New Hampshire Area 43 General Service Assembly Service Handbook

2016 -2017

A Declaration of Unity[1]

This we owe to A.A.'s future: to place our common welfare first; to keep our Fellowship united.
For on A.A. unity depend our lives.

I Am Responsible...

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

THE A.A. PREAMBLE

Alcoholics Anonymous© is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

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This handbook is meant to serve as a guide to describe the workings of the New Hampshire Area Assembly of Alcoholics Anonymous. Its purpose is to enable A.A. members to participate in and understand Area

[1]This and all other references to the A.A. Grapevine are reprinted with permission of The A.A. Grapevine, Inc.

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Welcome

The New Hampshire Area of Alcoholics Anonymous welcomes you!

As a participant in the activities of Area Service you will find many new and exciting opportunities to help carry the message of A.A. to your companions in recovery as well as to the alcoholic who still suffers.

The Area belongs to each of us as members of A.A. The experience of its past and the hope of its future have been entrusted to each of us. This Handbook is presented as a tool for you to use in achieving this goal. Its purpose is to help us better understand the Area and its structure, know where we have been, and offer guidance in moving forward.

A.A.'s Legacy of Service by Bill W.

Our Twelfth Step — carrying the message — is the basic service that the A.A. Fellowship provides; this is our principle aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a society for alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.

Hence, an A.A. service is anything whatever that helps us reach a fellow sufferer—ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to A.A.'s General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service.

Services include meeting places, hospital cooperation, and intergroup offices; they mean pamphlets, books, and good publicity of almost every description. They call for committees, delegates, trustees, and conferences. And not to be forgotten, they need voluntary contributions from within the Fellowship.

A Chronology of A.A. in NH

June 1946

In his 1962 Delegate Report, Glenn S. (NH Delegate, Panel 12) said that in 1946 there were some closed private meetings held in Portsmouth in the law office of Arthur McA. A second person, Arthur D., came from Boston to help these meetings get started. Dottie O'B. explains in Archives Tape 2 that meetings were first held in banker Bill W.'s house on Middle Street and that old J.B., a prominent Portsmouth businessman, attended. The meetings moved to Arthur McA.'s office, and later to the Portsmouth Community Center. There is some disagreement on where the first organized A.A. meeting took place in New Hampshire. Some believe it was in Concord and others say it was in Manchester.

August 1946

Manchester started its first organized group in August 1946, according to Glenn S.'s Delegate Report of 1962. In 1986 the Manchester Original Group – Brookside Church – celebrated its 39th Anniversary, suggesting a starting date of 1947. This group was founded by Mary W., who had learned how to live sober as a member of an A.A. group in New Rochelle, NY. Two non-alcoholics, Judge Alfred Chretien of Manchester and Monsignor James McGreal of Nashua helped Mary launch A.A. in NH.

January 1947

In 1946 Concord started an organized open meeting. However, this group may not have held its first formal meeting until January of 1947. This is evidenced by the printed Menu/Program of its First Anniversary Dinner, dated January 10, 1948, on file in the Area Archives. This is also referenced in Mabel A.'s statement in Archives Tape 3B. Glenn S. attended his first meeting on December 29, 1947, in Portsmouth. The first person he met was Dottie who at the time had six month's sobriety. Bob A. and Dick H. were also early members. According to records, Arthur McA. never joined this group. Dottie and Mabel had been roommates in the State Hospital in 1947. Dottie began attending A.A. meetings when she got out and was the first woman in A.A. in New Hampshire. Her sponsor, Paul K., who had eight month's sobriety, took her to a meeting in Rochester to meet another woman who turned out to be Mabel. Mabel joined about May 1947. Mabel recalled that the Manchester and the Portsmouth groups were both in operation when she came in. It seems likely that early closed private meetings preceded these first organized meetings held in public places, advertised, and open to all.

June 22, 1949

The Boston Central Service Office published a list showing 12 New Hampshire meetings: Concord with (2), East Jaffrey, Keene, Laconia, Manchester with (2), Milford, Nashua, North Conway, Portsmouth and Rochester.

1952-53

In 1952 Chet B. was elected NH's first Delegate to the General Service Conference on Panel 2.

1955

By 1955, A.A. in New Hampshire was beginning to grow more rapidly. In the six years since 1949 the number of groups had almost doubled. The 1955 Group Handbook and Directory lists 20 towns offering meetings. (See Table 1 – Towns with meetings in 1955)

Berlin	Claremont	Concord	Danbury
Dover	Dublin	Franklin	Keene
Laconia	Lebanon	Littleton	Manchester
Milford	Nashua	North Conway	North Hampton
Peterborough	Portsmouth	Rochester	Tilton

Table 1 - Towns with meetings in 1955

This Directory also lists the MALANO Club in Manchester, which persisted for thirty years, hosting many meetings. From this point the number of meetings in New Hampshire grew steadily. (See Table 2 - Chronology of Meetings and Members)

1959-60

The New Hampshire groups first got together at a Statewide Picnic hosted by the Tilton-Laconia Groups at the Belknap Recreational Center (now Gunstock). Hazel R. came from New York to speak at one of these (Windham Tape 3A). More frequent statewide get-togethers were desirable and the State Assembly was organized with monthly meetings (Brooks, Tape 11; Darling, Tape 14). At this time the Assembly decided to hold its meetings in Concord since this location would be more central to NH's A.A. population.

This move caused ill feelings among some of the A.A. members in the North Country. In the early 1980's the May Quarterly Assembly meetings began to be held regularly in Littleton and the early rancor was pretty much forgotten.

The first step-study meeting to be held in NH was formed in Wolfeboro and met at Carolin's Farm. According to the group's traditions, when a newcomer came to the meeting for the first time, the group would begin again at the First Step.

1963

The First NH Area Assembly meeting was held at Chase's Restaurant in Concord. Until Districts were formed in 1972, these meetings were held monthly (at Chase's and later at other locations in the Concord and Manchester area). Thereafter, they met quarterly, with the Area Committee Meetings held in the months between Assembly Meetings. The Area Assembly published its first statewide meeting list. Previously, NH's A.A. meetings were published in Boston Intergroup Directory.

1964-65

Doris G. became the first woman to represent New Hampshire as Delegate in 1964 (Panel 14). Because she resigned after the first year, the Alternate Delegate, Jack K. served the second year of the term.

Year	Groups	Members	Year	Groups	Members
1962	23		**1991**	518	7754
1964	27	373	**1992**	525	8090
1966	32		**1993**	531	8586
1971	52	789	**1994**	522	8503
1972	58		**1995**	551	9019
1973	70	1121	**1996**	530	8623
1974	93	1934	**1997**	563	9317
1975	91	1487	**1998**	554	9163
1976	103	1643	**1999**	547	9036
1977	112	1815	**2000**	535	8934
1978	135	2107	**2001**	570	9638
1979	144	2325	**2002**	594	10,037
1980	172	2721	**2003**	560	10,465
1981	182	2698	**2004**	559	10,702
1982	204	2663	**2005**	576	10,653
1983	220	2987	**2006**	564	11,090
1984	243	3365	**2007**	564	11,135
1985	247	3423	**2008**	600	11,283
1986	295	3894	**2009**	603	11,019
1987	327	4211	**2010**	607	11,033
1988	364	4808	**2011**	742	
1989	405	5584	**2012**	747	
1990	494	6980	**2013**		

Table 2 - Chronology of Meetings and Members

[2]As reported in the Final Reports of the annual General Service Conference, or Service Office records.

1966

The First New Hampshire State Convention was held at the Eastern Slopes Inn in North Conway in July and repeated there in July of 1967 and 1968. It was then moved to the Wentworth Hotel in Newcastle for one year. The Farragut Inn in Rye next became the preferred site for five years. It then moved to The Brickyard in Laconia, followed by a return to North Conway, first at The Eastern Slopes Inn and then at the Red Jacket Inn.

In response to the Service Manual suggestion for area organization, NH Area Assembly began to consider districting. At this time, NH Delegate George J. (Panel 16) wrote what became the first Area Structures and Procedures Manual for NH. This document was adopted by the Area Assembly in July 1966 and revised in 1969. In 1971, the Area Assembly voted to stop using the Area Structures and Procedures Manual and instead to refer to the *A.A. Service Manual*.

1967

The Pipeline, NH's statewide monthly newsletter, was first published. Named by Herbie M., it was assembled by Dottie D. and George J. in George's basement. The earliest copy we have is May 1968.

1968

The earliest Meeting List Book in the NH Area Archives is dated September 1968. Earlier issues, which were single mimeographed sheets, were published but none seem to have survived. 100 people attended the first dinner honoring Past Delegates. It became an annual event called the Mid-Winter Banquet and continued until 1993 when it was canceled due to problems of location and cost.

1970-71

New Hampshire bid for and won the opportunity to host the Northeast Regional Conference. New Hampshire again hosted the Conference in both 1974 and 1978.

1972-73

After much discussion, the NH Area Assembly voted to set up Districts as outlined in the *A.A Service Manual*. During this period a change in the order of officer rotation was adopted, discarding the previous custom of automatically electing the outgoing Delegate as Chair for the next Panel (unless s/he was unable to serve). Also, the Secretary/Treasurer position was divided into two separate offices. Gordon B. and Pete C. were the Delegates during these discussions.

1974

Districting began, at which point the Area Assembly had $436.00 in the treasury (stored in a shoebox the treasurer used for Area funds). NH Area 43 now had 5 Districts serving approximately 75 groups.

1976-77

NH's Area Assembly was now designated by G.S.O. as Area 43. To simplify identification of the areas, G.S.O. listed the Areas alphabetically and numbered them sequentially. By the end of 1976, NH Area 43 had 9 Districts serving approximately 96 groups. About this time, California Jack K. introduced the practice of holding hands while saying the prayer at the end of the meeting and also the practice of responding to "my name is Bob" with cries of "Hi, Bob!"

1980

NH Area 43 now had 12 Districts serving approximately 191 groups.

1981

In early 1981 an Ad-Hoc Committee formed to look into the feasibility of opening a Service Office. The Committee decided the time was right. The Assembly rented space for NH's first Service Office – two rooms at 139 Middle Street in Manchester. A rental agreement was signed on July 30, 1981. This office was operated by the Area Assembly, which now had accumulated $10,000. It was at first staffed by volunteers and open only on Wednesday nights, selling raffle tickets and meeting lists. The August 1981 Area Assembly gave its blessing to proceed and a nine-member Service Office Committee (S.O.C.) was formed. The Area Chairperson and Delegate selected these first nine members. The Committee met for the first time in the new Area office. At this meeting the Area Treasurer was added to the Committee. The S.O.C. met on a regular basis to develop by-laws for governing the Service Office of the Area Assembly. Information was gathered from Boston's Central Office and from other A.A. intergroup offices and/or central offices.

1982

The Area Assembly approved the Service Office Committee's by-laws on February 28, 1982 and the Service Office was incorporated as the NH Area Service Office of the NH Area Assembly, Inc., a non-profit corporation. The Service Office Committee was made directly responsible to the Area Assembly. By April, the NH Area Service Office had begun selling A.A. conference approved literature..

1985

The first paid Service Office employee started at 10 hours a week. In August of 1985 the Service Office moved to a five-room suite at 321 Lincoln Street in Manchester and the employee's hours were increased to 18 hours a week. These new accommodations allowed the Area Committee, The Area Service Office Committee, and other service committees' adequate space to hold their regular meetings. The hours were later increased to 30 per week.

1986

During this period, A.A. in New Hampshire continued its rapid growth. NH Area 43 now had 13 Districts serving 291 Groups. In addition, nine meetings were held each week in Correctional Institutions. Four District AA Answering Services provided AA information and 12-Step-Calls.

1988

By the beginning of 1988, our area had 15 Districts serving approximately 389 Groups. These groups held approximately 433 meetings each week throughout the state. Of these 22 were Institution Meetings. In addition, the Districts supported nine AA Answering Services.

