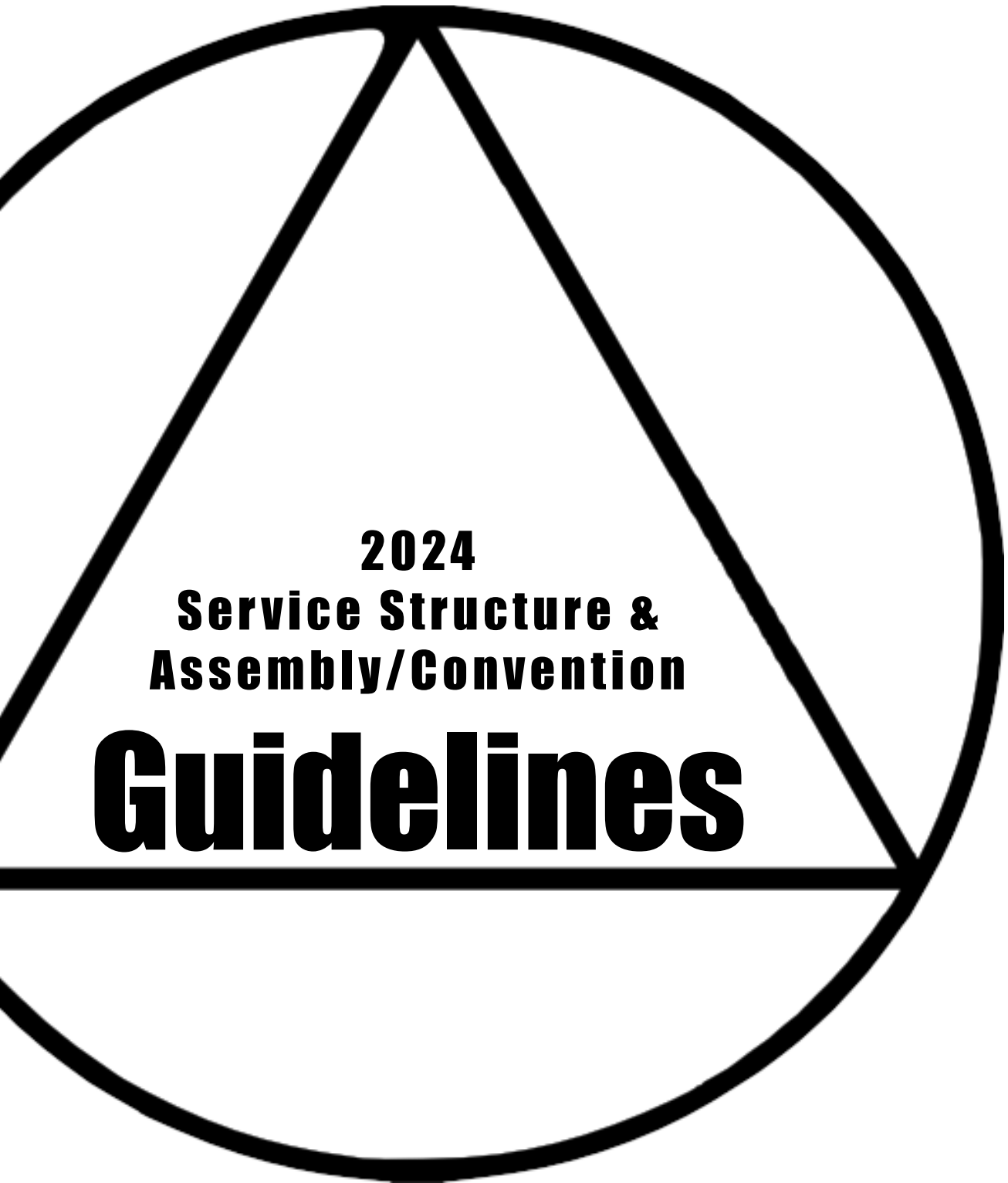


**Alcoholics Anonymous**



**2024  
Service Structure &  
Assembly/Convention  
Guidelines**

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

PUT INTO EFFECT 1988

UPDATED AND REPRINTED MAY 1990, FALL 1991, OCTOBER 1993,  
DECEMBER 1995, JANUARY 1998

UPDATED AND REVISED INSERT FOR JANUARY 1998 PRINTING JANUARY  
20, 1998

UPDATED AND REPRINTED SEPTEMBER 2000, MARCH 2002, MARCH 2004,  
MARCH 2006, MARCH 2008, JANUARY 2010

UPDATED AND REPRINTED NOVEMBER 2011 / PRINTING MARCH 2012

UPDATED AND REPRINTED JANUARY 2014 / PRINTING MARCH 2014

UPDATED AND REPRINTED JANUARY 2016, JANUARY 2018

WEB VERSION UPDATED OCTOBER 2018, MAY 2019

WEB VERSION UPDATED JANUARY 2022/ PRINTING MARCH 2022

WEB VERSION UPDATED AND PRINTING JANUARY 2024

## IDAHO AREA GUIDELINES FOR STRUCTURE AND PROCEDURE

The Idaho Area Committee is given the right to be trusted servants as Guaranteed by The Twelve Concepts for World Service and will be allowed to do business throughout the year. 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.

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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<sup>1,2</sup>
- A. Delegate
  - B. Alternate Delegate
  - C. The Area Officers<sup>2</sup>:
    - 1. Area Chairperson
    - 2. Area Secretary
    - 3. Area Treasurer
  - D. Chairpersons of Special Service Committees:
    - 1. Archives
    - 2. Cooperation with the Professional Community/Public Information (CPC/PI) East and West
    - 3. Grapevine/La Viña
    - 4. Newsletter
    - 5. Southern Idaho Council of Young People in Alcoholics Anonymous (SICYPAA) Liaison
    - 6. Treatment/Accessibilities/Corrections (TAC) East and West
    - 7. Webmaster
  - E. Members of each district, which is comprised of the currently serving GSR's, the DCM's or their alternates.
  - F. Finance Committee Chairperson

