

# Hawai'i Area 17



Structure  
and  
Guidelines  
for the  
Hawai'i Area  
Assembly  
of Alcoholics  
Anonymous

Panel 59

2009-2010

[www.area17aa.org](http://www.area17aa.org)

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## PREAMBLE

The primary purpose of Hawaii Area Committee of Alcoholics Anonymous is service. Service, as defined in the *A.A. Service Manual*, is "...anything whatever that helps us to reach a fellow sufferer—ranging all the way from the Twelfth Step itself...to A.A.'s General Service Office for national and international action." (page S1) The Hawaii Area Committee of Alcoholics Anonymous should encourage all of Hawaii's A.A. Groups to participate in the business of the area and its efforts to support A.A. General Office (G.S.O.) and A.A. World Services (A.A.W.S.). The Hawaii Area Committee of Alcoholics Anonymous is a service body that adheres to the principles of the 12 Traditions and 12 Concepts of A.A.

The following is from the *A.A. Service Manual*, Concept 12 (page 62). Some of the text was adapted to reflect a relationship between the Hawaii Area Committee of Alcoholics Anonymous and this particular concept.

In all its proceedings, the Hawaii Area Assembly of Alcoholics Anonymous shall observe the spirit of the A.A. Tradition, taking great care that the Assembly never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Assembly Members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote, and, whenever possible, by substantial unanimity; that no Assembly action be personally punitive or an incitement to public controversy; that though the Hawaii Assembly may act for the service of Alcoholics Anonymous, it shall never perform acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Hawaii Area Assembly Committee itself will always remain democratic in thought and action.

## FOREWORD

There are no ruling bodies, but only trusted servants, in Alcoholics Anonymous. It should therefore be recognized that the information set forth in the *Structure and Guidelines for the Hawaii Area Assembly of Alcoholics Anonymous* simply consolidates in one place the suggested procedures and guidelines ratified by the Hawaii Area Assembly at the time of this edition. These guidelines are, to the best of knowledge, completely compatible with the Twelve Steps, Twelve Traditions, and Twelve Concepts, and the *Service Manual of Alcoholics Anonymous*.

In the event of any conflict between these guidelines and previous Assembly decisions, the procedures in these guidelines will apply.

Subsequent Area Assemblies may, of course, decide to exercise their "right of decision" and amend the suggested guidelines set forth herein.

March 9, 1986

### *Updates:*

*September 1988*

*October 1991*

*October 1998*

*July 2001*

*January 2003*

*2004*

*April 2005*

*January 2007*

*April 2008*

*January 2009*

*February 2009 (ver59.1)*

*August 2009 (ver 59.2)*

## FOREWORD TO THE 2004 REVISION

In March of 1986, Hawaii Area 17 adopted the *Structure & Guidelines for the Hawaii Area Assembly of the General Service Conference of Alcoholics Anonymous*. This document was established as the first written guidelines for the Hawaii Area. It is often referred to as the S & G.

Hawaii Area 17 Panel 53 decided that a complete review of this document would benefit the Hawaii Area in maintaining its existence and growth in general service work. Our endeavor continues to reflect the suggested procedures and guidelines for conducting business at the area level. Several changes were made to the S & G; a section titled *Guidelines for Discussion* was added; and the document was renamed. The Hawaii Area Assembly accepted the revisions and the S & G was given the formal name *Structure and Guidelines for the Hawaii Area Assembly of Alcoholics Anonymous*.

In preserving A.A.'s spirit of service; *The 12 Steps and 12 Traditions* and *The A.A. Service Manual Combined With Twelve Concepts for World Service* served as the basis in revising the S & G.

May the attitudes and actions set in this revised *Structures and Guidelines* allow the members of the Hawaii Area Assembly to act in the spirit of mutual respect and love providing unity for Hawaii Area 17 and A.A. as a whole.

Hawaii Area 17  
Panel 53

## **HAWAII AREA 17 ASSEMBLY**

### **1. ASSEMBLY OF HAWAII AREA COMMITTEE OF ALCOHOLICS ANONYMOUS**

- 1.1 The assembly of Hawaii Area Assembly Committee of Alcoholics Anonymous will hereafter be known as the Area Assembly.
- 1.2 The following are voting members of the area assembly
  - A. All general service representatives (G.S.R.s).
  - B. All district committee members (D.C.M.s).
  - C. All area standing committee chairs.
  - D. All intergroup chairs.
  - E. All area officers.
- 1.3 Alternates: With the exception of the alternate delegate and the alternate area chair, whose votes are part of his or her service description, all other alternates may vote only if the current G.S.R., D.C.M., standing committee or intergroup chair is not present.
- 1.4 Absentee ballots and proxy votes are invalid.
- 1.5 All members of A.A. may attend.

### **2. OFFICERS OF THE AREA ASSEMBLY**

- 2.1 The officers of the area assembly are hereafter known as the Area Officers.
- 2.2 The area officers are:
  - A. Delegate
  - B. Alternate Delegate
  - C. Area Chair
  - D. Alternate Area Chair
  - E. Treasurer
  - F. Recording Secretary
  - G. Area Registrar
- 2.3 Area Officers shall attend all Area Assemblies and Committee Meetings. Area officers who are unable to attend should notify the area chair. The absence will be recorded in the minutes of the meeting.
- 2.4 Inactive Officers: Any officer who is absent from two (2) consecutive area meetings without notifying the area chair is considered to have vacated their position.
- 2.5 If a position is vacated, a *Third Legacy* election will take place immediately to fill the vacancy.

## 2.6 Delegate's Duties

The delegate should:

- A. Read and adhere to the delegate's duties outlined in the *A.A. Service Manual*.
- B. Serve as a voting member of the Oahu Intergroup, when invited.
- C. Appoint the area's standing committee chairs in conjunction with other area officers.

## 2.7 Alternate Delegate's Duties

The alternate delegate should:

- A. Perform the delegate's duties in their absence.
- B. Maintain and update the G.S.R. Orientation Handbook.
- C. Conduct orientation sessions for G.S.R.s and D.C.Ms, as needed.
- D. Serve, either as a member or chairperson on ad-hoc committees, as deemed appropriate by the area chair.
- E. Serve as a voting member on the Hawaii Annual State Convention Steering Committee.
- F. Act on actions accepted by the area assembly, at the request of the area assembly.
- G. Appoint the area's standing committee chairs in conjunction with other area officers.

## 2.8 Area Chair's Duties

The area chair should:

- A. Read and adhere to the area chair's duties outlined in the *A.A. Service Manual*.
- B. Conduct all committee meetings.
- C. Publish and present an agenda thirty (30) days before each committee meeting and assembly.
- D. Appoint the area's standing committee chairs in conjunction with other area officers.
- E. Serve as a voting member of the Oahu Intergroup, when invited.

