

# AREA 46 INFORMATION PAMPHLET



New Mexico Area 46 Assembly  
of  
Alcoholics Anonymous

Twelfth Edition  
December 2015

STATUS: **Updated through December 2015 Assembly**



# TABLE OF CONTENTS

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Preface to the Twelfth Edition .....	iii
Communities within Districts .....	iv
District Map .....	v
Linguistics District Map .....	vi
Metro Albuquerque Map .....	vii
Preamble .....	viii

## **Section I: AREA ASSEMBLY**

A. Membership .....	1
B. Officers .....	1
C. Meetings .....	6
D. Area Committee .....	7
E. Trusted Servants .....	8
F. Standing Committees .....	9
G. Ad Hoc Committees .....	20
H. Funding .....	21
I. Elections .....	21

## **Section II: DISTRICT COMMITTEES**

A. Autonomy .....	23
B. Membership .....	23
C. Standing Committees .....	23
D. Meetings .....	23
E. Elections .....	24

## **Section III: AREA CONVENTION**

A. Area Chairperson .....	25
B. Hosting District .....	26
C. Issues .....	26
D. Planning Guide .....	27
E. Financial Responsibility .....	27

**Section IV: AREA NEWSLETTER (*El Farolito*)**

- A. Purpose and Structure ..... 28
- B. Distribution ..... 28
- C. Editorial Content..... 30
- D. Funding ..... 31

**Section V: AREA FINANCE**

- A. Income ..... 33
- B. Expenses ..... 33
- C. Budget..... 36

**Section VI: AREA WEBSITE**

- A. Statement of Purpose..... 37
- B. Internet Service Provider..... 37
- C. Publishing Guidelines..... 37

**Section VII: AREA ARCHIVES**

- A. Statement of Purpose..... 38
- B. Location & Access ..... 38
- C. Archivist ..... 39

## PREFACE TO THE TWELFTH EDITION

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New Mexico has had a General Service structure since 1952 and has had Area Assemblies since September 1951.

This is the Twelfth Edition of the Area 46 Information Pamphlet (AIP) comprising a record of Assembly approved procedures for conducting Area business. All of these suggestions come from motions that have been made and passed at various assemblies in New Mexico. The Twelfth Edition AIP incorporates into the previous edition thoughts and changes from the past two years, up to and including the December 2015 Assembly.

This is not a book of rules, as each assembly, each group, and perhaps each AA member can be considered autonomous. Some may consider these “suggestions” to be binding. We, who have compiled this most recent list, will leave that question up to future assemblies.

Changes to this 12th edition have been made to help improve the functionality and readability of the AIP.

The new Area website logo has been used on the AIP cover and title pages. It was felt that this gives continuity to our Area identity.

The font used for the body of the AIP was updated to a sans serif style (Calibri). The Calibri font was selected after a “blind” test of several fonts showed it to be more readable. The previous font was retained for the cover and title pages.

Updates for this rotation will not be highlighted or underlined when posted to the web. The addition of a footer to each page showing the status “updated through the most recent Assembly” will let folks know that they are looking at the most recent version. The addition of a side bar on the home page for the website and a posting on the Secretary’s page will summarize the changes.

To allow our bilingual members full participation, translation is underway to produce a Spanish-language AIP.

# COMMUNITIES WITHIN DISTRICTS

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## **DISTRICT 1**

Clovis  
Conchas Dam  
Fort Sumner  
Portales  
Santa Rosa  
Vaughn

## **DISTRICT 2**

Cerrillos  
Galisteo  
Madrid  
Pecos  
Rowe  
Santa Fe  
White Lakes

## **DISTRICT 3**

Albuquerque  
Belen  
Las Lunas  
Magdalena  
Socorro

## **DISTRICT 4**

Las Cruces  
Mesilla  
Organ

## **DISTRICT 5**

Alamogordo  
Carrizozo  
Holloman AFB  
Orogrande  
Ruidoso

## **DISTRICT 6**

Clayton  
Cimarron  
Las Vegas  
Mora  
Raton  
San Miguel  
Springer  
Wagon Mound

## **DISTRICT 7**

Artesia  
Hagerman  
Roswell

## **DISTRICT 8**

Aztec  
Bloomfield  
Dulce  
Farmington  
Fruitland  
Kirtland  
Shiprock

## **DISTRICT 9**

Acoma  
Casa Blanca  
Datil  
Fort Defiance  
Gallup  
Grants  
Laguna  
Navajo  
Thoreau  
Tohatchi  
Zuni

## **DISTRICT 10**

Carlsbad  
Eunice  
Hobbs  
Lovington

## **DISTRICT 11**

Albuquerque

## **DISTRICT 12**

Albuquerque  
Cedar Crest  
Edgewood  
Sandia Crest

## **DISTRICT 13**

Albuquerque  
Corona  
McIntosh  
Moriarty  
Mountainair  
Tijeras  
Willard

## **DISTRICT 14**

Angel Fire  
Carson  
Dixon  
Eagle Nest  
El Prado  
Embudo  
Questa  
Red River  
Taos  
Tres Pidas

## **DISTRICT 15**

Abiquiu  
Chama  
Chimayo  
El Rancho  
El Rito  
Espanola  
Los Alamos  
Pojoaque  
Tierra Amarilla  
Truchas  
Velarde  
White Rock

## **DISTRICT 16**

Bayard  
Columbus  
Deming  
Elephant Butte  
Garfield  
Hatch  
Hillsboro  
Lordsburg  
Silver City  
T or C  
Williamsburg

## **DISTRICT 17**

Linguistic District  
North

## **DISTRICT 18**

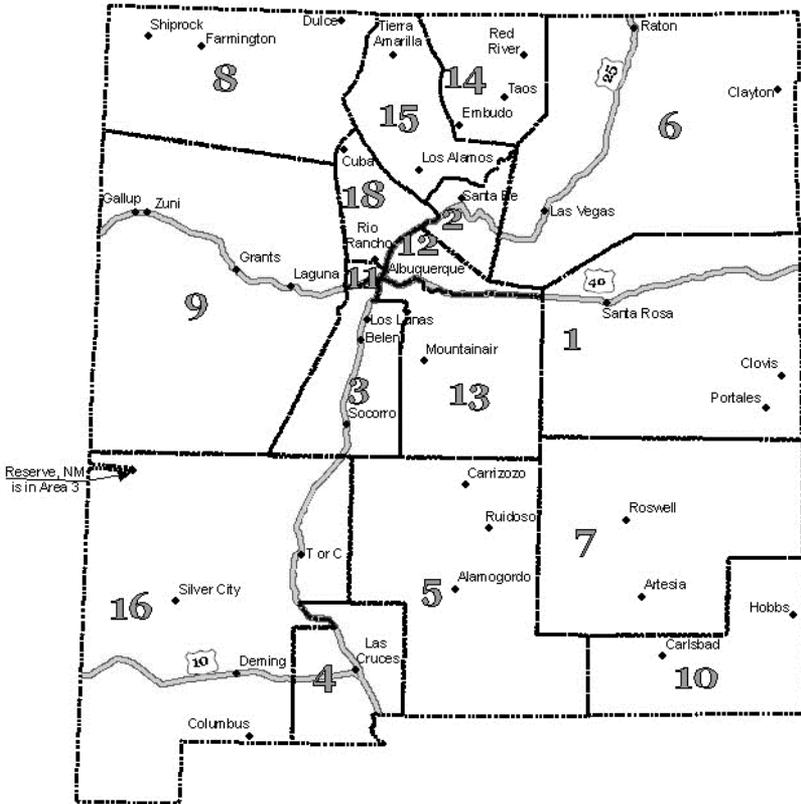
Bernalillo  
Cochiti Lake  
Corrales  
Cuba  
Jemez Springs  
Jemez Pueblo  
Placitas  
Rio Rancho  
San Ysidro  
Zia Pueblo

