

## Summary of Area 43 General Service Handbook Suggested Updates for the new 2022-23 Handbook

### Please Note:

All pages reference where the change would occur in our current 2020-2021 Handbook.

All changes are in **Red**.

1. Update the Cover Page with: **2022-2023**
2. **Page 3:** Amend the Preamble with **people** (replace the words *men and women*)
3. **Page 3:** Add **Thirteenth Update: January 2022** under “Published By”
4. **Page 16:** Add paragraphs for 2020 and 2021 describing Area 43 Business highlights  
**2020**

The Area 43 Registrar is now using ERP/Netsuite through GSO. Area 43 hosted NERAASA in February of 2020 in Nashua, NH, and 950 attended. COVID 19 Pandemic began and the State of NH shut down, launching the birth of online AA meetings. . Area 43 purchases a zoom account and all Area Committees are allowed to use it for their meetings. Area 43 Convention is cancelled. The Office goes to online shipping and curbside pickup only for orders, with no physical access to the Service Office. Post Conference is held in virtual format. Ad Hoc Committee formed to assist with transition back to face-to-face meetings. The 70<sup>th</sup> GSC was cancelled and then a shortened virtual format was organized. Area 43 Registrar posts online only meetings list on the website. A recommended password as the district is suggested for all meetings. . All Area 43 Committee meetings are held as virtual format until further notice. There are now 2 “online only” groups registered with the Area. Virtual August Assembly hosted by D14. **Area Webmaster** adds a “New to AA?” section to the Area website. Ad-hoc committee to explore technology options to reduce the cost of the answering service/hotline (Motion passed unanimously). Labor Day virtual alcathon held. Karen P. steps in as Area 43 Treasurer. Area 43 voted 100% in favor, to forward Ken L.’s resume for the Trustee-at-Large USA position. The GSR kit was added to the Area 43 website, as a link. A short list of easily accessible online meetings was compiled to help newcomers access meetings.

### **2021**

A new book comes to the Service Office: *Visual AA History*. Tish W. steps up as our new Accessibility Chair. The Pre-conference Assembly in March, 2021 was virtually hosted by the Seacoast District 14 which included the GSR Orientation taught by GSRs and ‘manning’ virtual breakout positions for each of the (6) breakout room: with a topic chair, co-host, & recorder/reporter to report back orally and in writing to the main Assembly. The district offered training for each position as well as practice presenting GSR Orientation. NERAASA 71<sup>st</sup> GSC was run virtually with great attendance. The Service Office gets a new copier in February. NHSCYPAA XXI is run virtually. The first DCM/Alt DCM meet and greet is held over zoom. Delegate Pete V. attends the 2021 General Service Conference, held virtually. Our Area 43 Convention is run virtually for the first time. A survey for our Area 43 Hotline is launched. The Post Conference Area 43 assembly is held virtually, with a GSR workshop. A motion brought forth by District 10 to move “The Doctor’s Opinion” to page 1 of the 5<sup>th</sup> edition Big Book is tabled until the August Assembly. New Functions Chair, Mallory R. and a new Hotline Chair, Dave T. are both approved. Closed Caption is used in the July Committee meeting for the first time.

This only includes through the June 2021 minutes, currently, and will be updated prior to printing in November.

5. **Page 21** Remove Appendix A, and move “Guidelines for Hosting Area Assemblies” including footnote 25, from p.32 to p. 22 under Area Assembly description, so all the information is in one place.
6. **Page 23:** The **Delegate’s** other duties **and qualifications** are outlined in the AA Service Manual. The Alternate Delegate’s other duties **and qualifications** are outlined in the AA Service Manual. Area Chairperson (add): Other duties **and qualifications** are outlined in the AA Service Manual.
7. **Page 24 Alternate Area Chairperson** (add the following to the current description)  
. The other duties and qualifications are outlined in the Service Manual under the Chairperson duties and qualifications.
8. **Page 24: Secretary** .....The Secretary will also at the end of their term supply the Archivist with a **digital copy of** (*previously a thumb drive*) all the minutes from their term of service.<sup>11</sup>  
(Add this sentence at the end) **The other duties and qualifications are outlined in the AA Service Manual**
9. **Page 24 Treasurer** The Area Treasurer is responsible for keeping track of the Area’s financial matters, paying the bills, **managing payroll (this was added)** and maintaining accurate .....  
(This part is added at the end.)**The other duties and qualifications are outlined in the AA Service Manual.**