1994

At the request of the Area Committee, work was begun on an Area Handbook. Monte R. (then Alternate Chair) chaired the committee that began work on this handbook.

1996

The February Assembly authorized the creation of an Ad Hoc Committee on Technology to study the use of modern technology by the Area. Areas for investigation were to include upgrades to the Service Office computer hardware and software, custom software for Area database processing and Service Office use, the use of email by the Service Office and Area officers, and the implementation of an Area Website. The Ad Hoc Committee on Technology presented the findings of the first phase of its investigation at the October meeting of the Area Committee. The Area Committee voted to recommend that the full assembly approve the recommendations of the ad hoc committee. The November meeting of the Area Assembly voted to accept and implement the recommendations. Also at the November Assembly, a Handbook Committee was formed as an Area Standing Committee, to be chaired by the Alternate Delegate. The Handbook Committee was charged with making revisions of the Handbook on an annual basis.

1997

The first edition of the NH Area 43 General Service Assembly Service Handbook was printed in October.

1999

In June, the Ad Hoc Committee on Technology (long dormant) was reconstituted to gather information and make recommendations about Area 43 email and World Wide Web access and presence. In September, the Ad Hoc Committee on Technology presented its findings to the Area Committee. The September Area Committee voted to accept and implement the recommendations. The service position of Area Webmaster was created and filled, and the new Area Webmaster (Kevin S.) was authorized to create the New Hampshire Area 43 Website. The Service Office established email capability in the fall of 1999 and the area website went online November 28, 1999. The website was announced in the December 1999 Pipeline.

2000

In February of 2000, the Service Office moved to 1330 Hooksett Road (The Barrett Building) in Hooksett. There were three part-time paid employees and office hours were Monday through Friday from 10 am until 4 pm. Office hours were eventually extended to include Saturday from 10 am until 2 pm.

At the suggestion of an ad hoc committee (formed earlier that summer) and as a result of a vote of the August Area Assembly, the Area Function Committee was restructured and by-laws were adopted. (See Appendix G: Function Committee By-Laws)

2001

As a result of a vote of the November 2000 Area Assembly in Durham, the Service Office began selling medallions and bumper stickers in January 2001. Bumper stickers were limited to the five (5) Grapevine slogans.

As a result of a vote of the August 2000 Area Assembly, the Area held its first Pre-Conference Assem-bly (March 2001) in Kittery (Maine). The format of the Assembly resembled a *mini-Conference*. Several GSC Agenda topics of particular interest to Area 43 were selected, attendees were randomly as-signed to work groups, each work group was assigned specific Agenda topics, background material for the Agenda topics was provided and the morning session was devoted to the deliberation of the various topics. The afternoon session was devoted to work group report-backs and their recommendations to the Assembly followed by open discussion and a vote on each recommendation.

As a result of a vote of the January 2001 Area Committee, the Area held an Area Inventory (September 2001) in Manchester. Future Area Inventories will be held in non-election years at the November Area Assembly.

2002

New Hampshire bid for and won the opportunity to host the 2003 Northeast Regional Delegates (NERD) reunion, to be held in Manchester in March 2003. The Area also bid for and won the opportunity to host the 2004 Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA), to be held in Nashua in February 2004. The Area held its second Pre-Conference Assembly (March 2002) in Londonderry following the same format as the 2001 Pre-Conference Assembly.

As a result of votes taken at the August 2002 Area Assembly, the Function Committee Treasurer was given a seat on the Finance Committee and reimbursement for mileage was sanctioned for elected Area officers in the conduct of their duties.

2003

The annual New Hampshire Convention moved to the more populous southern tier and was met with resounding success. More people attended this event in Nashua than any other convention in the history of New Hampshire AA.

After several years of research and discussion, at the August 2003 Area Assembly by-laws were passed to form an Area 43 Hotline Committee and Area 43 took oversight and financial responsibility for the 24-hour hotline. Also at the August Assembly, it was decided that Area Committee Chairs should be reimbursed for mileage incurred while meeting their service responsibilities.

2004

Area 43 hosted the Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA) in Nashua, NH. The Area 43 Pre-Conference Assembly was held in Derry, NH, hosted by District 9, and the Post-Conference Assembly was held in Pembroke, NH, hosted by District 8. At the November Area Assembly it was approved to add "Sharing Session" to all Area Assembly agendas to follow "New Business" and prior to closing. Sharing sessions are limited to 30 minutes at 2 minutes per person following the GSO procedure. The assembly voted in May 2004 to submit a bid to host the Bridging the Gap Conference in 2007.

2005

In January 2005, a subcommittee to the Function Committee was formed to organize a bus trip to the International Convention in Toronto. The trip was successful and all 47 seats were taken. In May 2005, the Assembly voted that the Pipeline Statement of Purpose was to be amended in the Pipeline and Area Handbook.

An Ad-Hoc Committee was established to determine the future of the position of Alternate Delegate. In August, the committee presented their findings to the Assembly and a motion to eliminate that position was defeated. In October 2005, the Assembly voted to change the by-laws for the Service Office Committee; changing the required number of committee members needed for a quorum from 5 members to half of the committee. It was also voted to change the mileage re-imbursement to 48 ½ cents for Area Officers and Standing Committee Chairs.

2006

In January 2006, announcement was made that Area 43 would host the 2007 Bridging the Gap Conference. March 25, 2006, the Pre-Conference Assembly was held in District 14. Roundtables met to discuss 2006 General Service Conference Agenda items. May 20, 2006 the Post Conference Assembly was held in Barrington, NH, District 15 at which current delegate Dale K. reported on his experiences at the General Service Conference held in April.

August 26, 2006 Area Assembly, Keene NH, the assembly voted on the handbook committee's suggested by-law changes for the next update of the NH Area 43 General Service Assembly handbook. Approved was the addition of June of the non-election year as a clarification of appointment of the Function Chair. Also approved was the addition of the requirement of two (2) signatures on any Function Committee checks over $500. The final suggested change to the handbook was to add "Webmaster" to the Service Office Committee increasing the number of members of that committee to ten (10), and also adding that there would now be four (4) members serving by virtue of office held in Area 43.

Also receiving Assembly approval was the suggestion that Area 43 request the following agenda item to be added to the 2007 Conference: Edit and reproduce an AA approved "Letter to the Woman Alcoholic" pamphlet." Pipeline Chair, George B. requested that the Pipeline be increased from 4 to 8 pages. Area 43 Inventory was chaired by Alt. Delegate Joyce C. in District 13, Nashua NH with lively discussion and insightful report backs. Finance Committee Chair George D. presented the proposed Area 43 2007 budget. Total Area 43 expenses of $201,672. After discussion, the assembly approved the budget. In response to recent Pipeline concerns, Area Chair Kevin S. appointed an ad hoc committee to review the Pipeline. Alt. Chair Ken L. will chair this committee, and report findings back to the Assembly.

2007

The Pipeline Ad Hoc Committee continued its discussion of Area Pipeline financing; the committee chose to solicit input from the Fellowship concerning whether the Pipeline should be expanded from a 6-page format to an 8-page one. The Fellowship expressed concern about the recent elimination of the Area Calendar from the Pipeline, and concern over the publishing of the amounts of Group contributions to the Area.

At the August 25 Area Assembly in Newport, NH, the Assembly voted to discontinue publishing the dollar amounts of Group contributions in the Area Pipeline. Separately, the Pipeline was able to find a new volunteer to resume publication of the Area Calendar; it also chose to continue with the 6-page format, as there were not enough article submissions to fill an 8-page format.

2008

In January the Area Hotline committee proposed we try to make it easier for alcoholics to find us, by changing our listing in the telephone "yellow pages" to read "Alcoholics Anonymous of New Hampshire". Voted and passed unanimously by the Area Committee.

Also in January: individual members presented strong concerns – at the Area Committee meeting – about possible violations of our A.A. Traditions, by groups that used special formats; of note were Big Book Step Study ("Hyannis format") groups; Back to Basics Beginners' Meeting format groups; Primary Purpose format groups; and groups that use literature (Hazelden) which are not A.A. General Service "Conference Approved Literature" (CAL) – among others. An ad hoc committee was formed to review whether (specifically) Back to Basics Beginners' Meeting groups should be removed from our Area Meeting Lists.

In April a new ad hoc committee was formed, to consider whether Area 43 has a need for an additional Groups Service Committee. After much discussion, the ad hoc committee recommended that Area not create a Group Services Committee; that our existing committees and ad hoc system were working well.

At the May 17 Area Assembly in Concord, NH, the Assembly voted that the Area Service Handbook be updated bi-annually, at the end of each Panel; i.e., at the end of odd-numbered years; the motion was passed unanimously. The Assembly also voted on a motion to increase the annual budget for Area Assemblies from $400 to $1,000; the motion was voted on and passed unanimously.

In August our Area Delegate, Area Chair, and Area PI/CPC chair met with representatives of the NH Governor's office, to explore ways we could cooperate to help A.A. members with Special Needs. GSO published its first Special Needs / Accessibilities Kit just after those meetings. Yet another ad hoc committee was formed, to address Special Needs / Accessibilities in Area 43.

In October the Area held its first Unity Weekend, with a "blue ribbon panel" comprising our current North East Regional Trustee, a past General Service Board chair, a past Grapevine board member, a member of GSO staff, and a past NH Delegate. Participants had much lively discussion, and local members were able to air their concerns and have questions answered concern our Three Legacies of Recovery, Unity, and Service. We also learned that GSO lists all groups, except those groups have dual purposes; e.g., problems other than alcohol. Special thanks to our Alternate Delegate and his committee for putting this wonderful event together!

At the November 22 Area Assembly in Nashua, NH, the Assembly conducted an Area Inventory. The Assembly also voted on a motion to remove the Nashua Back to Basics Beginners' Meeting from the Area Meeting List; the motion was defeated by substantial unanimity.

2009

At the May 13 Area Assembly in Brentwood, NH the Assembly voted on and passed recommended changes to the Area Hotline Committee by laws. The Assembly also voted on and passed recommended changes to the Area Function Committee by laws. Both votes prevailed with substantial unanimity.

At the August 22 Area Assembly in North Conway, NH, a Past Delegate Wayne C. and District 12 Alternate DCM Christopher B. presented an informative and well-researched presentation and workshop on Roberts Rules. The members attending the workshop enjoyed the presentation and were able to explore many questions regarding scenarios that frequently occur during business meetings and how conduct an orderly meeting.

2010

On September 26, 2010, the Second Ad Hoc Committee on the Bridging The Gap (BTG) Concept concluded that although BTG filled a vital role in the Area, the concept of BTG as a full-standing committee was not viable to be such, as the structure for such a committee was nonexistent. The recommendation was that BTG remain a subcommittee of the Treatment Committee. The Ad Hoc Committee also recommended that the Area may wish to consider such a committee, involving greater ramifications inherent to this matter, at a later time.

2011

At the August Area Assembly, the members voted to add a non-voting Parliamentarian position to the Area Standing positions.

At the October Area Assembly, the members voted to implement software that enables online financial transactions through the Area 43 website. At the same Assembly, the membership voted to update the Handbook description of the Parliamentary Procedures (Appendix D) to more accurately reflect how we operate at Area Committee Meetings and Area Assembly Meetings.

2012

The Ad-hoc committee on e-commerce brought a new website to fruition with a more user friendly base. A new committee was formed: The Technology Committee, which included the webmaster as a committee member.

2013

The Pipeline chair became a member of the Service Office committee. The Technology Committee was able to implement huge savings with the launching of: On-line store, Pipeline electronic version, and shipping charges for Service Office orders.

An ad-hoc committee on Safety in the Rooms produced a brochure on safety in AA.

2015

At the 64th General Service Conference Rich P. was elected the first Northeast Regional Trustee from Area 43.

