

AREA 03- ARIZONA
AREA HANDBOOK
For use during 2010-2011 Rotation
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Notes:

- 1) Sections One and Two were substantially re-written and the changes approved at the August 2005 Area Assembly.
- 2) The Table of Contents was re-arranged and approved at the August 2006 Area Assembly. An ad-hoc committee rechecked sections One and Two and made additional updates in February 2007.
- 3) Section & Sub-section headings revised in August 2008 allow for auto generated table of contents

Section 1. Arizona Area Service Structure

I. Overview

The Arizona Area Service Structure parallels the General Service Conference to best provide for communication to and from Groups and Districts, provide opportunities for service and to efficiently administer Area business matters.

The members of the Area Committee (see below) Arizona Area Assembly meets four times each year as follows:

- A. Pre-Conference Assembly: typically in March or April following PRAASA and before the General Service Conference.
- B. Post-Conference Assembly: typically in May or June following the Conference.
- C. August.
- D. November Assembly: usually the first Saturday in November. The election of new Officers and Coordinators is held at this Assembly in odd-numbered years. The budget for the coming year is presented for approval at this Assembly.
- E. Each Assembly begins with Panels meeting in the mornings and the Assembly itself in the afternoon. If necessary the Assembly may be continued to the next day to finish its business.
- F. Sharing Sessions will take place before and after the Pre-Conference and August Assemblies. Friday evening there are informal Roundtables and workshops. Sunday morning may have workshops, "ask-it-baskets", speakers or other activities.
- G. Much more information about Assemblies may be found in Section 3 of this Handbook.

Composition of Area Committee

- I. General Service Representatives (GSRs) ^{1,2}
- II. Intergroup Liaisons²
- III. District Committee Members (DCMs) ¹
- IV. District Committee Member Chairs (DCMCs) ²
- V. Committee Coordinators²
- VI. Area Officers²

Notes: (1) see General Service Manual and related Conference-approved pamphlets
(2) see Section II. C, D, E, and F for descriptions, duties, and responsibilities.

Who has a Voice and or a Vote in Area Structure

- I. At Area Assemblies:
 - A. Voting Members: Each member of the Area Committee when attending an Area Assembly must register at the Assembly with the Area Registrar. At registration, the member will be given a voting card with their home group panel assignment. Unless otherwise stated, this card allows that member to:
 - o A voice and a vote, including the ability to make and second motions, on the panel

they are assigned to.

Officers and Coordinators serving as panel advisors have only a voice and no vote on panels. When using their voice they are to restrict this only to matters of fact or points information as they relate to the topic under discussion.

- A voice and a vote, including the ability to make and second motions, on the floor of the General assembly

B. Non-Voting Members: Any AA member can attend an Area assembly but with the following restrictions:

- On panels, non-voting members have no vote, including the ability to make and second motions. Non-voting members only have a voice if granted by the panel chair
- On the assembly floor, non-voting members have no vote, including the ability to make and second motions. Non-voting members can speak, at the discretion of the Chair, to a seconded motion during discussion of the motion and are subject to the same rules as all other members, such as time limits and number of time allowed to speak on a motion.

II. On Area Committees

- Standing committees: Any AA member can attend a standing committee meeting (I.e, Admin, Agenda, Website) however, unless elected or appointed to serve on the committee these members have no vote, including the ability to make and second motions and only have a voice if granted by the panel chair
- Ad Hoc and other committees Any AA member appointed to an Ad Hoc or other special committee will be given both a voice and a vote while they serve on that committee.

I. Officers

A. Officers elected per Articles of Association (7 elected Officers)

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

B. Appointed Alternates (excludes the Alt. Delegate and Alt. Chairperson, who are elected and have clearly defined job duties and descriptions.)

1. An Alternate is a substitute, not just an assistant. The Alternate takes over when the position is vacated before the end of the rotation. Each Officer and Coordinator needs to find an alternate and propose that alternate to the Administrative Committee for possible approval. If for any reason an alternate is unable to serve, the Administrative Committee may appoint someone to fill this position, until an election can be held at the next assembly.

Update: 3/07 Authority to have the Administrative Committee appoint an alternate, if none is available, was passed by assembly action.

2. Alternates must meet the minimum qualifications for the position.
 3. The position holder should keep his or her Alternate informed of activities and Area business. The Alternate should also receive the Arizona Area Newsletter.
 4. Expenses for the Alternate are not borne by the Area unless the Alternate replacing the Officer or Coordinator at an Area function or activity.
 5. The Alternate may assist the Officer or Coordinator, as may any AA member.
 6. Should an Officer or Coordinator need to be replaced for any reason, the Alternate covers the position until a replacement is elected. The Alternate may stand for the position unless otherwise prevented by Area policies.
- C. Duties, Responsibilities, and Reimbursement of Officers:
1. Duties and responsibilities should be consistent with descriptions contained in the Service Manual, Area Articles of Association and the Arizona Area Service Structure.
 2. Job descriptions for each office are contained in Section II. 1: Area Service Positions. No officer may serve in the same position for any part of the next rotation.
 3. Reimbursement for Officers:
 - a. Officers will be funded by the Arizona Area as an annual budget item.
 - b. The Area Delegate and Alternate Delegate should be funded and reimbursed for all Area business consistent with the AA Service Manual.
 - c. All other Officers should be funded as follows:
 1. Each receives mileage reimbursement halfway between the IRS business rate and the IRS charity rate to and from all Area business. Airfare is reimbursable to PRAASA and/or the Pacific Region Forum for Officers funded to attend these functions.
 2. Officers may be reimbursed for two nights hotel stay at Three Day Assemblies, and for PRAASA and the Forum funded to attend, and for one night at One Day Assemblies, Administrative Committee meetings, workshops they are putting on or other official Area business more than 100 miles from the Officer's home.
 3. The Area Delegate is funded to the International Convention including travel costs and hotel costs. The Delegate is also funded for two extra nights hotel expenses at his or her first Conference and one night at his or her second Conference.
 4. The Area Delegate, Alternate Delegate and Area Chairperson are funded to PRAASA and the Pacific Region Forum. Other Officers or Coordinators may be funded if included in the approved budget or by Assembly action.
 5. The only meal costs reimbursed by the Arizona Area are the banquet at Three Day Assemblies and/or PRAASA and/or the Pacific Region Forum.

6. Phone, printing and copying expenses for Area business may be reimbursed.
 7. Registrations at Area Assemblies and/or PRAASA is reimbursable.
 8. Reimbursement will be made by the Area Treasurer upon presentation of receipts. An advance may be made based on anticipated expenses and with the understanding that receipts must be turned in after the fact.
4. All elected Officers except for the Area Delegate are automatically nominated for the positions of Delegate and Alternate Delegate at the next election Assembly if present.

II. Administrative Committee

- A. The Administrative Committee's purpose is close cooperation between elected officers and members of the Assembly to ensure a smooth Assembly and a timely exchange of information.
- B. Members:
1. All Officers, the Agenda Committee Chair plus five DCMs or DCMCs, at least one of whom should be a DCMC, to be elected at the first Assembly following the elections of the Officers by simple plurality, written ballot. The top five candidates are selected.
 2. Coordinators are not members of the Administrative Committee but may attend without a vote if they wish. If asked to attend by the Area Chairperson the Coordinator may receive reimbursement under the same guidelines as any Administrative Committee member.
 3. The members of the Administrative Committee shall be reimbursed mileage halfway between the IRS business and charity rates for Administrative Committee meetings. One night hotel stay may be reimbursed if the committee member lives more than 100 miles from the meeting. Costs of photocopies or other needed supplies may be reimbursed. All expenses associated with the Administrative Committee meeting are considered Administrative Committee expenses and are not charged to the budget of attending Officers.
 4. The Administrative Committee should choose meeting sites which are convenient and economical.
- C. Responsibilities:
1. Implement Assembly actions.
 2. Oversee the administrative affairs of the Assembly including all matters affecting the smooth conduct of Area business.
 3. Ensure continuity and action of each Area Committee.
 4. Cooperate with the Agenda Committee.
 5. Disbursement of Area funds up to \$250 per expenditure.
 6. Oversee actions of the Registrar to randomly assign Groups, Intergroups, Local or Sub Districts (as referred to in the AA Service Manual) and County Districts to Panels no later than 45 days following the Election Assembly.
 7. Make decisions regarding the Technology Fund.
 8. Duties of the asset coordinator shall be as follows(*):

- a. Keep an accurate and up-to-date list of all equipment and hardware owned by the Arizona Area, including but not limited to computers and projectors, with information about which person has custody of which equipment and a general idea of the condition of the equipment
- b. Keep an accurate and up-to-date list of software purchased by the Arizona Area and which computer(s) the software is installed on.

The Area Secretary will be responsible for the two items above from the start of the rotation until an Assets Coordinator is selected.”

* (Updated by assembly action May, 2008)

9. At each Area Assembly the Area Admin Committee will set up a small resource/reference center including at least copies of the current service manual, copies of the Area Handbook and Past Actions Books and pamphlets useful to attendees of the Assembly while they are at the Assembly including at a minimum 12 Traditions Illustrated, 12 Concepts Illustrated, The AA Group, Self Support: Where Money and Spirituality Mix, Inside AA, The DCM, GSR May be the Most Important Job in AA and Circles of Love and Service. The above items are a reference to use by anyone at the Assembly and are not for sale or other permanent removal from the center.

(Updated by Assembly Action 6/2010)

D. Guidelines

1. A quorum shall be a majority of those Administrative Committee members present.
2. Action is by majority vote of those present, but there shall always be an attempt to reach substantial unanimity.
3. The Area Chairperson shall serve as committee chairperson and is responsible for calling quarterly meetings preceding Assemblies
4. The Area Secretary shall serve as committee secretary.

III. Area Committee Coordinators

A. The elected Area Coordinators are:

1. Cooperation with the Professional Community (CPC)
2. Correctional Facilities (CF)
3. Grapevine (GV)
4. Literature
5. Public Information (PI)
6. Remote Communities
7. Spanish
8. Treatment/Special Needs/Accessibilities Committee (updated by Assembly action 6/2010)

- B. Election of:
1. Candidates are nominated from the floor at the Election Assembly. The nominated person must be present. Candidates are given the opportunity to present their qualifications.
 2. Coordinators are elected by simple majority of written ballots.
 3. Elected Coordinators take their new positions in the January following the election and serve a two year term.
 4. All serving Coordinators are automatically nominated for the position of Delegate and Alternate Delegate at the next Election Assembly.
- C. Appointed Committee Coordinators:
1. The Archivist, and the Newsletter Editor, Meeting List Coordinator and Webservant are appointed positions.
 2. Interested AA members should present a letter of interest and qualifications to the Administrative Committee prior to January each year.
 3. The Administrative Committee shall review and appoint the Archivist, Newsletter Editor, Meeting List Coordinator and Webservant at the first Administrative Committee meeting of each year. It is suggested that interested persons be present.
 4. An appointed Coordinator may be replaced by a decision reached by a quorum of the Administrative Committee or may request a replacement at any time.
- D. Responsibilities of each Coordinator are outlined later in this document.
- E. Expenses:
1. Each Coordinator has a budget approved by the Assembly. Travel and lodging expenses for Coordinators to attend Assemblies will be funded in a manner identical to that of Area Officers and is an Assembly expense. Travel to workshops and other non-Assembly events come out of the Coordinator's budget.
 2. Travel expenses include mileage at the established rate, and hotel cost for one night if the workshop or other Coordinator activity is more than 100 miles one way from Coordinator's home. Meals are not a covered expense.
 3. Telephone, postage, photocopying, supplies and literature expenses will be reimbursed by the Area Treasurer upon presentation of proper receipts and an Area expense claim form up to the amount budgeted.
 4. Should the Coordinator believe that additional funds are needed he or she may request same from the Administrative Committee or by sending a letter to the Agenda Committee for action at a future Assembly or by bringing up a request under New Business at an Assembly. The Administrative Committee can only grant requests up to \$250 per request.
- F. Procedures and Other Responsibilities:
1. Each Coordinator has a committee budget, the use of which is his or her responsibility. Coordinators not sure of whether or not an expense is appropriate may consult the Area Treasurer, Area Chairperson, or the Administrative Committee as a whole.

2. Each elected Coordinator (both elected and appointed) has a vote at the Assembly.
3. Each Coordinator is responsible to provide written and verbal reports and information to the Assembly. The reports may be delivered by Alternate if attendance is not possible.

Updates: Assembly action 2007-07 gives appointed coordinators a voice and a vote at the assembly.

IV. Finance and Budgeting

A. Budget preparation.

1. The Area Treasurer and the Finance Panel Chair will solicit budget information from all Officers and Coordinators prior to drafting the budget for the following year. The Treasurer will provide each Officer and Coordinator with information about actual expenses for the previous five years to assist them in providing feedback.
2. The Area Treasurer and Finance Panel Chair will draft a budget for the coming year and present it to the Finance Panel at the November Assembly each year. The Finance Panel must include funding for all items approved by prior Assembly action. The budget presented to the Finance Panel must include all line items to assist in understanding.
3. The Finance Panel will consider the proposed budget and make such modifications as it deems fit then submit the budget to the Assembly as a Recommendation. The budget will be the first and priority of the Finance Panel when they meet at each November Assembly. The Panel should strive for substantial unanimity.
4. Should the budget Recommendation be rejected by the Assembly, the Area Treasurer and the Finance Panel Chair will immediately meet to prepare a revised budget, taking into consideration any discussion on the floor of the Assembly. If this revised budget is also rejected the Treasurer and Finance Panel Chair will once again look at possible revisions. If the proposed budget has been rejected three times a motion may be made to have the matter of the budget sent to the Administrative Committee for resolution. If this motion fails the process of sending the budget back to the Area Treasurer and Finance Panel Chair until a budget is approved or a motion to refer to the Administrative Committee passes.

B. Administration of the budget

1. The approved budget will be administered by the Area Treasurer. The Treasurer will use a standard reporting format and will notify the Administrative Committee of any material overages or problems.
2. The appropriateness of expenditures during the year will be addressed by the Area Treasurer to the Administrative Committee which will decide the appropriateness of an expenditure. Should there be insufficient precedent, or should the Administrative Committee choose, the item may be submitted to the Agenda Committee for assignment to a Panel.
3. All funds of the Officers, Coordinators, Committees and entities of the Arizona Area will be administered by the Area Treasurer. Separate

checking accounts have been established for Assemblies, the Arizona State convention and the Corrections Conference. The Treasurer is a signer on those accounts and monitors their proper use.

