

# Area 70

---

# Guidelines

How Area 70 Conducts Business

## TABLE OF CONTENTS

<i>Section</i>	<i>Page</i>
Introduction	3
Area 70 Service Structure	4
Area 70 District Map	5
1. Assembly Voting Members	6
2. Full Area Assembly	6-7
3. Election Assembly	8-9
4. Area Committee Meeting	10
5. Area Officers	10
Delegate	11
Alternate Delegate	12
Area Chair	13
Secretary	14-15
Treasurer	15
6. Area Service Committees	16-18
Answering Service Committee	19
Archives Committee	19-20
Convention Committee	21-22
Corrections Committee	22
Finance Committee	23-31
Literature/Grapevine Committee	32
Meeting List Committee	33
Public Information and Cooperation with the Professional Community	33
Registrar	34
Treatment/Accessibilities Committee	35
Website Committee	36-41
<i>Ad Hoc</i> Committees	42
7. Attendance	42
8. District Committee Member	42-43
9. General Service Representative	44-46
10. Amendment Process	47

Appendices	48
I.    F.A.A. Template	49
II.   F.A.A. and PCSS	50
III.  F.A.A. Hosting Guidelines	51-52
IV.   Summary of Area 70 Procedures	53-54
V.    Sample Treasurer's Report	55-56
VI.   Meeting List Change Form	57
VII.  A.A. New Group Form	58
VIII. A.A. Group Information Change Form	59
IX.   Acronyms	60
X.    Area 70 Guidelines Changes	61-64

## Introduction

On May 20, 2012, the Area Committee of Area 70 Vermont formed the *Ad Hoc* Guidelines Committee.

Area 70 is the service structure of Alcoholics Anonymous in Vermont. These Guidelines describe the specifics of how Area 70 conducts its service work. They are not rules or laws; they are a collection of shared past experiences detailing how we carry A.A.'s message, as approved by the groups and our Full Area Assemblies. They define our procedures, ways to conduct business, and structure. They describe and list the duties of Area positions for those serving Alcoholics Anonymous in Vermont.

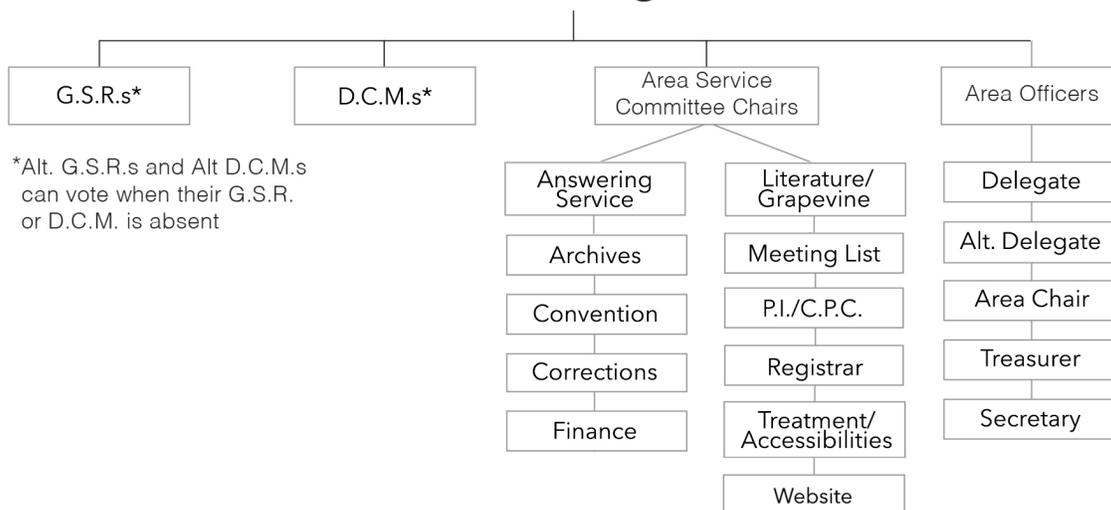
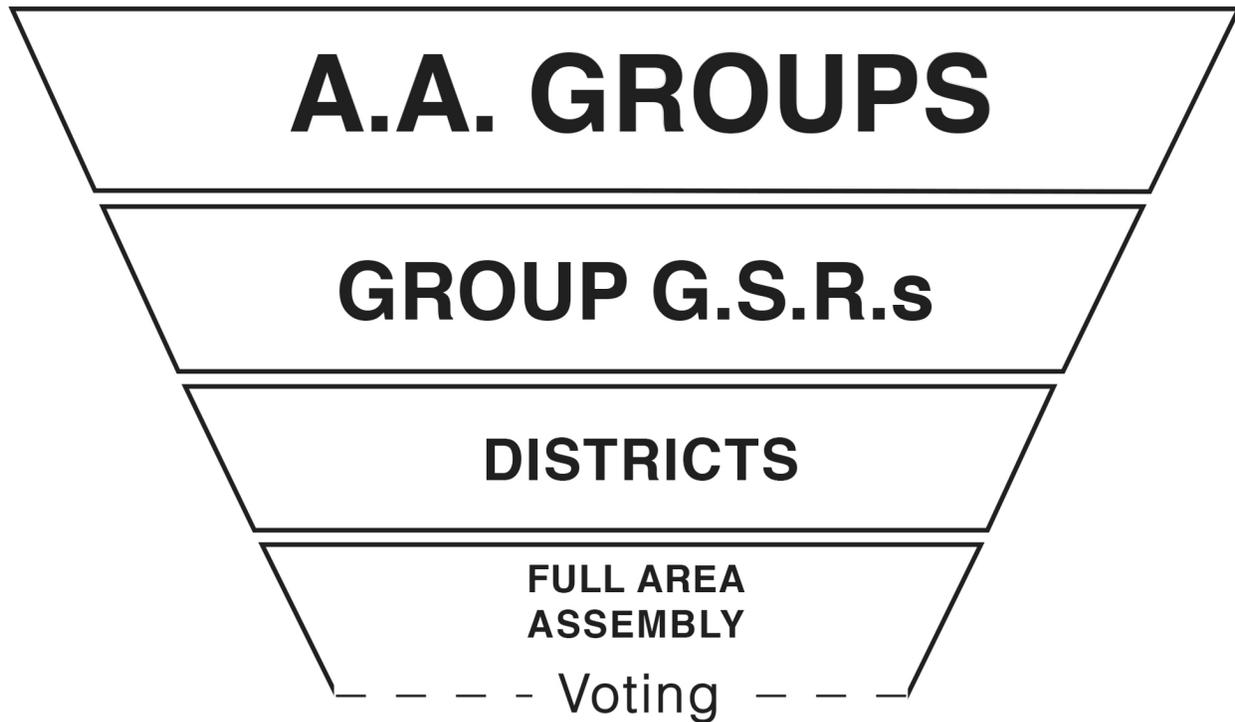
Area 70 and these guidelines use and adopt the ideals expressed in *The A.A. Service Manual Combined With the Twelve Concepts for World Service*, the Twelve Steps, the Twelve Traditions, and the Twelve Concepts, and related service material as references for our Twelfth Step work.

These guidelines are a “living document”, which will change with the needs and future group conscience of Area 70. Some guidelines have been provided by individual service committees. Other sections have been compiled by the *Ad Hoc* Committee. However, all committees are encouraged to write and present their own guidelines to future Full Area Assemblies for inclusion in this document.

Please use these Guidelines in the spirit in which they are intended.

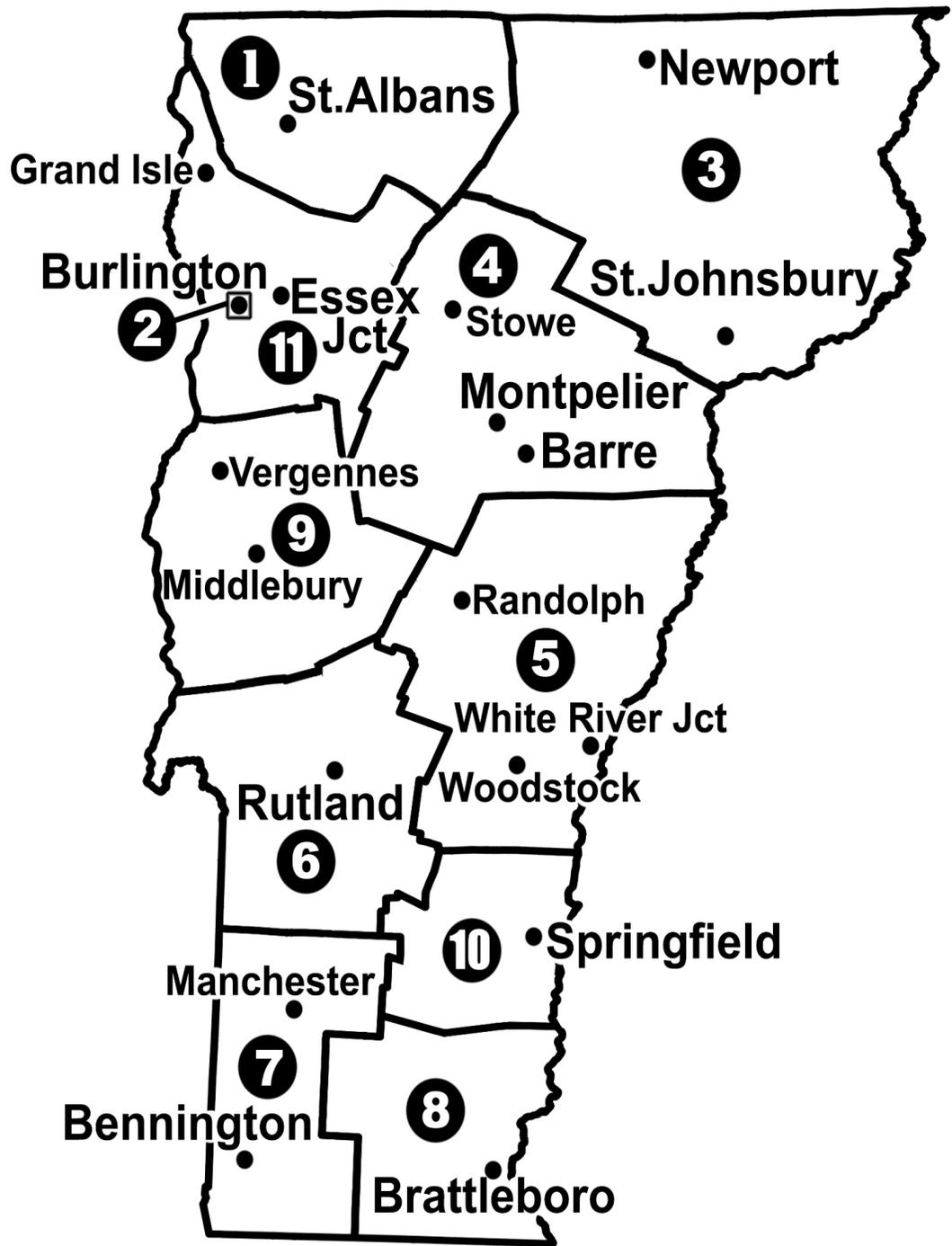
Accepted by the Area 70 Vermont Full Area Assembly on June 14, 2015.

