

HANDBOOK OVERVIEW





Welcome to Area 45 General Services. The Alcoholics Anonymous groups from Central Mercer County to Cape May County, and from the Delaware River to the Atlantic Ocean are represented within this Area.

Area 45, representing A.A. Groups in Southern New Jersey, is one of the 93 designated General Service Conference delegate areas of Alcoholics Anonymous within the United States and Canada.

With our primary purpose foremost in our minds, this *Service Handbook* references what has worked for Area 45 in the past. This *Service Handbook* is to be used in conjunction with the A.A. *Service Manual*. It is subject to change and it is hoped that any changes will enhance our primary purpose, to carry the message to the still suffering alcoholic.

This handbook will explain our **Service Structure**, the roles of our service members, our **Activities/Events** and the processes for **meetings, votings** and **elections**.

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AREA 45 SERVICE STRUCTURE

The Service Structure of Area 45 supports the A.A. Groups and Districts within the geographic area of Central New Jersey and Southern New Jersey. Here are the positions within our Service Structure:



The A.A. Group

The basic unit of Alcoholics Anonymous. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group provided that, as a group, they have no other affiliation.

- Area 45 encourages every A.A. member to choose a home group. This is the group where you participate at the business meetings, accept service responsibilities, and cast your vote as part of the informed group conscience.
- Area 45 encourages every group to send an elected General Service Representative to the Area Assembly.



General Service Representative (GSR)

The General Service Representative is the link between the A.A. group and A.A. as a whole. The GSR represents the voice of the group conscience. They report the group's thoughts and concerns to the District Committee Member and to the Area Delegate, who in turn passes them on to the General Service Conference. Each group is encouraged to elect a GSR and an Alternate GSR to act on the group's behalf when the GSR is unable to attend Area Assemblies.

The GSR attends District Committee Meetings and Area Assemblies. GSRs are also encouraged to attend Area and Northeast Regional Events.



District Committee Member (DCM)

The District Committee Member is elected by the GSRs within the District. The DCM holds regular meetings of all GSRs in their District. The DCM is the only individual who can call or schedule a District meeting. They keep the GSRs of each group informed and up to date concerning current A.A. activities, upcoming agenda items and local A.A. concerns. The DCM:

- Schedules a District Meeting to acquaint GSRs with the District process.
- Organizes workshops on service topics.
- Visits groups within their District on a regular basis.
- Works with the Area Registrar in keeping their District's group information up to date.
- Gives detailed reports of District activities, including District treasury balance at Area Assembly Meetings.

In the event the DCM position becomes vacant, the Area will provide a holding account for the District's funds.



Section Leader/DCM at Large

Area 45 is geographically divided into four Sections. Section Leaders are elected by the GSRs and DCMs of the Section.

The Section Leader:

- Designates a DCM to act in their absence.
- Holds regular Section Meetings, encouraging each DCM in the Section to attend.
- Visits District Meetings within their respective Section.
- Assists the District if the DCM is unable to perform their duties by holding District meetings to keep the GSRs informed until the DCM can perform their duties or a new DCM is elected.
- Works closely with the Area Chair to select an appropriate meeting place to hold a single Assembly/Committee Meeting each year. The Section Leader is, in effect, the host of this event.
- Handles re-districting efforts in their Section if needed.

ABOUT FINANCIAL SUPPORT for GSRs, DCMs and Section Leaders

Current experience indicates that many groups/districts provide financial support for their **GSR, DCM and Section Leaders** to attend service functions. Invariably this pays off in increased activity, interest, and group participation.



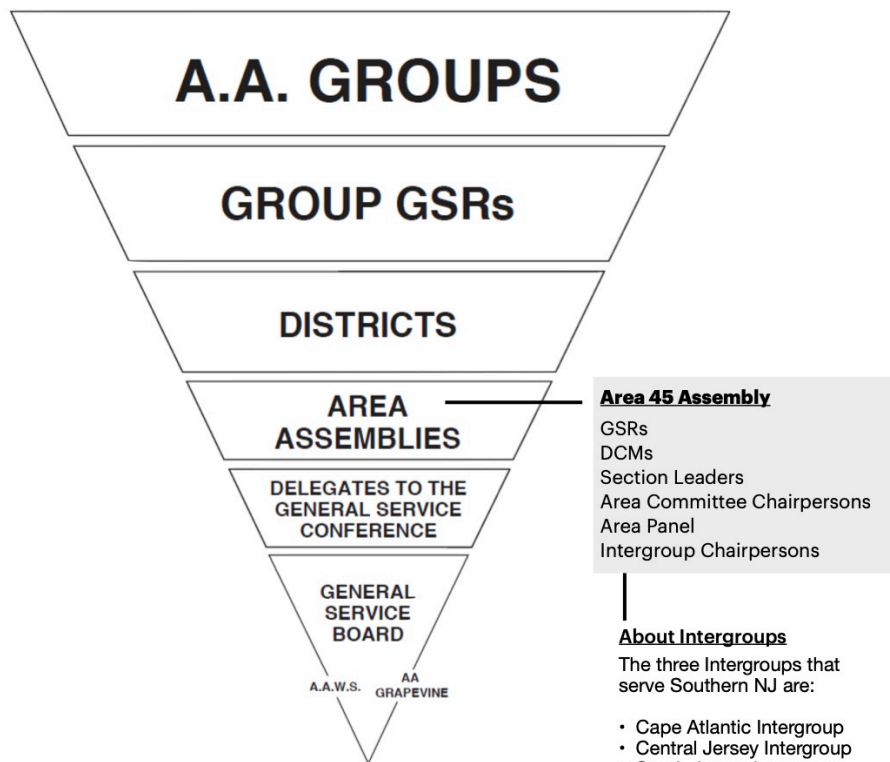
The Area Committee

The Area Committee is composed of all DCMs, Section Leaders, Panel Members and Chairpersons of Area service committees. The Committee meets quarterly, typically held after the Area Assembly meeting. The Committee sets the agenda for the Area Assembly and hears new business.



The Area Panel

The Area 45 Panel consists of the **Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary and Registrar**. This elected Panel of “trusted servants” provides service leadership to the Area. The Area Panel attends Area 45 Committee and District events as requested.



ROLE OF AREA PANEL



The Area 45 Panel consists of the following positions:

*-Delegate, Alternate Delegate, Chairperson,
Treasurer, Secretary, Registrar*

Delegate

In addition to being the *voice* of the Area 45 collective conscience to the General Service Conference, the Delegate represents Area 45 at the A.A. International Convention and at all Northeast regional events. The Assembly traditionally supports the attendance of the Delegate to the A.A. International Convention. In addition to these responsibilities, the Area Delegate shall be the Corporation's Vice President.

The Delegate is asked to be available to any group or district and to be fully informed with regard to Area 45, district, and group activities. The Delegate is informed by the GSO of all newly registered A.A. groups in the Area. The Delegate appoints the Chairperson of the Grapevine Committee. The Delegate chairs the panel workshop at the Area 45 Convention and chooses the Friday night speaker for that event with cooperation of the General Service Office or A.A. Grapevine Staff.

The Delegate is also concerned with anonymity breaks at the public level within Area 45.

Alternate Delegate

The Alternate Delegate serves as assistant to the Area Delegate. In the event the Delegate cannot fulfill their duties, the Alternate Delegate immediately assumes the Delegate's responsibilities. The Alternate Delegate serves as the Co-Chairperson of the Assembly and chairs Area Assemblies and Committee meetings in the absence of the Area Chairperson.

The Alternate Delegate is responsible for communication with the three (3) Intergroups in our Area. The Alternate Delegate visits each Intergroup as often as practical.

The Alternate Delegate coordinates the annual Day of Sharing, co-sponsored by the Area and the Intergroups.