4. All contributions received from Groups, Districts, individuals or Roundups designated for a particular use or uses will serve to increase the budget of that designated use.
 5. Expenses of Officers and Coordinators related to Area Assemblies are charged to that line item. Items related to the Administrative Committee are charged to that line item.
 6. The expenses and revenues related to sales of the Arizona Area Meeting List and printing of the Arizona Area Newsletter shall be separate line items separate from the Coordinator's other expenses and included in the reports of the Treasurer. Meeting list prices will be review every August.
(updated by assembly action 8/07)
- C. A Prudent Reserve of the greater of \$10,000 or 1/4 of the Area's operating expenses in the previous calendar year shall be maintained in a separate account. Should the Reserve drop below the amount, a plan will be affected by the Treasurer to bring the account back to that level. The prioritization of funding will be addressed through the budget process as a line item within the next annual budget.
- D. The Treasurer is directed to procure, implement, and maintain modern accounting tools for the management of the Area's financial affairs. Any funds expended toward this effort must first be reviewed and approved by the Administrative Committee.
- E. The Area shall maintain a Technology Fund. The balance of the fund shall be set by Assembly action, generally through the annual budget approved by the Assembly. This fund is for purchases of computers or peripherals needed by Officers or Coordinators to perform their Area service responsibilities. The Fund is administered by the Administrative Committee. Expenditures will be replaced in the Fund no later than the end of the next calendar year.
- F. In addition to other panel changes listed in Section 9 Part III Agenda Items assigned to the Finance Panel may be added by that Panel at an Assembly to a Service Needs List, kept by the Finance Panel Chair. After the budget for the next year is written by the Finance Panel and the Treasurer at the November Assembly the Panel and the Treasurer shall determine if there are surplus funds available in the current year's budget. If such funds are available, the list of unfunded Service Needs will be examined; the Panel shall prioritize the needs, and may choose to make a Recommendation to the Assembly regarding spending the surplus to meet those needs.

Section 2. Arizona Area Service Positions

A. Elections and Eligibility

1. Elections are held in November of odd-numbered years at the November Assembly. Each elected Officer or Coordinator or appointed Coordinator begins the position the first day of January following the election and serves a two year term. By Assembly action, the current Pacific Region Trustee is funded to assist with our regular elections.
2. The Area Delegate, Alternate Delegate, Chair, Alternate Chair, Secretary, Treasurer and Registrar are elected by the Third Legacy procedures in the AA Service Manual. All other elected positions are elected by simple majority. For the positions of Area Delegate and Alternate Delegate all current Officers and Coordinators, DCMCs and DCMs present at the Election Assembly are automatically nominated. Other AA members present may be nominated from the floor. All other elected positions are nominated from the floor.
3. The Area Delegate and Alternate Delegate must have at least five years of continuous sobriety in AA and extensive general service experience; all other positions require a minimum of two years continuous sobriety in AA.
4. The nominees for Area Treasurer should have computer and financial experience, and the job description of the Treasurer should be read prior to nominations being taken from the floor.

B. Funding

1. Funding of Officers and Coordinators

Each Officer and Coordinator's activities are funded by the Arizona Area in the annual budget.

2. Assembly Assistance

- a. Funding of GSR's, DCM's, or DCMC's needing financial assistance to attend assemblies is currently budgeted by the Area with the total amount available for each assembly set by latest Assembly action and reflected in the Area budget for that year.
- b. The funds available for each assembly are to be distributed on a first come, first served basis.
- c. Funding requests for GSR's, DCM's, or DCMC's go to the Area Chair which follow Area guidelines for officers and Coordinators – commencing from the day after the prior assembly until the assembly the request is made for.
- d. Assistance is not to exceed \$30 for 1 day assemblies or \$60 for 3 day assemblies. To be used for registration & mileage only.

C. Area Officers

1. Area Delegate

- a. Keeps the Arizona Area informed of the workings of the General Service Office,

- AA World Services and the Grapevine.
- b. Attends the General Service Conference, bringing the results of the Arizona Area Pre-Conference Assembly to the Conference and a report of Conference activities back to the Arizona Area for presentation at the Post-Conference Assembly and to be presented at other times and places as requested.
 - c. Attends and participates in all Assemblies and all Administrative Committee meetings and Agenda Committee meetings. Attends and participates in all PRAASAs, Pacific Region Forums and the International Convention held during his or her term of office.
 - d. Maintains contact with AA as a whole through GSO, the Pacific Region Trustee and other Delegates.
- 2. Area Alternate Delegate**
- a. Assists the Area Delegate in the performance of his or her duties as may be required or requested including handling Tradition problems, e.g. anonymity breaks.
 - b. Attends and participates in all Area Assemblies, the Administrative Committee, PRAASAs and the Pacific Region Forum during the rotation.
 - c. Sits on the Policy and Admissions Panel at Assemblies as an advisor with a voice but not a vote*.
 - d. Serves as advisor to all Assembly and Convention planning/host committees.
- 3. Area Chairperson**
- a. Has overall responsibility for education, service and communication with the Area service structure with the goal of fulfilling AA's primary purpose.
 - b. Attends and participates in all Assemblies, Administrative Committee and Agenda Committee meetings, PRAASA and the Pacific Region Forum.
 - c. Chairs the Area Assemblies and the Administrative Committee meetings. At the November Assembly in odd numbered years conducts election for new Delegate and Alternate Delegate, new Officers and new elected Coordinators.
 - d. Cooperates with the Area Delegate in helping Groups and Districts solve problems.
 - e. During Panel meetings serves in an advisory capacity to all Panels with a voice but not a vote*.
- 4. Area Alternate Chairperson**
- a. Assists the Area Chairperson in the performance of his or her duties as may be required or requested.
 - b. Coordinates the Area General Service Workshop Program
 1. Recruits, trains, encourages and schedules the Service Workshop Teams
 2. Keeps the Area informed of the availability of Service Workshop Teams to do presentations
 - c. Attends and participates in all Assemblies and the Administrative Committee meetings. Chairs Assemblies or Administrative Committee meetings in absence of the Chair or when requested. Acts as an advisor to all Panels at Assemblies with a voice but not a vote*.
 - d. Conducts orientation session for GSRs, DCMs and DCMCs, and Intergroup Liaisons to take place prior to the Panel meetings on Saturday mornings at each Assembly.

- e. Chairs the Intergroup Liaison Roundtable at Three Day Assemblies.
- f. Maintains, updates and distributes the Area Past Actions books both in print copies for Officers, Coordinators, Admin Committee members and Panel Chairs, and electronically for all AA members requesting a copy. (*updated by Assembly action Nov. 2009*)

5. Area Secretary

- a. Keeps the minutes of Assemblies, Administrative Committee and Agenda Committee meetings.
- b. Provides copies of all minutes to the Newsletter Editor for publication and distribution. Works with the Newsletter Editor to promptly provide information to everyone on the Registrar's mailing list.
- c. Notifies members of the Administrative Committee and Agenda Committee of scheduled meetings in a timely manner.
- d. Attends and participates in all Assemblies, Administrative Committee and Agenda Committee meetings.
- e. Acts as advisor to all Panels at Assemblies with a voice but not a vote*.
- f. Serves as a member of the web site committee (*updated 11/07*)
- g. Updates and maintains the Area Handbook and the Administrative Committee Past Actions Book.
- h. Acts as asset coordinator at the beginning of each rotation until an admin committee at-large committee member is appointed to that position. (*updated May 2008*)

6. Area Registrar

- a. Maintains contact with Intergroup/Central Offices, DCMs and DCMCs to ensure that the Group and meeting information is accurate and current.
- b. Maintains a database of all Groups, Local or Sub Districts (as referred to in the AA Service manual), County Districts, Intergroup Liaisons, Officers, and Coordinators plus any individuals, including Past Delegates, wishing to receive the Area Newsletter.
- c. Prints or has printed mailing labels for the Newsletter Editor, Panel Chairs or any other AA member requiring labels.
- d. Supplies information to DCMs, DCMCs, Officers and Coordinators as requested.
- e. Registers voting members and Past Delegates at Assemblies, asks their preference in receiving the Newsletter, and reports the number and position of voting members present.

7. Area Treasurer

- a. Maintains and is a signer on all checking and other accounts for the Area General Fund, Technology Fund, Prudent Reserve and any other accounts authorized by the Administrative Committee or Assembly.
- b. Responsible for accurately recording contributions to and disbursements from accounts.
- c. Responsible for timely disbursement of funds for bill payments and other authorized payments.
- d. Prepares annual budget as outlined in Section I, IV.
- e. Presents quarterly and annual financial reports for approval.

- f. Attends and participates in Area Assemblies and Administrative Committee meetings.
- g. Advises Finance Panel at Assemblies with a voice but not a vote*.
- h. Procures, implements and maintains modern accounting tools for the management of the Area's financial affairs. Any funds expended for this effort must be reviewed and approved by the Administrative Committee prior to disbursement.

* (see Panel Chair Guidelines in Section 3–IV-B-4)

D. Elected Area Coordinators

1. Correctional Facilities Coordinator

- a. Coordinates AA activities in correctional facilities throughout the Arizona Area. Communicates and works with local committee chairpersons to better carry the message.
- b. Ensures that the Area Correctional Facilities Committee (coordinator, local chairpersons, and volunteers) meets quarterly.
- c. Maintains a supply of AA literature and provides same to local chairpersons and facility chairpersons when requested.
- d. Sits on the Correctional Facilities Panel-in an advisory capacity with a voice but not a vote*.
- e. Hosts an annual corrections conference
- f. The Area Treatment Facilities committee and The Area Correctional Facilities Committee will each coordinate and fund the efforts of the Bridge the Gap temporary contact program through their particular committees per Assembly Action of 3/97.
- g. Maintains an up to date copy of the Corrections Workbook.

2. Arizona Area Treatment/Special Needs/Accessibilities Committee Coordinator (updated by Assembly Action 6/2010)

- a.Coordinates AA activities in Treatment Facilities throughout the Arizona Area. Communicates and works with local committee chairpersons to better carry the message. Serves as a communication link among chairpersons within the Area and with Areas outside Arizona.
- b.Sees that the Area Treatment Facilities Committee (Coordinator, local chairpersons, and volunteers) meets quarterly. Identifies, early in the rotation, an Alternate Treatment Facilities Coordinator candidate and requests Administrative Committee approval of the candidate.
- c.(Maintains an up to date copy) Appropriately utilizes information contained in the most recent version of the Treatment Facilities Workbook published by GSO.
- d.Hosts an annual Treatment Conference or workshop. Participated as appropriate in workshops, meetings and other Treatment activities of Districts, Intergroups and H & I organizations including local, Area 03 and other.
- e.Sits on the Treatment Facilities Panel in an advisory capacity with a voice but not a vote*.

- f. Hosts Treatment Roundtables at Area Assemblies.
- g. The Area Treatment Facilities committee and the Area Correctional Facilities committee will each coordinate and fund the efforts of the Bridge the Gap temporary contact program through their particular committees per Assembly Action of 3/97. Serves as a treatment facilities Bridging the Gap communication link among chairpersons within the Area and with Areas outside Arizona.
- h. Prepares an annual budget for Assembly approval.
- i. Depending on funds available to the Coordinator and local committees, distributes copies of GSO materials such as the Treatment Facilities Workbook, Treatment Facilities & Bridging the Gap pamphlets and the "Hope" DVD/video.
each locale within the Area a database of Treatment Facilities, AA meetings being taken in to such facilities and Bridging the Gap activities.
- j. es with other Coordinators (and others such as Special Needs chairs) to assure Coordination rather than duplication of efforts.
- k. Handles Treatment communications to/from the Area Website and to/from GSO. (Treatment Facilities Coordinator position was extensively modified by Assembly Action 3/10)
- l. Service to Special Needs/Accessibilities (updated by assembly action 6/2010)

2. Cooperation with the Professional Community (CPC) Coordinator

- a. Coordinates CPC activities throughout the Arizona Area. Helps set up workshops when requested.
- b. Maintains an up to date copy of the GSO CPC Workbook and CPC literature.
- c. Cooperates with the Public Information Coordinator to avoid duplication of efforts.
- d. Hosts an annual CPC workshop.
- e. Advises the CPC Panel with a voice but not a vote*.

3. Public Information (PI) Coordinator

- a. Coordinates Public Information activities throughout the Arizona Area, working with local committee chairs and committees to more effectively carry the message through the media, through families, and within the fellowship.
- b. Hosts an annual PI workshop.
- c. Maintains an up to date copy of the GSO PI workbook and PI literature
- d. Oversees activities of the Area web site and web site committee.
- e. Cooperates with the CPC Coordinator to avoid duplication of efforts.
- f. Advises the PI Panel with a voice but not a vote*.
- g. Serves as a member of the website committee

4. Grapevine Coordinator

- a. Communicates and works with Group and District Grapevine Representatives to better carry the message of the Grapevine and La Viña.
- b. Maintains communication with the Grapevine offices.
- c. Sets up a display of Grapevine and La Viña materials including items for sale and subscription information at all Assemblies and at the Arizona State

convention. May take this display to other functions as requested.

d. Advises the Grapevine Panel with a voice but not a vote*.

5. Literature Coordinator

- a. Maintains communication with A.A. World Services, Inc. at the General Service Office to keep the Fellowship in the Arizona Area aware of new and current literature, price changes, etc.
- b. Responsible for communication and working with Group literature representatives and District representatives to better carry the message of Alcoholics Anonymous by the use of the literature published by AAWS, Inc.
- c. Responsible for setting up an AAWS literature display with General Service manuals, and other related items (for display only or for sale) and Order Forms (Birthday & Contribution Envelopes) at all Sharing Sessions and Conventions and other AA activities when requested and if available.
- d. Responsible for having available with Literature display copies of the Arizona Area Handbook and other literature produced by the Arizona Area (with the exception of the Area Meeting List).
- e. Sits on the Area Literature Panel when possible in an advisory capacity, with a voice but not a vote per Panel Procedures*.
- f. Activities of the Literature Coordinator and Literature Committee are funded by the Area as a budget item. Money received through sales made by the Literature Coordinator are turned over to the Treasurer to be used to purchase replacement materials. Sales are used to increase the amount budgeted for purchases

6. Remote Communities

- a. Assembles a list of Remote Community Groups and works with the Meeting List Coordinator to insure inclusion in the Arizona Area Meeting List with a designation as Remote.
- b. Sends all Districts a list of Remote Community Groups for distribution to Groups in the District.
- c. Assists Districts in Remote Communities activities.
- d. Cooperates with other Area Coordinators when helpful and to prevent duplication of efforts.
- e. Acts as an advisor to the PI and CPC Panels with a voice but not a vote*.
- f. Conducts a Roundtable at all Assemblies (updated by Assembly Action August 2008)

7. Spanish Coordinator

- a. Coordinates District, County, and Area Spanish activities, helping set up workshops when requested to do so.
- b. Keeps current on all Spanish literature.
- c. Should host an annual workshop.
- d. Sits on the Spanish Panel as an advisor with a voice but not a vote*. (Bilingual helpful, and see Panel Procedures.)

