

Area 52 Area Assembly of Alcoholics Anonymous
Service Handbook
(Latest Revision: June, 2016)

Area 52 (North Dakota) is currently represented by approx. 151 AA Groups. These AA Groups are located in 9 Districts (See map on back page). Each group elect's officers as needed for the group to function properly. (See the pamphlet P-16: The AA Group).

The most important of the group's trusted servants may be the General Service Representative (GSR). The GSR is elected by the Group and represents the Group by carrying the concerns of the Group to the District and Area, and bringing information back to the Group from the District and Area. The GSR is the link between the Group and AA as a whole.

The GSRs of a District, along with their District elected officers, form the District Committee. One of their elected trusted servants is the DCM (District Committee Member).

The 9 DCMs of Area 52 help form the Area Committee. In addition to the 9 DCMs in Area 52, the Area Committee includes the following trusted servants.

The following Area Officers are elected by the Area Assembly.

1. Area Delegate
2. Area Chairperson
3. Area Secretary
4. Area Treasurer
5. Area Archivist

The following Area Officers are appointed by the Area Chairperson:

1. Institutions Chairperson
2. PI/CPC Chairperson
 - The Area Webmaster is appointed by the PI/CPC Committee and is a non-voting member of the Area Committee.

The Area Assembly is made up of all the GSRs in Area 52 plus the Area Committee. The Area Committee directs the proceedings of the Area Assembly. Area 52 meets at three assemblies each year. They are generally held on the third weekend in March, the first weekend in June, and the third weekend of September.

The GSR/PI-CPC School: The first weekend in February in the west, and third weekend in February in the east at an available location too small to host a State Roundup. The school will be chaired by the most recent Past Delegate and current PI-CPC Chair and assisted by the DCM of the District in which the school meets. The Delegate/PI-CPC Chair who are facilitating the GSR/PI-CPC School will receive compensation by Area 52 for expenses. In the event of the cancellation of either session of GSR/PI-CPC school, it would be rescheduled by the Past Delegate and PI-CPC Chair for a later date.

Duties of Area Officers:

(In addition to the qualifications listed in Chapters IV and V of The AA Service Manual and the Area 52 Guide to Officer Service Positions; the duties of the Area Officers shall be as follows):

Area Delegate:

The Area Delegate is our link with the General Service Conference held each April or May in or near New York City. The delegate's responsibility, however, is not as a representative of a certain Area, but as a member whose duty is to act in the best interests of AA as a whole.

Some of the duties of the Area Delegate are:

- Keeps the Area informed on nationwide and worldwide efforts to carry the AA message.
- Qualifications for the Area Delegate require service as past or present Area Committee member or Area Officer.
- Provides Area information to the General Service Office and provides the Area with valuable information about the work of the General Service Office (GSO).
- The Delegate represents Area 52 in our West Central Region matters.
- The Delegate works closely with committee officers, helping to see that the committees function smoothly.
- Visit District meetings and groups whenever asked or whenever possible.
- Provides leadership in solving group problems involving the AA Traditions.

Area Chairperson:

- Presides at meetings of the Area Assembly, Area Committee, and the Agenda Committee at three Assemblies per year.
- Qualifications for Chairperson require service as past or present Area Committee member or area officer.
- Learns Robert's Rules of Order to facilitate the orderly operation of the assemblies.
- Appoints the chairpersons of the Institutions Committee and the PI/CPC Committee, working with them and encouraging their efforts.
- The Area Chairperson with the assistance of the Agenda Committee sets the agenda for the three Area Assembly meetings, ensuring that adequate facilities are arranged for by the host committees.
- Reviews financial statements and co-signs all checks issued by the Area Treasurer, assuring as much as possible that Area funds are used prudently.
- If needed, signs any agreements that may be made on behalf of the Area Assembly, and performs any other necessary administrative duties.
- The Area Chairperson serves as Alternate Delegate in the event that the Delegate may not be able to perform his/her duties, and assists the Delegate whenever possible.
- Updates the Area 52 Service Handbook within two weeks following each assembly if required.

Area Secretary:

- The Area Secretary serves as chair of the Literature/Grapevine Committee at three Area Assemblies per year.
- The Area Secretary keeps the minutes of all Area Assemblies and Area Committee meetings, distributing copies within two weeks of each meeting to Area Officers, DCMs, and to past

Delegates if requested. Copies of minutes sent to DCMs shall include enough copies for each AA group in that district, which the DCM will then distribute to all groups in their respective district.

