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(CCAA 93)**

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GUIDELINES & POLICIES

FOR THE CENTRAL CALIFORNIA AREA
ASSEMBLY (C.C.A.A.) OF ALCOHOLICS

ANONYMOUS DELEGATE AREA 93

JANUARY 2001

CENTRAL CALIFORNIA AREA ASSEMBLY
Guidelines and Policies
List of Change Pages
(As of 8-05-2007)

<u>Changed Page</u>	<u>Changed Date</u>	<u>Description</u>
Page i, ii, iii	3-16-2006, 8-05-2007	Table of Contents
Page 1-2	1-20-2002, 3-17-2002	Meeting Months
Page 1	1-20-2002, 3-17-2002, 3-16-2003	Meeting Months
Page 3, 3a	3-17-2002	Added Registrar
Page 3*, 3a	3-17-2002; 7-17-2005	Reword Para e.- i.
Page 4	5-19-2002	Area committee Membership to include sub- committee chair persons
Page 4	3-18-07	Changed definition of area committee membership
Page 5	5-19-2002	Annual budget submission and voting
Page 6	1-20-2002	Added 2. -b. C.C.A.A. Archivist
Page 7*	4-15-2005	Format clean up
Page 8	11-21-2004	Special Needs to Accessibility
Page 8, 9, 9a	11-21-2004, 11-20-2005	Separated definition for Grapevine and La Viña committees
Page 11	3-16-2003	Meeting Months
Page 14	1-15-2006	EI FORO
Page 15	3-16-2003	Meeting Months
Page 18 & 19	3-16-2003	Budget Timeline and Number of assemblies
Appendix W		
Page 2	2-16-2005	Adds "A statement ..." is added to Para. III. 2.

CENTRAL CALIFORNIA AREA ASSEMBLY
Financial Guidelines
List of Change Pages
(As of 8-05-2007)

<u>Changed Page</u>	<u>Changed Date</u>	<u>Description</u>
Page 4	1-21-2007	Added allowed lodging expenses for others
Page 5	8-15-2004	Changed mileage reimbursement amount
Page 8*	4-15-2005	Changed SCAAN to "Area 93 News"
Page 11	3-16-2003	Meeting Months

Notes * Indicates that the change is, or includes, a housekeeping change which has no associated motion for the change

**GUIDELINES & POLICIES
FOR THE CENTRAL CALIFORNIA
AREA ASSEMBLY (C.C.A.A.)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 93**

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**GUIDELINES & POLICIES
FOR THE CENTRAL CALIFORNIA
AREA ASSEMBLY (C.C.A.A.)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 93**

PURPOSE

1. These guidelines are intended to express, for the benefit of the entire C.C.A.A. membership and other interested A.A. members, the will of the C.C.A.A. as to conducting its business.
2. The purpose and business of General Service Areas are described in "The A.A. Service Manual with Twelve Concepts for World Service."

CHANGES TO THE C.C.A.A. GUIDELINES

1. Changes must be approved by two-thirds of the eligible votes cast at each of two consecutive assemblies.
2. Changes are not retroactive.
3. Changes are effective at the second approval.

MEETINGS

1. Area Assemblies:

- a. In the Area, Assemblies will be held in January, March, May, August and November on the third Sunday of the month. The March assembly will be a two-day assembly to facilitate the delegate receiving Group Conscience decisions prior to the General Service Conference. A second two-day assembly will be held in election years to separate the elections from normal area business. The Assembly shall be rotated throughout the area.
- b. Those eligible to vote at Area assemblies are Area Committee members, General Service Representatives (G.S.R.'s) or their alternates, the C.C.A.A. liaison to the Area central offices, liaisons from central offices in the Central California Area and the liaisons to and from Central California H.&I. Intergroup and C.C.A.A. past delegates;

2. Area Committee Meetings:

- a. The area committee will meet on the third Sunday of the following months February, April, July, October and December.
 - b. Those eligible to vote are Area officers, D.C.M.'s, D.C.M.C.'s, standing and Ad Hoc committee chairpersons, liaisons, or their alternates, and C.C.A.A. past delegates.
- 3. Meetings Of The Officers**, with or without the standing committee chairpersons, may also be held whenever deemed necessary by the Area chairperson.

C.C.A.A. MEMBERSHIP

(Where the A.A. Service Manual describes the duties, these guidelines incorporate those descriptions, with the following supplements.)

- 1. General Service Representatives (G.S.R.'s):** See Chapter II of the A.A. Service Manual.
- 2. District Committee Members (D.C.M.'s):** See Chapter III of the A.A. Service Manual, and;
 - a. Attend C.C.A.A. and Area Committee meetings, and participate on one of the C.C.A.A. standing committees;
 - b. Hold a district election every two years to elect new district officers with terms beginning in January of odd-numbered years; D.C.M.'s are eligible to be elected to a full two-year term after filling an un-expired term;
 - c. Help the Registration Committee maintain current records of all registered groups in the district and the names of the G.S.R. and group contact. Visit new/unregistered groups in the district;
 - d. Distribute copies of the Area Assembly and Area Committee meeting minutes and other information to the G.S.R.'s.
- 3. District Committee Member Chairpersons (D.C.M.C.'s):** See Chapter III of the A.A. Service Manual, and;
 - a. Hold joint meetings of the districts as required, and coordinate activities within the joint districts as necessary;
 - b. Have the same responsibilities for the joint districts as the D.C.M. has for a single district, relating to each D.C.M. as a D.C.M. does to a G.S.R.
- 4. Officers** whose duties, in addition to those in the Service Manual are:

- a. **Delegate:** The delegate's position exacts a great deal of time and work. See Chapter VI of the A.A. Service Manual, and submit a report for each newsletter.
- b. **Alternate Delegate:** See Chapter VI of the A.A. Service Manual, and;
 - i. Conduct an orientation for new G.S.R.'s before each Area assembly;
 - ii. Prepare a program for and chair the annual Conference Topic Workshop;
 - iii. Act as liaison to the Central California A.A. Convention for the General Service Meeting, when the convention is held in our Area.
- c. **Chairperson:** See Chapter V of the A.A. Service Manual, and;
 - i. Prepare and distribute an agenda to the Area Committee members at least 30 days prior to each Area assembly;
 - ii. Chair Area Committee meetings and Area assemblies;
 - iii. Assist host districts with organizing their Area assemblies;
 - iv. Select 2 D.C.M.'s to represent the Area at the 4-Area D.C.M. Sharing Session planning meeting.
 - v. Send a letter to each group at the year's end to thank them for their contributions to the Area and inform them how their money was spent.
- d. **Secretary:** See Chapter V of the A.A. Service Manual, and;
 - i. Take roll call at each Area assembly and Area Committee meeting;
 - ii. Maintain a roster of Area Committee members;
 - iii. Produce minutes and within 30 days mail a single copy to each Area Committee member for distribution to G.S.R.'s and standing committee chairpersons;
 - iv. Keep G.S.O. informed of any changes in the mailing list of Area officers and standing committee chairpersons after initial notification after the election;
 - v. Act as the C.C.A.A. contact with the Conference Coordinator at G.S.O.
- e. **Treasurer:** See Chapter V of the A.A. Service Manual, and;
 - i. Provide the quarterly financial report to the Area Committee meeting and submit it for approval at the next Area assembly, with copies available;
 - ii. Establish and maintain a permanent two-signature account with a multi-branch bank;
 - iii. Maintain a set of books accounting for all monies handled;
 - iv. Pay expenses required to meet C.C.A.A. obligations;
 - v. Attend Finance Committee meetings.
 - vi. Issue group contributions report to the area committee members on a monthly basis
 - vii. Deposit all non-cash receipts into the area bank account within three weeks of receipt.
- f. **Registrar** See Chapter V of the A.A. Service Manual, and;
 - i. Develop and maintain records of all groups in the area, including name, meeting location, time, G.S.R. and group contact.

- ii. Develop and maintain records for G.S.R.s, D.C.M.s, D.C.M.C.s, area Officers and area committee members including Name, Address, Phone Numbers and email addresses.
- iii. Coordinate with the district registrars to facilitate the smooth exchange of information.

5. Chairpersons of standing service committees.

6. Liaisons from C.C.A.A. to central offices and H&I Intergroup

7. Liaisons to C.C.A.A. from central offices and H&I Intergroup.

Area Committee Membership

Besides Area officers and DCM's, the Area Committee includes DCMC's, chairpersons and sub-committee chairpersons of standing and Ad Hoc committees, and all C.C.A.A. past delegates.

