

GUIDELINES & POLICIES

FOR THE SOUTHERN CALIFORNIA

AREA ASSEMBLY (SCAA)

OF ALCOHOLICS ANONYMOUS

DELEGATE AREA 05

REVISED FEBRUARY 2, 2015

INCLUDES ALL APPROVED GUIDELINE CHANGES
MADE THROUGH JANUARY 24, 2015

**GUIDELINES & POLICIES
FOR THE SOUTHERN CALIFORNIA
AREA ASSEMBLY (SCAA)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 05**

TABLE OF CONTENTS

I.	PURPOSE	1
II.	CHANGES TO THE GUIDELINES	1
III.	SCAA MEMBERSHIP	1
	A. General Service Representatives (GSRs)	1
	B. District Committee Members (DCMs)	1
	C. District Committee Member Chairs (DCMCs)	2
	D. Chairs of Standing and Ad-hoc Committees	2
	E. SCAA Officers	2
	1. Officer Duties.....	2
	2. Delegate	3
	3. Alternate Delegate.....	3
	4. Area Chair	4
	5. Secretary	5
	6. Accounts Treasurer	5
	7. Contributions Treasurer.....	5
	8. Registrar	6
	F. Past Delegate	6
IV.	SCAA MEETINGS	6
	A. Calendar	6
	B. Area Assemblies	6
	C. Area Committee Meetings	7
	D. Area Steering Committee Meetings	7
	E. Area Officer Meetings	8
V.	SCAA STANDING COMMITTEES	8
	A. Archives Committee	8
	B. Audio Visual (AV) Committee	8
	C. Cooperation with the Elder Community (CEC)	8
	D. Cooperation with the Professional Community (CPC)	8

**GUIDELINES & POLICIES
FOR THE SOUTHERN CALIFORNIA
AREA ASSEMBLY (SCAA)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 05**

TABLE OF CONTENTS (CONTINUED)

E.	Corrections	8
F.	Finance Committee	9
G.	Grapevine/La Viña Committee	9
H.	Guidelines and Policies Committee	9
I.	Literature Committee	9
J.	Public Information (PI) Committee	9
K.	Registration Committee	9
L.	SCAA Newsletter (SCAAN) Committee	9
M.	Translation Committee	9
N.	Treatment Facilities Committee	10
O.	Website Committee	10
VI.	SCAA AD-HOC COMMITTEES	10
VII.	SCAA RULES OF CONDUCT	10
A.	General Rules of Debate	10
B.	Motions	10
C.	Motions to Amend	11
D.	Tabling Motions	11
E.	Calling the Question	12
F.	Substantial Unanimity	12
G.	Motions to Reconsider	12
VIII.	SCAA ELECTIONS	11
A.	Officers	11
B.	Regional and Trustee-at-Large Candidates	12
C.	Officer Vacancies	12
IX.	SCAA FINANCES	12
A.	Financial Policies	12
B.	Primary Income Sources	12
C.	Expenditure Priorities	12
D.	Annual Budget	13

**GUIDELINES & POLICIES
FOR THE SOUTHERN CALIFORNIA
AREA ASSEMBLY (SCAA)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 05**

TABLE OF CONTENTS (CONTINUED)

E.	Prudent-reserve Policy	13
F.	Reimbursement, Direct Expenditures, and Financial Accountability	13
G.	Material Property Inventory	13
H.	Insurance	13
X.	SCAA WEBSITE	14
A.	Website roles and responsibilities	14
B.	Website contents	14
C.	Anonymity	14
D.	Attraction, not promotion	14
E.	Self-support	14
F.	Non-affiliation, non-endorsement	14
G.	Posting service minutes and reports	14
H.	Posting policy	14
XI.	OTHER SCAA ACTIVITIES	15
A.	Pre-Conference Assembly Workshop	15
B.	Four-Area DCM Sharing Session	15
C.	Area Delegate Conference Reports	15
D.	El Foro de Servicios Generales	15
XII.	NON-PROFIT CORPORATION	16
A.	The Directors & Officers	16
B.	Corporate By-Laws and Resolutions	16
C.	Corporate Directors	16
D.	Corporate Officers	16
	1. CEO & President duties.....	16
	2. CFO duties	16
	3. Corporate Secretary duties.....	16
E.	Corporate Agent	16
F.	Executive Committee	16
G.	Audit Sub-Committee	16

**GUIDELINES & POLICIES
FOR THE SOUTHERN CALIFORNIA
AREA ASSEMBLY (SCAA)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 05**

TABLE OF CONTENTS (CONTINUED)

APPENDICES

A.	APPROVED GUIDELINES CHANGES SINCE 1992	17
-----------	---	-----------

GUIDELINES & POLICIES FOR THE SOUTHERN CALIFORNIA AREA ASSEMBLY (SCAA) OF ALCOHOLICS ANONYMOUS DELEGATE AREA 05

I. PURPOSE

These guidelines are offered as our accumulated experience, strength, and hope in service at the Area level. Their purpose is to facilitate the structure, procedures, policies, and effectiveness of our Area service activities and to align them with those of the General Service Conference of Alcoholics Anonymous as expressed in *The A.A. Service Manual & Twelve Concepts for World Service*.

II. CHANGES TO THE SCAA GUIDELINES

- A. Suggested changes to policies or these guidelines can be brought up by any member of the SCAA.
- B. After changes to Area policy have been approved by the Area, language to reflect that change is submitted in writing to the Area Assembly, discussed and voted on at the next Area Committee meeting, and then at the following Area assembly. A two-thirds majority of the eligible votes cast is required for approval of all changes at both the Area Committee meeting and the Area assembly.
- C. Changes are not retroactive and become effective upon approval by the Area Assembly.

