

GUIDELINES FOR SERVICE AREA 61

REVISED 2017

Table of Contents

Purpose: Procedures for reviewing and amending the Guidelines

Area 61 Organization

1. Redistricting Procedures
2. The AA Group and the General Service Representative
3. The AA District and the Area District Committee Member (DCM)
 - 3.1 Joy of Service Meetings
4. The Area Committee
5. Area Elected Officers
 - 5.1 Election Procedures
 - 5.2 Area Delegate
 - 5.3 Area Alternate Delegate
 - 5.4 Area Chairperson
 - 5.5 Area Secretary
 - 5.6 Area Treasurer
6. Area Appointed Positions
 - 6.1 General Information
 - 6.2 Area Registrar
 - 6.3 Area Newsletter Committee Coordinator
 - 6.4 Area Archivist
 - 6.5 Area Website Representative
7. Area Standing Committees
8. Special Area Committees
9. The Budget and Finance Committee
10. The Area Assembly

APPENDIX

- A. Area Election Guidelines
- B. Sunshine Fund Guidelines
- C. Website Guidelines (pending)
- D. Budget and Finance Committee Guidelines

PURPOSE:

The purpose of these guidelines is to provide a reference guide to the trusted servants of the Rhode Island Area 61 service structure to assist them in clarifying their responsibilities and using the allocation of funds approved by the group/district or Area Assembly for each to carry out their service duties. **This document is meant to supplement the information in the current A.A. Service Manual, not to replace it. Accordingly, the current A.A. Service Manual is referenced, but not repeated, throughout this document as appropriate.**

Over the years Area 61 has developed structures, service positions and duties that are relevant only to Area 61. It is important to understand what the Area 61 service structure is and how each part relates to the whole. Job descriptions have been compiled from the experiences and suggestions of members who, in previous years, held these specific jobs, keeping in mind that like those found in the A.A. Service manual these specific duties are suggested only. Some descriptions are more detailed than others to assist in rotation.

While every effort was made to be as accurate as possible, it should be understood that changes and flexibility in the carrying out of any service job should always be a consideration and should not restrict anyone from carrying out their respective service functions.

Review Process: While various parts of the Guidelines for Service, Area 61, have been approved by previous Area Assemblies, this Guidelines for Service, Area 61, was first approved by the Rhode Island Area Assembly on June 23, 2005.

To meet the requirements for review of the Area election procedures, the Guidelines for Service, Area 61, shall be reviewed and re-approved at the January Area Assembly of the election (odd) year.

Amendment Process: Any proposed amendment to these Guidelines for Service, Area 61, outside of the normal review process, shall be submitted in writing to the Rhode Island Area Committee by any group and it's GSR, any district and it's DCM, or any Area Officer. The Rhode Island Area Committee shall submit its recommended action for inclusion in the next Area Assembly agenda. The person submitting the proposed amendment shall attend that Area Assembly to represent and discuss the proposed amendment. A 2/3 vote by the Area Committee and Assembly is necessary for a change to be adopted.

Area 61 Organization

1. Redistricting Procedures. Any proposed redistricting of Area may be submitted in writing to the Rhode Island Area Committee by any group GSR, any district DCM, or any Area Officer. The Rhode Island Area Committee shall submit its recommended action on the proposed redistricting for inclusion in the next Area Assembly agenda. The person submitting the redistricting proposal shall attend the next Area Assembly to represent and discuss the proposed redistricting. A 2/3 vote by the Area Committee and the Assembly is necessary for a change to be adopted.

2. THE AA GROUP AND GROUP GENERAL SERVICE REPRESENTATIVE (GSR)(Current AA Service Manual)

General Service Representative (GSR): (Current AA Service Manual).

Alternate General Service Representative (AGSR): Carry out the duties of the GSR at the direction of or in the absence of the GSR.

3. THE DISTRICT AND THE DISTRICT COMMITTEE MEMBER (DCM) (Current AA Service Manual)

District job holders should understand that it is their individual responsibility to see that their specific job is accomplished. A District job is a personal commitment to the District. If that person cannot attend on any particular meeting which is part of their job, then it is their personal obligation to arrange with a responsible person to fill in for them at that meeting. The following is a list of possible District service positions and suggested responsibilities for each position:

District Committee Member (DCM)(Current AA Service Manual).

1. Chair the monthly District meeting and report to the GSRs and District Committee Coordinators on any District and Area issues, concerns, news and events.
2. Attend the monthly Area Committee meeting and report any group or District issues, concerns, news and events to the Area level.
3. Attend quarterly Area Assemblies and report any group or District issues, concerns, news and events to the Area level.
4. Insure that all District Committee Coordinator and Alternate District Committee Coordinator positions are filled for the District.
5. Report to the Area Registrar any changes in group status (such as change in GSR, AGSR, meeting location or time of meeting) for a group within the District, using the AA Group Information Change Form.
6. Represent the District at each Joy of Service meeting, the R. I. Roundup, the R. I. Convention and the Northeast Regional AA Service Assembly (NERAASA).

