

# EASTERN MISSOURI AREA PROCEDURES MANUAL February 1981

REVISED OCTOBER 1986

REVISED OCTOBER 1990

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REVISED OCTOBER 1994

REVISED OCTOBER 1997

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REVISED OCTOBER 2000

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REVISED JULY 2008

REVISED JULY 2010

REVISED JULY 2011

**ALCOHOLICS ANONYMOUS**

**EASTERN MISSOURI AREA ASSEMBLY**

**AREA PROCEDURES MANUAL**

**STATEMENT OF PURPOSE**

The Eastern Missouri Area Assembly of Alcoholics Anonymous shall be a service body. It shall protect and respect the autonomy and the privilege of dissent of any or all A.A. Groups in Eastern Missouri of the General Service Conference.

In the course of its deliberations and discussions, the assembly shall be ever governed by the ideals expressed in the Twelve Traditions, the Twelve Concepts and the A.A. Service Manual. It shall strive to be the true voice and group conscience of A.A. unity.

Service shall be the primary purpose of the assembly. It shall encourage all A.A. Groups to participate in the business conducted, and to support it in its efforts to cooperate with the General Service Office and the A.A. 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 with support to assist him or her in the course of the duties of the office. The assembly is further charged with electing an Alternate Delegate to the General Service Conference and such other officers and functioning committees as it deems necessary.

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**February 1981**

REVISED OCTOBER  
1986, 1990, 1992, 1994, 1997, 1998, 1999, 2000, 2002  
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## 1. **Area Assembly – Membership**

- 1.1 The following shall be full voting members of the Area Assembly. An alternate vote is cast only in the absence of elected or appointed officers, except as shown below in A and B. Only one vote per person per ballot.
- A. Delegate and Alternate Delegate
  - B. Chairperson and Alternate Chairperson
  - C. Treasurer
  - D. Assistant Treasurer
  - E. Registrar
  - F. Secretary
  - G. Archivist
  - H. Chairperson of each Area Standing Committee or Alternate Chairperson
  - I. District Committee Member of each recognized District or Alternate DCM
  - J. General Service Representative from each A.A. Group or Alternate GSR
  - K. President of the Central Service of Metropolitan St. Louis or their representative
  - L. Area Webmaster
- 1.2 The Area delegate, officers, committee officers, and district committee members and all alternates shall each be a member of a group in the Eastern Area of Missouri.

## 2. **Area Assembly – Meetings**

- 2.1 The assembly shall meet four times a year, specifically, in winter, spring, summer and fall. The weather and other situations that may arise are to be taken into consideration.
- 2.2 The time and place will be selected by the assembly as far in advanced as possible.
- 2.3 At the fall assembly held in each even-numbered year, there shall be an election of officers to serve the following two years beginning on January 1 of the odd-numbered year.
- 2.4 The number of voting members present shall constitute a quorum.

### **3. Area Assembly - Officers**

- 3.1 The officers shall be:
  - A. Delegate
  - B. Alternate Delegate
  - C. Chairperson
  - D. Alternate Chairperson
  - E. Registrar
  - F. Secretary
  - G. Treasurer
  - H. Assistant Treasurer
- 3.2 The elected Delegate shall carry out the clearly defined duties shown in the current edition of the A.A. Service Manual.
- 3.3 The Alternate Delegate shall assume the duties of the Delegate in their absence.
- 3.4 The duties of the Chairperson shall be to conduct all assemblies; prepare and see to publication of meeting agenda; nominate committee chairpersons; and in general, perform the duties of administrative officer.
- 3.5 The Alternate Chairperson shall assume the duties of the Chairperson in their absence.
- 3.6 The Registrar shall carry out the clearly defined duties shown in the current edition of the A.A. Service Manual. In addition, they will serve on the Area Website Committee, and maintain and distribute the Area Directory.
- 3.7 The Secretary shall, in general, carry out the clearly defined duties shown in the A.A. Service Manual. In addition, they will prepare Minutes and Summary of Actions of all Assemblies and prepare sufficient copies for distribution; they will serve on the Area Website Committee; maintain and distribute the Area Procedures Manual; and prepare and distribute literature packets for incoming GSRs, DCMs, Area Officers, and Area Committee Chairs.

- 3.8 The duties of the Treasurer shall be to:
- A. Receive contributions from A.A. Groups and other sources within the fellowship of A.A.
  - B. Maintain records of monies received and make disbursements as determined by the Assembly.
  - C. Maintain a bank account for depositing all receipts. There should be a signature card in conjunction with the account that notes that all checks written thereon will require the signature of two of the Officers. The signature card is to be signed by three Officers.
  - D. Maintain complete records of receipts and disbursements. Report the status of the treasury at each of the Assemblies.
  - E. Prepare and present a proposed annual budget at each of the winter assemblies.
- 3.9 The duties of the Assistant Treasurer shall be to assist the Treasurer in the performance of all duties as outlined in Section 3.8, Sections A through E.

**4. Area Assembly – Committees**

- 4.1 The standing committees shall be:
- A. Correctional Facilities Committee
  - B. Treatment Facilities Committee
  - C. Grapevine Committee
  - D. Public Information Committee
  - E. Committee on the Cooperation with the Professional Community
  - F. Archives Committee
  - G. Special Needs/Accessibility Committee
  - H. Gratitude Gazette
  - I. Bridging the Gap Committee
  - J. Plus any other committees deemed necessary.

- 4.2 Administrative committees which have no vote are:  
State Convention Committee (see par. 4.5)  
Area Structure and Procedures Committee  
Area Website Committee
- 4.3 Each standing committee shall consist of a Chairperson, and Alternate Chairperson and a workable number of committee members. The Area Chairperson shall nominate a Chairperson and Alternate Chairperson for each standing committee. The Committee and Alternate Chairperson should come from different parts of the Area when possible. Ratification of these nominations is to come from the Assembly.
- 4.3.1 The Area Chairperson will appoint an interim Standing Committee Chairperson if and when needed due to resignation or removal, pending ratification by the Assembly.
- 4.4 Each standing committee shall meet at the call of its Chairperson at the quarterly Assemblies and/or at the discretion of the Area Chairperson.
- 4.5 The State Convention Committee is composed of 5 members each from the Eastern and Western Areas of Missouri. The Eastern Area Committee members shall be comprised of 5 members for a 2 year term each – 4 members from the Assembly-at-large and one member being the Immediate Past Delegate by protocol.

Election Procedure:

1. Two members at-large elected each spring for a two-year term commencing at the close of the Convention of the year of election.
2. Immediate Past Delegate to come in at the close of the Convention of each odd year. If Immediate Past Delegate declines to serve, then, at the Spring Assembly of the odd year, three members instead of two will be elected from the Assembly-at-large.
3. If any committee member is unable to serve his/her two-year term, the a special election will be held at the next Area Assembly meeting to fill the unexpired term of said committee member.
4. All nominations will come from the floor of the Spring Assembly-at-large each year. The person or persons receiving the most votes cast by the Assembly shall be elected.

- 4.6 In order to insure that the Convention Committee will have adequate money to meet the requirements for convention expenses, a fund of \$2,500 be established by the Eastern Missouri Area, and that this stated amount be matched with an equal amount from the Western Missouri Area. This amount may be increased or decreased, as necessary, on the approval of both parties mentioned above. This fund will remain continuous until dissolved in writing by either or both parties.
- 4.7 The Area Structure and Procedures Committee is composed of 2 DCM's (1 out-state and 1 Metro St. Louis), the current Delegate, current Area Chairperson and the immediate Past Delegate.
- 4.8 The Area Website Committee is composed of the Secretary, the Gratitude Gazette Editor, the Registrar and a Webmaster to be appointed by the Area Chair.

## **5. Area Assembly – Funding**

- 5.1 Necessary funds must be available for the Assembly to fulfill its responsibilities to provide financial assistance to the Delegate (as set out in the A.A. Service Manual); provide for mailing and publishing costs, and other expenses approved by the Assembly. Each A.A. group is asked to make a voluntary contribution to the treasury. (See Self Support pamphlet). An annual budget for the Area shall be adopted at the Spring Assembly.

## **6. Area Assembly – Elections**

- 6.1 At the fall assembly held each even year and before balloting, the Chairperson shall read the election procedures set out in the current A.A. Service Manual. Area elections will be conducted in accordance with the Third Legacy procedure.
- 6.2 Officers to be elected in each even year (in the following order as listed in the current Service Manual) are:
  - A. Delegate
  - B. Alternate Delegate
  - C. Chairperson
  - D. Alternate Chairperson
  - E. Registrar
  - F. Secretary
  - G. Treasurer
  - H. Assistant Treasurer

- 6.3 The Alternate Delegate and Alternate Chairperson are to be elected separately.
- 6.4 The Delegate and Alternate Delegate and Chairperson and Alternate Chairperson shall be elected alternately at each election from the metropolitan districts (1, 2, 3, 41, 42, 43, 51, 52, 53, 14 and 19) and the out-state districts (6, 7, 8, 9, 11, 12, 13, 15, 16, 17, 18 and 20). However, no especially eligible A.A. person should be passed over in the interest of geographical rotation.
- 6.5 All members of the Area Assembly who are present shall have voting privileges. Absentee or proxy votes shall not be valid.
- 6.6 Names of eligible persons for any office will be posted for clear viewing by the full Assembly. Should qualified persons be overlooked in this process, verbal nominations will be accepted from the floor. A nomination committee will not be appointed.
- 6.7 Terms of service shall be for two years beginning on January 1 of the next odd year.
- 6.8 The first candidate to receive a two-thirds vote by written ballot is elected.
- 6.9 Each candidate for office shall give a brief statement of his service qualifications and length of sobriety.
- 6.10 Delegate – Area Officers and all duly elected DCM's, past or present, are eligible for nominations for Delegate. The Delegate shall have only one term of service for two years and shall never again be a candidate for this office.
- 6.11 Alternate Delegate – Area Officers and all duly elected DCM's, past or present, are eligible for nomination for Alternate Delegate. The Alternate Delegate shall have only one term of service for two years and shall never again be a candidate for this office. Should the Delegate be unable to complete the term of office, the Alternate Delegate shall assume the duties of the office.
- 6.12 Chairperson – All duly elected members, past or present, of the Area Assembly shall be eligible for candidacy.
- 6.13 Alternate Chairperson – All duly elected members, past or present, of the Area Assembly shall be eligible for candidacy. Should the Chairperson be unable to complete the term of office, the Alternate Chairperson shall assume the duties of office.

- 6.14 In the event the Chairperson and the Alternate Chairperson cannot assume the responsibility of the office, the Delegate shall perform these duties until an election is held to fill the vacancy.
- 6.15 The Area Assembly may remove any elected officers from their duties for just cause by a 2/3 majority of those voting. Such vacancies will be filled in accordance with the procedures set forth herein. Election for replacement officer shall be held immediately following affirmative vote of removal.

## **7. Area Assembly – Other Positions**

### **7.1 Archivist**

- A. Will be appointed by the Area Chair and ratified by the Area Assembly.
- B. Due to the special nature of archival work, this should be a non-rotating position, subject to re-ratification every 2 years, and shall report to the Area Chair.
- C. The Area Chairperson will appoint an interim Archivist if and when needed due to resignation or removal pending ratification by the Assembly.

### **7.2 Webmaster**

- A. Webmaster will be appointed by the Area Chairperson and ratified by the Area Assembly.
- B. The Area Chairperson will appoint an interim Webmaster if and when needed due to resignation or removal pending ratification by the Assembly.

## **8. District Committee - Membership**

- 8.1 Each District shown on the Area map shall have a District Committee whose members shall be:
  - A. One District Committee Member and one Alternate DCM.
  - B. The elected General Service Representative for each A.A. group in the district or the Alternate GSR.
  - C. One District Secretary and one District Treasurer
  - D. District Committee Chairs.

## **9. District Committee – Meetings**

- 9.1 Each District Committee should meet monthly. The DCM should have copies of any communications from the Area Secretary available for each GSR present.

9.2 Each District Committee shall meet at a time and place of its own selection.

**10. District Committees**

10.1 Each District should have representatives to each of the Area standing committees as shown below:

- A. Correctional Facilities Committee
- B. Treatment Facilities Committee
- C. Grapevine Committee
- D. Public Information Committee
- E. Committee on the Cooperation with the Professional Community
- F. Special Needs/Accessibility Committee
- G. Plus any others deemed necessary.

**11. District Elections**

11.1 Elections should be held in September of each even year, with the two-year term to begin on January 1 of the next odd year.

11.2 Each group in the District should elect a GSR and an Alternate GSR.

11.3 The elected GSR's in each District shall elect a District Committee Member and an Alternate DCM.

11.4 The DCM shall notify the Area Chairperson and Secretary, in writing, of the name, address, and telephone numbers of the new DCM and Alternate DCM. He should notify them of the name, address and telephone numbers and group affiliation of all new GSR's and Alternate GSR's.

**12. Amendments to Area Procedures Manual**

12.1 Proposed amendments will be prepared by the Area Structure and Procedures Committee and submitted to the assembly in the spring.

12.2 At the summer assembly, after a period of discussion, a written ballot will be taken. A two-thirds majority vote will be necessary for ratification.

**13. Redistricting**

13.1 Any District or Districts desiring to change existing boundaries may request approval of the assembly by submitting a written proposal at the next assembly for consideration. The vote will be taken at the following assembly and a simple majority vote will be required for approval or disapproval of the redistricting.