

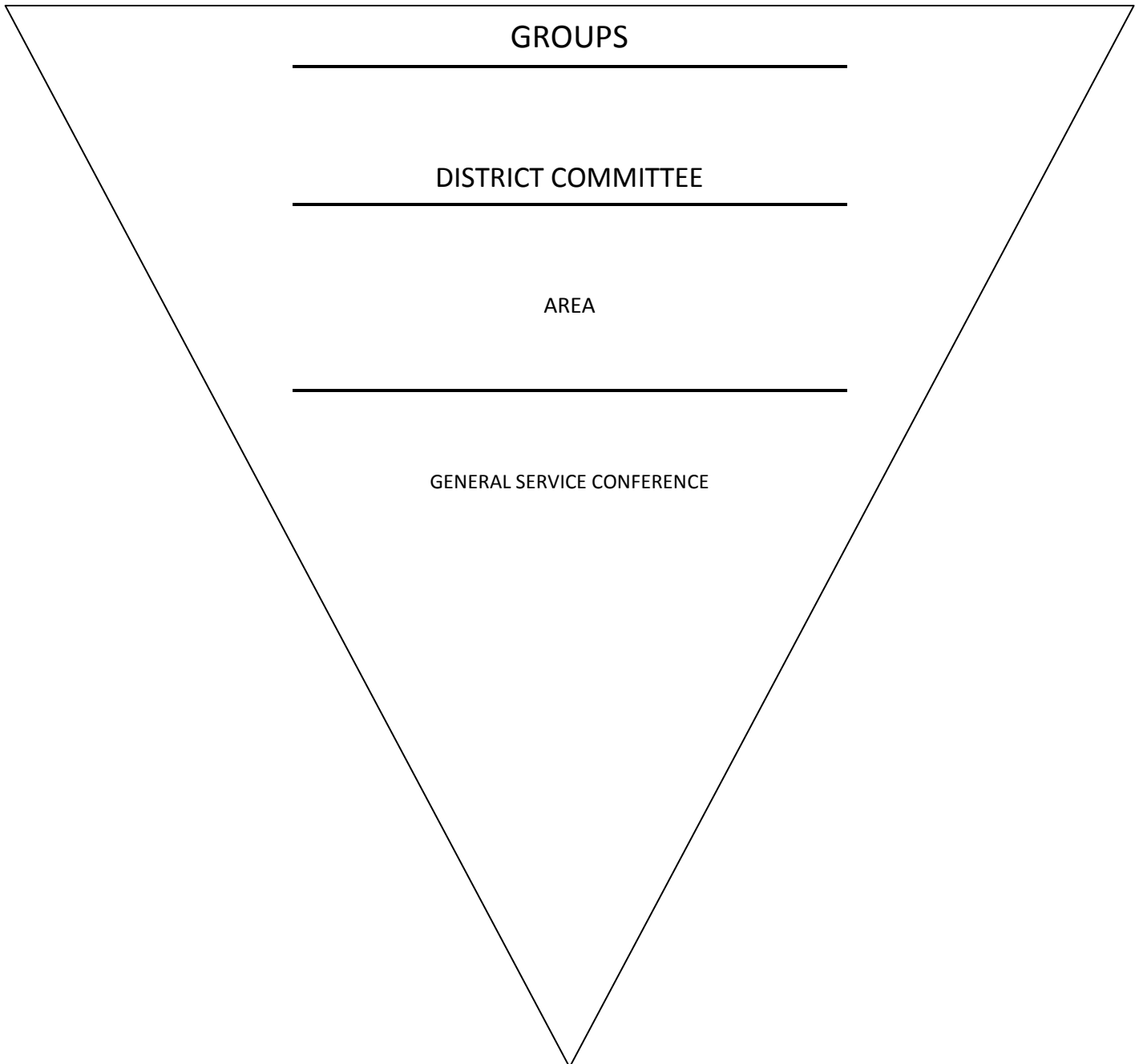
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ARTICLE 1 – PREAMBLE

Service to the Fellowship of Alcoholics Anonymous shall be the primary purpose of General Service in Area 26. In all our proceedings we shall observe the spirit of the A.A. Twelve Traditions, the Twelve Concepts, and the Warranties as outlined in the “The A. A. Service Manual”. In the absence of specific indications in these Guidelines or of direct Assembly action, the latest edition of “The A.A. Service Manual” may be relied upon.

