

# **Guidelines for Southern Area Assembly of Alcoholics Anonymous**

## **1. Area**

- 1.1. The Southern Area Assembly shall be the whole of the South Island.
- 1.2. The Southern Area shall be divided into three zones:
  - 1.2.1. The Eastern Zone: the area north of the Waitaki River and up to the Clarence River on the eastern side of the Southern Alps.
  - 1.2.2. The Southern Zone: the area south of the Waitaki River, and below the Haast Pass.
  - 1.2.3. The Western Zone: the area north of the Haast Pass, on the western side of the Southern Alps, up to and including the Nelson Bays area and the Marlborough region north of the Clarence River.

## **2. Objectives**

- 2.1. To provide the opportunities to share Group's Experience, Strength and Hope at the Southern Area level so that Groups may more effectively solve their common problems, and help others to recover from alcoholism.
- 2.2. To provide a medium whereby the needs and concerns of each AA Group within the Southern Area can be discussed, and opinions expressed with representatives of other Groups, and to relay to the General ~~Service Office~~ (GSO) and the General Service Board of Trustees, through the Area Delegates to the New Zealand General Service Conference (NZGSC) the needs and concerns of the Fellowship in the Southern Area.
- 2.3. To provide the link between Groups in this Area and the rest of the Fellowship in New Zealand.
- 2.4. To receive and distribute advice from the NZGSC on matters of mutual concern.
- 2.5. To provide the direct means by which we can learn the full extent of the needs for service to alcoholics, recovering and unrecovered, throughout the world, and how that need is being met.

## **3. Functions**

- 3.1. To elect, in accordance with guidelines, Delegates and Reserve Delegates (the latter to be known as the Delegates Elect) to the NZGSC.
- 3.2. To forward recommendations and/or provide the nominations for NZGSC positions:
  - 3.2.1. Non-Alcoholic Trustees
  - 3.2.2. World Service Meeting Delegates
  - 3.2.3. NZGSC Chairperson

# **Guidelines for Southern Area Assembly of Alcoholics Anonymous**

3.3. To finance through funds made available from Assembly meetings, and Group contributions, to the expenses of the Area Delegates to the NZGSC (known as the Equalisation Fund), the Southern Area Assembly expenses, and to contribute all surplus funds to the GSO.

3.4. To receive reports from Area Delegates to NZGSC; from General Service Representatives (GSRs); and to discuss and decide upon any matters raised in these reports

3.5. To receive and if required, act upon any communications, either written or verbal, from Groups in the Southern Area, individual AA members, the NZGSC and/or the GSO.

3.6. To engender, through the Groups, support for the Fellowship's national journal, Mainstay.

## **4. Compositions**

### **4.1. General Service Representatives (GSRs)**

4.1.1. Each Group in the Southern Area, desiring representation at the Assembly shall appoint a suitable member to act as GSR at Assembly meetings. GSRs shall represent one Group ~~only~~; should serve for a minimum of 12 months, and no longer than two years, should discuss Area matters with their Group, should seek knowledge of the Group Conscience, and have the confidence of the Group to vote as they see fit (Concept Three: Right of Decision). GSRs, by attending Southern Area Assemblies, shall share their Group's Experience, Strength and Hope with the Assembly, and express their Group's needs and concerns at the Assembly.

### **4.2. The Office Bearers of the Assembly (Refer Appendix 1 for Job Descriptions)**

4.2.1. These shall consist of a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer, who shall all hold office for two years. The term of office for the Chairperson and Vice-Chairperson shall be staggered with that of the Secretary and Treasurer to ensure continuity. The Vice-Chairperson will not automatically succeed to the office of Chairperson.

4.2.2. These office bearers shall be members of established sobriety, with the suggestion that GSRs have at least two years of continuous sobriety while office bearers have three years continuous sobriety.

### **4.3. Delegates to NZGSC**

4.3.1. The Assembly shall elect three Delegates to represent it on the NZGSC, each for a period of three years. One delegate shall come from the Eastern zone, one

# **Guidelines for Southern Area Assembly of Alcoholics Anonymous**

from the Western zone and one from the Southern zone. Delegates shall retire in rotation, with one new Delegate being elected each year.