## **DISTRICT 19**

Linguistic District  
South

# AREA 46 DISTRICTS

Map last revised January 2008

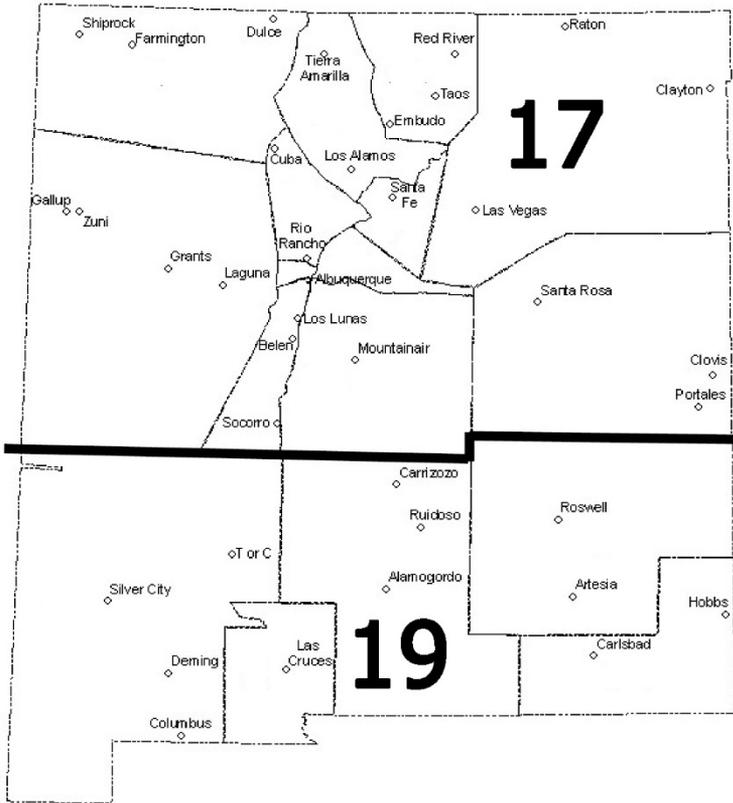


Linguistic Districts 17 & 19  
serve all of New Mexico; see  
“Area 46 Linguistic Districts” map.

# AREA 46 LINGUISTIC DISTRICTS

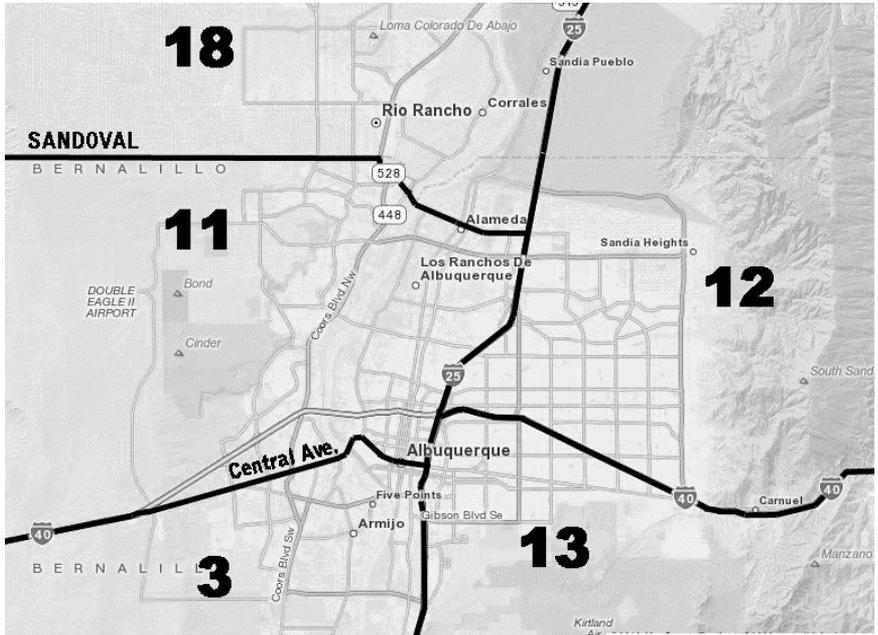
Map last revised January 2010

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# METRO ALBUQUERQUE DISTRICTS

Map last revised March 2010



## PREAMBLE

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Any meeting of Area GSRs and the Area Committee is an Assembly. The New Mexico Area Assembly of Alcoholics Anonymous has always been a service body and intends to protect and respect the autonomy and the privilege of dissent of any or all AA Groups in the New Mexico General Service Conference Area (Area 46). In the course of its deliberation and discussions, the Area Assembly ought to be ever mindful of the ideals expressed in *The Twelve Traditions*, *The Twelve Concepts* and the *AA Service Manual*.

The Area Assembly's primary purpose is Service. All AA members and Area 46 Groups are encouraged to participate in the business of the Assembly and to support the Assembly in its efforts to cooperate with the AA General Service Office and the AA World Services.

The Area Assembly is specifically responsible for electing a Delegate and an Alternate Delegate to the General Service Conference and to give the Delegate financial support to assist him or her in the course of the duties of the office. The Area Assembly is further charged with electing such Area Officers as it deems necessary.

# NEW MEXICO AREA 46 SERVICE STRUCTURE

## SECTION I AREA ASSEMBLY

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### A. MEMBERSHIP

1. The following Service people have been and are full voting members of the Area 46 Assembly:
  - a. The Area Committee (See Section I.D on p.7)
  - b. One General Service Representative (GSR) from each Area Group.
2. Each District as a whole has one vote. If the District Committee Member (DCM) is absent, then the Alternate DCM may vote for that District.
3. Each Group has one vote in the Area Assembly. If both the GSR and the Alternate GSR of a Group are absent, then another member of that Group, with the approval of the Group Conscience, may vote as its representative.
4. Past Delegates are considered to be lifetime non-voting members of the Area Assembly, unless they have a vote by virtue of holding a position in the Assembly structure.

### B. OFFICERS

1. In the paragraphs that follow, the term “officer” applies to those individuals elected by the Assembly to tend to its day-to-day administrative needs. This term does not include the Delegate or the Alternate Delegate, whose functions are described in the *AA Service Manual*. [In Area 46, the Alternate Delegate also has the special functions of conducting Service workshops at various locations and providing distribution information for the Area newsletter (see Section IV.B.5.c on p.29).]

2. It is recommended that Area Officers, when rotating out, work with their successors to pass along, preferably in writing, a basic knowledge of procedures and problems, thus assuring continuity of the Assembly's functions.
3. **THE OFFICERS OF THE AREA ASSEMBLY ARE CURRENTLY:**
  - a. Chairperson (see Section I.B.4 on p.2, and III.A on p.25)
  - b. Alternate Chairperson (see Section I.B.5 on p.2)
  - c. Secretary (see Section I.B.6 on p.3)
  - d. Registrar (see Section I.B.7 on p.4)
  - e. Treasurer (see Section I.B.8 on p.5)

4. **CHAIRPERSON**

The duties of the Chairperson, acting as the chief administrative officer of the Assembly, have customarily been to:

- a. Conduct all Area Assembly meetings with the exception of the voting portion of the Election Assembly, which may be chaired by a person not standing for office.
- b. Call and conduct all Area Trusted Servants meetings.
- c. Prepare and have published, with the help of the *El Farolito* Chairperson, all Assembly meeting agendas.
- d. Appoint all Standing Committee Chairpersons.
- e. Form ad hoc Committees as needed in accordance with Section I.G on p.20 and appoint the Chairpersons of said Committees.

5. **ALTERNATE CHAIRPERSON**

The duties of the Alternate Chairperson have customarily been to:

- a. Assume the duties of the Chairperson in his/her absence or at his/her discretion. The Delegate usually assumes the duties of the Chairperson in the absence of both the Chairperson and the Alternate Chairperson.
- b. Act as liaison to all Central Offices/Intergroups, as well as those AA entities performing similar functions such as Hotlines and Answering Services, within Area 46.

**6. SECRETARY**

The duties of the Secretary have customarily been to:

- a. Keep and publish the minutes of Area meetings, as follows;
  - i. Publish a summary of Assembly minutes in the Area Newsletter ("*El Farolito*") as soon as possible. Provide complete Assembly minutes, to include all motions and results of voting, in hardcopy at the following Assembly, these complete Assembly minutes to also be posted on the Area website. Orally present a summary of Assembly minutes at the following Assembly.
  - ii. Publish minutes of the Trusted Servants breakout meeting held at Assemblies in the Area Newsletter as soon as possible.
- b. Type up all bids and motions and make copies available at the beginning of the Sunday morning session of Assemblies.
- c. Provide an Ask-It-Basket at Assemblies and record all questions and answers.
  - i. Ask-It-Basket is not part of official assembly business, and therefore customarily is not published as part of the Assembly minutes, but rather kept separate from the assembly minutes.
- d. Obtain a copy of the Big Book, *Alcoholics Anonymous*, from the Area Literature Chair and set out at Assemblies to be signed by attendees, the book to be presented at the end of Assemblies to the attendee with the least sobriety by the attendee with the longest sobriety.
- e. Maintain, update and make available the Area Information Pamphlet (AIP) to all members of the Area Assembly. The AIP should be maintained to reflect current Assembly practices. It is expected that the Pamphlet will not require reissuing in hardcopy format more frequently than once every rotation (two years). In addition, the Secretary will provide the Area Website Committee Chair with an electronic format of the AIP to be posted on the Area Website. It is expected that the online AIP will be updated on an ongoing basis and as soon as possible by the Secretary."

