

**Southern Area 42
General Service Committee
(SAGSC)**

Guidelines

Southern Area 42 General Service Committee Guidelines

Table of Contents

I.	Purpose	3
II.	Scope	3
III.	Meetings	3
IV.	Voting Members and Procedures	3
V.	Funding	5
VI.	SAGSC Finance Committee	6
VII.	Amending the Guidelines	7

Southern Area 42 General Service Committee Guidelines

I. PURPOSE

The purpose of the Southern Area 42 General Service Committee (SAGSC) is to help facilitate General Service work in Southern Area 42 by providing:

- A.** A forum for Groups and Districts to share their experience, strength, and hope through service with each other.
- B.** Information from the Area Committee, General Service Office (GSO), AA Grapevine, and Alcoholics Anonymous (AA) as a whole to all Southern Area 42 groups through their General Service Representatives (GSRs).
- C.** Any other assistance needed by those in General Service in Southern Area 42.

II. SCOPE

These Guidelines are a supplement to the AA Service Manual, the Twelve Concepts for World Service, and the Area 42 General Service Committee Guidelines.

III. MEETINGS

Meetings shall be held 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 SAGSC meeting. *May will be third Sunday.

IV. VOTING MEMBERS AND PROCEDURES

A. Voting Procedures shall be in accordance with the AA Service Manual and the Area 42 General Service Committee Guidelines.

B. If residing in or elected from the South, the following, or their alternates, shall be full voting members of SAGSC:

- 1. All duly elected General Service Representatives (GSRs) and District Committee Members (DCMs)
- 2. Area 42 Officers: Delegate/Alt, Chair/Alt, Secretary/Alt, Treasurer/Alt, Registrar/Alt, Archivist/Alt.
- 3. Newsletter Editor and Web Servant
- 4. Southern Area Officers: The Southern Area Officers shall be the elected Alternate Area 42 Officers serving in the South, except the SAGSC Chairperson shall be the Alternate Area 42 Chairperson or the Alternate Area 42 Delegate. If any of these Officers have already served a 2-year term in such capacity, or decline to serve in the Southern Area, SAGSC may elect a Southern Area Officer from among its voting membership.
 - a. Chairperson:
 - i. Conducts SAGSC meetings,
 - ii. Prepares meeting Agendas,
 - iii. Makes all logistical arrangements necessary to hold SAGSC meetings,
 - iv. Acts as the SAGSC administrative officer, and
 - v. Appoints the:
 - (1) GSR Trainer,

Restated July 11, 2021

Southern Area 42 General Service Committee Guidelines

- (2) DCM Coordinator;
 - (3) Ad Hoc Committees as needed, and
 - (4) When a SAGSC Standing Committee is unable to fill a Chair position, appoints the appropriate Chair.
- b. Treasurer:
- i. Serves as a member of the Finance Committee;
 - ii. Carries out all banking responsibilities;
 - iii. Records and deposits all funds received;
 - iv. Prepares and records all payments for expenses;
 - v. Maintains financial and bookkeeping records;
 - vi. Ensures that the SAGSC accounting is performed in QuickBooks or a similar accounting program;
 - vii. Prepares and presents financial statements at the SAGSC meetings;
 - viii. Assembles documents for tax preparer for federal and state filings;
 - ix. Provides monthly bank statements and reconciliations to Finance Committee Chair; and
 - x. At the end of the term of service and after review by the Finance Committee, turns over the original financial documentation to the Archives.
- c. Secretary:
- i. Keeps Minutes of the SAGSC meetings;
 - ii. Maintains the current SAGSC roster;
 - iii. Distributes Minutes from each meeting to all SAGSC members within 30 days of each meeting;
 - iv. Publishes regularly scheduled SAGSC meeting Agendas;
 - v. Has custody of all current records of all SAGSC meetings;
 - vi. Submits Minutes and documents to assist the Web Servant in the production and maintenance of the Area 42 website; and
 - vii. Submits signed copies of all Minutes and relevant documents to the Archivist at the end of the term of service.
5. Appointed Positions:
- a. GSR Trainer: Introduces new GSRs to general service by:
 - i. Conducting orientations and trainings prior to SAGSC meetings and at Area meetings to familiarize the new GSRs with our Area's service structure and their duties;

Restated July 11, 2021

Southern Area 42 General Service Committee Guidelines

- ii. Reviewing literature and documents such as the Group Change form; and
 - iii. Being available to support the GSRs.
 - b. DCM Coordinator (DCMC): Provides a link between the Area, DCMs, and Delegate by:
 - i. Conducting meetings with SAGSC DCMs;
 - ii. Coordinating multi-District events such as workshops, picnics, etc.;
 - iii. Conducting Traditions and Concepts education; and
 - iv. Being available to the DCMs to answer questions, attend District meetings, etc.
- 6. Southern Area Standing Committee Chairs:
 - a. Accessibilities
 - b. Cooperation with the Professional Community (CPC)
 - c. Finance (non-funded – see VI. A)
 - d. Grapevine
 - e. Public Information (PI)
- 7. Liaisons (non-funded):
 - a. Hospitals & Institutions (H&I)
 - b. Las Vegas Intergroup
 - c. Las Vegas Young People in Alcoholics Anonymous (LVYPAA)

