

GUIDELINES FOR SERVICE

AREA 61

Re-approved January 2023

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PURPOSE

The purpose of these guidelines is to provide a reference guide to the trusted servants of the Rhode Island Area 61 service structure to assist them in clarifying their responsibilities and using the allocation of funds approved by the group/district or Area Assembly for each to carry out their service duties. **This document is meant to supplement the information in the current AA Service Manual and the Area 61 Rhode Island General Services, Inc., (“Area 61” or “Area”) Bylaws, not to replace them. Accordingly, the current AA Service Manual and Area 61 Bylaws are referenced, but not repeated, throughout this document as appropriate.**

Over the years Area 61 has developed structures, service positions and duties that are relevant only to Area 61. It is important to understand what the Area 61 service structure is and how each part relates to the whole. Job descriptions have been compiled from the experiences and suggestions of members who, in previous years, held these specific jobs, keeping in mind that like those found in the AA Service manual these specific duties are suggested only. Some descriptions are more detailed than others to assist in rotation.

While every effort was made to be as accurate as possible, it should be understood that changes and flexibility in the carrying out of any service job should always be a consideration and should not restrict anyone from carrying out their respective service functions.

Review Process: While various parts of the Guidelines for Service, Area 61, have been approved by previous Area Assemblies, this Guidelines for Service, Area 61, was first approved by the Rhode Island Area Assembly on June 23, 2005.

To meet the requirements for review of the Area election procedures, the Guidelines for Service, Area 61, shall be reviewed and re-approved at the January Area Assembly of the election (odd) year.

Amendment Process: Any proposed amendment to these Guidelines for Service, Area 61, outside of the normal review process, shall be submitted in writing to the Rhode Island Area Committee by any group and its GSR, any district and its DCM, and Standing or Special Committee and its Chairperson, or any Area Officer. The Rhode Island Area Committee shall submit its recommended action for inclusion in the next Area Assembly agenda. The person submitting the proposed amendment shall attend that Area Assembly to represent and discuss the proposed amendment. A two-thirds vote by the Area Committee and Assembly is necessary for a change to be adopted.

AREA 61 ORGANIZATION

1. **REDISTRICTING PROCEDURES.** Any proposed redistricting of Area may be submitted in writing to the Rhode Island Area Committee by any group GSR, any district DCM, or any Area Officer. The Rhode Island Area Committee shall submit its recommended action on the proposed redistricting for inclusion in the next Area Assembly agenda. The person submitting the redistricting proposal shall attend the next Area Assembly to represent and discuss the proposed redistricting. A two-thirds vote by the Area Committee and the Assembly is necessary for a change to be adopted.
2. **THE AA GROUP AND GROUP GENERAL SERVICE REPRESENTATIVE (GSR)**
(Current AA Service Manual)

General Service Representative (GSR): (Current AA Service Manual).

Alternate General Service Representative (AGSR): Carry out the duties of the GSR at the direction of or in the absence of the GSR.

3. **THE DISTRICT AND THE DISTRICT COMMITTEE MEMBER (DCM)**

(Current AA Service Manual)

District job holders should understand that it is their individual responsibility to see that their specific job is accomplished. A District job is a personal commitment to the District. If that person cannot attend any particular meeting which is part of their job, then it is their personal obligation to arrange with a responsible person to fill in for them.

The following is a list of possible District service positions and suggested responsibilities for each position:

a. **District Committee Member (DCM)** (Current AA Service Manual).

- i. Chair the monthly District meeting and report to the GSRs and District Committee Coordinators on any District and Area issues, concerns, news, and events.
- ii. Attend the monthly Area Committee meeting and report any group or District issues, concerns, news, and events to the Area level.
- iii. Attend quarterly Area Assemblies and report any group or District issues, concerns, news, and events to the Area level.
- iv. Ensure that all District Committee Coordinator and Alternate District Committee Coordinator positions are filled for the District.
- v. Report to the Area Registrar any changes in group status (such as change in GSR, AGSR, meeting location, or time of meeting) for a group within the District, using the AA Group Information Change Form.
- vi. Represent the District at each Joy of Service meeting, the RI Roundup, the RI Convention, and the Northeast Regional AA Service Assembly (NERAASA).

b. **Alternate District Committee Member (ADCM).**

- i. Carry out the duties of the DCM at the direction of or in the absence of the DCM.

c. **District Secretary.**

- i. Record the minutes of the monthly District Meeting.
- ii. Provide the monthly District Meeting minutes to the members of the District Committee for approval at the next District Committee Meeting.
- iii. Provide the monthly District Meeting minutes to such members of the Area Committee or former delegates who request such minutes.

d. District Treasurer.

- i. Annually, in December, provide a written proposed District budget and prudent reserve to the District meeting for approval. (Consideration should be given to providing the DCM and ADCM funds to cover registration fees for the RI Roundup, the RI Convention, and the Northeast Regional AA Service Assembly (NERAASA).
- ii. Collect Seventh Tradition contributions at each District meeting and record how much is collected.
- iii. Reimburse service incumbents for any authorized budgeted expenses.
- iv. Maintain a record of the District's income, expenses, and cash on hand.
- v. Maintain the District's bank account.
- vi. Provide a written report on the District's finances for approval at the monthly District meeting.
- vii. Pay the District's bills.
- viii. Periodically, recommend to the District meeting the disbursement of funds in excess of the prudent reserve to the various service entities. After approval by the District, disburse the funds to the service entities.

e. District Committee Coordinators.

- i. The district is responsible for providing a coordinator to each of the standing and special committees (Archives, Cooperation with the Professional Community/Public Information, Convention, Corrections, Grapevine, Information Services Committee, Roundup, and Treatment and Accessibilities).
- ii. The District coordinator shall attend the applicable monthly committee meeting and report on any District issues, concerns, news, and events.
- iii. The District coordinator shall attend the monthly District meeting and report on any Area issues, concerns, news, and events.