## 7. REGISTRAR

The duties of the Registrar have customarily been to:

- a. Mail and/or e-mail announcements of upcoming Area Assembly meetings to all voting members of the Assembly at least 30 days before said meeting. Agendas and other mailings will only be mailed to group contacts who do not have an email address or group contacts who notify the Registrar indicating they prefer mail. Otherwise all mailing will be sent electronically.
- b. Have custody of the Area Map and pertinent records of the Area Assembly. Outdated records are best passed on to the Area Archivist for final disposition.
- c. Maintain a current Area Directory listing the full names, addresses, e-mail addresses, telephone numbers, and Service positions of all members of the Area Assembly. As far as possible, the Directory should also list, by District, all AA groups in Area 46, along with their Group Service Numbers. This Directory should be considered an "AA Confidential" document. An updated Directory is essential to Area communications, and is most useful when distributed to the Area Trusted Servants Committee as soon as is practical at the beginning of a new rotation of Trusted Servants, and at least once during the duration of the rotation. If at all possible, the initial distribution should occur at the March Assembly of even numbered years (beginning of the rotation). The subsequent distribution would be requested in March of odd numbered years. Past Area Delegates, by arrangement with the Registrar, may remain listed in the Directory and receive appropriate mailings.
- d. Maintain a current and confidential "Contact List of Area 46 Trusted Servants and District DCMs" and provide this List to the *El Farolito* Committee upon request."

**8. TREASURER**

The duties of the Treasurer have customarily been to:

- a. Receive contributions from the Groups and other AA sources in accordance with Section V on p.33 of this Pamphlet.
- b. Make disbursements as determined by the Area Assembly in accordance with Section V on p.33 of this Pamphlet.
- c. Maintain complete records of receipts and disbursements ensuring accuracy of financial records.
- d. Maintain savings/checking accounts for depositing all receipts.
  - i.* Maintain signature cards signed by the Treasurer and Area Chairperson, and/or other Area Officers so designated by the Area Assembly.
  - ii.* Provide a copy of each month's reconciled bank statement (checking, savings, CDs, etc.) to the Area Chairperson.
  - iii.* Provide a copy of the records (electronic or hardcopy) to Finance Committee Chairperson.
- e. Oversee and monitor all budgeted income and expenses.
- f. At each meeting of the Area Assembly:
  - i.* Report on the financial condition of the Area.
  - ii.* Provide a list of all individual Group contributions, to be used by each Group as a receipt of their contributions.
  - iii.* Report during the last meeting of the Assembly all Seventh Tradition money collected at the Assembly so the amount may be entered into the Minutes.
  - iv.* Participate in Finance Committee Meetings
- g. Participate in the development of the annual budget with the Finance Committee Chair.

## C. MEETINGS

1. The Area Assembly has customarily met three (3) times a year. A fourth Assembly may be held during the Annual Area Convention.
2. The time (usually in March, September, and December) and place for the three (3) Assemblies has in the past been decided by the Assembly at least one (1) year in advance. Care should be taken when setting Assembly dates that conflicts with other major AA events of Area interest do not occur.
3. Bidding for assemblies: A point in each assembly agenda is designated for presentation of assembly and convention bids (bidding for a convention is covered in Section III, Area Convention on p.25).
  - a. At the full knowledge of and with the group conscience of the bidding district, a prepared bid (which includes contacted facility(ies)) is presented to the area by the DCM or by an assembly committee representative from the bidding district.
  - b. If there is no prepared bid, site selection will be tabled until the next assembly (two (2) assemblies prior to the subject assembly) to allow districts' group consciences to be the guiding factor in this process.
4. The Area Assembly has decided that Assembly meetings may be held only in rooms having a minimum seating capacity of 200 persons.
5. Area Assembly meetings are to be held in a smoke-free environment, including common areas.
6. Business may be conducted by the voting members present at an assembly.
  - a. Voting on elections should be in accordance with Third Legacy Procedures, as stated in Section I.I.4 on p.22.
  - b. Voting on non-election issues before the Assembly has usually been by a simple majority procedure. Voice voting may be used if possible. If an issue cannot be resolved with certainty by voice vote, then an actual count should be made based on show of hands. If an issue has three or more options, and after the first ballot there is no majority holder, than the option that received the least number of votes will be dropped from the ballot and

we will vote again. This procedure will continue until one option receives 50+% of the votes. In the event of a tie, we go to the hat.

- c. Motions are usually introduced on Saturdays, with voting taking place on Sundays. The minority opinion will be considered during voting.
  - d. Purely procedural motions may be introduced and voted upon on Saturdays.
7. A GSR orientation meeting to include new members and visitors is to be a regular agenda item at each Area 46 Assembly.
  8. The Saturday morning Assembly session is to go from 8:30 a.m. to 12:30 p.m. to allow for three morning committee meetings, and the afternoon session to go from 1:45 p.m. to 5:45 p.m., if necessary.

#### **D. AREA COMMITTEE**

1. Area Committee meetings are usually called by the Area Chairperson, but may be requested by the Area Delegate or any three Committee members.
2. It is customary for the Area Chairperson to conduct all meetings. In his/her absence, the Alternate Area Chairperson or the Area Delegate usually presides.
3. The Area Committee currently consists of:
  - a. Delegate
  - b. Alternate Delegate
  - c. Area Officers
  - d. Standing Committee Chairpersons
  - e. District Committee Members (DCMs)
  - f. Past Area Delegates (advisory, but non-voting)
4. In the interest of Service sponsorship, it is recommended that three or four GSRs be chosen at random from throughout the Area and specifically invited to participate in Area Committee meetings. It is further recommended that the currently active Area Convention Committee Chairperson(s) also specifically be invited to participate in these meetings. Of course, any AA member is welcome to attend.

## **E. TRUSTED SERVANTS COMMITTEE**

1. The Area Trusted Servants Committee currently consists of:
  - a. Delegate
  - b. Alternate Delegate
  - c. Area Officers
  - d. Standing Committee Chairpersons
  - e. Area Convention Committee Chairperson(s)
  - f. District Committee Members
2. The Area Trusted Servants Committee generally meets at the call of the Area Chairperson for the primary purpose of preparing agendas for upcoming Assemblies. Other items of Area business may also be discussed, but no voting takes place that would be binding on the Assembly as a whole. The Area Chairperson usually conducts these meetings, which customarily take place about six weeks prior to an Assembly. The time and place of the meeting is published in *El Farolito* prior to the meeting.
3. In the interest of Service sponsorship, it is recommended that three or four GSRs be chosen at random from throughout the Area and specifically invited to participate in Area Trusted Servants Committee meetings. Of course, any AA member is welcome to attend.

**F. STANDING COMMITTEES**

1. The Standing Committees of Area 46 are currently:
  - a. Archives Committee (see I.F.6.a on p.13)
  - b. Bilingual Committee (see I.F.6.b on p.14)
  - c. Bridge the Gap Committee (see I.F.6.c on p.15)
  - d. Cooperation with the Professional Community (CPC) Committee (see I.F.6.d on p.15)
  - e. Corrections Committee (see I.F.6.e on p.16)
  - f. *El Farolito* Committee (see I.F.6.f on p.16; Section IV on p.28)
  - g. Finance Committee (see I.F.6.g on p.17; Section V on p.33)
  - h. *Grapevine* Committee (see I.F.6.h on p.17)
  - i. Literature Committee (see I.F.6.i on p.18)
  - j. Public Information (PI) Committee (see I.F.6.j on p.18)
  - k. Special Needs Committee (see I.F.6.k on p.19)
  - l. Treatment Committee (see I.F.6.l on p.19)
  - m. Website Committee (see I.F.6.m on p.19)
  - n. Young People in Service Committee (see I.F.6.n on p.20)

**2. STANDING COMMITTEE STRUCTURE**

- a. Each Standing Committee customarily consists of a Chairperson and a number of Committee members. The Chairperson of each Standing Committee is appointed to that position by the Area Chairperson, subject to disapproval by simple majority of the Area Assembly. In the event of disapproval of a Standing Committee Chair, the Area Chairperson will present a new candidate for the position at the next Assembly.

Each Standing Committee Chairperson then appoints the members of his/her Committee.

- b. It is recommended that each Standing Committee Chairperson attempt to have representatives from every District in Area 46 on his/her Committee. Usually, the District Representative on an Area Standing Committee serves also the Chairperson of the respective District Standing Committee, but this is a matter of District autonomy.