* (see Panel Chair Guidelines: Section 3- IV- B- 4)

E. Appointed Area Coordinators

The Archivist, Newsletter Editor, Meeting List Coordinator & Webservant are appointed by the Administrative Committee. The Administrative Committee annually receives letters of interest from those AA members interested in serving in one of these positions and makes an appointment to each position at the first regular Administrative Committee meeting of the year. Elected Coordinators may be reappointed if interested in continuing service in this capacity. The Administrative Committee may remove an appointed Coordinator by a simple majority vote. These coordinators have both a voice and a vote in the assembly. (Updated by assembly action 8/07)

1. Archivist

(see also Archivist Guidelines)

- a. Maintains a repository for various items of interest and spiritual value concerning the history of Alcoholics Anonymous in the Arizona Area.
- b. Maintains copies of all Assemblies and Administrative Committee and Agenda Committee minutes. Maintains copies of all Area financial records.
- c. Requests additional material on a continuing basis from individuals, Groups, Districts and Intergroups that pertains to the Arizona Area. Material may be historical, archival, or memorabilia e.g. Group histories, records, programs, flyers, written or taped histories, etc.
- d. The Archivist should enlist the assistance of volunteers from throughout the Area to form an Area Archives committee to assist with the collection, cataloging, preservation and displaying of the Arizona Area Archives.
- e. Responsible for displaying selected items from the Arizona Area Archives at Sharing Sessions and the Arizona State convention. Displays of Archives may also be taken to other functions if invited and available.
- f. Works with the Alternate Chair to maintain Past Actions Books.

2. Newsletter Editor

- a. Responsible for preparation, printing and distribution of the Arizona Area Newsletter eight times each year. Newsletters are printed and distributed following each Assembly and Administrative Committee and Agenda Committee meetings and contain the minutes of those meetings.
- b. Works with volunteers to assist in the preparation and distribution of the Arizona Area Newsletter.
- c. Works with Area Officers and host committees to ensure correct inclusion of flyers for Assemblies, the Arizona State convention, PRAASA and Pacific Region Forums.
- d. Operating expenses for printing and distribution of the Arizona Area Newsletter are recorded separately from the Coordinator's budget by the Treasurer as are any contributions received for support of the newsletter.
- e. Serves as a member of the web site committee. (updated 11/07)

3. Meeting List Coordinator

- a. Maintains contact with Intergroups and Central Offices, DCMs and DCMCs and the Area Registrar to ensure that Group and meeting information is as accurate and as current as possible.

- b. Provides for an up to date printing of the Area Meeting List quarterly and when prudent. Should negotiate regularly with printers to ensure cost effectiveness.
- c. Responsible for seeing that an adequate supply of Arizona Area Meeting Lists are available for sale to Intergroups and at Assemblies.
- d. Acts as an advisor to the Literature Panel with a voice but not a vote*.
- e. Serves as a member of the web site committee (updated 11/07)
- (see Panel Chair Guidelines in Section 3- IV- B- 4)

4. Webservant

- a. Updates, maintains and oversees activities of Area Website, including paying for website and domain name hosting fees to be reimbursed by Area Treasurer.
- b. Provides admin committee with updated list of all website hosting and site management user names and passwords.
- c. Is available to all panels as an advisor on any topics concerning website with a voice but not a vote.
- d. Is available to assembly to run any projection screen information such as election results.
- e. Chairs the website committee.

Updates: Revised July 2009 to reflect assembly floor motion passed at 2009 Pre-conference Assembly making Webservant an appointed coordinator position

F. Miscellaneous

1. District Committee Member Chair (DCMC)

- a. Conducts regular meeting for all DCMs and GSRs in the County District.
- b. Fills in for “defunct” DCMs and coordinate District reorganization, if and when necessary.
- c. Maintains communications with local Intergroup(s) and works with Intergroup Liaisons to coordinate activities, foster healthy service relationships and information to Groups.
- d. Assist DCMs to improve participation by GSRs in the Districts, when necessary.
- e. Attends and participates in quarterly Agenda Committee meetings.
- f. The DCMC is accorded a voice and a vote at Area Assemblies but not a vote at Local or Sub District (as referred to in the AA Service Manual) meetings unless accorded one by the Local or Sub District (as referred to in the AA Service Manual). Eligibility is guided by the Service Manual, with a suggested requirement of five years of continuous sobriety. DCMCs serve a term concurrent with Area Officers and Coordinators. The method of election of the DCMC is up to each County as is determination of the need for an Alternate DCMC. Funding is decided by each County except that DCMCs attending Agenda Committee meetings are funded by the Arizona Area in a like manner as other Agenda Committee members

2. Intergroup Liaisons

- a. Chosen by each Intergroup within the Area by a method of their choosing. Responsibility of the Intergroup Liaison is also determined by each Intergroup as are term of office and eligibility requirements. It is suggested that the term of office be concurrent with that of Area Officers and Coordinators.
- b. Serve as communication link between Intergroups and Local and Sub (as referred to in the AA Service Manual) and County Districts as well as the Area.
- c. Has a voice and a vote at all Arizona Area Assemblies. Invited to submit written reports of Intergroup activities for inclusion in the minutes of each Assembly.
- d. Intergroup Liaisons are considered to have GSR status at Assemblies and are randomly assigned to Panels and may serve on ad hoc committees.
- e. There will be an Intergroup Roundtable at each Sharing Session for all interested persons. Also, the Arizona Area Assembly may host an annual forum for Intergroup Liaisons, Intergroup Chairs and Central Office/Intergroup staff. This forum is hosted, funded and organized through the Administrative Committee and has the purpose of providing an annual opportunity for the exchange of information and activities among all the Intergroups in Arizona.

Section 3. Panels, the Agenda Committee and Assemblies

I. Guidelines Assemblies and Sharing Sessions

The Area Committee will participate in four Sharing Session/Assemblies each year, two 3-day Sharing Sessions in conjunction with the Pre-Conference and August Assemblies and two 1-day Sharing Sessions in conjunction with the Post-Conference and November Assemblies, except in election years when the November Assembly will be for 2 days, Saturday and Sunday, to allow adequate time for the additional business of voting. (Updated 4/6/2010 from Assembly motion 2009-21) The objectives of the Sharing Session/Assemblies are : 1- to help local districts stimulate interest in AA service, and 2- to give participants the opportunity to exchange information with each other, whether it be group, district or area problems and solutions. The Alternate Delegate shall be the Area advisor to all selected Sharing Session/Assembly host committees, basing advice on these guidelines and relevant experience of prior Sharing Session/Assemblies.

1. Bidding Process Guidelines

- A. Obtain bid form from the Arizona Area Handbook.
- B. Any District interest in submitting a bid for a Sharing Session/Assembly shall contact the Alternate Delegate. Contact should be made at least 30 days in advance of the Assembly at which the bid will be submitted.
- C. The District will have prepared a written bid form, Contact with the Alternate Delegate on the day the bid is to be presented will aid the bid committee in preparing their presentation.
- D. The Area Committee will accept bids for one day and three day Sharing Session/Assemblies one year in advance.
Update 5/07 advance time for bid changed to one year by assembly action
- E. The bidding information will allow the voting members of the Assembly a chance to consider important factors such as:
 1. Holding sharing sessions/assemblies in different geographical locations
 2. Seasonal travel conditions of the proposed locations
 3. Ascertaining that suitable facilities are available at proposed locations
 4. Estimated expenses of registration fees, hotel rates, etc.
- F. The Host Committee will make reports at each Sharing Session/Assembly, with the final report to be presented at the Sharing Session/Assembly following the one they hosted. Refer to the Assembly Report Form in the Information Section of the Arizona Area Handbook.

2. Financial Guidelines

- A. The Area Treasurer will provide the Host Committee with \$1500 for each 3-day Sharing Session/Assembly, \$800 for each 1-day Sharing Session/Assembly, and \$1150 for each 2-day Assemblies. (Updated 6/27/10 from Assembly Motion 2009-21)
- B. In establishing costs for a Sharing Session/Assembly the ideal financial

outcome is to break even. They are not intended to generate additional funds.

- C. Expenses should be kept as low as possible to make the Sharing Session/Assembly experience available to as many members of the Area Committee as possible. Assembly host committees should not charge additional fees for late registration on day of registration. (updated by assembly action 8/07)
- D. After the Sharing Session/Assembly all remaining funds, after expenses, will be returned to the Area Treasury.
- E. The Area Treasurer will treat Assembly Seed Money as an Account Receivable in the Balance Sheet until the host committee completes the final accounting and all monies are returned to the Area. If an Assembly generates monies over and above the seed money, those funds will be turned over to the Area along with the Seed Money, and the Area Treasurer will record the overage amount as Assembly Income. If the Assembly results in a loss, and does not generate sufficient funds to return all of the seed money, the loss amount will be recorded by the Area Treasurer as an Assembly Expense. The contract with the facility where the Assembly is to be held must include the following language: "In order to protect A.A.'s principle of anonymity [the facility] will not retain or use any list of A.A. guests or participants in conjunction with the words Alcoholics Anonymous or A.A. for any purpose whatsoever other than in connection with this event".

Updates: 8/03 Updated to reflect Assembly Action regarding accounting for Seed Money, surpluses and shortages.

8/03 Updated to reflect Assembly Action regarding contract language.

3. Area Assembly Responsibilities

- A. The Alternate Chairperson will coordinate on Orientation for GSRs, DCMs, DCMCs and Intergroup Liaisons to take place as the first item of business on Saturday morning at each Sharing Session/Assembly. GSR orientation will also be held on Friday afternoon or evening.

Updates: 5/07 Updated to reflect Assembly Action regarding adding second orientation.

- B. Panel meetings will be held on Saturday morning at 3-day Sharing Sessions/Assemblies and as requested by Panel Chairs at 1-day Sharing Sessions/Assemblies.
- C. The business meeting is held Saturday after the Panel meetings.

4. Area Sharing Session Responsibilities

- A. 3-day, in addition to the Area Assembly Responsibilities listed above
 - 1. Service oriented presentations/discussions are recommended for Friday afternoon before Roundtables
 - 2. Roundtables are provided as an opportunity for those interested in a particular area of service to find out more about it. They also give the Coordinator a forum for meeting with local committees from around the Area. Roundtables are held Friday evenings.
 - a. Roundtables include: Archives, CPC, Corrections, DCM/DCMC,

GSR*, Grapevine, Intergroup Liaison, Literature, PI, Remote Communities, Spanish and Treatment. Other Roundtables can be accommodated in cooperation with the host committee.

*Updated per Assembly Action November, 2006.

- b. The host committee shall confirm with Area Coordinators who will chair the following Roundtables: Archives, CPC, Corrections, Grapevine, Literature, PI, Remote Communities, Spanish and Treatment.
 - c. The chairpersons for the remaining Roundtables are as follows: the Intergroup Liaison Roundtable is chaired by the Area Alternate Chairperson; the DCM/DCMC Roundtable elects its own chair; GSR Roundtable elects its own chair. These Roundtables follow the Coordinator-chaired Roundtables.
3. The Saturday evening program typically includes an AA service-oriented speaker.
 4. The Sunday morning program may include two of the following:
 - a. An Ask-It-Basket where questions about AA can be asked.
 - b. Service Committee workshops.
 - c. Service oriented presentations/discussions.
 - d. AA service-oriented speaker.
 - e. In cooperation with local and Area Al-Anon Committees, an Al-Anon speaker may be invited for Sunday morning as part of the program along with an AA speaker.
- B. 1-day, in addition to the Area Assembly Responsibilities listed above:
1. Coordinator-chaired Roundtables may be held Saturday mornings. The host committee, in conjunction with the Area Coordinators, shall determine a chairperson for the following Roundtables: Archives, CPC, Corrections, Grapevine, Literature, PI, Remote Communities, Spanish and Treatment. Other Roundtables can be accommodated as requested.
 2. The Saturday evening program may include any of the following (optional):
 - a. An Ask-It-Basket where questions about AA can be asked.
 - b. Service Committee workshops.
 - c. Service oriented presentations/discussions.
 - d. AA service-oriented speaker.

(Updates: 3/01 Updated to include Remote Communities and Spanish Roundtables)

5. General Guidelines and Set-Up Procedures

- A. In accordance with Tradition 12, when dealing with outside entities, i.e. hotels, we should be referred to as "The Arizona Area Assembly". In particular, all signs and hotel staff should only identify us as "Arizona Area Assembly".
- B. Raffles should not be conducted at an Area Assembly/Sharing Session by an AA Committee.

- C. To avoid violating the 7th Tradition, free supplies from outside enterprises should not be used, e.g. name tags, etc.
- D. Sharing Session/Assembly flyers should be reviewed by the Alternate Delegate prior to distribution. Flyers should be made available to the Area Newsletter Editor, Intergroup Liaisons and DCMs/DCMCs no later than the Sharing Session/Assembly prior to the one being hosted.
- E. Outside-sponsored hospitality rooms should not be financed by the Host Committee. No outside organization, other than AI-Anon Hospitality Rooms, should be advertised on the AA flyers, agendas, or bulletin boards.
- F. The Area Committee, through the Alternate Delegate, is to provide translation equipment, making sure that the equipment will be at all Sharing Sessions/Assemblies for use by the Spanish speaking community.
- G. Tables should be set up for the Sharing Session/Assembly registration, Area Registrar, Meeting List Coordinator, Archivist, Grapevine Coordinator, Newsletter Editor, and others who request it. Also, one table should be available for Area Committee reports. A separate table should be available for AA flyers, newsletters, etc.
- H. Tables should be made available for the contracted taper separate from the main Assembly room wherever possible.
- I. Coffee donation cans may be displayed near the coffee.
- J. Working in conjunction with the taper, and wherever possible, a separate room or outside area, with a loud speaker should be available so people outside the main meeting room can keep up with what is going on and know when to return to vote or speak.
- K. At each Area Assembly the Area Admin Committee will set up a small resource/reference center including at least copies of the current service manual, copies of the Area Handbook and Past Actions Books and pamphlets useful to attendees of the Assembly while they are at the Assembly including at a minimum 12 Traditions Illustrated, 12 Concepts Illustrated, The AA Group, Self Support: Where Money and Spirituality Mix, Inside AA, The DCM, GSR May be the Most Important Job in AA and Circles of Love and Service. The above items are a reference to use by anyone at the Assembly and are not for sale or other permanent removal from the center.
(Updated by Assembly Action 6/2010)

6. Smoking Guidelines(*)

- A. So that the Sharing Session/Assembly, including Panels and Roundtables may function in a no-smoke environment, and still welcome all who wish to participate, we recommend a 15-minute recess approximately every 90 minutes.
- B. So that the entrance and hallways to the working rooms of the Sharing Session/Assembly be as smoke free as possible, we recommend that an

outdoor designated smoking area be made available for use before and after the Sharing Session/Assembly as well as during the recesses.