# Area 70 Service Structure



\*Alt. G.S.R.s and Alt D.C.M.s can vote when their G.S.R. or D.C.M. is absent





## **1. Assembly Voting Members**

- General Service Representatives (G.S.R.s)
- District Committee Members (D.C.M.s)
- Area Service Committee Chairs (committee chairs)
- Secretary
- Treasurer
- Area Chair
- Alternate Delegate
- Delegate

## **2. Full Area Assembly (F.A.A.)**

- The four F.A.A.'s usually meet the second Saturday or Sunday of March, June, September and December. They should not conflict with the Northeast Regional Forum (NERF), Northeast Regional A.A. Service Assembly (NERAASA), Northeast Regional Delegates meeting (NERD), or the General Service Conference (G.S.C.).
- Assembly locations rotate so each district has an opportunity to host this event.
- The dates of each F.A.A. are determined by the Area Committee.
- The location is decided by the F.A.A.
- The F.A.A. flyer is prepared by the Area Chair using the template (see appendix) and is approved by the A.C.M. prior to distribution.
- Guidelines for hosting a Full Area Assembly are in the appendix.

- Agenda of the F.A.A.
  - 10 am Service Workshop
  - 11 am Committee Meetings and Delegate/D.C.M. Meeting
  - 12 noon Lunch
  - 1 pm Full Area Assembly/Business Meeting
- During the Business Meeting reports are given by the Area officers (delegate, alternate delegate, Area chair, treasurer and secretary, herein referred to as the officers), committee chairs and D.C.M.s (all members of the Area Committee). Reports should *generally* be less than 200 words (or approximately 2 minutes orally) and are to be submitted in writing to the secretary for inclusion in the minutes. As the delegate often has important information to share from our General Service Office (G.S.O.), the General Service Board (G.S.B.), A.A. World Services (A.A.W.S.) and The Grapevine (GV), the delegate's report may be longer. Other exceptions to the 200 word/2 minute rule may be made as needed. If an Area committee member is unable to attend, a report should be sent to the secretary or Area chair prior to the meeting. Only reports given at the F.A.A. will be included in the minutes. Final revised reports should be sent to the Area secretary within 48 hours.
- Business is conducted using the "Summary of Area 70 Procedures" (see Appendix). When appropriate, the chair may use "sense of the meeting" as an alternative to formal motions and voting.
- A special Assembly may be scheduled if necessary.

### 3. Election Assembly

- The September F.A.A. is an election assembly in odd years. The only other business conducted is the Area officer reports and any emergency business. An election will also be held when a vacancy occurs.
- The Area chair, in consultation with the delegate, invites a non-voting member to facilitate using The Third Legacy Procedure from *The General Service Manual*. It has been our custom to ask a past Area 70 Delegate, the current or a past Northeast Regional Trustee to facilitate our elections. Area 70 may pay the traveling expenses for the election facilitator with the approval of the F.A.A.
- Counters and ballot collectors will be selected from non-voting A.A. members.
- The Area chair provides paper ballots and ensures a chalkboard, whiteboard or flipchart is available to record candidates and tally votes.
- The list of eligible candidates is provided to the facilitator by the Area chair. Current and past members of the Area 70 Committee are eligible candidates. Those who have served in other areas in these positions are also eligible. We use the current Area 70 Committee list and add any other eligible members on the day of the election. Current and past delegates are not eligible. We suggest candidates meet the criteria for each position listed in the *General Service Manual*. If no eligible candidates make themselves available for each position, the facilitator will ask if other A.A. members are interested. Candidates must be present.
- The positions are filled at an Election Assembly in this order: delegate, alternate delegate, Area chair, secretary and treasurer.

- For each position, the facilitator will ask someone to read the description in *The General Service Manual*. Additionally, someone who has held the position may be asked to share briefly.
- The facilitator will read through the list of eligible candidates, giving each a chance to respond if they are willing to serve. Those willing to serve are listed on the board.
- Candidates are asked to share their service experience. They share for a maximum of two minutes in the order they are listed on the board. They may waive sharing or simply add new pertinent information for other positions.
- Ballots are distributed, one per voting assembly member, and are collected by the counters/ballot collectors.
- Ballots are counted in front of the assembly. Prior to opening, ballots for the current vote are counted. Any ballots that cannot be read shall be discarded upon determination by the facilitator and ballot counters. The result is announced by the facilitator and all candidates are thanked for being willing to serve. Voting for the current position continues or proceeds to the next position to be filled.

#### **4. Area Committee Meeting (A.C.M.)**

- The A.C.M. meets in the months between the F.A.A.s to facilitate communication between the officers, Area service committee chairs and the D.C.M.s. All A.C.M. members give reports as they do at the F.A.A. Agenda items are often prepared by the A.C.M. for consideration by the F.A.A.
- The A.C.M. normally meets the 3<sup>rd</sup> weekend of January, February, April, May, August, October and November. The A.C.M. does not meet in July.
- Members of the A.C.M. are the officers, committee chairs and D.C.M.s.
- Business is conducted using the “Summary of Area 70 Procedures” (see Appendix). When appropriate, the chair may use “sense of the meeting” as an alternative to formal motions and voting.

#### **5. Area Officers**

Please refer to the description of the responsibilities and duties of the officers as outlined in *The A.A. Service Manual*. All officers attend F.A.A.s, A.C.M.s, Pre-Conference Sharing, and if invited, district events. Attendance at the Northeast Regional A.A. Service Assembly (NERAASA) and the Northeast Regional Forum (NERF) is recommended. Please see Finance Guidelines.

## Delegate

- The delegate brings the Area's experience and viewpoints to the annual G.S.C. In *The A.A. Service Manual*, it is emphasized that the delegate primarily serves A.A. as a whole.
- In Area 70, the delegate is responsible for the Pre-Conference Sharing Session. The Pre-Conference is scheduled between the receipt of the Final Conference Agenda Items with background information and the G.S.C. The Pre-Conference is the forum where Area 70 forms a group conscience regarding the agenda items. Usually D.C.M.s chair the roundtables after familiarizing themselves with the background information. Attending A.A. members are often assigned to roundtables randomly, mirroring the process by which delegates are assigned to committees for the G.S.C. Past delegates are invited to share their experience and assist as needed. After the roundtables have completed their group conscience, everyone gathers for the report-backs. The delegate receives a written summary from each roundtable to take to the G.S.C.
- Prior to the Pre-Conference, the delegate travels to each district to encourage participation. After the G.S.C., the delegate is expected to give a Conference Report at the June F.A.A. and to each district at their monthly business meeting. The delegate serves as a channel of information between the G.S.C., our corporate entities (A.A.W.S., The A.A. Grapevine, and the G.S.B.), our G.S.O. and the D.C.M.s, the G.S.R.s and the groups in Area 70.
- The delegate attends the Northeast Regional Delegates' Reunion (NERD).

## **Alternate Delegate**

- The alternate delegate will serve as the delegate if the current delegate cannot attend the G.S.C. or serve the Area.
- The alternate delegate is asked to maintain the Area 70 Guidelines, making any changes approved by the F.A.A., and ensuring copies are available for distribution as needed and the updated version is posted to our website.
- The alternate delegate attends the Northeast Regional Delegates' Reunion (NERD).
- The alternate delegate will prepare, present and facilitate the service workshop at every F.A.A. from 10:00 – 11:00 a.m.
- The alternate delegate may offer an orientation workshop for incoming G.S.R.s. and/or D.C.M.s.
- The alternate delegate may assist at other Area, district or group service functions.
- The alternate delegate serves as an ex-officio member of the Area Finance Committee.
- There are no other specific assigned duties other than serving as a valuable assistant to the delegate. The alternate delegate may be asked to serve as host for the Pre-Conference Sharing Session. The alternate delegate usually attends the pre- and post-conference visits to districts with the delegate. The alternate delegate is also expected to attend other Area and regional events. The alternate delegate may be asked to serve when Area officers or service committee chairs are unable to attend, for example, chairing one of the service committee meetings held in the morning of the F.A.A.s or to serve on ad hoc committees.

## Area Chair

- The Area chair is responsible for chairing the A.C.M.s and the F.A.A.s, following the “Summary of Area 70 Procedures,” *The A.A. Service Manual*, and the Area 70 Guidelines. The suggestions on chairing assembly meetings found in *The A.A. Service Manual* are especially helpful.
- Other responsibilities are appointing Area service committee chairs, preparing the Area 70 Events Calendar, agendas for the A.C.M.s and F.A.A.s, regular contact with the A.C.M. members including reminders of upcoming meetings and writing the “State of the State.” The Area chair, like the delegate, serves as a channel of information between the Area and the D.C.M.s, G.S.R.s and the groups. To encourage communications, the Area chair may visit district meetings. Additionally, the Area chair is the second signer on the Area 70 bank account.
- The Area chair is responsible for the Area sound system.

## Secretary

- The secretary records and maintains accurate minutes of Area meetings, and promptly emails or mails them. The A.C.M. minutes are mailed to the Area committee, past delegates and G.S.O. The F.A.A. minutes are sent to the Area committee, G.S.R.s, past delegates and G.S.O. Minutes are available to any member who requests them. The secretary provides the archives chair with a paper copy of each set of minutes.
- The secretary maintains the Area contact list. The secretary renews the contact list at the beginning of the term. The Area contact list should include the name, mailing address, email address and phone contact information for each member of the Area committee and for past delegates. The Area contact list is provided to the Area committee and is updated and distributed when information changes. The Area contact list should also be made available to members of the F.A.A.
- The secretary maintains a database that includes the Area contact list and G.S.R. addresses and emails for distributing minutes from the F.A.A.s.
- The secretary works with the D.C.M.s to collect district contact information for the district committee chairs and G.S.R.s. This information may be used to update the database used for mailing F.A.A. minutes or for the committee chairs to contact their counterparts in the districts. Oftentimes, the secretary acts as liaison between officers and the Area committee. The secretary is prepared to research and find past procedures when requested, and maintains an organized filing system for minutes, records, group data, etc. The secretary shares updated contact information with the Area registrar.

- At the F.A.A., the secretary and the D.C.M. of the host district should coordinate the sign-in procedure. The secretary provides sign-in sheets and if needed, the host district will provide assistance for sign-in.

## **Treasurer**

- The treasurer receives group contributions to the Area, promptly sends an acknowledgement to each group, and makes deposits. The treasurer reimburses, as outlined by our Financial Guidelines, and pays other Area expenses such as meeting expenses and the Area contribution for the G.S.C. The treasurer is responsible for balancing the Area checkbook and submitting the Treasurer's Report with Groups Contributing, Budget Comparison and Income by Month (see example in Appendix) at each A.C.M. and F.A.A. The Treasurer's Report should accurately reflect the bank account balance with appropriate adjustments for outstanding obligations (e.g. uncashed checks) as reflected in the checkbook register. The Treasurer's Report shall include a brief accounting of contributions earmarked for literature for correctional facilities. As a member of the finance committee, the treasurer works closely with the finance committee chair to ensure accuracy and fiscal responsibility. The treasurer is responsible for the appropriate state and federal tax filing.

## 6. Area Service Committees

- The Area service committees are:
  - Answering Service
  - Archives
  - Convention
  - Correctional Facilities
  - Finance
  - Grapevine/Literature
  - Meeting Lists
  - Public Information and Cooperation with the Professional Community (P.I. /C.P.C.)
  - Registrar
  - Treatment/Accessibilities
  - Website
  
- All committees shall function with their individual guidelines and report directly to the F.A.A. They do not set policy or make significant changes but make recommendations to and seek guidance from the F.A.A.
  
- All committee chairs are appointed by the Area chair except the convention chair who is the immediate past delegate. The committee chairs shall meet the same qualifications as the officers as well as any other specific committee guidelines. The committee chairs serve a two-year term, beginning in January in even years, except for the archives chair who serves a five-year term.