Alternate District Committee Member (ADCM).

1. Carry out the duties of the DCM at the direction of or in the absence of the DCM.

District Secretary

1. Record the minutes of the monthly District Meeting.
2. Provide written copies of the monthly District Meeting minutes to the members of the District Committee for approval at the next District Committee Meeting.
3. Provide written copies of the monthly District Meeting minutes to such members of the Area Committee or former delegates who request such minutes.

District Treasurer

1. Annually, in December, provide a written proposed District budget and prudent reserve to the District meeting for approval. (Consideration should be given to providing the DCM and ADCM funds to cover registration fees for the R. I. Roundup, the R. I. Convention and the Northeast Regional AA Service Assembly (NERAASA).
2. Collect Seventh Tradition contributions at each District meeting and record how much is collected.
3. Reimburse service incumbents for any authorized budgeted expenses.
3. Maintain a record of the District's income, expenses and cash on hand.
4. Maintain the District's bank account.
5. Provide a written report on the District's finances for approval at the monthly District meeting.

6. Pay the District's bills.
7. Periodically, recommend to the District meeting the disbursement of funds in excess of the prudent reserve to the various service entities. After approval by the District, disburse the funds to the service entities.

District Committee Coordinators

1. The district is responsible for providing a coordinator to each of the standing and special committees (Archives, Cooperation with the Professional Community/Public Information, Convention, Corrections, Grapevine, Roundup, and Treatment and Accessibilities).
2. The District coordinator shall attend the applicable monthly committee meeting and report on any District issues, concerns, news and events.
3. The District coordinator shall attend the monthly District meeting and report on any Area issues, concerns, news and events.

3.1 District Joy of Service Meetings

Joy of Service meetings are service oriented meetings held in each District once a year. The mission of these meetings is to engage and inform newcomers of the various opportunities for service within Area 61. All people active in service including GSR's, District and Area officers and committee coordinators and chairs are encouraged to bring a guest and attend to support the hosting group and district. The month which a district will host a joy of service meeting is determined by lottery during the October Area Assembly of the previous year. Once the District knows the month in which it is to host the Joy of Service Meeting, they request a volunteer group to host this event. If more than one group makes themselves available, the host group is generally determined by lottery. A flyer and Central Service announcement of the event are generally the responsibility of the District.

The Joy of Service meeting is organized by the District Committee Member (DCM). He / She presents the District with potential formats (see below) and arranges for service oriented displays to be present. The group may or may not provide potluck or other refreshments at the discretion of the group. The 7th tradition collection at the Joy of Service Meeting is first used to reimburse the group for its expenses and, depending on group conscience, the remainder may be donated to Area.

Each District is autonomous and the format for the meeting is at the discretion of the hosting District. The District can choose one or more of the following ideas to be included in their Joy of Service or come up with their own. Those chosen to present are often, but not limited to, current or past Area Officers, Committee Chairs or coordinators, Delegates or Alternate Delegates.

- 1) Recipients of the service the various committees perform can share with the focus on how the service received impacted their journey into recovery.
- 2) A service related play can be performed.
- 3) A particular topic can be chosen that is pertinent to Area 61 or AA as a whole. Possibilities are: Group Conscience, the voice of AA, sponsorship/service sponsorship etc.
- 4) Any number of speakers can share their experience, strength and hope concerning their personal service experience.
- 5) Committee Chairs can be invited to share on the purpose and functioning of their own committee.

4. AREA COMMITTEE - (Current AA Service Manual).

The voting members of the Area 61 Area Committee consist of the Area Elected Officers, the District Committee members, the Chairpersons of the Standing Committees and the Immediate Past Delegate. The Area Committee meets monthly, normally on the last Monday of the month. The Area Chairperson provides the agenda, chairs the Area Committee meeting and only votes in the event of a tie. The Area Secretary records the minutes of each Area Committee meeting.

It must be understood that the Area Committee is not an executive committee. The Area Committee receives inputs from the Groups, Districts and the General Service Office in New York. The Committee then discusses these inputs and, if needed, provides recommended action items for approval at the next Area Assembly. The Area Committee may also provide recommended nominations for General Service Office positions such as Regional Trustee for approval at the Area Assembly. In the event of needed action between Area Assemblies, the Area Committee may act, but must request ratification of its action at the next Area Assembly.

5. AREA ELECTED OFFICERS

5.0 General Information - Area job holders should understand that it is their individual responsibility to see that their specific job is accomplished. An area job is a personal commitment to the Area. If that person cannot attend on any particular meeting which is part of their job, then it is their personal obligation to arrange with a responsible person to fill in for them at that meeting. It is expected that, **in addition to those duties specified below**, the incumbent in one of these positions shall attend all Area Committee meetings, all Area Assemblies, all District Joy of Service meetings, the R. I. AA Roundup, the annual R. I. Convention and the annual North East Regional Alcoholics Anonymous Service Assembly (NERAASA).

