

# DELEGATE AREA 42 GENERAL SERVICE ASSEMBLY GUIDELINES

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## **PREAMBLE**

Ever mindful that the reason for the General Service Structure is to be of service to the fellowship of Alcoholics Anonymous, this body shall always observe the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service. In the absence of specific indications in these guidelines or of direct assembly action, the latest edition of the AA Service Manual may be relied upon.

## **STATEMENT OF PURPOSE**

Area 42 purpose is to help carry out the primary purpose of Alcoholics Anonymous, thus insuring growth and harmony in the A. A. Fellowship. The Area carries the voices of its individuals and groups through the G.S.R.s and D. C.M.s to the Delegate and on to the General Service Conference.” The Delegate brings back information from the General Service Conference to the G.S.R.s and D.C.M.s and on to the groups and individual members. The Area conducts its business through its service committees and is a service body only, never a government for Alcoholics Anonymous.

### **1.0 AREA ASSEMBLY**

#### **1.1 Membership:**

The following shall be members of the Area Assembly:

- A. The General Service Representative (GSR) from each registered group. (Alternate GSR or group appointed representative if the current GSR is unable to attend).
- B. The District Committee Member (DCM), DCM Chairperson, or alternate DCM from each district. The DCMs will confirm the eligible voting General Service Representatives for the groups of their districts (rev. 1/00)
- C. Liaisons, NAGSC/SAGSC Committee Chairs, Area Webmaster, Area Newsletter Editor, and any other NAGSC/SAGSC officer not already an Area Assembly/ Committee member. (rev. 4/16)
- D. Area 42 officers, which include Delegate, Chairperson, Secretary, Archivist, Treasurer, Registrar, and their alternates.
- E. Each member of Area Assembly will have only one vote.

#### **1.2 Meetings:**

- A. The Area Assembly shall meet semi-annually, in the spring and fall. The time and place of each meeting will be selected by the Chair and confirmed, by the Area Assembly, far enough in advance to guarantee the scheduling of the appropriate facility. (rev. 9/99)
- B. A quorum shall be the number of voting members present.

#### **1.3 Officers:**

The officers of the assembly shall be:

- A. Chairperson
- B. Alternate Chairperson
- C. Delegate
- D. Alternate Delegate
- E. Secretary
- F. Alternate Secretary
- G. Archivist
- H. Alternate Archivist
- I. Treasurer
- J. Alternate Treasurer
- K. Registrar

L. Alternate Registrar

**1.4 Area Officer Duties:**

A. Duties of the Chairperson:

- 1) Conduct all Area Assembly meetings.
- 2) Conduct Area Committee meetings.
- 3) Appoint "ad hoc" committees as directed by the assembly.
- 4) Prepare and have published a meeting agenda.
- 5) Make all logistical arrangements necessary to hold each assembly.
- 6) Act as the administrative officer of the assembly.
- 7) Appoint an Area Newsletter Editor.
- 8) Appoint a suitable person to conduct the biannual elections.

B. Duties of the Alternate Chairperson:

- 1) Assume the duties of the Chairperson in his/her absence.
- 2) Assist and support the Chairperson in carrying out the duties as needed.
- 3) Serve as the Chairperson of the General Service committee in the section of the area (Northern or Southern) in which he/she resides. If he/she has already served a two-year term as Chairperson of this body, the NAGSC/SAGSC may elect a chairperson from among its membership.
- 4) The local Special Needs Committee Chairperson shall notify the Alternate Chair and Area Treasurer as soon as assistance is requested so that any necessary arrangements can be made. (rev. 4/16)
- 5) The local Special Needs Committee Chairperson shall obtain from the interpreter(s), in writing, a quote for the hourly fee for services to be provided, or for a set fee for the Assembly or meeting. (rev. 4/16)
- 6) Appoint a Grapevine Representative from NAGSC or SAGSC as appropriate.

C. Duties of the Delegate:

- 1) Defined in the current edition of the AA Service Manual.
- 2) As suggested by the Area Assembly.
- 3) To appoint a Webmaster.