### **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.<sup>3</sup> The time and place of each meeting will be selected by the Area Assembly two years<sup>4</sup> prior to that Assembly. Meetings should be conducted with the objective of being broadly inclusive, including providing hybrid access, venue permitting.<sup>5</sup>
- 2.2 A quorum shall be the number of voting members present at the time the meeting is called to order and shall be considered valid until the meeting is adjourned.<sup>6</sup>
- 2.3 At the beginning of the Area Assembly, the Area Registrar<sup>7</sup> will provide a current list of voting members present and the groups they represent to the Area Secretary<sup>8</sup>.

- 2.4 Prior to voting, the Chairperson will explain the following terms and their use:<sup>9</sup>
- 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 and that those wishing to address the Assembly will line up behind the microphone.
  - B. POINT OF ORDER - Any member of the Area Assembly (as defined on page 2<sup>10</sup> 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 2<sup>11</sup> 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.<sup>1213</sup>
  - 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.

## 2.5 IDAHO AREA GROUP CONSCIENCE<sup>14, 15</sup> 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 General Service Office (GSO)/Grapevine Staff are the only people at business meetings to address the Assembly.

### **3. AREA ASSEMBLY OFFICERS**

- 3.1 The officers of the Area Assembly are:
  - A. Delegate (per service manual)
  - B. Alternate Delegate (per service manual)
  - C. Chairperson
  - D. Secretary
  - E. Treasurer, who shall also serve as ex officio<sup>16</sup> member of the Finance Committee
- 3.2 The responsibilities of the Alternate Delegate shall be:
  - A. Serve as ex officio Vice-Chair of the Finance Committee
  - B. Service as Area Registrar
  - C. Serve as the Liaison to the Assembly/Convention Planning Committee
  - D. Stay apprised of General Service Conference Agenda topics and be prepared to serve in the capacity of Delegate, should it be warranted.
- 3.3 The responsibilities of the Chairperson shall be:<sup>17</sup>
  - A. Conduct all Area Assembly/Area Committee Meetings
  - B. Prepare and have published a meeting agenda 60 days prior to the Area Committee Meeting/Assembly<sup>18</sup>

