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## **1. Introduction**

This service manual has been developed to supplement the Alcoholics Anonymous (A.A.) Service Manual (2010-11 Edition) for application and implementation in the Hudson-Mohawk-Berkshire Area (Area 48).

Originally, a special meeting of the area committee, past delegates, and GSRs was held on January 9, 1972 for the purpose of discussing the writing of area guidelines. The suggestions contained therein were meant to help guide our area committee and not to organize our area A.A. In October 1974 the area was divided into 10 districts. Since that time, many changes have been made through vote at Area Assembly meetings.

It is important to note that guidelines are needed to give direction to our area. Our responsibility is made clear in Traditions 1 and 5; to keep the lines of communication open so that we may operate in unity and help other alcoholics to achieve sobriety.

***THIS MANUAL IS INTENDED AS A GUIDE FOR EACH A.A. GROUP IN THE AREA AND SHOULD BE IN THE POSSESSION OF THE GROUP GSR OR CHAIRPERSON.***

Published by the Hudson-Mohawk-Berkshire Area  
of Alcoholics Anonymous,

1990

Revised 1993

Revised 2000

Revised 2007

Revised 2008

Revised 2012

## **2. Hudson-Mohawk-Berkshire Area** **Its history and place in A.A.**

A.A. was founded in Akron, Ohio on June 10, 1935, the day Dr. Bob had his last drink. Four years later, in 1939, an A.A. group was started in Glens Falls, N.Y. and the HMB Area was born.

The A.A. message was passed on by word of mouth and through public information. The HMB Area began to grow – in 1941 groups were started in Kingston and in Albany. Later in the 1940s groups began in Schenectady, Troy, Saratoga, Utica/Rome and southern Vermont. The growth continued through the 1950s, with A.A. groups starting in Plattsburgh, Hudson, Great Barrington, Lake Placid and Cobleskill/Middleburg.

Also in 1941, the HMB Area public information function began when a copy of the Big Book – “Alcoholics Anonymous” – was placed in the Kingston public library. The first meetings in institutions started in 1945, with meetings at Marcy and Utica state hospitals, and in 1953 at Clinton Correctional Facility at Dannemora.

By 1974 the Area, to manage its growth, formed 10 geographical districts. It was later expanded to 13 districts and now consists of 18 districts. (District 6 no longer exists, as it became part of the Western Massachusetts Area). HMB Area 48 now counts more than 80 groups, with an excess of 1,200 meetings per week.

The HMB Area, as its name suggests, covers a wide geographical area, stretching from Beacon in the south to the Canadian border in the North. East to west, the Area goes from the eastern border of New York State to Canastota, Madison County, in central New York.

Today HMB is one of four A.A. service areas in New York State, which in turn is part of A.A.'s Northeast Region, 18 areas from Maine to Maryland. Each Area has one delegate, who represents the Area each Spring at the General Service Conference in New York City.

### **3. HMB Area 48 Officers**

#### **Area Officers**

- Area Delegate
- Area Chair (who also serves as the Alternate Delegate)
- Alternate Area Chair (who also serves as Functions chair)
- Secretary
- Alternate Secretary (who also serves as Area Registrar)
- Treasurer
- Alternate Treasurer (who also serves as Finance Committee chair)

#### **The Area Committee**

The Area Committee shall consist of the HMB Area Officers, all District Committee Members (DCMs), Past Delegates of Area 48, and the chairpersons of the following Area 48 service committees.

- Archives
- Bridging the Gap
- Cooperation with the Professional Community
- Correctional Facilities
- Finance\*
- Functions\*
- Grapevine
- Newsletter Editor
- Public Information
- Treatment Facilities
- Special Needs/Accessibility
- Website

*\*The Finance and Functions committees are automatically chaired by the Alternate Area Treasurer and Alternate Area Chairperson, respectively.*

#### **Election of Area Officers**

1. Every odd year in September, a special Assembly (“Election Assembly”) shall be held in a central location for the purpose of electing the following Area Officers: Area Chair, Area Alternate Chair, Area Secretary, and Area Treasurer.
2. The Delegate is not elected. Upon the election of the new officers, the outgoing Area Chairperson/Alternate Delegate rotates into the position of Area Delegate.
3. An Alternate Secretary and Alternate Treasurer shall be appointed by the newly elected Chairperson, in consultation with the Secretary and Treasurer, and with the consensus of the Area Committee.
4. The outgoing Delegate shall serve as chair of the Election Assembly, following the Third Legacy procedure as outlined in the A.A. Service Manual.
5. All Area Committee members (see above) as well as all registered GSRs shall be

full voting members of the Area Assembly. Each voting member shall have one vote only. Prior to the beginning of the Election Assembly each voting member shall be so identified. Alternates vote only if the regular Area Officer, Service Committee chair, DCM or GSR is not present.

**Length of Term:**

- The Delegate shall have only one term (two years) and shall never again be a candidate for this office.
- Should the Delegate not be able to complete the term, the Area Chairperson shall assume the Delegate's duties. The Area Chairperson may then fill the next two-year term as Delegate to which he/she would have rotated. The Area Chairperson's term of service as Delegate may not exceed one full term and one partial term.
- The Secretary and/or Treasurer may be elected to no more than two terms (maximum 4 years) in that office.

All offices shall become effective January 1 following the Election Assembly, as suggested in the AA Service Manual. The months between the Assembly and January 1 shall be transition time during which the incoming Area Chairperson shall appoint (or re-appoint) an Alternate Secretary and an Alternate Treasurer.

In the event that an Area position becomes vacant for any reason, the position shall be filled by the Alternate for that position.

