

# GUIDELINES

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## NORTHERN AREA GENERAL SERVICE COMMITTEE

REVISED ~ February 28, 2010

REVISED ~ August 1, 2010

REVISED ~ December 4, 2010

REVISED ~ March 26, 2013

REVISED – March 1, 2014

REVISED – June 1, 2013

REVISED – December 7, 2013

REVISED – August 2, 2014

**REVISED ~ June 7, 2009**

***\*\* Note all guidelines changes prior to June 2009 are no longer noted on this document but should be held in archives. Last overhaul to Guidelines appears to be in 1998.***

REVISED – August 3, 2003

REVISED – December 5, 2004

REVISED – December 4, 2005

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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 A.A. Service Manual may be relied upon.

### **1.0 PURPOSE**

- 1.1 To facilitate interest in General Service work by encouraging involvement in service at all levels as follows:
  - A. Provide information from the Area Committee to GSRs of action taken or pending on current events or proposed concepts that are being reviewed.
  - B. Provide a forum for group or district problems / possible solutions. *(amended 12-7-08)*

### **2.0 MEETINGS**

- 2.1 Meetings will be held the last Saturday of February, and the first Saturday of the following months: June, August, and December unless otherwise decided upon by the NAGSC. Every effort should be made to include all cities of Northern Area. *(amended 12-7-13)*
- 2.2 Provide forum prior to the Pre-Conference Assembly to review the General Service Conference agenda items.
- 2.3 One meeting each year (usually in June) will include the Delegate's report.
- 2.4 All meetings will be non-smoking. *(amended 12-7-08)*
- 2.5 Meetings will be held at a site within Northern Area 42. Site and time selections will be made by group conscience.
- 2.6 NAGSC will provide funding up to \$200.00 to assist the hosting district with the rent of the facility only. Funds available. *(amended 2-28-10)*

### **3.0 VOTING MEMBERS AND PROCEDURES**

- 3.1 The following shall be full voting members of Northern Area General Service Committee (NAGSC):
  - A. Area Delegate or Alternate Area Delegate
  - B. Area Chairperson or Alternate Area Chairperson
  - C. Area Treasurer or Alternate Area Treasurer
  - D. Area Secretary or Alternate Area Secretary
  - E. Area Registrar or Alternate Area Registrar

- F. Area Archivist or Alternate Area Archivist
  - G. NAGSC Chairperson, Treasurer, and Secretary.
  - H. The Chairperson of the following Standing Committees:
    - 1. Cooperation with the Professional Community (CPC)
    - 2. Treatment Facilities
    - 3. Correctional Facilities
    - 4. Public Information (PI)
    - 5. Liaison
    - 6. Grapevine
    - 7. D.C.M. Coordinator (*amended 8-2-2014*)
    - 8. GSR Manual
    - 9. Special Needs
  - I. Those DCMs and GSRs currently serving in each District in Northern Area 42 or their alternates, in their absence.
- 3.2 Each voting member shall have one vote.
- A. Only voting members will be allowed to present motions to this body.
- 3.3 All business will be decided by a simple majority of the voting members present unless otherwise specified in these guidelines.

#### **4.0 OFFICERS**

- 4.1 The NAGSC Officers will be selected as follows:
- A. The Chairperson of the NAGSC will be either the Alternate Area Chairperson or the Alternate Area Delegate, whichever resides in the North. If he/she has already served a two-year term as Chairperson of this body, the NAGSC may elect a chairperson from among its membership.
  - B. The Treasurer of the NAGSC will be the Alternate Area Treasurer if he/she resides in the north. If he/she has already served a two-year term as Treasurer of this body, the NAGSC may elect a treasurer from among its membership.
  - C. The Secretary of the NAGSC will be the Alternate Area Secretary if he/she resides in the north. If he/she has already served a two-year term as Secretary of this body, the NAGSC may elect a secretary from among its membership.
  - D. The Registrar of the NAGSC will be either the Registrar or the Alt. Area Registrar depending on term of rotation. (*amended 12-7-08*)
  - E. The Archivist of the NAGSC will be either the Archivist or Alt. Area Archivist depending on term of rotation. (*amended 12-7-08*)
  - F. Elections for Chairperson, Treasurer, Secretary, and the 3 at large Finance Committee members of the NAGSC will be by secret ballot and by simple majority at the December meeting of election year. (*amended 6-7-09*)

