

# **Hawai'i Area 17**



## **Structure and Guidelines for Area 17 General Service**

**Panel 71**

**2021 - 2022**

**[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 Service 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 (ver 59.1)*

*August 2009 (ver 59.2)*

*January 2010 (ver 59.3)*

*January 2011 (ver 61.0)*

*December 2012 (ver 61.1)*

*January 2013 (ver 63.0)*

*October 2014 (ver 63.1)*

*January 2015 (ver 65.0)*

*August 2016 (ver 65.1)*

*January 2017 (ver 67.1)*

*November 2021 (ver 71.1)*

## 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 *Structure 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

Ver 71.0

## **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* and the *Structure and Guidelines for the Hawaii Area Assembly of Alcoholic Anonymous*.
- C. Conduct orientation sessions for G.S.R.s and D.C.M.s, 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.
- F. Appoint the area's standing committee chairs in conjunction with other area officers.

## 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 the area operating funds 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.
- H. Send copies of approved area minutes to the Conference Coordinator at G.S.O.

#### 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 chair, 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 meeting 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 materials pertaining to Hawaii A.A. Area 17, its districts, and its group histories.
  - 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. Mynah Bird: Publishes newsletters that focus on A.A. topics, including actions decided by the area. Special editions may be published as needed.
  - I. Public Information\* (PI): Responsible for creating an understanding and preventing misunderstanding of the A.A. program through the public media, electronic media, PI meetings, and speaking in community groups.
  - J. Treatment: Coordinates the service work of A.A. groups and individual A.A. members who carry the message to alcoholics in medical and treatment settings. 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 Twelve Traditions, to help alcoholics in medical and treatment settings.
  - K. 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 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.)

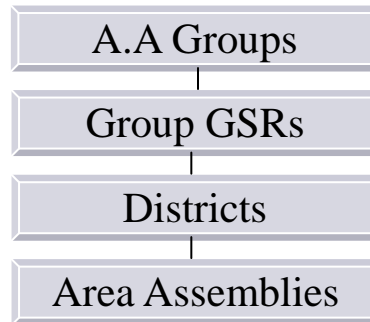
5.5 Officers are elected by the Third Legacy procedure outlined in the *A.A. Service Manual*, which is read at the beginning of each election assembly.

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.

The Hawaii Area 17 Assembly recognizes that contributions are made in the spirit of sacrifice, and they honor A.A.'s code of "love and service". In keeping with our Seventh Tradition we will accept personal financial contributions only from members of Alcoholics Anonymous. We will accept a maximum per year contribution from living individuals not to exceed the amount accepted by GSO at the time of the contribution. Bequests in wills are acceptable only from A.A. members, limited to the maximum accepted by GSO at that time, from any one person, and only on a onetime basis – not in perpetuity.

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 Finance Committee (F.C.)

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. is responsible for maintaining the legal responsibilities of Hawaii Area Committee as a nonprofit corporation as outlined in Section 7.5. 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:
    - a. Fund all area assemblies and committee 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:
    - a. Fund the area standing committees whose work is important to carrying the A.A. message.
  - 4. Hawaii Area Operating Expenses
    - a. Pay the necessary legal responsibilities of the corporation (refer to Section 7.5.B)
    - b. Pay post office box rental fees
    - c. Pay premiums on a general comprehensive liability insurance policy.
    - d. Pay all other business operating expenses of Hawaii Area
  - 5. Service Events
    - a. Fund expenses related to the Delegate's attendance to PRAASA and Pacific Regional Forum. In years that correspond, pay expenses to send the Delegate to the International Convention.
    - b. Fund expenses related to the Area Chair's attendance to PRAASA and Pacific Regional Forum.

- c. Fund expenses related to the Pacific Region's Trustee biannual visit to the Area.

## 7.5 Legal Responsibilities

### A. Legal Information

The legal name of this nonprofit corporation is **Hawaii Area Committee**, and all legal business shall be done under this name. Hawaii Area Committee's Articles of Incorporation are filed with the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division (DCCA). Hawaii Area Committee's 501c3 nonprofit status is granted by the IRS. The Area carries a Trade Name/DBA appended to the Articles of Incorporation, which is Hawaii Area 17. This DBA was obtained solely for banking purposes, so that the Area may accept 7<sup>th</sup> Tradition Contributions remitted to its colloquial name.