For clarification of Area 26 Committee financial responsibilities, the current Financial Guidelines should be adhered to.

ARTICLE 2 – GROUP REPRESENTATION

Remembering our Fourth Tradition that each group should be autonomous, the following are suggested as guidelines, pursuant to the AA Service Manual.

Each Group in Area 26 should be represented by a General Service Representative. A General Service Representative (“G.S.R.”) is any member of an A.A. group elected by that group to act primarily as a connecting link between their group and the General Service Office, interpreting each to the other.

2.1 – Election of the G.S.R. Groups choosing their G.S.R. should take much care in their selection. It is essential that members of experience and stability be selected, and no one should accept this post unless able to give sufficient time to his or her duties.

Each group in the Area should elect a G.S.R. and an alternate G.S.R. for a term of two years. G.S.R.'s and alternates are elected in the same year as the election of the Area delegate. The election should be held in the month of September, with the term of service to begin January 1 of the following year.

G.S.R.'s may succeed themselves, but keep in mind the importance of rotation to the individual and to the fellowship.

2.2 – Duties of the G.S.R. Generally, the duties of a G.S.R. are as follows:

- a. Attend District meetings.
- b. Attend Area assemblies.
- c. G.S.R.'s serve as the mail contact with the General Service Office and they are listed in A.A. directories as contacts for their groups. They receive mailings from the G.S.O. in order to keep their group abreast of A.A. activities all over the world.

- d. Serve as a mail contact with their District Committee Member and with the Area Committee.
- e. Supply their D.C.M.'s with up to date group information, which is relayed to the Area Registrar who sends the information on to G.S.O for inclusion in the directories and for G.S.O. mailings.
- f. Become knowledgeable about material available from G.S.O. – new literature, guidelines, bulletins, videos, tapes, kits, etc. – and be responsible for passing such information on to the groups.
- g. Learn everything they can about the Twelve Traditions and Twelve Concepts and be familiar with the Service Manual, the books *Twelve Steps and Twelve Traditions*, *A.A. Comes of Age*, *Twelve Concepts for World Service* and the pamphlets “The A.A. Group”, “The G.S.R.”, “A.A. Tradition – How it Developed”, “The Twelve Traditions Illustrated”, and “The Twelve Concepts Illustrated”.
- h. Serve on group steering committees.
- i. Work with group treasurers to develop practical plans for group support of G.S.O., such as the Regular Contribution Plan and the Birthday Plan. They encourage the group to support the Area and the District Committees and local Central Offices or Intergroups, and be familiar with the leaflet “Self Support: Where Money and Spirituality Mix”.
- j. Participate in District and Area service meetings, and help with the planning for Area get-togethers and conventions. Following these events, make reports to their groups for the benefit of those who could not attend.

2.3 – G.S.R.'s Expenses. In accordance with our Seventh Tradition, any expenses for travel and lodging for the G.S.R., in connection with service activities, should be paid for by the group represented.

ARTICLE 3 – DISTRICT REPRESENTATION

Remembering our Fourth Tradition that each group should be autonomous except in matters affecting other Groups or A.A. as a whole, the following are suggested as guidelines, pursuant to the AA Service Manual.

Each district shall have a District Committee. The District Committee should consist of, one Group Representative (G.S.R.) from each group, one District Committee Member (D.C.M.), one alternate District Committee Member. The D.C.M. or alternate should be the chairperson at the District Committee meetings.

It is suggested that each district have standing committees corresponding to committees at the Area level if practical for the district. It is suggested that a district be made up of no more than 15 groups with an active G.S.R.

3.1 – Election of the D.C.M. The D.C.M. and Alternate D.C.M. are elected by the G.S.R.'s in the district, and election may be prior to, or at, the Area Assembly meeting in October. The term of the District Committee Member is two years, concurrent with that of the Area delegate.