- 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.<sup>19</sup>
  - D. Appoint Special Service Committee Chairs as listed in 1.1 D.
- 3.4 The responsibilities of the Secretary shall be:
- A. Record, retain, and distribute the minutes of the Area Assembly meetings and Area Committee meetings.
  - B. Publish and distribute to the Area Committee the minutes of the previous meeting no later than 14 days after the meeting.
  - C. Publish and distribute the agenda for the Area Committee Meeting/ Assembly, as prepared by the Area Chairperson, 60 days prior to that Meeting/Assembly.<sup>20</sup>
  - D. Have custody of all current records of the Area Assembly and maintain a current mailing list, phone numbers and email addresses of the Area Committee Members.<sup>21</sup>
  - E. The Secretary shall have a petty cash fund as provided for in the annual budget.<sup>22,23</sup>
  - F. 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,<sup>24</sup> 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.<sup>25</sup>
  - G. 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.<sup>26</sup>



H. Publication of the Idaho Delegate Area 18 of Alcoholics Anonymous Service Structure Guidelines.<sup>27</sup>

3.5 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. These contributions may be received as cash, check, money order or through the agreed upon digital payment system. The preferred method is digital, but as each group is autonomous, each group may choose their method of contribution.<sup>28</sup>
- B. Maintain a record of all moneys received and all disbursements. Maintain a bank account for deposits and disbursements.
- C. Area bank account will have signature card signed by the Treasurer, Chairperson, Alternate Delegate, and Secretary. All checks written will require two (2) signatures. Payees listed on an Area check cannot be a signatory on that check.<sup>29</sup>
- 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.<sup>30</sup>
- E. 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.
- F. 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.<sup>31</sup>
- G. Retain the financial records, including complete list of all transactions, reconciled bank statements for the previous calendar year and any other financial information requested 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 confirmation on all forms, retain a copy for the Area's records and mail signed originals to the proper agencies (i.e. IRS, etc.)<sup>32</sup>
- H. 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.<sup>33</sup>

#### **4. AREA ASSEMBLY- SPECIAL SERVICE COMMITTEES**

- 4.1 The Special Service Committees of the Area are:
- A. Treatment/<sup>34</sup>Accessibilities/Corrections - East and West<sup>35</sup>
  - B. Cooperation with the Professional Community/Public Information - East and West<sup>36</sup>
  - C. Grapevine/La Vina<sup>37</sup>
  - D. Archives Custodian
  - E. Newsletter<sup>38,39</sup>
  - F. Webmaster<sup>40</sup>
  - G. Southern Idaho Council of Young People in Alcoholics Anonymous (SICYPAA) Liaison<sup>41</sup>
- 4.2 Each committee shall consist of a chairperson and a workable number of committee members.<sup>42</sup>
- 4.3 Each committee shall meet at the call of its chairperson.
- 4.4 The committees will have the following responsibilities: Special Service Committee Chairpersons will give their written and oral reports, time permitting at the Area Assemblies and at the Area Committee Meetings 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 Pacific Region of Alcoholics Anonymous Service Assembly (PRAASA) reports).<sup>43,44,45</sup>
- A. Treatment/<sup>46</sup>Accessibilities/Corrections<sup>47</sup>
    - A(1) The Treatment/Accessibilities/Corrections Committee will support the flow of information and activities pertaining to carrying our message of recovery to alcoholics in hospitals, mental institutions, alcoholic treatment and rehabilitation facilities, and correctional institutions.<sup>48,49</sup>
    - A(2) The TAC West Chairperson supports Districts 2, 3, 4, 5, 8, 9, 10, and 11 with TAC related matters through the committees below.<sup>50</sup>
    - A(2)(1) The H & I Committee of South-Central Idaho serves Districts 2 and 10. <sup>51</sup>
    - A(2)(2) The Treasure Valley Treatment, Accessibilities and Corrections (TVTAC) Committee serves Districts 3, 4, 5, 8, 9, and 11 <sup>52</sup>

A(3) The TAC East Chairperson supports Districts 1, 6, 7, and 12 with TAC related matters.<sup>53</sup>

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, by getting in touch with and responding to the media, schools, industry, and other organizations so that our message of recovery can reach the alcoholic who still suffers.

