

# **Virginia Area**



## **Service Manual**

### **October 2017**

# VAC Contact Information

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## Committee Chairmen

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# **VIRGINIA AREA SERVICE STRUCTURE**

## **PREAMBLE**

The Virginia Area Assembly of Alcoholics Anonymous is a service body and shall protect and respect the autonomy and the privilege of dissent of any A.A. group in the Virginia Area of the General Service Conference. The Virginia Area Assembly shall be ever mindful of the ideals expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts for World Service, and the A.A. Service Manual, and shall strive to provide the voice of the group conscience of Virginia Area Unity. The primary purpose of the Area Assembly shall be service. The Area Assembly shall encourage all Virginia Area groups to participate in the business of the Area Assembly and to support the Area Assembly in its efforts to cooperate with the General Service Office and A.A. World Services.

## **1. AREA ASSEMBLY**

- 1.1. The Following are voting members of the Area Assembly:
  - A. Delegate
  - B. Alternate Delegate
  - C. Area Officers
  - D. District Committee Members
  - E. General Service Representatives
  - F. Standing Committee Chairmen
  - G. Special Assignments Coordinators
- 1.2. All members of A.A. are encouraged to attend any Area Assembly and to participate as non-voting members.
- 1.3. The full Area Assembly shall meet at least twice annually, in the Spring and in the Fall.
- 1.4. A quorum for an Area Assembly shall be the number of voting members present at the time a vote is taken.
- 1.5. The Area Assembly will ensure the funding of all Area Assemblies and Area Committee Meetings.

## **2. AREA COMMITTEE**

- 2.1. The Area Committee is composed of:
  - A. Delegate
  - B. Alternate Delegate
  - C. Chairperson
  - D. Alternate Chairperson
  - E. Secretary
  - F. Treasurer
  - G. Standing Committee Chairmen
  - H. District Committee Members
  - I. Special Assignments Coordinators
- 2.2. The Area Committee shall meet at least twice annually, in the Winter and in the Summer, to prepare the agenda for the upcoming Area Assembly.
- 2.3. All members of the Area Committee shall be entitled to a vote at Area Committee Meetings. All members of A.A. are encouraged to attend any Area Committee Meeting as non-voting members.
- 2.4. The Area Committee Meeting can only make recommendations to the Area Assembly.

## **3. DUTIES OF THE DELEGATE, ALTERNATE DELEGATE, AND AREA OFFICERS**

- 3.1. The duties of the Delegate are:
  - A. to determine the collective conscience of the Area from workshops, sharing sessions, and meetings attended throughout the Area;
  - B. to carry the Area Conscience to any A.A. functions attended;
  - C. to report to the Area at the Area Assemblies, Area Committee Meetings, District Meetings, or other meetings in the Area;
  - D. to serve as a member of the Audit Committee;
  - E. to encourage unity and participation in Area, Regional, and International A.A. service events.

3.2. The duties of the Alternate Delegate are:

- A. to assist the Delegate in all duties of that office;
- B. to assume the duties of the Delegate if the Delegate is unable to serve;
- C. to serve as a member of the Audit Committee.

3.3. The duties of the Chairperson are:

- A. to conduct all Area Assemblies and Area Committee Meetings;
- B. to have agendas for Area Committee Meetings and Area Assemblies published and distributed;
- C. to appoint Standing Committee Chairmen and Special Assignments Coordinators, subject to the approval of the Area Assembly;
- D. to coordinate all Standing Committees;
- E. to be responsible for arrangements for Area Assemblies and Area Committee Meetings;
- F. to serve as Chairperson of the Audit Committee;
- G. to insure all corporate forms are filed;
- H. to form ad hoc Committees.

3.4. The duties of the Alternate Chairperson are:

- A. to assist the Chairperson in the duties of that office;
- B. to assume the duties of Chairperson if the Chairperson is unable to serve.
- C. to serve as a member of the Audit Committee.

3.5. The duties of the Secretary are:

- A. to keep the Minutes of Area Assemblies and Area Committee Meetings;
- B. to publish and mail Minutes of Area Assemblies and Area Committee Meetings to all voting members of the Area Committee;
- C. to notify all voting members of the Area Assembly of the date and location of Area Assemblies;
- D. to notify Area Committee members of Area Committee Meetings;

- E. to have custody of the Area Assembly and Area Committee Meeting records;
- F. to be responsible for assuring that a current mailing list is maintained;
- G. to perform any administrative duties that may be needed by other Area Officers to insure communication and continuity in all Area business;
- H. to maintain custody of equipment used in the duties of Secretary;
- I. to serve as a member of the Audit Committee;
- J. to maintain a current copy of the Virginia Area Service Manual;
- K. to index the Minutes.

3.6. The duties of the Treasurer are:

- A. to receive contributions from the Area A.A. Groups and other A.A. sources, as defined by GSO Guidelines pertaining to contributions;
- B. to maintain records of monies received and make disbursements according to budgetary constraints prepared by the Finance and Budget Committee and approved by the Area Assembly;
- C. to maintain a bank account, with a signature card signed by at least two members of the Area Committee, for the depositing of receipts;
- D. to maintain necessary records of receipts and disbursements and to report at all Area Assemblies and Area Committee Meetings;
- E. to prepare an annual report of all receipts and disbursements and a comparison of actual expenditures with allocated amounts for each line item of the budget prepared by the Finance and Budget Committee and approved by the Area Assembly;
- F. to maintain custody of equipment used in performance of the duties of the Treasurer;
- G. to serve as a member of the Audit Committee;
- H. to insure that necessary tax forms are filed;
- I. to maintain an inventory of all VAC equipment.

## **4. AREA STANDING COMMITTEES**

### **4.1. The following are Standing Committees:**

- A. Archives
- B. Cooperation with Intergroup
- C. Cooperation with the Professional Community
- D. Conventions
- E. Correctional Facilities
- F. Grapevine and Literature
- G. Growth
- H. Finance and Budget
- I. Public Information
- J. Treatment and Accessibilities
- K. Website

### **4.2. The duties of Standing Committee Chairmen are:**

- A. to maintain communications throughout the Area regarding the Standing Committee's area of concern;
- B. to attend Area Assemblies and Area Committee Meetings;
- C. to hold regular committee meetings at Area Assemblies and Area Committee Meetings, to maintain minutes of these meetings, and to circulate them to all concerned;
- D. to maintain a mailing list of the members of the Standing Committee;
- E. to submit reports to the Area Newsletter, to Area Assemblies, and to Area Committee Meetings.
- F. to recommend to the Area Committee Chairperson, upon the time of rotation out, a qualified person nominated by the Standing Committee as Standing Committee Chairperson.

### **4.3. The membership of each Standing Committee is composed of Committee Chairperson, appointed by the Area Chairperson, and at least two District Committee Members, appointed by the Area Chairperson. Any member of the Area group may be a voting member of any Standing Committee.**



- 4.4. Standing Committees serve as advisory committees to the Area Assembly, the districts, groups, and individual A.A. members in the Standing Committee's area of concern.
- 4.5. Each Standing Committee is allocated funds from the Area to be used in its service and is responsible to the Area on the use of the funds.
- 4.6. The terms of the Standing Committee Chairperson shall coincide with the term of the Area Committee Officers.
- 4.7. The Committee Chairperson will be responsible to maintain a pass-along file and assist the incoming Chairperson.

## **5. SPECIAL ASSIGNMENTS COORDINATORS**

- 5.1. The following are Special Assignments Coordinators:
  - A. Archivist
  - B. Area Newsletter Editor
  - C. Arrangements Coordinator
  - D. Mailing List Coordinator
  - E. Sound Engineer
  - F. Website Coordinator
  - G. Information Technology (IT) Coordinator
- 5.2. Special Assignments Coordinators are appointed by the Chairperson with the approval of the Area Assembly. The terms of Special Assignments Coordinators shall coincide with the term of the Area Officers. This excludes the Archivist which is a non-rotating position in congruence with the GSO Archives Workbook.

## **6. AD HOC COMMITTEES**

- 6.1. Ad Hoc Committees serve as advisory committees to the Area Assembly in the Ad Hoc Committee's area of concern.
- 6.2. Any member of the Area group may be a voting member of any Ad Hoc Committee

- 6.3. Expenses incurred by the Ad Hoc Committee shall be reimbursed subject to the approval of the Area Assembly.

## **7. DISTRICT COMMITTEES**

- 7.1. The District Committee Member and the District are explained in Chapter III of the A.A. Service Manual.
- 7.2. Meetings and membership of a District Committee shall be determined by each District.
- 7.3. The District Committee Member shall notify the Mailing List Coordinator in writing of the name, address, and telephone number of any new District Committee Member, Alternate District Committee Member, General Service Representatives, or Alternate General Service Representatives.
- 7.4. When a District Committee becomes inactive, the Area Chairperson may assist the General Service Representatives of that District Committee in meeting and electing a new District Committee Member.

## **8. ELECTIONS OF THE DELEGATE, ALTERNATE DELEGATE, AND AREA OFFICERS**

- 8.1. At the Fall Area Assembly of each even year, the Area Assembly will hold elections for the Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, and Treasurer. The term of service shall be for two years beginning January 1st of the following year.
- 8.2. Only members of the Area Assembly shall have voting privileges. Absentee voting or proxies shall not be valid.
- 8.3. Election of the Delegate, Alternate Delegate, and all Area Officers shall be in accordance with the Third Legacy Procedures in the A.A. Service Manual.
- 8.4. All present and former District Committee Members, Area Officers, Alternate Delegates, and Delegates are eligible for nomination. All current District Committee Members, Area Officers, the Alternate Delegate, and the Delegates

will be polled for their willingness to be nominated. Other eligible nominations will be taken from the floor.

- 8.5. The Delegate, the Alternate Delegate, and all Area Officers shall have one term of service for two years and should not again be a candidate for that office.
- 8.6. All nominees shall be present to accept the nomination for all offices.
- 8.7. The Area Assembly may remove the Delegate, Alternate Delegate, or any Area Officer from the duties of the office for just cause. Such removal from office shall be by a 2/3 majority vote of the Assembly done by secret ballot. When the office has no alternate, the Area Assembly shall conduct elections for the unexpired term of the office vacated, in accordance with these guidelines. For the offices of Delegate and Chairperson, their alternates shall assume the office vacated and an election for the office of the alternate shall be held.
- 8.8. In the event the office of the Alternate Delegate, Alternate Chairperson, Secretary, or Treasurer becomes vacant at a time prior to an Area Assembly, the Area Committee may, at its next meeting, select an interim officer to carry on the duties of the office until an election can be held at the next scheduled Area Assembly. In the event the Area Committee is not scheduled to meet within an amount of time considered reasonable by the Chairperson, and which would result in serious disruption of the function of the Area, the Chairperson may appoint an interim officer to serve until the next scheduled Area Committee Meeting or Area Assembly.

## **9. AUDIT COMMITTEE**

- 9.1. The purpose of the Audit Committee is to review/audit the Area's financial records at each Summer and Winter Meeting for the time period passed between the two Meetings.

- 9.2. The Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Treasurer, and Secretary service as members of the Audit Committee. Also, any member of any Area group may be a voting member of the Audit Committee.
- 9.3. The Area Chairperson will serve as Chairperson for the Audit Committee.
- 9.4. At the Winter Meeting after an election assembly, the outgoing Treasurer will be funded to attend the Meeting if he/she is not being otherwise reimbursed.

## **10. AMENDMENT PROCEDURES**

- 10.1. Any proposed amendments to the Virginia Area Service Structure shall be submitted in writing to the Chairperson.
- 10.2. The Chairperson shall include the proposed amendment on the next open agenda of the Area Assembly and a 2/3 vote of the Area Assembly shall adopt the amendment.

### **Revised:**

**October 2004**

**February 2010**

**September 2011**

**April 2017**

## **VIRGINIA AREA GUIDELINES FOR STANDING COMMITTEES AND SPECIAL ASSIGNMENTS COORDINATORS**

The following sets of Guidelines have been established as reference material for the successful operation of the Standing Committees and Special Assignments Coordinators. While not intended to be all-inclusive, it is the desire of the Area Assembly that these Guidelines will be useful as a catalyst to provide communication between the Standing Committees and the Area A.A. groups. General guidelines for Standing Committees are noted in paragraphs 4 and 5 of the Virginia Area Service Structure.

### **1. ARCHIVIST**

#### **1.1. The duties of the Archivist are:**

- A. to manage and organize the Area archival program;
- B. to have reasonable access to, and to examine, all current Area Committee records, in person or through a representative;
- C. to collect, arrange, and make available to authorized persons, at reasonable times, in the Archives Office, all obtainable archival materials related to Area history;
- D. to promote, protect, and preserve the collection of the Archives;
- E. to keep the official archives organized and accessible;
- F. to permit the materials to be inspected, examined, abstracted, or copied (except where copyrights apply\*) under supervision, by any authorized person;
- G. to furnish certified copies requested, in advance of fees, as prescribed by the Archives Committee;
- H. to govern and administer the Archives of other agencies and organizations, or the personal papers of individuals entrusted to the custody of the Area, with the strictest archival practices;
- I. to develop policies and procedures governing the use of the Archives, in conjunction with the Archives Committee;

- J. to serve as Records Administrator for the Area Archives;
- K. to examine and report to the Archives Committee the condition of current records.
- L. To identify an Alternate Archivist who can fulfill the duties of the Archivist on a voluntary basis when necessary.

## 1.2. USE OF AREA ARCHIVES

A. General: The Archives Committee, in conjunction with the Archivist, protects and preserves the Archives from deterioration, mutilation, loss, or destruction. The Archives Committee reserves the right to refuse requests that would involve damage to originals, and to restrict the use or reproduction of rare or valuable material. The Archives Committee will strive to protect the anonymity of individuals in accordance with AA tradition.

### B. Use of Materials:

1. Researchers/users must schedule an appointment with the Archivist before arriving to examine documents from the Archives, and must present appropriate identification before examining documents from the archives.
2. Users will be provided a special area for research. Personal items, such as coats and briefcases, must be kept separate from the research material.
3. Users will be limited to one file at a time, and are requested to remove only one folder at a time. Users will take care to keep records in the order in which they are arranged in the folders. Papers seemingly in disorder will be brought to the attention of the Archivist. Users must not attempt to arrange records.
4. Users will not take archival material from the designated area without the approval of the Archivist.
5. Persons who violate the guidelines for use of the Archives may be denied access to the Archives.

### C. Publication of Materials:

1. Publication of any portion of the materials owned by the Virginia Area Archives must be authorized by the Archivist and the Archives Committee.
2. All requests must be submitted in writing in sufficient time (normally thirty days) to receive consideration.
3. Permission to examine materials does not constitute

authority to publish them.

**D. Restrictive Access to Special Collections:**

1. Access to materials will be denied when:
  - a. the Archivist deems the material too fragile to be handled safely.
  - b. the Archivist deems the document or photograph too rare or valuable to be used unless a copy is first made.
2. Persons using the Archives must comply with other restrictions that may apply to designated collections.
3. Copyright Warning: The copyright laws of the United States (Title 17, US Code) govern photocopying or other reproduction of copyrighted material. Under certain conditions specified by law, archives are authorized to furnish photocopies or other reproductions. One specified condition is that the copy is not to be "used for any purpose other than private study, scholarship, or research." If a person receiving material from the Archives later uses that material for purposes in excess for "fair use," that person may be liable for copyright infringement

*\* The Virginia Area Archives reserves the right to refuse to accept a copy order if, in its judgment fulfillment of the order would involve violation of copyright law or the Twelve Traditions of A.A.*

## **2. ARCHIVES COMMITTEE**

- 2.1 The Archives Committee is established as the official archival agency of the Area.
- 2.2 The objectives of the Archives Committee shall be the collection, preservation, and administration of the official records of the Area, as well as personal papers and other items donated to the Archives which document and/or describe the history and activities of A.A. in Virginia.
- 2.3 The Archives Committee maintains final responsibility, through the Area Assembly, for the use of the Archives and exercises its group conscience regarding all matters of general policy. The Archives Committee promotes interest in the Archives and accepts articles and items of historical interest or for administrative use consistent with the objectives of the Archives Committee.

### **3 AREA NEWSLETTER**

- 3.1 The Area Newsletter shall be used for service within the Area.
- 3.2 Any A.A. member may assist the Newsletter Editor in publishing the Area Newsletter.
- 3.3 The Newsletter Editor shall be responsible for the publication of three editions of the Area Newsletter annually. One copy is to be mailed to each General Service Representative and one copy to each member of the Area Committee.
- 3.4 The Newsletter Editor shall notify the Area Committee of the date of publication in time to submit reports.
- 3.5 The Newsletter Editor may solicit subscriptions from individual A.A. members at a cost to coincide with publication costs.
- 3.6 The Newsletter Editor shall maintain custody of equipment used in preparation of the Area Newsletter.
- 3.7 The Newsletter Editor shall maintain a list of persons who no longer wish to receive the VAC Newsletter in hard copy.

### **4 ARRANGEMENTS COORDINATOR**

- 4.1 The Arrangements Coordinator shall plan the Arrangements for two annual Area Assemblies, in the Spring and Fall, and two annual Area Committee Meetings, in the Winter and Summer.
  - A. The duties of the Arrangements Coordinator include communications with the districts about hosting events to ensure that a district is willing and able to perform all the necessary services, prior to signing a contract with any hotel or facility.
- 4.2 The Arrangements Coordinator shall act as liaison between the Area and the facilities being used for the Area Assemblies and the Area Committee Meetings.

### **5 CONVENTION COMMITTEE**

- 5.1 The purpose of the Convention Committee shall be to process bids for annual conventions, to assist host districts



in planning the conventions, and to conduct conventions when the Area is the host.

- 5.2 The Convention Committee has, at a minimum, four-to-five members: a Chairperson, two District Committee Members, the Chairperson of the current year convention and, for the Fall Assembly only, the Chairperson of the upcoming Convention.
- 5.3 Bids for Area Conventions will be submitted to the Convention Committee at least sixteen months prior to the date of said Convention.
- 5.4 The Convention Committee will entertain all bids submitted to it for Conventions and make recommendations to the Area Assembly for approval.
- 5.5 The Convention Committee shall maintain a pass-along file from prior conventions for the use of future convention planning committees and shall otherwise assist those committees whenever possible.
- 5.6 The Convention Committee shall ensure that the host committee is autonomous in setting registration fees.
- 5.7 The Convention Committee shall ensure that \$2500 seed money becomes available to the host committee of an upcoming VAC Convention at the time the bid is awarded. Further, the conventions Committee shall ensure that the host committee concludes the business of the current year convention by the annual Fall Assembly and at that time turns over the Area the \$2500 seed money plus any excess convention proceeds.
- 5.8 The Convention Committee shall allow the sale of Conference approved materials, literature from the Area Assembly, Grapevine materials and tapes by the contracted taper, provided that the tapes are of A.A. or A.F.G. speakers prepared with labels that do not identify speakers by last name, title, service job or description.
- 5.9 The host Convention Committee may suggest or ask any and all vendors to refrain from selling or displaying merchandise within the committee's rented space.

## **6 COOPERATION WITH INTERGROUP COMMITTEE**

- 6.1 The objectives of the Cooperation with Intergroup Committee are to effect and improve communication and cooperation between the Area and the Intergroups within the Area, and to act as a liaison between the Area and the Intergroups.
- 6.2 The Cooperation with Intergroup Committee shall seek Intergroup Chairmen, Intergroup Representatives, and other intergroup members to be members of the Cooperation with Intergroup Committee, and shall urge members of the Area and the districts to attend intergroup meetings.
- 6.3 The Cooperation with Intergroup Committee shall coordinate, in the most effective manner, the flow of information pertaining to unity and service between the Area and the Intergroups within the Area, and shall assist in coordinating activities to avoid duplication of services.
- 6.4 The Cooperation with Intergroup Committee shall maintain a mailing list of Intergroups in the Area.
- 6.5 The Cooperation with Intergroup Committee may assist Intergroup with local directories, at the Intergroup's request.

## **7 COOPERATION WITH THE PROFESSIONAL COMMUNITY COMMITTEE**

- 7.1 The purpose of the Cooperation with the Professional Community Committee shall be to provide, to those who have professional contact with alcoholics, information about what A.A. is and isn't, and what A.A. does and doesn't do. Attempts shall be made to establish good rapport and cooperation between the professional community and A.A. members at the Area, district, and group levels.
- 7.2 The Cooperation with the Professional Community Committee shall coordinate, in the most effective manner, the flow of information about working with the professional community among the Area, districts, groups, and A.A. members.

- 7.3 The Cooperation with the Professional Community Committee may provide G.S.O. approved literature, films, and other materials for functions within the concerns of the Cooperation with the Professional Community Committee.
- 7.4 The Cooperation with the Professional Community Committee shall coordinate information, efforts, and activities with other Standing Committees, Intergroups, districts, and groups within the Area on the concerns of Cooperation with the Professional Community.

## **8 CORRECTIONAL FACILITIES COMMITTEE**

- 8.1 The purpose of the Correctional Facilities Committee shall be to coordinate, in the most effective manner, the flow of information from the Area Assembly, districts, groups, and individual A.A. members to alcoholics in correctional facilities.
- 8.2 The Correctional Facilities Committee shall coordinate information, efforts, and activities with other Standing Committees, Intergroups, districts, and groups within the Area on the concerns of recovery in correctional facilities.
- 8.3 The Correctional Facilities Committee shall encourage and assist districts, groups and individual A.A. members involved in this Twelve Step work.
- 8.4 The Correctional Facilities Committee shall encourage the use of G.S.O.'s "Correctional Facilities Guidelines" and other G.S.O. literature and material at the Area, district, and group level.

## **9 FINANCE AND BUDGET COMMITTEE**

- 9.1 The purpose of the Finance and Budget Committee shall be to establish a sound fiscal policy for the Area, keeping in mind our Tradition of self-support and that sufficient operating funds, plus a prudent reserve, should be the Area's fiscal policy.
- 9.2 The membership of the Finance and Budget Committee shall include a Chairperson, District Committee Members, the Alternate Delegate, and the Treasurer.

- 9.3 The Finance and Budget Committee shall request budgets from the Area Delegate, Alternate Delegate, Area Officers, Standing Committee Chairmen, and Special Assignment Coordinators for the coming year.
- 9.4 The Finance and Budget Committee shall aid districts in becoming self-supporting and shall assist districts in budget and other financial problems.
- 9.5 The Finance and Budget Committee will cause a ready supply of contribution envelopes to be printed and distributed from the Area to districts and groups.
- 9.6 Finance and Budget Committee will encourage contributions from districts, groups, and A.A. members to G.S.O. and the Area.
- 9.7 The Finance and Budget Committee shall prepare and submit to each Fall Area Assembly a budget for the coming year.
- 9.8 The prudent reserve for the Area Committee shall not exceed the normal, recurring actual expenses of the previous year.
  - A. The prudent reserve will be determined at the Spring Assembly. If the balance at the end of the previous year is more than the prudent reserve, the overage will be put in the line item named Prudent Reserve Overage on the current year budget.
  - B. If an overage exists, the amount will be reported at the Finance and Budget Committee at the Spring Assembly. The Finance and Budget Committee Chair will appoint a subcommittee, which will review options and make recommendations to the Committee. The Finance and Budget Committee will make recommendations to the Fall Assembly for consideration.
- 9.9 Expenditure of Area Funds: The Area Assembly has approved the following guidelines established by the Finance and Budget Committee. These guidelines are to be followed by all members of the Area Committee in the

submitting Area Committee Expense Vouchers for reimbursement, and shall be followed by the Treasurer in the disbursement of funds.

A. District Committee Members: Districts are encouraged to be fully self-supporting of the District Committee Member's travel, lodging, and meal expenses. If a district cannot provide support and the District Committee Member has submitted a budget and it has been approved by the Area Assembly as part of the Area Committee budget, then the District Committee Member may be fully reimbursed in an amount supported by the budget and substantiated by receipts attached to the expense voucher in accordance with paragraphs C, D, F and G below. The current approved version of the Area Committee Expense voucher form shall be used.

1. Groups are encouraged to be fully self-supporting of the GSRs travel, lodging and meal expenses. If the group cannot provide support and the district cannot afford to fund them, GSRs may be reimbursed at an amount not to exceed 10% of the final budgeted amount for this service line item, on a first come, first serve basis. They will be substantiated by receipts attached to the expense voucher in accordance with paragraphs C, D, F, and G below. The current approved version of the Area expense voucher form shall be used. Approval of Treasurer is required prior to travel.

B. Other Area Committee Members: Area Officers, Standing Committee Chairmen, and Special Assignments Coordinators are supported by the Area Committee budget and may be reimbursed in accordance with paragraphs C, D, E, F, and G below. The most recent version of the Area Committee Expense Voucher form shall be used.

C. Money budgeted for District Committee Members, Area Officers, Standing Committee Chairmen, and Special Assignments Coordinators is to be used to carry the message in each area of responsibility. No money will be expended over the approved budget unless approved by the Finance and Budget Committee.

Specific items for which reimbursement may be made are: postage, envelopes, labels, stationery, telephone calls, photocopying/printing, meeting room rent, miscellaneous supplies to conduct meetings, and travel/lodging/meal expenses.

1. Any trusted servant who exceeds their budgeted line item provide an explanation to the Finance and Budget Committee at the next Area Assembly.
- D. No money will be paid without proper receipts (copies of paid bills, canceled checks, cash receipts) attached to the Area Committee Expense Voucher, except:
1. Advances may be made upon receipt of an Area Committee Expense Vouchers for budgeted items, provided that an Area Committee 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 Area Committee for any funds advanced and not used.
  2. Mileage reimbursement: for standardization, all travel will be reimbursed at an amount approved by the Area Assembly, provided the total mileage is stated on the Area Committee Expense Voucher.
  3. Cost of photocopies when coin-operated copiers are used and so stated on the Area Committee Expense Voucher.
  4. In the case of Area Committee arranged “packages” for lodging and meals, where money is remitted directly to the Area Committee by the attendee, the cost of lodging and meals may not be reimbursed beyond the offered “package” cost. Further, where the Area Committee offers a “package” and the member chooses to stay elsewhere, then receipts will be required and a maximum reimbursement will be the amount of the “package”.
- E. Officers, Standing Committee Chairmen, and Special Assignments Coordinators will be reimbursed a maximum amount, approved by the Area Assembly, per day for meals (all inclusive) and the reasonable cost of a hotel room for each Area Committee meeting or Area Assembly attended. Where Area Officers, Standing Committee Chairmen, and Special Assignments Coordinators submit vouchers for required travel on

Area committee business other than Area Committee Meetings and Area Assemblies, reimbursement is charged to their office or committee budget rather than to the Area Committee travel budget.

- F. The Area Committee fiscal year is from January 1st through December 31st each year. Therefore, all expenses claimed must reach the Treasurer by January 31st of the year after the expense was incurred in order to be payable and posted to the proper accounting period as all accounts will be closed on January 31st.
- G. Any appeals to the above guidelines will be referred to the Finance and Budget Committee for disposition.

## **10 GRAPEVINE AND LITERATURE COMMITTEE**

- 10.1 The purpose of the Grapevine and Literature Committee shall be to inform districts, groups, and individuals in the Area of the availability of and the benefits from the Grapevine and other A.A. World Services, Inc. publications and literature.
- 10.2 The Grapevine and Literature Committee shall coordinate, in the most effective manner, the flow of information about the Grapevine and other A.A. World Services, Inc. literature in order to create awareness of the material in the Area.
- 10.3 The Grapevine and Literature Committee shall provide Grapevine and A.A. World Services, Inc. literature displays at Area Assemblies and Conventions. The Grapevine and Literature Committee shall encourage and assist in providing Grapevine and A.A. World Services, Inc. literature displays at conferences and district and group meetings in the Area.
- 10.4 The Grapevine and Literature Committee shall encourage Grapevine subscriptions for individuals and groups, and shall encourage districts and groups to elect Grapevine Representatives.
- 10.5 The Grapevine and Literature Committee shall continue to provide The A.A. Service Manual for sale at assemblies.

## **11 GROWTH COMMITTEE**

- 11.1 The purpose of the Growth Committee shall be to aid in resolving problems and concerns that arise from growth of A.A. in the Area.
- 11.2 At the request of a district or the Area Chairperson, the Growth Committee shall assist Districts in redistricting.
- 11.3 The Growth Committee shall make recommendations to the Area Assembly about reorganization, redistricting, and consolidation plans of districts.
- 11.4 The Growth Committee shall coordinate, in the most effective manner, the flow of information pertaining to growth of A.A. in the Area.
- 11.5 The Growth Committee shall assist the Mailing List Coordinator in preparing, maintaining, and changing records affected by Area Assembly-approved reorganization, redistricting, and consolidation plans.
- 11.6 The Growth Committee may assist districts and groups in preparing and conducting inventories, and may share the information with G.S.O. and the Area.
- 11.7 The Growth Committee shall revise and update the Virginia Area Service Manual incorporating motions passed by the VAC Assembly, ensure the most up to date Virginia area Service Manual is available on the VAC website, and ensure printed copies are available for distribution at VAC Assemblies.
- 11.8 The Growth Committee shall review the Virginia Area Service Manual every four years in its entirety and make recommendations, as needed, to ensure continuity and alignment of the guidelines.

## **12 INFORMATION TECHNOLOGY (IT) COORDINATOR**

- 12.1 The IT Equipment Coordinator shall be responsible for acquiring and maintaining all IT equipment, including computers and related peripheral equipment and software, required by the VAC trusted servants.



- 12.2 The IT Equipment Coordinator shall maintain an accurate inventory of VAC IT Equipment and from time to time evaluate the needs of the Area for such equipment. When unmet needs are identified, the IT Equipment Coordinator shall recommend to the Finance and Budget Committee the purchase of needed equipment.
- 12.3 IT equipment shall be assigned to VAC trusted servants for the purpose of meeting their VAC service obligations. At the end of their term of office, the assigned trusted servants shall return the equipment to the IT Equipment Coordinator or shall inform the IT Equipment Coordinator that they have transferred the equipment to their replacement.
- 12.4 While the maintenance of IT equipment will be the responsibility of the trusted servant assigned to use the equipment, the IT Equipment Coordinator shall be informed in advance of any necessary repair or enhancement to ensure the most cost-effective approach is undertaken.
- 12.5 The IT Coordinator is entrusted to dispose of end of life equipment in such a way as to protect confidentiality, and anonymity.

## **13 MAILING LIST COORDINATOR**

- 13.1 The Mailing List Coordinator shall be responsible for updating and maintaining Area mailing list information on groups, General Service Representatives, Group Contacts, and Area Committee members.
- 13.2 The Mailing List Coordinator shall maintain a current directory of all AA groups in the Area, make any changes necessary, and communicate this information to the G.S.O.
- 13.3 The Mailing List Coordinator shall make available address information, mailing labels, and other group information when requested by Area Committee members for purposes of A.A. functions only.

- 13.4 The Mailing List Coordinator shall maintain custody of equipment used in the duties of the position.

## **14 PUBLIC INFORMATION COMMITTEE**

- 14.1 The purpose of the Public Information Committee is to keep the Area, districts, groups, and individual A.A. members informed of overall Public Information guidelines and current issues suggested by the General Service Conference so that the A.A. districts and groups may more effectively carry the message to the alcoholic who still suffers. The Public Information Committee is primarily a clearinghouse for public information matters in the Area.
- 14.2 The Public Information Committee shall encourage and assist districts, groups, and individual A.A. members about ways to inform the general public and the “third person” about the A.A. program.
- 14.3 The Public Information Committee shall coordinate, in the most effective manner, the flow of information pertaining to public information between the Area, districts, groups, and individual A.A. members.
- 14.4 The Public Information Committee shall maintain a current list of all public information pamphlets, films, workbooks, and other Conference-approved material available, and encourage the use of materials at the Area, district, and group level.
- 14.5 The Public Information Committee shall encourage the use of the G.S.O. Public Information Kit throughout the Area. The Public Information Committee shall also encourage the use of radio and television public service announcements and films to inform the general public about the A.A. program. The Public Information Committee shall encourage the local production of radio public service announcements to the greatest extent possible to enhance the “local flavor” of this material.
- 14.6 The Public Information Committee shall coordinate information, efforts, and activities with other Standing Committees, Intergroups, districts, and groups within the

Area on the concerns of public Information.

