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**ALASKA AREA 02  
COMMITTEE  
STRUCTURE AND  
PROCEDURES  
GUIDELINES**

**Approved September 2018**

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**ALASKA AREA 02 COMMITTEE**

## GUIDELINES FOR STRUCTURE AND PROCEDURE

PREAMBLE: Service to the fellowship of Alcoholics Anonymous shall be the primary purpose of the Alaska Area 02 Committee. In all our procedures we shall observe the spirit of the AA Twelve Traditions and the Six Warranties, mindful of the ideals expressed in the *AA Service Manual* and the Twelve Concepts. The Right of Participation, and the Rights of Appeal and Petition shall always be observed.

In the absence of specific indications in these guidelines or of direct assembly actions, the latest edition of the *AA Service Manual* may be relied upon.

### I. PURPOSE

- A. Electing and supporting the area officers, including a delegate to the General Service Conference (GSC).
- B. Identifying, defining and debating area, district and group problems and issues.
- C. Obtaining the conscience of each district and its groups.
- D. Seeking substantial unanimity in all important decisions.
- E. Strengthening AA as a whole and carrying the AA message the best way possible in Alaska Area 02.

### II. MEMBERSHIP

- A. The Alaska Area 02 Committee is composed of all Area Officers, District Committee Members (DCM) and chairs of Area standing committee's. The Area Assembly is comprised of the Area Committee, the Area 02's Archivist, and General Service Representatives (GSR).
- B. Alternates normally vote only if the regular DCM or GSR is not present.
- C. Each member of the Assembly has a single vote even though they may be serving Area 02 in more than one capacity.

### III. AREA OFFICERS

- A. The Alaska Area 02 officers shall include:
  1. Delegate
  2. Alternate Delegate
  3. Chair
  4. Alternate Chair
  5. Treasurer
  6. Alternate Treasurer
  7. Secretary
- B. Terms of officers and Determination.
  1. The term of office shall be two years, commencing January 01 of an even-numbered year; to first attend an Area Committee business assembly as a voting member in March of said year.
  2. Area officers filling a regular term are chosen by the Area Assembly, at an election assembly held in the odd-numbered year, preceding the year in which office is assumed

### C. Duties of Officers

#### 1. Delegate

- a. Perform the duties specified in the *AA Service Manual*.
- b. By invitation, travel to districts for workshops, panels, and other service-related meetings.
- c. Attend the Pacific Region Alcoholics Anonymous Service Assembly (PRAASA).
- d. Attend the Pacific Regional Forum.
- e. Address the general fellowship during each assembly business meeting on Saturday night immediately preceding the speaker.
- f. The newly elected delegate shall chair the Sunday AM meeting of the November election assembly.

#### 2. Alternate delegate

- a. Perform the duties of the delegate in their absence.
- b. Attend PRAASA once during their term.
- c. Serve as the chair of the Archives Steering Committee.
- d. Serve as the Area representative on the Inter-area Remote Communities Work-group with Canadian areas and report back to Alaska Area 02.

#### 3. Area Chair

- a. Perform the duties of area chair as outlined in the *AA Service Manual*.
- b. Conduct area committee business meetings.
- c. Appoint standing committee chairs, subject to confirmation at the next area assembly.
- d. Coordinate with the hosting district and Alaska Area 02 Secretary all preparation for the Assembly agendas.
- e. Attend PRAASA once during their term.

#### 4. Alternate Area Chair

- a. Perform the duties of the area chair in their absence b.  
Serve as Alaska Area 02 Registrar.
- c. Serve as acting Secretary in the absence of the Secretary.

#### 5. Treasurer

- a. Receive contributions from AA groups, districts, and individual AA members; maintain records of the monies received.
- b. Make disbursements by check for such purposes as determined by the approved area budget, and maintain records of all disbursements.
- c. Maintain a bank account for deposits and disbursements.

#### 6. Alternate Treasurer

- a. Serve as the finance committee chair
- b. Serve as acting treasurer in the absence of the Treasurer.
- c. In cooperation with the finance committee and the treasurer, prepare a proposed biennial (2-year) budget, which includes historical contribution information, for presentation at the Budget Assembly.

#### 7. Secretary

- a. Revise and distribute updated address/phone mailing lists of area committee members and Area Archivist after each assembly.
- b. Compile and distribute minutes of assembly meetings to area committee members, Area Archivist, the General Service Office (GSO) and Alaska Intergroup offices.
- c. Serve as agenda committee chair, coordinating with the hosting district and the area chair preparation for the assembly agenda. Distribute upcoming area assembly agenda to area committee members.

- d. The Secretary shall distribute a, b, and c to all area committee members within three (3) weeks of the last assembly.
- e. Compile and distribute minutes from monthly area teleconferences to all Alaska Area 02 Committee Members and Area Archivist within one (1) week of the last call.
- f. Maintain and update area assembly actions.
- g. Keep GSO updated on address changes for all area committee members and compile and distribute any other documents as required by Alaska Area 02 committee regarding current assembly actions.
- h. Turn over all hard and electronic copies of reports and documents from area assemblies to the Area Archivist by the end of panel.

#### IV. ALASKA AREA 02 OFFICER ELECTIONS

- A. Eligibility for office
  - 1. No person shall be elected to any Alaska Area 02 officer position for more than one full term.
  - 2. With these exceptions, the following are eligible:
    - a. Current and past DCMs.
    - b. Alaska Area 02 officers, past and current.
    - c. AA members who are willing and qualified to serve (as outlined in the *AA Service Manual*).
- B. Balloting Procedure.
  - 1. Persons voting must be present.
  - 2. Elections of area committee officers will be conducted by the Third Legacy procedure in accordance with the *AA Service Manual*.
- C. Vacancies.
  - 1. In the event of a vacancy in an area officer's position, a replacement shall be appointed by the chair in accordance with III.C. subject to the confirmation at the next assembly.