C. Grapevine/ La Viña <sup>54</sup>

The Grapevine/La Vina Committee is the link between the districts, groups and membership to the A.A. Grapevine office. The Grapevine/La Vina Committee will make sure groups and individuals in the Idaho Delegate Area 18 are aware of how the magazine helps support recovery, the history and purpose and the many benefits that can be derived through a Grapevine or La Vina subscription. They inform A.A. members how they can subscribe, submit stories, announcing new products. It is anticipated that each A.A. group would have a Grapevine Representative (GVR) and a subscription to the magazine. The committee will encourage broadening Grapevine's and La Vina's benefit's, i.e. topics for group discussion, submitting articles for publications, sharing copies with newcomers, friends, professional institutions, i.e., including the resources available for carrying the message in the digital age. The Grapevine/La Vina Committee will provide an awareness of the needs of the Spanish speaking A.A. in the Idaho Area 18 Area, and be an active participant in efforts to make the Grapevine/La Vina available to other service committees such as corrections, treatment, literature, and cooperation with the professional community.

D. Archivist

1) The Archive Committee 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.F 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.F and 3.4.H of these Guidelines, to preserve and store them.<sup>55</sup>

- 2) The Area Treasury is responsible for the financial maintenance and preservation of the collected material. Responsibility for display and copying of material is the responsibility of the requesting parties.

E. Newsletter<sup>56</sup>

The Newsletter Committee shall gather information and publish four (4) Newsletters per year, funds available. It is suggested that hard copies of the Newsletter shall be made available for distribution at both the Spring and Fall Assemblies and posted electronically on the Area website. Electronic copies of the Newsletter shall be posted on the Area website in time for viewing at the March and August Area Committee Meetings.<sup>57</sup>

F. Webmaster<sup>58</sup>

The Webmaster shall be the Administrative Officer of all Area Web-based activities, ensuring that all these activities conform to the approved Website guidelines.

G. Southern Idaho Council of Young People in Alcoholics Anonymous (SICYPAA) Liaison<sup>59</sup>

SICYPAA Liaison will coordinate the flow of information and activities pertaining to carrying our message of recovery to Young People in Alcoholics Anonymous groups.

H. Information Technology<sup>60</sup>

An Information Technology (IT) Committee Chair shall be selected by the Area 18 Chair to serve a two-year rotation and will be considered a Chairperson of a Special Service Committee. Technical experience is required to participate and contribute to the IT Committee.

1. Submit and maintain a budget to the Finance Committee for the Area 18 IT Committee yearly expenses and a budget to include new IT equipment for budget approval.

2. Act as an advisor for Idaho Area 18's are IT equipment purchases to ensure that they are compatible with existing IT equipment.

3. Purchase and maintain IT equipment for Idaho Area 18 to include audiovisual (A/V), laptops, printers, projectors/screens, recording devices, etc. with the ability to store the equipment of necessary.

4. Collaborate with the Alt-Delegate (Assembly liaison) to ensure Idaho Area 18 Assembly (Business Meeting) hybrid requirements are met (ie, adequate Wi-Fi connectivity/bandwidth, A/V equipment placement, etc.)

5. Engage with host Assembly/Convention planning committee(s) to include local A.A. members to volunteer for video conferencing program support and A/V equipment support during the Spring and Fall Assembly.

6. Attend the Area Committee Meetings (three per year) and setup A/V equipment and support for the hybrid portion.

7. Maintain an inventory (who has the equipment, where is it stored, when should it be replaced, etc.) for all of Idaho Area 18's IT equipment.

