

**GUIDELINES OF THE NEW ZEALAND GENERAL SERVICE CONFERENCE OF
ALCOHOLICS ANONYMOUS**

(Adopted by Conference October 2017)

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Section A

GUIDELINES OF GENERAL SERVICE CONFERENCE

1. NAME

The name of the Conference shall be the New Zealand General Service Conference of Alcoholics Anonymous.

2. WHAT DOES IT DO

- a) To serve the Fellowship of Alcoholics Anonymous and all those seeking recovery from alcoholism through the Fellowship.
- b) To act for the Fellowship of Alcoholics Anonymous in New Zealand and to be the vehicle by which the Fellowship can express its views on all matters affecting Alcoholics Anonymous.
- c) To perform such functions as may be directed by the Groups of Alcoholics Anonymous in New Zealand through the Area Assemblies.

3. PRINCIPLES

In carrying out its purposes, the Conference:

- a) Shall act in the service of the Fellowship of Alcoholics Anonymous in New Zealand, but shall not govern.
- b) Shall be guided by the Three Legacies of Alcoholics Anonymous.
- c) Shall reach its decisions by discussion and vote and, wherever possible, particularly in the case of important matters, by substantial agreement among its members.

4. WHAT THE GENERAL SERVICE CONFERENCE LOOKS LIKE

- a) The Conference of Alcoholics Anonymous in New Zealand shall consist of:
 - a. Three General Service Delegates from each of the three Area Assemblies;
 - b. A Chair elected by Conference;
 - c. A Secretary elected by Conference;
 - d. 2 World Service Delegates;
 - e. All NZ GS Board Trustees;
 - f. Executive Officer GSO
 - g. As per the principle in the US and Canadian Service Manual, NZ maintains the voting ratio of elected General Service Delegates to the Trustees of 2/3rds. As NZ has smaller numbers, it is not possible for all Conference members to have voting rights or the 9 Area Elected Delegates will not have a two thirds majority.
- b) Voting Members of Conference
 - a. 9 General Service Delegates;
 - b. 2 Class A General Service Board Trustees;
 - c. 1 Class B Trustee - the Chair or their nominee. If the GSB Chair is a Class A Trustee another Class B Trustee shall be nominated to exercise this vote. (April 2011)

5. APPOINTMENT OF CONFERENCE MEMBERS

Conference requires a stand down period of 12 months between positions of service at Conference or Board level; a candidate may not apply or be considered for any Board or Conference role during the stand down period. It was also moved that this should not preclude an Alternate World Service Delegate becoming a WSD immediately or an area filling a position in an unforeseen situation. (April 2015)

(a) Alcoholics Anonymous Delegates

- i. Each of the three Area Assemblies shall elect three Delegates.
- ii. Dependent upon continued sobriety, each Delegate shall hold office for a three year term with one Delegate from each Area Assembly retiring on the 31st December each year.
Retirements of existing Delegates to invoke this rotation by extending or contracting their current terms, shall be decided by their Area Assemblies in each instance.
- iii. An alternate Alcoholics Anonymous Delegate may be elected at an Assembly to fill the position of an absent Delegate or Delegate vacancy in respect of that Assembly, either specifically or generally. In the event of a vacancy in the position of Alcoholics Anonymous Delegate by death or resignation, the vacancy shall be filled by such alternate Delegate for the remainder of the term. The alternate, acting as Delegate, shall be a full member of the Conference while so acting.
- iv. An Alcoholics Anonymous Delegate shall not be eligible for re-election to the Conference for a period of three years between vacating and resuming office as a member, but an alternate acting as a Delegate shall be eligible for election to the conference as a member in his or her own right.

(b) Chair

- i. The Chair shall be either a serving Alcoholics Anonymous member of the Conference, or a past Alcoholics Anonymous member of the Conference, or a serving or past Trustee of the Conference.
- ii. The Chair shall be elected preferably at the Annual General Meeting for a period of 3 years. In the case of an Alcoholics Anonymous Chair, the holding of office shall be dependent on continued sobriety.
- iii. The Chair shall not be eligible for re-election for a period of three years between vacating and resuming office as Chair.