III. SCAA MEMBERSHIP

The A.A. Service Manual describes the duties of these positions. These guidelines incorporate those descriptions, with the following supplements:

- A. **General Service Representatives (GSRs):** See the current A.A. Service Manual, and
 1. Attend and participate in district meetings;
 2. Attend and participate in Area assemblies, Area Standing Committees, and other Area events as scheduled;
 3. Make regular reports to their group on district and Area activities.
- B. **District Committee Members (DCMs):** See the current A.A. Service Manual, and
 1. Attend Area assemblies, Area Committee meetings, and participate on one of the SCAA Standing Committees, and other Area events as scheduled;

2. Hold regular district meetings;
 3. Hold a district election in the Fall of each even-numbered year for the two-year term beginning in January of following odd-numbered year for DCM and district officers;
 4. Help the Area Registrar to register and maintain current records of all groups in the district and the names of the GSR and group contact;
 5. Visit new or unregistered groups in the district to encourage the groups to participate in General Service and to facilitate registration;
 6. Distribute copies of the Area assembly and Area Committee meeting minutes and other information to the GSRs.
- C. **District Committee Member Chairs (DCMCs):** See the current A.A. Service Manual, and
1. Hold meetings of combined districts and coordinate all joint activities with the DCMs of each district;
 2. Hold combined district elections in the Fall of each even-numbered year for the two-year term beginning in January of following odd-numbered year for DCMC, Alternate DCMC, and combined district officers.
 3. Assist the DCMs in carrying out their duties, and see that those duties are performed by someone in districts without DCMs.
 4. Perform additional duties as called for by the combined districts.
- D. **Chairs of Standing and Ad-hoc Committees:** See the current A.A. Service Manual, and
1. Chair all committee meetings;
 2. Prepare an annual budget request for his/her committee as part of the Area budget process;
 3. Attend Area assemblies, Area Committee meetings, Area Steering Committee meetings, the annual Area Finance Committee budget meeting, other scheduled Area events, and district meetings as time and schedules allow;
 4. Recommend a succeeding Committee Chair and Alternate Committee Chair.
- E. **Area Officers**
1. **Officer Duties:**
 - a. The Southern California Area Assembly is a non-profit corporation. **The Area Officers, serving as Directors and members of the Executive Committee, are legally responsible for the corporation.**
 - b. All SCAA Officers attend all Area Assemblies; Area Committee Meetings; Steering Committee Meetings; the Hispanic *Foro*; the 4-Area DCM Sharing Session; Officer Meetings; meetings of Area Ad-hoc and Standing Committees, such as Guidelines & Policies, Finance, etc. as required; and district meetings as time and schedules allow.
 - c. Officers prepare an annual budget request for their commitment;
 - d. Answer mail, telephone calls, and e-mail from Area members, Conference members, and others in a timely manner.

2. **Delegate:** See the current A.A. Service Manual, and
 - a. Review the extensive General Service Conference materials in preparation for the annual General Service Conference;
 - b. Attend the annual General Service Conference in New York;
 - c. Attend the annual Pacific Regional A.A. Service Assembly (PRAASA);
 - d. Attend the Pacific Regional Forum;
 - e. Be available to attend other events such as A.A. groups, special workshops, meetings of other Delegate Areas, conventions, etc.;
 - f. Serve as the Area's representative to other A.A. entities such as Southern California Hospitals and Institutions (H & I) and Central Offices; Either act as Liaison or appoint Liaisons with the approval of the Area Officers;
 - g. Inform the Area's GSRs and others about issues on the Conference Agenda;
 - h. Work with the Alternate Delegate to prepare Pre-Conference questionnaires and the Pre-Conference Assembly program;
 - i. Upon return from the annual A.A. General Service Conference prepare and present a report informing the Area of Conference actions, additional considerations, presentations, and the experience of attending the Conference;
 - j. Write an article for each issue of the Southern California Area Assembly Newsletter (SCAAN);
 - k. Prepare and make presentations when asked to groups, districts, committees, other Areas, etc.;
 - l. Act as SCAA contact to the Conference Coordinator at GSO. Supply all appropriate documents to the Coordinator;
 - m. Inform GSO of any changes in the mailing list of Area Officers and Standing Committee Chairs;
 - n. Facilitate all communications between the General Service Office (N.Y.) and Area members;
 - o. Keep the Area informed of news from the General Service Board and G.S.O.;
 - p. Chair Area meetings in the absence of the Area Chair;
 - q. Review copies of new group registration forms from G.S.O. and facilitate coordination between Area DCMs and the Area Registrar;
 - r. Usually serves as a Director of the corporation, Corporate Secretary and as a member of the Executive Committee of the corporation.

3. **Alternate Delegate:** See the current A.A. Service Manual, and
 - a. Attend the annual Pacific Regional A.A. Service Assembly (PRAASA);
 - b. Conduct an orientation for new GSRs at each Area assembly;
 - c. Work with the Delegate to prepare the Pre-Conference questionnaires and the annual Pre-Conference Assembly program;
 - d. Chair the annual Pre-Conference Assembly program;

- e. Be available to attend other events such as A.A. groups, special workshops, meetings of other Delegate Areas, conventions, etc. as invited or if the Delegate cannot attend;
 - f. Review the extensive General Service Conference materials in preparation for the annual Conference in the event the Delegate is unable to attend;
 - g. Help the Delegate coordinate his/her Conference reports;
 - h. Provide presentations and participate in special programs or projects when asked;
 - i. Either act as a liaison or appoint a liaison with approval of Area Officers for A.A conventions and/or roundups held in our Area;
 - j. Usually serves as a Director of the corporation, Chief Financial Officer and as a member of the Executive Committee of the corporation.
4. **Area Chair:** See the current A.A. Service Manual, and,
- a. Be familiar with *Robert's Rules of Order*, the *A.A. Service Manual*, and these Area Guidelines & Policies;
 - b. Appoint Standing and Ad-hoc Committee Chairs and Alternate Committee Chairs with the recommendation of the outgoing Committee Chair and the approval of the Officers to serve for the two-year term concurrent with the officers;
 - c. Put together the Area assembly agenda compiled from appropriate sources, and insure its translation and distribution to all Area Committee members at least 30 days prior to each Area assembly; Customarily, the Chair prepares the Area assembly agenda in consultation with the Area Officers and Steering Committee, including input from any interested members.
 - d. Put together the Area Committee meeting agenda compiled from appropriate sources, and insure its translation and distribution to all Area Committee members at least 30 days prior to each Area Committee meeting; Customarily, the Chair prepares the Area Committee meeting agenda in consultation with the Area Officers and Steering Committee, including input from any interested members.
 - e. Put together the Area Steering Committee meeting agenda and insure its translation and distribution to all Area Steering Committee members prior to each Area Steering committee meeting;
 - f. Chair Area Assemblies, Area Committee meetings, Area Steering Committee meetings, and Area Officer meetings;
 - g. Assist hosting districts with organizing Area assemblies and Area Committee meetings;
 - h. Select two DCMs or DCMCs to represent the Area at the Four-Area DCM Sharing Session planning meetings;
 - i. Usually serves as a Director of the corporation, Chairman of the Board, Chief Executive Officer, President, and as a member of the Executive Committee of the corporation.

5. **Secretary:** See the current A.A. Service Manual, and;
 - a. Produce minutes of all Area assemblies and Area Committee meetings;
 - b. Coordinate efforts with the SCAAN Editor and the Translation Committee Chair so that the minutes will be distributed to the districts 30 days prior to the next assembly;
 - c. Provide assistance and additional materials as appropriate to the SCAAN Editor;
 - d. Write correspondence as requested by the Area Delegate or Chair;
 - e. Maintain an archive of agendas, reports, audio tapes, and SCAANs;
 - f. **Usually serves on the Executive Committee of the Corporation.**

6. **Accounts Treasurer:** See the current A.A. Service Manual, and,
 - a. Establish and maintain a permanent two-signature checking account with a multi-branch bank;
 - b. Pay expenses required to meet SCAA obligations;
 - c. Maintain a set of books accounting for all monies handled;
 - d. Provide and distribute copies of a quarterly financial report at each Area assembly and submit it for approval at the following Area Committee meeting;
 - e. Deposit all cash receipts such as food, SCAAN, Grapevine, La Viña, etc. into the Area bank account within three business days of receipt; The Accounts Treasurer is responsible for processing all monies which are not group contributions. Individual contributions may be accepted by either treasurer. Multi-part receipts should be given for every cash transaction.
 - f. Deposit all non-cash receipts into the Area bank account as soon as possible but always within two weeks of receipt;
 - g. Attend Finance Committee meetings;
 - h. Generate documents and work with the Finance committee in preparation of the Area budget.
 - i. Assist in and supervise the preparation of the Area's corporate income tax return or other financial submissions to governmental entities;
 - j. **Usually serves on the Executive Committee of the Corporation.**

7. **Contributions Treasurer:** See the current A.A. Service Manual, and;
 - a. Insure the pick-up of all contributions received at the Area P.O. Box every week, if possible, but at least every two weeks;
 - b. Receive all group contributions, checks, money orders and cash; give a multipart receipt for each cash transaction;
 - c. Process all contributions as soon as received, and send a receipt as soon as the contribution is processed;
 - d. Deposit all contributions into the Area bank account as soon as possible, but always within two weeks of receipt;
 - e. Provide the Accounts Treasurer with the original bank deposit ticket and receipt(s) within three business days of deposit;
 - f. Review bank account statement and cancelled checks and forward them to the Accounts Treasurer as soon as possible;

- g. Provide and distribute a quarterly group contributions report at each Area assembly and submit it for approval at the following Area Committee meeting;
 - h. Attend Finance Committee meetings;
 - i. **Usually serves on the Executive Committee of the Corporation.**
8. **Registrar:** See the current A.A. Service Manual, and
- a. Registers attendance at Area assemblies and Area Committee meetings. Take roll call at each Area assembly and Area Committee meeting;
 - b. Maintains current registration information of SCAA groups, GSRs, districts, and Area Committee members, and all Alternates;
 - c. Innovate, update, and maintain Area registration procedures;
 - d. Assist the districts in their registration work;
 - e. Work with the Delegate to coordinate group registration with Area DCMs;
 - f. Provide Area Committee members with registration statistics and information as needed;
 - g. Attend Registration Committee meetings;
 - h. **Usually serves on the Executive Committee of the Corporation.**
- F. **Past Delegate:** Past Delegates are often asked to serve the Area in specific functions. In recognition of their service, Past Delegates who belong to and participate only in the Southern California Area are considered SCAA Past Delegates.