- The incoming Area chair appoints the service committee chairs by the December F.A.A. following the election assembly. They are presented at the December F.A.A. where they share their service experience briefly. The incoming Area chair sends G.S.O. the names and contact information of the newly appointed service committee chairs.
- Area service committees include the chairs of the corresponding district service committees.
- The committees meet at the F.A.A.s. The Area service committees may hold additional meetings, workshops, etc.
- Each committee, at their discretion, may allow non-alcoholics to speak and participate at their committee meetings and functions.
- The duties of the committee chairs shall be, but not limited to:
  - Support activities that follow each committee's guidelines.
  - Chair meetings.
  - Report activity to the Area 70 F.A.A. and Area 70 A.C.M.s.
  - Maintain its budget
  - Attend F.A.A.s, A.C.M.s, Pre-Conference Sharing, Area 70's Annual Convention, and if invited, district events. Attendance at NERAASA and NERF is recommended. See Finance Guidelines for funding information.
  - The committee displays should be set up and manned at all F.A.A.s, the Area 70 Convention, the Pre-Conference Sharing, and other appropriate A.A. events.
  - Serve as a resource for the corresponding district committee.
- Committees recommend their policy; the F.A.A. approves policy.
- A.A. members interested in committee work are encouraged to serve on any committee. This allows members of A.A. to participate in the service structure of Area 70.

- All members of each committee are eligible to vote on matters brought before their committee.
- All voting in the committees may follow the same procedures used by the F.A.A. and A.C.M.
- The current committee chair is responsible for passing forward all committee information and documents to the incoming committee chair.
- Should the committee chair be unable to fulfill the commitment, he should notify the Area chair of his intent to resign. He shall be responsible for forwarding all committee information, documents and supplies to the incoming chair, or if no one has been appointed, to the Area chair.
- The committees should always refer to *The A.A. Service Manual*, G.S.O. guidelines and committee workbooks to assist and guide their committees.
- The committees are responsible for reviewing all aspects of their policy, and based upon such reviews, they may submit reports, recommendations, and agenda items to the A.C.M. and the F.A.A.
- Committees are encouraged to work together. For example, the Public Information/Cooperating with the Professional Committee might be asked to do a presentation for a workshop for correctional personnel. The Grapevine/Literature Committee might provide a display for the Public Information/Cooperating with the Professional Committee booth at a health fair.

## **Answering Service Committee**

Members of the Answering Service Committee are district Answering Service reps and any other interested AA members.

The committee is responsible for keeping an up-to-date list of volunteers/phone numbers from all Area 70 districts for the answering service and exploring ways for the service to best provide connection to the people who call.

The committee chair serves as a liaison to the answering service, gathering stats from the answering service to report back to the Full Area Assembly.

## **Archives Committee**

The mission of the Area 70 Archives Committee is to document the work of Area 70, to make the history of the organization accessible to A.A. members and to provide a context for understanding A.A.'s progression, principles and traditions.

- The archives committee oversees the operation and procedure of the Area 70 archives; makes proposals for creating Area archives policy; and aids the Area and district archives chairs in the effort to preserve and protect the Area 70 archives collection.
- The archives collection should be located in a commercial rental site. A full set of keys shall be entrusted to the archives chair and the Area chair.
- The Area chair appoints the archives chair giving consideration to the custodial nature of the job. The archives chair serves as the custodian of the history and archival collection of Area 70. Several terms of service in other Area positions is desirable.
- The archives chair serves a five (5) year term.

- The archives chair is prepared to research and find past procedures when requested, and maintains an organized filing system of archived materials.
- The Area 70 Secretary gives a complete set of updated minutes each year to the archives.
- The Area 70 Treasurer gives a complete set of updated financial reports each year to the archives.
- The Convention Chair maintains a folder of program, flyers, etc. to give to the archives after each convention.

### **Convention Committee**

- The convention committee chair shall appoint a registrar, treasurer, program, hospitality and greeting chairs, and any other positions needed for the smooth planning and running of our annual convention.
- The convention committee, specifically the convention chair, will be responsible for:
  - Convention seed money, communications including flyers and mailings, host facility and services, Al-Anon representation, convention program, speakers, workshops, registration, gift for keynote speaker, Saturday night dance, Old-Timers Meeting, evaluation forms and tabulating feedback, income and expense report, and other concerns that may arise.
  - Makes arrangements for display space for the Area service committees. The archives display should be in a secure location.

- The convention committee chair will be responsible for timely reports to A.C.M.s and F.A.A.s.
- A written financial report is presented at the F.A.A. immediately following the convention. Proceeds in excess of seed money for next year's convention shall be forwarded to the Area treasury. The amount of seed money is determined by the F.A.A. (currently is \$5000 per 6-10-2018 F.A.A.)
- The convention chair is responsible for researching sites for the upcoming conventions and making recommendations to the F.A.A. This normally occurs at the June F.A.A. The F.A.A. votes on the location and date for upcoming conventions for 2-year periods, 2 years in advance.
- If funds from Convention revenue are available after that year's Convention expenses are paid and the seed money is in place for the following year's Convention, Convention Chairs will be reimbursed for their Convention registration fee and for overnight rooms.

## Corrections Committee

The corrections committee coordinates the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls and to set up means of smoothing the way from the facility to the larger A.A. community. The committee works with correctional facilities within Area 70 to provide workshops for correctional personnel and workshops for A.A. volunteers. The committee utilizes funds from contributions earmarked for corrections literature to provide books, pamphlets, and Grapevine/La Viña subscriptions to correctional facilities.

- **Pre-Release Contact Program:** This A.A. service permits outside A.A.s to meet with inside A.A.s before their release from prison/jail so they may find their way to local A.A. meetings after their release. A.A. members on the outside meet ex-inmate A.A.s to accompany them to their first few meetings. It helps ease the newly released member's transition to outside A.A. and helps him start on the road to recovery in their home community.
- **Corrections Correspondence Service:** The Correspondence Service, coordinated through G.S.O., offers an opportunity for A.A.s on the "outside" to share their experience, strength, and hope through letters with fellow members on the "inside."

## **Finance Committee**

### **Area 70 Finance Guidelines**

Area 70 (Vermont) is one of 93 delegate areas that make up the General Service structure of Alcoholics Anonymous in the U.S. and Canada. Area 70 serves the Alcoholics Anonymous members and groups in Vermont.

Area 70 and its Full Area Assembly (F.A.A.) perform many functions. Among the most important of these is the use of money entrusted to the F.A.A. The Area is funded by contributions from A.A. members and groups. These funds are contributed to fulfill A.A.'s primary purpose of carrying the message to the alcoholic who still suffers, and to follow the Seventh Tradition of Self-Support. The existence of these Finance Guidelines is not a matter of trusting our trusted servants. Rather it is a matter of making sure basket money is as secure as possible.

An important component of our principle of self-support is assuring that any qualified member should be able to take a service position regardless of personal finances.

Area 70 General Service Assembly is a 501 (c) (3) non-profit corporation, and has both legal and fiduciary responsibilities. Area 70 re-established the Finance Committee in 2000. Finance Guidelines were developed and accepted by the F.A.A. with later revisions. The current guidelines are the result of a 2015 revision.

The Guidelines assure that the Area and its committees look beyond monetary details to make certain that its actions and spending are guided by our Twelve Traditions and other spiritual principles. Much of the detailed work in establishing sound fiscal practices, creating an annual budget, periodically reviewing the Area's financial condition, and proposing changes to its financial guidelines has been delegated by the F.A.A. to the Finance Committee.

Keeping in mind our tradition of self-support, the Finance Committee's primary purpose is to review budget and financial reports of Area 70 and review or initiate F.A.A. or Committee recommendations that involve finances. Like the Finance Committee at GSO, the Area 70 Finance Committee looks into budgets, and is concerned with money needed to carry out service work.

The Committee includes the elected Area Treasurer and an appointed Finance Committee Chair and any other A.A. member who wishes to join. The Delegate, Alternate Delegate and Area Chair serve as ex-officio members of the Committee.

To prepare a budget that clearly reflects what it truly costs Area 70 to do its business, the Committee system formulates recommendations for Area consideration paralleling the General Service Conference structure.

The Finance Committee makes informed financial recommendations to the Full Area Assembly. The F.A.A. is the ultimate conscience for Area 70 finances and budget.

The Finance Committee shall meet on a quarterly basis at Area 70 Full Area Assemblies, or as needed. Any AA member may attend these meetings. The Committee shall review the previous quarter's contributions to determine their sufficiency in supporting Area 70 activities. The Finance Committee shall review the previous quarter'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. The Finance Committee shall ensure that the Treasurer maintains a Prudent Reserve for Area 70's finances. The Prudent Reserve is defined as 50 percent of the average annual expenses for the previous two calendar years. The Finance Committee conducts an annual review of the accounting books and documents.

The Finance Committee will compile a proposed budget for review by the Area Committee in November and a final budget for approval by the F.A.A. in December of each year.

### Guidelines On Budget Preparation

#### Budget Submissions and Deadline

Individual budgets are to be prepared by Area 70 Officers and Committee Chairs for their positions. In election years, the incoming Officers and Committee Chairs shall prepare their budgets in consultation with the outgoing Officers and Committee Chairs. These proposed budgets are to be submitted to the Area 70 Finance Chair no later than October 1 of each year. The Finance Chair will provide budget preparation forms in advance.

Budgets will include all anticipated expenses for the coming year (i.e. telephone, literature, printing, event travel, mileage, lodging, meals, etc.)

Area 70's fiscal year is January 1 through December 31.

#### Sharing Travel and Hotel Expenses

It is the responsibility of all trusted servants to use the basket money in the most judicious manner possible. Therefore, it is expected that whenever appropriate and available, members will share transportation, hotel rooms and other resources to minimize costs.

#### Budget Approval Is Not a Guarantee of Funding

Prior to incurring any travel or event expense, members will check with the Treasurer to ensure budgeted funds are available.

## Funding Guidelines – Elected Officers

### Delegate – Conference Expenses

Area 70 shall pay to the General Service Office, prior to March 1 of each year, the recommended contribution to help cover Conference costs for the Delegate. The amount of the recommended contribution is set each year by GSO. The Delegate is responsible for informing the Treasurer of the amount of the recommended contribution.

All Conference travel and other Conference-related expenses are paid by GSO.

### Delegate - Non-Conference Expenses

In addition to anticipated expenses for travel and supplies throughout the year, the Area 70 Delegate's budget submission shall include full funding so the Delegate can attend the Area 70 Pre-Conference, Northeast Regional Delegate Reunion, the Northeast Regional AA Service Assembly, the Area 70 Convention, and (every two years) the Northeast Regional Forum.

The Delegate shall also be reimbursed for mileage to attend Full Area Assemblies, Area Committee Meetings and for pre and post-Conference visits to each of the Districts in Area 70.

In addition to the Delegate's budget, the Delegate is also responsible for preparing the budget for the Pre-Conference Sharing Session.

### Alternate Delegate

It is expected the Alternate Delegate will be fully informed on all Conference and Area 70 issues so as to be prepared to step in for the Delegate, if necessary, at a moment's notice. Therefore, in addition to anticipated expenses for travel and supplies, the Area 70 Alternate Delegate's budget submission shall include full funding so that this person can attend the Area 70 Pre-Conference, Northeast Regional Delegate Reunion, the Northeast Regional AA Service Assembly, the Area 70 Convention, and (every two years) the Northeast Regional Forum.

The Alternate Delegate shall also be reimbursed for mileage to attend Full Area Assemblies, Area Committee Meetings and for pre and post-Conference visits to each of the Districts in Area 70.