(c) World Service Meeting Delegate (WSD) and Alternate Delegate (Alt WSD).

- i. The election of the WSM delegate will take place at the September/October Conference in the year alternate to the World Service Meeting.
- ii. The nominee must be a past AA Delegate or Trustee of the General Service Conference.
- iii. The term of office is four years, commencing in January 1st of the year following election, and finishing on 31st December of the year of the completion of their term of office.
- iv. Nominations may come from members or groups but must be endorsed by an Area Assembly.
- v. The appropriate nomination form must be used and forwarded to Conference not less than 28 days prior to the Conference.

- vi. WSM delegates shall not be eligible for re-election as WSD.
- vii. At the same election, an alternate WSM delegate should be appointed for a two year term of office. Candidates unsuccessful for the delegate's position will be eligible for election as alternate WSD.
- viii. The alternate delegate does not automatically become the WSM delegate, he/she must stand for election as in section 1.
- ix. If an alternate delegate replaces the delegate, for any reason, at the World Service Meeting, then that alternate delegate becomes the delegate and completes the term of office.

6. CONFERENCE MEETINGS

The Conference shall meet at such times and in such places in New Zealand as it shall decide, at least once a year but usually twice. One of these meetings shall be termed the "Annual Meeting" and shall be held within the last four calendar months of each year.

7. SECRETARY & OTHER OFFICERS

The Conference shall appoint a Secretary and such other officers as it thinks fit. Such appointees shall hold office for a period of three years and may be reappointed for an additional one year thereafter at the discretion of conference. Conference shall determine the level of remuneration, if any, which should apply to these appointments.

8. PROCEDURE

- (a) The Conference shall regulate its own procedures within the authority of these guidelines.
- (b) A quorum for Conference shall consist of 3/5ths of the voting members.
- (c) Resolutions shall require a 2/3rds majority. Any Conference member can move or second a motion.
- (d) Elections and voting
Conference will receive the nominations and then go "In-Committee" to have discussions and voting. When out of "In-Committee" the result of the vote only is recorded in the minutes. All discussions during the "In-Committee" phase remain confidential to Conference members only
- (e) Voting
Voting for elections shall be as laid down in the "Third Legacy Procedure". NZ Conference has approved the following addendum to the Third Legacy Procedure in the event of an unopposed nomination. (October 2014)

If a sole candidate does not receive two-thirds of the vote on the first ballot, Conference:

- a) Continues "In-Committee" to discuss the suitability of the candidate for the role
- b) Holds a second ballot.

If the sole candidate does not receive two-thirds of the total votes on the second ballot that is the end of the election with no candidate being appointed.

c) Abstentions

Abstentions are counted as a non-vote and every effort is made to ensure they do not occur routinely. It is recommended that each voter fully inform themselves prior to the vote being taken.

Before voting, it is suggested the Chair asks “Do you have enough information to vote?” or “Is everyone ready to vote?”

- (f) Recommendations to the NZ GS Board from Conference discussions: In order to be classed as an Advisory Action a recommendation must be approved by “Substantial Unanimity” – defined as a two-thirds majority. A simple majority vote of the Conference is considered as a suggestion to the NZ GS Board.

- (g) Any proposed amendment(s) to these Guidelines must first be approved by Conference by a majority vote as prescribed under item (c) above.

The proposed amendment(s) shall then be referred to the three Area Assemblies and must be approved in each Area by “Substantial Unanimity” – defined as a two-thirds majority. If so approved the guidelines shall be amended accordingly.

Section B

COMMITTEES OF THE GENERAL SERVICE CONFERENCE

1. COMMITTEES

The General Service Conference may set up Committees from its members to undertake special duties.