### B. Maintenance of Legal Responsibilities

1. File Form 990 with the IRS annually by May 15<sup>th</sup>.
2. File and pay DCCA compliance filing every year.
3. Maintain the current roster of officers\* with the DCCA, submitting changes to the DCCA upon Panel rotation, as follows:
  - a. Designated Agent = Treasurer
  - b. Chairperson = Chair
  - c. Vice Chairperson = Alternate Chair
  - d. Treasurer = Treasurer
  - e. Secretary = Secretary

\*The Delegate, Alternate Delegate, and Registrar are not responsible for Area business in a legal sense and ought not be listed on the DCCA filing.
4. Trade Name/DBA must be renewed every 5 years, prior to expiration with the DCCA. Trade Name/DBA was first granted October 5, 2020.
5. Legal documents of the corporation must be retained in compliance with federal and state guidelines.
  - a. Original DCCA filings – permanently
  - b. Original 501c3 determination letter from the IRS – permanently
  - c. Original EIN letter from the IRS – permanently
  - d. Tax records - current year + 3 most recent past years
    - i. Tax forms
    - ii. Receipts
    - iii. Bank statements
    - iv. Check ledgers

## 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 section 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 for map and description of boundaries.*)
- 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.

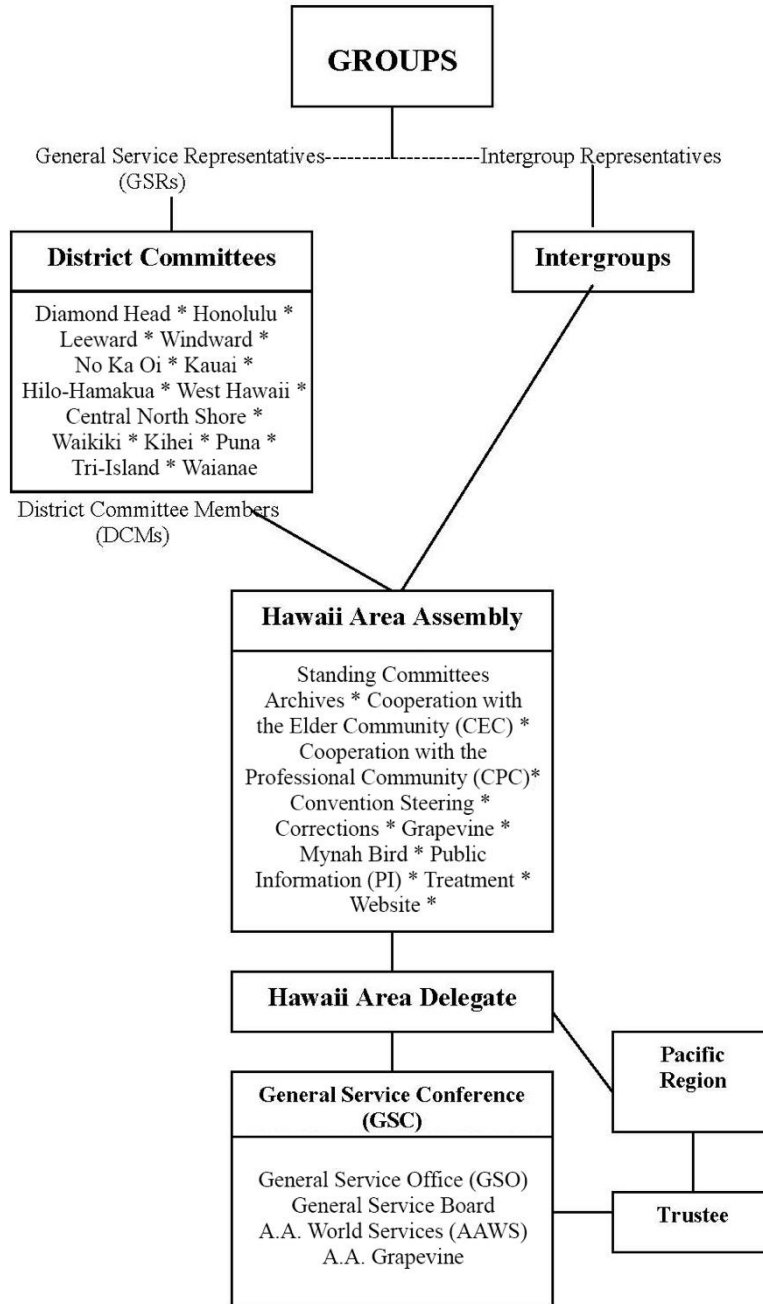
C. Motion to Reconsider: (Requires a second; discussion ceases immediately.)