### 3. TERMS OF SERVICE

The terms of service of Standing Committee Chairpersons customarily coincide with that of the Area Delegate and other Trusted Servants in Area 46; i.e. for two (2) years beginning January 1st of even-numbered years. The exceptions to this are:

- a. The term of Service of the *El Farolito* Committee Chairperson, which is for two (2) years beginning January 1st of odd-numbered years. This exception has been made to assure that Area Assembly affairs are competently and completely reported over the period of transition from one set of Trusted Servants to the next.

### 4. STANDING COMMITTEE FUNDING

- a. The Area Assembly has commonly provided each Standing Committee Chairperson with modest funding as outlined in Section V on p.33. This funding is intended primarily for use in meeting the administrative and communication needs of the Standing Committee Chairperson. The Standing Committee Chairperson is **not** expected to fulfill institutional needs for literature out of this funding. Such needs are first and foremost the responsibility of the Districts within whose boundaries the institution lies. Districts are also encouraged, when a Standing Committee Chairperson is invited to the District in an official capacity, to contribute in some manner to the meeting of the Chairperson's expenses.
- b. When funding from the Area Assembly has been inadequate to meet administrative and communication needs, some Standing Committee Chairpersons, in the Spirit of Service, have drawn upon their own financial resources to make up the difference. It is recognized, however, that the Area Assembly has a responsibility to financially support the work of its Standing Committees. When Area Assembly funding is grossly inadequate, Standing Committee Chairpersons are fully justified in requesting an increase in funding from the Area.
- c. There are many ways in which Standing Committee Chairpersons can help Districts meet their responsibility to satisfy institutional needs for AA literature. For example,

literature donations, or monetary contributions for the purpose of purchasing literature, may be solicited from local Central Offices, or from Districts, Groups and individual AA members throughout Area 46. Groups may also be encouraged to pass the basket, on a periodic basis, specifically to help meet a Standing Committee's needs. A special collection receptacle may also be kept in meeting rooms for that purpose. The Standing Committee Chairperson might also consider arranging a special AA event, such as a guest speaker or a workshop with a potluck meal, where the focus is on the work of the Standing Committee and where the basket is passed to help the Committee financially.

## **5. STANDING COMMITTEE GENERAL DUTIES**

The general duties of Standing Committee Chairpersons have customarily been to:

- a. Serve as advisors to the Area Assembly, the Districts, Groups, Central Offices, and individual AA members in the Standing Committee's area of Service.
  - i. Area Standing Committees are expected to be of Service to their counterpart District and Central Office Standing Committees, and not to replace them. In matters of disagreement between the Area and the District or Central Office levels, the autonomy of the District or Central Office is to be respected.
  - ii. Standing Committees are encouraged to maintain communications and, when warranted, coordinate efforts and activities with GSO, while encouraging and assisting Districts, Groups and individual AA members in Area 46 to become involved in the work of the Standing Committee.
  - iii. It is recognized that there may be areas of overlapping responsibility among the various Standing Committees. If this occurs, it is best to remember and to clearly establish that the Standing Committees are not in competition with one another. The Twelfth Tradition of Alcoholics Anonymous places principles before personalities, so the issue of which Standing Committee carries the message of

AA in any particular instance is not as important as is the fact that the message is carried to the still suffering alcoholic. When cases of overlapping responsibility arise, it is expected that the relevant Standing Committee Chairpersons will discuss the matter together and determine who does what. Such consultation among the Standing Committee Chairpersons also presents an opportunity to share experiences, which may lead to avoiding wasteful duplication of effort. If conflicts about overlapping responsibilities among Standing Committee Chairpersons cannot be resolved by the Chairpersons themselves, then such matters are to be resolved by the Area Chairperson.

- b. Become informed about and observe how the Twelve Traditions of Alcoholics Anonymous apply to the work of their Committee.
- c. Attend Area Assemblies, Area Trusted Servant meetings, and chair meetings of their Standing Committee.
- d. Meet at every Area Assembly with the other Standing Committee Chairpersons and the Area Officers for the purpose of discussing topics of mutual interest. This Trusted Servant meeting may be held at the same time as, but separate from, the GSR and DCM meetings. It is suggested that the Alternate Area Chairperson chair this meeting.
- e. Hold Committee meetings at Area Assemblies (usually Saturday morning of Assembly weekends) and at other times when necessary or desired, maintain minutes of these meetings, and circulate them to all concerned. Present a summary of Committee meetings to the Assembly and submit a written summary to *El Farolito* following each Assembly.
- f. Submit written Area Assembly reports, including expense reports, to the *El Farolito* to be included in the March, September, and December issues. These reports will be available at the Assemblies and should include a summary of the Committee's activities since the last Assembly.
- g. Submit, if a Committee is in possession of a bank account, monthly bank statements to the Area Treasurer and the Area

Chairperson. The Committee's account balance should be included in the Committee's monthly *El Farolito* report.

- h. Maintain a mailing list of all members of the Standing Committee.
- i. Consult as soon as possible with the incoming Standing Committee Chairperson on the current status and needs of the Standing Committee. The purpose of this communication is to ensure the ongoing progress of the Standing Committee and prevent the interruption of service work. This consultation will be most productive if it includes specific information about the relationship of the Standing Committee with every District and Central Office in Area 46. Communication may be initiated by either the incoming or outgoing Standing Committee Chairperson.

## **6. STANDING COMMITTEE SPECIFIC DUTIES**

The following specific suggested duties of the Area 46 Standing Committee Chairpersons have been established as reference material for the successful operation of the Standing Committees. While not intended to be all-inclusive, it is the desire of the Area 46 Assembly that these suggested duties be useful as a catalyst to encourage communication between the Standing Committees and the Area 46 Districts, Groups, and Central Offices.

### **a. ARCHIVES COMMITTEE CHAIRPERSON**

The duties of the Archives Committee Chairperson have customarily been to:

- i.* Develop and maintain a contact list of District Archivists.
- ii.* Oversee the collection and the organization of the Area Archives.
- iii.* Report the conscience of the Archives Committee regarding policy, budget and procedures.
- iv.* Ensure the promotion, protection and preservation of the Area Archives collection.
- v.* Report to the Area Assembly on the condition of current records.

- vi. Confer with the Area Archivist prior to Area Assemblies and at other times and before drafting the *El Farolito* report.
- vii. Present, to the Archives Committee and then to the Area Assembly, the needs of the Area Archivist as regards the execution of his/her duties.
- viii. Prepare agendas and chair Archives Committee meetings at Area Assemblies and at other times, as deemed necessary.
- ix. Provide displays as needed or as requested at Area Assemblies, Area Conventions and District Workshops.
- x. Recommend to Area Chairperson, as needed, suitable candidates to serve as Area Archivist.

b. **BILINGUAL COMMITTEE CHAIRPERSON**

The duties of the Bilingual Committee Chairperson have customarily been to:

- i. Encourage the participation of all Spanish-speaking DCMs and GSRs in all Area Assemblies and workshops.
- ii. Conduct a Bilingual Committee meeting at Area 46 Assemblies.
- iii. Conduct workshops at the request of and in cooperation with Area Districts and Groups, and to encourage the use of translation equipment, Spanish-to-English or English-to-Spanish, as needed, at workshops and other AA functions.
- iv. Provide translation equipment and to arrange for AA members to translate at all Area 46 Assemblies.
- v. Recruit and train members for translating at AA functions.
- vi. Maintain the translation equipment in serviceable condition, reporting to the Assembly on any change in status.
- vii. Always seek to motivate in the AA Spanish-speaking members the spirit of service within the *AA Service Manual* and Area 46 Information Pamphlet.
- viii. Be responsible to attend the Area 46 Convention annually to coordinate and supervise the English to Spanish and

Spanish to English translation efforts and make sure that Spanish speaking alcoholics are able to fully participate at the convention.

**c. BRIDGE THE GAP COMMITTEE CHAIRPERSON**

The Area 46 Bridge the Gap Committee is a program intended to provide temporary contacts in AA to assist alcoholics leaving treatment and/or correctional facilities in establishing contact with the AA community.

The duties of the Bridge the Gap Committee Chairperson have customarily been to:

- i.* Develop and maintain a list of Bridge the Gap contact persons in each district of Area 46.
- ii.* Develop and maintain a list of Bridge the Gap contact persons in other Areas.
- iii.* Develop and maintain a network with other Areas to exchange ideas and information regarding Bridge the Gap work.
- iv.* Accompany the Area 46 Corrections Chairperson to quarterly meetings with the New Mexico State Corrections 12 Step Committee, as needed.
- v.* Cooperate with the efforts of the Area 46 Treatment and Corrections Committees.