- 4.2 The duties of the NAGSC officers in addition to attending Area Assemblies and NAGSC meetings will be as follows: *(amended 12-7-08)*
- A. Chairperson
1. Conduct all NAGSC meetings
  2. Appoint chairpersons of the Standing Committees, Liaison, and Grapevine representative, with approval of the NAGSC.
  3. Appoint ad hoc committees as directed by the NAGSC.
  4. Prepare and see to distribution of the NAGSC meeting agenda.
  5. Act as administrative officer of the NAGSC.
- B. Treasurer
1. Receive and record contributions from A.A. groups and other A.A. sources, acknowledging all contributions at least annually.
  2. Maintain a permanent record of all moneys received and disbursed.
  3. Maintain a checking account, which will have a signature card, signed by the treasurer and two officers. The checking account will be used for the collection and disbursement of NAGSC funds and will include an operating reserve. All checks over the amount of \$200 shall have two signers. Duplicate bank statements shall be forwarded to the chairperson and the treasurer.
  4. Maintain a savings account for the prudent reserve, which will have a signature card, signed by the treasurer and two officers.
  5. Develop an annual budget, which will be approved by NAGSC.
  6. Report in writing at all NAGSC meetings. These reports will provide an in depth record of all Northern Area financial activity including contributions by group and a period profit and loss statement. *(amended 12-7-08)*
  7. At least one month prior to the December NAGSC meeting, submit all accounts and records for review by the Finance Committee. *(amended 12-7-08)*
  8. Get receipts for all funds disbursed.
  9. Will use a uniform and standardized accounting system as prescribed by the NAGSC body. *(amended 12-7-08)*
  10. Conduct the NAGSC meeting in the absence of the Chairperson. *(amended 8-1-10)*
  11. Assemble documentation for tax preparer of Federal and State filings and ensure the Area Treasurer receives documentation for filing. Area 42 has the tax exempt status. *(amended 8-2-14)*
- C. Secretary
1. Keep minutes of all NAGSC meetings.
  2. Publish and mail to all Northern Area Officers, Committee Chairpersons, DCMs, Alternate DCMs, DCMCs, and those in attendance at the NAGSC meeting requesting copies, minutes of the previous meeting within thirty days after the NAGSC meeting.
  3. Maintain a current mailing list and phone numbers of all Area Officers, Northern Area Officers, Northern Area Committee Chairpersons, DCMCs DCMs and their alternates.
  4. The Secretary may have a petty cash fund not exceeding \$100 for printing, mailing, etc., or can report all expenses to the Treasurer for reimbursement.

- D. Registrar
1. Maintain a current mailing list and phone numbers of all members of NAGSC.
  2. Coordinate with Area 42 Delegate, and DCMs to maintain current information of all groups in Area 42.
  3. Coordinate efforts with Southern Area Registrar to accomplish responsibilities of Area database.
- E. Archivist
1. Catalog and maintain all archival material for the Northern Area.
  2. Provide displays of archival material, in conjunction with the Southern Area Archivist at Area functions.
- F. The purpose of the NAGSC standing committees is to inform the membership about the committees' roles in carrying the A.A. message and to encourage members to participate in that general service work in their groups and districts. Additionally, standing committees serve as a resource for district, ANNYPAA and Intergroup committees by sharing information from GSO and other areas through workshops and presentations. The standing committees include: Public Information (PI), Corrections/Bridging the Gap, Treatment Facilities /Bridging the Gap, Special Needs/Remote Communities, Cooperation with the Professional Community (CPC) and Grapevine
1. The duties of the committee chairs include:
    - a. To create a standing committee with membership representing all of Northern Area, by inviting members throughout the Northern Area to participate on the committee;
    - b. To facilitate and support the General Service activities of the standing committee members, including participation from districts and local groups;
    - c. To conduct committee meetings at least three times per year;
      - i) At the beginning of the rotation coordinate a training for committee members on how to support local members in their efforts to be active in the committee's work; using AA Guidelines, Box 459, AAWS quarterly reports, and committee service material including kits, workbooks and newsletters;
      - ii) Keep standing committee members informed about committee-related issues in Districts, NAGSC, SAGSC and Area 42 as well as General Service Conference agenda items that relate to the committee;
      - iii) Invite Intergroup Chair of corresponding committee to at least one NAGSC committee meeting per year for the purpose of fostering and maintaining communication between the standing committees of NAGSC and their counterparts in NNIG;
    - d. To organize committee members to present relevant agenda items at the NAGSC Pre-Conference Roundtables;
    - e. Attend each NAGSC meeting and Area 42 assembly with a report of the committees activities;