5.1 Election Procedures: See Appendix A.

5.2 Area Delegate - (Current AA Service Manual)

1. Represent Area 61 at the annual General Service Conference, the Northeast Regional Delegate Meeting (NERD), the annual Massachusetts A. A. Convention, and the annual Connecticut A. A. Convention and the Northeast Regional Forum (every two years).
2. Represent Area 61 at the A. A. International Convention on the year it is scheduled.
3. Attend monthly Budget and Finance Committee meeting as a member.
4. Annually, in July, provide the Budget and Finance Committee with a written estimated budget of funds required to fulfill the Area Delegate position responsibilities for the next year.
5. Other duties specified in section 5.0.

5.3 Area Alternate Delegate - (Current AA Service Manual)

1. Carry out the duties of the Delegate at the direction of or in the absence of the Delegate.
2. Represent Area 61 at the Northeast Regional Delegate Meeting (NERD), the annual Massachusetts A. A. Convention, and the annual Connecticut A. A. Convention and the Northeast Regional Forum (every two years).
3. Assume the chair of the Area Committee and the Area Assembly if the Area Chairperson cannot perform.
4. Serve as R. I. Area Assembly liaison person with Rhode Island Central Service.
5. Serve as R. I. Area Assembly liaison person with Southern Rhode Island Intergroup.

6. Attend monthly Budget and Finance Committee meetings as a member.
7. Annually, in July, provide the Finance Committee with a written estimated budget of funds required to fulfill the Area Alternate Delegate position responsibilities for the next year.
8. Other duties specified in section 5.0.

5.4 Area Chairperson - (Current AA Service Manual)

1. Upon election in the odd year, consider the nominations of the serving Area Standing Committee Chairpersons and Roundup Chairperson provided by the outgoing Area Chairperson, and in consultation with the newly elected delegate and alternate delegate, prepare a slate of nominations for Area Standing Committee Chairpersons, Registrar, Archivist, Area Website Representative, Area Newsletter Committee Coordinator and Roundup Chairperson for the next two years.
2. Prior to the January Area Assembly of the even year, shall present the slate of nominations for Area Standing Committee Chairperson, Registrar, Archivist, Area Website Representative, Area Newsletter Committee Coordinator and Roundup Chairperson for the next two years to the Area Committee for confirmation.
3. At the January Area Assembly of the even year, shall present the slate of nominations for Area Standing Committee Chairperson, Registrar, Archivist, Area Website Representative, Area Newsletter Committee Coordinator and Roundup Chairperson for the next two years to the area assembly for ratification.
4. Prepare the agenda for and chair the monthly Area Committee meetings.
5. Prepare the agenda for, provide the physical location and support for and chair the quarterly Area Assembly meetings.
6. Participate in the Northeast Regional Forum (every two years).
7. Attend monthly Budget and Finance Committee meetings as a member.
8. Manage the Sunshine Fund (Appendix B).
9. Annually, in July, provide the Finance Committee with a written estimated budget of funds required to fulfill the Area Chairperson responsibilities for the next year.
10. In the event an Area Officer, excluding the Delegate, cannot serve their entire two year term, the Area Chairperson will appoint a qualified interim Officer until the subsequent Assembly with Area Committee approval.
11. Other duties specified in section 5.0.

5.5 Area Secretary - (Current AA Service Manual)

1. Record the minutes of the each Area Committee Meeting. Provide copies of each Area Committee Meeting to the Area Committee members for approval at the next Area Committee Meeting.
2. Record the minutes of the each Area Assembly. Provide copies of each Area Assembly to the Area Assembly participants for approval at the next Area Assembly.
3. At any point in each Area Assembly, should the requirement arise, determine the number of votes present at the Area Assembly. Provide the Area Chairperson with the number votes needed for a simple majority and a two-thirds and three-quarters majority.
4. Annually, in January, provide the Area Archives Committee Chairperson, with complete copies of the all previous year's Area Committee Meeting Minutes, all Area Assembly Minutes, and the Area Newsletters.

5. Annually, in July, provide the Budget and Finance Committee with a written estimated budget of funds required to fulfill the Area Secretary responsibility for the next year.

6. Other duties specified in section 5.0.

5.6 Area Treasurer - (Current AA Service Manual).

1. Annually, at the October Area Assembly, provide a written proposed Area budget and prudent reserve to the Area Assembly for approval.

2. Provide a written report of the Area's finances for approval at the Area Committee meeting and the Area Assembly meeting.

3. Make bank statements available at the Area Finance Committee meeting, the Area Committee meeting and the Area Assembly.

. Collect Seventh Tradition contributions at each Area Committee meeting, keeping a record of how much is collected.

4. Collect Seventh Tradition contributions at each Area Assembly, keeping a record of how much is collected.

5. Collect Sunshine Funds contributions at each Area Assembly and Area Committee meeting, keeping a record of how much is collected.

6. Maintain a record of the Area's income, expenses and cash on hand.

7. Maintain the Area's bank account.

8. Reimburse service incumbents for any authorized budgeted expenses.

9. Pay the Area's bills.

10. Chair the monthly Area Budget and Finance Committee meeting.

11. Annually, in July, provide the Budget and Finance Committee with a written estimated budget funds required to fulfill the Area Treasurers position responsibilities for the next year.

