

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.

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A. MEETINGS

1. The Area Assembly will follow a two-year rotating schedule. (*03/17/2019)
2. The Area Assembly is closed.
3. The Area Assembly is non-smoking: Smoking breaks will be provided at the Area Chair's discretion. (*03/19/2023)
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 emailed to the Area Chairperson 40 days prior to the assembly. (*03/19/2023) 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.
7. 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. (*03/19/2023)

B. VOTING

8. 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 shall be voting members of Area Assemblies. *03/17/2019
 - h. Local Committee Members (LCM) shall be voting members of Area Assemblies. *03/17/2019
9. A quorum shall be the number of voting members present.
10. There are no proxy votes.
11. The Area Guidelines may be amended by a two-thirds majority vote.
12. An approved assembly action is binding for one year. *02/22/98

C. DELEGATE & ALTERNATE DELEGATE DUTIES

- l. 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, including Spanish copies. (*03/19/23)
 - c. Travel to two districts per year to perform workshops on basic topics, if requested. (service, traditions, sponsorship, etc.)
 - 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 (SWRAASA).
 - g. Serve as the main contact with the host Area for SWRAASA.
 - h. Responsible for registration in alternate secretary's absence.
 - Responsible for new GSR orientation and could assign this responsibility to a past delegate, or to a member of the Assembly. (*03/19/23)

D. OFFICERS

1. Officers of the Area Assembly:
 - a. Chairperson.
 - b. Co-Chairperson/Registrar
 - c. Secretary
 - d. Alternate Secretary (*03/19/2023)
 - e. Treasurer
 - f. Alternate Treasurer (*03/19/2023)
2. Duties of the Officers:
 - a. The duties of the Chairperson shall be:
 1. Conduct all Area Assembly meetings.
 2. Prepare and email the agenda no later than 30 days prior to the assembly. (*03/19/2023)
 3. Appoint ad hoc committees.
 4. Appoint committee chairpersons for assembly approval.
 5. Perform the general duties of an administration officer of the assembly.
 6. Responsible for Assembly audio equipment and bringing equipment to Area Assemblies. This includes a 2nd microphone to be placed in the middle of the floor. (*03/19/2023)

- 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.)
 4. Communicate and coordinate with host district to arrange for physical facility for Area Assembly. (*03/19/2023)
 5. Shall be in charge of the Fellowship Connection data base and maintain group and membership entries, group change orders, and new group submissions. (*03/19/2023)
 6. Forward new group information to the Area Web Chair.
- c. The duties of the Secretary shall be:
1. Keep the minutes of the Area assembly meetings, using last names.
 2. Publish and email meeting minutes forty days after the Area assembly including the treasurer's report. (*03/19/2023)
 3. Maintain custody of the Area map and bring to the assemblies.
 4. Provide the Archives with Area Assembly minutes as amended.
- 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 Assembly registration sheets for term of rotation and hand off to next Alternate Secretary at the end of rotation. (*03/19/2023)
- 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 Treasurer, Alternate Treasurer and Area Chair. (*03/19/2023)
 - b. All checks above \$500.00 require two signatures. (*03/19/2023)
 - c. Deposit receipts and make all proper disbursements.
 4. Present a printed accounting at each assembly, i.e. contributions/expenses.
 5. Maintain any Area online payment accounts. (*03/19/2023)
- 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 DCM's should submit an article 30 days prior to the Area Assembly to the Area newsletter (*03/19/2023)

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

Guidelines for the State Convention Committee:

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 NWT A Area by all possible means.
3. When the State Convention is held in NWT A66, committee meetings will be held at each assembly. A written report will be submitted to the Area and State Committee Chairs. (*03/19/2023)

2) Each committee should consist of a chairperson and workable number of committee members, Area committee chairs may appoint an alternate chair for their committee to assist with committee duties. (*03/19/2023)

3) The Area Assembly chairperson, with the approval of the assembly, will appoint a chairperson for each committee. (*03/19/2023)

4) Each committee shall meet at the call of its Committee Chairperson, Area Assembly Chairperson or Co-Chairperson. (*03/19/2023)

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 emailed copies of the report available for the DCM's and GSR's and Area Secretary. (*03/19/2023)
- c) Conduct workshops at assemblies when requested.
- d) Visit the districts and present workshops when invited at least two times per year.
- e) Obtain a list and contact the corresponding district committee chairpersons.