## 2.9 Alternate Area Chair's Duties

The alternate area chair should:

- A. Perform the duties of the area chair in their absence.
- B. Arrange meeting places and hospitality for all area assemblies and committee meetings.
- C. Serve as a member on the finance committee.
- D. Serve as a voting member on the Hawaii Annual State Convention Steering Committee.
- E. Serve as temporary group registrar, recording secretary, or treasurer if any of these officers are absent.

## 2.10 Treasurer's Duties

The treasurer should:

- A. Read and adhere to the treasurer's responsibilities outlined in the *A.A. Service Manual* and Ch. 7: Finances in the S & G.
- B. Update bank signature cards. The area treasurer and two (2) other area officer's signatures are required on the bank signature cards.
- C. Accept 7th Tradition contributions from A.A. groups and other A.A. approved sources and maintain a record of monies received.
- D. Deposit all contributions into an interest-bearing account.
- E. Disburse, by check, funds for purposes determined by the current approved area

budget and maintain a record of all transactions. All checks written for \$500.00 or more require two (2) signatures.

- F. Maintain a second bank account for a Prudent Reserve as specified by the budget. Two (2) signatures are required to transfer any funds from this account.
- G. Provide written reports of all area's receipts, disbursements, and balances of each budgeted category to date and distribute the report at each area assembly and committee meeting.
- H. Serve as the chairperson on the area's Finance Committee.
- I. Appoint the area's standing committee chairs in conjunction with other area officers.

#### 2.11 Recording Secretary's Duties

The recording secretary should:

- A. Read and adhere to the secretary's duties outlined in the *A.A. Service Manual*.
- B. Record the minutes of all area meetings.
- C. Distribute the minutes no later than ten (10) days after each area meeting to all D.C.M.s, standing committee and intergroup chairs, and area officers.
- D. Assist the area chair to publish an agenda thirty (30) days before each assembly or committee meeting.
- E. Keep available all current area records.
- F. Perform such other duties deemed necessary by the area assembly.
- G. Appoint the area's standing committee chairs in conjunction with other area officers.

#### 2.12 Area Registrar's Duties

The area registrar should:

- A. Read and adhere to the registrar's duties outlined in the *A.A. Service Manual*.
- B. Prepare a current roster of the area committee members and have a copy available at area assemblies.
- C. Notify area committee members of upcoming area meetings.
- D. Register all voting members at area assemblies and determine a quorum.
- E. When voting, determine whether a motion is accepted or defeated.
- F. Keep a roster of Hawaii's A.A. Groups. The roster, which should include current G.S.R. contact information, should be available to D.C.M.s at least twice a year.
- G. Serve as a liaison between the A.A. groups and G.S.O Records Department to assure the accuracy of our records at G.S.O.
- H. Perform such other duties as may, from time to time, be deemed necessary by the area assembly.
- I. Appoint the area's standing committee chairs in conjunction with other area officers

### **3. AREA ASSEMBLY STANDING COMMITTEES**

- 3.1 The area chair appoints the standing committee chairs, with the exception of the Convention Steering Committee and the Corrections Committee chairs, in conjunction with other area officers
- 3.2 The assembly must confirm all standing committee chairs, except the Convention Steering Chair.

- 3.3 Standing Committee Chairs shall attend all Area Assemblies and Committee Meetings. Any Standing Committee Chair who is unable to attend an area meeting should notify the area chair. The absence will be recorded in the minutes of the meeting.
- 3.4 Inactive Standing Committee Chairs: Any Standing Committee Chair who is absent from two (2) consecutive area meetings without notifying the area chair is considered to have vacated their position.
- 3.5 If a position is vacated, an appointment from the chair will take place immediately, and the new appointee will be recommended to the assembly for confirmation.
- 3.6 Standing committees will meet at the call of its chairs, who will notify their members of the meetings' times and locations.
- 3.7 The Standing Committees are:  
 (\*These standing committees could benefit by obtaining handbooks published and distributed by G.S.O. for their particular committee.)
- A. Archives\*: Serves as a permanent repository of every aspect of Hawaii A.A. history
  - B. Convention Steering: Oversees all matters concerning the Hawaii Annual State Convention. (*See Appendix C for complete and detailed information about this committee.*)
  - C. Cooperation With The Elder Community (CEC): Oversees and coordinates all activities with regard to carrying our message of recovery to the older alcoholic.
  - D. Cooperation With The Professional Community\* (CPC): Shares information about the A.A. program with professionals who have contact with alcoholics, furthering mutual understanding and cooperation.
  - E. Corrections: Coordinates the service work to carry the message of Alcoholics Anonymous to the alcoholic who is confined in a correctional facility.
  - F. Finance: Prepares and presents a proposed budget to the area assembly for approval and makes adjustments throughout the year, as necessary.
  - G. Grapevine: Informs Hawaii's A.A. Fellowship of the many benefits that can be derived through a Grapevine subscription.
  - H. Hospitals\*: Coordinates the service work of A.A. groups and individuals who carry the message to alcoholics in hospitals and medical clinics.
  - I. Mynah Bird: Publishes newsletters that focus on A.A. topics, including actions decided by the area. Special editions may be published as needed.
  - J. Public Information\* (PI): Responsible for creating an understanding and preventing misunderstanding of the A.A. program through the public media, electronic media, P.I. Meetings, and speaking in community groups.
  - K. Treatment Facilities\*: Coordinates the service work of individual A.A. members to alcoholics treatment facilities, sets up means of bridging the gap from treatment to A.A., and works to clarify what A.A. can and cannot do, within the Traditions, to help alcoholics in treatment.
  - L. Website: Serves as webmaster and administrator of the Hawaii Area 17 Website (and any ancillary services, such as email) insuring that information following current guidelines is available in a timely fashion and technical services and training are provided as needed.



#### 4. AREA COMMITTEE

- 4.1 Composition
  - A. All area assembly officers.
  - B. All district committee members (D.C.M.s)
  - C. All standing committee chairs.
  - D. All intergroup chairs.
- 4.2 Committee Meetings - The area committee meets three (3) to five (5) times a year. The date and time of the next committee meeting should be set before the close of the current committee meeting.
- 4.3 Districts host the committee meetings to allow broader participation in area business.

#### 5. AREA ASSEMBLY MEETINGS

- 5.1 The area assembly usually meets three (3) or four (4) times a year. The chart below describes when and why each assembly is called to order.