ELECTIONS

1. Officers:

- a. At the Election assembly each even-numbered year, C.C.A.A. officers to be elected are chairperson, delegate, alternate delegate, secretary, treasurer and registrar;
- b. Qualifications for each are read from the A.A. Service Manual before the election;
- c. Third Legacy Procedures in the A.A. Service Manual apply;
- d. Those eligible to be elected are Area Committee members, but no one is eligible to stand for an office in which he or she has ever served a full term in any Area;
- e. Requirements for voting are the same as at the Area assemblies.

2. Regional And Trustee-At-Large Candidates:

- a. Candidates submit resumes to the C.C.A.A. Chairperson at least 45 days before the election. Late resumes are returned;
- b. The C.C.A.A. Chairperson sends copies of all resumes to each member of the Area Committee at least 30 days before the election;
- c. Third Legacy procedures in the A.A. Service Manual apply;
- d. These elections are held as needed to meet G.S.O. deadlines;
- e. Anyone eligible to vote at Area assemblies may vote.

3. Officer Vacancies:

- a. Should the chairperson become unable to perform normal duties, the delegate chairs a special Third Legacy election;
- b. Should the delegate become unable to perform normal duties the line of succession is; alternate delegate, secretary, treasurer, and then Registrar. Should the delegate become ready to resume office, he/she notifies the acting delegate and resumes office subject to the approval of the officers. Should the alternate delegate also be unable to continue, the Assembly considers electing or appointing an acting secretary, treasurer and/or Registrar;

- c. Should the office of the secretary, treasurer or registrar become vacant, the officers choose either an election or an appointment, depending on how much term remains;
- d. Any appointment must be approved by a majority of the Assembly.

FINANCES

1. The finances of C.C.A.A. are discussed below in terms of priorities, income, annual budget, prudent reserve, and expenditures. C.C.A.A. financial policy is described in detail in the Policies section of this document.
2. Though **priorities** are necessary for fulfillment of the C.C.A.A. purpose, the ideal with respect to reimbursement is that no A.A. member be denied the opportunity to serve C.C.A.A. due to lack of funds. The priorities are:
 - a. Full funding of the delegate at the annual General Service Conference;
 - b. Necessary Assembly expenses;
 - c. Other work of the officers;
 - d. Work of the standing committees;
 - e. Travel reimbursement to Area Committee members for attendance at Area assemblies, Area Committee meetings, P.R.A.A.S.A., Forums, etc.
3. Primary **income** sources are group donations and special functions.
4. The **annual budget** for the next calendar year is submitted at the 2nd to last assembly of the year, with copies and is voted on at the Last assembly of the year. The budget is based mainly on past budgets and financial reports plus input from the officers and standing committees.
5. The **prudent reserve** policy of C.C.A.A. is to maintain sufficient funds on hand for C.C.A.A. budget requirements while avoiding the accumulation of excess funds. Upper and lower cash balance limits are recommended by the Finance Committee, presented to the Assembly for approval, and included on the quarterly financial report. A persistent cash balance above the upper limit requires C.C.A.A. action for application of the excess funds, a persistent cash balance below the lower limit requires C.C.A.A. action to replenish the deficiency.
6. All C.C.A.A. **expenditures** are made in accordance with a separate Finance Committee document, entitled "Financial Guidelines."

Standing Service Committees

1. Formation, composition and purpose of service committees:
 - a. The C.C.A.A. chairperson may form those service committees the officers deem necessary to the proper functioning of C.C.A.A., the chairperson to announce such formations at the next Area assembly;
 - b. Service committee chairpersons are appointed by the C.C.A.A. chairperson and approved by the officers. It is suggested that these chairpersons not be D.C.M.'s or D.C.M. chairpersons in order to keep as many members active as possible;
 - c. Details of structure and policy are contained in separate documents titled "C.C.A.A. (Committee Name) Policy," which are joint efforts of the respective committees and G&P; the policies are approved and/or changed by a two-thirds majority vote of the Assembly;
 - d. The general purpose of each C.C.A.A. standing committee is given directly below. Each committee consists of a chairperson, various officers and other interested A.A. members. A standing committee chairperson's term is two years, concurrent with that of the officers.
2. The **C.C.A.A. Archives Committee's** purpose is to:
 - a. Gather and preserve material and historical data about A.A., emphasizing the Central California Area, for use by interested people; display historical material at conventions, C.C.A.A. meetings and other appropriate functions; and assist and receive reports from the archivist.
 - b. The **C.C.A.A. Archivist** is separate from the committee and is responsible for both the physical and intellectual integrity of the archives collection. The archivist position is an appointed, non-rotating position to be reviewed every two years. The archives committee chairperson shall make a recommendation to the Area chairperson, who, with the approval of the Area officers, will appoint the archivist
3. The **C.C.A.A. Audio-Visual / Literature / Newsletter Committee's** purpose is to:
 - a. provide and coordinate the presentation of A.A. audio-visual material to A.A. groups, other committees (such as Public information, Cooperation with the Professional Community, Hospitals and Institutions, etc.) and related A.A. activities. These materials consist of audio tapes, video tapes, films and static displays.
 - b. inform C.C.A.A. of the status of new and revised A.A. literature and of proposals for the printing of new literature. The committee forwards suggestions for new literature to G.S.O.; provides current information to new literature chairpersons at the group level; makes presentations and/or displays literature at Area assemblies and other A.A. functions as needed.

- c. publish the C.C.A.A. Newsletter (93 News), which shall inform C.C.A.A. members of selected items of general interest from G.S.O., the Area, and the districts:
 - i. The agenda for and directions to the next assembly are included;
 - ii. Editorial columns are encouraged and a report from the delegate is expected;
 - iii. The articles are written for the A.A. membership at large, not specifically for General Service members;
 - iv. Publication will be at least once every quarter.

4. The **C.C.A.A. Cooperation with the Professional Community (C.P.C.) / Treatment Committee's** purpose is to;

- a. provide information about A.A. to those who have contact with alcoholics through their professions. Such information includes what A.A. is and is not as well as what it does and does not do. C.P.C. endeavors to cooperate without affiliation.
- b. make presentations to administrators and alcoholic patients in treatment facilities to familiarize them with what A.A. has to offer alcoholic patients upon discharge:
 - i. The committee's primary goal is to help districts reach alcoholic patients upon discharge and get them to outside A.A. meetings as soon as possible.
 - ii. The committee cooperates with Central California H.&I., local central offices and C.P.C. Committees whenever possible.

5. The **C.C.A.A. Finance Committee's** purpose is to develop and present recommendations, based on analysis of A.A. finances, to assist C.C.A.A. in making financial decisions by an informed group conscience:

- a. The committee annually presents a budget at the second to the last assembly, as set forth above under finances;
 - b. The budget considers timely requests for funding from committees or other C.C.A.A. elements, and balances such requests against fiscal responsibility;
 - c. The financial statement of A.A. World Services, Inc. and of the A.A. Grapevine, Inc. are reviewed at least annually and are reported to the Assembly;
 - d. Other delegated duties include review of and recommendations on unbudgeted proposed expenditures.
6. The **C.C.A.A. Grapevine Committee's** purpose is to inform groups and individuals as to the benefits of using the A.A. Grapevine magazine:
- a. The committee encourages groups and individuals to subscribe to our "Meeting in Print," urges A.A. members to contribute articles for publication and provides a structure for the group Grapevine Representatives (Gv.R's);
 - b. The committee includes group Gv.R's.
7. The **C.C.A.A. Guidelines and Policies (G&P) Committee's** purpose is to keep and maintain the C.C.A.A. guidelines and policies, and other documents created within C.C.A.A. and adopted by the Assembly:
- a. The committee writes amendments to C.C.A.A. guidelines and policies and submits these amendments to the assembly for approval;
 - b. The committee reviews other documents initiated with C.C.A.A. before action by C.C.A.A.;
 - c. Upon request, the committee reviews district structure, guidelines and policies documents and advises of possible conflicts with the C.C.A.A. guidelines and policies;
 - d. The committee maintains copies for future reference of all documents submitted;
 - e. Absence from three consecutive meetings, without good cause, is considered to be a resignation.
8. The **C.C.A.A. Public Information (P.I.) / Accessibility / Web Site Committee's** purposes is to inform the general public, through use of the media, of the message of Alcoholics Anonymous:
- a. The committee is always mindful of personal anonymity, A.A.'s singleness of purpose, and the principle of attraction rather than promotion;