AREA STRUCTURE

The area committee – perhaps more than any other group of people in A.A. – is responsible for the health of the Conference structure and, by the same token, for growth and harmony in our beloved Fellowship. (A.A. Service Manual)

General Service in New Hampshire

Generally, the New Hampshire Area structurally follows the suggestions for an Area Committee as offered in the *A.A. Service Manual*. In those cases where the special needs of the New Hampshire Area present situations not specifically covered in the *A.A. Service Manual*, the Area will adhere to the principles and traditions of Alcoholics Anonymous in the conduct of its business and the pursuit of its activities. The extraordinary growth of A.A. has brought with it the need for constant change. In the 65 years of A.A. experience in New Hampshire, we have come to realize that no structure can effectively address changing needs unless it allows for change itself. We realize that it is neither practical nor possible in the moment of discussion to review the minutes of previous Area meetings looking for relevant motions passed or binding actions taken. We also realize that planned agendas are helpful in allowing time for review of our archives so relevant documentation might be made available. In addition, we have come to realize that our collective memories cannot retain all the experience, knowledge and wisdom that have been passed on to us orally. Our experience suggests that unsubstantiated historical references are unproductive.

The A.A. Group — the Final Voice of the Fellowship

Alcoholics Anonymous has been called an upside-down organization because "the ultimate responsibility and final authority for World Services" resides with the groups – rather than with the trustees of the General Service Board or the General Service Office in New York. Over the years, New Hampshire A.A. has evolved from widely separated A.A.'s to many hundreds of Groups gathering on a regular basis. The Group is the basic unit of Alcoholics Anonymous. For more information, see the pamphlet "The A.A. Group" and the *A.A. Service Manual*.

In the New Hampshire Area of A.A., Groups traditionally elect a GSR as described in the *A.A. Service Manual*. It is also advisable for the GSR to have an informed alternate who can serve as a substitute when the GSR is unable to carry out his or her responsibilities. In those cases where a Group does not have a GSR, that Group's collective conscience and its participation and voice are severely limited in matters affecting A.A. as a whole. Therefore, we present here a collective effort to define all that is basic to our Area structure. We recognize its need to change as time passes, and hope that such change will be undertaken by the trusted servants who follow us, as better ways are found to meet the mission presented in our Preamble.

The District

Each district is autonomous with a responsibility to its member groups to participate in the Area. According to the *A.A. Service Manual* a district contains "the right number of groups — right in terms of the committee member's ability to keep in frequent touch with them, to learn their problems, and to learn ways to contribute to their growth and well-being." The *Service Manual* describes several ways districts may be organized to best meet the local needs of their groups.

Districts in Area 43 typically take on one of two forms. The first and more traditional form is a simple district comprising a single geographical area. The second form is a district comprising several zones, each zone being represented at the local (district) level by a Local Committee Member (L.C.M.). Both forms of Districts have a District Committee Member (DCM) who represents the District at the Area level on the Area Committee. When redistricting, approval of the groups within each district involved is essential. The Area Assembly should approve the proposed redistricting. Refer to the *A.A. Service Manual* for more information on the district and on redistricting.

The New Hampshire Area

The NH Area Committee is made up of the DCM's representing each District in Area 43 and the following Area Officers: Delegate, Alternate Delegate, Area Chairperson, Alternate Area Chairperson, Secretary, Treasurer, and Registrar. In addition, the chairperson of each Area Standing Committee is also a voting member of the Area Committee. The New Hampshire Area Assembly meets quarterly: March, May, August, October (in election years) or November (in non-election years). In the months that the Area Assembly does not meet, the Area Committee of Alcoholics Anonymous will meet. The Area Officers are elected at the biannual Area Election Assembly that is held in the autumn of odd-numbered years in accordance with the A.A. Third Legacy Procedure as outlined in the *A.A. Service Manual*. Officers and Committee Members responsibilities are further defined in this handbook. Area Officers and Area Committee Members represent the NH Area at various events as deemed appropriate by the Area Committee. Rotation of Officers takes place at the end of the December Area Committee Meeting following the Election Assembly. Officers officially take office on January 1st of even-numbered years. Traditionally, the newly elected Officers are afforded the opportunity to preside over the December Area Committee Meeting.

In the event that an Area Delegate or Area Chairperson is unable to complete his/her term of office, their Alternate shall do so. In the event that any other Area Officer is unable to complete his/her term of office, the Area Chairperson may appoint an interim to serve until the next regularly scheduled Area Assembly or Area Committee Meeting. At that meeting, the Chairperson shall inform the Assembly or Committee of the appointment and at the discretion of a majority assembled, the appointment may be ratified for the balance of the term, or an election may be called for. In the event that an election is called for, it shall be conducted at an Area Assembly. The interim appointed Area Officer may vote, except that person shall not vote on the issue of ratification of his/her appointment.

The voting members of the Area Committee are the DCM's (or their Alternate in their absence) the Area Officers, and the Chairs of the Standing Committees. At the quarterly Area Assemblies, the GSR's (or their Alternate in their absence) are also voting members. Past Delegates (see Appendix C: *Area 43 Delegates*), unless they qualify in some other capacity, are not voting members of the Area Committee or Assembly. Past Delegates will, however, be relied upon for their experience and wisdom on those many occasions that the need arises. All A.A. members are welcome and encouraged to attend Area Committee Meetings and Area Assemblies.

Unless the *A.A. Service Manual* provides specific guidance, we conduct our Area Committee Meetings and Area Assemblies following the guidance of generally accepted principles of parliamentary procedure (see Appendix D *Summary of Parliamentary Procedures*). The agenda of the quarterly Area Assemblies and the monthly Area Committee meetings shall be prepared by the Area Chair prior to each Area Committee Meeting or Assembly and sent out to members of the Area Committee. When possible, any other new business agenda items should be presented to the Area Chair prior to the meeting.

All decisions made by the Area are reached by discussion and vote, with careful attention to the minority voice. In keeping with this spirit, no action by a prior area committee is binding upon an incoming panel. Each newly elected Area Committee Member and GSR may recommend changes for the incoming committee's consideration. Business needing group approval will be carried out by the DCM's to their districts to allow GSR's the opportunity to solicit group conscience. Business needing approval of the full Area Assembly will be brought forward to the next quarterly Area Assembly for discussion and vote. Although a simple majority is sufficient for passage in most votes, our First Tradition suggests that we seek substantial unanimity in all decisions of importance. At the request of a simple majority of those voting, a two-thirds majority will be required to pass a motion, thus insuring substantial unanimity.

Procedure for Amending the New Hampshire Area Handbook

The Handbook Committee shall meet biannually. The Area Alternate Delegate will be responsible for scheduling and chairing these meetings. It is intended that the committee meet near the end of odd-numbered years. The purpose of the committee will be to review the Handbook and edit it as necessary so it continues to accurately reflect how business is conducted in the Area. The Handbook Committee should incorporate any changes in policy made during the course of the year by the Assembly. The committee should also listen to and consider any suggested changes from any district or group, keeping in mind that the Handbook Committee is charged with ensuring that the handbook reflects what we do. The Handbook Committee should avoid matters that affect area policy. The Handbook Committee shall not make rules. The membership of this committee is open to any A.A. The committee is encouraged to work by consensus, but in the event that a vote is necessary, a simple majority of those assembled will suffice. After the Handbook Committee has reviewed the updated handbook, it may be printed without further review.[3]

[3]In May 2008 the Area Committee voted on and passed, with substantial unanimity, a motion to update and print the Area Service Handbook at the end of each Panel, so the new Handbook will be ready around January of even-numbered years, as newly elected Group, District, and Area trusted servants begin their terms.

Business Meetings Agenda Format [4]

The New Hampshire Area Assembly [5] & The New Hampshire Area Committee

OPEN MEETING:

Chairperson: Welcome and moment of silence, reading of the A.A. Preamble and the 12 Traditions.

INTRODUCTIONS:

Opportunity for everyone to identify themselves, their service position and whom they represent (i.e., My name is . . . . and I am the GSR for . . . .)

AREA OFFICER REPORTS:

Concise reports will be given with discussion as needed. Except for housekeeping motions, all motions other than acceptance of reports belong as part of old/new business.
Secretary: (Reading and/or acceptance of previous minutes), *motion required.*
Treasurer, *motion required.*
Delegate
Alternate Delegate
Registrar
Chairperson
Alternate Chairperson

QUESTION & ANSWER for all officer reports

DCM REPORTS:

Brief oral reports will be given, with written or email reports submitted to the secretary on forms provided. Except for housekeeping motions, all motions other than acceptance of reports belong as part of old/new business.

QUESTION & ANSWER for all DCM Reports

STANDING COMMITTEE REPORTS:

Brief oral reports will be given and written reports submitted to secretary on forms provided. Except for housekeeping motions, all motions other than acceptance of reports belong as part of old/new business.
Ad-Hoc (if necessary), Archives, Corrections, Finance, Function, Grapevine/Literature, Hotline, PI/CPC, Pipeline, Service Office, Treatment, Webmaster Report

QUESTION & ANSWER for all committee reports

OLD BUSINESS:

Issues previously addressed but not resolved.

NEW BUSINESS:

Issues on agenda and/or issues brought forward by GSR's, DCM's or other committee members.

SHARING SESSION:

Sharing session will be limited to 30 minutes at 2 minutes per person following the GSO procedure. These sessions will be held at the end of Area Assemblies.

CLOSE

[4] Suggested format—may be modified at the discretion of the Area Chairperson

[5] Also see the section entitled *"The Area Pre-Conference Assembly"*

The Area Assembly

Any meeting of area GSR's and the area committee is an assembly. The area, state or provincial assembly is the mainspring of the Conference structure. It is the democratic voice of the movement expressing itself. – (A.A. Service Manual)

Area Assemblies follow the agenda as outlined for Area Committee meetings. Quarterly Area Assemblies include workshops planned by the hosting districts, lunch, and, in the afternoon, a business meeting of the Area Assembly. Assemblies are held in March (Pre-Conference), May (Post-Conference), August, and October (in election years) or in November (in non-election years) and are hosted by districts on a schedule coordinated by the Area Alternate Chairperson. Every effort should be made to rotate Assemblies throughout the Area in order to encourage participation by the widest distribution of A.A. membership. Assemblies are held on the fourth Saturday of the month[3]. When this proves impractical for the host district, date changes require simple majority vote of the Area Committee. (Also see Appendix A: *Guidelines for Hosting Area Assemblies.*)

The Area Pre-Conference Assembly

The March Area Assembly is intended to prepare the Delegate for the April General Service Conference. This Assembly is open to all NH AA members. The purpose of the Pre-Conference Assembly is to discuss key GSC agenda items and to make recommendations to the Delegate. Members will be divided into subcommittees for the purpose of discussing the agenda items. The Delegate will review the Conference Final Agenda and identify the agenda items of most significance to the fellowship. The Delegate should also make every effort to review the GSC background material and identify the background material relevant to the selected agenda items. This material should be available at the Assembly and every effort made to get that material to the subcommittee facilitator prior to the Assembly.

The Area Post-Conference Assembly[6]

The Post-Conference Assembly traditionally held in May is the Delegate's opportunity to inform Area 43 of the decisions, discussions and what he/she experienced at the General Service Conference held generally in April in New York. The morning program at the Post-Conference Assembly is dedicated to this presentation. The Delegate reports on the actions that were taken, items that were defeated and his/her votes in matters that affect AA as a whole. Typically, the Delegate provides handouts to the attendees and there is a time for questions and discussion. Lunch is followed by the Area business meeting which includes reports by DCM's and Area Committee Chairs; motions requiring a vote by the assembly and a general sharing session complete the afternoon portion of this Assembly.