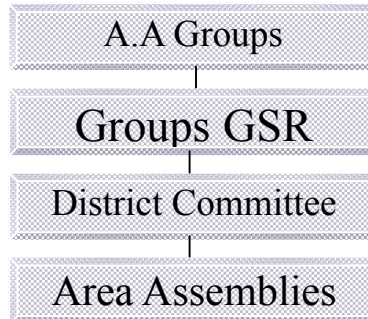
	<u>ODD Year</u>	<u>EVEN Year</u>
January	Orientation	Inventory
April	Inform-the-Delegate	Inform-the-Delegate
August	Budget	Budget
November	Optional*	Elections

*(\*This assembly is marked optional and not earmarked for a specific reason.)*

- 5.2 The date and time of the next area assembly should be set before the close of the current assembly meeting.
- 5.3 Districts host the area assemblies to allow a broader degree of participation in area business.
- 5.4 ELECTION ASSEMBLY– The area assembly holds its election of all area officers toward the end of even-numbered years. (See Sec 2 for Area Officers listing.)
- 5.5 Officers are elected by the Third Legacy procedure outlined in the *A.A. Service Manual*, which is read at the beginning of each election assembly.
- 5.6 The service term is two (2) years beginning on January 1st of the odd-numbered year.
- 5.7 The delegate conducts the elections.

## 6. COMMUNICATION THROUGH THE STRUCTURE

6.1 The communication process within the area assembly.



## 7. FINANCES

7.1 Sufficient funds are needed so that the expenses of the delegate's A.A. service work are met and the Hawaii Area Committee Assembly, as a whole, including the standing committees, may function. Therefore, the area treasurer readily accepts voluntary contributions from Hawaii's A.A. Groups and other A.A. approved sources.

7.2 Hawaii Area Committee Assembly's fiscal calendar year starts on January 1st and ends on December 31st.

7.3 Five thousand dollars (\$5,000.00) will be the amount of the area's prudent reserve, to be kept in a second bank account. Two (2) signatures are required to transfer funds from this account.

7.4 The area treasurer will maintain a 501(c)(3) Federal Tax Exempt status. *(See Sec 7.6 for more information about 501(c)(3).)*

7.5 Finance Committee

A. Composition: Composed of five (5) persons as follows, the area treasurer, alternate area chair, and three (3) other members of the area assembly, to be appointed by the area chair. The area treasurer serves as the chairperson of the finance committee. An appointment to the F.C. is a two-year term with the rotation coinciding with the assembly's elections.

B. Duties: The F.C. prepares a proposed budget that reflects the "Priority of Spending" set by the area assembly and presents the proposed budget to the area assembly. The F.C. may make recommendations concerning the proposed budget and monitors the

budget throughout the year, making recommendations for any adjustment that is needed.

- C. The F.C. is responsible for informing the A.A. fellowship of the need for financial support for the area and G.S.O., encourages 7th Tradition contributions, and develops ways to inform the fellowship of the Twelve Step work, statewide, that their contributions support.
- D. Priority Of Spending: The priority of spending is as follows:
  - 1. Delegate expenses
    - a. Fund all of the expenses to support the delegate.
    - b. Send an annual contribution to G.S.O., at its request.
    - c. Send additional funds to G.S.O. at the request of the area.
    - d. Fund expenses related to the delegate's attendance at the General Service Conference (G.S.C.) and report-backs to the districts.
  - 2. Area Assembly and Committee Meeting expense: Fund all area assemblies and meetings.  
*(Note: Since the Inform-the-Delegate assembly is an essential part of the way the collective conscience is carried to the G.S.C. and the Budget assembly is vital to the area's fiscal health, these two assemblies should be given priority should the area have to choose to eliminate any assemblies.)*
  - 3. Standing Committee expenses: Fund the area standing committees whose work is important to carrying the A.A. message.
  - 4. Other expenses:
    - a. Pay the annual Hawaii State Tax fee to assure our non-profit status.  
Department of Commerce and Consumer Affairs  
Business Registration Division  
P.O. Box 40  
Honolulu, Hawaii 96810
    - b. Pay premiums on a general comprehensive liability insurance policy for Hawaii Area Assembly Committee.
    - c. Fund expenses related to the delegate's attendance to PRAASA and the Regional Forum. In years that correspond, pay expenses to send the delegate to the International Convention.
    - d. Fund expenses related to the area chair's attendance to PRAASA and the Regional Forum.

#### 7.6 TAX EXEMPT STATUS *(These conditions are determined by the I.R.S.)*

- A. This organization is exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954.
- B. Notwithstanding any other provision of this Structure and Guidelines, the organization shall not carry on any other activities not permitted to be carried on by an

organization exempt from Federal Income tax under sections 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law.)

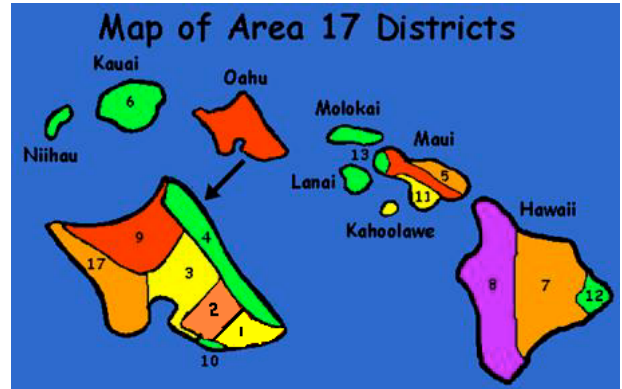
- C. Upon the winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established tax-exempt status under the Section 501(c)(3) of the Internal Revenue Code.

## 8. DISTRICTS IN HAWAI'I AREA 17

8.1 Hawaii Area is divided into districts. (See Appendix B)

8.2 Re-districting Procedures:

- A. Be submitted in writing, by the D.C.M.s involved to the area chair. The proposal should describe the suggested change(s) such as, where the districts' boundaries would be moved.
- B. Become an agenda item for the next scheduled assembly.
- C. Be addressed by the area assembly for consideration.



## 9. AMENDING THE STRUCTURE AND GUIDELINES FOR THE HAWAII AREA ASSEMBLY COMMITTEE

- 9.1 To amend any policy or procedure in the *Structure and Guidelines*, a proposal must:
  - A. Be in writing.
  - B. Be submitted to the area chair.

## 10. GUIDELINES FOR DISCUSSION

Hawaii Area 17 "loosely" follows *Robert's Rules of Order*, which when practiced, allows the discussion to proceed in an informal, yet business-like, manner.

10.1 General Guidelines for Discussions:

- A. Once a topic or motion is placed into discussion, those in line at the microphone may address the assembly and discuss only the topic or motion.
- B. Each participant may speak for two (2) minutes.
- C. After everyone in line has spoken once, and if time allows, participants are given a second opportunity to speak on the topic or motion.
- D. We discuss only one motion at a time.

10.2 Determining a quorum: A quorum is required for a vote. Hawaii Area 17's quorum is 50% plus 1 of all registered voting members.

### 10.3 Types of Voting Results

- A. Votes are determined by a show of hand, except during elections where area's voting members cast ballots.
- B. *Simple majority*: Achieved whenever 51% (and not 50% + 1 of the voters are in agreement).
- C. *Substantial Unanimity*: At least two-thirds (2/3) of the assembly's voters agreeing to one side of a motion. The total number of votes cast must meet or exceed the quorum number requirement.
  - 1. All matters of policy require a *substantial unanimity* vote.
  - 2. On all motions requiring a *substantial unanimity* result, Hawaii Area 17 always gives the minority the opportunity to speak to the majority.
- D. *Minority*: Hawaii Area 17 recognizes the minority in two (2) distinct ways:
  - 1. When a simple majority result is needed, the minority is the side with the least amount of votes.
  - 2. When substantial unanimity result is needed, the minority is the side that didn't get the required two-thirds (2/3) votes necessary to pass a motion. Therefore, when seeking *substantial unanimity*, the minority could have the majority of the votes. But less than the required two-thirds (2/3).

### 10.4 Procedures for Frequently Made Motions

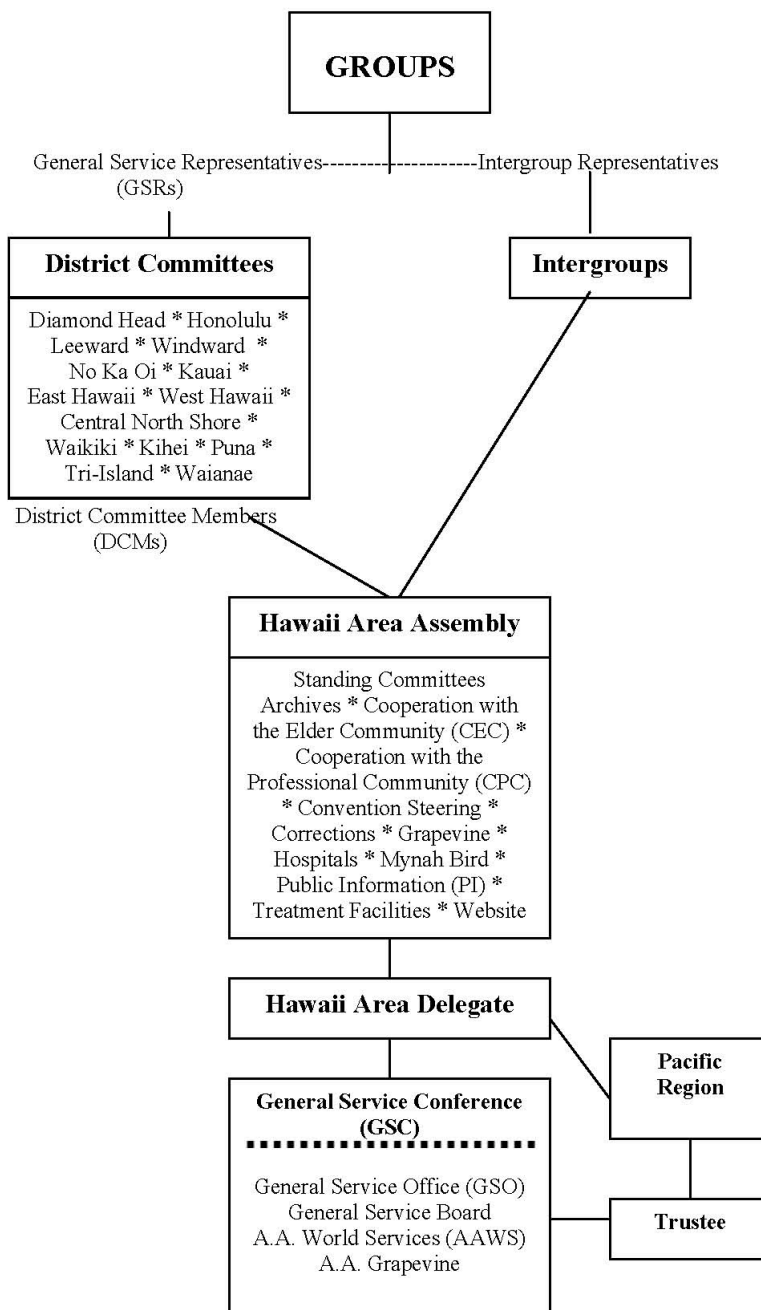
- A. Motion to Call the Question: (requires a second; discussion ceases immediately).
  - 1. Stops the discussion of a motion already in progress to proceed directly to a vote.
  - 2. Must be made at the microphone.
  - 3. Requires a *substantial unanimity* result.
  - 4. If *substantial unanimity* is achieved, the assembly moves immediately to vote on the motion at hand.
  - 5. If *substantial unanimity* is not achieved, discussion continues.
- B. Motion to Table (a motion): (Requires a second; discussion ceases immediately)
  - 1. Stops the discussion of a motion already in progress until a future date.
  - 2. Must be made at the microphone.
  - 3. Requires a simple majority result to proceed.
  - 4. If the motion is accepted, then the motion in progress is set aside to a future date, either later on during the assembly or for a future assembly.
  - 5. If the motion is defeated, then the discussion of the motion in progress continues.
- C. Motion to Reconsider: (Requires a second; discussion ceases immediately)
  - 1. Must be made at the microphone by someone who first voted with the majority and wants to change their vote.

2. Requires a *simple majority* result.
3. If the motion is accepted, then the assembly will re-vote on the issue.
4. If the motion is defeated, the results from the first voting procedure will be the assembly's action.

D. Depart from the agenda: (Requires a second; discussion to follow)

1. The Hawaii Area 17 Chair has the discretion to rearrange the agenda in order to facilitate the business in the best possible way.
2. Defining significant agenda items: Examples of significant agenda items could be, but not limited to, items to be voted on or moving planned business between days during a session.
3. Examples of non-significant agenda items: Examples of non-significant agenda items could be, but not limited to, non-voting items or scheduled meal and break times.
4. When a rearrangement is necessary:
  - a. A voting member, including the area chair, must state his intent in the form of a motion at the microphone.
  - b. The motion requires a second.
  - c. A *substantial unanimity* result must be achieved.
  - d. If *substantial unanimity* is achieved, rearranging the agenda is allowed.
  - e. If *substantial unanimity* is not achieved, the agenda remains as written.

**APPENDIX A  
COMMUNICATION THROUGH THE STRUCTURE**



## APPENDIX B - DISTRICT BOUNDARIES

### **#1—Diamond Head**

The Diamond Head district is the area from Makapuu Point along the Ala Wai Canal to McCully Street. The district is bounded by the Koolau Mountains on the North and the Pacific Ocean on the South.

### **#2—Honolulu**

The Honolulu district is the area from Middle Street on the West and McCully Street on the East. The North boundary is the Koolau Mountain range and the South boundary is the Pacific Ocean.

