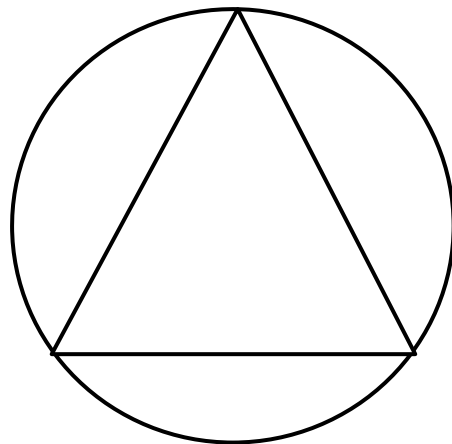


KANSAS AREA ASSEMBLY

SERVICE STRUCTURE GUIDELINES



Recovery --- Unity --- Service

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PREAMBLE: Kansas Area Assembly (Area 25)

Service shall be Area 25's primary purpose. All Area 25 activities will be aimed at assisting Kansas A.A. groups to function more effectively. Area 25 will also try to ensure that the Area's group conscience is conveyed through the general service structure to the General Service Conference, to help the Conference fulfill its primary purpose of acting as the "true voice" of A.A. Area 25 shall encourage all Kansas A.A. groups to support the Area in its efforts to carry out this goal.

QUESTIONS TO BE CONSIDERED

Several self-searching questions that perhaps each person who stands for an office in Alcoholics Anonymous should consider.

1. Most of us have served in some capacity. Did I give the job at least enough working time to do the best I'm capable of? Will this job remain a priority service for the full term?
2. How will this affect my family relationships? Have I talked this proposed service job over with my family?
3. Do I have the time to serve? Will the priority remain high over other time-consuming endeavors?
4. Do I have the required money to serve? Can I monetarily afford this experience? Even though some positions are partially funded by Groups, Districts, or Assembly – there is still a monetary expense.
5. Is this an honest desire to serve and help other alcoholics recover? Or is it an ego trip?

DOCUMENT CHANGE HISTORY

NOTE: These service structure guidelines may be amended by future Assemblies. Any changes will require a two-thirds (2/3) majority vote of the Area Assembly.

First Printing: June, 1981

Amended Second Printing: March, 1986

Third Printing: March, 1987

Amended Fourth Printing: June, 1991

Amended Fifth Printing: January, 1993

Amended Sixth Printing: January, 1996

Seventh Printing: January, 1997

Amended Eighth Printing: April, 1997

Amended Ninth Printing: January, 1998

Tenth Printing: January, 2000

Amended Eleventh Printing: January, 2002

Amended Twelfth Printing: July 2002

Amended Thirteenth Printing: July 2007

Amended Fourteenth Printing: July 2008

Amended Fifteenth Printing: January 2009

Amended Sixteenth Printing: June 2010

Amended Seventeenth Printing: January 2014

Amended Eighteenth Printing: January 2015

Amended Nineteenth Printing: January 2017

Amended Twentieth Printing: July 2017

Amended Twenty-First Printing: July 2021

Amended Twenty-Second Printing: July 2023

Amended Twenty-Third Printing: January 2024

Amended Twenty-Fourth Printing: January 2025

Section 1: KANSAS AREA ASSEMBLY & COMMITTEE

A. Kansas Area Assembly is composed of General Service Representatives (GSRs), District Committee Members (DCMs), elected Area Officers, and appointed and approved Area Standing Committee Chairpersons.

B. Area Standing Committee Chairpersons - Chairpersons of Accessibilities, Cooperation with the Professional Community (CPC), Corrections Facilities (CFC), Chronicler, Grapevine, Grape Free Press Editor (GFP), Public Information (PI), Treatment Facilities, Literature, Registrar, Website Chair, and AI- Anon Liaison (non-voting member) shall be appointed by the Area Chairperson, then approved or disapproved by the January Area Assembly

1. General Duties

- a. The service duties of the Area Officers and Standing Committee Chairpersons shall become effective on January 1 following their election or appointment
- b. All outgoing service officers shall work with their incoming counterparts to assure the smooth transfer of duties, materials and responsibilities
- c. The Kansas Area Assembly meets in January and July of each year
- d. The Area Assembly meeting is a closed meeting of Alcoholics Anonymous. This will be announced at the beginning of all Area Assembly meetings by the Area Chairperson
- e. Any other monies necessary for any committee for any reason must be approved by 2/3 majority vote of the Area Assembly
- f. All monies *received from* or *given to* the Area Treasurer shall be accounted for in a report to the Area Assembly and Area Committee at each quarterly meeting. A copy of the transaction will be given to the Area Treasurer

C. Kansas Area Committee is composed of District Committee Members (DCMs), Area Officers, and Area Standing Committee Chairpersons.

1. The **purpose** of the Kansas Area Committee is to help the Area Chairperson set the agenda for the next Assembly and to give the District Committee Members time to inform and discuss matters with the Groups in their District before voting on these items at Assembly.
2. The Kansas Area Committee meets in April and October of each year
3. The Kansas Area Committee meeting is an open meeting of Alcoholics Anonymous
4. The Area Chairperson or Area Delegate may call a special meeting of the Area Committee at any time for a specific purpose

D. Procedure for changes to the Kansas Area Service Guidelines

1. Proposed changes to the Kansas Area Service Guidelines require a 2/3 majority vote for approval.
2. Proposed changes to the Guidelines should not be voted on at the same Assembly in which they are introduced.
3. Proposed changes to the Guidelines should be submitted in writing to the Area Chairperson.
4. If a change is submitted to the Area Chairperson in time to be included on the agenda for the next Assembly, the Assembly will discuss the item and vote, by simple majority, on whether to submit the proposed change to the Area 25 groups, and will be approved or disapproved at the next Assembly.
 - a. The Area Chairperson will have the discretion to delay consideration of the item beyond the next Assembly if the agenda already has numerous items, or if the proposed change is not submitted in a timely manner.
 - b. If a proposed change is introduced from the floor at an Assembly, the same procedures apply. The proposed change should be in writing. At the next Assembly meeting, the Assembly will vote, by simple majority, whether to submit the proposed change to the groups. At the following Assembly meeting, the Assembly will vote on whether to approve the changes.

5. If the Assembly votes to submit the proposed change to the Groups, the DCMs and GSRs will discuss the changes within their districts and groups to determine the group conscience before the next Assembly.