- b. It is suggested that all P.I. Committee members have at least two years of continuous A.A. sobriety.
9. The **C.C.A.A. Registration Committee's** purpose is:
- a. To maintain records of registered groups, G.S.R.'s, Area Committee members (including past delegates), liaisons, and all alternates, to provide this information to the G.S.O. Records Department, and to register attendance of G.S.R.'s, Area Committee members, and liaisons at Area assemblies;
 - b. To maintain descriptions and maps of the Central California Area and the districts within the Area;
 - c. To study proposals for formation of new districts and modification of existing district boundaries and to make an impact report to the Area Committee.
10. The **C.C.A.A. Translation Committee's** purpose is:
- a. Keep the area assembly informed to the needs of those members who would not otherwise be able to participate in assemblies and/or committee meetings;
 - b. To review all documents translated as to the correctness and intended meaning of such documents and report their findings to the area chair;
 - c. Maintain a list of Outside Translators available to translate at area assemblies and/or area committee meetings and arrange for translators to be present at all such functions;
 - d. Work within the budget as voted on by the assembly.
11. The **C.C.A.A. La Viña Committee's** purpose is to inform groups and individuals as to the benefits of using the A.A. La Viña magazine:
- a. The committee encourages groups and individuals to subscribe to our "Meeting in Print," urges A.A. members to contribute articles for publication and provides a structure for the group La Viña Representatives (RLV's);
 - b. The committee includes group RLV's

Ad Hoc Committees

- 1. General Description:** An Ad Hoc committee is a temporary committee concerned with a particular purpose. It is formed by the Area chairperson, with or without a suggestion by the Area assembly. Ad Hoc committee chairpersons are appointed by

the C.C.A.A. chairperson and approved by the officers. An Ad Hoc committee remains in existence until its purpose is accomplished or until it is dissolved by the Area chairperson.

2. **Purpose:** The purpose of the committee is to deal with a specific situation or question which is not normally dealt with by any other committee and is too involved to be handled by the Area Assembly as a whole.
3. **When and Where Held:** An Ad Hoc committee meets at a time and place selected by the Ad Hoc committee chairperson.

Who Attends: The Ad Hoc committee chairperson, Ad Hoc committee members, and other interested A.A. members attend.

5. Conduct of Meeting: The meeting is conducted by the Ad Hoc committee chairperson. All recommendations or conclusions, if any, are arrived at by the group conscience and are reported at the next assembly.

LIAISONS FROM C.C.A.A.

1. A **liaison from C.C.A.A. to Central California H.&I. Committees** is appointed by the Area chairperson and approved by the officers. The liaison:
 - a. Should have sufficient experience in both General Service and Hospitals and Institutions service to relate effectively to each and to represent C.C.A.A.;
 - b. Chairs a meeting with liaisons from H.&I. Committees and other interested A.A. members prior to each Area assembly;
 - c. Attends annual Central California H.&I. Conference and Intergroup meetings to represent C.C.A.A.;
 - d. Reports to the Area assembly and Area committee meeting on H.&I. activities of interest or concern to C.C.A.A.

2. A **liaison from C.C.A.A. to central offices** is appointed by the Area chairperson and approved by the officers. The liaison:
 - a. Should have sufficient experience in both General Service and central office activities to relate effectively to each and to represent C.C.A.A.;
 - b. Chairs a meeting with liaisons from central offices and other interested A.A. members prior to each Area assembly;
 - c. Maintains contact with all central offices in the Area, and reports to the Area Assembly and Area Committee meetings on central office activities of interest or concern to C.C.A.A.

OTHER AREA MEETINGS

Area Officers Meeting

1. **General Description:** An Area officers meeting is a closed meeting of the Area officers held only on an as-needed basis.

2. **Purpose:** The purpose of the meeting is to address problems which would be inappropriate to address at any other Area meeting.

3. **When and Where Held:** An officers meeting may be called by any elected Area officer. The meeting is then scheduled at a time and place as determined by group conscience.
4. **Who Attends:** All Central California Area officers are invited to attend. A minimum of four must be present.
5. **Conduct of the Meeting:** The meeting is conducted by one of the Central California Area officers. All business is conducted on a group conscience basis and the recommendations are reported at the next Area assembly.

Area Committee Meeting

1. **General Description:** The Area Committee meeting is the primary General Service business meeting of the representatives of districts in the Central California Area.
2. **Purpose:** As described in chapter V of the service manual.
3. **When and Where Held:**
 - a. The meetings will be held in the following months: February, April, July, October and December.
 - b. Traditionally, the Area Committee meetings are held on the third Sunday of the month.
4. **Who Attends:** The Area Committee meetings are attended by:
 - a. Elected Area officers;
 - b. District Committee Member chairpersons (D.C.M.C.'s), District Committee Members (D.C.M.'s) and alternates;
 - c. Standing and Ad Hoc committee chairpersons, and alternates;
 - d. Liaisons and alternates;
 - e. Past delegates;
 - f. All other interested A.A. members.
5. **Meetings:**
 - a. Agenda. The agenda is put together by the Area chairperson. Typically, the agenda for the Area Committee meeting includes:
 - i. Reports:

- a. Treasurer
 - b. Secretary
 - c. Chairperson
 - d. Alternate delegate
 - e. Delegate
 - f. Standing committee chairpersons
 - g. D.C.M.'s and D.C.M.C.'s.
 - ii. Approval of agenda.
 - iii. Old business.
 - iv. New business.
 - v. Set Area assembly agenda.
 - vi. Program: The program is intended to be directed toward helping D.C.M.'s in their district-level service work.
- b. Conduct of Area Committee meetings: The conduct of Area Committee meetings shall be the same as the conduct of Area assemblies.

Other Area Activities

Conference Topic Workshop

1. **General Description:** The Conference Topic Workshop consists of several separate panels. Each panel discusses assigned topics from the General Service Conference agenda and reports to the delegate and the other Area Assembly members.
2. **Purpose:** The purpose is to obtain a consensus of the groups of the Central California Area to assist our delegate in making informed decisions at the General Service Conference in April.
3. **When and Where Held:** It is held Saturday all day and Sunday morning of the March Area assembly weekend at a location selected by the assembly host district.
4. **Who attends:** All members of C.C.A.A., invited guests, and other interested A.A. members attend.
5. **Who Plans the Workshop:** The alternate delegate is responsible for the planning of the workshop, including the selection of topics and panel leaders, and the preparation and advance distribution of the printed program.
6. **Expenses/Proceeds:** The host committee is guided by the limits on spending and the procedures for reimbursement of reasonable expenses as set forth in Guidelines For Financial Reimbursement, Section 8.0 – Hosting.

4-AREA D.C.M. SHARING SESSION

1. **General Description:** The 4-Area D.C.M. Sharing Session is an annual, one-day forum with a flexible format, put on by and for District Committee Members (D.C.M.'s) and D.C.M. chairpersons (D.C.M.C.'s).
2. **Purpose:** The purpose is to aid D.C.M.'s in carrying out their responsibilities and to inform each other on service-related topics. The sharing session encourages an exchange of ideas and cooperative efforts between neighboring Areas.
3. **When and Where Held:** It is held annually. The responsibility of hosting is rotated among the four Areas involved, in the following order: Southern California, Mid-Central California, San Diego-Imperial and Central California.
4. **Who Attends:** D.C.M.'s are especially encouraged to attend, but all members of Alcoholics Anonymous are welcome.
5. **Who Plans the Sharing Session:** The D.C.M. Sharing Session has a Planning Committee made up of one or two representatives from each of the Four Areas. The Planning Committee is responsible for the agenda and for inviting scheduled participants. Participants are D.C.M.'s or D.C.M.C.'s drawn equally from each of the Four Areas.

Each September the Central California Area chairperson selects a D.C.M. or D.C.M.C. as a representative who then appoints a second representative. These representatives:

- a. Are on the Planning Committee;
 - b. Are responsible for getting the word out within our Area;
 - c. Coordinate our Area's participation in the potluck meal;
 - d. Shall keep the Area chairperson informed of progress and shall attend the agenda-setting meeting at the request of the chairperson;
 - e. When held in the Central California Area, the selected representative chairs the Planning Committee and organizes the Host Committee. The Host Committee is responsible for securing a location in any district and planning the potluck meal. The host Area customarily supplies the entree.
6. **Expenses:** The facility rental cost is divided equally between the Areas. Our Area shall reimburse our Host Committee for all reasonable expenses associated with the event. This includes, but is not limited to, postage, printing, supplies, and telephone expenses;

The Host Committee is expected to solicit competitive sources of supplies, facilities, etc. and to exercise prudence in its selection from among those sources;

As the food is provided on a potluck basis, there should be no expense for food.