### **#3—Leeward**

The Leeward district is the area from Middle Street on the East and Kunia Road and West Loch of Pearl Harbor on the West. The North boundary is the Koolau Mountain Range and Ka Uka Blvd to include Village Park. The South boundary is the Pacific Ocean.

### **#4—Windward**

The Windward district is the area from Kahuku Point to Makapuu Point, and is bounded by the Koolau Mountains on the East and the Pacific Ocean on the West

### **#5—Maui No Ka `Oī**

The Central Maui district includes. Kahului, Puunene, Wailuku, Waihee & Kahaukaloa. Upcountry Maui—Kula, Makawao, Pukalani & Haiku. East Maui—Keaneae, Hana & Kipahulu.

### **6—Kaua'i**

The island of Kaua'i.

### **#7—East Hawai'i**

The East Hawai'i district is the Eastern half of the Big Island South from Honokaa to Keaau.

### **#8—West Hawai'i**

The Western Hawai'i district is the Western half of the Big Island from Hawi South to Naalehu and East to Honokaa; including Waimea.

### **#9—Central North Shore**

The Central North Shore district is the area from Kaena Point to Kahuku Point. The district is bounded by the Koolau Mountain range on the East and the Waianae Mountain range on the West. The South boundary is Ka Uka Blvd.

### **#10—Waikiki**

The Waikiki district is the area inside the Ala Wai Canal including all of Kapiolani Park. From the Ala Wai Canal to the ocean and East to Paki Avenue continuing south to the intersection of Diamond Head and Kalakaua Avenue.

### **#11—Kihei**

The Kihei district is bounded on the North by Maalaea and down through Kihei, Wailea and Makena. Also including the island of Kaho'olawe.

### **#12—Puna**

The Puna district is the Puna area of the Big Island from Keaau to Volcano to Kalapana.

### **#13—Tri-Island**

The Tri-Island district is bounded on the South by Olowalu. Includes Lahaina, Honokawai, Napili up to Kahaukoloa. Also includes the Islands of Moloka'i & Lana'i.

### **#17—Waianae**

The Waianae district is the area from Kunia and West loch of Pearl Harbor on the East and Kaena Point on the West. The North boundary is the Waianae Mountain Range and the South boundary is the Pacific Ocean.



## **APPENDIX C CONVENTION STEERING COMMITTEE GUIDELINES**

The Hawaii Area Assembly Committee of Alcoholics Anonymous approved the following revised guidelines for the Convention Steering Committee on August 22, 2004. It is suggested that these guidelines be reviewed at least every five years.

The principles of the 12 Steps, the 12 traditions, and the 12 Concepts of Alcoholics Anonymous shall be practiced in all Convention operations.

The Steering Committee shall consist of six members. Three of these members shall be past Convention Chairpersons; one shall be the current Convention Chairperson. Two members shall be the Alternate Delegate and the Alternate Area Chair, from the area assembly. A quorum shall be 5 out of 6 members present. A two-thirds majority vote shall be required in all general operational matters.

1. **Approval from the area assembly is required for:**
  - 1.1 Purchase of Capital Equipment over what currently exists.  
Current capital equipment is as follows:  
Credit Card Machine & printer  
    (2) Toshiba Laptops  
    OKIData Color Printer
  - 1.2 Software  
    Microsoft Office Windows Home Edition  
    Toshiba Pre-Installed Software  
    QuickBooks Pro 2009
  - 1.3 Personal Services Contracts  
    Convention Secretary and Treasurer Job Descriptions (attached)  
    Salary—\$6,000.00 each
2. **Terms are as follows:**
  - 2.1 Convention Chairperson has a four-year commitment.
  - 2.2 Alternate Delegate and Alternate Chair serve two years.
3. **The Steering Committee** shall be responsible and accountable to the area assembly. Steering Committee Chairperson shall be a member of the area committee with full voting rights. All convention Steering Committee meetings and Convention meetings shall be open to the Fellowship.
4. **The Steering Committee**, its Chairperson and the Convention Chairperson are vital roles for the success of the Convention, and each has very specific responsibilities.

Job descriptions for these positions are as follows:

- 4.1 A.A. Experience — Many chairpersons say five years of continuous sobriety, some say ten years, but all agree that considerable period of sobriety is desirable. It is suggested that they have served on various Convention committees whether locally, on the mainland or internationally, for a minimum of four years. It is also advised that they have served on two of the following committees, or all, and have knowledge of function of the others; Registration, Program, Food and Beverage, Thursday Reception, an Entertainment. This would normally include a sound understanding and appreciation of the Steps, Traditions and Concepts
- 4.2 Leadership—A chairperson should be able to organize and lead, yet act like a servant, rather than a dictator. Leadership should help instill in others a high interest in service. It should also help make sure that some action or discussion is taken on all matters coming before the Steering Committee. Leaving no troublesome loose ends. The ideal chairperson had considerable planning ability and is able to conduct meetings in an orderly manner.
  - 4.3 Communication - The ideal Chairperson is sensitive to the wishes of Convention participants, but is not too personally sensitive. This person has an intense desire to see A.A. and the Convention thrive and prosper. Communication skills and the foresight to serve as an elder statesman of the Convention is important to convey the happenings of the Convention Committee meetings to the Steering Committee and the Area.
  - 4.4 Living the example — One of the greatest services a Chairperson can render A.A. without even realizing it, is simply to live in a way that becomes an example for many members. Through watching such an A.A. action, they may come to understand the service to others is part of our personal recovery.

5. **Convention Steering Committee shall:**

- 5.1 Comply with the area assembly guidelines.
- 5.2 Have overall responsibility for the Convention and be fiscally responsible to the Convention and The Hawaii Area Assembly Committee of Alcoholics Anonymous.
- 5.3 Selects the Convention Chairperson from amongst those qualified in all aspects needed as a Chairperson. In the second quarter of the year those who submit qualifications to the Steering Committee and are qualified, will be screened and interviewed. All qualified candidates will be invited to the June Steering committee meeting, where, by *Third Legacy Procedure*, next year's Convention chairperson is chosen.
- 5.4 Selects the Convention Secretary and Treasurer by the following process: Notice is given to the area when the need arises, any interested person is to submit a resume by the determined deadline. Resumes are reviewed by the Steering Committee, interviews are scheduled and held, and the candidates are selected by *Third Legacy Procedure*.