Chairperson

The Area Chairperson presides at Area Committee and Assembly meetings. The Chair conducts all meetings in accordance with the established agenda in a fair and impartial manner, assuring the maintenance of order and preserving the rights and privileges accorded members as stated in A.A. Twelve Traditions and Twelve Concepts for World Service.

The Area Chair, in conjunction with the Area Treasurer and the Budget and Finance Committee, is responsible for the fiscal condition of the Area. The Area Chair is a member of the Convention Finance Committee and has the added responsibility of signing the hotel contracts on behalf of the Area.

This “trusted servant” works with the other Area panel members and committee chairs to ensure proper communication within the Area. The Chair, after wide consultation, sets and publishes the Area calendar.

If any panel member is unable to perform their duties, the Chair is responsible to have that service responsibility carried out, pending action by the Assembly. If necessary, the Chairperson is responsible for arranging the Alternate Delegate’s transition to Delegate.

The Area Chair appoints all Committee chairpersons except those whose appointments are reserved to the Delegate.

Following the election assembly, held in November of odd numbered years, the Area Chairperson Elect will co-chair the Area Committee meeting in November. The outgoing Area Chair shall turn the Area Committee meeting over to the newly elected Area Chair, who will set the agenda for the Area Assembly meeting held in February.

In addition to these responsibilities, the Area Chair shall be the Corporation's President.

Treasurer

The Area Treasurer is responsible for good record keeping, meeting the requirements of the Internal Revenue Service and careful monitoring of the Area’s finances including payables and receivables. The Treasurer facilitates the distribution of mail received at the Area 45 Post Office Box. In addition to these responsibilities, the Area Treasurer shall be the Corporation's Treasurer.

The Treasurer looks for the most economical means of accomplishing the travel necessary for the Area Panel and monitors those costs against the budget. While traveling, the Treasurer keeps all funds and collects all receipts. For authorized expenses incurred when the Treasurer is not present, a voucher containing receipts must be submitted before reimbursement can be achieved, if the expenditure is within the approved Area budget. Approval by the Treasurer and Chairperson or Delegate must be granted for expenses.

The Treasurer is responsible for the credit worthiness of the Area, and must monitor credit card usage carefully. The Treasurer should be vigilant of Area financial efficiency. The Treasurer is a member of the Area Budget and Finance Committee as well as the Area Convention Finance Committee.

Treasurer duties include the following responsibilities:

- *Receive and record all contributions to the Area.*
- *Pay Area bills in a timely fashion.*
- *Disburse reimbursement payments to Area Panel and Committee members upon request and with appropriate receipts.*
- *Keep track of Panel and Committee spending and inform anyone who is in danger of exceeding their budget.*
- *Collect and distribute Area mail.*
- *Review Committee bank statements for Corrections Committee, Convention, Grapevine and Young People’s. Provide a copy of each, as well as a copy of Area bank statement to the Area chairperson. Send copy of each committee’s statement to Committee chair.*
- *Provide financial reports to Area chairperson monthly and to Assembly and Newsletter quarterly.*

- *Make travel arrangements for Area Panel for Area 45 Convention, NERA.A.SA, NERF, NERD and General Service Conference.*
- *Make deposits for hall rentals for Assemblies and Events. Provide insurance information to facilities upon request.*
- *File Area tax returns.*
- *Be available to assist group and district treasurers.*

Secretary

The Area Secretary requests that those who give oral reports at Assembly and Committee meetings provide written or electronic reports as well. The Secretary then compiles and types them into the Assembly Minutes. When the minutes are completed the PDF is emailed to the full Secretary's MailChimp Contacts and forwards the word document to the Area Newsletter. During Area Assembly and Committee meetings, the Area Secretary is charged with the responsibility of keeping track of all agenda motions made at the microphone and restating the entire motion for the Area Chairperson. The secretary also has the responsibility of performing roll call during the Area Assemblies and Area Election Assemblies. The Area Secretary assists the Area Chair in recording all votes at the Area Assembly and Committee Meetings.

The Secretary also sends out periodic MailChimp blasts with notices from GSO and/or requests from the Panel, Committee Chairs, Section Leaders, DCMs, etc. Creates and distributes flyers for the Assemblies and Area Events. The Area digital documentation is saved and shared from the Secretary@snjaa.org Google Drive.

Registrar

The Area Registrar's first responsibility is to report the new Area Panel, Area Committee Chairs, and DCMs to the General Service Office in New York. The Registrar is also responsible for maintaining and printing the current Area 45 contact sheet that is made available at each Area Assembly and Committee meeting.

The Registrar keeps up to date with Area 45 group changes with respect to new GSRs, DCMs and Committee Chairs. The Registrar supports Sections and Districts in keeping GSO Fellowship Contact Database up to date for Active Groups and Points of Contact. Provides Districts and Groups with Group numbers and history dates as requested.

The Area Registrar is a member of the GSR/DCM Orientation Committee. This ensures the Registrar has the opportunity to meet our new GSRs and DCMs.

Area 45's corporate officers shall have the joint responsibility to ensure the ongoing compliance by Area 45 with all State and Federal laws and regulations, and the execution of any required forms, including but not limited to the Area's tax returns and corporate reports. Candidates for office should understand that the full names of corporate officers are included on various records that are open to public inspection.

ROLE OF AREA COMMITTEES



The Committees consists of the following:

Accessibilities, Archives, Audio/Visual, Budget & Finance, Convention, CPC/PI, Corrections, DCM/GSP Orientation, Grapevine/LaVina, Newsletter, Policy, Registration, Website, Workshops, Virtual Tech, Young People

Accessibility Committee

The committee strives to make the Fellowship of Alcoholics Anonymous meetings and service events accessible to all A.A. members. The committee works to remove barriers and insure accommodation for those who are blind or visually impaired; deaf or hearing impaired; chronically ill or homebound; developmentally disabled; physically challenged or have other special needs. The committee is also responsible for programs involving seniors and remote communities.

Archives Committee

The Archives Committee is responsible for the preservation of all items relevant to Area 45 history. These items include but are not limited to: Assembly and Committee minutes, Delegate reports, Area 45 group histories, Area 45 Convention displays and history, as well as current and early editions of A.A. literature.

The committee is also responsible for acquiring and cataloging additional items directly related to Area 45 and Southern New Jersey A.A. history. Responsibilities of this committee include the preservation and protection of these items for future generations of members in Area 45. The Area Chairperson may reappoint the Archives Chairperson. The Archive Committee Chair can serve for six (6) years.

The Archives Committee also displays items in its inventory on a rotating basis at Area 45 assemblies, workshops, and our annual Convention. Regular contact with GSO for assistance and acquisition of Area 45 relevant data and materials is strongly encouraged.

Audio-Visual Committee

The Audio-Visual Committee is responsible for the sound system, recording devices, and visual presentation systems for Area 45. The primary responsibility is for the maintenance, setup and operation of the audio and recording equipment for the scheduled assembly meetings in order to record the reports, discussions, and votes for use by the Secretary and as archives of the meetings. The Committee also supports the **Mini Conference**, the annual **Day of Sharing** and the **Area 45 Annual Convention**.

The Audio-Visual Committee, when requested and scheduling permits, supports Sections and District workshops or special events sponsored by the Area Committees.

The Committee is responsible for advising the Panel and Area Committees on audio-visual equipment needs and use.

Budget and Finance Committee

The Budget and Finance Chair is the representative of the Budget and Finance Committee that will work to carefully construct a two-year budget for Area 45. This individual should form a committee of current and past panel members as well as interested GSR's. It is important to have representation of different interests within the Area as part of the committee. A budget that a diverse committee can agree upon will better serve the Area than a budget that only represents the interest of some.

