

Area 73 Handbook West Virginia

**This handbook contains guidelines for the 800#, Website,
Budget and Finance, Assemblies and Conventions Committees, and for
Hosting Area Assemblies and Conventions¹**

Revised June 2019

¹ Adopted Spring 2015

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I. Purpose

- A. This document consolidates the collected Area experience and Assembly Action in order to assist incoming Area Members in performing their duties and in hosting Assemblies, Conventions, and other functions.
- B. The sole purpose of Area 73 is to carry the message of Alcoholics Anonymous. It does this by participating in the General Service Structure of Alcoholics Anonymous at the local, Area and world levels. See also: the ***A.A. Service Manual***.
- C. These Guidelines are not to be construed as rules, remembering concept 10: "Every service responsibility should be matched by an equal service authority," and Concept 12: "None of [our] members [are placed] in a position of unqualified authority over ... others; [that] ... actions never be personally punitive; [that we] ... never perform any acts of government; and that, like the Society of Alcoholics anonymous which it serves, [we] will always remain democratic in thought and action."²

II. Area 73 Composition

A. Regions

1. Area 73 consists of the state of West Virginia and a number of Groups located in bordering states.
2. The Districts of Area 73 are grouped into 7 Regions (map attached).
3. Region designations are as follows:
 - Region 1 – Districts 1, 9
 - Region 2 – Districts 11, 13, 15
 - Region 3 – Districts 3, 10, 17
 - Region 4 – District 4
 - Region 5 – Districts 5, 7, 16
 - Region 6 – Districts 2, 12
 - Region 7 – Districts 6, 8³(District 14 is inactive at the time of this revision)

III. Area Committee Composition

- A. **Voting members:** Area Delegate, Alternate Delegate, Area Chair, Alternate Chair, Area Treasurer, Recording Secretary, Corresponding Secretary/Registrar, Public Information Chair, Cooperation with the Professional Community Chair, Grapevine and Literature Chair, Corrections Facilities Chair, Treatment Chair, Website Committee Chair, District Committee Members (DCMs).
- B. **Non-voting members:** Assemblies and Conventions Chair, Area Archivist, Ad-Hoc Committee Chair(s), other appointed members as determined by Assembly action.

IV. Area Meetings

A. Agenda Meeting

1. The purpose of this meeting is to plan the agenda of the upcoming Area Assembly and to discuss current Area concerns. All old and new business will appear on the Assembly Agenda.

² Adopted by the Area Assembly, Spring 2016

³ District 14 dissolved Spring Assembly 2007

2. Agenda meetings shall be held one or two months before each Assembly. The Area Chair will follow the guidelines of the A.A. Service Manual in setting the time and location of the Agenda meetings.
3. All A.A. members are welcome to attend an Agenda meeting, however, only members of the Area Committee (see III. Area Committee Composition a. Voting Members) are allowed to vote.
4. Minutes of the Area Agenda meetings will be emailed (or sent by postal mail when requested⁴) to the members of the Area Committee (see III. Area Committee Composition a) Voting Members). It is the responsibility of each DCM to distribute the Minutes to their GSRs.
5. Only the Area Committee Members (Area Committee, Committee Chairs, and DCMs) may submit a motion at the Agenda Meeting.
6. A recommendation by a Standing Committee will automatically be placed as the next item under New Business.⁵
7. Any motion presented at the Agenda meeting regarding Assemblies and/or Conventions, Budget and Finance, the Website, or 800# will be researched by the appropriate Standing Committee and a report given at the following Assembly.⁶
8. Discussion of motions at the Agenda meeting should be limited to providing background information and facts specific to the motion as to enable informed decisions.⁷
9. Reports provided at the Agenda Meeting shall be emailed to the Area 73 Committee members within one week after that Meeting.⁸
10. DCMs are responsible for sharing with the Groups: Area Committee chair reports, Standing Committee reports, Ad Hoc Committee reports, and other information received at the Agenda meeting by email or postal mail prior to the Assembly.⁹

B. Assembly Meeting

1. The purpose of the Assembly is to address the business of A.A. at the local, Area and world service levels. Normally, two Assemblies are held, one in the spring before the General Service Conference and one in the fall (typically in September). We are not bound by these months but the Spring Assembly must be held prior to our Delegate going to the General Service Conference in April. We should be flexible regarding dates when working with the host Region.
2. No Assembly should be scheduled during any WV Roundup weekend (Jackson's Mill, Bluestone, or Cedar Lakes).
3. The **A.A. Service Manual** shall be available at all Area Assemblies.
4. During the Assembly weekend, Area 73 business will be conducted beginning Saturday morning. Any other non-business-related activity will be held on Friday, Saturday after the business meeting, or before/after the Sunday morning Ask-It Basket session.¹⁰

⁴ Adopted by the Area Assembly, Spring 2013

⁵ Adopted by the Area Assembly, Spring 2004

⁶ Adopted by the Area Assembly, Spring 2004

⁷ Adopted by the Area Assembly, Fall 2011

⁸ Adopted by the Area Assembly, Spring 2016

⁹ Adopted by the Area Assembly, Spring 2016

¹⁰ Adopted by the Area Assembly, Fall 2003

5. We will have a guest from the General Service Office (GSO) or the current Southeastern (SE) Regional Trustee at our Assemblies.
6. Class A, Non-Alcoholic Trustees are allowed to attend closed business meetings.¹¹
7. The Spring Assembly will include the Mini-Conference.

C. Voting Members

1. Those eligible to vote at the Area Assembly are the voting members of the Area Committee (see III. Area Committee Composition a. Voting members) and GSRs (or their alternates).

D. Procedures of the Area Assembly

1. The Recording Secretary will take a roll call at the Assembly to validate voting.
2. Each home Group has only one vote.
3. Only voting Assembly Members are to be seated at District tables during business sessions.
4. It is the responsibility of the DCMs to keep order at their tables; however, any member of the Assembly may call for order. Persons who cannot devote their attention to Assembly business should be asked to leave the room. If a District needs time for a caucus or further discussion of an issue, they should notify the Chair.
5. All matters are decided by the Assembly Members by a sense of the Assembly, simple majority, or by a 2/3 majority vote.
6. A recommendation by a Standing Committee will automatically be placed as the next item under New Business. It will require a second when it comes on the floor.¹²
7. Any old or new business that is on the agenda requires a simple majority vote. Any new business from the floor will require two-thirds majority.
8. Any voting Member of the Assembly may call for a two-thirds vote on an issue.
9. A 2-minute time limit will be imposed on individuals sharing at the microphone during discussion of motions.¹³
10. At any time, a voting member may end discussion of a topic by "Calling for the Question." At that time, a vote must be taken to end discussion on the matter.
11. A new issue requiring a vote will not be given time for lengthy discussion if it relates to a Standing Committee: Finance and Budget, 800#, Assemblies and Conventions, the Website, or Archives.
12. Area Assembly minutes will be sent to the Area Committee and Past Delegates no later than thirty (30) days following the Assembly.¹⁴
13. A Mini-Conference will be conducted during every Spring Assembly, following the adjournment of the Area business meeting.¹⁵

¹¹ Adopted by the Area Assembly, Spring 2010

¹² Adopted by the Area Assembly, Spring 2004

¹³ Adopted by the Area Assembly, Spring 2007

¹⁴ Adopted by the Area Assembly, Fall 1994

¹⁵ Adopted by the Area Assembly, Fall 2016

14. ADD \$500 to Mini-Conference expenses.¹⁶

E. MOTIONS:

1. Motions may be submitted at the Assembly by any voting member.
2. Motions from the floor at the Assembly are to be written legibly and submitted to the Recording Secretary. If it has been seconded, the person presenting the Motion will be given the opportunity to speak to the Motion first.

V. Elected Committee Members

A. Terms

1. Terms are two (2) years (except where otherwise affected by Assembly action), beginning January 1st following the Fall Election Assembly. Terms begin on odd years according to the A.A. Service Manual.

B. Vacancies

1. An election should be conducted to replace Alternate Delegate, Alternate Area Chair, Recording Secretary, or Treasurer by the officers of the Area Committee or by full Assembly, depending on what time the vacancy occurs.¹⁷
2. When the Chair of any standing or service Committee vacates an office for any reason (death, resignation, moving out-of-Area 73, etc.), the Area Chair is the authority to appoint an intermediate until the elections.

C. Elected Area 73 Committee

1. Elected Officers are the Area Chair, Alternate Chair, Recording Secretary, Treasurer, Delegate, Alternate Delegate, Public Information, Cooperation with the Professional Community, Grapevine & Literature, Corrections, Website¹⁸, and Treatment Committee Chairs.
2. District Committee Members (DCMs) as elected by each District.

VI. Appointed Members

- A. Any appointed member of the Area Committee must have prior service in A.A. (GSR, DCM, etc.) with continuous sobriety.
- B. The Area Chair appoints the Corresponding Secretary/Registrar, Assemblies and Conventions Chair, and the Archives Chair. Additionally, the Area Chair appoints members to the Standing Committees as indicated by the Committee Guidelines.
- C. As deemed necessary by the membership, the Area Chair will appoint an Ad-Hoc Committee and choose the Chair. The Area Chair may allow the Ad-Hoc Committee Chair to select members as required.