12. Provides a written accounting of the funds in the Sunshine Fund (Appendix B).

13. Other duties specified in section 5.0.

6. AREA APPOINTED POSITIONS

Area job holders should understand that it is their individual responsibility to see that their specific job is accomplished. An area job is a personal commitment to the Area. If that person cannot attend on any particular meeting which is part of their job, then it is their personal obligation to arrange with a responsible person to fill in for them at that meeting.

6.1 General Information

Certain positions are non-elected, non-voting, and non-rotating appointed positions of the Area Committee. The incumbent in these positions is not an Area officer and, except by nomination from the floor, may not make themselves available for an elective area officer position.

Following the Area elections at the October Area Assembly, in consultation with the Area Delegate and Area Alternate Delegate, the newly elected Area Chairperson shall review and/or select persons to fill these positions. The newly elected Area Chairperson shall submit the selection to the R. I. Area Committee for approval and to the January Area Assembly for ratification. The incumbent in one of these positions is encouraged to attend all Area Committee meetings, all Area Assemblies, all District Joy of Service meetings, the annual R. I. A. A. Roundup, the annual R. I. Convention and the annual North East Regional Area Service Assembly (NERAASA).

6.2 Area Registrar - (Current AA Service Manual).

1. Conduct liaison with the Area 61 Districts to insure accurate information is available for the Area Assembly on the registered groups within Area 61.
2. Conduct liaison with Rhode Island Central Service on information concerning meetings and registered groups within Area 61.
3. Conduct liaison General Service Office in New York for information concerning registered groups within Area 61.
4. Using the meeting information available from Rhode Island Central Service Meeting List and that group information provided by the New York General Service, develop and maintain an computer searchable data base on current meeting and group information for Area 61.
5. In accordance with an agreement with the DCMs on October 24, 1998, DCMs will forward any changes to the group information within their district directly to the Area Registrar. The Area Registrar shall enter the corrections in the Area 61 data base and forward the correction information to the General Service Office in New York.
6. Semiannually, provide each Area 61 DCM with a listing of the current information in the Area 61 database on meetings and groups within the DCM's District. Verify the accuracy of the listed information with the DCM. Following any suggested GSO guidelines, encourage the DCMs to get any unregistered groups within their district registered with the New York General Service Office.
7. Semiannually, verify the information in the Rhode Island Central Service Meeting list with the information in the Area 61 data base to insure its accuracy.
8. Annually, when the group information is provided by the General Service Office in New York, compare the General Service Office data with the Area 61 data to insure the accuracy of the Area 61 data. The Area Registrar shall prepare change forms for any inaccurate data and forward that information to the General Service Office to enable them to correct their records.
9. Annually, in July, provide the Budget and Finance Committee with a written estimated budget required to fulfill the Area Registrar position for the next year.
10. Biannually, following the area elections, prepare change forms reflecting the Area election information (for officers which had not been reported by the outgoing Area Delegate) and forward these changes to the New York General Service Office.
11. Prepare for each Area Committee meeting by notifying each Area Officer, Area Chairperson/Alternate Chairperson, District Committee Member/Alternate District Committee Member, and Area 61 Past Delegate of the time and date of the meeting one week prior and by preparing copies of the Area Assembly schedule for the current and next year and a current list of area officer telephone numbers. For Area Assemblies, notify all those above plus the Group General Service Representatives two weeks prior.
12. When approved by the Area Committee, provide any Area Officer, District Committee Member, or Area Chairperson with printed mailing labels from the information in the Area 61 data base as may be necessary in the execution of their duties.
13. Other duties specified in section 6.1.

6.3 Area Newsletter Committee Coordinator

1. Quarterly, with the assistance of the Newsletter Committee, write an Area Newsletter. The purpose of the newsletter is to provide information regarding service activities and upcoming service events in Area 61.
2. Distribute newsletter via email to each Area Officer, Appointed Officer, Area Committee Chairperson and District Committee Member/Alternate District Committee Member.

Hardcopies will also be made available in a limited quantity at the various Area 61 service meetings.

3. Annually, in July, provide the Budget and Finance Committee with a written estimated budget required to fund the Area Newsletter Committee Coordinator position for the next year.

4. Other duties specified in section 6.1.

6.4 Area Archivist

1. In the conduct of these duties, shall be responsible to the Area Assembly, through the Area Committee; but is responsive to the direction of the Area Archives Committee.

2. Shall manage acquisition of materials for the Area 61 Archives:

- a. In consultation with the Archives Committee, establish acquisitions policy.
- b. Network with other areas for channeling records to the appropriate repository.
- c. Solicit and acquire historical material and information on RI AA since its inception

3. Shall manage the Area 61 Archives:

- a. Sort and classify the existing collection.
- b. Sort and classify materials obtained from the oral AA history project.
- c. Preserve and repair damaged materials.
- d. Describe the existing collection.
- e. Store and/or file materials.
- f. In consultation with the Archives Committee, establish rules of access for researchers.