- 5.5 Select the Facilities Coordinator Chairperson.
- 5.6 Oversee the Convention format, approving changes such as adding or deleting duties.
- 5.7 Set ticket prices.
- 5.8 Approve selection of speakers chosen by Convention Chairperson.
- 5.9 Select convention date and location.
- 5.10 Host the annual convention Forum in conjunction with the Convention at the site where the Convention is taking place. The purpose of the forum is to offer the Fellowship the opportunity to make recommendations and comments relative to the Convention and to obtain answers on Convention operation. The Treasurer shall provide a preliminary financial statement for use at this Forum.
- 5.11 Support Convention Chairperson and be available at the Convention for problem solving, if the need arises.
- 5.12 Hold meetings as required.
- 5.13 Within 60 days of the end of the calendar year, provide a detailed financial statement showing income, expenses and all other funds. The detailed financial statement will be presented to the area assembly in March, or sooner if time allows. Said detailed financial statement shall be in accordance with acceptable accounting practices.
- 5.14 The Convention Steering Committee shall maintain a bank balance of at least \$5,000.00 to be used as seed money and a prudent reserve not less than 15% and not to exceed 20% of the cost of the previous Convention. Any overage shall be reinvested into the Convention if necessary to reduce ticket prices and/or be divided equally among the area assembly and all island Intergroups.
- 6. **Convention Steering Committee Chairperson:** The Steering Committee Chairperson will be elected from one of the three past Chairpersons. The term is one calendar year. Once the Convention is held, and the new Chairperson is selected, the next Steering Committee Chairperson may start working with the new Convention Chairperson to plan the budget, theme, logo, etc.
  - 6.1 The Steering Committee Chairperson's responsibility to the Convention is to:
    - A. Support the Chairperson, attend all convention meetings, and offer support or share experience with the committee chairpersons.
    - B. Conduct meetings in an orderly manner, set agenda with secretary, attend all meetings of Convention committee as a voice of the Steering Committee, sign all contracts with convention contractors (i.e., t-shirts, tapes, entertainment, etc.). They are also responsible to review and sign next year's contract with the hotel/convention site, and keep the Convention on the tentative Convention sites books for a three-year period, if possible.

- 6.2 The Steering Committee Chairperson's responsibility to the area assembly is to:
- A. Represent the Convention at all Hawaii Area committee meetings and assemblies as a liaison between the Area and the Convention.
  - B. Submit quarterly financial reports and copies of the Steering Committee meeting minutes.

7. **Convention Chairperson shall**

- 7.1 Select own committee members (except for the secretary, treasurer and the Facilities Coordinator chair). Require them to have an assistant or alternate approved by the Chairperson. Furnish a list of committee names and telephone numbers to the Steering Committee.
- 7.2 Submit a budget for Steering Committee approved by January 15th of the convention year.
- 7.3 Holds Convention meetings as required and construct an agenda with the Convention secretary.
- 7.4 Submits to the Steering Committee a final draft of the flyer, by February 1st to include any special themes, logos, activities, entertainment, mementos, awards, t-shirt designs, etc. for approval and support. Submit proposed mainland speakers for approval by March.
- 7.5 Work with Convention site and catering staff with Facilities Coordinator Chair to confirm the logistics concepts of the Convention including menus, costs, and needs.
- 7.6 Submit to the Steering Committee an overall plan for the Convention, including a draft of the program by June 1st.
- 7.7 During the convention, preside as host/hostess and help the Convention Committees and Steering Committee handle necessary matters as they arise.
- 7.8 Have fun!

The alternate delegate and the alternate area chair are members of the Committee to safeguard the 12 Traditions of Alcoholics Anonymous within the operations of the Convention and to be a liaison of the Fellowship. The alternate delegate and alternate area chair resolve to carry the voice of individual members, groups and the area assembly to the Convention Steering Committee for discussion

8. **Convention Secretary:** The person for this position is selected by the Convention Steering Committee.

8.1 **Contract Compensation:** The salary for Convention secretary is \$6,000.00 per year, payable in equal monthly installments. The contract terms for the secretary shall run from March 1st to February 28th of the following year. Term of service shall be three (3)

years. Hours are estimated at 15 hours per week. The secretary shall have a State of Hawaii General Excise Tax Identification Number and shall be responsible for reporting and paying all General Excise and personal income taxes on the above stated amount. If either party contemplates any changes in this service contract, a sixty (60) day written notice shall be required.

8.2 Qualifications:

A. Personal: Minimum of five (5) years of sobriety, have experience with the Hawaii Annual Convention and its relationship to the area assembly and the Fellowship of Alcoholics Anonymous. This person should be flexible and work well with others in an administrative capacity and display a high degree of public relations and organizational skills. The secretary should be able to establish priorities and function well under pressure. Organization skills and attention to detail are imperative.

B. Technical: Strong clerical and administrative skills, very organized and detailed, strong accounting/bookkeeping skills, advanced working knowledge of Microsoft applications: Access, Word, Excel, and Windows.

8.3 Job Description: The secretary will work closely with the Convention Treasurer as the worldwide, United States, and local contact for Annual Hawaii Alcoholics Anonymous Convention. The secretary, in conjunction with the Convention Treasurer, will also work closely with Hawaii Central Offices, keeping them apprised of convention dates, deadlines, committee points of contact and pertinent yearly convention activities.

8.4 The secretary shall be responsible for the following, but not limited to:

A. Prepare minutes and agendas for all steering committee and planning meetings

B. Data entry of all incoming registrations for the Convention.

C. Mail confirmation letters to all registered attendees in a timely manner.

D. Provide lists of registrants to Committee members, as needed.

E. Work with convention Chair on seating chart.

F. Print badges with information requested by Chair.

G. Provide help in preparing registration packets to Registration Committee.

H. Work with Registration Committee Chair to assure smooth registration process.

I. Maintain roster of all convention committee members, Steering Committee and vendors.

J. Provide any necessary correspondence between Steering committee and vendors.

K. Have available for each Steering Committee meeting a copy of the previous meeting's minutes and roster.

L. Mail meeting reminder cards to Convention Committee Members at least one (1) week before Committee meeting.

M. Work with Convention Chairperson in organizing Convention speaker travel and hotel accommodations.

N. Maintain a copy of all contracts and Steering Committee documentation.

O. Provide a copy of Convention Committee Roster to all at the committee meetings.

P. Attend all Steering and Convention Committee meetings.

Q. Assist Convention Committee Chairs as needed.

R. Read and be familiar with the Guidelines of the Annual Hawaii Convention.

- S. Any other duties which are essential to the production of a successful Convention by an administrative person.
- T. Have fun.

9. **Convention Treasurer:** The person for this position is selected by the Convention Steering Committee.

9.1 Contract Compensation: The salary for Convention Treasurer is \$6,000.00 per year, payable in equal monthly installments. The contract terms for treasurer shall run from March 1st to February 28th of the following year. Term of service shall be three (3) years. Hours are estimated at 5 hours per week. The treasurer shall have a State of Hawaii general Excise Tax Identification Number and shall be responsible for reporting and paying all General Excise and personal income taxes on the above stated amount. If either party contemplates any changes in this service contract, a sixty (60) day written notice shall be required

9.2 Qualifications:

- A. Personal: Minimum of five (5) years of sobriety, have experience with the Annual Hawaii Convention and its relationship to the area assembly and the Fellowship of Alcoholics Anonymous. This person should be flexible and work well with others in an administrative capacity and display a high degree of public relations and organizational skills. The treasurer should be able to establish priorities and function well under pressure. Organization skills and attention to detail are imperative.
- B. Technical: Strong typing skill, strong accounting/bookkeeping skills, advanced working knowledge of Microsoft applications: Access, Word, Excel, Quick Books and Windows.