VII. Elections

A. Elections

1. Elections are held during every even year Fall Assembly. Those elected take office the following January.

B. Eligibility

1. All Area Committee Members, past and present, are eligible to stand for any elected Area Committee position provided they meet all qualifications listed in item C. below.

¹⁶ Adopted by the Area Assembly, Fall 2018

¹⁷ Adopted by the Area Assembly, Spring 1996

¹⁸ Adopted by the Area Assembly, Spring 2004

C. Qualifications

1. Those standing for office should have the qualifications as listed in the Area 73 Handbook and the A.A. Service Manual and must have continuous sobriety.¹⁹
2. Persons eligible and standing for the offices of Area Delegate, Alternate Area Delegate, Area Chair, and Alternate Area Chair must have prior service experience on the Area Committee. All other elected offices must have prior service of GSR or below as outlined in the A.A. Service Manual under General Service Conference Structure and must have continuous sobriety.²⁰
3. Those standing must be present at the Assembly or have a good reason (reason must be in writing and shall also contain their qualifications) for not attending the election assembly.

D. Standing for Office

1. There are no nominations for the positions of Area Delegate, Alternate Area Delegate, Area Chair, Area Alternate Chair, Treasurer, and Recording Secretary. The following procedure is used:
 - a) The Area Chair announces the first position to fill and asks those eligible to serve to stand.
 - b) The Chair then asks those willing to serve in that position remain standing. (Those not willing to serve sit down.)
 - c) Those standing for offices shall state their qualifications, length of sobriety, and prior service.
 - d) Third Legacy Procedure is followed to fill the position from the Group that remains standing.
2. Districts are to submit the names of nominees (to be nominated prior to the Assembly) for Area Chairs of the Public Information, Cooperation with the Professional Community, Grapevine/Literature, Corrections, Treatment, and Website²¹ Committees. Nominees must be from the District that nominates them. Failure to nominate prior to assembly forfeits the Districts right to a nominee with the following exception.
3. If no nomination or only one nomination is made for an Area Committee Chair position, only then are Districts are allowed to nominate someone from their District at the Assembly.²²

E. Voting

1. The Assembly will follow Third Legacy procedure for the election of trusted servants at the election Assembly as outlined in the A.A. Service Manual.
2. Each Area 73 Committee member and each GSR have one vote, regardless of how many positions they hold.
3. Current and present members of the Assembly will be the voting members. (See section III. a. for eligible voting members of the Assembly).

¹⁹ Adopted by the Area Assembly, Spring 2003

²⁰ Adopted by the Area Assembly, Spring 2003

²¹ Adopted by the Area Assembly, Spring 2004

²² Adopted by the Area Assembly, Spring 2000

VIII. Area Committee Composition and Duties

A. General Duties

1. All elected Area Committee Members are to attend Agenda Meetings, Assemblies, and the Area 73 Convention each year.
2. Provide written reports to the Recording Secretary at each Assembly to be placed as part of the Minutes.
3. Newly elected Committee Chairs will provide the Recording Secretary and Alternate Chair with names and contact information of the newly appointed members of their respective Committees by December 31 following the election.²³
4. For additional duties, see the **A.A. Service Manual** in the chapter entitled, "The Area Committee."

B. Area Chair

1. Works with the Area Committee and DCMs to ensure the business of Area 73 is carried out in such a way to continue to carry the message to the Alcoholic that still suffers.
2. Chairs the Assembly by opening the meeting at the assigned time, announcing the business before the Assembly in accordance with the agenda and maintains order throughout the course of the business meeting.
3. Place the announcement for each of the Assemblies in Box 459.
4. Review and sign all hotel contracts for Area 73 Assemblies and Conventions.
5. Serve on the Assemblies and Conventions Committee.
6. Notify all members of the Area Committee of an immediate freeze on all spending if the treasury is reduced to \$2,000 (see Area Treasurer, VIII.D..3.).
7. Oversee the Recording Secretary maintenance of the Assembly Actions document.
8. Request volunteers for Webmaster as outlined in the Website Committee guidelines.²⁴
9. Sets the date and time for the Agenda meetings (See section VI. A.).²⁵
10. Holds GSR workshops every two years at Spring Assemblies (to correspond with the beginning of new officers' 2-year terms).
11. Appoints a member to serve as the Corresponding Secretary/Registrar.
12. Appoints a DCM to serve on the Budget and Finance Committee.
13. Each year and prior to the Spring Agenda Meeting, appoints an Ad Hoc Committee to work closely with the Delegate to plan the Mini-Conference agenda and assemble any needed materials.²⁶
14. Contact the Area 60 AI-Anon Family Groups Chair when dates and sites for upcoming Conventions have been determined; thus improving Area 73's communication with the AI-Anon and Alateen Groups in West Virginia.²⁷

²³ Adopted by the Area Assembly, Spring 2016

²⁴ Adopted by the Area Assembly, Spring 2004

²⁵ Adopted by the Area Assembly, Fall 2009

²⁶ Adopted by the Area Assembly, Fall 2016

²⁷ Adopted by the Area Assembly, Fall 2016

C. Alternate Area Chair

1. Display the 12 Steps, 12 Traditions, and 12 Concepts window shades behind the podium at each assembly.
2. Serve on the Assemblies and Convention Committee.
3. Act as the timekeeper and ring a bell when two minutes have passed for each person sharing at the microphone.²⁸
4. Serve as chair of the "Special Needs Committee" and appoint one Past Delegate, one DCM, one GSR, and one other member as needed to that Committee.²⁹
5. Communicate with each newly elected DCM and Committee chair to make certain there is an understanding of their duties in their new positions, including but not limited to how to submit motions and reports.³⁰

D. Area Treasurer

1. Serve on the Budget and Finance Standing Committee.
2. Send a monthly Treasurer Report to the Area Committee any time the Area Treasury falls below \$7,000.³¹
3. Notify the Area Chair when the treasury is reduced to \$2,000 and pay all outstanding bills.
4. Prepare Treasurer's Report to present to Assembly:
 - a) Include contributions by District³²
 - b) Contributions received from anyone wishing to remain anonymous are identified as an "Anonymous AA Group" or as an "Anonymous AA Member"³³
 - c) Include Area 73 officers' budget and YTD expenses³⁴
 - d) Provide 40 copies of the Area 73 Treasurer Report at each Agenda meeting and Area Assembly³⁵
5. Provide budget information at Agenda Meetings and Assemblies.
 - a) Provide 40 copies of the Area 73 current budget at each Agenda Meeting and Area Assembly.³⁶
 - b) Send the proposed and current budget report to the Area Committee at least one month prior to the Assembly, to allow Groups time for review.³⁷
6. Be available or make arrangements for payments to hotels after an Assembly or Convention (if needed).
7. Treasurer will notify the Chair when any check more than \$500 is written³⁸

²⁸ Adopted by the Area Assembly, Spring 2007

²⁹ Adopted by the Area Assembly, Spring 2008

³⁰ Adopted by the Area Assembly, Spring 2013

³¹ Adopted by the Area Assembly, Spring 2010

³² Adopted by the Area Assembly, Spring 2013

³³ Adopted by the Area Assembly, Spring 2010

³⁴ Adopted by the Area Assembly, Spring 2013

³⁵ Adopted by the Area Assembly, Spring 2013

³⁶ Adopted by the Area Assembly, Spring 2013

³⁷ Adopted by the Area Assembly, Fall 2011

³⁸ Adopted by the Area Assembly, Spring 2016

8. The checking account and all other accounts (phone, answering service, etc.) are set up in the name of "Area 73 Committee."³⁹
9. There is a prudent reserve equal to one year's operating budget. The Assembly will determine what to do with the monies if there is an excess.⁴⁰
10. Make payments for Area 73 website hosting⁴¹
11. All pertinent records, as determined by the Treasurer, are to be turned over to the Area 73 Archivist to be stored in the West Virginia Area 73 Archives. All remaining records are to be destroyed.⁴²
12. Outgoing Treasurer will work with the new Treasurer in the first year to prepare and file the tax returns for the previous tax year.
13. Outgoing Area Treasurer will work with the new Treasurer in the first year to prepare and file the tax returns for the previous tax year.⁴³

E. Area Recording Secretary

1. In Area 73, the Recording Secretary is a clearing house of information and is knowledgeable of:
 - a) The Area 73 Handbook,
 - b) Past actions of Area 73 Assemblies,
 - c) The duties of the other Committee members,
 - d) Service material available from GSO.
2. The Recording Secretary works with the Corresponding Secretary/Registrar to maintain a current list of mailing addresses, email addresses, and phone numbers for the Area Committee.
3. The Recording Secretary maintains a current record of all Assembly Actions, which is overseen by the Area Chair. New actions are added following each Assembly and distributed to the Area Committee.
4. At the Area Assemblies, the Recording Secretary:
 - a) Assigns District tables on a rotating basis, e.g. Districts in the back of the room will rotate to the front table at the next Assembly
 - b) Assists the Host District with table set-up
 - c) Collects names of members deceased since the last Assembly
 - d) Takes roll call
5. The Recording Secretary takes accurate Minutes, with close attention to detail, at Agenda Meetings, Area Assemblies, and:
 - a) Full names are used in all Area meeting minutes and records⁴⁴
 - b) Following the Agenda Meeting, the Recording Secretary prepares the Agenda and distributes copies to the Area Committee and Past Delegates within 30 days.⁴⁵

