



GENERAL SERVICE OF SOUTHEASTERN MICHIGAN - AREA 33

GUIDELINES

AS ADOPTED BY THE AREA 33 ASSEMBLY MARCH 2021

These guidelines outline the general routines, processes, and workings of General Service of Southeastern Michigan-Area 33. The intent is to provide a quick reference to help A.A. members participate in and understand Area Service.

Fifth printing, August 2021

A DECLARATION OF UNITY

This we owe to A.A.'s future: to place our common welfare first; to keep our Fellowship United. For on A.A. unity, depend our lives and the lives of those to come.

I AM RESPONSIBLE ...

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.

THE A.A. PREAMBLE

Alcoholics Anonymous is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

CORRESPONDENCE and CONTRIBUTIONS

Send correspondence and contributions to:

General Service of Southeastern Michigan - Area 33

P.O. Box 2843

Southfield, MI 48037-2843

Phone: (248)353-1625

Website: www.aa-semi.org

Please make contributions payable to: General Service of Southeastern Michigan - Area 33. When contributing, be sure to include your group name and service number, if known, on the check or money order.

AREA OFFICE

General Service of Southeastern Michigan - Area 33

24225 W. 9 Mile Road, Suite 128

P.O. Box 2843, Southfield, MI 48033-3990

MONTHLY MEETINGS

The Area 33 Assembly Meeting information will be posted on the Area website: aa-semi.org

The Meeting will always be held on a Sunday, to be Announced Monthly. For a complete listing, please see the Area 33 website, www.aa-semi.org or see the Area 33 Assembly Minutes.

Meeting Begins at 12:00 noon

These Guidelines are incorporated by reference and therefore are part of the Area 33 Bylaws.

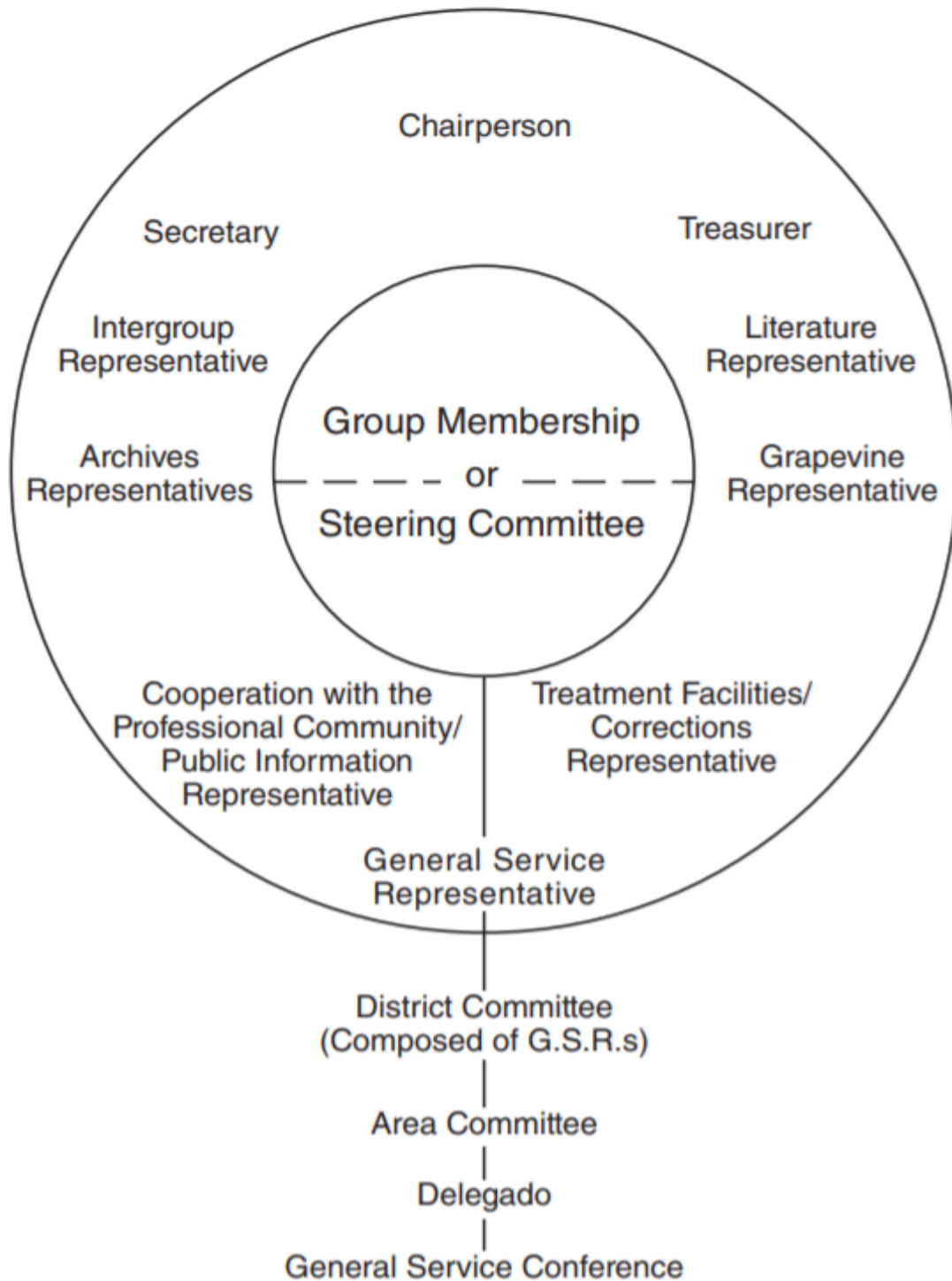
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Service Structure Inside the A.A. Group



SECTION 1: GENERAL INFORMATION

WELCOME

The Southeastern Michigan Area 33 of Alcoholics Anonymous welcomes you! As a participant in the activities of area service, you will find many new and exciting opportunities to help carry the message of A.A. to your companions in recovery, as well as to the alcoholic who still suffers. The experience of A.A.'s past and the hope of its future have been entrusted to each of us. The purpose of these guidelines is to help us better understand how the area functions and how it is structured. These guidelines pass on knowledge of where we have been and offer guidance in moving forward.

What is General Service?

New members of Alcoholics Anonymous soon learn about the importance of twelfth step work-service to another alcoholic that helps both giver and receiver to stay sober. They then see such work broadened to include central office or intergroup service, institutions, committee service and finally, General Service. What are they?

In Bill W's introduction to The Service Manual, he tells how general service grew to fill a need beyond the reach of individual, group, and Intergroup. Today, the term "general service" is applied to all kinds of activities within the conference structure, carried on by area committees, delegates, trustees, and G.S.O. staff. Usually the services affect the fellowship as a whole. Almost always, they are part of A.A.'s distinctive unity, which allows the fellowship to function so well.

Geographic Data:

Area 33 is located in Southeastern Michigan. It includes 5 Counties: Wayne; Oakland; Macomb; St. Clair; and Sanilac. There are 24 districts and one Spanish linguistic district. There are approximately 1,000 registered groups in the Area.