9.3 Job Description: The treasurer will work closely with the Convention secretary as the worldwide, United States and local contact for the Annual Hawaii Alcoholics Anonymous Convention. The treasurer, in conjunction with the Convention secretary, will also work closely with Hawaii Central Offices, keeping them apprised of convention dates, deadlines, committee points of contact and pertinent yearly Convention activities.

9.4 The treasurer shall be responsible for the following, but not limited to:

- A. Assist the Convention Chairperson in preparing the budget.
- B. Co-signature on checking and savings accounts with the Convention Chairperson and the Steering Committee Chairperson.
- C. Make deposits, pay bills, reconcile bank statements, etc.
- D. Have available for each Steering Committee meeting a monthly Income and Expense Statement and full bank reconciliation reports.
- E. Pick up mail at the post office box on a weekly basis and during the two months prior to the Convention twice a week or daily as the need arises.
- F. Maintain current files of all financial and contract information.
- G. Address cancellation, bad checks, and charges in a timely manner.
- H. During the Convention, make money transfers with Committee Chairs. Make deposits daily.
- I. Have available at the close of the Convention an up-to-date report, the contents of which shall be determined by the Steering Committee prior to the Convention.

- J. Have, by the middle of February accounting to ready for presentation to the Area.
- K. Assist Convention Committee Chairs as needed.
- L. Read and familiar with the guidelines of the Annual Hawaii Convention.
- M. Any other duties which are essential to the production of a successful Convention by an administrative position.
- N. Have fun.

APPENDIX D  
HAWAII AREA 17 WEBSITE COMMITTEE  
www.area17aa.org

1. PURPOSE:

Enhance the relationship between the Hawaii Area Assembly Committee of Alcoholics Anonymous and the A.A. Fellowship as a whole. Provide A.A. members an area to exchange information, participate in the development of unity through an informed group conscience, unite our community in the Three Legacies of Alcoholics Anonymous, and to continue to carry A.A.'s message across all distances and barriers.

2. COMMITTEE MEMBERSHIP

The Hawaii Area Website Committee will consist of at least four (4) members. The position of chair will be held by the Webmaster to be appointed in a manner consistent with other Standing Committee Chairs, with the option to renew the appointment. The Alternate Webmaster position may be a volunteer from the body of the Area Fellowship and will be approved by the Chair and Area Committee. The rest of the committee will be filled by interested members of the Fellowship.

3. COMMITTEE ROLES

3.1 Webmaster

- A. Serves as the chair of the committee as well as primary Webmaster and site administrator.
- B. Provides training and technical services the Area as necessary, including making sure that the Alternate Webmaster can function in the Webmaster's absence.
- C. Maintains host agreements and domain registration to insure that neither lapse resulting in loss of service or control of domain.

3.2 Alternate Webmaster: serves as vice-chair and Webmaster/administrator in the absence of the Webmaster or in duties assigned by the Webmaster.

3.3 Committee Members (2 or more in addition to the above): serves to help formulate guidelines for proper use of the Website consistent with A.A. Guidelines, Traditions, and Concepts and provide a vision for the future.

4. COMMITTEE MEMBER QUALIFICATIONS

4.1 All Website Committee members should be familiar with the A.A. Tradition, Concepts, and Warranties, and G.S.O. Guidelines on the Websites/content. Committee members should have available for their use a computer in order that they may view and use all of the functional portions of the Website, email implementation, and other services as they become available.

4.2 The Webmaster must have sufficient qualifications to design and implement a



Website suited to the needs of the Area. Skills include knowdge of Internet markup languages (HTML, XHTML, etc.), Content Management systems (like WordPress used currently), DNS and Domain Registrars and Hosting System. In short, the Webmaster must be able to run the current Website and have the skills to adapt to meet our changing needs.

- 4.3 The Alternate Webmaster needs to have at least a subset of skills of the Webmaster in order to run the Website in the absence of the Webmaster and must be willing to be trained by the Webmaster, if necessary, in order to acquire those skills.

## ATTACHMENT

### ALCOHOLICS ANONYMOUS HAWAII STATE CORRECTIONS COMMITTEE BY-LAWS

#### **DEFINITIONS:**

The Alcoholics Anonymous Hawaii State Corrections Committee (here by known as AAHSCC) is a group of volunteers from various groups of Alcoholics Anonymous.

#### **CORRECTIONAL FACILITY:**

The facility that holds in confinement men and women for correction and rehabilitation. Correctional Facilities are classed as jails, penitentiaries, detention homes, etc.

#### **PURPOSE:**

The purpose of the AAHSCC is to carry the message of Alcoholics Anonymous to the alcoholic who is confined in a correctional facility.

#### **ORGANIZATION:**

It is the intent of the AAHSCC to unify and co-ordinate the efforts of those volunteers who are interested in participating in this type of 12 Step work and in keeping with the best principles of the 12 Steps, 12 Traditions and the 12 Concepts of Alcoholics Anonymous.

#### **COOPERATION:**

Since our program is one of attraction rather than promotion, we serve these facilities at the invitation of the administration, always mindful of the admonition COOPERATION NOT AFFILIATION. As members of this committee, we cannot and do not speak for A.A., however, each and every one participating is automatically representative of A.A. AAHSCC will wholeheartedly cooperate with the Hawaii Area Assembly Committee of Alcoholics Anonymous.

#### **COMMITTEE ELECTION: (Elected Personnel):**

Nominations for DIRECTOR, CO-DIRECTOR, SECRETARY, TREASURER, AND LIBRARIAN will be held on the EVEN years of the September AAHSCC Business Meeting and elections will be held at the October AAHSCC Business Meeting. The newly elected personnel will take office the following January to coincide with the delegate's term of office.

#### **COMMITTEE MEMBERS WITH VOTING RIGHTS:**

Any member of A.A. having attended four (4) business meetings of the AAHSCC during the period of one (1) year during which time said member maintains continuous sobriety and has attended six (6) institutional meetings in one (1) year.

#### **PANEL MEMBER:**

Any Committee member privileged to be responsible for guest speakers or chairpersons in an A.A. meeting inside an institution on a designated date. New Panel Members must attend three (3) business meetings before becoming a Committee Member.

**PANEL COORDINATOR:**

A Committee member privileged to act in a supervisory capacity for each set of panels within a certain institution.