³⁹ Adopted by the Area Assembly, Spring 2004

⁴⁰ Adopted by the Area Assembly, Spring 2005

⁴¹ Adopted by the Area Assembly, Spring 2016

⁴² Adopted by the Area Assembly, Fall 2007

⁴³ Adopted by the Area Assembly, Spring 2018

⁴⁴ Adopted by the Area Assembly, Spring 2005

⁴⁵ Adopted by the Area Assembly, Spring 2019

- c) Following the Assembly, the Recording Secretary distributes copies of the Assembly Minutes to the Area Committee, Past Delegates, and GSO⁴⁶
 - d) At the end of the term, the original Minutes are turned over to the Area Archivist to be stored in the West Virginia Area Archives
6. At each Assembly the Recording Secretary reads the minutes of the preceding Assembly and asks for corrections. Most often, a Motion is made that they be accepted as written, and they are approved and/or corrected by the Assembly.
 7. The Recording Secretary submits announcements of Area 73 events and Assembly agendas⁴⁷ (for general review), to the Website Committee Chair to post to the Area 73 website.
 8. The Recording Secretary and Area Chair will review and update the Area 73 Handbook and Assembly Actions List after each Assembly to ensure all Assembly actions have been incorporated and that the Handbook and Actions List are current prior to the next Assembly.⁴⁸
 9. Within 45 days following the Assembly, the Recording Secretary shall send the updated Handbook to the Website Committee Chair and Webmaster to post to the Area 73 Website.⁴⁹

IX. Elected Committee Member Duties

A. Area Delegate

1. See the A.A. Service Manual in Chapter “The Delegate.”
2. Gives the Delegate’s General Service Conference report at the Area 73 Convention.⁵⁰
3. Sends material pertaining to Area 73 business, GSO, and the Conference, as appropriate, to the Website Committee Chair to be posted to the Delegate’s Corner of the Area 73 Website.⁵¹ The Delegate is responsible for the accuracy of the information and can request information be removed using the same method as to post.⁵²

B. Alternate Area Delegate

1. See the **A.A. Service Manual** in Chapter “The Delegate.”
2. With regard to the 800# Answering Service:
 - a. Monitors invoices from the toll-free number provider and the answering service
 - b. Maintains regular contact with the current answering service iii. Resolves question from the answering service with Area DCMs from the relevant Districts
 - c. Provides the answering service with updated contact lists⁵³
3. Working with the Area 73 Treasurer, provides billing information to all service providers requiring payment and submits all contracts to the Area Chair

⁴⁶ Added “GSO” by the Area Assembly, Spring 2013

⁴⁷ Adopted by the Area Assembly, Fall 2006

⁴⁸ Adopted by the Area Assembly, Spring 2013

⁴⁹ Website Guidelines passed Spring 2007

⁵⁰ Adopted by the 2005 Fall Area Assembly

⁵¹ Adopted by the 2005 Fall Area Assembly

⁵² Website Guidelines passed Spring 2007

⁵³ Requirement for meeting schedules removed by adoption of Area Assembly, Spring 2013

4. Chair the 800# Standing Committee and appoint two DCMs and one Past Delegate to the Committee
5. Monitor all electronic Group change forms received concurrently by the Webmaster and Registrar⁵⁴
 - a. Ensure all changes are made correctly and expeditiously to the Area Website District meeting list.
 - b. Forward all 800# Contact changes received from DCMs to the answering service.
6. Provide receipts to the Area 73 Treasurer from the SE Regional Delegates Get-Together in Atlanta, GA⁵⁵
7. Chair the planning committee for the Area 73 mini-conference held following the Spring Assembly each year.⁵⁶

X. Area Service Committees Composition and Duties

A. General Duties

1. Service Committee Members are to attend Agenda Meetings, Assemblies, and the Convention
2. Present an oral report at Assemblies with a written copy submitted to the Area Secretary
3. Provide 40 copies of their report at the Agenda planning meeting for distribution and inclusion with the Recording Secretary's minutes⁵⁷
4. Distribute their report to the Area Committee members via email (or postal) a minimum of one month prior to the Assembly⁵⁸
5. Make quarterly contact with each Chair from each District (or DCM if the District has no Committee chair)⁵⁹
6. Attend the Saturday morning Service Committee meeting held prior to the start of the business meeting (except Website Committee)
7. Be a route for District Service Committee members and GSRs to get items on the agenda. Each Committee Chair is a liaison between GSO and the membership of A.A. in Area 73. For additional duties see the A.A. Service Manual in the chapter titled "The Area Committee" under "Other Officers" and in the chapter titled "Conference Committees" under "The Standing Committees"
8. Provide content for the Standing Committee Website page⁶⁰

B. Public Information Chair

1. Sit on the Website Standing Committees
2. See General Duties, above.

C. Cooperation with the Professional Community Committee

1. See General Duties, above

⁵⁴ Requirement for meeting schedules removed by adoption of Area Assembly, Spring 2013

⁵⁵ Adopted by the Area Assembly, Fall 2007

⁵⁶ Adopted by the Area Assembly, Fall 2018

⁵⁷ Adopted by the Area Assembly, Spring 2013

⁵⁸ Adopted by the Area Assembly, Spring 2013

⁵⁹ Adopted by the Area Assembly, Spring 2013

⁶⁰ Adopted by the Area Assembly, Spring 2016

D. Grapevine / Literature Committee

1. Set up displays at Assemblies and the Convention each year.
2. Ensure the **A.A. Service Manual** is available during Area 73 functions.
3. See General Duties, above

E. Correctional Facilities Committee

1. See General Duties, above

F. Accessibility and Treatment Facilities Committee

1. Serve on the Special Needs Committee⁶¹
2. See General Duties, above

G. Website Committee and Guidelines^{62 63}

1. Website Anonymity Statement

- a. The Area 73 Website shall preserve the anonymity of all A.A. members, past and present, living or dead, to the maximum extent possible
- b. Respecting the 11th Tradition, no names, photographs of people or identifiable places shall be posted. (Exception - Convention speakers' first name, last initial, town, and state may be displayed on the website)⁶⁴

2. Purposes

- a. The purpose of the Area 73 Website Committee shall be to oversee and ensure the integrity of the information appearing on the Area 73 Website within these guidelines and the Traditions of Alcoholics Anonymous
- b. The purpose of the Area 73 Web team shall be the daily administration and maintenance of the Website
- c. The purpose of the Area 73 Website shall be to carry the message of Alcoholics Anonymous and provide Area 73 information to the fellowship and general public
- d. To implement a quarterly e-newsletter and email communication for Area 73 members and add this to the Website Committee responsibilities.⁶⁵

3. Website Committee Composition and Responsibilities

- a. Website Committee
 - i. See 7.d.1.1 & 7.d.1.2 above.
 - ii. Composition
 - 1) Current Website Chair—2 year service position
 - 2) Current Public Information Chair—2 year service position
 - 3) One Current DCM—selected by Website Committee Chair
 - 4) One Past Delegate—selected by Website Committee Chair
 - 5) One Current GSR—selected by Website Committee Chair
 - 6) Ad Hoc Members—selected by Website Committee Chair

⁶¹ Adopted by the Area Assembly, Spring 2008

⁶² Adopted by the Area Assembly, Spring 2004

⁶³ Adopted by the Area Assembly, Spring 2007

⁶⁴ Adopted by the Area Assembly, Fall 2009

⁶⁵ Adopted by the Area Assembly, Fall 2018

iii. Responsibilities

- 1) Maintain the Domain Name of aawv.org owned by the current Chair of Alcoholics Anonymous, Area 73 Assembly.
- 2) Submit to the Area 73 Assembly, for approval, all proposed operational changes in the Website (i.e. addition of a link, additional web pages, etc.)
- 3) Add Area 73 meetings to the Meeting Guide app⁶⁶.
- 4) Operate within the current allocated budget, as approved by the Area 73 Assembly.
- 5) Review materials sent by the Area 73 Archivist to the Website to post, specifically, as to the use of pictures and names to ensure anonymity.
- 6) Monitor the Website to ensure that only Area 73 approved content is displayed, keeping within the Traditions.
- 7) Monitor the Website to ensure nothing of monetary value from any source is received from outside the Alcoholics Anonymous service structure or the Alcoholics Anonymous fellowship.
- 8) Have Website available to view at each Area 73 Assembly.⁶⁷
- 9) Report usage statistics of the Website at each Area 73 Assembly
- 10) To implement a quarterly e-Newsletter and email communications for Area 73 members.⁶⁸

4. Website Committee Chair Responsibilities

- a. Provide a unique ID to each Area 73 DCM or designee by January 31st following elections to ensure updating of meeting schedules. This ID will be known only by the Website Committee Chair, the Webmaster, and the Alternate Webmaster.
- b. Provide to each new DCM or designee the written procedure for making changes to meeting schedules using both paper and electronic forms by January 31st following elections, and as needed.
- c. Forward to the Web team all Area 73 event requests along with pertinent information as provided by the Recording Secretary.
- d. Select a qualified Webmaster and Alternate Webmaster.
- e. Contact the web service provider to change the registrant with each new Area 73 Chair.
- f. Request the web service provider change the contact name to the new Website Committee Chair.
- g. Provide contact information for the web service provider along with the cost associated with the service to the Area 73 Website Committee Chair and Treasurer.
- h. Immediately forward any requests for removal of information from the Archives Section of the Website to the Webmaster.