The Election Assembly[7]

A. The Election Assembly (held in odd years in October) follows the format of the Area Assembly agenda with these adaptations:
B. Chairperson opens meeting in the usual manner, traditionally at 9 AM, in lieu of workshops.
C. Area Secretary, Treasurer, Delegate reports are made and other officers' reports are made, if necessary, on the activities since the last assembly.
D. Chairperson asks for a motion to suspend the remainder of the usual Assembly business and to proceed with the election. Following passage of this motion, the Chairperson then turns the running of the meeting over to the Delegate and to the Past Delegates who have agreed to run the Election Assembly.
E. The election is conducted in accordance with the "Third Legacy Procedure" as outlined in the A.A. Service Manual. The Delegate begins by explaining the Third Legacy Procedure and by explaining who is eligible to run for the positions and who is eligible to vote. Those eligible to vote are the GSR's and DCM's (or their alternates), Area Officers, and Standing Committee Chairpersons. Each member of the Assembly present has one vote. Absentee votes or proxies are not valid. At this time they will also determine the count of eligible voters.
F. If there are insufficient Past Delegates present to efficiently run the election, the Chairperson may designate additional tellers from those in attendance at the Election Assembly who are not eligible to vote or stand for office.
G. The Area Budget is also voted on at the Election Assembly as well.

The Area Inventory Assembly[8]

The Area Inventory Assembly (held in even years in November) should consider the following basic guidelines:

A. The planning and chairing of the Assembly are the responsibility of the Alternate Delegate.
B. The Assembly should be held in a central location readily accessible to most of the Area.
C. The focus of the Assembly is: "How we can be more effective in our service responsibilities, both to each other, as well as to the sick and suffering alcoholic who has yet to come through our doors?"

The Area Inventory Assembly follows the format of the Area Assembly agenda with these adaptations:

A. Chairperson opens meeting in the usual manner, traditionally at 9 AM.
B. The Alternate delegate facilitates the Area Inventory, conducted in lieu of workshops.
C. Normal Area Assembly business follows after completion of the Area Inventory.

[6]Approved by September 2011 Area Committee
[7]Approved by May 2001 Area Committee
[8]Approved by January 2001 Area Committee

Area Officers and Their Responsibilities

Delegate

The Delegate's primary responsibility is to serve as the link between the General Service Office and the AA groups in the Area. In this way the Delegate will be able to attend the weeklong General Service Conference in New York prepared to carry the collective group conscience of AA groups in NH. In addition, she/he is expected to attend all area service meetings and assemblies, the NH State Convention, and Northeast Regional service meetings such as the Northeast Regional A.A. Service Assembly (NERAASA), the Northeast Regional Delegates Conference (NERD) and the Northeast Regional Forum (NERF). The Delegate's primary role to each of these service meetings is to carry the collective group conscience and the considerations of the New Hampshire Area and to report back to the Area the news and information of Alcoholics Anonymous worldwide. The Delegate keeps the Alternate Delegate fully informed. The Delegate's other duties are outlined in the *A.A. Service Manual*.

Alternate Delegate

The Alternate serves as a valuable assistant to the Delegate, often traveling with the Delegate, or giving reports for the Delegate. The Alternate Delegate serves in the absence or incapacitation of the Delegate and is expected to be prepared to assume these duties. In addition, she/he is expected to attend all area service meetings and assemblies and the NH State Convention, and (subject to funding) the service meetings of the Northeast Region — e.g., Northeast Regional A.A. Service Assembly (NERAASA), Northeast Regional Delegates Conference (NERD) and Northeast Regional Forum (NERF). The Alternate Delegate serves as chair of the Handbook Committee, is responsible for the Area Inventory Assembly and sits on the Area Function Committee. The Alternate Delegate's other duties are outlined in the *A.A. Service Manual*. The Alternate Delegate may also assume other duties and responsibilities at the request of the Area Committee or Assembly.

Area Chairperson

The Area Chair is the presiding officer of the Area and chairs the monthly Area Committee meetings and the quarterly Area Assemblies, and prepares the agenda for each. In addition, the Chair keeps informed of all Area activities through close contact with the other Area Officers and Standing Committees; maintains close contact with the Finance Committee and the Service Office Committee; and appoints the chairpersons and membership for all Area Standing Committees unless such committee makeup is otherwise defined. In addition, she/he is expected to attend all area service meetings and assemblies and the NH State Convention, and (subject to funding) the service meetings of the Northeast Region — e.g., Northeast Regional A.A. Service Assembly (NERAASA) and Northeast Regional Forum (NERF), etc. The Chairperson keeps the Alternate Chairperson fully informed of Area activities. Other duties of the Area Chair are outlined in the *A.A. Service Manual*.

Alternate Area Chairperson

The Alternate Chair serves as the link between the Area and the Districts, keeping the Area Chairperson informed of District needs, and scheduling the Quarterly Area Assemblies. Because the Alternate Chair assumes the Area Chairperson's duties if Chair is absent or otherwise incapacitated, she/he needs to work closely with the Area Chair so she/he can stay informed of Area activities. In addition, she/he is expected to attend all area service meetings and assemblies and the NH State Convention, and (subject to funding) the service meetings of the Northeast Region — e.g., Northeast Regional A.A. Service Assembly (NERAASA), and Northeast Regional Forum (NERF). The Alternate Chair may assume other duties at the direction of the Area Committee.

Secretary[9]

The primary responsibility of the Area Secretary is to take minutes at Area meetings and Assemblies and report in a timely fashion an accurate record of their activities to the Area Committee. The Secretary is responsible for maintaining a current history of Area business and searches for precedents when needed.

The Secretary will provide a copy of the minutes of the meetings of the Area Committee and Assembly and to the Area Webmaster for posting on the Area website.[10] The Secretary will also at the end of their term supply the Archivist with a thumb drive with all the minutes from their term of service.[38]

In addition to these responsibilities, she/he may send out email reminders of Area Com-mittee meetings and Assemblies and notices of AA events. The Secretary is in a good position to act as a liaison between the of-ficers and committee chairs. The Secretary is expected to attend all Area service meetings, the NH State Convention and (subject to funding) the service meetings of the Northeast Region - e.g. Northeast Regional A.A. Service Assembly (NERAASA), North-east Regional Forum (NERF), etc. The Secretary may assume other duties at the discretion of the Area Committee.

Treasurer

The Area Treasurer is responsible for keeping track of the Area's financial matters, paying the bills, and maintaining accurate records of the Area's financial condition. The Area Treasurer is responsible for the supervision of bookkeeping services rendered to the Area and is a member of the Service Office Committee and the Area Finance Committee. In addition, she/he is expected to attend all area service meetings and assemblies and the NH State Convention, and (subject to funding) the service meetings of the Northeast Region — e.g., Northeast Regional A.A. Service Assembly (NERAASA), Northeast Regional Forum (NERF), etc. The Area Treasurer may assume other duties at the direction of the Area Committee.

[9] Approved by September 2011 Area Committee.

[10] By a vote of the May 2000 Area Assembly.

[38] By a vote of the August 2015 Area Assembly

Registrar

The Area Registrar is the liaison between the Area and the General Service Office (GSO) for communicating information about groups and meetings to and from GSO. (The same function at the group-to-area level is provided on a daily basis by the Service Office staff). The Registrar is responsible for an annual comparison of the GSO and Area databases. Updated information is sent to GSO along with copies of the group change forms and new group forms submitted to the Service Office. The Registrar works closely with the Service Office staff during the creation of state meeting lists, assisting with proofreading and data entry as needed. The Registrar is responsible for providing quarterly reports to the DCM's for updates and corrections. In addition, the Registrar is expected to attend all Area service meetings and assemblies and the NH State Convention, and (subject to funding) the service meetings of the Northeast Region – e.g. Northeast Regional AA Service Assembly (NERAASA), Northeast Regional Forum (NERF), etc. The Area Registrar may assume other duties at the direction of the Area Committee.

Area Standing Committees

The Assembly maintains special standing committees. These committees provide services through the assembly to facilitate the orderly conduct of A.A. activities and help spread the message of recovery in Area 43. The committees follow the general guidelines for special committees as provided by the General Service Office with the guidance of the New Hampshire Area Assembly and the Area Committee.

Committees at the Area level are intended to assist the committees at the District level, although the Area committees will provide direct assistance and services if there is no committee active at the District level or if requested. Area Standing Committees are not intended to be strict managerial organizations, but are flexible so that they may assist in whatever way that the committee deems most effective, working closely together with each other, provided that they adhere to the Traditions and the guidance of the Assembly.

The Area Chairperson appoints the Chairperson of each of these committees — with the exception of the Handbook Committee, and the Service Office Committee. All appointments recommended by the Area Chairperson are presented to the Area Committee for approval. Chairpersons of all standing committees are voting members of the Area Committee.

Archives Committee

The purpose of the Archives Committee is to preserve the history of A.A. in Area 43. The committee maintains records, memorabilia, and other items from our past so that we as a fellowship remember our history, growth, successes, and troubles. This helps A.A.'s in Area 43 better understand issues we may be currently considering because in all likelihood the issue has come up before and we can learn from our past experiences. The committee also maintains records of district and group histories and provides in-formation to any group or member who wishes to learn more about a group or district's history. The committee gathers items of historical information to A.A. in Area 43 from all over the Area, preserves, catalogues, and stores these items so they will not deteriorate over time. Over the years, the committee has been able to acquire and preserve a number of significant items that are on display in the Area Service Office (including First and Second Edition Big Books, meeting schedules from the first years of A.A. in New Hampshire, etc.) The committee meets as necessary. Upon request, the Archives Committee is available to attend Area and District functions and provide displays of A.A. history in New Hampshire. The committee is open to any interested A.A.

The Area 43 Archives Committee shall operate in the spirit of guidelines such as: (MG-17) Archives Guidelines, (M-41) Archives Workbook, (SMF-169) Researching A.A. Group History, Archives Preservation Guidelines, Digitizing Archival Material Guidelines, Oral Histories Kit, (F-47) The A.A. Archives, and similar materials as may become available from time to time.

All Area 43 Archives materials shall remain in the Archives Room at the Area 43 Service Office, except when borrowed for displays in the office, at Area events, or (in small quantities) for off-site research. The Archives Committee shall make a best effort to make Archives material available for view by all members. [40]

Corrections Committee

The purpose of the Corrections Committee is to coordinate the work of districts, groups, or individual A.A. members who are interested in carrying the message of recovery to alcoholics who are incarcerated. The committee works with districts and groups to coordinate A.A. meetings going into correctional facilities, works to encourage A.A. districts and groups to support these correctional facilities meetings, and coordinates the collection of conference approved literature for distribution to inmates. The G.S.O. Correctional Facilities Workbook provides information about how to run successful meetings in correctional facilities and how to establish positive relations with correctional facilities administrators and staff. Membership is open to all interested A.A.'s. (See the A.A. Guidelines for Correctional Facilities Committees.)

Finance Committee

The purpose of the Finance Committee is to serve as a fiscal oversight committee of the Area's financial situation and to assist the Area Treasurer in the maintenance of sound accounting practices. The committee also drafts the annual area budget, which is presented to the Assembly for approval. The committee assists the Assembly in making sound financial decisions, such as maintaining a reasonable prudent reserve. The committee is governed by its by-laws, which are approved by the Assembly. (See Appendix E: Finance Committee By-Laws.) The committee comprises no fewer than five and not more than seven members. Three members serve by virtue of their service positions (Area Treasurer, Service Office Committee Chair, and Function Committee Treasurer). The remaining members are nominated by the Area Finance Committee Chairperson, subject to advice and consent of the Area Committee. The committee is open to all interested A.A.'s. A background in accounting, finance, or bookkeeping, while helpful, is not a requirement. The committee meets as necessary, which means that the committee meets frequently (monthly or more) in the fall during the preparation of the budget and then on an occasional basis throughout the year to address specific financial concerns as they arise.

