

**IDAHO DELEGATE AREA 18
OF
ALCOHOLICS ANONYMOUS
SERVICE STRUCTURE GUIDELINES**

PUT INTO EFFECT
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IDAHO AREA GUIDELINES FOR STRUCTURE AND PROCEDURE

The Idaho Area Committee is given the right to be trusted servants as Guaranteed by Concepts and will be allowed to do business throughout the year that we abide by Concepts 2, 3 and 10. Whereas, Concept 2 being the Delegation of Authority, Concept 3 being the Right of Decision, and Concept 10 being the Right of Authority Equal to the Responsibility.

Service to the Fellowship of Alcoholics Anonymous shall be the primary purpose of the Idaho Area service structure. In all our proceedings we shall observe the spirit of the A.A. Twelve Traditions and the Six Warranties, mindful of the ideals expressed in the A.A. Service Manual and the Twelve Concepts. The Right of Participation and the Right of Appeal and Petition shall always be relied upon.

IDAHO AREA GROUP CONSCIENCE¹ MAY 13, 1995

General Service Representatives (GSR's), District Committee Members (DCM's), elected and appointed Idaho Area Committee members, Past Delegates, General Service Board Trustees, or Non-Trustee Directors and GSO Staff are the only people at business meetings to address the Assembly.

¹ Spring Assembly 1995

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DELEGATE AREA 18 **SERVICE STRUCTURE GUIDELINES**

1. AREA ASSEMBLY MEMBERSHIP

- 1.1 The following shall be full working and voting members of the Area Assembly, except as noted:
 - A. Delegate
 - B. Alternate Delegate
 - C. The Area Officers²
 - D. Chairpersons of Special Service Committees
Southern Idaho Council of Young People in Alcoholics Anonymous (SICYPAA) Liaison^{*3}
Archivist*
Newsletter Editor^{*2}
Webmaster^{*4}
(*Denotes Non-voting)
 - E. Members of each district, which is comprised of the currently serving GSR's, the DCM's or their alternates.

2. AREA ASSEMBLY MEETINGS

- 2.1 The Area Assembly shall meet semi-annually. The Fall Assembly/Convention shall also serve as the Annual Meeting of Idaho Area 18, Inc.⁵ The time and place of each meeting will be selected by the Area Assembly two years⁶ prior to that Assembly.
- 2.2 A quorum shall be the number of voting members present.
- 2.3 At the beginning of the Area Assembly, the DCM's will provide a current list of voting members present and the groups they represent to the Area Chairperson.

² Amended May 2001

³ Added May 2009

⁴ Added October 2005

⁵ Added October 2007

⁶ Passed October 1992

- 2.4 Prior to voting, the Chairperson will explain the following terms and their use:⁷
- A. SENSE OF MEETING - used by the Chairperson in order to establish informal rules for use during the meeting, such as how much time each speaker will have to debate a motion, that those wishing to address the Assembly will line up behind the microphone, etc.
 - B. POINT OF ORDER - Any member of the Area Assembly (as defined on page 2⁸ of these Area Guidelines) may address the Chairperson with a point of order to point out proper procedures as defined by Area Guidelines, A.A. Service Manual, or Robert's Rules of Order.
 - C. POINT OF INFORMATION - Any member of the Area Assembly (as defined on page 2⁹ of these Area Guidelines) may address the Chairperson with a point of information to address a question or to make a suggestion pertinent to the matter at hand.
 - D. MOTION TO TABLE - Any VOTING member of the Area Assembly (as defined by items 1.1 and 10.6 of these Area Guidelines) may call for a motion to table. A motion to table can be made only after a motion has been made and seconded and debate has begun. If the motion to table receives a second, it overrides any other motion, all debate ceases, and the Assembly votes on the motion to table. A motion to table requires only a simple majority to pass and no minority opinion will be heard. If the motion to table is defeated (or fails to receive a second), debate on the previous motion is continued.
 - E. CALL THE QUESTION - Any VOTING member of the Area Assembly (as defined by items 1.1 and 10.6 of these Area Guidelines) may call for the question (or simply "question"). Call the question can be used after a motion has been made and seconded and debate has begun. Call the question requires a second, is not debatable, and requires a two-thirds majority to pass. If passed, debate on the issue before the Assembly ceases, and the Assembly proceeds to immediately vote on it. If the call for the question is defeated, debate is continued.
 - F. MINORITY OPINION - In keeping with Concept 5, the Minority opinion will always be heard on any motion (with the exception of a Call of the Question and Motion to Table). Whether the motion passes or is defeated, those in the minority will be given the opportunity to give their reasons. It must be noted, this is not a debate. Those that voted in the majority will not be heard except when the majority is not a sufficient two-thirds to pass the motion.¹⁰¹¹

⁷ Added May 1997

⁸ Amended October 2002

⁹ Amended October 2002

¹⁰ Amended May 2001

¹¹ Amended May 2011

- G. RECONSIDERATION - After the minority opinion is heard, the Chairperson will ask if anyone who voted with the MAJORITY wishes to change their vote. If ANYONE who voted in the majority wishes to change their vote, the motion is restated and another vote is taken. It must be noted that the motion will not be debated further and the minority opinion will not be heard after the second vote.

