

**IDAHO AREA 18 AA  
ASSEMBLY/CONVENTION  
GUIDELINES**

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## **IDAHO AREA 18 AA ASSEMBLY/CONVENTION GUIDELINES**

The Idaho Area Assembly/Convention is a semi-annual activity held within the Idaho General Service Area. This is known as Area 18 at the General Service Office. Active participation in the functions of the Assembly/Convention will be for those who have suffered from the disease of alcoholism. Those interested in the fellowship of Alcoholics Anonymous are also invited and encouraged to attend.

### **PURPOSE**

Any meeting of the Area's General Service Representatives (GSRs) and the Area Committee is an Assembly. The Area Assembly is the mainspring of the Conference structure and is the group conscience of Idaho Area 18 AA. The primary purpose of the Assembly is to conduct the Area's business affairs. GSRs, Alternate GSRs or a representative from each group should be encouraged to attend. Attendance will provide an opportunity to get together and share experience, strength and hope with each other. In the spirit of cooperation, AI-Anon and Alateen are usually invited to attend the Convention. However, all responsibility for the Assembly/Convention belongs to the Idaho Area 18 Committee of Alcoholics Anonymous.

### **INTRODUCTION**

The purpose of these guidelines is to provide assistance and guidance to current and future Assembly/Convention Planning Committees (A/CPC). They are not intended to be all inclusive nor are they hard and fast rules that are to be followed without deviation. However, they are based on past experiences of the various A/CPCs. Therefore, it is suggested that deviations be of a minor nature and not to the extent that controversy and disunity might occur. **Any of these changes should be reviewed and approved by the Area Liaison**<sup>1</sup>. The AA Traditions must be adhered to at all times. The brochure *AA Guidelines – Conferences, Conventions and Roundups* is attached. When AI-Anon has been asked to participate, the brochure *AA Guidelines – Relationship Between AA and AI-Anon* should also be referenced.

### **SELECTION OF LOCATION**

Idaho Area 18 AA Assemblies/Conventions will be held as close as possible to the first weekends in May and October of each year and shall be called Idaho Area 18 AA Spring Assembly/Convention and Idaho Area 18 AA Fall Assembly/Convention, respectively. The Idaho Area 18 AA Fall Assembly/Convention shall also be the Annual Meeting for Idaho Area 18 AA, Inc.<sup>2</sup> In election years (i.e., odd numbered years), the Fall Assembly/Convention will be held in the central part of the Area. Selection of the host District will be made by the vote of the Area Assembly after a bid(s) is(are) placed from the prospective District Committee Member(s) (DCMs) for their District(s) two years prior to the Assembly/Convention. This shall come before the Assembly, during the regularly scheduled Assembly meeting and shall be voted upon by the Assembly members present. A simple majority will rule. To ensure the availability of a facility for the dates specified in the Area Guidelines, the DCM should have a verified date of availability from at least one facility before bidding on an Assembly.<sup>3</sup>

### **ASSEMBLY/CONVENTION PLANNING COMMITTEE**

1. The chairperson for the A/CPC will be selected by the District Committee of the host district.
2. All members of the committee should have enough continuous sobriety to be considered stable members of AA.

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<sup>1</sup> Added May 2011

<sup>2</sup> Amended October 2007

<sup>3</sup> Added October 1997

3. Drinking alcoholic beverages by any committee member will constitute automatic resignation from the committee.
4. Selection of the site is the responsibility of the A/CPC. Consideration should be given to the impact of the selection on the overall cost of the Assembly/Convention, in order to keep costs as low as possible for the participants.
5. The A/CPC may request advances for primary expenses from the Area Treasurer per the following formula:<sup>4</sup>

The Fall A/CPC may request a maximum of \$1000.00<sup>5</sup> for seed money (6) six weeks after the previous Fall Assembly/Convention and up to an additional \$500.00 (6) six weeks after the coming Spring Assembly/Convention. All requests for advance funds must be made in writing in accordance with Section 9.2B of Idaho Delegate Area 18 Service Structure Guidelines, Area Assembly – Funding.<sup>6</sup>

The Spring A/CPC may request a maximum of \$1000.00<sup>7</sup> seed money (6) six weeks after the previous Spring Assembly/Convention and up to an additional \$500.00 (6) six weeks after the coming Fall Assembly/Convention. All requests for advance funds must be made in writing in accordance with Section 9.2B of Idaho Delegate Area 18 Service Structure Guidelines, Area Assembly – Funding.<sup>8</sup>

Any advances received shall be returned to the Area Treasurer no later than the adjournment of the "ASSEMBLY MEETING" from that Assembly/Convention.

