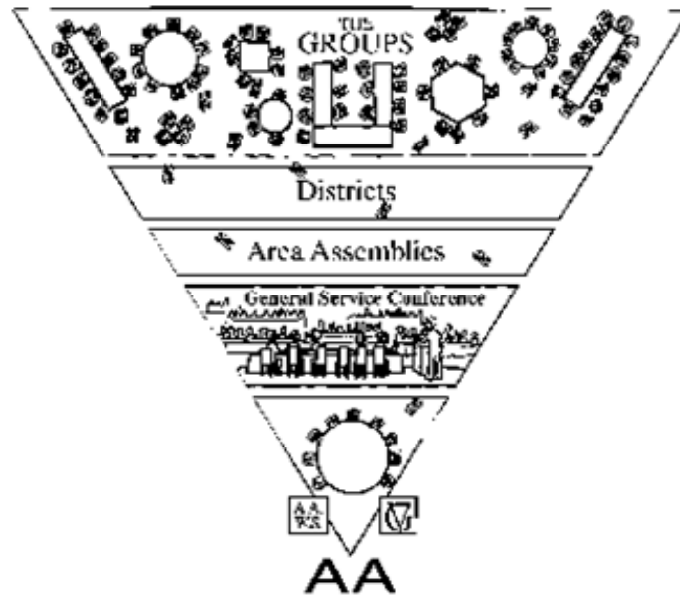
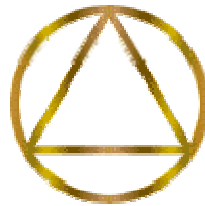


Delegate Area 50 General Service Assembly

Guidelines of Operation

(supplemental to the A.A. Service Manual)



Preface

The 2007 Delegate Area 50 General Service Assembly's group conscience determined a need to develop new guidelines for the Area 50 GSA and its operation (supplemental to the A.A. Service Manual). An ad hoc committee was formed and this document was assembled for presentation, review and acceptance by the groups represented at the assembly. Over various periods of time, (approx. 1989 through 1997) different sets of guidelines were written for various Area 50 GSA functions. The written guidelines were not contained in one central document and were scattered at best.

The 2007-2010 Area 50 GSA guidelines ad hoc committee amended the guidelines from the following years: 1989, 1990, 1992 & 1997.

References: The A.A. Service Manual Combined With Twelve Concepts for World service
2008-2009 Edition.

Table of Contents

Section 1 – *Welcome to the New GSR* - Page 5

- GSR – General service Representative
- Service Sponsor
- DCM – District Committee member

Section 2 – *Assembly Service Positions* - Page 6

- A. Officers – Elected
- B. Positions – Appointed
- C. Committee Chairs - Elected

Section 3 – *Area 50 Committees* - Page 6

- A. Archives Committee
- B. Cooperation with the Professional Community
- C. Corrections Committee
- D. Grapevine/La Vinia Committee
- E. Public Information Committee
- F. Special Needs Committee
- G. Treatment Facilities Committee
- H. Website Committee

Section 4 – *A Guide to Application of Parliamentary Procedure for Area 50 GSA* - Page 8

- A. Motion
- B. Second
- C. Restatement
- D. Discussion
- E. Vote
- F. Minority Opinion
- G. Motion to reconsider

Section 5 – *Area 50 GSA Elections* - Page 9

- A. List of elected and appointed servant positions.
- B. When elections are held, and term lengths.
- C. Who can vote.
- D. Third Legacy Procedure

Section 6 – *Area 50 GSA Annual Agenda* - Page 11

Section 7 – *Area 50 GSA Financials* - Page 12

- A. Introduction
- B. Budget Authorization
- C. Meals / Lodging
- D. Mileage
- E. Committees
- F. Miscellaneous

Section 8 – General Service Area 50 Conventions & Events - Page 15

- A. The Assembly's Responsibilities
- B. Event Chairperson's Responsibilities
- C. Picking the Right Hotel
- D. The Program Chairperson's Responsibilities
- E. The Registration Chairperson's Responsibilities
- F. The Treasurers Responsibilities
- G. The Hospitality Chairperson's Responsibilities
- H. The Greeter Chairperson's Responsibilities
- I. The Publicity Chairperson's Responsibilities
- J. The Secretary's Responsibilities
- K. The Literature Chairperson's Responsibilities
- L. The Graphics Chairperson's Responsibilities
- M. Scheduling Considerations

Section 9 – Area 50 Website Guideline - Page 22

- A. Overview
- B. The Website Committee
- C. Area 50 Website
- D. Submittal Procedure
- E. Website Chairperson
- F. Development
- G. Disclaimers and Legal Information
- H. Frequently asked Questions

Appendix - Page 27

- I. A.A. Acronyms and definitions.
- II. List of Past Area 50 Delegates.
- III. Guideline Revision Suggestion-Submittal Form
- IV. Table of Guideline Revisions.
- V. Annual Budget Example.
- VI. A.A. Northeast Region Service Areas map.
- VII. Area 50 Geographic boundaries including the 22 Districts.
- VIII. Area 50 Archives Guideline

Section 1 – Welcome to the new GSR

Welcome to your new commitment as an Area 50 GSR!

Area 50 GSRs have specific responsibilities related to their commitment that are not listed in the GSR pamphlet.

These include:

- Attending all assembly meetings and giving a report of the meeting to their group.
 - Assembly meetings are an essential part of your commitment. Assemblies are typically held in **January, March, April, June, August, (September in odd numbered years for officer and committee chair elections), October and November.** If you cannot attend the assembly meeting, it is suggested that you send an alternate or another group member in your place.
- When necessary, making arrangements for a Group Inventory Meeting.
- Encouraging group members to become active in the numerous service committees in Area 50.

Service Sponsors

Hopefully you have a sponsor that is engaged in all three legs of the A.A. triangle. If not, it is suggested that you get a Service Sponsor. A service sponsor is much like your regular sponsor in that he or she will provide guidance and suggestions for you regarding service. Rather than focusing on the steps, your service sponsor will help you understand A.A.'s Twelve Traditions. A service sponsor can be someone from your home group or someone you know who has been active in service. Many of the Area 50 GSRs, DCMs, Committee Chairs and Officers are available to act as a service sponsor. Don't hesitate to ask someone!

Remember: You are the vital link between the larger organization of A.A. (specifically Area 50) and your home group.

Area 50 and your home group benefit through your active participation in fulfilling your commitment. *"People who do service work stay sober!"*

District Committee Member

The district committee member is an essential link between the group GSR and the area delegate to the General Service Conference. As leader of the district committee, made up of all GSR's in the district, the DCM is exposed to the group conscience of that district. See page S31 of your AA Service manual.

General Service Office (New York City):

212-870-3400

<http://www.alcoholics-anonymous.org>

Section 2 – Assembly Service Positions

***Note:** Reference the A.A. Service Manual Chapters;

Four: The Area Assembly and Activities

Five : The Area Committee officers including the Registrar

Six: The Delegate

A. Officers - Elected

Delegate - Must be sober at least 5 Years.

Area Assembly Chair / Alternate Delegate - Must be sober at least 5 Years.

Area Assembly Co-Chair - Must be sober at least 5 Years.

Secretary - Must be sober at least 2 Years.

Treasurer - Must be sober at least 5 Years.

B. Appointed Service Positions

Archivist - Appointed by Area Chairperson

Registrar - Appointed by Area Delegate

Website Chairperson - Appointed by Area Chairperson

C. Committee Chairs - Elected

Archives Committee Chairperson

Cooperation with the Professional Community Chairperson

Corrections Committee Chairperson

Grapevine/La Vina Committee Chairperson

Public Information Committee Chairperson

Special Needs Committee Chairperson

Treatment Facilities Committee Chairperson

Section 3 – Area 50 Committees

Each of the following committees provides service to A.A. members throughout Service Area 50. The following is a list of services each committee provides. Additionally GSO publishes literature for the different committees.

A. Archives Chairperson:

1. Works with the archivist to collect and preserves historical data that is pertinent to Service Area 50.
2. Works with the archivist, when asked, to mount an archives display.
3. Displays archives at all area functions upon request.

B. Cooperation with the Professional Community (CPC):

The Chairperson is elected by the Area 50 Assembly. The Cooperation with the Professional Community Chairperson shall be responsible for the implementation of Cooperation with the Professional Community guidelines within Area 50. The Chairperson shall liaise with the Districts' and Intergroups' Cooperation with the Professional Community Committees, and shall provide assistance, when requested, in accordance with the workbook for Cooperation with the Professional Community.

C. Corrections:

The Chairperson is elected by the Area 50 Assembly. The Corrections Chairperson shall be responsible for the implementation of Corrections guidelines within Area 50. The Chairperson shall liaise with the Districts and Intergroups (Buffalo Central Committee, NYPENN etc.) Corrections committees, and shall provide assistance when requested, in accordance with the workbook for Correctional Facilities.

D. Grapevine

The Grapevine/LaVina magazines are A.A.'s "meeting in print."

The Grapevine/ LaVina chair:

1. The Chairperson is elected by the Area 50 Assembly.
2. Encourages groups to elect a Grapevine Rep. who is responsible for purchasing and distributing the Grapevine at the Group Level.
3. Displays the Grapevine/ La Vina and other Grapevine related material at service & Group functions.
4. The Chairperson maintains an appropriate working budget as approved by the area Committee.

E. Public Information Committee (PIC):

The Chairperson is elected by the Area 50 Assembly. The Public Information Chairperson shall be responsible for the implementation of Public Information guidelines within Area 50. The Chairperson shall liaise with the Districts and Intergroups (Buffalo Central Committee, NYPENN etc..) PIC's, and shall provide assistance when requested, in accordance with the Workbook for Public Information. The PIC shall arrange for a display at the Erie County Fair.

F. Special Needs

While there are no special A.A. members, many members have special needs.

The Chairperson is elected by the Area 50 Assembly. The Special Needs Chairperson shall be responsible for the implementation of Special Needs guidelines within Area 50. The Chairperson shall liaise with the Districts and Intergroups (Buffalo Central Committee, NYPENN etc..) Special Needs Committees, and shall provide assistance when requested, in accordance with the A.A. Guideline "Serving Alcoholics With Special Needs".