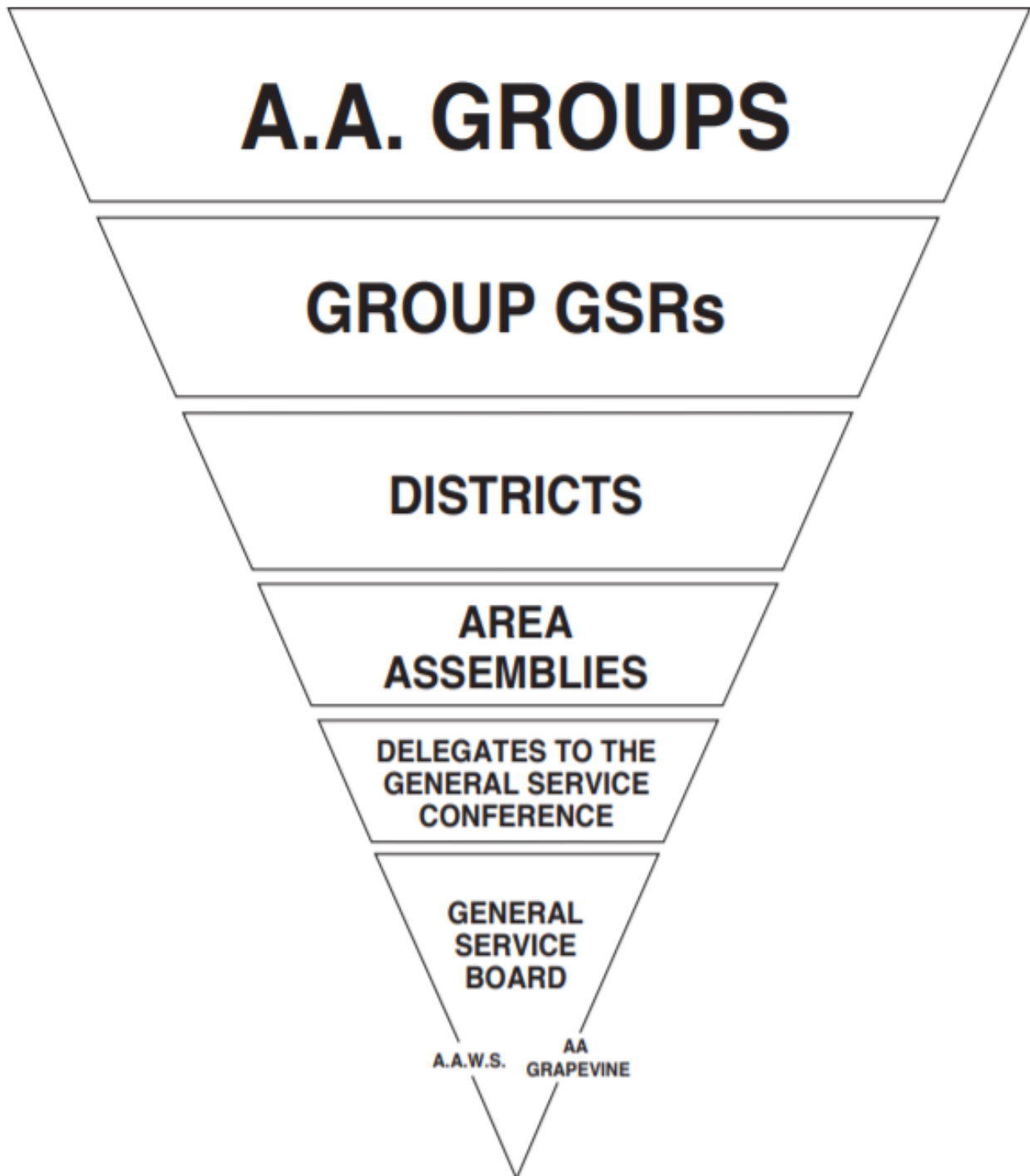
Structure of Area 33:

The Group: The basic unit of A.A.'s service structure is the A.A. Group. Your group and its neighboring Groups form the next larger unit, the district. Group Service Representatives (GSRs) attend district meetings, and elect a District Committee Member (DCM) who conducts district meetings and represents the conscience of the district as a voting member of the Area Assembly.

The District: The Districts form the next larger unit, the Area. There are 25 Districts in General Service of Southeastern Michigan -Area 33. GSRs and DCMs attend Area Assemblies once a month to share information and vote on issues that affect A.A. as a whole.

The Area: General Service of Southeastern Michigan -Area 33 is one of three delegate areas in Michigan, and one of the 93 delegate areas in the United States and Canada. The members of Area 33 Assembly elect the Delegate who represents Alcoholics Anonymous on behalf of the area.

STRUCTURE OF THE CONFERENCE (U.S. and Canada)



SECTION II: ASSEMBLY BUSINESS MEETING

When: The Area 33 Assembly is held on a Sunday, each month at 12:00 noon. Lunch is provided by the districts and begins at 11:30 a.m. Please check the area 33 website aa-semi.org, or the area minutes for a complete listing of the meeting schedule.

Where: Assembly information will be available monthly on the Area 33 website homepage: aa-semi.org

Hosts: Districts rotate the responsibility of hosting the Area Meeting. Each month the hosting district is responsible for making coffee, providing lunch, snacks and cleaning up. The Area covers a fixed, budgeted amount for the lunch.

Format: The area assembly meeting, or business portion of the assembly:

12:00: Assembly Meeting - the format of this portion of the meeting varies from month to month. The area will publish an Area Assembly Format Schedule, each year, detailing the format and content of the Assembly.

Assembly Business Meeting -This is the business portion of the meeting and includes reports from the Delegate, Treasurer, Registrar and Secretary, as well as new and old business.

In addition, there are some other meetings that occur prior to the Area Committee and Assembly meetings each month. They include:

10:00 -11:00 a.m.: Service Manual Study

11:00 -11:30 a.m.: GSR Orientation -Area 33 provides a GSR orientation every month prior to the area assembly meeting. It begins at 11 :00 a.m. and all new GSRs are invited to attend, as well as any other interested person (s). The orientation gives an overview of the A.A. service structure as well as information specifically geared toward Area 33. If you need information about your district, or have general questions, someone at this meeting will be able to help you.

11:00-11:30 a.m.: DCM Meeting (February, March, May, June, August, November, & December) - The DCMs meet prior to the Assembly meeting during the months listed above. The Area 33 Registrar chairs this meeting.

11:00 -11:30 a.m.: Standing Committees Meeting (January, July, October)-The Chairs of the standing committees meet prior to the assembly meeting during the months listed above. The Area 33 Alternate Delegate chairs this meeting.

October - Election Assembly: Elections are held annually in October. In the odd numbered years we elect committee chairs for the standing committees, as well as liaisons for Intergroups/ Central Offices and YPAA with terms beginning January 1. In the even numbered years we elect Area 33 officers. See the voting section of this document for more details. All business is normally suspended in lieu of the October elections.