6. Cost of registration will be determined by the A/CPC. It should be noted that Assemblies/Conventions are not intended to be fundraising events but every attempt should be made to ensure they are self-supporting. Experience has shown that a good, sound budget is helpful in establishing registration fees. The lower the costs, the greater the participation will be.
7. Reimbursement expenses incurred by any member of the A/CPC will be subject to approval by the A/CPC at a regular meeting.
8. The sale or giving away of books, souvenirs, and other articles are prohibited except by the A/CPC<sup>9</sup>.
9. The A/CPC will be appointed by the Chairperson. Also, AA members can volunteer to serve on the A/CPC. It will consist of the necessary officers, chairpersons of each subcommittee, other interested AA members and the Idaho Area 18 AA Alternate Delegate. Suggested officers and committees are found in the attached AA Guidelines – Conferences, Conventions and Roundups.<sup>10</sup>

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<sup>4</sup> Changed October 1992

<sup>5</sup> Amended May 2011

<sup>6</sup> Changed October 2002

<sup>7</sup> Amended May 2011

<sup>8</sup> Changed October 2002

<sup>9</sup> Amended May 2011

<sup>10</sup> Amended May 2011

10. The duties and responsibilities listed above are examples and are not all-inclusive. Certain circumstances may make it necessary to add duties or a particular duty may not be pertinent.

### **CHAIRPERSON**

The Chairperson is responsible for the overall implementation of the Assembly/Convention. Usually, a co-Chairperson is appointed to share the responsibilities. Examples of their duties and responsibilities are as follows:

1. Select the hotel and other facilities where the Assembly/Convention is to be held and arrange with the hotel management to reserve rooms for the attendees with the concurrence of the A/CPC.
2. Appoint a chairperson for each special committee and a theme as recommended by GSO each year. It is recommended but not required that those serving have some experience with previous Assemblies/Conventions.
3. Establish a time and place for Committee meetings and chair each meeting.
4. Maintain close contact with each committee Chairperson and see that their responsibilities are being fulfilled. In the event that the committee Chairperson is not meeting these requirements, there may need to be a replacement.
5. Work with the facility management on all matters concerning the Assembly/Convention. Special attention should be given to the number of chairs and tables required, podiums, separate rooms, and so forth. Make sure the costs of the services, such as rent, equipment, set up and tear down are agreed upon at the time the contract is issued. Contact the local convention bureau and work with them whenever possible. They are helpful in supplying motel lists, local services, badges, typing, etc.
6. Make reservations for the guest speakers and the Pacific Region Trustee if invited, in the convention center or nearest facility.<sup>11</sup> Names and addresses for reservations will be furnished by the Program Chairperson.
7. If Al-Anon chooses to participate, the financial arrangements between AA and Al-Anon should be agreed upon up front and in writing between the two parties.<sup>12</sup>
8. Assembly seating at the Assembly meetings shall be separated and identified for voting and non-voting.
9. The A/CPC Chairperson shall have final responsibility to ensure that all expense and revenue transactions related to that Assembly/Convention be satisfactorily received, paid, closed, and reported. Final and accurate reporting of the Assembly/Convention's net financial position and other relevant data at the following Assembly/Convention also will be the responsibility of the A/CPC Chairperson. This responsibility may be delegated to another AA member but responsibility for this reporting is ultimately that of the Chairperson.<sup>13</sup>

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<sup>11</sup> Amended May 2011

<sup>12</sup> Amended May 2011

<sup>13</sup> Added May 2011

10. A meeting room that will accommodate a meeting of the Assembly after the normally scheduled Assembly meeting times will be reserved should the Assembly need to reconvene to conclude its business.<sup>1415</sup>

### **SECRETARY**

1. Will take minutes of all meetings and distribute to all A/CPC members and all members of the Idaho Area 18 AA Committee.
2. Establish a mailing address for the Assembly/Convention. It is advisable to obtain a post office box. Under no circumstances will the address of a club or individual be used.
3. Notify the committee chairpersons and other members of the committee of all meetings of the committee.

