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# Area 74 Guidelines

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This document is a  
comprehensive  
packet of all  
Guidelines used by  
Area 74

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Structures & Guidelines  
Committee

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**Guidelines**  
**For Area 74**  
**Of Alcoholics Anonymous**  
**For**  
**Northern Wisconsin and the Upper Peninsula of Michigan**

**TABLE OF CONTENTS**

Preamble .....3  
The Twelve Traditions of Alcoholics Anonymous.....4  
Definition of Terms.....5

**GUIDELINES**

Article I MEMBERSHIP.....6  
Article II REPRESENTATIVES OF THE GROUPS AND DUTIES .....7  
General Service Representative (GSR).....7  
Alternate GSR.....7  
Article III DCMs, AREA OFFICERS AND DUTIES .....7  
District Committee Member (DCM) .....7  
Alternate DCM.....7  
Area Delegate.....7  
Alternate Area Delegate.....7  
Area Secretary.....8  
Area Alt-Secretary .....8  
Area Registrar .....8  
Area Alt-Registrar.....8  
Area Treasurer .....8  
Area Co-Treasurer .....8  
Article IV AREA STANDING COMMITTEES AND DUTIES .....9  
Archivist.....9  
Webmaster .....9  
WICYPAA.....9  
Area Committee .....9  
Archives .....9  
Correctional Institutions.....9  
Grapevine Magazine .....10  
Literature.....10  
Public Information .....10  
Newsletter .....10  
Treatment Facilities .....10  
Finance.....10  
Cooperation With The Professional Community.....11  
Structures and Guidelines .....11  
Article V AREA MEETINGS .....11  
Article VI ELECTION OF AREA OFFICERS & CHAIRPERSONS .....12  
Article VII FINANCIAL STRUCTURE.....13  
Article VIII AMENDMENTS TO THE GUIDELINES .....13  
  
CONFERENCE PLANNING GUIDELINES .....14  
AREA 74 WEBSITE GUIDELINES.....18  
FINANCIAL REQUEST GUIDELINES.....21  
AREA 74 CONTRIBUTION GUIDELINES .....22

## **INTRODUCTION**

### Preamble

“Alcoholics Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions. AA is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics achieve sobriety.”

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Ever mindful that the reason for the General Service Structure is to be of service to the fellowship of Alcoholics Anonymous, the Area shall always observe the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service. In the absence of specific indications in the Guidelines of Area 74, the latest edition of the AA Service Manual may be relied upon.

The Area shall continually be guided by the General warranties contained in Concept XII of the Twelve Concepts, namely that the Area shall observe the spirit of the AA Traditions, taking great care that the Area never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that no Area member ever be placed in a position of unqualified authority over any others; that all important decisions be reached by discussion, vote, and whenever possible by substantial unanimity; that no Area action be personally punitive or an incitement to public controversy; that it shall never perform any acts of government; and that it always remain democratic in thought and action..

## The Twelve Traditions of Alcoholics Anonymous

1. Our common welfare should come first; personal recovery depends on AA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for AA membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or AA as a whole.
5. Each group has but one primary purpose - to carry its message to the alcoholic who still suffers.
6. An AA group ought never endorse, finance or lend the AA name to any related facility or outside enterprise lest problems of money, property and prestige divert us from our primary purpose.
7. Every AA group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. AA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the AA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Reprinted from “the Twelve Steps and Twelve Traditions”, with permission of A.A. World Services, Inc.

## Definition of Terms

1. SERVICE MANUAL is a manual of guidelines/ suggestions provided by the General Service Office of Alcoholics Anonymous for AA Service organizations under the auspices of the General Service Conference. The manual is updated yearly.
2. AA AREA 74, herein “Area” or “Area 74”, is comprised of the northern half of the State of Wisconsin and the Upper Peninsula of the State of Michigan, more or less. The AA groups in this region of the United States elect a person, called the Area Delegate, to express their views at the Alcoholics Anonymous General Service Conference held each year in New York, New York. There are a total of 93 delegate Areas.
3. AA GROUP is defined in the AA Service Manual as follows: An AA group consists of two or more alcoholics who gather together for meetings on a regular basis. These meetings are the basic source of recovery for the alcoholic who wants to stop drinking. As a group they are fully self-supporting, have no outside affiliations, and no opinions on outside issues. Because of AA’s public relations policy is based on attraction rather than promotion, the group members maintain personal anonymity at the level of press, radio, TV and films.
4. GENERAL SERVICE REPRESENTATIVE (GSR) is defined in the AA Service Manual as follows: “The General Service Representative is an AA member so elected by the group to voice the group’s opinion in discussions at the area level. GSR’s, in turn, vote for the district committee member and for the delegate and for other officers at the area levels.”
5. DISTRICT refers to one of the smaller geographical regions that comprise AREA 74.
6. DISTRICT COMMITTEE MEMBER (DCM) is defined, in part, in the AA Service manual as follows: “He or she is an experienced GSR elected by the other GSR’s to represent the groups of their district in area committee meetings - and to coordinate service activities in the district.”
7. SERVICE MEETING refers to the time when the business of Area 74 may be conducted. Service Meetings are a part of both Area Conferences and Assemblies.
8. AREA ASSEMBLY in Area 74 is a Service Meeting of the voting membership of the Area where matters affecting the fellowship of Alcoholics Anonymous are discussed, debated, and often voted upon. This is a closed meeting of Alcoholics Anonymous and all alcoholics are welcome.
9. AREA CONFERENCE in Area 74 is a meeting held for the purpose of hearing the delegate’s report and the election of Area 74 officers in odd numbered years. In addition, at Area Conferences various fellowship activities, sharing sessions and panels are also scheduled.