E. Sources of Agenda Items

1. The Area Chairperson prepares the Agenda for the Area Assembly. (Section 4(G)). The Chairperson prepares the agenda with input from the Alternate Chairperson and the Area Committee. (Section 1(C); 4(G); 4(H)).
2. Usually, an agenda item is discussed and introduced by the Area Committee, but sources of Agenda items can include suggestions from individual AA members, GSRs, DCMs, committees, the Delegate/Alternate Delegate, and other trusted servants.
3. In keeping with Concept III's Right of Decision, the Area Chairperson may, in her or his discretion, choose to delay placing an item on the next Agenda to avoid placing too many items on an Agenda, or to refer the item to an appropriate committee or create an ad hoc committee, or take other appropriate action prior to placing the item on the agenda. This discretion should not be used to stifle the group conscience or to prevent debate, but rather to ensure these items are given appropriate consideration as well as ensuring orderly Assembly meetings.

Section 2: VOTING MEMBERS OF KANSAS AREA ASSEMBLY

A. Voting Members of Kansas Area Assembly

1. General Service Representatives (GSRs)
2. Alternate General Service Representatives (Alt GSRs) (vote in absence of GSR)
3. District Committee Members (DCMs)
4. Alternate District Committee Members (Alt DCMs) (vote in absence of DCM)
5. Delegate
6. Alternate Delegate
7. Area Chairperson
8. Area Alternate Chairperson
9. Secretary
10. Alternate Secretary (votes in absence of Secretary)
11. Treasurer
12. Alternate Treasurer (votes in absence of Treasurer)
13. Accessibilities Chairperson
14. Chronicler
15. Cooperation with the Professional Community Chairperson (CPC)
16. Correctional Facilities Chairperson (CFC)
17. Grape Free Press Editor (GFP)
18. Grapevine Chairperson (GVR)
19. Literature Chairperson
20. Public Information Chairperson (PI)
21. Registrar
22. Treatment Facilities Chairperson
23. Website Chairperson
24. Conference Chairperson (Current Year)

Section 3: KANSAS AREA ASSEMBLY ELECTIONS

A. Election Procedures

1. Elections for Area Officers will be held at the July Area Assembly in *odd numbered* years
2. Elections for Delegate, Alternate Delegate, Chairperson, and Alternate Chairperson candidates shall be either a present or past member of the Area Committee
3. Candidates for election to Secretary, Alternate Secretary, Treasurer and Alternate Treasurer may be from the entire Kansas Area Assembly
 - a. All elections shall be by 2/3 majority vote by written (secret) ballot. Election procedures will be as set forth in the current AA Service Manual, under Third Legacy procedures
 - b. No officer on the Kansas Area Committee can be elected or appointed to succeed him/herself

- in the same office: exception – if they are fulfilling the unexpired term then they are eligible for election for the next full term
- c. “In the spirit of service rotation, no person shall be elected or appointed for more than one (1) term with the exception as noted previously
 - d. There will be NO proxy votes
 - e. Prior to nominations for each elected service office, the duties for that service office will be read from the Kansas Area Assembly Service Structure Guidelines
 - f. Nominees may either present a statement of acceptance of nomination or have a statement of acceptance read to the Area Assembly prior to the vote for the position in question
 - g. A quorum shall consist of voting members present
 - h. Any vacancy of an *appointed* Standing Committee Chairperson shall be filled by appointment by the Area Chairperson and approved by the Area Assembly
 - i. Any vacancy of an *elected* Area Officer shall be filled by the Alternate and the Alternate replaced by election at the next Area Assembly meeting
4. The Area Chairperson shall announce at the beginning of all Area Assembly meetings the separation and seating of voting and non-voting members

Section 4: SPECIFIC DUTIES OF AREA ASSEMBLY & COMMITTEE

A. General Service Representative (GSR)

1. A GSR has the job of linking his/her Group with A.A. as a whole
2. GSRs represent the voice of the Group conscience by reporting the Group's thoughts to the District Committee Member (DCM) and to the Area Delegate, who passes them on to the Area Assembly and on to the General Service Conference
3. Is responsible for bringing back to the group any Conference Actions and Area Assembly actions that affect A.A. unity, health and growth
4. The GSR's duties are outlined in detail in the A.A. Service Manual; please read your manual for more information
5. Elected by the AA Group for a two (2) year term

B. Alternate General Service Representative (Alt GSR)

1. The Alt GSR is encouraged to assist, participate and share in the responsibilities of the GSR, attending District and Area meetings when feasible
2. Assumes *all* responsibilities of the GSR, including voting, in the absence of the GSR
3. The Alt GSR's duties are outlined in detail in the A.A. Service Manual; please read your manual for more information
4. Elected by the AA Group for a two (2) year term

C. District Committee Member (DCM)

1. The DCM is an essential link between the Group GSRs and the Area Delegate to the General Service Conference of Alcoholics Anonymous
2. As leader of the District Committee made up of GSRs in their District, the DCM should be informed of the *group conscience* of that District
3. As a member of the Area Committee, he/she is able to pass on the district's thinking to the Area Delegate and to the Area Committee and Area Assembly
4. The DCM's duties are outlined in detail in the A.A. Service Manual; please read your manual for more information
5. Elected by the District for a two (2) year term

D. Alternate District Committee Member (Alt DCM)

1. The Alt DCM is encouraged to assist, participate and share in the DCM's responsibilities at District and Area meetings
2. The Alt DCM is a backup for the DCM and steps in if the DCM resigns or is unable to serve for any reason
3. Assumes *all* responsibilities of the DCM, including voting, in the absence of the DCM
4. The Alternate DCM's duties are outlined in detail in the A.A. Service Manual; please read your

- manual for more information
5. Elected by the District for a two (2) year term

E. Delegate

1. Qualifications as outlined in the current *A.A. Service Manual*, with additions to meet the needs of the Kansas Area Assembly. Qualifications include:
 - a. Several years of active participation in local and Area affairs is recommended
 - b. Is available for annual General Service Conference, and all efforts before and after
 - c. Five or six years of continuous sobriety
 - d. The ability to make and take suggestions, and be open-minded
 - e. Experience in chairing meetings, and familiarity with the 12 Traditions and 12 Concepts.
 - f. The Delegate's duties are outlined in detail in the *A.A. Service Manual*; please read your manual for more information
 - g. Elected for a two (2) year term *by the Area Assembly*
 - h. Is responsible for sending out the Preliminary Agenda for the GSC to Area Committee and Past Delegates
 - i. Is responsible for sending out the Quarterly Board Reports from GSO to Area Committee and Past Delegates