D. Duties of the Alternate Delegate:

- 1) Serve as the Chairperson of the General Service Committee in the section of the area (Northern or Southern) in which he/she resides. If he/she has already served a two-year term as Chairperson of this body, the NAGSC/SAGSC may elect a chairperson from among its membership.
- 2) Appoint a Grapevine Representative from NAGSC or SAGSC as appropriate.
- 3) As suggested by the Area Assembly.
- 4) Coordinate all agenda item preparations and arrangements necessary for the NAGSC/SAGSC and Area 42 assembly pre-conference assembly. (rev.4/16)

E. Duties of the Secretary:

- 1) Keep minutes of the Area Assembly meetings as well as a record of all motions, including subject, date and outcome.
- 2) Publish and mail to all Area Officers, DCMs and DCMCs the minutes of the previous meeting within 90 days after the Area Assembly. (rev. 9/99)
- 3) Publish the Area 42 assembly preliminary agenda as prepared by the chairperson. Distribute it to all area officers, DCMs and DCMCs no later than thirty days prior to the assembly. (rev. 4/16)
- 4) Have custody of all current records of the Area Assembly.
- 5) Provide the Newsletter Editor revised Area 42 Guidelines for the following assembly after accepting. (rev. 09/13)
- 6) Assist the webmaster in the production and maintenance of the Area 42 website through cooperation and suggestion with the webmaster. (rev. 9/04)
- 7) Assemble, print, prepare and compile all documents necessary for the registration packets for the registrar at the assembly.
- 8) To be a member of the Communications Committee. (rev. 9/19)

F. Duties of the alternate secretary:

- 1) To serve as secretary of their respective general service committee (North or South).
- 2) Provide a literature display at the Area 42 assembly.
- 3) To assist and coordinate with the area secretary.

4) To be a member of the Communications Committee. (rev. 9/19)

G. Duties of the Archivist:

- 1) Catalog and maintain all archival material for Area 42.
- 2) Provide displays of archival material at Area functions.

H. Duties of the Alternate Archivist:

- 1) To serve as the Archivist of their respective General Service Committee (North or South)
- 2) To coordinate with the Archivist for maintaining the archival material for Area 42.

I. For duties of the Treasurers please refer to Financial Guidelines.

J. Duties of the Registrar:

- 1) Maintain a current mailing list and phone numbers of all members of Area Assembly.
- 2) Coordinate with GSO, the Area 42 Delegate, and DCMs to maintain current information of all groups in Area 42.
- 3) Coordinate efforts at Area Assembly and Committee meetings to accomplish responsibilities of Area Registrar.
- 4) To have registration packets as well as necessary materials for registration at the area assembly, including bringing area's laptop.

K. Duties of the Alternate Registrar:

- 1) To serve as the Registrar of their respective General Service Committee (North or South).
- 2) Assist the registrar at registration table for each area assembly.
- 3) To coordinate with the Registrar for maintaining proper information on all groups in Area 42.

**1.5 Area Appointed Position Duties**

A. Duties of the Newsletter Editor:

- 1) Publish the Area Newsletter with the assistance of the Area Chairperson and Area Secretary. Provide in that document the Area 42 assembly preliminary agenda at appropriate times, contacting the Delegate for information for the Newsletter, and by contacting Northern and Southern Area Chairpersons for Newsletter items. The publication dates will be February 23, April 30, August 10, and October 31. Include revised Area 42 guidelines in the issue of the Area 42 newsletter, which follows the revision. (rev. 3/20)
- 2) The Newsletter Editor may serve up to 4 years.
- 3) To be a member of the Communications Committee. (rev. 9/19)

B. Duties of the Area 42 Webmaster:

- 1) To maintain the website.
- 2) To keep the website updated as revisions / updates are submitted. (rev. 4/16)
- 3) May serve up to 4 years.
- 4) To be a member of the Communications Committee. (rev. 9/19)

## **2.0 AREA COMMITTEE**

### **2.1 Membership:**

The following shall be members of the Area 42 General Service Committee:

- A. Elected Area 42 officers: Delegate, Chairperson, Secretary, Archivist, Treasurer, Registrar, and their alternates.
- B. Appointed Area 42 positions: Newsletter Editor and Webmaster.
- C. DCM, DCMC, or alternate DCM from each district.
- D. Elected NAGSC/SAGSC officer positions.
- E. Standing Committee Chairs as appointed by the NAGSC/SAGSC Chairs or as elected within their Standing Committee.
- F. All Area Committee Chairs.
- G. All Area and NAGSC/SAGSC Liaisons.
- H. Each member of Area Committee will have only one vote. (rev. 3/20)

### **2.2 Area Committee Meetings:**

- A. The Area Committee shall meet at least twice a year (normally the Friday evening before each Area Assembly)
- B. The Area Committee cannot bind the Area Assembly to any decision but shall make recommendations for action by the Assembly.

## **3.0 AREA ELECTIONS**

(rev. 3/20)

### **3.1 Area Officer Elections:**

- A. At the Fall Area Assembly meeting of each even year, the Area will hold elections for Delegate, Chairperson, Secretary, Treasurer, Registrar, and their alternates. The Archivist and alternate will be elected every fourth year.

- B. The names of all those present, eligible and willing to stand for each Area Office will be recorded.
  - 1. Nominations may be accepted from the floor for Secretary, Treasurer, Registrar, Archivist and their alternates. Nominations from the floor will not be accepted for Delegate, Chairperson or their alternates.
  - 2. The Assembly should always have a choice of two names on a ballot whenever possible. If necessary, no well-qualified A.A. should be passed over in the interest of geographical rotation. In such a case the next geographic rotation will not be affected.
- C. All members of the Area Assembly PRESENT shall have voting privileges. Absentee Ballots or proxies shall NOT be valid.
- D. Election of all Area officers shall be in accordance with Third Legacy procedures. Someone shall be asked to read that portion of the Service Manual before balloting.

### **3.2 Eligibility for Area Office**

- A. All duly elected DCMs, DCMCs and Area Officers, past or present who have served a full term and are in attend, shall be eligible to stand for the position of Delegate, Chairperson and their alternates.
- B. All members of the Area Assembly, past or present, who have served a full term and are in attendance, shall be eligible to stand for the position of Secretary, Treasurer, Registrar, Archivist, and their alternates.
- C. Each officer shall serve in a position for only one rotation and shall not be a candidate for this office again.
- D. If the alternate must step in, they will be eligible to stand for the principal position in the next rotation if they served for no more than three assemblies (or one conference in the case of Alternate Delegate).
- E. The Area Assembly may remove any officer or alternate for just cause. Such removal shall be by secret ballot and shall require a 2/3 majority.

### **3.3 Area Officer Rotation:**

- A. To allow for maximum service opportunities and even rotation, the Delegate, Area Chairperson, Secretary, Archivist, Treasurer and Registrar shall be elected from different sections of the area (Northern or Southern) on a rotating basis.
- B. The Delegate, Treasurer, and Registrar will be elected from one section of the area and the Chairperson and Secretary from the other.
- C. Alternates will be elected from the opposite section from the officer.

### **3.4 Replacement of Area Officers:**



- A. In the event an officer vacates his/her position for any reason, the alternate will assume the duties of the officer for the remainder of the term.
- B. The Area Committee will select a replacement for any vacant alternate's position until the next regularly scheduled Area Assembly, at which time the assembly will affirm the replacement or will elect a new alternate.
- C. Replacement of an officer by an alternate will in no way effect the rotation (Northern and Southern) at the next election.

#### **4.0 AREA FUNDING SEE FINANCIAL GUIDELINES**

#### **5.0 AREA DISTRICTS**

##### **5.1 District Membership**

Each district or Zone should have a membership of:

- A. One DCM and Alternate DCM.
- B. One District Secretary and/or Treasurer.
- C. The elected GSR from each group in the district, one of whom may also serve as Alternate DCM, Secretary and/or Treasurer of his/her district.
- D. DCMC (see sections 5.7 and 5.8).