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. Southern 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 and Kaupo.

### **6—Kaua’i**

The island of Kaua’i.

### **#7—Hilo-Hamakua**

The Hilo-Hamakua district is the Eastern half of the Big Island South from Honokaa up to but not including Shipman Park.

### **#8—West Hawai’i**

The West 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 Shipman Park in Keaau to Volcano to Kalapana.

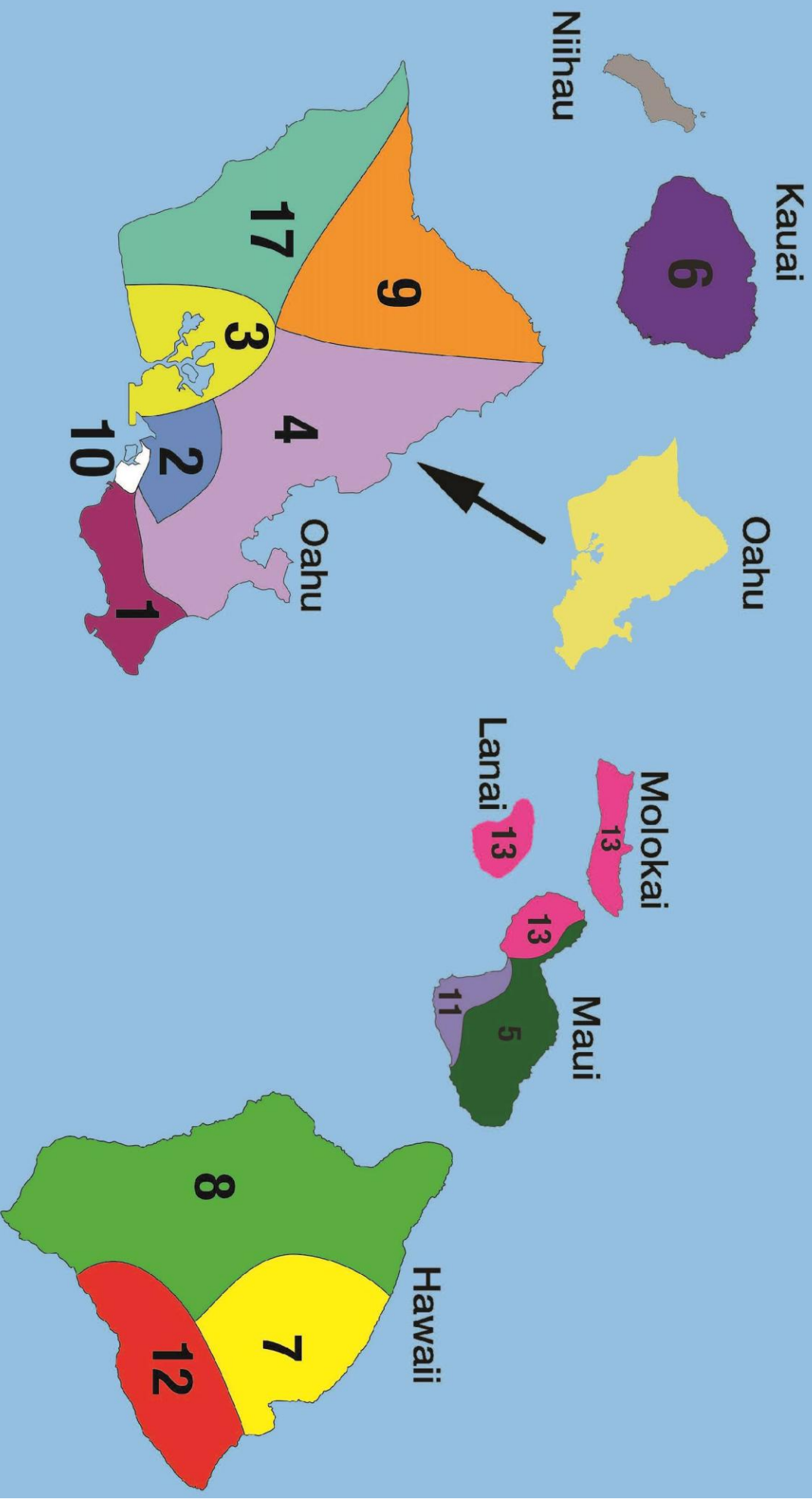
### **#13—Tri-Island**

The Tri-Island district is bounded on the South by MacGregor Point. 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.

# Map of Area 17 Districts



**APPENDIX C**  
**ANNUAL HAWAII CONVENTION STEERING COMMITTEE GUIDELINES**  
*Approved by the AHC Steering Committee on July 31, 2012*

The Hawaii Area Assembly Committee of Alcoholics Anonymous accepted the following revised guidelines for the Convention Steering Committee on August 18, 2012. 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. Relationship with Hawaii Area 17 Assembly:**

- 1.1 In the spirit of cooperation, the Annual Hawaii Convention Steering committee functions as a semi-autonomous subcommittee of the Hawaii Area 17 Assembly.
  - 1.1.1 The Steering Committee Chair is a voting member of the Hawaii Area 17 Assembly
  - 1.1.2 All Convention Steering Committee meetings are open to the entire Fellowship
  - 1.1.3 The Alternate Area Delegate and Alternate Area Chairperson are voting members of the Convention Steering Committee.
  - 1.1.4 The Convention Steering Committee makes full financial reports to the Area Assembly.
  - 1.1.5 The Convention Steering Committee Chair will submit this document to the Area Assembly.
- 1.2 Financial Relationship with the Hawaii Area 17 Assembly:
  - 1.2.1 The Annual Hawaii Convention will support the costs for transporting the Alternate Delegate and Alternate Area Chair to convention steering committee meetings.
  - 1.2.2 The Hawaii Area 17 Assembly will support the costs for transporting the AHC steering committee chair to Area assemblies and committee meetings.
  - 1.2.3 The Convention will budget and support the airfare costs related to participation at the annual convention for alternate Area chair and alternate Area delegate from neighbor islands.
  - 1.2.4 The Annual Hawaii Convention is fiscally autonomous.

**2. Relationship with Al-Anon Family Groups**

- 2.1 The fellowships of AA and Al-Anon (which includes Al-Ateen for their younger members) have had a unique relationship from the beginning. It is in the spirit of cooperation that Al-Anon is invited to participate in this Convention. Space is arranged for at least one meal event and two meeting rooms during the event.
- 2.2 Hawaii Area World Service Committee selects their Chairman. The Al-Anon Family Groups chairman is responsible for selecting their speakers and program.
- 2.3 All Al-Ateen activities are the responsibility of the Al-Anon Committee, and will be guided by the current Al-Ateen Safety and Behavior requirements of the Hawaii World Service Committee and Assembly.
- 2.4 In the event of a split amongst the Hawaii Area and inter-groups, Al-Anon will be included in the distribution. (Distribution of the split is outlined in 4.3.3.16.1).

### **3. Steering Committee Membership**

- 3.1 The Steering Committee consists of six (6) members:
  - 3.1.1 Current Convention Chairperson (four year commitment)
  - 3.1.2 Three available past Convention Chairpersons
  - 3.1.3 Area 17 Alternate Delegate (two year term)
  - 3.1.4 Area 17 Alternate Chairperson (two year term)
- 3.2 Committee Quorum
  - 3.2.1 A quorum exists when five (5) of six (6) members are present.