- 4.3.2. One Reserve Delegate (to be known also as the Delegate Elect) shall be elected for a period of 12 months. During this time he/she shall replace any delegate to the NZGSC who is unable to attend NZGSC meeting or meetings. At the end of the 12 month term, the Reserve Delegate shall automatically become the new Delegate for a term of three years.
- 4.3.3. Should a Delegate to the NZGSC die or retire prematurely while in office, in order to retain rotation of zones, a new Delegate from that zone shall be elected to finish that term of office, unless in the opinion of the Assembly, the position may be filled by the Reserve Delegate without affecting the rotational cycle. It will also be at the discretion of the Assembly whether this attendance at NZGSC of the Reserve Delegate will count as part of his/her three year term or not. This emergency election, if required, which may also apply to the position of the Reserve Delegate or Assembly Office Bearers, may be held at an Assembly other than the AGM.
- 4.3.4. It is suggested that delegates have at least five years of continuous sobriety, should be, or have served as GSRs at Assembly level, they should have a proven record of responsible service, have demonstrated leadership qualities, genuine service interest, organisational ability, a knowledge and love of AA, with a working knowledge of the Traditions and Concepts, and be familiar with AA Literature, the New Zealand AA Service pamphlet and the Service Manual.

## **4.4. Delegate to the World Service Meeting**

- 4.4.1. Nominations for this position are to be called for in the year alternate to the World Service Meeting (WSM) and must be submitted to the secretary of the Southern Area Assembly by the first Assembly of that year. The names of the nominees, together with a resume of their AA service, shall be circulated to all the Groups. The voting, by Third Legacy Procedure, will take place at the June Assembly. The nomination will then be forwarded to the General Service Conference for consideration.

## **4.5. General Service Conference Chairperson**

- 4.5.1. Nominations for this position shall be carried out in the same way as for that of a Delegate, with the voting held at the Annual General Meeting (AGM).

# Guidelines for Southern Area Assembly of Alcoholics Anonymous

## 5. Duties of the Delegates

- 5.1. The Delegates are to attend all meetings of the NZGSC and of the Southern Area Assembly. It is also expected that the Reserve Delegate attend all meetings of the Southern Area Assembly.
- 5.2. Delegates should attend, where possible, the annual Convention of New Zealand AA Services.
- 5.3. The Delegates should have a clear and comprehensive picture of the New Zealand AA Services.
- 5.4. Delegates should participate in the advisory actions of Conference.
- 5.5. Delegates are to be responsible for representing this picture to the Southern Area Assembly and the AA Intergroups in his/her zone.
- 5.6. Delegates should be sensitive to the views of Southern Area and the Zone, about New Zealand Service, and should transmit these to the Conference.
- 5.7. Delegates must clearly understand and agree that they are primarily servants of AA as a whole, that only in the secondary sense do they represent their respective areas. Consequently, they should, on final decisions, be entitled to cast their votes in the NZGSC “according to the best dictates of their own judgement and conscience at that time.”

## 6. Meetings

- 6.1. Time and place
  - 6.1.1. Southern Area Assembly shall meet three times a year.
- 6.2. As a general rule the order of these meetings shall be:
  - 6.2.1. The first weekend in March, hosted by the Southern Zone.
  - 6.2.2. The last weekend in June, hosted by the Western Zone.
  - 6.2.3. The first weekend after Labour weekend, Annual General Meeting, hosted in the Eastern Zone.
- 6.3. Groups who wish to host an assembly should ~~have~~ their application, in writing, to the Southern Area Assembly, by August 1st, or at the latest to the AGM. These applications must include a specific date proposed for the hosting of the Assembly.
- 6.4. Hosting groups are welcome to apply for an advance at the previous SAA business meeting, to a maximum of \$1000.00 (if required), to host a Southern Area Assembly. The application for the advance needs to be in writing and forwarded by email to: [saasecretarynz@gmail.com](mailto:saasecretarynz@gmail.com)