Elections/Rotation:

In October, Area 33 holds an election for Area 33 Officers or Committee Chairs. Each Area service position is held for a two-year term, referred to as a legacy. In keeping with A.A. principles and in the spirit of rotation, new people are to serve after the two-year legacy is completed (or sooner if necessary). The Area Officers and Area Committee Chairs are elected on opposite years for the purpose of maintaining continuity and stability within the area structure. On the year we elect new officers, we have area Chairs who have already served a year. Likewise, on the years we elect new area Chairs, our officers have been serving for a year and can help in the transition.

Area officers are elected in October of the even years. The Officer Elect's term begins on-January 1st of the upcoming year. Area committee chairs are elected in October of the odd years. The Committee Chair Elect's term begins on January 1st of the upcoming year.

If an elected area officer or committee Chair does not show up or contact the area Chair, it is the area Chair's responsibility to contact that person to see if they are able to continue to serve. If they cannot, or if the area Chair is unable to get in touch with the individual, the position will be open and an election will be held after it has been announced at the area and published in the minutes.

The unexpired term of any position in which a vacancy has occurred shall be filled using the voting procedures described below.

Voting Procedures:

Area 33 proceeds on as informal a basis as possible, while respecting the rights of all concerned. The purpose of these procedures is to make it easier for the Assembly to conduct its business, by allowing the Area to carry out the will of the Fellowship, reached through an informed group conscience.

Area 33 has adopted these basic guidelines, which help it proceed in the spirit of A.A. Traditions. Area 33's policies are designed as a balance between preserving the sanctity of the Groups' vote through their GSRs, with a desire to be inclusive and encourage all who are in attendance to be involved in the process. The Chair has the discretion to relax the procedures or apply them more or less rigidly as may be deemed appropriate for an informed group conscience.

Substantial Unanimity: All motions require substantial unanimity, that is, a two-thirds majority of the votes cast on any matter. However, prior to a vote being taken, a motion may be made to allow passage by simple majority. The motion to proceed by simple majority itself requires a simple majority for passage.

Presenting a Motion: An individual making a motion must first raise his or her hand and be recognized by the Chair. During new business, individuals simply line up at the microphone. To make a motion, first, put it in writing and give it to the secretary. Next, go to the microphone and state, "I move that (describe your motion)." The Chair will ask if there is a second. If there is no second, the motion fails. If there is a second, it is open for discussion or may go directly to a vote.

General Rules of Discussion: When discussing the motion, the mover speaks first in favor of the motion. Anyone who wishes to speak may line up at the microphone to be heard. No one speaks a second time until everyone has had an opportunity to speak once. Do not repeat what has already been presented.

Ultimately, the Chair asks, "Is there any further discussion?" If not, a vote is taken. Voting is generally done by a show of hands.

Motion to Amend: If you wish to amend a motion, state the proposed amended motion at the microphone. The Chair will ask the person who made the initial motion and the person who seconded the motion whether they will accept it as a friendly amendment.

If they do, the amended motion is stated by the secretary and discussion proceeds. If they do not, the motion to amend fails, however it may be presented as a subsequent motion.

Tabling/Postponing a Motion: Tabling a motion is used to postpone discussing the motion to a later specified date. It requires a motion, a second and proceeds to a vote without discussion.

Point of Order: Point of order is used when a member believes there is an error in procedure, lack of decorum or the discussion is getting off the direct topic. A member rises and states, "Point of order" to draw the Chair's attention. After being recognized, the member states the point of order. The chair then makes a ruling on the question involved. The point of order can interrupt another speaker.

Calling the Question: Calling the question brings discussion to a halt while members decide whether to proceed directly to a vote (the question) or go on with the discussion. The member calling the question states *without comment*, "I call the question." If seconded, the motion to call the question proceeds directly to a vote without discussion. This vote is on calling the question.

Minority Opinion: After voting on any motion, the non-prevailing side may speak to their position. Individuals wishing to state a minority opinion simply go to the microphone, wait to be recognized by the Chair, and state their desire to express a minority opinion. After all minority opinions on a vote are stated, a motion to reconsider is available. A motion to reconsider a vote must be made by a member who voted with the prevailing side. Only a simple majority is required for a motion to be reconsidered. No action may be reconsidered twice. If the majority votes to reconsider, a full debate is resumed. Everyone is entitled to, and should, express his or her opinion. However, if someone else has already stated your perspective, do not go to the microphone and say it again.

Eligibility to Vote

- A. *Election of Officers and Committee Chairs.* Only the GSRs, DCMs, Area Officers and Committee Chairs are eligible to vote for Officers and Committee Chairs. If a Group's GSR or a District's DCM is not present, then the alternate GSR or DCM may vote. If a Committee Chair is not present, then a Committee Co-Chair may vote. Each individual eligible to vote has one vote. Absentee votes or proxies are not valid. No individual is allowed more than one vote. For example, if a member is a DCM or GSR, but is also a Committee Chair or Area Officer, they still cast only one ballot.

- B. All Others. For all other votes cast at the Area Assembly, all A.A. members present are eligible to vote.
- C. Individuals standing are expected to be present to be elected to any position or office.

Voting Procedures for The Election of Officers: Voting for Delegate, Alternate Delegate, Chair, Treasurer, Registrar, Secretary, and Records Secretary is conducted by the standing Delegate according to the Third Legacy Procedures as defined in the section below and in The A.A. Service Manual, by written ballot.

Voting Procedures for the Election of Committee Chairs: Voting for Committee Chairs is conducted by nomination, acceptance by the person nominated or by nominating yourself. After the Individuals nominated leave the room, a vote by a show of hands is conducted. The results are determined by a plurality, i.e., the most votes cast for any nominee.