**Delegate**

**DUTIES:** Serve as the link between HMB Area 48 and GSO; Attend the annual General Service Conference in April and report the results at the May Assembly, and also, if requested, at district meetings in the Area; Attend all Area, State and Regional Service meetings, assemblies, conventions, and forums; Visit groups and districts in the Area whenever possible; Work closely with Area Committee Officers and Members; Keep Area Chairperson fully informed; Maintain communications with GSO; Chair Election Assembly (see "Election of Area Officers, above); Serve on the New York State Convention Planning Committee.

**QUALIFICATIONS:** A considerable period of sobriety (usually five to six years) and experience at the Area or District level. A Delegate should be open-minded, have leadership qualities, and be able to communicate.

**Chairperson (Alternate Delegate)**

**DUTIES:** Serve as Alternate Delegate; Chair all Area Committee Meetings and Area Assemblies; Serve on the New York State Convention Planning Committee; Assure that area committees for special activities are active and productive; Appoint special ad hoc committees as needed to study special areas or subjects; Appoint three Past Delegates to make an annual audit of financial records; Visit districts periodically to learn of district activities and any problems; Maintain good lines of communication with other Area Committee members; Select responsible moderators for Area service seminars; The Chairperson is responsible for developing, maintaining and preservation of the history of the HMB Area.

**QUALIFICATIONS:** A considerable period of sobriety (three to five years) and experience at the group, district, area or committee level. The Chairperson should be able to organize, lead, and communicate.

### **Alternate Chairperson**

**DUTIES:** Chair Area meetings in the absence of the Chairperson; Serve as Chair of the Functions Committee; Assume responsibility for organizing and/or running service workshops for DCMs, GSRs, etc. as needed; Act as Liaison to DCMs.

**QUALIFICATIONS:** Generally the same as the qualifications for the position this person may be called upon to assume.

### **Secretary**

**DUTIES:** Take minutes of the Area Committee Meetings and Area Assemblies. Submit typed copy to Newsletter Editor for distribution; Chair any business meeting where the Area Chairperson or Alternate Chairperson is absent; Insure that the Area Service Manual is kept current, providing updates after the October Assembly; Oversee the work of the HMB Area Newsletter Committee; Send a copy of the Assembly minutes to Delegates to SENY (Area 49), Central New York (Area 47), Western New York (Area 50) and a copy to GSO, attention of the Conference Secretary.

**QUALIFICATIONS:** A reasonable period of sobriety (one to two years) and be able to type or have a stenographer-typist available. The job demands considerable time and needs to be carried out on schedule.

### **Alternate Secretary (Area Registrar)**

**DUTIES:** Serve in the absence of the Secretary; Act as Parliamentarian at all assemblies, elections and area committee meetings; Serve as the Area Records Keeper with the following duties:

- Correlate and keep file of all Area groups, meetings and area representatives, including updating the Confidential Directory on a timely basis;
- Receive notices of changes and communicate these changes to GSO;
- Provide DCMs with a semi-annual updated report of district activity;
- Furnish mailing address labels to Newsletter Committee and Area Officers; Oversee Meeting Schedule publication and format.
- Maintain contact with District registrars and/or District secretaries to facilitate accurate meeting information/lists

**QUALIFICATIONS:** Generally the same as the qualifications for the position this person may be called upon to assume.

### **Treasurer**

**DUTIES:** Keep records of group contributions and other income received in the Area Cash Book Log; Maintain an Area Disbursements Record Book; Establish an Area checking account in a financial institution. Have a check endorsement stamp made—this stamp should include the bank account number. Deposits should be made promptly and at least on a monthly basis; Pay all authorized bills

promptly, taking full advantage of any discounts, which would be offered to any other similar organization; Disburse authorized expense allowances to the Area Delegate, Area Officers, and Area Committee chair people. Receive periodic accountability statements for these disbursements on a quarterly schedule; Insure that the General Service Office (GSO) receives the annual conference expense check from the Area in a timely fashion; Prepare a written Treasurer's Report for each Area Committee meeting and Area Assembly meeting. Copies are to be furnished to all Area Officers and Committee Chair people, and District Committee Members (DCMs); Prepare an Area annual report in January of each year. Copies of the report should be available at the next area meeting. A copy should also be published in the newsletter; Take necessary actions to prepare an Annual Operating Budget and to keep Area groups and DCMs aware and informed of Area and GSO financial needs; Prepare and maintain records for an annual audit by a committee of three Past Delegates, appointed by the Area Chairperson; Acknowledge, in writing, all contributions received; Maintain a supply of New York State Tax Exempt Forms for Area events; Send 50 percent of all Convention surpluses to the General Service Office (GSO), and retain 50 percent in the Area 48 Treasury.

**QUALIFICATIONS:** This position requires the individual to be a responsible person with two to five years of sobriety who can keep good financial records.

#### **Alternate Treasurer**

**DUTIES:** Serve as Chairperson of the Finance Committee; Serve in the absence of the Treasurer; Coordinate HMB Area Meeting Schedule orders; Maintain a separate checking account for deposits and payments for the Meeting Schedules; Any "profit" made from selling meeting schedules should be returned to the Area's general fund yearly, after a final accounting of income/expenses from that year.

**QUALIFICATIONS:** Generally the same as the qualifications for the position this person may be called upon to assume.

#### **4. Area Service Committees**

##### **AREA ARCHIVES COMMITTEE**

- Be chaired by the Area Archivist.
- Develop and maintain an archives display which will be made available for use within the Area, and when practical, within the Fellowship as a whole.
- Secure and monitor a safe storage space for all archive materials.