## **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.

## **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.

2. The incoming DCM shall notify, in writing, the Area Secretary of the name, address, and phone number of the new DCM and the Alternate DCM and the GSRs.<sup>61</sup>

7.3 It is suggested that each district have their own service guidelines.<sup>62</sup>

## **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 January<sup>63</sup>
  - 3rd weekend in March
  - 3rd weekend in August
- B. Purpose of January meeting: To establish a working relationship with Area committee members. Delegate to review "Agenda of Topics for General Service Conference" 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 General Service Conference" and discuss<sup>64</sup> agenda for Spring Assembly.
- D. Purpose of August meeting: To discuss Area business and<sup>65</sup> review agenda for Fall Assembly.
- E. Meetings should be conducted with the objective of being broadly inclusive, including providing hybrid access, venue permitting. <sup>66</sup>

## 9. AREA ASSEMBLY – FUNDING<sup>67</sup>

- 9.1 Purpose: To provide funding for the Delegate and other Area trusted servants and to provide for all 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 fellowship, the following financial policy is hereby adopted.
  - A. The Area's operating funds shall be deposited in a checking account at an established financial institution. Two signatures shall be required on all checks drawn as described in 3.4 C.
  - 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 **printed** 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).<sup>68,69</sup>
  - D. Travel: Area Committee members, when authorized to travel at Area expense, shall be reimbursed for travel expenses as follows:
    - 1) Mileage shall be reimbursed at the rate described in the current, Idaho Area 18 fiscal year budget, for actual miles driven.  
<sup>70,71,72,73</sup>
    - 2) Actual costs for coach class fares when travel is accomplished by commercial carrier may be paid in advance to secure said ticket.<sup>74</sup>
    - 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.<sup>75</sup>
  - 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.<sup>76</sup>
  - 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)<sup>77</sup> for the Delegate's expenses to the General Service Conference<sup>78</sup> 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 GSB<sup>79</sup>. 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 budget<sup>80</sup>

- 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 Guidelines<sup>81</sup> and all Ad Hoc Committee Chairpersons appointed by the Area Chairperson<sup>82</sup> are authorized mileage reimbursement as set forth in Section 9.2.D. When requested, reimbursements are also authorized for District Committee Members (DCMs) however; Districts are encouraged to fund their own DCM's travel and should fully fund their DCM's before making contributions to the Area.<sup>83</sup> 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.<sup>84</sup> 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 Guidelines<sup>85</sup> and all Ad Hoc Committee Chairpersons appointed by the Area Chairperson<sup>86</sup> are authorized mileage reimbursement as set forth in Section 9.2.D and lodging and meals as set forth in Section 9.2.E. 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.<sup>87</sup> 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<sup>88</sup> These reimbursements are authorized even if a part of the prudent reserve must be used to do so.
- D. Pacific Region Alcoholics Anonymous Service Assembly (PRAASA), Pacific Regional Forum<sup>89</sup>: Travel, lodging, registration<sup>90</sup> 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<sup>91</sup>.
- E. Other Area Committee expenses: Costs incidental to carrying out the duties of the various officers and committee chairpersons shall be reimbursed per the approved budget



- F. Other Committee Expenses: 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 per the approved budget. 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.5.a through j in the order received.
    - 2) When the prudent reserve has been replenished and funds are available, all other authorized vouchers in the order received, however no reimbursement will be made after June 30<sup>th</sup> for the previous budget year.
- 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 amount, recommended but he Financial Committee and approved by the Assembly as part of the annual Area 18 Budget, is hereby established. <sup>92, 93</sup>
- 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 money<sup>94</sup>.
  - B. The prudent reserve may not be considered as available funds when setting the budget.<sup>95</sup>
  - 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 12<sup>96</sup> 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 11<sup>97,98</sup> 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 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 Finance Committee 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 (see budget request template attached):
  - 1) Each "special"<sup>99</sup> 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 to<sup>100</sup>:
- 1) Conduct an audit of the Area's financial records for the prior calendar year.<sup>101</sup>
  - 2) Using the historical information provided by the Area Treasurer, estimate the total receipts for the upcoming budget year.
  - 3) Evaluate<sup>102</sup> the funds on hand (excluding the prudent reserve, funds set aside for Special Committees and Assembly Seed money)<sup>103</sup> at the end of the current budget year.
  - 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".<sup>104</sup>
  - 5) Review each Area Committee Member's budget request and prepare a recommended Idaho Area 18 budget.<sup>105</sup> 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,<sup>106</sup> any Ad Hoc Committee Chairpersons,<sup>107</sup> and District Committee Members<sup>108</sup> as may be formed<sup>109</sup> 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),<sup>110</sup> and Regional Forum<sup>111, 112</sup>
    - f) Area Committee operating expenses (other than associated with attendance at Area Assemblies and Area Committee meetings) necessary to carry out the Area's business.<sup>113</sup>
    - g) The travel costs of any member of the Finance Committee and such other Ad Hoc Committees as may be formed.<sup>114</sup>

- h) Replenishing any deficiencies in the prudent reserve.
- i) Attendance at Pacific Region Alcoholics Anonymous Service Assembly (PRAASA)<sup>115</sup> by Area Committee members other than those listed above will be budgeted at 1/3 the estimated cost of the Delegate's expenses.<sup>116</sup>
- j) 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.<sup>117</sup>

D. The Finance Committee shall submit its recommended budget to the Area Chairperson in time for it to be distributed 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.<sup>118</sup> 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)<sup>119,120,121</sup> Funds Available: Any amount of Area funds above the prudent reserve 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:

- 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 - ELECTIONS<sup>122</sup>**

(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 individual conducting the election 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, Secretary, and Treasurer to do so.<sup>123</sup>
- 10.3 The voting body should have a choice of at least two (2) candidates for each office, whenever possible. ABSENTEES OR PROXIES SHALL NOT BE VALID.
- 10.4 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 who will have served a full term by the end of the current rotation are eligible to be elected.
  - B. The Delegate, Alternate Delegate, and Area Chairperson shall have only one term (2 years) and shall not again be a candidate for this office.<sup>124</sup>
  - C. Should the Delegate not be able to complete the term, the Alternate Delegate should assume the responsibilities.<sup>125</sup>
- 10.5 Elections of the Area Secretary and Area Treasurer shall be in accordance with Third Legacy procedure as in the A.A. Service Manual.

All members of the Area Assembly, past or present, who have served a full term or will have served a full term by the end of the current rotation, shall be eligible to run for Area Secretary or Area Treasurer.<sup>126 127</sup>

- A. 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.
- 10.6 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.
- 10.7 Should any elected Area Officer not complete their term; the Area Chairperson will appointment a temporary replacement until the following assembly when an election can take place.<sup>128</sup>

## **11. AREA #18 GUIDELINES PUBLICATION**<sup>129</sup>

- 1. The responsibility for printing and publication of the Idaho Delegate Area 18 of Alcoholics Anonymous Service Structure Guidelines shall rest with the Secretary<sup>130</sup>. 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.
- 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.
- 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 PROCEDURES**<sup>131</sup>

- 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.<sup>132</sup>
- 12.2 All proposed amendments to the Area Guidelines and/or Corporate Bylaws shall be submitted on the form "Idaho Delegate Area 18 of Alcoholics Anonymous Service Structure Guidelines/Idaho Area Assembly/Convention Guidelines/Corporate Bylaws Amendment Form."<sup>133</sup> See Appendix A
- 12.3 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.

4. The Chairperson shall include the proposed amendment on the agenda of the next Assembly.
5. A two-thirds (2/3) approval vote by the Assembly members voting shall constitute adoption of the amendment.

- <sup>1</sup> Amended May 2016
- <sup>2</sup> Amended May 2001
- <sup>3</sup> Added October 2007
- <sup>4</sup> Passed October 1992
- <sup>5</sup> Amended May 2023
- <sup>6</sup> Amended October 2021
- <sup>7</sup> Amended October 2021
- <sup>8</sup> Amended October 2021
- <sup>9</sup> Added May 1997
- <sup>10</sup> Amended October 2002
- <sup>11</sup> Amended October 2002
- <sup>12</sup> Amended May 2001
- <sup>13</sup> Amended May 2011
- <sup>14</sup> Spring Assembly 1995
- <sup>15</sup> Amended October 2022
- <sup>16</sup> Added May 1997
- <sup>17</sup> Amended May 2001
- <sup>18</sup> Amended October 2007
- <sup>19</sup> Amended October 2007
- <sup>20</sup> Amended May 2001
- <sup>21</sup> Amended May 2001
- <sup>22</sup> Adopted May 1998
- <sup>23</sup> Amended October 2021
- <sup>24</sup> Amended May 2001
- <sup>25</sup> Added October 2007
- <sup>26</sup> Added October 2007
- <sup>27</sup> Added October 2004
- <sup>28</sup> Amended May 2023



- 29 Amended May 2014
- 30 Amended May 2001
- 31 Added May 2011
- 32 Added October 2007
- 33 Added October 2007
- 34 Amended October 2021
- 35 Amended October 2012
- 36 Combined May 1996
- 37 Added May 2003
- 38 Added May 1996
- 39 Amended May 2001
- 40 Added October 2005
- 41 Added May 2009
- 42 Amended May 2001
- 43 Added October 1996
- 44 Amended October 2002
- 45 PNC deleted May 2003
- 46 Amended October 2021
- 47 Amended October 2012
- 48 Amended wording Oct. 5, 2002
- 49 Amended October 2022
- 50 Amended October 2022
- 51 Amended October 2022
- 52 Amended October 2022
- 53 Amended October 2022
- 54 Added May 2003
- 55 Added October 2007
- 56 Amended May 2001

- 57 Amended October 2021
- 58 Added October 2005
- 59 Added May 2010
- 60 Amended May 2023
- 61 Amended May 2001
- 62 Amended May 2001
- 63 Changed October 1993
- 64 Area Business meeting, January 1994
- 65 Amended October 2001
- 66 Amended May 2023
- 67 Section revised May 1997
- 68 Added May 2011
- 69 Amended May 2016
- 70 Amended October 2006
- 71 Amended October 2001
- 72 Amended October 2006
- 73 Amended May 2022
- 74 Added October 1997
- 75 Amended October 2006
- 76 Added October 2006
- 77 Amended May 2009
- 78 Amended October 2005
- 79 Amended May 2009
- 80 Amended May 2011
- 81 Added May 2006
- 82 Added May 2009
- 83 Amended October 2006
- 84 Added May 2009

- 85 Added May 2005
- 86 Added May 2009
- 87 Amended October 2006
- 88 Added May 2009
- 89 All mention of International Convention deleted, May 2008
- 90 Added May 2009
- 91 Amended May 2016
- 92 Amended May 2006
- 93 Amended May 2023
- 94 Amended May 2009
- 95 Amended May 2009
- 96 Amended May 2009
- 97 Amended May 2008
- 98 Amended May 2009
- 99 Amended May 2011
- 100 Amended October 2002
- 101 Amended May 2011
- 102 Amended May 2011
- 103 Amended May 2009
- 104 Added May 2011
- 105 Amended May 2011
- 106 Added May 2006
- 107 Added May 2009
- 108 Added May 2011
- 109 Amended May 2009
- 110 All mention of PNC deleted and sections re-lettered, May 2003
- 111 All mention of International Convention deleted, May 2008
- 112 Funding of Pacific Region Trustee or Trustee-at-Large candidate to PRAASA deleted May 2016

- 113 Amended May 2009
- 114 Added May 2009
- 115 Mention of PNC deleted May 2003
- 116 Amended May 2011
- 117 Added May 2011
- 118 Rewritten and approved October 2002
- 119 Added May 2009
- 120 Moved May 2011
- 121 Amended May 2023
- 122 Numbering amended October 2002
- 123 Amended October 2021
- 124 Amended October 2001
- 125 Amended October 2001
- 126 Added October 1993
- 127 Amended October 2018
- 128 Amended October 2001
- 129 Added October 2004
- 130 Amended October 2021
- 131 Numbering amended October 2004
- 132 Amended October 2007
- 133 Added May 2018