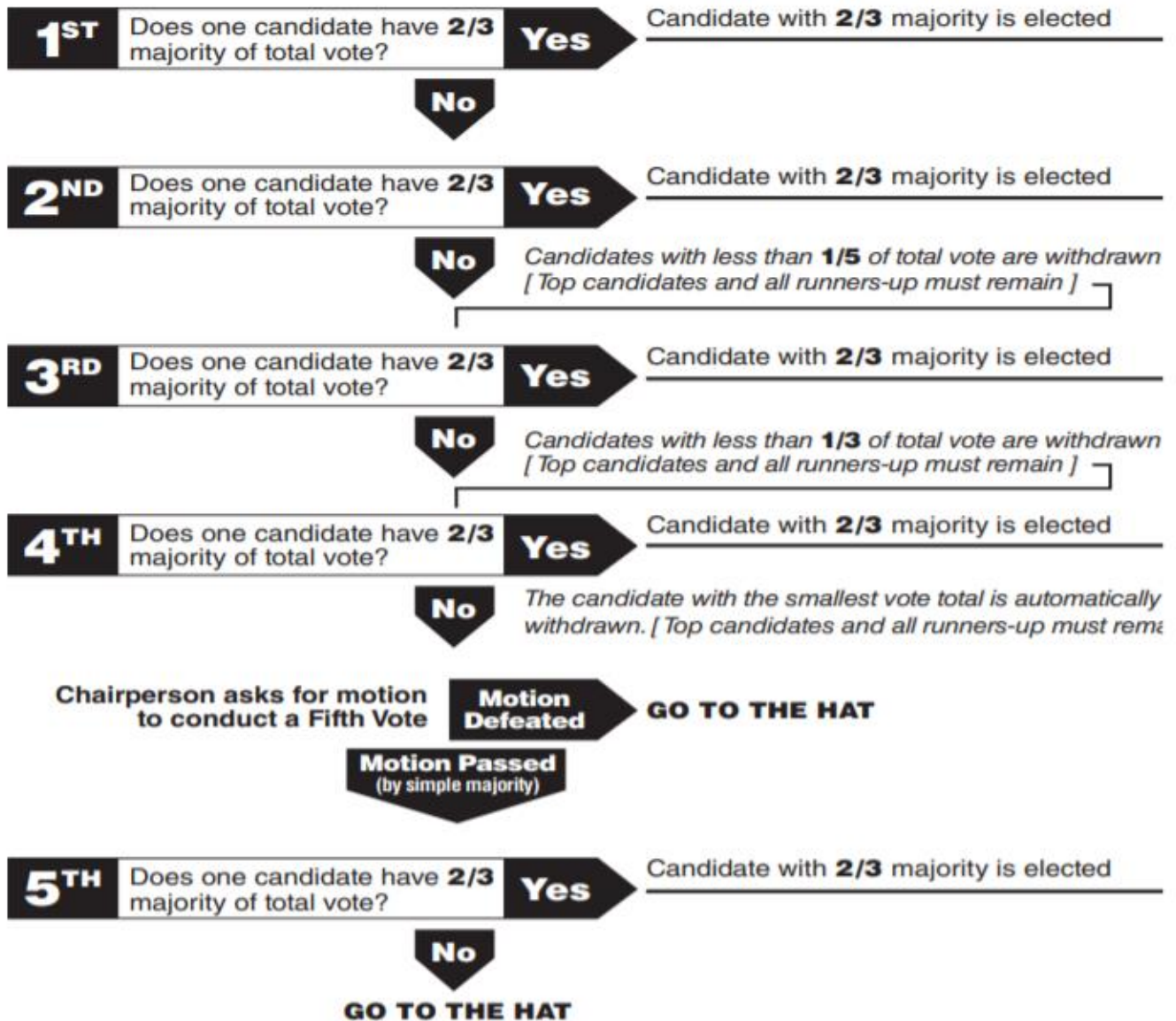
Third Legacy Voting Procedure: Election Assemblies are presided over (chaired) by the current Area Delegate, and generally follow the suggestions found in Chapter 4 of The A.A. Service Manual. There is a roll call of all current Officers and Committee Chairs before the first ballot. Those members are asked to answer "available" or "not available" for office as their names are called.

After the roll call, those not called but also eligible/willing to stand are invited to add their names. The names of all candidates for a given office are posted. Each candidate is invited to give a brief summary of their A.A. service experience before the balloting for the service position for which they are standing. There is no campaigning; only a recital of service experience. The vote is by anonymous written ballot.

Third Legacy Voting Process: A candidate must receive $2/3$ of the total vote to be elected. The results of each ballot are posted. A first ballot is held. After the second ballot, any candidate who received less than $1/5$ of the total vote is withdrawn, although the top two candidates, regardless of vote percentage, remain. In the event of a tie, all candidates tied for second place remain. After the third ballot, any candidate who received less than $1/3$ of the total vote is withdrawn, although the top two candidates, regardless of vote percentage, remain. In the event of a tie, all candidates tied for second place remain. After the fourth ballot, the candidate with the smallest number of votes is withdrawn, although the top two candidates, regardless of vote percentage, remain. In the event of a tie, all candidates tied for second place remain. The Chair asks if there is a motion to go to a fifth and final ballot. If such a motion is made and seconded, a simple majority is needed to take the election to the fifth ballot. In the absence of such a motion passing, the election is decided by lot-it "goes to the hat." If no candidate receives $2/3$ of the vote on the fifth ballot, the election is decided by lot.

The Third Legacy Procedure

BALLOT



SECTION III: Special Functions

Workshops: Area 33 will at times host workshops. It is the responsibility of the Alternate Delegate to chair and coordinate any Area sponsored workshop.

GSR Orientation: Area 33 provides a GSR (Group Service Representative), orientation every month prior to the Area Assembly meeting except April and September. It begins at 11 :00 a.m. and all new GSRs are invited to attend, as well as any other interested person. The orientation gives an overview of the A.A. service structure, as well as information specifically geared toward Area 33. Additionally, Area 33 will host a GSR Workshop for any District requesting it through the Area Registrar. Upon the Registrar's notice, the Alternate Delegate will coordinate, schedule and present the GSR Workshop at the requesting District's designated location.

Conventions:

March Round-Up: The March Round-Up is held every March, traditionally on the weekend in March in which the last day of the convention (Sunday) will fall on the second Sunday of the month. The March Round-Up is a local convention with A.A., Al-Anon & Alateen activities, i.e. - open speakers, topic panels, alkathons, banquet dinner, dance, etc. The March Round-Up Committee meets independently of the area, usually at the hotel where the convention will be held.

Michigan State Convention: Area 33 hosts The Michigan State Convention every third year. The Michigan State Convention is a combined effort and rotates between Areas 32, 33 and 34. It includes A.A., Al-Anon & Alateen activities, i.e. - open speakers, topic panels, alkathons, banquet, dance, etc. The State-wide Service Committee has a written set of guidelines for this convention.

SECTION IV: AREA OFFICERS

The Area Officers consist of the Delegate, Alternate Delegate, Chairperson, Treasurer, Registrar, Secretary, and Records Secretary. The Area Officers serve a two-year term beginning in the odd years. Elections are held in the preceding October. The elections are conducted by third-legacy procedure as described earlier in this guide and in The Service Manual. The outgoing Delegate chairs the Area Officer elections and forwards the results to the General Service Office. Voting members are the GSRs, DCMs, Area Committee Chairs, and Area Officers. Alternate GSRs and DCMs are also voting members in the absence of the GSR or DCM.

Delegate: The Delegate carries the collective conscience of Area 33 to the General Service Conference each year and reports the events of the conference to the Area Assembly. He or she attends all area, state and regional service meetings, helps the area and the General Service Office obtain financial support, is an ex-officio member of all Area committees; obtains information from GSO, provides A.A. leadership in solving local problems involving A.A. traditions, visits groups and districts in the area, works closely with the area officers, keeps the Alternate Delegate informed, and, late in the term, works with the Delegate-elect and new Area Officers. *area33delegate@aa-semi.org*

Alternate Delegate: The Alternate Delegate prepares to assume the Delegate's responsibilities should the Delegate be unable to continue any duty. He or she presides at the Area Committee meeting, assists the Delegate whenever needed, sets up and coordinates the Area 33 GSR school, coordinates Area 33 GSR District workshops, Pre-Conference, Service Fair, reviews and edits Area Assembly minutes received from Secretary and maintains Area 33 communications with past delegates. *area33alternatedelegate@aa-semi.org*

Chairperson (Chair): The Chair coordinates the Area Assembly, prepares the agenda for and chairs the Area Assembly meeting, communicates with the Area committees for monthly presentations and is responsible for the rotation of districts providing Area Assembly set up and snacks (lunch). The Chair has the responsibility of contacting Committee Chairs and Area Officers who have not shown up or had contact with the Chair for three (3) consecutive months. He or she coordinates Area office usage and monitors who has keys to the office. *area33chairperson@aa-semi.org*

Treasurer: The Treasurer receives and deposits all group contributions, pays all bills incurred for Area 33, maintains all financial records and ledgers, maintains current IRS and legal information for non-profit status, provides a verbal and written report at the Area Assembly, and is a member of the Finance Committee. The treasurer is also responsible after his or her legacy to serve as one of the members of the Finance Committee.

area33treasurer@aa-semi.org

Area Registrar: The Registrar registers new groups and communicates group changes to the General Service Office. He or she provides group information to GSRs, DCMs, Committee Chairs and Area Officers, chairs the District Committee Member (DCM) meetings held prior to the Area 33 meeting, keeps a record of group history within the area and provides the Area Archives with GSO database information. The Registrar also works closely with the Website Committee, informing the Website Chair of all group, GSR and DCM changes. *area33registrar@aa-semi.org*

Secretary: The Secretary handles all the correspondence for Area 33, maintains a current Area electronic mailing list, produces and emails the minutes of the Area Assembly, maintains Area 33 Officer and Committee databases, and produces bulletins (as instructed). The Secretary is also responsible for taking notes at the Officer meetings, 11:00 a.m. DCM meetings, as well as the 11:00 a.m. Area Committee meetings. *area33secretary@aa-semi.org*

Records Secretary: The Records Secretary advises the Area members on Area Guidelines policy and procedures, maintains a current Area 33 mailing list, gets the minutes from the printing company and mails them, and maintains an archival records library for the Area minutes and Area Workshops. He or she also serves as a back-up and support to the Area Secretary and is responsible for maintaining (printing) and updating (as instructed) the Area 33 Guidelines. *area33recordssecretary@aa-semi.org*

SECTION V: AREA STANDING COMMITTEES

The Area Standing Committees are designed to carry the message of Alcoholics Anonymous in specific ways to the still-suffering alcoholic. Some of the committees may do so through direct contact with the public, the professional community, the website, literature, or through the prison system. The Area Members elect a Committee Chair every 2 years. Some committees have only the Chair as the lone member, while others have many members on their committee. A number of committees have regularly scheduled meetings where members come together to discuss how they will go about fulfilling the duties of their committee. The majority of the committees, however, are looking for volunteers. If you are interested, check out the committee page on the website www.aa-semi.org or ask one of the officers at the Area Assembly meeting and they will be able to direct you.

Archives: This committee preserves the history of A.A. in Area 33 by collecting all written records and by recording interviews with A.A. members. The committee invites groups and districts to start

archives and write histories; displays the archives at the March Round Up, State Convention, workshops, and as requested. To submit information to the Archives Committee, mail correspondence to: General Service of Southeast Michigan-Area 33, P.O. Box 2843, Southfield, MI 48037-2843 or contact the current Area Archives Chair at *area33archiveschair@aa-semi.org* or Area Archivist at *area33archivist@aa-semi.org*

Cooperation with the Professional Community [CPC]: This committee focuses on "cooperation, but not affiliation" with the professionals in the community - educators, physicians, the clergy, court officials, and others who are often in contact with alcoholics. The committee contacts and distributes A.A. Pamphlets/ literature to the professional community as needed/requested and hosts a yearly special event for professionals. To work on this committee or for more information, please contact *area33cpcchair@aa-semi.org*

Correctional Facilities: This committee brings A.A. meetings into prisons and jails to offer alcoholic inmates help to prepare for sober lives in recovery after release. Committee members coordinate mail correspondence and set up A.A. contacts or temporary sponsors when inmates are released. The committee also collects A.A. literature for inmates and strives to educate law enforcement and correctional facilities officials regarding what the A.A. program does and does not do. The Chair attends the quarterly Statewide Correctional Facilities Committee meeting in Lansing. You can contact the Chair at *area33correctionschair@aa-semi.org*

Films: This committee maintains a collection of audio-visual equipment and general conference approved films and videos for use at A.A. functions and professional presentations as requested. To have the films committee visit your group, district workshop or other function, contact the films committee at *area33filmschair@aa-semi.org*

Finance: The Finance Committee provides fiscal oversight of the Area 33's financial situation and consists of the immediate past Area Treasurer, the current Area Treasurer, a Past-Delegate (elected by the Area), and two at-large members (also elected by the Area). It is suggested that the at-large members be free of any other Area 33 commitments. Members of the Finance Committee elect the Committee Chair, and the Chair serves for two years.

This committee is responsible for drafting the annual Area 33 budget, which is presented to the Assembly for review and approval in November of each year. Any request for funds that is not accounted for in the budget, or for money that is over the budgeted amount, must go through the finance committee for a recommendation. The Finance Committee will review the proposal and make a recommendation to the assembly regarding the request, prior to a vote. See the Finance Chair for the procedure on special budget requests or contact *area33financechair@aa-semi.org*. Finance Committee meetings generally occur monthly and prior to the Area 33 Assembly. Meeting times are at the discretion of the Committee.

Grapevine: The Grapevine Committee familiarizes A.A. members with the Fellowship's "Meeting in Print." This committee always has order forms available, *but cannot sell Grapevine materials*, and

orders displays. In addition, the committee collects old Grapevines for distribution in correctional facilities and treatment facilities. This committee also invites members to contribute articles to the Grapevine, provides a Grapevine Display at A.A. functions as requested, and encourages groups to elect a Grapevine Representative (GVR). The chair of this committee attends the quarterly Statewide Grapevine Committee meeting in Lansing. Contact the Grapevine Chair at area33grapevinechair@aa-semi.org.

Literature: This committee displays current A.A. Conference approved books and pamphlets at the area assembly meeting, area workshops, and other events as requested. They keep the area informed of new publications, literature catalogs and price changes. They may also buy A.A. Conference approved literature in quantity from GSO, for use by Area 33 standing committees, *but cannot sell literature*. Contact the Literature chair at area33literaturechair@aa-semi.org.

Professional Event Committee: This committee works in collaboration with the Public Information Committee, the CPC Committee and the Treatment Committee to plan and facilitate an annual event for the professional community. For more information contact area33professionaleventchair@aa-semi.org.

Public Information (PI): This committee informs the general public about the A.A. program by using the media (TV, radio, & press). They fulfill requests to participate in programs set up by schools, businesses, or other organizations. If you wish to volunteer for this committee, contact the committee Chair at area33publicinformationchair@aa-semi.org.

Accessibilities: The members of the Accessibilities Committee explore, develop and offer alternatives in order to carry the A.A. message, and to involve alcoholics with disabilities into our program. While there are no special A.A. members, many have accessibility issues. Accessibility issues can be defined as members with visual, hearing or speech impairments, hospitalized, convalescing, and those that are homebound. Someone who uses a walker, wheelchair or crutches, has physical and/or mental challenges, and those with ambulatory issues also receive our help. Veterans and non-English speaking members who need assistance are also accommodated. Whatever their disability or challenge to receiving the A.A. message may be, it is hoped that they will never be excluded from A.A. meetings, 12 step work or A.A. service. If you would like to volunteer or know someone in need, please contact the Accessibilities Chair. *area33specialneedschair@aa-semi.org*.