- C. The host committee for the Sharing Session/Assembly insure that these policies are followed using common sense, tolerance and a sense of humor.

(*)The Smoke-Free Arizona Act A.R.S. §36-601.01. This landmark statute prohibits smoking in most enclosed public places and places of employment including (but not limited to): Enclosed common areas in hotels and motels; lobbies, elevators, restrooms, reception areas, halls, stairways, and any other enclosed common-use areas in public and private buildings; office buildings and work areas such as meeting rooms, employee lounges, classrooms, and private offices. For further restrictions, host committees are encouraged to consult www.smokefreearizona.org, and to keep in mind that local units of government may enact ordinances that are more restrictive than the Smoke-Free Arizona Act. Local ordinances, if more stringent, remain in effect after the implementation of the Smoke-Free Arizona Act.

7. Taping Guidelines

- A. The Area Alternate Delegate is responsible for negotiating a written agreement with the individual or company who will be taping the Sharing Session/Assembly.
- B. The Area Alternate Delegate ensures that the taper has an understanding of the Traditions.
- C. In keeping with the Tradition of Anonymity, the Host Committee should encourage the service-oriented speakers to not use their full names and not to identify third parties by full names in their talks.
- D. The strength of our Anonymity Tradition is reinforced by speakers who do not use their last names and by taping companies whose labels and catalogs do not identify speakers by last names, titles, service jobs or descriptions.
- E. The Alternate Delegate may develop a release form on which speakers agree to be taped or decline to be taped.

8. Changing Guidelines

- 9.** Any changes to these Guidelines should be brought before the Assembly for majority approval.

Updates: 1/97 Updated to reflect Assembly Action regarding raffles
8/97 Updated to reflect Assembly Action regarding nametags
8/98 Updated to reflect rewriting of all guidelines

ASSEMBLY AND SHARING SESSION BIDS

Host District/County _____

GSR/DCM/DCMC Presenting Bid: _____ Date Submitted _____

Host Committee Chairperson: _____

Chairperson's Address: _____

Phone: _____

Site Location

Name of Hotel/Convention Center/
Church/Fairgrounds, Etc.: _____

Hotel Room Rates: # _____ Single \$ _____ Double

Rent for Facility \$ _____ Number of Rooms for Panels: _____

Facility Occupancy: _____ Other motels in area?: _____

RV/Campgrounds?: _____ Smoking Area?: _____

Wheelchair Accessible?: _____ Other Information _____

Dates and Times of Assembly

Date(s) of Assembly: _____

Meal (Check One) Banquet 9 Buffet 9 Catered 9 On Own 9

Cost for Meal \$ _____ Cost for Coffee \$ _____

Other Comments: _____

II. Panels

1. Eligible Members and Panel Activities

	Panel	Eligible Members	Activity of Panel
A	Finance	Area Treasurer DCMCs, DCMs, GSRs and Intergroup Liaisons	Concerned with the economic health of the Area treasury and Area finances in general. Make recommendations to Assembly for expenditures.
B	Treatment Facilities	Treatment Coordinator DCMCs, DCMs, GSRs and Intergroup Liaisons	Links the various Treatment Facilities Committees in the Area with the Area Assembly and AA Groups. It clarifies what AA can and can't do within the limitations of our Traditions. Clarifies the interrelationship of literature and finances of the Treatment Facilities Committee and local entities.
C	Correctional Facilities	Corrections Coordinator DCMCs, DCMs, GSRs and Intergroup Liaisons	Links the various Correctional Facilities Committees in the Area with the Area Assembly and AA Groups. It clarifies what AA can and can't do within the limitations of our Traditions. Clarifies the interrelationship of literature and finances of the Correctional Facilities Committee and local entities.
D	Literature	Meeting List Coordinator Literature Coordinator DCMCs, DCMs, GSRs and Intergroup Liaisons	Maintains constant review of Conference approved literature. Encourages preferential use of Conference approved literature. Advises on displays of Conference and non-Conference approved literature. Develops general guidelines in keeping with the Traditions for the Area Newsletter.

E	Cooperation with the Professional Community	CPC Coordinator Remote Communities Coord. DCMCs, DCMs, GSRs and Intergroup Liaisons	Discusses how to keep those working in the field of alcoholism as well as other professionals informed about AA: where we are, what we are, and what we can and can't do.
F	Public Information	PI Coordinator Remote Comm. Coordinator DCMCs, DCMs, GSRs and Intergroup Liaisons	Discusses how to reach the alcoholic indirectly and directly by informing the general public about the AA program and by keeping fellowship well informed so that members and groups may carry the AA message more effectively.
G	Grapevine	Grapevine Coordinator DCMCs, DCMs, GSRs and Intergroup Liaisons	Promotes dissemination of the Grapevine through encouraging establishment of Grapevine Representatives which should result in attraction of Grapevine subscriptions and materials.
H	Policy and Admissions	Alternate Delegate DCMCs, DCMs, GSRs and Intergroup Liaisons	Monitors and makes corrective suggestions with Tradition breaks in the Area. Deals with policy recommendations in matters which arise from time to time.
I	Spanish	Spanish Coordinator DCMCs, DCMs, GSRs and Intergroup Liaisons of Groups, Districts, or Intergroups registered as Spanish Speaking	Discuss issues that impact the Spanish speaking community. To inform and encourage representation and participation from the Spanish speaking AA community.

2. Panel Procedures

- A. Each Panel shall elect a chairperson from the DCM or DCMC members of the respective Panel. The position of Panel Chair will be on a rotation from the Pre-Conference Assembly of even numbered years to the November Assembly of odd numbered years. For the Pre-Conference Assembly at the beginning of a rotation, the elected Area Officer or Coordinator advising each Panel shall be responsible for the distribution of background materials and conducting the election of the Panel Chair
- B. Each Panel should report to the Assembly on the degree of specific activity within the Area as it relates to Panel responsibility
- C. Each Panel member's term shall be two years in keeping with policy of rotation
- D. A Panel recommendation is treated as a seconded Motion on the floor of the Assembly, requiring only discussion and a vote. A minority opinion, in written form, may be submitted to the Assembly for consideration.
- E. Area Officers, Area Delegate, Alternate Delegate and Coordinators are assigned to Panels in an advisory capacity*.

* (see Panel Chair Guidelines in Section 3- IV-B- 4)

Updates:

- 11/97 changed to reflect addition of Spanish Panel
- 3/98 changed to reflect March to March Panel Chair assignment
- 11/00 changed to reflect ending of March to March assignments and addition of Spanish and Remote Communities Coordinators.
- 3/01 changed to reflect change in name of Agenda Committee

3. Frequently Asked Questions Regarding Panels

1. WHO HAS A VOICE AND A VOTE ON THE PANEL?

ONLY those Groups, DCMs/DCMCs, or Intergroup Liaisons that have been assigned to the Panel have a voice and a vote. The listing of assignments is kept by the Area Registrar. Area Officers and Coordinators assigned to the Panel have a voice but do not have a vote. Other individuals may sit in and listen; they may not vote or voice an opinion as they are not assigned to the Panel. The Roundtable discussions are to take care of and address the concerns expressed by the non-Panel members.

2. HOW ARE THE TOPICS ASSIGNED TO THE PANELS?

In a meeting 45 days prior to the Assembly, the Agenda Committee will assign the topics to the appropriate Panels. If you would like further information on the topics feel free to ask the author of the topic or a member of the Agenda Committee.

3. WE DISCUSSED THE ITEM ASSIGNED TO THE PANEL...NOW WHAT?

Your panel has five actions available to be taken through a vote (6 for the Finance Panel - see ** at the end of this FAQ section)

- A. **“No Action”** : this would apply if your Panel feels the topic is not Area business.
- B. **“Sense of the Panel”**: When the Panel wishes to suggest (not recommend as discussed below) that the Assembly, or Area Officers, do something. In other words, “yes/no, this is/isn't a good idea but formal action is not necessary.”
- C. **“Recommendation”**: The Panel, through a vote, indicates that the Assembly should vote on the matter. Please note: All recommendations are considered seconded motions, and are taken as such on the Assembly floor. Be sure the wording on your

motion is clear and concise, so the Assembly does not get distracted on a debate over semantics. Additionally, the Panel Chairperson is responsible for submitting a written copy of the motion to the Area Chairperson before the Assembly starts.

D. **“No”**: The Panel does not agree with the topic.

E. **“Postpone”**: The Panel wishes to further review the topic at the next Assembly or _____. Please specify a date to the Assembly as to when your Panel will consider it further action.

4. WHAT DETERMINES IF A PANEL VOTE PASSES OR NOT

It is suggested, that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity. Substantial unanimity is defined as 2/3.

5. WHAT IF SOMEONE STRONGLY DISAGREES WITH THE PANEL VOTE?

Minority Opinion is a very important part of AA. If the Panel member, or members, are willing, they will need to write their objections down and select one person to present them to the Assembly immediately following the Panel Chair’s report. If they do not wish to do this, it is suggested the Panel Chair consider mentioning the fact that there was a verbal Minority Opinion in the Assembly Report. Remember, a Minority Opinion is not a reflection of the Panel Chair’s capabilities.

6. OK...WE ARE DONE WITH ALL OF THE ASSEMBLY TOPICS. WE HAVE VOTED ON THEM...NOW WHAT DOES THE CHAIRPERSON DO WITH THE RESULTS OF THE WORK?

The Panel Chairperson must prepare a written report to present at the Assembly. Remember what must be done with recommendations (see above).

7. WHO DO I SEE FOR HELP DURING THE PANEL DISCUSSIONS?

At least one Area Officer or Coordinator is assigned to each Panel. They are your trusted servants, expect them to help you.

8. ANYTHING ELSE?

Be sure to have someone circulate a piece of paper so all in attendance can write down their home addresses, phone #s, and service positions for future reference by you or the Area Officer.

** Agenda Items assigned to the Finance Panel may be added by that Panel at an Assembly to a Service Needs List, kept by the Finance Panel Chair. After the budget for the next year is written by the Finance Panel and the Treasurer at the November Assembly the Panel and the Treasurer shall determine if there are surplus funds available in the current year’s budget. If such funds are available, the list of unfunded Service Needs will be examined; the Panel shall prioritize the needs, and may choose to make a Recommendation to the Assembly regarding spending the surplus to meet those needs.

III. Agenda Committee

- A. The Arizona Area Agenda Committee consists of the Area Chairperson, the Area Secretary, the current Delegate and all past Area Delegates and all current DCMCs. The Agenda Committee Chair is elected at the first Agenda Committee meeting of the rotation from among the DCMCs present. If for some reason that person cannot fulfill the duties of the position, at the next Agenda Committee Meeting a new Chair will be elected from among the DCMCs present at that meeting.

(Update 5/07 Changed from “past Arizona Area Delegates” to “past Area Delegates” by assembly action)

- B. The Agenda Committee meets at least 45 days prior to each Assembly unless this is not possible due to Assemblies occurring close together. The Agenda Committee assigns each topic received by the Agenda Committee Chair to the appropriate panel(s). The Agenda Committee may also choose to return an item to the author for clarification. The identity of authors of topics will be kept confidential by the Agenda Committee Chair and the Archivist.
- C. If the Agenda Committee identifies a topic as a “Structure Change” then the words “STRUCTURE CHANGE” will be printed across the top of the page on which the item appears. (By assembly action 11/07)
- D. The Agenda Committee sets the Agenda for the next Assembly. Minutes of the Agenda Committee Meeting including the Agenda for the next Assembly are taken by the Area Secretary and distributed to the membership in the Arizona Area Newsletter.
- E. Following the Agenda Committee Meeting the Chair distributes topics to the Panel Chairs and works to promote good communication to and from the Panel Chairs and assists Panel Chairs in timely communication with Panel Members. The Agenda Committee Chair keeps a log of topics assigned and outcomes.
- F. Funding of the Agenda Committee. Expenses related to the activities of the Agenda Committee are reimbursed for all voting members of the committee, including the Delegate, Area Chair, Area Secretary, the DCMC’s and all Past Delegates. Reimbursable expenses include copying or other printing costs, mail and/or telephone costs, and mileage reimbursed at the same rate as set for other Area activities. (updated 4/6/2010 by Motion 2010-04)

IV. Panel Chair Guidelines

The role of Panel Chair is critical to the successful operations of the Arizona Area Assembly. Good communication and active participation helps the Area best consider topics proposed by AA members.

- A. Prior to Assemblies
 - 1. Before each Assembly, following the meeting of the Agenda Committee, each Panel Chair will receive from the Agenda Committee Chair full information about topics any assigned to the Panel and/or a reminder of any topics assigned to the Panel for which

a report has not yet been received by the Assembly. Pre-Conference Packet A topics will be received from the Delegate.