[40] By motion of the NH Area Assembly and amended August 2015

Function Committee

The purpose of the Function Committee is to coordinate the Area's various functions, including service workshops and the annual Area Convention[11]. The committee coordinates the numerous tasks associated with these events, such as arranging facilities, hotel accommodations, registration, announcements, and speakers. Should the Area express interest in hosting a regional activity, the committee can, with the approval of the Assembly, draft a bid to host such an event. The Function Committee is governed by its by-laws that are approved by the Assembly. (See Appendix G: Function Committee By-Laws).

Handbook Committee

The purpose of the Handbook Committee is to ensure that the Area Service Handbook continues to accurately reflect how business is conducted at the Area. The Committee is a biennially convened committee that meets to consider revisions and amendments to the Area Service Handbook. The Alternate Delegate chairs the committee. The committee meets at the discretion of the Alternate Delegate. Members should expect several meetings during the last few months of odd-numbered years. The committee is open to all interested A.A.'s who wish to participate.

Hotline Committee

The purpose of the Hotline Committee is to manage and maintain services related to our 24-hour hotline, in an effort to not only relay meeting information, but to provide twelfth-step assistance to those seeking help. The Hotline Committee fosters good relationships with our answering service provider while clearly communicating our needs; maintains current contact information for 12-Step calls; and monitors answering service billing. One representative from each district in Area 43 sits on the committee. The Area Chair appoints the Hotline Chair. The Hotline Committee is governed by its by-laws (see Appendix H: Hotline Committee By-Laws), which are approved by the Area Assembly.

Literature–Grapevine Committee

The purpose of the Literature–Grapevine Committee is to inform groups, districts, and individual A.A. members about A.A. conference approved literature and audiovisual materials, the A.A. Grapevine, and other items of A.A. literature. Education about these materials is done through displays of the items and presentations at area and district functions, workshops, and meetings. Upon request, the Literature-Grapevine Committee is available to attend Area and District functions and provide displays of A.A. literature. The committee encourages the purchase of A.A. literature from the New Hampshire Service Office, and sells A.A. and Grapevine literature at functions, and on request.[39] The committee may also pass along to the Area Delegate suggestions regarding literature for possible consideration by the General Service Conference. The Literature Grapevine Chair also serves on the Service Office Committee since the Service Office's primary task is to provide A.A. Conference approved literature to groups in New Hampshire. Membership is open to all interested A.A.'s.

PI/CPC Committee

The purpose of the Public Information/Cooperation with the Professional Community Committee is to convey information about Alcoholics Anonymous to the general public, including the media. Outreach to alcoholics is also done through the professional community, by informing members of the professional community (clergy, therapists, medical professionals, etc.) about A.A. The committee may participate in community activities to provide information to the general public about A.A. The committee also handles media requests, such as television and radio appearances, keeping in mind A.A.'s Twelve Traditions, most especially the tradition of anonymity at the level of press, radio, television, and film. On request, the committee provides speakers and information about A.A. to organizations such as schools or civic groups. Workbooks and numerous pamphlets are available to assist the committee. At the Area level, the committee is principally geared toward assisting District PI/CPC Committees, but it may also provide direct service if the need arises. The committee meets on a regular basis. Membership is open to any A.A., though a solid understanding of A.A. and the Traditions is necessary to successfully convey to the public what A.A. is and what it is not.

Pipeline Committee

The purpose of the Pipeline Committee is to maintain responsibility for the production and distribution of the Pipeline (New Hampshire Area 43's monthly newsletter). Because the Pipeline provides a statewide A.A. forum, the Pipeline Committee solicits articles from A.A.'s, serves as a communication tool for other Area Committees, and publishes announcements on group/meeting changes as well as Area, District, and Group functions. The Pipeline Committee meets monthly. Membership is open to all interested A.A.'s. The Pipeline editor (sic Chair) may go to consult regularly with the Service Office Committee for guidance regarding any matters relating to the newsletter.[12]

Pipeline Statement of Purpose [13]

"The New Hampshire Area Pipeline will be the voice of Alcoholics Anonymous within Area 43. Its editors and staff will be primarily accountable to New Hampshire A.A. Area 43 as a whole. The opinions expressed by AA members in the Pipeline are those of the writers, and do not imply endorsement by Area 43 or A.A. as a whole. Within the bounds of friendliness and good taste, the Pipeline will enjoy perfect freedom of speech on all matters directly pertaining to Alcoholics Anonymous within Area 43. Like the A.A. movement it mirrors, the primary purpose of the New Hampshire Pipeline will be to try to carry the A.A. message to alcoholics and practice the A.A. principles in all its affairs."

[11] It is a suggestion from the General Service Office that no Area Conventions be held within six (6) weeks of the International Convention that is held every five (5) years.

[12] By motion of the NH Area Assembly May 17, 1997 and amended August 2013.

[13] Adopted by the New Hampshire Area Assembly on May 17, 1997 and amended May 2005.

[39] By motion of the NH Area Assembly and amended August 2015.

Service Office Committee[14]

The purpose of the Service Office Committee is to administer and coordinate the activities common to A.A. in Area 43, such as serving as a clearing house of information, as a communications center, and as a source of A.A. conference approved literature. The committee oversees the conduct of business in the office itself and the employment of the office staff. The committee sets pricing of A.A. conference approved literature, after consultation with the finance committee. The Service Office Committee is governed by by-laws approved by the Area Assembly. The by-laws (see Appendix F: Service Office Committee By-Laws) provide for eleven members, five of whom are current members of the Area Committee (Treasurer, Finance Committee Chair, Literature/ Grapevine Chair and Technology Chair and Pipeline Chair) and six appointed members who rotate for three-year terms. Rotation is set so that the Area Chair appoints two new members each year to replace the two members who have rotated off the committee. The Chair of the Service Office Committee is elected biennially by the current membership of the committee. The S.O.C. Chair serves on the Area Finance Committee. The Service Office Committee meets monthly at the Service Office. S.O.C. meetings are open to anyone who wants to attend.

Technology Committee[15]

The purpose of the Technology (Tech) Committee is to maintain the Area 43 Website, Area 43 email and to be a resource for recommending, purchasing and installing computer and hardware and software for use by the Area Service Office. The Tech. Committee Chair, Alternate Chair and Webmaster shall be elected biennially by the Tech Committee. The Tech Committee is governed by its by-laws (see Appendix I: Technology Committee By-Laws), which were approved by the Area Assembly.

Treatment Facilities Committee

The purpose of the Treatment Facilities Committee is to coordinate the work of districts, groups, or individual A.A. members who are interested in carrying the message of recovery to alcoholics in treatment facilities and to set up a means of "bridging the gap" from the treatment facility to an A.A. group in the individual's home community. Committee members contact treatment facility administrators to discuss ways A.A. can cooperate with the facility, staying within the facility's guidelines while adhering to A.A.'s Twelve Traditions. The G.S.O. Treatment Facilities Workbook provides information about how to run successful meetings in treatment facilities, how to establish positive relations with treatment facilities administrators and staff, and how to develop a Bridging the Gap Program. Membership on the Treatment Facilities Committee is open to all interested A.A.'s. (See the A.A. Guidelines for Treatment Facilities Committees.)

Ad Hoc Committees

Separate from Area Standing Committees, the Assembly may create an ad hoc committee to examine a specific issue or project. Ad hoc committees exist for only the period of time in which they are examining the issue or item for which they were created. Generally, an ad hoc committee is an information-gathering group that presents its findings to the Area. Ad hoc committees may form recommendations, but they themselves do not take actions. Any actions proposed by an ad hoc committee will be considered by the Area prior to any action being taken.

Examples of ad hoc committees formed over the past few years are: Answering Services Ad Hoc Committee (charged with examining the possibility of some area-wide answering service), Technology Ad Hoc Committee (charged with examining the computer capability of the area), and Function Committee Ad Hoc Committee (charged with developing Function Committee By-Laws). An ad hoc committee may be formed by a motion of the Area Assembly or Area Committee.

The Area Chair appoints the Chairperson of an ad hoc committee, generally a member of the Area Committee. Ad hoc committee chairpersons are not voting members of the Assembly by virtue of their position as ad hoc committee chair. Ad hoc committee membership and size is flexible to accommodate the scope or the issue or project. Anyone wanting to participate in an ad hoc Committee should contact the ad hoc committee chair.

Area 43 and the World Wide Web

Area Webmaster[16]

The primary responsibilities of the Webmaster include maintaining the operation and content of the Area website. The Webmaster also collects email sent to the "Webmaster" email address and processes this email in the spirit of Area service. The Technology Committee elects the Area Webmaster for a two-year term, to serve as a trusted servant on the Area Service Office Committee. The Area Technology Committee provides website editorial review and assistance when requested by the Area Webmaster.

[14]Amended by a vote of the August 2013 Area Assembly.
[15]Adopted by a vote of the May 2013 Area Assembly.
[16]Amended by a vote of the May 2013 Area Assembly.

Area Website

The content of the Area website includes materials such as:

- Current Area Meeting Lists (as provided by the Service Office)
- Issues of the Pipeline (as provided by the Pipeline Committee)
- Public Information (as provided by the PI/CPC Committee)
- Minutes of Area Assemblies and Committee Meetings (as provided by the Area Secretary)
- The e-commerce shopping cart of items available to purchase from the Area Service Office
- On-line registration for Area 43 events such as the Annual Area 43 Convention
- Other announcements that serve the Area and its members
- Email links to Area Officers and Area Committee Chairs

Website Statement of Purpose [17]

The New Hampshire Area Assembly (Area 43) website will be the voice of Alcoholics Anonymous for Area 43 on the public Internet. Its editors and staff will be primarily accountable to Area 43 as a whole. Within the bounds of friendliness and good taste, the website will enjoy perfect freedom of speech on all matters directly pertaining to Alcoholics Anonymous within Area 43. Like the A.A. movement it is to mirror, there will be one central purpose: the website will try to carry the A.A. message to alcoholics and practice the A.A. principles in all its affairs.

We observe all A.A.'s principles and Traditions on our websites. As anonymity is the "spiritual foundation of all our Traditions," we practice anonymity on A.A. websites at all times. An A.A. website is a public medium, which has the potential for reaching the broadest possible audience, and therefore requires the same safeguards that we use at the level of press, radio and film.[18]

- Total number of hits by year:

Year	Total Hits	Hits this Year	Comments
2000	3,790		
2001	6,210	2,420	
2002	11,558	5,348	
2003	14,762	3,204	
2004	49,851	35,089	As of November, 2004
2005	75,000	25,149	Estimate
2006	105,260	30,260	As of November 2006
2007	135,458	30,198	As of 12/17/2007
2008	161,244	25,786	As of 11/18/2008
2009	189,918	28,674	As of 12/12/2009
2010	226,898	36,980	
2011	277,586	50,688	
2012	379,506	102,000	Estimated
2013			

Non-Voting Parliamentarian Position

The purpose of the Parliamentarian is to advise the Area Chair in responding to points of order and parliamentary inquiries and generally to provide advice on conducting the meeting according to the rules. The parliamentarian has a role that is purely advisory and should not hold any Area position that could cause partiality or a conflict of interest. The Parliamentarian is appointed by the Area Chair for a two-year term. The parliamentarian should be well-versed in the 12 Traditions and 12 Concepts of Alcoholics Anonymous and Robert's Rules.

[17] Adopted by the New Hampshire Area Committee on September 26, 1999.

[18] At the October 2011 Area Assembly, the members voted to implement software that enables online financial transactions through the Area 43 website.

Appendix A: Guidelines for Hosting Area Assemblies[19]

The Area Chairperson schedules all annual Area Committee and Assembly Meetings after consultation with the Area Officers. The Area Alternate Chairperson notifies the DCM's of the Area, informs them of the schedule and enlists individual District commitments to host the Assemblies. The annual schedule of host District commitments should be scheduled by December 1 of the previous year. The Alternate also follows up with the DCM and appropriate committees of each host District, explains any necessary requirements, and coordinates overall plans up to the day of each event. The Alternate is also responsible for maintaining a schedule of Area Assemblies to guarantee that all Districts in the Area are given ample opportunities to participate in the rotation of event locations.