F. Alternate Delegate

1. He or she will fill the unexpired term of Delegate if that person is unable to complete the term.
2. Is a member of the Area Conference Committee, as well as Chairperson of the Area Audit Committee
3. Will work with the Alternate Chairperson in coordinating duties of all Standing Committees
4. Is a member of the Area Re-Districting Committee
5. The Alternate Delegate's duties are outlined in detail in the *A.A. Service Manual*; please read your manual for more information
6. Elected for a two (2) year term *by the Area Assembly*

G. Chairperson

1. Sets the time and location of the Area Assembly meetings as approved by the Area Assembly
2. Fills appointed service positions for approval at the January Area Assembly meeting following election Assembly
3. Chairs the Area Assembly and Area Committee Meetings
4. Helps prepare the agenda no later than six weeks after the Area Assembly and Committee Meetings with Alt. Chairperson
5. Conducts elections and employs the assistance of past delegates in the election process
6. Implements and further develops the committee process for the purpose of conducting the business of the Area Assembly; i.e. Ad Hoc Committees
7. Reserves the right to sit on all Ad Hoc Committees
8. Area Chairperson is a member of the Area Conference Committee, Budget Committee. Area Chairperson serves as Kansas Area Assembly of Alcoholics Anonymous, Inc. (KAAAAI) Board Chairperson.
9. Signs all contracts relating to Area 25
 - a. KAAAAI Board Chairperson also signs contracts for meeting rooms for Area Assembly and Committee Meetings
10. Is responsible for inviting the SW Regional Trustee to the Election Assembly
11. Is responsible for having the Area Manuals assembled and available to Area Committee, GSR's and Past Delegates at Assemblies and Committee meetings
12. The Chairperson's duties are outlined in detail in the *A.A. Service Manual*; please read your manual for more information
13. Elected for a two (2) year term *by the Area Assembly*

H. Alternate Chairperson

1. Will assume all duties of the Area Chairperson in his/her absence
2. Coordinates all Standing Committees and workshops
3. Arranges the seating at Area Assembly meetings by Districts
4. Helps prepare the Agenda for the Area Assembly and Committee Meetings with Chairperson

5. Is a member of the Area Re-Districting Committee
6. Negotiates contracts for meeting rooms for Area Assembly and Area Committee meetings.
7. The Alternate Chairperson's duties are outlined in detail in the *A.A. Service Manual*; please read your manual for more information
8. Elected for a two (2) year term *by the Area Assembly*

I. Secretary

1. Takes minutes of the Area Assembly meetings and Area Committee meetings.
2. Keeps mailing list current.
3. Acts as secretary on any Ad Hoc committees.
4. Reads only the business portion of the minutes of the last Area Assembly to the current Assembly
5. Area Secretary is on the KAAAAI Board
6. The Secretary's duties are outlined in detail in the *A.A. Service Manual*; please read your manual for more information
7. Elected for a two (2) year term *by the Area Assembly*
8. Sends draft of Assembly and Committee meeting minutes to GFP editor and Web Chair within 2 weeks following the meeting.
9. Prints, collates and assembles the Area Service Manuals for distribution.
10. Updates Area Service manual as needed.
11. Provides registration forms for members attending Area Assembly and Area Committee meetings, designating voting members.
12. Prepares ballots for elections.

J. Alternate Secretary

1. Assists the Area Secretary in fulfilling all the above duties as needed
2. Will assume all duties of the Area Secretary in his/her absence
3. Maintain and update the Motions Book of all Motions made at the Area Assemblies. Have Motions Book Available at all Area Assemblies and Committee meetings for reference
4. Is a member of the Area Re-Districting Committee
5. The Alternate Secretary's duties are outlined in detail in the *A.A. Service Manual*; please read your manual for more information
6. Elected for a two (2) year term *by the Area Assembly*

K. Treasurer

1. Area Treasurer should be a careful guardian of Area funds preventing extravagant outlays of Committee monies, and to ensure reimbursements are in accordance with the Area 25 guidelines
2. Area Treasurer shall be bonded and is a member of the KAAAAI Board
3. The bank signature card will be signed by the following: Area Treasurer, Alternate Treasurer, Area Chairperson, Alternate Chairperson and Area Conference Chairperson. All Area Assembly checks will require two signatures with one of those being the Area Treasurer or Alternate Treasurer
4. Passes the basket at Area Assembly and Area Committee meetings
5. Works with appointed members of the Audit and Budget Committees
6. Gives a quarterly report on financial condition of the Area Assembly
7. Reminds the Area Assembly that it traditionally contributes to GSO on a quarterly basis
8. Area Treasurer is a member of the Area Conference Committee, KAAAAI Board, and the Budget Committee
9. The Treasurer's duties are outlined in detail in the *A.A. Service Manual*; please read your manual for more information
10. Maintain post office box and pick up mail weekly or as needed. The Area Treasurer and Area Chair will have a key to the Area post office box
11. Record contributions received in P.O. Box, (Group, District, Town, & Address) Deposit in Area 25 Bank account weekly
12. Email monthly contributions report to the Alternate Treasurer for Thank You notes to be sent
13. All Area financials are to be kept in our Online QuickBooks platform and maintained by Area Treasurer and CPA
14. Maintain bank checking account, money market account, and reconcile these accounts monthly. All income and expenses should be entered by the last day of each month so reconciliation can