IV. SCAA MEETINGS

A. **Calendar**

The Area calendar for the following year is prepared by the Area officers, presented in writing to the Winter or Spring Area assembly, and is considered and voted on at the following Area Committee meeting and at the next Area assembly. Area assemblies are held four times a year. The dates of the Area assemblies are scheduled annually by the Area Chair after consultation with the Area Delegate and other Area officers to determine the most appropriate dates available. Area Committee meetings are held four times per year approximately one month following each Area Assembly.

B. **Area Assemblies**

1. Area assemblies are the primary General Service meetings of the Area's groups and districts, and are designed to conduct the service activities of the Area including:
 - a. Election of the Delegate and Area Officers;
 - b. Discussion of year-round Conference activities;
 - c. Report of Area Committee business;
 - i. Pending Area Committee agenda items will be announced. Members of the Assembly can request items for the ACM agenda.
 - ii. Past ACM actions will be reported. Members of the Assembly can question or rescind actions approved at the Area Committee Meeting.

- d. Approval of the following items:
 - i. Changes to the Area guidelines and policies (after preliminary approval by the ACM),
 - ii. The annual Area budget (after preliminary approval by the ACM),
 - iii. Unbudgeted expenditure requests that arise after the previous Area Committee meeting and before the next Area assembly,
 - iv. Selection of host districts for Area assemblies and Area Committee meetings.
2. Those eligible to vote and make motions at Area assemblies are GSRs and Area Committee members, or, in their absence, their alternates. GSRs must have been registered with the Area at least 72 hours in advance of an assembly in order to vote.

Documents distributed for discussion and approval will be presented in writing in all languages represented by GSRs and/or members of the Area Committee.

C. Area Committee Meetings

1. The Area Committee conducts the business of the Area including:
 - a. Reports by the Area Officers, DCMs and DCMCs;
 - b. Programs designed to help DCMs in their district-level service work.
 - c. Approval of the following items;
 - i. Financial reports,
 - ii. Unbudgeted expenditure requests that arise after the previous Area assembly and before the next Area Committee meeting.
Unbudgeted expenditure requests arising after the Area assembly need not have been presented at the Area assembly before consideration by the Area Committee.
 - d. Preliminary approval of the following items:
 - i. Changes to the Area Guidelines and Policies,
 - ii. The annual Area budget.
2. Those eligible to vote and make motions at Area Committee meetings are DCMs, DCMCs, Standing and Ad-hoc Committee Chairs, Area Officers, or, in their absence, their alternates, and Past Delegates.

Documents distributed for discussion and approval will be presented in writing in all languages represented by GSRs and/or members of the Area Committee.

D. Area Steering Committee Meetings

1. The business of the Area Steering Committee includes:
 - a. Providing input for Area Assembly agendas;
 - b. Providing guidance and support to Area Committees and other Area activities;
 - c. Informing Area Officers and Committee Chairs of each committee's activities.
2. Those eligible to vote and make motions at Area Steering Committee meetings are Area Standing and Ad-hoc Committee Chairs, or, in their absence, their alternates, and Area Officers.

E. **Area Officer Meetings**

1. May be called by any Area Officer as needed;
2. Are attended by Officers only and are scheduled at a time and place determined by group conscience.
3. A minimum of five Officers must be present for a quorum.
4. All business is conducted on a group-conscience basis.
5. A report is made at the next Area meeting.

V. SCAA STANDING COMMITTEES

The service objectives of each SCAA Standing Committee are:

- A. **The Archives Committee** gathers and preserves material and historical data about A.A. of interest to SCAA for display and use by A.A. groups, A.A. Conventions, districts, other Area Standing Service Committees, and other interested people as appropriate. The Committee maintains these archives and makes acquisitions for these archives in order to enlighten and fulfill the ongoing continuity of the history of A.A. in Southern California.
- B. The **Audio-Visual Committee** provides and coordinates the presentation of A.A. audio-visual materials to A.A. groups, A.A. Conventions, districts, other committees such as Public Information, Cooperation with the Professional Community, Hospitals and Institutions, and other interested people as appropriate.
- C. **The Cooperation with the Elder Community (CEC) Committee** provides information about A.A. to senior citizens at locations where seniors congregate. These locations include, but are not limited to, senior citizen centers, senior health fairs, retirement homes, assisted living facilities and the offices of geriatric physicians. The information includes A.A. literature, audio visual presentations, flyers, posters, displays and other materials. This information supports carrying the message of recovery to seniors, professionals who work predominantly with seniors and A.A. members interested in outreach to the elderly.
- D. **The Cooperation with the Professional Community (CPC) Committee** provides information about A.A. to those who have contact with alcoholics through their professions. This group includes physicians and other healthcare professionals, educators, members of the clergy, lawyers, law-enforcement personnel, and social workers. Such information includes what A.A. is and is not, as well as what it does and does not do.
- E. **The Corrections Committee** coordinates the work of individual A.A. members, and to assist other groups who are interested in carrying our message of recovery to alcoholics behind the walls. In addition it will facilitate a means of smoothing the way from the facility to the larger A.A. Community through prerelease correspondence, contact upon release, and general correspondence. Specific details are in a separate document, SCAA Corrections Guidelines.

- F. **The Finance Committee** develops the annual Area budget and the upper and lower cash balance limits, and, based on analysis of Area finances, assists SCAA in making financial decisions. Specific details are given in Section IX below (SCAA Finances).
- G. **The Grapevine & La Viña Committee** informs groups and individuals of the benefits of using the *A.A. Grapevine* and *La Viña* magazines. The committee encourages groups and individuals to subscribe to our “meeting in print,” urges A.A. members to contribute articles for publication, and provides a structure for the group *Grapevine* Representatives (GvRs).
- H. **The Guidelines & Policies Committee** drafts amendments to SCAA guidelines in response to policies approved by the Area in concert with others. The committee reviews proposed policy changes for possible conflicts with SCAA Guidelines and/or the A.A. Service Manual. The committee assists in reviewing other SCAA documents for possible conflicts with the SCAA Guidelines & Policies and/or the A.A. Service Manual.
- I. **The Literature Committee** informs SCAA of the status of new and revised A.A. literature and of proposals for the printing of new literature. The committee provides current information to literature chairs at the group level, makes presentations, and displays literature at Area Assemblies and other A.A. functions.
- J. **The Public Information (PI) Committee** carries the message of Alcoholics Anonymous through use of the media to the public and to the fellowship.
- K. **The Registration Committee** assists Registrar in the attendance registration at Area Assemblies, and Area Committee Meetings; maintain descriptions and maps of Area boundaries, and district boundaries; studies proposals for formation of new districts and modification of district boundaries; and makes impact reports to the Area Committee.
- L. **The SCAAN Committee** publishes the Southern California Area Assembly Newsletter (SCAAN) including Area assembly and Area Committee meeting minutes, a Delegate’s Report, and articles and items of general interest to SCAA. The SCAAN is published in English and Spanish, and is distributed to the districts 30 days prior to the next Area assembly.
- M. **The Translation Committee** provides translations of Area documents and voluntary interpretation services for Area meetings in a timely manner. The Translation Committee Chair works with the Secretary and the SCAAN Editor to produce minutes of the Area assemblies and the Area Committee meetings for distribution to the districts 30 days prior to the next Area assembly. The committee also advises the Area Chair as needed on professional interpretation presentation services.

- N. **The Treatment Facilities Committee** makes presentations to administrators and alcoholic participants in treatment facilities to familiarize them with what A.A. has to offer them upon discharge.
- O. **The Website Committee** manages the Area's internet website: www.aascaa.org. The primary purpose of the website is to facilitate communication within SCAA and between SCAA and A.A. members. The website is published in English and Spanish. A webmaster, selected or hired by the Area Chair with the approval of the officers, develops and maintains the website at the direction of the Website Chair, with input from the Website Committee.

VI. SCAA AD-HOC COMMITTEES

Ad-hoc Committees are temporary committees formed by the Area Chair with approval of the Officers for a specific purpose, situation, or question which is not normally dealt with by a Standing Committee. An Ad-hoc committee remains in existence until its purpose is accomplished or until it is dissolved by the Area Chair with approval of the Officers. Recommendations and/or conclusions are reported at Area assemblies and Area Committee meetings.

VII. SCAA RULES OF CONDUCT

Generally, the SCAA follows *Robert's Rules of Order* and proceeds as informally as possible consistent with the rights of all concerned. Over the years the Area has adopted some exceptions to *Robert's Rules* which help it to proceed more closely in accord with the Twelve Concepts and Twelve Traditions.

A. **General Rules of Debate:**

1. The Area Chair conducts an orderly meeting following the agenda.
2. People who wish to speak line up at the microphones and are called on in order.
3. No one may speak for a second time on a topic until all who wish to speak have spoken for the first time.
4. Voting is usually by voice-vote or show-of-hands. The Chair has the discretion to choose the method of voting as described in *Robert's Rules of Order*.

B. **Motions:** The chair handles motions from the members as follows:

1. The Chair has the discretion to entertain the motion, refer it to an appropriate committee for study, or defer it to the following assembly;
2. The Chair asks for a second for the motion. All motions must be seconded for further action.
3. Following the seconding of a motion, a discussion is held where members of the assembly, when recognized by the Chair, may address the motion, propose amendments, move to table it, or call the question.

C. Motions to Amend:

1. May be made from the floor with a second;
2. Require agreement by the originator of the motion.
3. Debate commences on the amendment until the question is called and the amendment is voted on.
4. If passed, debate resumes on the amended motion until the question is called.
5. If defeated, debate resumes on the original motion until the question is called.

D. Tabling Motions:

1. Postpones discussion until a later date;
2. Requires a motion and a second;
3. Is not debatable;
4. Needs only a simple majority to pass.

E. Calling the Question:

1. Brings debate to a halt while members decide whether to proceed directly to a vote (the question) or go on with the debate;
2. Must be made in order at the microphone;
3. Speaking on a topic may not be followed by calling the question at the same turn at the microphone;
4. Requires a second;
5. Is not debatable;
6. Requires a two-thirds vote.

F. Substantial Unanimity: All motions require substantial unanimity, that is, a two-thirds majority of those voting.

G. Motions to Reconsider:

1. After voting on motions, the non-prevailing side will always be given an opportunity to speak to their position;
2. Must be made by a member who voted with the prevailing side, but may be seconded by anyone.
3. Only a simple majority is required to reconsider motions.
4. If the majority votes to reconsider, full debate on the original motion is resumed.
5. This revoting procedure occurs only once.

VIII. SCAA ELECTIONS

A. Officers:

1. Elections are held at the Fall Area assembly of each even-numbered year for the two-year term beginning in January of following odd-numbered year.
2. SCAA Officers to be elected are Delegate, Alternate Delegate, Chair, Secretary, Accounts Treasurer, Contributions Treasurer and Registrar.
3. Prior to electing each Officer, qualifications and duties for the office are read from the *A.A. Service Manual* and these Area Guidelines & Policies.
4. Third Legacy Procedures described in the *A.A. Service Manual* apply.