4. Prepare Area 61 Archives Materials for Exhibition:

- a. In consultation with the Archives Committee, develop story board concepts.
- b. In consultation with the Archives Committee, select materials to illustrate Rhode

Island AA history.

- c. In consultation with the Archives Committee, coordinate the production of the Archive display

d. Provide adequate storage and carrying containers for exhibit materials.

- e. In consultation with the Archives Committee, prepare a handbook/guide for exhibit handlers.

5. Conduct Research and Publication:

- a. Research the history of Rhode Island AA.
- b. In consultation with the Archives Committee, produce a pamphlet and Website material on the history of Rhode Island AA.

6. Other duties specified in section 6.1

6.5 Area Website Representative

1. The Area Website Representative liaisons with the Webmaster and acquires information and event flyers, etc., related to Area 61 for purposes of website updating.

7. AREA STANDING SERVICE COMMITTEES

General - It is expected that the incumbent in one of these positions shall attend all Area Committee meetings, all Area Assemblies, all District Joy of Service meetings, the R. I. AA Roundup, the annual R. I. Convention and suggested they attend the annual North East Regional Alcoholics Anonymous Service Assembly (NERAASA). Area job holders should understand that it is their individual responsibility to see that their specific job is accomplished. An area job is a personal commitment to the Area. If that person cannot attend on any particular meeting

which is part of their job, then it is their personal obligation to arrange with a responsible person to fill in for them at that meeting.

Archives Committee: The members of this committee are our historians and they perform many tasks which range from seeking out and preserving items important to our AA history; to capturing the records of more current events which will continue to tell the story of our fellowship to those who come after us. The "singleness of purpose" of AA is well served by their efforts when we have the experience of those who came before us to reflect on.

Cooperation with the Professional Community (CPC)/Public Information (PI): The CPC portion of this committee meets with groups of people or organizations that are likely to come into contact with alcoholics in their professions (clergy, social workers, medical personnel etc.) in order to give them a better understanding of what AA is and how they might recommend it as a resource to those who might benefit from our program of recovery.

The PI portion of this committee speaks (when invited) at schools, colleges, or to any other group about our experiences with alcoholism. These talks are primarily informational and help those in the audience to know more about alcoholism and to make them aware that help is available to all who seek it. These talks are usually followed by a question and answer period in which many questions are asked in a public forum and frequently continued in a more private setting.

Corrections Committee: This committee helps to carry the AA message to those in prison, many of whom have problems with alcohol and are seeking help from us. The Committee maintains a corrections meeting list and arranges for the clearance of individuals to put on meetings inside the walls of the correctional institutions in R. I. for women, men and juveniles. Collecting conference approved literature and Grapevine material (Books behind Bars program) which is donated by individuals and groups for use by the inmates is another way members help those in need.

Grapevine Committee: The purpose of this committee is to help spread the word of the "AA GRAPEVINE" magazine as a valuable tool of recovery to AA groups and individuals. This monthly magazine; our "meeting in print" celebrated 50 years of spreading the message of recovery in 1994 and Grapevine representatives help to ensure the continuation of this helpful magazine. The Committee also operates a Pass the Book program whereby groups provide Grapevine subscriptions to each middle and high school library within the state.

Treatment and Accessibilities Committee: This committee has several important functions which extend the hand of AA to those people in treatment facilities by putting on meetings for them as well as helping those who are leaving them to make that important transition to A. A. on the "outside" during a critical time in their recovery. The Committee maintains an institution meeting list whereby groups volunteer to take meetings to various institutions within the state. The Committee also maintains the Bridging the Gap Program, which provides a local A. A. point of contact for the individual when he/she is leaving the Treatment facility.

The Accessibilities Committee will be aligned with the Treatment Committee. The Accessibilities portion of this committee provides support to those who are visually impaired, hearing impaired, physically impaired or homebound. Audio tapes of Conference Approved literature are available from the committee or from RI Central Service. Rhode Island Central Service also maintains an audio tape library of International Convention or local speakers. Video tapes of Conference Approved literature in American Sign Language are available from

the Committee or Rhode Island Central Service. Further information is posted on the Rhode Island Service Web Page.

Standing Committee Chairperson

1. Chair the monthly Standing Committee meeting of the District Coordinators.
2. Attend the monthly Area Committee meeting and report any Standing Committee issues, concerns, news and events to the Area level.
3. Attend quarterly Area Assemblies and report any Standing Committee issues, concerns, news and events to the Area level.
4. Annually, in July, provide the Finance Committee with a written estimated budget of funds required to fulfill the Standing Committee responsibilities for the next year.
5. Prior to the Area Elections in the odd year, in consultation with the members of the Standing Committee, prepare a nomination for incoming Standing Committee Chairperson and provide that nomination to the incumbent Area Chairperson.

Alternate Standing Committee Chairperson

Carry out the duties of the Committee Chairman at the direction of or in the absence of the Committee Chairman.