### **TREASURER**

1. Establish a bank account in the name of the Idaho Area 18 AA Spring or Fall Assembly/Convention using the Idaho Area 18 AA EIN (employee identification number). This number can be obtained from the Idaho Area 18 AA Treasurer. The bank selected for the treasury of the A/CPC should if possible be within the same banking company where the Idaho Area 18 AA treasury resides. This will facilitate Area tax reporting requirements.<sup>16</sup>
2. Assembly/Convention bank account will have the signature card signed by the Treasurer and 4 other designates. All checks written will require two (2) signatures.
3. Set up and keep a set of books so that all moneys will be accounted for. Receipts for cash moneys received by the Registration chairperson will be issued.
4. Pay all legitimate expenses.<sup>17</sup>
5. Make a financial report at each A/CPC meeting.
6. Supply the registration chairperson with adequate amounts of change to be used at the registration desk.
7. During the Assembly/Convention, periodically pick up excess money from the registration and refreshment chairpersons.
8. Turn over all books, historical data and completed accounting summary to the Idaho Area 18 AA Treasurer within (6) six weeks and ensure that all bills are paid at the end of the Assembly/Convention. A hard copy can be found on page 13 of 13 and an electronic version is available from the Idaho Area 18 treasurer or Idaho Area 18 secretary.<sup>1819</sup>

### **REGISTRATION**

1. Files, records, and receipts will be accurate and up to date.

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<sup>14</sup> Added May 2011

<sup>15</sup> Amended October 2011

<sup>16</sup> Amended May 2011

<sup>17</sup> Amended May 2011

<sup>18</sup> Adopted May 1999

<sup>19</sup> Amended October 2012

2. All moneys received will be turned over to the Treasurer at regular intervals and receipts for the cash moneys will be given by the Treasurer.
3. The registration forms and meal tickets (including stickers) will be in the registration chairperson's custody. They will not be distributed to any other source for sale. Unless this is followed, accountability will be lost. Meal tickets may be sold without registration.
4. Meal tickets should be in different colors.
5. Pre-registered attendees may pick up their tickets at the time of their arrival at the Assembly/Convention. A cut-off date should be established. History has shown 100+ banquet tickets will be purchased on-site at the Assembly/Conventions.
6. At each A/CPC meeting give a report of registration and ticket sales.
7. Badges and holders may be provided by convention bureaus. Otherwise, they must be purchased. Provisions for badge holder recycling at the end of each Assembly/Convention will be made. Recycled badge holders will be forwarded to the next A/CPC.<sup>20</sup>
8. Provide people to staff the registration booth at the Assembly/Convention. History has shown that the registration desk should be staffed from 1:00 p.m. to 10:00 p.m. on Friday, from 7:00 a.m. to Banquet time on Saturday and from 7.00 a.m. to Breakfast time on Sunday, if tickets are available.
10. If on-line registration is used, recovery of the processing costs for these services must be accounted for prior to the final establishment of published registration and meal costs. It is suggested that the processing costs be added to the registration and meal costs to offset their incurrence.<sup>21</sup>

### **PROGRAM**

1. The main purpose of the Assembly is to conduct the Area's Business. This should be scheduled to occur on Saturday.<sup>22</sup>

**Non-Election Assemblies**

9:00 a.m. to 11:30 a.m.

1:00 p.m. to 5:30 p.m.<sup>23</sup>

**Election Assemblies**

9:00 a.m. to 11:30 a.m.

1:00 p.m. to 5:30 p.m.

Area Elections and Business will be held simultaneously.

2. Determine how many AA meetings and/or panels are to be held and obtain the necessary number of speakers, leaders, and readers for the meetings. Time will be allocated for Special Service Committees and other designated positions for the Round table Discussions.
3. There are no set rules on who the speakers will be or where they will come from. All expenses for the speakers will be paid by the committee. This is to include transportation, lodging, meals and registration. If Al-Anon decides to be present and have a program

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<sup>20</sup> Amended May 2011

<sup>21</sup> Added May 2011

<sup>22</sup> October 1994

<sup>23</sup> Amended May 2011

and/or speakers, they are financially responsible unless previous arrangements in writing have been made with the A/CPC.