Annual Old Timers Event

1. **General Description:** The Old Timers meeting is an annual meeting celebrating long-term sobriety in the Central California Area. Tickets are sold to cover expenses.
2. **Purpose:** The purpose is to show our appreciation and gratitude for the “Old Timers” (thirty years sober), and to provide an opportunity for them to share, as a group, their experience, strength and hope.
3. **When and Where Held:** It is held customarily the last week of October or the first week of November at a location selected by the Host Committee.
4. **Who Attends:** Our invited guests, the Old Timers, and interested others attend. No one will be turned away for lack of a ticket.
5. **Who Plans the Old Timers Meeting:** The Area chairperson selects a Host Committee chairperson who forms a committee that plans the event.

This chairperson shall keep the Area chairperson informed of progress and shall attend the agenda-setting meeting at the Area chairperson's request.

6. **Expenses/Proceeds:** The Host Committee is guided by the limits on spending and the procedures for reimbursement of reasonable expenses as set forth in a separate Finance Committee document, entitled Guidelines For Financial Reimbursement, Section 8.0 - Hosting.

The proceeds, if any, go the Area general fund.

El Foro de Servicios Generales

(Spanish Speaking General Service Forum)

El Foro de Servicios Generales (the Spanish-Speaking General Service Forum) is planned and hosted by the Spanish-speaking groups on a date and at a location of their choosing. English translation is made available at the Foro.

POLICIES
FOR THE CENTRAL CALIFORNIA
AREA ASSEMBLY (C.C.A.A.)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 93

AREA ASSEMBLY
RULES OF CONDUCT

- 1. General Description:** The Area assembly is the primary General Service meeting of the representatives of the districts in the Central California Area.
- 2. Purpose:** The purpose of the Central California Area Assembly (C.C.A.A.) is to conduct the General Service activities of the Area.
- 3. When and Where Held:**
 - a. Assemblies will be held in; January, March, May, August and November. The assemblies will be rotated among districts within the area.
 - b. Traditionally, the Area Assembly meetings are held on the third Sunday of the month at 1:00 p.m., and are preceded by registration, sharing sessions for G.S.R.'s and D.C.M.'s, New G.S.R orientation, standing committee meetings and lunch.
- 4. Who Attends:** The assemblies are attended by:
 - a. Elected Area officers;
 - b. District Committee Member Chairpersons (D.C.M.C.'s), District Committee Members (D.C.M.'s), and alternates;
 - c. Standing and Ad Hoc Committee chairpersons and alternates;
 - d. General Service Representatives (G.S.R.'s) and alternates;
 - e. Past delegates;
 - f. Liaisons;
 - g. All other interested A.A. members.

5. Assemblies:

- a. **Agenda:** The agenda is put together at the Area Committee meeting, conducted by the Central California Area chairperson.

Typically, the agenda for an assembly includes:

- i. Reports;
 - a. Secretary
 - b. Treasurer
 - c. Alternate delegate
 - d. Delegate
 - e. Standing committees
- ii. Program; The program is intended to be directed toward helping G.S.R.'s in their service work.
- iii. Approval of agenda;
- iv. Old business;
- v. New business;
- vi. Good and welfare: Good and welfare is the opportunity for any member to address the assembly as a whole on matters that are of interest to the General Service Area and are not included in an agenda item.

b. Conduct of Assemblies:

- i. The Central California Area chairperson conducts an orderly meeting following the agenda:
 - a. The chairperson may announce changes to the agenda and ask for a simple majority approval;
 - b. The chairperson, at any time, may call for the spirit of the assembly to facilitate the proceedings.
- ii. The Chairperson entertains motions:
 - a. A motion can be made by anyone recognized by the chairperson;
 - b. All motions must be seconded for further action;
 - c. The chairperson has the discretion to entertain the motion, refer it to an appropriate committee for study, or defer it to the following assembly;
 - d. Following the seconding of a motion, a discussion is held where members of the assembly, when recognized by the chairperson, may address the motion, propose amendments or move to refer it, table it, or call the question;
 1. **A motion to amend** requires agreement by the originator of the motion; in the absence of such agreement, the proposed amendment fails; discussion then continues either of the original motion or the amended motion;

2. **A motion to refer** is a motion to suspend discussion and consideration of a motion until the next assembly, and to send it to a named committee for the committee's study and recommendation; requires a two-thirds majority. If the motion to refer fails, discussion continues;
 3. **A motion to table** is a motion to suspend discussion and consideration of a motion until the next assembly; requires a two-thirds majority. If the motion to table fails, discussion continues;
 4. **A motion to call the question** is a motion to end discussion so a vote can be taken on the current motion; requires a two-thirds majority and it cannot be debated. If the motion to call the question fails, discussion continues.
- e. Unless tabled or referred to a committee, following the discussion, the chairperson calls for a vote on the motion.
- iii. Voting Procedure:
- a. The motion is restated by the chairperson;
 - b. The chairperson has the discretion to conduct a voice vote, a vote by show of hands, or written ballot;
 - c. For a motion to carry, a two-thirds majority vote is required;
 - d. When a motion passes or fails, members of the defeated side may speak to their opposition, but may not move for a new vote. Subsequently, the chairperson asks if anyone on the prevailing side wishes to move for a new vote on the original motion or propose a new motion;
 - e. If a new vote on the original motion is proposed and seconded, it is held after possible discussion by either side. This re-voting procedure occurs only once.

STANDING COMMITTEE POLICIES

FINANCE COMMITTEE POLICIES

1. Primary Responsibilities:

- a. Annual budget for the next calendar year:
 - i. The annual C.C.A.A. budget shall first be presented to the Area Committee during the July meeting for review, discussion and approval. It shall then be presented to the Area Assembly for discussion and final approval;
 - ii. Copies of the proposed budget are presented at the August assembly for action, then or in November, in accordance with the two sections of the Area Guidelines: Finances and Standing Service Committees. Prudent reserve limits are included;
 - iii. Significant revisions to the current reserve format, which is upper and lower bank balances, requires approval by substantial unanimity of the assembly.
- b. Reimbursement, direct expenditures, financial accountability:
 - i. A separate document called Financial Guidelines and dealing with the three topics in the title of this section, is prepared by the Finance Committee and approved by the Assembly. Unlike this policy document, which concerns the structure and responsibilities of the Finance Committee, the separate document contains details about the three topics for the authorization of the treasurer and other Area officers and all Area committees and members;
 - ii. Revisions to the Financial Guidelines are accomplished by at least the same requirements as are revisions to Policy documents of standing service committees;
 - iii. Conflict or confusion which may arise between this policy document and the Guidelines For Financial Reimbursement are resolved by a joint effort of G&P and the Finance Committee.

2. Other responsibilities and functions:

- a. Unbudgeted proposed expenditures:
 - i. The C.C.A.A. chairperson or the full Assembly may request a Finance Committee Review and recommendation on such proposals;
 - ii. This task may be performed by the Finance Committee or a subcommittee thereof.
- b. Annual financial reports of A.A. World Services, Inc., the General Service Board, and the A.A. Grapevine, Inc.:
 - i. These reports are studied and reported on at the next assembly;
 - ii. This task may be performed by the Finance Committee or by a subcommittee thereof.

- c. Treasurer's quarterly Area financial report: The motion to accept the report is seconded by a member of the Finance Committee, preferably one who has reviewed the report or has knowledge of such a review;
- d. Inventory of material properties: This list is prepared and maintained by the Finance Committee and copies are made available, preferably at the same time each year. Details about this inventory are in the Guidelines For Financial Reimbursement;
- e. Insurance: The C.C.A.A. shall use reasonable efforts to seek, obtain, and retain Property Damage and Bodily Injury Liability insurance, in an appropriate amount. This insurance shall provide coverage, at a minimum, for C.C.A.A. events (as opposed to District or Group events) such as:

Five Assembly meetings annually (four that are one day and one that is two days, including a workshop);

Five Area committee meetings;

Officer meetings;

Special annual single events (Old Timers Meeting, 4-Area D.C.M. Sharing Session, and Foro Servicios Generales).