2. Each Panel Chair will receive one set of mailing labels from the Registrar.
3. Each Panel Chair does a mailing to all GSRs, DCMs, DCMCs or Intergroup Liaisons assigned to the Panel and any Panel Advisors indicating whether or not the Panel will meet at the next Assembly. If the Panel is meeting, the mailing will indicate what topics have been assigned and a statement indicating that the Panel member may get additional information from the Panel Chair along with how to contact the Panel Chair. If the Panel is not meeting all members should be informed of this, reminded of the Assembly and encouraged to attend the Assembly. This mailing should occur not later than ten days after receiving information from the Agenda Committee Chair. Cost of postage and photocopying is reimbursed by the Area Treasurer upon presentation of receipts.
4. Each Panel Chair should inform the Agenda Committee Chair, the Host Committee and the Alternate Delegate whether or not they will meet at the next Assembly. It is helpful for the Panel Chair to inform the Agenda Committee Chair if he or she thinks it is likely that the Panel will wish to speak to the author of a motion.
5. Requests for more information should be met as rapidly as possible to ensure informed consciences of Groups, Districts or Intergroups.
6. Prior to the election of the Panel Chair at the first Assembly of the rotation, or if the Panel Chair resigns and there is no Alternate, the Panel Advisor takes over the mailing duties mentioned above. In cases where the Panel has multiple advisors the Area Chair will determine which person is responsible.
7. It is suggested, that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity. Substantial unanimity is defined as 2/3.
(updated by assembly action 8/07)

B. At the Assembly if Panel meets

1. The Panel Chair should work with the Host Committee and the Alternate Delegate to make sure in advance that suitable space is available for the Panel meeting. Each Panel Chair should check for proper signage, adequate seating, etc. in advance of the time the Panel is to meet. It is also helpful for the Panel Chair to bring copies of "Frequently Asked Questions about Panels" from the Area Handbook, a list of topics to be discussed, and some extra copies of the motion(s) to be addressed including background materials for those who did not receive them or forgot to bring their copies.
2. At the start of each Panel meeting at Assemblies the Chair should:
 - a. Make sure that there is a Panel Secretary taking notes.
 - b. Welcome everyone but make clear that only people assigned to the Panel may speak about an issue or vote. If the Panel needs information from a non-Panel member they may ask that person to address a topic or provide information. Otherwise, visitors should not speak during the Panel meeting. The Panel may also request that the author of a motion be brought in to answer questions. Motions may be amended only with the consent of the author.
 - c. Inform all members of when breaks will happen, typically every 90 minutes.
 - d. Introduce the Panel Advisor(s) and briefly explain their role.
3. Meetings should be chaired with the aim of building consensus, allowing minority opinion to be heard, and smoothly conducting a fair examination of each topic

assigned to the Panel. The Panel Chair should not express any opinion about the merits of a topic. The Panel Chair should be familiar with the Arizona Area Handbook including the options available to Panels and should educate Panel members as to their options. Discussion should stay focused on the topic. The Panel Chair or the Panel Advisor may jump in to correct factual mistakes that occur in the discussion.

4. The Panel Advisor's role is very limited, and is mostly to answer technical questions. The Panel Advisor should express opinions only rarely.
5. The Panel Secretary should pass around a sign in sheet where Panel members list their names and contact information. This sheet should be retained by the Panel Chair and compared with the next set of mailing labels received from the Registrar to insure none are missed in getting future mailings. The Panel Secretary should keep good notes about which topics the Panel discussed and the outcomes and work with the Panel Chair to prepare the report to the Assembly mentioned below.
6. Should the panel wish to speak to the author of a motion the Panel Chair may send for the Agenda Committee Chair to determine if the author is present and available.
7. Each Panel Chair whose Panel has met will prepare a report for the Assembly. This report is presented orally to the Assembly and in a written form to the Area Secretary. If the Panel is making a Recommendation, i.e. the Panel supports the motion and wants the Assembly to approve it for implementation, a copy of the motion needs to be given to the Secretary and to the Area Chair prior to the Panel report.
8. It is suggested, that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity. Substantial unanimity is defined as 2/3. (updated by assembly action 8/07)

C. Other

1. The Area Chair will meet with all new Panel Chairs and Advisors on Sunday morning of the first Assembly of the rotation to review this Section and answer questions.
2. The Area Chair will conduct a Panel Chair/Panel Advisor Orientation and Roundtable session on Friday of each Three Day Assembly of the remainder of the rotation. (Updated: 3/07 This entire section was changed per Assembly Action)

V. ***How Robert's Rules of Order apply to Arizona Area Assemblies***

The function of Robert's Rules is simply to make it possible for a large body of people to discharge their responsibilities in a limited period of time, which in the case of the AA Conference is to express "the actual voice and the effective conscience of our whole society" (Concept 2), while observing the Warranties of the Conference.

To judge whether Robert's Rules conflict with this, consider the following statement from the introduction to the official version of those Robert's Rules: "American Parliamentary Law is built upon the principle that rights must be respected: rights of the majority; of the minority; of individuals; of absentees; and of all these together."

Insofar as possible, important matters to come before the Assembly should arise via the "panel system." This system provides that, in order that a large number of questions can be dealt with during the Assembly business meeting, each should be referred to the appropriate panel, preferably before the meeting. The voting members of these panels are registered voting members of the Assembly, so that it can be said that their output reflects

ultimately the experience of the groups.

Each panel has time to consider carefully the items coming before it, and to present to the Assembly as a whole its recommendations for Assembly action. Although some of these recommendations will create discussion on the Assembly floor, most are acted on promptly, and it is only in this way that the Assembly can attend to all the business before it. According to Robert's Rules, "nine times out of ten the report of a panel decides the action of the Assembly." The order of the panel reports is specified in the agenda. Each panel report contains recommendations, each of which is taken up, in turn, for discussion and acceptance or rejection. Each recommendation by the panel becomes automatically a seconded motion and ready for discussion.

A. Current Guidelines

1. AA Assemblies seek "substantial unanimity" on all important matters of policy; this is interpreted as at least a two-thirds vote. This includes all Area Structure changes. (Robert's Rules assume that the decision of the majority is the decision of the assembly.)
2. Area Structure Change is defined as: Any action which alters the eligibility, duties, responsibilities and/or manner of election of: Area Officers, Coordinators, Administrative Committee members and Agenda Committee members; and their respective meetings, in any way, are Structure Changes.
3. Structure changes are presented at one Assembly, announced at the next, and then are voted on at the following Assembly. Simple majority is 50% plus one vote.

(Update: 3/07 The preceding definition of a "Structure Change" was adopted by assembly action)

4. Because the number of members present at the Assembly varies from time to time during the rotation, the phrase "two-thirds vote" is taken to mean "two-thirds of the registered voters who are present and voting on that particular motion. After the establishment or rejection of any matter, the minority will always be given an opportunity to speak to its opposition.
5. A lot of the detail of Robert's Rules exists to forestall the use of "parliamentary maneuvers"; that is, the use of the rules to frustrate the wishes of the majority. AA's nature is such that while Assembly members have different opinions on many issues, everyone wants to achieve the "group conscience" of the assembly. The legitimate rights of the minority are protected by the Third Concept and its observance throughout the Assembly.
6. The Third Legacy procedure by which Area officers are elected is unique to AA. When the number to determine 1/5, 1/3 or 2/3 is a fraction, the next higher whole number will be used. (For example if 5 and 1/3 is needed to pass, the number to pass would be raised to 6) (*Updated from Assembly action November 2009*)
7. People who wish to speak to a topic, including "call the question", line up at the microphones and are called on in order. Each may speak for approximately two minutes; no speaker should speak for a second time to a topic, until all who wish have spoken at least once. This is an "informal rule" according to Robert's Rules.
8. Voting can be by show of hands or by written ballot for or against the motion except for elections of officers, which are done by written ballot.

9. Specific Robert's Rules that come up often:
 - a. Any motion which has the effect of limiting discussion on a topic requires a two-thirds vote. This applies particularly when someone "calls for the question". This motion is made in order, requires a second, is not discussed, and requires a two-thirds vote. If passed, discussion on the motion before the Assembly ceases, and the Assembly proceeds immediately to vote on it.
 - b. If the motion to "call the question" is not passed, discussion continues on the original motion before the Assembly.
 - c. From time to time a request to reconsider a motion is made. According to Robert's Rules, such a request can be made in the form of a motion, but only by someone who had voted with the winning side of the action and now wishes to change their vote. According to Robert's Rules, a simple majority is enough to cause reconsideration but no action can be reconsidered twice. This request may be made only on the day of the original action.

VI. Flow of a Motion

(See Flow Chart following Section below on Procedures)

1. Definitions

Motion: To officially request that a specific action be taken

Second: All motions must be seconded by another individual who supports the motion. If there is no second the motion dies.

Discussion: To talk about the pros and cons, and ask questions about a motion on the floor.

Amendable: To amend or alter a seconded motion on the floor. Only the individual who made the motion may amend it, and the individual who seconded the motion must agree with the amendment. *A recommendation from panel is not amendable on the Assembly floor.*

Majority: (Simple Majority) 50% plus one, of the voting members present.

Substantial Unanimity: 2/3 of the voting members present.

Structure Change: An action that would affect the structure of the Arizona Area. Structure Changes must be presented in writing in the Agenda at one assembly, read at the following assembly, and voted on at the next assembly. Requires a 2/3 majority vote to pass.

Minority Opinion: A stated or written opinion on a motion given by an individual who voted on the minority, ("losing") side of the motion.

Motion To Reconsider: When a stated minority opinion results in causing one or more individuals who voted in the majority on the motion, to change their mind about how they voted, this person may request that the motion be reconsidered. (Needs a second)

Motion To Table: To put a motion in suspension indefinitely. A tabled motion will stay tabled (but will continue to appear on the agenda under old business) until a motion is

made and seconded to un-table the tabled motion.

Plurality Vote: Most Votes

2. **Protocol**

- a. Whenever addressing the Assembly, do so from the microphone. (Motions, seconds, amendments, comments, debates, points, etc.)
- b. Motions die if they do not receive a second.
- c. Remember to play nice! (No hitting, swearing, biting, etc.)
- d. Chairperson decides
- e. RULE 62

3. **Procedures**

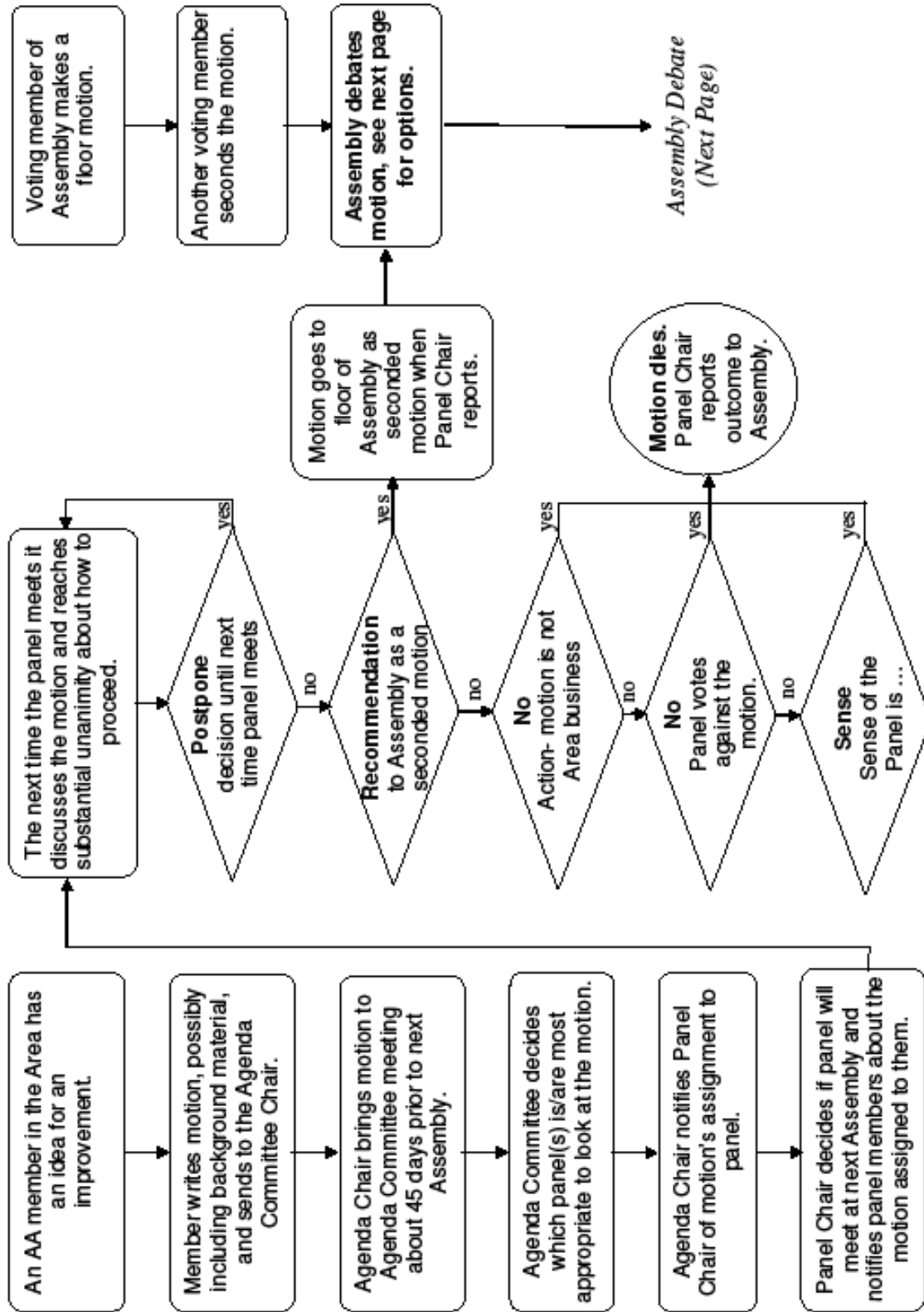
(a.k.a. Additional Things To Holler From The Microphone)

Other Procedures that may take place during the discussion of a motion are:

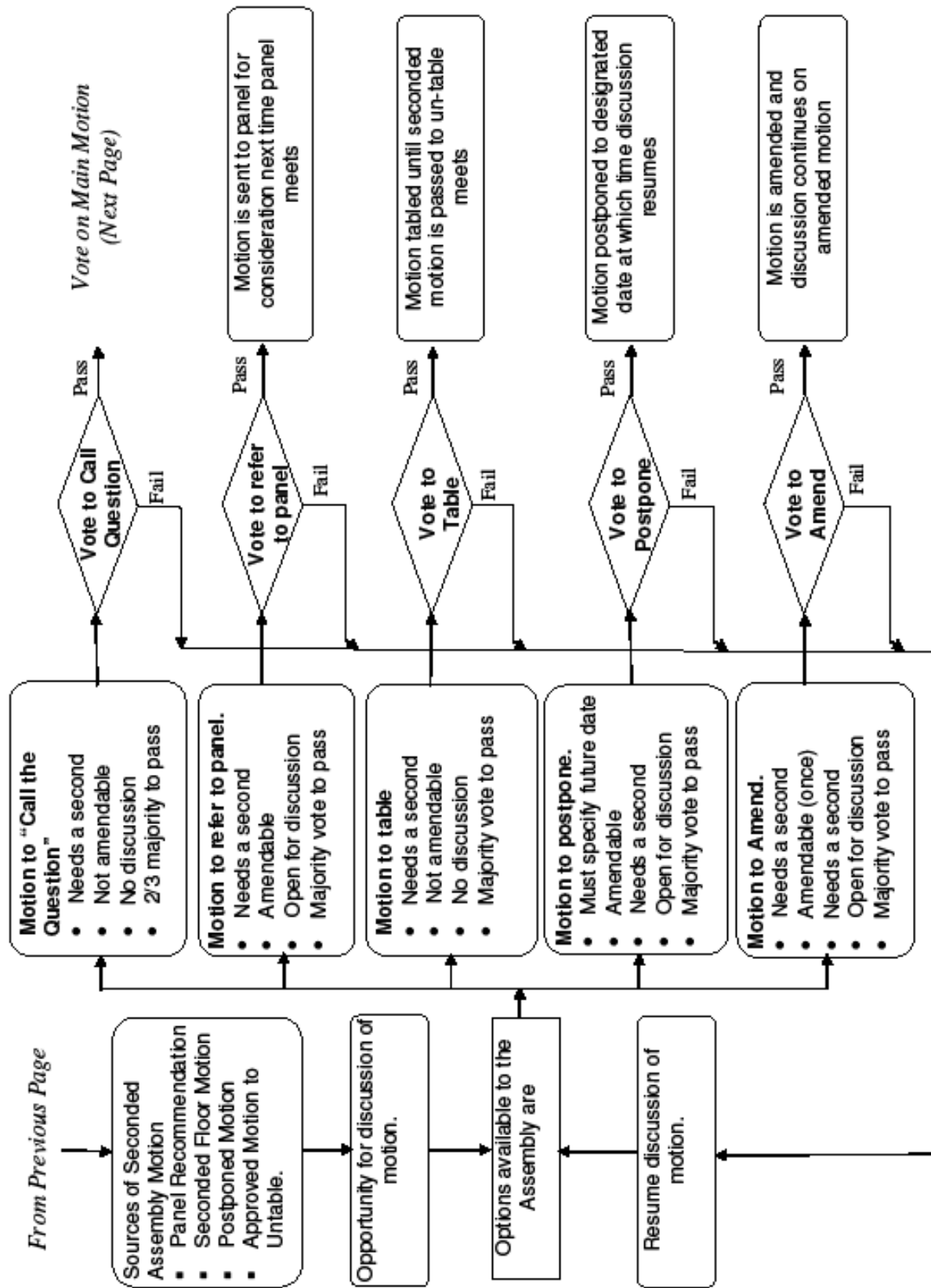
- a. Point of Order: To object to a procedure or to a personal affront
- b. Point of Information: To request or give information
- c. Point of Privilege: To comment about noise, room temperature, etc.

The above Points may interrupt the speaker, do not require a second, are not amendable, allow no discussion and do not require a vote.

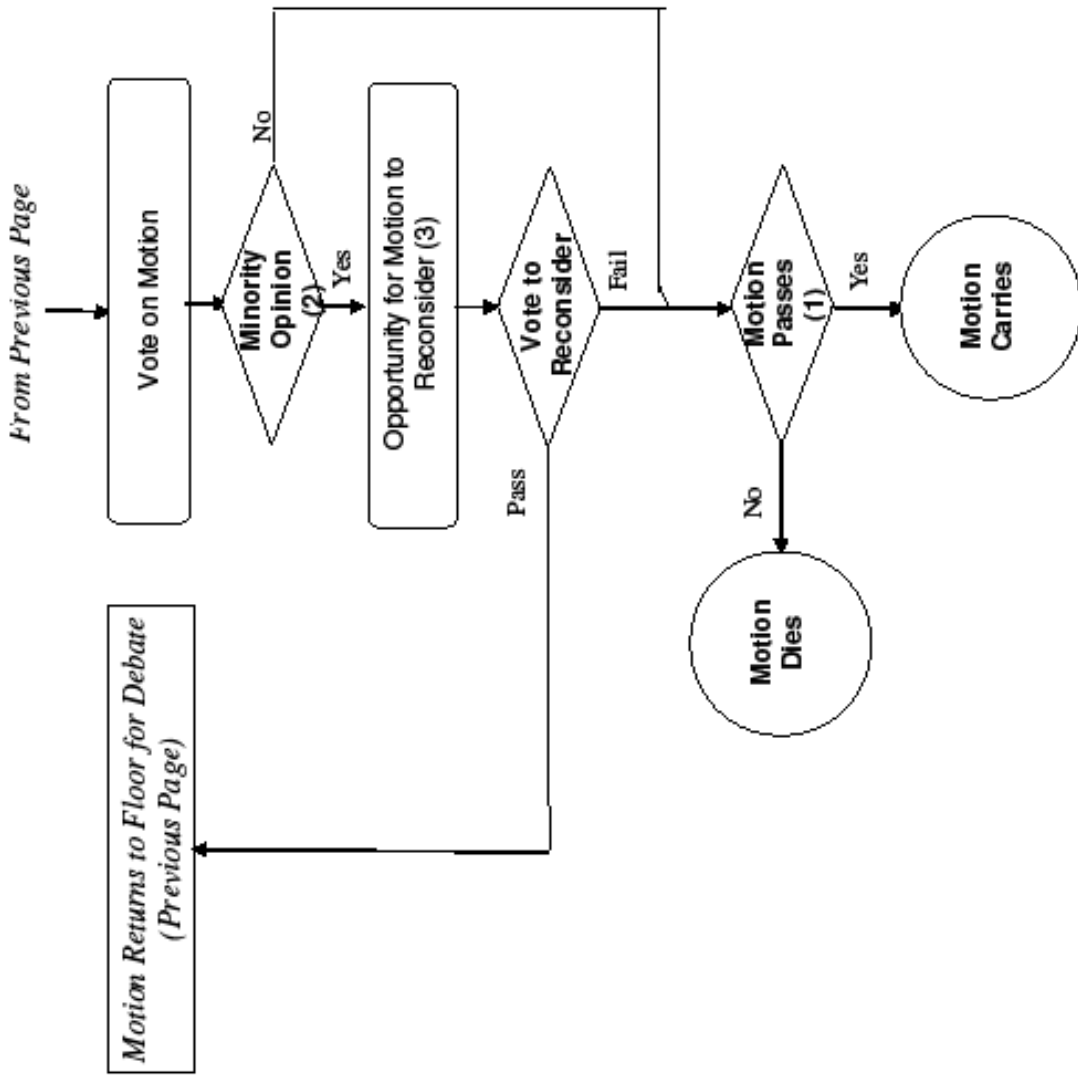
Arizona Area- Flow of a Motion Chart (Part I – Creation of a Motion)



Arizona Area- Flow of a Motion Chart (Part II – Assembly Debate)



Arizona Area Flow of a Motion Chart (Part III – Vote on Main Motion)



Notes

- (1) Most motions will require substantial unanimity to pass, defined as 2/3 majority or greater.
- (2) A minority opinion can be made by anyone on the losing (minority) side of the vote
- (3) Motion to reconsider may be made only after a minority opinion and must be made by anyone who voted in majority.
 - Needs second
 - Requires a majority vote
 - No discussion

*updated per assembly action November, 2008

VII. Topic Submittal Guidelines and Form

The submitting of topics to Arizona Area 03 is of vital importance to the well being and functioning of AA in the Area. It is important not only that we have the topics but also it is equally important that the Area understands the intent of the author. A Topic is a motion to the Area and if a Panel decides to bring the Topic to the Floor of the Assembly it becomes a seconded Motion. Topics are submitted to the Agenda Committee Chairperson and are assigned to a Panel by that Committee. Any member of Alcoholics Anonymous may submit a topic which would be of interest to the Area.

Therefore the following suggestions are made in order that we can make an informed Group Conscience.

If at all possible the accompanying form should be used when submitting a Topic.

Example:

Date: The date the Topic is submitted to the Agenda Committee.

Motion: The intent of the Topic, e.g.. "I move that the Arizona Area 03 provide ice cream at each Assembly"

Discussion: Your reasons: "ice cream has in the past proven to be an incentive for GSRs to attend Assemblies."

Background: Reference material, Past Actions, AA literature. "The Assembly in Wiley, AZ March 1999 was a huge success due to the serving of ice cream to all that attended."

Use additional pages if necessary.

Name: Your full name
Address: Your mailing address
Telephone: Your telephone number
Email Address: Your email Address

Your identity will be kept confidential, only the Agenda Committee Chairperson will have it. A Panel may ask to hear from the author if it has questions about the Topic.

TOPIC SUBMITTAL FORM

DATE: _____

MOTION: _____

DISCUSSION: _____

BACKGROUND: _____

Use additional pages if necessary.

Name: _____

Mailing Address: _____

Telephone: () _____

Email: _____

Section 4. Articles of Association

ARIZONA AREA COMMITTEE

- I. NAME AND MEMBERSHIP-** The name of the Association shall be the Arizona Area Committee of Alcoholics Anonymous. Membership shall consist of an elected General Service Representative from each Group registered with the Committee.
- II. PURPOSE-** The Association shall serve as a non-profit committee for members of Alcoholics Anonymous throughout the Arizona Area. The committee shall uphold all of the basic service principles and procedures as outlined in the AA Service Manual, copyright by Alcoholics Anonymous World Services, Inc., a non-profit organization.
- III. FINANCES-** The primary source of income shall be group contributions according to each group's conscience. Other sources of income shall be Area meeting contributions and special function contributions. Upon dissolution of the Arizona Area all monies, after payment of legal obligations, shall be distributed to the Alcoholics Anonymous World Services, Inc.
- IV. OFFICERS-** The Arizona Area Committee shall consist of seven Officers, committee chairpersons as deemed necessary, liaison representatives as deemed necessary, District Committee Members and group General Service Representatives. The seven officers shall be: Area Delegate, Alternate Delegate, Area Chairperson, Alternate Area Chairperson, Area Secretary, Area Registrar and Area Treasurer. The Delegate and Alternate Delegate shall be elected by the Third Legacy procedure as outlined in the Alcoholics Anonymous Service Manual. All other officers may be elected by the Third Legacy procedure or by nomination and a simple majority vote. The qualifications and responsibilities of each office shall be as outlined in the AA Service Manual.
- V. MEETINGS-** Meetings of the Arizona Area Committee shall be held four times a year to conduct regular business. An election Assembly shall be held every two years on the odd-numbered year.
- VI. AMENDMENTS-** Any amendments or changes to these articles shall require a two-thirds majority vote of those present at a duly constituted Assembly of the Arizona Area Committee. The amendment or change shall not be retroactive and shall not become effective until the following regular committee meeting.

Section 5. Arizona State Convention Guidelines

PLEASE NOTE THAT THESE SPECIFIC GUIDELINES ARE TO BE USED IN CONJUNCTION WITH "AA GUIDELINES FOR CONFERENCES AND CONVENTIONS" PUBLISHED BY THE GENERAL SERVICE OFFICE. IF ANY CONFLICT SHOULD ARISE BETWEEN THE TWO DOCUMENTS, THE AREA GUIDELINES TAKE PRECEDENCE.

1. SITE SELECTION AND CHAIRPERSON ELECTION

- A. Acceptance of site bids
 - 1. Bids will be presented to the Area Assembly at the Pre-Conference of the year preceding the Convention.
 - 2. Bids will be prepared and presented by the DCM or DCMC of the prospective District or County.
 - 3. Site selection will be determined by a plurality vote of the Assembly.
- B. Election of Chairperson
 - 1. The Convention Chairperson will be elected at the Pre-Conference Assembly of the year preceding the Convention.
 - 2. A minimum of two nominees will be presented to the Assembly by the DCM or DCMC of the host District or County.
 - 3. Suggested qualifications for a Convention Chairperson are:
 - a. A minimum of five years of current and continuous sobriety in Alcoholics Anonymous.
 - b. Some present or past experience in General Service.
 - c. A willingness to serve.
 - 4. Election of the Convention Chairperson will be by a plurality of the Assembly.

2. PAYING THE BILLS

- A. It is the intent of the Arizona Area that the Convention attempt to break even. Convention seed money given to a host committee is intended to be returned to the Area in full when the Convention is over. Therefore, the Area Treasurer will treat convention seed money, currently set at \$4000, as an Account Receivable in the balance sheet until the host committee completes the final accounting and all monies are returned to the Area. If the Convention has generated monies over and above the seed money, those funds will be turned over to the Area along with the Seed Money, and the Area Treasurer will record the overage as Convention Income. If the Convention results in a loss, and does not generate sufficient funds to return all of the seed money, the loss will be recorded by the Area Treasurer as a Convention Expense.
- B. All bills should be settled no later than 90 days after the Convention is held and the Convention Treasurer should therefore be able to report the financial results of the Convention at the Pre-Conference Assembly. Assembly Action of 5/93 requires written financial statement of all funds from the Convention Account to be submitted to the Area Treasurer.
- C. The contract with the facility where the Convention is to be held must include the

phrase: "In order to protect A.A.'s principle of anonymity [the facility] will not retain or use any list of A.A. guests or participants in conjunction with the words Alcoholics Anonymous or A.A. for any purpose whatsoever other than in connection with this event".

Updates: 8/03 Updated to reflect Assembly Action regarding accounting for seed money and surpluses or shortages and Assembly Action regarding contract language.

3. TIME OF THE CONVENTION

- A. The time of the Arizona State convention is generally the end of September or the beginning of October.
- B. The actual dates will be determined after the Convention Committee has completed negotiations with local facilities.