All Area 43 Assemblies will be held on the fourth Saturday of the scheduled month, if possible. Area Committee approval is needed to deviate from this date. Every effort should be made to insure that the facility being used for an Area Assembly be Handicap Accessible. All Area 43 Assemblies shall be non-smoking.

New Hampshire Area Assemblies customarily begin in the morning with a light continental breakfast followed by workshop(s) and/or panels. It is a strong suggestion that Area 43 Assemblies use the current General Service Conference theme as the fundamental basis for the morning workshops. A Bookie exchange is held sometime during the lunch hour. The business of the Assembly commences around 1:00 P.M. and continues until completion with the exception of Election and Inventory Assemblies, where business commences around 9:00 A.M. Space should be reserved for Area Literature Committee and Archives and other Committee displays.

The New Hampshire Area has voted that it is responsible for the cost of any Area Assembly hosted by an Area 43 District. Any loss or profit will be borne by the Area. Nonetheless the Alternate Chairperson should advise the Districts to be certain that every effort is taken in the planning of each Assembly to bring about a positive financial outcome. In a vote at the May 1994 Area Assembly it was decided that the Seventh Tradition should apply to Area Assemblies and that meal costs should not be used to offset the cost of the Assembly. If a meal is offered, it should be at cost. A Seventh Tradition collection should be taken at the Area Assembly to help cover the cost of the hall, etc. The collection will be in the form of a Seventh Tradition Basket/Box set up at the registration table. The Area recommends that no other fundraisers (i.e. raffles, etc.) be used.

New Hampshire Area 43 will make reasonable advance payments to host districts.

Any district hosting an Area Assembly should provide the following information to the Area Alternate Chairperson upon completion of the event.

Itemized Costs:

- Hall Rental Fees & Insurance (if applicable)
- Kitchen Facility Costs (if applicable)
- Food and Supplies Costs (if applicable)
- Other Costs (where applicable)

Summary of Luncheon Sales:

- Number of Luncheon Tickets sold in advance. (if applicable)
- Number of Luncheon Tickets sold at the door.
- Price of Luncheon Ticket.
- Total Paid Luncheons served.
- Total Assembly Income

Attendance Information:

Total Attendance by Registration

Total Attendance by GSR's (if possible)

Note:
Your assistance in providing this information will help host districts in planning for future Assemblies.

[19]Updated May 1, 1997 / revised May 2002 to reflect changes made by January 2000 and May 2001 Area Assemblies. Updated October 31, 2011 to reflect changes made by October 2011 Area Assembly.

Appendix B: District Information and Map[20]

Table 3 - District Group Information

District	Region	Total Meetings
7	Peterborough	29
8	Concord	56
9	Derry	49
10	Salem	20
11	Western Lakes	76
12	Manchester	80
13	Nashua	92
14	Seacoast	84
15	Dover/Rochester	75
16	Eastern Lakes	32
17	North Country	37
18	Claremont	47
19	Keene	30
20	Mt. Washington Valley	22
21	Hanover/Lebanon	18
15 Districts		**747**

[20]Information based on Service Office records as of November 2013.

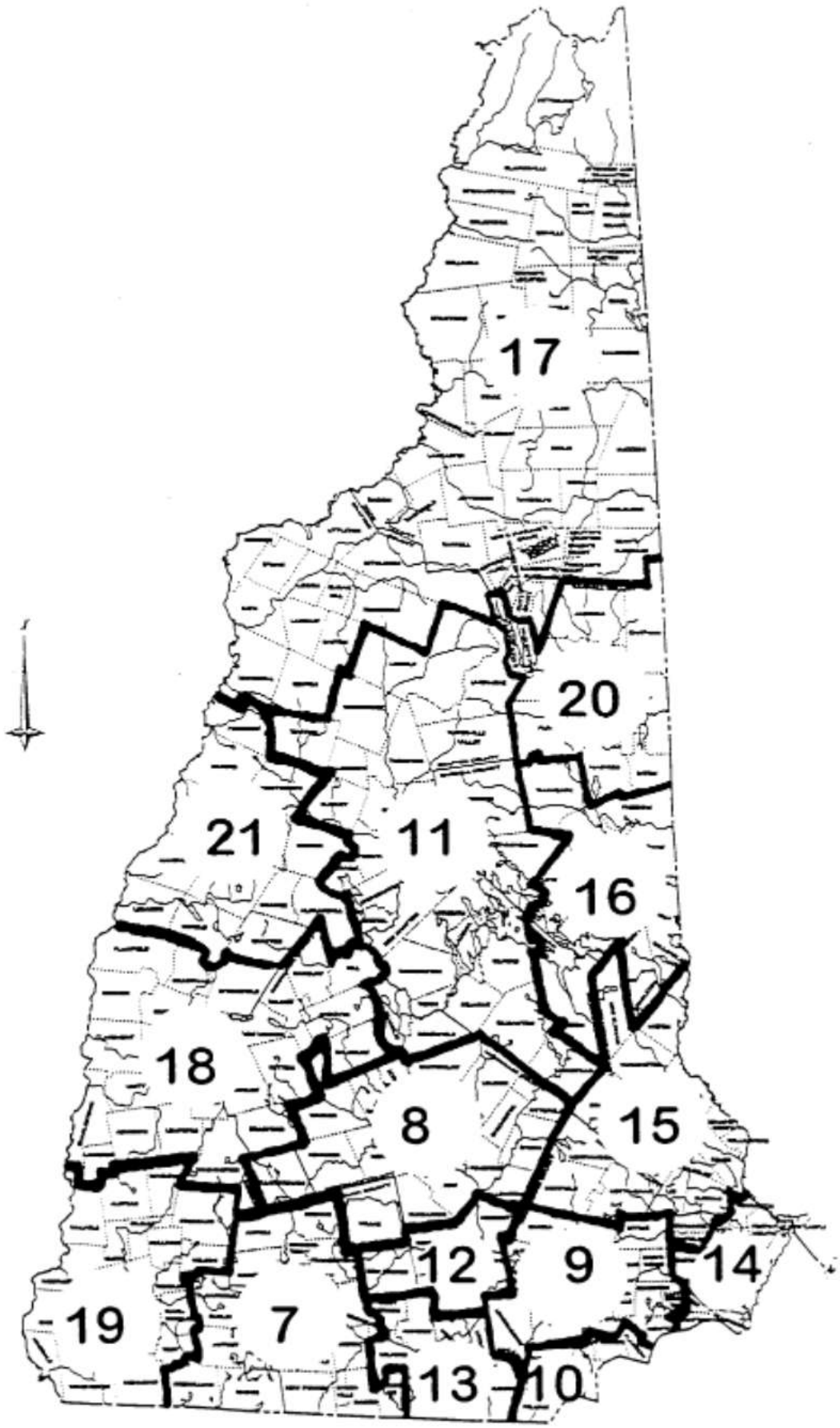

Figure 1 - NH Area District Map

District and Town Information

Town	Dist	Town	Dist	Town	Dist	Town	Dist
Acworth	18	Chesham	7	Ellsworth	11	Henniker	8
Albany	20	Chester	9	Elmwood	18	Hill	18
Alexandria	21	Chesterfield	19	Enfield	21	Hillsboro	8
Allenstown	8	Chichester	8	Epping	9	Hinsdale	19
Alstead	19	Chocorua	16	Epsom	8	Holderness	11
Alton	16	Cilleyville	18	Errol	17	Hollis	13
Alton Bay	16	Claremont	18	Etna	21	Hooksett	12
Amherst	13	Clarksville	17	Exeter	14	Hopkinton	8
Andover	18	Coburn	15	Fabyan	17	Hudson	13
Antrim	7	Colebrook	17	Farmington	15	Intervale	20
Ashland	11	Columbia	17	Fitzwilliam	7	Jackson	20
Ashuelot	19	Concord	8	Francestown	7	Jaffrey	7
Atkinson	10	Contoocook	8	Franconia	17	Jaffrey Ctr	7
Auburn	9	Conway	20	Franklin	11	Jefferson	17
Barnstead	8	Conway Vlg	20	Freedom	16	Kearsarge	20
Barrington	15	Cornish	18	Fremont	9	Keene	19
Bartlett	20	Cornish Flat	18	Gaza	11	Kellysville	18
Bath	17	Croydon	18	Georges Mills	18	Kensington	14
Bedford	12	Crystal	17	Gilford	11	Kidderville	17
Belmont	11	Cushman	17	Gilmanton	11	Kilkenny	17
Bennington	7	Dalton	17	Gilsum	19	Kingston	9
Benton	17	Danbury	18	Glen	20	Kittery, ME	14
Berlin	17	Danville	9	Glencliff	11	Laconia	11
Bethlehem	17	Davisville	8	Glendale	11	Lakeport	11
Blair	11	Deerfield	15	Goffstown	12	Lancaster	17
Boscawen	8	Deering	7	Gonic	15	Landaff	17
Bow	8	Derry	9	Gorham	17	Langdon	18
Bradford	18	Dixville	17	Goshen	18	Lebanon	21
Brentwood	9	Dorchester	21	Gossville	8	Lee	15
Bretton Woods	17	Dover	15	Grafton	21	Lempster	18
Bridgewater	11	Drewsville	19	Grange	17	Lincoln	11
Bristol	11	Dublin	7	Granite	16	Lisbon	17
Brookfield	16	Dummer	17	Grasmere	12	Litchfield	13
Brookline	7	Dunbarton	8	Greenfield	7	Littleton	17
Burkehaven	18	Durham	15	Greenland	14	Livermore	11
Cambridge	17	E. Andover	18	Greenville	7	Lochmere	11
Campton	11	E. Candia	9	Groton	21	Lockehaven	21
Canaan	21	E. Derry	9	Groveton	17	Londonderry	9
Candia	9	E. Hampstead	9	Guild	18	Loudon	8
Canterbury	8	E. Hebron	21	Hampstead	9	Lyman	17
Carroll	17	E. Kingston	9	Hampton	14	Lyme	21
Cascade	17	E. Lempster	18	Hampton Ctr	14	Lyme Center	21
Ctr Barnstead	11	E. Swanzey	19	Hampton Falls	14	Lyndeborough	7
Ctr Conway	20	E. Wakefield	16	Hancock	7	Madbury	15
Ctr Sandwich	11	Easton	17	Hanover	21	Madison	20
Ctr Stratford	15	Eaton Center	20	Harrisville	7	Manchester	12
Charlestown	18	Effingham	16	Haverhill	17	Maplewood	17
Chatham	20	Elkins	18	Hebron	11	Merrimack	13