- be complete within the first week of the following month
15. Confirm CPA has all necessary documentation for financials and that the monthly reconciliation is complete a week prior to when Quarterly Reports are to be published
 16. Be able to explain all items in depth and answer all questions from both the KAAAAI Board as well as the Area Assembly regarding finances and reporting
 17. Keep Area 25 financials separate from the Area Conference financial and report them separately
 18. Make certain that annual 990 form and the filing of the 990 is complete in accordance with the IRS (CPA files annual 990)
 19. Make certain all reports are available to KAAAAI Board and Area Assembly in printed form quarterly
 20. Once the Financial Report has been approved by the Area, they are sent to the Web Chair to be posted under Document Library
 21. Once the Audit Committee Report has been approved by the Area, all financial documents are to be taken to storage and any financial documents older than 5 years will be destroyed
 22. Be on site at Area Committee meetings and Area Assembly meetings thirty minutes prior to start and thirty minutes after the close of these meetings
 23. Be on site at Area Conference in accordance with Conference guidelines:
 - a. Provide seed money to Conference Registrar
 - b. Collect proceeds from Committee chairs during the Conference
 - c. Utilize a second person when counting money at conference to ensure accuracy
 - d. Reimbursements for Host and Guests are to be issued to them by the close of the Conference
 - e. Deposit money in Area bank account on Saturday morning to limit financial exposure
 24. Check expense vouchers for accuracy and make certain the reimbursement matches Area 25 Guidelines for reimbursement before signing off and making payment
 25. Maintain proper recording of all expenses
 26. Prepare and send reimbursement checks to member(s) weekly
 27. Expenses are not to exceed approved budget unless: a) Assembly has approved, OR b) The Area Treasurer and Area Chair are in agreement disbursement must be made. This action must be reported in the next financial report to the Area
 28. All deposits and disbursements must be recorded in QuickBooks by December 31st of the current year for final year end reconciliation. No expenses are to be carried over to the next year without the Area Assembly's approval
 29. Elected for a two (2) year term *by the Area Assembly*

L. **Alternate Treasurer**

1. Alternate Treasurer will assist the Area Treasurer in fulfilling all of the above duties
2. Will assume *all* duties of the Area Treasurer in his/her absence
3. The Alternate Treasurer's duties are outlined in detail in the *A.A. Service Manual*; please read your manual for more information
4. Prepare and send Thank you Notes for all 7th Tradition contributions received by the Area (i.e. members, groups, districts or area events)
5. Elected for a two (2) year term *by the Area Assembly*

M. **Accessibilities Chairperson & Committee**

“While there are no special alcoholics, there are alcoholics who face additional personal barriers to accessing the A. A. message.” It is our goal to ensure that all alcoholics are able to receive the experience, strength, and hope inherent in the message of Alcoholics Anonymous.

1. The Committee's **purpose** is to facilitate the ability of Alcoholics, who have difficulties in receiving the message of Alcoholics Anonymous due to accessibility issues, to access the message and the fellowship.
2. The Accessibilities Committee will be composed of the following:
 - a. Accessibilities Chairperson appointed by the Area Chairperson and approved by Area Assembly.
 - b. DCMs chosen by lot and appointed to the Accessibilities Committee
 - c. District Accessibilities Chairpersons.
 - d. Other AA members interested in serving on the Accessibilities Committee.
 - e. Secretary, Co-Chairperson and any subcommittee members appointed by the Accessibilities

Chairperson.

3. A.A. members with accessibility challenges include, but are not limited to, persons who are blind or visually impaired, deaf or hard of hearing, chronically ill or homebound, physically disabled, developmentally delayed, senior, youth, non-English speaking, persons with learning differences, those with closed head injury and persons with mental health issues.
4. The Accessibilities Committee will meet at the regularly scheduled Area Committee and Area Assembly meetings as well as other times as the Accessibilities Committee or subcommittees determine necessary.
5. The Committee maintains financial records, as well as records of meetings and activities, which will be provided to the Area Assembly for review and approval.
6. The Accessibilities Committee will seek to improve access to AA:
 - a. By increasing awareness of the ways individuals may face barriers to access at meetings and groups;
 - b. By encouraging discussion of accessibilities issues at groups, districts, and the Area; and
 - c. By becoming informed of accessibilities issues and resources, and educating groups and members in Area 25 of those issues and resources.
7. Specific objectives and quantifiable goals will be maintained and reviewed every two years. Current goals and objectives are as follows:
 - a. To support district-level Accessibilities committees.
 - b. To develop and facilitate Accessibilities workshops and presentations throughout Area 25.
 - c. To create and update an informational display for use at Area Assembly, the Kansas Area Conference, and other events in Area 25 as requested.
8. Interpretation Equipment Guidelines
 - a. The AC Chairperson will be responsible for the care, storage, and maintenance of the interpretation equipment.
 - b. The AC Chairperson will ensure that the interpretation equipment is available for all Area 25 Assemblies, Area 25 Committee Meetings, and the Area 25 Conference.
 - c. The interpretation equipment will be available for use for Area 25 Area Committee events, Inter-District events, District events, and Group events, subject to availability.
 - d. The interpretation equipment will be available for use for SWRAASA and the Southwest Regional Forum, subject to availability.
 - e. Requests for using the interpretation equipment are limited to the Area 25 Delegate, Alt. Delegate, Chairperson, Alt Chairperson, Area Committee Chairs, Area Conference Chair, and DCMs. (Groups wanting to use the interpretation equipment for group events will make that request through their DCM).
 - f. Requests for using the interpretation equipment will be presented to the AC Chairperson not more than six months in advance and not less than three months prior to the scheduled date of the event.
9. Committee budget to be used for travel and other committee expenses, including SWRAASA and/or Regional Forums

N. Chronicler & Archives Committee

1. The Area Chronicler & Archives Committee will be composed of the following:
 - a. Area Chronicler appointed by the Area Chairperson and approved by Area Assembly
 - b. District Chroniclers / Archivists
 - c. DCMs drawn by lot and assigned to Chronicler & Archives Committee
 - d. Any other AA member interested in serving on the Chronicler & Archives Committee
2. Archival materials will be stored at a location determined by the Chronicler with the approval of the Area Chairperson
3. Duties of the Chronicler include but are not limited to the following:
 - a. Maintain and catalog the items which pertain to the history of Kansas Area Assembly and KAAAAI Board, including:
 1. Minutes of any and all Area meetings including KAAAAI Board meetings
 2. Group histories---These are to be kept in chronological order and one (1) time per year the Chronicler will copy and distribute one-fourth (1/4) of the Group histories in a suitable form to allow the Group to make corrections and additions. Thus, all Groups will have the opportunity to update their histories over a four (4) year period
 3. Grape Free Press editions also will be maintained and cataloged
 - b. Educate and assist Districts and Groups with the maintenance of their histories and other

- archival materials
- c. Report quarterly to Area Assembly and Area Committee on the activities of the Chronicler & Archives Committee
- d. Prepare and maintain a current and confidential list of Chronicler & Archives Committee members
- e. Committee budget to be used for travel and other committee expenses, including SWRAASA and/or Regional Forums