In an effort to maintain AA's singleness of purpose, contact information concerning other twelve step programs may be made available to non-alcoholic persons referred to AA.

**d. COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) COMMITTEE CHAIRPERSON**

The duties of the Cooperation with the Professional Community Committee Chairperson have customarily been to:

- i.* Provide information about Alcoholics Anonymous to interested professionals, encouraging good rapport between them and members of the AA community.

- ii. Facilitate the flow of information about CPC work within the Area 46 AA community, especially the need to provide, when permitted, AA materials at relevant professional functions.
- iii. Create a Working Committee to include District CPC Chairpersons and support their efforts to inform Districts and Groups of the importance and the benefits of performing CPC Service work.

e. **CORRECTIONS COMMITTEE CHAIRPERSON**

The duties of the Corrections Committee Chairperson have customarily been to:

- i. Ensure the availability of information about the AA message of recovery to incarcerated male and female alcoholics.
- ii. Encourage members of the Area 46 AA community to initiate and participate in AA meetings behind the walls.
- iii. Encourage members of the Area 46 AA community to take part in such programs as the Prerelease Contact Program and the Corrections Correspondence Service.
- iv. Urge all AA members interested in carrying the message of AA recovery to the inmates of correctional facilities to first become familiar with GSO's "AA Guidelines on Corrections Committees."
- v. Attend quarterly meetings with the New Mexico State Corrections 12 Step Committee.
- vi. Cooperate with the Area 46 Bridge the Gap Committee as it pertains to correctional facilities.
- vii. Submit, if the Committee is in possession of a bank account, monthly bank statements to the Area Treasurer and the Area Chairperson. The Committee's account balance should be included in the Committee's monthly *El Farolito* report.

f. **EL FAROLITO COMMITTEE CHAIRPERSON**

The principal duty of the *El Farolito* Committee Chairperson is to act in accordance with the information presented in Section IV on p.28 of this Pamphlet.

**g. FINANCE COMMITTEE CHAIRPERSON**

The duties of the Finance Committee Chairperson have customarily been to:

- i.* Prepare and present a draft of the annual budget (after approval of the Finance Committee) at the September Assembly allowing GSRs and DCMs to present the draft budget to their groups. Vote for approval of the proposed budget will be at the December Assembly.
- ii.* Study financial issues relevant to Area 46 and provide recommendations to the Area Officers and Area Assembly.
- iii.* Review financial records for accuracy and completeness.
- iv.* Coordinate and prepare financial documentation for end of rotation review.

**h. GRAPEVINE COMMITTEE CHAIRPERSON**

The duties of the *Grapevine* Committee Chairperson have customarily been to:

- i.* Inform Districts, Groups and individual AA members in Area 46 of the availability of and the benefits to be gained from the *Grapevine*, and to coordinate the flow of such information throughout the Area 46 AA community.
- ii.* Provide *Grapevine* displays at Area 46 Assemblies and Conventions, and to encourage and assist in the provision of *Grapevine* displays at local AA events and District and Group meetings in the Area.
- iii.* Encourage Districts and Groups to obtain *Grapevine* subscriptions.
- iv.* Encourage Districts and Groups to elect or appoint *Grapevine* Representatives (GvRs).
- v.* Encourage Districts to submit their personal or historical articles, photographs, anecdotes, drawings, recollections, etc., for publication in the *Grapevine*, reminding them that the *Grapevine* is written by AA members, as stated in its "Statement of Purpose."

- vi. Submit, if the Committee is in possession of a bank account, monthly bank statements to the Area Treasurer and the Area Chairperson. The Committee's account balance should be included in the Committee's monthly *El Farolito* report.

i. **LITERATURE COMMITTEE CHAIRPERSON**

The duties of the Literature Committee Chairperson have customarily been to:

- i. Inform Districts, Groups and individual AA members in Area 46 of the availability of, changes to, and the benefits to be gained from the Conference Approved Literature, and to coordinate the flow of such information throughout the Area 46 AA community.
- ii. Provide the Conference Approved Literature displays and sales at Area 46 Assemblies and Conventions, and to encourage and assist in the provision of Conference Approved Literature displays and sales at local AA events and District and Group meetings in the Area.
- iii. Encourage Districts and Groups to elect or appoint Literature Committee Representatives.
- iv. Submit, if the Committee is in possession of a bank account, monthly bank statements to the Area Treasurer and the Area Chairperson. The Committee's account balance should be included in the Committee's monthly *El Farolito* report.

j. **PUBLIC INFORMATION (PI) COMMITTEE CHAIRPERSON**

The duties of the Public Information Committee Chairperson have customarily been to:

- i. Assure that the media are provided with accurate information about AA, especially about our Tradition of Anonymity.
- ii. Keep Area 46 and its Districts, Groups and individual AA members informed of overall Public Information guidelines and current issues suggested by the General Service Conference so that the AA message may be more effectively carried to the alcoholic who still suffers.

- iii.* Conduct the business of the Area 46 Public Information Committee in accordance with the guidance contained in the Public Information Kit available from GSO.

**k. SPECIAL NEEDS COMMITTEE CHAIRPERSON**

The duties of the Special Needs Committee Chairperson have customarily been to:

- i.* Act as a conduit between GSO and groups or individuals who have special needs.
- ii.* Provide information and workshops about special needs, as requested to Area 46, Districts and to the group level.
- iii.* Work closely with the chairpersons of PI, CPC and Treatment to make it known that AA works with people who have special needs.

**l. TREATMENT COMMITTEE CHAIRPERSON**

The duties of the Treatment Committee Chairperson have customarily been to:

- i.* Coordinate the flow of information and activities that pertain to carrying the AA message of recovery to alcoholics in hospitals and treatment centers within Area 46.
- ii.* Encourage the use of GSO's "AA Guidelines on Treatment Committees" and other GSO literature and materials at the Area, District and Group levels.
- iii.* Cooperate with the Area 46 "Bridge the Gap" program as it pertains to treatment facilities.

**m. WEBSITE COMMITTEE CHAIRPERSON**

The duties of the Website Committee Chairperson (Editor) have customarily been to:

- i.* Oversee the development and maintenance of the Area's website as specified by the committee.
  - (a) Post event flyers for those trusted servants and Districts and Groups that lack the experience, skill, or time to do so.

- (b) Edit the meeting schedule for Districts and Groups that lack the experience, skill, or time to do so.
  - (c) Post the anonymous Area Newsletter, *El Farolito*, each month when received from the *El Farolito* Committee. The confidential "Contact List of Area 46 Trusted Servants and District DCMs" is NOT to be posted.
- ii. Report to the committee at each assembly regarding visitor traffic on the site and other website issues.
- n. **YOUNG PEOPLE IN SERVICE COMMITTEE CHAIRPERSON**
- The duties of the Young People in Service Committee Chairperson have customarily been to:
- i. Assist young people in finding service opportunities.
  - ii. Encourage AA members of all ages to share their experience, strength and hope with young people.
  - iii. Provide resources, references and contacts to start and/or find young people oriented meetings.

## **G. AD HOC COMMITTEES**

1. Ad Hoc Committees serve as advisory committees to the Area Assembly. They are formed to deal with special situations that may arise from time to time.
2. Ad Hoc Committees may be formed at any time by the Area Chairperson.
3. Ad Hoc Committees customarily consist of a Chairperson and several Committee Members. Each Ad Hoc Committee Chairperson appoints the members of his/her Committee.
4. Ad Hoc Committee Chairpersons are expected to report regularly at Area Assemblies on the progress of their Committee's work. Ad Hoc Committee Chairpersons are also expected to maintain communication with the Area Chairperson on an as-needed basis between meetings of the Area Assembly.
5. Ad Hoc Committees meet on an as-needed basis at the call of their respective Chairperson.

6. The terms of Service of Ad Hoc Committee Chairpersons are not subject to the customary two-year period of rotation. An Ad Hoc Committee Chairperson usually serves in that position for the life of his/her Committee, but may be replaced at any time by the Area Chairperson.
7. An Ad Hoc Committee Chairperson is not a voting member of the Area Assembly simply by virtue of serving in that position.
8. Expenses incurred by Ad Hoc Committees in the performance of their work are normally reimbursed from the Area Treasury, subject to the approval of the Area Assembly.

## **H. FUNDING**

1. In order for the Area Assembly to fulfill its responsibilities to give financial assistance to the Delegate, as prescribed in the *AA Service Manual*, and to provide for mailing, publishing and other expenses of the Area, necessary funds must be available.
2. There are no dues or fees in Area 46, but each AA Group is asked to contribute regularly to the Area Treasury.
3. In keeping with the spirit of the Twelfth Concept, Area 46 should strive to have, as a Prudent Reserve, six months' Area operating expenses plus an amount equal to the seed money for the Area Convention. When possible, this reserve fund should be maintained in an interest-bearing account.
4. For details on Area 46 financial matters, see Section V on p.33.