Town	Dist	Town	Dist	Town	Dist	Town	Dist
Middleton	16	Peterborough	7	Stratford	17	Wolfeboro	16
Milan	17	Piermont	21	Stratham	14	Wolfeboro Falls	16
Milford	13	Pike	17	Success	17	Wonalancet	16
Millsfield	17	Pinnardville	12	Sugar Hill	17	Woodman	16
Milton	15	Pittsburg	17	Sullivan	19	Woodstock	11
Milton Mills	15	Pittsfield	8	Sunapee	18	Woodsville	17
Mirror Lake	16	Plainfield	18	Suncook	8	York Harbor, ME	14
Monroe	17	Plaistow	10	Surry	19		
Mount Vernon	13	Plymouth	11	Sutton	18		
Moultonborough	11	Ponemah	13	Swanzey	19		
Moultonville	16	Portsmouth	14	Swiftwater	17		
Mount Sunapee	18	Potter Place	18	Tamworth	16		
Munsonville	19	Quaker City	18	Temple	7		
Nashua	13	Quintown	21	Thornton	11		
Nelson	19	Randolph	17	Titlon	11		
New Boston	12	Raymond	9	Tinkerville	17		
New Castle	14	Richmond	19	Trapshire	18		
New Durham	15	Rindge	7	Troy	19		
New Hampton	11	Riverton	17	Tuftonboro	16		
New Ipswich	7	Rochester	15	Twin Mountain	17		
New London	18	Rollinsford	15	Union	16		
Newbury	18	Roxbury	19	Unity	18		
Newfields	15	Rumney	11	Upton	17		
Newington	14	Rye	14	Wakefield	16		
Newmarket	15	Rye Beach	14	Walpole	19		
Newport	18	Salem	10	Warner	8		
Newton	9	Salisbury	18	Warren	11		
Newton Jct	9	Sanbornton	11	Washington	18		
No. Conway	20	Sanbornville	16	Waterville Valley	11		
No. Hampton	14	Sandown	9	Weare	8		
No. Haverhill	17	Sandwich	11	Webster	8		
No. Salem	10	Seabrook	14	Wendell	18		
No. Sandwich	11	Sharon	7	Wentworth	21		
No. Stratford	17	Shelburne	17	W. Chesterfield	19		
No. Sutton	18	Smithtown	14	W. Lebanon	21		
No. Walpole	19	Snowville	20	W. Nottingham	15		
No. Woodstock	11	Snumshire	18	W. Ossipee	16		
Northfield	11	Somersworth	15	W. Peterborough	7		
Northumberland	17	So. Acworth	18	W. Stewartstown	17		
Northwood	15	So. Effingham	16	W. Swanzey	19		
Nottingham	15	So. Hampton	14	Westmoreland	19		
Odell	17	So. Newbury	18	Westville	10		
Orange	21	So. Sutton	18	White River Jct	21		
Orford	21	So. Tamworth	16	Whitefield	17		
Ossipee	16	Spofford	19	Whittier	16		
Otterville	18	Springfield	18	Wilmot	18		
Passaconaway	20	Squantum	7	Wilton	7		
Pelham	10	Stark	17	Winchester	19		
Pembroke	8	Stewartstown	17	Windham	10		
Penacook	8	Stoddard	19	Windsor	18		
Percy	17	Strafford	15	Winnisquam	11		

Appendix C: Area 43 Delegates

Chet B.*	Panel 2	(1952-53)
Harold D.*	Panel 4	(1954-55)
Henry D.*	Panel 6	(1956-57)
William R.*	Panel 8	(1958-59)
John McI.*	Panel 10	(1960-61)
Glenn S.*	Panel 12	(1962-63)
Doris G.*	Panel 14	-1964
Jack K.*	Panel 14	-1965
George J.*	Panel 16	(1966-67)
Neil G.	Panel 18	(1968-69)
Helen S.*	Panel 20	(1970-71)
Gordon B.	Panel 22	(1972-73)
Pete C.*	Panel 24	(1974-75)
Mary Jane L.*	Panel 26	(1976-77)
David W. (Woody)	Panel 28	(1978-79)
Jim N.*	Panel 30	(1980-81)
Dick D.*	Panel 32	(1982-83)
Tillie McN.	Panel 34	(1984-85)
Peter R.*	Panel 36	(1986-87)
Lou G.	Panel 38	(1988-89)
Marty G.*	Panel 40	(1990-91)
John S.*	Panel 42	(1992-93)
Karl L-K	Panel 44	(1994-95)
Anne M.*	Panel 46	(1996-97)
Wayne C.	Panel 48	(1998-99)
Mark S.	Panel 50	(2000-01)
Tom K.	Panel 52	(2002-03)
Catherine G.	Panel 54	(2004-05)
Dale K.	Panel 56	(2006-07)
Kevin S.	Panel 58	(2008-09)
Rich P.	Panel 60	(2010-11)
Cheryl L.	Panel 62	(2012-13)
Kenneth L.	Panel 64	(2014-15)

Decesed *

Table 4 – Area 43 Delegates

Appendix D: Summary of Parliamentary Procedures[21]

The New Hampshire Area Assembly follows the lead of the General Service Conference, operating under the guidance of Robert's Rules of Order. Robert's Rules, as they are commonly called, were first written in 1876, and have become generally accepted as a standard for conducting meetings of clubs, organizations, associations and conventions. The Area uses these guidelines on as informal a basis as possible to preserve the rights of all concerned, but we keep in mind that they must occasionally give way to the 12 Traditions and 12 Concepts of A.A. The General Service Conference uses them in this fashion.

Below is a list of the common motions and practices utilized at our Area business meetings.

Assembly Quorum

An Assembly quorum consists of all voting members present.

Making a motion

A motion is a proposal that the assembly take an action or express a certain views. Only members of the Area Assembly that can vote on motions may make motions. To make a motion, the member, upon being recognized by the Chair, says, "I move that" and then states the action she/he proposes. A motion must be seconded (with some exceptions as noted below) before it may be discussed. If the motion is not seconded, then it is not considered for action and is summarily defeated. Motions affecting policy require a 2/3 majority.

Amending a Motion

When a motion requires change to obtain the assembly's approval, a motion to amend the pending motion may be made. A proper motion to amend is done by inserting, adding, striking out and inserting or substituting new language in place of the existing language of the motion. For example, if the motion is to allocate $500.00 to some task, and the discussion indicated the assembly thought that amount was too much, a member could amend the motion by saying "I move to strike $500.00 and insert $250.00." Motions to amend must be seconded. If seconded, the motion to amend takes precedence over the main motion and the discussion then focuses on the merits of the amendment. Once the assembly acts on the amendment, the assembly then returns to the discussion of the main motion.

Tabling a Motion

This has the effect of removing the motion from further consideration at that time, and postpones it to such time in the future when it is taken off the table. A motion to table requires a second. Motions to table are not debatable. Motions to table require a simple majority to pass in our Area's practice, although Robert's Rules suggests a 2/3 majority. Once a matter has been tabled, it may not be "taken off the table" for further discussion or action until a motion is made to remove from the table. If the matter is to be postponed to a specific time, then the appropriate motion is not to table, but to postpone until (date).

Calling the Question

Calling the question brings discussion of a motion to a close and allows the assembly to decide if they wish to vote on the motion at that point or continue the discussion. Calling the question requires a second and requires a simple majority in our Area's practice, though Robert's requires a 2/3 majority. This action is not debatable. The person calling the question must be recognized and speak in turn, calling the question out of turn, interrupting those who have been waiting to speak, is out of order and does not have to be recognized by the chair. The person calling the question may not address the motion prior to calling the question.

Reconsideration

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone. Only a simple majority is required. If the majority votes to reconsider, full debate, pro and con, is resumed (Assembly members are urged to limit discussion to new considerations of the question under debate). A matter may be reconsidered only once. Motions to reconsider must be made at the same meeting at which the vote being reconsidered was taken. If the motion that is being reconsidered is not debatable, then the motion to reconsider is not debatable. Motions to reconsider or table cannot be subject to a motion to reconsider.

Tips, Hints, and Words of Caution

The rules of parliamentary procedure are intended to help move the discussion along in an efficient and fair way and should not be utilized in a way to stifle full discussion on an issue.

It is generally not advisable to second a motion to simply get on with the discussion. The better course is to wait for the motion to fail without a second and then make a new motion. This avoids the problem of having to overly amend a motion that is not effectively worded in the first place.

Being recognized by the chair simply means raising ones hand and being called upon by the chair. It is not helpful to shout motions out while others are waiting for their turn to speak.

[21] At the October 2011 Area Assembly, the membership voted to update this description of how we operate at Area Committee and Area Assembly Meetings.

The chair will endeavor to allow those who wish to speak for the first time to speak before recognizing those who wish to speak on the same matter a second time. The chair may, however, direct questions or allow the moving member to speak further on the motion to allow for clarification of the motion. In A.A., the minority opinion is important, and after a vote the chair may ask if there is anyone in the minority who wishes to address the majority. This is not discussion, and no rebuttal by a member of the majority is allowed. The only action that may take place, other than proceeding to the next item, is for a member of the majority to move to reconsider.

In A.A., the minority opinion is important, and after a vote the chair may ask if there is anyone in the minority who wishes to address the majority. This is not discussion, and no rebuttal by a member of the majority is allowed. The only action that may take place, other than proceeding to the next item, is for a member of the majority to move to reconsider.

Appendix E: Finance Committee By-Laws[22]

Article I - Purposes

Purposes of the Area Finance Committee are to provide assessment, continuity and advise in all financial matters of the New Hampshire Area Assembly and the New Hampshire Area Committee.

The responsibilities of the Area Finance Committee shall include, among others:

1. Acting as an advisory board to the Area Assembly, all its committees and the Area Treasurer.
2. Assisting in the development of, and make recommendations on, fiscal policy.
3. Providing audit and review of all Assembly and Committee activities.
4. Participation in development and review of the Assembly Budget.
5. Participation in, and review of, capital development.
6. Serving as a treasurer's resource.

Article II- Scope

1. The Area Finance Committee shall have full access to all Area Assembly and Committee records.

Article III-Meetings and Members

1. Meeting of the Area Finance Committee shall be held at the call of the chair. 51% of the current membership shall constitute a quorum.
2. The Area Finance Committee shall comprise no fewer than five (5), and not more than seven (7) members.
   a. In order to maintain continuity in fiscal policy, the Area Finance Committee shall sit for a term of two (2) years; such term commencing at the mid point of the Area Officers term of office.
   b. Three (3) members of the Area Finance Committee serve by virtue of service positions held in the New Hampshire Area: the Area Treasurer, the Chairperson of the Area Service Office Committee, and the Treasurer of the Area Function Committee.[23]
   c. The Area Finance Committee Chairperson, subject to the advice and consent of the New Hampshire Area Committee, shall nominate the remaining members of the Area Finance Committee. Vacancies on the committee shall be announced via the Pipeline at least four (4) weeks prior to any nomination being presented to the Area Committee so that interested A.A. members will have the opportunity to apply.
3. If a member misses three (3) meetings of the Area Finance Committee without informing the Finance Committee Chairperson, the Finance Committee may request that the Area Finance Committee Chairperson replace that member in accordance with Article III 2c.
4. All Area Finance Committee members serve at the pleasure of the New Hampshire Area Committee and may be removed through petition of a majority of the members of the Area Finance Committee, subject to the advice and consent of the New Hampshire Area Committee.
5. No person, other than those serving by virtue of their office under Article III 2b may serve on the Finance Committee for a period that exceeds two (2) full consecutive terms.

Article IV- Officers and Duties

Officers

1. The Area Finance Committee Chairperson shall be named in a manner consistent with the selection of other Area special committee chairs.
2. The Area Finance Committee shall elect the Area Finance Committee Alternate Chair.
3. The Recording Secretary shall be appointed by the Finance Committee Chairperson and, if not a member of the Finance Committee, shall serve in a non-voting capacity.

Duties of Officers

1. It shall be the duty of the Chairperson of the Area Finance Committee to preside over the meetings of the Finance Committee of the New Hampshire Area Assembly. She/he shall call all meetings of the Finance Committee and shall notify all members of the scheduled time and place of such meetings. She/he shall appoint all subcommittees, such appointments to be effective upon ratification by the majority vote of the Finance Committee. The Chairperson shall manage all functions of the Area Finance Committee and shall submit monthly report of activities to the Area Assembly and/or the Area Committee.
2. In a vote of the Area Finance Committee, the Chairperson may cast a vote only when:
   a. His/her vote will break a tie, or
   b. His/her vote will create a tie of the Area Finance Committee.
3. When empowered to vote hereunder, the Chairperson may cast the last vote of the Area Finance Committee. In the event of a tie vote (which may or may not include the vote of the Chairperson), the motion shall be regarded as defeated and may not be reintroduced at the same meeting at which the vote was held.
4. The duties of the Alternate Chairperson are to assume the duties of the Chairperson in his/her absence.
5. The duties of the Recording Secretary are to assist and cooperate with the presiding officer in recording all transactions of the Area Finance Committee meetings.

