

## **NERAASA GUIDELINES**

*(Updated based on approved motions from the 2016 NERAASA Business Meeting)*

### **PURPOSE**

The purpose of the Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA) is for GSRs, DCMs, Area Committee Members and Intergroup and Central Office Representatives of the Northeast Region to discuss General Service Conference related issues and concerns affecting AA as a whole, as well as pertinent aspects of recovery, unity and service common to the Areas of the Northeast Region.

### **TRUSTEES/DELEGATES**

The Regional Trustee and the current Delegates, as the duly elected representative of each Area, shall have responsibility for the overall implementation of NERAASA. An Assembly site 2007 and 2008 be selected at the 2005 General Service Conference; 2009 and beyond be bid 3 years in advance.

1. The Delegate who submitted the bid will be responsible for putting on the Assembly. The Delegate may serve as Chairperson or appoint someone else.
2. It should be the policy of NERAASA to encourage attendance.
  - a. The site selection committee within the Area should give consideration to providing economical food and lodging. Meal packages are not encouraged.
  - b. Registration cost should be kept as low as possible, consistent with recovery expenses.
3. All current Delegates of the Northeast are urged to attend.
4. Expenses of the Northeast Regional Trustee (NERT) will be paid by NERAASA.
5. A report from the Northeast Regional Trustee (NERT) will be included in a panel.
6. The Host Area Committee must operate NERAASA in accordance with these guidelines. If a problem arises which the Host Area Chair and the Northeast Regional Trustee agree is not covered by the guidelines, the matter will be submitted to the current Regional Delegates for a decision needing substantial unanimity. Positive decisions would then be added to the guidelines and then reported back to the Areas of the Northeast Region.

### **GENERAL**

The dates for NERAASA should be firmly established as the last full weekend in February.

1. Business meeting will be held during each Assembly and listed in the program.
  - a. The business meeting shall be 1 ½ hours in length
  - b. Minutes from the preceding meeting will be read
  - c. The Financial report from the preceding meeting will be read.
  - d. Areas wishing to host NERAASA will announce their intention to submit a bid. (The actual site selection will be made by the current active Delegates of the Northeast Region at the next General Service Conference, during the Northeast Regional Luncheon.)
  - e. Items for new business must be submitted in writing at least two weeks prior to NERAASA. Urgent or important items that need to be considered in the business meeting, not previously submitted, may be submitted by noon of the day of the business meeting. ; Consideration of any business items submitted after noon will require a two-thirds (2/3) majority vote of those AA members present at the business meeting. Approved motions shall not be retroactive.
  - f. The business meeting will be run using 'Summary of Conference Procedures' from 'How the General Service Conference Operate'.
  - g. The parliamentarian for the NERAASA Business Meeting will be selected by the NERAASA Committee Chairperson
  - h. The current years' NERAASA Committee Chairperson will serve as the chairperson of the NERAASA Business meeting or may appoint some other qualified person.
  - i. The following years' NERAASA Committee Chairperson will serve as the secretary of the NERAASA Business meeting or may appoint some other qualified person.
2. REGISTRATION PACKET: The following items shall be included with the materials given to each registrant:
  - a. A current copy of NERAASA guidelines with the date added to the top of the page to distinguish current version from past version.
  - b. A copy of the agenda topics for the upcoming General Service Conference.
  - c. The most current copy of the 'Summary of Conference Procedures' from 'How the General Service Conference Operates'.
  - d. The NERAASA Business meeting agenda
  - e. Meeting minutes from the prior years' NERAASA Business Meeting
  - f. Financial Report from prior years' NERAASA; including the state of the prudent reserve account.
  - g. A copy of all submitted motions for the business meeting
  - h. A copy of the NERAASA 'History Timeline'
3. In accordance with the 7th Tradition, expenses are covered by monies from registrations.
4. REGISTRATION FORM:
  - a. Produce and mail registration forms to prior year attendees utilizing the confidential mailing list provided by the preceding Chairperson.
  - b. Each current Northeast Regional Delegate will be given a minimum of 250 forms for distribution and an electronic version of the registration form in PDF format.
5. AGENDA:
  - a. A program Committee appointed by the NERAASA Chairperson and utilizing the definition of "Purpose" as a guideline will review topics submitted by the Areas through their current Delegates and issues of concern to AA as a whole, in addition to specific items to be addressed by the upcoming General Service Conference.
  - b. The NERAASA agenda will be set following the January Board weekend.
  - c. Presenters will be notified as soon as possible to allow adequate time to prepare presentations.
  - d. Delegate Highlights will be included in the Agenda.