##### **5.2 District Meetings**

- A. Each district should meet at least four times a year. Monthly meetings are preferable.
- B. Each district shall meet at a time and place of its own selection.

##### **5.3 District Elections (qualifications and election procedure per Service Manual)**

- A. Each group in the district should elect a GSR and an Alternate GSR for a term of two years or until January 1 of the next odd year. These elections should be held in the fall of each year with the term of service to begin on January 1 of the next odd year.
- B. The outgoing DCM and DCMC shall notify in writing the Delegate, Alternate Delegate, Area Chairperson, Alternate Chairperson, Area Secretary, and Area Registrar of the name, address, and phone number of their replacements. (rev. 9/16)
- C. The DCM shall forward to the Area Registrar the Group Change Forms as they are turned in. (rev. 9/16)

##### **5.4 District Funding**

- A. It is the responsibility of the District to fund the DCM and the DCMC to the Area Assembly and to Area Committee meetings.
- B. Any District wishing to send its DCM and/or DCMC to PRAASA and/or the Regional Forum has the responsibility to provide funding.

## **5.5 District Numbers**

Districts in Northern Area 42 are even numbered and districts in Southern Area 42 are odd numbered.

## **5.6 Linguistic District(s) for Southern and Northern Area 42 (District 21(S), 22(N)). (rev 1/00)**

- A. The Linguistic District(s) will not be bound by geographic boundaries, but will be recognized as Districts(s) of Linguistic speaking groups. (rev 9/99)
- B. Linguistic District may be formed when the number of registered Linguistic -speaking groups reaches 5 or more.
- C. Each Linguistic group must be a registered group and have an elected GSR. The GSR's will elect a DCM.
- D. Each Linguistic group will vote whether to join the Linguistic district or not.

## **5.7 Zones**

When a District reaches 15 groups it may be split into two zones, with the approval of the district's GSRs. Each zone would elect a District Committee Member for its zone.

## **5.8 District Committee Member Chairperson (DCMC)**

If a District has 5 to 10 zones, each with a DCM, then a District Committee Member Chairperson (DCMC) would be elected by the GSRs and DCMs in that District. If the number of zones within a District reaches 15 or more, these zones may be split and a DCMC elected for each zone.

## **6.0 NORTHERN AREA 42 AND SOUTHERN AREA 42**

### **6.1 Meetings**

The Chairpersons of the Northern Area 42 and Southern Area 42 General Service Committee (see section 1.4.B and 1.4.D) assume the responsibility for calling Northern Area 42 or Southern Area 42 General Service meetings, at least three times a year or as needed, in their respective sections of the Area. (rev. 9/99)

### **6.2 Meeting Composition**

These local Northern and Southern Area 42 General Service meetings shall be comprised of all districts in either the North or South including the DCMs, DCMCs, and GSRs of each district.

## **7.0 GUIDELINE AMENDMENT PROCEDURES**

### **7.1 Submission of Proposed Amendments**

Any proposed amendment to these guidelines shall be submitted in writing to the Area Chairperson, with a copy to the Delegate, Area Secretary and the Area Newsletter Editor by January 31 for the February 23 Newsletter and July 15 for the August 10, Newsletter. The Chairperson shall include the current guidelines and the proposed updated guidelines in the agenda and registration packet for the next area assembly. The effective date of the amendment shall be included in the amendment once it has been passed.

## **7.2 Notification**

The proposed guideline amendment will be presented as a first reading at one assembly with discussion for clarification only, and a second reading and open discussion and vote at the next assembly.

## **7.3 Presentation / Assembly Agenda**

The Chairperson shall include the proposed guideline amendment on the agenda of the next two assemblies.

## **7.4 Adoption**

A 2/3-approval (or substantial unanimity) of the voting members of the Area Assembly present shall constitute adoption of the amendment.

