AREA 64 ASSEMBLY
OF
ALCOHOLICS ANONYMOUS

SERVICE MANUAL

January 2023

I am responsible. . .
When anyone, anywhere
reaches out for help, I want
the hand of A.A. always to be there.
And for that: I am responsible.

A Declaration of Unity
This we owe to A.A.'s future:
To place our common welfare first;
To keep our Fellowship united.
For on A.A. unity depends our lives,
And the lives of those to come.

AA

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 to achieve sobriety.

The Twelve Steps

1. We admitted we were powerless over alcohol— that our lives had become unmanageable.

2. Came to believe that a Power greater than ourselves could restore us to sanity.

3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.

4. Made a searching and fearless moral inventory of ourselves.

5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.

6. Were entirely ready to have God remove all these defects of character.

7. Humbly asked Him to remove our shortcomings.

8. Made a list of all persons we had harmed and became willing to make amends to them all.

9. Made direct amends to such people wherever possible, except when to do so would injure them or others.

10. Continued to take personal inventory and when we were wrong promptly admitted it.

11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.

12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

The Twelve Traditions

1. Our common welfare should come first; personal recovery depends upon A.A. 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 A.A. membership is a desire to stop drinking.

4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.

5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.

6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.

7. Every A.A. 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. A.A., 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 A.A. 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.

The Twelve Concepts (Short Form)

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.

2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.

3. To ensure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional "Right of Decision."

4. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.

6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.

7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.

8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, 2 exercising this through their ability to elect all the directors of these entities.

9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.

10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

Service Manual/Twelve Concepts for World Service (BM-31).

AREA 64 ASSEMBLY OF ALCOHOLICS ANONYMOUS ;

State of Tennessee showing location of counties.

AREA 64 may include groups outside of Tennessee not
shown on the map.

ANDERSON	6		KNOX	50,51
BLOUNT	4		LOUDON	4
BRADLEY	7		MCMINN	7
CAMPBELL	6		MEIGS	7
CARTER	2		MONROE	7
CLAIRBORNE	6		MORGAN	6
COCKE	3		POLK	7
GRAINGER	3		RHEA	7
GREENE	2		ROANE	6
HAMBLEN	3		SCOTT	6
HAMILTON	80,81,82,83,84		SEVIER	4
HANCOCK	1		SULLIVAN	1
HAWKINS	1		UNICOI	2
JEFFERSON	3		UNION	6
JOHNSON	2		WASHINGTON	2

DISTRICT 36 - HISPANIC LINGUISTIC DISTRICT
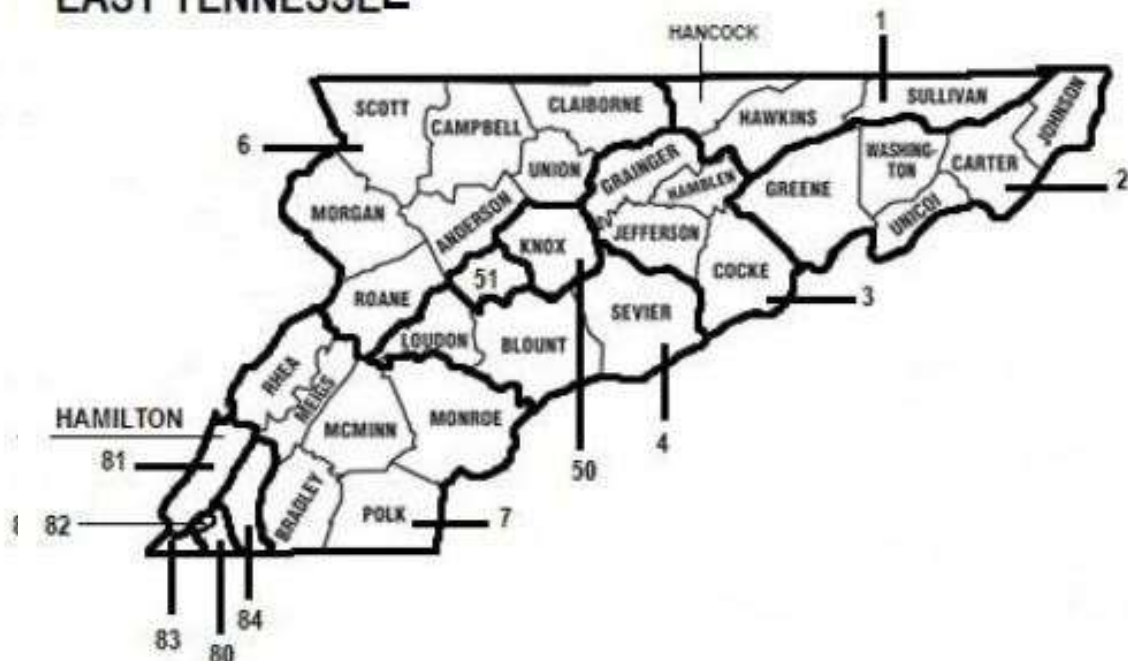
EAST TENNESSEE

AREA 64 ASSEMBLY OF ALCOHOLICS ANONYMOUS

State of Tennessee showing location of counties.

AREA 64 may include groups outside of Tennessee not shown on the map.

County	District	County	District	County	District
BEDFORD	11	HOUSTON	15	PUTNAM	9
BLEDSOE	10	HUMPHREYS	15	ROBERTSON	34
CANNON	12	JACKSON	9	RUTHERFORD	12
CHEATHAM	15	LAWRENCE	41	SEQUATCHIE	10
CLAY	AREA 26	LEWIS	15	SMITH	13
COFFEE	11	LINCON	40	STEWART	14
CUMBERLAND	9	MACON	13	SUMNER	13,34
DAVIDSON	30,31,32,34,35	MARION	10	TROUSDALE	13
DEKALB	12	MARSHALL	40	VAN BUREN	9
DICKSON	15	MAURY	40	WARREN	12
FENTRESS	9	MONTGOMERY	14	WAYNE	41
FRANKLIN	11	MOORE	11	WHITE	9
GILES	40	OVERTON	9	WILLIAMSON	33
GRUNDY	10	PERRY	41	WILSON	13,31
HICKMAN	15	PICKETT	9		

DISTRICT 36 - HISPANIC LINGUISTIC DISTRICT

MIDDLE TENNESSEE

34 - ROBERTSON, SUMNER, & DAVIDSON
31 - WILSON & DAVIDSON
36 - HISPANIC DISTRICT
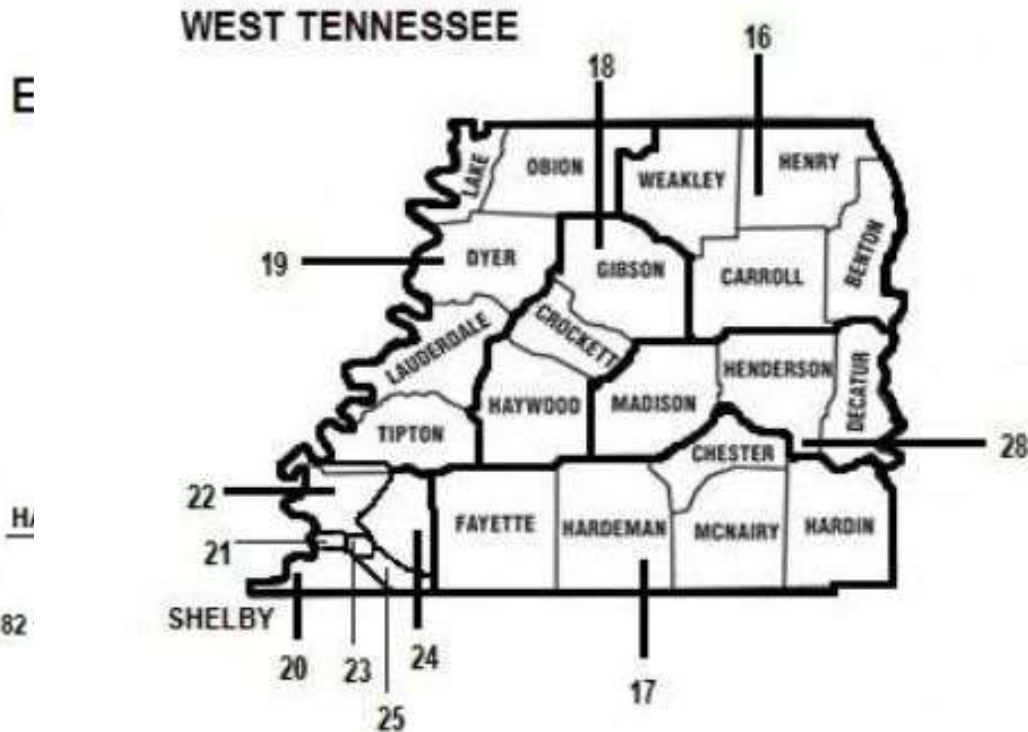DAVIDSON - 30,31,32, 34, & 35

AREA 64 ASSEMBLY OF ALCOHOLICS ANONYMOUS

State of Tennessee showing location of counties.