The membership and functions of these Committees are always under the control of, and subject to review by, the Conference and the following provisions are to apply:

- (a) The Committees should be constituted at the annual meeting in each year by consensus rather than by individual formal election having regard to the talents of the members available and the functions of the Committees.
- (b) In selecting membership of Committees some regard should be had to the three year terms of A.A. Delegates so that there should be a mixture of newer and older members on the Committees to profit from the experience of the older members.
- (c) Desirably each Committee should be composed of at least one Delegate from each Area and all members of the Conference should serve on at least one Committee. However, this cannot be a general rule in that the function of some Committees may require a geographical concentration where its duties require regular meetings. The use of Teleconferences is available to the Committees.
- (d) Each Committee so constituted shall immediately elect its Chair to hold office until the next annual meeting of Conference or as decided by the Committee. The Chair may be an A.A. or Non-A.A. member of Conference.
- (e) A Committee may co-opt additional members but at all times there shall be a majority of A.A. members to Non-A.A. members. The Chair of Conference shall be an ex-officio member of each Committee.
- (f) A quorum shall be a majority of the Committee.
- (g) Decisions should be made by substantial agreement.
- (h) Where minutes are kept, they should be distributed to Conference members through the online Docstore.
- (i) At each meeting of the Conference the Chair of each Committee should report on the work and functioning of the Committee.
- (j) The Committees shall regulate their own procedures within the authority of these provisions.

2. STANDING COMMITTEES

Public Information/Treatment and Correctional Facilities/Cooperation with the Professional Community and International Committee are standing committees of conference.

The role of the Committees is to act as a National Body where local groups might struggle to gain traction, e.g. National media placement for Public Awareness Week, liaising with The Commissioner of Police to get the Police Initiative started, or seeking a Memo of Understanding with the Department of Corrections around access to prisons, and a National Policy to assist local groups gain access to their local prison.

A Standing Committee does not typically carry out 12th step work, but exists to aid AA members who are looking to broaden the reach of a local initiative, or need assistance financially that may not be available locally.

It is recognised that Standing Committees may have an overlap in responsibilities and will work together when specific liaison between the standing committees require them to communicate effectively with the organisations and community groups who work with the still suffering alcoholic.

The Conference Initiatives Fund is to fund fellowship activities on a national level.

In those years where GSO has accumulated funds surplus to its operational needs, the Board is able to make those funds available to the standing committees of Conference to meet any initiatives to reach the still suffering alcoholic.

The Conference Standing Committee Discretionary Fund is an allocation of funding by the Board to each standing committee, to be used at the discretion of the committee chair.

This fund is to allow the committee to meet any unanticipated expenditure in relation to its activities as it arises without the need to seek approval from the Board.

This funding is to be used at the discretion of the committee chair. A written request (including invoice(s) if appropriate) from the committee chair to GSO to meet expenses from this fund is all that is required.

The current amount allocated is \$1,000 per committee per year subject to finances allowing.

Membership:

The Committees are made up of a delegate from each area, and Board Trustees allocated by the Chair.

The Conference Chair is ex-officio member of all Conference Standing Committees.

(a) Public Information

The Public Information committee is a standing committee of Conference, and was formed to facilitate the requests of PI Committees and Groups in New Zealand where a national approach is required. The Standing Committee also works to coordinate and maximise the Public Awareness week efforts, liaising with National media organisations either directly or via local PIC members to ensure AA gets maximum value for investment in media placements.

The PIC Standing Committee is always seeking input and Initiatives from active PIC at local level, and also suggestions for PIC Initiatives that may come from Assemblies down to individual members. The Initiatives are funded from the Initiatives Fund, which is allocated by Conference from available funds held on behalf of the Board at GSO.

(b) Treatment and Correctional Facilities Committee

The Treatment and Correctional Facilities committee is a standing committee of Conference that facilitates the requests of Members and groups who are interested in carrying our message of recovery to alcoholics in treatment centres and prisons.

The purpose of the National Standing Committee is to work at a National level to assist local initiatives and to promote and assist liaison with institutions and organisations.

The fostering of relationships with relevant organisations at a national level is desirable.

The Standing Committee may be able to liaise with management of prisons, institutions or organisations regarding access for AA members.

Correctional Correspondence Coordinator

The primary function of the Correctional Correspondence Coordinator is to be a ‘national point of contact’ between A.A and Inmates and to facilitate the ‘carrying of the message’ into Correctional facilities by correspondence. This role reports to the TCF Standing Committee.