## **I. ELECTIONS**

(Qualifications and Election Procedures per the *AA Service Manual*)

1. At the fall (September) meeting of each odd-numbered year, the Area Assembly has customarily held elections for Area Delegate, Alternate Area Delegate, Area Chairperson, Alternate Area Chairperson, Area Secretary, Area Registrar, and Area Treasurer. The terms of Service are for two (2) years, beginning January 1st of the following even-numbered year.
2. The Area Chairperson has customarily not appointed a nominating committee. Nominations have usually been as provided for in Sections I.I.5 and I.I.8 on p.22.

3. All elected or appointed members of the Area Assembly in attendance have voting privileges of one vote only (see Section I.A on p.1). Absentee voting or proxies have **not** been valid in Area 46. Duly elected Alternate DCMs and Alternate GSRs who have registered with the Assembly as representatives of an absent DCM or GSR may vote. If both the GSR and the Alternate GSR of a Group are absent, then another member of that Group, with the approval of the Group Conscience, may vote as its representative.
4. It is recommended that all elections be in accordance with Third Legacy Procedures, as described in the *AA Service Manual*. The Area Chairperson usually reads the applicable portion of the *AA Service Manual* before balloting.
5. All members of the Area Committee (see Section I.D.3 on p.7) including the immediate past *El Farolito* editor (who rotated out the December before the Election Assembly) are customarily eligible for nomination to office if present at the Election Assembly and if not previously elected to a term in that office. Any past DCM may also stand for nomination to office under the same conditions. Furthermore, any member of another AA Area may also stand for nomination to office under the same conditions, provided he/she has completed at least 6 months Service in Area 46.
6. Should the Delegate not be able to complete the term of Service, the Alternate Delegate usually assumes the Delegate's duties. Later eligibility to be elected to a term as Delegate is as determined by the *AA Service Manual*.
7. Should the Chairperson of Area 46 not be able to complete the term of Service, the Alternate Chairperson usually assumes the Chairperson's duties and is later eligible to be elected to a full term as Chairperson.
8. When there is only one eligible candidate for election to the office of Secretary, Registrar, or Treasurer of the Area Assembly, nominations for elections to these offices are then customarily taken from the floor.
9. Taking a drink of alcohol is usually considered an automatic resignation by the Delegate, Alternate Delegate, or any Area Assembly Officer.

## SECTION II

# DISTRICT COMMITTEES

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### A. AUTONOMY

1. Districts are encouraged to carry on their operations in the manner most convenient and best suited to their individual locations and customs. It has been found most helpful to both Area and District for each District to provide representation to the Area. The Area Assembly recognizes that its own well-being depends to a large extent upon the strength of the individual District Committees.

### B. MEMBERSHIP

1. It is suggested that each District in Area 46 have a District Committee whose members normally include:
  - a. The DCM and one or more Alternate DCMs
  - b. The elected GSR from each Group in the District
  - c. Standing Committee Chairpersons responsible for various Services
  - d. Others as determined by the District

### C. STANDING COMMITTEES

1. Depending on the needs of the District, it is recommended that each District have Standing Committees corresponding with those of the Area.
2. The DCM customarily appoints the Chairpersons of the District Standing Committees from the District's membership.

### D. MEETINGS

1. It is hoped that each District Committee will meet regularly as suggested in the *AA Service Manual*. Each District determines the time and the place of its Committee meetings.

**E. ELECTIONS**

(Qualifications and Election Procedures per the *AA Service Manual*)

1. Every AA Group in Area 46 is encouraged to elect a General Service Representative (GSR) and an Alternate GSR from its membership. The manner of carrying out these elections is determined by each individual Group. The term of Service is two (2) years.
2. GSR and Alternate GSR elections are usually held in September of each odd-numbered year. The terms of Service begin on January 1st of the following year and run concurrently with those of the elected Area Trusted Servants.
3. In a similar manner, the current GSRs in each District customarily elect a DCM and an Alternate DCM in September of each odd-numbered year. DCMs and Alternates are often elected from the ranks of that District's current GSRs, but each District determines its own eligibility requirements for Service positions. The terms of Service begin on January 1st of the following year and run concurrently with those of the elected Area Trusted Servants.
4. Current DCMs are requested to notify, in writing, the Area Chairperson and Area Registrar of the names, addresses and telephone numbers of the newly-elected DCM and Alternate DCM, as well as all newly-elected GSRs and Alternate GSRs.

# SECTION III

## AREA CONVENTION

(NEW MEXICO STATE CONVENTION)

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### A. AREA CHAIRPERSON

The duties of the Area Chairperson have customarily been to:

1. Ensure that bids for hosting the Area 46 Convention are submitted to the Area Assembly eighteen (18) months prior to the date of the Convention, i.e., at the December Assembly two years prior.
2. Ensure that bids for hosting the Area 46 Convention meet “SUGGESTIONS FOR HOSTING AREA 46 (NM) STATE CONVENTIONS”.
3. Assist the Area Convention Committee in planning for the Area 46 Convention.
4. Attend meetings of the Area Convention Committee at the Area Assembly as needed and/or requested.
5. Provide to the Area Convention Committee, to the extent possible, the accumulated experience of past Area Convention Committees.
6. Help resolve any differences between the Area Assembly and the Area Convention Committee.
7. Ensure that the Area Convention Committee concludes the business of the current-year Area 46 Convention at the September Area Assembly and, at that time, turns over to the Area Treasurer the seed money, plus any additional Area 46 Convention proceeds.
8. Ensure that the Area Convention Committee acts in accordance with all GSO guideline, including the AA Guidelines for Conferences, Conventions, and Roundups.
9. Update “SUGGESTIONS FOR HOSTING AREA 46 (NM) STATE CONVENTIONS” as needed.

## **B. HOSTING DISTRICT**

1. In the last quarter of every calendar year, the Area Assembly, through a bidding process, chooses a District to host the Annual Area Convention one and a half years hence. This District then becomes known as the “Hosting District” for that Convention.
2. The Hosting District selects a person to serve as Area Convention Committee Chairperson, who is responsible to the Area Chairperson.
3. The Area Convention Committee Chairperson then appoints an Alternate Area Convention Committee Chairperson, an Area Convention Committee Treasurer, and appropriate subcommittee chairpersons, who, together, form the Area Convention Committee.

## **C. ISSUES**

1. In keeping with the Sixth Tradition of Alcoholics Anonymous, the Area Convention should not endorse or help, nor give the appearance of endorsing or helping, any vendor in the sale of “AA mementos.”
2. It is recommended that the Area Convention Committee recognize the special needs of AA members, such as nonsmokers, when arranging Convention meetings, including the banquet.
3. It is suggested that the following issues be determined by the Area Assembly:
  - a. The dates of the Convention, which is customarily held on the first weekend in June.
  - b. The amount of “seed money” to be provided to the Area Convention Committee.
  - c. Whether or not Al-Anon should be invited to participate in the Area Convention. If invited to participate, Al-Anon is responsible for selecting their speakers and providing financial assistance for same.

4. It is suggested that the following issues be determined by the Area Convention Committee, with the assistance and guidance of the Area Chairperson:
  - a. Whether or not to hold a raffle, and, if so, the details of its operation.
  - b. Whether to sell items directly related to the Convention, such as the banquet table centerpieces and audio tapes of Convention speakers.
  - c. Whether the Archives Chairperson is to exhibit archival display. Note- Expenses for this come from Convention funds.
  - d. The selection of appropriate Convention speakers.
  - e. The types of meetings to be held at the Convention.

#### **D. PLANNING GUIDE**

1. The Planning Guide for Area Conventions will be provided to Convention Committee Chairpersons by the Area Chairperson.
2. Convention Committee Chairpersons, past and current, are urged to share their experience, strength and hope with each other.

#### **E. FINANCIAL RESPONSIBILITY**

1. Although the Area Assembly financially underwrites the Area Convention, it is the responsibility of the Hosting District to make every attempt to ensure that the Convention is self-supporting.
2. The Area Convention Committee Chairperson or Treasurer presents the final financial report on the Convention to the Area Assembly at its first meeting following the conclusion of the Convention. This report is made orally to the Assembly as a whole, and in writing to the Area Treasurer.
3. The Area Convention Committee returns the Convention “seed money,” plus any excess moneys realized, to the Area Treasurer at the first Assembly meeting following the conclusion of the Convention.
4. The Area Assembly will make available the Convention “seed money” at the March Assembly of the preceding year.