- Cooperates with the Area Assemblies to include a copy of the agenda for the next assembly with the minutes of each past assembly.
- Maintains a current mailing list of Area Committee Members and group GSRs and Officers, and prepares an Area Directory as soon as possible after the election of a new Area Committee.
- Maintains the General Service Office's Fellowship New Vision Database, working closely with the PI-CPC Chair and Webmaster to maintain the website meeting list and Area Information with GSO.
- Keep and update (every two years) the recommendations and actions (Past Actions) of the Area Assembly, making copies available for Area Officers and DCMs.
- Turn over all records to the new secretary at the end of the term and assist new secretary in assuming his/her duties.

Area Treasurer:

- The Area Treasurer serves as the Chairperson of the Finance Committee meetings at three Area Assemblies per year.
- Receives contributions from groups and other sources, keeping an accurate record of such.
- Maintain the bank accounts, depositing all receipts and making any necessary disbursements.
- Keep Area Chairperson informed on financial matters and obtain either the Area Chairperson's, Area Delegate's signature on all checks.
- Provide accurate written accounts of all contributions and disbursements to the Area Assemblies, with copies to be included with the Area minutes.
- Make quarterly contributions to the General Service Office (GSO), including a complete listing of individual group contributions.
- Work closely with the Area Chairperson for the prudent use of all funds.
- Turn over financial records to the new Treasurer and assist him/her with their duties. All records are to be kept for a period of three years and then turned over to the Area Archives.

Area PI/CPC Chairperson

- Chair the Area PI/CPC Committee meetings at three Area Assemblies per year; assist the Committee in preparing and submitting to the Area Treasurer an annual budget at the appropriate Assembly; provide in writing any proposed Committee action for consideration to the Area Chairperson.
- Oversee the Area web site, and maintain the Area Meeting List; work closely with the Webmaster to ensure timely posting of meeting changes, events and all other content as approved by the Area Assembly; work with the PI/CPC Committee to review the Webmaster position and make recommendations to the Assembly.
- Maintain an Area PI/CPC Rotation Book containing PI/CPC Committee minutes, recommendations and resultant Assembly actions, and annual budgets to include projected versus actual.
- Supply a list of names, addresses and phone numbers of all Area Committee members to the General Service Office.
- Become familiar with the Public Information and Cooperation with the Professional Community workbooks.
- Work together with the Area Chairperson to schedule times and locations of the PI/CPC

Workshop in conjunction with the GSR School in February, in both eastern and western North Dakota locations if possible; and assume the responsibility of conducting the PI/CPC Workshop.

Area Archivist:

- Chair the Archives Committee meetings at three Area Assemblies per year for the formulation and maintenance of the archives, and policies that contribute to maintaining the history of Area 52.
- To gather current and historical information about AA in our Area, and to preserve it in a meaningful way. Items of interest are to be displayed at Area functions and made available for use by groups in the Area.
- The Archivist position is a two-year rotating position elected by Assembly, and is a voting member of the Area Committee.
- Communicate and cooperate in a working relationship with the Archivist at the GSO.
- Archives Committee will interview interested individuals and will choose their recommendation for Archivist Chairperson to be brought to the Fall Assembly of the even year for a vote.
- When rotating out, help incoming Archives Chair with experience, records, information, and any helpful suggestions for serving.

Institutions Chairperson:

- Chair the Institutions Committee at three Area Assemblies per year.
- To maintain the Area 52 Institutions Literature Fund and disseminate funds/literature to Districts or Groups for Area approved institutions. And report to the Institutions Committee the activity/and balance of the Institutions Literature Fund.
- To work closely with the Webmaster and the Area Assembly to maintain a specific webpage related to Area 52 Institutions Committee work, updating the Area 52 Institutions Fact Sheet, to better serve Area 52 Districts and Groups.
- To coordinate the efforts of individuals and groups to carry the message to alcoholics in correctional facilities, treatment facilities, and other institutions.

Filling Vacancies:

In the event that an area officer resigns or is asked to step down and they are in their second year of the term, the area chair will appoint a member to finish out the term. In the event that area chair resigns or is asked to step down in the second year, the area delegate will appoint a member to finish out the term. If the area officer is in their first year of the term, then elections will be held to fill the position.