The budget process takes about four months (January – April) to complete and several meetings should be scheduled so that committee members can participate in the process. Duties of the chairperson include organizing and presenting the budget to the Assembly and continuing to advise the Area on financial issues as they arise.

We must always be mindful that there is a business aspect to our services. We have to pay rent for the locations where we have our meetings, as well as insurance, telephone services, postage expenses, website, literature and many other goods and services we require to be able to fulfill our primary purpose. We are required to file a tax return with the Internal Revenue Service even though we are a non-profit organization. All of this means we must be fiscally and financially responsible. The Area should ensure that funds are budgeted for legal and accounting professionals to assist the Area with its ongoing compliance obligations.

Budget

The Area 45 Budget and Finance Committee is responsible for preparing a proposed two (2) year budget. The committee includes the Area Chairperson and Treasurer. The budget is presented in May and voted on at the August meeting. The budget must enable the new Panel to operate from January to December. The committee chairperson receives input from all committee chairs prior to the preparation of the budget. The Chairperson of this committee is also a member of the Convention Finance Committee and assists that sub-committee in the preparation of the Convention budget.

Finance

The Budget and Finance Chair has the responsibility of auditing the books of the Area at least three (3) times per year and reporting all findings at the Area Committee Meeting.

If at any time the Area treasury reaches a level of \$4,000, all spending stops and the Budget Committee meets to review the treasury. To assist in maintaining accountability of the Area's resources, each Committee Chair will include in their quarterly report to the Assembly the status of their budget expenditures and the balance.

Equipment Purchases

The Assembly will vote on all Panel or Committee equipment purchases of \$300 or more. Incremental purchasing of equipment is not authorized for the Panel or Committees.

["Incremental purchasing" is buying in segments rather than all at once to circumvent the Assembly vote threshold. For example: The ultimate goal is to purchase a sound system. So, microphones are purchased at one time, speakers the next time, etc. until a whole sound system is purchased.]

"Emergency purchases" for repair or replacement of previously approved equipment that is broken and is needed for an event that will occur before the next

Assembly Meeting require the prior approval of the Delegate, Panel Chair, Treasurer, and the Budget and Finance Chair.

Convention Committee

The Convention Committee is established each year to organize and make all arrangements such as: program planning, registration, entertainment, public information, unity, and Al-Anon participation.

The overall nature of the Convention always centers on “General Services” to broaden each participant’s A.A. knowledge. The Area 45 Convention is a weekend of A.A. fellowship, service oriented workshops, speaker meetings, marathon meetings, and a banquet.

The goal of this committee is to make the annual Convention a spiritual and uplifting experience, as well as a fun and entertaining weekend for everyone – from our old friends to our newest members.

The convention chair and convention treasurer will form a budget committee to create the convention's budget and present it to the area panel for approval. A copy of the Convention Committee bank statement will be provided to the Area Treasurer.

Cooperation with the Professional Community Committee

The CPC Committee provides information about A.A. to those professionals who have contact with alcoholics. These groups include health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, industrial managers, those associated with courts and those working in the field of alcoholism. The CPC Committee endeavors to increase awareness of these professionals about A.A.. We cooperate with these professionals and the organizations with which they are connected but we do not affiliate with them.

The Committee cooperates in its efforts with North Jersey Area 44 and the three Area 45 Intergroups’ Public Information Committees to avoid duplication of effort.

Corrections Committee

The primary purpose of this committee is to assist in carrying the message of Alcoholics Anonymous to the alcoholic who is confined in either correctional or treatment facilities in Southern New Jersey. In conjunction with our three Intergroups, this committee works with the various administrations of these institutions. The committee members bring meetings and literature into these institutions.

The Committee is responsible for facilitation of the “Bridging the Gap” contact service. It is the responsibility of the Corrections Committee to provide and maintain a working PO Box and respond to calls received to assist the alcoholic in bridging the gap from facility to the Fellowship on the outside. A constant pool of volunteers from the Area is needed.

A copy of the Correction Committee’s bank statement will be provided to the Area Treasurer as they become available.

GSR and DCM Orientation Committee

This Area 45 committee meets at every Assembly Meeting to explain the various responsibilities of the GSR and DCM service positions. GSRs are encouraged to join one of the Area 45 committees at this meeting. GSRs are provided with the name and phone number of their DCM. During the orientation meeting, the Area Assembly procedures are explained. Panel and Committee positions are reviewed and new DCMs and GSRs are registered.

Grapevine and La Viña Committee

This committee displays the A.A. "Meeting in Print," the *Grapevine* and *La Viña*, and related materials from the *Grapevine* at all Area Assembly and Committee Meetings. It encourages groups to elect a *Grapevine* or *La Viña* representative. It encourages groups from Area 45 to support the *Grapevine* or *La Viña* magazine. The committee cooperates and supports the Area Intergroups to improve the knowledge and benefits provided by the *Grapevine* and *La Viña*.

Jal-Con Liaison

The Area 45 Delegate appoints a liaison to serve in cooperation with Area 44, Northern New Jersey, on the New Jersey Al-anon State Convention Committee. This service position requires attendance at the annual Jal-Con Convention, which is held in northern New Jersey. The Jal-Con Liaison attends the monthly Jal-Con meetings and fully understands the importance of cooperation as opposed to affiliation.

Newsletter Committee

The Newsletter Committee is responsible for producing a quarterly online newsletter called The Fourth Dimension. This newsletter carries information about Area 45 events and provides a format for exchange of information. It includes Area Assembly and Committee meeting minutes, agenda items for the next Assembly meeting, directions to the next meeting and a listing of Area events.

Policy Committee

The Policy Committee utilizes the Traditions and Concepts for Area functions and activities.

This committee updates and maintains the Area Handbook. It also discusses matters of "policy" and subsequently makes recommendations to the Assembly when changes may be required or requested. The Area Handbook changes are voted on at the November assembly and given to incoming Policy Chair for printing to be available for the February assembly.

The chairperson of this committee serves as Area Parliamentarian, standing ready to assist the Area Chairperson in matters concerning Area policy and proper rules of order during Assembly and Committee meetings.

The Policy Committee chairperson also serves as timekeeper at Area Assembly and Committee meetings as well as at the Area Election Assembly.

Public Information Committee

This Area 45 committee carries the A.A. message while providing information about Alcoholics Anonymous to the public at large. The chairperson of this committee helps to distribute A.A. Conference approved literature to public institutions such as libraries, schools and police stations.

The Committee cooperates in its efforts with the three Intergroups' Public Information Committees and Area 44 Northern New Jersey in order to avoid duplication of effort.

Registration Committee

The primary responsibility of this committee is to make certain that everyone in attendance at Area Assembly and Committee meetings has signed in, been welcomed and received a name tag. The Registration Committee provides the Area Chair and the Policy Committee Chair the correct number of Panel Officers, Committee Chairs, GSRs and DCMs in attendance at the Assembly meeting in case of a vote.

This committee will attend and assist at other Area events such as the **Mini Conference** and the **Day of Sharing**.

Virtual Events Committee

The Virtual Events Committee is responsible for enabling the Area to host an event virtually. This committee is responsible for maintaining the selected Area virtual platform account, generating and sharing codes and passwords for each event, and maintaining event security. The committee is responsible for the storage and transport of any equipment, and updating technology as needed. The committee is also responsible for advising the Area on virtual equipment and technology needs and use.

The chairperson understands the virtual event experience and necessary components. The chairperson understands the format and virtual needs of all Area events, whether fully virtual or hybrid. The chairperson is able to produce a cohesive and valuable experience for all participants.

The committee will appoint an Event Technologist for each virtual event. The Event Technologist encompasses the technical skills to choose and apply the appropriate tools and systems for each event.