AREA 64 may include groups outside of Tennessee not shown on the map.

BENTON	16	HENDERSON	28
CARROLL	16	HENRY	16
CHESTER	17	LAKE	19
CROCKETT	18	LAUDERDALE	19
DECATUR	28	MADISON	28
DYER	19	MCNAIRY	17
FAYETTE	17	OBION	19
GIBSON	18	SHELBY	20,21,22,23,24,25,26
HARDEMAN	17	TIPTON	19,22
HARDIN	17	WEAKLEY	16
HAYWOOD	18		

DISTRICT 26 - HISPANIC LINGUISTIC DISTRICT - INCLUDES ALL OF WEST TENNESSEE

WEST TENNESSEE

STRUCTURE OF
AREA 64 OF ALCOHOLICS ANONYMOUS

A.A. Groups

| Group G.S.R.'s | Group G.S.R.'s | Group G.S.R.'s | Group G.S.R.'s |

District Committee Members

AREA ASSEMBLY

Standing Committees

Dist	State
Corrections	Corrections
Chair.	Chair.
Treatment	Treatment
Chair.	Chair.
P. I.	P. I.
Chair.	Chair.
Grapevine	Grapevine
Chair.	Chair.
CPC	CPC
Chair.	Chair.
Archives	Archives
Chair.	Chair.

Voting Members

Delegate

Alternate Delegate Chairperson

Secretary

Treasurer

Members of District Committees

State Standing Committee Chairpersons

Past Area 64 Delegates

General Service Rep. GSR

Assemble & Convention Chair

Executive Committee

Delegate

Alternate Delegate

Assembly Officers

District Committee Members

JULY 2019

Structure of the Area 64 Assembly
of Alcoholics Anonymous

PREAMBLE

The Area 64 Assembly of Alcoholics Anonymous shall always be a service body and shall protect and respect the autonomy and privilege of dissent of all A.A. groups in General Service Conference Area 64. In the course of its deliberations and discussions, the Assembly shall be ever mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and the A.A. Service Manual, and shall strive to be the true voice and group conscience of Area 64 A.A. Unity and service shall ever be the Assembly's primary purpose, and it shall encourage all Area 64 A.A. groups to participate in the business of the Assembly and to support the Assembly in its efforts to cooperate with the A.A. General Service Office and A.A. World Services. The Assembly is specifically charged with the duty of electing a delegate to the General Service Conference and to give the delegate financial 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 to elect such Assembly officers it deems necessary.

Area 64 Service Manual

A.A. Traditions say that our program should never be "organized", should always remain nonprofessional. Also, that there is no "authority" except that which expresses itself through the group conscience. Our belief in these principles has worked wonders for our fellowship in guiding its growth away from "bigness and power".

The same Traditions (two, eight & nine) then go on to provide for the setting up of service centers, with special workers and service boards and committees all responsible to those they serve.

The only authority then, is that which is first expressed in the group conscience and which is then communicated by the groups to A.A. as a whole through GSR's, DCM's, and Delegates. Here is where the idea of the conference structure begins.

The Area 64 Assembly is part of the conference plan. "What is the conference plan?" It is a method by which A.A.'s collective group conscience can speak forcefully and put its desires for worldwide services into effect. It is the structure that takes the place of government in A.A. It ensures that the full voice of A.A. will be heard, whether it represents the great majority or a minority. The conference plan was established as a guarantee that our movement-wide services would continue to function under all conditions. The plan provides a practical successor to the founders of A.A.

The conference plan, or the Third Legacy Plan, was originally set up in 1950 by Bill W. and Dr. Bob. It was confirmed on July 3rd, 1955 in St. Louis on the occasion of the Second International Convention. Bill W. took great pains to explain that the plan was purely suggestive and traditional, not a body of rules or laws. It has served the fellowship well since 1955 and no doubt will continue to do so.

Assemblies

Any meeting of the Area GSR's and the Area Committee (DCM's and Area Officers) is an Assembly. The Area Assembly is the mainspring of the conference structure—the democratic voice of the movement expressing itself. Assemblies are the responsibility of the Area Committee and are conducted by its Chairperson (from the A.A. Service Manual).

The following pages are the combined experiences and group consciences of the Area 64 Assembly, begun in 1967 and continuing to the present. (See the list page of this manual for Correction and Amendment dates.

Area 64 Assembly Structure

AREA 64 ASSEMBLY STRUCTURE

I. ASSEMBLY-VOTING MEMBERS

A. Delegate
B. Alternate Delegate
C. Chairperson
D. Area Secretary or Alternate Secretary
E. Area Treasurer or Alternate Treasurer
F. District Committee Members
G. General Service Representatives
H. All Area Standing Committee Chairpersons
I. All past Area 64 Delegates
J. Assembly/Convention Committee Chairperson

II. ASSEMBLY MEETINGS (QUARTERLY)

A. The Assembly traditionally meets in January, April, July and October of each year.

B. The time and place of each meeting is generally selected by the Assembly no later than its previous meeting.

C. A quorum is the number of voting members present.

D. It is necessary for voting members to sign the Roll Book before the business meeting begins, be present at roll call, and answer when their name is called to be eligible to vote at the business meeting. No exceptions.

E. The Area Assembly Business Meeting is a closed session and for A.A. Members only. (The A.A. Service Manual, Chapter IV, The Area Assembly and Activities). It is the group conscience of the Assembly that only voting members of the Assembly may participate in discussions at the business meeting. It is suggested that non-voting A.A. Members express their opinions through their G.S.R. or D.C.M.

F. A typical Assembly Agenda includes: Roll Call, Secretary's Report, Treasurer's Report, Delegate's Report, Alternate Delegate's Report, Standing Committee Reports, Other Committee Reports (including Ad Hoc Committees), Old Business, and New Business.

G. It is suggested that the concept of substantial unanimity (12th Concept, Warranty 4) be followed when any action of the Assembly calls for a vote. A simple majority vote should apply only to casual votes.

H. The Area 64 Business Meeting will be a non-smoking meeting, with hourly breaks for the smoking members.

III. ASSEMBLY OFFICERS AND THEIR RESPONSIBILITIES

(The A.A. Service Manual, Chapter IV)

The Officers of the Assembly are:

A The Chairperson

B The Secretary (or Alternate)

C The Treasurer (or Alternate)

A Responsibilities of the Chairperson

    1. The Chairperson's responsibilities include, but are not limited to:

        (a) The Business Meeting Agenda and chairing the meeting in an orderly manner.

        (b) Appointing special committees as needed.

B Responsibilities of the Secretary

    1. The Secretary's responsibilities include, but are not limited to:

        (a) Recording and publishing the Minutes of all Assembly meetings.

        (b) Mailing of Assembly Minutes to the Assembly members.

        (c) Traditionally, the Assembly Minutes are mailed not less than thirty (30) days prior to the next Assembly.

        (d) The Secretary is the custodian of all papers, maps, tapes, and records of the Assembly (except financial records and records deposited in the Archives).

C Responsibilities of the Treasurer.

    1. The Treasurer's responsibilities include, but are not limited to:

        (a) Custody of all Assembly monies.

        (b) Presents an annual budget subject to the approval of the Assembly.

        (c) Presents a quarterly report to each Assembly including the prudent reserve.

*The Treasurer position is bonded. (By Group Conscience taken at the First Quarterly Assembly, 1989.)

D Responsibilities of the Alternates

    1. The Alternate Secretary and Alternate Treasurer will assume responsibilities and voting privileges only in the absence of the Secretary or Treasurer. In the absence of the Chairperson, the Delegate assumes the Chairperson's responsibilities.