## SECTION IV

# AREA NEWSLETTER

(*EL FAROLITO*)

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### A. PURPOSE AND STRUCTURE

1. *El Farolito* (The Little Lamp) was founded in 1970 as the monthly Official Newsletter of The New Mexico Area Assembly of Alcoholics Anonymous (Area 46).
2. In March 2015, the Area Assembly voted to publish an anonymity-protected version of *El Farolito* on the Area 46 website while continuing to publish a confidential print version of the newsletter containing personal information to be mailed to groups and individuals.
3. The goal of *El Farolito* is to promote and enhance Unity (The Second Legacy) through interchange of information among Members, Groups, Districts and the Area Assembly.
4. The *El Farolito* Committee is a Standing Committee of Area 46 and its Chairperson is appointed by the Area Chairperson. The *El Farolito* Chairperson serves for a period of two (2) years beginning January 1<sup>st</sup> of odd-numbered years, in accordance with Section I.F.3.a on p.10.
5. It is highly desirable that each District and Group in Area 46 choose an *El Farolito* Representative to serve as a contact for the conduct of *El Farolito* business.
6. *El Farolito* Committee Chairpersons, past and current, are urged to share their experience with each other.

### B. DISTRIBUTION

1. All AA Groups and meetings in Area 46 that want a print copy of *El Farolito* will receive it at no direct cost.
2. Groups who wish additional copies mailed may take advantage of the group subscription rates. If the Group wishes to designate part of their *El Farolito* group contribution(s) towards this cost that will be designated in the bookkeeping.

3. If possible, print copies of *El Farolito* should be distributed through the US Postal Service standard rate (formerly known as "bulk") mail system.
4. Print copies of *El Farolito* should be mailed by the last day of each month prior to the newsletter issue month.
5. Subscriptions & Free distribution: If the ultimate goal of the Committee is to carry the message, we should encourage a distribution and subscription policy that gets the *El Farolito* into as many hands of AA members as possible with an eye towards the budget.
  - a. The price of a subscription should cover the cost of production and distribution as determined by a financial review by the *El Farolito* Committee on a yearly basis. The cost of a one or two year subscription and Group Subscription is set by the committee and can be set at an amount that will create a surplus to help offset the overall cost and meet our goal of being fully self-supporting. Current price is listed in the *El Farolito*.
  - b. Shut-ins, handicapped, or AA's who cannot easily attend AA meetings and are without internet access can receive *El Farolito* free by notifying the editor.
  - c. The Area 46 Officers, Area 46 Delegate and Alternate Delegate, Committee Chairs, District Committee Members, ELF Reps, GSO, Grapevine and current Southwest Regional Delegates receive *El Farolito* free. The updated list of Southwest Regional Delegates should be provided by the Alternate Delegate. In addition, past Area 46 Delegates receive *El Farolito* free.
  - d. Other AA newsletters can receive *El Farolito* at no cost on an exchange basis.
  - e. The Area 46 Registrar shall provide an updated spreadsheet each month of all active registered groups in Area 46 and their primary contact address.

### C. EDITORIAL CONTENT

1. The Area 46 Assembly has determined that all material appearing in *El Farolito* be from AA sources only.
2. Profane, derogatory, cruel or sarcastic material has no place in *El Farolito* and will not be included. Negativity and disunity are not conducive to Area unity, health or growth.
3. Matters of Area importance have priority in *El Farolito*. This includes information on the General Service Conference, Regional Forums, Regional Service Assemblies, Area Assemblies and Conventions, Area Trusted Servant meetings and Area Standing Committee activities. The highlights of Area Assemblies and other Area-level meetings should be published as soon as possible. Regular columns by Area Trusted Servants, especially by the Delegate and Area Chairperson, are strongly encouraged.
4. Other material suitable for publication in *El Farolito* may include the following:
  - a. District news, such as Committee meeting reports, information on new Groups and Central Offices/Intergroups, and the availability of District Services.
  - b. Group news, such as AA anniversaries, birthdays, contributions and special events.
    - i. Sobriety anniversaries (Birthdays) to be included should cover not more than a three-month period and should not be published in advance.
  - c. Group announcements, Conferences, District flyers, etc. should be no larger than ½ page, with the exception of Area 46 Assemblies and Area 46 Conventions.
5. Letters and original writings, within AA Traditions, from individual AA members.
6. Reprints from the *Grapevine*, Box 4-5-9, District or Central Office newsletters, newsletters from other AA Areas, cartoons, quips, poems, etc. Acknowledgement should be given to the source of the material.

7. Comments by the Editor, which ought to be infrequent, brief and to the point.
8. Full names, addresses and telephone numbers may appear in the confidential print version of *El Farolito*, with the consent of the individual concerned. It is recommended full contact information include the Area Delegate, Alternate Area Delegate, Area Officers and *El Farolito* Editor and appear in every issue. A list of the Area Standing Committee Chairpersons and DCMs should also be published in every issue. Sketches of the Area Maps should also be published occasionally.
9. The use of last names in *El Farolito* is permitted only with the express permission of the person concerned. An "AA Confidential" statement should appear in a prominent place in the newsletter, preferably on the page listing the information. The print version of *El Farolito* should be available only to members of the AA Fellowship.
10. Financial reports from Area 46 or *El Farolito* are not published in the Web version. Charts, graphs or other non-number specific graphics may be included.
11. The Linguistic District Report, the Bilingual Committee Report and the Delegate's report should appear in *El Farolito* in both English and Spanish.

#### **D. FUNDING**

1. *El Farolito* should make every attempt to ensure that it is self-supporting in accordance with the Seventh Tradition. All AA Groups in Area 46 are strongly encouraged to contribute financially to *El Farolito* on a regular basis.
2. The *El Farolito* Committee Chairperson should present financial reports on the state of the newsletter to the Area Assembly at its regular meetings, and to the Area AA Fellowship as a whole in the pages of *El Farolito*, preferably on a monthly basis.
3. Submit, if the Committee is in possession of a bank account, monthly bank statements to the Area Treasurer and the Area Chairperson. The Committee's account balance should be included in the Committee's monthly *El Farolito* report. If the *El Farolito*

Editor is making the deposits and paying the expenses, the Area Treasurer or Finance Chair should be the one to open the bank statement.

4. It is recommended that, when possible, *El Farolito* establish a Prudent Reserve so that monthly publication is not interrupted.
5. It is recommended, when funds are available in the *El Farolito* account, *El Farolito* fund the Editor's travel expenses to attend the Southwest Regional Forum, and the Editor's and Incoming Editor's travel expenses to attend the Southwest Regional AA Service Assembly.

## SECTION V

# AREA FINANCE

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### A. INCOME

1. The primary source of income for the Area is contributions made by AA Groups in Area 46. Contributions are also accepted from individual AA members, according to guidelines from GSO, Districts or District Committees.
2. Seventh (7th) Tradition collections taken at Area Assemblies revert to the Area Treasury. Special collections may be taken at Area Assemblies for specific purposes, such as *El Farolito*. Money from the sale of AIPs will revert to the Area Treasury.
3. Monies, above the refunded seed money, realized by the Area Convention shall be disbursed in accordance with Section V.C.2 on p.36.
4. Any unused funds originally intended for the various Area expenses shall remain in the Area Treasury.

### B. EXPENSES

1. The Area 46 Assembly, along with other areas in the United States and Canada, contributes annually toward the expenses of its Delegate to the General Service Conference. This amount to be provided to the General Service Office is determined by vote of the Assembly. Additionally, funds will be allocated to cover incidental Delegate expenses.
2. Area 46 provides the Delegate, Delegate Elect and Alternate Delegate with funds for the following:
  - a. **Delegate**
    - i. Travel within Area 46/telephone expenses
    - ii. Travel to assemblies
    - iii. Travel related expenses to General Service Conference that are not paid by GSO
    - iv. SW Regional Delegate Assembly travel
    - v. SW Regional Forum (odd years)
    - vi. SW Regional Service Assembly (even years)

- b. **Delegate Elect**
  - i. Regional Forum (odd years)
- c. **Alternate Delegate**
  - i. Travel within Area 46/telephone expenses
  - ii. Travel to assemblies
  - iii. SW Regional Delegate Assembly travel
  - iv. SW Regional Service Assembly (even years)
- 3. The following Area Trusted Servants are provided with money to cover travel and/or other expenses necessary for the business of the position. Money is provided for travel to assemblies based on approved amounts. Disbursement is based on actual costs for travel and lodging. Trusted servants are encouraged to utilize the expense voucher for documenting expenses. Annual budgeted travel expenses serve as an annual expense limit or cap.
  - a. Area Chairperson
  - b. Alternate Area Chairperson
  - c. Secretary
  - d. Registrar
  - e. Treasurer
  - f. *El Farolito* Editor (Assembly travel only)
  - g. Archives Chairperson
  - h. Bilingual (includes committee chair and two [2] translators)
  - i. Bridge the Gap
  - j. Cooperation with Professional Community
  - k. Corrections
  - l. Finance
  - m. Grapevine
  - n. Literature
  - o. Public Information
  - p. Special Needs