- f) Obtain and be familiar with their committee's General Service Workbook and implement some or all of the suggestions on the Area level to gain personal experience. (*03/19/2023)
- g) Solicit contributions from A.A. entities to help defray the committees' expenses.
- h) Area standing committees will meet at each assembly.
- j) Correctional Facilities Committee Chairperson may attend the State meeting of the Texas Department of Corrections Board when above prudent reserve. (*03/19/2023)
- k) The Area treasury will not fund the Correctional Facility literature. (*03/19/2023)
- l) Bilingual committee will be in charge of the translation equipment at all times. Translation equipment will be repaired or replaced as needed in order to be available at each assembly. (*03/19/2023)

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. Archives and Web Chairs may serve consecutive terms due to the nature of their responsibilities. (*03/19/2023)
3. The current Delegate will invite a Delegate from another area who will read the Third Legacy Procedure before balloting. The guest Delegate will oversee the elections. (*03/19/2023)
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, Alternate Delegate, any Area officer, or Committee Chair should be absent from two consecutive Area assemblies, without adequate cause for such absence, they may be asked to resign. (*03/19/2023)
3. Any Area officer or Committee Chair will be expected to step down if they lose their sobriety date.

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.
2. The treasurer will send a semi-annual email asking for support, along with a budget explaining expenses to each group. (*03/19/2023)
3. The treasurer's report will reflect the prudent reserve.
4. The reimbursement of mileage shall be:
 - a. Area officers will be reimbursed \$0.45 per mile, round trip to assemblies when above prudent reserve and \$0.45 per mile one way, when under prudent reserve. (*03/19/2023)
 - b. Area officers who assist in area workshops will be reimbursed \$0.45 per mile up to \$175.00. (one officer per workshop). (*03/19/2023)
 - c. Area Committee Chairpersons will be reimbursed \$0.45 per mile one way for Area assemblies. (*03/19/2023)
 - d. Area Committee Chairpersons will be reimbursed \$0.45 per mile, for Area related activities. (*11/04/2017) (*03/19/2023)
 - e. Mini-Forums-Reimbursement only as follows:
 1. Area Chairperson or Co-Chair (person presiding over the Mini-Forum) will be reimbursed \$0.45 per mile, up to \$175.00, for Area Mini-Forums. (*03/19/2023)
 2. A maximum of four (3) presenters will each be reimbursed \$0.45 per mile, up to \$175.00, for Area Mini-Forums. Presenters are usually GSR and DCM orientation providers.
 - f. NWTA 66 to fund the Area Alternate Delegate to attend SWRAASA, SWRDA, and SW Regional Forums if meetings on the agenda are to meet with the Alternate Delegate. *6/04/2017
 - g. NWTA 66 to fund the Area Chair to attend service assemblies and SW Regional Forums when Area funds are above Prudent Reserve and, if it falls within the annual budgeted amount. * 6/04/2017
5. The Area will contribute 5% of funds over the prudent reserve to the General Service Office at the end of each year after the GSC Delegate fees have been paid.
6. Area treasury funds will not be used for flowers, funerals, etc.
7. The Area can invite General Service Office staff members to come to our assemblies. The staff member will be responsible for their expenses.
8. Area will not reimburse travel for out-of-town speakers without prior approval of the Assembly.

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 tables may be needed for display items. (*03/19/2023)
 - (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) Audio equipment will be provided by the Area Chair. (*03/19/2023)
 - (c) Separate room available on Saturday morning for GSR orientation.
- (2) Cost for weekend meeting room facilities not to exceed \$700.00 without the approval of the Alternate Chairperson. Area 66 is responsible for monies. Amounts over \$700.00 will require approval by Area officers. Try to have the cost of the meeting room waived or discounted by guaranteeing a certain number of guest room nights. (Usually 20 – 30 rooms) (*03/19/2023)
- (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. The Area will provide two large coffee pots. The area will reimburse the hosting district for water, coffee, and ice. Area 66 will also provide disposable spoons, napkins, cups, as well as sugar, cream and sweetener. (*03/19/2023)
 - (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 and coffee pots. (*03/19/2023)
 - (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 flyer with directions and information to the hotel along with any additional facilities which will be used for the Assembly. This information is to be provided at the Assembly prior to the Assembly to be hosted. (*03/19/2023)
- (6) The host district may have an event such as a speaker or meeting on Friday and/or Saturday night however this is not part of the Assembly.
- (7) Saturday night may be part of the Assembly if extra time is required for Area business.

ASSEMBLY ACTIONS FOR 2016–2023

Note: As of 12/31/2016, all previous Assembly actions with dates adopted have been incorporated into the body of these guidelines. Footnotes for previous actions will be removed.

ASSEMBLY ACTIONS FOR 2017

11/04/2017

Appendix H Financial 4 (e) to removed "up to \$100.00". * 6/04/2017

Appendix H Financial 4 to add (h)

NWTA 66 to fund the Alternate Delegate to Attend SWRAASA, SWRDA, and the SW Regional Forums if meeting items are on agenda to meet with the Alternate Delegates. * 6/04/2017

Appendix H Financial 4 to add (l)

NWTA 66 to fund the Area Chair to attend service assemblies and SW Regional Forums when Area funds are above Prudence Reserve and if it falls within the annual budget amount. * 6/04/2017

ASSEMBLY ACTIONS FOR 2019

03/17/2019

Appendix B. Voting 1. g.