Website Committee

The Area 45 Website Committee is responsible for maintaining the Area's website. The purpose of this website is to provide general information about Alcoholics Anonymous in Southern New Jersey. The Area 45 website address is: <https://area45snjaa.org>

The Area website provides:

- The Area 45 calendar, with locations and directions, to Area events.
- Email contact for the Area Panel, committee chairs and DCMs.
- Links to the three Intergroups in southern NJ.
- Links to other sites such as GSO and other Area websites.

Workshop Committee

The Workshop Committee chair coordinates the workshop at the Assembly and provides the assembly attendees an opportunity to participate and learn various aspects of service, from the home group to the Area level and beyond.

Young People's Committee

The South Jersey Committee of Young People in A.A. (SJCYP.A.A.) provides an opportunity for the young people in Southern New Jersey to gather and enjoy the fellowship of other young people. This committee encourages young people to get involved in every facet of A.A. service.

Although the focus of the committee is on supporting the young people in our Area, all A.A. members are encouraged to participate. A copy of the Young People's Committee bank statements will be provided to the Area Treasurer as they become available.

Ad Hoc Committees

When the need occurs, the Area Chairperson may appoint a special study or research committee. The chairpersons of these committees are afforded the same responsibilities, rights and privileges as all other committee chairs within the Assembly while the Ad hoc committee is functioning.

These committees keep the Area fully informed, requesting support when needed. If the recommendations of the Committee would impact the structure of the Area Assembly, the Committee is asked to work in conjunction with the Policy Committee. Ad Hoc committees are dissolved upon completion of their appointed duty.

The Immediate Past Delegate



The Immediate Past Delegate chairs the **Mini-Conference** each year. He/she also chairs the **Area Inventory** in the first year of a Panel. The Immediate Past Delegate attends **NERD** to help acclimate the newly elected Delegate to their duties. He/she also chairs the **Area Election Assembly**.

AREA ACTIVITIES

The following activities are service events held in Area 45. Each one offers all members an opportunity to participate in service outside their individual home groups. Members in Area 45 are encouraged to ask questions and participate in these events.

Area Assembly
Area Committee Meeting
Area General Service Convention
The Day of Sharing
Area Inventory

Area Mini-Conference
Area Elections Assembly
Other A.A.Events:
NERAASA, NERF, NERD,
The International Convention of A.A.

Robert's Rules of Order

Area 45 generally follows Robert's Rules of Order conducting business. Any item of business to be voted on by the Area Committee is brought to the floor as a motion made by a person eligible to vote before that body.

Voting is by a show of hands, or if the Chairperson requests a "sense of the meeting" and no "nays" are heard, the motion passes. Routine matters require a simple majority vote; elections and matters of policy require a two-thirds majority to pass. Minority opinion will be heard.

AREA ASSEMBLY

The Area Assembly is a meeting of the Area Panel Officers, Area General Service Representatives, District Committee Members and the Area Committee.

Assembly meetings consider a variety of issues, from General Service Conference business to Area problems and solutions.

This is an opportunity to hear reports from the DCMs, Section Leaders, Committee Chairpersons, Intergroup Chairs, and Panel members.

All reports are to be no more than 3 minutes in duration, apart from the Delegate who is not timed and the Area Treasurer who has 4 minutes. Elections and voting on Agenda items takes place during the Assembly Meeting.



Area Assembly Agenda

8:30 AM: Registration begins

8:45-9:45 AM

GSR/DCM Orientation Meeting

10:00 AM: Assembly begins:

- Serenity Prayer
- Roll Call
- Welcome from Area Chair
- Introduction of new GSRs and DCMs
- A.A. Anniversaries recognized
- DCM and Section Leader reports
- Area Committee reports
- Intergroup Chair reports
- Area Panel reports
- Voting eligibility and procedures explained
- Agenda Items discussed, debated and voted on

Lunch (provided by host Section)

- Workshop

Who can Vote?

Those eligible to vote on matters pertaining to area business are:

Delegate, Alternate Delegate, Treasurer, Secretary, Registrar, GSRs, DCMs, Section Leaders and Committee Chairpersons.

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Alternate GSRs/DCMs are eligible to vote only when the GSR/DCM is not present.

Past Delegates and Intergroup Chairs have a voice, but are not eligible to vote.

Panel Chairperson votes only to break ties.



Motions at the Assembly

Unless emergent, Assembly Agenda matters should be first moved, seconded, discussed, and approved for the agenda by simple majority at the previous Committee Meeting (An Area Committee recommendation is automatically a motion that has been made and seconded.)

When a motion from the committee meeting is brought before Assembly Agenda, it need not be moved and seconded again. Instead, the matter should proceed to discussion and vote.

People who wish to speak line up at the microphones and the Chair calls them in order. Each person may speak for two (2) minutes. No one may speak for a second time on a topic until all who wish have addressed the issue for the first time.

Voting is by a show of hands, or if the Chairperson requests a "sense of the meeting" and no "nays" are heard, the motion passes. Routine matters require a simple majority vote; elections and matters of policy require a two-thirds majority to pass. Minority opinion will be heard.

AREA COMMITTEE MEETING



The Area Committee is composed of all DCMs, Section Leaders, Panel Members and Chairpersons of Area service committees.

The Area Committee: meets quarterly, typically held after the Area Assembly meeting.

Area Committee Agenda

12:30 PM: Meeting Opens

- Serenity Prayer
- Roll Call
- Voting eligibility and procedures explained
- Set a new Agenda
- Motion to Close

Chair may modify at their discretion.

Who can Vote at the Meeting?

Those eligible to vote on matters pertaining to area business are:

Delegate, Alternate Delegate, Treasurer, Secretary, Registrar, Committee Chairpersons, DCMs, and Section Leaders.

Panel Chairperson votes only to break ties.



Motions at the Committee Meeting

Only those eligible to vote are eligible to make a motion at the Committee Meeting.

While they cannot directly make motions at the committee meetings GSRs may request their DCM to raise their matter for consideration for the agenda; GSRs without a DCM should ask their section leader or a neighboring DMC for assistance in raising a matter to the agenda.

People who wish to speak line up at the microphones and the Chair calls them in order. Each person may speak for two (2) minutes. No one may speak for a second time on a topic until all who wish have addressed the issue for the first time.

Voting is by a show of hands, or if the Chairperson requests a "sense of the meeting" and no "nays" are heard, the motion passes. Routine matters require a simple majority vote; elections and matters of policy require a two-thirds majority to pass. Minority opinion will be heard.

AREA GENERAL SERVICE CONVENTION

Is a weekend gathering held each spring. This Convention is Recovery, Unity and Service in action in Southern New Jersey. Visit the website to learn more:
www.area45convention.org

THE DAY OF SHARING

Is a one-day event that brings together Area 45 and the three (3) Intergroups to ensure unity in carrying the A.A. message.

AREA INVENTORY

Is a one-day event scheduled in even numbered years. In the spirit of Step Ten, Area 45 examines its inventory. Policy is not set during this event.

AREA MINI CONFERENCE

The conference connects the A.A. member and their home group to the collective conscience of our whole Fellowship. General Service Conference Agenda Items are discussed and voted on at this Conference. The purpose of the Mini-Conference is to provide the Area Delegate with Area 45's collective conscience on these agenda items prior to attending the General Service Conference.

OTHER A.A. EVENTS

NERAASA: The purpose of the Northeast Regional Alcoholics Anonymous Service Assembly is for the GSRs, DCMs, Area Committee members and Intergroup representatives of the Northeast Region to discuss General Service Conference related issues and concerns affecting A.A. as a whole, as well as pertinent aspects of recovery, unity and service common to the Areas of the Northeast Region. Area 45 hosted NERAASA in 1996 and 2008.

NERF: The Northeast Regional Forum is a weekend long sharing session designed to improve communication and participation among A.A. service workers in the Northeast region. This weekend affords the opportunity to meet and get to know the trusted servants who work for us, i.e., the GSO Staff, General Service Board members, A.A.WS Directors, A.A. Grapevine Staff and Trustees.