- q. Treatment
  - r. Website
  - s. Young People in Service
4. Each Area Trusted Servant is to provide a written report to the Assembly in March, September and December, showing their expenses since the last assembly and year to date. Qualified expenses are those incurred for stationery, labels, postage, photocopying/printing of assembly reports and workshop handouts, telephone calls, workshop facility rental, and workshop travel/lodging.
  5. Districts hosting Area Assemblies are provided an amount as approved in the yearly budget to host an assembly.
  6. The Area Assembly provides seed money to districts hosting the annual area convention. The hosting district of the annual area convention will refund to the area the seed money and any excess realized no later than August 1st following the convention.
  7. The Area self-insurance fund holds in reserve an amount adequate to cover the estimated replacement cost of all Area 46 Bilingual translation equipment in the event of theft, loss, or damage. This fund should be reviewed annually for adequacy; any necessary increases in this fund are included in the annual budget.
  8. Additional line items and their usage are:
    - a. **Prudent Reserve** — A prudent reserve equal to 6 months budgeted expenses will be included in the budget. Refer to Section I.H.3 on p.21.
    - b. **Postage/Printing** — Amount to be used by the Area Trusted Servants for printing and distribution of Assembly approved material (i.e. AIP, area records books, assembly minutes, assembly notices, Delegate Conference Reports, etc.)
    - c. **Archives** — Funds will be budgeted each year to cover storage of area records at an assembly approved location.
    - d. **Website maintenance fees** — Funds will be budgeted each year to cover the maintenance fee for the Area 46 website.

- e. **Southwest Regional Trustee Travel** — Funds will be allocated for the Southwest Regional Trustee to attend the September election assembly.
- f. **A 5% contingency fund** will be allocated to each budget. Contingency funds are to be used to cover expenses voted on by the assembly which are not covered in the budget.
- g. **Area Chair Discretionary Fund** to be used at the discretion of the Area Chair after consultation with the Area Treasurer.
- h. **General Liability Policy** — To cover three general assemblies and one convention each calendar year.
- i. **Trusted Servants Orientation** — Funds to cover facility cost, literature, coffee, etc., for orientation workshop to be held in January of even-numbered years.
- j. **Member of GSO Staff** to be invited and funded for travel to December Assemblies in even-numbered years, such invitation to be initiated by the Delegate.

### C. BUDGET

1. The final operating budget should not exceed the sum of:
  - a. The average contributions for the most recent 3 years +15%;
  - b. Estimated operating cash at January 1 of the budget year.

For budgeting purposes, contributions do not include Area 46 convention overage or convention seed money and operating cash does not include prudent reserve, convention seed money or other ear-marked funds.
2. At December 31, after the accounting records have been closed and all other necessary actions have been taken, any monies realized beyond seed money by the Area 46 Convention will be used to:
  - a. Bring the prudent reserve to target if necessary.
  - b. Any remaining Area 46 Convention overage will be added to the budgeted amount for the up-coming Delegate contribution to the General Service Conference up to the direct cost per conference member.
  - c. Any remaining overage will be a general contribution to the General Service Office.

## SECTION VI

### AREA WEBSITE

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#### **A. STATEMENT OF PURPOSE**

1. The purpose of the Area 46 Website is to provide contact information for Alcoholics Anonymous and information about area activities.

#### **B. INTERNET SERVICE PROVIDER**

1. The Website Editor (Website Committee Chair) will employ an ISP based upon its publishing facilities relative to our website, cost of services and its reliability of service.

#### **C. PUBLISHING GUIDELINES**

1. We will only publish links to websites of the General Service Office, districts, intergroups and intergroup central offices of Area 46. The following disclaimer will appear when linking to these sites:  
“ATTENTION: You are now exiting the Area 46 Website. We have provided this link to facilitate information about local AA schedules and activities. Thank you for visiting the Area 46 Website. We appreciate your interest and hope that you have found the information you were seeking.”
2. We only publish information about a group’s AA meeting with the consent of the group. We recommend that Districts consult groups to find out if they want schedule information published.
3. Flyers to be posted on the website may contain contact first name, last initial, phone number and other pertinent contact information for the event. Acknowledgement disclaimer must be submitted for all names with personal contact information on the flyer prior to publication.
4. The Area Information Pamphlet will be posted on the website to be provided and updated by the Area 46 Secretary.

## SECTION VII

# AREA ARCHIVES

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### **A. STATEMENT OF PURPOSE**

1. Collect, organize, and preserve items of historical interest known as the Area 46 Archives collection.

### **B. LOCATION & ACCESS**

1. The location of the entire Archives collection may be changed from time to time subject to approval of the Area Assembly. All items in the Archives collection ought always be kept secure and protected from extreme temperatures, whether those items are with the entire collection or checked out for display.
2. The Archives collection is presently located in a locked, climate-controlled storage room at the Albuquerque Central Office.
3. Normally, any AA member respecting the Spirit of Anonymity will be authorized access to the Area Archives. On a case-by-case basis, access may also be granted to certain non-AA members, such as relatives of deceased AA members or persons doing scholarly research on AA. Copies of any Archival documentation provided to non-AA members should have the full last names of AA members deleted.
4. A sample of the Archives collection will be displayed at each Area Assembly by the Archives Committee Chairperson. The Archives Chairperson may provide a traveling display of the Archives collection for other AA events; the host of the event is to provide travel expenses (not to include Archives workshops).

**C. ARCHIVIST**

1. The position of Archivist was separated from the position of Archives Committee Chairperson by vote of the Area Assembly in March 2014.
2. The Archivist is appointed by the Area Chairperson considering recommendations of the Archives Committee. This appointment is subject to the disapproval of the Area Assembly as a whole.
3. The Archivist is a Trusted Servant and must be a member of Alcoholics Anonymous. The Archivist is a non-voting member of the Area Assembly.
  - a. As a Non-voting member of the assembly, the Archivist is NOT eligible to stand for Area Elected Positions.
4. The Archivist serves a term of three (3) years with the option to extend an additional two (2) years, for a maximum term of five (5) years. The extended service term is subject to disapproval of the current Area Chairperson and the Area Assembly as a whole.
5. All funding for the Archivist is managed by the Archives Committee. Travel to assemblies is not mandatory and, therefore, is not funded by the Area.
6. The duties of the Archivist customarily would include:
  - a. Become informed about and observe how the Twelve Traditions of Alcoholics Anonymous apply to Area Archives.
  - b. Become informed about and observe current archival standards and practices, including best practices for digital archiving.
  - c. Collect, organize, and preserve items of historical interest known as the Area Archives collection. The Area Archivist is responsible for the physical and intellectual integrity of the collection.
  - d. Keep a record of donor information for all personal papers and artifacts entrusted to the Area Archives collection. In the event that all or part of the collection is terminated, donated items will be returned to the donors or their heirs. Where the donor or their heirs cannot be located or have no interest in their

- return, the items will be donated to the General Service Office in New York.
- e. Digitize, with the advice and assistance of the Area Archives Committee, new and existing items in the Archives collection. Likewise, with the advice and assistance of the Area Archives Committee, create an online display of the digitized Archives collection. Preserve the digitized Archives Collection.
  - f. Maintain a current inventory of the Area Archives holdings. Report any losses from or additions to the Archives collection to the Archives Chairperson and Area Chairperson.
  - g. Establish “visiting/work hours” for access to the Area Archives and post this information on the Area 46 Archives web page. When feasible, accommodate “by appointment” visits.
  - h. Oversee the examination, abstraction, digitization and copying of Archival materials.
  - i. Receive, organize and preserve Area and other AA documentation required for Area business or other reference purposes as requested by Area Trusted Servants. Advise and assist Area Trusted Servants in selecting those records which should be archived and for what period of time.
  - j. Assist the Archives Committee Chairperson in developing a budget by providing a list of needed supplies and an estimate of the cost to preserve the Area Archives holdings. Using Archives Committee funds, purchase supplies and provide receipts to the Archives Committee Chairperson.
  - k. Serve as an advisor to District Archivists and their Committees with the collection, organization and preservation of their Archives.