3.1 DISTRICT JOY OF SERVICE MEETINGS

Each District is given the opportunity to host an annual Joy of Service Meeting. The mission of these meetings is to engage and inform newcomers of the various opportunities for service within Area 61. All people active in service including GSR's, District and Area officers and committee coordinators and chairs are encouraged to bring a guest and attend to support the hosting group and district. The month which a district will host a joy of service meeting is determined by lottery during the October Area Assembly of the previous year. Once the District knows the month in which it is to host the Joy of Service Meeting, they request a volunteer group to host this event. If more than one group makes

themselves available, the host group is generally determined by lottery. A flyer and announcement of the event are generally the responsibility of the District.

The Joy of Service meeting is organized by the District Committee Member (DCM). They present the District with potential formats (see below) and arranges for service-oriented displays to be present. The group may or may not provide potluck or other refreshments at the discretion of the group. The 7th Tradition collection at the Joy of Service Meeting is first used to reimburse the group for its expenses and, depending on group conscience, the remainder may be donated to Area.

Each District is autonomous and the format for the meeting is at the discretion of the hosting District. The District can choose one or more of the following ideas to be included in their Joy of Service or come up with their own. Those chosen to present are often, but not limited to, current or past Area Officers and Committee Chairs or coordinators.

- 1) Recipients of the service the various committees perform can share with the focus on how their recovery was impacted.
 - 2) A service-related play can be performed.
 - 3) A particular topic can be chosen that is pertinent to Area 61 or AA as a whole. Possibilities are: Group Conscience, the voice of AA, sponsorship/service sponsorship, etc.
 - 4) Any number of speakers can share their experience, strength, and hope concerning their personal service experience.
 - 5) Committee Chairs can be invited to share on the purpose and functioning of their own committee.
4. **AREA COMMITTEE (Current AA Service Manual).**

The voting members of the Area 61 Area Committee consist of the Area Elected Officers, the District Committee members, the Chairpersons of the Standing Committees, and the Immediate Past Delegate. The Area Committee meets monthly, normally on the last Monday of the month. The Area Chairperson provides the agenda, chairs the Area Committee meeting, and only votes in the event of a tie. The Area Secretary records the minutes of each Area Committee meeting.

It must be understood that the Area Committee is not an executive committee. The Area Committee receives input from the Groups, Districts, and the General Service Office in New York. The Committee then discusses these inputs and, if needed, provides recommended action items for approval at the next Area Assembly. The Area Committee may also provide recommended nominations for General Service Office positions such as Regional Trustee for approval at the Area Assembly. In the event of needed action between Area Assemblies, the Area Committee may act, but must request ratification of its action at the next Area Assembly.

5. **AREA ELECTED OFFICERS**

- 5.1. **General Information** — Area Elected Officers should understand that it is their individual responsibility to see that their specific job is accomplished. An Area job is a

personal commitment to the Area. If that person cannot attend a meeting that is required as part of their job, then it is their personal obligation to arrange with a responsible person to fill in for them. It is expected that, **in addition to those duties specified below and as may be set forth in the Bylaws** (including the Conflict of Interest policy), the incumbent in one of these positions shall attend all Area Committee meetings, all Area Assemblies, all District Joy of Service meetings, the RI Roundup, the annual RI Convention, and the annual North East Regional Alcoholics Anonymous Service Assembly (NERAASA). Lastly, each Area Officer should share any guidance and information pertinent to the position with the incoming officer prior to rotation.

5.2. **Board of Directors:** Per Corporate requirements only, each Area 61 Elected Officer, in addition to the immediate Past Delegate, shall serve as a Director of Area 61, pursuant to the Area 61 Bylaws and all applicable State and Federal laws and regulations.

5.3. **Election Procedures:** See Appendix A.

5.4. **Removal Procedures:** Any Elected Officer or Director may be removed by the affirmative vote of two-thirds (2/3) of a quorum at any regular Area Assembly meeting, or special Area Assembly meeting called for that purpose, as set forth in the Bylaws.

5.5. **AREA DELEGATE** — (Current AA Service Manual)

1. Represent Area 61 at the annual General Service Conference, the Northeast Regional Delegate Meeting (NERD), and the Northeast Regional Forum (every two years). If able, attend the annual Massachusetts AA Convention, and the annual Connecticut AA Convention.
2. Represent Area 61 at the AA International Convention on the year it is scheduled.
3. Attend monthly Budget and Finance Committee meeting as a member.
4. Annually, in July, provide the Budget and Finance Committee with a written estimated budget of funds required to fulfill the Area Delegate position responsibilities for the next year.
5. Designated as President of Area 61 for the purpose of the corporate filings with the State of Rhode Island.
6. The Immediate Past Delegate becomes Chairperson of the Rhode Island AA Convention Committee[A1].
7. Other duties specified in section 5.1.

5.6. **AREA ALTERNATE DELEGATE** — (Current AA Service Manual)

1. Carry out the duties of the Delegate at the direction of or in the absence of the Delegate.

2. Represent Area 61 at the Northeast Regional Delegate Meeting (NERD) and the Northeast Regional Forum (every two years). If able attend the annual Massachusetts AA Convention, and the annual Connecticut AA Convention.
3. Assume the chair of the Area Committee and the Area Assembly if the Area Chairperson cannot perform.
4. Serve as RI Area Assembly liaison person with Rhode Island Central Service.
5. Serve as RI Area Assembly liaison person with Southern Rhode Island Intergroup.
6. Attend monthly Budget and Finance Committee meetings as a member.
7. Coordinate orientation session for incoming DCM & ADCMs at the start of the Panel.
8. Coordinate orientation session for incoming Committee Chairs and Alt Committee Chairs at the start of the Panel.
9. Implement and monitor security and sign-out system for Area equipment of significant value, such as LCD projector and translation equipment.
10. Annually, in July, provide the Finance Committee with a written estimated budget of funds required to fulfill the Area Alternate Delegate position responsibilities for the next year.
11. Designated as Vice President and Registered or Resident Agent of Area 61 for the purpose of corporate filings with the State of Rhode Island.
12. Other duties specified in section 5.1.