O. Cooperation with the Professional Community & Committee (CPC)

1. The **purpose** of the CPC Committee is to provide information about A.A. to those that have contact with alcoholics through their profession in order to reach the still suffering alcoholic.
2. The CPC Committee is composed of the following:
 - a. CPC Chairperson appointed by the Area Chairperson and approved by Area Assembly
 - b. District CPC Chairpersons
 - c. DCMs chosen by lot and assigned to CPC Committee
 - d. Any other AA member interested in serving on the CPC Committee
3. The CPC Chairperson's responsibilities include but are not limited to:
 - a. Working with Area Committee to understand and perform CPC purpose and serve as a CPC contact person
 - b. Report activities and other information to the CPC Committee and Area Assembly
 - c. To give presentations on request to AA's or professionals or find local CPC representatives to give said presentations
 - d. To fulfill other duties as outlined in the AA Guidelines – Cooperation with the Professional Community
4. The Area CPC Committee's responsibilities include but are not limited to:
 - a. Work with other alcoholics in CPC work
 - b. Fulfill the purpose of Area CPC
 - c. Attend and participate at Area Assembly (twice a year) and Area Committee meetings (*twice a year*).
 - d. Committee budget to be used for travel and other committee expenses, including SWRAASA and/or Regional Forums

P. Correctional Facilities Chairperson & Committee (CFC)

Remember always; These suggestions are based on "that which experience has taught us." It is the intention of your CFC Committee, through these suggestions, to simplify and unify the procedure for those who are interested and participating in this type of 12th Step work. Of necessity, our committee is organized in an endeavor to avoid confusion and duplication of effort.

1. The only **purpose** of the Kansas Area Corrections Committee is to carry the message of Alcoholics Anonymous to the alcoholic who is confined. The activities of this Committee are based on and governed by the Twelve Traditions of AA. Our primary activities are to:
 - a. Take AA meetings into Correctional Facilities
 - b. Provide AA conference approved literature from Yellow Can contributions
 - c. Provide corresponding contacts and pre-release contacts for inmates
2. The **Policy** of the Kansas Area Corrections Committee includes but is not limited to:
 - a. Meet a minimum of four (4) times a year at Area Assemblies and Area Committee meetings. Additional meetings may be held at the discretion of the Area Corrections Committee.
 - b. It is the expressed desire of this Committee that all persons with specific assignments and responsibilities have a minimum of two (2) years continuous and current sobriety.
 - c. That all AA volunteers abide by the sobriety requirements of the correctional facility; for those correctional facilities with no stated sobriety requirements, it is suggested that any AA volunteer have one (1) year of continuous and current sobriety (no slips), or be accompanied by someone with at least one (1) year of continuous and current sobriety. It is also the responsibility of the AA Facility Contact to remove any person who violates this policy or any facility policy from the AA clearance list. They will notify the Facility Program Director (official responsible for the clearance), AA meeting contacts, District CFC Chairperson, Area CFC Chairperson, and the person being removed from the clearance list.
 - d. This is a service Committee and our responsibility has many facets, most important of which are:

1. To the inmate group or meeting within the facility
2. To the facility; Courteous acceptance and compliance with its wishes and regulations
3. To the fellowship of Alcoholics Anonymous; Conducting ourselves in a manner above reproach to ensure that we will not say or do anything that will reflect unfavorably upon the CFC Committee or AA as a whole
4. To report to the Area Assembly and other Area service meetings on the activities of the Corrections Committee and the Yellow Can Fund
- e. Since our public relations policy is one of attraction rather than promotion, even though our efforts are made to offer our services to these facilities, we serve these facilities at the *invitation* of the administration, ever conscious of the admonition, “cooperation not affiliation”
- f. As members of this Committee, we cannot and do not speak for AA. Each of us who participate though is an “automatic” representative of Alcoholics Anonymous. We maintain our sobriety through adherence to the program embodied in our Twelve Steps of recovery and try to practice these principles in “all of our affairs”. In view of this we will:
 1. Refrain from using profanity, unrelated and off-color jokes, prolonged monologues of drunk stories and other types of self-indulgences
 2. Respect full anonymity of inside members at all times
 3. Obey all rules and regulations as outlined by the facility’s administration
 4. Not intercede on behalf of any individual or group of individuals affected by the decisions of the facility administration
 5. Not engage in any controversy over management, treatment of personnel and inmates, being ever mindful of the single purpose of the CFC Committee
 6. Not give anything to or receive anything from an inmate (*nothing in – nothing out*)
3. **Yellow Can Contributions Provide:**
 - a. AA Conference approved literature only to those confined in Correctional Facilities
 - b. Funding for distribution costs for Yellow Can operations (i.e. postage, post office box rent, mailing supplies, new cans, or phone calls that are not “Area related”)
 - c. It is the intent of the Area Corrections Committee to be fully self-supporting through Yellow Can contributions.
 - d. *No Yellow Can funds are to be used for any Correctional Committee member’s personal expenses*
 - e. Contribution checks or money orders should be made payable to the Yellow Can Fund and all Yellow Can contributions are to be sent to the Area Corrections Secretary/Treasurer (include your group and District numbers on all correspondence)
4. **Organizational Structure of the Kansas Area Corrections Committee**
 - a. Correctional Facilities Chairperson (appointed by the Area Chairperson and approved by the Area Assembly)
 - b. Secretary/Treasurer
 - c. Correctional Facilities Conference Chairperson
 - d. Correspondence and Pre-release Contact Chairperson
 - e. District CFC Chairpersons
 - f. DCMs chosen by lot and appointed to Corrections Committee
 - g. Any other AA member interested in serving on the Corrections Committee

Note: Above items b., c., and d. are appointed by the Area Corrections Chairperson and approved by the Area Corrections Committee

5. **Corrections Committee Position Descriptions**
 - a. Chairperson
 1. Coordinates all Kansas Area Corrections activities
 2. Coordinates formation of Ad Hoc Committees as needed
 3. Calls and chairs all Corrections Committee meetings
 4. Maintains the literature inventory
 5. Disburses literature and approved audio and video tapes to AA facility contacts
 6. Orders literature from AA World Services (AAWS) and AA Grapevine
 7. Manages Corrections Facility Committee
 8. Provides a quarterly literature inventory and disbursements and financial report to the Area Assembly and Area Committee
 9. Is appointed by the Kansas Area Chairperson and then approved by the Area Assembly

(It is suggested that the Corrections Chairperson have a strong working knowledge of Corrections)