- f. Professional assistance:
 - i. All tax returns and other reports to the government are a responsibility of the C.C.A.A. treasurer. The Finance Committee has the responsibility to ascertain that the tax returns and annual reports are filed at the appropriate times. The necessary documents are prepared by a Certified Public Accountant under the cognizance of the treasurer and another Area officer and/or the Finance Committee chair;
 - ii. Legal professional assistance is the responsibility of the C.C.A.A. chairperson who consults with other officers, the Finance Committee chair, and others as appropriate. The C.C.A.A. chair negotiates for the services of a legal professional or group and acts as the principal liaison;
 - iii. Fees are associated with professional assistance for the returns, legal affairs and possibly other matters. The fees are paid by the treasurer following review by the Finance Committee and authorization by the Area Committee meeting or Area assembly. Fees need not be proposed in the annual budget.

3. Membership: The committee consists of chairperson, co-chair, the C.C.A.A. treasurer, and other interested A.A. members. Subcommittees may be formed.

4. Meetings: Meetings are held at the assembly sites preceding each assembly. Other meetings may be held as called by the chairperson

APPENDIX W

GUIDELINES & POLICIES

FOR THE CENTRAL CALIFORNIA
AREA ASSEMBLY (C.C.A.A.)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 93

WEB SITE

www.aaarea93.org is the official web site of the Central California General Service Area 93 of Alcoholics Anonymous. The web site is being provided as part of CCAA's 12th Step work in reaching out to help the alcoholic who still suffers and is available to all AA service entities. This site is maintained through volunteer efforts and it is requested that, when possible, only information not requiring frequent updates be posted.

Purpose

The web site is an Area 93 Public Information Committee vehicle and in line with the April 1997 General Service P1 Conference action where AA now utilizes Electronic Media as another method of carrying the AA message.

This web site is not endorsed nor approved by Alcoholics Anonymous World Services Inc. or any given Internet provider; it is an AA service provided solely by the Central California Area 93 Public Information Committee. To adhere to AA's tradition of personal anonymity, last names of AA members and personal e-mail addresses will not be listed. Some of the items at the site may have been published by AA World Services Inc. but it is not to be assumed that their use implies consensual approval by the General Service Conference.

Alcoholics Anonymous, AA, and the Big Book are registered trademarks of Alcoholics Anonymous World Services Inc. The Grapevine, AA Grapevine are registered trademarks of AA Grapevine Inc.

Personal Anonymity and E-mail

In order to maintain personal anonymity when using the web site, web site users are asked to direct all comments, inquiries, and remarks to the e-mail address listed and they will be contacted via e-mail or postal mail according to the need.

Guidelines for CCAA Web Site

I. Statement of purpose

As in any AA activity or Public Information Committee campaign, the primary purpose of this web site is that of carrying the AA message to the alcoholic who still suffers. The web site shall be open to all AA entities.

II. Public Access

1. It is recommended that the web site be constructed in such a manner that it be available for viewing by anyone who accesses the Internet through any means and with any system. Care should be taken not to show preference to specific systems, browsers, etc. that would make accessing the site through other means difficult.
2. In Central California, multiple languages are spoken, therefore, in the spirit of unity an effort should be made to provide access to the site's information in whatever language those viewing would understand.
3. To avoid any confusion as to the content of the site, an e-mail address should be included to which additional questions may be sent along with a standard mailing address for those unable to send them electronically.

III. Included Links

1. In keeping with the AA tradition of non-endorsement, and recognizing the fact that any AA site can and will be accessed by the general public, links to any commercial sources, including those selling religious, institutional and political advocacy sites should be avoided, as A.A. endorsement of such groups and organizations may mistakenly be implied through such links.
2. The only links that the Area will maintain are to the A. A. World Services, the A. A. Grapevine, and pertinent general service web sites.

A statement, "You are leaving the A. A. approved web site" shall appear when appropriate.

IV. Use of multimedia on CCAA Web Site

1. The use of multimedia has become common for the purpose of communicating information and enhancing the experience of the web itself. However, it is recommended that information be presented in a format that is common to all or most systems so as not to exclude those who do not have the same multimedia capability.
2. Excessive use of graphic material should be carefully considered, as the 11th tradition warns against the use of "sensational advertising". Intensive graphical, musical, or video, which is not pertinent to or supportive of the site's informational content, could be viewed as sensational advertising by those who view the site.

V. Financing and Maintenance

1. In keeping with AA's Seventh Tradition, a site placed on the World Wide Web to represent an AA Area should be supported solely by that Area. The many free sites available on the Internet, while tempting, must be avoided as they often include mandatory advertising space as "rent" for the space. Currency payment for space rental is considered to be the best. Domain names may be registered for the site to separate it from the renting company.
2. Maintenance of the site, updating material, and answering the e-mail and post mail generated by the web site, will be the responsibility of the members of a committee led by a Web Site Coordinator.

VI. Anonymity

1. Since any web site is a published document, which can be accessed by the general public, the principal of anonymity as it applies to other forms of media, should be extended to the World Wide Web. To that end, full names and photographs of AA members should be avoided, as would be the case regarding any other form of journalism.

Our relations with the general public should be characterized by personal anonymity. We think AA ought to avoid sensational advertising. Our names and pictures as AA members ought not to be broadcast, filmed, or publicly printed. Our public relations policy should be guided by the principle of attraction rather than promotion. There is never a need to praise ourselves. We feel it better to let our friends recommend us."

Tradition Eleven.

"And finally, we of Alcoholics Anonymous believe that the principle of anonymity has an immense spiritual significance. It reminds us that we are to place principles before personalities, that we are actually to practice genuine humility. This to the end that our great blessings may never spoil us; that we shall forever live in thankful contemplation of Him who presides over us all."

Tradition Twelve

APPENDIX H
GUIDELINES & POLICIES
FOR THE CENTRAL CALIFORNIA
AREA ASSEMBLY (C.C.A.A.)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 93

SUGGESTIONS FOR HOSTING CCAA ASSEMBLIES

Holding assemblies to allow full participation by AA members in our Conference Process is one of our Area's primary functions. Hosting one of these events is a privilege that should be experienced by any and all districts who so desire. This document is offered as an aid in preparing your bid successfully.

The following suggestions represent the collective experience of CCAA districts who have hosted assemblies over the past years.

The work done during assemblies is an important part of CCAA's overall service work and a well planned and organized assembly makes this day-long event more enjoyable and productive to all the participants. Therefore, a district has process.

The opportunity to make a positive contribution to the Area's service work by hosting one of these events, but perhaps just as important, is the fact that most districts find that a positive contribution is made to their own service work during the hosting process as GSRs and non-service AA workers within the district experience the rewards of working together for the benefit of others.

So, we who have hosted assemblies in the past, ask that you look through the following suggestions, use what you can, and let us know if there are ways you find to improve the process.

PREPARING AND SUBMITTING A BID

1. Obtain the approval and support of your district.
2. Find a facility (see *Planning the Event* for requirements) and verify that it will be available on the appropriate date.
3. Make a rough estimate of the costs for the facility, food, and incidental expenses to be sure the total will be within our budget.
4. Complete the Assembly Bid Form (attached), present the information at the Area assembly, and submit a copy of the form to the Area Chairperson.
5. Bids for future assemblies are often considered two at a time so plan in advance if you want to submit for both.

PLANNING THE EVENT

Once your district has been selected to host an assembly, you will usually have 6 to 9 months of preparation time before the event.

Your first priority should be to make definite arrangements to secure the facility. Deposit checks are available from the Area Treasurer and the Area Finance Chairperson can provide you with insurance information. Obtain any forms the facility may require to be filled out.

Our experience has shown that the best way to be assured of a successful event is to begin planning as soon as possible. Most districts immediately appoint an Assembly Event Coordinator who, in turn, will form subcommittees for each of the key assembly functions. Typically these functions will be:

- ⇒ Set-up and clean-up
- ⇒ Signs and information personnel
- ⇒ Parking
- ⇒ Coffee
- ⇒ Food

The host district's Assembly Event Coordinator should conduct several planning and progress meetings prior to the event. The subcommittees are usually given a budget and asked to work within that amount. The Coordinator should keep the CCAA Chairperson updated on the event planning progress.

When selecting volunteer workers, remember that this event can provide those who are not normally active in service work a "limited scope" opportunity to see what it is like; so, try to involve people who are not already holding service positions.

Following are some important items of general information, based on the experience of districts that have hosted assemblies, which you may find useful in *your* planning efforts.