- f. In the spirit of cooperation be the conduit of communication between the districts, the standing committee chairs and their counter parts in NNIG to keep all informed on how AA's message of recovery and hope is being shared throughout Northern Nevada Area 42. *(amended 6-1-13)*
  - G. Liaison
    - 1. Attend all NAGSC and Northern Nevada Intergroup business meetings, communicating to each body the activities of the other.
  - H. Grapevine Chairperson
    - 1. Serve as Northern Area Grapevine Representative.
  - I. GSR Manual
    - 1. Coordinates with Districts to have GSR Manual Workshops.
  - J. DCM Coordinator
    - 1. Works with the DCMs to assist them with their duties. Conducts a meeting of the DCMs and NAGSC chair's prior to every NAGSC meeting. *(amended 8-2-2014)*
  - K. Special Needs Chairperson
    - 1. Serve as Northern Area Special Needs Representative.
- 4.3 Any Northern Area Officer or Standing Committee Chairperson who misses two consecutive meetings of the NAGSC without prior notice to the Chairperson of the body shall be replaced.

## **5.0 FINANCE/FUNDING**

- 5.1 In keeping with Concept 12, Warranty Two, sufficient operating funds, plus an ample reserve, should be its prudent financial principle<sup>1</sup>, the NAGSC reserve is set as 25% of a four-year average of expenses. The average is determined using the expenses from the three previous years and the proposed annual expenses for the current year. The purpose of using an average is to smooth out the fluctuation of expenses from year to year.
  - A. The reserve is split between two types of reserves:
    - 1. Operating Reserve: A predetermined amount set aside to stabilize finances providing a cushion against cash flow ebbs. The reserves can be used to pay for approved expenses as long as anticipated contributions later in the year will replenish the funds.
    - 2. Prudent Reserve: A predetermined amount set aside for emergencies from contribution shortfalls or unexpected and necessary expenses as determined by the Officers of Northern Area and the Northern Area Finance Committee. This reserve will be maintained in a separate interest bearing bank account. The finance committee will report all uses of the prudent reserve at the next NAGSC meeting.

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<sup>1</sup> The A.A. Service Manual Combined with Twelve Concepts for World Service

- B. The total reserve is split evenly between the operating reserve and the prudent reserve (or 12.5% each).
- C. The reserve may not be considered as available funds when setting the budget.
- D. The prudent reserve may be used only when all other funds of NAGSC are expended.
- E. If all or a portion of the prudent reserve is used; replenishing the prudent reserve as a priority.
- F. The Finance Committee and NAGSC officers will recommend changes to the current budget in order to replenish the prudent reserve in full. *(amended 8-1-10)*

5.2 Expenses/ funding for the Northern Area Chairperson, Secretary, Treasurer, Registrar and Archivist:

- A. NAGSC will fund the Chairperson, Secretary, and Treasurer to the Area Assembly and the Pacific Region of Alcoholics Anonymous Service Assembly (PRAASA) and the Regional Forum *(amended 12-5-04)* if funding is not otherwise provided and funds are available.
- B. Budget: NAGSC officers shall submit a budget of estimated expenses, for the following year to the Finance Committee one month prior to the December NAGSC meeting. This shall be done each year of service. The first budget will be for their second year of service and the second budget will be for the first year of the incoming officer. *(amended 6-7-09)*
- C. Non-Budget funding: All request for funding or expenses not approved at the December NAGSC meeting shall be submitted to the Finance Committee for review. The Finance Committee shall recommend approval or disapproval of each request based upon the current NAGSC Treasury condition and report the request and their recommendation at the next NAGSC meeting. *(amended 6-7-09)*