5.7. AREA CHAIRPERSON — (Current AA Service Manual)

1. Upon election in the odd year, consider the nominations of the serving Area Standing Committee Chairpersons and Roundup Chairperson provided by the outgoing Area Chairperson, and in consultation with the newly elected delegate and alternate delegate, prepare a slate of nominations for Area Standing Committee Chairpersons, Registrar, Archivist, and Roundup Chairperson for the next two years.
2. Prior to the January Area Assembly of the even year, shall present the slate of nominations for Area Standing Committee Chairperson, Registrar, Archivist, and Roundup Chairperson for the next two years to the Area Committee for confirmation.
3. At the January Area Assembly of the even year, shall present the slate of nominations for Area Standing Committee Chairperson, Registrar, Archivist,

and Roundup Chairperson for the next two years to the Area Assembly for ratification.

4. Prepare the agenda for and chair the monthly Area Committee meetings.
5. Prepare the agenda for, provide the location and support for and chair the quarterly Area Assembly meetings.
6. Attend monthly Budget and Finance Committee meetings as a member.
7. Manage the Sunshine Fund (Appendix B).
8. Annually, in July, provide the Finance Committee with a written estimated budget of funds required to fulfill the Area Chairperson responsibilities for the next year.
9. In the event an Area Officer, excluding the Delegate, cannot serve their entire two-year term, the Area Chairperson will appoint a qualified interim Officer until the subsequent Assembly with Area Committee approval.
10. Designated as Chief Executive Officer of Area 61 for the purpose of corporate filings with the State of Rhode Island.
11. Coordinate with the Area Secretary and Registrar to ensure, as needed, that notifications of Area events are communicated in a timely manner.
12. Other duties specified in section 5.1.

5.8. AREA SECRETARY — (Current AA Service Manual).

1. Record and keep the minutes of each Area Committee Meeting. Provide copies of each Area Committee Meeting to the Area Committee members for approval at the next Area Committee Meeting.
2. Record and keep the minutes of each Area Assembly. Provide copies of each Area Assembly to the Area Assembly participants for approval at the next Area Assembly.
3. At any point in each Area Assembly, should the requirement arise, determine the number of votes present at the Area Assembly. Provide the Area Chairperson with the number votes needed for a simple majority and a two-thirds and three-quarters majority.
4. Annually, in January, provide the Area Archives Committee Chairperson, with complete copies of all previous year's Area Committee Meeting Minutes, all Area Assembly Minutes, and the Area Newsletters.

5. Annually, in July, provide the Budget and Finance Committee with a written estimated budget of funds required to fulfill the Area Secretary responsibility for the next year.
6. Coordinate with the Area Chair and Registrar to ensure, as needed, that notifications of Area events are communicated in a timely manner.
7. Other duties specified in section 5.1.

5.9. AREA TREASURER — (Current AA Service Manual).

1. Annually, at the October Area Assembly, provide a written proposed Area budget and prudent reserve to the Area Assembly for approval.
2. Provide a written report of the Area's finances for approval at the Area Committee meeting and the Area Assembly meeting.
3. Make bank statements available at the Area Finance Committee meeting, the Area Committee meeting, and the Area Assembly.
4. Collect Seventh Tradition contributions at each Area Committee meeting, keeping a record of how much is collected.
5. Collect Seventh Tradition contributions at each Area Assembly, keeping a record of how much is collected.
6. Collect Sunshine Funds contributions at each Area Assembly and Area Committee meeting, keeping a record of how much is collected.
7. Maintain a record of the Area's income, expenses, and cash on hand.
8. Maintain the Area's bank account.
9. Reimburse service incumbents for any authorized budgeted expenses.
10. Pay the Area's bills.
11. Ensure that state and federal corporate and tax filings for their Panel years are made in a timely fashion.
12. Chair the monthly Area Budget and Finance Committee meeting.
13. Annually, in July, provide the Budget and Finance Committee with a written estimated budget funds required to fulfill the Area Treasurer's position responsibilities for the next year.
14. Provides a written accounting of the funds in the Sunshine Fund (Appendix B).
15. Is authorized to sign and execute, under direction of Area 61, all authorized deeds, mortgages, bonds, contracts, or other instruments, except in cases in

which the signing and execution thereof shall have been expressly delegated to some other officer or agent of Area 61.

16. Other duties specified in section 5.1.

6. AREA APPOINTED POSITIONS

Area job holders should understand that it is their individual responsibility to see that their specific job is accomplished. An area job is a personal commitment to the Area. If that person cannot attend any particular meeting which is part of their job, then it is their personal obligation to arrange with a responsible person to fill in for them.

6.1. General Information

Certain positions are non-elected, non-voting, and non-rotating appointed positions of the Area Committee. The incumbent in these positions is not an Area officer and, except by nomination from the floor, may not make themselves available for an elective area officer position.

Following the Area elections at the October Area Assembly, in consultation with the Area Delegate and Area Alternate Delegate, the newly elected Area Chairperson shall review and/or select persons to fill these positions. The newly elected Area Chairperson shall submit the selection to the RI Area Committee for approval and to the January Area Assembly for ratification. The incumbent in one of these positions is encouraged to attend all Area Committee meetings, all Area Assemblies, all District Joy of Service meetings, the annual RI Roundup, the annual RI Convention, and the annual North East Regional AA Service Assembly (NERAASA). Lastly, each appointee should share any guidance and information pertinent to the position with the incoming appointee prior to rotation.

6.2. AREA REGISTRAR — (Current AA Service Manual).

1. Coordinate Area 61's participation with the GSO records program. Registrar enters Group information updates and corrections and new group information. In accordance with an agreement with the DCMs on October 24, 1998, DCMs will forward any changes to the group information within their district directly to the Area Registrar.
2. In the first quarter of the even year, provide each Area 61 DCM with a spreadsheet or printout of current Groups and trusted servants for their district and provide guidance for updating. Create spreadsheets at the request of DCMs.
3. Assist and support DCMs and Delegate in navigating view-only access to Fellowship Connection as needed.