Whom do we serve:

- Physically Disabled.
- Deaf and Hearing Impaired.
- Blind & Visually Impaired.
- Learning or Reading Impaired.
- Seniors & Homebound.
- Language Barriers.
- Single Parents Requiring Childcare.

G. Treatment Facilities (TFC):

The Chairperson is elected by the Area 50 Assembly. The A.A. Message is carried to Hospitals, alcoholic detoxification wards, walk-in non-medical detoxification centers, rehabilitation centers, recovery homes, and out-patient clinics which treat alcoholics.

The committee:

1. Coordinates the work of individual A.A. members and groups with that of Treatment Facilities.
2. Fill chairperson and speaking commitments treatment facilities.
3. Supplies literature.

H. Website Committee:

The Website Chairperson is appointed by the Area 50 Chairperson and will also appoint a website Co-Chair The Website Chair or Co-Chair will have sole responsibility for updating the Website content. The Chair or appointed committee member collects information from Area and District committee members, reviews all proposed changes with the Area Chair, Co-Chair or designated reviewer and updates the Website. The chairperson also deals directly with the web hosting service regarding technical matters and reports the current status to the Area Assembly. The Website Chair and Co-Chair have the ultimate authority, and responsibility for the Website's content.

Section 4 – A Guide to the Application of Parliamentary Procedure for Area 50

A. MOTION

1. A motion can be made from the floor by any voting member of the Assembly so long as there is no other issue already being considered.
2. An *Area Committee recommendation* is considered seconded already. This is because committees consist of more than one voting member.

B. SECOND - (If there is no second, the motion dies.)

C. CHAIR RESTATES MOTION - “It has been moved and seconded that” (state the motion).

D. DISCUSSION BEGINS

1. If all comments favor the motion, the Chair may ask “Is it the sense of the assembly that the motion be adopted?” If there is no opposition, a vote should be taken. If there is opposition they need to speak to the motion.
2. A reasonable opportunity is given for all to speak on the motion.
3. As discussion dies, the Chair states: “There being no further discussion we will vote on the motion ... ”
4. **CALLING THE QUESTION** - After discussion has begun, any voting member may Call the Question. A second is required and there is no discussion. The Chair will ask for a vote on the Motion to Call the Question. If adopted, the Assembly will move to **VOTE** on the question, otherwise **DISCUSSION** resumes. Please remember that a reasonable opportunity should be given for all to speak before making a Motion to Call the Question.
5. Not all MOTIONS result in a **VOTE**. Subsidiary motions requiring a second include:
 - a) It can be **AMENDED**. The amendment is discussed and voted on, or accepted by the originator as a friendly amendment. Then discussion of the original motion resumes.
 - b) It can be **TABLED**, or postponed, either *definitely* to a set time or place, or *indefinitely* with no set time or place.
 - c) It can be **REFERRED TO COMMITTEE** with or without instruction.

E. VOTE - The Chair should restate the motion, then choose a verbal or hand vote. If a verbal vote is difficult to determine, a show of hands should be taken and counted. In general a 2/3 (66.6%) vote is suggested to adopt a motion. The Chair announces the outcome of the vote.

F. MINORITY OPINION - The Chair asks, “Does anyone in the minority wish to speak?” Only those who voted in the minority may speak, defined by the following criteria:

1. If a motion has passed, only those who voted against may speak.
2. If a motion has failed, only those that voted in favor may speak.
3. If a person abstained from voting, they do not speak at this time.

G. MOTION TO RECONSIDER

The Chair asks, "After hearing from the minority, is there anyone who voted that is from the majority who wishes to change their vote?". (If YES) then state: "Do I hear a Motion to Reconsider?"

1. This motion must be seconded and is then discussed. After reasonable discussion, the Chair will call for a vote. Only a simple majority (over 50%) is necessary to reconsider.
2. If a Motion to Reconsider is passed, resume **DISCUSSION** on the original motion.
3. A motion cannot be reconsidered twice.

Study and practice of the Twelve Steps, the Twelve Traditions and the Twelve Concepts for World Service provide useful tools for protocol. Practice of our basic principles helps us to function at our best. Parliamentary procedure ensures courteous and orderly exchange amongst voting members. They are here to serve, not stifle, the Assembly.

Section 5 – Area 50 GSA Elections

A. All elected service positions will be held for a period of 2 years starting January 1st.

The following are the elected servants:

1. Area 50 Delegate
2. Area 50 General Service Assembly Chair / Alternate Delegate
3. Area 50 General Service Assembly Co-Chair
4. Area 50 General Service Assembly Secretary
5. Area 50 General Service Assembly Treasurer
6. Archives Committee Chairperson
7. Cooperation with the Professional Community Chairperson
8. Corrections Committee Chairperson
9. Grapevine/LaVina Committee Chairperson
10. Public Information Committee Chairperson
11. Special Needs Committee Chairperson
12. Treatment Facilities Committee Chairperson

The following are appointed Assembly service positions:

1. Area 50 Archivist – Appointed by Area 50 Chairperson
2. Area 50 Registrar– Appointed by Area 50 Delegate
3. Website Chairperson – Appointed by Area 50 Chairperson

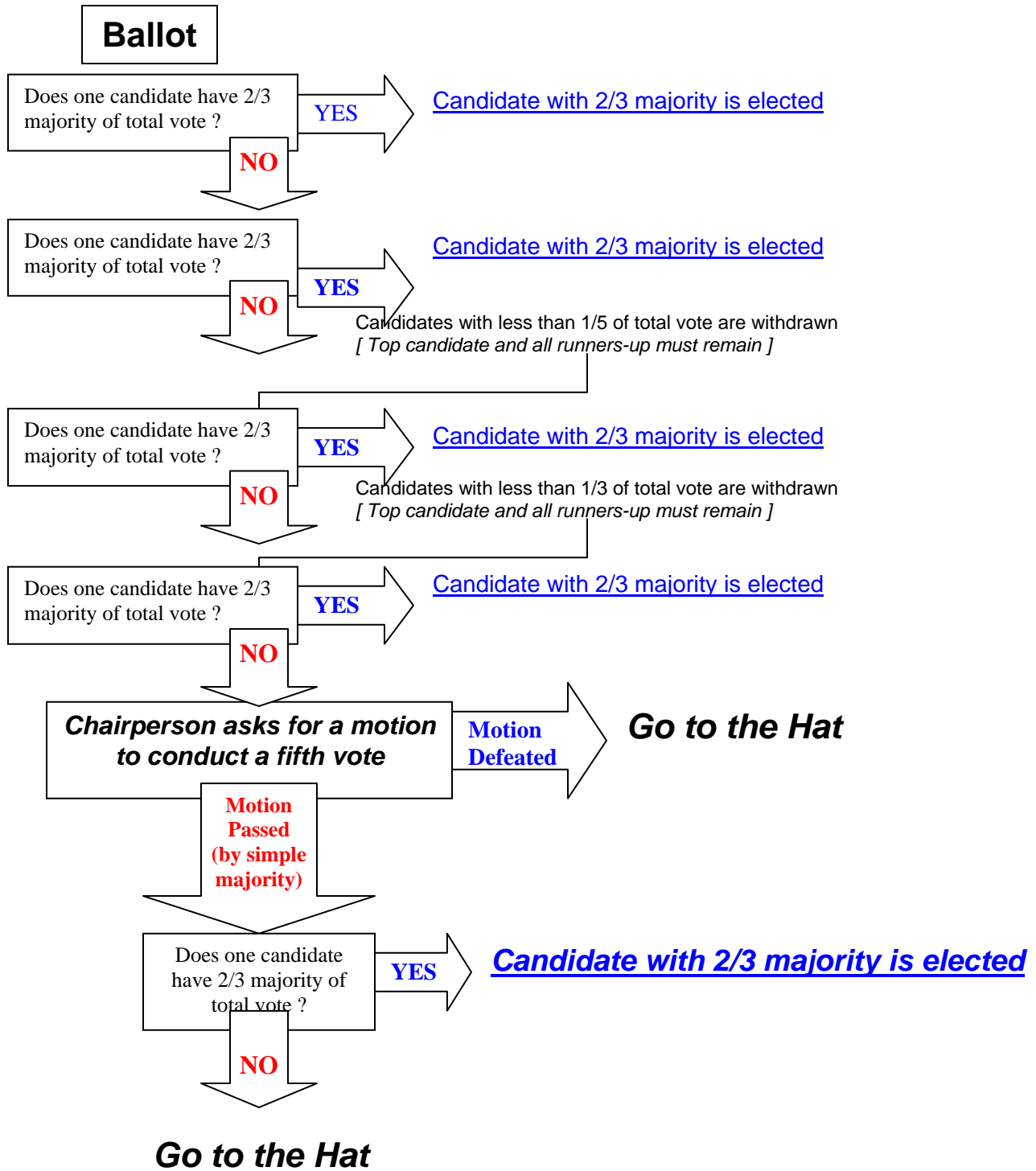
B. Elections will be held in odd numbered years during September. Elected officers will accept responsibility for their positions in January.

C. Voting members shall be; all officers, committee chairs, DCMs, GSRs, Archivist, Registrar and Website Chairperson. Past Delegates have a voice but do not vote.

D. Elections will be held in accordance with the **Third Legacy Procedure**. Please refer to Chapter One of the A.A. Service manual for more information concerning the Third Legacy Procedure.

(Please see the following page for a diagram of the Third Legacy Procedure)

A diagram of the Third Legacy Procedure



Section 6 – Area 50 GSA Annual Agenda

- **January**
 - Assembly meeting.
 - After an odd year election, officers accept responsibility for their positions.
 - Preliminary Conference agenda should be available.
- **February**
 - No activity. (NERAASA)
- **March**
 - Assembly meeting.
 - Delegate should begin receiving some GSR's feedback concerning their group conscience concerning Conference Agenda items.
- **April**
 - Assembly meeting.
 - Delegate should receive GSR's information concerning their group conscience on Conference Agenda items.
 - The Delegates goes to the Conference.
- **May**
 - No activity (Spring Convention or Day of Learning).
- **June**
 - Assembly meeting.
 - Delegate's Conference report to the Area 50 Assembly.
- **July**
 - No activity (NY State Convention).
- **August**
 - Assembly meeting.
Sometimes hosted by a group at a location other than the normal meeting place of the Assembly.
- **September**
 - Assembly meeting held on "odd" numbered years for the election of Assembly Officers & Committee Chairpersons.
- **October**
 - Assembly meeting.
- **November**
 - Assembly meeting.
 - Set next year meeting schedule.
 - *If the Assembly decides to present a potential Conference agenda item, it should be ready by the November meeting.*
- **December**
 - No activity

Each Assembly meeting is hosted by a group.