3. AREA ASSEMBLY OFFICERS

3.1 The officers of the Area Assembly are:

- A. Delegate (per service manual)
- B. Alternate Delegate (per service manual), who shall also serve as ex officio¹² Vice-Chair of the Finance Committee
- C. Chairperson
- D. Secretary
- E. Treasurer, who shall also serve as ex officio¹³ member of the Finance Committee

3.2 The responsibilities of the Chairperson shall be:¹⁴

- A. Conduct all Area Assembly/Area Committee Meetings
- B. Prepare and have published a meeting agenda 60 days prior to the Area Committee Meeting/Assembly¹⁵
- C. Act as the administrative officer of the Assembly and Area Committee meetings and sign all tax reporting forms on behalf of Idaho Area 18, Inc.¹⁶
- D. Appoint Special Service Committee Chairs
- E. Publication of the Idaho Delegate Area 18 of Alcoholics Anonymous Service Structure Guidelines.¹⁷

3.3 The responsibilities of the Secretary shall be:

¹² Added May 1997

¹³ Added May 1997

¹⁴ Amended May 2001

¹⁵ Amended October 2007

¹⁶ Amended October 2007

¹⁷ Added October 2004

- A. Keep the minutes of the Area Assembly meetings and Area Committee meetings.
- B. Publish and mail to the Area Committee the minutes of the previous meeting no later than 14 days after the meeting.
- C. Publish and mail the agenda for the Area Committee Meeting/Assembly, as prepared by the Area Chairperson, 60 days prior to that Meeting/Assembly.¹⁸
- D. Have custody of all current records of the Area Assembly and maintain a current mailing list and phone numbers of the Area Assembly Officers, Special Service Committee Chairs, and DCMs.¹⁹
- E. The Secretary shall have a petty cash fund of \$250.00 for printing, mailing, etc., and shall report all expenses, with receipts, to the Treasurer.²⁰
- F. The petty cash fund of the Secretary shall be reviewed semi-annually by the Finance Committee and any need for change approved by the Area Assembly.²¹
- G. Upon rotation, the outgoing Secretary shall present to the incoming Secretary the prior two (2) years' records. All previous records will be given to the Archivist.²²
- H. The Secretary shall present, at the close of the Spring Assembly, a copy of the approved minutes from the previous Fall Assembly, which are to include:
 - 1) Minutes, including officers' reports,
 - 2) copy of the agenda,
 - 3) full Treasurer's financial report,
 - 4) completed tax reporting forms,
 - 5) copy of Annual Officers Reporting Form,
 - 6) any Finance Committee recommendations/actions taken, and
 - 7) any other pertinent Corporation documents, and at the Fall Assembly, a copy of the approved minutes from the previous Spring Assembly, which are to include:
 - a) minutes, including officers' reports,
 - b) copy of the agenda,
 - c) full Treasurer's financial report,
 - d) copy of approved fiscal budget,
 - e) any Finance Committee recommendations/actions taken, and
 - f) any other pertinent Corporation documents to the Area Archivist.²³

¹⁸ Amended May 2001

¹⁹ Amended May 2001

²⁰ Adopted May 1998

²¹ Amended May 2001

²² Amended May 2001

²³ Added October 2007

- I. Upon receipt of the Annual Reporting of Officers Form from the office of the Idaho Secretary of State the Area Secretary shall:
 - 1) fill out,
 - 2) retain a copy for the Area records, and
 - 3) mail completed form back to the Idaho Secretary of State.²⁴

- 3.4 The responsibilities of the Treasurer shall be:
 - A. Receive and record contributions from A.A. groups and other sources, acknowledging cash contributions with a letter or receipt.
 - B. Maintain a record of all moneys received and all disbursements. Open and maintain a bank account for deposits and disbursements.
 - C. Area bank account will have signature card signed by the Treasurer and four (4) other members of the Area Committee. All checks written will require two (2) signatures. Payees listed on an Area check cannot be a signatory on that check.²⁵
 - D. Report to the Area Committee at each Area Assembly and at three (3) Area Committee meetings and provide an in-depth written report of all transactions to include a report of budget standings of each member of the Area Committee.²⁶
 - E. It is suggested that for tax reporting purposes, all bank accounts of Area entities, i.e. Special Service Committees, Assembly Planning Committees and other such entities as fall under the purview of Idaho Area 18 use the Idaho Area 18 tax identification number.
It is further suggested that for ease of reporting tax information, all such accounts be opened and maintained at a branch of the bank used by Idaho Area 18.²⁷
 - F. Supply the financial records, including complete list of all transactions, reconciled bank statements for the previous calendar year and any other financial information requested, to the Area's designated CPA upon completion of the Finance Committee's annual audit of the Area's books for the purpose of doing the Area's tax reporting/ And, upon completion of the tax forms, obtain the Area Chairperson's signature on all forms, retain a copy for the Area's records and mail signed originals to the proper agencies (i.e. IRS, etc.)²⁸

