

# **CENTRAL AREA ASSEMBLY OF ALCOHOLICS ANONYMOUS**

## **GUIDELINES – JULY 2018**

**Ratified at the July 2018 Annual General Meeting and incorporating amendments ratified at the July 2007, 2010, 2013, 2014, 2015, 2016, 2017 and 2018 Annual General Meetings.**

### **AREA**

The Central Area Assembly shall generally include that area bounded by Taranaki in the north-west, Poverty Bay in the north-east and Cook Strait in the south.

### **PURPOSES**

1. The primary purpose of the Central Area Assembly is to assist groups to solve their common problems, and help others to recover from alcoholism.
2. To provide the link between groups in the Area and the rest of the Fellowship in New Zealand.
3. To be a channel through which the needs and concerns of each group can be discussed with representatives of other groups and, if necessary, relayed to the General Service Office through our Area Delegates to the New Zealand General Service Conference.
4. To provide the direct means by which we can learn the full extent of the need for service to alcoholics throughout the world and how that need is being met.

### **FUNCTIONS**

1. To elect, in accordance with these Guidelines, delegates to the New Zealand General Service Conference of Alcoholics (NZGSC).
2. To forward recommendations and/or nominations for NZGSC positions, non-alcoholic trustees, no more than two World Service delegates, and the NZGSC Chairperson.
3. To finance Central Area Assembly and forward contributions from the Area to the NZGSC (Equalisation) and General Service Office (GSO).
4. To discuss the following:
  - (a) Encouraging the support and involvement of groups within the Area.
  - (b) Methods of acquainting groups, intergroups and institutional committees in the Area with AA literature designed for special services, hospitals, prisons, loners, public information, world directory, etc.
  - (c) The need for local services.
  - (d) Local deviations from AA traditions or problems that local groups, intergroups or institutional committees may have presented for advice.

- (e) Support of the Mainstay.
  - (f) Any communications from NZGSC and GSO.
  - (g) The planning of special meetings/events.
  - (h) Any other business brought up by the General Service Representatives (GSRs), District Committee Members (DCMs) or AA members.
5. Following the World Service Meeting in an even year, the Assembly will cover the expenses of one of the World Service delegates to our Annual General Meeting in the following odd year, and the WSD Report will be an Agenda item at that AGM.

## **COMPOSITION**

The Central Area Assembly shall consist of a GSR nominated by each group (desiring to participate) in the Area. DCMs as elected by the GSRs, together with the Chairperson, Deputy Chairperson, Secretary, Treasurer (or Secretary/Treasurer role combined), NZGSC Delegates from the Area (if not otherwise included) and such other officers as elected or appointed by the Annual Assembly. The Central Area Archivist position was disestablished at the July 2007 Annual General Meeting.

## **WHEN AND WHERE HELD**

The Central Area Assembly shall meet on the first Saturday in March, July and November each year and at other times as may be required by the Assembly. The meeting held in July shall be the Annual General Meeting and will be held at a suitable venue chosen by the Assembly and shall be organised by a Committee convened by the Chairperson. Other meetings shall be held at a place chosen by the group who, at their request, has been allocated the meeting. Where no request has been received, then the place shall be decided by the Assembly.

## **ELECTION OF OFFICERS**

1. This shall take place at the Annual General Meeting in July when the following shall be elected: Chairperson, Deputy Chairperson, Secretary, Treasurer, Delegates to the NZGSC (as set out hereunder), Reserve Delegate and other officers that the Assembly shall decide.
2. In the interests of continuity, the Chairperson and the Deputy Chairperson shall be elected in even years and the Secretary and Treasurer are to be elected in odd years.
3. The holder of an office shall not be automatically re-elected to that office if there are no other nominations. An election must be held.
4. When an office becomes vacant (for any reason) during the year, then it shall be filled in any way the Assembly decides. Anyone elected under this provision shall hold office for the balance of the term of the person he/she replaces
5. Officers or delegates shall be considered to have resigned after two consecutive absences from the Central Area Assembly, subject to Area conscience.

6. It is to be remembered that it is not necessarily the responsibility of each officer to perform all duties, it is the responsibility of the officer to ensure that the duties are performed – responsible delegation is expected.
7. The holding of an officeagm is contingent on continued sobriety.
8. Computer, internet and email access, as well as computer literacy are requisites for service officers.
9. The Central Area is divided into three zones for delegate representation. However, no well qualified AA should be passed over in the interests of geographical location or rotation.

#### **DELEGATES TO THE NZ GENERAL SERVICE CONFERENCE**

1. Rotation shall be achieved by electing one delegate each year.
2. Delegates should, where possible, attend the National Convention.