##### **FINANCE COMMITTEE**

- The committee will include the Alternate Treasurer, who serves as Chairperson; the Area Secretary; the Area Treasurer; a Past Delegate and a past DCM, who are appointed by the Area Chairperson.
- The committee meetings will be scheduled when necessary, preferably at Fellowship Days, on a quarterly basis.
- Full reports of the committee will be given at the May/October Assemblies and at the Area Committee Meetings.
- The Committee prepares the Area budget to be presented at the May Assembly and voted on at the October Assembly.

##### **FUNCTIONS COMMITTEE**

1. The Area Functions Committee is responsible for scheduling and/or coordinating the following events:
  - A. Fellowship Days (March or April; June; September (even years only); and November)
  - B. Inventory Day (January)
  - C. Day of Sharing (March or April)
  - D. Area Assemblies
    - Regular Assemblies in May and October
    - Election Assembly in September of each odd-numbered year
    - Special assemblies convened, if necessary
  - E. Area Convention in late October/early November of each year (except when the HMB Area hosts the New York State convention)
  - F. Activities coordinated and shared statewide on a four- or five-year rotation
    - New York State Convention
    - New York State Informational Workshop
2. The Functions Committee shall have the following structure:
  - The Alternate Area Chairperson shall chair the Functions Committee
  - The remaining six (6) Functions Committee members shall be drawn from the ranks of DCMs

To ensure continuity, four committee members shall rotate on even years, three

on odd years.

3. The Functions Committee should seek support from the Districts and/or Clusters in which events are scheduled.

### **NEWSLETTER COMMITTEE**

The editor of the HMB Area Newsletter will chair the Newsletter Committee and will:

- Compose and solicit articles, and edit and publish an Area Newsletter on a regular basis, according to the Area 48 Newsletter Guidelines.
- Notify the Alternate Area Secretary/Registrar of returned mail.
- Distribute Newsletter and flyers, if applicable, to all GSRs, DCMs, Area Committee Members, Past Delegates.

### **Other Area Service Committees**

Other service committees established in the HMB Area are: Bridging the Gap (BTG); Cooperation with the Professional Community (CPC); Correction Facilities (CF); Grapevine; Public Information (PI); Treatment Facilities (TF); and Special Needs/Accessibility (SN/A).

These committees promote communication among groups, districts, the Area and GSO.

These committees hold periodic meetings with DCMs to discuss programs, progress and problems.

Each Area special committee chairperson is expected to attend the New York State Informational Workshop weekend, generally held in August of each year, and also the Northeast Regional Forum.

The Correction Facilities (CF) Committee will organize an annual Corrections Connection workshop, in either the last week of March or the first week of April.

### **Filling Area Service Committee Positions**

Each chairperson shall be elected by their respective service committee in September, for a two-year term starting on January 1. In September of even-numbered years, the chairpersons of the CPC, CF, SN and TF committees will be elected. In September of odd-numbered years, the chairpersons of PI, BTG, Grapevine will be elected. After their election, the Committee chairpersons will be ratified by the Area Chairperson. When the service committee is not able to elect a chairperson, the Area Chairperson shall appoint a chairperson with the approval of the Area Committee.

The members of a service committee shall be elected/appointed by the District Committees, one per District.

Each committee chair is expected to attend the New York State Informational Workshop (NYSIW), the Northeast Regional Forum (NERF) and the Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA).

The positions of Newsletter Editor, Alternate Secretary, and Alternate Treasurer will be appointed for a period of two years by the Area Chairperson and affirmed by the Area Committee and can be refilled by appointment at the end of the two-year term.

The term of the Area Archivist and Web master positions will be for a period of two years, commencing January 1. The positions are filled by the Area Chairperson with

the approval of the Area Committee – the Archivist in even years and Web master in odd years. Given the technical nature of these service positions, this does not preclude people from holding consecutive terms, but does give the opportunity for others with the capability and desire to serve.

## **5. Guidelines for Area Service Committees**

### **Website Committee**

1. The HMB Area 48 website/s shall be administered by a Website Committee, which shall have direct oversight of the Website/s. The committee shall be a Standing Committee of HMB Area 48, with a minimum of three (3) people appointed by the Area Chair.
2. The appointed Webmaster/s shall maintain and update the website and perform other related duties as requested by the Website Committee. The Website Committee will also identify qualifications for the Webmaster/s position.
3. The Internet Web site, its name, content and all related computer hardware and software, with the exception of the Web hosting service and the Internet service provider, shall be owned and supported by Hudson-Mohawk-Berkshire Area 48 of Alcoholics Anonymous.

### **HMB Web presence**

The HMB Area maintains two websites:

#### ***www.aahmbny.org***

Maintains information about the HMB Area Services and Activities

Contains Area Newsletters

Provides e-mail access to Area Officers and Area Committee Chairs

#### ***www.ny-aa.org***

The HMB Meeting Schedule is available.

This site also links to other Areas in New York State. The website will serve as a “portal” website – users would be presented with a map of New York State and they could click on various parts of the map, which would redirect them to the appropriate Intergroup of Area meeting list website.

Provide an “events” page which would inform users of the New York State Convention, New York State Informational Workshop, Northeast Regional Service Assembly (NERAASA) and other statewide or country-wide events.

Space on this Website is offered as a service to any other AA entities in New York State. Provide a “links” page which would help users find related websites such as GSO, Grapevine, Al-Anon, etc.

Assist geographic areas in New York State that do not have their own Web presence (with the intention to keep things as simple as possible).

The website maintained by the Web Master.

### **HMB Area Website Purpose**

The Hudson-Mohawk-Berkshire (HMB) Area 48 AA Website is built as another mechanism to inform people about Alcoholics Anonymous in the HMB Area. The web site provides:

Information about Alcoholics Anonymous in HMB Area 48, such as general structure and an events calendar.

Intra-area communications between Area 48 representatives and the fellowship.