5. Those eligible to stand for election are Area Committee members, but no one is eligible to stand for an office in which he or she has ever served a full term in any General Service Area. Candidates must be present at the Election Assembly in order to stand for election. The names of all those eligible to stand are read. Candidates state whether they are available.
6. Voting eligibility in Area elections is the same as those at Area assemblies.

B. Regional and Trustee-at-Large Candidates:

1. Candidates submit resumes to the SCAA Delegate at least 45 days before their election; late resumes are returned.
2. The SCAA Delegate sends copies of all resumes to each member of the Area Committee at least 30 days before the election.
3. Third Legacy procedures in the A.A. Service Manual apply.
4. Regional and Trustee-at-Large elections are held as needed to meet G.S.O. deadlines.
5. Voting eligibility for Regional and Trustee-at-Large elections is the same as those at Area assemblies.

C. Officer Vacancies:

1. Should the Delegate become unable to perform normal duties the line of succession is: Alternate Delegate, Secretary, Accounts Treasurer, Contributions Treasurer, and then Registrar.
2. Should the Delegate become ready to resume office, he or she notifies the acting Delegate and resumes office subject to approval of the Officers.
3. Should the Chair become unable to perform normal duties, the Delegate chairs a special Third Legacy election.
4. Any vacancy in the office of Alternate Delegate, Secretary, Accounts Treasurer, Contributions Treasurer, or Registrar will be filled by a Third-Legacy election at the next Area assembly after the vacancy occurs.
5. The Officers may make a temporary appointment to fill an officer vacancy prior to the election.

IX. SCAA FINANCES

- A. The **Financial policies** of SCAA are developed by the Finance Committee and approved by the Area Committee and the Area Assembly. The details are in a separate document, SCAA Financial Guidelines.
- B. **Primary income sources** are, in the spirit of the Seventh Tradition, group contributions, individual contributions, and proceeds from special functions.
- C. **Expenditure Priorities.** Our ideal with respect to financial reimbursement is that no A.A. member be denied the opportunity to serve SCAA due to lack of funds. Our priorities are:
 1. Full funding of the Delegate at the annual General Service Conference, PRAASA, and Pacific Regional Forum;
 2. Payment of necessary Area assembly expenses;

3. Other work of the Area Officers;
 4. Work of the Standing and Ad-hoc Committees;
 5. Travel reimbursement to Area Committee members for attendance at Area assemblies, Area Committee meetings, Area Steering Committee meetings, PRAASA, Forums, etc.
- D. The **Annual Budget** is based primarily on anticipated income, past budgets and financial reports, plus input from the Officers and the Standing Committees.
- E. **Our Prudent-Reserve policy** is to maintain sufficient funds on hand for SCAA budget requirements while avoiding the accumulation of excess funds:
1. The upper cash limit shall be automatically adjusted each year to 110% of total actual expenses of the prior year.
 2. The lower cash limit shall be automatically adjusted to 110% of the prior year costs required to fully fund the Delegate at the General Service Conference¹ PRAASA and Pacific Regional Forum.

In 2011 - Those accounts included:

300-00	18-19	\$6,500.00
600-00	All	\$2,400.00
610-00	All	<u>\$ 700.00</u>
		\$9,240.00

- F. **Reimbursement, Direct Expenditures, and Financial Accountability** are made in accordance with the *SCAA Financial Guidelines*.
- G. **Material Property Inventory:** The Finance Committee prepares a list of all material property owned by the Area each year.
- H. **Insurance:** The Area shall retain Property Damage and Bodily Injury Liability insurance in an appropriate amount. This insurance shall provide coverage for SCAA events (as opposed to district or group events) such as:
- Area assemblies;
 - Area Committee meetings;
 - Area Steering Committee meetings;
 - Area Officer meetings;
 - Special or annual Area events such as
 - Delegate's Conference Reports,
 - the Four-Area DCM Sharing Session, when hosted by SCAA,
 - and *El Foro de Servicios Generales*, etc.

X. SCAA WEBSITE

SCAA will follow the spirit of the A.A. Guidelines for the Internet (publication MG-18, available at www.aa.org). The Guidelines present some options; thus the informed conscience of our Area has further decided the following:

A. **Website roles and responsibilities:** The Website committee is chaired by the Website Chair and membership is open to all A.A. members in our Area (as for all SCAA standing committees).

B. **Website contents:** The following copyright notice will be included on the homepage:

Copyright © 2000-20XX Southern California Area Assembly of Alcoholics Anonymous. All Rights Reserved.

Not affiliated with Alcoholics Anonymous World Services Inc., A.A. Grapevine Inc., nor with any Internet provider. "Alcoholics Anonymous"; "A.A."; "Box 4-5-9"; and "The Big Book" are registered trademarks of Alcoholics Anonymous World Services, Inc. "The Grapevine"; "A.A. Grapevine"; "Box 1980"; and "La Viña" are registered trademarks of A.A. Grapevine, Inc.

C. **Anonymity:** Personal contact information (e-mail addresses, phone numbers, etc.) will not be listed. Email aliases will be provided for all Area Committee Members.

D. **Attraction, not promotion:** "Sensational advertising" such as music, sounds, graphics and videos that do not directly support the website's informational content should be avoided. Care should be taken not to show preference to specific systems, browsers, etc. which might limit access to the website.

E. **Self-support:** The domain (www.aascaa.org) should be registered by the Area, not by an individual member or the hosting facility. Payment for website space rental should be made by the Area in accordance with Area Financial Guidelines. An anonymous or "private registration" should be used.