#### Area Chair

In addition to anticipated expenses for travel and supplies, the Area 70 Chair's budget submission shall include full funding so that the Chair can attend the Area 70 Pre-Conference, Northeast Regional AA Service Assembly, the Area 70 Convention, and (every two years) the Northeast Regional Forum. The Area Chair shall also be reimbursed for mileage to attend Full Area Assemblies, Area Committee Meetings and for visits to the Districts in Area 70.

#### Secretary and Treasurer

In addition to anticipated expenses for travel and supplies, the Area 70 Secretary and Treasurer's budget submissions shall include full funding of that person's expenses (including travel) to attend the Northeast Regional AA Service Assembly and (every two years) the Northeast Regional Forum.

The Secretary and Treasurer shall also be reimbursed for mileage to attend Full Area Assemblies, Area Committee Meetings, the Pre-Conference Sharing Session, and if invited District events.

#### Funding Guidelines – Committee Chairs

In addition to anticipated expenses for travel and supplies, each Area 70 Committee Chair's budget submission shall include full funding of that person's expenses (including travel) to attend the Northeast Regional AA Service Assembly and (every two years) the Northeast Regional Forum.

Expenses and registration for the Area 70 Convention will be funded for Area 70 Committee Chairs when the Chair has a service function at the Area 70 Convention. An example of a service function would be staffing their committee's display for a minimum of four hours during the Convention.

Area Committee Chairs shall also be reimbursed for mileage to attend Full Area Assemblies, Area Committee Meetings and the Pre-Conference Sharing Session.

### NERAASA & NERF Expenses

Prior to budget preparation, the Area 70 Finance Chair shall supply each Officer and Committee Chair with an estimate of registration, meal and hotel expenses for NERAASA and NERF. The Finance Chair shall have obtained this information from NERAASA and NERF event organizers. These shall be the figures used in preparing budgets. Travel expenses will vary for each budget and shall be prepared individually.

### Responsibilities of Those Funded

It is expected those funded to attend events will participate fully in the events so as to learn and increase their ability to serve the still-suffering alcoholic through service work. The attendee may be asked to prepare and deliver a report to other Committee members, the A.C.M., or the F.A.A. upon returning from the event.

## Accounting for Expenses

The activities of the Area 70 Officers and the Committee Chairs are supported by the Area 70 General Service 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, literature, travel expenses. No money will be expended over the approved budget unless recommended by the Finance Committee and approved by the F.A.A.

An accounting of these expenses shall be made on the most recent revision of the Area Expense Form prepared by the Finance Committee, and submitted to the Area 70 Treasurer. When possible, original receipts will accompany the Expense Form. The Treasurer, after discussing an expense with the originator, may at the Treasurer's discretion consult the Finance Committee to determine if an expense is reasonable.

For standardization, all travel by personal vehicle shall be reimbursed at the rate of \$.45 per mile, provided the total mileage is stated on the Expense Form.

All claimed expenses should reach the Area 70 Treasurer within 30 days of the time the expense is incurred. December expenses must reach the Area 70 Treasurer prior to January 15 of the year after the year in which expense were incurred in order to be payable, as all accounts for the previous year close on January 31.

## Maintenance of Non-Profit Corporation Status

The Finance Chair is responsible for assuring that Area 70's Non-Profit Corporation status is maintained. As a 501 (c) (3) we have certain responsibilities to fulfill in order to continue to be considered a Public Charity. These include assuring that: the Area Treasurer annually files the Income Tax Forms, both Federal and State; filing as a 501 (c) (3) for the previous tax year is completed by the due date (May 15); the Area Secretary's minutes indicate that the March F.A.A. is the Annual meeting of the Corporation; all contributions to Area 70 are properly acknowledged in writing and that accurate records of such contributions are maintained; any and all fees, both state and federal, are budgeted for and paid; and any other responsibilities necessary to maintain our 501 (c) (3) status are attended to.

## Special Policies and Provisions

1. In accordance with the Seventh Tradition: "Every A.A. Group ought to be fully self-supporting, declining outside contributions." Therefore, contributions to Area 70 from an individual are limited to \$5,000/year per member, and \$10,000 for a one-time, non-recurring bequest from deceased alcoholic members.
2. Along with the Treasurer, the Finance Chair and the Area Chair receive a copy of the monthly bank statement.
3. On a quarterly basis, the Finance Committee shall review the Convention account and any other accounts that are created by the F.A.A.
4. The treasurer is required to use an appropriate form of bookkeeping software. This ensures a complete and uniform accounting report.

5. The state of Vermont has approved the sales tax exemption status of Area 70 as a 501 (c) (3). The sales tax exemption number and form may be obtained from the Finance Committee Chair on request.
6. Any expenditure reimbursement of \$500 or more requires two signatures, that of the Area Treasurer and the Area Chair.
7. The Meeting List account be dissolved and the monies be reflected in the Area 70 Financial Statements as a separate line item.
8. The only contributions to Area 70 allowed to be earmarked for particular use are those designated for literature for correctional facilities.

## **Literature/Grapevine Committee, a Joint Committee of Area 70**

Literature: The committee helps individuals, districts or committees with their literature needs. The chair should have a working knowledge of all conference approved literature. The chair should also be ready to assist in ordering literature with the order forms.

Grapevine: The committee encourages districts and groups to elect Grapevine Representatives. The committee carries the message of recovery through our “meeting in print” encouraging subscriptions to *The Grapevine*.

- The committee maintains an inventory of service literature, A.A.W.S. books and pamphlets, A.A. Guidelines, and Grapevine magazines and materials for sale at cost.
- The committee displays and sells literature and Grapevine items at F.A.A.s, the Convention, Pre-Conference Sharing and other events.
- New and newly revised conference approved material should be available.
- The committee maintains a revolving fund of \$800 (eight-hundred dollars). This amount is composed of both the cash on hand and the retail value of the literature and material on hand. The chair reports the status/balance of the fund to the Area.
- The Literature/Grapevine chair is responsible for turning over all inventories, information, supplies and cash on hand to the respective newly elected incoming chair prior to or at the January A.C.M.

## **Meeting List Committee**

The committee updates and prints our Area 70 Meeting List and coordinates with the Area 70 website chair to update our website meeting list.

- Only DCMs or district meeting list chairs may provide meeting information updates, preferably using the standardized form created by the committee (see Appendix).
- The Area 70 meeting list committee strives to provide accurate A.A. meeting information and keeps printing costs as low as possible.
- Area 70 will provide meeting lists at no cost.

## **Public Information and Cooperation with the Professional Community Committee, a Joint Committee of Area 70 (P.I. /C.P.C.)**

**Public Information:** This committee carries the A.A. message to the alcoholic who still suffers and the general public. A.A. information is conveyed through presentations and various types of public media, such as radio, television, newspapers and the internet.

**Cooperation with the Professional Community:** This committee provides information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, clergy, lawyers, social workers, union leaders, industrial managers, and government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.

## **Registrar**

- The registrar develops and maintains records of groups in the Area, including group name, meeting time(s) and location, as well as the G.S.R. or group contact.
- The registrar is the primary contact for the Area with the General Service Office's database and is responsible for seeing that the group information in the GSO database is up to date.
- At the beginning of their term, the registrar works with the incoming D.C.M.s to update group information in their districts. The registrar shares updated group information with the Area secretary. The registrar also updates group information from the G.S.R.s attending FAAs.
- The registrar provides New Group Forms, Group Information Change Forms and D.C.M. Change Forms to G.S.R.s and D.C.M.s and assists them as needed.
- The registrar may provide email addresses and mailing labels to the Area secretary and other members of the Area committee for Area usage, such as sending out minutes or the convention registrations.
- Computer literacy is necessary for this position.

## **Treatment/Accessibilities Committee**

The committee coordinates the work of the individual A.A. members and groups that are interested in carrying the message of recovery to alcoholics in treatment facilities and other venues. This committee also serves those with accessibility needs, such as persons who are blind or visually impaired, deaf or hard of hearing, chronically ill or homebound, the developmentally disabled, and many others who may have less visible challenges, attempting to meet the needs of A.A.s for whom these challenges may make it difficult to receive the A.A. message.

- The Temporary Contact/Bridging the Gap (B.T.G.) is a program to help the alcoholic in an alcoholism treatment program transition to A.A. The temporary contact takes the newcomer to a variety of outside meetings, introduces him to other A.A. members, and guides him toward a home group and sponsor.

## Website Committee

### I. Introduction and current status

In September of 1998, an ad hoc committee of Area 70 created a proposal that was subsequently adopted (FAA, December 1998) as the first Area 70 website. The website chair is appointed by the Area chair.

Today, the website has three principal functions. First, it contains information about Alcoholics Anonymous and links to the [www.AA.org](http://www.AA.org) website. Second, it is an index of AA meetings in the Area. Third, the site now contains an index, or calendar, of Area 70, Northeast Regional and General Service Office events relevant to service work in Area 70. This calendar contains the links to Area 70 service flyers and, when possible, links to other entities registration forms and information.

Leadership for the committee is provided by the Website chair.

The technical design and maintenance of the website has been, and remains, a web committee decision. These responsibilities include updating information on the site, maintaining liaison with other committees, regularly registering the website name, and monitoring the use of the website to prevent an excess of bandwidth use<sup>1</sup>. The website name (“domain”) registration includes privacy services that prevent any individual’s name or contact information from appearing in the publicly available website ownership information.

One noteworthy design specification of the website is simplicity. The site is designed to deliver basic information about AA in Area 70. This can be accomplished by using simple, industry standard, and universally implemented techniques. The technical expertise of the website chair will vary<sup>2</sup>, as will the tools available to those servants. A simple site ensures the continuity of maintenance regardless of the website chairs' expertise. A discussion of the website design appears later in this document.

Finally, GSO resources on website design and implementation provide direction for the Area 70 site. Currently, this means that the website uses an “exit statement” when linking to any other site (including GSO), does not contain any advertising and collects no personal user statistics.

## II. Structure and role of the website committee

- 1) The committee will consist of the website chair and any interested and willing AA members.
  - a. The website chair is appointed by the Area chair.
  - b. The website chair should have the technical skills and equipment required to update AA information, meeting information and area events.
  - c. The website chair should provide a computer and Internet access for use in maintaining the website – these are not provided by the Area.
  - d. It is suggested that the website chair have a minimum of two or three years continuous sobriety and some service experience at the group or district level.
- 2) Reports to the Area about the activity of the website committee will be made by the Website chair.

### III. Role and operation of the website committee

- 1) The website committee is responsible to the Area:
  - a. To maintain correct and accurate information on the site
  - b. To protect the privacy of site visitors
  - c. To uphold the spirit of Tradition Six, the committee:
    - c.i. will not allow advertising, and;
    - c.ii. will not endorse any other website or entity, and;
    - c.iii. will clearly inform site users that the appearance of any corporate logos does not constitute endorsement, and;
    - c.iv. will inform users when linking outside the Area 70 domain.
- 2) All funding for the website is provided in Area 70's budget as a line item. The Area 70 treasurer will be listed as the billing contact for renewal of hosting and domain renewals.
- 3) The PI chair and the Area chair should have all the credentials needed to access (as administrator) all the functions of the website , including domain registration, hosting service log-in, ftp log-in, and email log-in.
- 4) The website committee will seek guidance from the PI committee and the Area Committee on the particulars of the content and functions of the website.
- 5) Working with the Meeting List chair, the website chair will publish meeting list changes.

### IV. Content of the website

- 1) The website will contain the Preamble, Twelve Steps, Twelve Traditions, Twelve Concepts, the Responsibility pledge, "How it Works", the promises<sup>3</sup> and the Serenity prayer. All references will be properly cited.
- 2) The website will contain the GSO mailing address, links to [www.AA.org](http://www.AA.org) and [www.aagrapevine.org](http://www.aagrapevine.org) , the Area mailing address, and if available, the Area telephone number.

- 3) The website will contain an index of AA meetings in the Area. This index may include links to District websites within the Area.
- 4) The website will contain a list of Area, regional and national service events.
- 5) All links to external websites will require visitors to acknowledge that they are leaving the Area 70 website. This includes GSO and Grapevine sites and District websites.
- 6) Any corporate logos or names that cannot be removed for technical or ethical reasons (for example, on street maps of directions to events) should be accompanied by an equally prominent note that Area 70 does not endorse any entity and does not accept any consideration, financial or otherwise, from any entity other than AA groups. This is in keeping with the non-endorsement spirit of Tradition Six.
- 7) If a committee wants to put content on the website, a motion must be made and approved at the Area committee meeting.
- 8) The website will not include any “private” password protected, or otherwise restricted content. All site content will be available to all site visitors. This is in keeping with the spirit of Tradition Five to make sure the website is a tool to carry the Area's message to the alcoholic who still suffers.
- 9) The website will not include widgets, gadgets, buttons or other distracting objects. The site will not contain links to so-called “social networking” sites.
- 10) AA anonymity, website security and bandwidth use<sup>4</sup> are considerations equal to content. Tradition Eleven is a guiding principle at this public level equal to “press, radio, and film”.

## V. Simplicity of website design

The requirement for simplicity of the website design ensures that the site can be maintained by a succession of website chairs with little concern for the expertise and tools available to any particular incumbent. Practically speaking, this specification requires that:

1. The site is written in HTML, using text editing software, and that;
2. The site can be navigated by any HTML version 3 compliant browser, and that;
3. The least amount of client-side script is used, and the pages that use such scripts can deliver the information without the scripts, and the scripts are written in languages that can be interpreted by any compliant browser and that;
4. Server-side scripts are restricted to those that are provided by the hosting provider<sup>5</sup> and that;
5. Any special tools that might be needed are available as free software. These include graphic design tools to create buttons, and tools to edit portable document format (pdf) files.

### Footnotes

<sup>1</sup> Monitoring is needed because excess bandwidth use can indicate an improper use of the site or a poorly designed site (overly detailed graphics files that are larger than required, as an example, and can result in the site being shut down.

<sup>2</sup> For example, while the use of cascading style sheet (css) files is a standard in industry, due to the variable expertise of the website chairs, such use should be restricted to simple text formatting. Further, all code and related documents in the website should contain internal comments documenting the intended function of, and any special notes about, the code.

<sup>3</sup> Permission from A.A. World Services, Inc. (AAWS) has never been given to “title” the promises or to use them out of context. If used they should be attributed to A.A. World Services, Inc. (AAWS) as an excerpt from PP 83-84 of the book of Alcoholics Anonymous.

<sup>4</sup> Anonymity, security and bandwidth considerations and the principles guiding them:

- The domain registration includes privacy services that prevent any individual's name or contact information from appearing in the publicly available website ownership information. (Tradition XI)
- The website will be designed so that automated indexing programs spiders" or "bots") do not traverse the website and so consume bandwidth. (Bandwidth, Security)
- Graphics used on the site should be of low quality and small size. (Bandwidth)
- Lines drawn on the site should make use of single pixel graphics that are re-sized in the browser. (Bandwidth)
- Out of date events should be removed, and any associated links should be removed, when the event ends. (Bandwidth)
- Submitters of events should redact corporate logos or provide disclaimers on the event notice. (Tradition VI)
- No personally identifying names, street addresses, phone numbers, email addresses or other identifiers of AA members (hash tags, screen names and the like) can be included on an event announcement. If the event document contains such information, it will be redacted before the document is made public. (Tradition XI)

<sup>5</sup> Any functions that depend on these scripts must be carefully considered, as the availability of similar scripts at other providers (should a new provider be deemed necessary) are not guaranteed.

## **Ad Hoc Committees**

An *Ad Hoc* Committee may be formed by either the F.A.A. or the A.C.M. The committee is formed for a specific purpose, problem or task, and is disbanded when its work is completed.

## **7. Attendance**

Area officers and committee chairs may be replaced if they miss three (3) consecutive meetings. The Area chair will contact the member to determine their willingness and availability to continue to serve.

## **8. District Committee Member (D.C.M.)**

The D.C.M. is elected by a district to chair the district meeting and to serve as a link to the A.C.M. and the F.A.A.

- Attends and chairs monthly district meetings. Helps ensure the list of groups in the district is current. Encourages participation in local, Area, and regional service committees and events. Districts are encouraged to avoid scheduling events which conflict with Area 70 or regional events. Assists G.S.R.s in the district. Should become knowledgeable about *The A.A. Service Manual* and suggested procedures. Helps district committees to function and observe the guidelines.
- Relationship of D.C.M. to Area 70: The D.C.M. attends and participates in A.C.M.s, the Pre-Conference Sharing and F.A.A.s. The D.C.M. writes a brief district report, communicates district activities and problems, and has a good grasp of the group conscience of the district.

- Relationship of D.C.M. to G.S.R.s: Encourages the G.S.R.s to use *The A.A. Service Manual* (included with the G.S.R. kit from G.S.O.) and the Area 70 Guidelines. Encourages G.S.R.s to attend workshops, sharing sessions, etc. Assists G.S.R.s in updating group information. Provides New Group Information forms to new groups in the district. Encourages district service committee chairs to participate in the corresponding Area service committees.
- For a more detailed description of the qualifications and many duties of the D.C.M. refer to *The A.A. Service Manual*.

## **9. General Service Representative (G.S.R.)**

The G.S.R. is elected by the group and links it to A.A. as a whole. The G.S.R. is the voice of the group bringing the group's concerns to the district and the Area. The G.S.R. also brings back information from the district, the Area and G.S.O. that pertains to the group to keep A.A. unified.

- **Relationship to the Group:** The G.S.R. attends group meetings regularly; reports to the group on a regular basis regarding service meetings and activities beyond the group level, such as district and Area meetings and assemblies; works with the group treasurer to develop practical plans for group support of G.S.O., Area and district. The G.S.R. uses the Traditions to help the group resolve conflicts and remain healthy. The G.S.R. is the contact for the group to the district, Area and G.S.O.
- **Relationship to the District and the Area:** The G.S.R. attends district meetings regularly, sharing activities and/or concerns the group may have, attends F.A.A.s and helps when the district hosts a F.A.A., reports back to the group district and Area activities and information and provides the district with up-to-date group information.

- Group Information
  - It is important for the group to send information to each of the following entities: G.S.O., district and Area as they maintain their own mailing lists.
  - Two forms (see appendix) have been developed to facilitate transmittal of information to G.S.O.: 1) *Alcoholics Anonymous New Group Form* is for one-time use only, when a new group is started; 2) The *Group Information Change Form* is to be completed and returned whenever a group changes its name or meeting address, elects a new G.S.R., reports a change of address and/or phone number, reports the designation of a new second contact person or reports a change of address or phone number for the second contact.
  - Preferably, the G.S.R. gives one of these completed forms to the D.C.M. to send to G.S.O. or to the Area registrar. The G.S.R. may also send the completed form directly to G.S.O.
  - To ensure direct and regular communication between the group and G.S.O., each group is assigned a service number. It is helpful to refer to this number when writing to G.S.O. and when sending contributions.
  - The group name and address should be on contributions to District and Area.
- For a more detailed description of the qualifications and many duties of the G.S.R. refer to *The A.A. Service Manual*.

- Sources of Information
  - General Service
    - *A.A. Service Manual Combined With Twelve Concepts for World Service*
    - “Inside A.A.”
    - “Circles of Love and Service”
    - The G.S.R. kit
    - The most recent *Final Conference Report*
  - Traditions
    - “A.A. Tradition-How It Developed”
    - *Twelve Steps and Twelve Traditions*
    - *A.A. Comes of Age*
    - “The Twelve Steps Illustrated”
  - Group Affairs
    - “The A.A. Group”
    - “Self-Support: Where Money and Spirituality Mix”
    - The A.A. Guidelines

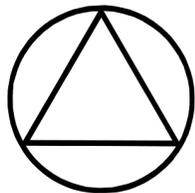
## 10. Amendment Process

- A proposed amendment to the Area 70 Guidelines may be submitted by:
  - Any group via its G.S.R.
  - Any district via its D.C.M.
  - Any Area service committee via its committee chair
  - Any Area officer
- The proposed amendment submittal process is as follows:
  - The presenter brings the proposal to the Area committee. The presenter should be in attendance to represent and discuss the proposed amendment.
  - The Area committee must approve placing the proposed amendment on an upcoming F.A.A. agenda with a (2/3) majority vote.
  - If approved, the D.C.M.s should bring the proposed amendment to the districts and G.S.R.s.
- The F.A.A. must approve the proposed amendment by a 2/3 majority vote. If the F.A.A. approves the proposed amendment, it will be incorporated into the Area 70 Guidelines noting the date the amendment was approved.
- The alternate delegate will be responsible for the maintenance, updating and distribution of the Area 70 Guidelines, including posting to the Area 70 website.

## **APPENDICES**

- I. Full Area Assembly Template (rev. 3/18/23)
- II. Full Area Assembly & Pre Conference Sharing Session Template  
(rev. 3/18/23)
- III. Full Area Assembly Hosting Guidelines
- IV. Summary of Area 70 Procedures
- V. Sample Treasurer's Report
- VI. Meeting List Change Form (rev. 12/17)
- VII. Alcoholics Anonymous New Group Form
- VIII. Alcoholics Anonymous Group Information Change Form
- IX. Acronyms
- X. Changes / Updates (rev. 9/23)

# A.A. Area 70 – Vermont Full Area Assembly



**Day, Date, Year**

**Place Name**

**Street Address**

**City, State zip code**

*(Map and directions on reverse side)*

**Hosted by District #**

**All are welcome!**

*As part of their duties, G.S.R.s & D.C.M.s attend the Full Area Assemblies.  
District Committee Chairs are requested to attend.*

<b>9:00 am</b>	Continental Breakfast
<b>10:00 am</b>	A.A. Service Workshop
<b>11:00 am</b>	Committee Meetings
<b>12:00 pm</b>	Lunch & Fellowship
<b>1:00 pm</b>	Business Meeting

*Up to two lines here may be added to describe the business to be covered, i.e. Area 70 Officer Elections or Budget Approval.*

*I Am Responsible . . .*

*When anyone, anywhere, reaches out for help,*

*I want the hand of A.A. always to be there.*

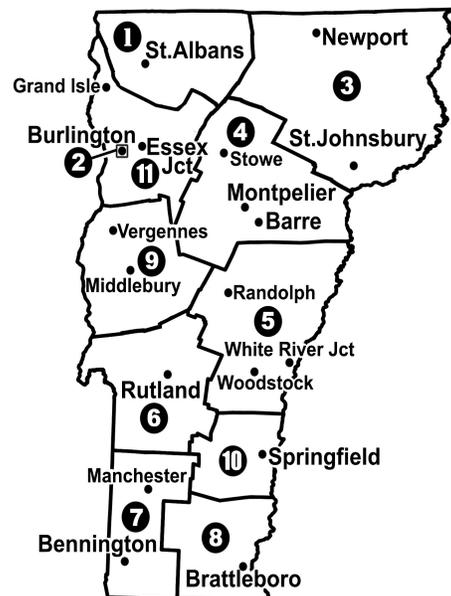
*And for that: I am responsible.\**

\*Copyright © The A.A. Grapevine, Inc. Reprinted with permission

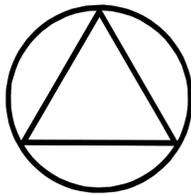
**Join us as we work together in service!**

*Meet new and old friends from around the State.*

For more information, go to [www.aavt.org](http://www.aavt.org) or  
contact the Area Chair at [area70chair@aavt.org](mailto:area70chair@aavt.org)



# A.A. Area 70 – Vermont Pre-Conference Sharing Session and Full Area Assembly



**Day, Date, Year**

**Place Name**

**Street Address**

**City, State zip code**

*(Map and directions on reverse side)*

**Hosted by District #**

**All are welcome!**

*As part of their duties, G.S.R.s & D.C.M.s attend the Full Area Assemblies.  
All AA members in Vermont are asked to participate in the Pre-Conference  
Sharing Session and have a voice at the Full Area Assembly.*

**8:30 am** Continental Breakfast

**9:00 am** Pre-Conference Sharing Session

**12:30 pm** Lunch & Fellowship

**1:00 pm** Business Meeting

*I Am Responsible . . .*

*When anyone, anywhere, reaches out for help,*

*I want the hand of A.A. always to be there.*

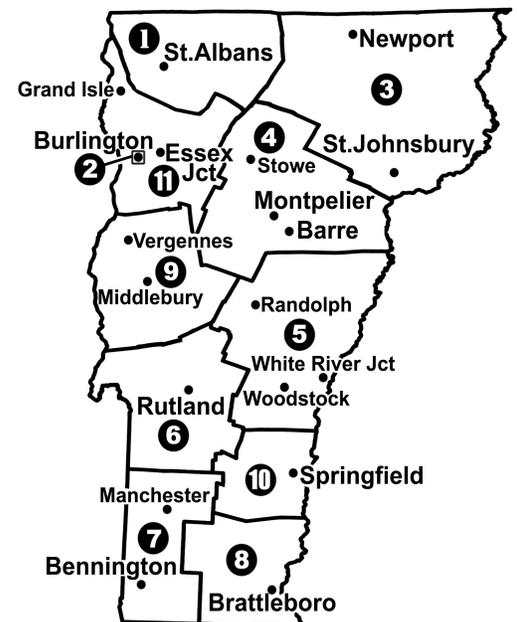
*And for that: I am responsible.\**

\*Copyright © The A.A. Grapevine, Inc. Reprinted with permission

**Join us as we work together in service!**

*Meet new and old friends from around the State.*

For more information, go to [www.aavt.org](http://www.aavt.org)  
or contact the Area Chair at [area70chair@aavt.org](mailto:area70chair@aavt.org)



## **FULL AREA ASSEMBLIES HOSTING SUGGESTED GUIDELINES**

### **Why rotate the location of Full Area Assemblies?**

The location of the Assemblies is rotated in an attempt to connect local AA's, AA groups and the individual districts to Area 70. By rotating the locations we hope to encourage participation of as many AAs and groups as possible in becoming a part of AA's conscience as a whole.

### **HOSTING GUIDELINES**

**Purpose: To provide the host district with our shared experiences that help make past assemblies a success.**

Try to involve as many people as possible. There is nothing like involvement to help raise the interest of members. The entire district committee and all AAs will make great committee members.

**Host District (Budget provided by Area 70 is up to \$1200 – in advance if needed)**

- Provide a large enough hall for the Assembly (expect 100 +, check fire code limits)
  - Kitchen facilities required.
  - Adequate parking.
  - Provide appropriate space for DCM/Delegate meeting, Service Information workshop and Committee meetings.
- Ensure that the facility is available early enough for setup (8:00 AM) and late enough for cleanup (6:00 PM).
- Provide refreshments: coffee, pastries and hot lunch.
- Keep food costs within budget, filling and appealing.
- Supplies needed.
  - Name tags and markers (red tags for newcomers)
  - Coffee: Regular, decaf and tea (enough pots for each)
  - Sugar, sugar substitute and milk/half and half
  - Napkins, stirrers or spoons, coffee cups (hot cups)
  - Plates, knives, forks and spoons
  - Soda (including diet) and water (cold cups)
  - Paper towels and trash bags
  - Cigarette butt receptacles for outside (if smoking allowed on premises)

- Tables and seating setup:
  - Provide two tables in front of assembly for officers.
  - Provide 1 table for Grapevine materials
  - Provide 1 table for Literature materials.
  - Provide 1 table for Archive Committee.
  - Provide 1 table for each of the other committees.
  - Provide 1 table at entrance for registration and nametags
  - Provide 10 tables with chairs for 80 – 100 members
- Assist in setting up Area sound system.

### **General District Activities:**

- Hosting DCM should act as link with Area.
- Coordinate Assembly planning.
- Report all progress to Area.
- Provide a written report to include food and supplies purchased, used and left over. Provide a brief report on what was successful as well as mistakes made.
- Provide receipts to Area treasurer.

### **Suggested Committee Activities:**

- Coffee/refreshment committee:
  - Get supplies needed.
  - Start coffee early and monitor throughout the day.
  - Set up trashcans, clean up.
- Lunch committee:
  - Plan menu and purchase supplies.
  - Prepare lunch, serve and clean kitchen.
- Facility committee:
  - Set up tables and chairs.
  - Break down after event.
- Registration committee:
  - Greet arriving attendees and provide nametags.
  - Direct attendees to committee tables, coffee, and restrooms.

### **Area Involvement:**

- DCM will act as contact person as to arrangements.
- Area 70 will reimburse districts' expenses **up to \$1200.00**. Districts are expected to provide receipts.
- Election Assembly: Area chair provides whiteboard and markers, pencils and paper. (Note: a blackboard or flipchart may be used.)
- The Area chair is responsible for the Area sound system

**SUMMARY OF AREA 70 PROCEDURES**  
**HOW WE DO BUSINESS**  
**As Adopted by Area 70 Full Area Assembly**  
**September 14, 2014**

Generally Speaking, Area 70 follows *Robert's Rules of Order*, and proceeds on as informal a basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for Area 70 to conduct its business; rules exist to allow Area 70 to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience. Over the years, the General Service Conference has adopted some exceptions to *Robert's Rules*, which Area 70 also uses. These help us to proceed more closely in accord with the spirit of A.A. Tradition.

**COMMITTEE SYSTEM**

Area 70 uses the "Committee system" to handle our business, especially the important 12<sup>th</sup> Step business which occurs between Area Committee Meetings and our Full Area Assemblies. Recommendations of Area Committees are automatically motions that have been made and seconded. Members are urged to resist the temptation to edit motions from committees "on the floor."

**SUBSTANTIAL UNANIMITY**

All matters of policy require substantial unanimity, that is, a *two-thirds majority*. Because the number of voting members present for any vote varies from time to time, the phrase "two-thirds majority" is taken to mean two-thirds of the members voting.

**MINORITY OPINION**

After each vote on a matter of policy, the side which did not prevail will always be given an opportunity to speak to their position. If the motion passes with two-thirds vote, the minority may speak. If the motion receives a majority vote but fails to pass for lack of a two-thirds vote, the majority may speak. Remember, that saving "minority opinions" for after the vote, when there is no rebuttal, is a timewaster for it can force the body to reconsider a question that might well have been decided the first time around if it had

been thoroughly examined from all sides. After minority opinions have been heard, a Motion for Reconsideration may be made (see below.)

**GENERAL RULES OF DEBATE AND VOTING**

- People who wish to speak will raise their hand and wait to be recognized by the Area Chair.
- Each person is urged to share in as concise a manner as possible (note the Conference allows each person 2 minutes to speak.)
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- *Full* discussion of a motion should take place before each vote.
- Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to say it again.
- Premature actions (e.g., amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying business.
- Voting is by show of hands.

### **TABLING A MOTION**

Tabling a motion (postponing discussion to a later time during the same Area Committee Meeting or Full Area Assembly):

- Must be made without comment.
- Requires a second.
- Is not debatable.
- Needs only a *simple majority* to pass.
- No minority opinion will be heard.

### **POSTPONING A MOTION**

Postponing a motion (postponing discussion to a subsequent Area Committee Meeting or Full Area Assembly):

- Must include in the motion when the discussion on the original motion will resume.
- Must be made without comment.
- Requires a second.
- Is not debatable.
- Needs only a *simple majority* to pass.
- No minority opinion will be heard.

### **CALLING THE QUESTION**

Calling the question brings debate to a halt while voting members decide whether to proceed directly to a vote (the question) or to go on with the debate. A motion to call the question:

- Must be made in order at the microphone.
- Must be made without comment.
- Requires a second.
- Is not debatable.
- Requires a *two-thirds vote* to pass.
- No minority opinion will be heard.
- If the motion passes, a vote on the motion under debate is held. If the motion fails, debate resumes.

**September 14, 2014**

### **RECONSIDERATION**

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone.

- Only a *simple* majority is required.
- If the majority votes to reconsider, *full* debate, pro and con, is resumed. (Members are urged to limit discussion to *new* information only.)
- No action may be reconsidered twice.

### **ORDER OF BUSINESS**

The Order of Business is set by the Area Chair following this general format:

- Area Officer Reports in the following order: Secretary\*, Treasurer\*, Delegate, Alternate Delegate, Area Chair)  
\*accepted by motion with second and a vote
- Committee Chair Reports (alphabetical)
- DCM Reports
- Ad Hoc Committee Reports
- Break
- GSR Concerns (only at Full Area Assembly)
- Old/Unfinished Business (from previous meeting)
- New Business
- Ask It Basket (only at Full Area Assembly)

The Area Chair prepares an agenda for the current meeting and brings copies for members to follow the order of business. Old business will be that which is unfinished from previous meeting. New business items are often submitted to the Area Chair prior to the current meeting, but may arise after the agenda has been prepared. Motions must be submitted in writing before discussion is opened on the motion. The exceptions to this practice are the procedural motions outlined herein or motions to approve the Minutes or Treasurer's Reports.

# TREASURER'S REPORT AREA 70

Period Ending: October 31, 2021

Beginning balance September 30, 2021: \$30,165.63  
 minus prudent reserve \$14,191.22  
 leaves working funds of: \$15,974.41

**Total Gross Contributions: \$2,547.87**  
 minus online transaction fees of **\$6.46**  
**Total Net Contributions: \$2,541.41**

# Sample Treasurer Report

Expenses		2022 Budget
Area Chair	\$0.00	\$203.00
Secretary	\$0.00	
Treasurer	\$0.00	
Alternate Delegate	\$0.00	
Delegate	\$0.00	\$202.00
Archives	\$0.00	
Convention	\$0.00	
Corrections	\$352.91	
Finance	\$0.00	
Literature/Grapevine	\$0.00	
Meeting List Chair	\$0.00	
PI/CPC	\$76.89	
Registrar	\$0.00	
Service Information	\$36.17	
Treatment/Accessibilities	\$0.00	
Website Chair	\$0.00	
Corrections Literature from Earmarked Funds	\$302.00	
2022 NERAASA meals and registrations	\$405.00	
Website Expenses	<u>\$259.88</u>	
<b>Total Expenses:</b>	<b>\$1,432.85</b>	

Total monthly cashflow, contributions minus expenses: \$1,108.56  
**October 31, 2021 Balance: \$31,274.19**  
 minus prudent reserve \$14,191.22  
 leaves working funds of: \$17,082.97

## 2021 BUDGET ANALYSIS

October 31, 2021

Officers and Committees	2021 Budget	Previous YTD Exp	This Month Expenses	Current YTD Exp	Amount Remaining
Area Chair	\$1,279.40	0.00	0.00	0.00	\$1,279.40
Secretary	477.20	0.00	0.00	0.00	477.20
Treasurer	802.25	105.80	0.00	105.80	696.45
Alternate Delegate	691.00	41.00	0.00	41.00	650.00
Delegate	1,535.20	0.00	0.00	0.00	1,535.20
Archives	1,021.30	652.36	0.00	652.36	368.94
Convention	672.90	21.00	0.00	21.00	651.90
Corrections	1,221.00	534.93	352.91	887.84	333.16
Finance	592.50	137.50	0.00	137.50	455.00
Literature/Grapevine	835.00	0.00	0.00	0.00	835.00
Meeting List Chair	585.50	38.11	0.00	38.11	547.39
PI/CPC	738.00	116.34	76.89	193.23	544.77
Registrar	510.50	0.00	0.00	0.00	510.50
Service Information	735.77	21.00	36.17	57.17	678.60
Treatment/Accessibilities	379.90	0.00	0.00	0.00	379.90
Website Chair	<u>291.90</u>	0.00	<u>0.00</u>	<u>0.00</u>	<u>291.90</u>
<b>Subtotal:</b>	<b>\$12,369.32</b>	\$1,668.04	\$465.97	\$2,134.01	<b>\$10,235.31</b>
<b>Other Area Expenses</b>					
Convention Seed Money	176.69	389.69		389.69	-213.00
Bank Charges	50.00	0.00		0.00	50.00
Fees (501c3)	80.00	0.00		0.00	80.00
General Service Conference	1,800.00	2,200.00		2,200.00	-400.00
Guidelines Printing	500.00	0.00		0.00	500.00
Insurance	2,500.00	1,250.00		1,250.00	1,250.00
FAAs	1,300.00	0.00		0.00	1,300.00
Online Meeting Account	200.00	53.00		53.00	147.00
Meeting Lists	1,500.00	130.59		130.59	1,369.41
PO Box	125.00	0.00		0.00	125.00
Pre-Conference	0.00	0.00		0.00	0.00
Archives Rent	1,200.00	1,200.00		1,200.00	0.00
ACM Meeting Room	150.00	0.00		0.00	150.00
Website	700.00	0.00	259.88	259.88	440.12
<b>Subtotal:</b>	<b>\$10,281.69</b>	\$5,223.28	\$259.88	\$5,483.16	<b>\$4,798.53</b>
<b>Total Overall:</b>	<b>\$22,651.01</b>	<b>\$6,891.32</b>	<b>\$725.85</b>	<b>\$7,617.17</b>	<b>\$15,033.84</b>

Please mail contributions to: Area 70, PO Box 1212, Montpelier, VT 05601  
 Online contributions to: [paypal.com/paypalme/Area70](https://www.paypal.com/paypalme/Area70)

**Group Contributions**  
October 2021

<b>Group Name</b>		<b>Town</b>
Acceptance is the Answer Group	D 1	Enosburg Falls
Monday Night Beginners	D 1	St. Albans
Monday Night Beginners - (for corrections)	D 1	St. Albans
Sober Sunday Group	D 2	Burlington
Saturday Sane and Sober	D 4	Barre
Hyde Park Saturday Night	D 4	Hyde Park
Norwich Thursday Noon Group	D 5	Norwich
Village Street Group	D 7	East Dorset
Just for Today - (for corrections)	D 8	Brattleboro
Londonderry Clean and Sober Group	D 8	Londonderry
Free At Last	D 8	Putney
Otter Creek Group	D 9	Vergennes
Common Solution Group	D 11	Hinesburg
At Last Group	D 11	Milton
Richmond Sunday Night Group	D 11	Richmond
Living Sober Group	D 11	South Burlington
North Country Online Group (no district)		
individual		

**Contributions Earmarked for Literature in Correctional Facilities**

Carried over from last month:	\$100.00
This month's contributions:	\$202.00
Used for literature this month:	\$302.00
End of month balance:	\$0.00

**CONTRIBUTIONS BY MONTH**

Comparison by Year

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
<b>January</b>	\$2,492.22	\$3,054.43	\$1,543.19	\$3,536.30	\$2,495.40
<b>February</b>	\$1,748.24	\$2,053.00	\$1,542.71	\$1,527.30	\$2,771.68
<b>March</b>	\$1,581.90	\$1,330.46	\$2,498.04	\$1,583.11	\$3,306.02
<b>April</b>	\$2,239.48	\$1,890.70	\$2,482.91	\$3,381.58	\$1,786.17
<b>May</b>	\$1,394.71	\$1,877.80	\$2,928.76	\$2,054.40	\$2,375.50
<b>June</b>	\$1,531.40	\$1,360.97	\$1,878.37	\$1,123.18	\$2,418.67
<b>July</b>	\$2,380.87	\$2,080.69	\$2,148.51	\$2,619.38	\$1,838.39
<b>August</b>	\$2,382.53	\$1,011.06	\$2,803.61	\$1,606.81	\$2,273.09
<b>September</b>	\$1,528.27	\$1,073.24	\$2,201.99	\$2,116.75	\$1,956.66
<b>October</b>	\$2,547.87	\$1,507.40	\$2,750.95	\$2,242.13	\$3,266.30
<b>November</b>		\$2,194.40	\$3,696.57	\$2,664.53	\$1,411.00
<b>December</b>		\$1,237.00	\$621.11	\$1,975.17	\$1,133.79
<b>Totals</b>	<b>\$19,827.49</b>	<b>\$20,671.15</b>	<b>\$27,096.72</b>	<b>\$26,430.64</b>	<b>\$27,032.67</b>

Please Print

Fill in form completely

Please Print

# Area 70 Vermont Meeting List Form

*Changes must be submitted by D.C.M.s or District Meeting List Chairs!*

Today's Date \_\_\_\_\_

<b>Changes To Be Made</b> <i>Check Appropriate Boxes</i>	<input type="checkbox"/> New Meeting	<input type="checkbox"/> Both Web and Booklet
	<input type="checkbox"/> Change to Meeting	<input type="checkbox"/> Web Only
	<input type="checkbox"/> Eliminate Meeting	<input type="checkbox"/> Booklet Only

<b>Type of Meeting</b> <i>Check Appropriate Boxes</i>	<input type="checkbox"/> Open	<input type="checkbox"/> Beginner	<input type="checkbox"/> Step Meeting	<input type="checkbox"/> Men's Meeting
	<input type="checkbox"/> Closed	<input type="checkbox"/> Speaker	<input type="checkbox"/> Big Book Meeting	<input type="checkbox"/> Women's Meeting
	<input type="checkbox"/> Entrance Accessible	<input type="checkbox"/> Discussion	<input type="checkbox"/> Literature	<input type="checkbox"/> G/L/B/T

District Number \_\_\_\_\_

Name of Meeting \_\_\_\_\_

Time of Meeting \_\_\_\_\_

Day(s) of Meeting \_\_\_\_\_

Meeting Town/City \_\_\_\_\_

Meeting Street Address \_\_\_\_\_

Building Name (church or hall) \_\_\_\_\_

Additional Information: \_\_\_\_\_

Specific change information: (Example) Time was 6pm now 7pm

Key to Abbreviations	
O	Open
C	Closed
*	Entrance Accessible
B	Beginner
S	Speaker
D	Discussion
ST	Step Meeting
BB	Big Book Meeting
L	Literature
M	Men's Meeting
W	Women's Meeting
G/L/B/T	Gay/Lesbian/Bisexual/Transgender Meeting

***Changes must be submitted by D.C.M.s or District Meeting List Chairs!***

Your Name/Position \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

*When this information is sent to the Area Meeting List Chair, it will be used to immediately update the website and then the next printing of the meeting list.*

To receive an online version of this form email the Meeting List Chair.

**Mail or email completed form to:**

Area 70 Meeting List Chair  
P.O. Box 1210  
Bennington, VT 05201 [Area70MeetingList@aavt.org](mailto:Area70MeetingList@aavt.org)

Revised December 2017

*"Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought A.A. Membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group they have no other affiliation." — Tradition Three (the long form)*

*"Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose — that of carrying its message to the alcoholic who still suffers." — Tradition Five (the long form)*

*"Unless there is approximate conformity to A.A.'s Twelve Traditions, the group... can deteriorate and die." — Twelve Steps and Twelve Traditions, page 174.*

**A.A.'s Traditions suggest that a group not be named after a facility or person (living or deceased), and that the name of a group not imply affiliation with any sect, religion, organization or institution.**

GROUP NAME: \_\_\_\_\_ GROUP START DATE: \_\_\_\_\_

GROUP MEETING LOCATION: \_\_\_\_\_ NUMBER OF MEMBERS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

MEETING DAY	MON <input type="checkbox"/>	TUES <input type="checkbox"/>	WED <input type="checkbox"/>	THURS <input type="checkbox"/>	FRI <input type="checkbox"/>	SAT <input type="checkbox"/>	SUN <input type="checkbox"/>
MEETING TIMES	_____	_____	_____	_____	_____	_____	_____

Send correspondence from G.S.O. in ENGLISH  SPANISH  FRENCH  Meeting language (if different) \_\_\_\_\_

### GENERAL SERVICE REPRESENTATIVE

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/TOWN: \_\_\_\_\_

STATE/PROVINCE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**ALTERNATE G.S.R.  OR MAIL CONTACT  ( Please check one ✓ )**

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/TOWN: \_\_\_\_\_

STATE/PROVINCE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

Does your Group meet in a hospital, treatment center or detox center?  Yes  No  
 If yes, is it open to A.A. members in the community as well as to patients in the center?  Yes  No

G.S.O. publishes confidential A.A. Directories for use by A.A. members for Twelfth Step referral and/or meeting information. The Directories include a group's name and service number, and the full names and phone numbers of the contacts listed on this form. Do you want your group listed in the Directory covering your region?  Yes  No

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### THREE WAYS TO RETURN THIS FORM:

Postal Mail to: A.A. World Services, Inc.  
 Grand Central Station  
 P.O. Box 459  
 New York, NY 10163

By Fax: 212-870-3003 (Attn: Records)

E-mail: records@aa.org

### FOR G.S.O. RECORDS DEPT. USE ONLY

DELEGATE AREA NUMBER: \_\_\_\_\_ DISTRICT NUMBER: \_\_\_\_\_ GROUP SERVICE NUMBER (ASSIGN BY G.S.O.) \_\_\_\_\_

GROUP SERVICE No. \_\_\_\_\_

DATE: \_\_\_\_\_

DELEGATE AREA No. \_\_\_\_\_

DISTRICT No. \_\_\_\_\_

No. OF MEMBERS: \_\_\_\_\_

**OLD INFORMATION**

GROUP NAME: \_\_\_\_\_

Group Meeting Location: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

**MEETING DAY**

MON  | TUES  | WED  | THUR  | FRI  | SAT  | SUN

**MEETING TIMES**

\_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

**GENERAL SERVICE REPRESENTATIVE (G.S.R.)**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone : \_\_\_\_\_

E-mail: \_\_\_\_\_

ALTERNATE G.S.R.  or MAIL CONTACT  (Please check one ✓)

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone : \_\_\_\_\_

E-mail: \_\_\_\_\_

**NEW INFORMATION**

GROUP NAME: \_\_\_\_\_

Group Meeting Location: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

**MEETING DAY**

MON  | TUES  | WED  | THUR  | FRI  | SAT  | SUN

**MEETING TIMES**

\_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

**GENERAL SERVICE REPRESENTATIVE (G.S.R.)**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone : \_\_\_\_\_

E-mail: \_\_\_\_\_

ALTERNATE G.S.R.  or MAIL CONTACT  (Please check one ✓)

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone : \_\_\_\_\_

E-mail: \_\_\_\_\_

If the Group is to be listed in the Directory, please provide a telephone number and mailing address for the G.S.R., Alternate G.S.R., or Group contact. Listing in the Directory is for Twelfth Step referral and/or for meeting information. The G.S.R.'s (or other contact) name and telephone number will be included in the Directory with the group's name and service number.

OK TO LIST IN THE DIRECTORY?  Yes  No

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

"Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought A.A. Membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group they have no other affiliation." — Tradition Three (the long form)

"Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose — that of carrying its message to the alcoholic who still suffers." — Tradition Five (the long form)

"Unless there is approximate conformity to A.A.'s Twelve Traditions, the group... can deteriorate and die." — Twelve Steps and Twelve Traditions, page 174.

**THREE WAYS TO RETURN THIS FORM:**

Postal Mail to: A.A. World Services, Inc.  
Grand Central Station  
P.O. Box 459  
New York, NY 10163

By Fax: 212-870-3003 (Attn: Records)

E-mail: records@aa.org

Acronyms  
or  
What Those Letters Mean

Acronym	Full Phrase
A.A.	Alcoholics Anonymous
A.A.W.S.	Alcoholics Anonymous World Services, Inc.
A.C.M.	Area Committee Meeting
B.T.G.	Bridging the Gap
D.C.M.	District Committee Member
F.A.A.	Full Area Assembly
FNV	Fellowship New Vision
G.S.B.	General Service Board
G.S.C.	General Service Conference
G.S.O.	General Service Office
G.S.R.	General Service Representative
GV	Grapevine
NERAASA	Northeast Regional A.A. Service Assembly
NERD	Northeast Regional Delegates meeting (or reunion)
NERF	Northeast Regional Forum
P.I./C.P.C.	Public Information/Cooperation with the Professional Community

Page	Change	Date of Change
36	<b>Area 70 Website Policy</b> - Approved by Area 70 Full Area Assembly	12/9/2012
30	<b>\$300 or more expense reimbursement</b> - Any expenditure reimbursement of \$300 or more requires two signatures, that of the Area Treasurer and the Area Chair.	12/13/2015
30	<b>Meeting List Account</b> - The Meeting List account dissolved and the monies reflected in the Area 70 Financial Statements as a separate line item.	12/13/2015
17, 40	<b>Treatment/Accessibilities</b> – The term “Special Needs” removed from the name of the Area 70 Committee Treatment/Special Needs-Accessibilities	09/11/2016
24	<b>Prudent Reserve</b> – That the Prudent Reserve be defined as 25 percent of the average annual expenses for the previous two calendar years. The Prudent Reserve was previously defined as 25 percent of the previous year’s actual expenses.	12/11/2016
33	<b>Meeting List Cost</b> - * * Area 70 approved a trial period of providing meeting lists at no cost for 2017 and 2018.	12/11/2016
11	<b>Combined Pre-Conference Sharing Session and March F.A.A.</b> - The Pre-Conference is scheduled between the receipt of the Final Conference Agenda Items with background information and the G.S.C. and will be held as part of the March Full Area Assembly.	06/11/2017
31	<b>Literature Bank Account</b> – Reference to Literature Bank Account Removed	06/11/2017
31	<b>Literature Revolving Fund</b> - The committee maintains a revolving fund of \$800 (eight-hundred dollars). This amount is composed of both the cash on hand and the retail value of the literature and material on hand. The chair reports the status/balance of the fund to the Area.	06/11/2017
47	<b>F.A.A. Flyer</b> – F.A.A. Flyer revised to remove the silhouette graphic.	06/11/2017
48	<b>F.A.A. Reimbursement</b> - Area 70 will reimburse districts’ expenses up to \$650.00	06/11/2017
17	<b>Website Subcommittee</b> – The word subcommittee was removed and the website was identified as its own committee.	12/10/2017
29	<b>Mileage Reimbursement</b> - For standardization, all travel by personal vehicle shall be reimbursed at the rate of \$.45 per mile (from \$.35/mile), provided the total mileage is stated on the Expense Form.	12/10/2017
33	<b>Remove Website Sub Committee / Move Website Committee</b> – Remove Sub as the Website Committee is now its own committee as well as since the Chairs are listed alphabetically; moved the Website Committee description from p.33 to p.36.	12/10/2017
36	<b>Remove Sentence (para 1)</b> - The website committee was created as a permanent subcommittee of the Public Information (PI) committee.	12/10/2017
36	<b>Remove / Change Sentence</b> - has been provided by the PI/CPC chair when possible, and alternately, by the website chair. <b>(to :)</b> is provided by the website chair.	12/10/2017
37	<b>Remove Sub from committee</b> – (change to :) II. <u>Structure and role of the website committee</u>	12/10/2017
37	<b>Remove Sentence</b> – 1) a. The position of website chair does entitle the website chair to a vote on the PI/CPC committee or the website subcommittee.	12/10/2017

<b>Page</b>	<b>Change</b>	<b>Date of Change</b>
37	<b>Remove / Change</b> – 3) Reports to the Area about the activity of the website committee will be made by the Public Information committee chair. <b>(to:)</b> 2) Reports to the Area about the activity of the website committee will be made by the Website committee chair.	12/10/2017
37	<b>Remove / Change Sentence</b> - 2) The PI chair will serve as the website subcommittee chairperson. The subcommittee will consist of at least one website chair and any interested and willing AA members. <b>(to:)</b> 1) The committee will consist of the website chair and any interested and willing AA members.	12/10/2017
38	<b>Remove Sub from Committee:</b> (change to :) III. 4) The website committee will seek guidance from the PI committee and the Area Committee on the particulars of the content and functions of the website.	12/10/2017
38	<b>Remove Sub from Committee</b> - (change to :) III. <u>Role and operation of the website committee</u>	12/10/2017
38	<b>Remove Sub from Committee</b> – (change to :) 1) The website committee is responsible to the Area.	12/10/2017
20	<b>Add to Archives Committee</b> - The Area 70 Secretary gives a complete set of updated minutes each year to the archives. The Area 70 Treasurer gives a complete set of updated financial reports each year to the archives. The Convention Chair maintains a folder of program, flyers, etc. to give to the archives after each convention.	6/10/2018
21	<b>Change Sentence</b> – The amount of seed money is determined by the F.A.A. (currently is \$3000 per 12-9-2001 F.A.A.) <b>(to :)</b> The amount of the seed money is determined by the F.A.A. (currently is \$5000 per 6-10-2018 F.A.A.)	6/10/2018
6	<b>Change Sentence</b> - The four FAAs usually meet the second Sunday of March, June, September and December. <b>(to :)</b> The four FAAs usually meet the second Saturday or Sunday of March, June, September and December.	9/9/2018
24	<b>Change Sentence</b> - The Prudent Reserve is defined as 25 percent of the average annual expenses for the previous two calendar years. <b>(to :)</b> The Prudent Reserve is defined as 50 percent of the average annual expenses for the previous two calendar years.	12/9/2018
33	<b>Change Sentence</b> - * Area 70 approved a trial period of providing meeting lists at no cost for 2017 and 2018. <b>(to :)</b> Area 70 will provide meeting lists at no cost.	12/9/2018
5	<b>Area 70 District Map</b> – Removed New Hampshire District numbers as they are no longer associated with District 5 and Area 70.	6/9/19
49	<b>FAA Template</b> – Area 70 approved updated and new flyer.	6/9/19
50	<b>FAA / PCSS Template</b> – Area 70 approved updated and new flyer.	6/9/19
22	<b>Add Sentence</b> - If funds from Convention revenue are available after that year’s Convention expenses are paid and the seed money is in place for the following year’s Convention, Convention Chairs will be reimbursed for their Convention registration fee and for overnight rooms.	12/8/19

<b>Page</b>	<b>Change</b>	<b>Date of Change</b>
10	<b>Remove</b> / The phrase "Area 70's annual Convention" was deleted from the second sentence of the paragraph subtitled "Area Officers" on page 10.	02/16/2020
30	<b>Replace:</b> "\$200.00 annually and any individual bequest is limited to a maximum one time contribution of \$3,000.00" with "\$5,000/year per member, and \$10,000 for a one-time, non-recurring bequest from deceased alcoholic members."	03/20/2021
1, 35, 51	<b>Replace:</b> Service "Structure" with Service "Information."	06/13/2021
16, 22, 31	<b>Added</b> "The Treasurer's Report shall include a brief accounting of contributions earmarked for literature for correctional facilities." to Treasurer duties; added "The committee utilizes funds from contributions earmarked for corrections literature to provide books, pamphlets, and Grapevine/La Viña subscriptions to correctional facilities." to Corrections Committee description; and added "9. The only contributions to Area 70 allowed to be earmarked for particular use are those designated for literature for correctional facilities." to Special Policies and Provisions.	12/12/2021
55-56	<b>New Sample Treasurer's Report</b> – Replace previous sample to include contribution earmarked for literature.	12/12/2021
1, 12, 35	<b>Remove Service Information Committee</b> – Removed from table of contents and page 35. Removed the responsibilities of Service Information Committee on page 35. Added former responsibilities of Service Information Committee to responsibilities of alternate delegate on page 12.	09/18/2022
4	<b>Replaced Graphic</b> - Inverted triangle and service structure edited to remove "Service Structure Committee." Also dropped "Special Needs" from Treatment/Accessibilities and added "Website" to adhere to previous FAA approved changes.	09/18/2022
34	<b>Replaced</b> "The registrar is the primary contact for the Area with the General Service Office's NetSuite database (My Portal) and is responsible for updated group information in My Portal." with more generic "The registrar is the primary contact for the Area with the General Service Office's database and is responsible for seeing that the group information in the GSO database is up to date."	12/17/2022
30	<b>Removed</b> "There will be no credit or debit cards attached to any 501 (c) (3) account(s)."	12/17/2022
51, 52	<b>F.A.A. Reimbursement</b> – Replace \$650 with \$1200: Budget provided by Area 70 is up to \$1200 . . . Area 70 will reimburse districts' expenses up to \$1200.00	12/17/2022
30	<b>Raise \$300 to \$500</b> – "Any expenditure reimbursement of \$500 or more requires two signatures, that of the Area Treasurer and the Area Chair."	03/18/2023
49, 50	<b>"Vermont" added to FAA and PCSS flyers</b>	03/18/2023
4	<b>Replaced Graphic</b> - Inverted triangle and service structure edited to add "Answering Service" committee.	09/08/2023

Page	Change	Date of Change
1, 19	<b>Added:</b> “Answering Service Committee” to table of contents. “Answering Service Committee” to page 19 (description pending approval).	09/08/2023
11	<b>Removed:</b> “and will be held as part of the March Full Area Assembly” from second paragraph. Pre-Conference Sharing Session will return to being a stand-alone event.	09/08/2023
17	<b>Removed:</b> “Service Information” and <b>Added:</b> “Answering Service” in list of Area Committees.	09/08/2023
19	<b>Added:</b> Answering Service Committee description to page 19. Archives Committee description follows on page 19 (previously page 20).	12/10/23