Service information in the form of a service calendar and web pages for each of the service committees.

General information about Alcoholics Anonymous and links to the GSO web page.

Time and location of AA meetings for NY State Meetings continue to be available through a link to [www.ny-aa.org](http://www.ny-aa.org)

### **General Content Guidelines**

In keeping with anonymity, no names will be published on the Web site, email address will be general contact addresses, like [Webmaster@hmbaa.org](mailto:Webmaster@hmbaa.org)

No paid advertisements will be posted to the website.

The primary external link on the website will be to the General Service Office (GSO) website at <http://www.aa.org> and to the AA Grapevine website at <http://www.aagrapevine.org>. Use of support services such as maps for directions to meetings can be used. Some events may have registration or information websites that will link from the calendar. When leaving the HMB Area Website some indication will be given to the user that they are leaving the HMB Area Website.

### **Web Site Guidelines**

The internet web site shall be administered by a Web Site Committee, which shall have direct oversight of the Website. The committee shall be a Standing Committee of HMB Area 48. (minimum of 3 people appointed by the Area Chair)

The purpose of the committee shall be to establish and maintain the Website according to guidelines adopted by the Area Assembly.

The Webmaster shall have the responsibility of maintaining and updating the web site and any other duties as determined by the Web Site Committee. The Web Site Committee will also define the qualifications required for the Webmaster position.

A disclaimer statement should be included on the Website and should read "This website is neither endorsed nor approved by Alcoholics Anonymous World Services, Inc., or any given Internet provider. No copyrighted material shall be purposefully posted herein without the express permission of those individuals or Institutions possessing ownership of said copyrights. Alcoholics Anonymous, AA, and The Big Book are registered trademarks of Alcoholics Anonymous World Services, Inc. The Grapevine, and the AA Grapevine are registered trademarks of The AA Grapevine, Inc."

The internet web site, its name and content, and all related computer hardware and software, with the exception of the web hosting service and the internet service

provider, shall be owned and supported by Hudson Mohawk Berkshire Area 48 of Alcoholics Anonymous.

The internet web site shall conform to The 12 Traditions and The 12 Concepts of Alcoholics Anonymous and to the Structure and Guidelines of the HMB Area 48.

In keeping with AA Traditions, the internet web site shall cooperate with AA entities by providing references only, including a non-affiliation disclaimer.

There shall be no reference or link to any non-AA material except specific internet software necessary to view the internet web site.

Any use of copyrighted material from conference-approved literature will be attributed to AA World Services, Inc. or The Grapevine, Inc. as appropriate.

In keeping with AA traditions, there shall be no mention or reference to individuals including email addresses and telephone numbers except for email links to various Area 48 officers and coordinators by service position. (for example: Area48Secretary@gmail.com)

The website will initially be provided in English.

The Home Page of the Website will be kept user-friendly by having a few clear portals (such as "Who We Are," "How to Find Us" "Service Information" -- etc.) to facilitate navigation. Subsequent content pages will be more specific in scope and information provided.

## **HMB Newsletter**

### *Primary Purpose Statement:*

The HMB Newsletter is published to foster unity and provide communications among AA members, groups, districts and the GSO.

### *Subject Matter:*

Contents should be written within the guidelines presented in the AA Service Manual, 2010-11 Edition, page S41.

The Newsletter may include:

- Committee reports from Committee chairpersons pertinent to AA activity. Flyers for Area Functions: i.e., Assemblies, Elections, Days of Sharing, Inventory, and Fellowship Days, State and Regional Forums, State Workshops, NERAASA, State and Area Conventions, including the International Convention.
- District activities will be listed in a calendar of upcoming events. Information required for inclusion is name of event, date, time, location, address, contact person and phone number.
- Event submissions from the Capital District Central Office (CDCO) can be included in the section on district events as one line info.
- The Capital District Central Office can submit articles to the newsletter under the same guidelines.
- The Area Newsletter is published monthly.

- The Area Newsletter will be delivered primarily via posting on the Area Website and through email distributions, with postal delivery to those with no email address in Fellowship New Visions and available upon request. Email distribution will be those emails listed for the GSRs or group contacts in FNV, all committee chairs and any other member upon request.
- Proposals to be brought for consideration and vote at an Area Assembly must be published in three (3) consecutive issues of the Area Newsletter.

*Member Participation:*

- All members may submit Questions to be answered in print.
- No personal statements will be accepted as per the principles fostered by AA.

*Authority:*

Newsletter Editor and the Newsletter Committee will resolve all questions and comments and will approve all drafts before printing.

## **6. Guidelines for Assemblies, Fellowship Days and Area Activities**

### **Calendar Overview**

January – Inventory Day  
 March – Fellowship Day or Day of Sharing  
 April – Fellowship Day or Day of Sharing  
 May – Assembly  
 June – Fellowship Day  
 September – Fellowship Day (even years); Election Assembly (odd years)  
 October – Assembly  
 November – Fellowship Day

### **Hosting of Area Events**

Districts will be clustered into five (5) geographic units. The clusters are responsible for hosting the events on the calendar in a rotating fashion as worked out with the Alternate Area Chair.

1. The following cluster formation is recommended:
  - Adirondack Cluster - Districts 5, 10, 13 & 19
  - Hudson Valley Cluster - Districts 3, 7, 11, 15, 16 & 17
  - Eastern Cluster - Districts 1, 2 & 18
  - Western Cluster - Districts 9 & 12
  - Central Cluster - Districts 4, 8 & 14
2. If and as new Districts are formed, they will be assigned to the Cluster in their geographic region.

The following recommendations for the structure and function of Fellowship Days are based on recent experience:

Securing a Facility: The facility should have enough rooms/space to accommodate both Fellowship and Area Committee meetings. Remember that at least two and sometimes three meetings will be going on at the same time.

Themes/Topics for Fellowship meetings are set by the Host Cluster.

Area Service Committees are responsible for contacting the Host Cluster to arrange for meeting space and times.

A flyer should be published in the Area Newsletter two months prior to the event and need to include day and date, agenda, directions and contact phone number.

Coffee/Tea, doughnuts, etc. may be provided during registration time. Lunch may be provided. Donations should be encouraged by placing cans or baskets in convenient locations.

The Area will reimburse the Host Cluster for expenses not covered by the 7th Tradition, in accordance with the current budgeted amount.

## **Area Functions**

### **HMB Area 48 Committee Business Meetings**

Area Meetings will be held at the time of regularly scheduled Fellowship Days.

Area Service Committees requiring meeting space are responsible for contacting the Host Cluster/District and arranging for a meeting room prior to the event.

### **Inventory Day**

This event is held in January, usually on the second weekend.

Agenda is set by the Chairperson, with the purpose of conducting an Area inventory.

### **Fellowship Days**

The HMB-style day of service and fellowship shall be called "Day of Fellowship and Service" (or "Fellowship Day" for short).

There will be four Fellowship Days in even years (three in odd years), in the months of March or April, June, September (in even years), and November. Fellowship Days are usually held on the second weekend of the month, scheduled on Sundays, but under certain circumstances can be held on the Saturday of the same weekend. In November the Fellowship Day is held on the third Sunday.

### **Day of Sharing**

This day shall be held in March or April.

The Day of Sharing shall be the Delegate's Day, providing the Delegate with an opportunity to get input on Conference questions and other issues of the Delegate's choosing.

Committee meetings should be avoided on this day.

### **HMB Area 48 Assemblies**

Assemblies are held in May and October, generally on the second or third weekend, in geographically central locations selected by the Functions Committee.

Election Assemblies are held in odd years in the month of September.

### **HMB Area 48 Conventions**

The Convention will rotate through Clusters, sites determined and set up three years in advance.

The Convention Chairperson, appointed by the Host Cluster, should be someone with extensive convention experience.

All tasks from site selection, to convention format to actual running of the convention will be handled by the Host Cluster with support from the Functions Committee.

There will be no Area Convention in years when the HMB hosts the New York State Convention.

### **Shared Statewide Activities**

#### **(Informational Workshop, State Convention, etc)**

These activities should be handled by the Functions Committee when responsibility rotates to HMB.

If a cluster or district assumes responsibility, the Functions Committee should provide all necessary support.

### **Procedure for HMB Area Assemblies**

#### **General Procedures**

Generally speaking, we follow Robert's Rules of Order and proceed on as informal a basis as possible, consistent with the rights of all concerned, excepting when Robert's Rules stand in the way of proceeding closely with our Traditions.

#### **1. General Rules of Debate**

People who take a position on the speak line are called on in order.

Each person may speak for two (2) minutes.

No one may speak for a second time on a topic until all who wish to speak have spoken.

#### **2. Calling the question:**

Calling the questions brings debate to a halt, to allow for assembly members to decide whether to proceed directly to a vote (the question), or go on with the debate. A motion to call the question:

Must be made in order in front of the assembly.

b. Requires a second.

- c. Is not debatable.
- d. Requires a two-thirds vote.

### 3. Substantial Unanimity

All matters of HMB policy require substantial unanimity, that is, a two-thirds majority. Any actions, including amendments, that affect HMB policy or motions that might result in such actions, also require a two-thirds majority. Because the number of members present in the hall during the assembly varies from time to time, the phrase “two-thirds vote” is taken to mean two-thirds of the assembly members voting. No vote shall be taken when a significant number of members are not present.

#### Reconsideration

Only a simple majority is required.

No action may be reconsidered twice.

If the majority votes to reconsider, full debate, pro and con is resumed (Assembly Members are urged to limit discussion to new considerations of the question under debate).

### 5. Tabling a motion (postponing discussion to a later time during the same assembly)

Requires a motion and a second.

Is not debatable.

Needs only a simple majority to pass.

### **Assembly Agenda Items**

Agenda items need to be published in the Area Newsletter three months consecutively prior to the date of the Assembly.

As in most AA service activities, it has been found prudent to form a committee to develop agenda items.

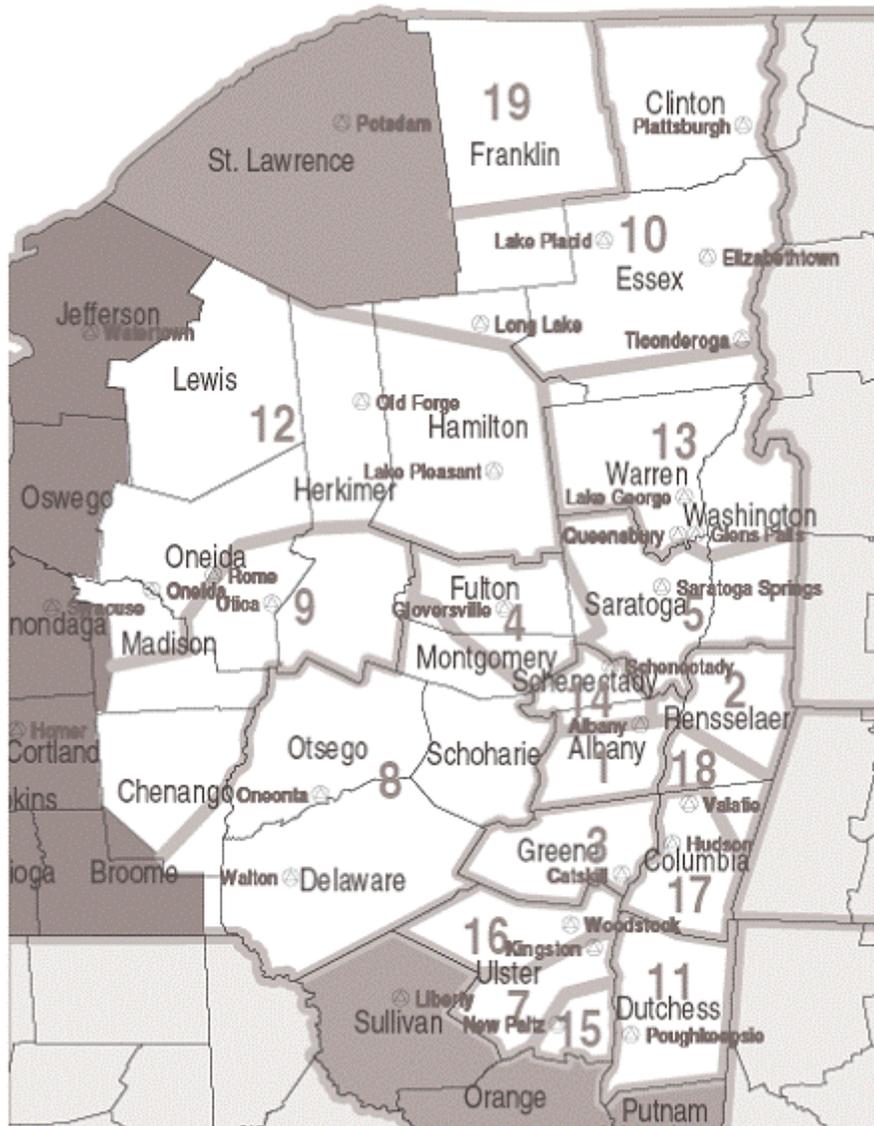
Agenda items may be presented by any HMB member, group, or district in the HMB Area.

Agenda items are also developed by ad-hoc committees, appointed to address Area needs.

Members or committees presenting agenda items should be available to the Assembly in order to provide any additional necessary information.

## Appendices

### HMB Area 48 District Boundaries



Districts do not always follow county boundaries.

These are good approximations.

County Lines = Thin Black Lines

District Lines = Broad Gray Lines

County Names = Thin Tall Text

District Numbers = Large Grey Text

Small names next to circled-triangles are a few cities to help recognize map locations.

Grey parts: S = SENY Area 49 W = CNY Area 47

NW = East Ontario Area 83

## Glossary

### Abbreviations frequently used:

<b>AA</b>	Alcoholics Anonymous
<b>AAWS</b>	Alcoholics Anonymous World Services Inc.
<b>Big Book</b>	The Book entitled "Alcoholics Anonymous," the basic text of A.A.
<b>BTG</b>	Bridging the Gap
<b>CFC</b>	Correctional Facilities Committee
<b>CPC</b>	Cooperation with the Professional Community
<b>DCM</b>	District Committee Member; presides over District meetings
<b>GSR</b>	General Service Representative; represents Groups at District
<b>GSB</b>	General Service Board
<b>GSO</b>	General Service Office
<b>GV</b>	Grapevine (publishes monthly magazine & other literature)
<b>GvR</b>	Grapevine Representative
<b>HMB</b>	Hudson-Mohawk-Berkshire
<b>ICYPAA</b>	International Conference of Young People in A.A.
<b>LCM</b>	Local Committee Member; assists DCM (see above)
<b>PI</b>	Public Information
<b>SN/A</b>	Special Needs/Accessibility
<b>TFC</b>	Treatment Facilities Committee

### Definitions

**AAWS** – Alcoholics Anonymous World Services, Inc., one of two operating corporations of the General Service Board; the other is the A.A. Grapevine Inc. The two service corporations are responsible for the employment and direction of the General Service Office and Grapevine personnel.

**Ad Hoc Committee\*** – Appointed by the Area Chair, an ad hoc committee is formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

**Alternate** – A service worker who, at group, district, or area level, assists, supports, and participates in service responsibilities, and stands ready to step into the service position if the person occupying it is no longer able to serve.

**Appointed Committee member** – An A.A. member who serves on a specific Area Committee because of his or her knowledge and experience in the field.

**Area** – A geographical division within a state or province. A Conference Delegate comes from an Area. Normally, there is one Area to a state or a province, except in heavily AA populated places.

**Area Assembly** – A meeting of G.S.R.s and committee members to discuss area affairs and, every other year, to elect a delegate and committee officers.

**Area Committee** – A committee made up of District Committee Members, elected by the General Service Representatives (GSRs) in each District; the Area Committee

officers; and Area Committee Chairpersons.

**Cluster**– Several Districts within a specific geographic segment of the Area. The cluster exists to facilitate hosting functions.

**Conference** – The General Service Conference; this can mean either the structure involving committee members, GSRs and delegates in an area, or the annual meeting of Conference delegates each April in New York.

**Conference-Approved literature, videos, and films** – Pamphlets, books, videos and films produced under the auspices of various Conference and trustees' committees, which the appropriate Conference committees have reviewed and recommended to the Conference for its approval, and which have been approved by the Conference.

**CPC** – Cooperation with the Professional Community. CPC committees at the District, Area, Trustee and Conference level help carry the message to professionals who work with alcoholics.

**Day of Sharing\*** – A day-long Area meeting held in March or April, providing an opportunity for the Delegate to get input on Conference questions.

**Delegate** – The man or woman elected every other year to represent the area at the annual Conference meeting in New York and to bring back to the area the results of that meeting.

**District** – A division within an area, represented by committee member(s)

**DCM** – District Committee Member. An experienced G.S.R. elected by other G.S.R.s to represent the groups of their district in area committee meetings and to coordinate service activities in the district.

**District Meetings** – Meetings of the DCMs and GSRs of groups in a district.

**Fellowship Day\*** – There are five Fellowship Days a year in the area, rotated through the Districts which are grouped together as five Clusters.

**General Services** – Movement-wide services, performed by anyone in the general service structure (G.S.R., D.C.M., delegate, etc.).

**GSO** – The General Service Office, which provides services to groups in the U.S. and Canada and publishes A.A. literature .

**GSR** – General Service Representative. The group contact with the General Service Office; voting member of the area assembly.

**Grapevine (GV)** – The international monthly journal of Alcoholics Anonymous. The AA Grapevine Inc. is one of the two operating corporations of the General Service Board and is responsible for Grapevine operations and finances.

**GvR** – Grapevine Representative: the group or district contact with the

Grapevine office.

**Group Conscience** – The method whereby a group decision or action is made. Each AA member has one vote and this, ideally, would be through his or her home group.

**Informational Workshop\*** – A weekend meeting, rotating between the four New York State Areas in August of every year to discuss Public Information, Corrections, Treatment Facilities, Cooperation with the Professional Community and Special Needs.

**Inventory Day\*** – An Area 48 event, held usually in January, with the purpose of conducting an Area inventory.

**La Viña** – Bimonthly Spanish-language magazine published by the AA Grapevine.

**PI – Public Information** – PI committees at the District, Area, Trustee and Conference levels help carry the message by working with the media.

**Region** – A grouping of several areas from which a regional trustee comes to the board of trustees. There are six regions in the U.S., two in Canada. HMB Area 48 is part of the Northeast Region in the U.S.

**Sharing Session** – A group, district, area, or Conference meeting in which everyone is invited to contribute ideas and comments on AA matters, and during which no actions are taken.

**Third Legacy** – AA's Third Legacy is Service, the sum total of all AA services, from a Twelfth Step call to coast-to-coast and worldwide service activities. Third Legacy also refers to A.A.'s unique election process. The first two Legacies are Recovery and Unity.

**Trustee** – A member of AA's General Service Board. Fourteen trustees are AA members (Class B); seven are nonalcoholic (Class A).

\*Specific to HMB Area 48. (Others are from the AA Service Manual, 2010-11 edition.)

### **Meeting Schedule Publication and Format**

The approval of the format will be determined by a consensus of the District Committee Members and District Record Keepers and will not require approval of the Area Assembly. The Alternate Secretary will coordinate the Meeting Book Committee to get final approval by each District in September of every year, where a draft of the final format will be shown as a sample at the Area Committee meeting.

2. The specs of the Area meeting book will be sent to a minimum of three printers before the October Assembly and price quotes from each will be presented at the October Assembly for selecting a printing company for a three-year performance-based contract. The Alternate Treasurer and Area Alternate Secretary will be responsible for securing bids from printers.

## **Hudson Mohawk Berkshire Guidelines – a timeline**

The Hudson Mohawk Berkshire Guidelines were first formalized on January 9, 1972. They have been changed, deleted and expanded ever since, through actions by the Area Assembly. They have been developed as a guide to provide directions for Area activities so we may operate in unity. The following is a partial timeline of the guidelines, listed by the date they were established:

Any Area convention profits should be turned over to the Area Treasurer (12/71)

A tape recorder may be used by the Area Secretary for taking minutes (2/72)

A list be made once a year of group in the Area that contributed, and the groups that did not (8/72)

Procedure for use of sales tax exempt certificate – Groups give information to their DCM, who then applies to the Area Treasurer. Certificate to be used for recurring expenses from the same vendor, or for one-time large-dollar purchases (12/76)

Authorized a gift to outgoing Area Delegate (10/77)

Hold Day of Sharing on an annual basis (2/78)

Changes to Area Guidelines be made by 2/3 vote at Spring or Fall Assembly (3/78)

Area redistricted into 12 Districts. Approval of additional changes to be made at Area District Committee meetings instead of at Assembly vote (4/79)

Motion approved for a P.I. Institution Workshop (Informational Workshop) (10/79)

Motion to establish Area CPC Committee and guidelines for its operation (10/80)

Established a Newsletter Committee appointed by Area Chair with approval at next Area Committee meeting (4/81)

Motional approved to have two all-day Assemblies to be held on Sundays in May and October, not conflicting with other Area events (10/81)

Approved to use the Third Legacy procedure for HMB Area election; also allowed to vote are Past Delegates and Area Committee Chairpersons (10/81)

Motion approved that floating fund for Area Convention be increased from \$200 to \$500 (12/81)

Motion to accept Dutchess County groups from SENY into District 11 (2/82)

Motion to have Secretary and Treasurer reports distributed to GSRs and DCMs at Area Assembly (2/83)

Motion that nominees for Area Treasurer may submit a short resume, to be mailed out with the September newsletter (5/83)

Motion to send monthly newsletter as First Class Mail, and to get support from groups for the expense (5/85)

Proposed new Area Committees be formed – Archives and Grapevine (5/86)

Motion passed to give vote to Newsletter Editor, Area Record Keeper, Grapevine Chair, TF Chair, PI Chair and CPC Chair (10/87)

Assembly structure will be to discuss items at the morning session, and vote on them in the afternoon session (5/88)

Regarding restriction of functions to AA only at Intergroups: Voted that each District is autonomous and each should run its Intergroup keeping in mind the Area Guidelines (5/89)

Approved dissolution of Committee treasuries and consolidate into Area Treasury (5/89)

Approved Chair's stipend to \$1,500 (5/89)

Increased allocations of Chairs of PI, CPC, TFC, GFC and GpV to \$500 (5/89)

Increased allocations to Newsletter Editor, Record Keeper and Archives Chair to \$500 (5/89)

Mileage for travel expenses be increased to 20 cents per mile (5/89)

Created informal Audit Committee of three Past Delegates to review Area books once a year (5/89)

Motion approved to send an additional \$500 to GSO for the Annual Conference (10/89)

Motion approved that HMB bid to host Regional Service Assembly every other year (5/90)

Annual allocation for Newsletter printing and postage set at \$6,200 (5/90)

Annual allocation of \$1,000 for computer and printer supplies for maintenance of Area Records established (5/90)

Annual allocation of \$100 established to cover miscellaneous printing costs (5/90)

Annual allocation of \$2,600 (\$260 each) established to send Area Treasurer, Secretary and the eight Area Committee Chairs to the HMB Convention (5/90)

Annual allocation of \$550 (\$275 each) established to send the Area Treasurer and Secretary to the New York State Convention (5/90)

Annual allocation of \$1,500 (\$150 each) established to send Area Treasurer, Secretary and the eight Area Committee Chairs to the biannual Northeast Regional Forum. This

reflects a need of \$300 per attendee. The \$1,500 will be budgeted and held in reserve in even-numbered years when there is no Forum (5/90)

Annual allocation of \$200 established to cover Day of Sharing expenses (5/90)

Annual allocation of \$500 established to cover expenses of Area Assemblies (5/90)

Annual allocation of \$50 established to cover miscellaneous expenses (5/90)

The following financial controls were established:

- a) Require two signatures on all checks;
- b) Each person receiving allowance (allocation) from Area in April and September must submit an expense report to the Area Treasurer;
- c) Prudent Reserve established that is 25 percent of the annual Area budget;
- d) Establish a Finance Committee composed of the Area Treasurer, Area Secretary, one DCM and one Past Delegate to prepare annual Area budget for presentation at the October Assembly (5/90)

Motion approved that a spreadsheet is to be used to report HMB Area Expenses (10/90)

Motion approved that the HMB Area purchase a computer at a cost of \$3,616

Establish a Function Committee of five people recommended by the Area Chair and affirmed by the Area Assembly (10/90)

Motion approved to accept a new election and rotation procedure for the election of Officers (5/92)

Motion approved to increase the Chair's authorized annual expenses from \$1,500 to \$2,100 and Area Delegate expenses from \$2,500 to \$3,000 (10/92)

Formally recognized District 13 (10/92)

Motion approved to change Area fiscal year to Jan. 1 – Dec. 31 starting Jan. 1, 1994 (5/93)

Motion approved to prohibit smoking in meeting rooms at Area Assemblies, Area Committee meetings and the Day of Sharing (5/93)

Increase annual allocation of Archives Chair to \$700 (5/93)

Motion approve to allot \$125 annually to send the HMB Archives Chair to the NYS Informational Workshop (5/93)

Motion approved to increase HMB Convention seed money to \$1,000 annually (5/93)

Motion approved to add an additional event in March for all Area Committees to meet and facilitate Area business (5/2006)

Motion approved that there be no HMB Area Convention when there is a NYS Convention hosted by the HMB area, starting in 2007 (5/06)

Motion approved updating guidelines for Area Newsletter (10/06)

Motion approved to keep the Area Meeting directory in its current format, with meetings listed by District (10/06)

Motion approved simplifying the procedure for producing the Area Meeting book (5/07)

Motion approved to allow for vendor competition in printing the Area meeting book (5/07)

Motion approved to produce new concise Area Service Manual (5/07)

Motion approved that Area purchase and keep in stock GSO Service Manual to be available to members using the HMB Service Manual (5/07)

Motion approved reducing Newsletter printing budget from \$3,000 to \$2,500 and postage from \$4,500 to \$4,000 (10/07)

Change the word "stipend" to "allocation" in reference to Officers' and Committee Chairs' budgeted expenses (10/07)

Motion approved to approve an Area Web site Committee and Web site guidelines (10/07)

Motion approved allowing Capital District Central Office to submit articles to the Area Newsletter, under the same guidelines as others (10/07)

Mileage rate increased from 35 cents to 45 cents (10/08)

Increase Newsletter printing budget from \$2,500 to \$3,000 (10/08)

Increase allocation of Bridging the Gap Chair from \$400 to \$550 (10/08)

To make permanent the emergency reduction in mileage reimbursement rate from 45 cents to 30 cents (5/09)

To make the Area Corrections Connection workshop a permanent annual event, in either the last week of March or the first week of April (5/09)

To continue Area participation in 2010 NYS Informational Workshop and 2011 NYS Convention and NYS Informational Workshop (5/09)

Every September Area Committee Chairs will be selected using existing guidelines (5/10)

That HMB Area obtain a laptop computer for use by the serving Area Treasurer (5/10)

Motion approved establishing guidelines of [www.ny-aa.org](http://www.ny-aa.org) website (5/10)

Motion approved adding an additional Fellowship Day to the yearly calendar, in June (5/10)

Motion approved to move the Area Newsletter toward a primarily electronic distribution, via e-mail and on the Area website, with postal delivery available on request (5/11)

Motion approved to make a onetime payment of \$250 to the NYS Convention Committee to share the cost of increasing the seed monies available to host Areas to \$3,000 from \$2,000 (5/11)

Motion approved to change the name of the Area Special Needs Committee to Special Needs/Accessibility Committee (10/11)

Motion approved for HMB Area 48 to host the Corrections Connection every other year instead of annually. In the years HMB does not host a Corrections Connection, members will be invited and encouraged to attend the SENY-sponsored Corrections Connection (10/11).