IV. ASSEMBLY - COMMITTEES

A   Standing Committees of the Assembly:

1. Correctional Facilities Committee

2. Treatment Committee

3. Public Information Committee

4. Grapevine Committee

5. Cooperation with the Professional Community Committee

6. Archives Committee

7. Technology Committee

8. Literature Committee

9. Accessibilities Committee

B   Assembly Standing Committee is composed of the chairpersons of each District

Standing Committee and AA members who are willing to participate. The Chairperson is elected by Group Conscience in January of each even year.

C   Responsibilities of each Standing Committee Chairperson include, but are not limited to chairing meetings, holding elections, and reporting to each Quarterly Assembly.

D   Other Assembly Committees

1. The Budget & Finance Committee is composed of six (6) members and the Treasurer who serves as the Chairperson. Voting members of the Assembly and past Assembly Treasurer are eligible to serve. (Concept IV) All members are appointed by the Assembly Chairperson keeping in mind the spirit of rotation, to serve for one (1) year. The responsibilities of this committee include, but are not limited to the following:

    (a)   Prepares an annual budget to be presented to the Assembly by the Treasurer at the 4th Quarterly Assembly for the coming year.

    (b)   Reviews all capital expenditures and long-term obligations and provides a financial feasibility report to the Assembly.

2. The Assembly/Convention Committee is composed of six (6) members. Four members are voting members of the Assembly. The additional two members may be past voting members of the Assembly who have Assembly or Convention experience (Concept IV). All committee members are appointed by the Assembly Chairperson. In January of each even year, the Assembly / Convention Committee will elect one of their members as Chairperson who will be a voting member of the Assembly for the duration of his/her two-year term as Chairperson. The responsibilities of the committee chairperson include, but are not limited to chairing committee meetings, making the committee report to the Assembly, compiling and maintaining statistical records of all Area 64 Assemblies or Conventions for future committee references. Three members will rotate off the

committee in even years and three will rotate off in odd years. Each member will serve two years.

The bid city committee provides a proposed contract, in writing, from the facility; a written proposed budget; and signed approval from their District Committee. After the Assembly/Convention Committee reports its approval of a host city, the final approval is made by majority vote of the Assembly body. The Assembly will advance One Thousand Two Hundred Fifty Dollars ($1,250.00) to the Host City Convention Committee, or seven hundred fifty dollars ($750.00) to the Host City Assembly Committee which makes a complete accounting of all moneys received, from all sources, to the Assembly/Convention Committee. The Assembly/Convention Committee conducts an audit of the Host City Assembly or Convention Committee's finances and reports the same to the Quarterly Area Assembly meeting subsequent to the Area Convention or Assembly. All residual moneys are returned to the Assembly Treasurer along with the Host Committee's recommendation for disbursement.

3. The LIAISON Committee is composed of four voting members of the Assembly who are appointed by the Assembly Chairperson to serve for a term of two years. The Alternate Delegate and the Secretary co-chair this committee. Their responsibilities include, but are not limited to:

(a) Securing and/or maintaining a centrally located facility for the purpose of housing
the Archives and other Assembly property.

(b) Serving as liaison between the Assembly and the facility and providing support and supervision for any special workers that may be employed (8th Tradition).

(c) Maintaining a current map of Area 64 showing all A.A. Districts and their geographical boundaries. This map is to be included in all publications of

this Service manual.

V. ASSEMBLY PROPERTY

A Assembly property, including but not limited to typewriters, computers, printers, miscellaneous office equipment, the Archives and its containers, may be assigned to the   appropriate Assembly officers or Committee Chairpersons, for use during their term of office. At the end of their respective terms of office, all Assembly property in their possession is to be turned over to their successors.

B The location of such property is determined by the needs of the Assembly Officer or Committee Chairperson who assumes possession and responsibility for same. The Assembly provides a centrally located facility to house the Archives, their containers and any other property deemed advisable by the Liaison Committee. (Concept III)

C No Assembly property may be disposed of without a simple majority vote of the Assembly. All proceeds from the sale of Assembly property are to be returned to the Area Treasurer for deposit to the General Fund.

D It is suggested that any trusted servant receiving possession of Assembly property have a minimum of two years sobriety.

VI. ASSEMBLY - AREA COMMITTEE
(The A.A. Service Manual-Chapter IV)

A The Area Committee is composed of:
   1. Delegate
   2. Alternate Delegate
   3. Area Chairperson
   4. Area Secretary or Alternate
   5. Area Treasurer or Alternate
   6. District Committee Member from each District
   7. Area Standing Committee Chairpersons
   8. Assembly/Convention Committee Chairperson

B The Area Committee convenes at the request of the Delegate, the Assembly Chairperson, or any three members of the Area Committee.

C The Area Chairperson selects a place and time for all meetings and notifies each member ten (10) days prior to the meeting date.

D The Area Chairperson conducts all business meetings. In the Chairperson's absence, the Delegate assumes these responsibilities.

VII. ASSEMBLY - FUNDING

A Necessary funds must be available in order for the Assembly to fulfill its responsibilities to pay the necessary expenses of the Delegate as prescribed in The AA Service Manual (Chapter V, The Area Committee, Financial Support); to provide for mailing and publishing expenses; and to provide other expenditures approved by the Assembly.

B Each Area 64 AA Group is asked to adopt a specific contribution plan, suitable to their particular situation, as suggested in the Conference approved pamphlet "Self-Support: Where Money and Spirituality Mix". These contributions are not dues or levies but are voluntary contributions.

VIII. ASSEMBLY - ELECTIONS

A   At the 4th Quarter (October) meeting of each odd year, the Assembly conducts elections for the Delegate, Alternate Delegate, Area Chairperson, Area Secretary and Area Treasurer. Also elected are an Alternate Secretary and an Alternate Treasurer. These two alternates serve only in the absence or inability of the Area Secretary or the Area Treasurer to serve. It is suggested that the alternates assist the Secretary and the Treasurer with their responsibilities. The term of service is for two (2) years beginning January 1 of the next even year.

B   The Chairperson cannot appoint nominating committees. All nominations for Area Secretary and Area Treasurer and their Alternates come from the floor.

C   Election of the Delegate, Alternate Delegate and Area Chairperson is outlined in The A.A. Service Manual -Third Legacy Procedure (Chapter I, Introduction to General Service, The Third Legacy Procedure).

D   All members present at the Assembly have voting privileges (Section I & Section II, D) Absentee voting or proxies are not valid.

E   **ELECTION OF THE DELEGATE**

1. The Chairperson will read that portion of The A.A. Service Manual (Chapters 1 & IV) which are applicable to balloting for Delegate to the General Service Conference and review the qualifications that make a good Delegate (Chapter VI).
2. All duly elected District Committee Members, the outgoing Secretary and Treasurer (provided they have past D.C.M. experience), the outgoing Alternate Delegate, and outgoing Area Chairperson (providing such Chairperson has never served as Area 64 Delegate) are candidates. Nominations from the floor will not be recognized.
3. The Delegate serves one (1) two (2) year term and can never again be a candidate for this office.

F   Election of the Alternate Delegate to the General Service Conference will also be in accordance with The A.A. Service Manual, Third Legacy Procedure (Chapters I & IV).

1. All duly elected District Committee Members, the outgoing Secretary and Treasurer (provided they have past D.C.M. experience), and outgoing Area Chairperson (providing such Chairperson has never served as Area 64 Delegate) are candidates. Nominations from the floor will not be recognized.
2. Should the Delegate not be able to complete the term of service, the Alternate Delegate assumes the Delegate's responsibilities.
3. The outgoing Alternate Delegate is not eligible for consecutive re-election to the office of Alternate Delegate.

G   Election of Chairperson of the Assembly is also in accordance with The A.A. Service Manual, Third Legacy Procedure (Chapters I & IV). It is suggested that the candidate have at least six (6) years sobriety.

VIII.   ASSEMBLY - ELECTIONS (CONT.)

1. All duly elected District Committee Members, the outgoing Delegate (providing such Delegate has never served as Area Chairperson), the outgoing Alternate Delegate, the Area Secretary and the Area Treasurer, (providing such Secretary and Treasurer have past D.C.M. experience) are candidates. Nominations from the floor will not be recognized.
2. The Chairperson serves one (1) two (2) year term and can never again be a candidate for this office.