Area 52 Committee Structure Suggested Guidelines:

Italics following each Committee Chair position is the General Service Conference Committee They Will Chair at the March Assembly each year

Agenda/Structure: *Agenda, International Conventions and Regional Forums, Trustees*

- To help ensure good communications and cooperation at our Area Assemblies through a meaningful agenda and adequate structure.
- Reviews rules of procedure to make assemblies best serve our Area.
- At the June Assembly of the even years, new group committee assignments are made by rotation by the Area Chairperson. In the interim, if necessary, unassigned groups will be assigned by the

Area Secretary.

Archives: *Policy & Admissions, Report & Charter, Archives*

- To gather current and historical information about AA in our Area, and to preserve it in a meaningful way. Items of interest are to be displayed at Area functions and made available for use by groups in the Area.
- The Archivist position is rotating and is elected by Assembly. This person chairs the Archives committee and has voting privilege in the Assembly.

Finance: *Finance*

- Review Area financial records and financial status. Prepare an annual budget to propose to the March Assembly each year. Review requests for Area funds to determine if funds are available. Assist districts or groups with matters of financial policy if so requested.
- Three committee members hold an annual audit at the March Assembly, with the Treasurer available to answer questions.

Institutions: *Corrections, Treatment Facilities & Special Needs*

- To coordinate the efforts of individuals and groups to carry the message to alcoholics in correctional facilities, treatment facilities, and other institutions. Promote district and group efforts and encourage the exchange of ideas and resources. Obtain and use related materials from GSO, to compile and maintain a list of Area institutions for the districts.

Literature/Grapevine: *Literature, Grapevine*

- To become familiar with all Conference approved literature and service material. Display and encourage the use of such literature throughout the Area. To help develop projects that will further the carrying of the AA message through the use of AA literature.
- To display and encourage the use of the AA Grapevine and Grapevine produced materials. Make available Grapevine subscription forms and guidelines for writing articles for the Grapevine, and encouraging their use.

PI/CPC: *Public Information, Cooperation with the Professional Community*

- To inform the general public about the A.A. program, coordinating the activities of public information within the Area. Obtain and distribute Conference-approved radio, press, and television material. Maintain an inventory of films, video tapes, and audio tapes for Area use.
- To encourage activities within the Area; assist groups and districts in PI/CPC activities by providing guidance on GSO-approved PI/CPC procedures and materials, appropriate sample activities and documents provided by other districts and areas, and promoting adherence to the Traditions in all PI/CPC activity.

The Area 52 Website and Role of the Webmaster

The purpose of the Area 52 Web site (www.aanorthdakota.org) is to provide timely and accurate information about AA and Area 52 to alcoholics, to professionals, and to the public. The site will also facilitate communication among members and servants of Alcoholics Anonymous in Area 52.

The Area 52 Webmaster is responsible for maintaining the Area Website to ensure that it is current and that it accurately reflects the activities and wishes of the Area Assembly. The

Webmaster is responsible for renewing the aanorthdakota.org domain registration. Under the direction of the Area PI/CPC Chair, the Webmaster will keep the Area list of AA meetings current and will ensure that only meetings conducted by GSO recognized groups are included. The most current version of the Area Meeting List will be posted in a printable format on the Area Website. Any group may choose to have any or all of its meetings excluded from the Area Meeting List.

With the approval of the Area Chair, the Area Secretary, or the PI/CPC Chair, the Webmaster will update and maintain information on the Area Website related to Area and District meetings, activities, events, and policies and procedures. In the event that the PI/CPC Chair is not available, the Area Chair will approve such updates. These updates and maintenance will include the following: keeping meeting lists current; posting announcements, news and fliers related to Area 52, its Districts, the AA West Central Region, and the General Service Office; updating public documents, including the Area 52 Service Handbook and Assembly rotation schedules; providing information about submitting fliers, meeting changes and event information; updating forms and interactive programming on the site; and provide informational links to bordering Area Websites. Significant changes to the Website require approval of the Area Assembly. The site will at all times protect the anonymity of AA members.