- 14.7 When requested, members of the Public Information Committee shall be available to participate in workshops conducted by districts, Intergroups, and groups in order to assist members to more effectively carry the A.A. message. The Public Information Committee shall assist in setting up public information committees at these levels when requested.

## **15 SOUND ENGINEER**

- 15.1 The Sound Engineer shall maintain custody of all sound and audio equipment used in the duties of the position.

- 15.2 The Sound Engineer shall have all equipment ready and available for use by the Area Committee at Area Assemblies and Area Committee Meetings

- 15.3 The Sound Engineer shall be responsible for the set-up and use of the sound and audio equipment at Area Assemblies and Area Committee Meetings.

- 15.4 The sound equipment owned by the Area Committee may be used by districts, Intergroups, and other entities of A.A. throughout the Area. The policy for use of the sound equipment is as follows:

- A. The system will only be lent with the approval of two Area Officers.
- B. The Sound Engineer or his assistant will be responsible for the system at all times.
- C. The entity borrowing the sound equipment will pay the expenses of the Sound Engineer or his assistant

15.5

- A. The sound engineer should maintain an accurate inventory of VAC sound engineer equipment, and from time to time evaluate the needs of the Area for such equipment. When unmet needs, or unnecessary items are identified, the Sound

Engineer shall recommend to the Finance and Budget Committee the purchase, or disposal of equipment.

B. The Sound Engineer is entrusted to dispose of end of life equipment in such a way as to protect confidentiality and anonymity.

## **16 TREATMENT AND ACCESSIBILITIES COMMITTEE**

- 16.1 The purpose of the Treatment and Accessibilities Committee shall be to coordinate the flow of information and activities that pertain to carrying the message of recovery to alcoholics in hospitals, alcoholism treatment and rehabilitation centers, and those with accessibility inquiries to and from the Area, districts, groups, and individual A.A. members.
- 16.2 The Treatment and Accessibilities Committee shall coordinate information, efforts, and activities with other Standing Committees, Intergroups, districts, and groups within the Area on the concerns of recovery in treatment facilities and for those with accessibility inquiries.
- 16.3 The Treatment and Accessibilities Committee shall encourage and assist districts, groups, and individual A.A. members involved in this Twelve Step work.
- 16.4 The Treatment and Accessibilities Committee shall encourage the use of G.S.O.'s "Treatment Facilities" and "Accessibilities" guidelines, kits, workbooks, and other related G.S.O. literature and material at the Area, district, and group level.

## **17 WEBSITE COMMITTEE**

- 17.1 The purpose of the Website Committee shall be to administer and maintain "The Website of the Virginia Area Assembly of Alcoholics Anonymous" (hereinafter, referred

to as "the Website").

17.2 The Website Committee shall:

- A. Establish policy concerning the operation of the Website.
- B. Oversee and coordinate the Web Team activities.
- C. Be responsible for finding the best price of goods and services to enable the Website to exist.
- D. Ensure that the Website is supported by Seventh Tradition contributions to the Virginia Area Assembly receiving nothing of monetary value from any source outside the A.A. Service Structure or the A.A. Fellowship.
- E. Conduct a periodic survey of the Area Assembly to ascertain whether the Website is fulfilling its purpose.

## **18 WEBSITE COORDINATOR**

18.1 The Website Coordinator shall have the responsibility of maintaining the technical aspects of the Website.

18.2 The duties of the Website Coordinator shall include but not be limited to:

- A. Updating meeting and event information in a timely manner.
- B. Ensuring that the Website data files are backed up on a regular basis.
- C. Monitoring the Website to verify its ongoing operation.
- D. Maintaining appropriate security for the integrity of the Website and the information it contains.
- E. Maintaining contact with the Website Hosting Service.
- F. Making recommendations for updating software for the Website as needed.
- F. Corresponding with individuals requesting changes to the group and events information.
- G. Identifying an Alternate Website Coordinator who can fulfill the duties of the Website Coordinator on a voluntary basis when necessary.
- H. Managing email addresses on the Website for Virginia Area Officers, Committee Chairs and Special

Assignment Coordinators as well as for the Web Team.

- I. Providing a report at each meeting of the Website Committee.

## **19 WEB TEAM**

- 19.1 The purpose of the Web Team is to provide a forum where its members shall establish a consensus concerning the day to day operation of the Website.
- 19.2 The members of the Web Team shall be the Website Committee Chair, the Website Coordinator and on a voluntary basis other members of the Virginia Area as designated by the Website Committee Chair in consultation with the Website Coordinator.
- 19.3 The names of the members of the Web Team shall be listed on the Virginia Area directory spreadsheet maintained by the Mailing List Coordinator.
- 19.4 The duties of the Web Team shall include but not be limited to:
  - A. Ensuring that the operation of the Website follows the traditions of A.A. and the Virginia Area.
  - B. Answering inquiries from the public and Virginia Area members with the understanding that these replies represent the Virginia Area to the public.
  - C. Sharing amongst themselves all email correspondence concerning the Website.
  - D. Researching and reporting on issues requiring clarification that arise within the Website Committee.
  - E. Providing a report at each meeting of the Website Committee.

## **20 WEBSITE**

- 20.1 The purpose of the Website shall be to assist Alcoholics Anonymous (A.A.) in the Virginia Area in carrying the message of A.A.
- 20.2 The Virginia Area Website shall be a service tool of the Virginia Area.
- 20.3 The Website shall be registered as 'aavirginia.org'.
- 20.4 The content of the Website shall be determined by actions

of the Virginia Area Assembly.

- 20.5 A summary of the Website's content shall be posted on the Website.
- 20.6 Operating within the principles embodied in the Twelve Traditions of A.A., the Website shall NOT:
- A. Link to any other website other than the General Service Office and A.A. Grapevine Websites.
  - B. Post personally identifiable information including an individual name, address, telephone number, email address etc. to publicly accessible sections of the website.
  - C. Present any affiliation or endorsement of any non-A.A. entity.
  - D. Replace face-to-face contact or published communication used within the Virginia Area and the A.A. Fellowship.
  - E. Present financial information regarding the business of the Virginia Area.
- 20.7 The Website may display the identity of a non-A.A. entity only if that entity is attached to:
- A. An A.A. meeting or event.
  - B. A tool or process used in the functioning of the website.
- 20.8 The Website shall be displayed at every Virginia Area Assembly and Virginia Area Committee Meeting assuming accommodations for its display are available.
- 20.9 Procedures to manage information on the Website:
- A. General Service Representatives, District Committee Members, or designees of District Committee Members shall:
    - 1. Provide the Web Coordinator with additions, deletions and updates of group/meeting information listed in the meeting schedule.
    - 2. Be responsible for the accuracy of group/meeting information.
  - B. Members of the Virginia Area may provide announcements of A.A. events within or connected to the Virginia Area.
- 20.10 Procedures to manage content of the Website:

- A. Whereas the Website is accessible worldwide by all persons who can connect to the internet, all decisions pertaining to the Website's content should be considered 'important decisions' as described in the Twelfth Concept based on 'an informed group conscience' as described in the Second Tradition, therefore these decisions should be made by a two-thirds majority (substantial unanimity) after a review by the membership of the Virginia Area.
- B. All proposed changes to the Website that require Virginia Area Assembly approval shall be published in the Virginia Area Newsletter before consideration in a business session of the Virginia Area Assembly.
- C. In carrying out the direction of the Virginia Area Assembly, the Web Team shall be authorized to make changes to the Website as they deem necessary within the limitations of these guidelines.

## **21 AMENDMENT PROCEDURES**

- 21.1 Any amendments to these Guidelines shall be approved by majority vote of the Area Assembly.

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## **APPENDIX:**

### **VIRGINIA AREA PARLIMENTARY PROCEDURES**

The Twelfth Concept reads (in part): “The Conference [for us, the Virginia Area Assembly] shall observe the spirit of A.A. tradition taking care...that it reach all important decisions by discussion, vote, and whenever possible by substantial unanimity...”

As elected representatives of local A.A. groups in the Virginia Area, one of our responsibilities is to strive to provide the voice of the group conscience of Virginia Area. The function of the rules below is to make it possible for us to discharge this responsibility effectively in a limited period of time.

The Virginia Area Assembly operates under as few rules as possible, but a few procedural rules mixed with our usual informality can help to get the business done in an orderly fashion. Below are excerpts from “Special Conference Rules” of the General Service Conference and specific Robert’s Rule, plus several of our own that we often use.

1. The voting members of the Virginia Area Assembly are the General Service Representatives (GSRs), District Committee Members (DCMs), Area Standing Committee Chairpersons, Special Assignment Coordinators, Area Officers, the Alternate Delegate and Delegate.
2. A quorum for an Area Assembly shall be the number of voting members present at the time a vote is taken.
3. All issues or motions must be submitted to the Area Chairperson in writing in order to be considered for vote by the Assembly.
4. As stated in the Twelfth Concept, important matters should be decided by “substantial unanimity”. Substantial unanimity shall be considered to be a two-thirds majority. A matter shall be considered “important” by a sense of the Assembly.
5. Voting is by a show of hands, except when the Assembly is exercising Third Legacy Procedures (see Section 8 of the Virginia Area Service Structure in the Virginia Area Service Manual).
6. Any motion to limit debate (“Calling the question”) requires a two-thirds majority. After the motion to limit debate is made from the floor, discussion ceases and an immediate vote is taken on whether to limit debate. (“Calling the question” in and of itself does not end discussion on the issue at hand. It suspends discussion while the Assembly determines whether two-thirds of its members want to end the discussion). If two-thirds majority is not reached then discussion on the original motion/issue resumes. Full discussion of

a motion/issue should take place to reach an informed decision before a motion to limit debate is presented and a vote is taken on that motion to limit debate.

7. A motion to postpone discussion and vote to a later time (“table the motion”) requires a simple majority. A motion may be tabled for discussion later in the current Assembly, tabled for discussion at the next Assembly, or tabled and sent back to committee for further discussion.
8. After a motion has been accepted or rejected, those who voted in the minority will always be given the opportunity to speak to their position (Concept Five-Minority opinion).
9. A request to reconsider a prior vote can be made only by someone who voted with the prevailing side on the initial motion and wishes to change their vote. Only a simple majority is required for reconsideration. No motion can be reconsidered twice. Request to reconsider may be made on the day of debate or the day immediately following.
10. Speakers in line at the microphone are called in order and limited to two minutes of comments on the motion/issue at hand. No one may speak for a second time on a motion/issue until all who wish to have spoken for the first time.

## NOTES