4. Maintain Area database of all current trusted servants within Area 61.
5. Maintain a contact list for Area Committee, including past Delegates.
6. Coordinate with the Area Chair and Area Secretary to ensure, as needed, that notifications of Area events are communicated in a timely manner. For Area Assemblies, notify Group Service Representatives by email two weeks prior.
7. Periodically report to the Area Committee and Area Assembly on the registered groups within Area 61 and registrar-related activities.
8. Attend and provide report (above) at quarterly Area Assemblies.
9. Attend monthly area registrar meetings and quarterly registrar meetings with GSO.
10. Forward relevant information to the web master regarding changes to meetings
11. Annually, in July, provide the Budget and Finance Committee with a written estimated budget required to fulfill the Area Registrar position for the next year.
12. Biannually, following the Area elections, prepare change forms reflecting the Area election information (for officers which had not been reported by the outgoing Area Delegate) and forward these changes to the New York General Service Office.
13. Willingness to spend 2 - 5 hours per week on data updates
14. Other duties specified in section 6.1

6.3. AREA ARCHIVIST

1. In the conduct of these duties, shall be responsible to the Area Assembly, through the Area Committee; but is responsive to the direction of the Area Archives Committee.
2. Coordinate with the Secretary and Treasurer to ensure that Area 61 corporate records are properly maintained.
3. Shall manage acquisition of materials for the Area 61 Archives:
 - a. In consultation with the Archives Committee, establish acquisitions policy.
 - b. Network with other areas for channeling records to the appropriate repository.

- c. Solicit and acquire historical material and information on RI AA since its inception.
4. Shall manage the Area 61 Archives:
 - a. Sort and classify the existing collection.
 - b. Sort and classify materials obtained from the oral AA history project.
 - c. Preserve and repair damaged materials.
 - d. Describe the existing collection.
 - e. Store and/or file materials.
 - f. In consultation with the Archives Committee, establish rules of access for researchers.
5. Prepare Area 61 Archives Materials for Exhibition:
 - a. In consultation with the Archives Committee, develop story board concepts.
 - b. In consultation with the Archives Committee, select materials to illustrate Rhode Island AA history.
 - c. In consultation with the Archives Committee, coordinate the production of the Archive display
 - d. Provide adequate storage and carrying containers for exhibit materials.
 - e. In consultation with the Archives Committee, prepare a handbook/guide for exhibit handlers.
6. Conduct Research and Publication:
 - a. Research the history of Rhode Island AA.
 - b. In consultation with the Archives Committee, produce a pamphlet and Website material on the history of Rhode Island AA.
7. Other duties specified in section 6.1

7. AREA STANDING SERVICE COMMITTEES

- 7.1. **General** — It is expected that the incumbent in one of these positions shall attend all Area Committee meetings, all Area Assemblies, all District Joy of Service meetings, the RI Roundup, the annual RI Convention, and suggested they attend the annual North East Regional Alcoholics Anonymous Service Assembly (NERAASA). Area job holders should understand that it is their individual responsibility to see that their

specific job is accomplished. An Area job is a personal commitment to the Area. If that person cannot attend a meeting recommended as part of their job, then it is their personal obligation to arrange with a responsible person to fill in for them. Lastly, each Standing Committee Chairperson should share any guidance and information pertinent to the position with their successor prior to rotation.

7.2. **Archives Committee:** The members of this committee are our historians, and they perform many tasks which range from seeking out and preserving items important to our AA history; to capturing the records of more current events which will continue to tell the story of our fellowship to those who come after us. The "singleness of purpose" of AA is well served by their efforts when we have the experience of those who came before us to reflect on.

7.3. **Cooperation with the Professional Community (CPC)/Public Information (PI):** The CPC portion of this committee meets with groups of people or organizations that are likely to come into contact with alcoholics in their professions (clergy, social workers, medical personnel etc.) in order to give them a better understanding of what AA is and how they might recommend it as a resource to those who might benefit from our program of recovery.

The PI portion of this committee speaks (when invited) at schools, colleges, or to any other group about our experiences with alcoholism. These talks are primarily informational and help those in the audience to know more about alcoholism and to make them aware that help is available to all who seek it. These talks are usually followed by a question-and-answer period in which many questions are asked in a public forum and frequently continued in a more private setting.

7.4. **Corrections Committee:** This committee helps to carry the AA message to those in prison, many of whom have problems with alcohol and are seeking help from us. The Committee maintains a corrections meeting list and arranges for the clearance of individuals to put on meetings inside the walls of the correctional institutions in RI for women, men, and juveniles. Collecting conference approved literature and Grapevine material (Books behind Bars program) donated by individuals and groups for use by the inmates is another way members help those in need.

7.5. **Grapevine & La Viña Committee:** The purpose of this committee is to help spread the word of the "AA GRAPEVINE" and "La Viña" as a valuable tool of recovery to AA groups and individuals both in print and online. This monthly magazine, our "meeting in print," celebrated 75 years of spreading the message of recovery in 2019 and Grapevine representatives help to ensure the continuation of this helpful magazine. The Committee also operates a Pass the Book program whereby groups provide Grapevine subscriptions to each middle and high school library within the state.

7.6. Information Services Committee (ISC): The purpose of the Information Services Committee is to maintain the Area 61 RI General Service website at aainri.com and to carry the message of Alcoholics Anonymous by facilitating Service participation, fostering communication, simplifying and enhancing the process of locating meetings and events, fostering the efforts of standing and special Area 61 service committees, and providing a platform to deliver current information about Alcoholics Anonymous in general and in relation to Area 61 Rhode Island. Website Guidelines are located at aainri.com and attached as Appendix C to these Area Guidelines

ISC coordinates the development of the quarterly Area 61 Newsletter, typically published two to three weeks after each Assembly. The purpose of the newsletter is to provide information regarding service activities, service topics, and upcoming service events in Area 61. The newsletter is distributed digitally, and a budget line item is in place to print a limited quantity of hardcopies.

7.7. Treatment and Accessibilities Committee: This committee has several important functions which extend the hand of AA to those people in treatment facilities by putting on meetings for them as well as helping those who are leaving them to make that important transition to AA on the "outside" during a critical time in their recovery. The Committee maintains an institution meeting list whereby groups volunteer to take meetings to various institutions within the state. The Committee also maintains the Bridging the Gap Program, which provides a local AA point of contact for the individual when they are leaving the Treatment facility.

The Accessibilities Committee will be aligned with the Treatment Committee. The Accessibilities portion of this committee provides support to those who are visually impaired, hearing impaired, physically impaired, or homebound. Audio recordings of Conference Approved literature are available from the committee or from RI Central Service. Rhode Island Central Service also maintains an audio tape library of International Convention or local speakers. Video tapes of Conference Approved literature in American Sign Language are available from the Committee or Rhode Island Central Service. Further information is posted on Area 61 Rhode Island website — aainri.com.