## **8.0 NON-GUIDELINE CHANGE PROPOSALS OF ESTABLISHED AREA PRACTICES**

### **8.1 Presentation to Assembly**

A proposal to change an established practice may be presented at an Assembly in two ways:

- A. Verbally by any voting member. The proposal shall be available in writing at the next Assembly.
- B. In written form by any voting member.
- C. The presenter reads the proposal aloud giving any background information necessary to explain its necessity
- D. Questions and comments on the proposal may be accepted from the floor with sufficient time to gather a sense of the Assembly
- E. Changes to the proposal may be made in the form of amendments.

### **8.2 VOTING**

- A. A proposal will be adopted with substantial unanimity:
  - 1) On the first reading if the assembly has reached an informed group conscience. This can be on the First Reading, if the Assembly so wishes.
  - 2) If the assembly desires more time to consider the proposal it can ask that the proposal be presented for a second reading at the next Assembly.
  - 3) If the proposal is presented a second time all members of that Assembly shall have a written copy at the time the proposal is read for the second time.

## **9.0 TAX-EXEMPT STATUS**

### **9.1 Purpose of Organization**

This organization is organized exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954.

## **9.2 Compliance**

Notwithstanding any other provision of this Structure and Guidelines, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by any organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## **9.3 Dissolution**

Upon the winding up and dissolution of Area 42 General Service Assembly, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a the non-profit fund of the General Service Office of Alcoholics Anonymous, which is organized and operated exclusively for charitable, purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

### **ADDENDUM to Area 42 Guidelines (approved 3/15)**

#### **AREA 42 GENERAL SERVICE ASSEMBLY FINANCE GUIDELINES (approved 9/12)**

*The purpose of the FC is to define fiscal responsibility and standardize procedures in Area 42.*

### **1.0 AREA 42 FINANCE COMMITTEE**

#### **1.1 Membership**

The current Area Treasurer, and alternate, NAGSC and SAGSC Treasurers, and immediate past Treasurer shall automatically be members of the Committee. In addition, two at-large members will be elected, one residing in the North and one residing in the South. *In the event there is an even number of members on the Committee, the Chairperson shall be a non-voting member.* (rev. 9/16)

#### **1.2 Elections**

Election of at-large members shall be held at the Fall Area Assembly on odd numbered (nonelection) years. Eligible candidates shall have 2 years experience in Area 42 service prior to election. At-large Finance Committee members may not hold other positions that are subject to area Budget considerations.

#### **1.3 Officers of the Committee**

The Finance Committee will elect a recording secretary. *The immediate past Area treasurer will act as Finance Committee Chairperson.*

#### **1.4 Replacement**

If a member of the finance committee is unable to complete the rotation, the Finance Committee will select a replacement to be confirmed or replaced at the next regularly scheduled Area Assembly. The replacement assumes duties immediately. (rev. 9/16)

#### **1.5 Meetings**

Finance Committee meetings shall be held at least 4 times per year: twice per year at Area Assemblies and at least twice per year by teleconference.

#### **1.6 Funding**

If not otherwise funded, Finance Committee members shall be reimbursed for costs associated with attendance at Finance Committee meetings.

## **2.0 RESPONSIBILITIES OF THE AREA TREASURER**

- A. Carries out all banking responsibilities
- B. Records and deposits all funds received
- C. Prepares and records all payments for expenses.
- D. Maintains financial and bookkeeping records
- E. Ensures that the accounting for the Area is performed in QuickBooks, or similar accounting program
- F. Prepares and presents financial statements to the Area Assembly
- G. Assembles documentation for tax preparer of Federal and State filings
  - 1) Secures profit & loss reports from SAGSC & NAGSC after all prior calendar year income and expenses have been recorded. (Revised 9/17)
  - 2) Assists Accountant with all documentation and information needed to file federal income taxes on or before May 15th each year. (Revised 9/17)
- H. At the end of the rotation, and after review by the Finance Committee, turns over the original financial documentation to the Archives.
- I. Files annual list of officers with the State of Nevada primarily through the state's online SilverFlume portal after June 1st and prior to July 31st each year. (Revised 9/17)
- J. Provides copies of bank statements and reconciliations to finance committee chair.
- K. Provides Back up of QB file to Alternate Treasurer monthly
- L. Maintain a binder with current copies of the following documents for the Nevada State Assembly of Alcoholics Anonymous:
  - IRS Tax Exempt Status Letter
  - Nevada Secretary of State Annual List of Officers (See section 2.0 I)
  - Articles of Incorporation
  - Nevada Department of Taxation Tax Exempt Status Letter (This will need to be renewed every 5 years with the Nevada Department of Taxation)
  - Las Vegas PO Box information
  - Finance Committee Minutes for the two years of treasurers' service commitment