4. THE CONVENTION COMMITTEE-

The following is a suggested Convention Committee structure, reflecting the experience of prior Arizona State convention Committees:

- A. **Coffee Chairperson:** Coordinates all efforts to see that coffee (iced tea, decaf, etc.) is available whenever and wherever necessary through the Convention. The Coffee Chairperson should enlist the aid of a core of dedicated volunteers to assist during the Convention.
- B. **Chairperson:** Coordinates all phases of the Convention planning and implementation. Sets up and chairs all meetings of the general Convention Committee, which should be held on a regular basis. Delivers interim and final reports to the Area Assembly. Chairs the main AA speaker meeting on Saturday evenings.
- C. **Alternate Chairperson:** This position is to be filled by the Chairperson of the last previous Convention held in that particular city. The object is to provide a continuity of experience, and the Alternate Chairperson therefore serves on the committee in an advisory status and is also responsible for chairing the Friday evening meeting.
- D. **Program Chairperson:** Responsible for forming the Convention Program Committee. This committee lays out the actual three day program; selects speakers, panel moderators, etc.; arranges for speakers' travel and accommodations; selects and purchases gifts for main speakers. They are also responsible for design, printing, and distribution for the actual programs. The Program Chairperson should chair the Sunday morning "spiritual" meeting.
- E. **Treasurer:** Responsible for all Convention income and expenditures. Maintains the Convention Committee checkbook and all financial records. Gives financial reports at committee meetings. Prepares a financial statement for presentation at the Pre-Conference Assembly following the Convention.
- F. **Secretary:** Keeps minutes of all general Convention Committee meetings. Notifies committee members of scheduled meetings. Assists Chairperson in completion of final Convention report.
- G. **Registration Chairperson:** Responsible for keeping records of all preregistrations. Turns registration and banquet receipts over to the Convention Treasurer and keeps the Banquet Committee apprized of banquet reservations. Procures and prepares name badges and assembles registration packets. During the Convention: with the help of an active committee, sets up and maintains a registration table or booth for preregistration and walk-ins. Will obtain a Post Office Box for registrations and other committee mail.
- H. **Banquet/Entertainment Chairperson:** With the Convention Chairperson, negotiates with the appropriate catering service for the Saturday evening meal. Responsible for

preparation and printing of banquet tickets and for actual seating at the banquet. May prepare a list of local restaurants, as alternatives, for inclusion in the registration packets. Will make further arrangements for entertainment (dances, plays, etc.) as necessary.

- I. **Hospitality Chairperson**: Responsible for forming a committee who will act as hosts, greeters, general sources of information, etc. Sets up AA hospitality room and makes arrangements for speakers' local transportation, if necessary. Will procure all required ribbons for name badges, corsage, boutonnieres for speakers and special guests.
- J. **Publicity Chairperson**: Responsible for preparation and distribution of all Convention flyers. Will provide timely notification of the convention to the Grapevine, Box 459, the Area Newsletter, and Intergroup Newsletters. Will arrange for media publicity, if deemed advisable by the Convention Committee and guided by our Traditions. Will ensure that a copy of AA's Anonymity Statement to the media is included as a part of each meeting's format. Also responsible for procuring any convention souvenir items the committee may deem desirable and, with the assistance of volunteers, for selling such items during the convention.
- K. **Marathon Meeting Chairperson**: Responsible for establishing a schedule of continuous AA meetings, to be held during the Convention. Topics may be assigned for each hour, and groups or individuals should be signed up to coordinate each meeting.
- L. **Taping Chairperson**: Responsible for negotiating with the individual or company who will be taping the Convention.

5. TAPING GUIDELINES- The Area Alternate Delegate is responsible for ensuring that the selected Host Committee implements these Taping Guidelines.

- A. The Taping Chairperson is responsible for negotiating with the individual or company who will be taping the Convention. That individual will be directly responsible to the Convention Chairperson.
- B. Shared experience makes it clear that taping of an AA Convention cannot be left to chance. It is a difficult and time consuming job, including preliminary work with the speakers and decisions about who will tape the Convention, the behavior of the taper during the Convention, and followup after the Convention.
- C. The Taping Chairperson and the Alternate Delegate could represent the Convention in reaching agreements with the person who will be taping that particular Convention. This could be done by developing a written agreement.
- D. The Convention Taping Chairperson could develop a release form on which speakers agree to being taped or decline to be taped.
- E. Experience shows that it is best to encourage speakers not to use full names and not to identify third parties by full names in their talks. The strength of our anonymity Traditions is reinforced by speakers who do not use their last names and by taping companies and tapers whose labels do not identify speakers by full name, title, service jobs or descriptions.
- F. That the Taping Chairperson seriously considers a taper that has an understanding of the Traditions.
- G. That the agreement prepared by the Convention Committee would determine what could be sold or displayed on-site.
- H. That the Convention, as a whole, makes it clear that taping is not an official part of the

Convention.

- I. That the Committee develop guidelines that would completely discourage videotaping of speakers.
- J. That the Convention Committees discourage any taping royalties to the Convention Committee. That the Convention Committees be encouraged to find ways to observe the Traditions, not go around them.

Updates: 5/00 deletion of "arranges for commercial tape recording" by Assembly Action
 1/97 changed to reflect Assembly Action of 8/95 regarding souvenirs

6. GENERAL SUGGESTIONS AND COMMENTS

- A. Don't drink! And...keep it simple!
- B. The Saturday night banquet should be considered optional. Alternatives might be a buffet or no major meal at all. (It should be noted that, if there were not a requirement to seat X number of people at a banquet, facilities might be available in locations other than the present "three-city" loop.)
- C. Emphasis should be placed on the fact that registration at the Convention is required for participation in other activities, such as banquets and dances.
- D. Further, it was the consensus of the revision committee that convention program activities should not be considered regular open AA meetings. Rather, they are special events that require extra time, effort and expense to provide an interesting program for people attending the convention. Of course, there's no practical method for dealing with the "hard-core" freeloaders. We do however, feel that some provision should be made for real hardship cases. In the past, some individuals, groups or districts have donated registrations, which might be assigned to halfway houses or used at the discretion of the Registration Committee.
- E. In establishing costs for registration, banquet fees, coffee prices, etc. it is well to keep in mind that the ideal financial outcome of a convention would be to break even. The State Convention is not intended to generate additional funding for any other AA entity. Registration rates should be kept as low as possible, to make the State convention experience available to as many people as we can.
- F. The Alternate Delegate is the "Area Advisor" to the Convention and Sharing Session Committees, basing advice on the appropriate guidelines. He or she should, therefore, attend at least one of the early Convention Committee meetings and may be called on for assistance at any time.
- G. Non-smoking areas should be designated, and clearly marked, in all meeting rooms, banquet/buffet areas, and hospitality rooms.
- H. Per Assembly Action of August 15, 1995 regarding souvenirs:
 - 1. Review preview amount of purchases of souvenirs to determine need.
 - 2. Use pre-need sales with pre-registrations.
 - 3. Rotate excess souvenirs to the next convention.

CONVENTION BIDS

Date Submitted _____

Host District/County _____

GSR/DCM/DCMC Presenting Bid: _____

Host Committee Chairperson: _____

Chairperson's Address: _____

Phone: _____

Site Location

Name of Hotel/Convention Center/
Church/Fairgrounds, Etc.: _____

Hotel Room Rates: # _____ Single \$ _____ Double

Rent for Facility \$ _____ Number of Rooms for Panels: _____

Facility Occupancy: _____ Other motels in area?: _____

RV/Campgrounds?: _____ Smoking Area?: _____

Wheelchair Accessible?: _____ Other Information _____

Dates and Times of Convention

Date(s) of Assembly: _____

Meal (Check One) Banquet 9 Buffet 9 Catered 9 On Own 9

Cost for Meal \$ _____ Cost for Coffee \$ _____

Other Comments: _____

Section 6. Guidelines for AA Area Archivists

1. Area Archivists of Alcoholics Anonymous, recognizing that the preservation of records and papers that have lasting value to AA assists in the continuity of our common welfare, take every possible measure to ensure that their Area's papers of the past and present are preserved with equal enthusiasm and endeavor. They work for the best interests of their Areas and AA as a whole in encouraging adherence to sound archival standards. They protect their Area's records against physical peril, alteration or defacement and ensure that these are not impaired in the course of conservation, arrangement and use.
2. Area Archivists are appointed or elected by their Area Committees and perform their delegated responsibilities based on the Twelve Traditions of Alcoholics Anonymous. They are but trusted servants. The ultimate authority of a loving God as He may express Himself in the Group Conscience of their Area Committees forms the basis of their service. Area Archivists recognize that whoever retains our history directs our future and understand their role in contributing to the informed group conscience of their Areas.
3. Area Archivists, understanding that their efforts support the primary purpose of Alcoholics Anonymous by preserving the shared experience of generations of AA members, impartially select and retain Area records that have lasting value and diligently dispose of those that do not. In so doing, they act as agents for future generations of AA members. Area Archivists respect the autonomy of their individual Area Committees by close adherence to the authority of their Area's archival policies, but when their activities may affect the welfare of other AA groups or service committees, those groups or committees ought to be consulted. Area Archivists cooperate to ensure the preservation of AA papers and materials in repositories where they will be secure and effectively utilized; however, they do not compete for acquisitions as this may endanger the integrity of the materials. They take no action that could affect AA as a whole without consultation with the Trustees Archives Committee. If this Committee believes that such action will affect the Common
4. Welfare, then it will be their responsibility to take this matter to the entire General Service Board of Alcoholics Anonymous.
5. Area Archivists perceive their Area Committee as a spiritual entity. They understand that our shared experience is a rich resource for support of AA's primary purpose and endeavor to promote access to the Area's records to the fullest extent consistent with the public interest, making the Area's documentary holding freely know to prospective users through finder's aids and personal consultation, while carefully observing any proper restrictions on the use of the records set by their Area's policy. They explain any restrictions to potential researchers and apply them fairly and equally to all. They should freely pass on to other Area Archivists and to the AA General Service Office Archivists the results of their own or their Area's research that adds to the body of archival and historical knowledge of Alcoholics Anonymous. They share knowledge and experience with other Area Archivists through archival activities that are designed to assist others with less training and experience.
6. Area Archivists in the discharge of their AA service can never bind themselves to any outside entity. They and their Area Committees seek to cooperate, but never affiliate with any other than their Area Archives facility, being especially careful that they never endorse,

finance, or lend the AA name to any outside enterprise. Area Archivists always perceive the spiritual value of their Area Archives collection; never collecting items based on any outside entity's expression of their material value. Our AA papers, publications, and records are preserved in recognition of their historical and spiritual value only.

7. Area Archivists' activities are fully funded according to the spirit of the Seventh Tradition of Alcoholics Anonymous, being supported by the voluntary contributions of money and materials by AA members and are never in competition with other Area Committees for funds, although, they may have a budget set by their Area Committee. They arrange transfers of records and acquire papers in accordance with their Area's purposes and resources, appraising them with impartial judgment based on spiritual principles, ever mindful that the purchase of AA materials by their Area Committees at other than market value for such an item is never necessary and is not in the spirit of the Seventh Tradition. Experience has proven that when Area Committees apply the spirit of the Seventh Tradition to their archive policies materials are freely donated by members of Alcoholics Anonymous. These contributions are never accepted, however, if they entail any obligations, restrictions, expectations or encumbrances, except those pertaining to access for legitimate reasons and for limited periods of time. Area Archivists support their Area Committees in their endeavor to discourage the accumulation of large funds in their archive budget for no stated AA purpose, beyond a prudent reserve.
8. Area Archivists may be recompensed by their Area Committees for services requiring special training, such as conservation of materials. However, any activity which may be experienced as Twelfth Step work is never to be paid for. Area Archivists should not profit from any commercial exploitation of records in their custody, nor should they withhold for personal gain interest and knowledge of AA history. They may use their Area's holdings for personal research and publication if approved by their Area Committee. Experience has shown that it is best that Area Archivists not collect AA materials personally, but if they do they should not compete with their Areas for acquisitions, and should inform the Area Committees on an on-going basis. Area Archivists who trade in archival materials pertaining to AA often experience difficulty in keeping their Area Committee's purpose foremost and problems with money, property and prestige usually develop.

Updates: 9/98 Guidelines for Area Archivists added to handbook per Assembly Action.

Section 7. Arizona Area Website Guidelines

A. Purpose

The purpose of the Arizona Area web site is to carry the message of Alcoholics Anonymous by providing a resource on the internet where alcoholics can get information about the activities and business pertaining to the Arizona Area of Alcoholics Anonymous.

B. Guidelines

1. The internet website shall be administered by a subcommittee, called the Website Committee, of the Arizona Area Public Information Committee whose members are the The Webservant as Chair, the Webservant, the Public Information Coordinator, the Area Secretary, the Area Newsletter Editor, the Area Meeting List Coordinator, and two members appointed by the Area Administrative Committee, whose terms will run concurrent with Secretary and PI Coordinator. (updated 6/2010)
2. The Webservant shall have the responsibility of maintaining and updating the website and any other duties as determined by the Website Committee. The Website Committee will also define the qualifications required for the Webservant position. The Webservant shall present a written report to each Assembly. (updated 6/2010)
3. The internet website, its name and content, and all related computer hardware and software, with the exception of the web hosting service and the internet service provider, shall be owned and supported by Arizona Area 03 of Alcoholics Anonymous.
4. The internet website shall conform to the Twelve Traditions and the Twelve Concepts of Alcoholics Anonymous, to the GSO Website Guidelines and to the Structure and Guidelines of the Arizona Area.
5. In keeping with AA Traditions, the internet website shall cooperate with AA entities by providing references only, including a non-affiliation disclaimer.
6. There shall be no reference or link to any non-AA material except specific internet software necessary to view the internet website.
7. Any use of copyrighted material from Conference-approved literature will be attributed to AA World Services, Inc. or The Grapevine, Inc., as appropriate.
8. In keeping with AA traditions, there shall be no mention or reference to individuals last names, including email addresses containing last names and no personal telephone numbers, with the exception of flyers submitted for events calendar which may contain personal phone numbers at the discretion of submitting parties. (updated 6/2010)
9. The website shall contain, at a minimum: anonymity protected contact information for all Area Officers, Coordinators, Panel Chairs, Standing Committee Chairs and the Webservant; Area Meeting List and most current Area Newsletter; the most recently revised Arizona Area Handbook; an Events calendar; topics assigned to Panels including both Conference Agenda items and Area agenda items with a disclaimer asking site users to contact their GSR/DCM/DCMC for more information; downloadable flyers for upcoming Assemblies, Forums, PRAASA and the Arizona State Convention; off site links to information which affects Area 03 business; a statement of purpose and guidelines of the Arizona Area website; links for making suggestions and comments concerning the website; (updated 6/2010)
10. The website is funded annually as a line item under the PI Coordinator's budget, with a minimum funding of \$200 annually for domain and hosting fees. The budget shall be reviewed annually as part of the budget process. (updated 6/2010)

11. The Website Committee will meet at every August Assembly. Minutes of the meeting are to be posted in the newsletter and summarized in the webservant's report to the Assembly. The committee may make Recommendations to the Assembly if necessary. (updated 6/2010)
12. The Webservant is appointed by the Administrative Committee and reviewed annually. The Webservant's suggested qualifications are computer experience in web page design and formatting, and a minimum of four years sobriety. A letter of interest and qualifications should be submitted to the PI Coordinator prior to January 1st of each year. The Administrative Committee, with the PI Coordinator, will review the position annually and may replace the Webservant by majority vote of the Administrative Committee. (updated 6/2010)

Section 8. Chart of Arizona Area Structure

(1) Members of AA submit concerns, ideas, etc. (topic items) to Agend Committee for assignment to a Panel.