5. Web Team Composition and Responsibilities

- a. Composition

⁶⁶ Adopted by the Area Assembly, Fall 2018

⁶⁷ Adopted by the Area Assembly, Spring 2008

⁶⁸ Adopted by the Area Assembly, Spring 2018

- i. Current Website Committee
 - ii. Webmaster – 2-year appointed position
 - 1) Knowledge of programs as needed to fulfill the position’s duties’ as determined by the Website Committee⁶⁹
 - 2) Have the capability to create backup files using current “best practice” technology
 - 3) Have experience managing and creating websites utilizing current software
 - 4) Have experience with File Transfer Protocol software
 - 5) Have access to a computer with Website management and creation software, file transfer protocol software, and Internet access
 - 6) Must be members of Alcoholics Anonymous with a minimum one-year sobriety
 - iii. Alternate Webmaster – 2-year appointed position
 - 1) Knowledge of programs as needed to fulfill the position’s duties as determined by the Website Committee⁷⁰
 - 2) Have the capability to create backup files using current “best practice” technology
 - 3) Have experience managing and creating websites utilizing current software
 - 4) Have experience with File Transfer Protocol software
 - 5) Have access to a computer with Website management and creation software, file transfer protocol software, and Internet access
 - 6) Must be members of Alcoholics Anonymous with a minimum one year sobriety
 - iv. Ad Hoc Members serve at the Discretion of the Website Committee Chair.
- b. Responsibilities
- i. Provide information to the Website Committee as requested or necessary
 - ii. Document all procedures used to support and maintain the Website
 - iii. Perform required maintenance of the Website to ensure its ongoing operation.
 - iv. Update meeting schedules and event information in a timely manner
 - v. Backup the Website monthly and provide an electronic version to the Area 73 Chair⁷¹
 - vi. Maintain security of the Website and its content.
 - vii. Recommend technology changes which could benefit the operation of the Website to the Website Committee.
 - viii. Maintain a log of the Area 73 Website postings and/or changes.

⁶⁹ Adopted by the Area Assembly, Spring 2016

⁷⁰ Adopted by the Area Assembly, Spring 2016

⁷¹ Adopted by the Area Assembly, Spring 2016

- ix. Take immediate action on any requests from the Website Committee Chair for removal of information from the Archives Section of the Website.

6. Website Content

- a. Entry page
- b. Home page
- c. The Preamble, Twelve Steps, the Twelve Traditions, and the Twelve Concepts (short form)
- d. Map of Area 73 with hot links to large cities and Districts
- e. Pop down list of Districts and large cities within Area 73
- f. Area 73 meeting schedules
- g. Area 73 approved events
- h. Area 73 Group Identification numbers⁷²
- i. Links to GSO and the Grapevine Websites
- j. Links to websites hosted by Districts in Area 73 which have been determined by the Area Website Committee to be in compliance with the Area's guidelines on website content. Links will use GSO disclaimer page for linking to outside entities⁷³
- k. Group change form that can be printed from the Website and sent via U.S. Postal Mail or submitted electronically from the Website.
- l. Archives Section
- m. Delegate's Corner
- n. Area 73 Handbook
- o. Current Area 73 Assembly Agenda
- p. Area 73 email contact addresses
- q. Standing Committees (each Committee Chair will provide the desired content to the Website Committee)⁷⁴
- r. DCM email contact addresses⁷⁵
- s. Description of responsibilities for each Committee Chair contact⁷⁶
- t. Link to the Meeting Guide App.⁷⁷

7. Selection of Webmaster and Alternate Webmaster

- a. It is essential that there be no disruption in the daily administration and maintenance of the Website.
- b. It is suggested that the Area 73 Chair, at the Agenda Meeting prior to the fall voting Assembly, request that each Area 73 DCM canvas the Groups in the District for names of volunteers with the necessary skills and time to serve as Webmaster or Alternate Webmaster. These names will be submitted to the

⁷² Adopted by the Area Assembly, Spring 2016

⁷³ Adopted by the Area Assembly, Spring 2013

⁷⁴ Adopted by the Area Assembly, Spring 2016

⁷⁵ Adopted by the Area Assembly, Spring 2016

⁷⁶ Adopted by the Area Assembly, Spring 2016

⁷⁷ Adopted by the Area Assembly, Spring 2019

existing Website Committee Chair at the Fall Voting Assembly for appointment by December 31st.

- c. In situations when the Alternate Webmaster cannot step in to fulfill the duties of Webmaster at the time of rotation, the Webmaster would be asked to extend the service position for a period of three months, allowing the search for a replacement to continue for a Webmaster and Alternate Webmaster.
- d. If no qualified Alcoholics Anonymous members are available, the search can be widened to include non-A.A. volunteers. If non-A.A. volunteers are considered, they must be approved by the Website Committee before taking over the maintenance of the Website.
- e. If no qualified Alcoholics Anonymous members or non-A.A. volunteers can be located and changes are needed to maintain the Website, the Website Committee Chair may seek a commercial company to update the Website with the Website Committee's approval.

8. General – Webmaster and Alternate Webmaster

- a. The Webmaster and Alternate Webmaster shall only make changes to the Website with approval by the Website Committee Chair or a majority of the Website Committee. Actions taken without authorization shall come under immediate review by the Website Committee and may result in replacement of the Webmaster or Alternate Webmaster

9. Electronic Group Change Form

- a. Each Area 73 DCM or designee shall access the electronic Group/ meeting change form using the unique ID provided by the Website Committee Chair
 - i. Once the electronic online form is completed and submitted it shall be sent simultaneously to the Alternate Delegate, Website Committee Chair, Corresponding Secretary, and Webmaster.
 - ii. The Webmaster shall acknowledge receipt of the information by return e-mail to the DCM or designee.
 - iii. Once the information is posted or the requested changes are made the Webmaster shall e-mail the DCM and Website Committee Chair stating the action has been completed.
 - iv. It is the responsibility of the DCM and Alternate Delegate to verify the accuracy of the posting or changes to the Website.⁷⁸
- b. The Corresponding Secretary/Registrar shall use the submitted change form to update Group data for Area 73 with the General Service Office

10. Paper Group Change Form

- a. The Group Change form may be submitted via US Postal Service or personal delivery to the Registrar.⁷⁹
 - i. The Registrar shall use the submitted form to update meeting information which is listed with the 800-number answering service provider.
 - ii. The Registrar may use the electronic online Group/meeting change form to submit the information simultaneously to the Website Committee Chair, Corresponding Secretary/Registrar and Webmaster.
 - iii. The Webmaster shall acknowledge receipt of the information by return e-mail to the Registrar. Once the information is posted or the requested

⁷⁸ Changed from "DCM and the Website Committee Chair" by the Area Assembly, Spring 2014

⁷⁹ Changed from "Alternate Delegate to Registrar" by the Area Assembly, Spring 2014

changes are made the Webmaster shall e-mail the Registrar and Website Committee Chair stating that the action has been completed.

- iv. The Registrar shall inform the DCM that the requested action has been completed.
- v. It is the responsibility of the DCM and Alternate Delegate to verify the accuracy of the posting or changes to the Website

11. Adding Event Announcements and Assembly Agenda

- a. The Area 73 Recording Secretary shall submit to the Website Committee Chair all Area 73 event announcements and the Assembly Agenda to be posted to the Website with a copy to the Area 73 Chair. The Website Committee Chair shall notify the Webmaster of the event and pertinent information to be posted to the Website. It is the responsibility of the Area 73 Chair to verify the accuracy and appropriateness of the information posted to the Website

12. Archives Section

- a. The Area 73 Archivist shall send material to the Area 73 Website Committee for approval prior to being posted. The Website Committee Chair shall acknowledge the receipt of the material to the Archivist. Once the material has been posted to the Website, the Webmaster shall inform both the Website Committee Chair and the Archivist that the action has been completed. It is the responsibility of the Area 73 Archivist to verify the accuracy of the posting.
- b. The Area 73 Archivist may request material be removed from the Archives Section by contacting the Website Committee Chair. The Website Committee Chair shall acknowledge receipt of the request. Once the material has been removed, the Webmaster shall inform both the Website Committee Chair and the Archivist that the action has been completed. It is the responsibility of the Area 73 Archivist to verify the action has been completed.