### **4. CONVENTION STEERING COMMITTEE JOB SELECTION, QUALIFICATIONS, & RESPONSIBILITIES**

- 4.1 The Convention 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:
- 4.2 Annual Hawaii Convention Steering Committee Chair
  - 4.2.1 Selection
    - 4.2.1.1 The Convention Steering Committee Chair is elected from one of the three past Convention Chairs for a one (1) year term.
  - 4.2.2 Qualification
    - 4.2.2.1 A.A. Experience – It is suggested that the Convention Steering Committee Chair have at least five (5) years of continuous sobriety, a sound understanding of A.A. principles (Steps, Traditions, Concepts), and have served on previous convention committees, either locally or in another Area (nationally or worldwide). Experience in previous conventions should include service in at least two of the following areas: Registration, Program, Facilities, Entertainment, Hospitality and other convention committees.
  - 4.2.3 Leadership
    - 4.2.3.1 A chair should be able to organize and lead while conducting themselves as a servant.
  - 4.2.4 Communication
    - 4.2.4.1 Communications skills are paramount as the chair needs to communicate with all members of the fellowship, those involved in service at the convention and those attending. The chair also is primary conduit between the Annual Hawaii Convention and the Hawaii Area 17 Assembly.
  - 4.2.5 Responsibilities to the Convention
    - 4.2.5.1 Support the Convention Chair
    - 4.2.5.2 Attend all convention meetings as the voice of the Convention Steering Committee
    - 4.2.5.3 Offer support and share experience with all committee chairs
    - 4.2.5.4 Conduct steering committee meetings in an orderly fashion
    - 4.2.5.5 Set meeting agendas in conjunction with the secretary
    - 4.2.5.6 Sign contracts with all contractors providing service to the convention (tee shirts, taping services, entertainment, etc.)
    - 4.2.5.7 Review and support the incoming steering committee member to facilitate the following year's contract negotiations with the hosting facility (hotel, convention center, or other venue)
    - 4.2.5.8 Responsibilities to the Area Assembly
      - 4.2.5.8.1 Represent the convention at all Area assemblies and committee meetings
      - 4.2.5.8.2 Submit quarterly financial reports and Convention Steering Committee minutes to the Area.

4.2.5.8.3 The Convention Steering Committee Chair will submit this document to the Area Assembly when updated.

#### 4.3 Convention Steering Committee Members

##### 4.3.1 Selection

4.3.1.1 Served as past convention chair within past three conventions (unless replacing a member who could not continue commitment)

##### 4.3.2 Qualification

4.3.2.1 See 3.1

4.3.2.2 Or be the duly elected Alternate Area Delegate or Alternate Area Chair

##### 4.3.3 Responsibilities

4.3.3.1 Comply with Hawaii Area 17 Assembly Structure & Guidelines, Appendix C.

4.3.3.2 Maintain overall responsibility for the convention

4.3.3.3 Maintain fiscal prudence

4.3.3.4 Interview and screen all applicants for the Convention Chair position during the second quarter of the year prior to the next convention.

4.3.3.5 Elect next convention chair from amongst the qualified applicants using Third Legacy procedures

4.3.3.6 Select both the Convention Secretary and Treasurer (paid special workers).

4.3.3.6.1 Give notice to the Area Fellowship when the need arises requesting any interested person to submit a pertinent resume by an appropriate deadline.

4.3.3.6.2 Interview and screen candidates

4.3.3.6.3 Elect using Third Legacy procedures

4.3.3.7 Select the Facilities Coordinator Chair

4.3.3.8 Oversee the convention format, approving changes such as adding or deleting duties

4.3.3.9 Set convention ticket prices

4.3.3.10 Approve selection of speakers selected by the convention chair

4.3.3.11 Select convention location and dates

4.3.3.12 Host the Annual Convention Forum

4.3.3.13 Support convention chair and be available at the convention to resolve problems should they arise

4.3.3.14 Attend meetings as required

4.3.3.15 Within sixty (60) days of the end of the calendar year, provide a financial statement following acceptable accounting practices showing income, expenses, and any other financial transactions to be provided to the Area Assembly at the next Area Assembly following the sixty day period

4.3.3.16 Maintain a bank balance of at least \$5,000.00 to be used as seed money and a prudent reserve of not less than 15% nor more than 20% of the cost of the previous convention. Any overage should be reinvested in the convention in order to lower ticket prices and/or be divided equally between the Area Assembly and all Hawaii Island inter-groups.