NERD: The Northeast Regional Delegates Convention is a gathering of current Delegates, Alternate Delegates and Past Delegates who served in the Northeast Region. The main purpose of this weekend is to prepare the new Delegates for their first General Service Conference. The first NERD was held in 1973. Area 45 hosted NERD in 1987, 1993 and 2011.

The International Convention of A.A.: The "International" as it is fondly called, is held every five years somewhere in the United States or Canada. Like all conventions of the Fellowship, it brings the joy of living to life. The attendees come from all over the world and this may be the most valuable aspect of the International. It is inspirational and awe inspiring to see 75,000 members of our Fellowship fill a stadium.

The First International Convention of Alcoholics Anonymous was held in 1950 in Cleveland, Ohio and was the scene of Dr. Bob's last address to the Fellowship. In 1955, at the International Convention in St. Louis, Mo., the Fellowship was officially turned over to the General Service Conference for safekeeping

Area 45 supports the International by sending our current Delegate.

AREA ELECTIONS ASSEMBLY

1. The Election Assembly will be held in a location chosen because it is easily accessible, large enough to accommodate the Assembly and, after meeting the first two conditions, still be as close as possible to the geographic center of the Area.
2. The Election Assembly will have the sole purpose of electing Area officers: Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer, and Registrar. The new Panel's term of office shall be for two years beginning January 1 immediately after the election. The officers-elect of the new panel will be assisted in their respective positions by the current officers from the time of election until fully impeaned at the beginning of the new year. This will provide the new panel of officers with the opportunity for first hand experience and on-the-job training
3. The Election Assembly is held during the Fall Assembly every odd numbered year. Registration begins at 8:30am, and first roll call begins promptly at 10:00am. The full Assembly attends: General Service Representatives (GSRs), District Committee Members (DCMs), Section Leaders and Area Panel Officers. Area Committee Chairs, Jal-Con Liaison, Intergroup Chairs and Past Delegates are encouraged to attend, but do not vote.
4. The Election Assembly is conducted by the Immediate Past Delegate with the assistance of the Area Delegate and a committee of non-voting members.
5. The Election Assembly **REGISTRATION** will be on sign-in sheets by District. The DCM and eligible GSRs from the District should sign on a single sheet for each District. Area Panel Officers and Section Leaders should sign on separate sheets.
6. **ROLL CALL:** The Election Assembly Chair calls each voting member's name by District. The voting member then takes a seat in the voting area. No one may join the voting procedure after completion of roll call.
7. **A DESCRIPTION OF THE DUTIES** and qualifications for each service position will be read prior to nominations for each position.
8. **ALL CURRENT AREA OFFICERS** (except the Delegate), Committee Chairs and DCMs are eligible for candidacy and will be polled by the Election Assembly Chair, after which nominations from the floor will be accepted.
9. EACH PERSON NOMINATED must be present and will either accept or decline the nomination. If the nomination is accepted, the nominee will address the Assembly stating their full name (including last name) sobriety date and service experience.
10. **THOSE ELIGIBLE TO VOTE ARE** the GSRs, DCMs, Area Panel Officers and Section Leaders. If a group's GSR is not present, then the group's registered Alternate GSR may vote. If the DCM is not present, then the registered Alternate DCM may vote. Each member of the assembly present has one vote. Absentee votes or proxies are not valid.
11. ONLY THOSE BALLOTS provided by the Election Committee will be counted. The ballots will be color-coded and a different color will be used for each ballot for any office. The ballot slips for each round of balloting at all Third Legacy elections will be kept separate and not co-mingled until a clear winner is announced for the office being voted upon. Ballots will be retained until the first Assembly of the new Panel.
12. EACH OFFICE IS ELECTED separately, starting with the Delegate. The election is conducted in accordance with the A.A. *Service Manual* "Third Legacy Procedure."

THE ELECTION PROCESS

A designated member of the Election Committee calls each member of the Area eligible to stand for election to that particular office. Each responds with “**accept**” or “**decline**”. Floor nominations are then conducted.

The names of those accepting are listed on the blackboard.

Each candidate accepting rises to give their full name, sobriety date and service experience.

Ballots are distributed and collected by members of the Election Committee.

The total number of votes cast for each candidate is written on the blackboard

The first candidate to receive two-thirds majority is elected.

After the **second ballot** (assuming no candidate receives the necessary two-thirds on the first ballot), any candidate having less than one-fifth of the total vote will be withdrawn automatically, except that the two top candidates must remain. (For ties in second place, the top and tied second place candidates remain.) Any candidate may withdraw at any time.

After the **third ballot**, candidates with less than one-third of the total vote will be withdrawn automatically, except that the two top candidates must remain. (For ties in second place, the top and tied second place candidates remain.)

A **fourth ballot** is conducted.

After the fourth ballot, if no candidate has two-thirds of the total vote, the Election Chairperson asks for a motion, second and majority of hands on **taking the decision to the “hat.”** (If this motion carries, balloting is over and we go to the “hat” immediately. In case there are ties for second place, the top candidate and tied second place candidates remain. If not, the candidate with the smallest total is dropped. If the motion is defeated, a fifth and final ballot is conducted.)

If no election occurs by this time, the Election Chairperson announces that choice will be made by lot (from the hat). The candidates remaining will have their names written on two lots to be placed in the hat.

The designee of the Election Committee chairperson then draws lots, and first one "out of the hat" becomes the candidate.

The procedure is repeated for the balance of the Panel service positions.

***ANYONE APPOINTED OR ELECTED to fill out the vacated term of any Panel office will be eligible to stand for the same office in the following election.**

AREA 45 ASSEMBLY ACTIONS

DATE	ACTION	MOTION
02/14/99	Passed	To form an Area 45 Literature Committee
05/23/99	Passed	A letter to be sent to GSO requesting that they start compiling information anonymity and web sites. Note: Panel 48 Delegate sent letter to GSO on 7/9/99 asking that "Guidelines concerning A.A.'s relation to the Internet" be formatted! (To include websites)
07/11/99	Passed	Panel 48 Delegate to form a committee to investigate the possibility of creating an Area 45 website.
08/15/99	Passed	That Area 45 investigate the possibility of a state wide RoundUp (Substantial Unanimity)
08/15/99	Passed	Increase budget to \$575.00 to revise Area 45 Service Manual
08/15/99	Passed	Increase budget to \$200.00 for Area election
11/14/99	Passed	The Area 45 Web Site approved by Area groups. 71 – 9
11/14/99	Defeated	Nutritious snacks instead of just coffee and donuts should be served at Committee Meetings (defeated 39 – 33; however subsequent Committee Meetings always seemed to supply nutritious snacks!)
11/14/99	Passed	That "Seniors Helping Seniors" Committee be renamed "Special Needs" Committee and include carrying the message to Remote Communities.
11/14/99	Passed	That the Assembly pays the cost of the Delegate to attend International Convention. Cost not to exceed \$1700.00 (Substantial Unanimity)
02/13/00	Passed	Funding for Area website passed (\$250.00) (Substantial Unanimity)
05/21/00	Passed	Permit distribution of surplus monies to the following committees: CTF -\$4000, PI - \$1000, CPC = \$1000, Special Needs - \$1000. (Unanimous)
08/20/00	Passed	Accepted proposed budget of \$500.00 for Ad Hoc Area History Committee
08/20/00	Passed	To allow GSRs in the voting for their Section Leader. (Previously only DCMS of each section voted)
02/04/01	Passed	Increase the contribution for the Delegate to attend the GSC from \$800.00 to \$1000.00. (Substantial Unanimity)
02/04/01	Passed	Assembly agreed to keep the Mini-Conference as it has been (the last 2 years) that is – to follow pattern of the GSC!
05/20/01	Passed	The Delegate shall appoint the Jal-Con Chair
05/20/01	Passed	To continue Area Inventory during non-election years
05/20/01	Passed	O.K. for Web Site to link to other Web Sites, as long as they maintain proper GSO guidelines)
05/20/01	Defeated	The \$8000.00 refund received from the Hilton Hotel from the previous Area Convention be refunded to each convention attendee (\$5.50 per attendee) NO – 22 YES – 14
08/12/01	Defeated	Increase Area donation made to New York for Delegate expenses to GSC from \$1000.00 to \$3000.00. (Substantial Unanimity Against)
08/12/01	Passed	Non-budgeted items of \$500.00 or less can be voted on by a consensus of voting attendees at Committee Meeting
11/18/01	Passed	Jal-Con is now a standing committee
11/18/01	Defeated	Area asked to financially support Section Leader expenses Referred to P&C Committee