Identical copies of this binder shall be provided to the Area 42 Archivist, NAGSC Treasurer, and SAGSC Treasurer. The Treasurer shall provide all binder holders with copies of the Finance Committee minutes and updates to or copies of any included documents in a timely manner, not to exceed six months. (Revised 9/18)

## **2.1 RESPONSIBILITIES OF THE FINANCE COMMITTEE**

- A. Gathers budget requests as a part of the budget process.

- B. Drafts and submits proposals to financial guidelines policy/amendments for consideration by the Area Committee and the Assembly. (rev. 9/16)
- C. Reviews requests for additional funding.
- D. Establishes per diem rate for travel and incidentals.
- E. Performs annual review of income and expenses for previous year at each Spring Assembly.
- F. Maintains an inventory of assets owned by Area 42. Inventory items include software, all equipment and Archives.
- G. Publishes minutes of meetings in Area newsletter.
- H. Conducts a conference call each April.

### **3.0 CHECK SIGNING AUTHORITY**

Checks can be signed by any one of the following: Area Treasurer, Delegate, or Finance Committee Chair.

### **4.0 PRUDENT RESERVE**

The Prudent Reserve is to ensure that, after all obligations are paid, enough funds are held to conduct area business. We shall strive to attain a savings account reserve equal to 1/3 of the previous year's expenses, to ensure that the Assembly will be able to meet its financial obligations. A ¾ majority vote of area officers is necessary to draw upon our prudent reserve. (rev. 9/16)

### **5.0 THE BUDGET PROCESS**

#### **5.1**

Prior to July 1 of each year, each officer and persons appointed by the Delegate or Area Chair are responsible for preparing a budget for his/her position. The Area Chairperson will prepare the budget(s) for any vacant position(s). Each budget is submitted to the Finance Chairperson.

- A. The Finance Committee receives budget requests, compiles them into a single Assembly wide budget using data from August 1 of the prior year through 7/31 of the current year, and presents it to the Area Committee at the Fall assembly.
- B. The Area Committee reviews the Budget.
- C. The Assembly reviews the budget and adopts it by a 2/3 majority approval.

#### **5.2**

No Officer or appointee is to exceed their approved budget. If additional funds are needed that exceed the budgeted amount, the officer appointee must submit a request to the Finance Committee. The Finance Committee may approve any such request that does not exceed 20% of the approved budget for that position. If such request is in excess of that, it will be submitted to the Area Committee for approval.

### **6.0 REIMBURSEMENT OF EXPENSES**

#### **6.1 EXPENSE AUTHORIZATION AND SUBMISSION**

The Treasurer is responsible for the reimbursement of all expenses incurred on behalf of the Assembly, submitted with receipts within 45 days of occurrence.