²⁴ Added October 2007

²⁵ Amended May 2014

²⁶ Amended May 2001

²⁷ Added May 2011

²⁸ Added October 2007

- G. Upon rotation, the outgoing Treasurer shall present the incoming Treasurer with the prior two (2) year's records. All previous records will be given to the Area Archivist.²⁹

4. AREA ASSEMBLY-SPECIAL SERVICE COMMITTEES

4.1 The Special Service Committees of the Area are:

- A. Treatment/Special Needs-Accessibilities/Corrections - East and West³⁰
- B. Cooperation with the Professional Community/Public Information - East and West³¹
- C. Grapevine/LaVina³²
- D. Archives Custodian (non-voting member)
- H. Newsletter³³ (non-voting member)³⁴
- I. Webmaster (non-voting member)³⁵
- J. Southern Idaho Council of Young People in Alcoholics Anonymous (SICYPAA) Liaison(non-voting member)³⁶

4.2 Each committee shall consist of a chairperson and a workable number of committee members.³⁷

4.3 Each committee shall meet at the call of its chairperson.

4.4 The committees will have the following responsibilities:

- A. Treatment/Special Needs-Accessibilities/Corrections³⁸

The Treatment/Special Needs-Accessibilities/Corrections Committee will coordinate the flow of information and activities pertaining to carrying our

²⁹ Added October 2007

³⁰ Amended October 2012

³¹ Combined May 1996

³² Added May 2003

³³ Added May 1996

³⁴ Amended May 2001

³⁵ Added October 2005

³⁶ Added May 2009

³⁷ Amended May 2001

³⁸ Amended October 2012

message of recovery to alcoholics in hospitals, mental institutions, alcoholic treatment and rehabilitation facilities, and correctional institutions.³⁹

B. Cooperation with the Professional Community/Public Information - East and West

The CPC/PI Committee will provide information about A.A. to those who have contact with alcoholics through their profession. This group includes physicians, nurses, members of the clergy, lawyers, social workers, business and labor leaders, and government officials as well as those working in the field of alcoholism. Information will be provided about who/what/where we are, what we can do, and what we cannot do. Efforts will be made to establish good rapport and cooperation between A.A. and the professional community. The CPC/PI committee will provide and conduct an effective information program for the general public, so that our message of recovery can reach the alcoholic who still suffers.

C. Grapevine/LaVina⁴⁰

The Grapevine/LaVina⁴¹ Committee will inform groups and individuals in the Idaho Delegate Area of the many benefits that can be derived through Grapevine or LaVina subscription. The committee will encourage broadening Grapevine's and LaVina's benefits, i.e. topics for group discussion, submitting articles for publication, sharing copies with newcomers, friends, professional institutions, etc.

D. Archives Custodian (non-voting member)

- 1) The Archives Custodian collects, organizes, preserves and stores, and displays records of A.A. history; will collect, from the Secretary, the copies of approved Corporate records as outlined in Section 3.3.G of these Guidelines to preserve and store them; will also collect from the Secretary and Treasurer, at the end of each rotation, all Area records older than two (2) years, as outlined in Sections 3.3.H and 3.4.F of these Guidelines, to preserve and store them.⁴²
- 2) The Area Chairperson will appoint a custodian with the approval of the Area Committee.
- 3) The Area Committee is responsible for the financial maintenance and preservation of the collected material. Responsibility for display of material is the responsibility of the requesting parties.

E. Newsletter (non-voting member)⁴³

³⁹ Amended wording Oct. 5, 2002

⁴⁰ Added May 2003

⁴¹ Added May 2003

⁴² Added October 2007

⁴³ Amended May 2001

The Newsletter Committee shall gather information and publish four (4) newsletters per year, funds available. Suggested months are: March, May, August and October.

F. Webmaster (non-voting member)⁴⁴

- 1) The Webmaster shall be the Administrative Officer of all Area Web-based activities, insuring that all these activities conform to the approved Website guidelines.
- 2) The Area Chairperson will appoint a Webmaster with the approval of the Area Committee.

G. Southern Idaho Council of Young People in Alcoholics Anonymous (SICYPAA) Liaison (non-voting member)⁴⁵
SICYPAA Liaison will coordinate the flow of information and activities pertaining to carrying our message of recovery to young people in Alcoholics Anonymous.

H. Statement of Responsibilities.⁴⁶

Special Service Committee Chairpersons will give their reports at the Area Assemblies in a concise manner and limit their reports to information pertinent to their committee. Reports to Area Assemblies shall be limited to five (5) minutes each (excludes PRAASA reports).⁴⁷⁴⁸⁴⁹

5. DISTRICT MEMBERSHIP

5.1 Each district should have a membership of:

- A. One DCM and Alternate DCM
- B. One District Secretary and/or Treasurer, if the Alternate DCM does not assume this responsibility.
- C. The elected GSR from each group in the District, one of whom may also serve as Alternate DCM, Secretary and/or Treasurer of their District.