#### **PROCEDURES**

1. Third Legacy Procedure (see The AA Service Manual) will be followed for the election of delegates only. Nominations are to be received for all other service positions. This means all that are able to stand for the delegates positions are to stand and Third Legacy Procedure is to be followed. The other service positions – chairperson, deputy chairperson, secretary and treasurer will be open to nominations from the floor or by contacting the secretary prior to the AGM assembly. A *curriculum vitae* of service positions held or presented upon arrival at the AGM is required. Such nominated persons must be present at the AGM.
2. All members of AA are welcome at the Assembly and may take part in discussions on matters before the Assembly.
3. Anyone may move or second a motion, but only elected GSRs may vote.
4. No person shall have more than one vote. All votes shall be deliberative only. Wherever possible, the Assembly should aim for substantial unanimity.
5. Where there has been disagreement and debate, and before a final and contested decision of the Area is minuted, the minority shall be invited to restate their views. This recognition of the “Right of Appeal” embodied in Concept 5 will help to ensure that the Area has made the right decision while strengthening the democratic basis of the AA service structure.
6. GSRs are normally expected to refer matters back to the groups for further discussion. However, the Area Assembly should take into account the “Right of Responsibility” outlined in Concept 10 that suggests that elected trusted servants do need to have a responsibility and trust matched to their position.
7. “The Area Committee”, consisting of the three Delegates, the Chairperson, Deputy Chairperson, Secretary and the Treasurer elected officers, shall convene approximately 6 weeks prior to each

CAA in a central location for the purpose of agenda discussion, ongoing role training and for any other purpose to the benefit of the CAA. Costs for these meetings and officers' costs shall be met by the CAA.

8. Minutes are to be released to the area 3 weeks after CAA meeting.
9. A GSR's workshop is encouraged to be held one hour prior to the commencement of the business meeting.
10. There will be GSR time in each business meeting to allow for GSR discussions. This is to replace the reading of all GSR reports. However, new GSR's are encouraged to read their report to the assembly. Other GSR reports are to be forwarded to the secretary, electronically where possible, for inclusion in the minutes. Email - caa1secretary@gmail.com

## **OFFICERS' DUTIES**

### **DELEGATE**

Sobriety: Five years.

Service: Past or present GSR (required).

Term: Three years (position begins on 1<sup>st</sup> January after election).

Duties: Attend all meetings of the NZGSC.

Participate in the advisory actions of Conference.

Gain a clear and comprehensive picture of AA services in New Zealand.

Be responsible for representing this picture to the Central Area Assembly and AA groups in his/her region.

Convey the views, wishes or concerns of the Area Assembly to Conference.

Respect the views of the Area unless information unavailable to the Area makes doing so inappropriate.

Ensure that every group within his/her region has ample access to his/her experience, knowledge and information. In order to achieve these objectives, delegates may use intergroups, district committees, or duty delegation as required.

Should a delegate to NZGSC die or retire prematurely while in office, a new delegate shall be elected to finish that term of office.

### **RESERVE DELEGATE**

One Reserve Delegate shall be elected at each AGM for a period of 12 months. During that time, he/she shall replace any delegate to the NZGSC who is unable to attend a

NZGSC meeting or meetings. The Reserve Delegate shall be a past member of Conference, but in the event of no past delegate being present, an experienced AA member may be elected.

### **CHAIRPERSON**

Sobriety: Five years.

Service: Past or present GSR (suggested).

Term: Two years.

Duties: Chair all meetings of the Central Area Assembly.

Chair the Saturday night sharing meetings.

Communicate with the other officers and delegates prior to each meeting of the Central Area Assembly.

Prepare an Agenda for the Service Meetings.

Convene the Committee to organise the AGM.

Share responsibility with the Secretary to invite Al-Anon Family Groups to the Central Area Assembly and coordinate planning.

Perform any other duties as required by the Assembly.

(Area chairpersons need a sound understanding and appreciation of the Steps, the Traditions and the Concepts, along with a good fund of experience gained through applying these guides successfully to local problems. Communication skills, leadership qualities and sensitivity to the wishes of the local Area are also important.)

### **DEPUTY CHAIRPERSON**

Sobriety: Three years.

Service: Group level, Intergroup Representative, GSR (suggested).

Term: Two years.

Duties: Stand-in as the Chairperson as required.

To see financial report and reconciliation with bank statements prior to each Assembly.

Perform any other duties as required by the Assembly.

### **SECRETARY**

Sobriety: Three years.

Service: Past or present GSR (suggested).

Term: Two years.

Duties: Take minutes at all meetings of the Central Area Assembly and coordinate their preparation, duplication and distribution to all groups within the Central Area, all officers and delegates, and any other interested parties, within six weeks of the Assembly.

Provide an Agenda and any accompanying papers via email to all groups for whom the Area has an email address four weeks prior to the Assembly.

Receive and compile all incoming correspondence, reply to any correspondence according to the wishes of the Assembly.

Liaise with Assembly host groups, providing notice of acceptance and a copy of the Hosting an Assembly guidelines.