[22]Approved May 23, 1993 / Amended March 24, 1996

Article V- Amendments

1. Amendments to these by-laws may be made a majority vote of the members of the New Hampshire Area Assembly present and voting.
2. A proposed Amendment to these by-laws may be initiated by a written petition submitted to the New Hampshire Area Assembly Secretary, signed by Ten (10) voting members of the New Hampshire Area Assembly.
3. Such petition shall be reviewed by the Area Finance Committee and submitted, with recommendations, to the membership at the next regular Area Assembly meeting.

Article VI -Special Meetings

1. The Chairperson or quorum of members of the Area Finance Committee may call a special meeting, provided 72 hours notice is given to all Area Finance Committee members.

Appendix F: Service Office Committee By-Laws[24]

Article I - Purpose

1. Purposes of the New Hampshire Area Service Office shall be the administration and coordination of those activities common to the New Hampshire Area Assembly of Alcoholics Anonymous. These activities shall include, among others:
2. The maintenance of a service office as a clearinghouse for Alcoholics Anonymous (herein after A.A.) in Area 43.
3. To be a communications center for the development of the A.A. program in Area 43.

Article II - Meetings and Members

1. Meetings of the Service Office Committee (SOC) shall be held monthly. Half of the members present and voting shall constitute a quorum of the Service Office Committee.[25]
2. The Service Office Committee shall comprise of eleven (11) members.[26]
   a. To maintain the principle of rotation, each year two (2) members shall be appointed by the Area Chairperson for a three-year term, with the approval of the New Hampshire Area Committee. Every effort shall be made to represent the geographical distribution of A.A. membership in Area 43.
   b. Five (5) members of the Service Office Committee serve by virtue of office held in the New Hampshire Area Assembly: the current Treasurer, Finance Committee Chair, Literature Chair, and Technology Committee Chair and Pipeline Chair.
3. If a member misses three (3) meetings without informing the Service Office Committee Chairperson of a valid reason, the Area Chairperson shall be required to replace said member.
4. All Service Office Committee members serve at the pleasure of the New Hampshire Area Committee.
5. No person may serve on the Service Office Committee more than two (2) consecutive terms.

Article III - Officers and Duties

Officers:

1. The Chairperson and Alternate Chairperson shall be elected biennially by the Service Office Committee.
2. The Recording Secretary shall be appointed by the Service Office Committee Chairperson and, if not a member of the Service Office Committee, shall function in a non-voting capacity.
3. The New Hampshire Area Assembly Treasurer shall also hold the position of Treasurer of the Service Office.

Duties of Officers:

1. It shall be the duty of the Chairperson of the Service Office Committee to preside over the meetings of the Service Office Committee of the New Hampshire Area Assembly. She/he shall appoint all subcommittees, such appointments to be effective upon ratification by the majority vote of the Service Office Committee. The Chairperson shall manage all functions of the Area Service Office and shall submit a monthly report of activities and condition (including a financial report) to the Area Assembly and/or the Area Committee.
2. In accordance with the common guidelines of parliamentary procedure, as stated in Roberts Rules of Order, regarding the make-up, practices and processes of standing committees and rules of committee deliberation and voting, the Chairman of the Service Office Committee may enter into all discussions and vote on all matters that are before the committee.
3. When empowered to vote hereunder, the Chairperson may cast the last vote of the Service Office Committee. The duties of the Alternate Chairperson are to assume the duties of the Chairperson in his/her absence.
4. The duties of the Recording Secretary are to assist and cooperate with the presiding officer in recording all transactions of the Service Office Committee meetings.

Article IV - Financing

Financing shall be done through the treasury of the New Hampshire Area Assembly. A proposed Service Office Committee operating budget shall be submitted annually together with the input of the Finance Committee.

Article V - Amendments

Amendments to these by-laws may be made by a majority vote of the members of the New Hampshire Area Assembly present and voting.

Article VI - Capital and/or Property Rights

No member of the Service Office Committee shall have any property rights or own any distributive share in the funds or property of the Area Service Office, either during its existence or upon its dissolution.

In the event of dissolution of the Service Office Committee, all monies, property, and assets remaining after the payment of the Area Service Office debts shall be returned to the New Hampshire Area Assembly.

Article VII - Special Meetings

The Chairperson or five (5) members of the Service Office Committee may call a special meeting, provided a 72-hour notice is given to all Service Office Committee members, including the Chairperson and Recording Secretary.

[24]Adopted February 28, 1982 / Amended August 18, 1996
[25]Amended October 2005
[26]Amended to add Webmaster by Area Assembly August 2006

Appendix G: Function Committee By-Laws[27]

Article I Purpose

The purpose of the Function Committee of the New Hampshire Area Assembly of Alcoholics shall be to plan, arrange and host conventions, dinners, workshops and other such activities for the benefits and unity of members of Alcoholics Anonymous (A.A.) in New Hampshire.

Article II Meetings and Members

1. Meetings shall be held at the discretion of the Function Committee chair and held at such times and places as the committee deems appropriate. Meetings shall be open to any A.A. member who wishes to attend. Reasonable efforts to announce the meetings should be made so that any A.A. member may attend, though failure to announce the meeting shall not be deemed as a basis to invalidate any actions of the committee at that meeting. Only duly appointed members of the committee and the Al-Anon liaison[28] may vote at the meetings.
2. The Committee shall comprise thirteen (13)[29] members, with a suggested minimum length of sobriety of two years[30].
   a. The Function Chair shall be appointed in June of the non-election year by the Area chair[31]. The Function Chair shall serve a term of two years, with the approval of the Area Assembly or Committee
   b. To maintain the principle of rotation, each year several new members[32] shall be appointed by the Function Chair, with the approval of the Area Assembly or Committee. Every effort shall be made to represent the geographical distribution of A.A. membership in Area 43.
   c. Two (2) members of the Function Committee shall serve by virtue of position within the New Hampshire Area Assembly: the current Alternate Delegate, and Immediate Past Delegate.
3. If a member misses three (3) meetings without informing the Committee Chair of a valid reason, the Function Chair shall replace that member.
4. No person shall serve on the Function Committee for more than five (5) years. Members shall not serve in the same position for more than two years. A member may serve on the committee again after a five-year period off the committee[33].

Article III Officers and Duties

1. Officers: the Function Committee shall elect The Alternate Chairperson, Secretary and Treasurer of the Function Committee annually. Those serving by virtue of a position identified in 2.c above shall be ineligible to serve as Chair.
2. Duties of Officers: It shall be the duty of the Chairperson to preside over the meetings of the Function Committee and manage the activities of the Function Committee. The Chair may form sub-committees, as he/she deems appropriate. Sub-committees may include non-Function Committee A.A. members from Area 43, however any such member shall not be eligible to vote. The Chair shall make a regular report to the Area Assembly or Area Committee (including finances). The Chair may vote as any member. The Alternate Chair shall assume the duties of the Chair in his/her absence. The Function Committee Treasurer will, by virtue of the position, sit on the Area Finance Committee and attend all Finance Committee Meetings[34].

Article IV Financial Management.

1. The Function Committee shall maintain its own accounts and reasonable funds: to include "seed" money, reserve, working capital, receivables, payables and other such forms of accounts or funds.
2. The Chair of the Function Committee shall report to the Area Assembly or Committee its financial status at the regular meetings of the Assembly or Committee. Following any event hosted by the Area under the Function Committee, the Function Chair shall make a detailed report, in writing, of revenues and expenses for that event to the Assembly or Committee at its next regular meeting.
3. The Function Committee shall not enter into any contractual arrangements or obligations that may require the expenditure of more then $500.00 without having authorization of the Function Committee Chairperson and the Alternate Delegate.
4. No member of the Committee shall personally benefit from any vote of the Function Committee. Members may be reimbursed for actual expenses incurred, e.g., phone calls and postage. However, any payment of expenses for a Committee Member's attendance at an event hosted by the Function Committee shall require approval of the Function Committee, consistent with the general principles of service.
5. The Area Assembly shall have final authority to determine how any funds shall be disbursed or maintained.

[27] Adopted by the Area Assembly in August 2000.
[28] Adopted by the Area Assembly May 2009.
[29] Adopted by the Area Assembly May 2009.
[30] Adopted by the Area Assembly May 2009.
[31] The addition of appointment in June of non-election year approved by the Area Assembly in August 2006.
[32] Adopted by the Area Assembly May 2009.
[33] Adopted by the Area Assembly May 2009.
[34] Adopted by the Area Assembly May 2009.

Appendix H: Hotline Committee By-Laws[35]

Article I - Purpose

The purpose of the Hotline Committee of the New Hampshire Area Assembly of Alcoholics Anonymous is to provide a service whose efforts are targeted to assist alcoholics in recovery as well as those still suffering. Our intention is to not only relate AA meetings, times and locations, but to provide "twelve step" assistance to those seeking help in sobriety.

Article II - Meetings and Members

1. Meetings of the Hotline Committee shall be held quarterly. Four (4)[36] members present and voting shall constitute a quorum of the Hotline Committee.
2. The Hotline Committee shall comprise sixteen (16) members.
   a. To maintain the principle of rotation, even numbered districts will appoint one (1) member to serve on the Hotline Committee starting in the even year and odd numbered districts will appoint (1) member to serve on the Hotline Committee starting in the odd year with the approval of the New Hampshire Area Committee. Length of term will be two years.
3. If a member misses two (2) meetings without informing the Hotline Committee Chairperson of a valid reason, the District Committee Member will be notified and shall be required to replace said member.
4. No person may serve on the Hotline Committee more than two (2) consecutive terms.
5. All Hotline committee members serve at the pleasure of the Area Chairperson, with the approval of the New Hampshire Area Assembly or Area Committee.

Article III - Officers and Duties

Officers:

1. The Hotline Committee Chairperson shall be appointed bi-annually by the Area Chairperson.
2. The Hotline Committee shall elect the Hotline Alternate Chairperson.
3. The Recording Secretary shall be appointed by the Hotline Committee Chairperson and, if not a member of the Hotline Committee, shall function in a non-voting capacity.

Duties of Officers:

1. It shall be the duty of the Chairperson of the Hotline Committee to preside over the meetings of the Hotline Committee of the New Hampshire Area Assembly. He/she shall appoint all subcommittees, such appointments to be effective upon ratification by the majority vote of the Hotline Committee. The Chairperson shall manage all functions of the Hotline and shall submit a monthly report of activities and condition (including a financial report) to the Area Assembly and/or the Area Committee.
2. In a vote of the Hotline Committee, the Chairperson may cast a vote only when:
   a. His/her vote will break a tie, or
   b. His/her vote will create a tie of the Hotline Committee.
3. When empowered to vote hereunder, the Chairperson may cast the last vote of the Area Hotline Committee. In the event of a tie vote (which may or may not include the vote of the Chairperson), the motion shall be regarded as defeated and may not be reintroduced at the same meeting at which the vote was held.
4. The duties of the Recording Secretary are to assist and cooperate with the presiding officer in recording all transactions of the Hotline Committee meetings.
5. Alternate Chairperson will assume duties of Chairperson when Chairperson is unavailable.
6. If the Chairperson cannot attend a meeting, the Alternate Chair can postpone a vote until such time as the Chair can be present.

Article IV – Financing

Financing shall be done through the treasury of the New Hampshire Area Assembly. A proposed Hotline Committee operating budget shall be submitted annually together with the input of the Finance Committee.

Article V - Amendments

Amendments to these by-laws may be made by a majority vote of the members of the New Hampshire Area Assembly present and voting. Article VI - Special Meetings

The Chairperson or quorum of members of the Area Hotline Committee may call a special meeting, provided a 72-hour notice is given to all Hotline Committee members, including the Chairperson and Recording Secretary.

[35] Adopted August 2003

[36] Adopted by the Area Assembly May 2009.