Treatment Facilities: The treatment facilities committee coordinates the work of individual members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up means of "bridging the gap" from the facility to an A.A. group in the community. The Treatment Committee is responsible for bringing a program into various treatment facilities called Bridging the Gap. The purpose of this program is to help the patient in treatment get to an A.A. meeting upon their release. Committee members answer the Bridging the Gap Hotline, help patients who do not have transportation available and they are often the first A.A. contact for a patient in treatment. As it states in the Bridging the Gap literature, it is a "first contact program."

This program is made up of over 400 volunteers throughout the area who are willing to help alcoholics who are just getting out of treatment programs. This committee also strives to further the understanding of what A.A. does and does not do to hospital and treatment center staff. If you wish to volunteer, please contact area33treatmentchair@aa-semi.org.

Website: The Area 33 Website was created to provide a useful tool for conveying information about A.A. and Area 33 activities to alcoholics, the general public, and members of the Professional Community. The Website contains information about current events, meetings lists, archives, Area Assembly and committee information just to name a few. For those who are interested in speaking with someone in A.A., there are numerous hotline numbers listed. The Big Book of Alcoholics Anonymous is available on-line as well as several other literature items.

It takes several people to keep the website up and running. Website Committee Members do not need to have prior computer experience, just the willingness to learn. Experienced members are always welcome as well. The Area 33 website address is www.aa-semi.org. If you are interested in becoming part of our team, or have any questions or comments regarding the website, please contact us at area33webchair@aa-semi.org.

March Round-Up Convention: This committee is responsible for planning the annual March Round-Up, a local convention with A.A., Al-Anon & Alateen activities, i.e. - open speakers, topic panels, alkathons, banquet dinner, dance, etc. The March Round-Up Committee meets independently of the area, usually at the hotel where the convention will be held. The March Round-Up Chair or Co-Chair attends the Area Assembly to give a report. Volunteers are always welcome! Please contact *area33marchroundupchair@aa-semi.org*.

SECTION VI: OTHER COMMITTEES AND ORGANIZATIONS

Liaisons: Area 33 has several Liaison positions. A Liaison is a contact person, or representative, from a specified group or entity who keeps Area 33 up to date and informed as to their activities. Likewise, Liaisons inform their groups or committees of the events and news of Area 33. Intergroup/Central Office & YPAA liaisons are elected at the Area 33 Assembly.

Intergroups/Central Offices: There are three intergroups in Area 33. Intergroup liaisons report on upcoming events and information regarding the intergroup. The liaison participates in the area meetings. The three Intergroups/Central Offices in Area 33 are:

- A.A. of Greater Detroit
- A.A. of Oakland County Intergroup
- Detroit & Wayne County Office

YPAA Liaison: The YPAA Liaison position encourages communication and collaboration amongst young people in A.A. throughout Area 33, as well as help with communication between Area 33 and the various YPAA entities throughout the Area, the State of Michigan, the Eastern Area, and across the country. YPAA entities refers to any young person's group (YPG), young person's conference/convention, or young person's committee. This Liaison will keep the Area informed of any upcoming state, regional, or international YPAA conferences or conventions happening in or around Area 33. This Liaison position can help educate Area 33 and its members about what YPAA is and how a young person might get involved or find relatable fellowship in the program. It is highly suggested this position maintains or has access to an update list of young people's meetings throughout the Area. Please contact *area33ypaa@aa-semi.org*.

Traditions Skit: This group performs the Traditions Skit as requested by groups, districts or events. It can be fun and informative and add a little variety to your event. The Chair of the Traditions Skit Committee sets up the skit as requested, contacts the traditions skit players, and informs the Area of their schedule. To request a skit to be performed at your function, contact *area33traditionsskit@aa-semi.org*.

Ad Hoc Committees: Ad Hoc Committees are formed with a specific purpose in mind, and once that purpose is fulfilled, the committee is typically disbanded. A motion to form an Area 33 Ad Hoc Committee can be made by any eligible member during new business. When an Ad Hoc Committee is formed, a Chair is elected and shall serve as long as the committee exists.

SECTION VII: STATEWIDE SERVICE MEETING

Delegates, Alternate Delegates and Chairs from each of the areas in Michigan attend the Statewide Service meeting. GSRs, DCMs, Committee Chairs and other A.A. members are encouraged to attend. The Statewide Service Meeting is a forum for communication between the three areas in Michigan. The three areas are able to coordinate events throughout Michigan, develop unity within the state, and communicate about the Michigan State Convention and Mock Conference. There are three Statewide Service Committees, CPC, Corrections and Grapevine. The Statewide Service Meeting is held at 1 :30 p.m. on the fourth Sunday of January, April, July, and October at the Lansing Alano Club, 2909 W. Genesee St, Lansing, MI 48917.

Statewide Committees:

CPC, Corrections & Grapevine: Each committee elects a Chair. These committees meet quarterly on the morning of the regularly scheduled Statewide Service Committee meeting at 10:30 a.m., 11 :30 a.m. and 12:30 p.m., respectfully.

Mock Conference: The Mock Conference is held on the fourth Saturday in March. The purpose is to inform A.A. members of the agenda for the upcoming General Service Conference and to help A.A. members become familiar with the Conference process. Participants are encouraged to bring input from their Groups and Districts on current A.A. issues in order to help the Delegates become familiar with the opinions and thoughts of the members throughout Michigan.

SECTION VIII: EAST CENTRAL REGION

Area 33 is one of 14 Areas that make up the East Central Region (see *The A.A. Service Manual* for map). The states included in the East Central Region are Illinois, Indiana, Michigan, Ohio and Wisconsin. The East Central Regional Trustee serves a four-year term for our region. See *The A.A. Service Manual* for details on the election procedure. Regional meetings are held twice a year at the Regional Convention and the Delegates/Past Delegates Convention. The region hosts the Regional Forum every other year.

Regional Convention: The Regional Convention rotates from state to state and is held in conjunction with the hosting Area's State Convention. This convention is held annually, except in the years that the International Convention is held. The areas within the East Central Region host this convention following a rotation set by the East Central Region. This convention involves all 14 Areas.

Delegates Past & Present Conference: The Delegates Past and Present Conference is usually held on the second weekend in February. This conference rotates between the states and the areas. Everyone is welcome to attend this convention; it is not limited to delegates and past delegates: See the current delegate or alternate delegate for information on the upcoming convention.

East Central Regional Forum: The East Central Region holds a forum every other year (in the odd years). The Forum rotates throughout the states and areas. Regional Forums originated in 1975 at the suggestion of Dr. Jack Norris, then Chair of the General Service Board of Alcoholics Anonymous. They were to be weekend sharing and informational sessions designed to help the General Service Board, A.A. World Services, Inc., the Grapevine Corporate Board, the Grapevine Staff, and the General Service Office Staff stay in touch with A.A. members, trusted servants and newcomers to service throughout the A.A. service structure.