## GUIDELINES

### ARTICLE I MEMBERSHIP

**Section 1.00** General Membership in Area 74 of Alcoholics Anonymous is open to all persons who have a desire to stop drinking. (See Tradition 3.)

**Section 2.00** Voting Membership at Area 74 Service Meetings, either at the Area Conference or Area Assembly, is limited to the following:

**Section 2.01** Group GSR's or Alternate GSR's, such that each AA Group in the Area is afforded one vote.

**Section 2.02** District DCM's or Alternate DCM's, such that each of the Districts of the Area is afforded one vote.

**Section 2.03** Area Officers, namely the Delegate, the Area Chair/Alternate Delegate, the Secretary, the Registrar and the Treasurer, are each afforded one vote. The Alternate Secretary shall vote in the absence of the Secretary, the Alternate Registrar shall vote in the absence of the Registrar and the Co-Treasurer shall vote in the absence of the Treasurer.

**Section 2.04** Area 74 Standing Committee Chairpersons, such that each Committee (Newsletter, Literature, Correctional Institutions, Grapevine, Treatment Facilities, Public Information, Cooperation With The Professional Community, Finance, Archives and the Structures and Guidelines) is afforded one vote.

**Section 2.05** Past Delegates of Area 74, such that each former Delegate from the Area is afforded one vote.

**Section 2.06** In the event that the same person qualifies to vote under two or more of the above provisions he or she shall be afforded one vote only.

**Section 2.07** In the event that a GSR or a DCM qualifies to vote in another capacity, their duly elected alternate may vote in their place, such that each AA group and each district shall be afforded one vote.

**Section 3.00** Non-voting members of the assembly.

**Section 3.01** Area Webmaster.

**Section 3.02** Archivist.

**Section 3.03** WICYPAA (Wisconsin Conference of Young People in Alcoholics Anonymous) Liaison with voice only.

## **ARTICLE II REPRESENTATIVE OF THE GROUPS AND DUTIES**

**Section 1.00** The General Service Representative (GSR) is defined in the AA Service Manual as follows: “the General Service Representative is an AA member so elected by the group to voice the group’s opinion in discussions at the Area level. GSR’s, in turn vote for the district committee member and for the delegate and for other officers at the area level.” (See Chapter II of the Service Manual)

**Section 2.00** The ALTERNATE GSR is described in the AA Service Manual, in part, as follows: “In case a GSR is unable to attend all district and area meetings, an alternate is needed- elected at the same time, by the same procedures. Alternates should be encouraged to assist, participate, and share in the responsibilities of the “GSR”.

**Section 3.00** Both the GSR’s and Alternate GSR’s serve their respective groups, and thus the group has sole responsibility and authority to provide the District and Area with a representative, as it sees fit.

## **ARTICLE III DCM’s, AREA OFFICERS and DUTIES**

**Section 1.00** The District Committee Member (DCM) is defined in part, in the AA Service Manual as follows: “He or she is an experienced GSR elected by the other GSR’s to represent the groups of their district in area committee meetings - and to coordinate service activities in the district.” (See Chapter III of the Service Manual.) Serves as a member of the Area Committee passing on the District’s thinking to the Committee and Delegate.

**Section 2.00** The Alternate DCM is defined, in part, in the AA Service Manual, as follows: “The alternate is a backup for the regular district committee member. If the latter resigns - or for any reason is unable to serve - the alternate steps in. Alternate committee members should be encouraged to assist, participate, and share in the DCM’s responsibilities.

**Section 3.00** Both the DCM’s and Alternate DCM’s serve their respective districts, and thus the district has sole responsibility and authority to provide the Area with a representative, as it sees fit, DCM’s and Alternate DCM’s are not Area officers.

**Section 4.00** The Area Delegate is defined in the AA Service Manual as follows: “The man or women elected... every other year to represent the Area at the annual meeting of the (General Service) Conference in New York, and to bring back to the area the results of the (General Service) Conference meeting.” (See Chapter V of the Service Manual) In Area 74 the delegate shall have previously served as DCM.

**Section 5.00** The Alternate Area Delegate shall serve as the Area Chairperson, and as such has the responsibility for chairing Area Service Meetings at conferences and at Assemblies. In Area 74 the Alternate delegate shall have previously served as a DCM. The Alternate Delegate is responsible for the agenda of Service Meetings, seeing to it that requests by members of Area 74 are addressed in an organized and timely fashion. Agendas should be published in the Area newsletter prior to Service

Meetings, and copies should be available the day of the meeting. The Area Chairperson will be responsible to organize, conduct, and chair the Area Committee meetings.

The Alternate Delegate may be asked to act in the stead of the Area Delegate if the Delegate is unavailable. The Alternate Delegate may be asked to perform special duties from time to time at the discretion of the Area, as determined by the voting members of the Area Assemblies.

**Section 6.00** The Area Secretary records, keeps and distributes the minutes of all Area 74 Assemblies, Area Committee meetings or other meetings as requested by the Area Chair. The Secretary will distribute the minutes the month after the meeting is held or before the next Assembly, (whichever applies) to the Area Webmaster, Archivist, and Area Committee. If the minutes are amended, the revised minutes will be re-distributed.

**Section 6.05** The Alternate Secretary will be selected by the Secretary and approved by the body. The Alternate Secretary will assist the Secretary and fill the duties in the Secretary's absence.

**Section 7.00** The Registrar is responsible for verifying the information they receive from group change and new group forms is accurate and complete. The completed information is then processed into the database currently made available by the General Service Office of Alcoholics Anonymous within 30 days of receiving the form. In addition, the Registrar will maintain an Area 74 Contact Directory with the contact information for Area Officers, DCMs, Standing Committee Chairs, elected and appointed members of Area Standing Committees, any alternate or "co" positions, and past delegates. This directory will be forwarded to everyone on the Area 74 Contact Directory as it is updated. The Registrar provides mailing information and/or labels for the Area publications such as a monthly newsletter or a mailing of the Assembly or Area Committee minutes.

**Section 7.05** The Alternate Registrar will be selected by the Registrar and approved by the body. The Alternate Registrar will assist the Registrar and fill the duties in the Registrar's absence.

**Section 8.00** The Area Treasurer accepts and deposits monthly contributions on behalf of the area. As a guide for accepting contributions, the Treasurer will consider the Seventh Tradition, Area 74 is self-supporting through contributions of those AA Groups and Districts contained in its geographical area, as well as from individual A.A. member. If the treasurer determines the contribution is outside this parameter, but finds the contribution valid, the treasurer presents the contribution to the Finance Committee. The Finance Committee will then present the contribution with their recommendation to the body at the area Service Meetings for consideration. If the Area declines to accept the contribution the Treasurer then sends the contribution back with a letter of explanation. The Treasurer issues drafts in the name of Area 74, counter-signed by the Area Co-Treasurer, or Area Delegate to cover the expenses of the Area. The Area Treasurer keeps an up-to-date record of Area 74 finances, including the current and previous balances, and identifies all revenues and expenses since the last accounting. Treasurer's reports are published in the Area newsletter after each assembly. The Treasurer will present at every Service Meeting a current Treasurer's report to the voting membership.

**Section 9.00** The Area Co-Treasurer assists the Treasurer, reports to the area in the absence of the Treasurer, and countersigns all Area drafts.

**Section 10.00** The Area Archivist will be a non-rotating member of the Area Archives Committee. Will be responsible for the collection, the documents, and artifactual items of Area 74. Takes care of and maintains the physical integrity or condition of the collection. Develops finding aids, so as to add to the collection. Is responsible for ensuring the protection of members and the confidentiality of all AA records. An AA Archivist is “keepers of the past”. The Archives Committee using the Archives workbook as a guide will select the Archivist and recommend to the Area Assembly for approval.

**Section 11.00** The Area Webmaster will be a standing member of the Area Public Information Committee and will be responsible to administer and maintain the Area Website. The Public Information Committee will select the Area Webmaster and recommend to the Area Assembly for approval.

**Section 12.00** The WICYPAA (Wisconsin Conference of Young People in Alcoholics Anonymous) Liaison reports to the Area 74 Assembly body as requested by the WICYPAA Advisory Council, participates during Assembly discussion, and will notify the Area 74 Chairperson when they have a report to give so they can be added to the Assembly agenda.

#### **ARTICLE IV AREA STANDING COMMITTEES AND DUTIES**

**Section 1.00** The Area Committee consists of current Delegate, Area Officer's, Standing Committee Chairs, and DCM's. The purpose of the Area committee, (From the Service Manual Chapter V), "To maintain the health of the Conference Structure and further growth and harmony in our beloved fellowship". The Area Chair presides over the Area Committee meetings. The Area Committee also assists the Delegate with a more informed group conscious for agenda items for the General Service Conference. The Area Committee sets the agenda for the Area assembly, address concerns, looks for solutions to better serve the Area and the fellowship of Alcoholics Anonymous.

**Section 2.00** The Archives Committee is responsible for establishing policy, budgets and procedures for the collection of archive materials in Area 74. It undertakes and maintains final responsibility and authority for the use of the archives, and exercises its group conscience in regards of general policy. In all of its actions, the Archives committee needs to be mindful of and guided by AA's primary purpose. The Chairperson of the Archives Committee shall request funds from the Finance Committee as needed, and submits reasonable documentation of expenses to the Treasurer for reimbursement. Core membership of the committee will consist of the chair, Area Archivist, a past-Delegate, and three DCM's to be selected as outlined.\*

**Section 3.00** The Correctional Institutions Committee provides coordination and support for groups wishing to carry the message to alcoholics in jails and prisons within Area 74. There are co-chairpersons for this committee, one representing Wisconsin and one representing the Upper Peninsula of Michigan. The Co-chairpersons of the Correctional Institutions Committee shall request funds from the Finance Committee as needed, and submits reasonable documentation of expenses to the Treasurer for reimbursement. Core membership of the committee will consist of the co-chairs and three DCM's to be selected as outlined.\*

**Section 4.00** The “Grapevine” Magazine Committee relays information about the “Grapevine” magazine to the individual groups via their respective “Grapevine” Representatives (GVR.s). The Chairperson of the “Grapevine” Committee shall request funds from the Finance Committee as needed, and submits reasonable documentation of expenses to the Treasurer for reimbursement. Core membership of the committee will consist of the chair and three DCM’s to be selected as outlined.\* The outgoing delegate has the option of accepting or declining this position at the time of area elections.

**Section 5.00** The Literature Committee assures that a supply of literature (approved by the AA General Service Conference in New York) is available to the Area. The chairperson of the Literature Committee shall request funds from the Finance Committee as needed, and submits reasonable documentation of expenses to the Treasurer for reimbursement. Core membership of the committee will consist of the chair three DCM’s to be selected as outlined.\*

**Section 6.00** The Public Information (PI) Committee provides information about Alcoholics Anonymous to the general public within Area 74. Responsible for the Area 74 Web Site ([www.area74.org](http://www.area74.org)) activities. The Public Information Committee shall request funds from the Finance Committee as needed, and submits reasonable documentation to the Treasurer for reimbursement. Core membership of the committee will consist of the chair, Area Webmaster, and three DCM’s to be selected as outlined.\*

**Section 7.00** The Newsletter is entitled the “Now and Then”. The newsletter is the medium for communication of Area 74 business. Published monthly, the editorial staff are responsible for determining the content of each issue. However, materials submitted by any Area Officer will be printed, when provided in a timely manner. The editorial staff shall request appropriate funding from the Finance Committee when necessary to meet the costs of publication.

**Section 8.00** The Treatment Facilities Committee provides coordination and support for groups wishing to carry the message to alcoholics in treatment within Area 74. The Treatment Facilities Committee shall request funds from the Finance Committee as needed, and submit reasonable documentation to the Treasurer for reimbursement. Core membership of the committee will consist of the chair and three DCM’s to be selected as outlined.\*

**Section 9.00** The Finance Committee shall consist of the Area Treasurer, Area Delegate, one past Delegate, and three past DCM’s or past GSR’s. Two of the past DCM’s or past GSR’s will be elected in odd numbered years and one past DCM or past GSR will be elected in the even numbered years, of which one of the past DCM’s or past GSR’s would be elected chairperson by the committee with approval of the Assembly. The term of each committee person will be for two years. The Finance Committee receives and reviews any money requests from the area committees and compares them to the Area budget. After the committee compares the requests and finds them to be within the parameters of the allotment in the budget, the committee presents the requests to the Area Treasurer for payment. If the committee determines the request is outside the guidelines intention, but finds the request valid, the committee presents the request with their recommendation to the body at the area Service Meetings for consideration. The committee will study and make recommendations for Area finances as directed and address other matters as directed.

**Section 10.00** The Cooperation with the Professional Community (CPC) Committee provides cooperation and mutual understanding between the professional group or individual concerned with alcoholism within Area 74. The CPC Committee shall request funds from the Finance Committee as needed, and submits reasonable documentation to the Treasurer for reimbursement. Core membership of the committee will consist of the Chair and three DCM's to be selected as outlined.\*

**Section 11.00** The Structures and Guidelines Committee is to keep and update the Area 74 Guidelines; to discuss and then recommend changes of the area 74 service structure to the Assembly for approval. The Structures and Guidelines Committee will review all passed motions from an assembly within a one month period to determine whether a passed motion affects the guidelines. If a passed motion requires changes to the Area guidelines, the Structures and Guidelines Committee will bring forward to the Area Assembly, necessary recommendations to implement the passed motion. A review of passed motions will be done for placement on the Area 74 Assembly Actions list. The Structures and Guidelines Committee Chair will be the keeper of the most recent updated copy of the Area 74 guidelines, and after each update, distribute an electronic copy of the updated guidelines to the Area Committee, Area Webmaster, and Area Archivist. The Structures and Guidelines Committee will make available printed copies of the most current updated version of the Area 74 guidelines at all Area 74 Assemblies, GSR Orientations, and Area Committee meetings. The committee would consist of the current Area Chair, current Delegate, past Delegate, and three (3) past DCM's or past GSR's elected by the Assembly, of which one of the past DCM's or past GSR's would be elected chairperson by the committee with approval of the Assembly. Two of the past DCM's or past GSR's will be elected in odd numbered years and one past DCM or past GSR will be elected in the even numbered years.

\* Core membership of the Standing Committee's will consist of three current DCM's. They will be asked at the beginning of their term which committee they wish to serve on. If they cannot decide, they will be selected from the "Hat". This will all take place by February 4th and be notified by February 15th. Any AA member wishing to participate in a committee representation will be allowed that opportunity.

## **ARTICLE V AREA MEETINGS**

**Section 1.00** The Area Assembly in Area 74 is a service meeting of the voting membership of the Area where the matters affecting the fellowship of Alcoholics Anonymous are discussed, debated, and often voted upon. This is a closed meeting of Alcoholics Anonymous, and all Alcoholics are welcome. Assemblies may also be called at the discretion of the voting members of Area 74 at a prior conference or Assembly service meeting. Possible locations are considered by the assembly, with the final decision resting with the Area Officers.

**Section 1.10** The Delegates Workshop is to be held the 1<sup>st</sup> or 2<sup>nd</sup> weekend of March.

**Section 1.20** The Winter Assembly is to be held the 1<sup>st</sup> or 2<sup>nd</sup> weekend of April.

**Section 1.30** The Spring Assembly will be held in conjunction with the Area 74 Spring Conference, held the third full weekend in May if possible.

**Section 1.40** The Fall Assembly will be held in conjunction with the Area 74 Fall Conference, held the third full weekend in September, if possible, with elections on the odd year and a regular Assembly on the even year.

**Section 1.50** The Year-end Assembly shall be held in the month of October.

**Section 2.00** The Area Conference in Area 74 is a meeting held for the purpose of hearing the Delegates report and the election of Area 74 Officers in odd numbered years. In addition, at Area Conferences various fellowship activities, sharing sessions and panels are also scheduled.

**Section 2.01** Locations of conferences are selected from bids proposed by Districts at service meetings two years prior to the event. The dates of Area Conferences are as follows.

**Section 2.02** The Spring Conference shall be held the third full weekend in May, if possible.

**Section 2.03** The Fall Conference shall be held the third full weekend in September, if possible.

**Section 3.00** The Delegates Workshop will be held in March and be conducted by the Area Delegate. This workshop will provide an opportunity for standing committees to give feedback to the Delegate for General Service Conference agenda items, plus provides an opportunity for standing committees to meet.

**Section 4.00** Area Committee meetings will be held four times per year. They will be held at the Delegates Workshop, Spring, and Fall Conferences. The remaining one will be held during the month of December.

**Section 5.00** Area workshops will be held when asked and be conducted by the immediate Past Delegate.

## **ARTICLE VI ELECTION OF AREA OFFICERS AND CHAIRPERSONS**

**Section 1.00** Terms of Office: Area Officers and Chairpersons of the standing committees shall serve terms of two years. All terms of office will begin on January 1st of even years. Officers and Chairpersons are chosen by those eligible to vote, at the Fall Conference Service Meeting in odd numbered years. Positions, which are not subject to membership vote, are noted on Sections 3.00, 4.00 and 5.00.

**Section 1.01** Officers rotate (may not serve again in any previously held position) after serving one full term. In the event that an officer has held a position for less than a full term, that person may serve a second full term.

**Section 1.02** Chairpersons are encouraged to rotate, and are subject to election by the membership every two years.

**Section 2.00** Eligibility: All members of Area 74 are eligible to serve as Area Officers and Chairpersons. The Area delegate shall have served as a DCM. In addition, all candidates should have had a substantial period of continuous sobriety in AA, and have had experience in service work at the group and district levels. Persons nominated for election shall be present at the meeting to confirm acceptance of the nomination prior to voting.

**Section 3.00** Area Officer election procedure: Area 74 follows the Third Legacy Procedure, as described in the current AA Service Manual, for elections of Area Officers.

**Section 4.00** Committee Chairperson election procedure: Nominations are taken from the floor and a slate of candidates is established. A single ballot is cast, and the person with the most votes (a majority if there are only two, a plurality if there are more) is the winner. In the event that the top two vote receivers are tied, the contest is determined by choosing from a hat. The only exceptions to this are the “Grapevine” Chairperson where the outgoing Delegate has the option of accepting or declining this position and the Newsletter Editors who are confirmed by the voting membership.

**Section 5.0** Exceptions to the election procedure stated above:

**Section 5.01** The Co-Treasurer, who is selected by the Treasurer, will be confirmed by the voting membership. This is a rotating position.

**Section 5.02** The Area Archivist and Webmaster are selected by their respective Committees and approved by the Area Assembly. These are non-rotating positions.

**Section 5.03** The WICYPAA (Wisconsin Conference of Young People in Alcoholics Anonymous) Liaison will be elected by the WICYPAA Advisory Council.

**Section 6.00** Replacement: If Area officers or Chairpersons are unable to serve their full terms, the Area may, at its discretion, appoint replacements by majority vote at any Area Service Meeting.

## **ARTICLE VII FINANCIAL STRUCTURE**

**Section 1.00** As described in the Seventh Tradition, Area 74 is self-supporting through contributions of those AA Groups and Districts contained in its geographical area, as well as from individual members.

## **ARTICLE VIII AMENDMENTS TO THE GUIDELINES**

**Section 1.00** The Guidelines may be amended at any Area Assembly, by a vote of two thirds of the voting membership voting on each ballot.

## **Area 74 Conference Planning Guidelines**

Approved by Area 74 Assembly 10/19/13

Conference planners should remain mindful that they serve the area through the assembly. When planning a conference for Area 74, the Conference Planning Guidelines shall, wherever possible, be followed. Where conference planners deviate from the guidelines, a simple explanation shall be made to the assembly. "A.A. Guidelines-Conference, Conventions and Roundups" also has helpful hints for conference planning committees. Use of past conference planners, area officers and present & past delegates are helpful allies that can answer most questions that a planning committee may have.

### **Bidding a Conference**

- 1) Bids for conferences shall be requested two (2) years in advance of the proposed conference. These bids shall include: firm date, location, and approximate costs of hotel room rates, registration and banquet charges.

Dates for conferences will be held the third weekend in May for the Spring Conference and the third weekend in September for the Fall Conference, when possible.

- 2) Conference Facilities:

Conferences can be held in large facilities such as hotels, conference centers, schools, colleges, etc. It is a good idea to offer other motel options to conference-goers that are located near the Conference.

#### Minimum requirements:

- a) Room to house 125 members for the Area Assembly meeting with three microphones if possible.
- b) Room to house approximately 50 people for the Area Committee Meeting.
- c) Area for registration.
- d) Hospitality room and banquet area.
- e) Room(s) for area committees to display their artifacts.  
(I.e. Archives, Grapevine, Literature)
- f) Alcathon room/area.
- g) Space to house multiple panels, both A.A. and Al-Anon
- h) Secure (quiet) room for taper.
- i) The entire facility shall be "handicap accessible."
- j) Smoking and non-smoking areas will be strictly adhered to.

While the assembly and area committee meetings need space (room) for one hundred twenty five (125) or more participants, all other rooms will be determined by registration. Past conferences generally have two panels each for A.A. and Al-Anon going on simultaneously but local autonomy should have authority depending on registration and space (rooms Available) to determine number of panels.

3) Who can bid for conferences?

Bidding on conferences may be done by one or more districts. Any district in Area 74 can submit bids to host conferences, but we should remember that Area 74 enjoys going to new places in the area.

### **Planning a Conference**

1) The first and most important task should be to elect the conference planning committee chairs. Not having enough committees can be a problem, but many times having too many is worse. Previous conference committees can help you to make good decisions. These are some Committee examples:

Conference Chair

Co-Chair

Program Chair

Publicity Chair

Registration Chair

Hospitality Chair (The hospitality/coffee rooms need many people)

Treasurer and Co-Treasurer - all checks must have two (2) signatures

AI-Anon representative

The Conference Planning Committee chair can help by keeping in contact with the last conference.

2) Area 74 is a service orientated area. Therefore, selling of or displaying non-conference approved literature, trinkets, and other items are not acceptable at our conferences, with the exception of AI-Anon conference-approved literature.

3) Area 74 has voted to have our East Central Regional Trustee speak at our Fall Conference and oversee the Area 74 elections. If the East Central Regional Trustee is brought in as the main speaker, funds will be drawn by the conference fund. If the East Central Regional Trustee is brought in and is not a main speaker, then funds for the ECR Trustee will be paid by funds from the area.

4) Additional conference expenses incurred by the area are:

a) Total expenses for main A.A. and AI-Anon speakers.

b) Registration and banquet for invocator.

c) Registration, room and banquet for Delegate and guest.

5) It is best when the conference planning committee financially breaks even rather than making a profit. Therefore, expenses should be thoughtfully considered.

6) The area shall cover seed monies (up to \$1,000.00 dollars) to defray costs incurred before registration monies come in. These funds are to be paid back at the next assembly following the conference.

7) Generally, conferences work cooperatively with Al-anon in scheduling of panels. When Al-Anon has a main Al-Anon speaker, usually Saturday afternoon, A.A. does not plan any event during that time slot.

8) The conference publicity chair shall contact the Grapevine and Box 459 to place the event in their “circulations” at least 4 months in advance of the conference. The Now and Then will print, free of charge, all flyers for three consecutive months prior to the conference.

### **Hosting the Conference**

1) Will anybody show up?

Almost all of the registrations come in three to eight weeks before the conference date.

2) Last minute check with facility.

The chairperson, co-chairperson (if possible), and program chairperson should meet with the facilities director/liaison to make sure that the rooms are set up correctly, microphones are available, meals are arranged as planned, etc. The last minute checks should be done a day or two in advance of the conference.

3) When do they start showing up?

People begin showing up early afternoon. Therefore, the registration table and hospitality room should be up and functioning no later than 1:00 p.m.

4) Arrangements for main speakers.

Who will pick up the main speakers if coming by plane, train, or automobile? If possible, the person who is introducing the speaker shall be given this task. When the main A.A. speaker is related to the Al-Anon speaker, both the Al-Anon person scheduled to introduce the Al-Anon speaker and the person introducing the A.A. speaker shall pick the speakers up, take them to lunch and escort them to their hotel.

5) Items for the Program chair and MC’s.

At each podium, make sure that there is water, a Big Book, a copy of “How It Works”, copies of the Traditions and Concepts (if applicable) and any other readings to be used.

Al-Anon will take care of their own podiums. It may be appropriate to ask if Al-Anon needs anything.

\*\*\*A copy of the “Anonymity Statement” is to be read at all panels and main speaker session\*\*\*

A checklist for each MC shall be made available and brought to the attention of the

MC(s) by the Program chair. The checklist should mention the taper and buying of tapes, suggested format, local customs, etc.

6) Sometimes forgotten items!

Local “Convention Bureaus” may provide plastic name holders and packets of local interest. Those who are in charge of buying gifts, flowers or other gratuities should make sure that the gifts end up in the appropriate places. The Program Chair generally provides this service but the Conference Planning chair or co-chair may assist.

7) After the Conference is over.

The conference chair or co-chair shall have a crew to pick up all incidental items such as plastic name tag holders, A.A. signs, easels, etc. Arrangements should have previously been made to offer these items to a designated person who is putting on the next conference.

The host committee shall meet with the facilities manager as soon as possible to cover fiduciary items and final payments.

After taking a spot inventory with the co-chair taking notes, closure is made and each Committee person congratulates the others for a “job well done!”

**Assembly closure**

A final report with a disclosure of monies received and dispersed is tallied with attendance numbers given. The conference chair or designated person shall report to the assembly of how the monies were disposed. Area 74 will receive one-half (½) of the proceeds plus any seed money.

The person issuing the report thanks the assembly for their financial aid if the conference went into the “RED”. This report shall be sent to the Now and Then no later than sixty (60) days following the conference, accompanied with a full financial disclosure statement to the assembly.

## **Alcoholics Anonymous – Area 74 Website Guidelines**

Approved by Area 74 Assembly 10/21/06

**www.area74.org**

### **Statement of Purpose**

The purpose of our Website is to assist the Alcoholics Anonymous groups of Area 74 in carrying the message of Alcoholics Anonymous, primarily by publishing the meeting schedules of groups of Alcoholics Anonymous in Area 74. Our goal is to help the still-suffering alcoholic establish direct, face-to-face contact with Alcoholics Anonymous. Towards that end, we may also publish information about Area 74 Conferences and Assemblies, as well as flyers announcing other A.A. events in Area 74. We will, however, be vigilant to protect the spirit of the A.A. Traditions and shall not affiliate ourselves or link the Area 74 Website to any non-A.A. entity.

### **Organization**

1. The Area 74 Delegate shall be named as the owner of the domain registration. And along with the Public Information (PI) Chairperson and the Webmaster, shall hold the user-name and password to the Area 74 host server. The password shall be changed every two years, concurrent with the Area 74 officers' rotation. Background: This will assure that no single person ever has total control over the Area 74 Website, and will help maintain the integrity of the site.
2. The billing contact will be the current Area 74 Webmaster. The Webmaster shall submit bills to the Area 74 Treasurer for either payment or reimbursement. Background: Simplifies the process of payment and contact with the Area Website provider. The Webmaster will receive the bill and pass it along to the Area Treasurer.
3. All expenses associated with maintaining the Area 74 Website, and Webmaster expenses for attending Area 74 service functions, will come from the P.I. Committee's budget. Background: Since the Website and the Webmaster are operating within the P.I. Committee, all expenses will be financed by the P.I. Committee budget.
4. The Webmaster will be nominated and approved by the Area 74 Assembly, and will serve a term of 4 years, or until the Webmaster is either unwilling or unable to serve. Upon conclusion of the 4 year term, the Assembly may entertain nominations for a new Webmaster, and the previous Webmaster's term may or may not be renewed. Background: There may be few people with the knowledge, equipment, and desire to maintain and troubleshoot the Area 74 Website. Therefore, the Webmaster position is for a longer term, and MAY be renewed. If, however, at the end of the current Webmaster's term, another candidate for the position is nominated, and accepts, that candidate may be elected by the Assembly. The initial Webmaster term will begin January 1, 2008, following the fall elections.

5. The Webmaster will be a member of the Public Information Committee, and shall be report to the Chairperson of the Public Information Committee. Background: The Webmaster is not an Area 74 Officer, and will function within the Public Information Committee. When questions regarding administration or operation of the Area 74 Website arise, the Webmaster shall seek the opinion of the P.I. Chairperson.

6. The Webmaster will be responsible for the day-to-day operations of the Area 74 Website, and shall report on its status, as requested by the Area 74 Assembly. Background: The Webmaster shall be sure that submitted material is posted in a timely fashion and that the Area Website is updated on a regular basis, technical difficulties notwithstanding. Since the Assembly authorizes and funds the Area 74 Website, it needs to receive regular updates about its operation.

### **Content/Posting Instructions**

1. Pages on the Area 74 Website shall include, but not be limited to, the following:

- A homepage stating the purpose of Area 74's Website and where Area 74 is located.
- A 'Calendar' page listing upcoming events within Area 74
- Links to District websites and meeting lists within Area 74. These links are currently on a map of Area 74, so it is easier to discern locations.
- Email links to Area 74 Officers, Committee Chairs, and other Trusted Servants.
- Links to A.A. General Service Office and the A.A. Grapevine

Background: The information contained on these pages will help Area 74 achieve its stated purpose.

2. Area 74 Districts that have websites will be linked to the Area 74 Website. Background: The Area 74 Website belongs to the members of A.A. and the A.A. Districts within Area 74. Districts wishing to help carry the A.A. message in Area 74 shall have their websites linked to the Area 74 Website.

3. Districts within Area 74 that do not have websites, can have their meeting lists linked to the Area 74 Website. This can be accomplished by attaching the meeting list file (Microsoft Word, Excel, PDF) to an email and addressing it to: [webmaster@area74.org](mailto:webmaster@area74.org) It will be the responsibility of each District to provide the Webmaster with updated meeting lists on a regular basis.

Background: Not all Districts have websites, yet they can help carry the A.A. message by having their meeting lists posted on the Area 74 Website.

4. The appropriateness of content (i.e. flyers, workshops, Intergroups, roundups, etc.) submitted to the Area 74 Website should be left up to the group conscience of districts, and committees responsible for the submission. All material submitted, however, should adhere to all of the 12 Traditions and 12 Concepts as well as the guidance provided by the A.A. Service Manual.

Background: Tradition 4 reminds us that each group should be autonomous except in matters affecting other groups or A.A. as a whole. If, however, there is a violation of A.A.'s Traditions, material will not be included on the Area 74 Website.

5. Appropriate material will include information about Area 74 sponsored Conferences, Assemblies, and Workshops, which will be shown in bold, italicized font. Non-Area 74 sponsored events may also be submitted and posted, as long as the event adheres to Tradition 5 of carrying the A.A. message. These postings will be followed by an asterisk, indicating they are non-Area 74 sponsored events. Background: The Area 74 Website is owned by the members, groups, and Districts of Area 74, and as such they should have access to the Area 74 Website. Events that have been posted in the past include: Washington Island Spirituality Weekend, Wausau and Rhinelander Big Book Studies, Sponsorship Workshop-Wisconsin Rapids, Chippewa Valley Roundup-Eau Claire, Intergroup potluck and speaker Meeting-Marshfield, District Service Workshops, etc. This precedent has been set by GSO. Without endorsement or review, and for the purpose of making available as much information as possible to its members, GSO links itself with Area Websites.

6. It shall be the Webmaster's job to see that no objectionable material is included in submissions for posting to the Area 74 Website. The Webmaster shall, in cases of uncertainty, solicit the opinion of the P.I. Committee Chairperson. Background: If there seems to be no evidence that the event is part of an effort to carry the A.A. message, it may be omitted from the Area 74 Website. Generally speaking, an event featuring an A.A. Speaker, or workshops pertaining to The Big Book A.A. Service, the 12 Traditions, or the 12 Steps shall be considered carrying the message.