DATE	ACTION	MOTION
02/17/02	Passed	Area approved a new PA system (\$1200.00)
02/17/02	Defeated	All items to go on Agenda to be submitted to P&C Committee first, the appropriate Area Committee (Defeated Soundly)
08/11/02	Defeated	Motion to go back to separate Committee and Assembly Meetings. Defeated 74 – 20
11/10/02	Passed	Increase the Convention seed money from \$3000.00 to \$4000.00 (Unanimous)
11/10/02	Defeated	Area adopt “Suggested Area 45 Procedures” 2/3 Not Achieved
05/18/03	Passed	That \$1000.00 that SJCYPAA gave to the Area be given to CTF to buy literature to be distributed to juvenile facilities throughout Area 45. (Substantial Unanimity)
05/8/03	Passed	Establish an Audio/Visual Committee
11/14/04	Passed	Allow Delegate or in his/her absence the Alternate, as much time as required to provide a quality report to the Assembly
08/07/05	Defeated	To form an Area 45 Literature Committee
08/13/06	Passed	To combine Newsletter and Secretary as Panel Positions and titled Correspondence Secretary. Referred to Policy & Charter.
08/13/06	Defeated	Due to unsubstantiated need, move to discontinue funding for the Immediate Past Delegate to attend the Northeast Regional Delegates Conference.
08/13/06	Passed	Assembly to vote on all equipment purchases of \$300.00 or more Incremental spending prohibited.
08/13/06	Passed	Assembly approved \$2000.00 for Young Peoples Committee to fund a Young People’s Conference.
11/12/06	Passed	Area Convention seed money increased by \$1000.00
02/18/07	Passed	That the privilege of voting Area business at Assemblies be extended to our Intergroup Liaisons.
02/18/07	Defeated	That \$175 each be budgeted to fund the monthly travel of our Intergroup Liaisons to their respective Intergroups.
02/17/08	Passed	Eliminate position of Intergroup Liaison.
08/10/08	Passed	Budget vote – 60 yes, 1 no
11/09/08	Passed	Robbie W. to be candidate for Trustee at Large from Area 45
05/17/09	Defeated	Assembly voted to change Assembly.
08/09/09	Passed	Election changed to November Assembly.
11/15/09	Passed	Motion to increase the threshold from \$2,000.00 to \$4,000.00 for the operating account.
11/15/09	Passed	To increase the prudent reserve from the present level of \$18,000.00 to \$26,000.00 which represents an increase of \$8,000.00.
02/21/10	Passed	Accept revisions of the handbook with the approved change Passed with substantial unanimity.
08/21/11	Passed	Dedicate \$1000.00 donated by the International Committee of Young People (ICYPAA) to the South Jersey Committee of Young People (SJCYPAA) – Passed with substantial unanimity on the second vote following the Minority Opinion.

DATE	ACTION	MOTION
08/21/11	Passed	To allow Area Chairperson to set the Assembly Meeting dates for the following year. The purpose of this motion is to be able to rent meeting space ahead of time. It has become increasingly difficult to get reasonably priced meeting places on short notice
10/30/11	Passed	Motion for three changes to Area 45's Handbook (Note –this is ONE motion): In order to reduce the potential for confusion: Page 12: Split Section titled Equipment Purchases in 2 paragraphs (without changing the wording) to read as: <i>The assembly will vote on all Panel or Committee equipment purchases of \$300 or more. Incremental Purchasing of equipment is not authorized for the Panel or Committees. ("Incremental purchasing" is buying in segments rather than all at once to get around the Assembly vote threshold. For example, the ultimate goal is to have a sound system. So microphones are purchased at one time, speakers the next time, etc. until a whole sound system is purchased.) "Emergency Purchases" for repairs or replacement of previously approved equipment that is broken and is needed for an event that will occur before the next Assembly Meeting require the prior approval of the Delegate, Panel Chair, Treasurer, and Budget and Finance.</i> In order to give the CTF Committee more flexibility in choosing to have either workshops or an annual conference, or both, the following deletions are being made: Page 13- Delete 3rd Paragraph under Section F the Correction and Treatment Facilities Committee. Pertaining to Inter Area Conference which currently reads: <i>"This committee hosts an annual Inter-Area Conference sharing their experience with others involved in service to the correction and treatment facilities"</i> As a result of the second change, the following change must also be made: Page 17- Delete sections C and D of Chapter XII title Area 45 Actives and rearrange letters accordingly. The current wording which would be deleted is as follows: <i>"C. The Area 45 Correctional and Treatment Facilities" "D. Inter-Area Conference: This one-day event is held each fall. It is an exchange of information and experience in carrying the message into Institutions and Treatment Centers in Southern New Jersey." Consequently, Paragraph E. would become paragraph C. and the other three paragraphs would follow in the same manner.</i>
05/19/12	Passed	To change the name of "Corrections and Treatment Committee" to just "Corrections Committee". (Minority Opinion to reconsider failed)
08/19/12	Passed	Change The Fourth Dimension newsletter to an online and email format (Minority Opinion to reconsider failed)
08/19/12	Passed	Approval of the proposed 2013-2014 Area 45 Budget
08/19/12	Defeated	Motion to address proposed changes to Living Sober. (Minority opinion to reconsider passed. After 2 nd vote motion failed)
08/19/12	Defeated	Floor action "To change the Area 45 2013-2014 Budget Notes Section D. Events: 1) Remove the last sentence, and; 2) Change the last 2 sentences to read: 'Panel members are to obtain common transportation and share rooms to help minimize costs. If a panel member chooses to have a roommate other than a panel member, that person is to reimburse the Area for the total costs of half the room.'" Motion failed to carry with 29 for and 38 against.
11/18/12	Passed	Accept nominations from those individuals interested in applying for the Class B Trustee-at-Large US position and, in the event more than one nomination is made, voting will take place at that time using the Third Legacy Voting Procedure to select our nominee." (This motion passed unanimously and floor nomination for Past Delegate Robbie W. was seconded. Robbie will apply for the position of Class B Trustee-at-Large US.)