6. DISTRICT MEETINGS

6.1 It is suggested that all Districts hold regular meetings of all their GSRs.

6.2 Each District shall meet at a time and place of its own choosing.

⁴⁴ Added October 2005

⁴⁵ Added May 2010

⁴⁶ Changed May 1992, Amended May 2001

⁴⁷ Added October 1996

⁴⁸ Amended October 2002

⁴⁹ PNC deleted May 2003

7. DISTRICT ELECTIONS

(Qualifications and election procedure per A.A. Service Manual)

- 7.1 Each group in the District should elect a GSR for a term of two (2) years or until January 1st of the next even year. These elections should be held in the Fall of each odd year with the term of service to begin on January 1st of the next even year. THE IDAHO AREA 18 DELEGATE IS ELECTED IN THE FALL OF EACH ODD YEAR.
- 7.2 The incoming DCM shall notify, in writing, the Delegate, Area Treasurer and Area Secretary of the name, address, and phone number of the new DCM and the Alternate DCM and the GSRs.⁵⁰
- 7.3 It is suggested that each district have their own service guidelines.⁵¹

8. IDAHO DELEGATE AREA 18 COMMITTEE MEETINGS

- 8.1 Dates and purposes for the Idaho Delegate Area 18 Committee meetings are as follows:
 - A. Meetings shall be set as follows:
 - 2nd weekend in January⁵²
 - 3rd weekend in March
 - 3rd weekend in August
 - B. Purpose of January meeting: To establish a working relationship with committee members and conduct old business. Delegate to present "Agenda of Topics for GSO" to the DCM's. This information is to be taken back to districts and presented to groups for feedback and group input.
 - C. Purpose of March meeting: Pre-General Service Conference Area Committee meeting. DCM's to present feedback from districts to Delegate on "Agenda of Topics for GSO" and discuss⁵³ agenda for Spring Assembly.
 - D. Purpose of August meeting: To do Area business and discuss⁵⁴ agenda for Fall Assembly

⁵⁰ Amended May 2001

⁵¹ Amended May 2001

⁵² Changed October 1993

⁵³ Area Business meeting, January 1994

⁵⁴ Amended October 2001

9. AREA ASSEMBLY – FUNDING⁵⁵

- 9.1 Purpose: To fulfill the Area’s responsibility to give financial assistance to the Delegate and other Area trusted servants and to provide for other expenses as approved by the Assembly.
- 9.2 General Financial Policy: In order to ensure that available funds are used to the maximum benefit of the Area and the fellowship as a whole, the following financial policy is hereby adopted.
- A. The Area’s operating funds shall be deposited in an interest checking account at an established financial institution. Two signatures shall be required on all checks drawn. The bank signature card shall provide for the following to sign checks:
- 1) the Area Treasurer
 - 2) the Area Chairperson
 - 3) the Alternate Delegate
 - 4) the Delegate
 - 5) the Secretary

Additionally, if the Area Treasurer does not live near at least one of the above, the Area Committee may designate one additional person (preferably the District Committee Member of the District in which the Treasurer resides) to sign checks.

- B. The Treasurer shall make available to all authorized recipients of funds, an expense voucher which shall be used to support requests for, reimbursements. Each request shall be submitted in writing and shall contain the purpose of the request and the requestor’s signature. Requests for reimbursement for travel shall show the place traveled from, the destination, the number of miles traveled and the purpose of the travel. Reimbursements for lodging and other expenses shall be supported by vendors’ receipts that clearly show what is purchased and from whom. Mixed receipts, that is receipts that show authorized reimbursements along with other purchases shall not be accepted. The Treasurer shall not reimburse expenditures that do not conform to this guideline.
- C. Unless specifically provided for in these guidelines, there shall be no payment for travel and/or other expenses until after the travel is accomplished and/or other expenses incurred (except Delegate expenses and Idaho Area 18 Pacific Region Trustee or Trustee-at-Large (U.S.) Nominee to attend PRAASA).⁵⁶