#### V. ALASKA AREA 02 STANDING COMMITTEES

- A. Alaska Area 02 standing committees shall include:
  - 1. Treatment
  - 2. Corrections
  - 3. Cooperation with the Professional Community (CPC)
  - 4. Public Information (PI)
  - 5. Communications (website and newsletter)
  - 6. Archives
  - 7. Grapevine
  - 8. Finance
  - 9. Literature
  - 10. Report and Charter
  - 11. Agenda
  - 12. Remote Communities
- B. In order to provide the area committee with flexibility to develop and maintain the standing committee's structure, their job descriptions and responsibilities are documented in the Alaska Area 02 Committee Handbook which is Area-adopted service material. The handbook may be updated by the Report and Charter committee and adopted by the area pending ratification at the next assembly.

VI. ASSEMBLIES AND OTHER MEETINGS

- A. The time and place of each assembly will be bid upon by the districts, one year plus one assembly in advance, except for election assemblies which will be bid on 2 years in advance.
- B. The Pre-Conference Assembly (PCA) is held in March of each year. This forum allows presentation of our groups' consciences, arrived at through home group discussions and district meetings, to our delegate, for conveyance to the General Service Conference (GSC) in New York. The topics for each year's GSC are predetermined by the previous GSC and furnished to each member of the area committee for group and district consideration prior to the PCA. Dates for the PCA shall be recommended by the hosting district.
- C. The Budget Assembly is held in the fall of even-numbered years, opposite the Election Assembly (odd-numbered year). The purpose of this assembly is to present and approve the budget for the next fiscal period. The Finance Committee presents the budget for the biennial (two-year) fiscal period (January 1, odd-numbered year to December 31, even-numbered year). The Delegate presents the GSC report, and time is allowed for previously tabled matters to re-enter discussion.
- D. The Election Assembly is held in the fall of odd-numbered years. The purpose of this assembly is to elect area officers to serve on the upcoming two-year panel. The Delegate presents the GSC report, and time is allowed for previously tabled matters to re-enter discussion.
- E. Business meetings shall be held Friday nights and Saturdays. The meeting will be adjourned on Friday night so standing committees may meet. When the assembly is reconvened on Saturday morning, the standing committees will give their reports.
- F. Area committee members, whether in attendance or not, shall prepare a written report to be read at the assembly and subsequently included with the minutes.
- G. A quorum shall be the number of voting members present.
- H. A modified form of Robert's Rules of Order, included in the Alaska Area 02 Committee Handbook, will be used during Alaska Area 02 committee business meetings.
- I. Assembly financing –
  - 1. Hosting districts for area assemblies and state conventions may receive \$500 seed money after the previous assembly to help cover initial expenses including facility down payments. This seed money should be returned to Alaska Area 02 by the end of the Assembly that is being hosted.
  - 2. Hosting districts shall strive to cover the cost of Assemblies with registration fees so no reimbursement from the area committee will be necessary. In the event that the District loses money, Alaska Area 02 will cover the costs.
  - 3. It is suggested that excess funds from assemblies be distributed to the general service areas – GSO, area or district – depending on where the money would do the greatest good of fulfilling our primary purpose.
- J. A state convention may be held in the fall of even numbered years. No business is conducted at this event and area committee members are not funded to attend. This is an opportunity to conduct general service related workshops as well as an opportunity for members from around the area to get together and share their experience, strength and hope without business meetings. PRAASA guidelines are followed per resolution of the area committee in 1994.
- K. Monthly teleconference meetings are held by Alaska Area 02 to report on the work of standing committees and to implement decisions made at assemblies.

## VII. FINANCES

### A. Alaska Area 02 Committee treasury

1. In order for the area committee to fulfill its responsibility to financially support the delegate, (as suggested by the *AA Service Manual*), provide for the area's administrative expenses, and enable the standing committees to carry out their service activities, necessary funds must be available. Each Alaska Area group and district is asked to voluntarily contribute to the area treasury.
2. AA groups, districts, and individual AA members are the only sources of funding, in order for the Alaska area committee to carry out its responsibilities.
3. The area fiscal year shall run from January 1 to December 31.
4. Two signatures shall be required on all checks to disburse area funds. 5. A payee shall not also be a signer on any check.
5. Alaska Area 02's prudent reserve shall be \$2000 and will be shown on all financial reports as a reserve amount.

## VIII. AMENDMENT AND SUSPENSION PROCEDURES

### A. Amendments

1. Proposed amendments to this Alaska Area 02 Committee Guidelines shall be submitted in writing to the Area Chair, Report and Charter Committee Chair and the Secretary.
2. The Area Chair shall include the proposed amendment on the agenda for the next Area Assembly. If a simple majority of the members present agree that the amendment should move forward, the Assembly will then determine by a two-thirds (2/3) majority vote whether: a) The amendment is a procedural change in how the area does business and may be ratified by the Assembly, or b) The amendment is of significant importance to the groups to require ratification by the groups.
3. If it is determined that the amendment may be ratified by the assembly, the amendment shall proceed immediately to the floor for discussion and a vote. If it is determined that the amendment requires ratification by the groups, the proposed amendment will be submitted to the Alaska Area 02 groups for their consideration and discussion. At the following area assembly, a two-thirds (2/3) majority vote shall constitute the adoption of the amendment.

### B. Suspension

Upon agreement by three-fourths (3/4) of the Area Assembly present voting thereon, this document, or any part thereof, may be suspended temporarily for necessity.