F. **Non-affiliation, non-endorsement:** Links to non-A.A. websites will not be included. The website will include links to AAWS and the A.A. Grapevine websites and to other Areas' websites. The website may include links to SCAA District websites, as long as those sites follow these SCAA Website Guidelines. To help carry the A.A. message to the alcoholic who still suffers, the website homepage will include a link to the list of California Intergroup on www.aa.org.

G. **Posting service minutes and reports:** All last names and personal contact information of A.A. members must be removed from all posted documents even if password protected.

H. **Posting policy:** In general, each Area Committee Member has the Right of Decision as to what information, within their area of responsibility, is posted on the website.

The following notice of our posting policy will be included on the homepage:

Area 5 Website Posting Policy:

The Area 5 website committee primarily posts information on SCAA and GSO/GSC business, meetings and events. Information on Regional, Area or District General-Service-sponsored events may also be posted. Non-A.A. and non-General-Service information will not be posted. Area policy requires that all information be posted in both Spanish and English. The Translation Committee undertakes translation of materials to be posted, however, publication will be quicker if you can submit event information in both languages.

To have an event listed please send your information to: webchair@aascaa.org

Fliers should be submitted in one of the following formats:

Microsoft Word (.doc), Text file (.txt), PDF file (.pdf) - e.g. Adobe Acrobat

XI. OTHER SCAA ACTIVITIES

- A. **The Pre-Conference Assembly Workshop** is a two-day assembly held in the Spring on a weekend before the General Service Conference. One full day and part of the other day will be used for the pre-conference program. It is designed by the Alternate Delegate with the consultation of the Delegate to address topics from the General Service Conference agenda to assist our Delegate in making informed decisions at the General Service Conference.
- B. **The Four-Area DCM Sharing Session** is an annual event designed to aid DCMs in carrying out their responsibilities and to inform each other on service-related topics. The sharing session rotates around the four neighboring Areas and encourages an exchange of ideas and cooperative efforts. The Sharing Session has a Planning Committee made up of one or two DCMs or DCMCs from each of the four Areas. The Planning Committee is responsible for the agenda and for inviting scheduled participants.
- C. **Area Delegate Conference Reports** are made each year upon the Delegate's return from the Annual General Service Conference. The Delegate arranges dates and locations of these reports in cooperation with the host districts.
- D. ***El Foro de Servicios Generales (the Spanish-speaking General Service Forum)*** is planned and hosted by the Spanish-speaking groups at a date and location of their choosing. English translation is made available at the *Foro*.

XII. NON-PROFIT CORPORATION

SCAA is organized as a non-profit 501(c)(3) California corporation: the “Southern California Area Assembly of Alcoholics Anonymous, Inc.” (California Entity Number C1432597). The corporation is the recipient of all contributions to SCAA.

The following summary of corporate decisions is included for reference only.

- A. **The Directors & Officers** of the corporation have the legal fiduciary responsibility and authority to manage all aspects of the corporation, including disbursement of funds, filing tax returns and binding the corporation to contracts.
- B. **Corporate By-Laws and Resolutions** - The corporation is governed by its By-laws and Board Resolutions, which are maintained in the Corporate Minute Book.
- C. **Corporate Directors** - A Board of Directors is usually elected biannually by the outgoing Directors. Usually three Area Officers, the Delegate, Alternate Delegate, and Area Chair, are elected the Directors of the corporation.
- D. **Corporate Officers** - Corporate Officers are elected by the Directors. Usually, the Area Chair presides as President, Chief Executive Officer (CEO) and Chairman of the Board, the Alternate Delegate as Chief Financial Officer (CFO) and the Area Delegate as the Corporate Secretary.
 - 1. **CEO & President duties:**
 - a. Sign contracts on behalf of the Area; if unavailable, designate another Corporate Officer to sign;
 - b. Arrange for liability insurance and professional legal assistance for the Area when needed;
 - c. Employ interpreters for Area Assemblies, Area Committee meetings, and other Area meetings requiring interpretative services.
 - 2. **CFO duties:** Responsible for corporate finances including audit and tax returns.
 - 3. **Corporate Secretary duties:** File the Statement of Information annually with the California Secretary of State; maintain the corporate minute books; prepare other corporate documents; and, act as, or hire an Agent for Service of Process.
- E. **Corporate Agent** - Corporation Service Company (dba CSC - Lawyers Incorporating Service), 2710 Gateway Oaks Drive Suite 150N, Sacramento CA 95833, is currently Corporate Agent for Service of Process.
- F. **Executive Committee** - Usually the Board of Directors forms, by Board Resolution biannually, an Executive Committee, usually comprised of the Area Officers and to the extent not prohibited by law, the authority and responsibilities of the Board of Directors are delegated to the Committee.
- G. **Audit Sub-Committee** - The Board of Directors established, by Board Resolution dated 24 July 2011, an Audit Sub-Committee of the Executive Committee, chaired by the CFO with two non-executive Auditors to be selected by the Directors, such Auditors to serve a term concurrent with the Directors.

**GUIDELINES & POLICIES
FOR THE SOUTHERN CALIFORNIA
AREA ASSEMBLY (SCAA)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 05**

**APPENDIX A
APPROVED GUIDELINES AND POLICIES CHANGES SINCE 1992**

In addition an omission in the last printing of the Guidelines to add SCAA Past Delegates to those eligible to vote at Area assemblies was corrected.