Typical Requirements:

- A GSR asks the home group if they would like to host the meeting.
- Provide coffee, the means to brew it, napkins, cups, coffee condiments etc... Plan on about 80 cups.
- Arrive at the meeting place early enough to prepare the coffee.
- If the group chooses, provide food for the break period of the meeting.
- Clean up after the meeting is over.

Usually at the last meeting of the year the Assembly chair solicits groups to host each meeting in the next year.

Section 7 – Area 50 GSA Financials

A. Introduction:

1. **Principle.** No member of A.A. shall be denied the opportunity to serve the Area Assembly because of a lack of funds. However, it is within the spirit of A.A., that each member give freely of his/her time, talent and within reason, money.
2. **Implementation.** Following approval of these Policies and the discretionary budget by the Assembly, all members of that body shall, upon timely presentation of justification and at their request, be eligible for reimbursement of extraordinary expenses incurred by them in the performance of their duties on behalf of the Assembly.
3. **Precedent.** These Policies for Financial Reimbursement are not binding in any contractual or legal sense.

B. Budget Authorization:

1. **Budget.** An annual Budget shall be prepared and approved by the Assembly. This Budget shall be based upon historical data, expectations and anticipated revenues of the Assembly. The Budget shall allocate monies for all anticipated regular Assembly meetings and activities of the Elected Assembly Officers, Committees and Members.
2. **Authorization:** Approval of a Budget by the Assembly shall constitute authorization for the expenditures as provided herein. The Area Treasurer shall be responsible for assuring that all reimbursements are within the authorized Budget and supported by receipts.
3. **Modification:** In general, any modifications to an authorized Budget shall be prepared by the persons submitting the original proposal and submitted to the Assembly for review and authorization.
4. **Emergency:** A majority of the duly elected Assembly officers may, in an emergency, or when a vote of the Assembly cannot readily be attained, authorize expenditures for supplies, facilities, items or activities not covered by the authorized Budget. A **FULL** report of any and all such emergency actions shall be given at the following meeting of the Assembly.
5. **Prudence:** All members of the Fellowship are expected to solicit competitive sources for supplies, facilities, items or activities of significant expense and to exercise prudence in their selection from among those sources.
6. **Prudent Reserve:** The Budget will include a suggested prudent reserve.
7. **Monies Advanced:** Monies advanced to any trusted servant of the Assembly or a Committee for the implementation of duties charged by the Assembly or Committee shall be documented and/or receipted no later than up to sixty (60) days from the time of the financial event. No other monies will be advanced until a report of previous monies are documented and/or receipted to the Treasurer and approved by the Assembly.
8. **Attendance at Events:** Attendance at events is considered essential for performance of the duties of all Area Committee members who have been elected by the full Assembly.

a. Delegate

- 1) Northeast Regional Delegate Weekend (NERD).
- 2) Northeast Regional AA Service Assembly (NERAASA).
- 3) The annual General Service Conference in New York City.

- 4) Northeast Regional Forum (every other year)
- 5) Planning Meeting for the New York State Convention.
- 6) New York State Convention
- 7) New York State Informational Workshop
- 8) Western New York General Service Assembly Spring Convention
- 9) A.A. Niagara Frontier Fall Convention.

b. Alternate Delegate / Area Assembly Chairperson

- 1) Northeast Regional Delegate Weekend (NERD)
- 2) Northeast Regional AA Service Assembly (NERAASA)
- 3) Northeast Regional Forum (every other year)
- 4) Planning Meeting for the New York State Convention
- 5) New York State Convention
- 6) New York State Informational Workshop
- 7) Western New York General Service Assembly Spring Convention, Registration & Banquet.

c. New York State Convention

- 1) Delegate and three panelists*
- 2) Area Assembly Chairperson and three panelists*

** Note: Selection of panelists should be from active General Service Assembly members if possible.*

d. New York State Informational Workshop

- 1) Cooperation with the Professional Community Committee Chairperson
- 2) Treatment Facilities Committee Chairperson
- 3) Public Information Committee Chairperson
- 4) Corrections Committee Chairperson
- 5) Grapevine Chairperson
- 6) Archives Committee Chairperson
- 7) Special Needs Committee Chairperson

e. Northeast Regional A.A. Service Assembly - NERAASA

- 1) Cooperation with the Professional Community Committee Chairperson
- 2) Treatment Facilities Committee Chairperson
- 3) Public Information Committee Chairperson
- 4) Corrections Committee Chairperson
- 5) Grapevine Chairperson
- 6) Archives Committee Chairperson

**Persons attending any event paid by Area 50 GSA are required to give a report at the next Assembly meeting.*

C. Meals & Lodging Allowances

1. **Meal Allowance:** The basis for reimbursements for meal expenses may be up to \$30.00 per day that a member will be away from his or her home and will be based on reasonable receipts. When applicable full cost of a banquet may be reimbursed.

2. **Lodging Allowance:** The Delegate (or alternate in place of the Delegate) may be reimbursed for overnight lodging expenses incurred in the performance of his / her duties.

D. Mileage Allowance

1. **PRINCIPLE:** It is the intent to recognize that large numbers of miles may be driven by any member of the Assembly. In many cases this accelerates depreciation of equipment with attendant expenses. Mileage may be reimbursed. Reimbursement is per car driven. That is: if more than one eligible individual travels in a vehicle, only one of these persons will receive reimbursement.
2. The Delegate or alternate (when in place of the Delegate) may be reimbursed for miles driven for Assembly business except for attendance at Assembly meetings, up to \$500.00 per fiscal year.
3. Any other Assembly Officers who attend an A.A. authorized activity, may be reimbursed for actual miles driven in excess of fifty miles per event.
4. Assembly Committees: Each Assembly Committee may upon its own determination, reimburse its members for travel CONNECTED WITH COMMITTEE BUSINESS provided that such reimbursement is within the authorized Budget for the Committee. Reimbursement, if any, shall be limited to actual miles driven in excess of fifty miles per event.

E. Committees

PRINCIPLE: The Budget shall provide for the anticipated financial resource requirements of each of the Standing Assembly Committee. Use of these budgeted monies by an Assembly Committee will, within reason and prudence, be at the option of that Committee. All expenditures and use of budgeted monies will be reported annually to the Assembly. Committee expense requirements which exceed the authorized Budget shall require action as specified in part B of the Section.

F. Miscellaneous

1. **Telephone**
The extraordinary telephone expenses for necessary Assembly business may be reimbursed within the Budget. Additionally, on a case by case basis, telephone expenses of others shall be reimbursed when specifically authorized by the Assembly.
2. **Postage**
The Assembly postage expenses shall be reimbursed from the respective Committee's budget. Additionally, on an event by event basis, postage expenses of others may be reimbursed when specifically authorized by the Assembly.
3. **General**
Certain expenses related to A.A. functions which are not local, such as air fare, train fare, etc. may be reimbursed. All reimbursements are subject to cost and availability of funds within the authorized Budget of the Assembly or Assembly Committee.

Section 8 – General Service Area 50 Conventions & Events

A. The Assembly's Responsibilities

1. The General Service Assembly will accept offers from any of the districts, on a rotating basis, that would like to host the upcoming GSA event.
2. At least 18 months before the General Service event is to occur, the General Service Assembly should pick the site for the event within Area 50. This will give the GSA Event Committee an opportunity to reserve the hotel they want as well as the dates they have chosen. It will also give the area involved a chance to request a change in area in the event there is some legitimate reason they cannot undertake this responsibility.
3. Once the event site has been selected, the area involved should be notified by the General Service Secretary and or the Assembly.
4. Seed money for Area 50 General Service Assembly sponsored events will be provided by the General Service Assembly and forwarded to the event's treasurer upon his/her selection. Seed dollar amounts are to be determined by the full assembly.
5. The Chairperson for the General Service Assembly event will be selected by a majority vote of the full assembly after the host area has been designated. (Usually on a rotating basis).

B. Event Chairperson's Responsibilities

1. Recruit a Co-Chairperson and committee to assist you.
2. A co-chairperson will be approved by the Planning Committee and/or the Chairperson and will be continually informed of all activities in the event the Chairperson becomes unavailable to continue his/her duties.
3. Select the hotel immediately. See page under "Hotel" for criteria for hotel selection.
4. If necessary, get music reserved. Many bands, disc jockeys, etc., are booked far ahead.
5. At least six months before the event, select the various committee people as needed from the geographic area of Area 50.
 - a. Program
 - b. Registration
 - c. Treasurer
 - d. Hospitality
 - e. Greeters
 - f. Publicity
 - g. Secretary
 - h. Literature
 - i. Graphics
 - j. Gratitude (Gifts)
 - k. Grapevine
 - l. Archives
 - m. Logistics
 - n. Talk a thon

If Al-Anon is to be part of the event the following are needed from Al-Anon:

- a. Chairperson
- b. Program
- c. Treasurer
- d. Greeters
- e. Gratitude (Gifts)
- f. Alateen Chairperson if Alateen is to be part of the event.

(Although the A.A. committee has nothing to say about the Al-Anon/Alateen activities, the information which they put together will be needed by the Program Chairman.)

6. Schedule a full committee meeting, preferably at the hotel where the event is to be held, if possible.
7. Pick a night for committee meetings for the balance of the time until the event.
8. The weekend of the event, the Chairperson and Co-Chairperson should not schedule any specific jobs for themselves since their presence may be required in many different areas.
9. If you want to have the event's speakers and panels recorded, you should contact the recorder at the earliest possible time. Sale of CD's that are not of A.A. speakers or non-conference approved shall be discouraged.
10. The committee could select gifts that may be given to each speaker. If desired, one person may be selected to arrange for the gifts and to gift wrap them for the event.
11. Make hotel reservations for the speakers when necessary. NOTE: The event's committee is responsible for the cost of the rooms for any speakers agreed to by the committee for having their expenses paid. The event's committee will also pay for the hospitality room if the hotel does not donate it.
12. The Chairperson will report progress of the Planning Committee to the Western New York General Service Assembly.
13. The Chairperson will give input and assistance to all committee Chairs as requested.