**ELECTED PERSONNEL:**

Those persons elected to the five (5) elective positions of the Committee. These members are elected by using the Third Legacy procedure.

**POLICY COUNCIL:**

A body of Committee members composed of DIRECTOR, CO-DIRECTOR, SECRETARY, TREASURER, LIBRARIAN.

Panel Coordinators: To be appointed by Director and Co-Director;

Panel Members: To be selected by Panel Coordinators on basis of meeting the qualifications for same outlined under "QUALIFICATIONS".

**QUALIFICATIONS DIRECTOR:**

- Will have not less than four (4) years continuous sobriety;
- Will not have not less than two (2) years activity in institutional work, one year of which must have been with the AAHSCC.
- Will be elected at the October Business Meeting for a period of two (2) years.

- Duties:
- (a) Will be responsible for coordinating all Committee activities;
  - (b) Will handle all public relation contact involving policy matters and/or interpretation at the public level;
  - (c) Will act on all matters affecting the Committee or designate one or more persons to act on his behalf in the interest of the Committee;
  - (d) Will be responsible for interchange of correspondence at the public level, as well as all correspondence with the Committee involving policy matters;
  - (e) Will make regular reports to the Committee on the progress of any new projects started or old business completed;
  - (f) Will attend the monthly meetings of the Hawaii Area Committee meetings and all Area Assemblies.

**CO-DIRECTOR:**

- Will have not less than three (3) years continuous sobriety;
- Will have not less than two (2) years activity in institutional work, one of which must have been with the AAHSCC.
- Will be elected at the October Business Meeting for a period of two (2) years. His election will be separate from the Director's ballot.

- Duties:
- (a) Will be responsible for coordinating the services to the institutions with the help of the panel Coordinators;
  - (b) Will strive for better communications between Panel Members and Panel Coordinator. This communication is for the purpose of eliminating or reducing the number of dark nights (missed meetings).

- (c) Will keep an accurate record of the names, addresses, and telephone numbers of all Panel coordinator, Panel Members, and alternates;
- (d) Will work closely with the Director in any capacity or situation as detailed by the Director.
- (e) Will assume responsibilities of Director in conducting Committee meetings in the Director's absence;
- (f) Will attend Hawaii Area Committee meetings and all Area Assemblies.

**SECRETARY:**

- Will have not less than two (2) years continuous sobriety;
  - Will have one (1) year activity in institutional work, preferably with the AAHSCC;
  - Will be able to keep accurate records and minutes of proceedings;
  - Will be elected at the October Business Meeting for a period of two (2) years.
- Duties: (a) Will keep accurate minutes of all Committee Meetings.  
 (b) Prepare all correspondence necessary for the signature of the Director.  
 (c) Keep Director informed regarding any appointments made for him or by him.

**TREASURER:**

- Will have not less than two (2) years continuous sobriety;
  - Will have one (1) year activity in institutional work, preferably with the AAHSCC.
  - Will be elected at the October Business Meeting for a period of two (2) years.
- Duties: (a) Will keep accurate records of all monies collected at meetings;  
 (b) Will distribute monies only by authorization of the Director and/or a majority vote of the members of the committee;  
 (c) Will keep the Committee bank account in order and will personally sign all checks drawn against the Committee account with either the Director or Co-Director's signature.  
 (d) Will be directly responsible to the Committee for all monies and accounts;  
 (e) Will purchase such office supplies as deemed necessary for the Secretary and Librarian and authorized by the Director.

**LIBRARIAN:**

- Will have not less than two (2) years continuous sobriety.
  - Will have one (1) year activity in institutional work, preferably with the AAHSCC.
  - Will be elected at the October Business Meeting for a period of two (2) years.
- Duties: (a) Keep accurate records of Committee meeting attendance, furnishing same to Director and Co-Director upon request;  
 (b) Inform all Committee members of time, date and places of all business meetings;  
 (c) Quarterly reports of active members of Committee to be furnished to Panel Coordinators;  
 (d) Will purchase with Committee monies and deliver to the regular monthly business meetings such institutional (approved) A.A. literature as deemed necessary by the Director.

### **PANEL COORDINATOR:**

- Will have not less than two (2) years continuous sobriety;
- Will have not less than one (1) year activity in institutional work, preferably with the AAHSCC.

#### Duties:

- a) Will make sure all panels are filled on the nights assigned to them in their particular institution by Correction Committee members. There should be no DARK NIGHTS.
- b) Will keep an up-to-date list of all Panel Members, Director, Co-Directors' names, addresses, and phone numbers;
- c) Will keep appropriate institutional approved A.A. literature within the institution.
- d) Will fill or cause to be filled all panel vacancies not filled by the regular panel member for that particular night:
- e) Will keep appropriate institutional approved A.A. literature within the institution.
- f) Will attend Intergroup meetings monthly;
- g) Will keep all Panel Members informed on both old and new procedures; especially make sure that each Panel Member is acquainted with the rules of the institution;
- h) Two (2) business meetings of the AAHSCC missed in succession will mean loss of ones coordinator's assignment;
- i) Will keep in personal contact with Panel Members on his or her panels.

### **PANEL MEMBER:**

Will have not less than one (1) year continuous sobriety;

Will have not less than three (3) months activity with the AAHSCC.

Duties: a) Will conduct inside A.A. meetings according to acceptable procedures.

The meetings should be opened with the Serenity Prayer. (See suggested format);

- b) Will not send just anyone to fill their panels; if unable to reach the Co-Director, or Director;
- c) Will be responsible for all guest speakers taken into an institution;
- d) Will caution his other guests about the following institution requirements;
- e) Do not use smutty jokes or profane language in A.A. talks;
- f) No messages either written or verbal will be carried into or taken out of the institution;
- g) Nothing will be given to the inmate except institutional approved literature acceptable to Alcoholics Anonymous;
- h) Inside meetings will not run over the time limit set by the institution;
- i) Any changes in either our Committee suggested rules or the rules of the institution will not be discussed by the Panel or institution personnel;
- j) Will keep in personal contact with his or her Panel Coordinator;

- k) Will report to the Panel Coordinator, Co-Director and director any incidents concerning the meeting;
- l) Will attend business meetings monthly (Committee). Three (3) meetings missed in succession will mean loss of ones panel. Must attend three (3) business meetings in succession again before becoming a panel member again.

**AMENDMENT PROCEDURES:**

Proposed Amendments to these By-Laws shall be submitted in writing to the Director with a copy to the Secretary for record purposes.

The Director shall include the proposed amendment on the Agenda for the next business meeting for discussion and adoption.

A two-thirds (2/3) majority vote shall constitute the adoption of the amendment.

**ADOPTION OF BY-LAWS**

This By-Laws was adopted upon an affirmative two-thirds (2/3) majority vote of the AAHSCC at its November 17, 1987 business meeting.