It is suggested that District Committee Members should have four (4) or more continuous years of sobriety, and no one should accept this post unless able to give sufficient time to his or her duties.

D.C.M.'s may succeed themselves, but the importance of rotation to the individual and to the fellowship should be kept in mind.

3.2 – Duties of the D.C.M. Generally, the duties of a D.C.M. are as follows:

- a. Hold regular meetings with all Group Service Representatives (G.S.R.) in the District.
It is recommended that there should be at least four (4) meetings each year and the D.C.M. should be familiar with the DCM Pamphlet.
- b. Receive reports from the groups through G.S.R.'s and through frequent personal contacts with groups in the District.
- c. Assist the Registrar in obtaining group information in time to meet the deadline of the appropriate A.A. directories.
- d. Keep G.S.R.'s informed about Conference activities, including but not limited to setting up opportunities for the Delegate's Conference report, occasionally making the Conference report if the Delegate cannot be present, and inviting the Delegate to regular District Meetings.
- e. Acquaint G.S.R.'s with the *A.A. Service Manual* and the Area 26 Structure.
- f. Bring Traditions problems to the attention of the Delegate.
- g. Keep G.S.R.'s informed about Conference-approved books and pamphlets.
- h. Organize workshops and/or sharing sessions on service activities.
- i. Make sure that the Conference Report is made available to G.S.R.'s and help G.S.R.'s make interesting reports to their groups.
- j. Inform G.S.R.'s that the fellowship has a set of suggested Guidelines that are compiled from the experience of A.A. members in the various service areas. These Guidelines also reflect guidance given through the Twelve Traditions and the General Service Conference. They are usually printed on yellow paper.

- k. Discuss the “Twelve Traditions” and the “Twelve Concepts for World Service” with G.S.R.’s. Explain how they affect our Groups and A.A. as a whole.
- l. Make Area minutes available to the G.S.R.’s and stress the importance of sharing them and information received from the General Service Office.
- m. Make a regular practice of talking to groups (new and old) on the responsibilities of general service work.

3.3 – D.C.M.’s Expenses. Travel and lodging expenses for the D.C.M. to Area Committee meetings and the Area Assembly should be paid by the district represented.

ARTICLE 4 – AREA 26 COMMITTEE

4.1 – Composition. The Area 26 Committee shall be comprised of the following:

- a. Chairperson
- b. Alternate Chairperson
- c. Delegate
- d. Alternate Delegate
- e. Secretary
- f. Treasurer
- g. District Committee Members (D.C.M.'s)
- h. Standing Committee Chairpersons
- i. Non-Rotating Archivist

All members of the Area Committee have a voice and are eligible to vote at the Area Committee Meetings. The Non-Rotating Archivist will have a voice and no vote. Alternate D.C.M.'s shall vote only in the absence of the D.C.M. (Note: Absentee or proxy voting shall not be valid.)

4.2 – Quarterly Meeting. The Area Committee shall normally meet in January, April, July and October. (The April and October meetings are also Area Assemblies.) In addition, one meeting may be held during the Kentucky State Convention if circumstances warrant.

4.3 – Area Assembly. The Area Assembly shall meet twice each year, preferably in April and October and in October is specifically charged, in odd years, to elect an Area 26 General Service Delegate to the General Service Conference, and to elect an Area 26 Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, Alternate Secretary, Treasurer and Alternate Treasurer. The Area Assembly shall give the Delegate financial support to assist him/her in the course of duties of the office.

Voting members of the Area Assembly are:

- a. G.S.R.'s
- b. Area Delegate
- c. Alternate Delegate
- d. Chairperson
- e. Alternate Chairperson
- f. Secretary
- g. Treasurer
- h. District Committee Members (D.C.M.'s)
- i. Newly elected District Committee Members (D.C.M.'s)
- j. Standing Committee Chairpersons

Alternate G.S.R.'s shall vote only in the absence of the G.S.R. Alternate D.C.M.'s shall vote only in the absence of the D.C.M. Likewise, the Alternate Secretary and Alternate Treasurer shall only vote in the absence of the Secretary or Treasurer.

(Note: Absentee or proxy voting shall not be valid.)

