

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

## **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 Northern-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.
- 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.

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- 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.
- 4.2.3. Current office holders to review their job descriptions in conjunction with SAA committee and update as necessary, just prior to the call for nominations at the completion of their term.

### **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 from the Northern-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

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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). Nominations must be on the approved General Service Conference (GSC) form and must be submitted to the Secretary of Southern Area Assembly at the first Assembly of the year and/or by email to: [saasecretarynz@gmail.com](mailto:saasecretarynz@gmail.com) prior to circulation of Assembly minutes 6 weeks post that Assembly.
- 4.4.2. The names of the nominees, together with a resume of their AA service, shall be circulated to all the Groups by the SAA Secretary with the minutes of the March Assembly. The voting, by Third Legacy Procedure, will take place at the June Assembly.
- 4.4.3. The nomination and Area Assembly endorsement will then be forwarded to the General Service Conference for consideration by the SAA Secretary and must be received at GSO at least 28 days prior to the voting Conference.

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

- 4.5.1. Nominations for this position must be on the approved General Service Conference (GSC) submitted to the Secretary of Southern Area Assembly at the first Area Assembly of the year and/or by email to: [saasecretarynz@gmail.com](mailto:saasecretarynz@gmail.com) prior to circulation of Assembly minutes 6 weeks post that Assembly.
- 4.5.2. The names of the nominees, together with a resume of their AA service, shall be circulated to all the Groups by the SAA Secretary with the minutes of the March Assembly. The voting, by Third Legacy Procedure, will take place at the June Assembly.
- 4.5.3. The nomination and Area assembly endorsement will then be forwarded to the General Service Conference by the SAA Secretary for consideration and must be received at GSO at least 28 days prior to the voting Conference.

## **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.

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- 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 Northern-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. Host planning committees (HPCs) are welcome to apply for an advance to a maximum of \$2000 (if required), two SAA meetings prior to the one being hosted. The application for the advance needs to be in writing and forwarded by email to: saasecretarynz@gmail.com.

6.5. The maximum amount advanced to Hosting groups is to be reviewed annually.

6.6. A second SAA bank account shall be available for Hosting groups to use if they wish. Hosting committee members shall be added to Online Banking without authorisation privileges, and payments will be made with the authorisation of the SAA Treasurer and one other SAA office holder who is a current signatory. The hosting committee members shall be removed following the acceptance of the financial report.

### **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 before August 1st. In the event of no written nominations being received, nominations from the floor are not accepted. The election is

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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.
- 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 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.

### **9. Delegate and Delegate Elect Expense Reimbursement**

- 9.1. Any Delegate, Delegate Elect or SAA Office Bearer (Chair, Vice-chair, Secretary, Treasurer) to SAA may claim expenses - if required - for attendance at SAA for up to \$500 within one calendar year.
- 9.2. All claims must be submitted to the SAA Treasurer no later than 2 weeks following the Assembly for which the expenses were incurred.

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## 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 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.
- 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.

### **Following the SAA AGM**

- Extend an invitation to the two standing World Service Delegates (WSDs) for one of them to attend one SAA meeting during the following year. Chair to inform the WSDs that the cost will be covered by Conference.

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## 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.
  - 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.

### **During SAA ZOOM business meetings**

- Meet with other executives 1 hour before the SAA Zoom meeting starts to discuss being a "spotter" for the Chair. The role of spotter involves watching the screen for members with their hands raised (i.e., either their virtual Zoom hand or their actual hand) during discussions and counting GSRs' hands during voting.
- Take up a co-hosting role to help with admitting members into the Zoom meeting.
- Help members with renaming themselves and ensure that all GSRs have "GSR" in front of their names to make vote counting more straightforward.
- Start and stop the recording of the Zoom meeting using the record button on the Zoom toolbar.