H Election of the Secretary and Alternate Secretary will be by majority vote, and all members of   the Assembly with two or more year's sobriety are eligible for candidacy. The Alternate, in the event he or she is a non-voting member of the Assembly, is eligible for the position of Secretary. For the purpose of Assembly Officer elections only, the Alternate Secretary will have a vote. Nominations come from the floor. The first candidate to receive one half the total number of votes plus one or more votes is elected. After the first ballot (assuming no candidate receives the necessary majority on the first ballot) all candidates except the top two candidates will be withdrawn automatically. (In case there are ties for second place, the top candidate and tied second place candidates remain). After the second ballot, if no candidate has a majority of the total vote and no election occurs by this time, the chairperson announces the choice will be made by lot (from the hat). Lots are then drawn by teller, and the first one "out of the hat" becomes the Secretary. This procedure is repeated to elect the Alternate Secretary.

I Election of the Treasurer and Alternate Treasurer are also by majority vote, and all members of the Assembly with two or more years of sobriety are eligible for candidacy. The Alternate Treasurer, in the event he or she is a non-voting member of the Assembly, is eligible for the position of Treasurer. For the purpose of Assembly Officer elections only, the Alternate Treasurer will have a vote. Nominations come from the floor. The first candidate to receive one half the total number of votes plus one or more votes is elected. After the first ballot (assuming no candidate receives the necessary majority on the first ballot) all candidates except the top two candidates will be withdrawn automatically. (In case there are ties for second place, the top candidate and tied second-place candidates remain).   After the second ballot, if no candidate has a majority of the total vote and no election occurs by this time, the chairperson announces the choice will be made by lot (from the hat). Lots are then drawn by teller, and the first name drawn is elected.

J The Assembly may remove the Delegate, Alternate Delegate, or any Assembly Officer from the duties of the office for just cause including, but not limited to, breaking of the sobriety date. The removal is by secret ballot and requires a two-thirds (2/3) majority.

1. A meeting of the Area Committee will be called to act upon any removal of the Delegate, Alternate Delegate, or Assembly Officer. The Area Committee will report

to the next Quarterly Assembly with its recommendation, including any minority report. The Assembly Chairperson will request the Assembly to act in accordance with Section VIII of this Service Manual.
2. The Assembly conducts elections for the un-expired term of any office vacated in accordance with this Service Manual.

IX.   DISTRICT COMMITTEE MEMBERSHIP

A   Each District and/or new Districts as shown in the Secretary's records will have one District Committee Member. It is suggested that the maximum number of groups a District Committee Member serves is fifteen (15). When the District exceeds fifteen (15) Groups, the District should be divided into new Districts. The groups in the District determine the geographic boundaries of the new Districts. The designation of new District numbers is determined by the Assembly Chairperson and the DCMs involved.

B   The elected General Service Representative (GSR) from each group in the District and the District Committee Member (DCM) are members of the District Committee.

X.   DISTRICT MEETINGS

A   Each District traditionally meets a minimum of four (4) times each year.
1.   In December
2.   In March
3.   In June
4.   In September

B   Each District meets at a time and place of its own selection.

C   It is the responsibility of the District Committee Member to notify all Committee Members of the time and place of all District meetings and to chair all District meetings where feasible.

XI.   DISTRICT STANDING COMMITTEES

A   The District has six (6) standing committees:
1.   Correctional Facilities Committee
2.   Treatment Committee
3.   Public Information Committee
4.   Grapevine Committee
5.   Cooperation with the Professional Community Committee
6.   Archives Committee

B The District elects committee members from its membership and from among interested and qualified AA's in the District.

C Each Standing Committee elects one of its members as Chairperson, and that Chairperson serves on the like Assembly Standing Committee.

XII. DISTRICT ELECTIONS

A Each group in the District elects a GSR on or before September 1 of each odd year. The term of service is two (2) years beginning the next even year, January 1.

B The elected GSR's of the District, at the District's September meeting in each odd year, elect one of their members as the DCM. It is suggested that the procedures outlined in The AA Service Manual, Chapter III be followed. The term of service is two (2) years beginning the next even year, January 1.

C The DCM notifies, in writing, the Assembly Chairperson and Assembly Secretary of the name and address of the new DCM as well as the name, address and groups represented by all new GSR's and any new group formed in the District and/or any inactive groups.

D Each Group and/or District, at its discretion, can replace an elected GSR or DCM with an announced election, in the spirit of the Fourth Tradition.
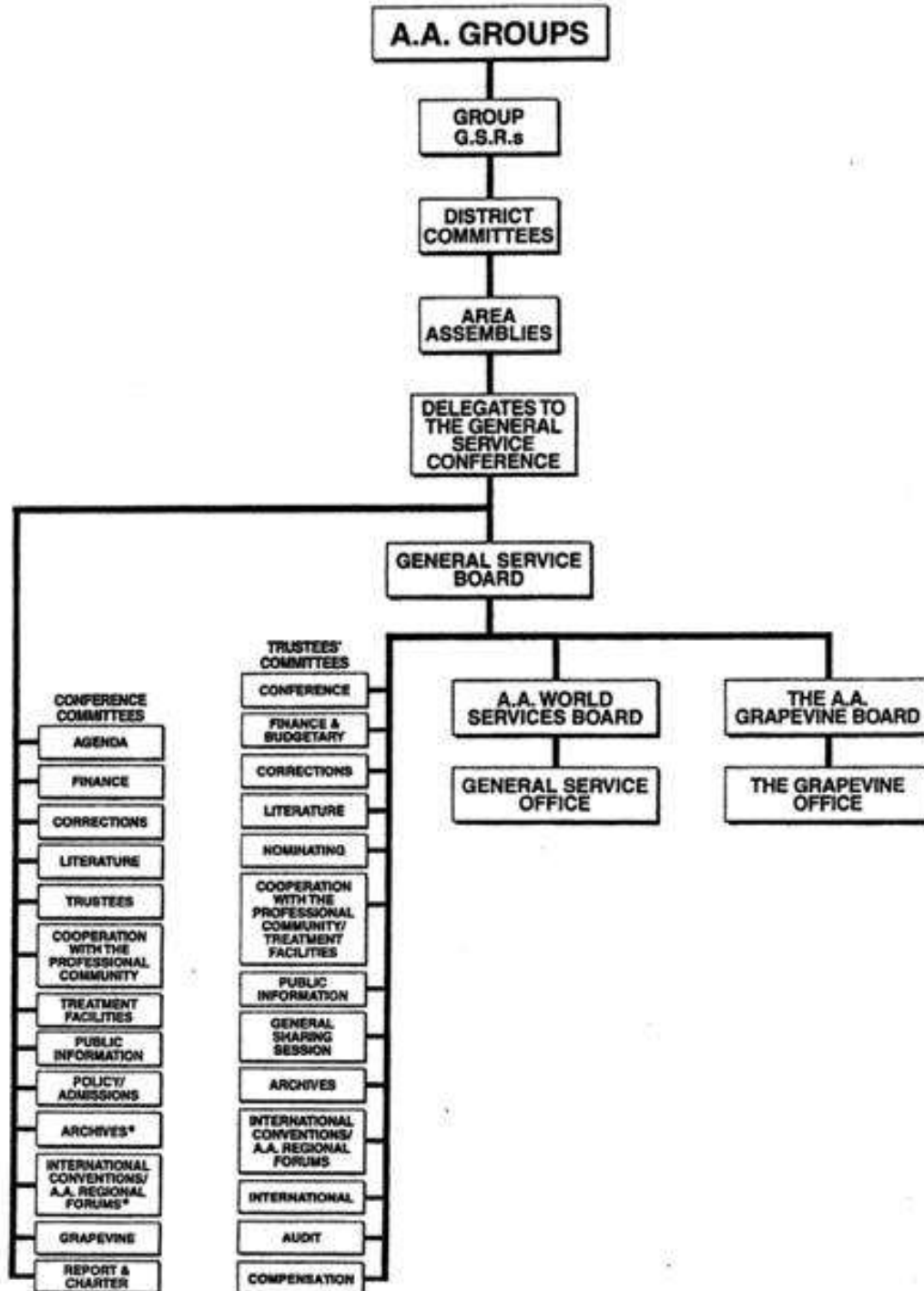
XIII. AMENDMENTS

A All proposed amendments to this Service Manual are submitted in writing to the Area Chairperson with a copy to the Delegate not less than forty-five (45) days prior to the next Quarterly Assembly. A proposed amendment is submitted by a GSR only. Said amendment will have the submitting group's approval and be signed by the GSR and other group officers. Their positions and names shall be printed out under their signature.