5.3 Expenses/ funding for Standing Committees:

- A. NAGSC will fund the Standing Committee Chairpersons to the Area Assembly and the Pacific Region of Alcoholics Anonymous Service Assembly (PRAASA) and the Regional Forum *(amended 12-5-04)* if funding is not otherwise provided and funds are available.
- B. Budget: NAGSC Standing Committee Chairs shall submit a budget of estimated expenses, for the following year to the Finance Committee one month prior to the December NAGSC meeting. This shall be done each year of service. The first budget will be for their second year of service and the second budget will be for the first year of the incoming Chair. *(amended 6-7-09)*
- C. Non-Budget funding: All request for funding or expenses not approved at the December NAGSC meeting shall be submitted to the Finance Committee for review. The Finance Committee shall recommend approval or disapproval of



each request based upon the current NAGSC Treasury condition and report the request and their recommendation at the next NAGSC meeting. *(amended 6-7-09)*

- D. The Grapevine Committee will be funded \$175.00 annually for the purpose of purchasing literature, for resale at area functions, and to display at service functions.

5.4 Mileage funding:

- A. Mileage for all voting members to the regularly scheduled NAGSC meeting will be paid at .30 per mile for mileage in excess of 30 miles one way if the group/district is unable to fund its officer(s). *(amended 3-1-2014)*

5.5 Assist GSRs with expenses/ funding as follow:

- A. Assist with expenses to the Area Assembly, but never eliminate or discourage the responsibility of individual groups or districts to support their representatives in accordance with Tradition Seven. The amount to assist will be determined at the NAGSC meeting prior to the assembly and funds will be disbursed at the Area Assembly. GSRs must have received approval of their DCM. *(amended 12-7-08)*
- B. Assist with expenses to PRAASA, but never eliminate or discourage the responsibility of individual groups or districts to support their representatives in accordance with Tradition Seven. The amount to assist will be determined at two NAGSC meetings prior to PRAASA. *(amended 12-7-08)*

5.6 Assist DCMs with expenses/ funding as follows:

- A. Assist with expenses to the Area Assembly, encouraging the responsibility of districts to support their representatives in accordance with Tradition Seven. The amount to assist will be determined at the NAGSC meeting prior to the assembly and funds will be disbursed at the Area Assembly. *(amended 8-2-2014)*
- B. Assist with expenses to PRAASA, but never eliminate or discourage the responsibility of individual districts to support their representatives in accordance with Tradition Seven. The amount to assist will be determined at two NAGSC meetings prior to PRAASA. *(amended 12-7-08)*

5.7 The NAGSC funding priority list is as follows: *(amended 2-28-10)*

- A. Area 42 Assemblies (2/year)
  - 1. NAGSC elected officers
  - 2. Standing Committee Chairs, funds permitting
  - 3. DCMs/GSRs, funds permitting *(amended 8-2-2014)*
- B. NAGSC meetings (4/year)
  - 1. All voting members, mileage only per 5.4 A.
  - 2. Assist host district per 2.6
- C. NAGSC events, including workshops, seminars and “dark” district meetings within the Northern Area.

1. Involved NAGSC elected officers, funds permitting
2. Involved Standing Committee Chairs, funds permitting

D. PRAASA (1/year)

1. NAGSC elected officers
2. Standing Committee Chairs, funds permitting
3. DCMs/GSRs, funds permitting

E. Regional Forum

1. NAGSC elected officers
2. Standing Committee Chairs, funds permitting

5.8 Funds Permitting: *(amended 2-28-10)*

Funds Permitting: Some NAGSC expenditures are authorized on a “funds permitting” basis. The following describes how funds permitting is determined:

- A. The total reserve funds are set aside as authorized in 5.1.
- B. The finance committee estimates the amount of funding available for the upcoming year based upon recent experience and anticipated contributions.
  1. The finance committee determines a prudent amount for each qualified participant [per 5.7 D. & E.] to attend PRAASA and the Regional Forum.
  2. Funding is approved based upon the priority funding order outlined in 5.7 until either all of the estimated funds are appropriated or all requests are funded.