The Webmaster is a non-voting member of the Area 52 Committee and the PI/CPC Committee, and will be reimbursed (as are other Area Officers) for travel expenses to attend Area Assemblies. The Webmaster shall hold a workshop at each March Assembly on how to submit changes to the website. The PI/CPC Committee will review the Webmaster position at the fall Assembly of every election year and appoint (or reappoint) the individual who will fill the Area Webmaster role. The Area Webmaster must be a member of Alcoholics Anonymous.

Committee Guidelines:

Each committee is responsible for considering any agenda items assigned to it and/or it may discuss any issue that falls within its suggested purpose. A committee may simply discuss ideas and report these to the Assembly for input or suggestion, or a committee may make specific recommendations that they wish the Assembly to act upon and accept as an Area action. Such a recommendation is considered to be a motion and a second, and is followed by discussion and then a vote of the Assembly.

Recommendations should be stated clearly as possible, for example: The Archives Committee recommends that the archives be stored at X, Y, Z Storage in Burlington, ND, for the annual sum of \$250.00.

A Brief Guide to Assembly Procedures:

The function of rules of procedure is to make it possible for the Assembly to carry out its responsibility in a reasonable amount of time and to arrive at the effective group conscience of the body. The Assembly is generally best served with as few rules as possible to allow it to do its business. Some basic rules are:

MOTION: A committee recommendation is considered a motion and a second and is followed by discussion before any action is taken. The final order of Assembly business will be to consider any floor actions that have been submitted in writing. All floor actions will be heard unless there is a motion that the Assembly decline to consider a proposed floor action, which is not debatable and will require a 2/3 majority to carry.

SECOND: A motion from the floor must have a Second in order to be considered. Without a Second, a motion "dies."

THINGS THAT CAN HAPPEN TO A MOTION: After a motion is made and seconded, discussion and possible vote follows. However, a secondary motion to the original motion may also be made. Such motions are:

To Amend: A motion to amend requires a second and then is followed by discussion and vote. Discussion of the original motion then resumes (with a possible amendment).

To Postpone: A motion may be made to postpone a motion being considered. Such a motion requires a second and if passed the motion may be postponed until a definite time or may be postponed "indefinitely", which in effect kills the motion. A motion may also be "tabled" until the next meeting, but then will require a motion to "take it off the table", or the motion will then die. A motion can be referred to committee by a motion made and passed by the Assembly

CALLING THE QUESTION: At any time during discussion, a motion can be made to vote immediately (calling the question). Such a motion is not debatable, but requires a second. A motion to call the question requires a 2/3 vote for passage. If the motion to call the question passes, a vote is taken immediately on the motion under consideration.

MINORITY OPINION: After a vote on an issue, the chair asks if the minority wishes to speak. Only those who voted in the minority may speak at this time. The Chair then asks, "Do I hear a motion to reconsider?" Only someone who voted in the majority may make a motion to reconsider, and the motion requires a second. If the motion to reconsider is passed, discussion and vote will follow, but discussion is limited to new considerations of the question under debate. After a second vote, the action cannot be considered again.

REACHING DECISIONS...VOTING: If discussion on a matter signifies considerable favor, the chairperson may ask, "Is it the sense of the meeting that this motion be adopted?" If there is no objection, the motion is considered passed. Voting may be done by voice vote, where the chair will ask for ayes and nays and then will declare the vote for or against. If someone disagrees with the count, or if the voice vote is not conclusive, the chair must then ask for a show of hands or a standing vote, with an actual count being taken.

Generally, motions are decided by a majority vote, except in manners that limit or close debate which requires a 2/3 majority (such as a motion to call the question).

While all AA members may take part in discussion... motions, seconds, and voting are limited to acting GSRs, DCMs, and the Area Officers.

Guidelines for Hosting Area Assemblies

- The March Assembly and Area 52 Service Conference will rotate between Bismarck and Minot due to the central location – even years in Minot and odd years in Bismarck, on the third weekend, if possible.
- The March and June Assemblies are held on Saturday and Sunday, with the Assembly beginning Saturday morning about 8:00 a.m. and adjourning about noon on Sunday. Friday night of the March Assembly weekend the Area 52 Service Conference is conducted. Friday night of the June Assembly weekend, will have a workshop or AA meeting. The hosting district should provide a closed AA meeting on Saturday at the assembly location or a meeting list for that city.