B The Chairperson includes the proposed amendment, as submitted, on the Agenda for the   next Quarterly Assembly meeting. A copy of each amendment will be included with the minutes of the previous Assembly. Copies will also be available at the registration table at the next Quarterly Assembly.

C It is suggested that the proposed amendment be included on the agenda of the GSR/DCM meeting for discussion prior to the regular business meeting. (Concept XII, Warranty Four)

D A two-thirds (2/3)-majority approval of the quorum constitutes the adoption of the amendment. (Concept II and Concept III)

E A simple majority approval vote suggests that the proposed amendment be referred to an ad hoc committee for further study. It is further suggested that the ad hoc committee make its report at the DCM/GSR sharing session at the next Quarterly Assembly for discussion, prior to the Assembly business meeting. A final vote is taken at the business meeting.

XIII. AMENDMENTS (CONT.)

Adopted   1967
Amended   1969
Amended   1974
Amended   1978
Corrected   1978
Amended   1979
Amended   1980
Amended   1981
Amended   1982
Corrected   1983
Service Manual adopted October 20, 1985
Corrected   1989
Amended   1993
Amended   1995
Amended   1997
Amended   1999
Amended   2001
Amended   2005
Amended   2008
Amended   2009
Amended   2011
Amended   2013
Amended   2014
Amended   2016
Amended   2018   (District maps)
Amended   2019   (District maps, Technology Committee, spelling and grammar)
Amended Dec 2019   (Removed 4th Qtr odd yr within 50 mi of Davidson County, revised guidelines on accepting contributions from Conferences, Conventions, and Roundups)
Amended Jan 2020   Added Literature Committee section IV. Assembly-Conventions
Amended Dec 2020   Added Literature Committee Duties section Information Only

The General Service Conference Structure
(U.S. and Canada)

A.A. GROUPS

GROUP G.S.R.s

DISTRICT COMMITTEES

AREA ASSEMBLIES

DELEGATES TO THE GENERAL SERVICE CONFERENCE

GENERAL SERVICE BOARD

CONFERENCE COMMITTEES
- AGENDA
- FINANCE
- CORRECTIONS
- LITERATURE
- TRUSTEES
- COOPERATION WITH THE PROFESSIONAL COMMUNITY
- TREATMENT FACILITIES
- PUBLIC INFORMATION
- POLICY/ ADMISSIONS
- ARCHIVES*
- INTERNATIONAL CONVENTIONS/ A.A. REGIONAL FORUMS*
- GRAPEVINE
- REPORT & CHARTER

TRUSTEES' COMMITTEES
- CONFERENCE
- FINANCE & BUDGETARY
- CORRECTIONS
- LITERATURE
- NOMINATING
- COOPERATION WITH THE PROFESSIONAL COMMUNITY/ TREATMENT FACILITIES
- PUBLIC INFORMATION
- GENERAL SHARING SESSION
- ARCHIVES
- INTERNATIONAL CONVENTIONS/ A.A. REGIONAL FORUMS
- INTERNATIONAL
- AUDIT
- COMPENSATION

A.A. WORLD SERVICES BOARD

GENERAL SERVICE OFFICE

THE A.A. GRAPEVINE BOARD

THE GRAPEVINE OFFICE

*Secondary committee.

<h1 style="text-align:center">Summary of Area 64 Assembly Business Meeting Procedures</h1>

Generally speaking, the Area 64 Assembly Business Meeting follows Robert's Rules of Order and proceeds on as informal a basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the Area 64 Assembly to conduct its business; rules exist to allow the Area 64 Assembly to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience. The Area 64 Assembly has adopted some exceptions to Roberts Rules, which help it to proceed more closely in accord with the spirit of A.A. Tradition.

Committee System

To the extent possible, matters to come before the Area 64 Assembly Business Meeting will be handled via the "Committee system." This ensures that a large number of questions can be dealt with during Area 64 Assembly Business Meeting. Each Committee considers carefully the items before it and presents its recommendations to the Area 64 Assembly as a whole for acceptance or rejection. Recommendations of Area 64 Assembly committees are automatically motions that have been made and seconded. Assembly Voting Members are urged to resist the temptation to edit recommendations on the floor.

Substantial Unanimity

Any actions, including amendments, that affect the Structure or motions that might result in such an action on financial matters require substantial unanimity, that is, a two-thirds majority. Because the number of members present in the hall during the meeting varies from time to time, the phrase "two-thirds majority" is taken to mean two-thirds vote of the Assembly Members voting.

Minority Opinion

After each vote on a matter of policy or any other motion required to have substantial unanimity to pass, the side which did not prevail will always be given an opportunity to speak to their position. If the motion passes with two-thirds vote, the minority may speak. If the motion receives a majority vote but fails to pass for lack of a two-thirds vote, the majority may speak. After each vote on any and all other Motions the Minority will be given a chance to speak. Remember that saving "minority opinions" for after the vote, when there is no rebuttal, is a time-waster, for it can force the Area 64 Assembly body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined from all sides.

General Rules of Debate and Voting

(Agreed to at the beginning of each Area 64 Assembly Business Meeting)
- People who wish to speak, line up at the microphones and are called on to share, in order.
- Each person may speak for 2 minutes.
- No one may speak for a second time on a topic until all who wish to, have spoken for the first time.
- Full discussion of a recommendation should take place before each vote.
- Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the mic and say it again.
- Premature actions (e.g. amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying Area 64 Assembly Business Meeting business.

Roll Call Vote

A roll call vote may be requested by any Assembly Voting Member.
- Must be made in order at the microphone
- Must be made without comment
- Requires a second
- Is not debatable
- Needs only a simple majority to pass

Tabling a Motion

Tabling a motion (postponing discussion to a later time during the same Area 64 Assembly Business Meeting or the Next Area 64 Assembly Business Meeting (the time to take off the table must be stated when making the motion):
- Must be made without comment
- Requires a second
- Is not debatable
- Needs only a simple majority to pass

Calling the Question

Calling the question brings debate to a halt while voting members decide whether to proceed directly to a vote on the question or go on with the debate. A motion to call the question:
- Must be made in order at the microphone
- Must be made without comment
- Requires a second
- Is not debatable
- Requires two-thirds vote to pass

Reconsideration

A motion to reconsider a vote may be made only by a voting member who voted with the prevailing side, but it can be seconded by anyone.
- Only a simple majority is required
- If the majority votes to reconsider, full debate, pro and con, is resumed. (Members are urged to limit discussion to new considerations of the question under debate.)
- No action may be reconsidered twice

Motions from the Floor

Motions may be introduced by any voting member whenever appropriate or during New Business and:
- Must be made without comment
- Requires a second
- Full discussion of a Motion should take place before each vote
- Substantial Unanimity is desired, but a simple majority may be sufficient depending on the motion, and this is decided by the Chairperson or by a Motion from the Floor

GUIDELINES FOR ASSEMBLY EXPENSES AND CONTRIBUTIONS
The Area 64 Assembly Guidelines below are compiled from the experience of Area 64 members. They also reflect guidance given through the Twelve Traditions and the General Service Conference (U.S. and Canada). It is the responsibility of the Area 64 Assembly to support its elected service representatives and workers. While it is certainly up to the group conscience, many A.A. members seem to agree that no one should be excluded from service because of finances. Some service workers' expenses come out of their own pocket, while others are reimbursed.

ASSEMBLY EXPENSES
Delegate
The Area Delegate will be given, upon arrival at each quarterly assembly, an amount as noted in the budget. The extra amount is to help defray the additional costs of serving as Delegate. The Delegate shall be advanced an amount as noted in the budget, to attend the Southeastern Conference, the annual Southeast Delegate meeting, the Southeast Regional Forum (meets every two years), and the Area 64 convention. These expenses are not to exceed the amount as noted in the approved budget. Any expenses above the budgeted amounts as shown in the approved budget must be submitted, along with receipts, to the budget and finance committee for approval.