13. Delegate's Corner

- a. The Area 73 Delegate shall submit material to be posted to the Website Committee Chair. The Website Committee Chair shall acknowledge the receipt of the information to the Delegate. Once the material has been posted to the Website, the Webmaster shall inform both the Website Committee Chair and the Area Delegate that the action has been completed. It is the responsibility of the Area 73 Delegate to verify the accuracy of the posting.
- b. The Area 73 Delegate may request information be removed from the Delegate's Corner by contacting the Website Committee Chair. The Website Committee Chair shall acknowledge receipt of the request. Once the information has been removed, the Webmaster shall inform both the Website Committee Chair and the Delegate that the action has been completed. It is the responsibility of the Area 73 Delegate to verify the action has been completed

14. Area 73 Handbook

- a. The Area 73 Recording Secretary shall send the updated Handbook to the Website Committee Chair and the Webmaster prior to the next assembly.⁸⁰ The Webmaster shall acknowledge receipt of the request of the information. Once the material has been updated on the Website, the Webmaster shall inform the Website Committee Chair, the Recording Secretary, and the Area 73 Chair that the action has been completed. It is the responsibility of the Area 73 Recording Secretary and the Area 73 Chair to verify the accuracy of the posting

⁸⁰ Adopted by the Area Assembly, Fall 2007

15. Standing Committees⁸¹

- a. Each Committee Chair is to provide the desired content to the Website Committee

H. Standing Committees Composition and Duties

1. Duties

- a. All of the following Standing Committees are to meet as needed to discuss issues referred to them from the Assembly body and present their report, including all related information and recommendations, at the following Agenda and Assembly meetings.
- b. Provide written report to the Recording Secretary at the Assembly to be placed in the minutes.
- c. Reports on Motions should be submitted to the Area Committee no later than one (1) month prior to the Assembly.⁸²
- d. Committee Chair will provide forty (40) copies of the Committee report on a motion at all Assemblies and Agenda meetings.⁸³

2. 800# Answering Service Committee

- a. Composition⁸⁴
 - i. Chaired by the Alternate Delegate, who chooses two current DCMs and one Past Delegate.
- b. Purpose
 - i. From its very first consideration, the Area 73 Answering Service is intended to make AA more widely accessible. Our goal is to facilitate the initial contact with our fellowship to come about.
 - ii. We therefore have the responsibility of implementing, reviewing and when necessary changing the methods by which we strive to carry AA's message of recovery through our Answering Service. These guidelines are to establish a list of the activities that need to be done at the Area and the District level.
- c. Answering Service Chair Responsibilities – Alternate Delegate
 - i. Ensuring the company providing the service is fulfilling the goal of the Answering Service: making A.A. more widely accessible and to make it easier for the initial contact with our Fellowship to come about. This is accomplished by maintaining regular contact with the company providing the Area 73 Answering Service. This communication will facilitate solving problems and issues that may arise while keeping the company informed about problems that are being reported by A.A. members.
 - ii. Keeping the Assembly informed about issues that may occur with the 800#.
 - iii. Maintaining and updating the contact lists⁸⁵ for the Area's Answering Service as needed. The Chair should perform an inventory of call lists at each Assembly to ensure the information is correct and up to date. This

⁸¹ Adopted by the Area Assembly, Spring 2016

⁸² Adopted by the Area Assembly, Spring 2013

⁸³ Adopted by the Area Assembly, Spring 2013

⁸⁴ Adopted by the Area Assembly, Spring 1993 & Fall 2001

⁸⁵ Requirement for meeting schedules removed by adoption of Area Assembly, Spring 2013

inventory should be accomplished with the help of each District's 800# contact person (generally the DCM or Alt. DCM).

- iv. Meeting with the 800# Committee at each Assembly to update them on the 800# including any issues that have been reported.
- d. District Answering Service Contact Person Responsibilities – DCM or Alternate DCM
 - i. Assisting the 800# Chair in maintaining an updated contact list of A.A. members that are willing and able to receive 12 Step calls.
 - ii. Ensure that any meeting changes are communicated to the 800# Chair by following the Electronic or Paper Group Change Form procedure (page 20).
 - iii. The District Contact person should contact the 800# Chair with any problems that may be occurring within their District with the 800# Answering Service.
- e. General Considerations
 - i. Any meeting changes received by the 800# Chair should be submitted to the Website Committee.
 - iii. The Area 73 Answering Service should always have an updated list of emergency contacts to ensure a caller will be able to speak to an A.A. member in the event an A.A. member from the caller's Area is not available.
 - iv. Six months of continuous sobriety is suggested to be on the Answering Service list.⁸⁶ This list will include at least six (6) A.A. members, male and female, from Area 73.
- f. 800# Hotline Contact Guide⁸⁷
 - i. The List - DCMs will provide the Alternate Delegate with the names and phone numbers of members who want to be included on the 800# list.
 - ii. All outgoing calls are charged to the Area, so it is important for DCMs to report any changes as soon as possible to the Alternate Delegate – members moving from Area, members no longer wanting to be listed with the 800#, changing phone numbers, or phone is no longer in service.
 - iii. When requesting members to be on the Contact List, the DCM should inform anyone interested that contacts will need a level of sobriety and experience that will enable them to talk with someone who is trying not to drink, wants to stop drinking or is having a difficult time doing either. Contacts can request their "Availability" be restricted to certain hours of the day or night and/or days of the week, and therefore should be willing to accept all calls when the answering service contacts them.
 - iv. The Process - The Answering Service gets calls from all over West Virginia and outlying states on a 24-hour basis. Their job is to provide current AA meeting information and to connect callers who want to speak to a sober alcoholic with someone from our Contact List. The names on this list are provided by each District and then the list is sorted by county. Contacts will generally be connected to a caller from their county; however, they may get a call from someone in a different part of the state. The operators start with the county that the call is originating from. If no one is available in that county, the operator will move to the next

⁸⁶ Adopted by the Area Assembly, Spring 2007

⁸⁷ Adopted by the Area Assembly, Spring 2014

county within the same District. If no one in that District answers the phone, the operator will move on to the next closest county until they find someone willing to talk to the person. The operator will identify themselves as the “AA Answering Service” and ask if the Contact is able to talk to the person who called in. If the Contact is available and able to call the person back, the operator will provide the caller’s number and first name.

- v. Emergency Calls - Contacts may get a call from someone who may talk about harming themselves or others. In this event, try to keep talking with the caller while using an alternate means (e.g., a cell phone or ask someone to make a call on a neighbor’s phone) to discretely contact either the Suicide Prevention Hot Line (800)784-2433, or your local law enforcement (dial 911). If you can’t do this, try to obtain the caller’s phone number and find a place in the conversation to hang up and call the Suicide Prevention Hot Line (800)784-2433, or your local law enforcement (dial 911). If you do not have the phone number of the caller, call the Answering Service back (304) 231-5867 or (800) 333-5051 and let them know what happened. They may be able to determine which phone number you had been patched to.
- vi. When You Get a Call - If the caller is just interested in finding meetings, feel free to help them find a nearby meeting, redirect them back to the answering service or suggest they use the Area website (aawv.org). The answering service has been given guidelines that instruct them to call men for male callers and to call women for the female callers seeking help. If you receive a call from the opposite sex, it is your choice to take the call or redirect them back to the Answering Service. If the caller starts talking about a subject that you feel uncomfortable with, let them know you are unwilling to discuss this topic and try to move the conversation back toward sobriety. If that fails, hang up and report the call to the Answering Service or the Alternate Delegate.

3. Assemblies and Conventions Committee

a. Composition

- i. Comprised of the Area Chair, Alternate Chair, and one Past Delegate

b. Duties

- i. Serve on the Regional planning Committee for any upcoming Assembly or Convention.
- ii. Collect information to enable them to provide a five-year average for the number of rooms rented from the host hotels for Assemblies, Conventions/Southeast Conferences held in WV.⁸⁸ iii. Develop and maintain a cumulative document which would include essential statistics from Assemblies and Conventions for distribution to the next hosting District for planning purposes.⁸⁹
- iv. Make announcement at Assemblies at the Friday night meeting encouraging DCMs to ask GSRs in attendance to sit in on the (Saturday morning) Committee meetings if their District Chair is not in attendance⁹⁰

⁸⁸ Adopted by the Area Assembly, Fall 2009

⁸⁹ Adopted by the Area Assembly, Fall 2009

⁹⁰ Adopted by the Area Assembly, Spring 2013

4. Budget and Finance Committee

a. Composition

- i. Comprised of the current Treasurer, the immediate past Treasurer, two past Delegates⁹¹ and one DCM.⁹² The DCM is appointed by the Area Chair.

b. Duties

- i. Established for the purpose of preparing a proposed budget and projecting income⁹³

5. Special Needs Committee⁹⁴

a. Composition

- i. Appointed by the Area 73 Alternate Chair to consist of the Alternate Chair, the current Hospital and Institutions Chair, one Past Delegate, one DCM, one GSR, and an Ad Hoc Committee Member as needed

b. Duties

- i. Follow the GSO Guidelines on “Special Needs Committee”

I. Appointed Positions / Ad Hoc Committees – Composition and Duties

1. Corresponding Secretary / Area Registrar

- a. The Corresponding Secretary/Registrar is a three (3) year appointed term, appointed every two years by the Area Chair.
- b. Appointment is made every two (2) years.
- c. Serves as the Alternate Corresponding Secretary/ Registrar for the first year of appointment while being trained by the current Corresponding Secretary/Area Registrar.⁹⁵
- d. Therefore, there will be one Corresponding Secretary/ Registrar at one time as far as budget items and voting are concerned.
- e. The Corresponding Secretary/Registrar has a budget and a vote.
- f. The Corresponding Secretary/Registrar must be available to assist the Area Chair with correspondence, mailing lists, and notices of agenda meetings. He/she is required to attend the Agenda meetings, Assemblies, and other Area sponsored events, such as the Area 73 Convention.
- g. The Corresponding Secretary/Registrar also maintains a current list of mailing addresses and phone numbers (including e-mail) of the Area Committee and alternates (District or office) and Past Delegates, along with their panel number, and works closely with the Recording Secretary to keep mailing lists accurate.
- h. In the event the Recording Secretary is unable to attend a required meeting, the Corresponding Secretary/Registrar fills in.
- i. Perform the duties of Registrar as listed in the A.A. Service Manual. Use the Family New Vision software provided by the General Service Office to update Area 73 information.⁹⁶

⁹¹ Adopted by the Area Assembly, Spring 1993

⁹² Adopted by the Area Assembly, Fall 1993

⁹³ Adopted by the Area Assembly, Spring 1993

⁹⁴ Adopted by the Area Assembly, Spring 2008

⁹⁵ Changed to 3 year term by the Area Assembly, Spring 2014

⁹⁶ Website Guidelines passed Spring 2007

- j. Coordinate the exchange of sanitized (initials only for last names) versions of Area 73 Assembly minutes with all Area Committees in the South Eastern Region⁹⁷

2. Archives Committee

- a. Collect and preserve Area history such as, but not limited to written materials, photographs and audiotapes.
- b. The Host Region Planning Committee can arrange for a display table(s) upon advance request, if needed at an Assembly or Convention.
- c. Attends the Saturday morning Archivist Committee meeting at the Area 73 Assembly.⁹⁸
- d. Send material to be posted on the Area 73 website to the Website Committee for approval.⁹⁹
- e. Be responsible for the accuracy of information contained in the Archives Section on Area 73 Website and when necessary, request information be removed from the Area 73 Website using the same method as posting¹⁰⁰

3. Ad Hoc Committee

- a. A temporary Committee appointed by the Area Chair to research and provide information and/or recommendations on a specific issue to the Assembly body. The Committee chair will distribute their report at the Agenda Meeting and give an oral report of their findings/recommendations at the Assembly, providing a copy of the report to the Recording Secretary for inclusion with the Assembly minutes.

XI. Hosting Area Assemblies¹⁰¹

A. Rotation

1. The creation of regions ensures equal rotation around the entire State and eliminates having an Assembly in the same region within a 2year period.

B. Assembly Hosting Bids

1. Regions will observe the rotation as shown below. No one District may pass for the entire Region. For example:
 - a) If, in Region 5, for the Spring 2017 Assembly (a) District 7 declines the bid for the Assembly, then it would go on to (b) District 16 and then to (c) District 5. If all Districts in the Region decline, then it would go to the next Region for bid. When the bid comes back to Region 5, the bidding process would start with (b) District 16 and go through the process as described above. The District accepting the bid must notify the Area Chair with a letter of intent as to which District in the Region will be hosting the Assembly.

⁹⁷ Adopted by the Area Assembly, Spring 2014

⁹⁸ Adopted by the 2005 Fall Area Assembly

⁹⁹ Website Guidelines approved by the Area Assembly, Spring 2007

¹⁰⁰ Website Guidelines passed Spring 2007

¹⁰¹ Adopted by the Area Assembly, March 12, 1994

Regions (Rotations) for Hosting Assemblies	
Region 1 – District 1 / District 9	Fall 2021
Region 2 – District 13 / District 15 / District 11	Spring 2022
Region 3 – District 10 / District 17 / District 3	Spring 2019
Region 4 – District 4	Fall 2019
Region 5 – District 7 / District 16 / District 5	Spring 2020
Region 6 – District 2 / District 12	Fall 2020
Region 7 – District 6 / District 8	Spring 2021
<i>Repeat rotation as outlined above</i>	

C. Assembly Host Committee

1. Composition
 - a) The Committee is to be composed of AA members only, and include, at a minimum, Hosting Committee Chair, Treasurer, Secretary, Registration Chair and Hospitality Chair.
 - b) At all times AA's 12 Traditions shall be followed.

D. Financial Responsibility

1. Overall financial responsibility lies with the Area 73 Committee. However, the Host Region must take prudent measures to keep all costs at a minimum.
2. The basket is customarily passed at the Friday and Saturday evening meetings with the collection going to the Area 73 expenses.¹⁰²
3. Events other than those indicated in these guidelines, such as dances, all night meetings, banquets etc. are the sole financial responsibility of the Host Region.
4. The hotel account is to be set up under "Area 73 Committee."¹⁰³
5. PLEASE CONTACT THE ASSEMBLIES AND CONVENTIONS COMMITTEE IF THESE RECOMMENDATIONS CANNOT BE MET. (Committee:Area Chair, Alt Chair, Past Delegate)¹⁰⁴

E. Coffee Expense

1. Most hotels/motels charge per urn. Some facilities will allow us to furnish our own coffee, which is the preferred alternative. Serious negotiations should be made with the hotel/motel to minimize the coffee expense.
2. Many Regions accept contributions of coffee and supplies from Groups and individual members. If the Host Region decides to provide coffee service it will need to provide coffeepots, coffee, cups, creamer, sugar, utensils, and trash bags. Hot water, tea bags, decaffeinated coffee; etc. will also be needed.
3. The Area 73 Committee is responsible for the coffee expense for the Saturday business meeting, Saturday evening meeting, and the Sunday morning sharing session.

¹⁰² Adopted by Assembly, Fall 2017

¹⁰³ Adopted by Assembly, Spring 2004

¹⁰⁴ Adopted by Assembly, Fall 2017

F. Facilities

1. All contracts for the Assembly must be signed by the Area 73 Chair and must be submitted prior to the corresponding Agenda meeting.
2. Many hotels/motels are flexible and will negotiate such items as room prices, coffee, complimentary rooms, conference rooms, set up charges, and dining arrangements.
3. All room reservations and/or deposits for rooms are to be handled by the hotel/motel.
4. The Host Region will need to block approximately 50 rooms. *changed Fall 2017 Assembly
5. We will need a conference room seating 200 or more for the Friday evening meeting, Area 73 Assembly business meeting on Saturday, and the Sunday morning sharing session. *changed fall 2017 assembly
6. Some hotels provide complimentary rooms for each 25 rooms reserved. These are to be used for (1) AA Hospitality Room, (2) GSO/Trustee guest.
7. Regions may go outside the boundaries of WV for a hotel/motel site for Assemblies¹⁰⁵
8. All Area Assemblies shall be non-smoking¹⁰⁶
9. A table shall be provided for all Area Officer, Committee Chair and other reports for access by members of the Area Committee.¹⁰⁷

G. Conference Room Layouts

1. The head table is to be facing the District tables with seating for 5 at the podium. Water and glasses are to be on head table.
2. A table for Area Committee Officers with seating for nine is to be in close proximity to the head table.
3. Sufficient tables with District number designations (rotated front to back) are to be set up, class-room-style, with enough chairs to accommodate the voting members.¹⁰⁸ This should be rotated each Assembly so that those in the back of the room at one Assembly are at the front of the room at the next Assembly.
4. A good sound system is required. One microphone is to be on the podium and two microphones are to be easily accessible on the floor.
5. The setup of tables and head table should remain in place from Friday evening through Sunday.
6. A separate table is to be set up for Past Delegates and a section is to be provided for non-voting AA members (guests).
7. The Traditions banner, Twelve Steps, and Twelve Concepts banner are to be placed behind the head table. The Area 73 Alternate Chair is responsible for transporting and setting up the banners.
8. Displays permitted at Assemblies are Grapevine/Literature, Archives, Public Information, Corrections, Treatment, and the Website will be made available to those Committees if requested.¹⁰⁹ The Area Chairs of the Committees will be responsible for setting up these displays; and in keeping with AA's 12 Traditions,

¹⁰⁵ Adopted by Area Assembly, Spring 2000

¹⁰⁶ Adopted by the Area Assembly, Fall 2000

¹⁰⁷ Adopted by the Area Assembly, Fall 2013

¹⁰⁸ Adopted by the Area Assembly, Spring 2003

¹⁰⁹ Adopted by the Area Assembly, Spring 2003

only Conference Approved items shall be permitted. Non-conference approved films or the sale of non-AA items, such as jewelry, tee shirts, bumper stickers, etc. will not be permitted in any space rented by Area Assembly funds.¹¹⁰

H. Hospitality Rooms

1. Furnish tables for food and coffee with chairs for seating.
2. Provide ice water, coffee, hot water, and supplies for tea and decaffeinated coffee.
3. The Host Region is to obtain permission from the hotel/motel to bring food into the hospitality room - chips, cookies, donuts, crackers, etc. Cheese, fruits and meats are nice but not a requirement. Cost of these items is the responsibility of the Host Region Groups.
4. The Hospitality Room shall remain closed during the speaker meetings and the business meeting.
5. AA family members are allowed to join in and eat in the hospitality rooms at Area 73 Assemblies.¹¹¹

I. Registration and Badges

1. The registration table should be manned from 3:00 - 11:00 p.m. Friday and on Saturday from 8:00 a.m. until noon.
2. Hosts and hostesses from the Host Region should be identified with a ribbon attached to their nametags.
3. The Host Committee will supply all nametags and ribbons.¹¹²

J. Meals (Luncheon)

1. Meals are the responsibility of each individual. Hotel/motels may provide lunch and dinner at a set price.
2. The Host Region should provide a list of other eating establishments in the proximity.