1. Money

- Reference: Section 8.1 of the CCAA Financial Guidelines and contact the Area Treasurer for the current budget. Also consult with previous hosts for guidance. Try to keep the total costs within the budgeted amount. There are times when it is appropriate to mention that we are a non-profit organization. Our EIN # is available from the Area Treasurer.
- The Area will pay or reimburse the host district for all expenses incurred. Be sure to keep and submit all receipts. Coordinate required cash advances with the Area Treasurer.

2. Insurance

- The Area will provide general liability insurance coverage for the event. Contact the Finance Committee Chairperson to obtain certificates of insurance and, when it is required, "additional insured" riders.

3. Facility

- The main meeting room should accommodate about 150 people and have tables and chairs for all unless the facility has an auditorium and separate accommodations for eating.
- A small stage or elevated platform for the officers would be convenient but is not essential. An electrical outlet will be needed for the sound system.
- Additional breakout { meeting } rooms should be available. Inquire whether or not we will be charged extra for them.
- Make sure that all areas of the facility that we are using are wheelchair accessible, and verify that wheelchair lifts and elevators, if needed for accessibility, and special restrooms for the handicapped, are operable on the day of the assembly.

- Nearby parking should accommodate 90 vehicles.
- As assemblies (and most public facilities) are non-smoking, inquire as to the availability of smoking areas, and plan for “ butt-cans.”
- We frequently trip the electrical circuit breaker switches while brewing coffee, so verify where the circuit breaker box is located.

4. Food

- Keep the meal menus simple. Donuts, bagels, tea and coffee are appropriate for the morning, while a deli-style meal consisting of bread, cold cuts, cheese, potato salad, cole slaw, green salads, sodas, water, etc. is sufficient for lunch. Be sure to remember our vegetarian members when planning the menu.
- There are usually some items such as: Paper products, coffee, condiments, etc. available from the previous assembly. Add to these supplies as needed, but avoid buying more than is necessary just to obtain “quantity discounts.” Such purchasing rarely pays.

5. Transport supplies

- A certain amount of paper goods, tableware, Non-perishable condiments, as well as trash containers, signs, and the earthquake and first-aid kit are passed on from assembly to assembly. Be prepared to pick-up these supplies at the assembly prior to the one you are hosting. A pickup or van should be brought for this purpose.

6. Flyers and signs

- 150 flyers announcing the date and location of the assembly you are hosting, along with easy-to-read maps, should be distributed at the assembly prior to yours. An additional 50 flyers should be distributed at the prior Area Committee Meeting. Make sure the Area secretary has a copy of the flyer to include with the minutes for each of those meetings.
- Easy-to-see exterior signs indicating the route to the facility should be strategically placed at the primary freeway exits, street inter-sections, and in front of the facility (to indicate parking areas).
- Signs on site should direct people to the registration table, meeting rooms, and rest rooms.

7. Parking

You may want to have a few people to direct traffic in the morning, particularly if the parking arrangements are not obvious, or if the facility has restricted parking.

8. Room use requirements

<i>TIME</i>	<i>CLASSROOM / SPACE NEEDS</i>	<i>ATTENDANCE</i>
9:30AM - 10:30AM	New GSR Orientation	20
	GSR Sharing Session	20
	DCM Sharing Session	20
	Spanish Speaking Session	30
10:30AM - 12:00PM	Archives Committee	6
	Audio Visual Committee / Literature / Newsletter	15
	Central Offices / Hospitals and Institutions	10
	CPC Committee / Treatment	20
	Finance Committee	10
	Grapevine Committee / La Viña	15
	Guidelines & Policy Committee	6
	Public Information / Web Site / Special Needs	30
	Registration Committee	10
	Translation Committee	10
12:00PM - 1:00PM	Lunch	150
1:00PM - 5:00PM	Assembly	150

- (a.) Some of the smaller committees can meet in the same room or different parts of the assembly hall. The larger committees need their own rooms.
- (b.) The Registration Committee prefers to meet near the registration table.

HOSTING THE ASSEMBLY

If you have planned well, there is not much to do on the day of the assembly other than to carry out those plans; however here are a few more ideas to ensure a smooth running event.

1. Set up as much as you can the night before, if allowed by the facility.
2. Start early on the morning of the assembly by placing the exterior signs and brewing the coffee.
3. Have a team of volunteers on hand as walk-around information booths during the morning. Some districts have had them carry "Ask me" signs.
4. Arrange the lunch serving tables so at least two lines of people can be served simultaneously. This will aid in getting everyone served and allow them time to eat during the one-hour lunch period.
5. Most important--Have a good time!

CCAA ASSEMBLY BID FORM

Specify assembly
Date _____

Bidding District
no. _____

Site
location _____

Describe the facility (including parking):

Are breakout
rooms available _____

Cost of
Facility _____

Cost of
Kitchen _____

Janitorial
Fee _____

Cost of
Food _____

Other
Expenses _____

Total Bid _____

Date submitted to Area Committee _____

Submitted
By _____

Daytime telephone () _____

Home telephone () _____

Cell phone () _____

Pager () _____

E-mail _____

Central California Area Assembly of Alcoholics Anonymous **FINANCIAL GUIDELINES**

SECTION 1.0 – INTRODUCTION

1.1 POLICY

While it is within the spirit of Alcoholics Anonymous that each of its members give freely of themselves, their time, their talent, and—within reason—their money, the basic intent of these Guidelines is to permit that:

No member of Alcoholics Anonymous shall be denied the opportunity to serve the Central California Area Assembly by reason of lack of funds.

1.2 IMPLEMENTATION

Following approval of these Financial Guidelines by the Central California Area Assembly, all members of that body (and other individuals, as may be specifically designated by that body) shall, upon timely presentation of justification and at their request, be eligible for reimbursement of extraordinary expenses incurred by them in the performance of their duties on behalf of the Central California Area Assembly.

1.3 PRECEDENCE

These Financial Guidelines are not binding in any contractual or legal sense. Members of this Fellowship—as they may so wish and completely at their option—are NOT REQUIRED to request the full (or any) reimbursement allowed or allowable. However, in such event, this shall NOT be interpreted as a pattern to be followed by others nor a cause for precedent.

1.4 CONTENT

The content of these Financial Reimbursement Guidelines is as follows:

SECTION – TITLE

- 1.0 - INTRODUCTION
- 2.0 - BUDGETARY AUTHORIZATION
- 3.0 - LODGING
- 4.0 - MEALS
- 5.0 - MILEAGE
- 6.0 - SPECIAL EVENTS
- 7.0 - COMMITTEES
- 8.0 - HOSTING
- 9.0 - MISCELLANEOUS
- 10.0 - MATERIAL INVENTORY
- 11.0 - INSURANCE
- 12.0 - PROFESSIONAL ASSISTANCE
- APPENDIX - DOCUMENT CHANGE HISTORY (incorporated by reference, available separately as required)

1.5 DEFINITIONS

For brevity and consistency, the following terms have been used throughout the remainder of this document:

AA - Alcoholics Anonymous

Appointed Officers - Chairs of C.C.A.A. standing committees and/or ad hoc committees, normally appointed by the C.C.A.A. Chair, approved by the Steering Committee, and confirmed by the C.C.A.A.

Area Committee - collectively, the Elected Officers, the Appointed Officers, the DCM, and the DCMC

DCM - District Committee Member

DCMC - DCM Chair (occasional, but not unusual where several Districts act as a body)

Elected Officers - collectively, the Delegate and Alternate Delegate, as well as the C.C.A.A. Chair, Secretary, Registrar and Treasurer

FC - Finance Committee

Forum - a three day assembly conducted by AA World Services regularly once every two years in each of the eight Regions of AA - for our region, the Pacific Region, this occurs each even numbered year. In addition, AA World Services may occasionally announce and conduct a Special Forum outside of this regular schedule.

1.5 DEFINITIONS (continued)

local— within the geographical boundaries of the Central California Area Assembly of AA

PRAASA - Pacific Region Alcoholics Anonymous Service Assembly, a three-day assembly held annually the first weekend of March

C.C.A.A. - Central California Area Assembly

Steering Committee - collectively, the Appointed Officers and the Elected Officers (specifically, the Delegate, Alternate Delegate, Chair, Secretary, Registrar, and Treasurer of the C.C.A.A., as well as the Chair of each standing and/or ad hoc C.C.A.A. Committee)

SECTION 2.0 – AUTHORIZATION

2.1 BUDGET

An annual budget shall be prepared and approved by the FC for authorization by the C.C.A.A.. This budget shall be based upon historical data and individual and C.C.A.A. Committee requests, but balanced against the anticipated revenues of the C.C.A.A.. The budget shall allocate moneys for all anticipated normal and regular C.C.A.A. meetings and activities of the Delegate, Alternate Delegate, Officers, Committees, Members, etc.