7.8. Standing Committee Chairperson

1. Chair the monthly Standing Committee meeting of the District Coordinators and general members
2. Attend the monthly Area Committee meeting and report any Standing Committee issues, concerns, news, and events to the Area level.
3. Attend quarterly Area Assemblies and report any Standing Committee issues, concerns, news, and events to the Area level.

4. Annually, in July, provide the Finance Committee with a written estimated budget of funds required to fulfill the Standing Committee responsibilities for the next year.
5. Prior to the Area Elections in the odd year, in consultation with the members of the Standing Committee, prepare a nomination for incoming Standing Committee Chairperson and provide that nomination to the incumbent Area Chairperson.
6. Coordinate with the Area Chair and Registrar to ensure, as needed, the notifications of Area events are communicated in a timely manner.

7.9. **Alternate Standing Committee Chairperson**

1. Carry out the duties of the Committee Chairperson at the direction of or in the absence of the Committee Chairperson.

8. **SPECIAL AREA COMMITTEES**

- 8.1. **General** — It is expected that the Chair in these positions shall attend all Area Committee meetings and all Area Assemblies. If that person cannot attend any particular meeting which is part of their job, then it is their personal obligation to arrange with a responsible person to fill in for them.

Over time, the Area Assembly has established certain committees to provide needed annual service education and social functions. The Area Assembly provided seed money for the initial support of these activities and that seed money remains in the treasuries of these committees to support the next year's activities prior to the receipt of registration funds. These activities are revenue neutral and at the end of each year's activity, they normally dispense funds in excess of their prudent reserve to various service entities depending upon the group conscience of that committee. While the Area Committee and Assembly cooperate with these committees, they do not control their functions. Each Committee develops its own procedures for the conduct of its annual event and/or activities.

- 8.2. **Roundup Committee:** Prior to the Area Elections in the odd year, in consultation with the members of the Roundup Committee, the Roundup Committee Chairperson shall prepare a nomination for incoming Roundup Committee Chairperson and provide that nomination to the incumbent Area Chairperson.

The Roundup Committee Chairperson shall be responsible for developing a committee for, planning and conduct of the annual Rhode Island Roundup. The Roundup Committee shall develop its own procedures for the conduct of its event.

Should it appear that the financial operation of the Roundup might require further

funding from the Area treasury, it is requested that the Roundup Chairperson notify the Area Committee as soon as possible. It is further requested that a copy of the final financial report on the Roundup be presented to the Area Treasurer upon the completion of the final report after the Roundup.

8.3. Rhode Island Convention Committee: The immediate past delegate shall be the chairperson of the RI Convention Committee and shall serve for two years in this capacity. The Convention Chairperson shall be responsible for developing a committee for planning and conduct of the annual Rhode Island Convention. The Convention Committee shall develop its own procedures for the conduct of the convention. Should it appear that the financial operation of the Convention might require further funding from the Area treasury, it is requested that the Convention Chairperson notify the Area Committee as soon as possible. It is further requested that a copy of the final financial report on the Convention be presented to the Area Treasurer upon the completion of the final report after the Convention.

a. Area 61 shall provide documentation, as needed, to demonstrate the Convention Chair (Immediate Past Delegate and Corporate Director) is authorized to bind Area 61 with respect to the annual convention.

8.4. YPAA – Young People in AA: YPAA committees in Area 61 sponsor an array of meetings, events, and service that collectively foster a celebration of sobriety among young people in AA.

9. BUDGET AND FINANCE COMMITTEE

The Area Assembly has established a permanent Budget and Finance Committee which consists of the Area Delegate, the Alternate Area Delegate, the Area Chairperson, the Area Treasurer(Chairperson), the Area Convention Treasurer, and up to four AA members who are currently not active participants on the Area Committee. The guidelines for the operation of this Committee are attached at Appendix D.

10. AREA ASSEMBLY (Current AA Service Manual)

10.1. Introduction The Rhode Island (Area 61) Assembly of Alcoholics Anonymous will normally meet four times per year — in January, April, June, and October. The Assembly shall always be a service body and shall protect and respect the autonomy and the privilege of dissent of the Group Conscience of the Rhode Island Area. In the course of its deliberations and discussions, the Area Assembly shall ever be mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts, and the AA Service Manual, and shall strive to be the true voice and Group Conscience of Rhode Island Area. Unity and service shall ever be the Assembly's primary purpose, and it shall encourage all Rhode Island Area Groups to participate in the business of the Assembly and to support the Area Assembly in its efforts to cooperate with the AA General Service Office and AA World Services.

The Area Assembly is specifically charged with the duty of electing a delegate to the General Service Conference and to provide the delegate financial support to assist them in the course of the duties of the office. The Area Assembly is further charged with electing an alternate delegate to the General Service Conference and to elect such Assembly officers it deems necessary.

10.2. Composition:

- i. The full working (voting) Area Assembly shall consist of:
 1. Members of each district: comprised of each current Group General Service Representative, (alternate General Service Representative or group appointed representative if current General Service Representative is unable to attend), and the District Committee Member.
 2. Elected Area 61 officers: Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer. The Chairperson shall vote only in the event of a tie.
 3. Area Committee Chairpersons: Archives, Cooperation with the Professional Community/Public Information, Corrections, Grapevine & La Viña, Information Services, and Treatment and Accessibilities.
 4. Immediate Past Delegate (who also serves as the Convention Committee Chairperson).
- ii. Non-voting members of the Area Assembly include:
 1. The Area Registrar, the Area Archivist, YPAA Representative, and the Roundup Committee Chairperson.
 2. A representative from Southern Rhode Island Intergroup.
 3. A representative from Rhode Island Central Service.

APPENDIX A: Area Election Procedures**(First approved by Area Assembly, June 14, 1992) |**

[A2]

A. Eligibility for office:

1. Past and present Area Committee Members, excepting delegates and special committee chairpersons, who have not previously served in the office that is being voted, for a full two-year term. Area Committee Members include District Committee Members, Standing Committee Chairpersons, and Area Officers.
2. If there are not two nominees for a particular office from the above eligible persons, nominations from the floor will be accepted.

B. Special Elections Eligibility for office:

1. Duly elected District Committee Members.
2. Past and present Area Committee Members, **excepting Area Officers**, who have not previously served in the office that is being voted, for a full two-year term.
3. If there are not two nominees for a particular office from the above eligible persons, nominations from the floor will be accepted.

C. Procedure:

1. Guidelines for elections must be presented for ratification or revision at the January assembly of the voting year (odd year).
2. Third legacy procedure (AA Service manual) will be used to elect the Area Officers (Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer) for a two-year term to commence on January 1 of the even year. Elections will be held at the October Assembly of the odd year.
3. Roll call will determine the total number of votes (If there are abstentions the number of votes will be recalculated accordingly).
4. Following the elections, nominations for incoming Area Committee Chairpersons and the Roundup Chairperson shall be made by the incumbent Area Committee Chairpersons and Roundup Chairperson to the newly elected Area Chairperson. In consultation with the newly elected Area Delegate and Alternate Area Delegate, they shall present the slate of nominations to the Area Committee for confirmation and to the January Area Assembly for affirmation.

D. Other Guidelines:

1. Should the Delegate not be able to complete the term, the Alternate Delegate shall assume the duties. The Alternate Delegate may then stand for election to Delegate if they have represented the Area at the General Service Conference only once.
2. In the event that the Area Chairperson cannot fulfill their duties the Alternate Delegate will assume those duties.

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3. The Immediate Past Delegate becomes Chairperson of the Rhode Island AA Convention Committee.

APPENDIX B: SUNSHINE FUND GUIDELINES
(Approved by Area Assembly April 5, 1998)

The Sunshine Fund was established to have a source of funds, outside of normal Seventh Tradition funds, to be able to provide expressions of sympathy or congratulations from the Area Committee to those trusted servants or their families.

Management and Accountability: The Area Chairperson shall administer the Sunshine Fund. The Area Treasurer shall account for the Sunshine Fund.

Recipients:

1. Persons in a current Area Office term: Area Delegate, Area Alternate Delegate, Area Secretary, Area Registrar, Area Archivist, Area Treasurer, Area Committee Chairpersons and Alternate Chairpersons, District DCM and ADCM, Roundup Chairperson.
2. Persons in the immediate past Area Office term: Area Delegate, Area Alternate Delegate, Area Secretary, Area Registrar, Area Archivist, Area Treasurer, Area Committee Chairpersons and Alternate Chairpersons, District DCM and ADCM, Roundup Chairperson.
3. Past Delegates.
4. Significant other of above recipients (spouse or partner).
5. Parent or child of above recipients.

Occasions:

1. Marriage.
2. Births.
3. Serious Illness.
4. Death.

Gifts (if the Fund can afford it):

1. A card in the case of marriage, birth, or serious illness.
2. Flowers/or a donation in lieu of in the case of death.
3. Gift basket for Area Delegate at the General Service Conference.

Prudent Reserve of the Sunshine fund: \$150.

Quarterly, all excess to be donated to the Area Assembly General Fund.

APPENDIX C: WEBSITE AND INTERNET COMMUNICATIONS GUIDELINES

I. Mission

Area 61 RI General Service, Inc. (“Area 61”) in service to the AA groups and districts located within the state of Rhode Island, maintains a website at aainri.com. The purpose of the Area 61 website is to carry the message of Alcoholics Anonymous by simplifying and enhancing the process of locating meetings and events, fostering communication, facilitating general service participation, fostering the efforts of service committees, and providing a platform to deliver current information about Alcoholics Anonymous in general and, specifically, in relation to Area 61.

II. AA Traditions and The Internet

a. Anonymity

As anonymity is the spiritual foundation of all our Traditions, we practice as much anonymity as possible on our public website always. No telephone numbers are listed except for answering services, or for our Intergroup and Central Service Offices. In keeping with our 11th and 12th Traditions, the site shall contain no recognizable photographs of individuals and no full names of individuals. To the extent possible, the site shall utilize position titles, rather than first names, when referring to officers, committee chairs, and others. When a contact name is used, the name will contain only the person’s first name and last initial. Additionally, correspondence via email or text message from the site or the ISC should use “Area 61” as a nickname. Tracking should be limited to analytics and other aggregate metrics that aid the ISC in development and maintenance of the website. Any audio or video posted to the site should have all personally identifiable information edited out.

As anonymity is the “spiritual foundation of all our Traditions,” we practice anonymity on public websites at all times. In 2013, the 63rd General Service Conference affirmed that “the Internet, social media, and all forms of public communications are implicit in the last phrase of the short form of Tradition Eleven, which reads: ‘...at the level of press, radio, and films.’” As Bill W. wrote: “At this altitude [public], anonymity — 100 percent anonymity — was the only possible answer. Here, principles would have to come before personalities without exception.” In simplest form, this means that AAs do not publicly identify themselves as AA members using their full names and/or full-face photos.

b. Attraction not Promotion

As our co-founder, Bill W., wrote: “Public information takes many forms — the simple sign outside a meeting place that says ‘AA meeting tonight’; listing in local phone directories; distribution of AA literature; and radio and television shows using sophisticated media techniques. Whatever the form, it comes down to ‘one drunk carrying the message to another drunk,’ whether through personal contact or through the use of third parties and the media.”

c. Self-Support

In keeping with our Seventh Tradition, AA pays its own expenses and this also applies in

cyberspace. Area 61 pays all expenses for its domain names (aainri.com, area61aa.org) its hosting fees, and any necessary software or other expenses. The Rhode Island Convention, a special committee of Area 61, may assist with these expenses due to their shared use of the website for registration and payment purposes paid through the Area Treasurer.

d. **Non-affiliation, Non-endorsement**

Linking to other AA websites will often have the positive effect of significantly broadening the scope of a website. However, even when linking to another AA site, care must be exercised since each AA entity is autonomous, has its own group conscience, and may display information that another AA group conscience might find objectionable. Links to the Grapevine and AAWS should always be visible for AA unity.

e. **Linking to Non-AA Sites**

If it is prudent, and will serve the AA population well, linking to other websites to increase the functionality of the site is a good option and should not be discouraged. Commonly used third-party websites, SaaS options, and other communication tools, allow the website to fulfill its mission using the limited means of the Area and lessen the time our volunteers spend on custom programming. Questions of endorsement and affiliation should be discussed within the ISC, with the direction and guidance of the Committee's Past Delegate. Should there be disagreement, the ISC's Past Delegate, ISC Chair, and/or webmaster may seek opinions from the Area Committee and Area Assembly. Any new, critical 3rd party, non-AA approved content-based website added shall be brought to the next Area Committee Meeting for discussion and ratification of the implemented action.

f. **Website Particulars**

i. **Domain Registration**

The website domain registration, its name, content, and all related computer hardware and software, except for the web hosting service and the internet service provider, shall be registered by and supported by Area 61.