# Guidelines for Southern Area Assembly of Alcoholics Anonymous

## 7. Elections

- 7.1. The election of Chairperson, Vice-Chairperson, Secretary and Treasurer, when required by term of office, shall be held at the AGM together with the annual election of the Delegate to NZGSC and the Reserve Delegate
- 7.2. Nominations for the election of all officers, including Delegates and Reserve Delegate, shall be received by the Secretary at the Area Assembly held in June and/or by email: to [saasecretarynz@gmail.com](mailto:saasecretarynz@gmail.com) before August 1st. In the event of no written nominations being received, nominations from the floor are not accepted. The election is carried over to the next Assembly with the incumbent officers continuing in their positions until the situation is resolved according to the Guidelines.
- 7.3. The rotation of positions must continue as laid down in the Guidelines.
- 7.4. Each nomination shall be in writing accompanied by a short AA biography, and shall be signed by the nominee, the proposer, and the seconder. The secretary will publish nominations and biographies with the minutes of the June Assembly which will be sent out in early August.
- 7.5. Nominees to be present at the AGM when the voting takes place, unless a letter of apology is received.
- 7.6. The nominee shall not be automatically elected to that office if there are no other nominations. An election must be held.
- 7.7. Officers or Delegates shall be considered to have resigned (a) if their sobriety cease; or (b) after two consecutive absences from the Southern Area Assembly. In both these cases this is subject to the decision of the Assembly.
- 7.8. It is to be remembered that it is not necessarily the responsibility of each officer to perform all duties personally; it is the responsibility of the officer to ensure that the duties are performed; responsible delegation is encouraged.

## 8. Voting

- 8.1. All members of AA are encouraged to take an active part in the discussion on matters before the Assembly; any member may move or second a motion; but only GSRs may vote and no one shall have more than one vote. Assembly Office Bearers and NZGSC Delegates may also be GSRs, but otherwise are ineligible to vote. Wherever possible the Assembly should aim for substantial unanimity.
- 8.2. A quorum shall consist of 10 GSRs who are eligible voters.

# Guidelines for Southern Area Assembly of Alcoholics Anonymous

- 8.3. Amendments to these Guidelines shall be by remit to the AGM and are required to be submitted to the SAA secretary: [saasecretarynz@gmail.com](mailto:saasecretarynz@gmail.com) before August 1st. Changes to Guidelines require a two thirds majority of eligible voters present at the AGM.
- 8.4. The election of a Delegate, and Reserve Delegate, to NZGSC shall be by Third Legacy Procedure.
- 8.5. The election of all other Office Bearers, and the resolution of all other issues, shall be decided by a simple majority.

## Appendix 1: SAA Chair Job Description

**Sobriety:** Three years continuous sobriety

**Rotation:** Every two years

**End of office:** At the conclusion of the meeting where election of new office bearers occurs

### **Job Description:**

- Attend and chair every assembly while officer bearer, unless unforeseen circumstances arise in which case the meeting would then be chaired by vice chair.
- Facilitate the smooth running of each assembly business meeting.
- Check emails at [saachairnz@gmail.com](mailto:saachairnz@gmail.com) weekly.
- Prepare the agenda for each business meeting.
- Delegate tasks as necessary to relevant office bearers and sub-committees.
- Have a working knowledge of:
  - AA Traditions and the Concepts.
  - Southern Area Assembly Guidelines.
- Know how to access Robert's Rules
- Have a copy of and become familiar with the current Service Handbook.
- Have a Service Sponsor - preferably one who has experience chairing meetings.
- Ask for assistance when unsure of procedure or task.
- Ensure SAA's group conscience hosting guidelines are adhered to.
- Ensure that groups hosting Area Assemblies have a copy of the Hosting Guidelines and the SAA Chair email contact. Offer the Chair as a resource for those hosting groups.
- Before the SAA business meeting check over the financial report and statements.

# Guidelines for Southern Area Assembly of Alcoholics Anonymous

- Check the rotation of roles before June SAA – delegate-elect nominations every year, chair and vice-chair, secretary and treasurer alternate years.
- Organise nominations for the World Service Delegate and Reserve. These are required every two years and SAA has elected to send only one nomination from our Assembly. These nominations must be voted on at the June Assembly so they are forwarded to October General Service Conference for their voting and approval.

## During the SAA – conducting SAA meeting

- Ordinary business meeting starts at 10.30am.
- Annual General Meeting (held last weekend in October) starts at 9.00am.
- Use suggested template as a guide for running the meeting.

## After the SAA

- Proof-read the SAA minutes four weeks after the SAA meeting.
- To carry out instructions of SAA business meeting – ensure all jobs are completed by the following assembly.
- Any changes to guidelines - need to be uploaded to GSO within two weeks of AGM
- Ensure flyer for next SAA is uploaded to GSO & Mainstay ASAP after assembly

## Appendix 2: SAA Vice-Chair Job Description

**Sobriety:** Three years continuous sobriety

**Rotation:** Every two years

**End of office:** At the conclusion of the meeting where election of new office bearers occurs.

### **Job Description:**

- Acts for the Chair when the Chair is unable to attend Southern Area Assembly - be familiar with Chair's job description.
- Will undertake assignments at the request of the Chair on behalf of the Southern Area Assembly.
- Have a Service Sponsor - preferably one who has experience chairing meetings.
- Be familiar with the following:
  - AA Traditions and the Concepts.
  - Southern Area Assembly Guidelines.