⁵⁵ Section revised May 1997

⁵⁶ Added May 2011

- D. Travel: Area Committee members, when authorized to travel at Area expense, shall be reimbursed for travel expenses as follows:
 - 1) Thirty-five cents (.35)⁵⁷ per mile for actual miles driven.^{58 59}
 - 2) Actual costs for coach class fares when travel is accomplished by commercial carrier may be paid in advance to secure said ticket.⁶⁰
 - 3) Notwithstanding 1) above, reimbursement for miles driven outside the Area to locations served by commercial air carriers shall not exceed the cost of coach fares.
- E. Lodging: When authorized, reimbursement for lodging shall be limited to actual costs to events.⁶¹
- F. Meals: When authorized, reimbursement for meals shall be limited to:
 - 1) Actual cost of meals associated with event program,
 - 2) Fifty percent (50%) of actual cost of meals when associated with an overnight stay other than associated with event program.
- G. Registration: When authorized reimbursement for registration shall be limited to actual costs of events.⁶²
- H. The Area Treasurer shall provide a receipt to each group, district or individual making a contribution to the Area. The Treasurer will provide a list of all such contributions grouped by district to each member attending Area Committee and Area Assembly business meetings.
- I. All Area trusted servants are expected to keep expenses to the minimum through room-sharing, carpooling, etc., whenever practical.
- J. When funds are limited, the order of priority listed for budgets in 9.6, C, 4) shall also be the order of priority for paying or reimbursing expenses.

9.3 Authorized Funding:

- A. General Service Conference: The Area shall pay the recommended amount by the General Service Board (GSB)⁶³ for the Delegate's expenses to the

⁵⁷ Amended October 2006

⁵⁸ Amended October 2001

⁵⁹ Amended October 2006

⁶⁰ Added October 1997

⁶¹ Amended October 2006

⁶² Added October 2006

⁶³ Amended May 2009

General Service Conference⁶⁴ even if it is necessary to use funds from the prudent reserve. The Area may advance the cost of airfare for the Delegate's travel to the Conference with the understanding that it will be refunded by GSB⁶⁵. Expenses for arrival one day earlier than the day prior to the Conference and departure one day after the day following the Conference will be included in the Idaho Area 18 budget⁶⁶

- B. Area Committee Meetings: All Area Officers listed in Section 3 of these Guidelines, Special Service Committee Chairpersons listed in Section 4 of these Guidelines, the Finance Committee Chairperson as listed in Section 9.5.A of the Guidelines⁶⁷ and all Ad Hoc Committee Chairpersons appointed by the Area Chairperson⁶⁸ are authorized mileage reimbursement as set forth in Section 9.2.D above. When requested, reimbursements are also authorized for District Committee Members (DCM's) however; Districts are encouraged to fund their own DCM's travel and should fully fund their DCM's before making contributions to the Area.⁶⁹ Area Officers, Special Committee Chairpersons, Finance Committee Chairperson and Ad Hoc Committee Chairperson(s) expenses associated with reporting to the Area Committee Meeting and included in the approved budget shall be reimbursed.⁷⁰ These reimbursements are authorized even if a part of the prudent reserve must be used to do so.
- C. Area Assemblies: All Area Officers listed in section 3 of these Guidelines, Special Service Committee Chairpersons listed in Section 4 of these Guidelines, the Finance Committee Chairperson listed in 9.5.A of these Guidelines⁷¹ and all Ad Hoc Committee Chairpersons appointed by the Area Chairperson⁷² are authorized mileage reimbursement as set forth in Section 9.2.D above and lodging and meals as set forth in Section 9.2.E above. When requested, reimbursement is also authorized for mileage only for District Committee Members; however, Districts are encouraged to fund their own DCM's travel and should fully fund their DCM's before making contributions to the Area.⁷³ Area Officers, Special Committee Chairpersons, Finance Committee Chairperson and Ad Hoc Committee Chairperson(s) expenses associated with reporting to the Area Committee Meeting and included in the approved budget shall be reimbursed⁷⁴ These reimbursements are authorized even if a part of the prudent reserve must be used to do so.

⁶⁴ Amended October 2005

⁶⁵ Amended May 2009

⁶⁶ Amended May 2011

⁶⁷ Added May 2006

⁶⁸ Added May 2009

⁶⁹ Amended October 2006

⁷⁰ Added May 2009

⁷¹ Added May 2005

⁷² Added May 2009

⁷³ Amended October 2006

⁷⁴ Added May 2009

- D. Pacific Region Alcoholics Anonymous Service Assembly (PRAASA), Pacific Regional Forum⁷⁵: Travel, lodging, registration⁷⁶ and meal expenses shall be reimbursed for the Delegate, even if part of the prudent reserve must be used to do so. Reimbursement for any expenses incidental to the attendance at these events by Area Officers and Special Service Committee Chairpersons other than set out in this paragraph may be authorized if provided for in the budget and reimbursement can be made without using any part of the prudent reserve. Travel, lodging, registration⁷⁷ and meal expenses shall be reimbursed for the Area's nominee for Pacific Regional Trustee and Trustee-at-Large (U.S.) to attend PRAASA, even if part of the prudent reserve must be used to do so.
 - E. Other expenses: Costs incidental to carrying out the duties of the various officers and committee chairpersons shall be reimbursed if permitted in the budget even if part of the prudent reserve must be used to do so.⁷⁸ Such costs may include but are not limited to: copying costs, long-distance telephone, literature, postage, room rent⁷⁹, corporate expenses⁸⁰ and travel costs other than those indicated above.
 - F. Other Committees: The travel costs of any member of the Finance Committee and such other ad hoc committees as may be formed shall be reimbursed when travel is necessary for the committee to accomplish its purpose if permitted in the budget even if part of the prudent reserve is used to do so⁸¹. To the maximum extent possible, ad hoc committee meetings and functions shall be scheduled concurrently with other funded Area functions.
 - G. In instances where the Area Treasurer is unable to pay an expense voucher due to lack of funds, the Area Treasurer shall hold that voucher until funds become available and pay such vouchers in the following order:
 - 1) Vouchers for expenditures respecting the events listed in 9.6.C.4.a through g in the order received.
 - 2) When the prudent reserve has been replenished and funds are available, all other authorized vouchers in the order received.
- 9.4 Prudent Reserve: In keeping with Concept 12, Warranty Two, sufficient operating funds, plus an ample reserve, should be its prudent financial principle; a prudent reserve of \$5,000.00 is hereby established.⁸² The Area Treasurer shall place the prudent reserve in a separate bank account.