10. To fulfill other duties as outlined in the AA Guidelines – Corrections
11. Committee budget to be used for travel and other committee expenses, including SWRAASA and/or Regional Forums
- b. Secretary / Treasurer
 1. Records and distributes minutes of Corrections Committee meetings
 2. Receives all contributions made to the Yellow Can Fund (i.e. individual, groups, and other sources such as conferences and general meetings) and provides written receipts of all contributions
 3. Ensures that Yellow Can funds are used only for the purchase and distribution of AA Conference approved literature for inmates in Correctional facilities
 4. Maintains proper records of contributions and disbursements, paying all authorized obligations
 5. Submits quarterly and year-end financial reports, including contributions by group and district to the Area Corrections Chairperson
 6. It is suggested that the Secretary / Treasurer have a minimum of four (4) years of current and continuous sobriety
- c. Corrections Conference Chairperson
 1. Serves for one (1) year
 2. Provides an exchange of information between AA members and Corrections related professionals
 3. Organizes and conducts the Kansas Area Corrections Conference (to be held in March)
- d. Correspondence & Pre-release Contact Chairperson
 1. Provides outside AA contacts to correspond with inmates and maintains records
 2. Coordinates efforts to pair pre-released inmates with outside AA volunteers
 3. Encourages the AA volunteers to assist the newly released inmates in attending AA meetings

Q. Grape Free Press Editor & Committee (GFP)

1. **THE GRAPE FREE PRESS EDITOR:** The duties are as follows:
 - a. Prepares a copy-ready edition of the Grape Free Press; coordinates with Web Chair to post anonymity-protected edition on Area 25 website; and the Area Secretary for electronic distribution.
 - b. Works with DCMs to provide hard copies to members with limited access to technology.
 - c. Invites members of Area 25 A.A. to submit information to the GFP Editor including, but not limited to: group and district events, news, meeting information, memorials for A.A. members who have passed away, service stories, and sobriety birthdays for three (3) months prior to the current publishing date.
 - d. Gives a quarterly report to Area Assembly and Area Committee.
 - e. Collects information for the newsletter while at Area Assembly and Area Committee meetings, such as flyers for activities, and asks members to contribute information and articles to the GFP.
 - f. Meets with the GFP Committee at Area Assemblies and Area Committee meetings.
 - g. Create the Wrap Sheet after Area Assemblies and Committee Meetings and submit it to the Area Web Chair for posting on Area website and Area Secretary for electronic distribution not more than 14 days after Area Assemblies and Committee meetings. The Wrap Sheet is a brief summary of the highlights of the Assembly or Committee meetings.
 - h. The Grape Free Press may be distributed by email to current Area 25 email distribution list.
 - i. Committee budget to be used for travel and other committee expenses, including SWRAASA and/or Regional Forums
2. **THE GRAPE FREE PRESS Committee** shall be composed of the following:
 - a. The GFP Editor.
 - b. One District GFP Chairperson from each District in Area 25, if available.
 - c. DCMs chosen by lot and assigned to the GFP Committee.
 - d. Any other AA member interested in serving on the Grape Free Press Committee.
3. Each edition of the Grape Free Press will contain information from the Area Chairpersons, Area Officers, Districts, and Groups, as well as other information that is relevant to the Area Assembly. The disclaimer is as follows:

- a. "The Grape Free Press is a newsletter published by the Kansas Area 25 Assembly for the members of Alcoholics Anonymous. It is about, by, and for members of the A.A. Fellowship. Opinions expressed herein or articles published are not to be attributed to Alcoholics Anonymous, nor imply endorsement by A.A. or the Grape Free Press. Please respect the anonymity of persons whose names are published in the newsletter. This is a communication within the fellowship of A.A. where the use of full names is encouraged. The deadline for information is the 1st day of the publishing month. Publishing dates are the 20th day of March, June, September and December."
- b. The Statement of Purpose and Disclaimer Guidelines will be published in each issue of The Grape Free Press, unless the GFP Editor and the GFP Committee approves any changes.

R. Grapevine Chairperson & Committee (GVR)

1. The **purpose** of the GVR is to make sure the Area Assembly is aware of the Grapevine and the enhancement to sobriety it offers
2. The Grapevine Committee will be composed of the following:
 - a. Grapevine Chairperson appointed by the Area Chairperson and approved by Area Assembly
 - b. District Grapevine Representatives
 - c. DCMs chosen by lot and assigned to the Grapevine Committee
 - d. Any other AA member interested in serving on the Grapevine Committee
3. Will maintain an inventory of all available Grapevine materials for the purpose of ordering only and have it available for display of these materials at Area Assembly meetings, Area Committee meetings and the Kansas Area Conference
 - a. The display will include all books, publications and audio tapes, but will not include calendars at this time
 - b. The display will be able to be sent by mail and available to any group, district or Area function. The cost of shipping will be incurred by those requesting the display. Any lost or stolen or misplaced materials are expected to be replaced by the committee requesting the display to be shipped to them
4. Makes a quarterly report to the Area Assembly and Area Committee
5. Coordinates with District GVRs in making the Grapevine available to the fellowship as a whole
6. Committee budget to be used for travel and other committee expenses, including SWRAASA and/or Regional Forums

S. Literature Chairperson & Committee

"Experience indicates that a thorough knowledge of A.A. literature is a way to assure that our primary purpose remains the focus for successful A.A. groups and members. The Literature Committee can be a part of the solution by emphasizing our books, pamphlets, videos and service materials"

1. The Literature Committee shall be composed of the following:
 - a. Literature Chairperson appointed by the Area Chairperson and approved by Area Assembly
 - b. One District Literature Chairperson from each District in Area 25
 - c. DCMs chosen by lot and assigned to the Literature Committee
 - d. Any other AA member interested in serving on the Literature Committee
2. The Literature Chairperson shall:
 - a. Have the responsibility of maintaining for groups, districts and Area 25 a current informational display containing a prudent and minimal sample reserve of suggested AAWS books, pamphlets and new media technologies in English and/or Spanish, with such purchase costs approved by the Assembly.
 - b. Instructs Districts and / or Groups and Area on how to order any Alcoholics Anonymous World Services (AAWS) materials
 - c. Maintain a supply of Service Manuals for sale at Assembly and Committee Meeting in English and Spanish.
 - d. Considers suggestions regarding proposed additions to and changes in all AAWS Conference- approved materials
 - e. Stays in touch with Literature Chairperson at GSO to keep informed on AA Literature changes
 - f. Attends Area Committee and Area Assembly and Area Conference meetings and reports quarterly to Area Assembly and Area Committee
 - g. Chair Literature Committee Meetings at Area Assembly and Area Committee

- h. Fulfills any other duties as outlined in the A.A. Guidelines - Literature Committees
- i. Committee budget to be used for travel and other committee expenses, including SWRAASA and/or Regional Forums

T. Public Information Chairperson & Committee (PI)

"In all public relationships, AA's sole objective is to help the still-suffering alcoholic. Always mindful of the importance of personal anonymity, we believe this can be done by making known to the still-suffering alcoholic, and to those who may be interested in their problem, our own experience as individuals and as a fellowship in learning to live without alcohol."