# Guidelines for Southern Area Assembly of Alcoholics Anonymous

Robert's Rules.

- The Vice Chair will assist the Chair by providing checks and balances to the minutes and proceedings of the business meeting. This will include (but is not limited to):

Reviewing the minutes before being sent out the Assembly.

Prior to the assembly will be familiar with the agenda, aware of matters arising from the previous meeting and be familiar with the financial report and related documents.

- Remain aware of when nominations are required for the various Service Roles. Check rotation of roles before June SAA - delegate elect nominations every year, chair and vice-chair, secretary and treasurer alternate years
- Organise nominations for the World Service Delegate and Reserve. These are required every two years and SAA has elected to send only one nomination from our Assembly. These nominations must be voted on at the June Assembly so they are forwarded to October General Service Conference for their voting and approval.

## Appendix 3: SAA Secretary Job Description

**Sobriety:** Three years continuous sobriety recommended

**Rotation:** Every two years

**End of office:** At the conclusion of the meeting where election of new office bearers occurs.

### Job Description:

- Accurately record the business of each meeting including a general outline of discussion, key points and all motions.
- Prior to the outset of each meeting make available and circulate Group Report forms for all GSRs to complete and hand in. These will be incorporated into each meeting's minutes.
- Type, photocopy, and disburse minutes to all GSRs, trusted servants, NZGSO and those members requesting copies of the minutes as listed in the Southern Area Assembly mail-out spreadsheet.
- Photocopying and postage expenses are to be covered using Southern Area Assembly funds. This is to be paid either by cheque in advance from the Treasurer,



# Guidelines for Southern Area Assembly of Alcoholics Anonymous

with receipt/s to follow, or from personal funds to be reimbursed on provision of receipt/s at the next Southern Area Assembly.

- Minutes to be disbursed six weeks after Southern Area Assembly to allow time for GSRs to take to groups and for members to consider and vote in an informed manner on any minuted issue. A draft copy of the minutes is to be forwarded to the SAA Chair for approval a fortnight prior to disbursement.
- Reply to all correspondence in the spirit of AA Traditions and Concepts. When necessary, refer correspondence to Chair, Vice Chair, Treasurer or Delegates for their attention.
- Provide each meeting of Southern Area Assembly with a record of the previous period's correspondence.
- Maintain Southern Area Assembly mailing list spreadsheet.
- Familiarise oneself with dates for expected nominations of office bearers and report these to assembly in a timely manner.
- Ensure that World Service Delegate nominations are received at GSO on the approved form at least 28 days prior to the October Conference.
- Liaise with GSO to ensure confirmed upcoming Southern Area Assembly places, dates, and Southern Area Office bearers contact details, are displayed correctly on the AA.org members' website and Mainstay.
- Send minutes to GSO after next Assembly when amendments have been added.
- Have access to Google Docs – where we place documents to be seen by all Office bearers before going to GSR's.
- Amend signatories at changeover of office bearers

## Appendix 4: SAA Treasurer Job Description

**Sobriety:** Three years continuous sobriety recommended

**Rotation:** Every two years

**End of office:** At the conclusion of the meeting where election of new office bearers occurs.

### **Job Description:**

- Collect record and bank all donations to Southern Area Assembly nominated back account.
- Issue receipts for donations as requested.

# **Guidelines for Southern Area Assembly of Alcoholics Anonymous**

- Keep a receipt, deposits and invoices book. Make these available as requested.
- Present a financial report to Southern Area Assembly and move this be accepted.
- Present the disbursement of funds report at the end of the SAA business meeting, including ensuring all bills are paid, equalization is accounted for, and then move excess funds be donated to NZGSO.
- During the SAA business meeting, with the assistance of two non GSRs count, record and report donations.
- Deposit all received monies into the bank account promptly.
- Between assemblies, record group donations received.
- Obtain any necessary co-signatures for account payments, GSO donations and issue any authorised cheques to appropriate people present, e.g., secretarial expenses, NZGSO.
- Receive all bank statements, making these available at SAA.
- All cheques require a minimum of two authorised signatories. Account signatories should be the current treasurer, chairperson and secretary.