Alternate Delegate
The Alternate Delegate will be recompensed expenses to attend the annual Southeast Delegate Meeting. This is a budget amount. Expenses in excess of the budgeted amount shall be referred to the Area Assembly Budget & Finance Committee for approval.

Assembly Officers
The Alternate Delegate, Area Treasurer, and Area Secretary will be given upon arrival at each quarterly assembly an amount as noted in the budget to help defray the cost of attending and serving as trusted servants. All expenses above that budgeted amount per quarter must be submitted to the Budget & Finance Committee for approval. Receipts reflecting additional expenses must be submitted to the Area Treasurer on a quarterly basis. The Area Chairperson will be given, upon arrival at each quarterly assembly, an amount as noted in the budget. The extra amount is to help defray the additional cost of serving as Area Chairperson. All expenses above the budgeted amount per quarter must be submitted to the Budget & Finance Committee for approval. Receipts reflecting additional expenses must be submitted to the Area Treasurer on a quarterly basis. The Alternate Delegate, Area Chairperson, Area Treasurer, and Area Secretary will be recompensed expenses to attend the Southeast Regional Forum which meets every two years. This expense is noted in the budget.

Area Standing Committee Chairperson
The Chairpersons of the six standing committees will be given, upon arrival at each quarterly assembly, an amount noted in the budget to help defray the cost of attending and serving as trusted servants. In the absence of the chairpersons, the alternate chairpersons will be reimbursed. The outgoing chairpersons will be paid at the first quarterly assembly of the even year (year of the election of new chairperson).

Standing Committee Expenses
All standing committees will present an annual budget based on the past four year's expenditures to the budget and finance committee for the assembly body to vote on. Budgets with major fluctuations (over 10% from past budgets) will include a detailed explanation for the fluctuation. Each standing

committee will maintain an operating fund that is developed by the standing committee and approved by the assembly body. Funding for the standing committee ought to come primarily from the approved budget. Contributions received outside the approved assembly budget will be included in the assembly reports by the chairperson. Each standing committee shall present its annual budget at the second quarter assembly for the following year; allowing time for the budget and finance committee to prepare the entire proposed budget for the assembly body.

Area Assembly Expenses

There will be a budgeted amount for the following Area Assembly Expenses: Delegates trip to the General Service Conference, Area Office Rent, Area 64 Convention Advance, Printing & Postage, Corporate Charter, Memorials and Budget & Finance Committee expenses. These expenses will be paid by the Area Treasurer. Any Area 64 Assembly expenses, other than budgeted, will be submitted to the Budget & Finance Committee for review and recommendation to the Assembly for final approval or disapproval. The Area body shall take no actions which are against the laws of the State of Tennessee and/or the United States Government including laws that prohibit lotteries as defined as the selling of anything of value for prizes on a chance or stake including but not limited to bingos, raffles, and drawings.

Return of Residual Monies

The Area 64 Service Manual specifies that all Area 64 Convention residual monies be returned to the Area treasury by the host committee with recommendations for disbursement. It is hereby suggested that all residual monies from our quarterly assemblies be turned over to the Area Treasurer with recommendations for disbursement. This is due to the fact that the assembly has in the past paid any expense shortage experienced by an assembly host committee.

Assembly Contributions

Assembly contributions will be accepted from Groups; Districts; Area Assemblies; Area 64 Conventions; Tennessee Conference of Young People in A.A.; "A.A. Conferences, Conventions and Roundups" which meet the criteria of A.A. Guideline #MG-04 as an A.A. event put on by A.A.s for A.A.s and about A.A., and with the primary purpose to carry the A.A. message; and A.A. members.

TREASURERS RESPONSIBILIES

The Area 64 Assembly Guidelines below are compiled from the experience of Area 64 A.A. members. They also reflect guidance given through the Twelve Traditions, Twelve Concepts, and the General Service Conference (US and Canada).

It is the responsibility of the Area 64 Assembly Treasurer to perform the responsibilities listed in the Area 64 Service Manual, Section III, Item D. The experience of the Budget & Finance Committee suggests the following procedures be used to carry out those responsibilities.

1. All accounts (checking and savings) must be set up with both the Treasurer's and Alternate Treasurer's signatures.

2. All checks must be signed by both Treasurer and Alternate Treasurer (requirement of the bond).

3. All funds received by Treasurer are to be deposited at least twice monthly.

4. Keep sufficient records of funds received from Groups in order to trace contributions credited to the wrong Group Contribution Report.

5. Seed money will not be disbursed any sooner than 12 months prior to the event, which should include the next 4 Assemblies and 1 State Convention at any given time.

6. Bank statement to be balanced by the Alternate Treasurer on a quarterly basis (requirement of the bond).

7. Keep a double entry ledger, either manually or by computer, balancing to the checkbook. Report will then be prepared from the ledger.

8. An annual backup be made of the Computer equipment at the end of the 4th quarter and given to the Archives for safe keepings and historical purposes.

9. All accounts (checking and savings) must be set up with the Treasurer, Alternate Treasurer, and all Assembly Officers' signatures.

10. It is strongly suggested that all funds received by the Treasurer are to be deposited on a weekly basis.

11. At the beginning of each New Year, the Treasurer will compile all financial records (receipts, utility statements, etc.) for the year, two years prior, and have them deposited in the Area 64 Archives (Example: in January 2008, Treasurer will compile all financial records in possession from 2006, and give the to the Area 64 Archives.)

SECRETARY RESPONSIBILIES

The Area 64 Assembly Guidelines are compiled from the experience of Area 64 A.A. members. They also reflect guidance given through the Twelve Traditions, Twelve Concepts, and the General Service Conference,

It is the responsibility of the Area 64 Assembly Secretary to perform the responsibilities listed in the Area 64 Service Manual, Section III, Item C. In addition to those responsibilities, it is suggested that the Secretary perform the following task which can be performed with the help of the Alternate Secretary.

1. Maintain a database on the computer purchased for this office of all Past Delegates, State Officers, Standing Committee Chairpersons, and District Committee Members. This will include groups that are active in the Area and will include their General Service Representatives. This information should include as much information as possible or obtainable, i.e. addresses, phone numbers, meeting places, meeting times, and alternates.

2. As changes are recorded on the Area database, these changes will be forwarded to the General Service Office as soon as possible.

3. Compile and publish an Area Directory of the groups in Area 64. This will be done every year and if at all possible available at the 2nd Quarter Assembly of that year.

4. Assemble the Roll Call Book with the most current information and have at the registration desk for each Assembly as soon as possible on the Friday before the business meeting.

5. Call the Roll at each Assembly, request that voting members stand, if physically possible, to answer Roll Call.

6. Obtain and maintain a bulk mailing permit during term of service. (This practice was discontinued beginning January 2019 due to the increased use of electronic communication methods, i.e. email and Area 64 website).

7. Be responsible for filing annual report for incorporation.

8. Furnish Treasurer with updated group information on a quarterly basis.

9. An annual backup be made of the Computer equipment at the end of the 4th Quarter and be given to the Archives for safe keepings and historical purposes.

10. The Secretary shall gather all Group Change of Information Forms, New Group Forms and District Information Change Forms and input them into the GSO database. The Secretary will then run a report listing every e-mail that was used to transmit the minutes. This report will be retained. Any e-mail returned within a minimum of 24 hours will require the Secretary to physically mail the minutes to that person until a correct e-mail address is obtained. Only registered voting members of the Assembly will be e-mailed the minutes and the Secretary is only required to make ONE attempt to successfully e-mail the minutes.

11. The Secretary is to mail the minutes to the Area 64 archives on a quarterly basis so that they may be stored for historical purposes.

STANDING COMMITTEES

The Area 64 Assembly Guidelines are compiled from the experience of Area 64 Assembly members. They also reflect guidance given through the Twelve Traditions, Twelve Concepts and the General Service Conference.

Purpose

The purpose of these guidelines is to describe policies and procedures which apply to the Area 64 Assembly of Alcoholics Anonymous. These guidelines are not intended to replace the information in the A.A. Service Manual but are to be used in conjunction with, and as a supplement to, the Service Manual and other A.A. service related material.