K. Meetings Other Than Business Meetings:

1. The Friday evening meeting arrangements are the responsibility of the Host Region.
2. The Saturday evening meeting is the responsibility of the Area Chair, who will obtain the meeting chair and the readers. The Delegate will be responsible for inviting the current SE Trustee or guest from G.S.O. who will be the Saturday evening AA Speaker.
3. The Area 73 Chair will be responsible for the Saturday night guest speaker's gift.
4. The Sunday morning Sharing Session is the responsibility of the Area 73 Committee.

L. Host Committee Reports at Agenda Meetings:

1. The Host Region is to bring a sufficient supply of brochures from the hotel to the Agenda Meeting prior to the Assembly.
2. The Host Region is to submit a written report on the room prices, dining and other arrangements.

¹¹⁰ Adopted by the Area Assembly, Fall 1999

¹¹¹ Adopted by the Area Assembly, Spring 2014

¹¹² Adopted by the Area Assembly, Spring 2003

- The Host Region is to present a final flier suitable for distribution to the entire Area service structure at the previous Assembly. For example: If you are hosting an Assembly in the fall, have the fliers available for distribution at the Spring Assembly. Brochures can be distributed at the following Agenda meeting.

M. Host Committee Summary Reports:

- The Host Region Committee prepares a summary report within 60 days after the Assembly. This report lists the attendance figures, approximate number of supplies used and costs. This report will help the future hosts of assemblies to plan and can also be used to ensure accurate reimbursement.

XII. HOSTING AREA CONVENTIONS¹¹³

A. General¹¹⁴

- Area Conventions are an ideal forum for an Area 73 gathering to bring AA members together in any city or Area. It is suggested and proper to send special invitations to anyone who may have a special interest in Alcoholics Anonymous - clergy, doctors, judges, lawyers, social workers, counselors, and public health officials.
- The Convention is held on a weekend and begins on Friday evening at 8:30 p.m. and closes after the Sunday morning meeting. The Convention weekend schedule is as follows:

Friday	AA Speaker	8:30 PM
Saturday	AI-Anon Speaker	10:00 AM
Saturday	AA Speaker or Old-timers Panel or AA Presentation	1:30 PM
Saturday	Area Delegate Report*	4:00 PM
Saturday	AA Speaker	8:00 PM
Sunday	AA Speaker	10:00 AM

*Report from the most recent General Service Conference¹¹⁵

- THIS IS A GUIDELINE TO ASSIST IN PLANNING THE CONFERENCE¹¹⁶

B. Rotation

- The creation of regions ensures that the convention rotates throughout Area 73 in a fair manner.

C. Convention Hosting Bids

- Region designations and year for hosting the Convention are as follows:

¹¹³ Adopted by the Area Assembly, Spring 1994

¹¹⁴ Adopted by the Area Assembly, Spring 2000. Amended to allow Regions to go outside the boundaries of West Virginia (Area 73) for a hotel/motel site for Conventions

¹¹⁵ Adopted by the Area Assembly Fall 2005

¹¹⁶ Adopted by the Area Assembly, Spring 2018

2020	Region 1	Districts 9, 1
2021	Region 2	Districts 11, 13, 15
2022	Region 3	Districts 10, 17, 13
2023	Region 4	Districts 4
2024	Region 5	Districts 16, 5, 7
2025	Region 6	Districts 12,2
2019	Region 7	Districts 8, 6

2. During the bidding process, no one District may pass for the entire region. For example: if Region 3, District 10 (Bluefield) declines the bid for the Convention, it is then offered to District 17 (Lewisburg). If all Districts in a Region decline, it is offered to the next Region for bid. When the hosting bid rotates back to Region 3, the bidding process would start with District 17 (Lewisburg) and go through the process as described above.
3. The District accepting the bid must notify the Area Chair with a letter of intent that they will be hosting the convention in the region.

D. Planning Committee

1. General
 - a. Well in advance of the convention (usually 6-9 months) a planning Committee, known as the Convention Hosting Committee, needs to be formed. One individual cannot do all the work. The Host Region forms the Hosting Committee under the guidance of the Assemblies and Conventions Committee and selects a member of that Committee to assist with the planning.¹¹⁷
 - b. This Committee is to be composed of AA members; close cooperation with AI Anon is encouraged. AI Anon should be invited to attend the planning meetings.
 - c. The Area 73 Convention shall observe AA's Twelve Traditions at all times.
 - d. The overall responsibility of the Convention lies with the Area Committee.
2. Composition of Convention Host Committee
 - a. The Convention Hosting Committee is composed of the Convention Chair, Treasurer, Secretary, Registration Chair, Program Chair, Public Information Chair, Hospitality Chair, Entertainment Chair, and Banquet Chair. The chairs of these Committees should be A.A. members from Groups in the host region.
3. Meetings
 - a. A Convention Chair is elected/appointed to run the planning meetings. This person could be the District Committee Member or someone who has had some experience planning conventions or similar events. During the planning stages for the convention, the Committee should plan to meet once a month. As the date for the convention date approaches, meetings should be held bimonthly or weekly. In addition to the Convention Chair, the following Committees are chaired by AA members from Groups within the Region.
4. Responsibilities
 - a. Convention Chair:
 - i. Chairs planning meetings

¹¹⁷ Adopted by the Area Assembly, Spring 2003

- ii. Guides and oversees the Planning Committee to ensure all the Guidelines and Traditions are observed in the planning of a fun and successful convention for the Area.
 - iii. Maintains frequent contact with the Area Chair and advises the Assemblies and Conventions Committee of the dates and times of host planning meetings.
 - iv. Works with Area Chair in negotiating a contract with the host hotel/motel for meeting space, block of guest rooms, coffee and hospitality space.
 - v. Ensures that a bank account is established (two signatures required), and a post office box is rented at the convention site post office.
 - vi. Provides an oral and written report to the Area Assembly prior to the Convention.
 - vii. Obtains a mailing list from the previous year's convention so that previous attendees may be notified of the current Convention.
 - viii. Sees that a mailing list is prepared for the current convention and mailed to the next Region.
 - ix. Reports orally and in writing to the Area Assembly following the convention and completes the "Convention Experience" form and emails it (or by postal mail when requested)¹¹⁸ to the Area Chair.
- b. Convention Treasurer
- i. With the Convention Chair, ensures that a bank account is established (two signatures required), and a post office box is rented at the convention site post office.
 - ii. The treasurer is responsible for all cash flow – makes deposits, pays the bills, and advises the Convention Chair on a regular basis on income and expenses.
- c. Convention Secretary
- i. The secretary records the minutes of the planning Committee meetings and sends out notices of planning meetings to Groups in the Host Region and to the Assemblies and Conventions Committee.
- d. Registration Chair
- i. The registration Committee is responsible for keeping track of the number of registrations. As the dates for the Convention approach, prepares packets (containing name tags, programs, etc.), and a list of Area restaurants, and other points of interest for all persons registered for the Convention.
 - ii. The Registration Chair is responsible for ensuring the registration desk is manned by volunteers from Groups within the host region.
 - iii. Volunteers for the Convention should be identified with color-coded nametags or a ribbon attached to their nametags.¹¹⁹
 - iv. The Convention Hosting Committee is responsible for supplying the nametags and ribbons.
 - v. The registration desk is to be open from 2:00 p.m. 11:00 p.m. on Friday, 8:00 a.m. 11:00 p.m. on Saturday, and from 8:00 a.m. until the beginning of the last speaker meeting on Sunday.
 - vi. A bulletin board should be located near the registration table for any special announcements, lost and found, etc.

¹¹⁸ Adopted by the Area Assembly, Spring 2013

¹¹⁹ Adopted by the Area Assembly, Spring 2003

- e. Program Chair
 - i. Quality speakers are an attraction and can increase attendance at the Area Convention. The program Committee is responsible for obtaining and listening to tapes of potential. When selections are made, speakers should be invited with the approval of the Assemblies and Conventions Committee.
 - ii. Speakers should be asked if they would like a host or hostess assigned to them. Some speakers may prefer to be on their own. If they would like a host/hostess, responsible members from the local Groups should be selected. Their responsibilities may include being available to run an errand, or see that the speakers have transportation to local restaurants, drug stores, etc.
 - iii. Speakers should be notified in advance of the day and time they will be speaking. This aids them in making travel arrangements.
 - iv. The Committee is responsible for the final program. A standard program format is to be followed. A standard program is printed using 65# stock paper, 8 1/2 x 11, single or triple fold. A design, for example – circle and triangle, quote from the Big Book or the Serenity Prayer is often used.
 - v. In addition, the program should contain a welcome message, list registration desk times, the convention schedule, chairpersons' and speakers' names. Readers' names need not be listed (sometimes they don't show up). The program should also state: "You must wear your name tag to attend all meetings."
- f. Convention Public Information Chair
 - i. Without abandoning AA's principle of "attraction rather than promotion", the public information Committee is responsible for encouraging a large attendance. The convention publicity material should be sent to press, radio and TV outlets in the immediate Area. Some use it and some don't. It is always important that they be reminded of our 11th Tradition.
 - ii. Fliers about the convention should be available by January 1 of the year of the Convention. A mailing to all Groups in the Area should be completed by the end of January. Fliers should be available at all Roundups and other AA gatherings in the Area. Some A.A. members regularly attend conventions and roundups in other Areas, so it is important that they be supplied (upon request) with fliers to take to these gatherings. Notices are to be mailed to the Grapevine, PO Box 1980, New York, NY 10163 and Box 4 5 9, New York, NY 10163, well in advance of the Convention.
 - iii. The Public Information Chair is responsible for responsible for preparing a mailing list of all attendees promptly after the Convention and mailing to the next convention site Committee no later than October 1st following the convention.
- g. Hospitality Chair
 - i. The hospitality Committee serves as convention hosts, to greet out of town guests, arrange transportation when necessary and to see to any other needs they may have while attending the convention.
 - ii. Works closely with Registration Committee to provide list of restaurants and local points of interest.
 - iii. The hospitality Committee is also responsible for the hospitality rooms.

