

**Western Area  
Of  
Missouri  
Guidelines**

**Revised September 2021**

# Table of Contents

<b>Statement of Purpose</b>	<b>page 2</b>
<b>Section One – The Area Assembly</b>	<b>page 3</b>
1.1 Assemblies	3
1.2 Special Meetings	3
<b>Section Two – Membership</b>	<b>page 3</b>
2.1 The Area Committee	3
A. Officers	3
B. Standing Committees	6
C. District Committee Members (DCM's)	7
2.2 General Service Representatives (GSR's)	8
2.3 Non-standing Committees	8
A. Administrative Committees	8
B. Support Committees	9
C. Ad Hoc committees	9
<b>Section Three – Voting and Election</b>	<b>page 9</b>
3.1 Voting	9
3.2 Elections	10
3.3 Unfulfilled Terms	10
<b>Section Four – Finance</b>	<b>page 11</b>
4.1 Prudent Reserve	11
4.2 Income	11
4.3 Expenses and Reimbursement	11
4.4 Accounting	12
<b>Section Five – Districts</b>	<b>page 12</b>
5.1 District Committees	12
5.2 District Committee Meetings	12
5.3 District Elections	13
5.4 District Boundaries	13
<b>Section Six – Guideline Changes</b>	<b>page 14</b>
6.1 Proposal and Approval	14
<b>Attachment 1</b>	<b>page 16</b>

# **STATEMENT OF PURPOSE**

*Area 39 of Western Missouri Assembly of Alcoholics Anonymous is a service body. It protects and respects the autonomy as well as the privilege of dissent of any or all AA groups in the Area and of any voting members of the Area Assembly.*

*In the course of its deliberations and discussions, the Assembly will be ever mindful of the ideals expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts, and the AA Service Manual. It shall strive to be the true voice and group conscience of AA unity in the Western Area of Missouri.*

*Service will be the primary purpose of the Assembly. It will encourage all AA groups to participate in the business conducted at the Assembly and to support it in its efforts to cooperate with General Service Office, AA World Services, the A.A. Grapevine Inc. and the AA General Service Conference.*

*The Assembly is specifically charged with the duty of electing a Delegate to the General Service Conference and to provide the Delegate with the support to assist in the duties of this office. The Assembly is further charged with electing such other Officers as it deems necessary to conduct the business of the Assembly.*

*There are no ruling bodies in Alcoholics Anonymous, only trusted servants. It should, therefore, be recognized that the suggestions set forth here are guidelines for the Assembly, the Area Committee, Standing Committees, and District Committees. These guidelines have been ratified by a two-thirds majority of the Western Area of Missouri Assembly.*

*These guidelines are, to the best of our knowledge, compatible with the Twelve Steps, the Twelve Traditions, the Twelve Concepts, and the AA Service Manual.*

# SECTION ONE—THE AREA ASSEMBLY

## 1.1 ASSEMBLIES

- A. Area Assemblies in Area 39 will be held on a quarterly basis during the months of January, March, June and September whenever possible. The purpose of the March Assembly is to prepare the Area Delegate for Conference, and the September Assembly in even numbered years will be for the election of incoming Area Officers.
- B. The agenda for Assemblies will be prepared by the Area Chairperson, assisted by the Area Secretary.
- C. Assembly notices, agendas, workshop topics, and the minutes of the last Assembly will be sent to all voting members of the Assembly no less than 30 days prior to the next Assembly.
- D. Requests for any item to be added to the Assembly agenda must be received by the Area Chairperson in writing no later than 45 days prior to the Assembly.
- E. If any Area Officer, Alternate Area Officer, Area Standing Committee Chairperson or District Committee Member (DCM) is absent from any two consecutive Area Assemblies, and in the case of the DCM is not represented by an alternate, the Area Chairperson, upon notification from the Secretary, will contact the absent member, the appropriate District, Committee, or the Assembly to seek a remedy to the absence.
- F. To assist members with special needs, non-AA translators may attend closed Assemblies.

## 1.2 SPECIAL MEETINGS

- A. The Area Chairperson, the Delegate, or three members of the Area Committee may call for any special meeting of the Area Committee. The Committee will meet only at such call.
- B. Notice of Area Committee meetings will be sent by the Area Secretary to all Area Committee members at least ten days prior to such meeting, notifying members of the time, date, and location of the special meeting.

# SECTION TWO—MEMBERSHIP

## 2.1 AREA COMMITTEE

The Area Committee consists of the Area Officers, Area Standing Committee Chairpersons and DCMs or their Alternates in the absence of the member. The Area Committee Members shall carry out the clearly defined duties for their positions indicated in the AA Service Manual.

### A. OFFICERS

The elected Officers of the Assembly will be the Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer and the Area Archivist. Officers should have served at least one full term as an Area Standing Committee Chairperson or DCM.

## **1. Delegate**

The following are among the duties and qualifications of the Delegate:

- a. The Delegate should have at least six years of continuous sobriety.
- b. The Delegate should attend the following events: the General Service Conference, Southwest Regional Delegates Assembly, Southwest Regional Service Assembly, Southwest Regional Forum, Western Area of Missouri Convention, Missouri State Convention and Western Area Institutions Forum. The Area Assembly will furnish funding for mileage and rooms upon request.
- c. The delegate shall provide a report about the General Service Conference at the assembly following the conference, and to all districts that request such a report.

## **2. Alternate Delegate**

The following are among the duties and qualifications of the Alternate Delegate:

- a. The Alternate Delegate should have at least six years of continuous sobriety.
- b. The Alternate Delegate will assume the duties of the Delegate in the Delegate's absence.
- c. The Alternate Delegate will chair the DCM sharing session and give a report to the Area Assembly.
- d. The Alternate Delegate will be responsible for sending Western Area minutes and Guidelines to all other Alternate Delegates in the Southwest Region and to send quarterly Assembly summary reports to the Editor of the Southwest Regional Delegate's Assembly Newsletter.
- e. The Alternate Delegate should attend the following events: Southwest Regional Delegates Assembly, Southwest Regional Service Assembly and the Southwest Regional Forum. Funding for mileage and rooms will be furnished, upon request, by the Area Assembly

## **3. Chairperson**

The following are among the duties and qualifications of the Area Chairperson:

- a. The Chairperson should have at least five years of continuous sobriety.
- b. The Chairperson will present all Standing Committee Chairpersons and Alternate Chairpersons, elected from within their own committees, to the Assembly members for their approval during the Elections Assembly.
- c. The Chairperson will serve as coordinator for all Area Standing Committees and committee Chairpersons.
- d. The Chairperson should attend the Western Area of Missouri Convention, Missouri State Convention and Western Area Institutions Forum. Funding for mileage and rooms will be furnished, upon request, by the Area Assembly.
- e. The Chairperson is responsible for arranging locations and dates for the assemblies and announcing them to the assembly at least one year in advance.
- f. The Chairperson will facilitate the Western Area Business Meeting.
- g. The Chairperson will be responsible for approving all items to be added to the assembly agenda.

## **4. Alternate Chairperson**

The following are among the duties and qualifications of the Alternate Chairperson

- a. The Alternate Chairperson should have at least five years of continuous sobriety.
- b. The Alternate Chairperson will assume the duties of the Chairperson in the Chairperson's absence.
- c. The Alternate Chairperson will be responsible for all workshops at the Assembly.
- d. The Alternate Chairperson will chair the Group Service Representative (GSR) sharing session and give a report to the Area Assembly.

## **5. Secretary**

The following are among the duties and qualifications of the Area Secretary:

- a. The Secretary shall also serve as the Area Registrar.
- b. The Secretary should have at least four years of continuous sobriety.
- c. Computer experience will be helpful in the completion of the secretarial duties.
- d. The Secretary will be responsible for all minutes and records of the Western Area of Missouri.
- e. The Secretary will be responsible for receiving all Area Officer, Area Standing Committee, DCM, GSR, and Past Delegate reports.
- f. The Area Secretary will take minutes and assist the Area Alternate Chairperson at the GSR sharing session.
- g. The Secretary will assist the Chairperson in preparing the Assembly agenda, taking care that business carried over from the previous Assembly is placed on the agenda.
- h. The Secretary will be responsible for keeping copies of the Western Area of Missouri Guidelines and seeing that they are properly updated and distributed when amended by the Assembly. The Secretary will also be responsible for seeing that all new members of the Assembly receive a copy of the Western Area Guidelines.
- i. The Secretary will be responsible for keeping the Confidential Contact List up to date, including the name, address, telephone number and e-mail of every Area Officer, Area Committee Chairperson, former Delegates, DCMs, GSRs and their alternates.
- j. The Secretary will be the guardian of the Western Area computer throughout the two year term and will carry renter's or home owner's insurance to protect against any loss.
- k. The Secretary will create backup files of all information stored in the Area computer and give these files to the Alternate Secretary for safe keeping.
- l. The Secretary will notify all DCMs, no later than 2 weeks after the Assembly, of their district's groups that were not represented at the Area Assembly.
- m. The Secretary will coordinate with the host district of the Assembly.

## **6. Alternate Secretary**

The following are among the duties and qualifications of the Alternate Secretary:

- a. The Alternate Secretary should have at least four years of continuous sobriety.
- b. The Alternate Secretary will assist the Secretary in the completion of the stated secretarial duties and will be responsible for housing the off-site backup files of information stored in the Area computer..
- c. The Alternate Secretary will assume the Secretary's duties when the Secretary is absent.
- d. Computer experience will be helpful in the assistance of secretarial duties.
- e. The Alternate Secretary will take minutes and assist the Alternate Area Delegate at the DCM sharing session.
- f. The Alternate Secretary will maintain an area actions and agenda items (motion log) record.

## **7. Treasurer**

The following are among the duties and qualifications of the Area Treasurer:

- a. The Treasurer should have at least four years of continuous sobriety.
- b. Previous outside experience in accounting budget and taxes is strongly suggested. Computer experience with financial software is advisable.
- c. The Treasurer will be responsible for being guardian of all Area funds.
- d. The Treasurer will be responsible for preparing a quarterly financial report, including group contributions, which will be presented at each Assembly. A copy will be provided to each voting member of the Assembly.
- e. The Treasurer will prepare a complete year-end financial report to be presented at the Assembly immediately following the end of the fiscal year.

- f. The Treasurer will be responsible for making the groups aware of the money needed to support the Western Area of Missouri.
- g. The Treasurer will be responsible for preparing an annual budget which will be presented to the Assembly for approval according to a deadline set by the Assembly, no later than the first Assembly of the new fiscal year.
- h. The Treasurer will be responsible for preparing and filing an annual tax statement as required by law.
  - i. The Treasurer will maintain a banking account for the deposit of all Area receipts. A demand savings account may be used for funds not immediately needed for current expenses and disbursements from the checking account.
  - j. The bank signature card will contain the signatures of the Area Treasurer, Alternate Area Treasurer, and the Area Chairperson. All checks will be signed by at least two of the three bank signatures.
  - k. The Treasurer will create backup files of all Area financial information and give these files to the Alternate Treasurer for safe keeping.
  - l. The Treasurer is responsible for the administration and maintenance of the electronic payment accounts.
  - m. The Treasurer is responsible for invoicing and collecting fees for district expense of their websites.

## **8. Alternate Treasurer**

The following are among the duties and qualifications of the Alternate Treasurer:

- a. The Alternate Treasurer should have at least four years of continuous sobriety. Previous outside experience would be helpful.
- b. The Alternate Treasurer will assume the Treasurer's duties when the Treasurer is absent.
- c. The Alternate Treasurer will assist the Area Treasurer in the completion of the Treasurer's stated duties.
- d. The Alternate Treasurer shall serve as an Officer of the Western Area Convention Committee and shall perform all duties listed in the Western Area Convention Guidelines for the Convention Treasurer.

## **9. Archivist**

The following are among the duties and qualifications of the Area Archivist:

- a. The Archivist shall carry out the clearly defined duties as indicated in the Western Area Archives Committee Policy and Procedures adopted. (See Attachment A)
- b. The Area Archivist should have at least 5 years of continuous sobriety.

## **B. STANDING COMMITTEES**

### **1. Committee Responsibilities**

- a. The Western Area of Missouri Standing Committees are designed to serve as liaisons to the A.A. members in our Area by passing on information from the General Service Office (GSO) and the General Service Conference of Alcoholics Anonymous.
- b. All Western Area of Missouri Standing Committees shall function in accordance with the A.A. Guidelines from GSO and utilization of Committee Workbooks from GSO.
- c. Standing Committees of the Assembly will be Conventions (Area and State), Cooperation with the Professional Community, Correctional Facilities, Archives, Literature, Public Information, Treatment Facilities, Grapevine, Accessibilities and any other committees as deemed necessary to cooperate with corresponding committees of the General Service Conference.
- d. All Standing Committees (with the exception of the State Convention Committee) will

consist of: Chairperson and Alternate Chairperson; all District Committee Representatives elected by their Districts to serve on that particular committee; and any A.A. member wishing to serve on that committee.

- e. Each Standing Committee shall hold an election for Standing Committee Chairperson and Alternate at the Fall Assembly during even-numbered years. The Chairperson and Alternate elected within each committee will be presented to the Assembly by the Area Chairperson for consideration and approval.
- f. Standing Committee members will serve two-year terms corresponding with the Area Assembly terms.
  
- g. All Standing Committees will organize and set service goals focused on carrying the message. Each committee will be directly responsible to the Assembly, and any actions or major decisions affecting Western Area and/or Alcoholics Anonymous as a whole will require Assembly approval.
- h. Each Standing Committee will hold a quarterly meeting on Saturday of each Assembly weekend, and the Committee Chairperson will be responsible for giving a report at each Assembly on the activities of their committee.
- i. Standing Committees wishing to establish or change Policy and Procedures or Guidelines for their respective Committees may do so provided a completed revision is submitted to the entire body of the Western Area of Missouri for their review and approval.
- j. Ongoing sub-committees may be created under any Standing Committee with the approval of the Assembly.

## **2. Committee Chairperson and Alternate Chairperson Qualifications and Responsibilities**

- a. A Standing Committee Chairperson and Alternate Chairperson should have at least four years of continuous sobriety.
- b. Each Standing Committee Chairperson will submit a yearly budget to the coordinating Area Finance Committee Liaison according to a deadline set by the Treasurer to assist the Treasurer in preparing a projected annual budget.
- c. The Standing Committee Chairperson will be responsible for projects involving carrying the message and helping corresponding district committees and district representatives get activities and work started at the district level to support and assist individual members and groups in the work for which their particular committee is responsible. In the event a district does not have a committee representative, the Committee Chairperson or Alternate Committee Chair will work directly with that district's DCM.
- d. The Alternate Standing Committee Chairperson will assume the Chairperson's duties when the chairperson is absent.

## **C. DISTRICT COMMITTEE MEMBERS (DCM)**

The following are among the duties and qualifications of the DCMs:

1. DCM's should have at least four years of continuous sobriety.
2. It is suggested that a DCM should not also serve as a group GSR.
3. The DCM is expected to attend all Area Assemblies and special meetings of the Area Committee, or to provide for an alternate to attend in their place.
4. The DCM is responsible for providing the Area Secretary with a complete and current list of all District Officers and District Committee Chairpersons, including their Alternates. Names, addresses, email addresses and phone numbers shall be furnished. The Area Secretary shall be notified of any changes during the term.
5. The DCM shall help coordinate visits of the Delegate to the District so that the greatest number of people may be at a Delegate report meeting. The DCM may also want to arrange for various Area Officers and Area Committee Chairpersons to attend at least one District meeting a year in the District for sharing Area and District activities.



6. The DCM will give a District report at each Assembly and may periodically be asked to help interpret the conscience of groups in the District to the Delegate or Assembly.
7. The DCM is asked to arrange for all District meeting minutes or District information to be sent to all Area Officers, Area Standing Committee Chairpersons and the Area Archivist. It would also be helpful if minutes were mailed to other DCM's, to former Delegates and to GSO.
8. If a GSR misses two consecutive Assemblies and is not represented by an alternate, the DCM will contact the appropriate GSR or group to seek a remedy to the situation or to seek a qualified replacement.

## **2.2 GENERAL SERVICE REPRESENTATIVES (GSR)**

The following are among the duties and qualifications of the GSRs: The GSR will carry out the clearly defined duties indicated in the AA Service Manual.

- A. GSRs should have at least two years of continuous sobriety.
- B. All Western Area of Missouri GSRs are full voting members of the Area Assembly and are expected to attend four quarterly Assemblies each year.
- C. The GSR will be responsible for providing the DCM and the Area Secretary with group information for mailing lists and AA directories in time to meet appropriate deadlines.
- D. GSRs are asked to report back to their groups the activities of the Area Assembly.
- E. GSRs will be asked from time to time by the Delegate or the Assembly to help interpret their groups' conscience on matters to be considered.

## **2.3 NON-STANDING COMMITTEES**

### **A. ADMINISTRATIVE COMMITTEES**

#### **1. Finance Committee**

- a. Composition of the Finance Committee
  - i. The Finance Committee shall be comprised of 5 AA's from the following: Past Western Area Delegates, GSRs, DCMs and any other non-voting Western Area AA member. Area Officers, Area Standing Committee Chairpersons and their Alternates are not eligible to serve on the committee.
  - ii. Recommended length of sobriety is at least 4 continuous years.
  - iii. Previous experience in financial, budget, taxes and business is strongly suggested.
  - iv. Attendance at all Finance Committee meetings is required. Two consecutive absences or any Assembly missed without prior notice to Area Chairperson and/or the Finance Committee Chair results in removal from the committee.
  - v. The Western Area Finance Committee Members will serve 2 year terms. For continuity and experience 2 or 3 members with 1-year experience will be retained in the committee. They will rotate as follows: 2 members to begin serving on even numbered years and 3 members to begin serving on odd numbered years.
- b. Selection of Finance Committee:
  - i. A résumé must be submitted by the June Assembly. Résumés include prior service positions held and fulfilled. A standard résumé form will be provided.
  - ii. Finance Committee chooses replacement candidates from résumés
  - iii. Finance Committee submits new members to the Assembly in September for approval.
  - iv. In the event a term cannot be completed, the Finance Committee shall pick a replacement from the résumés on file and present the candidate to the Assembly for approval.
  - v. The Finance Committee will elect its Chairperson by majority vote.
- c. Roles/Responsibilities of the Finance Committee:
  - i. Assist the Western Area Treasurer with annual budget preparation.

- ii. Assist the Standing Committee Chairs and Area Officers with annual budgets when requested.
  - iii. Assist with the review of Standing Committee and Area Officers' quarterly budgets and reimbursement requests.
  - iv. Completion of an internal review of Area financial records at the conclusion of each quarter, with the findings to be reported at the next regular Assembly following completion of the review.
  - v. Assist with preparation of annual taxes as needed.
  - vi. Report to Western Area Assembly.
  - vii. Make determination of need for outside audit.
- d. The Finance Committee members will not be reimbursed for overnight or travel expenses for attending Finance Committee meetings and/or Area Assembly.

## **B. SUPPORT COMMITTEES**

1. Support Committees are ongoing committees that support the Area Standing Committee's and/or Districts of the Western Area of Missouri with a specifically defined focus.
2. Support Committees may be formed by permission of the assembly.
3. Support Committees shall choose their own committee Chair or Facilitator and fill any other positions necessary to fulfill the needs of the specific committee.
  - a. Chairs/Facilitators shall not be voting members by virtue of their position, therefore they may be voting members of the Assembly in another capacity.
  - b. Chairs/Facilitators may be requested to report to the Assembly on their committee's activities and projects.
  - c. Chairs/Facilitators may serve on a 2 year rotation coinciding with the Western Area rotation or may be non-rotating positions as best serves the committee.
4. Support Committees shall not have any allowable expenses.
  - a. Any expense reimbursements for committee projects may be requested thru the specifically supported standing committee or district.
  - b. Receipts and expenses shall be returned to the supported entity for inclusion in their financial reports.
5. All Support Committees will organize and set service goals focused on carrying the message. Each committee will be directly responsible to the entity they are supporting and to the Assembly.
  - a. Any actions or major decisions affecting Western Area and/or Alcoholics Anonymous as a whole will require Assembly approval.
  - b. Procedures, policies or guidelines may be established to help the structure and operation of the committee within its specified focus.
  - c. Committees wishing to establish or change their policies may do so as long as they are submitted to and approved by the Area Assembly.

## **C. AD-HOC COMMITTEES**

- a. Special task committees may be formed for a specific length of time and specific tasks by the Area Chairperson.

# SECTION THREE—VOTING & ELECTIONS

## 3.1 VOTING

### A. VOTING MEMBERS

1. Voting members of the Assembly will be the Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, all Area Standing Committee Chairpersons, all DCMs, and the GSRs of all registered groups in the Western Area of Missouri.
2. Alternate Standing Committee Chairpersons, Alternate DCMs, and Alternate GSRs may vote for voting members if the voting members are not present.
3. Additional voting members are all former Western Area of Missouri Delegates, any Trustee elected from the Western Area of Missouri and the Western Area Archivist.
4. No one person shall have more than one vote. It is recommended that no one person hold more than one voting position at Western Area Assembly.

B. It will be announced at the Assembly that only voting members will be permitted to vote on the Assembly business. The Secretary will qualify who are voting members of the Assembly per Section Three 3.1 A. Absentee or proxy votes will not be allowed.

C. A quorum for Assembly business will be those voting members present, providing notice of the Assembly has been given.

D. A majority vote will be sufficient for usual Assembly business. A two-thirds majority written ballot, however, will be necessary for the election or removal of Officers.

E. Business coming up for discussion from the floor at any Assembly that is not on the agenda and which requires an Assembly vote should be submitted to the Secretary, in writing, to be placed on the agenda for the following Assembly for further discussion and possible vote.

F. If an item would have a significant impact on the Area before the next Assembly, immediate or emergency action may be taken with the approval of two-thirds of the Assembly.

## 3.2 ELECTIONS

A. At the Fall Assembly, during even numbered years, there will be an election of Area Officers, Standing Committee Chairpersons and Alternate Standing Committee Chairs to serve two year terms beginning January 1st of the odd numbered years.

B. The order of election will be Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer and Archivist (if required).

C. All Alternate Area Officers are to be elected separately and not as runners-up to the incoming Area Officer.

D. After nominations from the Area Committee are taken through the Third Legacy procedure, nominations may be taken from the floor.

E. No nominations of absent members of the Assembly will be allowed or considered unless those members have informed the Area Chairperson of the reason for their absence and their willingness to serve in the particular office being considered.

- F. Each candidate for office shall give a brief statement of their AA service background and the length of continuous sobriety.
- G. All Area Officers will be elected by the Third Legacy procedure as defined in the current AA Service Manual.
- H. Area Officers may not be eligible to succeed themselves unless they have been elected to the office to fill an unexpired term, in which case they may be a candidate for a full term.
- I. The Delegate will serve only one two-year term and will never again be a candidate for this office. The only exception is if an Alternate Delegate steps in to fill an unexpired term the Alternate may then be a candidate for a full term.

### **3.3 UNFULFILLED TERMS**

- A. In the event any Area Officer or Standing Committee Chairs are unable to begin their term it is to be considered that the position has never been filled and a new election for that position shall be held.
- B. In the event the Delegate, Chairperson, Secretary or Treasurer is unable to finish the term or are removed from office by a vote of the Assembly, the Alternate will automatically step into the office. If an Alternate is unable to finish the term and there are more than six months remaining in the term at the time the vacancy occurs, the Chairperson will call for an election at the following Assembly. If there are fewer than six months, the Chairperson will appoint another member of the Area Committee to fulfill the duties of the vacated Alternate office until the next election
- C. In the event any Committee Chair is unable to finish the term or is removed from office by a vote of the Committee, the Alternate will automatically step into the position. The Committee will elect a new Alternate Chairperson, to be approved by the Assembly, to finish the term.

## **SECTION FOUR—FINANCE**

### **4.1 Prudent Reserve**

- A. A prudent reserve shall be maintained at an amount decided by the Assembly. (See attachment One.)
- B. Necessary funds must be available for the Assembly to fulfill its responsibilities.

### **4.2 Income**

- A. A great proportion for funding will come from the individual groups in the Western Area of Missouri. These contributions, however, are voluntary, and the Area Committee welcomes whatever amount each group deems appropriate for the support of carrying the AA message at the Area level.
- B. Individual members of the Western Area of Missouri are encouraged to express their gratitude for sobriety by donating \$1.00 for each year of sobriety to the Area during the quarter of their anniversary.
- C. The final accounting, expense receipts and net proceeds, of the Western Area of Missouri Convention will be forwarded to the Area Treasurer by November 30th of that year.

### **4.3 Expenses and Reimbursement**

- A. Area expenses will be those approved in the budget by the Western Area of Missouri Assembly. Once a budget item is approved, expenditures made within that budget will not need subsequent approval from the Assembly. Requests for funds either for items not previously approved or over-budget expenditures will automatically be considered as an emergency item and may be approved at any Assembly.
- B. The Delegate shall be authorized un-vouchered expenses for performance of Western Area duties. All other Officer and Standing Committee expenses shall be vouchered. Mileage for area business will be reimbursed at a rate determined by the Assembly. (See Attachment One.)
- C. Area Officers and Standing Committees receiving money from the Area will prepare a quarterly financial statement of expenses.
- D. To be more financially responsible, when a standing committee's recommendations involve an expenditure of money, an estimate of cost and its impact on the Area's budget will be part of the recommendation.
- E. After the prudent reserve is maintained, any surplus funds may be dispersed to the General Service Office by a majority vote at the Assembly immediately following the end of the fiscal year.

### **4.4 ACCOUNTING**

- A. Financial records and reports for the Area will be maintained using Area provided financial software
- B. Treasurer's Computer
  - 1. The Area Treasurer shall have a computer compatible with the Area provided financial software.
  - 2. If the Area Treasurer does not have a computer compatible with the financial software, the Area will provide a computer for accounting purposes. The Treasurer will carry homeowner's or renter's insurance to protect against any loss.

## **SECTION FIVE—DISTRICTS**

### **5.1 DISTRICT COMMITTEES**

- A. Each District shown on the Area map should have a District Committee whose members should be one DCM and other District Officers deemed necessary by the committee.
- B. Each District Committee will include the elected GSRs from each registered Group in the District.
- C. Each District should have a Chairperson or representative for each corresponding Area Standing Committee who shall automatically serve as a member of the corresponding Area Committee and who should serve to coordinate activities at the District level.

### **5.2 DISTRICT COMMITTEE MEETINGS**

- A. District Committees should meet regularly at a time and place of their own selection. Meetings should be monthly, bi-monthly or quarterly, but should be at least quarterly.
- B. District meetings should be held according to the guidelines in the current AA Service Manual.

### **5.3 DISTRICT ELECTIONS**

- A. In the Western Area of Missouri Districts, all Group and District elections should be held and completed prior to the Fall Assembly of even numbered years. DCMs, GSRs and their alternates should be elected for two year terms beginning January 1st following the election.
- B. DCMs should be elected by the voting members of the district.
- C. Names, addresses, telephone numbers and email addresses of all newly elected District Officers, District Committee Chairs, GSRs, and their Alternates should be furnished to the Area Secretary at the Fall Assembly prior to them taking office.
- D. No DCM, GSR, or Alternate should hold the same office for two consecutive terms as a voting member of the District Committee or Area Assembly.

### **5.4 DISTRICT BOUNDARIES**

- A. The number of Districts in the Western Area of Missouri should be defined according to the needs of the Groups, Districts and the Area.
- B. Boundaries
  - 1. District boundaries have been defined by the Area Assembly. They may only be changed by a majority vote of the Assembly.
  - 2. District boundary changes should reflect a combination of the needs of the Area, Districts and Groups.
  - 3. Any District or Group wishing to change existing boundaries may request the approval of the Area Assembly. The following procedure shall be used:
    - a. No changes shall be presented to the Area until those proposed changes have been accepted by the Districts and Groups in the geographical area affected by the changes.
    - b. The proposed changes will be brought to the Area Assembly for discussion, and the item will be put on the agenda for the following assembly.
    - c. No further action concerning the same district boundary shall be considered for a period of six months.

## **SECTION SIX—GUIDELINE CHANGES**

### **6.1 PROPOSAL AND APPROVAL**

- A. The Chairperson will place the item on the agenda of the next Assembly to be presented by the individual placing it on the agenda. Discussion will follow and it will automatically be placed on the next agenda for discussion and vote, giving GSRs and DCMs the opportunity to take the proposed changes back to groups.

**B.** Any guideline change requires a two-thirds majority vote of the Assembly. The vote may be written ballot if desired.

# Attachment 1

Prudent Reserve - set prudent reserve at six months operating expenses to fluctuate from year to year  
March 2001

Mileage Reimbursement- \$0.30 per mile  
January 2008

Fiscal Year – Set for June 1<sup>st</sup> to May 31<sup>st</sup>  
March, 2016

These Guidelines are also available on the Western Area website  
[www.wamo-aa.org](http://www.wamo-aa.org) (click on Area 39 and then on Area Guidelines)