4.3.3.16.1 All splits will be calculated as follows:

- Once funds are moved to cover prudent reserve and start up, the remainder will be distributed as listed below.
- Remaining balance will be pro-rated per person. The total split will then be calculated by the per person from the following categories.
  - AA – will be split within the 6 Hawaii Intergroups and the Hawaii Area
    - 40% Hawaii Area
    - 10% each Intergroup

- Al-Anon – the total number of Al-Anon participants multiplied by the per person pro-rated amount will be given to Al-Anon.

#### 4.4 Alternate Delegate and Alternate Area Chair

- 4.4.1 The alternate delegate and the alternate Area chair are members of the Steering Committee to safeguard the 12 Traditions of Alcoholics Anonymous within the operations of the Convention and to be a liaison of the Fellowship in partnership with the Steering Committee Chair.
- 4.4.2 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.

#### 4.5 Annual Hawaii Convention Chair

- 4.5.1 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, and Entertainment. This would normally include a sound understanding and appreciation of the Steps, Traditions and Concepts
- 4.5.2 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 has considerable planning abilities and is able to conduct meetings in an orderly manner.
- 4.5.3 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.
- 4.5.4 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.
- 4.5.5 Spirit of Rotation – Spirit of rotation is a practical, organizational and spiritual principle. It is tied especially to the 9th Tradition. Traditionally, rotation of service positions keeps A.A. members from becoming frozen in office. It also ensures that group tasks, like nearly everything else in A.A., are passed around for all to share. Rotation insures that fresh ideas are brought to the task, and helps to bring us spiritual rewards more enduring than fame. **In the spirit of Tradition Twelve, it ever reminds us "to place principles before personalities."** Terms are outlined and stated in the Structure and Guideline Appendix C. The steering committee does have the right to extend terms as needed for the better of the steering committee. Before you rotate out of service be sure to help train your replacement and or be available to assist and answer questions as needed.
- 4.5.6 Select convention committee chairpersons.
  - 4.5.6.1 Require them to have an assistant or alternate approved by the Chairperson.
  - 4.5.6.2 Furnish a list of committee names and telephone numbers to the Steering Committee.
- 4.5.7 Submit a budget for Steering Committee approval by January 15th of the convention year.
- 4.5.8 Holds convention meetings
  - 4.5.8.1 Construct an agenda with convention secretary.
  - 4.5.8.2 Facilitate convention committee meetings
- 4.5.9 Submits final draft of the convention flyer to the steering committee for approval by February 1<sup>st</sup>

- to include: the theme of the convention, logo, activities and souvenirs.
- 4.5.10 Submit speaker tapes for proposed mainland speakers by March.
  - 4.5.11 Work with the convention site staff, catering staff and facilities coordinator chair to confirm logistics of the convention including menus, costs and facility logistics and set-up.
  - 4.5.12 Submit an overall convention program draft at the June steering committee meeting.
  - 4.5.13 During the convention, preside as host of the event.
  - 4.5.14 Have fun.
  - 4.5.15 Paid Special Workers
  - 4.5.16 The Annual Hawaii Convention will contract the secretary and treasurer positions.
  - 4.5.17 Positions are selected by the steering committee as described in 4.3.3.6.
  - 4.5.18 Terms for paid for the secretary and treasurer are 3 years.
  - 4.5.19 Terms begin on April 1<sup>st</sup>.
  - 4.5.20 Rotate on different years to ensure continuity and experienced will be passed on.
  - 4.5.21 Contract compensation for these positions is \$6,000.00 annually payable in monthly installments.

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 ensure 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 knowledge 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.