

# GUIDELINES

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## NORTHERN AREA GENERAL SERVICE COMMITTEE

REVISED – June 1, 2013

REVISED – December 7, 2013

REVISED – August 2, 2014

REVISED – August 2, 2014

REVISED – December 3, 2016

REVISED – December 7, 2019

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REVISED – December 3, 2022

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### **REVISED ~ March 26, 2013**

***\*\* Note all guidelines changes prior to March 2013 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

REVISED – August 6, 2006

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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.

### **2.0 MEETINGS**

2.1 Meetings will be held approximately the 3<sup>rd</sup> Saturday of March with the NAGSC chair having the ability to determine the date pending the receipt of General Service Conference(GSC) agenda items, 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;12-2-20223)*

2.2 Provide forum prior to the Pre-Conference Assembly to review the General Service Conference agenda items (AKA roundtable meeting).

2.3 One meeting each year (usually in June) will include the Delegate's report.

2.4 All meetings will be non-smoking.

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 Area 42 will provide funding up to \$300.00 to assist the hosting district with the rent of the facility only. *(amended 12-3-16; 8-6-22;13;12-2-23)*

### **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 and Secretary *(amended 8-6-22)*
- 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. DCM Coordinator *(amended 8-2-2014)*
  - 8. GSR Manual
  - 9. Special Needs
  - 10. Technology *(amended 12-3-22)*
  - 11. La Viña *(amended 3-18-23)*
- 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 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.
- C. The Registrar of the NAGSC will be either the Registrar or the Alt. Area Registrar depending on term of rotation.
- D. The Archivist of the NAGSC will be either the Archivist or Alt. Area Archivist depending on term of rotation.
- E. Elections for Chairperson and Secretary of the NAGSC will be by secret ballot and by simple majority at the December meeting of election year.

*(amended 8-6-22)*

4.2 The duties of the NAGSC officers in addition to attending Area Assemblies and NAGSC meetings will be as follows:

- 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.
  - 6. Responsible for storing and overseeing the transporting of hybrid/virtual equipment to NAGSC meetings. *(amended 12-3-22)*

B. Treasurer - See Area 42 Finance Guidelines 2.0 A. *(amended 8-2-14; 12-3-16; 8-6-22)*

- 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.

*(amended 8-6-22)*

- 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.
  - 4. Conduct the NAGSC meeting in the absence of the Chairperson. *(amended 8-6-22)*

- 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, local YPAA(s) 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), Grapevine, La Viña *(amended 3-18-23)* and Technology. *(amended 12-3-22)*

- 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 committee's 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 chairs prior to every NAGSC meeting. *(amended 8-2-2014)*
- K. Special Needs Chairperson
- 1. Serve as Northern Area Special Needs Representative.
- L. Technology Chairperson

1. Assist NAGSC Officers with technical support on NAGSC provided computer devices and equipment.
2. Provide the NAGSC Secretary with access to recordings of NAGSC meetings. (amended 12-3-22)

M. La Viña Chairperson

1. Serve as Northern Area La Viña Representative (amended 3-18-23)
- 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 (See Area 42 Finance Guidelines)**

*(amended 8-6-22)*

**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 for NAGSC FINANCE COMMITTEE removed 8-6-22)*

End of Guidelines document