⁷⁵ All mention of International Convention deleted, May 2008

⁷⁶ Added May 2009

⁷⁷ Added May 2009

⁷⁸ Added May 2009

⁷⁹ Added May 2009

⁸⁰ Added May 2009

⁸¹ Added May 2009

⁸² Amended May 2006

- A. The prudent reserve may be used only when all other funds of the Area are expended excluding funds set aside for Special Committees and Assembly Seed money⁸³.
 - B. The prudent reserve may not be considered as available funds when setting the budget.⁸⁴
 - C. If all or a portion of the prudent reserve is used, replenishing the prudent reserve is a priority. Only expenses for which use of the prudent reserve has been specifically authorized in these guidelines shall be paid before the prudent reserve is replenished in full.
- 9.5 Finance Committee: The purpose of the Finance Committee is to advise the Area Assembly on financial matters, including the annual budget.
- A. The members of the Finance Committee shall be:
 - 1) The immediate Past Delegate, who shall serve as Chair
 - 2) The current Alternate Delegate, who shall serve as Vice-Chair
 - 3) The current Area Treasurer
 - 4) Two District Committee Members
 - a) One from Districts 1,2,6,7,10 and 12⁸⁵ and any other Districts that may be formed in what is generally the central or eastern part of the Area.
 - b) One from Districts 3,4,5,8,9 and 11⁸⁶⁸⁷ and any other District that may be formed in what is generally the western part of the Area.

If the Past Delegate declines or is unable to serve, the remaining members of the Finance Committee shall nominate, subject to confirmation by a two-thirds majority vote of the Area Committee, a Chairperson pro tem, who shall serve until the next scheduled Area Assembly. In the event that the Finance Committee is unable to reach a majority vote on a single candidate, the names of all candidates will be presented to the Area Committee for election using the Third Legacy procedure. The Assembly will then elect a Chairperson pro tem using the Third Legacy procedure described in the A.A. Service Manual. No member of the Area Committee shall be eligible to serve as Finance Committee Chairperson pro tem. If a DCM who is elected to serve on the Finance Committee becomes unable to serve, his or her replacement shall be elected by the Area Committee until

⁸³ Amended May 2009

⁸⁴ Amended May 2009

⁸⁵ Amended May 2009

⁸⁶ Amended May 2008

⁸⁷ Amended May 2009

the next rotation of Area trusted servants. All other vacancies on the committee shall be replaced by the replacement for their Area service position.

- B. The committee shall meet for the purpose of reviewing and recommending a budget and to audit the financial records of the Area as set forth in these guidelines and at the call of the Chair. Three members shall constitute a quorum. The committee shall also meet at each Area Committee meeting and at each Area Assembly for the purpose of reviewing the financial records and monitoring actual revenues and expenses.
- 9.6 Budget: In order to prudently manage the Area's funds, the Area Assembly shall adopt an annual budget at each Spring Assembly. The budget shall be valid for the one-year period beginning July 1 immediately following its adoption and ending on June 30 of the following year. The following procedure will be used to adopt the budget.
- A. At each January Area Committee meeting, each Area Officer listed in Section 3 above and each Special Service Committee Chairperson listed in Section 4 above shall present a budget to the Finance Committee Chair. Each budget request shall contain the following information.
 - 1) Each "special"⁸⁸ event to be attended. Each event shall include separate amounts for travel, lodging, meals, etc.
 - 2) Other needs, such as literature, shall be listed next.
 - B. The Area Treasurer shall keep and provide to the Finance Committee Chair historical financial information showing expenditures of each Area Officer and each Special Service Committee Chairperson and receipts by source of the previous five (5) years.
 - C. Between the January Area Committee meeting and the March Area Committee meeting, the Finance Committee shall meet to⁸⁹:
 - 1) Conduct an audit of the Area's financial records for the prior calendar year.⁹⁰
 - 2) Using the historical information provided by the Area Treasurer, estimate the total receipts for the upcoming budget year.
 - 3) Evaluate⁹¹ the funds on hand (excluding the prudent reserve, funds set aside for Special Committees and Assembly Seed money)⁹² at the end of the current budget year.