DATE	ACTION	MOTION
11/17/13	Passed	Handbook Changes: • Section F – Page 13 Change the header to this section to read “The Corrections Committee” to reflect the action of the assembly to change the name from Corrections and Treatment Facilities Committee to simply Corrections Committee Section XVII – page 21 – Glossary of Terms – add “Dead Issue” - Once the substance of motion has been voted on by the Area Assembly possibly followed by a minority report (Right of Appeal), a possible vote to reconsider, and final passage or defeat, it may not be brought up again within the same Panel. • Section XVIII – page 24 – Area 45 General Service Election Assembly insert the following sentence to item 12 - The ballot slips for each round of balloting at all Third Legacy elections will be kept separate and not commingled until a clear winner is announced for the office being voted upon (After much discussion the sticking point was with the second part of the motion regarding the term “Dead Issue”. The motion was amended to remove that portion. A vote was held on the amended motion and passed.)
11/17/13	Defeated	Creation of a “Book of Standards and Practice” to be added to the Area 45 Handbook as Appendix A. (Detailed explanation of Purpose as well as “Suggested Standards and Practices” to be adopted can be found in the archived edition of the Fourth Dimension on-line, November 2013.
08/13/14	Passed	In order to better serve the Area, the location of the annual Mini-Conference will rotate to a different Section each year.
11/15/14	Passed	2015-2016 Budget Proposal.
05/17/15	Passed	Motion asking Area 45 to fully fund the International Convention Hospitality Committee for the difference between what has been raised and the total requested, not to exceed \$2500.
08/16/15	Passed	Motion to approve revised Area 45 Handbook.
11/15/15	Passed	Area Handbook, Section X, Voting eligibility revised to read: “Those eligible to vote are: Delegate, Alternate Delegate, Treasurer, Secretary, Registrar, GSR’s, DCM’s, Section Leaders, and Committee Chairs on matters pertaining to Area business. Alternate GSR’s and Alternate DCM’s are eligible to vote only when the GSR or DCM is not present. Panel chairperson votes only to break ties.”
02/21/16	Passed	Registration needs a computer. It is suggested that it should not exceed \$500 with no further software to be needed.
02/21/16	Passed	Time for Orientation to be moved to 8:45am till 9:45am for more efficiency.
01/19/17	Defeated	A Motion asking the conference to permanently maintain the tradition of hiring an alcoholic member of AA as the General Service Manager and the Chairman of the Board to be a Class “A” Trustee. (Tabled from 11/20/2016)
08/19/18	Passed	2019-2020 Budget Proposal.
08/19/18	Passed	Motion to amend the 2019-2020 budget to increase corrections by \$300 in each year.
05/19/19	Passed	Purchase 200 service manuals for Area 45 to give out at service events. Finances are available and it’s under \$800.00. Service manuals used to be readily available and should be made available again.
11/17/19	Passed	Motion to amend 2019 budget to increase Corrections by \$250 and an additional \$250 in 2020 budget
02/16/20	Passed	Motion to approve purchase of a laptop for the use of Area Secretary at a cost not to exceed \$900
02/16/20	Passed	Motion to approve Area paying the full cost of sending our Area 45 Delegate to the 2020 General Service Conference (\$5,500)

DATE	ACTION	MOTION
08/16/20	Passed	Motion to approve purchase of a laptop for the use of the Area 45 Archives Committee at a cost not to exceed \$1,000
11/22/20	Passed	Motion to approve the Panel and Policy Committee's resolution retaining the Area's accountant and the Area's lawyer for Panel 70 at the cost of \$1,200 which includes the cost of a safe deposit box to store pertinent legal documents
11/22/20	Passed	Motion to approve 2021-22 Budget
11/21/21	Passed	Motion to change the current name of the Special Needs Committee be changed to the Accessibility Committee.
11/21/21	Passed	Motion to establish the Virtual Tech Committee as a standing committee of Area 45.
5/15/2022	Passed	Motion #1: from the B&F Committee to confirm & adjust the 2022 budget as follows: <ul style="list-style-type: none"> • Increase the Archives committee's 2022 budget from \$400 to \$640 given actual calculated mileage for chair • Increase the Website committee's 2022 budget from \$200 to \$1000, to overhaul and improve SNJAA.ORG website according to plan and detailed cost estimate prepared by the committee chair • Increase the Area Handbook core 2022 budget from \$0 to \$715 given actual quote on costs needed to print 500 copies • Confirm that committees which did not spend approved budget allocations for 2021 can "roll over" the unspent amount into the same committee's 2022 budget • Confirm no other adjustments are recommended by the Budget & Finance committee at this time
8/20/2022	Passed	Budget & Finance proposal for the 2023-2024 Area budget
8/20/2022	Passed	Area 45 reimburse tolls for the Panel
8/20/2022	Passed	Purchase three (3) laptop computers for Area 45 General Service Convention Committee
8/20/2022	Passed	Create a virtual district within Area 45 on a two-year test basis
11/20/2022	Passed	Reimbursement for Archives Committee Chair expenses to attend the National A.A. Achieves Workshop.
11/20/2022	Passed	Requesting approval for up to \$1,000 to purchase a new laptop for the Registrar.
8/20/2023	Passed	An amendment to the approved 2023-2024 Area 45 budget is proposed, specifically an increase (from \$0 to \$800) for the line item "Northeast Regional Forum" (NERF) under the Event Expenses category.
8/20/2023	Passed	Increase Corrections committee budget from \$500 to \$2,000.00

AREA 45 BYLAWS

Preamble

Southern New Jersey General Service Area 45 of Alcoholics Anonymous shall be a service body which serves the collective conscience of the A.A. groups in Southern New Jersey whose General Service Representatives attend the Area Assembly of Area 45.

The Assembly is specifically charged with the election of a Delegate to the General Service Conference of Alcoholics Anonymous and the provision of that Delegate with the support necessary to carry out their duties.

The Area shall be guided by the principles embodied in the *Twelve Concepts for World Service, Twelve Steps and Twelve Traditions of Alcoholics Anonymous*. The Area shall respect and protect the anonymity of individual members and the autonomy of members and groups.

Article I

The Area General Service Representatives and District Committee Members shall meet in General Assembly every other year to elect a Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer and Registrar.

The duties, requirements and method of election for each of these offices are described in the *Area 45 Handbook*.

Article II

The Area shall designate standing and select committees that it deems necessary and wise. These committees shall include but are not limited to those described in the *Area 45 Handbook*.

Article III

The Area Committee shall consist of all Area Officers, Committee Chairs, and District Committee Members.

The General Assembly shall consist of all District Committee Members and General Service Representatives.

Article IV

The Area Committee and Assembly meet on a combined quarterly schedule each year. Meetings will be held in February, May, August and November.

The Area Committee shall set the agenda for the assembly immediately following. The Area Committee will vote on submitted agenda items. A simple majority will place any item directly on the next assembly agenda. The Area Chair may send issues or problems to a committee for study and recommendations. The positive recommendation of any committee that was referred to the committee will be sufficient for placement on the Assembly agenda following the Area Committee meeting to which the positive recommendation was made. The Area budget and Area Handbook by nature are positive recommendations from the respective committees for placement on the agenda. Voting at Assemblies will be by substantial unanimity: a two-thirds affirmative vote being necessary for any action to be passed.

Article V

Area 45 shall maintain a prudent reserve of approximately six (but not to exceed twelve) months' projected expenses.

Article VI

In the event of the dissolution of Area 45, all funds in excess of those needed to satisfy the Area's obligations will be returned to the A.A. groups that contributed them.

Article VII

Where these By-Laws are not specific, the *Area 45 Handbook* and then *The A.A. Service Manual* are deemed authoritative.

NOTE:

SOUTHERN NEW JERSEY AREA GENERAL SERVICE ASSEMBLY OF ALCOHOLICS ANONYMOUS, INC. is a New Jersey Nonprofit Corporation that complies with New Jersey's corporate law governing nonprofits. Copies of up-to-date corporate bylaws for nonprofits can be made available upon request.

Adopted by:

Southern New Jersey Area 45 General Service Assembly on August 16, 1998.

Modifications approved August 12, 2001.

Modifications approved August 9, 2009

DELEGATE ARCHIVE



These are the names, the **Panel** number and the **calendar** years for the members who served as an **Area 45 Delegate**.