- | | | |
|----------|---|---|
| 12/19/99 | 1 | Change Area assembly and Area Committee Meeting dates for the year 2000 on a trial basis. |
| | 2 | Added Appendix W: Website Guidelines. |
| | 3 | Added Appendix H: Suggested Hosting Guidelines. |
| | 4 | Reformatted document and updated Appendix A. |
| | | |
| 07/20/03 | 1 | Split office of Treasurer into Accounts Treasurer and Contributions Treasurer. Clarified duties. Added office of Registrar. |
| | 2 | Reorganized and reordered sections. Merged policies with guidelines. Adopted sections I, II, and III on Officers' duties. |
| | 3 | In section II instituted policy of introducing documents at Area assembly, considering at Area Committee Meeting, and then again at the following Area assembly. |
| | 4 | Expanded Officers' duties. Clarified that Delegate is external representative for Area, officer in non-profit corporation, is responsible for Intergroup and H&I liaison. |
| | 5 | Added agenda procedures to Chair's duties. Added contract signing, employing interpreters, arranging for professional assistance to duties. |
| | 6 | Secretary's duties. Clarified timing of minutes and SCAAN appearance. |
| | | |
| 10/25/03 | 1 | Adopted Section IV on Area assembly business. Added flexible calendar in Calendar section. |
| | 2 | As a result of New Area Implementation Planning Committee recommendations and Assembly |

**GUIDELINES & POLICIES
FOR THE SOUTHERN CALIFORNIA
AREA ASSEMBLY (SCAA)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 05**

**APPENDIX A
APPROVED GUIDELINES AND POLICIES CHANGES SINCE 1992**

referendum, business of Area assemblies and Area Committee Meetings were reapportioned. All business appears in English and Spanish at the Area assembly for information. Business is considered at the next Area Committee meeting. Most business is confirmed at the next Area assembly.

- 3 Financial reports need only go to the Area Committee meeting. Annual Budget and Guidelines changes are considered at the ACM and confirmed at the assembly.
- 4 Liaisons were dropped from eligibility to vote at assemblies.

03/28/04

- 1 Adopted Sections V, VI, VII, VIII and IX of the Guidelines. In Section V on the Standing Committees, the descriptions were shortened. Treatment Facilities Committee was again separated from CPC committee. Registration Committee was reestablished. Translation committee was added. Website committee was added.
- 2 Ad-hoc Committees are formed and dissolved by Area Chair with approval of Officers.
- 3 Rules of Conduct section (VII) was revamped to more closely follow the rules of the Annual General Service Conference. Chair's discretion to limit debate time was made explicit. Only friendly amendments to motions are allowed. Motions to reconsider require a simple majority.
- 4 For elections (Section VIII) the list of offices to be filled was updated. Required nominees to be present and state they are available in order to stand. Delineated order of succession in case of vacancy of Delegate office. Required 3rd legacy elections to fill any vacancy. Officers may make temporary appointment at discretion.

**GUIDELINES & POLICIES
FOR THE SOUTHERN CALIFORNIA
AREA ASSEMBLY (SCAA)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 05**

**APPENDIX A
APPROVED GUIDELINES AND POLICIES CHANGES SINCE 1992**

- | | | |
|----------|---|---|
| 07/31/04 | 1 | Adopted Sections X and XI of the Guidelines. Section X (Website Guidelines) was reorganized from the old Appendix W. In Section X the included links were broadened to allow district links. Guidelines on prohibiting advertising on Website were strengthened. Power to enforce guidelines on advertising was given to Webmaster. |
| | 2 | Section XI on other Area activities was shortened. The 3-area DCM sharing session was changed to be a 4-area session. The Spanish-speaking Foro was added. |
| 10/29/05 | | Added language to DCMC duties in Section III. Added liability insurance to Chair's duties. Took Past Delegates out of attendance at Officer Meetings. |
| 01/27/07 | | Added language to Alternate Delegate duties in Section III to allow delegation of duties of liaisons for local roundups and conventions. |
| 01/24/09 | | Section V. Standing Committees Item M. The Website Committee was re-worded. |
| 05/16/10 | | Section V. Standing Committees Item C. Added language for the newly formed Standing Committee: Cooperation with the Elder Community (CEC) Committee. Re-numbered the other Committees as appropriate. |
| 07/25/10 | 1 | Section V. Standing Committees Item J. (was I.) The Registration Committee was re-worded to eliminate over-lapping responsibilities with Registrar officer. |
| | 2 | Section III. E – SCAA Officers, Item 8; The Registrar job description was re-worded in coordination with the Registration Committee's description. |

**GUIDELINES & POLICIES
FOR THE SOUTHERN CALIFORNIA
AREA ASSEMBLY (SCAA)
OF ALCOHOLICS ANONYMOUS
DELEGATE AREA 05**

**APPENDIX A
APPROVED GUIDELINES AND POLICIES CHANGES SINCE 1992**

- 1/22/11 Updated Section IX E. Our Prudent-Reserve policy - New upper and lower cash balance limits.
- 5/21/12 Added Corrections Committee statement of purpose.
- 1/26/13 Completely revised Section X "SCAA Website" and included, by reference, "A.A. Guidelines for the Internet" (publication MG-18).
- 1/24/15
- 1 Added new Section XII "Non-Profit Corporation" to document current corporate practices.
 - 2 Revised Section III E to align with new Section XII; added role of each officer on the Executive Committee; moved certain legal and fiduciary duties to Section XII D 1 & 3.
 - 3 Removed Section III E 1 b "All SCAA Officers are signatories on the Area's two-signature checking account." as the Directors have the authority to select the appropriate signatories each panel.