## 10. Page 25 Registrar

*Previously: Group Change Forms and New Group Forms should be processed in a timely manner. Group and Role information from Area Fellowship Website every time changes are made to data in the GSO database. The Registrar will compile a monthly report of Group changes. ....The Area Registrar may assume other duties at the direction of the Area Committee.*

Changes: Group Change Forms and New Group Forms should be processed in a timely manner. Group and Role information **need to be updated in both** the GSO database (**Fellowship Connection**) and the **Area 43 database (Area Fellowship)**. ....The Area Registrar may assume other duties at the direction of the Area Committee. (add the following) **The other duties and qualifications are outlined in the AA Service Manual.**

## 11. Page 26: Corrections Committee (*The section in red has been added to the sentence.*)

Changes: 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, coordinates the collection of conference approved literature for distribution to inmates and **facilitates the Area's Pre-Release Program.**

## 12. Page 26-27 Move the By-laws for Finance, Functions, Hotline, Service Office Committee, and Technology Committees, to directly after the committee they reference to consolidate the information in one place.

**The following is an example of the suggestion to move the Bylaws and their footnotes, after the committee they reference. The Bylaws have not been changed, only moved, and will no longer be in the Appendices.**

## Finance

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. (**Finance Bylaws added**)

## (Page 41)

### Appendix E: Finance Committee By-Laws<sup>28</sup> 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.<sup>23</sup>

- 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
6. 2b may serve on the Finance Committee for a period that exceeds two <sup>(2)</sup> full consecutive terms.

<sup>28</sup> Approved May 23, 1993 / Amended March 24, 1996

### **(Page 42-43)**

#### **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.

#### **Article V Amendments**

1. Amendments to these by-laws may be made by 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.

### **13. Page 27: Function**

#### **Functions Committee**

The purpose of the Functions Committee is to coordinate the Area's various functions, including service workshops and the annual Area Convention<sup>15</sup>. The committee **works collaboratively and (added)** 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 Functions Committee is governed by its by-laws that are approved by the Assembly. (See Appendix G: Functions Committee By-Laws).

#### **14. Page 27: Handbook Committee**

*Previous: The Committee meets at the discretion of the Alternate Delegate. Members should expect several meetings during the last few months of odd-numbered years.*

Changes... The committee meets at the discretion of the Alternate Delegate. Members should expect several meetings **beginning in the spring** of odd-numbered years. **The Handbook Committee should present any changes that require an Area Assembly action.** The committee is open to all interested A.A.'s who wish to participate.

#### **15. Page 29: Service Office Committee**

*Previous: The Service Office Committee meets monthly at the Service Office.*

Changes: The Service Office Committee meets monthly at the Service Office **or virtually as agreed upon by the committee.**

#### **16. Page 31: Area Website**

Change: The content of the Area website includes materials such as:

- Current Area Meeting Lists (as provided by the Service Office)
- **Posting any Area Calendar entries on the website (this line is added to the current).**
- Issues of the Pipeline (as provided by the Pipeline Committee)

#### **17. Page 31: Website Statement of Purpose**

Changes: 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 **internet**, (added) press, radio and film.<sup>24</sup>

#### **18. Page 45: Appendix G: Function Committee By-Laws**

*Previous: The purpose of the Function Committee of the New Hampshire Area Assembly of Alcoholics Anonymous 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.*

Changes: Appendix G: Functions Committee By-Laws<sup>32</sup> Article I Purpose

The purpose of the Functions Committee of the New Hampshire Area Assembly of Alcoholics Anonymous 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.

**All references to "Function" will now be written: Functions.**