2.2 AUTHORIZATION

Approval of a budget by the C.C.A.A. shall constitute authorization for the expenditures as provided herein. The Treasurer shall be responsible for assuring that all reimbursements are within authorized budget limitations.

2.3 MODIFICATION

In general, any modifications to an authorized budget shall be prepared and approved by the FC, with subsequent submission to the C.C.A.A. for their authorization.

2.4 EMERGENCY

A majority of the Duly Elected Officers may, in an emergency or when a vote of the C.C.A.A. cannot readily be attained, authorize expenditures for suppliers, facilities, items, or activities not covered by the authorized budget. A full report of any and all such emergency action shall be given at the next following meeting of the C.C.A.A..

2.5 PRUDENCE

All members of the Fellowship are expected to solicit competitive sources for supplies, facilities, items, or activities of significant expense and to exercise prudence in their selection from among those sources.

2.6 PRUDENT RESERVE

The budget shall include a suggested prudent reserve that is stated as upper and lower limits for the monthly total of C.C.A.A. account balances. The values for these limits may be derived as a result of fraction, ratio, percentage, or some other combination or formulation based upon historical, actual, or anticipated revenues and expenditures. Nevertheless, any resulting suggested upper and lower limits shall be stated as specific values rather than as derivative (percentages, etc.) factors.

SECTION 3.0 - LODGING

3.1 DELEGATE

The Delegate (or their alternate, in the exercise of Delegate duties) shall be reimbursed for any overnight lodging expenses incurred in the performance of Delegate duties.

3.2 OTHERS

For attendance on the two days of a two-day event (e.g. Pre-conference Workshop; Election of Officers), those attendees eligible for mileage reimbursement may elect reimbursement for one nights lodging in lieu of mileage for one round trip, but be limited to the actual cost with a maximum of \$100. The round trip must be 150 miles or greater,

Expenses for lodging shall be reimbursed for others when specifically, following review by the FC, authorized by either the Steering Committee or from the floor of the C.C.A.A.. Consideration shall be on an event by event basis.

SECTION 4.0 - MEALS

4.1 POLICY

Reimbursement for meals is intended to recognize and represent only the additional (or difference in) expense incurred by eating away from home, rather than the full cost of meals.

The basis of reimbursement for meal expenses shall be \$28.00 per day or, for partial days, \$6.00 for breakfast, \$8.00 for lunch, and \$14.00 for dinner, and shall be allowed only for trips requiring that a member be away from his or her home.

4.2 DELEGATE AND ALTERNATE DELEGATE

The Delegate and the Alternate Delegate shall be reimbursed for all meals in conjunction with attendance at the PRAASA. Meal expense reimbursement shall be on the basis of the stated Policy except that the full cost of any banquet attended as a part of the PRAASA shall be reimbursed in full.

4.3 DELEGATE

The Delegate (or their alternate, in the exercise of Delegate duties) shall be reimbursed for all meals in conjunction with attendance at any AA event. Meal expense reimbursement shall be on the basis of the stated Policy except that the full cost of any banquet attended as a part of the AA event shall be reimbursed in full.

4.4 OTHERS

Expenses for meals shall be reimbursed for others when specifically, following review by the FC, authorized by either the Steering Committee or from the floor of the C.C.A.A.. Consideration shall be on an event by event basis and reimbursement, if any, shall be in accordance with the stated Policy.

SECTION 5.0 - MILEAGE

5.1 POLICY

It is the intent to recognize that large numbers of miles driven by any member of the fellowship of Alcoholics Anonymous are clearly more than “casual twelve step” driving and do, in many cases, accelerate depreciation of equipment with attendant expenses.

An accelerated schedule shall provide mileage expense reimbursement at the rate of twenty-five cents per mile for the first 5, 000 authorized miles driven, and thirty-five cents per mile for all miles driven in excess of 5,000 during a calendar year. Reimbursement is per car driven, that is. If more than one eligible individual travels in a vehicle, only one of them may receive reimbursement.

Mileage reimbursement checks, or other reimbursement checks, will not be issued at the Area Assembly or Area Committee Meeting except in the event of special circumstances only.

5.2 DELEGATE

The Delegate (or their alternate, in the exercise of Delegate duties) shall be reimbursed for all actual miles driven IN THE COURSE OF C.C.A.A. BUSINESS.

5.3 OTHER C.C.A.A. OFFICERS

Any of the other members of the Steering Committee (or their alternate in the exercise of Steering Committee duties) who, IN THE COURSE OF C.C.A.A. BUSINESS, attends any AA activity shall be eligible to be reimbursed for actual miles driven in excess of fifty miles per month.

5.4 STANDING AND AD HOC COMMITTEES

Each C.C.A.A. committee may, upon its own determination, reimburse its members for travel CONNECTED WITH COMMITTEE BUSINESS provided that such reimbursement is within the authorized budget for that committee. Reimbursement, if any, shall be in accordance with the stated Policy and shall be limited to actual miles driven in excess of fifty miles per month.

5.5 DISTRICT COMMITTEE MEMBERS

DCM (and DCMC) (or their alternates in the exercise of the DCM or DCMC duties) who attend a meeting of the C.C.A.A. shall be eligible to be reimbursed for actual miles driven in excess of fifty miles per month.

5.6 PAST DELEGATES

Past Delegates who attend a meeting of the C.C.A.A. shall be eligible to be reimbursed for actual miles driven in excess of fifty miles per month.

5.7 OTHERS

Expenses for miles driven shall be reimbursed for others when, following review by the FC, authorized by either the Steering Committee or from the floor of the C.C.A.A.. Consideration shall be on a case-by-case basis. Reimbursement, if any, shall be in accordance with the stated Policy and shall be limited to actual driven in excess of fifty miles per month.

5.8 RECORDS

The Treasurer shall obtain appropriate justification for mileage reimbursement and shall record calendar year individual event and cumulative miles reimbursed for each member.

SECTION 6.0 - SPECIAL EVENTS

6.1 GENERAL

Certain extraordinary expenses related to attendance at AA functions, which are (often) not local, may be reimbursed. Generally, these relate to expenses, which are not specifically treated elsewhere in these Guidelines (for example: transportation by other than personal auto). All reimbursements are subject to cost and availability of funds within the authorized budget.

6.2 PRAASA

Other expenses (not specifically treated elsewhere in these Guidelines) of the Delegate and Alternate Delegate shall be paid in full to attend the PRAASA. Additionally, specified allowances may be authorized by the C.C.A.A. for attendance at the PRAASA by other members of the Area Committee (or their acknowledged alternates) and/or others.

6.3 FORUM, et al

Expenses incurred by the Delegate (or their alternate, in the exercise of Delegate duties) to attend a Regional Forum or any other non local AA event (for example: an AA World Services Intergroup Seminar or a multiple-area workshop) may be reimbursed when, following review by the FC, authorized by either the Steering Committee or from the floor of the C.C.A.A.. Similarly, specified allowances for attendance at non local AA events by other members of the Area Committee (or their acknowledged alternates) and/or others may be, following review by the FC, authorized by either the Steering Committee or from the floor of the C.C.A.A..

SECTION 7.0 - COMMITTEES

7.1 POLICY

The budget shall provide for the anticipated financial resource requirements of each of the standing C.C.A.A. Committees.

Use of moneys budgeted for specific types of expenditures by an C.C.A.A. Committee shall, within reason and with prudence, be at the option of that committee. All expenditures and use of budgeted moneys shall be reported in the Committee reports at each of the regular C.C.A.A. meetings.

Committee initiation of any budgeted project that will require expenditure of moneys in an amount that is greater than one-fourth of that Committee's approved total annual budget shall be anticipated and shall require prior FC approval with regard to time and dollar impact on C.C.A.A. finances. Projects anticipated to cost less than this amount shall not require prior FC approval.

To clarify: Any project funded during the annual C.C.A.A. budgeting process is an approved project. Initiation of an approved project anticipated to cost more than one-fourth of an approved annual budget shall require additional FC consideration and approval. This additional examination will address ONLY project timing and cost impact upon C.C.A.A. finances. That is: Considering current and projected C.C.A.A. finances, can project cost be supported as planned or should project be initiated at another time?

7.2 MODIFICATION

Committee expense requirements, which (may) exceed the authorized budget, shall require action specified in SECTION 2.0 - BUDGETARY AUTHORIZATION.