⁸⁸ Amended May 2011

⁸⁹ Amended October 2002

⁹⁰ Amended May 2011

⁹¹ Amended May 2011

⁹² Amended May 2009

- 4) Review the “Standardized Budget” criteria for each Area Committee Member’s budget and the Area’s annual “Operational Expenses” for compliance with current costs associated with each category and Assembly Motions amending prior year “standards”.⁹³
- 5) Review each Area Committee Member’s budget request and prepare a recommended Idaho Area 18 budget.⁹⁴ The following shall be the order of priority:
 - a) The Delegate’s attendance at the annual General Service Conference.
 - b) The Delegate’s attendance at Area Assemblies and Area Committee meetings.
 - c) Attendance of the Area Committee, including Area Officers, Special Service Committee Chairpersons, Finance Committee Chairperson,⁹⁵ any Ad Hoc Committee Chairpersons,⁹⁶ and District Committee Members⁹⁷ as may be formed⁹⁸ at Area Assemblies and Area Committee meetings.
 - d) Seed money for upcoming Assemblies no earlier than the time set forth in the Idaho Area Assembly/Convention Guidelines.
 - e) The Delegate’s attendance at Pacific Region Alcoholics Anonymous Service Assembly (PRAASA),⁹⁹ and Regional Forum¹⁰⁰.
 - f) The attendance of any person nominated by the Area Assembly for Pacific Regional Trustee or Trustee-at-Large to Pacific Region Alcoholics Anonymous Service Assembly (PRAASA)¹⁰¹.
 - g) Area Committee operating expenses (other than associated with attendance at Area Assemblies and Area Committee meetings) necessary to carry out the Area’s business.¹⁰²
 - h) The travel costs of any member of the Finance Committee and such other Ad Hoc Committees as may be formed.¹⁰³

⁹³ Added May 2011

⁹⁴ Amended May 2011

⁹⁵ Added May 2006

⁹⁶ Added May 2009

⁹⁷ Added May 2011

⁹⁸ Amended May 2009

⁹⁹ All mention of PNC deleted and sections re-lettered, May 2003

¹⁰⁰ All mention of International Convention deleted, May 2008

¹⁰¹ Added May 2009

¹⁰² Amended May 2009

- i) Replenishing any deficiencies in the prudent reserve.
 - j) Attendance at Pacific Region Alcoholics Anonymous Service Assembly (PRAASA)¹⁰⁴ by Area Committee members other than those listed above will be budgeted at 1/3 the estimated cost of the Delegate's expenses.¹⁰⁵
 - k) Attendance at Pacific region Forums and Special Events by Area Committee members other than those listed above shall be evaluated by Area Finance Committee per request of attendee and recommendation made to Idaho Area 18 budget.¹⁰⁶
- D. The Finance Committee shall submit its recommended budget to the Area Chairperson in time for it to be mailed to the Area Committee along with the Spring Area Assembly agenda. Each DCM is responsible for copying and distributing these budget recommendations to the groups in their districts. It is suggested that this be done in a timely enough manner for the groups to be able to reach an informed group conscience.¹⁰⁷ Any Area Committee member whose budget was reduced in the final budget recommendation by the Finance Committee may request that the Assembly grant additional amounts. That committee member must identify a source of additional funding sufficient to fund the additional amount requested. If the request is to be granted, a motion to amend the recommended budget must be made and seconded by Assembly members other than the requesting party. Of course, the Area Assembly may make other amendments as it sees fit, so long as the budget expenditures do not exceed the estimated available funds.
- E. Notwithstanding the above, the approval of a budget does not guarantee that funds will be available for any given function or at any given time. In all cases, the Area Treasurer shall disburse only those funds that are available and shall make disbursements from the prudent reserve only in the instances set out in these Guidelines. The Area Treasurer shall monitor actual expenditures against budgets and shall not disburse funds that would cause any budget amount to be exceeded.
- 1)¹⁰⁸¹⁰⁹ Funds Available: Any amount of Area funds above the prudent reserve (\$5,000) plus any funds set aside for Special Committees and Assembly Seed money
The Finance Committee shall determine if there is 'funds available' in the following manner:

¹⁰³ Added May 2009

¹⁰⁴ Mention of PNC deleted May 2003

¹⁰⁵ Amended May 2011

¹⁰⁶ Added May 2011

¹⁰⁷ Rewritten and approved October 2002

¹⁰⁸ Added May 2009

¹⁰⁹ Moved May 2011

- a) Dates for:
 - i. End of business at August Area Committee Meeting
 - ii. End of business at Fall Assembly
 - iii. End of business at January Area Committee Meeting
 - iv. End of business at March Area Business Meeting
 - v. End of business at Spring Assembly
 - vi. June 30 of each year;
 - b) Split any amount determined to be 'funds available' equally among those requesting reimbursement, not to exceed approved budgeted amount. If the split amount is not equal to the approved budgeted amount a further review following the above procedure will occur at the next date;
 - c) No reimbursement will be made after June 30 for previous budgeted year.
- F. The budget may be amended by the Area Assembly when funds in excess of those estimated are realized or when anticipated expenditures are less than expected. Budget amendment requests shall be made to the Finance Committee, who will study the request, form a recommendation and present the request and its recommendation for consideration at the next Area Assembly.