## **6.2 AREA OFFICERS FUNDING**

- A. DELEGATE: Full expenses to General Service Conference, Area Assemblies, annual PRAASA, events within the Area, and Pacific Region Forums.
- B. ALTERNATE DELEGATE: Full expenses to Area Assemblies, annual PRAASA, and Pacific Region Forums, funds permitting.
- C. CHAIRPERSON: Full expenses to Area Assemblies, annual PRAASA, funds permitting.
- D. TREASURER, ARCHIVIST, SECRETARY, REGISTRAR, NEWSLETTER EDITOR, AND WEBMASTER: Full expenses for Area Assemblies, and annual PRAASA, funds permitting.
- E. ALTERNATE CHAIRPERSON, ALTERNATE TREASURER, ALTERNATE ARCHIVIST, ALTERNATE SECRETARY, ALTERNATE REGISTRAR: Full expenses for Area Assemblies. Full expenses for annual PRAASA, in the absence of the elected Area Officer, funds permitting.
- F. QUALIFIED APPOINTEES: NEWSLETTER EDITOR, WEBMASTER: Full expenses for Area Assemblies and annual PRAASA, funds permitting.
- G. DCMS, GSRS: May seek assistance from the Area, funds permitting.
- H. Some travel expenditures are authorized on a “funds permitting” basis. A “funds permitting” condition exists when \$1,000.00 or more, will remain in the operating account after the expenditure. This is in addition to the prudent reserve, savings account. (rev. 9/16)

## **6.3 ASSEMBLY SUPPORT SERVICES: INTERPRETER AND AUDIO TECHNICIAN:**

Compensation to be determined by Area Chair and paid accordingly.

## **6.4 REIMBURSEMENT FOR USE OF PERSONAL AUTO**

Mileage costs for travel to Area Assemblies are eligible for reimbursement based on receipts.

## **6.5 All airfare to be reimbursed at Coach rate.**

## **6.6 ADVANCES / PREPAYMENTS:**

Advances or prepayments will be considered by the finance committee on a case by case basis. Submit requests to the finance committee chair.

**ADDENDUM to Area 42 Guidelines (approved 9/18)**

## **ADDENDUM 2 TO AREA 42 GUIDELINES: (approved 9/19)**

### **Area 42 Communications Committee (approved 9/19)**

#### **Purpose**

The Communications Committee is to be a committee charged with helping the trusted servants of Area 42 with any questions or situations that might arise concerning communication within Area 42. These areas of communication will include, but not be limited to, areas such as Internet Technology, Public Information support, bulk email concerns, or any issues in the future of communication that might arise or be brought forward by members of Area 42.

#### **Membership**

The Communications Committee consists of the officers of the Area involved in communication.

1. Area Secretary
2. Alternate Secretary
3. Newsletter Editor
4. Webmaster
5. Secretary of either NAGSC or SAGSC, who is not the Alternate Secretary
6. Immediate past Delegate (or any past Delegate if the immediate past Delegate is unable to be a part of this committee)
7. Bilingual at-large member

#### **Responsibilities of the Communications Committee:**

- A. Perform a semi-annual review of Area 42 website, newsletters and other Area 42 communications.
- B. Conduct two conference call meetings per year prior to the semi-annual Area 42 assemblies. Committee Chair may convene additional calls as necessary.
- C. Report yearly activities to the Area assembly.
- D. With the cooperation of Area members, maintain an area calendar of events that shall be shared with the Area through the website and other communication tools.
- E. Be available for guidance should questions or concerns regarding public facing or internal communication needs come forward from any Area 42 member.
- F. As necessary, draft and submit proposals to the Area.
- G. Select a Chairperson and a Secretary.

## **ADDENDUM 2 to Area 42 Guidelines (Approved 9/19)**



**ADDENDUM 3 TO AREA 42 GUIDELINES (Approved 3/20)**

**Area 42 Translation Committee**

**Purpose**

The Translation Committee will be responsible for keeping open communications, written and oral, between the Spanish Linguistic Districts and Area 42.

**Membership**

The Translation Committee is to be a Committee which will consist of:

1. Chairperson
2. Alternate Chairperson
3. Committee Members

**Responsibilities of the Translation Committee**

The Translation Committee will be responsible for:

- A. Keeping open communications with Area 42 and the Spanish Linguistic Community.
- B. The translation of documents.
- C. Providing translators during Assemblies.
- D. Providing a budget for expenses; materials, translation equipment, printing and other expenses.
- E. Conducting two or more meetings annually.
- F. Presenting a semi-annual report at Area Assemblies.

**ADDENDUM 3 to the Area 42 Guidelines (Approved 3/20)**