6. PANELS:
  - a. The anonymity statement will be read before panels.
  - b. In general, each panel will consist of: a moderator, a "timer", a brief reading from a concept or appropriate AA literature, 3-5 topics, pre-assigned to reflect NERAASA's purpose, and open floor discussion on these topics.
  - c. Topic presenters will be randomly selected from pre-registered members from all 18 Areas.
  - d. Emphasis for presenters should first be placed on GSR's and DCM's as well as other service people who have not previously participated in this capacity.
  - e. A maximum of 10 minutes will be given to each presenter. The presenters are to have written reports and should follow the guidelines provided by the NERAASA program chair.
  - e. All sharing from the floor will be firmly limited to (2) minutes.
7. RECORDING:
  - a. NERAASA will be recorded in its entirety, with the exception of the Roundtables.
  - b. Only NERAASA recordings may be displayed and sold. Trinkets and recordings from meetings other than NERAASA may not be sold.
8. EXPENSES:
  - a. The Saturday night speaker's expenses will be paid by NERAASA
  - b. The NERAASA hosting committee will make available special needs assistance to those members that request it in advance and should consider the financial obligation for this when budgeting for the event.
9. At the conclusion of NERAASA, after all expenses have been satisfied, the following will be done within 90 days:
  - a. Provide seed money to the NERAASA committees for the events that are dated three years in advance of the current NERAASA. The formula is: current NERAASA + 1 YEAR receive \$2,500; current NERAASA + 2 YEARS receive \$1,000; and current NERAASA + 3 YEARS receive \$2,500.
  - b. Monies in excess of the seed money shall be accumulated in a prudent reserve equal to the total value of seed money (\$6,000) and held in an accessible, insured, interest bearing account in NERAASA's name. Signatories will be the Northeast Regional Trustee and the current Secretary of the Northeast Regional Delegates (NERDs). Any surplus income will be retained by NERAASA until the prudent reserve is fully established.
  - c. Once the prudent reserve is established, all surpluses will be contributed to the General Service Office.
10. WEBSITE: That www.neraasa.org be established as the official website of the Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA). The website hosting and domain registration shall be the responsibility of NERAASA to fund. (In 2010, the approximate costs are \$50/year for the web hosting services and \$150 every 3 years for the renewal of the domain name).
  - a. That the purpose of the site will be to provide information on upcoming NERAASA's as well as historical data from the past NERAASAs.
  - b. That the Northeast Regional Trustee (NERT) appoints a web administrator and an alternate web administrator. Skills for these service positions include appropriate web development skills and working knowledge of AA Traditions and the NERAASA Guidelines. The NERT, web administrator and alternate web administrator provide oversight to the hosting committee. Where the NERAASA hosting committee may not have the skills or time to ensure the website is updated, the NERAASA oversight committee would step in to assist.
  - c. That the custody of the site will be passed on yearly to the next hosting committee.
  - d. That to adhere to AA's tradition of personal anonymity, last names of AA members and personal e-mail addresses will not be listed; photographs of AA members will not be used.
  - e. That only links relating to NERAASA should be allowed.
11. Once an Area has hosted NERAASA, a period of six (6) years shall pass before that Area may submit another bid.
12. TRANSLATION: That NERAASA have Spanish translation for each NERAASA.

#### **CHAIRPERSON**

The NERAASA chairperson should have a general overall knowledge of AA and experience with conventions, conferences, or assemblies will be very helpful. He or she should be willing to devote considerable time and effort for a period of about 13 months. Some of the Chairperson's responsibilities are as follows:

1. Make commitments and agreements only for the specific Assembly he or she chairs.
2. Select a NERAASA Committee including a Secretary, Treasurer, Program chair, and others as needed.
3. Arrange for the meeting place
4. Determine how housing and transportation will be handled.
5. Notify BOX 459 & THE GRAPEVINE approximately 4 months in advance (OCTOBER)
6. Literature: Good judgment should be used so that Conference-approved literature, AA grapevine materials, GSO guidelines; service pieces, local and regional service material, newsletters and related service announcements be displayed and / or sold.
7. Submit a financial report to the Area Delegates and Regional Trustee within 90 days from the close of the Assembly
8. Turn over to the current Delegate of the next hosting Area a copy of the financial report, funds as specified above (General, paragraph 9), a mailing list and a copy of the Business Meeting minutes.
9. Maintain a file of all correspondence, reports, printed matter and other material pertaining to the Assembly.
10. Direct the Treasurer to send funds specified above to GSO as a contribution from NERAASA.

11. Implement the updating of the NERAASA history book as follows.
  - a. Compile a history report from the time of the bid until the applicable data is passed to the next hosting Area.
  - b. Use the same format as the previous Assembly history.
  - c. Page numbering will continue from the previous Assembly history
  - d. Forward one copy of the historical report to each Area Archives in the Northeast Region or to the Area Committee if there is no Area Archives. This report should be added to their appropriate section of the book maintained by the Area.
  - e. Additional memory-lane items and copies of the revised guidelines will be added to the sections of the Area history book.
  - f. All memorabilia will be passed to the Archives of the hosting Area to be stored and maintained by those Archives as part of the Area history.
  - g. Each year going forward, the host committee will reproduce documents for display and send the originals to GSO.
12. Provide the following sanitized documents to the Website Committee for posting on the NERAASA website history page.
  - Event Flyer
  - Event Program
  - Business Meeting Agenda of the current year
  - Business Meeting Minutes of the prior year

**Summary of Changes to NERAASA Guidelines**

<b>Location of Change</b>	<b>Summary of Change</b>
Under Title	Amended in 2011 – Add date to distinguish version of the guidelines.
Trustees/Delegate	Amended in 2009 – Summary Paragraph – Previously denoted with '(NOTE 1)'
	Amended in 2011 – Item #4 - Updated word 'NERT' to '(NERT)'
	Amended in 2011 – Item #5 - Updated word 'NERT' to '(NERT)'
	Added in 2009 - Item #6 to guidelines – Previously denoted with '(NOTE 8)'
General, #1	1d) Amended in 2008 – Old wording "Bids from Area wishing to host NERAASA should be submitted. (The actual site selection will be made by the Delegates as designated above)
	Amended in 2011 - Removed the denotation '(NOTE 5)'. Added the word 'current' before the words 'active Delegates' and added the ending parenthesis.
	1e) Amended in 2011 – Old wording "Items for new business must be submitted in writing at least two weeks prior to NERASA, urgent or important items that need to be considered in the business meeting, not previously submitted, may be submitted by noon of the day of the business meeting; Approval will require a two-thirds (2/3) majority vote of those AA members present. Approved motions shall not be retroactive."
	1f) Amended in 2011 - Old wording deleted ("Motions concerning the operations of NERAASA will be accepted until noon of the business meeting.")
	Current text added in 2011.
	1g) Added in 2011
	1h) Added in 2011
	1i) Added in 2011
General, #2 REGISTRATION PACKET	2a) Amended in 2011 – Old wording "A copy of the NERAASA guidelines."
	2b) Amended in 2003
	Amended in 2011 – Removed denotation of "(NOTE 2)"
	2c) Added in 2011
	2d) Added in 2011
	2e) Added in 2011
	2f) Added in 2011
	2g) Added in 2011
2g) Added in 2016	
General, #3	Amended in 2011 – Old wording "As a Third Legacy gathering living the 7 <sup>th</sup> Tradition, expenses are covered by monies for registrations."
General, #4 REGISTRATION FORM	4a) Amended in 2011 – Old Wording "Produce and mail forms at least twice, once early and again about six weeks prior to Assembly date, utilizing the confidential mailing list provided by the preceding Chairperson."
	4b) Amended in 2011 – Old Wording "In addition, each current Northeast Regional Delegate will be given a minimum of 500 forms for distribution."
	4b) Amended in 2012 – Old Wording "Each current Northeast Regional Delegate will be given a minimum of 500 forms for distribution and an electronic version of the registration form in PDF format."
General, #5 AGENDA	b & c) Deleted in 2011 – Old wording "b. A tentative agenda will be outlined and forwarded to Assemblies through their Delegates in November. c. Ideally, the (almost) Final Agenda will be set by mid-January, leaving flexibility for any last minute unusual circumstances."
	5b) Added in 2011
	5c) Added in 2011
	5d) Added in 2011
General, #6 PANELS	6b) Amended in 2011 to change 4-6 topics to 3-5 topics
	6e) Amended in 2011 – Old wording "A specific time will be given to each topic; Presenters are encouraged to utilize written reports and notes."
General, #7 RECORDING	Amended section subtitle in 2011 – Changed "TAPING" to "RECORDING"
	7a) Amended in 2011 – Old wording "NERAASA will be taped in its entirety, with the exception of the Roundtables."
	7b) Amended in 2011 – Old wording "Only NERAASA tapes may be displayed and sold; not trinkets and tapes from other meetings."
General, #8 EXPENSES	Amended section subtitle in 2011 – Changed "EXPENCES" to "EXPENSES"
	8a) Amended in 2011 – Old wording "of the principle speaker will be paid by NERAASA."
	8b) Added in 2011
General, #9	Amended 2008 old wording "At conclusion of the assembly after all expenses have been satisfied a reserve of not more \$3,500 shall be forwarded to the Area Delegate or Chairperson of the next Assembly within 90 days. All monies in excess of \$3,500 shall be donated to the General Service Office".
	Amended in 2011 to combine wording from #9 and #10. Old wording "9. At the conclusion of the Assembly, after all expenses have been satisfied, seed money of not more than \$4,500 shall be forwarded to the Area Delegate or Chairpersons of the next three Assembly's within 90 days. All monies in excess of the seed money shall be accumulated in a prudent reserve equal to the total value of the see money (\$4,500) and held in an interest bearing account in NERAASA's name. Signatories will be the Northeast Regional Trustee and the current NERAASA Chair. Any surplus income will be retained by NERAASA until the prudent reserve is fully established. Interest accrual will allow the fund to grow in anticipation of increased expenses. Once the prudent reserve is established, all surpluses will be donated to the General Service Office. (NOTE 7) 10. Provide seed money to the NERAASA committees for the events that are dated three years in advance of the current NERAASA. This will enable said committees to place a deposit with the facility and cover other early expenses where the event is to be held in the future. The formula: current NERAASA + 1 YEAR receive \$2,500; current NERAASA + 2 YEARS receive \$1,000; and current NERAASA + 3 YEARS received \$1,000." (NOTE 3) & (NOTE 6)
General, #10 WEBSITE	Amended in 2002