V. FUNDING

- A. The Southern Area 42 Treasurer shall:
 - 1. Disburse funds to meet the expenses of the SAGSC meetings.
 - 2. Disburse funds, in a timely manner, to meet expenses as presented by the SAGSC Finance Committee and approved budget in November for SAGSC Officers, Standing Committee Chairs, and Appointees, listed in section IV and approved by this body.
 - 3. Reimburse travel expenses for all voting members to the regularly scheduled SAGSC meetings at the then-prevailing IRS-approved rate for travel distance in excess of 120 miles round trip, as requested and funds permitting. This measure is intended to assist members with expenses arising from their service duties.
- B. Pacific Region AA Service Assembly (PRAASA). The SAGSC treasury will provide funding for the Southern Area Officers, Alternate Registrar, Alternate Archivist, Standing Committee Chairs, and Appointed Positions to PRAASA, funds permitting, provided funding is not otherwise available (Area Officers from Area Funding).
- C. Area Assemblies.
 - 1. SAGSC makes funds available to assist GSRs and DCMs who wish to attend Area Assemblies. Each GSR must represent a registered group to qualify for funding assistance. Under the principle of Self Support, DCMs and GSRs shall, as much as possible, obtain

Restated July 11, 2021

Southern Area 42 General Service Committee Guidelines

- funding first from their respective Districts and Groups (Tradition Seven). No GSR or DCM shall receive funding over and above actual expenses. Available funding shall be determined each year during the budget process.
2. The SAGSC treasury will provide funding for the Southern Area Officers, Alternate Registrar, Alternate Archivist, Standing Committee Chairs, and Appointed Positions to the Area Assemblies, funds permitting, provided funding is not otherwise available (Area Officers from Area Funding).
- D.** The level of funding to the Assemblies and PRAASA shall be set by the Finance Committee through the budget process.
- E.** Budget Process. All SAGSC officers, Standing Committee Chairs, and Appointed Positions 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 October 1st**.
 2. Budgets will be presented by the Finance Committee at the November meeting each year and will be voted on by SAGSC at the January meeting of the budget year.
- F.** A Prudent Reserve is established to ensure that, after all obligations are paid, enough funds are held to conduct Southern Area business. SAGSC shall strive to maintain a savings account reserve equal to at least 1/3 of the previous year's expenses, to ensure that SAGSC will be able to meet its financial obligations. A 2/3 majority vote of SAGSC officers is necessary to draw upon the Prudent Reserve.

VI. SAGSC FINANCE COMMITTEE

- A. Membership:** Any past or present member of SAGSC, not eligible to submit a current budget, is eligible for membership. The Finance Chair votes only in the event of a tie.
1. The Finance Committee will consist of five members including the current SAGSC Treasurer.
 2. All voting matters will be decided upon by a simple majority vote.
 3. Members will serve a two-year term.
 4. The immediate past SAGSC Treasurer is automatically Chair of the Finance Committee.
- B. Elections:** To maintain continuity on the Committee, two new members shall be elected at the annual November SAGSC meeting. Nominees receiving the two highest vote counts will be elected to the Committee. In the event of a vacancy, the Committee shall continue to meet and function until a new member is elected at the next SAGSC meeting. The first terms under these new Guidelines shall be two members serving for two years and two members serving for three years.
- C. Duties:**

Restated July 11, 2021

Southern Area 42 General Service Committee Guidelines

1. Assist the SAGSC Treasurer in planning and monitoring SAGSC income and expenses.
 2. Distribute the next year's budget forms to the Officers, Standing Committee Chairs, and Appointed Positions at the July SAGSC meeting.
 3. Collect all budgets by October 1st for the next year. These budgets shall include itemized expenses including estimates for general service work, etc.
 4. Review submitted budgets and other SAGSC expenses vs. projected income and submit to the SAGSC voting members for consideration at the November meeting.
- D. **Non-Budget Funding:** All requests for funding or expenses not approved at the November 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. **Finance Committee Meetings:** The Finance Committee Chair shall call meetings when necessary.

VII. AMENDING THE GUIDELINES

- A. Any proposed amendment to these guidelines shall be presented at two (2) consecutive meetings of this body.
 1. A two-thirds (2/3) 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.
 12. Amended January 10, 2016: amended IV.3.h, VI.2
 13. Amended January 8, 2017: amended VI.B.2

Restated July 11, 2021

Southern Area 42 General Service Committee Guidelines

14. Amended May 20, 2018: amended VI.G
15. Amended January 12, 2020: amended VI 2
16. Restated July 11, 2021

Restated July 11, 2021