Delegate	Panel	Years	Delegate	Panel	Years
Darryl C.	02	52-53	Ruthann C.	40	90-91
Edward H.	04	54-55	Jack L.	42	92-93
Gleason P.	06	56-57	Sally L. (Alt. Del.)	44	94
Earl O'H	08	58-59	Ike T.	44	95
Michael L.	10	60-61	John K.	46	96-97
Harry K.	12	62-63	Robbie W.	48	98-99
Ruth D.	14	64-65	Stella J.	50	00-01
Paul H.	16	66-67	Joe O'N.	52	02-03
Aaron K.	18	68-69	Laurie E.	54	04-05
John M.	20	70-71	Jimmy S.	56	06-07
Thomas W.	22	72	Fred E.	58	08-09
Noel L. (Alt. Del)	22	73	Elaine McA.	60	10-11
Noel L.	24	74-75	Janet S.- C.	62	12-13
Margaret B.	26	76-77	Joe Mc A.	64	14-15
Jane S.	28	78-79	Andrew L.	66	16-17
Nancy McC.	30	80-81	Rose S.	68	18-19
Madge M.	32	82-83	Rich H.	70	20-21
Ruth N.	34	84-85	Ken T.	72	22-23
Harry F.	36	86-87			
Bonnie A.	38	88-89			



Northeast Regional Trustee

In the calendar years of 2007-2011, past Area 45 Delegate **John K.** was in service as a Northeast Regional Trustee.

GLOSSARY/TERMS

AAWS: Alcoholics Anonymous World Services is an operating corporation of the A.A. General Service Board. It primarily services and publishes A.A. Conference approved literature.

Area 45 Inventory: This is an event scheduled in even number years. In the spirit of Step 10, Area 45 examines its inventory. Policy is not set at this event.

Area 45 Mini-Conference: This event connects the A.A. member and their home group to the collective conscience of our whole fellowship. General Service Conference Agenda Items are discussed and voted on at this conference. The purpose of the Mini-Conference is to provide the Area Delegate with the collective conscience on the agenda items in preparation for the upcoming General Service Conference.

Box 459: This is a bulletin from GSO. You will start receiving it once New York receives your information as a registered GSR. Special sections cover news from the A.A.WS and A.A. *Grapevine* boards as well as information about the various Conference Committees.

Conference Advisory Actions: These actions represent recommendations of the Conference committees, or floor actions that have been approved by the General Service Conference body as a whole, with substantial unanimity.

Day of Sharing: This is an event that brings together the members of Intergroups within Area 45. The purpose of this workshop/event is to discuss, share and assess the work begun done in their Intergroup areas, to ensure unity and to carry the A.A. message.

General Service Conference: This Conference is held annually in New York and is attended by the elected Delegates of the United States and Canada. The collective conscience of the entire Fellowship comes together during this spiritually charged weeklong Conference. The resulting Conference Advisory Actions will guide the groups of A.A. in the years to come. *The General Service Conference of A.A. is the active voice and the effective conscience of our whole Fellowship in its world affairs.*

General Service Office: The GSO is located at 475 Riverside Drive in New York City. GSO serves all the A.A. groups in the United States and Canada. GSO also offers services to A.A. overseas, especially in countries where there is no service structure. It serves as a clearinghouse and exchange point for the wealth of A.A. experience, accumulated over the years. Feel free to call GSO at (212) 870-3400 or check out their website at: www.aa.org.

Intergroup: There are currently three Intergroups carrying the message of A.A. in Area 45. These Intergroup structures are well organized and provide local services such as A.A. hotlines, creation and distribution of A.A. meeting lists, selling of A.A. Conference Approved literature, as well as providing other vital 12th Step work.

International Convention of A.A.: Taking place once every five years, the A.A. International Convention marks the anniversary of Bill W.'s first meeting with Dr. Bob and the birth of Alcoholics Anonymous in 1935. A.A. members and their families and friends from around the globe attend the event. At the International Convention people attend meetings, workshops, dances and events. A highlight is the traditional flag ceremony to celebrate sobriety worldwide.

Minority Opinion: This is the right of appeal. Once a vote has been taken and a majority has been garnered, the minority side is granted the opportunity to have its "voice" heard. By carefully defining the relationship between the "majority opinion" as well as the "minority opinion," as outlined in

Concept Five, we shall never be subjected to the tyranny of either. *Area unity almost always prevails as we embrace this principle*

Point of Order: This term is taken from *Robert's Rules of Order*. Area 45 Assembly and Committee meetings are loosely run by this set of meeting order guidelines. When a member in attendance feels as though an improper rule or motion has been granted or not followed, they may rise, and clearly say, "Point of order!" The Chairperson will then determine a ruling on the point and further discussion may ensue.

Robert's Rule of Order: Manual of parliamentary procedures. Assist assembly to accomplish the works for which it was designed.

Service Sponsor: A service sponsor presents the various aspects of service: Setting up a meeting; working on committees; participating in conferences, etc. The service sponsor encourages the member to become active in their home group: Coffee, literature, attending business meetings, Intergroup meetings, Area Assemblies, etc. Eventually, the service sponsor encourages the individual member to read about the history and structure of Alcoholics Anonymous. Service sponsorship ensures the future of Alcoholics Anonymous.

Simple Majority: If there are one hundred (100) voting members, a simple majority would consist of fifty one (51) voting members.

Substantial Unanimity: This term means that at least two thirds of the voting members present agree with the motion or agenda item brought forward. This ideal is not always attainable. Therefore, the *Right of Appeal* or minority opinion is heard. This sometimes changes "substantial unanimity" on one side of an issue to the complete opposite side.

Third Legacy Procedure: A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of Delegates and Regional and At-Large Trustees. Please refer to page S-21 in *The A.A. Service Manual* for more details.

Twelve Concepts for World Service: Bill W. wrote these sets of spiritual principles in 1962. They are the foundation of A.A.'s world service structure. These Concepts aim to record the why of our service structure in such a fashion that the highly valuable experience of the past and the lessons we have drawn from that experience, can never be forgotten or lost. They can be found in their entirety in *The A.A. Service Manual*.

Warranties of A.A.: The 'warranties' contained in Concept Twelve are a series of solemn undertakings which guarantee that the Conference itself will conform to A.A.'s' Twelve Traditions.

METHODS OF SUPPORT

The Conference Approved A.A. Pamphlet: *Self-support: Where Money and Spirituality Mix*, suggests that after a group pays its basic expenses such as meeting room rent, A.A. literature, refreshments, and retains a prudent reserve, the group divides the remaining funds on a regular basis toward essential A.A. services.

Here is where your group, working through an informed group conscience, may decide to send its surplus monies: *Your local Intergroup, The General Service Office of Alcoholics Anonymous, Area 45 General Services, Your local District (contact DCM)*

Where to Send A.A. Contributions

General Service Office	PO Box 2407, James A Farley Station, New York, NY 10116
Area 45 General Services	P.O. Box 3724, Cherry Hill, NJ 08034
Central Jersey Intergroup	www.cjiaa.org
South Jersey Intergroup	www.aasj.org
Cape Atlantic Intergroup	www.capeatlanticaa.org
New Jersey Spanish Intergroup	www.oficinaintergrupaldeaanj.org



SUGGESTED READING

1. **The A.A. Service Manual Combined with Twelve Concepts for World Service.**
2. **Dr. Bob and the Good Oldtimers (B-8).** The life story of the Fellowship's co-founder, interwoven with recollections of early A.A. in the Midwest.
3. **Pass It On (B-9).** The story of Bill W. and how the A.A. Message reached the world.
4. **A.A. Comes of Age (B-3).** Bill W. tells how A.A. started, how the Steps and Traditions evolved, and how the A.A. Fellowship grew and spread overseas.
5. **The A.A. Grapevine Digital Archives.** The A.A. *Grapevine* is the international journal of Alcoholics Anonymous. Here, for a nominal fee, you can find and read every article, letter, editorial, special feature, joke, and cartoon published in the A.A. *Grapevine* magazine starting from the first issue in June 1944.