C. *Picking the Right Hotel*

1. Get prices and compare.
2. What will be charged for rooms for out of town guests?
3. Do you get free meeting rooms, or do you pay for them?
4. Are hospitality rooms free?
5. Can you bring in your own coffee or must you purchase it from the hotel? If you must purchase from the hotel, what will they charge?
6. Get a menu for the dinners so that you can make a selection. (Give the hotel your tax exempt certificate, if you have one.)
7. How much leeway are you permitted on dinner reservations. Some hotels will give you up to 10% over or under. Others have been known to require a minimum number.
8. When does your final count for dinner have to be given to the hotel? Most will tell you three to five days. If you have selected a "neutral" dinner menu, hotels have been known to permit A.A. to give them a dinner count late on Friday night, or even early on Saturday.
9. Pick a hotel which can be easily located by out of town guests.
10. Is a deposit required, and when – and to whom is the final bill to be paid?
11. Are microphones available for dinner and meetings?
12. Does the hotel have a safe that can be used during the weekend to keep cash from the Registration table and the Literature table?
13. Once your selection is made, GET A SIGNED CONTRACT !
14. When the flyer for the convention is made up, give a copy to the hotel so that there will be no misunderstanding as to what is needed.
15. Give the hotel the number of people who will be at the head table, if a head table is required.

16. The night of the dinner, request that the hotel give you a count of dinners they have served BEFORE THE DINNER IS OVER. You, in the meantime, have counted heads (or been given the number of dinner tickets sold, from the Registration Chairperson).
17. Check to see how many people will be seated at each table:
18. The Registration Committee will need to know how many tickets they can issue for each table.
19. Check to see if they have an "ice cream bar" available for Friday and Saturday nights. Ask for prices and the options available.

D. Responsibilities of the Program Chairperson

1. With the help of the entire committee at the first committee meeting, select a theme for the event. In selecting the theme as well as the topics for each panel it should be remembered that the event is a means of introducing and supporting service and the opportunities available in our area as well as A.A. as a whole.
2. Get the program times settled at this same meeting. You should determine when you will have speakers, when you will have panels and preferably in which rooms but this is not necessary at this time.
3. Get input from the committee members on guest speakers. The committee is to determine the number of guest speakers. Suggestions are:
 - a. One speaker for the opening of the event.
 - b. One as the main speaker for the dinner.
 - c. One spiritual speaker for Sunday morning. Sunday morning could have a spiritual panel if you prefer.
4. Get program times for the weekend. Suggestions as follows:

Friday : 3:00 pm – Registration Desk opens
 3:00 pm – Hospitality Rooms open.
 4:30 pm – Early Bird Panel
 8:00 pm – Convention Opening Meeting
 10:00 pm – Talk a thon
 10:00 pm – Swimming, if hotel has a pool
 10:00 pm – Ice Cream Bar

Saturday: 8:00 am – Hospitality Rooms open
 8:00 am – Registration opens
 9:00 am – One panel
 9:15 am – One panel (in another room)
 10:15 am – 2nd panel in 9:00 am room
 10:30 am – 2nd panel in 9:15 am room
 11:30 – 1:00 pm – Lunch Break
 1:00 pm – Panel
 1:15 pm – Panel in another room
 2:15 pm – Panel in 1:00 pm room
 2:30 pm – Panel in 1:15 pm room
 4:00 pm – A.A. Meeting or Talk a thon
 6:30 pm – Banquet room opens
 7:00 pm - Banquet
 8:30 pm – Main Speaker
 10:00 pm – Dancing
 10:00 pm – Talkathon
 10:00 pm – Ice Cream Bar

10:00 pm – Swimming

Sunday : 9:30 am – Spiritual Panel or Speaker
11:00 am – Speaker

5. Determine topic for each panel and panel moderator.
6. Decide who will give “Gratitude” speech at each panel and for each speaker if the committee decides this is necessary.
7. Contact all speakers, panel moderators and Talk a thon moderators and give each their date, time and topic. You should also make it clear to the panel moderators that they are to select the persons on their respective panels. You must also give them a deadline on when these names will be submitted to the Program Chairperson for inclusion in the printed program. Person’s name, home group and or town will be needed.
8. It will be the Chairperson’s responsibility to put together the format for the program printing along with the Graphics Chair.

E. Responsibilities of the Registration Chairperson

1. Recruit a Co-Chairperson and committee to assist you.
2. If the registration slips are to go to a Post Office Box, arrange to have both money and slips given to you. If the registration slips are to be sent to your house you must keep in mind that your full name and/or address will need to be put on flyer.
3. As each registration is received, post it on the master list, give name, address or home group, and the amount of money sent with the registration. Forward the money to Treasurer as soon as possible.
4. If Hospitality money is received, the money should be posted on a separate sheet. Money should be forwarded to the Treasurer as soon as possible and the Hospitality Chairperson kept advised of how much has been received.
5. This Chairperson should get a master seating plan from the hotel so that he/she will know how many tickets can be reserved for each table.
6. There are some dinners, which are generally paid for by the convention committee. The Registration Chairperson should set aside these tickets so they will not be sold. The suggestions of persons is as follows:
 1. Dinner Speaker (and guest)
 2. Friday Night Speaker (and guest)
 3. Spiritual Speaker giving grace at dinner (and guest)
7. If the committee elects to have a Head Table, all of the above plus the following may be seated at the Head Table and/or any other persons designated by the Committee:
 1. Convention Chairperson (and guest)
 2. General Service Delegate (and guest)
 3. Co-Chairperson (and guest)
 4. Al-anon Chairperson (and guest)
8. It will be the responsibility of this chairperson to put together the format for the registration/dinner tickets. When registration/dinner tickets are received, assign table numbers to all tickets.
9. One week before event, assign tables to all who have sent in paid registrations if this has not already be done.

10. One-two months prior to the event, arrange to have people attend to the registration desk at the event. Get at least 4 for each period of 4 hours. Also, get a list of "backup" personnel in case some are not available during the event.
11. Arrange with the hotel to have the registration desk in a prominent place in lobby.
12. Have the lists of persons already registered plus the extra tickets at the table. You will also need name tags, name tag holders and pens for the people registering.
13. Have a box that can be used for cash/checks and arrange with the hotel to be able to put these in their safe.
14. Name tag Holders, (the name tags will be part of the tickets), tags for the various committee chairpersons plus for the hospitality and greeters should be arranged for by the Registration Chairperson.

F. Responsibilities of the Treasurer

1. Have the chairperson of the event obtain "seed money" from the General Service Assembly .
2. Open a bank account with this seed money in a bank convenient to you.
3. It is suggested that one other person besides the treasurer be authorized to sign checks in the event the Treasurer becomes unavailable.
4. A Treasurer's report should be given at each monthly committee meeting which will include all income as well as all expenses.
5. If a deposit is required by the hotel, this should be the first check drawn.
6. Each month get bills from the committee members, which need to be paid.
7. Set up a tentative budget at the first committee meeting so that everyone knows what they have to work with. The cost of dinner, DJ, band, printing of tickets and flyers, decorations, name tags, literature, coffee etc... all have to be considered in deciding the price of the registration and dinner.
8. The night of the dinner both Treasurer and Registration Chairperson should count heads and request a number from the hotel, WHILE EVERYONE IS STILL SEATED.
9. Make arrangements with hotel for final payment.
10. Other expenses at the hotel which must be considered are costs of any Hospitality rooms, meeting rooms, and rooms which the convention will be paying for the out of town speakers.
11. Be sure to include in your budget any travel expenses for the out of town Speakers. (You do not need to pay for panel moderators).
12. As soon as possible after the event is over, a full treasurer's report should be given to the General Service Assembly.
13. The band or DJ usually insists on being paid in cash the night of the dance. Be sure to have cash available.

G. Responsibilities of the Hospitality Chairperson

1. Recruit a Co-Chairperson and committee to assist you.
2. Find out from the event Chairperson if you are going to be permitted to bring in your own coffee, etc. or if you must purchase from hotel.

3. If you must purchase from hotel:
 - a. What will they charge per pot / urn, (gallon)?
 - b. Will this include sugar and cream ?
 - c. Will this price include cups, spoons and napkins?
 - d. Will there be service charges?

If you are permitted to bring in your own:

- a. Find out where to get the best price for coffee, tea, creamers, sugar, spoons, cups, and napkins.
 - b. Buy the imperishable as far ahead of time as possible.
 - c. Get some of the groups in the area to lend their coffee pots for the event. Mark them in some way so that they can be returned to the correct group, CLEANED.
4. Ask for donations of cookies, cakes, snacks, etc. from the groups in the area. The hotel will usually allow you to bring these items in, even if you aren't permitted to bring in coffee.
5. Get a list of volunteers to help with the Hospitality room during the event. Three to four hours with at least two persons per period is required if you don't make your own coffee. If you make your own, four persons should be available.
6. It is generally accepted that the event will pick up the bill for Registration Chairperson to stay in a room at the hotel. This is felt to be a must since the Registration Chairperson must be at the hotel at all hours. Find out if the committee plans to do this.
7. Find out if there will be a juice and or an ice cream bar and will hotel staff need to do this.

H. Responsibilities of the Greeters Chairperson

1. Get a Co-Chairperson.
2. About 1 – 2 months prior to the event, take sign-up sheets around to the groups in our area (Area 50) and ask for volunteers for Friday and Saturday at the event.
3. Make up a schedule showing which days and times you will need volunteers.
4. All greeters should wear name tags with "Greeter", "Welcome" or something on this order which will distinguish them to those just arriving and perhaps needing assistance.
5. Greeters should be stationed at all entrances and exits to events.

I. Responsibilities of the Publicity Chairperson

1. Put a flyer together with the Graphics Chair giving the following information:
 - a. Event theme.
 - b. Date of the event.
 - c. Hotel location including address and telephone number.
 - d. Where to send reservations for the event.
 - e. Where to send reservations for the hotel.
 - f. Prices for event and hotel.
 - g. Where to send donations for Hospitality. (These should be marked accordingly).
2. Get all information needed for the tickets from the Registration Chairperson.
3. Get prices from at least three printers for the flyers, tickets and the programs.
4. When you do select the printer, find out how long it will take to have the three items printed. When you will need the information for the programs, will be of particular concern. Have printer submit proofs to you before final printing approved.

5. Flyers should be distributed as soon as possible to all the groups in our area. If you are unable to personally deliver them all, get the committee members to take the flyers to meetings they attend. You may also wish to get permission from the committee to mail some of them. Be sure to send a supply to both the central office in Buffalo and the intergroup: Niagara Falls, Southern Tier and Pennsylvania so they can be distributed through them.
6. Send copies of the flyer to the Grapevine and Box 459 as soon as possible for events scheduled to last 2 or more days.. Three flyers should be sent to other Delegate Areas in NY, PA, Ontario and Buffalo's Central office to be included in the New Frontiers mailing.

J. Responsibilities of the Secretary

1. Take notes at every meeting and be prepared to read the minutes at each committee meeting in case someone needs to check on what happened at the last meeting. (Give a copy to the Chairperson as soon as possible in case of emergency).
2. Get a list of all Chairpersons and their telephone numbers, should a change in meeting time/date be necessary.
3. Give a list of all Chairpersons to each committee person so that they will be able to contact each other regarding the event.

K. Responsibilities of the Literature Chairperson

1. Get a Co-Chairperson.
2. Put together a list of pamphlets, books, tapes, etc. which the committee wants to have on the Literature Table.
3. Get the cost of each item.
4. Arrange with the hotel to have a Literature Table in a prominent place (preferably the lobby).
5. Get volunteers to help staff this table. Only one person is needed at a time. If you break it up into 3-4 hour periods, it will not be too hard on any one person.
6. Give bill for literature to the Treasurer if the literature has not been prepaid.
7. Arrange for and coordinate for the GSA Grapevine Chair and committee to have a table in the vicinity of the Literature table.

L. Responsibilities of the Graphics Chairperson

1. Form a committee.
2. A theme for the event should have been determined at the first event committee meeting. Upon knowing the theme of the event, develop multiple versions of art work that are fitting to the Spirit of the event theme.
3. Present these pieces to the event committee at the second event committee meeting for selection and approval of 1 piece.
4. Finalize the art work for final approval by the event committee.
5. Upon final approval, be prepared to distribute the art work to the Program, Publicity & Registration Chairpersons for incorporation into the flyer, tickets, nametags etc...

M. Scheduling Considerations

It is suggested that the committee take into consideration the following events in A.A. which could conflict with the event they are scheduling.

1. Days of Learning”
2. “Days of Sharing” – Usually held by NYPENN in January and by groups at different times of the year.
3. NYS Informational Workshop.
4. New York State Convention.
5. A.A. World Convention – 2010, 2015, 2020, 2025 etc..
6. Buffalo Fall Convention.
7. General Service Conference.
8. Blossom Time. – Ontario Canada
9. NERAASA and the North East Regional Forum (NERF).

Section 9 – Area 50 Website Guideline

A. Overview

This document provides a road map for the operation of the Area 50 Website. Any modifications to the Web Site Guidelines must be approved by the Area 50 Committee. These Guidelines were developed using the shared experience of other Alcoholics Anonymous (A.A.) entities in conjunction with the [A.A. Web Site Guideline](#) and the [A.A. Guideline for Public Information](#). These Guidelines may be copied, printed, disseminated or used in the operation of other A.A. Websites, provided they do not attempt to restrict others from also using these Guidelines.

B. Website Committee

The purpose of the Website Committee is to coordinate development efforts, administer and maintain the Website of the Western New York Area Assembly (Area 50) of Alcoholics Anonymous, on the World Wide Web, and facilitate the anonymous use of email. Specifically the Area 50 Website Committee will:

1. Consist of a minimum of three trusted servants from Area 50 to include the Area 50 Chair, Area 50 Website Chair and the Area 50 Alternate Delegate to approve changes to the structure of the Website, and at-large members (team) to assist the Website Chair to respond to Area 50 needs. If a Webmaster is not available from within Area 50, request the Area 50 Committee to contract for-hire the work to be done based on a defined scope of work.
2. Meet Quarterly to access Web Team activities and assure the implementation of Area 50 needs.
3. Maintain Ownership of this Website (www.area50wny.org) as the property of Area 50 and administer to the needs of registrar/domain name reseller and web hosting provider such that our continued on-line presence is assured at an acceptable price. The Owner of this Website is:
 - a. Western New York General Service Assembly (WNYGSA) Area 50 with an administrative mailing address of WNYGSA, 5999 S Park Avenue - Suite 103, Hamburg, New York 14075.
 - b. Billing Contact for Area 50 Committee approved expenses is the Area 50 Treasurer at the above address for registration, domain name and server fees, and contract-for-hire help if approved.
4. Ensure that the Websites needs are self-supporting by the Area 50 Committee and nothing of value is received from outside the A.A. Service Structure to develop/maintain the Website.
5. Display the Website at all Area 50 meetings where accommodation can be made.
6. Survey the Area Assembly twice a year to assure the Website is fulfilling its purpose.

C. Area 50 Website

The purpose of the Area 50 Website is to assist Alcoholics Anonymous in the Western New York area in carrying the message of A.A., and the Area Committees to the Fellowship and the public. As a resource for the collection and posting of information for Area 50 members, the Website is treated as a Public Information presence on the WWW and embodies the principles of the Twelve Traditions of A.A., and conforms to both A.A.'s Website and P.I. Guidelines. Specifically, but not exclusively the Website will include:

1. Content

- a. A Home Page which identifies the Website and provides easy to follow links (navigation) to other sections of the Website.
- b. Assistance for visitors needing meeting information via Links or Telephone Numbers to all Central Offices and Intergroups within Area 50.
- c. Information regarding events, including printable flyers where available, held in Western New York.
- d. Information which helps Area 50 conduct its business:
 1. Information about Area 50 Organization
 2. Standing Committees, projects, and meeting times
 3. Service Opportunities
 4. Current Area 50 agenda including Assemblies, Conventions and District event.
 5. A list of e-mail aliases for Area 50 Officers and Committee Chairs.
- e. Links to GSO and Grapevine Websites.
- f. The site may post additional content as approved by the Area 50 Committee pertaining to Regional National A.A. Fellowship information. Off site links may contain links to other A.A. Websites or A.A. related Websites where appropriate. Provision of such links does not imply affiliation or endorsement. Non A.A. content or links to non A.A. related sites will not be posted in keeping with *Tradition Six*.

D. Submittal Procedures

1. Requests for structural changes, or the addition or removal of information to the Website shall be as follows:
 - a. Voting members of the Area 50 Assembly may provide announcements of A.A. events within or connected to the Western New York Area to be posted by contacting the Web Chair in writing or via e-mail.
 - b. General Service Representatives, District Committee Members (DCMs) or DCM designees may request addition or removal of information by contacting the Web Chair.
 - c. As above, they are responsible for assuring the accuracy of submissions.
 - d. Minor changes in standing content may be made by the Website Committee without prior approval for the purposes of :
 1. Enhancing site visibility and ease of use.
 2. Maintaining accurate information.
 3. Assuring compliance with these Guidelines and Web standards.
 - e. Format for submissions is a PDF for flyers and a word processing document for announcements.

- f. Submittal for posting to the Website should not include any personal information in accordance with Tradition Eleven . If feedback is necessary from those who may peruse posted information the Web Chair will provide an e-mail alias which may be used for such purposes.

E. Web Site Chair

The Web Chair will maintain a Website Committee of the appropriate size to effectively manage the on-line presence for Area 50 to meet the Area 50 Committee's needs. The Chair will be responsible for coordinating tasks to assure the proper administration and technical support continue to be provided as necessary for seamless operation of the Website in accordance with the following:

1. Establish and maintain the budget for the Area 50 Web Site.
2. Coordinate day-to-day maintenance of the Website including:
 - a. Up dating content in a timely manner.
 - b. Keeping track of changes and providing feedback to the requester.
 - c. Backing up Website data files each time changes are made.
3. Coordinate with the Web Master to assure all information to be published on the web site is approved and properly implemented.
4. Perform Quality Control tasks to assure the integrity of links and accuracy of information on the web site. Delete all outdated information, and pull off or replace non-working or stale links and information.
5. Answer e-mails addressed to the Area 50 Web chair promptly.
6. Maintain the e-mail aliases so that current e-mail addresses are up to date and if a trusted servant does not have an e-mail address, answer those e-mails with correct contact information. for that trusted servant.
7. Coordinate with Area 50, and District Standing Committee Chairs, to obtain current information for the website.
8. Keep the Area 50 Committee informed with minutes, reports and agendas as necessary. Include change status and project status for work in process.
9. Submit articles to the NEW FRONTIER when appropriate.
10. Maintain relationships with and be the primary contact for the website hosting service, maintain the registration of the domain name. Ensure that the domain name(s) are paid and protected appropriately and forward all billing statements to the Area 50 Treasurer for payment, as applicable.
11. Assure that the Webmaster maintains secure access to the Websites server and that the Chair has all information required to access the site if necessary to assure its integrity.

F. Development

The following guidelines provide direction to the Area 50 Website Committee regarding site content and implementation. As technology evolves and our trusted servants sense the changing needs of the fellowship, those charged with building, guiding and maintaining the website will need to ask the fellowship to modify these guidelines, and the fellowship will need to trust our Web Committee to make appropriate recommendations. It is recommended that simplicity, ease of access and use, and maximum availability of information guide development and maintenance of the Area 50 Website.

1. The Website design will specifically contain concise messages and have simple, intuitive navigation via well referenced links.
2. Our website follows the GSO recommendations for how we share public information in general; therefore as GSO develops or changes its Web Site or PI guidelines, they will be reviewed and adopted as appropriate, informing the Area Assembly as we do so.
3. The information on the Area 50 Web site is to be primarily textual rather than graphical. No web page should take longer than about 30 seconds to download. However links to other A.A. entities, or information provided by them may not be limited as such. Ex: information that is static in nature such as the *Twelve Steps* or *A. A. Guidelines*.
4. In order to provide the optimum access to screen and print users, the Area 50 Website will generally not contain animations, images greater than 10kb (without thumbnails), or videos; but may link to such at the AAWS Website as we are encouraged to do so. Longer download times which are a result of users following links at other A.A. entities are strictly at the users discretion.
5. Maintenance of the web site is to be simple through the use of appropriate tools commonly used by others who must perform similar tasks. To facilitate maintenance and assist rotating Web Chair/Webmaster positions, the Area 50 Website will be developed to conform to W3C industry standards for desktop development. Software used to maintain the site may range from simple HTML editors to robust WYSIWYG web development platforms. This should also help keep costs at a minimum. If an outside technical advisor is used they will adhere to the guidelines within this document. Finally, the initial implementation of this site will use HTML and the CSS style sheet language which places page styling and presentation in a separate folder on the server. The CSS styling will also comply with W3C standards.
6. The Website will be readable without error by the current and at least two previous versions of Internet Explorer. Well known "techies" may be used to accomplish this to maintain compliance with newer Web Standards. It is also desirable to read the Website without error with Firefox, Iceweasel and Safari.
7. The Area 50 Website is to be hosted by a large, well-established web hosting company. It also is the responsibility of this Committee to find an appropriate web hosting company for our site if one has not been established or if there are substantial changes in the terms of the hosting agreement that necessitate a change.
8. The Website Committee and a delegation of three trusted servants from Area 50 (the Area 50 Web chair, Area 50 Chair and Area 50 Alternate Delegate) are to approve changes to the structure of the website. Structure means any general website organization changes such as changing basic navigation or the use of graphics.
9. The Area 50 Chair bears ultimate responsibility for all content that is published to the web site. The Area 50 Web chair is directly accountable to the Area 50 Assembly and will not allow content to be posted without the Area 50 Chair's consent unless otherwise specified in the Website Guidelines.
10. The Area 50 Webmaster will assure that the web site is archived whenever changes are made so that it may be easily restored if a catastrophic failure should occur. A backup should be kept for three iterations of changes.

G. Disclaimers and Legal Information

1. ALL RIGHTS RESERVED: Excerpts, from A.A. literature and / or A.A. Grapevine are copyrighted by [A.A. World Services, Inc](#) or [A.A. Grapevine, Inc](#), respectively. Any reproductions are produced with the express permission granted on p. S39 of the A.A. Service Manual, 2007-2008 Edition.
2. AUTHORITY: This website is authorized by the group conscience of the Western New York Area 50 Committee and Assembly of Alcoholics Anonymous. It is neither endorsed nor approved by the AA World Service Inc.
3. COPYRIGHTS: The entire www.area50wny.org web site design, including text, layout, media and computer codes are copyright productions of the Western New York Area 50 Website Committee and Assembly of Alcoholics Anonymous, except where otherwise indicated.
4. DISCLAIMER: The information contained on this website is believed to be accurate. The Western New York Area 50 Website Committee and Assembly of Alcoholics Anonymous do disclaim any responsibility for any errors and / or omissions. The user assumes the full burden and responsibility of any loss, injury or other consequences arising from the use of this website.
5. FEEDBACK: If you have any questions, comments or suggestions about this website, please email them to the WNY Area 50 Website Committee. If your question or comment concerns other Area 50 matters, please direct your message to the appropriate trusted servant through the the Contact Us Link.
6. NO AFFILIATION: Any links to external web sites are provided solely as a convenience for the user. This does not imply any affiliation or relationship between Area 50 and the external site.
7. TRADEMARKS: The following is a complete list of registered trademarks and service marks that symbolize Alcoholics Anonymous, its work and its purpose;

A.A. Alcoholics Anonymous	A.A. Grapevine
The Big Book	GV
Box 4-5-9	Box 1980
The Grapevine	La Vina

AA Grapevine Digital Archive Source: The A.A. Service Manual, 2007-2008 Edition, p. S73.

Appendix

- I. A.A. Acronyms and definitions.
- II. List of Past Area Delegates.
- III. Guideline Revision Suggestion – Submittal Form
- IV. Table of Guideline Revisions.
- V. Annual Budget Example.
- VI. A.A. Northeast Region Service Areas map.
- VII. Area 50 Geographic boundaries including the 22 Districts.

I. A.A. Acronyms and Definitions

Generally as stated in the A.A. Service Manual. Re: pages S19 thru S21

A.A.W.S. – Alcoholics Anonymous World Services, Inc.

A.A.W.S. is one of the two operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for conference-approved and service literature.

Ad Hoc- Latin for “for this purpose”.

Alternate – A service worker who, at the group, district, or area level, assists, supports and participates in service responsibilities, and stands ready to step into the service position if the person occupying it is no longer able to serve.

Area – A geographic division within a state or province. A conference delegate comes from an area. Normally there is one area to a state or province, except in heavily A.A.-populated places, where there may be two, three, or more areas in a state or province. See S90 & S91 of the A.A. Service Manual.

Area Assembly – A meeting of G.S.R.s and committee members to discuss the affairs and every other year, to elect a delegate and committee officers. See section 2.

Area Committee – A committee made up of district committee members (elected by the G.S.R.s in each district) and area committee officers. The area committee generally serves as a “steering committee” for the area.

Conference – *The General Service Conference*; this can mean either the structure involving committee members, G.S.R.s and delegates in an area, or the annual meeting of Conference delegates each April in New York City.

Conference-approved literature, videos, and films – Pamphlets, books, videos, and films, produced under the auspices of various Conference and trustees’ committees, which the appropriate Conference committees have reviewed and recommended to the Conference for its approval, and which have been approved by the Conference.

C.P.C. - Cooperation with the Professional Community

C.P.C. committees at the district, area, trustee, and Conference level help carry the message to professionals who work with alcoholics. Committee members engage in informing doctors, clergy, lawyers etc.. about A.A. and what A.A. does and does not do. See section 3-B.

Delegate – The person elected every other year to represent the area at the annual Conference meeting held in New York City every April. The area delegate reports to the area the results of that meeting.

Director (nontrustee) – An A.A. member who serves on the corporate board of either A.A.W.S. or the Grapevine; directors are selected for business or professional experience that relates to the ac-

tivities of the corporation. (The directorate of both corporate boards also includes trustees and A.A. staff.)

District – A division within an area, represented by committee member(s).

D.C.M. – District Committee member

An experienced G.S.R. elected by other G.S.R.s to represent the groups of their district in area committee meetings and to coordinate service activities in the district.

District Meetings – Meetings of the D.C.M.s and G.S.R.s of groups in a district.

General Services – Movement-wide services performed by anyone in the general service structure (G.S.R., D.C.M., Delegate, etc.).

G.S.O. – The General Service Office

Provides services to groups in the U.S. and Canada and publishes A.A. literature.
475 Riverside Drive, New York, New York 10015.

G.S.R. - General Service Representative

The home group contact with the General Service Office, is a voting member of the area assembly and district, and represents the home group conscience at the area and district levels. See section 1.

Grapevine – The A.A. Grapevine is the international monthly journal of Alcoholics Anonymous. The A.A. Grapevine, Inc. is one of the two operating corporations of the General service Board and is responsible for Grapevine operations and finances.

G.V.R. – Grapevine Representative

The Group, district or area assembly contact with the Grapevine office. See section 3-D.

La Vina – Bimonthly Spanish-language magazine published by the A.A. Grapevine.

N.E.R.A.A.S.A. - North East Regional A.A. Service Assembly

Annual weekend meeting at which GSRs and others gather to discuss issues of interest to the North East Region of the United States.

N.E.R.D. - North East Regional Delegates

Annual meeting of present delegates and their alternates, and past delegates from the North East Region; primarily informational.

N.E.R.F. - North East Regional Forum

Information meeting held in odd-numbered years with GSRs, Area Officers, Trustees and GSO Staff to exchange information and to discuss issues of interest to A.A. generally.

P.I. – Public Information

P.I. Committees at the district, area, trustee, and Conference level help carry the message by working with the media. See section 3-E.

Region – A group of several areas from which a regional trustee comes to the board of trustees. There are six regions in the U.S., two in Canada.

RLV – La Vina representative. The group, district or area contact with the Grapevine office.

Sharing Session – A group, district, area, or Conference meeting in which everyone is invited to contribute ideas and comments on A.A. matters, and during which no actions are taken.

Third Legacy – A.A.’s Third Legacy is Service, the sum total of A.A. services, from a twelfth Step call to coast-to-coast and worldwide service activities. The first two Legacies are Recovery and Unity.

T.F. or T.F.C. - Treatment Facilities (Committee)

Takes information and meetings to treatment facilities.

II. List of Past Area 50 Delegates

<u>Name</u>	<u>Panel</u>	<u>Years</u>
Cecil B.	01	1951 - 52
Joseph C.	02	1952 – 53
Arthur B.	04	1954 – 55
James M.	06	1956 – 57
David K.	08	1958 – 59
Harry McG.	10	1960 – 61
Maynard A.	12	1962 – 63
George S.	14	1964 – 65
Johnny H.	16	1966 – 67
Bud S.	18	1968 – 69
James C.	20	1970 – 71
Ralph Z.	22	1972 - 73
James McC	24	1974 – 75
James McCul	26	1976 – 77
Al W.	28	1978 – 79
JoAnne McC.	30	1980 – 81
George L.	32	1982 – 83
Elizabeth G.	34	1984 – 85
William H.	36	1986 – 87
Leo G.	38	1988 – 89
Elvester McR.	40	1990 – 91
Terry W.	42	1992 – 93
Shawn D’L.	44	1994 – 95
Jack B.	46	1996 – 97
Marcia W.	48	1998 – 99
Mike B.	50	2000 – 01
Janet N.K.	52	2002 – 03
Walt C.	54	2004 – 05
Bruce A.	56	2006 – 07
Cheryl A.	58	2008 – 09
John C.	60	2010 – 11

III. **Guideline Revision Suggestion – Submittal Form**

This form is to be used to:

- Formally submit and present to the Area 50 Assembly a concern about some part of the guideline.
- Clearly define in writing the;
 - Page
 - Section
 - Paragraph and or sentence
 - What is currently stated
 - What the group conscience would like it to state (revise to state).
- One revision suggestion per sheet.

Date _____

Name of Group _____

District Number _____ GSR's Name _____

Anticipated date of submission to Assembly _____ Actual _____

Currently Stated:

Revise to State:

Submit a copy of the completed form to the Secretary and be prepared to formally present (verbally) this form to the assembly during the new business portion of the meeting.

v. **Annual Budget Example** (based on fiscal year 2007)

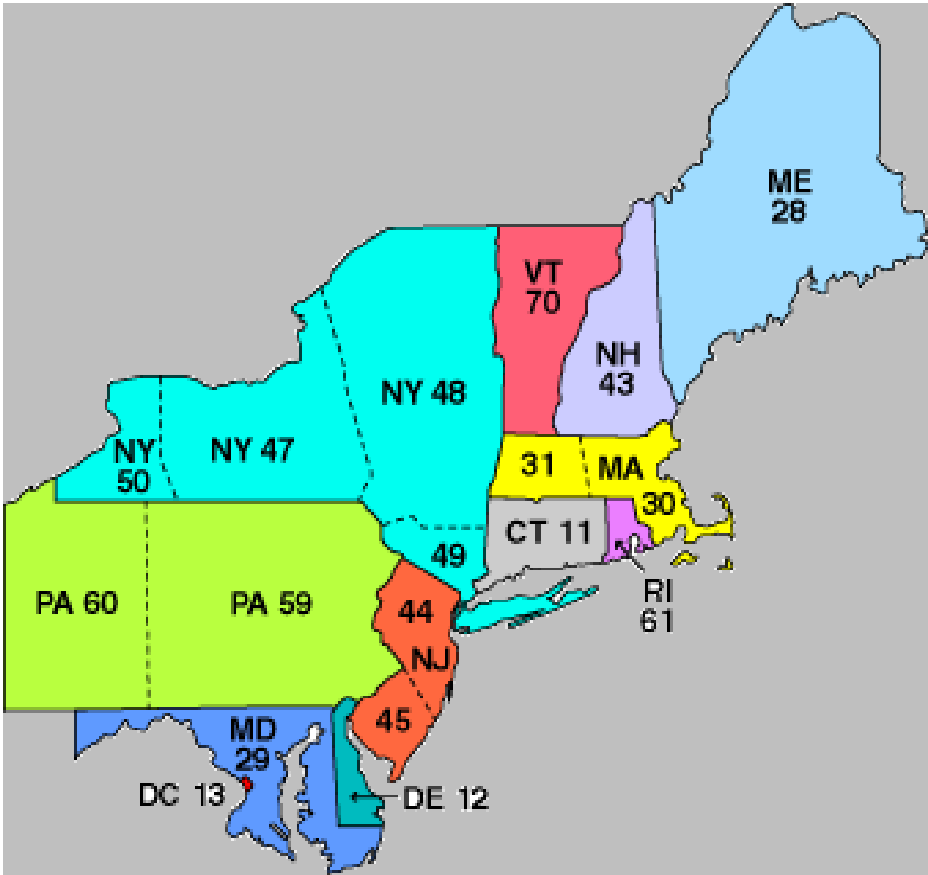
Annual Expenses

Rent	\$ 280.00	(\$245.00 Hamburg, \$35.00 August-Meeting Host 8 Meetings)
Insurance	\$ 224.00	
P.O. Box (UPS)	\$ 226.00	
Conference	\$ 1200.00	
Erie County Fair Booth	\$ 500.00	

Budget Items

Delegate	\$ 4500.00
Chairperson	\$ 2500.00
Secretary	\$ 1650.00
Treasurer	\$ 100.00
Registrar	\$ 200.00
P.I.C.	\$ 1500.00
Special needs	\$ 200.00
Corrections	\$ 100.00
C.P.C.	\$ 100.00
Treatment	\$ 100.00
Grapevine	\$ 270.00
Total	\$13,650.00

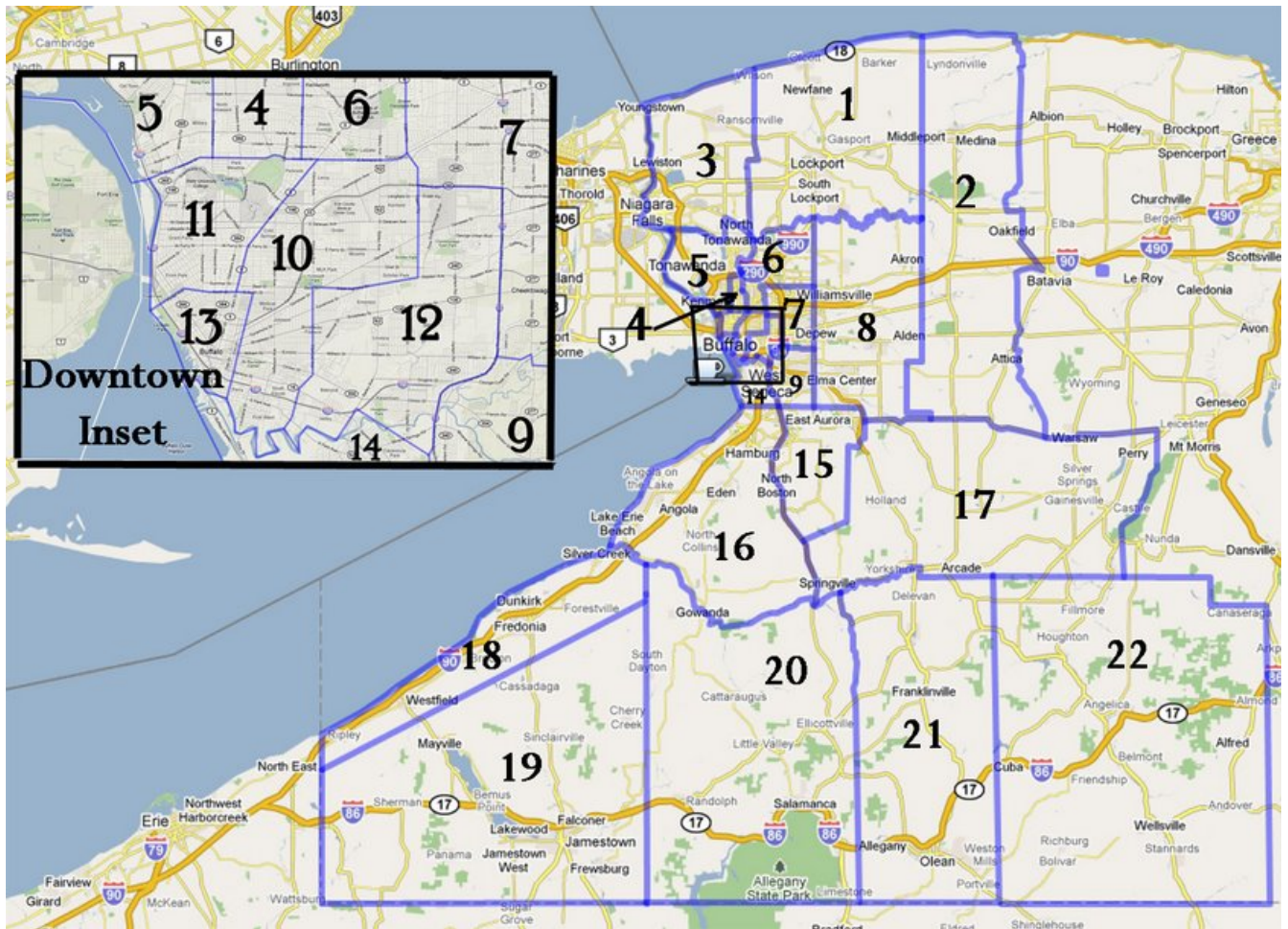
Northeast Region-Area Map &
Area Number Designations



Northeast Region Delegate Area's

<u>11 - Connecticut</u>	<u>45 - Southern NJ</u>
<u>12 - Delaware</u>	<u>47 - Central NY</u>
<u>13 - Washington DC</u>	<u>48 - Hudson/Mohawk/Berkshire NY</u>
<u>28 - Maine</u>	<u>49 - Southeast NY</u>
<u>29 - Maryland</u>	<u>50 - Western NY</u>
<u>30 - Eastern Mass</u>	<u>59 - Eastern PA</u>
<u>31 - Western Mass</u>	<u>60 - Western PA</u>
<u>43 - New Hampshire</u>	<u>61 - Rhode Island</u>
<u>44 - Northern NJ</u>	<u>70 - Vermont</u>

VII. Area 50 Geographic Boundaries Including the 22 Districts



- District #1** - Eastern Niagara County, not Niagara Falls
- District #2** - Western parts of Orleans, Genesee and Wyoming (North of Rte 20A) Counties
- District #3** - Niagara Falls Area - Western Niagara County
- District #4** - Kenmore, North Buffalo
- District #5** - Riverside, Tonawanda near river, North Tonawanda, Grand Island
- District #6** - UB South Campus Area, Tonawanda, Amherst North of Sheridan, East Amherst
- District #7** - Snyder, Williamsville, Cheektowaga north of William
- District #8** - Clarence, Akron, Depew, Alden, Elma
- District #9** - W. Seneca & Cheektowaga, E of I-90, W of Transit Rd, S of Losson & North of Milestrip
- District #10** - Buffalo, East Side & Kensington Area
- District #11** - Buffalo, West Side between North/Porter & Amherst St
- District #12** - Cheektowaga, Sloan, Lovejoy, Babcock & the Valley
- District #13** - Buffalo, West Side, Allentown, Downtown
- District #14** - South Buffalo, Lackawanna, Blasdell
- District #15** - East Aurora, Orchard Park, North Boston
- District #16** - Southern Erie County, W of Rte 219, Hamburg, Angola, Eden, Gowanda
- District #17** - SW Erie & S Wyoming Counties, Holland, Springville, Arcade, Perry
- District #18** - Chautauqua County along Lake Erie shore, Silver Creek, Dunkirk/Fredonia, Westfield
- District #19** - Remainder of Chautauqua County, Mayville, Jamestown
- District #20** - Western Cattaraugus County, Salamanca, Ellicottville, Little Valley
- District #21** - Eastern Cattaraugus County, Olean, Franklinville
- District #22** - All of Allegany County

GUIDELINES FOR WNY AREA 50 ARCHIVES

MOTTO

“Whenever a society or civilization perishes, there is always one condition present; they forgot where they came from.”

Carl Sandberg

Mission Statement –WNY Area 50 AA Archives

The WNY Area 50 Archives purpose is to receive, classify and index all related materials which are relevant to the origin and historical development of the fellowship of AA in Western New York Area 50. These materials include but are not limited to administrative files and records, correspondence, literature and artifacts.

Area 50 includes the following intergroups: Buffalo Central Committee; NYPENN; Niagara; and Genesee-Wyoming. The Archivist and Archives Committee will hold and preserve the materials, making access possible to members of WNY Area 50, mindful of maintaining the anonymity of our present and past members.

The Repository

The WNY Area 50 Archives is the repository of personal collections, manuscripts, publications, photographs, and memorabilia related to the history and fellowship of AA in WNY, that can be properly preserved and stored. The WNY Area 50 Archives Committee will collect items that fall into the following categories:

1. Literary-i.e. books, pamphlets etc.
2. Historical-i.e. flyers, program, correspondence, agendas, reports, records, etc.
3. Archival-i.e. administration, organizational, legal, financial items
4. Artifactual-i.e. photos, awards, citations, plaques, gavels, display items

Access to the Repository

Access to the Archival information will be guided by the necessity to protect the physical and intellectual integrity of the materials as well as to protect the anonymity of individual members. Requests for research shall be permitted with approval of the Archivist and the Archives Committee.

Archival Donations

The Archivist shall keep a permanent record of all donations. If the donation is an item of significant value, the donor will be requested to sign a transfer form indicating that the item henceforth belongs to WNY Area 50 Archives.

The Collection

All relevant AA publications, documents, and reports, both local and national can be considered materials for the Archives. It is recommended that the Archives Committee audiotape long-timers with permission, adding local oral histories to the collection. The Archives Committee is the custodian of the archival materials donated to the Archivist.

All material donated to the Archives should be noted and added to the Inventory List. The Archivist shall determine the conservation and preservation techniques necessary for items which are donated. Proper archival preservation techniques must be used by the Archivist to insure the permanent retention of the collection.

Housing the Archives

The WNY Area 50 Archives should be housed in a rented space (currently in the Buffalo Central Office). They should not be housed in individual members' homes. This precludes any difficulties concerning ownership if they were in a private home. It also makes accessible to the members of AA, the displays of archival materials.

Role of the Archives Committee

The Archives Committee is responsible to the WNY General Service Assembly. It is responsible for establishing policies, budgets, and procedures for the committee and the Archivist to function. It is responsible for taking and setting up displays at group anniversaries. Days of Sharing, workshops and conventions as requested. It maintains final responsibility and accountability for the use of the Archives. The Chair of the Archives Committee is elected for a two year term by the General Service Assembly and is responsible for holding monthly meetings of the Archives Committee. The Chair attends General Service Assembly meetings and gives a written report at the meetings. The Chair may also give reports at Central Committee or other Intergroups in WNY Area 50. The Secretary is responsible for taking minutes of the meetings of the Committee and submitting and compiling them in the archival files for future reference. The Secretary and Treasurer will serve at the behest of the Archives Committee.

The Treasurer is responsible for maintaining the checking account and disbursing funds as needed. The Treasurer will give monthly written reports of the finances, including group donations, to the Committee and to WNY GSA. The Treasurer shall establish an annual budget. There should be two signatories on the checking account.

The Archives Committee believes in the spirit of rotation. However, because of circumstances, officers may retain their positions at the request of the Committee.

Role of the Archivist

The Archivist will serve at the behest of the Archives committee and the WNY GSA. It takes considerable time to become familiar with collecting and preserving important historical information. Therefore, it is recommended that the Archivist position not be rotated frequently.

The Archivist maintains and protects the archival collection, documents, and artifactual items. The Archivist is responsible to maintain the anonymity of members and the confidentiality of the records. The role of the Archivist is both data gatherer and data protector.

The Archivist should be knowledgeable in conservation techniques. Outside help from local historical societies and professional archivists may be obtained to learn “hands on” conservation methods.

Collecting, Sorting, Filing, Cleaning, Retrieval, Conservation

The Archivist shall supervise the maintenance of the archival materials. The Archives committee or a subcommittee may assist the Archivist. The materials will be catalogued and arranged according to the general service structure. If there are duplicates, the best copy will be retained.

Staples should be removed. Materials that are worth preserving but are in poor condition will be conserved by methods learned by the Archivist.

Acid-free folders should be used for filing in acid-free boxes. After the materials have been arranged according to category, they may be filed chronologically.

An accurate method of retrieval should be developed for the materials, such as assigning numbers for stacks, shelves, and boxes. Materials should also be recorded on the computer and on disks or back-up files. Notebooks can be developed such as a “Finder’s aid” to assist in research.

Items should be categorized and kept on computerized records such as CDs.

The items may be categorized in the following ways:

1. Open to AA members only
2. Open to non-members
3. Open with the approval of the Archives Committee
4. Closed due to a request for confidentiality

Researchers must be told to maintain and honor the anonymity of members and that no photocopying of private correspondence will be allowed.

Travel Display

Whenever a group, convention, or event requests an archival display, the Archives Chair and Committee shall be responsible for transporting the

travel display and setting it up at the event. They shall also take it down and return it to the repository. Care must be taken when transporting items to minimize damage. Proper frames, notebooks, albums, boxes, etc. should be used to preserve damage.

Shifts shall be assigned at events that last for a day or longer. Food and Beverages will be discouraged in the Archives Display room.

Groups will be requested to give the Committee a minimum of 30 days notice prior to the display.

Oral and Written Histories

Members who have 20 or more years of sobriety may be interviewed regarding their experiences in AA. Past Delegates may be interviewed regarding their years of service. Relevant historical information may be obtained from other members.

The recording may be done in one of the following ways:

1. A written memoir;
2. An interview with a Committee member;
3. A taped session.

The interviews must have the permission of the interviewed and may be transcribed on written materials, the computer, or CDs. Histories of groups should be included on the Group History Questionnaire. A History may be developed of the WNY Area 50 from its beginning in the 1940's and 50's.

Taping Sessions

1. No video taping will be done.
2. The tapes are for the exclusive use of the WNY Archives Committee.
3. Allow sufficient time for taping and do the interview in a place where there is minimal distraction.
4. The emphasis of the interview is to be on the participant's time in the Program and the changes they have occurred over the years. It is not to be a drinking story.
5. Identify the interviewer on tape and the interviewed and the date of the taping. Ask for the sobriety date of the participant.
6. The interview may be one of reminiscence or the interviewer may follow the set of questions in the GSO Oral Histories Kit.
7. The interviewed will be asked to sign an assignment of copyright form.
8. The interviewer should refer to the GSO Oral Histories Kit.

Workshops and Support

The Archivist or a designee from the committee, should (if possible) attend the National Archives Workshop to learn techniques necessary for preservation and conservation of materials. This shall be financed by the Committee if there are sufficient finances. The Archivist may attend other workshops and seminars with the approval of the Committee and depending on the availability of funds.

If it is necessary for a committee member to attend a scheduled event, the Committee will provide the cost of the registration, if there are sufficient funds available.

The Handbook for Setting up an Alcoholics Anonymous Archival Repository, published by GSO should be the guidebook for the Archivist as well as the AA Guidelines for Archives. The Archivist should also contact other knowledgeable sources, such as Society of American Archivists who can assist in methods of preservation and conservation.

The Archivist shall receive \$200.00 for supplies which will be replenished as needed. Receipts of purchases will be given to the Treasurer.

Application for Position of Archivist

The Archivist is responsible for the Archives collection of WNY Area 50 GSA which is bordered by Lake Ontario, Lake Erie, and the Pennsylvania border. The applicant should apply to the Archives Committee. Such attributes as archival experience, interest in AA history, organizational and computer skills or strong willingness to develop these skills should be cited. The applicant should have at least 5 years of sobriety.

The applicant should have adequate time available to spend recording, conserving and preserving the archival collection. The applicant should be available to attend conventions, group anniversaries workshops, and days of sharing where there will be an archival display. An applicant should be willing to attend the national Archives Workshop and other learning experiences.

The Archives Committee will recommend to the Chair of WNY Area 50 GSA, their selection for Archivist. The chair of the WNY Area 50 GSA shall notify the Assembly who has been selected for Archivist.

The Archivist shall remain in that position at the behest of the Archives Committee and the WNY Area 50 GSA.

Applications should be sent to:
WNY AREA 50 ARCHIVES
BUFFALO CENTRAL OFFICE
681 SENECA ST. (LOWER)
BUFFALO, NY 14210
e-mail archives@area50wny.org

Group History Summary

NAME OF GROUP _____

DATE FOUNDED _____

FOUNDERS _____

EARLY MEMBERS _____

PLACE OF FIRST MEETING _____

OTHER MEETING PLACES _____

CURRENT MEETING _____

NUMBER OF CURRENT MEMBERS _____

HIGHLIGHTS OF GROUP ACTIVITIES OVER THE YEARS SUCH AS ANNIVERSARIES, SPEAKERS, SERVICE, FORMATS, ETC.

REFER TO THE GSA GROUP HISTORY QUESTIONNAIRE FOR SPECIFIC INFORMATION.

PLEASE RETURN THE FORM AND ANY RELEVANT MATERIALS TO:

**WNY AREA 50 ARCHIVES
BUFFALO CENTRAL OFFICE
681 SENECA ST. (LOWER)
BUFFALO, NY 14210**

TRANSFER FORM FOR DONATIONS

I, _____ **DO HEREBY DONATE**

THE FOLLOWING ITEM(S) TO THE WNY AREA 50 ARCHIVES

**IN
PERPETUITY:** _____

SIGNED _____

DATE _____

**WITNESSED BY ARCHIVIST OR ARCHIVIST CHAIR OR
REPRESENTATIVE:**

DATE _____

Copyright Protection and Fair Use Doctrine

Assignment of Copyright Form For Tape Recordings

1. I hereby give this interview as a donation to the WNY Area 50 Archives. I therefore transfer to WNY Area 50 Archives all legal and literary rights.
2. I give permission to the WNY Area 50 Archives Committee to use this recording and obtain all rights therein.
3. I hereby give permission to WNY Area 50 Archives Committee to duplicate this recording or publish it in written form.
4. I understand that the Archives Committee will insure that my anonymity is protected.
5. At my request a copy of the recording, may be given to me.

Signature _____

Date _____

Witnessed by Interviewer:

Date _____