Reword to say, "Past Delegates shall be voting members of Area Assemblies." *03/17/2019

Appendix B. Voting 1. h.

To reinstate and add Local Committee Members (LCM) shall be voting members of Area Assemblies. *03/17/2019

Appendix H. Financial 4. d.

To delete this statement of this financial portion. It is repetitive. *03/17/2019

Appendix H. Financial 12

Delete a. and leave b. *03/17/2019

Assembly Actions for 2023

03/19/2023

Meetings

3. Deleted smoking breaks each hour and replaced with breaks provided at Area Chair's discretion.

6. Removed mailed and added emailed and added 40 days prior to assembly.

7. Moved the Agenda line from Host District guidelines section.

Delegate and Alternate Delegate Responsibilities

2. c. Added including Spanish copies

2. h. Added or to another member of the assembly

Officers

1. c. & e. Added Alternate Secretary and Alternate Treasurer as Officers.
2. a. 2. Changed mail to email and changed 40 days to 30 days prior to the assembly
2. a. 6. Added this line regarding audio equipment
2. b. 4. Removed line regarding mailing the agenda and moved up following lines
2. b. 4. Changed wording regarding helping with Area Assembly arrangements
2. b. 5. Removed FNV and added Fellowship Connection
2. b. 6. Added this line
2. c. 2. Removed mail and added email
2. d. 3. Removed old minutes and added instructions for end of rotation
2. e. 3. a. Changed signers to Treasurer, Alternate Treasurer and Area Chair
2. e. 3. b. Changed amount from \$300.00 to \$500.00
2. e. 5. Added this line
2. g. Remove quarterly and add at least 30 days prior to Area Assembly

Standing Committees

1. 1. 3. Changed wording regarding committee meetings held during host years
2. Added wording regarding appointment of co-chairs by committee chairs
3. Removed wording concurrence of co-chairperson
4. Added Committee to the line
5. b. Removed typed and added emailed and added Area Secretary to end of sentence.
5. c. Removed sentence requiring committees to bring displays to Assembly
5. e. Added at least two times per year
5. g. Removed local and added Area
5. j. Removed shall and added may. Removed appropriate and add when above prudent reserve
5. k. Line moved from Financial
5. l. Added translation equipment will be repaired, etc. Line moved from Financial

Elections

2. Added term lengths for Website and Archive Chairs
3. Removed Chairperson and add wording for Delegate's responsibilities

Removal Procedure

2. Fixed grammar errors
3. Added this line

Financial

2. Removed letter and added email
4. Changed mileage reimbursement from 0.35 to 0.45 cents per mile. Change total reimbursement from \$100.00 to \$175.00.
4. e. Removed translator reimbursement line
4. e. 2. Added presenters are usually GSR and DCM orientation providers
5. Removed quarterly and added end of year payment over prudent reserve
6. Removed line regarding earmarking literature funds for committees
8. Moved this line to Bi Lingual Chair responsibilities
9. Removed line regarding Area Raffle donations
12. Moved Correctional Facilities Chair responsibilities

Area Assembly Guidelines

1. Removed space and added tables may

Area Assembly (continued)

1. b. Removed line about microphone and added info on audio equipment
2. Changed reimbursement to \$700.00 from \$500.00. Added requirement for approval of Area Officers for amounts over \$700.00. Added discounted to line
4. Cleaned up wording on this line
4. a. Added and coffee pots to line
5. Removed map and added flyer and information. Removed line regarding other services. Removed line regarding mailing of the agenda

Appendix B

Area Assembly Schedule

2022

<p>January 29th Saturday District 13</p>	<p>Mini- Forum 1-Day event Voting/Business In service training; orientation for GSR's, DCM's, Committee Chairs and Area Officers</p>
<p>March 19th & 20th Saturday/Sunday District 4</p>	<p>March Assembly 2- Day event Voting/Business Committee Meetings: Agenda items for GSC, plus, any other Area business</p>
<p>July 9th & 10th Saturday/Sunday District 3</p>	<p>June Assembly 2- Day event Voting/Business Delegate report back from GSC, plus, any other Area business</p>
<p>Saturday/Sunday November 5th & 6th District Bid</p>	<p>November Assembly 2- Day event Voting/ Business Area Inventory (EVEN YEARS), plus, any other Are business</p>

2023

<p>March 18th & 19th Saturday/Sunday District 13</p>	<p>March Assembly 2-Day event Voting/Business Committee meetings; Agenda Items for GSC; plus, any other Area Business</p>
<p>July 8th & 9th Saturday/Sunday District 7, 10 & 12</p>	<p>July Assembly 2-Day event) Voting/Business Delegate Report back from GSC; plus any other Area Business</p>
<p>November 4th & 5th Saturday/Sunday District 14</p>	<p>November Assembly 2-Day event Voting/Business Voting Assembly/Elections of Officers; plus, any other Area Business</p>