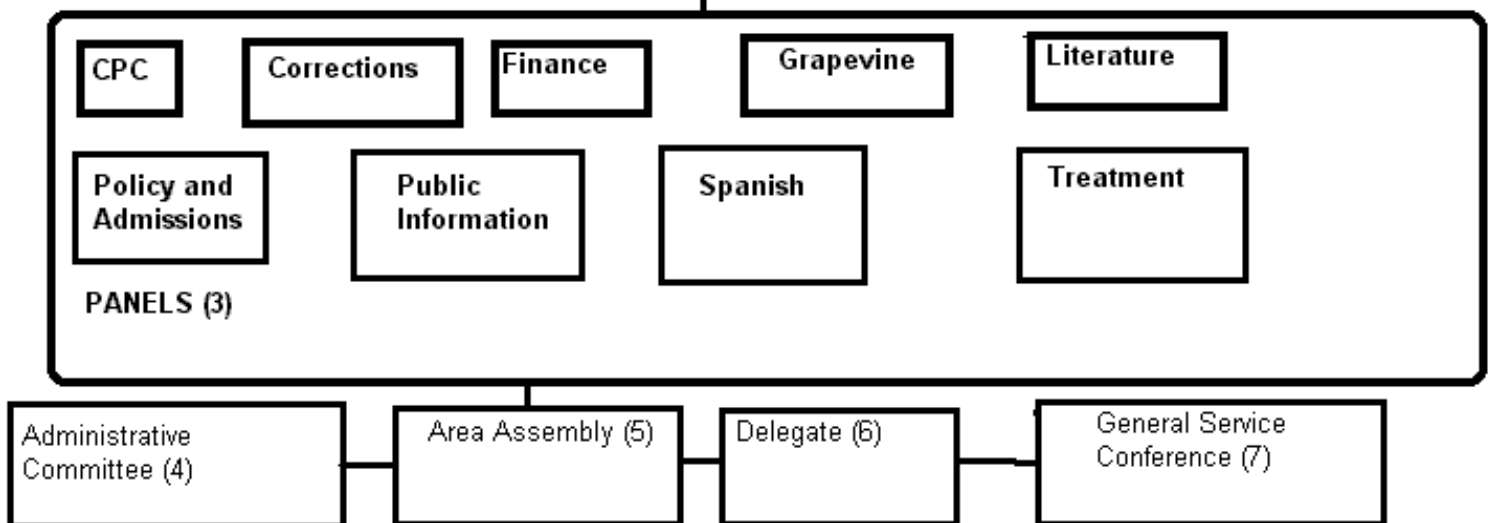
(2) Agenda Committee receives topic items from Fellowship and assigns to appropriate Panel(s) to discuss and review.

Home Groups of Alcoholics Anonymous (1)

Agenda Committee (2)

(3) Panels discuss items received from AA Fellowship through Agenda Committee. Panels give a Sense of their Panel or make recommendations on those items to the Assembly for action.

(4) Administrative Committee works to ensure a smooth Assembly & a timely exchange of information.



(5) Arizona Area Assembly acts on Panel Recommendations

(6) Delegate carries Arizona Area Group Conscience to GSC in New York and brings back report.

(7) General Service Conference works to help individuals, Groups, and service bodies carry the message to the alcoholic who still suffers.

Section 9. Area District Map and Boundaries

Apache County (01)

- 01-100 County line south to I-40, County line east to County line
- 01-101 I-40 south to County line, County line east to County line

Cochise County (02)

- 02-201 County line east to San Pedro River, County line south to border
- 02-202 San Pedro River east to County line, County line south to border7

Coconino County (03)

- 03-300 County line south to Cameron parallel, County line east to County line
- 03-301/302 Cameron parallel south to County line, County line east to County line

Gila County (04)

- 04-400 County line south to Salt River, County line east to County line
- 04-401 Salt River south to County line, County line east to County line

Graham County (5)

- 05-500 County line south to County line, County line east to County line

Greenlee County (6)

- 06-600 County line south to County line, County line east to County line

LaPaz County (07)

- 07-700 County line south to County line, County line east to County line

Maricopa County (08)

See below

Mohave County (09)

- 09-900 County line south to I-40/Hwy 68, County line east to County line
- 09-901 I-40 south to Lower I40 parallel, I-40 east to County line including Hwy 93
- 09-902 Needles, California
- 09-903 Bullhead City east to I-40, Hwy 68 south to I-40
- 09-904 Lake Havasu City east to County line, Lower I-40 parallel south to County line

Navajo County (10)

- 10-100 County line south to Reservation Boundary, County line east to County line
- 10-101 Reservation boundary south to Hwy 277, County line east to County line
- 10-102 Hwy 277 south to County line, County line east to County line

Pima County (11)

See below

Pinal County (12)

- 12-120 County line south to Olberg parallel, County line east to County line
- 12-121 Olberg parallel south to County line, County line east to County line

Santa Cruz County (13)

- 13-130 County line south to County line, County line east to County line

Yavapai County (14)

- 14-140 County line south to County line, County line east to Hwy 89 including Prescott
- 14-141 Hwy 89 east to County line, County line south to Hwy 69/169
- 14-142 Hwy 89 east to County line, Hwy 69/169 south to County line including Prescott Valley

Yuma County (15)

- 15-150 Groups meeting at the 449 Club
- 15-151 All other Yuma County Groups

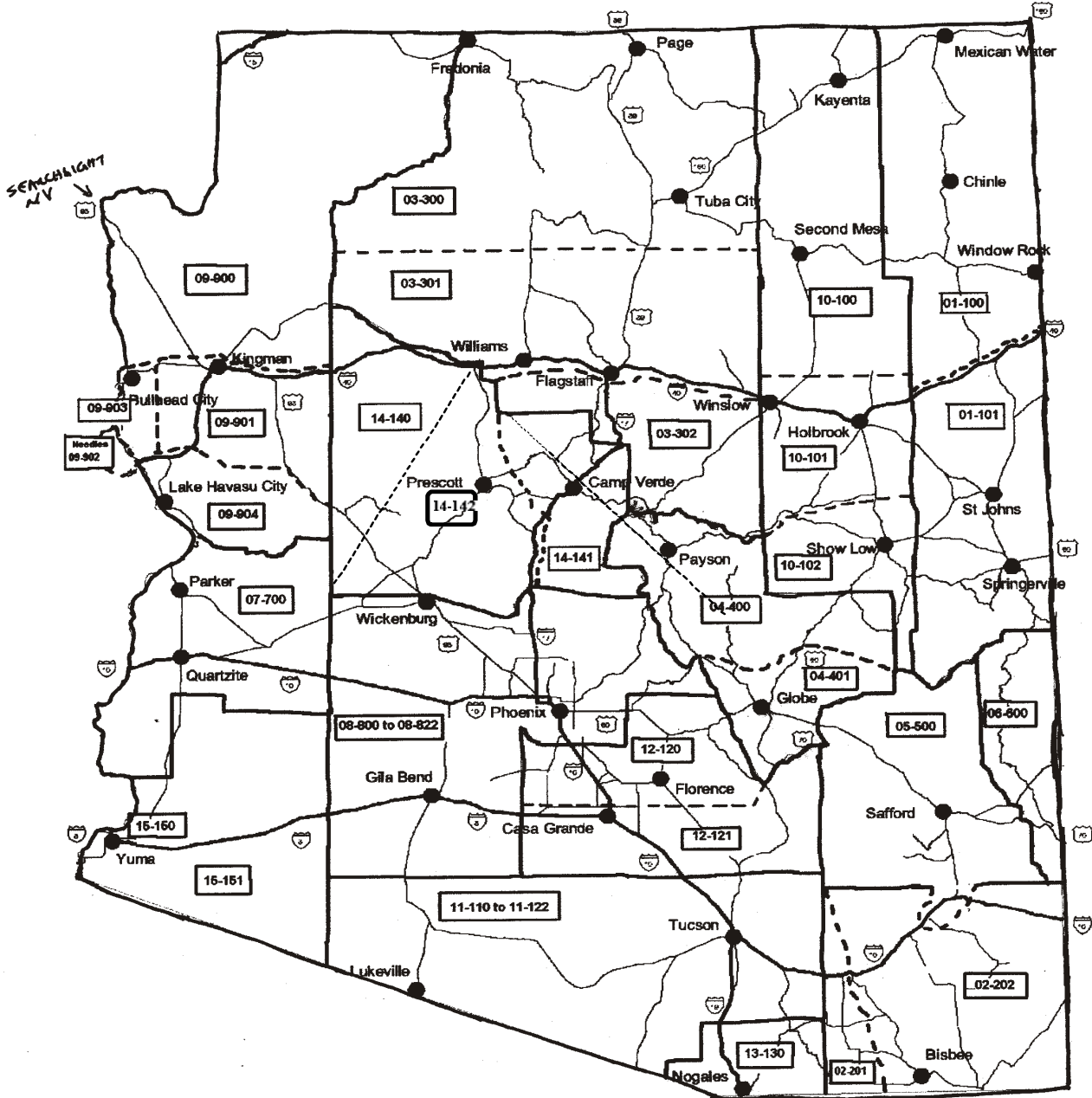
Maricopa County (08)

- 08-800 County line south to I-10, County line east to 91st Ave. or 101 loop between Olive and Sweetwater.
- 08-801 I-10 south County line, County line east to 67th Ave./County line.
- 08-802 County line south to Olive Ave., 91st Ave or 101 loop between Olive & Sweetwater east 51st Ave
- 08-803 County line south to Dunlap Ave. 51st Ave. east to I-17.
- 08-804 County line south to Peoria Ave/Shea Blvd., I-17 east to Tatum Blvd.
- 08-805 "Deleted"
- 08-806 Olive Ave. south to I-10, 91st Ave. east to 51st Ave.
- 08-807 Dunlap Ave. south to I-10, 51st Ave. east to I-17.
- 08-808 Peoria Ave./Shea Blvd. south to Glendale Ave./Lincoln Dr., I-17 east to Tatum Blvd.
- 08-809 Glendale Ave/Lincoln Dr. south to Camelback Rd., I-17 east to Tatum Blvd/48th St.
- 08-810 Camelback Rd. south to Thomas Rd., I-17 east to 48th St.
- 08-811 Thomas Rd., south to Van Buren St., I-17 east to 48th St.
- 08-812 "Deleted"
- 08-813 County line south to Shea Blvd/Salt River, Tatum Blvd. east to County line.
- 08-814 Shea Blvd. south to Indian School Rd/Salt River, Tatum Blvd/48th St. east to Salt River/Verde River
- 08-815 Indian School Rd. south to Salt River, 48th St. east to Salt River.
- 08-816 I-10/Van Buren St. south to South Mountain/County line, 67th Ave. east to 19th Ave.
(south of South Mountain)/South Mountain/48th St.
- 08-817 "Deleted"
- 08-818 Salt River south to County line, 19th Ave. (south of South Mountain/South Mountain/48th St. east to Alma School Rd.
- 08-819 Salt River south to County line, Alma School Rd. east to Val Vista Dr.
- 08-820 Salt River south to County line, Val Vista Dr. east to Apache Jct. eastern city limits.
- 08-821 Spanish Speaking District west of Central Ave.
- 08-822 Spanish Speaking District east of Central Ave.
- 08-823 Spanish Speaking District

Pima County (11) Borders revised in 2003

- 11-110 Northwestern Tucson- Pima County line (and Oracle) south to Ruthrauff Rd./Camino del Cerro [4800 N.], Tohono O'Odham Reservation east to Coronado National Forest.
- 11-111 Central Tucson- Ruthrauff Rd./Camino del Cerro south to Broadway Blvd., Wade Rd [6999 W.] east to Swan Rd. [4700 E.]
- 11-115 Southwestern Tucson- Broadway Blvd. south to Pima Mine Rd., Tohono O'Odham Reservation east to Swan Rd.
- 11-114 Eastern Tucson- Pima County line south to Pima Mine Rd., Swan Road east to Pima County line
- 11-119 Green Valley- Pima Mine Road parallel south to Pima County line, Tohono O'Odham Reservation east to Pima County line
- 11-120 Western Local or Sub District (as referred to in the AA Service Manual) - Pima County line south to Pima County line, Pima County line east to Wade Road north of San Xavier Reservation, then south of Pima Mine Road parallel, then to east boundary of San Xavier Reservation, then south of Pima Mine Road parallel, Pima County line east to Tohono O'Odham Reservation
- 11-122 Hispanic District overlay- all Groups registered as Spanish speaking in Pima County plus Grupo Oxford in Nogales, Sonora. Note: Spanish language Groups in Santa Cruz and Cochise Counties sometimes operate as part of 11-122.

Area District Map



Section 10.

GROUP INFORMATION CHANGE FORM

Group Service Number: _____
District Number: _____
Newsletter by mail _____ or email _____

Date of change: _____
of group members: _____

Old Information

New Information

GSR Name: _____
Address: _____
City, State, ZIP: _____
Phone: () _____
Email: _____

GSR Name: _____
Address: _____
City, State, ZIP: _____
Phone: () _____
Email: _____

Alt GSR/Mail Contact (circle one)

Alt GSR/Mail Contact (circle one)

Name: _____
Address: _____
City, State, ZIP: _____
Phone: () _____
Email: _____

Name: _____
Address: _____
City, State, ZIP: _____
Phone: () _____
Email: _____

Group Name: _____
Meeting Place: _____
Address: _____
City, State, ZIP: _____

Group Name: _____
Meeting Place: _____
Address: _____
City, State, ZIP: _____

Meeting Days: Sun Mon Tues Weds Thurs Fri Sat
Time: _____
Meeting Type: _____

- O- Open C- Closed NS- Non smoking S- Speaker D- Discussion BB- Big Book
- T- Steps Tr- Traditions H- Handicap Access YP- Young Peoples
- AN- Al-Anon meets at same time/location RC- Remote Community

Please return this form to:
Registrar
3012 W. Wilson Dr.
Flagstaff, AZ 86001

_____ Please send copy to GSO
_____ Please send copy to my DCM
_____ Please send copy to Area Meeting List Coord.
I sent a copy to GSO _____
I sent a copy to my DCM _____
I sent a copy to the Area Meeting List Coord _____