4. The committee shall invite the Pacific Region Trustee to attend, at least every (2) two years, preferably at the Idaho Area 18 AA Fall voting assembly, all expenses paid.<sup>24</sup>
5. After all of the program information has been assembled, it should be presented to the A/CPC for approval and then to the printing chairperson. The program should be printed and mailed to pre-registered Assembly/Convention attendees at least (4) four weeks prior to the Assembly/Convention.
6. Send thank you notes to each of the speakers after the Assembly/Convention.

### **PUBLICITY**

1. Distribute Assembly/Convention flyers among all members of the Idaho Area 18 AA Committee for subsequent distribution throughout the area. District Committee Members should ensure that each group and GSR within their respective districts receives copies.
2. Send a flyer to GSO at least (4) four months prior to the Assembly and they will send a Conference Kit and will publish dates in Box 459. Include an address where registration information may be requested.

Grapevine Notice Deadline - Send calendar items to:

*The Grapevine Editorial Office, 468 Park Avenue South, New York, NY, 10016-6820.*

Be sure to give exact mailing addressee (Chairperson, etc.-No Names). Deadline is (4) four months prior to Assembly/Convention.

3. Provide either an electronic copy or hardcopy of the Assembly/Convention flyer to the Idaho Area 18 AA Web Servant for posting on the Idaho Area 18 AA website.<sup>25</sup>

### **PRINTING**

1. Submit sample flyers for bids if possible.
2. Have flyers, registration forms, and program printed. Each chairperson should furnish what they need printed. Deliver the finished product to the appropriate chairperson. The quantity needed should be determined by the A/CPC.
3. Flyers should be printed as soon as all information is available. This should include dates, place, registration price, prices of meals, mailing addresses, and a listing of motels and hotels available. In keeping with our Tradition of anonymity, please do not use the speaker's last name! Flyers and registration forms should be ready for distribution no later than (3) three months prior to the Assembly/Convention. Please include a cut-off date for pre-registration. Many committees have found it helpful to have the flyers available at the previous Assembly/Convention, even if they are not the final version.<sup>26</sup>

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<sup>24</sup> Added May 2011

<sup>25</sup> Added May 2011

<sup>26</sup> Amended May 2011

4. Programs should be published (1) one month prior to the Assembly/Convention and mailed to all pre-registered. A place should be specified on the registration form for an email address in order to allow the program to be sent electronically.<sup>27</sup>

### **LITERATURE**

1. The committee must decide how they want to handle literature, if any. The Treasure Valley Central Office is generally asked to attend and should be invited as soon as possible.<sup>28</sup>
2. Be custodian of the literature display and replace and update material as required, if this responsibility has not been given to Central Office.
3. Display of Conference approved literature and the Grapevine in both English and Spanish<sup>29</sup> is preferred. As the concept of the Grapevine is Conference approved for the purpose of these guidelines, it will be considered as such. If the committee chooses to display other materials, they will be separated from approved material by at least (6) six feet.
4. Set up the display in a conspicuous location and ensure security shall be provided.

### **HOSPITALITY**

1. Obtain people to serve as hosts and hostesses during the Assembly/Convention. It is strongly recommended that they be provided with ribbons to identify them.
2. They should be placed at various locations throughout the complex to greet people, answer questions, give directions and generally make people feel welcome.
3. A schedule should be set so this responsibility is shared.
4. Obtain other ribbons as the committee decides. This generally includes Delegates, Past Delegates, GSRs, DCMs and speakers.

### **SOUND**

1. Make the necessary arrangements to use the installed P.A. systems. If there are none, make arrangements for portable equipment.
2. The number of P.A. systems will depend on the type and number of meetings held.
3. Arrangements should be made for the taping of speakers' meetings. There are several taping companies and they should be contacted as soon as possible because they are often unavailable.<sup>30</sup>
4. Translators and translation equipment are needed for Spanish translation. It is the responsibility of the committee to pay for translation and all associated costs. Costs may include reimbursement for travel, food, lodging and shipping of translation equipment.<sup>31</sup>

### **ENTERTAINMENT**

1. The type and length of entertainment, if any, will be left up to the committee.

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<sup>27</sup> Amended May 2011

<sup>28</sup> Amended May 2011

<sup>29</sup> Added May 2003

<sup>30</sup> Amended May 2011

<sup>31</sup> Added May 2011

2. Costs of entertainment should not be included in the registration fee and should be presented to the committee for approval prior to making any commitments. Therefore, the sale of tickets to cover these costs should be considered.