Archives

The Area 64 Archives Chairperson coordinates the efforts of the Area 64 Archives Committee which is comprised of District and Group Archivists and any other interested A.A. members. The primary purpose of the Archives Committee is to collect and preserve A.A. related materials of interest to the Area. The Chairperson of the Area 64 Archives Committee:

A. Attends all Area 64 Assemblies and reports to the assembly body the pertinent business of the Area 64 Archives Committee.
B. Makes available an Archives Display at all Area 64 Assemblies, State Conventions and, by request, Area Workshops and other service events upon reasonable prior notification.
C. Guide and encourage the district and group representatives in the collection of archival material.
D. Chairs the Area 64 Archives Committee Meetings.
E. In the absence of the Area 64 Archives Committee Chairperson, the Alternate Chairperson will assume Chairperson's responsibilities.

Archivist

A. Maintain the physical integrity of the items in the Repository
B. Responsible for the Preservation of the items in the Repository
C. Ensuring the anonymity of the members past, present, and future
D. Ensuring the confidentiality of its members
E. Develop and maintain an inventory system that maintains the physical and integrity of the items in the Repository
F. Provide training to District and Group Archivists
G. Work on developing an alternate Archivist and future archivists
H. Report to the AREA Archives committee on a regular basis which includes a written report to the Committee Chairperson at each Area Assembly and attending assemblies whenever possible.
I. Ensure that the Repository is maintained in good condition
J. Cleanliness

K. Temperature requirements are met
L. Humidity requirements are met
M. Building and contents security
N. Be available or have a designee available to respond to emergencies involving the Archives Repository Building and Contents
O. Be involved in the collection, organization and preservation of material of historical interest to AREA 64
P. Non-rotating position.

Cooperation with the Professional Community

The Area 64 CPC Chairperson coordinates the efforts of the Area CPC Committee which is comprised of District and Group Representatives and any other interested A.A. members. The primary purpose of the CPC Committee is to provide information to those who have contact with alcoholics through their profession. The Chairperson of the Area 64 CPC Committee:

A. Coordinates Committee efforts to provide literature and other information about A.A. to professionals who come in contact with alcoholics.
B. Encourages and supports districts and groups in their efforts by coordinating workshops, helping to provide literature as needed in sharing experience.
C. Attends all Area 64 Assemblies and reports to the assembly body the pertinent business of the Area 64 CPC Committee.
D. Makes available a CPC Literature Display at all Area 64 Assemblies, State Conventions and, by request, at Area Workshops and any other service events upon reasonable prior notification.
E. Chairs the Area 64 CPC Committee meetings.
F. In the absence of the Area 64 CPC Chairperson, the Alternate Chairperson will assume Chairperson's responsibilities.

Correctional Facilities

The Area 64 CFC Chairperson coordinates the efforts of the Area 64 CFC Committee which is comprised of District and Group Representatives and any other interested A.A. members. The purpose of the CFC Committee is to organize and carry out the work of carrying A.A.'s message of recovery to alcoholics behind the walls and to help "Bridge the Gap" from inside the facility to the outside A.A. community. The chairperson of the Area 64 CFC Committee:

A. Assists districts and groups in solving problems related to setting up A.A. meetings in correctional facilities in their districts.
B. Helps members of the CFC Committee acquire A.A. books and literature as needed.
C. Attends all Area 64 Assemblies and reports to the Assembly body the pertinent business of the Area 64 CFC Committee.
D. Encourages committee to become familiar with "Bridging the Gap" and other A.A. programs designed to help inmates.
E. Makes available a CFC Display at all Area 64 Assemblies, State Conventions and, by request, at Area Workshops and other service events upon reasonable prior notification.
F. Chairs the Area 64 CFC Committee meetings.

G. In the absence of the Area 64 CFC Chairperson, the Alternate Chairperson will assume Chairperson's responsibilities.

Grapevine

The Area 64 Grapevine Chairperson coordinates the efforts of the Area 64 Grapevine Committee which is comprised of District and Group Representatives and any other interested A.A. members. The primary purpose of the Grapevine Committee is to inform groups and individuals about the International Monthly Journal of Alcoholics Anonymous and the many benefits that can be derived through the Grapevine and La Viňa Subscription. The Chairperson of the Area 64 Grapevine Committee:

A. Encourages the use of the Grapevine and La Viňa in the Twelve Step work of other Standing Committees.

B. Coordinates in the most effective manner the flow of information, creating awareness of the Grapevine and La Viňa Magazine and of the Specialty Items from Grapevine Inc. from the Area 64 Assembly to Districts, Groups and A.A. members.

C. Attends all Area 64 Assemblies and reports to the Assembly body the pertinent business of the Area 64 Grapevine Committee.

D. Makes available a Grapevine Display at all Area 64 Assemblies, State Conventions and, by request, at Area Workshops and other service events upon reasonable prior notification.

E. Coordinates the distribution of back order magazines using Pool Representatives assigned to West, Middle and East Tennessee.

F. Chairs the Area 64 Grapevine Committee meetings.

G. In the absence of the Area 64 Grapevine Chairperson, the Alternate Chairperson will assume Chairperson's responsibilities.

Literature

The Area 64 Literature Chairperson coordinates the efforts of the Area 64 Literature Committee which is comprised of District and Group Representatives and any other interested A.A. members. The primary purpose of the Area 64 Literature Committee is to inform groups and individuals of all available Conference-approved literature, audiovisual material and other special items, and to encourage groups, district or area assembly members to utilize it to carry the message of Alcoholics Anonymous.

A. Encourages the use of all available Conference-approved literature, audiovisual material and other special items to carry the message of Alcoholics Anonymous.

B. Coordinates in the most effective manner the flow of information, creating awareness of all available Conference-approved literature, audiovisual material and other special items from the Area 64 Assembly to Districts, Groups and A.A. members.

C. Attends all Area 64 Assemblies and reports to the Assembly body the pertinent business of the Area 64 Literature Committee.

D. Makes available a Literature Display at all Area 64 Assemblies, State Conventions and, by request, at Area Workshops and other service events upon reasonable prior notification.

E. Area 64 Literature Chairperson chairs the Area 64 Literature Committee meetings.

F. In the absence of the Area 64 Literature Chairperson, the Alternate Chairperson will assume Chairperson's responsibilities.

Public Information

The Area 64 Public Information Chairperson coordinates the Area 64 Public Information Committee which is comprised of District and Group Representatives and any other interested A.A. members. The purpose of the Area 64 Public Information Committee is to provide information about A.A.'s message of recovery to the general public. The Chairperson of Area 64 Public Information:

A. Acquires and maintains recorded A.A. public service announcements for the use of District and Group Public Information Committees.

B. Helps committee members work with their local media utilizing our traditions of anonymity, singleness of purpose, non-affiliation, and attraction rather than promotion.

C. Supports Districts and Groups in their Public Information efforts by coordinating workshops on speaking at non-A.A. meetings and other related topics.

D. Attends all Area 64 Assemblies and reports to the Assembly body the pertinent business of the Area 64 Public Information Committee.

E. Makes available a Public Information Display at all Area 64 Assemblies, State Conventions and, by request, at Area Workshops and other service events upon reasonable prior notification.

F. Chairs the Area 64 Public Information Committee meetings.

G. In the absence of the Area 64 Public Information Chairperson, the Alternate Chairperson will assume Chairperson's responsibilities.

Treatment Committee

The Area 64 Treatment Committee Chairperson coordinates the efforts of the Area Treatment Committee which is comprised of District and Group Representatives and any other interested A.A. members. The primary purpose of the Area 64 Treatment Committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message to alcoholics in Treatment facilities. The Chairperson of the Area 64 Treatment Committee:

A. Assists District and Group Treatment Committees in setting up A.A. meetings in treatment facilities in such a manner as to safeguard A.A.'s Twelve Steps and Twelve Traditions.

B. Helps members of Treatment Committee obtain A.A. literature as needed.

C. Attends all Area 64 Assemblies and reports to the Assembly body the pertinent business of the Area 64 Treatment Committee.

D. Makes available a Treatment Facilities Display at all Area 64 Assemblies, State Conventions and, by request, at Area Workshops and other service events upon reasonable prior notification.

E. Chairs the Area 64 Treatment Committee meetings.

F. In the absence of the Area 64 Treatment Chairperson, the Alternate Chairperson will assume Chairperson's responsibilities.

Technology Committee

Area 64 Assembly Technology Committee (TC) Guidelines for Structure, Procedure and Content

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Preface

Service to the Fellowship of Alcoholics Anonymous is the primary purpose of General Service in Area 64. In all our proceedings we shall observe the spirit of the A.A. Twelve Traditions and the Six Warranties, mindful of the ideals expressed in *The A.A. Service Manual combined with the Twelve Concepts for World Service*. The Right of Participation and the Right of Appeal shall always be observed. In the absence of specific indications in these guidelines or of direct Assembly action, the latest edition of the Area 64 Assembly TC Structure and Guidelines may be relied upon.

Article I. Technology Committee (TC)

A. Purpose

    1. The gathering of the TC Officers, General Service Representatives (GSRs) and the Area 64 Service Committee Members, which deliberate upon and enact resolutions concerning service matters brought before them. Its responsibilities include:

        a. Electing and supporting the Technology Committee Officers.

        b. Maintaining and improving existing Area 64 website. Set policies & guidelines for the content of the Area 64 website and for any future Area 64 use of electronic communications technologies.

        c. Developing educated budget recommendations for the technology requirements of Area 64.

        d. Serving as a technology resource for Area 64 Assembly body as well as Area Committees.

        e. Working in conjunction with the Liaison Committee to maintain a current inventory of the location and condition of Area-owned computer equipment, software and computer-related manuals and documentation.

        f. Providing information systems related support for all Area-owned computer hardware and software. May be called upon to provide suggestions for retaining the services of outside vendors.

B. Meetings

    1. All voting members shall meet quarterly.
    2. A quorum shall be the number of voting members present.

C. Voting Procedure

    1. All committee business shall be passed by a simple majority vote.

D. Funding

1. The sole financial support for the Area 64 Technology Committee shall be from Area 64 Assembly.

Article II. Technology Committee Officers

A. Officers List
1. Technology Committee Chairperson
2. Alternate Chairperson
3. Web Servant
4. Secretary

B. Term of office and determination
1. The term of other officer positions, except for Web Servant or other approved committee members, will coincide with the terms of the Committee Chair, unless they have special IT skills and would like to continue on the committee.
2. The position of Web Servant will be chosen from a pool of applicants received in response to announcements approved by the Area Committee.
3. The Web Servant's term will be 2 years and may be renewed for an additional 2-year term pending recommendation by the TC and approval by the Area body.

C. Duties of the TC Officers
1. Chairperson presides over the committee meeting
   a. Reports on the TC activities each quarter at the Area 64 business meeting.
   b. The primary contact for the Technology Committee Chair is technologychair@area64assembly.org.
   c. Keeps in contact with Area 64 PI Committee
2. Alternate Chairperson
   a. Performs the same tasks as the Chairperson in the illness or absence of the TC Chairperson.
3. Secretary
   a. Records the meeting minutes each quarter and sends to the Chairperson.
   b. Handles all committee mailings/e-mailings.
4. Web Servant
   a. Responsible for the technical maintenance and updating of the area64assembly.org website.
   b. Because of the technical nature of this position, all applicants should be able to demonstrate technical proficiency in handling website maintenance before taking on this responsibility.
   c. Ensuring that the website data files are maintained and backed up in accordance with the committee's specification.
   d. Brings and communicates technical needs or issues to the TC meeting.
   e. Prepares a quarterly report on website traffic and other related information for the TC meeting.
   f. Maintains appropriate security in accordance with the guidance of the TC and Assembly body's specifications for the integrity of the website and the information it contains.

g. Responsible for maintaining the e-mail accounts on the Area 64 website to maintain anonymity for Area Officers and Committee Members.

h. Responsible to train the next Web Servant.

i. Responsible for maintaining relations with existing web host services and ensure proper communication by making sure the host information and contact information is correct and current with the Web Servant's information.

j. Ensures that all annual hosting plans are paid.

k. Update all documents to the Area 64 website for Area Committee Officers and Members.

l. Review, update and post event flyers to the Area 64 website event calendar.

m. Respond to e-mail communication from the website and communicate responses with the TC committee.

Article III. Website

A. Website Financial Support and Ownership

1. The Area 64 website is to be supported solely by the Area 64 Assembly.

2. Area 64 is the owner of the Area 64 website and domain name. The financial contact with the web hosting site will be the Area 64 Treasurer or another position created by the Assembly. The administrative contact with the web hosting site will be the Web Servant.

3. When signing an agreement with an Internet hosting service, care shall be taken against inadvertent association and/or promotion. The Internet web hosting service, chosen by the TC, shall be required to neither publicize nor promote its relationship with Area 64 or Alcoholics Anonymous.

4. A domain name separate from the Internet web hosting service shall be used to remove the problem of associating the Area 64 website with a commercial service.

B. Public Access to The Website

1. The Area 64 website shall be constructed in a way that it may be available for viewing by as many computer systems as possible. To this end, web pages should be viewable on any browser (graphical or text based) and not depend on any particular operating system. The Area 64 website shall be tested from as wide a range of systems and browsers as possible to assure that its information may be received by as many as possible.

2. Area 64, being culturally diverse, will provide access to the site's information in Spanish, when translations are provided.

C. Web Content Suggestions and Submission Procedures

1. Content

a. The Area 64 TC, as trusted servants of Area 64, will develop web content that contains information reports by the Area 64 for public distribution through the Internet and Electronic Media.

b. Although the TC is responsible for the daily maintenance of the website, which requires updating the changing information and implementing changes in the presentation of information posted on the website, the TC shall consult with Area 64

Public Information Committee or other appropriate committees in determining the accuracy and consistency of information presented on the site.

c. The website shall, in all its matters, always adhere to A.A.'s principles of the Twelve Traditions and the Twelve Concepts for World Service.

d. The principle of anonymity, as it applies to other public media such as press, radio and television will be extended to the World Wide Web, Internet and Electronic Media. As such, full names and photographs of A.A. members should be avoided. Names should be shortened to first name and last initial. If the first name is sufficiently unique to be recognized by the general public, then first and last initial.

e. Members of Area 64 may submit announcements of A.A. events within or in connection to the fellowship of A.A. and Area 64 using the website or by emailing flyers to events@area64assembly.org. Any request for information posting that is determined to be questionable by the acting Web Servant will be submitted to the TC for review prior to posting.

f. Use of an individual's last name may only be used in secured, password protected areas of the website.

2. Suggestions

a. The Area 64 website will provide contact information allowing visitors to e-mail suggestions to the TC and/or Web Servant.

b. The Area 64 TC shall answer all correspondence regarding the Area 64 website.

c. The author of suggested changes or additions is requested to provide reasons and background references, i.e. specific changes, pages, location, etc. so they can be verified and discussed before changes are made on the website. Suggested changes will be reviewed by the TC.

d. If a suggestion is not acted upon and a member wishes further discussion, he/she may submit it as a topic to the Public Information Committee Chair and/or Assembly Body.

3. Submissions

a. Forms will be provided for users to submit an event flyer to be published on the Calendar (please refer to Article III, C, 3 regarding events). The form will be located on the events page of the Area 64 website. All flyers are sent to the Web Servant for review and approval before posting on website. Events also can be emailed to the Web Servant at events@area64assembly.org

b. Area Committee Members, Delegate and Standing Committee Officers can submit documents to be uploaded to their page by sending an email to webservant@area64assembly.org or using the contact form on the website.

D. URL Registration and Ownership

1. The domain name shall be registered, owned and maintained by Area 64 – www.area64assembly.org.

2. The committee member acting as Web Servant shall be named the administrative contact of the website. The technical contact shall be the website's Internet Service Provider.

3. As a result of this registration, the Web Servant shall have direct control over the technical access to the website.

E. External Links

1. In the spirit of non-affiliation with entities outside A.A., the website shall limit external links to A.A. Central Offices within Area 64, the Alcoholics Anonymous World Services website, the A.A. Grapevine website, TCYPAA website and ICYPAA website.

2. Any external links suggested for addition to the Area 64 website will be brought before the TC and Public Information Committee for approval.

3. The TC reserves the right to remove external links from the Area 64 website at any time it determines external link content has become inappropriate.

F. Email Accounts

1. To protect the anonymity of all Area 64 committee members, e-mails are not allowed to be forwarded messages to their personal e-mail accounts. This is to include Area 64 officers, standing committee chairs and alternates as well as DCMs and alternates.

Article IV. Ratification, Amendment and Suspension

This document, except as otherwise noted herein, may be amended by submitting written proposed amendments to the Area 64 TC or its Chairperson for review and recommendations.