8. SPECIAL AREA COMMITTEES

General

It is expected that the Chair in these positions shall attend all Area Committee meetings and all Area Assemblies. If that person cannot attend on any particular meeting which is part of their job, then it is their personal obligation to arrange with a responsible person to fill in for them at that meeting.

Over time, the Area Assembly has established certain committees to provide needed annual service education and social functions. The Area Assembly provided seed money for the initial support of these activities and that seed money remains in the treasuries of these committees to support the next year's activities prior to the receipt of registration funds. These activities are revenue neutral and at the end of each year's activity, they normally dispense funds in excess of their prudent reserve to various service entities depending upon the group conscience of that committee. While the Area Committee and Assembly cooperate with these committees, they do not control their functions. Each Committee develops its own procedures for the conduct of its annual event.

Roundup Committee:

Prior to the Area Elections in the odd year, in consultation with the members of the Roundup Committee, the Roundup Committee Chairperson shall prepare a nomination for incoming Roundup Committee Chairperson and provide that nomination to the incumbent Area Chairperson.

The Roundup Committee Chairperson shall be responsible for developing a committee for, planning and conduct of the annual Rhode Island Roundup. The Roundup Committee shall develop its own procedures for the conduct of the convention.

Should it appear that the financial operation of the Roundup might require further funding from the Area treasury, it is requested that the Roundup Chairman notify the Area Committee as soon as possible. It is further requested that a copy of the final financial report on

the Roundup be presented to the Area Treasurer upon the completion of the final report after the Roundup.

Rhode Island Convention Committee;

The immediate past delegate shall be the chairperson of the RI Convention Committee and shall serve for two years in this capacity. The Convention Chairperson shall be responsible for developing a committee for, planning and conduct of the annual Rhode Island Convention. The Convention Committee shall develop its own procedures for the conduct of the convention. Should it appear that the financial operation of the Convention might require further funding from the Area treasury, it is requested that the Convention Chairman notify the Area Committee as soon as possible. It is further requested that a copy of the final financial report on the Convention be presented to the Area Treasurer upon the completion of the final report after the Convention.

9. BUDGET AND FINANCE COMMITTEE

The Area Assembly has established a permanent Budget and Finance Committee which consists of the Area Delegate, the Alternate Area Delegate, the Area Chairperson, the Area Treasurer (Chairman) and three A. A. members who are currently not active participants on the Area Committee. The guidelines for the operation of this Committee are attached at Appendix D.

10. AREA ASSEMBLY (Current AA Service Manual)

10.1 Introduction The Rhode Island (Area 61) Assembly of Alcoholics Anonymous will normally meet four times per year - in January, April, June and October. The Assembly shall always be a service body and shall protect and respect the autonomy and the privilege of dissent of the Group Conscience of the Rhode Island Area. In the course of its deliberations and discussions, the Area Assembly shall ever be mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and the A. A. Service Manual, and shall strive to be the true voice and Group Conscience of Rhode Island Area. Unity and service shall ever be the Assembly's primary purpose, and it shall encourage all Rhode Island Area Groups to participate in the business of the Assembly and to support the Area Assembly in its efforts to cooperate with the A.A. General Service Office and A.A. World Services.

The Area Assembly is specifically charged with the duty of electing a delegate to the General Service Conference and to provide the delegate financial support to assist him or her in the course of the duties of the office. The Area Assembly is further charged with electing an alternate delegate to the General Service Conference and to elect such Assembly officers it deems necessary.

10.2 Composition: The full working (voting) Area Assembly shall consist of:

1. Members of each district: comprised of each current Group General Service Representative, (alternate General Service Representative or group appointed representative if current General Service Representative is unable to attend) and the District Committee Member.
2. Elected Area 61 officers: Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer. The Chairperson shall vote only in the event of a tie.
3. Area Committee Chairpersons: Archives, Cooperation with the Professional Community/Public Information, Corrections, Grapevine, and Treatment and Accessibilities.
4. Immediate Past Delegate (who also serves as the Convention Committee Chairperson).

Non-voting members of the Area Assembly include:

1. The Area Registrar, the Area Archivist, the Area Website Representative, and the Area Roundup Committee Chairperson.
2. A representative from Southern Rhode Island Intergroup.
3. A representative from Rhode Island Central Service.

APPENDIX A**Area Election Procedures**

**(First approved by Area Assembly, June 14, 1992)
(Last approved by Area Assembly, January 29, 2011)**

A. Eligibility for office:

1. Duly elected District Committee Members.
2. Past and present Area Committee Members, excepting delegates, who have not previously served in the office that is being voted, for a full two-year term.
3. If there are not two nominees for a particular office from the above eligible persons, nominations from the floor will be accepted.

B. Special Elections Eligibility for office:

1. Duly elected District Committee Members.
2. Past and present Area Committee Members, **excepting Area Officers**, who have not previously served in the office that is being voted, for a full two-year term.
3. If there are not two nominees for a particular office from the above eligible persons, nominations from the floor will be accepted.