- 1) Ample seating¹²⁰ should be arranged in the hospitality room.
- 2) There should be tables for coffee and refreshments. The coffee tables should have cups, regular and decaf coffee, spoons, creamer, sugar and sugar substitutes, hot water, ice water, tea.
- 3) The hospitality rooms should be available at all times and only closed during speaker meetings.
- 4) The Hospitality Chair should meet with the host hotel/motel to determine what refreshments will be allowed to be brought into the facility. Suggestions for hospitality rooms are: chips, crackers, cookies, donuts, etc. Cheese, sandwich meats, and fruit are welcome, but not required. The Region will be responsible for the cost of these items.

h. Entertainment Chair

- i. Dances at conventions are popular; however, a dance is an option of the Host Region, providing all other financial obligations have been met. Some Areas sell tickets to support a convention dance. The entertainment Committee will decide the type music band, DJ, etc.

i. Banquet Chair

- i. The banquet Committee is responsible for making all arrangements for a banquet if one is held. The Committee sets the price (per Assembly action - not to exceed \$25¹²¹) prints the tickets and selects the menu. A banquet should be self-supporting; however, the host region is financially responsible for any deficit. Some hotels/motels give complimentary rooms and/or price breaks if a banquet is held.

E. Financial Responsibility

1. Overall financial responsibility lies with the Area Committee; however prudent measures should be used so that all costs are kept to a minimum.
2. The Area 73 Chair must sign all contracts. The hotel account is to be set up under "Area 73 Committee"¹²²
3. \$750.00¹²³ seed money will be allotted from the Area 73 Treasury, which is to be reimbursed, along with any profit to the Area 73 Treasury after the convention is held. This seed money is to be used for:
 - a) Printing of fliers;
 - b) Postage and envelopes;
 - c) Post office box rental;
 - d) Operating funds prior to receiving registrations.
4. A registration fee will be charged for attending the Area 73 Convention. Registration fees constitute "Convention Funds" and cover costs such as speaker expenses and hotel charges (see 6 below). This registration fee goes toward funding speaker expenses, attendance at all speaker meetings, coffee, etc. The registration fee, per Assembly action, should not exceed \$30.00¹²⁴ per person. It is customary (and encouraged) that Area 73 AA Groups contribute

¹²⁰ Adopted by Area Assembly, Spring 2003

¹²¹ Adopted by the Area Assembly, Spring 2003

¹²² Adopted by the Area Assembly, Spring 2004

¹²³ Adopted by the Area Assembly, Spring 2009

¹²⁴ Adopted by the Area Assembly, Fall 2018

- one or more scholarship registration(s) for those A.A. members who are financially unable to afford the registration fee.
5. Nonprofit taper/recorders are asked to tape (record) all speaker meetings. The registration fee for them is waived; however, they are responsible for all their other expenses – travel, hotel, meals, etc.¹²⁵
 6. The Convention Chair and Convention Treasurer should set a budget at the beginning stages of the convention to cover the following costs from Convention funds:
 - a) All speakers' (including AI-Anon¹²⁶) transportation, lodging, meals, and incidentals for the entire weekend.
 - b) All coffee expenses. Most hotels/motels charge per urn. Some will allow us to furnish our own, which is preferred. The Convention Chair and treasurer should have serious negotiations with the hotel/motel regarding the coffee expense.
 - c) Guest speakers customarily receive a gift from the Convention. The Hosting Committee collectively should decide what the gift is to be. The Convention treasurer should purchase the gifts.
 - d) Supplies for the registration desk pre-registration envelopes, pens, etc.
 - e) Printing of the program and banquet tickets (if held).
 7. The basket is not passed at an Area Convention unless unforeseen financial problems arise, i.e. low attendance.

F. Facilities

1. Many hotels/motels are flexible and will negotiate such items as room prices, coffee, complimentary rooms, conference room, set up charges and dining expenses. The following is customary:
 - a) Block approximately 75 guestrooms.
 - b) Conference room to seat up to 300 people.
 - c) All complimentary rooms are used for guest speakers.
 - d) Serious consideration must be given to make sure all convention functions are handicap accessible.¹²⁷

G. Convention Room Layouts

1. The conference room should be set up auditorium style.
2. The dais should be arranged for seating of 4 Chair, speaker and 2 readers.
3. A good sound system is required with one microphone at the podium.
4. A table will be needed for the invited taper. Tapes of speakers are a way of "carrying the message". Since we do not profit from carrying the message, the price of tapes should be kept as low as possible.

H. Meeting Format

1. The Area Convention is an Area event - not local. Chairs and readers should be selected from all districts in Area 73. A good starting point is members of the Area Assembly, i.e., Committee Officers, DCMs, GSRs, and past Delegates.

¹²⁵ Adopted by the Area Assembly Spring 2011

¹²⁶ Added by the Assemblies and Conventions Standing Committee

¹²⁷ Adopted by the Area Assembly, Spring 2003

2. Workshops are not held at an Area convention; however, some Regions do plan an "old timers" (25+ year's sobriety) panel or an AA Presentation.¹²⁸ Late-night "red ball" meetings or alka-thons are popular in some regions.
3. The Anonymity Statement is to be read at the opening of all meetings. Other readings should be limited to "How It Works" and "The 12 Traditions."
4. No announcements are to be made from the podium unless they pertain to the convention, such as, turning off cell phones, calling attention to the taper, changes in the program, etc., and should be made before opening the meeting with the Serenity Prayer. All other A.A. announcements may be posted on the Registration bulletin board at the registration desk.

I. Displays and Literature:

1. The displays permitted are Grapevine, Literature, and Archives. The Area Archivist and the Chair of Grapevine/Literature will be responsible for setting up these displays.
2. In keeping with AA's 12 Traditions, only Conference Approved items should be on display at the Area Convention. No showing of non-conference approved films or the sale of non-AA items, such as jewelry, tee shirts, bumper stickers, etc. will be permitted in any space rented by AA convention funds.

J. Convention Handbook:

1. If you're the convention Chair, you will naturally want to benefit from the experience of previous convention Committees. It is suggested that the Convention Chair complete the attached form (Convention Experience), and include it in a Convention Handbook similar to those passed on to them, and pass it along to the next host region. The next host may request to spend time with current host Chairman if at all possible. The current host/chair is to prepare detailed packet of material used forms, samples of badges, handouts, supplies purchased - and give to next host.
2. The speaker meeting format will be included in the handbook for the Chair of each speaker's meeting to use: Anonymity Statement, How It Works, and the Twelve Traditions.

K. PLEASE CONTACT THE ASSEMBLIES AND CONVENTIONS COMMITTEE IF THESE RECOMMENDATIONS CANNOT BE MET. (Committee: Area Chair, Alt Chair, Past Delegate).¹²⁹

¹²⁸ Words or "AA Presentation" adopted by the Area Assembly, Spring 2013

¹²⁹ Adopted by Area Assembly, Fall 2017

XIII. Convention Experience Form

Host District: _____

Region: _____

Location: _____

Event Dates: _____

Flyers: _____

**Other Comments:
Registration Breakdown**

Banquets Purchased _____

Total Room Nights _____

Comped Room Nights _____

Pre-Registrations _____

Comped Registrations _____

Total Registrations _____

Expenses

Meeting Room Rate _____

Hospitality Supplies _____

Hospitality Room Rate _____

Speaker Expenses _____ Seed

Money Reimbursed _____

Meeting Attendance

Fri. Speaker Meeting _____

Sat. Alanon Meeting _____

Sat. Afternoon Meeting _____

Sat. Speaker Meeting _____

Sun. Speaker Meeting _____

Area 73 Assembly Statistics

Hosting Districts: _____

Region: _____

Location: _____

Event Date: _____

Voting Members Present: _____

Hotel Rooms Booked _____

Fri. Meeting Attendance _____

Sat. Meeting Attendance _____

Expenses

Hospitality Supplies _____

Hospitality Room Rent _____

Meeting Room Rent _____

GSO Speaker Expense _____

Other Comments:
