

# **Southern Area 42 General Service Committee Guidelines**

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### **I. PURPOSE**

- A. To facilitate General Service work in Southern Area 42 by:
  - 1. Providing information from the Area Committee, GSO, and AA as a whole to all Southern Area 42 groups through their General Service Representatives.
  - 2. Provide a forum for Groups and Districts to share their experience, strength, and hope on service **structure** with each other.
  - 3. Provide any other assistance needed by those in General Service in Southern Area 42.

### **II. SCOPE**

- A. These Guidelines are a supplement to the A. A. Service Manual and the Area 42 General Service Committee Guidelines.

### **III. MEETINGS**

- A. Meetings shall be held
  - 1. On the second Sunday of January, May\*, July, and November of each year, at 1:15 pm, at a location to be decided during a previous meeting of the Southern Area 42 General Service Committee (hereafter known as SAGSC). \*May will be third Sunday.
  - 2. Because Area 42 General Service Committee Assemblies are held during March and September, SAGSC does not meet during those months.

### **IV. VOTING MEMBERS AND PROCEDURES**

- A. Voting Procedures shall be in accordance with the A. A. Service Manual and the Area 42 General Service Committee Guidelines.
- B. The following shall be full voting members of SAGSC:
  - 1. SAGSC Officers
    - a) Chairperson
    - b) Treasurer
    - c) Secretary
    - d) Registrar
    - e) Archivist
  - 2. Area 42 Officers, Newsletter Editor and Webservant, if residing in or elected from the South

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3. SAGSC Committee Chairs
  - a) H&I
  - b) CPC
  - c) PI
  - d) Accessibilities (Special Needs)
  - e) Grapevine
  - f) GSR Survival Trainer
  - g) Intergroup Liaison
4. All duly elected Group Service Representatives (GSRs) and District Committee Members (DCMs) residing in Southern Area 42 or their alternates

### **V. SOUTHERN AREA 42 GENERAL SERVICE COMMITTEE OFFICERS**

#### **A. CHAIRPERSON:**

The SAGSC Chairperson shall be the Alternate Area 42 Chairperson or the Alternate Area 42 Delegate, whichever is serving in Southern Area 42. If he/she has already served a 2-year term as Chairperson of this body, SAGSC may elect a Chairperson from among its voting membership.

#### **B. TREASURER:**

The Treasurer shall be the Area 42 Treasurer or Alternate Area 42 Treasurer, whichever is serving in Southern Area 42. If the Area 42 Treasurer is in the "Southern Rotation" and that person chooses not to serve as both SAGSC and Area Treasurer, "Southern Area Treasurer" may be elected by this body.

#### **C. SECRETARY:**

The Secretary shall be the Area 42 Secretary or the Alternate Area 42 Secretary, whichever is serving in Southern Area 42. If the Area 42 Secretary is in the "Southern Rotation" and that person chooses not to serve as both SAGSC and Area Secretary, a "Southern Area Recording Secretary" may be elected by this body.

#### **D. REGISTRAR:**

The SAGSC Registrar shall be either the Area 42 Registrar or the Alternate Area 42 Registrar, whichever is serving in Southern Area 42.

#### **E. ARCHIVIST:**

The SAGSC Archivist shall be either the Area 42 Archivist or the Alternate Area 42 Archivist, whichever is serving in Southern Area 42.

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### VI. FUNDING

- A. The Southern Area 42 Treasurer shall maintain the SAGSC treasury in an account requiring the signatures of both the Treasurer and the **Finance Committee Chairperson** of SAGSC for all withdrawals. A copy of the bank statement shall be mailed monthly by the treasurer to the SAGSC Finance Committee Chair.
- B. The Southern Area 42 Treasurer shall:
1. Disburse funds to meet the expenses of the SAGSC meetings.
  2. Provide 50 percent of the approved budgeted expenses, **as presented by the SAGSC Finance Committee in November**, for CPC, PIC, SNC, Grapevine, and other special committees as approved by this body.
  3. Reimburse travel expenses for all voting members to the regularly scheduled SAGSC meetings (1/2 for Committee Chairs) at 37¢ per mile for travel distance in excess of 120 miles round trip, as requested and funds permitting.
    - a) This measure is intended to assist members with expenses arising from their service duties,
    - b) But is not intended to eliminate or discourage the responsibility of the individual groups to support their DCM or GSR, in accordance with Tradition Seven.
- C. The SAGSC treasury will provide funding for the Southern Area Chairperson, Treasurer, Secretary, Registrar and Archivist and elected Committee Chairs to the Pacific Region Alcoholics Anonymous Service Assembly (PRAASA), if requested in their budget and funds permitting, provided funding is not otherwise available (Area Officers from Area Funding).
1. *All PRAASA funding shall be based balance funding formula.*
  2. *"Exotic location" funding shall be based on **Federal Guidelines**.*
- D. DCMs and GSRs shall, as much as possible, obtain funding from their respective Districts and Groups (Tradition Seven).
1. The Southern Area 42 Treasurer may assist GSRs with expenses to Area 42 Assembly meetings as requested and funds permitting. These shall be coordinated with the appropriate DCM.
    - a) However, each group has a responsibility to support the service expenses of their elected GSR as much as possible in accordance with Tradition Seven and the principle of self-support.

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- b) This assistance is intended to supplement the difference between actual expenses and group support and is limited to a maximum of \$75.00 per GSR (*funds permitting*) for each full Area Assembly.
  - c) Because only GSRs of registered groups are voting members of the Area Assembly, a GSR must represent a registered group to qualify for funding assistance.
- E. The level of funding shall be set prior to the date of the service functions each year. Normally, this will be during the first meeting of the year.
- F. All SAGSC officers, and standing Committee Chairs shall submit an annual budget, or estimate of their Committee expenses,
  - 1. For the review of the Finance Committee and pre-approval by SAGSC. These budgets shall be submitted to the Southern Area **Finance Chair** no later than **November 1<sup>st</sup>**.
  - 2. Budgets will be presented by the Finance Committee at the November meeting each year, and will be voted by SAGSC at the January meeting of the budget year.

### VII. SAGSC FINANCE COMMITTEE

- A. **Membership:** Any past or present member of SAGSC not eligible to submit a current budget is eligible for membership. However, the incoming SAGSC Treasurer shall automatically be a member of the committee with **the Finance Chair voting** only in the event of a tie.
  - 1. The Finance Committee will consist of **five** members and including the SAGSC Treasurer.
  - 2. All voting matters will be decided upon by a majority vote.
  - 3. Members will serve a two-year term beginning with the **January** meeting of **odd** years.
  - 4. **Immediate past SAGSC Treasurer is automatically Chair of the Finance Committee.**
- B. **Elections:** Election to the Committee will be held at the November meeting of SAGSC in every even year. Nominees receiving the four highest vote counts will be elected to the Committee.
- C. **Duties:**
  - 1. Assist the SAGSC Treasurer in planning and monitoring SAGSC income and expenses.
  - 2. Collect all budgets by **November 1<sup>st</sup>** for SAGSC officers and Committee Chairs for the next year. These budgets shall include expenses itemized, including estimates for travel, lodging, registrations, meals, etc.
  - 3. Review submitted budgets and other SAGSC expenses vs. projected income and submit to the SAGSC voting members for

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consideration at the January meeting. Funding not approved at this meeting shall not be disbursed except as described below.

- D. **Non-Budget Funding:** All requests for funding or expenses not approved at the January SAGSC meeting must be submitted to the Finance Committee for approval. The Committee shall approve or disapprove each request based upon the current SAGSC treasury condition and report the request and result at the next SAGSC meeting.
- E. **Replacement of Finance Committee Members:** Members may be replaced because of a request by the member or in case of non-performance of duties, by a nomination of a replacement and a majority vote in favor by the SAGSC Finance Committee. The Committee shall continue its duties until a replacement is approved.
- F. **Finance Committee Meetings:** Periodic meeting will be held as necessary as determined by the Finance Committee Chairman.

### VIII. AMENDING THE GUIDELINES

- A. Any proposed amendment to these guidelines shall be presented at two consecutive meetings of this body.
  - 1. A two-thirds vote of members present at the second meeting shall constitute adoption of the amendment.
  - 2. The effective date must be included in the amendment at adoption.
- B. The Secretary shall distribute the amendment at the next meeting following adoption.
- C. These Guidelines were adopted May 13, 1991 and amended as follows:
  - 1. Amended August 9, 1992
  - 2. Amended April 11, 1994
  - 3. Amended June 11, 1995; added paragraph VI.A.4 & VI.D
  - 4. Amended October 7, 1995; changed paragraph VI.A.3; added paragraph VI.B.1.
  - 5. Amended February 11, 1996; changed paragraph VI.A.
  - 6. Amended October 13, 1996: changed paragraph VI.D.
  - 7. Amended June 8, 1997. Changed paragraph III.A 1&2
  - 8. Amended January 11, 1998: I.A.2&3; III.A.1&2; IV.B; V.A.1.2.a&b, 3.B.2.a&b, C, D.1.a,b&c, E and F; VII.A.1&2, C7.
  - 9. Amended May 11, 2008: amended IV.B, V.A.2; removed V.A.3; amended VI.A, VI.B, VI.B.2, VI.B.3; removed VI.D.2 (GSR Lottery); amended VI.F.3; added VII (SAGSC Finance Committee).
  - 10. Amended November 2012: amended I.2; VI.A; VI.B.2; VI.C.2; VI.F.1; BII.V.2
  - 11. **Amended January 11, 2015: amended VI.C.**

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