1. The **purpose** of the PI Committee is to carry the AA message to the alcoholic who still suffers. Working together, members of the PI Committee convey AA information to the general public, including the media
2. The Area Public Information Committee shall be composed of the following:
 - a. Public Information Chairperson appointed by the Area Chairperson and approved by Area Assembly
 - b. District Public Information Chairpersons
 - c. The DCMs chosen by lot and assigned to the Public Information Committee
 - d. Any other AA member interested in serving on the PI Committee
3. The PI Chairperson's responsibilities include but are not limited to:
 - a. Reports quarterly on Public Information activities and other information to the PI Committee and to Area Assembly and Area Committee
 - b. Works with Area PI Committee to understand and perform PI purpose and serves as the Public Information contact for Area 25 to the General Service Office
 - c. Coordinates and works with District PI chairs in their efforts to carry the AA message and helps ensure that PI in Area 25 follows our tradition of "attraction rather than promotion"
 - d. Fulfills other duties as outlined in the AA Guidelines – Public Information
 - e. Committee budget to be used for travel and other committee expenses, including SWRAASA and/or Regional Forums

U. Registrar

1. Maintains records of all groups in Area, including group names, meeting locations, times, and GSR or other group contact information.
2. Responsible for maintaining names, addresses, email addresses, and phone numbers of GSRs, DCMs, district and area officers, and area committee members.
3. Maintains the confidential roster for publication each January. The roster will be transmitted to the Secretary or Alternate Secretary for publication after the January Assembly.
4. Provides updated mailing addresses and email lists to the Area Secretary, Web chair, and Area Conference chair.
5. Expedites registration of groups with the General Service Office.
6. Committee budget to be used for travel and other committee expenses, including SWRAASA and/or Regional Forums

V. Treatment Facilities Chairperson & Committee

1. The **purpose** of the Kansas Area Treatment Facilities Committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in Treatment Facilities, and to set up means of "Bridging the Gap" from the facility to an A.A. group in the individual's community
2. The Treatment Facilities Committee shall be composed of:
 - a. Treatment Facilities Chairperson appointed by the Area Chairperson and approved by the Area Assembly
 - b. DCMs chosen by lot and appointed by the Area Assembly to the Treatment Facilities Committee
 - c. District Treatment Facilities Chairpersons
 - d. Any other AA member interested in serving on the Treatment Facilities Committee
3. The Treatment Facilities Chairperson shall:
 - a. Coordinate scheduling of group meetings into facilities wherever desired
 - b. Encourage distribution of A.A. literature to facilities only upon the request or in cooperation with the A.A. contact person to these specific facilities

- c. Inform committees how to order and distribute literature to facilities
 - d. Report quarterly to the Area Assembly and Area Committee on the activities of the Treatment Facilities Committees
 - e. Prepare and maintain a current confidential contact list for facility use
 - f. Stand as the "Bridging the Gap" Coordinator for Area 25
 - g. Fulfill any other duties as outlined in the *A.A. Guidelines - Treatment Facilities Committees, Treatment Facilities Kit* and *Treatment Workbook*
 - h. Committee budget to be used for travel and other committee expenses, including SWRAASA and/or Regional Forums
4. No books, videos or audio tapes shall be furnished by the Area Assembly to treatment facilities

W. Website Chairperson

"The ks-aa.org or kansas-aa.org domains will both resolve to the only official website of the Kansas Area 25 Assembly. This website is neither endorsed nor approved by Alcoholics Anonymous World Services, Inc. It is a service provided solely by the Kansas Area Assembly Alcoholics Anonymous Inc."

1. The **purpose** of the website is to help the still suffering alcoholic establish direct face-to-face contact with AA, to provide accurate, general information about AA to current members, the general public, professionals, and the Media, to facilitate the communication of services and activities provided by Area 25, and to foster and encourage participation at the individual, group, and district level.
2. The Website Committee will be composed of the following:
 - a. The Website Chair appointed by the Area Chairperson and approved by the Area Assembly.
 - b. The Alternate Website Chair appointed by the newly approved Website Chair.
 - c. DCM's chosen by lot and assigned to the Website Committee.
 - d. Any other AA member interested in serving on the Website Committee.
3. The Website Chairperson's responsibilities include but are not limited to:
 - a. Appoints the Alternate Website Chairperson for the term.
 - b. Training of the Alternate Website Chairperson on all the duties of the Website Chairperson.
 - c. Registers domain names, ks-aa.org and kansas-aa.org for the current operating year.
 - d. Selects a professional Hosting site with a static Internet Provider address and pays the web hosting service annually.
 - e. Submits an annual budget request to the Area Chairperson prior to the annual review for the Area 25 budget.
 - f. Maintains accurate meeting list information. The Website is designed to allow the Web Chair and the Registrar to make routine corrections and changes.
 - g. Committee budget to be used for travel and other committee expenses, including SWRAASA and/or Regional Forums
 - h. Ensures the Standing Committee knows how to use the E-Mail program.
 - i. Makes a quarterly report to the Area Assembly and Area Committee.
 - j. Utilizes a password locker/vault (e.g., LastPass) to store, manage and share all Area 25 website and information technology (IT) account credentials.
 - k. Changes the password locker/vault master password periodically, no less than four times per year, as a fail-safe.
 - l. Share the Area 25 password locker/vault access with the current Area 25 Chairperson and Alternate Website Chairperson so he/she has access as an additional fail-safe.
4. The Alternate Website Chairperson's responsibilities include but are not limited to:
 - a. Get trained by the current Website Chairperson on all the above duties.
 - b. Assist the Website Chairperson in fulfilling all of the above duties.
 - c. Will assume all duties of the Website Chairperson in his/her absence.
 - d. Will stand for appointment as the next term's Website Chairperson
5. Public Access
 - a. The Website shall be constructed to allow access without preference to specific systems or browsers.
 - b. E-Mail addresses that protect anonymity will be provided for each Area Chairperson.
 - c. Requests for help and information by still suffering alcoholics will be referred to local AA Districts, Groups, and members, through the Area 25 Public Information Committee.
6. Changes
 - a. Website guidelines shall be updated by the Website Committee and approved by the Area

- Assembly as conditions and experience warrant.
- b. Suggestions for Website changes, additions or deletions, will be accepted from any AA member in Area 25, and shall be directed to the Web Chair. These suggestions will be brought to the Web Committee for review, and if approved, shall be either:
 1. Placed on the Website
 2. Presented to the Assembly for a vote

Section 5: OTHER COMMITTEES & CHAIRPERSONS

A. Ad-Hoc Committees

1. These are temporary Committees appointed by the Area Chairperson
2. Their **purpose** is to study and make recommendations about certain specific parts of the Area Assembly business
3. The Area Chairperson reserves the right to sit in on any or all Ad-Hoc Committee meetings
4. Any recommendations from Ad-Hoc Committees will be brought to the Area Assembly for a majority vote to approve or disapprove their recommendations

B. AI-Anon Liaison (non-voting member)

1. It is the desire of Area 25 to confirm the special relationship between Alcoholics Anonymous and the AI-Anon Family Groups as per the General Service Office (GSO), A.A. Guidelines – Relationship between A.A. and AI-Anon
2. The Area 25 AI-Anon Liaison is appointed by the Area Chairperson, and approved by the Area Assembly
3. The AI-Anon Liaison shall:
 - a. Maintain intercommunications and cooperation between the two *separate* fellowships
 - b. Provide suggestions for A.A. speaker(s) for the annual AI-Anon State Conference
 - c. Provide host, M.C. and readers for said Conference
 - d. Report quarterly to the A.A. Area Assembly and Area Committee
 - e. Fulfill any other duties as outlined in the A.A. Guidelines – Relationship between A.A. and AI-Anon

C. Audit Committee

1. The Committee's **purpose** is to audit the financial records of the Area Assembly
2. The Audit Committee is composed of the following:
 - a. Alternate Delegate
 - b. Three (3) other persons to be appointed by the Area Chairperson.

D. Budget Committee

1. The Committee's **purpose** is to periodically look at the Area Assembly's budget and make possible recommendations to the Area Assembly
2. The Budget Committee is composed of the following:
 - a. Area Treasurer
 - b. Area Chairperson
 - c. Three (3) other persons to be appointed by the Area Chairperson
3. The Committee may also be directed by the Area Chairperson to look into specific areas of the financial business of the Area Assembly

E. Kansas Area Conference Chairperson & Committee

1. Conference Chairperson will be appointed by the Area Chairperson following the July Assembly to be chairperson for the Area Conference that will take place in the two years following that Assembly. The Conference Chairperson will be a voting member of Assembly.
2. The Conference Chairperson will serve as Co-Chairperson during the year immediately before the year that person will be chair. *Example: Jane Alcoholic is appointed in July 2020 to serve as Conference Chairperson in 2022. In 2021, Jane will be Conference co-chairperson.*
 - a. The Conference Chairperson will name his or her committee. Those people will serve as co-chairs to the current Conference Committee. *Example: Jane names Suzy and Tim as registration chair and hospitality chair for 2022. Suzy and Tim serve as co-chairs to the*

- registration and hospitality chairs for 2021.*
3. The Kansas Area Conference Committee will *include* the following:
 - a. Area Conference Chairperson
 - b. Area Conference Co-Chairperson
 - c. Area Chairperson
 - d. Alternate Delegate
 - e. Area Treasurer
 4. All documents, contracts and agreements pertaining to the Area Conference will be signed by the Area Conference Chairperson and one (1) of the following:
 - a. Area Treasurer
 - b. Area Chairperson
 5. All checks pertaining to the Area Conference will be signed by the Area Conference Chairperson and one (1) of the following:
 - a. Area Treasurer
 - b. Area Alt. Treasurer

Note: Please read the Kansas Area Conference Guidelines thoroughly for further information regarding specific duties and additional members of the Area Conference Committee

F. Re-Districting Committee & Policy for Re-Districting in Area 25

1. The **purpose** of the Re-Districting Committee is to:
 - a. Handle requests by Groups to change from one District to another
 - b. Possibly split upon request large rural Districts with more than seven (7) Groups
 - c. May recommend to Area Assembly to split upon request highly populated metropolitan Districts with more than fifteen (15) groups
 - d. Possibly merging two or more Districts if it is requested and it will better serve the Area's efforts to carry the A.A. message of recovery to the still suffering alcoholic.
2. The Area Re-Districting Committee shall be composed of the following Area Assembly members:
 - a. Area Alternate Delegate
 - b. Area Alternate Chairperson
 - c. Area Alternate Secretary
3. The procedure for submitting a petition to seek re-districting shall be:
 - a. The DCM shall submit in writing a petition requesting to be re-districted to the Area Re-Districting Committee with two-thirds (2/3) majority approval and signatures of those Groups involved
 - b. The GSR shall submit in writing a petition to the Area Re-Districting Committee requesting to be moved to another District after getting approval of at least 2/3 of the Group members involved and 2/3 majority approval of all the groups in the two (2) affected Districts
 - c. The petition will be reviewed by the Area Re-Districting Committee and either approved or denied
 - d. Petitions that are approved by the Committee will be brought before the next Area Assembly for a simple majority vote
 - e. If a petition is denied by the Re-Districting Committee, the District(s) or Group shall have to right to appeal *directly* to the Area Assembly for approval
 - f. All Re-Districting Committee decisions will be reported to the Area Assembly
 - g. As re-districting begins within the Area, Districts will be assigned the next subsequent number, if possible, to avoid the major logistical problems of re-assigning numbers to all Districts in the Area
4. It is the responsibility of the newly formed District to elect officers (i.e. DCM, Alt DCM, Secretary, Treasurer, etc.) as soon as possible and to report the results in detail to the Registrar.
5. The new District will comply as soon as possible to the odd/even election process used by all Districts within the Area

Odd numbered Districts vote in new officers in the fall of even numbered years for the upcoming two (2) year term; Even numbered Districts vote in the fall of odd numbered years for their next two (2) year term

6. District officers that are elected to interim terms will be eligible for full terms at the next scheduled elections