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## 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 each meeting make available and circulate Group Report forms for all GSRs to complete. These will be incorporated into each meeting's minutes.
- Write and email minutes to all GSRs, trusted servants, NZGSO and those members requesting copies of the minutes as listed in the Southern Area Assembly email list.
- Photocopying and any postage expenses are to be covered using Southern Area Assembly funds. This is to be paid either in advance from the Treasurer, 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 6 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 email 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 amendments have been added.
- Have access to Google Docs.
- Amend signatories at changeover of office bearers.
- The names of the nominees, together with a resume of their AA service, shall be circulated to all the Groups by the SAA Secretary with the minutes of the March Assembly. The voting, by Third legacy Procedure, will take place at the June Assembly.
- Two weeks prior to each SAA send out inward/outward correspondence to the fellowship to read before SAA.
- Arrange transport of concepts and te reo banners to assemblies



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## 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:**

#### **Between Assemblies:**

- Collect (if necessary), record and bank all inwards and outwards payments to Southern Area Assembly's nominated bank account. Keep bank generated deposit slips (if any) for any cash deposits from each Southern Area Assembly.
- Keep a detailed Group Donation List which acts as a receipt for group contributions to SAA. Example included in this appendix.
- Check [saatreasurerz@gmail.com](mailto:saatreasurerz@gmail.com) regularly for any correspondence or queries and reply as appropriate and in a timely manner.
- Outwards payments: Make sure the appropriate documentation, written record or SAA motion passed prior to setting up outward online banking payments and check correct bank details are provided for payments. Once payment has been set up and authorized, seek a second authorizer from the Chairperson or Secretary of Southern Area Assembly.
- Online Banking Maintenance: In conjunction with the current Secretary, ensure any newly elected Chairperson or Secretary is given appropriate online banking access, and any out-going Treasurer, Chairperson or Secretary is removed from online banking. Also ensure any Southern Area Assembly Hosting Committee who opts to use the hosting committee bank account is given appropriate online access to that bank account (i.e view only that particular bank account and create payments, but not be able to send the payments).

#### **At Assemblies:**

- During the SAA business meeting, with the assistance of one non GSR count, record and report donations. Yourself and the non-GSR to use the forms and sign where indicated as evidence of the cash collected. Template of this form provided in this appendix. Records to be held on file.
- Present a financial report to Southern Area Assembly and move this be accepted.
- Disbursement of funds/provision of reserves at Assemblies: Present the disbursement of funds/reserves report at the end of the SAA business meeting.

#### ***Set Disbursements/Provision of Reserves:***

**As at October 2021 the set disbursements/reserves amounts are as follows:**

Delegates Prudent Reserve (@ \$500.00 per year, per Delegate):	\$2,000.00
SAA Office holders prudent reserve (@ \$500 per office holder, per year)	\$2,000.00
GSO Equalisation Fund:	\$1,300.00
Hosting Committee Advance X 2 ( <i>up to a maximum of</i> ):	\$4,000.00

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## ***Variable Disbursements***

Other disbursement funds that vary in amount could be (but not limited to):

- Paying the subscription to SAA's Zoom Account, stationery & printing. Ensure a receipt or invoice has been provided and checked before organizing payment. Once ALL disbursements and reserves have been accounted for, any left-over funds to be paid to NZGSO. The contribution to NZGSO is to form part of the disbursement report at Assemblies.
- Deposit all cash received at Southern Area Assemblies into the bank account promptly.

## **At AGMs or Assemblies where a new Chairperson or Secretary is elected:**

- In conjunction with the current Secretary, make sure all required forms for changing signatories on the SAA bank account(s) are completed.

## **Upon the conclusion of your term as Treasurer:**

- Make sure all appropriate forms for changing signatories is held and passed onto the Secretary at the AGM or other SAA if appropriate.
- The new treasurer is set-up with Online Banking Access until such time as they are able to present themselves to a BNZ branch to update the signatories.
- Provide the new treasurer with the login details for the Gmail account: saatreasurernz@gmail.com.
- Using previous hosting committee reports and feedback, put forward a recommendation to adjust the maximum advance for the hosting committee, if required.
- Check this job description and set disbursements and make sure it's still relevant. Make recommendations to change or remove tasks and set disbursements if required.