Two domain names shall be registered and maintained by Area 61. When a user enters aainri.com or area61aa.org, the user shall be brought to the Area 61 website at aainri.com

ii. **Content**

Content may include, but is not limited to, the following: Area 61 Groups' current meeting information, General Service meeting information, Area 61 general service regular notices, special events and information provided by the groups, districts, and various service committees within Area 61. These groups and districts are responsible for the accuracy of this information. Any group information may be submitted, changed, or removed from this website by a member of the ISC at the direction of the originator of such information. Any and all questions, concerns, or objections to any postings or information found within aainri.com may be submitted for review by any Member within Area 61 by using

the email link on the bottom of any page. Whenever possible, Area 61 General Service information/business will be given priority placement.

iii. **Events Calendar**

Area 61 groups, districts, and service committees may submit flyers and announcements about AA related events in their community to the ISC for posting to the website either on the public Calendar of Events of the website or to the slider which resides on the Home page of the website. Flyers and announcements must be proofed for authenticity by a member of the ISC for authenticity before posting. The website should include a disclaimer stating that Area 61 may not be responsible for the specific content of the flyer or event posted to the website.

iv. **Email Accounts**

- There shall be a minimum of 25 unique email accounts.
- Email accounts shall follow the format: @aainri.com.
- Email accounts shall include a general information account (webmaster) and accounts for each area officer and committee chair.
- At the discretion of each email recipient, individual email accounts will be accessible by both pop or IMAP mail clients and web mail, or mail can be forwarded to personal email accounts.
- Mail sent to email accounts that are not active will be forwarded to the responsible member of the ISC.

v. **Endorsement and Copyrights**

The website shall include a disclaimer stating that it is neither endorsed nor approved by AAWS, and that all references to AA, AA Literature, and *The Grapevine* are registered trademarks.

To respect and protect AA copyrights, all quotes or excerpts from conference approved literature displayed on the website shall be attributed to AA World Services, Inc., or The AA Grapevine, Inc.

III. **Information Services Committee**

a. **Mission Statement**

The Information Services Committee (ISC) supports a user-friendly and responsive platform that distributes Area 61 materials and adheres to the Principles of AA. The ISC is responsible for maintaining and adhering to these guidelines and policies to which the website should adhere, subject to approval by the Area Committee and ratification by the Area Assembly.

b. **Composition**

To have one elected Chairperson, one elected Alternate Chairperson, one elected Webmaster, one elected Alternate Webmaster, one appointed past Delegate, and other members to fill specific Information Service Committee positions as needed. The Past Delegate member is appointed by mutual agreement of the Area 61 Chairperson and the

ISC Chairperson.

i. Duties of Chairperson

- To act as the Area 61 website Administrative Committee leader.
- Fulfill a Committee Chairperson's duties as stated in Area 61 Guidelines.
- The Chairperson needs to have a working knowledge of the AA Traditions and Concepts.
- Responsible for maintaining the registration of the domains.
- Provides a report at Area meetings, quarterly Area Assemblies and other meetings as requested.
- Coordinates, announces, and facilitates monthly committee meetings.
- Ensures the payment of all budgeted expenses incurred by the website according to standard Area policies.

ii. Duties of the Alternate Chairperson

To provide support, as necessary, to the Chairperson as directed and to act as the Chairperson when necessary.

iii. Duties of Webmaster

To provide all technical skill necessary to ensure the proper maintenance and operation of aainri.com.

iv. Duties of Alternate Webmaster

To provide support, as necessary, to the Webmaster as directed and to act as the Webmaster when necessary.

APPENDIX D: BUDGET AND FINANCE COMMITTEE

(THESE GUIDELINES SUPERSEDE ALL PREVIOUS DATED AND UNDATED GUIDELINES FOR THE FINANCE AND BUDGET COMMITTEE, GUIDELINES FOR THE EXPENDITURE OF AREA FUNDS AND GUIDELINES FOR THE RHODE ISLAND AREA BUDGET.)

Operation: The Rhode Island Area Assembly has established a Budget and Finance Committee. The purpose of this Committee shall be to establish and maintain a sound fiscal policy for Rhode Island Area 61, keeping in mind our tradition of self-support. This Committee serves under the RI Area Committee and reports its recommendations to this Committee through the Area Treasurer.

The membership of the Budget and Finance Committee shall include the Area Treasurer as Chairperson, plus up to 4 (four) AA members of good standing who do not serve on the Area Committee and who are appointed by the Delegate, Alternate Delegate, the Treasurer, and the Area Chairperson. In order to provide continuity within the Committee, these members shall be selected in December of the alternate year from the election of Area Officers (the odd year). They shall serve for a term of two years starting in January. The Delegate, Alternate Delegate, Area Chairperson, and the Area Convention Treasurer serve as ex officio members of the committee.

The Budget and Finance Committee shall meet monthly. Any AA member may attend this meeting as an observer. The Committee shall review the previous month's receipts to determine their sufficiency in supporting the Area Assembly's activities. They shall review the previous month's expenditures to determine if they are within the approved budget and appropriate for the conduct of the Area's purpose of carrying the message to the alcoholic. They shall review the Area bank statements to insure their correspondence with the reported receipts and expenses. They shall report any problems or discrepancies to the Area Committee.

The Budget and Finance Committee shall insure that the Treasurer maintains a prudent reserve for the Area Finances. This is established as the amount necessary to pay three months' rent for the Area Office, utilities, and three months Area operating and service expenses

The Budget and Finance Committee shall review any budget or financial policy changes suggested as needed by the Treasurer and recommend action on these changes to the RI Area Committee.