### **REFRESHMENTS**

1. Make the necessary arrangements for coffee. Coordinate with the chairperson if the facility is providing coffee. This includes purchasing all the supplies if not provided by the facility.
2. Set up convenient locations for the refreshments. Depending on the committee's decisions regarding this, provide a means for collecting tickets or money for the refreshments.
3. Recruit people to attend to the hospitality room at all times.
4. Be aware of the high cost of coffee and budget accordingly. The committee must decide how they want to handle this. Some groups have sold tickets, some depend on the honor system, some purchase and sell souvenir mugs to cover these costs. Your committee must determine how you will do it.

### **ALTERNATE DELEGATE OR DESIGNATE**

1. Acts as a liaison between the A/CPC and Area Committee. Keeps the A/CPC informed about any special requirements the Area Committee may have. Keeps the Area Committee informed on the planning progress and problems.
2. Offers the committee the strengths gained by past experience. Ensures that each member of the A/CPC has access to these guidelines and the referenced material from GSO. Stresses the importance of adhering to these guidelines and the Twelve Traditions.
3. The liaison should not attempt to control or direct the A/CPC, as this is a unique opportunity for the A/CPC members to grow and enjoy AA service. However, because the ultimate responsibility for this function lies with the Area Committee, he or she has a need and a right to express any legitimate concerns.

### **AL-ANON/ALATEEN**

As noted in the *AA Guidelines – Relationship Between AA and Al-Anon*, our relationship with the Al-Anon Family Groups is "special" and should be recognized as such. The local Al-Anon district representative should be contacted at the time the committee is being formed and invited to participate in our Assembly/Convention. The representative should be informed of the dates and times for all committee meetings and have an opportunity to be represented. Experience has shown that adhering strictly to the guidelines offered is essential in maintaining working relationships, especially in the area of financial obligations and meeting formats. Experience has also shown that Al-Anon should be allowed to establish their own schedule within the overall assembly format, and that all major joint meetings be chaired by a member of AA. All financial and program format decisions should be resolved early and in writing during the planning process.<sup>32</sup>

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<sup>32</sup> Amended May 2011

### **RAFFLES**

Raffles should not disrupt the continuity of AA meetings. The display for raffle items, sale of tickets, and the raffle drawing itself should be performed outside AA meeting rooms. The announcement of major item winners may be made at joint meetings if it is done in an expeditious manner.

### **ASSEMBLY/CONVENTION REGISTRATION, LODGING AND MEALS<sup>33</sup>**

No complimentary registration, lodging, meals or any item related to the registration (e.g., coffee mugs, apparel, etc.) will be given to or accepted by any of the host district's AA members. This applies to both members and non-members of the A/CPC including all host district and group officers.

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<sup>33</sup> Added May 2011

## 20\_\_ Spring/Fall Area 18 Assembly/Convention Accounting Summary<sup>34</sup>

**Income**

Seed Money from Area 18	_____
AA Registration	_____
AI-Anon Registration	_____
AA Banquet	_____
AA Breakfast	_____
Luncheon	_____
Coffee Mugs	_____
Dance/Entertainment	_____
Seventh Tradition	_____
Misc.	_____
Interest Earned	_____

**Total Income**

\_\_\_\_\_

**Expenses**

Seed Money to Area 18	_____
Meal Costs	_____
AA Banquet	_____
AA Breakfast	_____
Luncheon	_____
Coffee Mugs	_____
Dance/Entertainment	_____
Hospitality Expenses	_____
Hotel Expenses	_____
Registration Expenses	_____
Printing Costs	_____
Speakers Expenses	_____
Speaker Travel	_____
Speaker Hotel Rooms	_____
Speaker Gift Baskets	_____
Speaker Misc.	_____
Translation Expenses	_____
Shipping	_____
Translator Costs	_____
Treasurers Expenses	_____
Misc.	_____

**Total Expenses**

\_\_\_\_\_

**Net Income**

\_\_\_\_\_

AA Registrations	_____
AI-Anon Registrations	_____
Total Registrations	_____
% AA Registrations	_____

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<sup>34</sup> Added October 2012