Share responsibility with the Chairperson to invite Al-Anon Family Groups to the Central Area Assembly and coordinate planning.

Perform any other duties as required by the Assembly.

Email address – caa1secretary@gmail.com

## **TREASURER**

Sobriety: Three years.

Service: Past or present GSR (suggested).

Term: Two years.

Duties: Conduct financial transactions in accordance with the Central Area wishes.

Present a clear financial statement at each meeting of the Central Area Assembly.

Liaise with Assembly hosts and issue the Assembly float.

Issue reimbursements for travel expenses to the Assembly officers and delegates, if required, at 20 cents per kilometre.

Perform any other duties as required by the Assembly.

## **ARCHIVAL MATERIAL**

The position of Central Area Archivist was disestablished at the AGM held on 7<sup>th</sup> July 2007. All archival material should be forwarded to the General Service Office.

## **GUIDELINES**

1. Amendments to these Guidelines may only be made at an AGM.
2. Copies of these Guidelines will be made available by the Secretary at all Assemblies.

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***(Appendices are not part of the Guidelines proper and as such may be amended at any Central Area Assembly. However, they should be included with all copies of the Guidelines and should be considered a primary reference.)***

## **APPENDIX**

### **Guidelines for Hosting Assemblies**

Assemblies to be held on the 1<sup>st</sup> Saturday in March, July and November. Sessions shall at least include three 90 minute sessions as follows: 10.30am to 12.00noon; 1.30pm to 3.00pm; and 3.30pm to 5.00pm.

Groups wishing to host an Assembly should submit a written request to the Secretary. This request should propose a date, a venue and give an indication of the facilities available. The proposal will be discussed at the next meeting and will be accepted or declined, in writing, promptly thereafter. By agreeing the host a meeting, a group agrees to abide by the Central Area Guidelines with respect to hosting a meeting.

In the event that no group offers to host a meeting, the date and venue shall be determined by a special committee of the Central Area Assembly established for the purpose of organising a meeting. The composition of this committee shall be determined as required.

The Annual General Meeting is a special Assembly and shall be organised by an Area Committee established for that purpose as stated in the Guidelines.

The host shall provide a venue which allows for simultaneous sharing and workshop/service meetings.

Provision for Al-Anon Family Groups (AFG) shall be at their request and by separate arrangement. The Central Area Chairperson or Secretary shall invite AFG's participation by emailing NZAGSO at [office@al-anon.org.nz](mailto:office@al-anon.org.nz). Invitation should occur when the assembly date, host and venue are confirmed. The invitation should include contact details, the date and location of the assembly.

A full lunch and dinner shall be provided as well as morning and afternoon teas.

The day's programme will typically consist of a workshop in the morning, two service meetings in the afternoon, and an evening sharing meeting. Sharing meetings shall be run parallel to the workshop and the service meetings.

Cost effectiveness and simplicity are keynotes.

Registration fees shall be set by the hosts to cover expenses and to provide a reasonable profit for the Area (to cover Area expenses and contribute to Equalisation). The registration fee should not be substantially greater than or less than that charged at other recent Assemblies, meals may be made an optional part of the registration fee or the fee may be an all inclusive fee. All proceeds from registration fees after host's costs shall be the property of the Area Assembly. Collection of registration fees, issue of name tags, etc. is a host responsibility.

The Area Assembly will supply a float of \$500.00 (or some other amount as agreed by the Assembly) to cover the expenses prior to the Assembly. The amount shall be recovered from registration fees.

The host shall pick a theme for the Assembly (to be approved by the Assembly or the Assembly Chairperson) and in conjunction with the Assembly Secretary shall:

- Arrange production and distribution of suitable publicity material, including programmes for the day.
- Ensure that the venue is adequately signposted on the day (signs are available for this purpose).
- Arrange for Steps and Traditions banners to be prominently displayed in all meeting rooms.
- Select chairpersons for the daytime sharing meetings.
- Appoint persons to generally assist and coordinate on the day.
- Finalise a topic for the workshop (topics are usually requested by the Assembly) and arrange a chairperson for the workshop.

Setting an agenda and running the service meetings shall be the responsibility of the Area Chairperson. Chiring the evening meeting will be the responsibility of the Area Chairperson who may delegate this responsibility. The evening meeting is to be a public meeting with pre-arranged speakers.

Sale of AA-approved literature shall be the responsibility of the host. Sale of non-AA approved literature, souvenirs or other items shall not take place at the Assembly venue.

The Assembly may accept an offer from a prospective host that varies from the suggested format. Such an offer should clearly detail what will and will not be provided and responsibilities should be clearly defined.

Any host unable to meet any of these requirements or any host unable to meet any of these responsibilities should make this known to the Assembly or Area Chairperson as promptly as possible so that suitable arrangements can be made.