**6.0 AMENDING THE GUIDELINES**

- 6.1 Any proposed amendment to these guidelines shall be presented at two consecutive meetings of the NAGSC. A two-thirds approval vote by the members present at the second presentation shall constitute adoption of the amendment. The effective date will be included in the amendment.
- 6.2 The NAGSC secretary will distribute amended guidelines at the next NAGSC meeting.

**(Addendum to guidelines)**

**NAGSC FINANCE COMMITTEE – APPROVED 2007**

Objectives:

1. To form a committee, elected by the members of the Northern Area 42 General Service Committee (NAGSC), whose function is to provide recommendations to the (NAGSC) regarding financial and budgetary matters.
2. To standardize procedures used to budget, monitor and audit the NAGSC Treasury.

Structure:

- A. Membership: Any past or present NAGSC DCM, Alternate DCM, GSR, Committee Chair, or Area Officer is eligible for at-large membership. The NAGSC Treasurer and immediate past NAGSC Treasurer shall automatically be members of the committee.
  1. The Finance Committee shall consist of the current NAGSC Treasurer, the immediate past NAGSC Treasurer and three at-large members, elected by NAGSC,
  2. If the immediate past NAGSC Treasurer is not available or does not wish to serve, the NAGSC Chair shall appoint a past Treasurer to this seat.
  3. The Finance Committee shall elect a Chairperson, Alternate Chairperson, and a Recording Secretary from its membership. The Chairperson shall be responsible for coordinating Finance Committee meetings and telephone conferences, preparing meeting agendas, and chairing the meetings. The Recording Secretary shall keep minutes of each meeting, and a list of advisory actions taken by the Committee. Such records shall be made available to members of the NAGSC.
  4. Although substantial unanimity is sought and preferred, matters shall be decided upon by a simple majority vote.
  5. At- large members will serve a two-year term.
- B. Elections: Election for at large members of the Finance Committee shall be held following the NAGSC Officer Elections at the bi-annual NAGSC December Election Meeting.
- C. Duties:
  1. Review budgets submitted by committee officers and chairs and the proposed NAGSC budget from the treasurer for the next calendar year. These budgets shall include itemized expenses and estimates for supplies needed to perform the duties of that office as stated in the Northern Area 42 General Service Committee (NAGSC) Guidelines, and expenses associated with conducting annually. Where applicable, such budgets shall include travel to Area Assemblies, PRAASA and the Pacific Regional Forum, and other travel to perform their duties as stated in the NAGSC Guidelines.

The Treasurer shall provide historical information regarding past expenditures. It is understood that budgets are estimates based on current, as outlined in 5.1, information, and may be affected by price hikes and inflation. *(amended 8-1-10)*

2. Review account balances and make recommendations for use of excess funds.
  3. Perform annual review and audit of the financial records kept by the NAGSC Treasurer. Such review and audit shall be performed at the December NAGSC meeting.
  4. At the December NAGSC Meeting on non-election years, present a review of the Finance Committee Guidelines and those portions of the NAGSC Guidelines which pertain to financial matters, and make recommendations to the Committee for updates, revisions or clarification.
  5. Act as an advisory committee to NAGSC so that changes to the guidelines do not overlook financial ramifications.
- D. Replacement of Finance Committee Members: Members may be replaced due to request by the member or in case of non-performance of duties. Non-performance of duties is defined as failure to attend or participate in two (2) consecutive meetings, conference calls, or e-mail communications requesting input. Replacements shall be recommended by the Treasurer in concert with the NAGSC Chair and Secretary, and then elected by the Northern Area 42 General Service Committee. The Committee shall continue its duties until a replacement is elected. These elected positions shall be non-voting positions of the NAGSC and also non-funded except as needed to carry out the NAGSC Financial Committee meetings.
- E. Finance Committee Meetings: The Finance Committee shall meet at least four times per year. Two meetings shall be at the NAGSC Meetings, and two shall be conference calls. Requests for non-budgeted expenditures may be addressed on an as-needed basis by e-mail and/or conference call. Conference calls shall be arranged and scheduled by the Finance Committee Chair.
- F. Annual Budget: The Finance Committee shall have a maximum annual budget of \$200 to cover expenses necessary to conduct Finance Committee meetings.