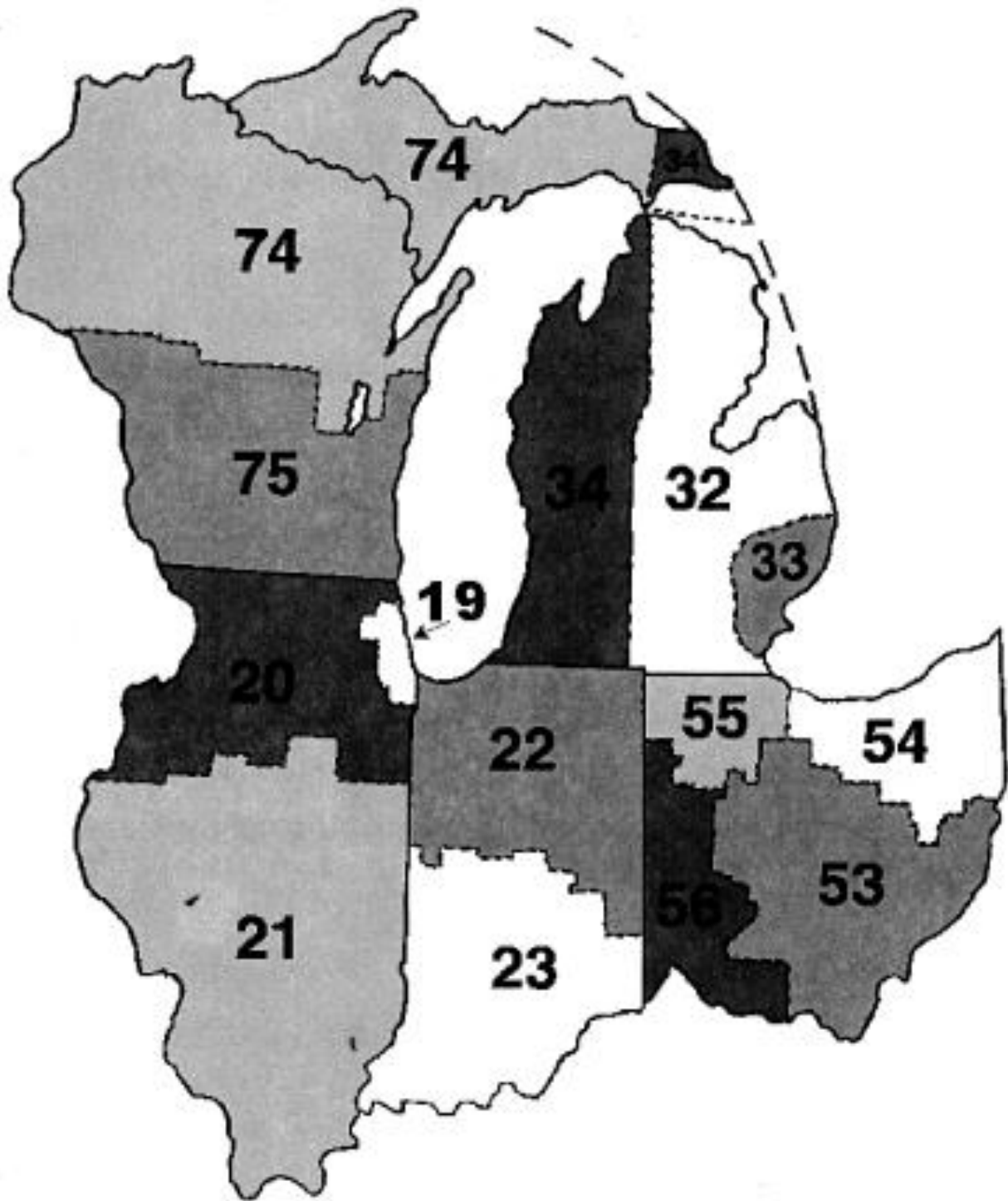
There is no registration fee for Regional Forums. The General Service Board covers the expenses of meeting rooms. In many places, area committees, districts and groups cover or defray the transportation and lodging expenses of the trusted servants representing them at a Forum.

No formal actions result from Forums as they are intended to be sharing sessions. Sharing at Forums is captured in Forum Final Reports, which are distributed to all attendees. Regional Forums Final Reports are available on G.S.O.'s A.A. website as well as Area 33's website at www.aa-semi.org.

FORUMS PROVIDE UNIQUE
OPPORTUNITIES TO SHARE AND
EXCHANGE VALUABLE EXPERIENCE,
ASK QUESTIONS AND SPARK
NEW IDEAS.

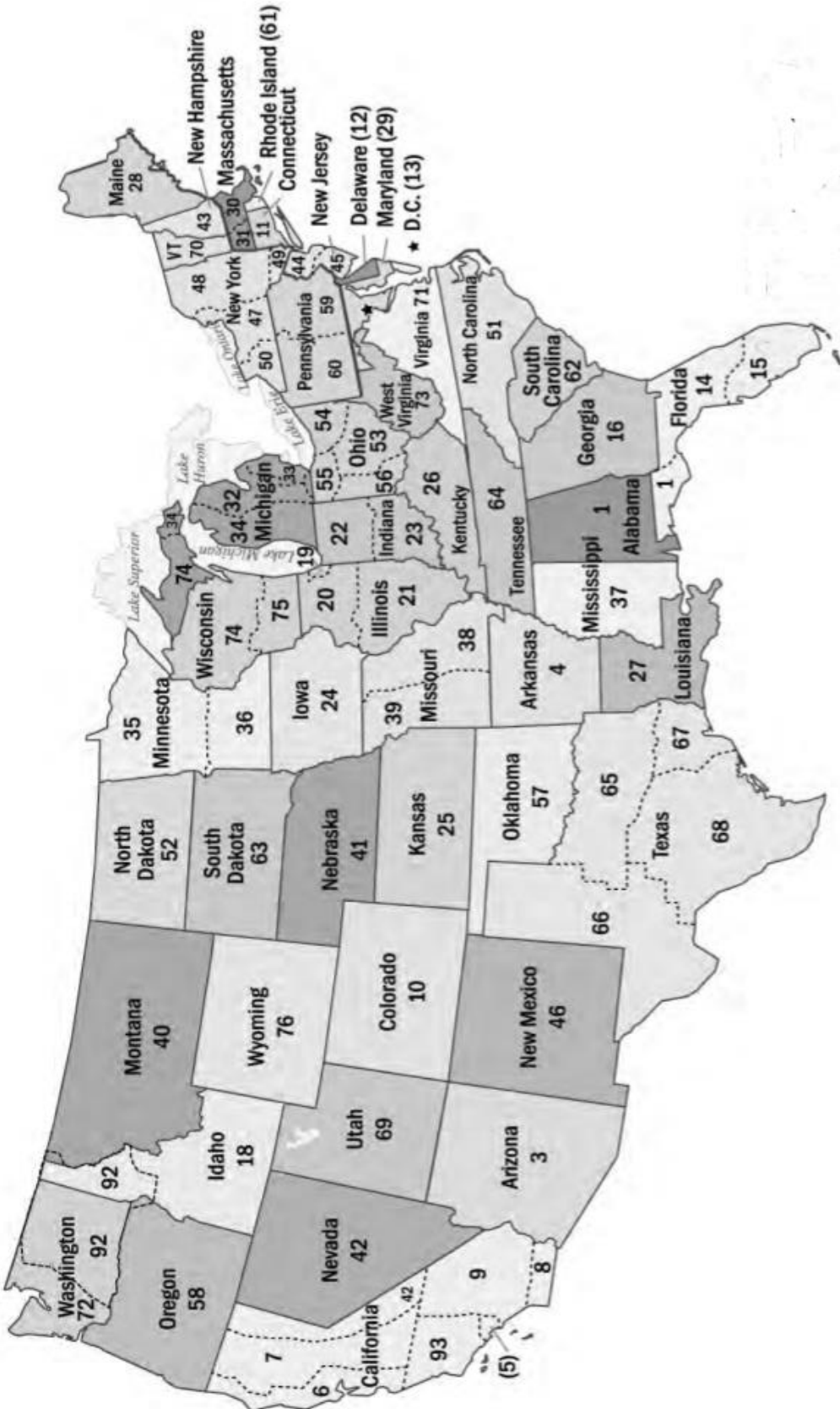
REGIONAL FORUMS AND LOCAL FORUMS
CARRY A.A.'S MESSAGE OF LOVE AND
SERVICE BY IMPROVING
COMMUNICATION AT ALL LEVELS OF
OUR FELLOWSHIP.

