial**

1. Added "g" under H-4, Mini-Forums-Reimbursement only as follows:
  - a. Area Chairperson or Co-Chairperson (person presiding over the Mini-Forum) will be reimbursed \$0.35 per mile, up to \$75.00, for Area Mini-Forums.
  - b. A maximum of four (4) presenters will each be reimbursed \$0.35 per mile, up to \$75.00, for Area Mini-Forums.

### **11/14/09**

#### **Appendix B**

1. Change guidelines schedule for the January Mini-Forum from (no-voting or business) to (voting, business).

## **ASSEMBLY ACTIONS FOR 2012**

### **6-5-12**

#### **Meetings**, page 2

A-4 change The "March" Assembly to The "April " Assembly

#### **Appendix B Assembly Schedule**

First full 2 day assembly each year to be held  
1<sup>ST</sup> weekend in April unless its Easter then the 2<sup>nd</sup> weekend

### **11-4-12**

#### **Appendix A**

Item 4 the word refreshments be changed to coffee and water, and after the word cream add sweetener.

Add under item 4 "C"

Districts may supply additional refreshments at their cost but this is not a requirement.

## **ASSEMBLY ACTIONS FOR 2013**

June 1<sup>st</sup>, 2013 Assembly

Page 5/Area Assembly Guidelines/H. Financial/ in line B, D, E, (G.-a. &b.) Those are the things that will be changed to \$100.00.

**ASSEMBLY ACTIONS FOR 2014**

**11/01/14**

**D. Officers**

2 Co-Chair duties Added "6" under D-2,

6. Shall be in charge of the FNV data base and maintain group and membership entries, group change orders, and new group submissions. \*11/01/2014

**ASSEMBLY ACTIONS FOR 2015**

**11/01/15**

**Appendix B**

**1.** Change guidelines schedule for the April assembly and moved it to the third weekend in March

**A. Meetings**

Change Meeting guidelines **A. MEETINGS #4** text to state March in place of April. "The March Assembly will be used to discuss matters pertaining to the upcoming General Service Conference. \*11/01/2015



**AREA ASSEMBLY HOST DISTRICT GUIDELINES**

This is a checklist to assist the host districts prepare for hosting an area assembly.

- (1) Room size-minimum seating for 75 persons classroom style seating. (Tables horizontally with chairs.) Additional space is needed for display items. \*10/15/05
  - (a) Table or tables that can accommodate up to six people should be placed at the front of the room with a lectern/podium and microphone.
  - (b) A microphone should also be available which is centrally located on the floor of the assembly.
  - (c) Separate room available on Saturday morning for GSR orientation.
- (2) Cost for weekend meeting room facilities not to exceed \$350.00 without the approval of the Alternate Chairperson.\*07/24/04 Area 66 is responsible for monies. Try to have the cost of the meeting room waived by guaranteeing a certain number of guest room nights. (Usually 20-30)
- (3) The assembly is non-smoking so there needs to be easy access to the outside or a smoking area.
- (4) Coffee & Water – Area 66 is financially responsible for the cost. The hosting district is responsible for preparation and set up. This will require two large coffee pots ( 30 cup minimum), along with water ( bottled or large container) and ice. Area 66 will also provide disposable spoons, napkins, cups, as well as sugar, cream and sweetener.
  - (a) The host district for the upcoming assembly will be responsible to assist the current host district in clean-up as they are responsible for the remaining supplies.
  - (b) Some type of container needs to be provided to collect donations for refreshments. All coffee kitty donations will go to Area 66.
  - (c) Districts may supply additional refreshments at their own cost, but this is not a requirement.
- (5) The host district will be responsible for providing a map with directions to the hotel along with any additional facilities which will be used for the assembly and to include other services, i.e. transportation, convenient restaurants. This information is to be provided at the assembly prior to the assembly to be hosted as well as to be included in the mailing of the agenda.
- (6) Agenda - The Area Chairperson is responsible for setting the assembly agenda with respect to business, workshops, etc. Registration is the responsibility of the Area 66 Alternate Secretary.
  - (a) The host district may have an event such as a speaker or meeting on Friday night however this is not part of the assembly.