SECTION 8.0 - HOSTING

8.1 POLICY

Hosting a meeting of the C.C.A.A. is not intended to be a contest among Districts. (See also: Paragraph 11.3, SECTION 11.0 - INSURANCE)

Districts hosting a meeting of the C.C.A.A. shall be reimbursed for all reasonable expenses associated with the event. This includes (but is not limited to): hall rental, postage, printing, supplies, and necessary telephone.

Reimbursement to the host District for non-donated food shall not exceed one fifth (two fifths, in the case of the annual March workshop) of the annual amount allocated for food in the budget. (Normally, it may be anticipated that at least 80 percent of the total cost of the non-donated food will be covered by the food kitty.)

[A minimum of two people shall count and/or verify total food kitty moneys collected; these count results shall be announced during the respective meeting. All cash contributions (e.g. food kitty, group contributions, 93 News, Grapevine etc.) will be received by the FC and deposited by a member of the C.C.A.A., other than the Treasurer, designated by the FC within three business days of receipt.]

8.2 OUTSIDE ISSUES

The hosting District is expected to solicit competitive sources of supplies, facilities, food, etc., and to exercise prudence in their selection from among those sources.

SECTION 9.0 - MISCELLANEOUS

9.1 TELEPHONE

The extraordinary telephone expenses of the members of the Steering Committee necessary in their conduct of C.C.A.A. business shall be reimbursed. (Similar C.C.A.A. Committee telephone expenses shall be reimbursed from the respective Committee's budget.) Additionally, on a case by case basis, telephone expenses of others shall be reimbursed when specifically, following review by the FC, authorized by either the Steering Committee or from the floor of the C.C.A.A..

9.2 POSTAGE

The extraordinary postage expenses of the members of the Steering Committee necessary in their conduct of C.C.A.A. business shall be reimbursed. (Similar C.C.A.A. Committee postage expenses shall be reimbursed from the respective Committee's budget.) Additionally, on an event by event basis, postage expenses of others shall be reimbursed when specifically, following review by the FC, authorized by either the Steering Committee or from the floor of the C.C.A.A..

9.3 SUNDRIES

The extraordinary sundry (miscellaneous supplies, stationary, reproduction, etc.) expenses of the members of the Steering Committee necessary in their conduct of C.C.A.A. business shall be reimbursed. (Similar C.C.A.A. standing committee sundry expenses shall be reimbursed from the respective committee's budget.) Additionally, on an event by event basis, sundry expenses of others shall be reimbursed when specifically, following review by the FC, authorized by either the Steering Committee or from the floor of the C.C.A.A..

SECTION 10.0 - MATERIAL INVENTORY

10.1 POLICY

In parallel with one of the principles expressed in the traditions of AA, any body within the fellowship of AA should exercise caution "...lest problems of money, property, and prestige divert us from our primary purpose." However, it is recognized that the possession of certain material properties facilitates the exercise of C.C.A.A. activities. Such properties need to be accounted for.

A Material Inventory of C.C.A.A. properties shall be created. This inventory shall be maintained on an always-current basis and shall be available to any member of the Fellowship, upon reasonable request.

10.2 IMPLEMENTATION

The FC shall maintain a current Material Inventory of C.C.A.A. properties. This inventory shall be compiled, basically, from input provided by members of the Area Committee, but may include data from other sources.

10.3 CONTENTS

The Material Inventory need not be formal, in the sense of a certified or notarized audit. However, to the extent possible for each respective property, the inventory should include: a description with serial numbers (if any); a record of the original date, source, and cost of acquisition; information regarding the current location or disposition (if known); and notes regarding any warranties or service agreements which may be currently active or renewable.

Generally, properties to be listed in the Material Inventory will be both (1) non-expendable in nature and (2) of continuing value to a successor C.C.A.A. officer and/or C.C.A.A. committee when inherited in the normal course of rotation.

The Material Inventory should include all properties of fifty dollars or more in original cost. Exceptions, of course, will exist. Under certain circumstances, it may be desirable to list properties which had no original cost to C.C.A.A. or which, when measured by non-Fellowship standards, have no current value. Additionally, all computer software which has been (or may be) registered with the originator in the name of the C.C.A.A. shall be listed, regardless of original cost or current value.

10.4 PRESENTATION

At the minimum, a current Material Inventory shall be presented by the FC to the C.C.A.A. coincident with the annual presentation of the budget. Additionally, as circumstances may warrant, a current inventory may be presented by the FC to the C.C.A.A. at other times. At any time, upon reasonable request, an interim inventory (brought current since last presented to the C.C.A.A.) shall be provided to any member of the Fellowship.

SECTION 11.0 – INSURANCE

11.1 POLICY

In the litigious society with which AA does and must coexist, many of those with whom we deal (landlords and such) insist on assurance that they are not and will not be liable for mishaps that may occur while the fellowship uses their services or their facilities.

The C.C.A.A. shall use reasonable efforts to seek, obtain, and retain Property Damage and Bodily Injury Liability insurance (referred to hereafter as Insurance Policy), in an appropriate amount. This Insurance Policy shall provide, as a minimum, coverage for annual C.C.A.A. events such as:

- *Five Area Assembly meetings (one that is two days, including a workshop, and four that are one day);*
- *Five Area Committee meetings;*
- *Five Steering Committee meetings;*
- *Principal C.C.A.A. annual events (Central California picnic, Old-Timers meeting, Four-Area sharing session, etc).*

11.2 GENERAL

All C.C.A.A. requests for modification to the Insurance Policy shall be initiated and authorized by the FC, subject to approval by the Steering Committee. In this context, modifications include decisions regarding renewal of existing insurance, selection of any new insurer, activity described in Paragraph 11.3, etc. The FC will keep the Steering Committee informed of any changes or requests by the insurer such as modifications in Insurance Policy coverage, wording, cost, etc. Physical possession of the Insurance Policy and all information regarding C.C.A.A. insurance activity shall be retained in file by the C.C.A.A. Treasurer. These data shall, as a minimum, include the current name, address, and telephone or contact number(s) of both the insuring company and their agent with whom the C.C.A.A. deals, as well as Insurance Policy number(s). The Treasurer shall, at request by the FC, pay all Insurance Policy premiums and any other valid Insurance Policy charges.

11.3 HOSTING EVENT

As required, any District(s) or Group(s) hosting an C.C.A.A. event shall contact the FC for or with Insurance Policy information. (FC contact information is available from any C.C.A.A. Elected Officer.) The FC will be the primary liaison between C.C.A.A. and the insuring company or their agent. The insurer, upon receipt of appropriate information regarding the C.C.A.A. event, will provide a voucher, paper, or other means useful to the host District(s) or Group(s) as evidence of liability coverage for whom it may concern or where it may be required.

SECTION 12.0 - PROFESSIONAL ASSISTANCE

12.1 POLICY

AA, as such, has no interest in outside issues. However, as a matter of responsibility in our sobriety, we understand that we must exist within the established framework of society and its laws. These "outside" requirements include state and federal tax regulations, various restrictions and guidelines for nonprofit organizations, and other issues of law.

To ensure full and proper compliance in these matters: The C.C.A.A. shall seek recognized professional assistance in the fulfillment of our various legal responsibilities to Federal, State, City, and other local agencies.

12.2 TAXES

The C.C.A.A. Chairperson, with the approval of the officers, shall designate a member of the C.C.A.A. to ensure that Federal and State tax returns are submitted and tax moneys (if any) paid in a timely manner. The tax returns and appropriate supporting documentation shall be prepared by a Certified Public Accountant.

12.3 REVIEW

For purposes of internal control by C.C.A.A., financial records and procedures shall be reviewed by two or more members of the FC. By direction of Delegate, Chair or Steering Committee, these reviews may be joined by other parties. At their option, review team members may conduct their effort independently or as a body. The C.C.A.A. Treasurer shall provide all reasonable assistance to these reviews.

The separate document "Internal Controls" is an outline of minimum procedures that will be followed by the Finance Committee and the Treasurer. Reasonable additional or expanded review procedures may be instituted by members of the review team members if deemed necessary.

12.4 LAWYERS

On a case by case basis and as may be required, professional legal assistance may be sought by the C.C.A.A.

12.5 FEES

On a case by case basis and as may be required, all fees and other costs pertaining to professional assistance sought by the C.C.A.A. shall be paid when, following review by the FC, authorized by either the Steering Committee or from the floor of the C.C.A.A.