4.4 – Submission of Items for the Agenda at Area Meetings/Assemblies. Any member of Alcoholics Anonymous in Area 26 may submit an item to be placed on the agenda for consideration at an Area Meeting or Area Assembly. The item must be in the form of a motion and submitted in writing to the Area Chairperson at least 45 days prior to the next meeting.

A motion may be brought before the Meeting as a floor action, provided the motion is submitted to the Chairperson in writing, and there is sufficient time to hear and debate the motion.

4.5 – Area Meeting/Assembly Location. Any District shall have an opportunity to bid to host the Area Assembly/Area Meeting. The District desiring to host shall place their bid 9 months prior to the upcoming meeting and will suggest the date they would like to hold the meeting. If no District offers a bid for that meeting/assembly, the Chairperson shall select the location of the meeting.

4.6 – Meeting/Assembly Expenses. See current financial guidelines.

4.7 – Conduct of Business. Area 26 Meetings and Assemblies are closed business meetings. Any member of Alcoholics Anonymous is welcome to attend.

Each person attending should sign in at the registration table when they arrive on Saturday and Sunday morning.

In order to conduct business, two-thirds (2/3) of the voting members of the Area Committee must be present. If a quorum is in doubt, the secretary will call the roll. (Note: at Area Assemblies the quorum will include G.S.R's who have signed in)

Business may be conducted anytime from the time the Chairperson calls the meeting to order, until the close of the meeting.

4.8 – Hosting a Meeting/Assembly. Please see suggested guidelines.

ARTICLE 5 – AREA OFFICERS

5.1 – Election of Chairperson and Alternate Chairperson. The Chairperson and Alternate Chairperson shall be elected by *The Third Legacy Procedure* described and outlined in the most current A.A. Service Manual. Voting for the Officers shall be by ballot. The Chairperson and Alternate Chairperson shall be elected separately, with the Chairperson chosen first.

The following persons are eligible to stand for election as Chairperson:

- a. All duly elected and presently serving District Committee Members;
- b. The presently serving Alternate Chairperson, Delegate, Alternate Delegate, Secretary, and Treasurer; and
- c. The currently serving Standing Committee Chairs who have previously served as D.C.M.'s.

The following persons are eligible to stand for election as Alternate Chairperson:

- a. All duly elected and presently serving District Committee Members;
- b. The presently serving Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer; and
- c. The currently serving Standing Committee Chairs who have previously served as D.C.M.'s.

It is recommended that the candidate have a minimum of 6 years of continuous sobriety and that s/he have a minimum of 75% attendance at Area Meetings.

Nominations from the floor shall not be recognized. (In extreme circumstances, the Committee may caucus privately if the situation warrants a nomination from the floor. In such an event, all qualified G.S.R.'s present at the Assembly will be eligible for nomination.)

At the time of acceptance of nomination, all eligible candidates shall be prepared to present a brief service history, setting forth their sobriety date and the service positions in AA they have held to date.

The candidate must be present to be elected unless an extreme emergency situation exists. In this event, the absent candidate must make known to the Committee, at least one hour before the Assembly begins, his/her intent to run and his/her candidacy must be approved by the Committee in private caucus.

However, any Committee member, by challenge, may request private caucus of the Committee with the nominee for the purpose of approving the nominee's qualifications or requesting him/her to withdraw his/her name.

5.2 – Duties of the Chairperson. The Chairperson shall conduct all Area Committee and Area Assembly meetings; prepare and adhere to an agenda; appoint chairpersons of non-permanent committees with the approval of the Area Committee; set floor rules including time limit for brief discussion of each agenda item, with the approval of the Area Committee; and, in general, perform the duties of the administrative office of the Area Committee. The Chairperson shall also serve as ex-officio member of all committees, both permanent and temporary. In the absence of the Chairperson, the Alternate Chairperson shall assume these duties.

The scheduling of the Area 26 business meetings on Saturday and Sunday is left to the presently serving Chairperson and Area Committee, in conjunction with the Hosting District. The schedule will include D.C.M., Standing Committee, Intergroup, and Host Committee reports.

The Chairperson, in collaboration with the Secretary will have oversight of this document, insuring that the document is up to date, and available for distribution to Area Committee Members and the Area 26 web site.

5.3 – Duties of the Alternate Chairperson. The Alternate Chairperson will serve as Co-Chair of Area Meetings and Assemblies and will fill in for the Chairperson if the Chairperson is unable to serve.

5.4 – Election of Delegate and Alternate Delegate. The Delegate and Alternate Delegate shall be elected by *The Third Legacy Procedure* described and outlined in the most current A.A. Service Manual. Voting for the Officers shall be by ballot. The Delegate and Alternate Delegate shall be elected separately, with the Delegate chosen first.

The following persons are eligible to stand for election as Delegate and Alternate Delegate:

- a. All duly elected and presently serving District Committee Members;
- b. The presently serving Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, and Treasurer; and
- c. The currently serving Standing Committee Chairs who have previously served as D.C.M.'s.

It is recommended that the candidate have a minimum of 6 years of continuous sobriety and that s/he have a minimum of 75% attendance at Area Meetings.

Nominations from the floor shall not be recognized. (In extreme circumstances, the Committee may caucus privately if the situation warrants a nomination from the floor. In such an event, all qualified G.S.R.'s present at the Assembly will be eligible for nomination.)

At the time of acceptance of nomination, all eligible candidates shall be prepared to present a brief service history, setting forth their sobriety date and the service positions in AA they have held to date.

The candidate must be present to be elected unless an extreme emergency situation exists. In this event, the absent candidate must make known to the Committee, at least one hour before the Assembly begins, his/her intent to run and his/her candidacy must be approved by the Committee in private caucus.

However, any Committee member, by challenge, may request private caucus of the Committee with the nominee for the purpose of approving the nominee's qualifications or requesting him/her to withdraw his/her name.

5.5 – Duties of Delegate and Alternate Delegate. See "The A.A. Service Manual" (Chapter 6) for the Delegate's Duties.

Should the Delegate be unable to complete his/her term of service, the Alternate Delegate shall assume the Delegate duties. (This will not preclude his/her eligibility to be elected to serve his/her own two-year term as Delegate unless he/she had assumed the Delegate's duties for both years.)

5.6 – Election of Secretary and Treasurer. All current Area Committee Members and past D.C.M.'s are eligible to be candidates. They shall be elected by a simple majority vote.

At the time of acceptance of nomination, all eligible candidates shall be prepared to present a brief service history, setting forth their sobriety date and the service positions in AA they have held to date.

The Candidate must be present unless an extreme emergency situation exists. In this event, the absent candidate must make known to the Committee, at least one hour before the Assembly begins, his/her intent to run and his/her candidacy must be approved by the Committee in private caucus.

However, any Committee member, by challenge, may request private caucus of the Committee with the nominee for the purpose of approving the nominee's qualifications or requesting him/her to withdraw his/her name.

The runners-up in the election of Secretary and Treasurer shall serve as Alternates—and these Alternates shall remain Alternates with no remuneration or vote, unless they are actively serving for or permanently replacing the presently serving officer - should either of the above not be able to complete their two-year term.

5.7 – Duties of the Secretary. The Secretary shall keep and maintain minutes of the Area Committee and Area Assembly meetings; publish and mail to all Area Committee members the minutes of the previous meeting at least 45 days prior to the next Area Committee meeting; and publish and mail to all Area Committee members the agenda of the next meeting. The Secretary shall also be responsible for the setup and maintenance of the Public Address system used at Area Committee and Assembly meetings.

The Secretary will call the roll at the beginning of each business session (and as directed by the Chairman) to determine if a quorum is present.

The Secretary, in collaboration with the Chairperson, will have oversight of the Area 26 Service Handbook, insuring that the document is up to date, and available for distribution to Area Committee Members and the Area 26 web site. All subsequent changes to this document shall be annotated in an appendix, listing the Article that is changed, the date and substance of the change.

The Secretary shall be reimbursed by the Treasurer for expenditures necessary for the conduct of the office.

The Secretary shall keep the Alternate Secretary apprised in all matters so that the Alternate is well informed of the duties of the office in the event s/he must assume the position.

5.8 – Duties of the Treasurer. The Treasurer shall receive contributions from the groups and other approved sources, maintain records of monies received, and maintain the bank account by depositing all receipts and making disbursements as determined by the Area Committee.

The bank account signature card shall contain the signatures of the current Chairperson, Secretary and Treasurer. All checks written at the \$500.00 level and above shall require the signatures of any two of the three officers. Checks below the \$500.00 level shall require the signature of the Treasurer only.

The Treasurer shall report to the Area Committee at each meeting the current financial status of the Area Committee, with details of the income and expenditures. All financial reports are subject to the approval of the Area Committee. For clarification of Area 26 Committee financial responsibilities, the current financial Guidelines should be adhered to.

The Treasurer shall see that all necessary tax returns are prepared and shall file the same in a timely manner.

The Treasurer shall keep the Alternate Treasurer apprised in all matters so that the Alternate is well informed of the duties of the office in the event s/he must assume the position.

5.9 – Rotation and Removal of Officers. In holding to the principle of rotation, Officers and Standing Committee Chairpersons will serve no more than two consecutive two year terms. (The Delegate may serve only one two-year term and shall never again run for this office.)

The Area Committee may remove any Area Committee Officer by simple majority vote.

ARTICLE 6 – AREA COMMITTEES

6.1 – Permanent Standing Committees. The following are the permanent Standing Committees of Area 26:

- a. Archives
- b. Accessibilities
- c. Cooperation with the Professional Community
- d. Correctional Facilities
- e. Grapevine/La Viña
- f. Kentuckiana Newsletter
- g. Literature
- h. Public Information
- i. Registrar
- j. Technology
- k. Treatment Facilities

Refer to the current AA Service Manual or committee workbooks/guidelines for complete descriptions of the committees.

It is suggested that each Permanent Committee consist of a Chairperson with at least four (4) years of continuous sobriety, and a workable number of committee members. The Area Chairman will appoint the Standing Committee Chairpersons and Non-Rotating Archivist*, said appointment to be ratified by the Area Committee.

Each committee shall meet at the call of its Chairperson.

* Non-Rotating Archivist appointment to be reviewed after five years of service.

6.2 – Standing Committee Chairperson’s Duties. The following are the general duties of the Standing Committee Chairperson:

- a. Chair the quarterly standing committee meetings at the Area Meetings and Assemblies;
- b. Be familiar with the workbook and the guidelines for your committee;
- c. Review agenda items and background information for the General Service Conference, if available, and discuss the same with the committee, and report the committee's findings to the Area and the Area Delegate;
- d. Offer a report to the Area Committee at the quarterly Area Meetings and Assemblies to keep Area 26 apprised of the committee's work;
- e. Communicate and work with the Area Chairperson to meet the needs of Area 26; and
- f. Conduct and/or participate in workshops in the Area pertaining to their committee.

6.3 – Ad Hoc (Temporary) Committees. An Ad Hoc Committee is a temporary committee and is charged with specific duties for limited period of time. The committee chair is appointed by the Area 26 Chairperson.

It is suggested that the committee be no more than five people and may include the appointed Ad Hoc committee chair, three D.C.M.'s, who may be chosen by having their names pulled out of a hat. The Area Committee Chair is an ex-officio member of all temporary committees.

6.4 – Finance Committee. The Finance Committee shall be comprised of the currently serving Area 26 Treasurer, Alternate Delegate, Chairperson, Alternate Chairperson and three District Committee Members. The three District Committee Members shall be drawn from the hat every other year at the January Area Meeting held in even numbered years. The Alternate Delegate shall serve as Chairperson of the Committee. The Finance Committee shall meet quarterly at the Area Meeting and from time to time as necessary, at the call of the Committee Chairperson.