B. Procedure

1. Guidelines for elections must be presented for ratification or revision at the January assembly of the voting year (odd year).
2. Third legacy procedure (AA Service manual) will be used to elect the Area Officers (Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer) for a two year term to commence on January 1 of the even year. Elections will be held at the October Assembly of the odd year.
3. Roll call will determine the total number of votes.
4. Following the elections, nominations for incoming Area Committee Chairpersons and the Roundup Chairperson shall be made by the incumbent Area Committee Chairpersons and Roundup Chairperson to the newly elected Area Chairperson. In consultation with the newly elected Area Delegate and Alternate Area Delegate, he/she shall present the slate of nominations to the Area Committee for confirmation and to the January Area Assembly for affirmation.

II. Other Guidelines

- A. Should the Delegate not be able to complete the term, the Alternate Delegate shall assume the duties. The Alternate Delegate may then stand for election to Delegate if he/she has represented the Area at the General Service Conference only once.
- B. In the event that the Area Chairperson cannot fulfill his/her duties the Alternate Delegate will assume those duties.
- C. The Immediate Past Delegate becomes Chairperson of the Rhode Island AA Convention Committee.

APPENDIX B
Sunshine Fund Guidelines
(Approved by Area Assembly April 5, 1998)

The Sunshine Fund was established to have a source of funds, outside of normal Seventh Tradition funds, to be able to provide expressions of sympathy from the Area Committee to those trusted servants or their families in time of distress.

Management and Accountability: The Area Chairperson shall administer the Sunshine Fund. The Area Treasurer shall account for the Sunshine Fund.

Recipients:

1. Persons in a current Area Office term: Area Delegate, Area Alternate Delegate, Area Secretary, Area Registrar, Area Archivist, Area Treasurer, Area Committee Chairpersons and Alternate Chairpersons, District DCM and ADCM, Roundup Chairperson.
2. Persons in the immediate past Area Office term: Area Delegate, Area Alternate Delegate, Area Secretary, Area Registrar, Area Archivist, Area Treasurer, Area Committee Chairpersons and Alternate Chairpersons, District DCM and ADCM, Roundup Chairperson.
3. Past Delegates.
4. Significant other of above recipients (spouse, boyfriend, girlfriend).
5. Parent or child of above recipients.

Occasions:

1. Marriage.
2. Births.
3. Serious Illness.
4. Death.

Gifts (if the Fund can afford it):

1. A card in the case of marriage, birth, or serious illness.
2. Flowers/or a donation in lieu in the case of death.
3. Gift basket for Area Delegate at the General Service Conference.

Prudent Reserve of the Sunshine fund:

150.00

Quarterly, all excess be donated to the Area Assembly General Fund.

APPENDIX C

-This Appendix intentionally deleted.-

APPENDIX D**Budget and Finance Committee****THESE GUIDELINES SUPERSEDE ALL PREVIOUS DATED AND UNDATED GUIDELINES FOR THE FINANCE AND BUDGET COMMITTEE, GUIDELINES FOR THE EXPENDITURE OF AREA FUNDS AND GUIDELINES FOR THE RHODE ISLAND AREA BUDGET.**

Operation: The Rhode Island Area Assembly has established a Budget and Finance Committee. The purpose of this Committee shall be to establish and maintain a sound fiscal policy for Rhode Island Area 61, keeping in mind our tradition of self-support. This Committee serves under the RI Area Committee and reports its recommendations to this Committee through the Area Treasurer.

The membership of the Budget and Finance Committee shall include the Area Treasurer as Chairperson, plus 3 (three) A. A. members of good standing who do not serve on the Area Committee and who are appointed by the Delegate, Alternate Delegate, the Treasurer and the Area Chairperson. In order to provide continuity within the Committee, these three members shall be selected in December of the alternate year from the election of Area Officers (the odd year). They shall serve for a term of two years starting in January. The Delegate, Alternate Delegate and Area Chairperson serve as ex officio members of the committee.

The Budget and Finance Committee shall meet monthly. Any A. A. member may attend this meeting as an observer. The Committee shall review the previous month's receipts to determine their sufficiency in supporting the Area Assembly's activities. They shall review the previous month's expenditures to determine if they are within the approved budget and appropriate for the conduct of the Area's purpose of carrying the message to the alcoholic. They shall review the Area bank statements to insure their correspondence with the reported receipts and expenses. They shall report any problems or discrepancies to the Area Committee.

The Budget and Finance Committee shall insure that the Treasurer maintains a prudent reserve for the Area Finances. This is established as the amount necessary to pay three months' rent for the Area Office, utilities and three months Area operating and service expenses

The Budget and Finance Committee shall review any budget or financial policy changes suggested as needed by the Treasurer and recommend action on these changes to the RI Area Committee.

The Budget and Finance Committee shall cause a ready supply of contribution envelopes and other related financial material to be printed and/or distributed from the Area to the Districts and Groups.

Budget Preparation: It is recommended that each budgeted position plan its budget in order of importance within their specific service area (such as literature, telephone, postage, printing, travel, etc.).

In order to reduce duplication of effort, Elected Area Officers and Area Standing Committee Chairpersons shall request the order of General Service Office Literature from the Treasurer, who shall then place and pay for the order, requesting that the literature be delivered to the appropriate person.

To simplify accounting, no rent shall be collected from Area Assembly appointed or sponsored groups meeting at the Area Office. These include the Area Committee, Area Standing Committees, the Roundup Committee, and the RI Convention Committee. Any funds received

from these groups shall be treated as contributions to the general fund. Other groups, such as District or Young People in AA Convention meetings, who may use the office from time to time, shall be requested to provide a contribution to help defray the rental expense.

Budget for Elected and Appointed Area Officers (Subject to financial solvency):

Delegate: In addition to anticipated local travel, supplies, and utilities expense, the RI Delegate's budget submission should include sufficient funds so that this person can represent Rhode Island at least at the RI Roundup, the RI Convention, the Northeast Regional Delegate (NERD) meeting, the Northeast Regional AA Service Assembly (NERAASA), the Northeast Regional Forum (every two years), and the AA International Convention (every five years). The budget submission should also include only registration and travel expenses or one meal for the Massachusetts and Connecticut Convention.

Alternate Delegate: In addition to anticipated local travel, supplies, and utilities expense, the RI Alternate Delegate's budget submission should include sufficient funds so that this person can represent Rhode Island at least at the RI Roundup, the RI Convention, the Northeast Regional Delegate (NERD) meeting and the Northeast Regional AA Service Assembly (NERAASA). The budget submission should also include only registration and travel expenses or one meal for the Massachusetts and Connecticut Convention.

Area Chairperson / Secretary / Treasurer.: In addition to anticipated local travel, supplies, and utilities expense, the RI Area Chairperson's, Secretary's and Treasurer's budget submission should include sufficient funds so that this person can represent Rhode Island at least at the RI Roundup, the RI Convention, and the Northeast Regional AA Service Assembly (NERAASA).,

Registrar, Archivist and Area Standing Committee Chairpersons (Archives, Cooperation with the Professional Community/Public Information, Corrections, Grapevine, and Treatment and Accessibilities). In addition to anticipated local travel, supplies, and utilities expense, the Registrar's, Archivist's and Area Standing Committee Chairperson's budget submission should include funds to pay that person's registration fee to attend the RI Roundup, the RI Convention, and the Northeast Regional AA Service Assembly (NERAASA).

Budget Cycle: The RI Area Assembly fiscal year is from January 1 through December each year.

The RI Area Budget and Finance Committee shall prepare and submit for approval a budget for the coming fiscal year. To accomplish this, the RI Area Budget and Finance Committee shall request that proposed budgets for the next fiscal year from the Elected Area Officers and Area Standing Committee Chairpersons be submitted to the Committee prior to the August meeting. If a budget submission from an Elected Area Officer and Area Standing Committee Chairperson is not received by the August meeting, the approved budget amount from the current fiscal year will be used to prepare the next year's draft budget.

The Finance Committee shall prepare a draft budget for the next fiscal year at the August meeting and shall submit the final draft budget to the Area Committee at its September meeting

The Area Committee shall discuss and approve a recommended final budget at its September meeting. With approval by the Area Committee, it is assumed that this recommended budget has the approval of all members of the Area Committee. Should an Elected Area Officer and Area Standing Committee Chairperson intend to make comment on this approved budget or request a change in that budget at the Area Assembly, that person should notify the Area Chairperson` of this intent prior to the Area Assembly.

The Treasurer shall present the Area Committee recommended budget for approval at the Fall Assembly.

Accounting for Expenses: The activities of the RI Area Committee Elected Officers, the RI Standing Committee Chairpersons and their Committees are supported by the RI Area Assembly

Budget and these people may be reimbursed accordingly. Budget money is to be used only to carry the message within each area of responsibility. Examples of items for which reimbursements may be made are: Postage, labels, stationery, telephone calls, photocopying/printing and travel/lodging/meals expenses. No money will be expended over the approved budget unless recommended by the Finance and Budget Committee and approved by the Area Committee.

An accounting for these expenses shall be made on the most recent revision of the RIAC Expense Voucher form prepared by the Treasurer. No money shall be paid without proper receipts (copies of bills, canceled checks, cash receipts) attached to the Expense voucher; except that advances may be made to cover expenses for those so designated to attend AA Service events at Area expense under the guidelines above. An expense voucher containing receipts for all money so advanced shall be submitted to the Treasurer immediately following the event for which the money was advanced, together with a check payable to the RIAC for any funds advanced but not used.

For standardization all travel by personal vehicle shall be reimbursed at the IRS approved rate per mile provided the total mileage is stated on the voucher.

All claimed expenses must reach the Treasurer prior to December 15 of the year in which the expense was incurred in order to be payable, as all accounts for that year are closed on December 31.

Special Policies and Provisions In accordance with the 7th Tradition: "Every AA Group ought to be self-supporting, declining outside contributions." Therefore, contributions to Area 61 from an individual member are limited to \$3,000.00 annually and any individual bequest is limited to a maximum one-time contribution of \$5000.00.