7. The Area 74 Webmaster will not post last names or personal addresses, phone numbers, or email addresses. However, if committees or groups submit forms (i.e. flyers, registration) that include phone numbers and addresses, they will be posted as submitted. (Area 74 P.I. Committee does not recommend this practice, as anonymity may be compromised). Background: Tradition 12 reminds us that "Anonymity is the Spiritual Foundation . . ." and Area 74 will protect the anonymity of A.A. members. If, however, a district or committee wishes to provide such information in order to make registration or instructions more clear, Area 74 will protect their right (autonomy) to do so.

8. Although Area 74 has no control over others who link Area 74 to their websites, the Area 74 Website will link itself to no one other than Districts within Area 74, the General Service Office of Alcoholics Anonymous and the A.A. Grapevine. Background: Since we have no control over the website content of other entities, Area 74 will not link itself to any of them. And even though Area 74 has no control over the content of District Websites within Area 74, Area 74 will link its Website to them, since they and their members give the Area 74 Website its authority to exist.

## Financial Request Guidelines

**Delegate:** On or before January 15<sup>th</sup>, the Delegate should receive \$1000 for recurring and ongoing expenses. Up to \$1,600 additional expenses payable upon request with supporting documentation.

**Alternate Delegate:** Up to \$1300 reimbursement payable upon request with supporting documentation.

**Officers and Committee Chairs:** Secretary / Registrar, Treasurer, Now & Then Representative, Archives, Finance, Grapevine, Literature, Public Information, Treatment Facilities, CPC, Corrections WI, Corrections MI, and Structures and Guidelines.

- Officer/Standing Committee Chairs expenses up to \$700 each reimbursed payable upon request with supporting documentation.
- Committee expenses payable upon approval and review with supporting documentation.

The purpose of this document is to list guidelines to be used by the Treasurer, Finance Committee and all Area Officers & Standing Committee Chairs in requesting and receiving reimbursement, and in requesting Area funds for their committees.

1. In all action, we should be guided by the principle of trust supported by responsible accounting
2. The \$1,000 (Paid by Jan 15<sup>th</sup>) to the Delegate is intended to cover recurring and ongoing expenses such as postage, phone calls, copies, etc. No accounting of these expenses is required unless the Delegate seeks reimbursement for this type of expense above and beyond the \$1,000.
3. The \$1,600 to the Delegate, \$1300 to the Alternate Delegate/Area Chair and the \$700 to the other Officers & Standing Committee Chairs will be reimbursed upon request to the Area Treasurer with reasonable documentation of expenses. This is not intended to require submission of receipts, copies of invoices, etc. It simply means that the request should include a listing of expenses incurred and their basis, rather than a mere dollar amount. An example is:

### **Spring Conference Expenses**

- Gas.....\$50.00
- Motel (2nights) @\$100.00.....\$200.00
- Meals.....\$35.00
- Registration.....\$25.00
- Total..... \$310.00

4. It is intended that Officers and Standing Committee Chairs will only be reimbursed for expenses incurred on Area business at functions which the Area expects the Officer/Standing Committee Chair to attend.
5. The Area Treasurer will reimburse Officers/Standing Committee Chairs as approved by the Finance Committee and/or Assembly. The Treasurer will keep a separate accounting for each Officer/Standing Committee Chair, but will report on all reimbursements under the category of "Officer Expenses" without an individual breakdown.

6. Some Guidelines for committees which sell material (Literature, Grapevine, Archives, etc.) are:
  - a. Any committee which sells material should be Self-supporting
  - b. The Finance Committee shall receive a cash and/or inventory accounting on a semi-annual basis.
7. Committee expenses may be reimbursed as incurred for the committees stated purpose (to include but not limited to: postage, phone calls, supplies, workshops, literature, materials, etc.)
8. All requests for money for Area Committees expenses should be presented to the Area Treasurer the morning of the Area Service Meeting.
9. Area 74 will offer a \$100 travel reimbursement for each Area 74 candidate elected as nominee for East Central Region Trustee and/or Trustee at Large US to attend the Conference of Delegates Past and Present in the year elected as candidate
10. Area 74 treasury offer up to \$75 travel reimbursement for up to ten (10) current and or incoming Area 74 Officers and or Area 74 Standing Committee Chairs to attend the East Central Regional Forums when scheduled in our region”
11. Area 74 will provide \$750 for the Delegate to attend the International Conference of Alcoholics Anonymous.

### **Area 74 Contribution Guidelines** Original 4-4-09

The Area 74 Treasurer, or the Assistant Treasurer, upon receipt of a monetary contribution shall compare the contribution to the following parameters. If the contribution conforms to the guidelines, the treasurer may accept the contribution and deposit it in the account(s) of Area 74 for use by the area committee and assembly to cover their expenses.

In the spirit of self-support and Tradition VII of Alcoholics Anonymous, the following are the parameters for the Area 74 Treasurer to follow in accepting a monetary contribution from any entity.

#### **Contribution comes from:**

1. An AA group
2. A District contained within the geographical Area 74
3. An individual member of AA
4. Seed money from Area 74 conferences or any Area 74 Service Meeting
5. Contributions from Area 74 conferences, assemblies, workshops or Service Meetings

Any contribution received that does not fit these parameters, shall be forwarded to the Area 74 Finance Committee for its consideration. The Finance Committee then will make its recommendation to the area committee, members & groups of Area 74 through the area assembly for the assembly’s approval or disapproval of accepting the contribution.