10. AREA ASSEMBLY - ELECTIONS¹¹⁰

(Qualifications and election procedures per A.A. Service Manual)

- 10.1 At the Fall Area Assembly meeting of each odd year, the Area will hold elections for Delegate, Alternate Delegate, Chairperson, Secretary and Treasurer. The term of service shall be for two (2) years beginning January 1 of the next even year.
- 10.2 The Area Chairperson shall put names of all eligible/and present on the board, allowing those who wish to withdraw their names for office of Delegate, Alternate Delegate, Chairperson to do so.
- 10.3 Nominations from the floor will be accepted for Delegate, Alternate Delegate or Area Chairperson, provided the nominee is a past member of Idaho Area 18 Committee, after all eligible have been announced and have withdrawn.
- 10.4 Nominations may be accepted from the floor for Secretary and Treasurer.
- 10.5 The voting body should have a choice of at least two (2) names for each office, whenever possible.

¹¹⁰ Numbering amended October 2002

- 10.6 All elected and appointed¹¹¹ members of the Area Assembly PRESENT shall have voting privileges. ABSENTEES OR PROXIES SHALL NOT BE VALID. Nominations from the floor shall be made by a voting member of the Assembly.
- 10.7 Election of Delegate, Alternate Delegate and Area Chairperson shall be in accordance with Third Legacy procedures as in the A.A. Service Manual. The Chairperson shall read that portion of the Manual before balloting.
- A. All currently serving and past Area Committee members are eligible to be elected.
- 10.8 Elections of the Area Secretary and Area Treasurer shall be by simple plurality vote. In the event that two or more candidates are tied and have more votes than the other candidates, a second ballot consisting of only the tied candidates shall be held. If, after the second ballot, a tie still exists, the names of the tied candidates will be placed in the hat and the elected candidate shall be the first name drawn. All members of the Area Assembly, past or present, who have served a full term, shall be eligible to run for Area Secretary or Area Treasurer.¹¹²
- A. The Area Chairperson, Alternate Delegate, Area Treasurer and Area Secretary shall have only one two (2) year term in that office and shall not again be a candidate for that same office.
- 10.9 The Area Assembly may remove the Delegate or any Area Officer or Alternate for just cause. Such removal shall be by secret balloting and shall require two-thirds (2/3) majority vote.
- 10.10 A. The Delegate shall have only one term (2 years) and shall not again be a candidate for this office.¹¹³
- B. Should the Delegate not be able to complete the term, the Alternate Delegate should assume the responsibilities.¹¹⁴
- C. Should any elected Area Officer not complete their term, the Area Chairperson will appoint a temporary replacement until the following assembly when an election can take place.¹¹⁵

¹¹¹ Fall Assembly 1992

¹¹² Added October 1993

¹¹³ Amended October 2001

¹¹⁴ Amended October 2001

¹¹⁵ Amended October 2001

11. AREA #18 GUIDELINES PUBLICATION¹¹⁶

- 11.1 The responsibility for printing and publication of the Idaho Delegate Area 18 of Alcoholics Anonymous Service Structure Guidelines shall rest with the Administrative Officer of Idaho Area 18 (the Area Chairperson). At that person's discretion and with the approval of the Area Committee, the person(s) responsible for the actual work of updating and printing the Idaho Area 18 guidelines will be hired or appointed and ratified to do this work.
- 11.2 The Idaho Delegate Area 18 of Alcoholics Anonymous Service Structure Guidelines will be updated, i.e. amendments deleted or added at the beginning of each new rotation for distribution to and use by all members of the incoming area committee (trusted servants, special service committee chairs, DCM's and GSR's).
- 11.3 A separate line item will appear in the budget for the printing/publication of the guidelines. This item will not be assigned to any trusted servant's budget.

12. AMENDMENT PROCEDURES¹¹⁷

- 12.1 Any proposed amendment to these Area Guidelines and/or Corporate Bylaws shall be in writing to the Area Chairperson, with a copy to the Delegate and Area Secretary.¹¹⁸
- 12.2 At least sixty (60) days prior to the next Assembly meeting, the Area Secretary shall mail copies of the proposed amendment to all DCMs and/or GSRs.
- 12.3 The Chairperson shall include the proposed amendment on the agenda of the next Assembly.
- 12.4 A two-thirds (2/3) approval vote by the Assembly members voting shall constitute adoption of the amendment.

¹¹⁶ Added October 2004

¹¹⁷ Numbering amended October 2004

¹¹⁸ Amended October 2007