- The June Assembly is held in locations that are too small to host a State Roundup, usually on the first weekend. Most districts have found it beneficial to host an Assembly, and give their AA members an opportunity to serve and to learn more about how the service structure functions.
- The September Assembly is held at the State AA Roundup, which is held on the third weekend of September, if possible. It is a one-day session, generally ending on Saturday afternoon.
- It is strongly encouraged that the utmost in cooperation be used in planning, with the Host District and Al-Anon working together.

Guidelines for Assembly Facilities:

- Seating for a minimum of 75 people is required. Tables with chairs facing the podium are suggested. A podium and tables for the Area officers are to be located at the front of the room, and a PA system may also be necessary.
- A registration table should be situated near the entrance to the meeting room staffed by volunteers from the district if possible. Name tags should be provided, along with a registration book.
- Coffee should be available during the entire Assembly with a basket put out for contributions. Rolls or donuts are optional; however, it is the hosting district's expense.
- A container for the Ask-It-Basket will be needed for written questions and suggestions.
- Area 52 will reimburse the District for any expenses incurred. Please make financial arrangements with the Area Treasurer.
- The Area Chairperson will assist with any questions the district may have. Please keep in touch.
- Please make the meeting location known to the Area Chairperson as soon as possible, as well as any lodging information so that they may be included when a meeting agenda is sent out.

Guidelines for Hosting Area Conventions

(In addition to the following guidelines, also refer to the AA Guidelines on Conferences and Conventions from the General Service Office & Area 52 State Roundup Suggested Guidelines)

Convention Date:

The date of the convention should be as near as possible to the third weekend in September.

Convention Theme:

The convention theme will be the General Service Conference theme for that same year.

Finances:

The "Floating Roundup Money", currently \$3000.00, is Area 52 money. This money is passed from one area roundup committee to the next, through the Area Treasurer, to help get the roundup started. The host committee must return the fund money to the Area Treasurer within 60 days after the roundup.

The Area host roundup committee receives up to \$3000.00 of this fund in the following manner:

- Eighteen months (March Assembly) prior to the event, the Area Treasurer issues \$500.00 to the host roundup committee. The treasurer may issue the remaining \$2500.00 for the next year's roundup after receiving the return of the "Floating Roundup Money" (\$3000.00 plus profits) from the current year's host roundup committee.
- Startup funds for State Roundups can be issued prior to the 18-month requirement at the discretion of the Treasurer.
- The host district should take a businesslike approach to the finances and try to keep expenditures

within a conservative estimate of anticipated revenues. A signed contract for the State AA Roundup facility is required. The "Floating Fund" is not to be used to offset any losses. A complete report of the expenditures and income is to be sent to the Area Treasurer, Area Chairperson, and the next host district.

- Any profits from the roundup are to be returned to the Area Treasurer within 60 days of the roundup, along with the "Floating Roundup Fund."
- In the event of a deficit, the Area Chairperson and Area Treasurer should be contacted to arrange for payments of funds to cover the loss. A fund equal to 20% of the "Floating Roundup Fund" has been set aside for this purpose.

Area Convention Hosts

2016: Dickinson	2019: Jamestown	2022: Dickinson
2017: Minot	2020: Grand Forks	2023: Minot
2018: Fargo	2021: Bismarck	2024: Fargo

West Central Region AA Service Conferences (WCRAASC):

Area 52 is part of the "West Central Region" of Alcoholics Anonymous. As a Region, the area representatives meet the first weekend of March for a service conference referred to as "WCRAASC" – West Central Regional AA Service Conference. This meeting rotates between the Areas within the Region and serves as an opportunity for new delegates to meet as well as other AA members, and to discuss "Conference Agenda Items" and carrying the message.

2015: Area 41 Nebraska	2018: Area 24 Iowa	2021: Area 63 South Dakota
2016: Area 52 North Dakota	2019: Area 35 Northern Minn.	2022: Area 36 Southern Minn.
2017: Area 76 Wyoming	2020: Area 40 Montana	

West Central Regional Forum:

The General Service Office (GSO) also comes to the region during the odd years to provide a forum. This is an opportunity for members of the fellowship to meet with and learn more about carrying the message around the world.

2015 Area 76 Wyoming	2017 Area 63 South Dakota	2019 Area 52 North Dakota
2021 Area 40 Montana	2023 Area 41 Nebraska	2025 Area 35 Northern MN
2027 Area 24 Iowa	2029 Area 36 Southern MN	

Map of Area 52 and Districts:

