

STRUCTURE AND GUIDELINES

**AREA ASSEMBLY
AREA 4 ARKANSAS**

**ALCOHOLICS
ANONYMOUS**

PREAMBLE

The Arkansas Area Assembly of Alcoholics Anonymous shall always be a service body and shall protect and respect the autonomy and privilege of dissent of any or all A.A. Groups in the Arkansas General Service Conference Area. In the course of its deliberations and discussions, the Area Assembly shall be ever mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and the A.A. Service Manual and shall strive to be the true voice and group conscience of Arkansas Area A.A. unity.

Service shall be the Area Assembly's primary purpose and the Area Assembly shall encourage all Arkansas Area A.A. Groups to participate in the business of the Area Assembly and to support the Area Assembly in its efforts to cooperate with the A.A. General Service Office and A.A. World Services.

The Area Assembly is specifically charged with the duty of electing a Delegate to the General Service Conference and to give the Delegate financial support to assist him or her in the course of the duties of the office.

The Area Assembly is further charged with electing an Alternate Delegate to the General Service Conference and such Area Assembly officers as it deems necessary.

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SECTION 1
ARKANSAS AREA ASSEMBLY STRUCTURE

1. Area Assembly Membership

1.1 The following shall be full voting members of the Area Assembly:

- A. The Delegate
- B. The Alternate Delegate
- C. The Area Assembly Officers
- D. Members of each District Committee which is composed of currently serving G.S.R.s and the District Committee Member, all of whom are eligible to serve as Chairman of permanent committees.

1.2 The following shall be life-time voting members of the Area Assembly:

- A. All past Delegates that do not qualify under Paragraph 1.1
- B. All past Trustees that do not qualify under Paragraph 1.1

1.3 The following shall be full participating non-voting members of the Area Assembly:

- A. All Members of the Fellowship not included in Paragraphs 1.1 or 1.2

2. Area Assembly Meetings

2.1 The Area Assembly shall meet in January, April, July, and October.

2.2 The time and place of each meeting will be selected by the Area Assembly.

2.3 A quorum shall be the number of voting members present.

3. **Area Assembly Officers**

- 3.1 The officers of the Area Assembly shall be:
- A. Chairman
 - B. Co-Chairman
 - C. Secretary
 - D. Registrar
 - E. Treasurer
- 3.2 The duties of the Chairman shall be to conduct all Area Assembly meetings, prepare and have published meeting agendas, appoint committees, and, in general, shall perform the duties of the administrative officer of the Area Assembly.
- 3.3 The Co-Chairman shall assume the duties of the Chairman in his/her absence. The Co-Chairman will be the coordinator of all permanent committees. If the Chairman, for any reason, is unable to complete his term of office, the Co-Chairman will automatically become the Chairman of the assembly, and a new Co-Chairman will be elected following the election procedures, Paragraph 11.7, Area Assembly Elections.
- 3.4 The duties of the Secretary shall be:
- A. Keep the minutes of the Area Assembly meetings.
 - B. Publish and mail to all Area Assembly members the minutes of the previous meeting at least thirty (30) days before the next Area Assembly meeting.
 - C. Publish and mail the agenda at least thirty (30) days before the next Area Assembly meeting.
 - D. Shall have a petty cash fund, amount to be approved each year at the time of the annual budget approval, and shall report all expenditures to the Treasurer.
- 3.5 The duties of the Registrar shall be:
- A. Continuously update all voting member address changes and all Group changes.
 - B. Provide a copy of all Group changes to the Treasurer as received.
 - C. Provide mailing labels to the Secretary for mailings.
 - D. Have custody of the Area map and records of the Area Assembly.

- 3.6 The duties of the Treasurer shall be:
- A. Receive contributions from the Groups and other sources.
 - B. Maintain records of the monies received, maintain a bank account for depositing all receipts, and make disbursements as determined by the Area Assembly.
 - C. Maintain an Area Assembly bank account with signature card signed by the Area Assembly Chairman, Area Assembly Co-Chairman, and Area Assembly Treasurer and noted that all checks written on the Area Assembly's bank account will require two of the three signatures.
 - D. Maintain necessary records of receipts and disbursements and report to the Area Assembly at each of its meetings the condition of the Area Assembly treasury by a written Treasurer's Report.
 - E. Prepare and present a proposed annual budget to the Area Assembly at each January meeting. The budget will be prepared after input from and cooperation with the Area Executive Committee.

4. **Area Assembly Permanent Committees**

- 4.1 The Permanent Committees of the Area Assembly shall be:
- A. Arkansas Area Convention Committee
 - B. Area Structure Committee
 - C. Cooperation with the Professional Community Committee (CPC)
 - D. Grapevine Committee (GV)
 - E. Group Relations Committee
 - F. Correctional Facilities Committee (CF)
 - G. Treatment Facilities Committee (TF)
 - H. Public Information Committee (PI)
 - I. Archives Committee
 - J. Information and Technologies Committee
- 4.2 Each permanent committee shall consist of Chairman and a workable number of committee members. With the exception of the Convention, Structure, and Information and Technologies Committees, the Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint a Chairman for each permanent committee, from recommendations from the committee.
- 4.3 Each permanent committee shall meet at the call of its Chairman or the Area Assembly Co-Chairman and/or at quarterly Area Assembly meetings or at the discretion of the above.

- 4.4 The Area Assembly Chairman with the approval of the Area Assembly Co-Chairman may remove any member of the permanent committee for just cause, if requested by the Committee, following a two-thirds affirmative vote by the Committee members present and voting, at a regularly scheduled Committee meeting.

5. **Area Assembly Executive Committee**

- 5.1 The Area Executive Committee shall be composed of:
- A. Area Delegate and Area Alternate Delegate
 - B. Area Assembly Officers
 - C. District Committee Members (D.C.M.s)
 - D. Past Area Delegates—advisory but non-voting
- 5.2 The Area Executive Committee shall have called meetings at the request of the Area Delegate, the Area Assembly Chairman, or any three members of the Area Executive Committee.
- 5.3 The Area Assembly Chairman will select a place and time for all meetings and notify each member ten (10) days prior to the meeting date.
- 5.4 The Area Assembly Chairman will conduct all meetings; in his/her absence the Area Assembly Co-Chairman will preside.

6. **Area Assembly Funding**

- 6.1 In order for the Area Assembly to fulfill its responsibilities to give financial assistance to the Delegate as prescribed in the A.A. Service Manual, provide for mailing and publishing expenses and other expenses approved by the Area Assembly, necessary funds must be available. Each Arkansas Area Group is asked to voluntarily contribute annually to the Area Assembly Treasury. The contributions are not dues or levies, but are voluntary contributions. Suggested contributions are a minimum amount of \$3.65 per member per year.

7. **District Committee Membership**

- 7.1 Each District shown on the Area map shall have a District Committee whose members shall be:
- A. One District Committee Member (D.C.M.) and one Alternate District Committee Member.
 - B. The elected General Service Representative (G.S.R.) from each Group in the District.

7.2 Any request for changes in District boundaries shall be submitted in writing to the Area Assembly Chairman who will refer the request to the Area Structure Committee for review and recommendations.

7.3 Linguistic District—Membership

A. Any Group registered as a Linguistic speaking Group such as Spanish or French (or other than English) in Area 04, Arkansas, would be welcome and eligible to join the nearest corresponding Linguistic District within Area 04 boundaries regardless of any other geographical boundaries. These other than English speaking linguistic Groups comprising the Linguistic District would conform to all of the other structure requirements of Area 04, Arkansas Districts. Each Group's voting membership would be counted through their participation in the Linguistic District and not through their geographical district. The District Committee Member would also submit a completed copy of the "Alcoholics Anonymous District Information Form" (A.A. form F-43) to the Area Registrar.

B. The District Committee Member of the Linguistic District would then provide to the Area Assembly through the currently serving Area Registrar the lists of the Groups wishing to participate with a corresponding "Group Information Change Form" (A.A. form F-28) placing them in the new Linguistic District. A linguistic Group could ask to be included in the Linguistic District by submitting a "Group Information Change Form" to the District Committee Member who would forward it to the Area 04 Registrar and the General Service Office.

8. **District Committee Meetings**

8.1 Each District Committee shall meet at least four (4) times each year in December, March, June, and September.

8.2 Each District Committee shall meet at a place and time of its own selection.

9. **District Permanent Committees**

9.1 The Permanent Committees of each District shall be:

- A. Cooperation with the Professional Community Committee (CPC)
- B. Grapevine Committee (GV)
- C. Group Relations Committee
- D. Treatment Facilities Committee (TF)
- E. Correctional Facilities Committee (CF)
- F. Public Information Committee (PI)
- G. Archives Committee

- 9.2 It is suggested that each Permanent Committee shall consist of a Chairman and a workable number of committee members. It is also suggested that the District Committee Member (D.C.M.), with the approval of the Alternate District Committee Member, appoint a Chairman for each Committee.
- 9.3 The Chairman of each Committee shall serve on the corresponding Area Assembly Permanent Committee.
10. **District Elections** (Qualifications and Election Procedures per Service Manual)
- 10.1 Each Group in the District should elect a G.S.R. and an Alternate G.S.R. for a term of service of two (2) years, or until January 1 of the next odd year. The election should be held in September of each even year with their term of service to begin on January 1 of the next odd year.
- 10.2 The newly elected G.S.R.s and outgoing G.S.R.s in each District shall elect from currently serving G.S.R.s and District Officers, a District Committee Member and an Alternate District Committee Member in September of each even year. The term of service shall be (2) years beginning January 1 of the next odd year.
- 10.3 The District Committee Member (D.C.M) shall notify (in writing) the Area Assembly Chairman and the Area Assembly Registrar of the name, address, and phone number of the new D.C.M. and Alternate D.C.M. and the name, address and phone number and Group represented by all new G.S.R.s and Alternate G.S.R.s in the District served.
- 10.4 It is suggested that all Group and District elections conform to the Third Legacy Procedures in the A.A. Service Manual.
11. **Area Assembly Elections** (Qualifications and Election Procedure per Service Manual)
- 11.1 At the Fourth Quarter (October) Meeting of each even year, the Area Assembly will hold elections for the Area Delegate, Alternate Area Delegate, Area Assembly Chairman, Area Assembly Co-Chairman, Area Assembly Secretary, Area Assembly Registrar, and Area Assembly Treasurer. The term of service shall be for two (2) years beginning January 1 of the next odd year. No officer of the Area Assembly shall serve in the same capacity for more than one full consecutive term.
- 11.2 The Area Assembly Chairman will NOT appoint a nominating committee, and all nominations shall be from the floor except for the Delegate and Alternate Delegate as provided for in Paragraphs 11.4 and 11.5.
- 11.3 All elected members of the Area Assembly present shall have voting privileges. Absentee voting or proxies shall NOT be valid. Alternate G.S.R.s and Alternate D.C.M.s may vote only when the regular G.S.R. or D.C.M. is not present.

- 11.4 Election of the Delegate to the General Service Conference shall be in accordance with the Third Legacy procedures in the A.A. Service Manual. The Delegate shall read that portion of the A.A. Service Manual that is applicable before balloting.
- A. All duly elected District Committee Members (D.C.M.s), Alternate Delegate and Area Assembly Officers are eligible for nomination for Delegate.
 - B. The Delegate shall have only one term of service (2 years) and shall never again be a candidate for this office, with the exception of an Alternate Delegate who, after filling one year of the Delegate's term, may be a candidate for election to serve his own (2 year) term.
- 11.5 Election of the Alternate Delegate to the General Service Conference shall be in accordance with Paragraph 11.4, 11.4 A and 11.4 B (Election of the Delegate).
- 11.6 Election of the Chairman of the Area Assembly shall be in accordance with Paragraph 11.4 and 11.4 B (Election of the Delegate).
- A. All duly-elected members of the Area Assembly shall be eligible for candidacy and nominations shall be from the floor. Alternate D.C.M.s and G.S.R.s are not eligible.
- 11.7 Election of the Co-Chairman of the Area Assembly shall be in accordance with that of the Chairman of the Area Assembly.
- 11.8 Election of the Secretary of the Area Assembly shall be in accordance with that of the Chairman of the Area Assembly.
- 11.9 Election of the Registrar of the Area Assembly shall be in accordance with that of the Chairman of the Area Assembly.
- 11.10 Election of the Treasurer of the Area Assembly shall be in accordance with that of the Chairman of the Area Assembly.
- 11.11 The Area Assembly may remove the Delegate, Alternate Delegate, or any Area Assembly officer from the duties of the office for just cause; such removal from office shall be by secret ballot and shall require a two-thirds majority.
- 11.12 The Area Assembly shall conduct elections for the unexpired term of any office vacated in accordance with Third Legacy Procedure, except for that of Delegate and Chairman. These will automatically be filled by the Alternate Delegate and Co-Chairman.
- 11.13 All Area Assembly elections, including Trustee, shall be conducted by the current or a past Delegate.

12. **Amendment Procedures**

- 12.1 Any proposed amendments to this structure shall be submitted in writing to the Area Assembly Chairman.
- 12.2 The Area Assembly Chairman shall then refer the proposal to the Structure Committee to determine feasibility.
- 12.3 The Area Assembly Chairman shall then include the proposed amendment on the agenda of the next Area Assembly meeting, and an affirmative simple vote of at least two-thirds of those attending will recommend the proposed amendment to be submitted to the Arkansas Area Groups for their ratification.
- 12.4 At least 45 days prior to the next Area Assembly meeting, the Chairman shall instruct the Secretary to e-mail copies of the proposed amendment to all G.S.R.s in the Arkansas Area with a request that each G.S.R. advise the Area Secretary in writing by e-mail or U.S. mail of their Group's action on the amendment. Copies will be sent by U.S. Mail if the G.S.R. does not have an e-mail address on file with the registrar. D.C.M.s will also be sent a copy by U.S. Mail of the proposed structure.
- 12.5 A two-thirds approval by all the Groups registered with the Area Assembly Registrar, reporting back on or before the next Area Assembly meeting, shall constitute adoption of the amendment.

SECTION II
ARKANSAS AREA STRUCTURE
PERMANENT COMMITTEE GUIDELINES

The following set of Guidelines, approved by the Arkansas Area Assembly, have been established a reference material for the successful operation of the Permanent Committees. While not intended to be all inclusive, it is the desire of the Assembly that these Guidelines be useful as a catalyst to provide much needed communication between the Area Permanent Committees and the Arkansas Area A.A. Groups.

A. **Arkansas Area Convention Committee**

1. Purpose

- 1.1 The purpose to the Arkansas Area Convention Committee is to plan and conduct the annual Arkansas Area Convention.
- 1.2 The Committee shall conduct the Arkansas Area Convention in an effective manner in accordance with A.A. Traditions.

2. Structure

- 2.1 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint an Arkansas Area Convention Committee consisting of a minimum of five (5) members whose term of office shall not exceed five (5) years.
- 2.2 The Area Delegate will be appointed to serve as one of the members immediately following the Arkansas Area Convention in the last year of his service as Delegate.
- 2.3 In odd years the Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint one new member immediately following the Arkansas Area Convention from the current Area Assembly voting membership.
- 2.4 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint a new member to fill a vacancy on the Committee from the current Area Assembly voting membership. (Alternate G.S.R.s and Alternate D.C.M.s are not eligible.)
- 2.5 The Committee may elect the Area Convention Chairman and Area Convention Co-Chairman; however, the senior committee member normally will serve as the Area Convention Chairman, the next committee member in seniority will serve as Co-Chairman, and each newly appointed member will be the freshman member of the Committee.
- 2.6 The Area Assembly shall always have final authority as to any plans or procedures for the Arkansas Area Convention.

3. Functions

- 3.1 The Committee meets at the call of its Chairman.
- 3.2 The Committee will meet a minimum of four times annually during the quarterly Area Assembly meeting.

3.3 The Area Convention Committee shall report to the Area Assembly at each Area Assembly meeting as to the progress made toward the next convention and results of the last convention.

4. Activities—(See Purpose and Functions above)

B. Area Structure Committee

1. Purpose

1.1 The purpose of the Area Structure Committee is to maintain the Arkansas Area Structure and the Area Assembly Guidelines and to determine the feasibility of suggested amendments for the Area Chairman.

1.2 At the direction of the Area Chairman, the Committee will evaluate and make recommendations for Area redistricting, revision of Area Structure and Area Guidelines for the Area Chairman.

1.3 The Committee shall maintain an adequate supply of current Area Structures and Guidelines for distribution.

2. Structure

2.1 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint an Area Structure Committee consisting of a minimum of five members whose term of office shall not exceed five (5) years and will appoint new members to fill vacancies. All Committee members must be current Area Assembly voting members at the time of their appointment.

2.2 The Area Delegate and the Area Assembly Chairman will serve on this Committee during their term of office.

2.3 They may select a Structure Committee Chairman and Co-Chairman; however, the senior committee member normally will serve as Structure Committee Chairman, the next committee member in seniority will serve as Co-Chairman, and each newly appointed member will be the freshman member on the Committee.

3. Functions

3.1 This Committee shall meet a minimum of four times annually during the Area Assembly.

- 3.2 This Committee's primary responsibility shall be coordinating in the most effective manner the flow of information pertaining to the Area Structure and Guidelines from the Area Assembly to Districts, Groups and AA members.
- 3.3 This Committee is budgeted monies at the January Area Assembly meeting for the year, contingent upon the availability of funds. Disbursement of funds will be approved by a simple majority of this Committee in attendance and a copy of the minutes, including the vote, given to the Area Assembly Treasurer for payment.
- 3.4 This Committee will report at each regular quarterly meeting of the Area Assembly on the progress of projects and expenditures of monies.

4. Activities (See Purpose and Functions above)

C. **Cooperation with the Professional Community Committee (CPC)**

1. Purpose

- 1.1 The purpose of the CPC Committee shall be to provide information about A.A. to those who have contact with alcoholics through their profession. These groups include physicians, nurses, members of the clergy, lawyers, social workers, union leaders, and industrial managers, as well as those working in the field of alcoholism.
- 1.2 Information is provided about where we are, what we can do, and what we cannot do. An attempt is made to establish good rapport and cooperation between A.A.s and the professional community at the Area, District, and Group levels.

2. Structure

- 2.1 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint a Chairman for this Committee from the current Area Assembly voting membership.
- 2.2 The Committee membership shall consist of G.S.R.s appointed by the Area Assembly Co-Chairman with representation from each District.

3. Functions

- 3.1 This Committee shall meet a minimum of four times annually during the quarterly Area Assembly meeting.
- 3.2 This Committee's primary responsibility shall be coordinating in the most effective manner the flow of information pertaining to cooperation with

the professional community from the Area Assembly to Districts, Groups, and A.A. members providing information about A.A.

- 3.3 This Committee is budgeted monies at the January Area Assembly meeting for the year, contingent upon the availability of funds. Disbursement of funds will be approved by a simple majority vote of the Committee in attendance and a copy of the minutes including the vote given to the Area Assembly Treasurer for payment.
- 3.4 The Committee will report at each regular quarterly meeting of the Area Assembly on the progress of projects and expenditures of monies.

4. Activities

- 4.1 Conduct workshops at the Area, District, and Group levels.
- 4.2 Coordinate information, effort, and activities with PI, TF, CF, and Gv Committees.
- 4.3 Provide information to committee members, G.S.R.s, and D.C.M.s on the acquisition, cost, and use of A.A. literature, G.S.O. Guidelines and other materials.

D. **Grapevine Committee** (Gv)

1. Purpose

- 1.1 The purpose of the Grapevine Committee shall be to inform Groups and individuals in the Arkansas Area of the many benefits that can be derived through the Grapevine subscription.
- 1.2 The Committee shall encourage broadening Grapevine's benefits; i.e. topics for group discussion, submitting articles for publication, sharing copies with newcomers, friends, professionals, institutions, etc.

2. Structure

- 2.1 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint a Chairman for this Committee from the current Area Assembly voting membership.
- 2.2 The Committee membership shall consist of G.S.R.s appointed by the Area Assembly Co-Chairman with representation from each District.

3. Functions

- 3.1 This Committee shall meet a minimum of four times annually during the quarterly Area Assembly meeting.

- 3.2 This Committee's primary responsibility shall be coordinating in the most effective manner the flow of information creating an awareness of the Grapevine, and other Gv literature and material, from the Area Assembly to Districts, Groups, and A.A. members.
- 3.3 This Committee is budgeted monies at the January Area Assembly meeting for the year, contingent upon the availability of funds. Disbursement of funds will be approved by a simple majority vote of the Committee in attendance and a copy of the minutes including the vote given to the Area Assembly Treasurer for payment.
- 3.4 The Committee will report at each regular quarterly meeting of the Area Assembly on the progress of projects and expenditures of monies.

4. Activities

- 4.1 Conduct workshops at the Area, District, and Group levels.
- 4.2 Coordinate information, effort, and activities with PI, TF, CF, and CPC Committees.
- 4.3 Provide information to committee members, G.S.R.s and D.C.M.s on the acquisition, cost, and use of A.A. literature, G.S.O. Guidelines and other materials.

E. **Group Relations Committee**

1. Purpose

- 1.1 The purpose of the Group Relations Committee is to effect and improve communications, activities, and services in the Arkansas Area.
- 1.2 The Committee will strive for harmony in achieving specific goals for the Arkansas Area through unity and service at the Area, District, and Group levels.

2. Structure

- 2.1 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint a Chairman for this Committee from the current Area Assembly voting membership
- 2.2 The Committee membership shall consist of the D.C.M.s.

3. Functions

- 3.1 This Committee shall meet a minimum of four times annually during the quarterly Area Assembly meeting.
- 3.2 This Committee's primary responsibility shall be coordinating in the most effective manner the flow of information pertaining to unity and service from the Area Assembly to Districts, Groups, and A.A. members.
- 3.3 This Committee is budgeted monies at the January Area Assembly meeting for the year, contingent upon the availability of funds. Disbursement of funds will be approved by a simple majority vote of the Committee in attendance and a copy of the minutes including the vote given to the Area Assembly Treasurer for payment.
- 3.4 The Committee will report at each regular quarterly meeting of the Area Assembly on the progress of projects and expenditures of monies.

4. Activities (See Purpose and Functions above)

F. **Correctional Facilities Committee (CF)**

1. Purpose

- 1.1 The purpose of the Correctional Facilities Committee shall be to coordinate the flow of information and activities pertaining to carrying the message of recovery to alcoholics in correctional facilities and from the Area Assembly to Districts, Groups, and individual A.A. members.
- 1.2 The Committee should encourage and assist District and Group Committees and individual A.A.s who are or will become involved in this vital twelfth step work.

2. Structure

- 2.1 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint a Chairman for this Committee from the current Area Assembly voting membership.
- 2.2 The Committee membership shall consist of G.S.R.s appointed by the Area Assembly Co-Chairman with representation from each District.

3. Functions

- 3.1 This Committee shall meet a minimum of four times annually during the quarterly Area Assembly meeting.
- 3.2 This Committee's primary responsibility shall be coordinating in the most effective manner the flow of information and assistance pertaining to carrying the message of recovery to alcoholics in correctional facilities from the Area Assembly to Districts, Groups, and individual A.A. members.
- 3.3 This Committee is budgeted monies at the January Area Assembly meeting for the year, contingent upon the availability of funds. Disbursement of funds will be approved by a simple majority vote of the Committee in attendance and a copy of the minutes including the vote given to the Area Assembly Treasurer for payment.
- 3.4 The Committee will report at each regular quarterly meeting of the Area Assembly on the progress of projects and expenditures of monies.

4. Activities

- 4.1 Conduct workshops at the Area, District, and Group levels.
- 4.2 Coordinate information, effort, and activities with PI, CPC, TF, and GV Committees.
- 4.3 Provide information to committee members, G.S.R.s, and D.C.M.s on the acquisition, cost, and use of A.A. literature, G.S.O. Guidelines and other materials.

G. **Treatment Facilities (TF)**

1. Purpose

- 1.1 The purpose of the Treatment Facilities Committee shall be to coordinate the flow of information and activities pertaining to carrying the message of recovery to alcoholics in hospitals and alcoholism treatment and rehabilitation centers, and from the Area Assembly to Districts, Groups, and individual A.A. members.
- 1.2 The Committee should encourage and assist District and Group Committees and individual A.A. members who are or will become involved in this vital twelfth step work.

2. Structure
 - 2.1 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint a Chairman for this Committee from the current Area Assembly voting membership.
 - 2.2 The Committee membership shall consist of G.S.R.s appointed by the Area Assembly Co-Chairman with representation from each District.
3. Functions
 - 3.1 This Committee shall meet a minimum of four times annually during the quarterly Area Assembly meeting.
 - 3.2 This Committee's primary responsibility shall be coordinating in the most effective manner the flow of information and assistance pertaining to carrying the message of recovery to alcoholics in treatment facilities from the Area Assembly to Districts, Groups and individual A.A. members.
 - 3.3 This Committee is budgeted monies at the January Area Assembly meeting for the year, contingent upon the availability of funds. Disbursement of funds will be approved by a simple majority vote of the Committee in attendance and a copy of the minutes including the vote given to the Area Assembly Treasurer for payment.
 - 3.4 The Committee will report at each regular quarterly meeting of the Area Assembly on the progress of the projects and expenditures of monies.
4. Activities
 - 4.1 Conduct workshops at the Area, District, and Group levels.
 - 4.2 Coordinate information, effort, and activities with PI, CPC, CF, and Gv Committees.
 - 4.3 Provide information to committee members, G.S.R.s, and D.C.M.s on the acquisition, cost, and use of A.A. literature, G.S.O. Guidelines and other materials.

H. **Public Information Committee (PI)**

1. Purpose
 - 1.1 The purpose of the Public Information Committee is to keep the Area Assembly, Districts, Groups, and individual A.A. members well

informed so that the fellowship may carry the message more effectively to the alcoholic who still suffers.

- 1.2 The Committee should encourage and assist Group and District Committees and individual A.A.s by keeping them well informed, informing the general public and the “third person” about the A.A. program.

2. Structure

- 2.1 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint a Chairman for this Committee from the current Area Assembly voting membership,
- 2.2 The Committee membership shall consist of G.S.R.s appointed by the Area Assembly Co-Chairman with representation from each District.

3. Functions

- 3.1 This Committee shall meet a minimum of four times annually during the quarterly Area Assembly meeting.
- 3.2 This Committee’s primary responsibility shall be coordinating in the most effective manner the flow of information pertaining to public information from the Area Assembly to Districts, Groups, and individual A.A.s
- 3.3 This Committee is budgeted monies at the January Area Assembly meeting for the year, contingent upon the availability of funds. Disbursement of funds will be approved by a simple majority vote of the Committee in attendance and a copy of the minutes including the vote given to the Area Assembly Treasurer for payment.
- 3.4 The Committee will report at each regular quarterly meeting of the Area Assembly on the progress of projects and expenditures of monies.

4. Activities

- 4.1 Conduct workshops at the Area, District, and Group levels.
- 4.2 Coordinate information, effort, and activities with CPC, TF, CF, and GV Committees.

- 4.3 Provide information to committee members, G.S.R.s and D.C.M.s on the acquisition, cost, and use of A.A. literature, G.S.O. Guidelines and other materials.

I. **Archives Committee**

1. Purpose

- 1.1 The purpose of the Archives Committee is to collect for preservation the experience, history, and memorabilia of the Arkansas Area of Alcoholics Anonymous in as undistorted manner as possible.
- 1.2 The Committee encourages and assists District and Group Committees and individual A.A.s who are or will become involved in fulfilling this Committee's primary purpose.

2. Structure

- 2.1 The Area Assembly Chairman with the approval of the Area Assembly Co-Chairman, will appoint a Chairman for this committee from the current Area Assembly voting membership.
- 2.2 The committee will consist of G.S.R.s appointed by the Area Assembly Co-Chairman with representation from each district.
- 2.3 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint a non-rotating Archivist and Associate Archivist to serve on this committee. Due to non-rotation of these positions, the Archivist and the Associate Archivist will act as advisors, resource persons, and special workers for this committee, which will determine their duties. They will be non-voting members, except when they are serving as Chairman or Co-Chairman of this committee.

3. Functions

- 3.1 The Committee meets a minimum of four times annually during the quarterly meeting of Area Assembly.
- 3.2 This Committee is budgeted monies at the January Area Assembly for the year, contingent upon the availability of funds. Disbursement of funds will be approved by a simple majority vote of the Committee in attendance and a copy of the minutes including the vote given to the Area Assembly Treasurer for verification of funds prior to expenditure.
- 3.3 This Committee will designate one of its members as Secretary who will supply current membership lists, agendas of Committee meetings, and

minutes of Committee meetings to all members of the Committee quarterly, and will maintain these items for placement in the Archives. The Secretary will collect and maintain minutes, agendas, correspondence, and other vital records from the other Permanent Committees of the Arkansas Area Assembly for placement in the Archives.

- 3.4 This Committee will provide, secure, and maintain a permanent facility for storage of Area Archival materials and assure access to its contents to persons approved by this Committee. These materials are to be made available for guidance, use, and research by A.A. members and other researchers, historians, sociologists, and other scholars—not only for the present, but for generations to come.

4. Activities

- 4.1 This Committee will encourage individuals, Groups, and Districts to donate archival materials to the Archives.
- 4.2 To encourage the sharing of materials of significance to all concerned, this Committee will correspond and cooperate with other A.A. Archives Committees.
- 4.3 This Committee will provide and maintain a travel display for use during workshops, Group and Intergroup meetings, District meetings, conventions, and Area Assembly meetings.
- 4.4 When requested by Districts of the Area, this Committee will provide workshops.
- 4.5 An updated list of duties and responsibilities of the Archivist will be provided to him by this Committee.
- 4.6 This Committee will develop and maintain a retrieval system for materials in the Archives.
- 4.7 To assure the continuous members necessary for duties to be performed within the Archives room, this Committee may form a subcommittee composed of members within a close proximity to the Archives facility to assist the Archivist.
- 4.8 In all matters, this Committee will be guided by the G.S.O. Handbook for setting up an Archives.

J. **Information and Technologies Committee**

1. Purpose

- 1.1 The purpose of this Committee is to facilitate the exchange of information about Arkansas Area Assembly.
- 1.2 To facilitate communication among General Service Representatives (G.S.R.s), District Committee Members (D.C.M.s), Standing Committee Officers, and Area Officers.
- 1.3 To improve an understanding of the workings of Arkansas (Area 4) in order to encourage participation in service work.
- 1.4 To carry the message to the still suffering Alcoholic using new or existing technologies.
- 1.5 Provide encouragement, information, direction and support to Area 04 Districts and Groups in the use of new and existing technologies to better carry the message within the Twelve Traditions.

2. Structure

- 2.1 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint a Webmaster for the Information and Technologies Committee from the Alcoholics Anonymous members. This position will be non-rotating but must be reviewed and re-appointed on a yearly basis by the Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman. The Webmaster will report to the Information and Technologies Committee and follow their direction following a 2/3 majority vote of the Committee members present.
- 2.2 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint an Area Information and Technologies Committee consisting of a minimum of five members whose term of office shall not exceed five years and will appoint new members to fill vacancies. All Committee members must be current Area Assembly voting members at the time of their appointment.
- 2.3 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint an Information and Technologies Committee Chairman; however, this person usually will be the senior member of the Information and Technologies Committee.
- 2.4 The Area Assembly Chairman, the Area Assembly Co-Chairman, the Chairman of the Information and Technologies Committee and the Webmaster will have access to the Website for security purposes.

2.5 Anonymity will be adhered to on the Website at all levels.

3. Functions

3.1 This Committee shall meet a minimum of four times annually during the quarterly Area Assembly meetings.

3.2 This Committee's primary responsibility shall be coordinating in the most effective manner the flow of information and assistance pertaining to carrying the message of recovery to alcoholics from the Area Assembly, to the Districts, Groups, and individual A.A. members.

3.3 This Committee is budgeted monies at the January Area Assembly Meeting for the year, contingent upon the availability of funds. Disbursement of funds will be approved by a simple majority vote of the Committee in attendance and a copy of the minutes including the vote given to the Area Assembly Treasurer for payment.

3.4 The Committee will report at each regular quarterly meeting of the Area Assembly on the progress of projects and expenditures of monies.

4. Activities

4.1 To assist and answer questions from Districts or Groups inside Area 04 that are interested in creating websites or using technologies to carry the message of Alcoholics Anonymous.

4.2 Make available Tradition 11 workshops to Districts and Groups inside Area 04.

K. Committee Monies Received from Sources Other Than Those Monies Budgeted by the Area Assembly

1. Any Committee may receive funds from sources other than the Area Assembly Treasury as long as the funding is consistent with A.A.'s Seventh Tradition of self-support and is provided solely by voluntary contributions.

2. Accounting of Non-Budgeted Monies

2.1 The Committee shall designate one of its members as Treasurer, who will maintain records of non-budgeted monies received and disbursed.

- 2.2 The Treasurer of the Committee will maintain a separate bank account for depositing receipts and making disbursements in cooperation with the Area Assembly Treasurer.
- 2.3 The Committee bank account signature card will be signed by the Committee Chairman, the Committee Treasurer, and the Area Assembly Treasurer, and noted that all checks will require signature of two of the above named persons.
- 2.4 The Committee Chairman will make an accounting of non-budgeted monies to the Area Assembly at each quarterly meeting.
- 2.5 Copies of the Committee's financial statement will be made available to all Committee members, to all Officers of the Area Assembly, and to the Archives Committee Secretary.

L. **Committee Records**

1. All Committees should designate one of its members as Secretary, who will maintain all records of the Committee pertaining to minutes, voting records, etc.
2. The Secretary will send copies of all Committee records to the Secretary of the Archives Committee for permanent recording.