The Budget and Finance Committee shall cause a ready supply of contribution envelopes and other related financial material to be printed and/or distributed from the Area to the Districts and Groups.

Budget Preparation: It is recommended that each budgeted position plan its budget in order of importance within their specific service area (such as literature, telephone, postage, printing, travel, etc.).

In order to reduce duplication of effort, Elected Area Officers and Area Standing Committee Chairpersons shall request the order of General Service Office Literature from the Treasurer, who shall then place and pay for the order, requesting that the literature be delivered to the appropriate person.

To simplify accounting, no rent shall be collected from Area Assembly appointed or sponsored groups meeting at the Area Office. These include the Area Committee, Area Standing Committees, the Roundup Committee, YPAA, and the RI Convention Committee. Any funds received from these groups shall be treated as contributions to the general fund. Other groups, such as Districts, who may use the office from time to time, shall be requested to provide a contribution to help defray the rental expense. On a case-by-case basis, the Area 61 Office may be reserved and used by non-Area 61 AA service committees when

schedule permits for a limited timeframe, as determined by the Alternate Delegate. A goodwill contribution to Area 61 for use of the facility will be requested.

Budget for Elected and Appointed Area Officers (Subject to financial solvency):

Delegate. In addition to anticipated local travel, supplies, and utilities expense, the RI Delegate's budget submission should include sufficient funds so that this person can represent Rhode Island at least at the RI Roundup, the RI Convention, the Northeast Regional Delegate (NERD) meeting, the Northeast Regional AA Service Assembly (NERAASA), the Northeast Regional Forum (every two years), and the AA International Convention (every five years). The budget submission should also include only registration and travel expenses or one meal for the Massachusetts and Connecticut Convention.

Alternate Delegate. In addition to anticipated local travel, supplies, and utilities expense, the RI Alternate Delegate's budget submission should include sufficient funds so that this person can represent Rhode Island at least at the RI Roundup, the RI Convention, the Northeast Regional Delegate (NERD) meeting, the Northeast Regional AA Service Assembly (NERAASA), and the Northeast Regional Forum (every two years). The budget submission should also include only registration and travel expenses or one meal for the Massachusetts and Connecticut Convention.

Area Chairperson / Secretary / Treasurer. In addition to anticipated local travel, supplies, and utilities expense, the RI Area Chairperson's, Secretary's, and Treasurer's budget submission should include sufficient funds so that this person can represent Rhode Island at least at the RI Roundup, the RI Convention, and the Northeast Regional AA Service Assembly (NERAASA).

Registrar, Archivist and Area Standing Committee Chairpersons (Archives, Cooperation with the Professional Community/Public Information, Corrections, Grapevine, ISC, and Treatment and Accessibilities). In addition to anticipated local travel, supplies, and utilities expense, the Registrar's, Archivist's, and Area Standing Committee Chairperson's budget submission should include funds to pay that person's registration fee to attend the RI Roundup, the RI Convention, and the Northeast Regional AA Service Assembly (NERAASA).

Budget Cycle: The RI Area Assembly fiscal year is from January 1 through December 31 each year.

The RI Area Budget and Finance Committee shall prepare and submit for approval a budget for the coming fiscal year. To accomplish this, the RI Area Budget and Finance Committee shall request that proposed budgets for the next fiscal year from the Elected Area Officers and Area Standing Committee Chairpersons be submitted to the Committee prior to the August meeting. If a budget submission from an Elected Area Officer and Area Standing Committee Chairperson is not received by the August meeting, the approved budget amount from the current fiscal year will be used to prepare the next year's draft budget.

The Finance Committee shall prepare a draft budget for the next fiscal year at the August meeting and shall submit the final draft budget to the Area Committee at its September meeting.

The Area Committee shall discuss and approve a recommended final budget at its September meeting. With approval by the Area Committee, it is assumed that this recommended budget has the approval of all members of the Area Committee. Should an Elected Area Officer and/or Area Standing Committee Chairperson intend to make comment on this approved budget or request a change in that budget at the Area Assembly, that person should notify the Area Chairperson of this intent prior to the Area Assembly.

The Treasurer shall present the Area Committee recommended budget for approval at the Fall Assembly.

Accounting for Expenses: The activities of the RI Area Committee Elected Officers, the RI Standing Committee Chairpersons and their Committees, and Area Appointed Positions are supported by the RI Area Assembly Budget and these people may be reimbursed accordingly. Expenses for all Elected Officers, Standing Committees, and Appointed Positions are to be processed through the Area Treasurer and Area 61 budget. Contributions from groups, individuals and Special Committees are to be made directly to the Area 61 budget through the Area Treasurer. Budget money is to be used only to carry the message within each area of responsibility. Examples of items for which reimbursements may be made are: postage, office supplies, technology costs, photocopying/printing and travel/lodging/meals expenses. No money will be expended over the approved budget unless recommended by the Finance and Budget Committee and approved by the Area Committee.

An accounting for these expenses shall be made on the most recent revision of the RIAC Expense Voucher form prepared by the Treasurer. No money shall be paid without proper receipts (copies of bills, canceled checks, cash receipts) attached to the Expense voucher; except that advances may be made to cover expenses for those so designated to attend AA Service events at Area expense under the guidelines above. An expense voucher containing receipts for all money so advanced shall be submitted to the Treasurer immediately following the event for which the money was advanced, together with a check payable to the RIAC for any funds advanced but not used.

For standardization all travel by personal vehicle shall be reimbursed at the Assembly approved standard mileage rate listed on the current Mileage Reimbursement Form provided the total mileage is stated on the form.

All claimed expenses must reach the Treasurer prior to December 15 of the year in which the expense was incurred in order to be payable, as all accounts for that year are closed on December 31.

Special Policies and Provisions In accordance with the 7th Tradition: "Every AA Group ought to be self-supporting, declining outside contributions." Therefore, contributions to Area 61 from an individual member are limited to \$5,000 annually and any individual bequest is limited to a maximum one-time contribution of \$10,000.

In addition to the allocated amount [currently \$2,200], an amount not to exceed 25% of the available funds reported at the January assembly, be contributed for the Delegate attending the GSC.

APPENDIX E: DISTRICT MAP