The Finance Committee shall:

- a. Conduct a quarterly review of Area 26 income, expenditures, balance sheets, and other matters related to Area finances;
- b. Present an annual budget to the Area Committee;
- c. Maintain a record of all Area 26 assets;
- d. Periodically review the Area 26 Financial Guidelines and recommend any changes to the Area Committee for approval;
- e. Be familiar with the A.A. Guidelines on Finance;
- f. Review and discuss agenda items and background information for the General Service Conference pertaining to the Conference Committee on Finance and report the Committee's findings to the Area and the Area Delegate;
- g. Offer a report to the Area Committee at the quarterly Area Meetings and Assemblies to keep Area 26 apprised of the committee's work; and
- h. Conduct and/or participate in workshops in the Area pertaining to self support and/or the Finance Committee.

ARTICLE 7 - EXPENDITURES

Reimbursement of expenditures for the conduct of business for each Area Officer, Committee Chair or Ad Hoc Committee shall be made according to current financial guidelines.

ARTICLE 8 – KENTUCKY STATE CONVENTION

The annual Kentucky State Convention location rotates between these cities: Lexington, Bowling Green, Louisville, Owensboro, Northern Kentucky, and Paducah, with new cities to be added as appropriate. When a new city is added, it will be added after a full rotation, following the city that is hosting, or hosted, the convention the year during which the new city requests to be added to the rotation.

The Hosting Committees will have complete responsibility for the convention. It is suggested that the committee follow the A.A. Guidelines on Conferences and Conventions.

ARTICLE 9 - AMENDMENT PROCEDURES

Any proposed amendment/amendments to this Structure shall be submitted in writing to the Chairperson for consideration at the next Area Committee Meeting. An affirmative simple majority vote of the voting members of the Area Meeting/Area Assembly recommends that the amendment be submitted to the groups, via the G.S.R's, for ratification. Each G.S.R. will report his/her group conscience to the D.C.M. The simple majority of the votes submitted to the D.C.M. shall determine a Yes or No vote for that district. The D.C.M., Alternate D.C.M. or Designated Representative shall submit their written ballot at the next Area Committee Meeting. Two-thirds (2/3) of the Districts, present and voting, must vote Yes, to constitute adoption of the amendment.

Upon ratification of the amendment, the Secretary and the Chairman shall update this document and have it available at the next quarterly meeting or assembly. In addition, the amendment shall be annotated in the appendix, listing the Article that is changed, the date and substance of the change.

APPENDIX

Area 26 operated under a structure document that substantially changed in 2009. Much of the recorded history of that document has been lost. The most recent amendments to that document were made on: 10/88; 04/89; 10/90; 07/91; 4/93; 10/94; 4/96; 10/96; 7/98; 1/99; 10/00; 10/01; 7/03; 7/05.

This edition of the Structure was ratified and adopted on the 19th day of July, 2009 and supersedes all previous versions.

AMENDMENTS

<u>Date</u>	<u>Article No.:</u>	<u>Substance of Change:</u>
04/12/15	6.4	Addition of Finance Committee.
10/30/16	5	Replaced provisions for automatic rotation of Delegate to Chair and Chair to Alternate Chair with provisions for election of Chair and Alternate Chair.
08/05/18	4.5	Changed bid to host Area Meeting/Assembly from 6 months prior to the upcoming meeting to 9 months prior to the upcoming meeting.
09/17/18	5.5	Corrected typographical error from See "The A.A. Service Manual" (Chapter 5) for the Delegate's Duties to See "The A.A. Service Manual" (Chapter 6) for the Delegate's Duties.
04/07/19	6.1	Changed the name of the Website Committee to the Technology Committee.
07/21/19	6.1	Changed the name of the Special Needs Committee to the Accessibilities Committee.
07/21/19	4.2	Addition of an Area Assembly in April of each year.

7/21/19	4.3	Addition of an Area Assembly in April of each year. Added a provision for the election of Chairperson and Alternate Chairperson.
10/19/19	5.1 5.4	Updated to clarify who is eligible to stand for Chairperson, Alternate Chairperson, Delegate and Alternate Delegate.
1/10/21	6.1	Changed the name of the Grapevine Committee to the Grapevine/La Viña Committee.
4/10/21	4.1 6.1	Added Non-Rotating Archivist as non-voting member with voice Added that Non-Rotating Archivist is ratified by Area and reviewed after five years of service.