(c) **Cooperation with the Professional Community**

The Cooperation with the Professional Community committee is a standing committee of Conference. The Professional Community includes health care professionals, educators, and members of the clergy, lawyers, social workers, union leaders, and industrial managers, as well as those working in the field of alcoholism.

The role of the Committee is to act as a National Body where local groups might struggle to gain traction, i.e. liaising with The Commissioner of Police to get the Police Initiative started, or seeking a Memo of Understanding with the Department of Justice around access to prisons and a National Policy to assist local groups gain access to their local prison.

A.A. is considered by many professionals to be a valuable resource for alcoholics who want help. When there is a good working relationship between A.A. members in the community and paid alcoholism workers, the sick alcoholic is the winner—he or she gets the help needed from both.

We are not in competition with these non-A.A.s; we have our separate functions. A.A. is not in the business of education, research, medicine, counselling, treatment, prevention, or funding. We simply have a message to carry about a program of recovery for alcoholics—a program that works for hundreds of thousands who want it.

The professional can help the alcoholic who wants it—by education, counselling, and rehabilitative treatment—and can also be of aid through making the community aware of and care about the millions still suffering from alcoholism.

(d) **International Committee**

Membership:

World Service Meeting Delegates First and Second Term

Conference Chair

NZ GS Board Chair

The Executive Officer of the General Service Office

The Second Term World Service Delegate will chair the Committee or in their absence, the First Term World Service Delegate.

Objective:

The objective of the International Committee is to ensure that New Zealand participates in international A.A. affairs in an efficient, practical and ongoing manner. The committee will review and coordinate New Zealand A.A. activity and make recommendations to the NZ General Service Conference to ensure that New Zealand's commitments to both the World Service Meeting and the Asia Oceania Service Meeting are met in a productive, pro-active and timely manner.

Duties:

World Service Meeting: (WSM)

- The dissemination and distribution of WSM material to the Fellowship in New Zealand
- The review and recommendation of donations to the WSM.
- The review and recommendation of donations to the World Literature Fund.

Asia Oceania Service Meeting: (AOSM)

- Reviewing funding requirements of the AOSM.
- Dissemination and distribution of information from the AOSM to the Fellowship throughout New Zealand.

General

This committee should assess what assistance it needs from NZGSO and other Conference Delegates in order to achieve its objectives. Correspondence should be routed through NZGSO where possible to ensure that NZGSO is kept fully informed of matters relating to both the WSM and the AOSM.

It will be the responsibility of the First Term Delegate to keep the Alternate Delegate informed.

Agenda Committee

Function:

To set the Agenda for Conference, working through the year to ensure that Agenda items meet established minimum requirements for inclusion on the Agenda.

To ensure the fellowship is made aware of how to get items onto the Conference Agenda, and advise of the necessary stages that need to be met in order for inclusion.

To set Policy around inclusion of “Floor Agenda” items raised on the day.

Composition:

The Agenda Committee is made up of

- Conference Chair
- Board Chair
- Conference Secretary
- Delegates. 2nd year delegates become members at the conclusion of the final Conference of the year, and remain members till they conclude the last Conference in their 3rd year. There shall be 3 Delegates on the Committee at all times.

Guidelines:

Items submitted from the Fellowship.

The Conference Chair is responsible for convening the Committee.

The Agenda Committee exists to ensure that the Conference time is used as efficiently as possible. To this end, the committee is to forward all relevant items and discussion documents to all members of Conference 3 weeks prior to Conference.

Items rejected by the Committee will be included in the briefing notes to Conference, with a brief explanation of what action was taken, and why.

Items submitted to the Committee must include the following information:

- Item Originator i.e. Individual, Group, DCM/Intergroup or Area Assembly
- Level of ratification within Service structure received at time of submission.
- Brief explanation or rationale behind proposal.
- Contact Person if more information required.