	<p>Amended in 2008 old wording "That a process be developed to provide seed money to NERAASA committee for the event that is dated two years in advance of the current NERAASA. This will enable said committee to place a deposit with the facility where the event is to be held two years ahead. Old wording deleted in 2011 (see old wording in #9)</p> <p>Added in 2011 wording for Website</p>
General, #11	<p>Amended in 2002</p> <p>Amended in 2011 – Old wording "Once an Area has hosted NERAASA, a period of six (6) years shall pass before that Area may submit another bid: however, Areas who have not yet hosted NERAASA shall always take precedence. (NOTE 4)"</p>
Chairperson, #11	<p>Added item G in 2014 – "Each year going forward, the host committee will reproduce documents for display and send the originals to GSO."</p>
NOTES	<p>Deleted in 2011 – All previous "NOTES" were merged into this table. Old Wording was as follows:</p> <p>NOTE 1 – Amended 2009</p> <p>NOTE 2 – Amended 2003</p> <p>NOTE 3 – Amended 2002</p> <p>NOTE 4 – Amended 2002</p> <p>NOTE 5 – Amended 2008 old wording "Bids from Area wishing to host NERAASA should be submitted. (The actual site selection will be made by the Delegates as designated above)</p> <p>NOTE 6 – Amended 2008 old working "That a process be developed to provide seed money to the NERAASA committee for the event that is dated two years in advance of the current NERAASA. This will enable said committee to place a deposit with the facility where the event is to be held two years ahead."</p> <p>NOTE 7 – Amended 2008 old wording "At the conclusion of the Assembly after all expenses have been satisfied a reserve of not more than \$3,500 shall be forwarded to the Area Delegate or Chairperson of the next Assembly within 90 days All monies in excess of \$3,500 shall be donated to the General Service Office".</p> <p>NOTE 8 – Added to the Guidelines 2009</p>
General, #12	<p>Added #12 in 2015 – "12. TRANSLATION: That NERAASA have Spanish translation for each NERAASA."</p>
Chairperson, #12	<p>Added #12 in 2015 –</p> <p>12. Provide the following sanitized documents to the Website Committee for posting on the NERAASA website history page.</p> <ul style="list-style-type: none"> <li>Event Flyer</li> <li>Event Program</li> <li>Business Meeting Agenda of the current year</li> <li>Business Meeting Minutes of the prior year</li> </ul>