EAST CENTRAL REGION



SECTION IX: AMENDMENTS/UPDATES TO GUIDELINES

Members may make amendments to the Bylaws, including these Guidelines, at any Assembly meeting by presenting the recommendation in writing to the Area Chair. The Chair will place the item on the agenda and time will be given for GSRs and DCMs to take the item back to the groups for their consideration and input. Any change in the Bylaws requires a two-thirds vote of the members. When changes are made, the Records Secretary will make the changes. Updating the Bylaws and ensuring their accuracy is the responsibility of the Records Secretary.

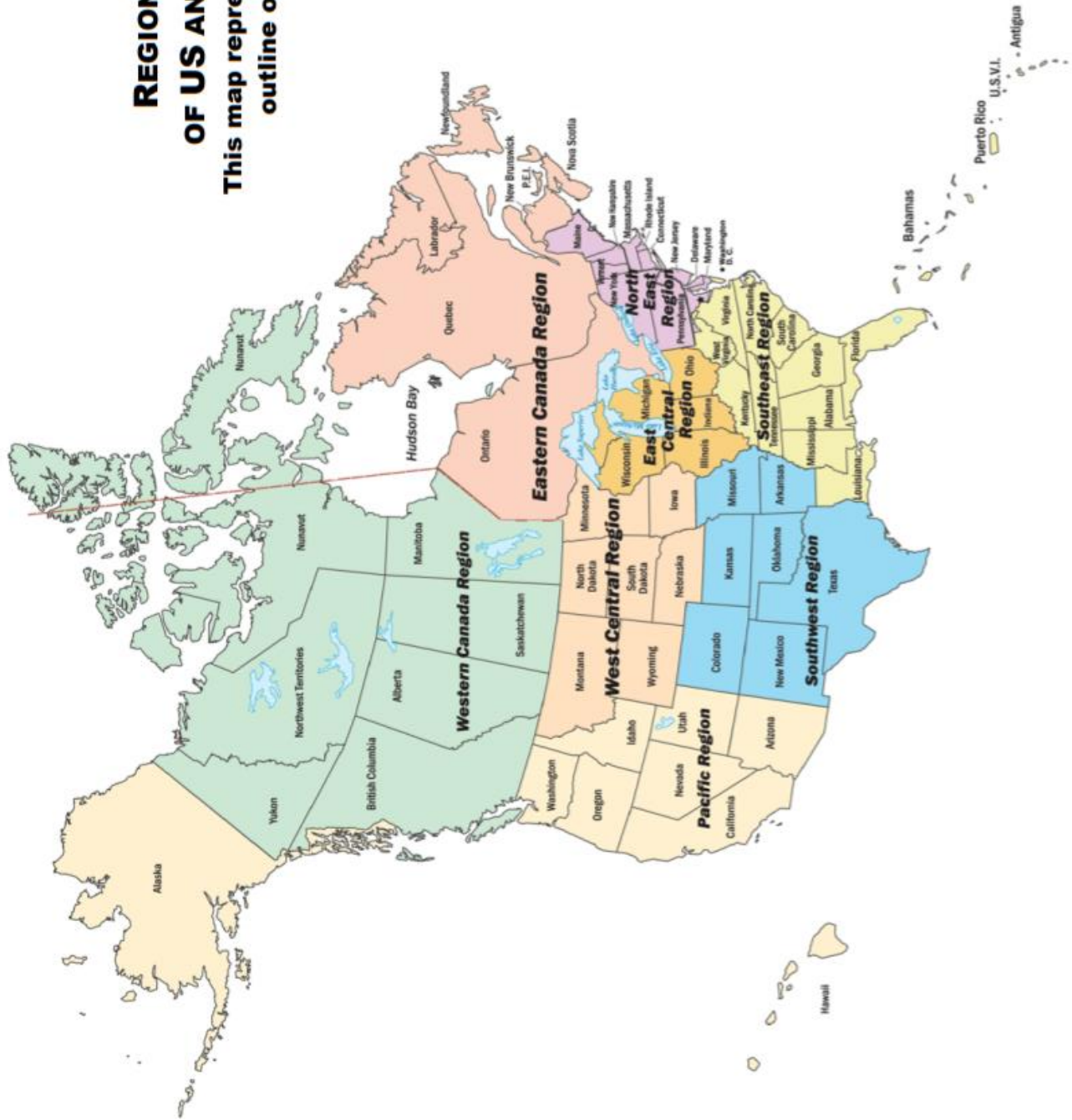


Area Map of the United States

Source: A.A. Service Manual, 2010-2011 Edition, Page S93

REGIONAL MAP OF US AND CANADA

This map represents a general
outline of Regions.



We Are Responsible for AA's Future-
Let it Begin With Us

**Sponsorship--Our Privilege
& Responsibility**

**Our Group Conscience:
Voice of AA**

*Promise &
Progress*

*Anonymity: Our
Spiritual Responsibility
In the Digital Age*

Our Common Welfare

Spirit of Sacrifice

**The Legacies--Our Heritage
& My Responsibility**

**The Traditions--
Our Way of Unity**

**Personal Recovery
Depends Upon
AA Unity**

**The Member and the Group--
Recovery Through Service**

Unity--Through Love & Service

**Sponsorship:
The Hand
of AA**

**Responsibility--Our
Expression of Gratitude**

**Unifying Spiritual Principles
on Which AA Is Based**

LIVING A.A.'S PRINCIPLES THROUGH SPONSORSHIP