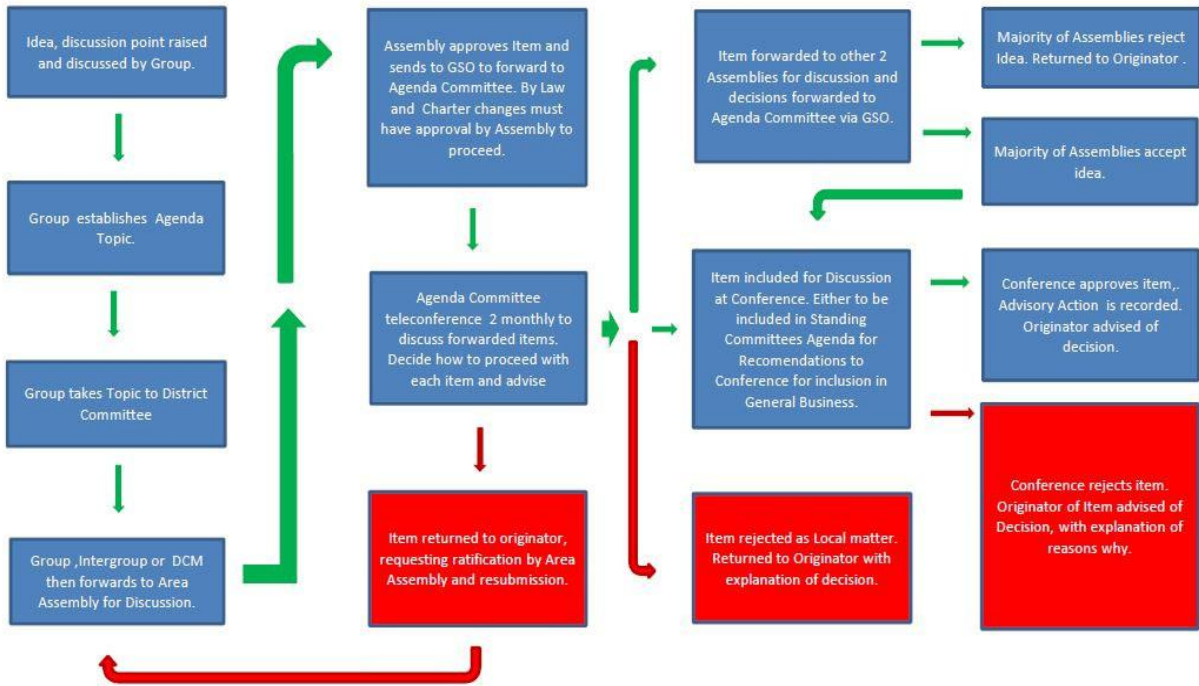
The Agenda Committee will format the item for inclusion in the Agenda, and provide a discussion paper with bullet points of interest as they relate to the item. This will be forwarded to all members of Conference.

The Agenda Committee will acknowledge receipt of all items to the Originator, and as soon as a decision is made the Originator will be advised with an explanation if necessary, in writing, by the Agenda Committee.

The flowchart outlines the process for getting an item put onto the Conference Agenda.

Submissions for inclusion must be received by GSO 6 weeks prior to Conference.

Agenda Items Flowchart.



Floor Items during Conference.

A Floor Item is an item for discussion raised by a participant at Conference during the Conference.

When a Floor Action is to be heard, its maker will be given two minutes to state the rationale behind the action, after which the chair shall ask if there is a motion that the Conference decline to consider a Floor Action. A motion to decline to hear a Floor Action:

- Must be made without comment
- Is not debatable

A Floor Action will then be added to the Agenda. The Chair will determine when the item will be discussed, and it will be added to the Agenda.

A Floor Item can result in an Advisory Action.

A Floor Item can be returned to the Agenda Committee for circulation and ratification by the Fellowship.

National Convention

This is the responsibility of NZ GS Board due to the need to authorize contracts and financial risk oversight requirements. Refer to NZ AA Guidelines – GL002

NZ General Service Conference does however, authorize the

- Convention Theme
- Flyer
- Logo

All National Convention Committees are the responsibility of the GSB, which requests that the HPC include:

1. The Board appointed Trustee;
2. The local Area Delegate(s) where geographically possible
3. Experienced AA members to fill the essential portfolios.

Approved Amendments.

October 2018 - Changes to wording of stand down period to clarify this relates only to positions at Board and Conference level..