

**Southern Area 42
General Service Committee
(SAGSC)
Guidelines**

Amended May 19, 2024

Southern Area 42 General Service Committee Guidelines

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PREAMBLE – Ever mindful that the reason for the General Service Structure is to be of service to the Fellowship of Alcoholics Anonymous, this body will always observe the spirit of the Twelve Steps, Twelve Traditions and Twelve Concepts for World Service.

1. PURPOSE

- a. The purpose of the Southern Area 42 General Service Committee (SAGSC) is to help carry out the primary purpose of Alcoholics Anonymous and to help facilitate General Service work in Southern Area 42 by providing:
 - i. A forum for Groups and Districts to share their experience, strength, and hope through service with each other,
 - ii. Information from the Area 42 Committee, General Service Conference, General Service Office (GSO), AA Grapevine/La Viña, AAWS and the General Service Board (GSB), to all Southern Area 42 groups through their General Service Representatives (GSRs),
 - iii. Any other assistance needed by those in General Service in Southern Area 42.
- b. These Guidelines are to be used in conjunction with:
 - i. The AA Service Manual,
 - ii. The Twelve Concepts for World Service,
 - iii. The Area 42 General Service Committee Guidelines,
- c. In the absence of a specific reference in these guidelines, or of direct Area 42 Assembly or SAGSC action, the latest edition of the AA Service Manual should be referenced.

2. SAGSC MEETINGS

- a. General SAGSC meetings:
 - i. Are usually held on the second Sunday at 1:15pm of the following months:
 1. January,
 2. May (exception: 3rd Sunday),
 3. July,
 4. November,
 5. Alternative dates will be decided in advance by group conscience.
 - ii. All business will be decided by a simple majority of the voting members present unless otherwise specified in these guidelines.
 - iii. Translation will be provided as needed.
- b. Pre-Conference Roundtable meetings:
 - i. The Pre-Conference Roundtable meeting is an Area 42 activity.
 - ii. Are to be held prior to the Spring Pre-Conference Assembly to review the General Service Conference agenda items.
 - iii. The date and time will be determined together by the appropriate Area 42 officer and the SAGSC Chairperson.
 - iv. Location to be decided and arranged by the SAGSC Chairperson.
 - v. SAGSC business can be conducted by group conscience.

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3. VOTING MEMBERS

- a. Area Delegate or Alternate Area Delegate,
- b. Area Chairperson or Alternate Area Chairperson (and SAGSC-elected Chairperson if applicable),
- c. Area Treasurer or Alternate Area Treasurer,
- d. Area Secretary or Alternate Area Secretary (and SAGSC-elected Secretary if applicable),
- e. Area Registrar or Alternate Area Registrar,
- f. Area Archivist or Alternate Area Archivist,
- g. Area Newsletter Editor if from the South,
- h. Area Web Servant if from the South,
- i. Area Translation and Interpretation Chair if from the South.
- j. SAGSC Standing Committee Chairs or Co-chair/Alternate:
 - i. Accessibilities,
 - ii. Cooperation with the Professional Community (CPC),
 - iii. Grapevine,
 - iv. La Viña,
 - v. Public Information (PI).
- k. Southern Area Liaisons (not funded):
 - i. Hospitals & Institutions (H&I),
 - ii. Las Vegas Intergroups,
 - iii. Las Vegas Young People in Alcoholics Anonymous (LVYPAA).
- l. Appointed SAGSC Positions:
 - i. GSR Trainer,
 - ii. DCM Coordinator,
 - iii. Technology Chair.
- m. SAGSC DCMs or Alternate SAGSC DCMs or designated representatives,
- n. SAGSC GSRs or their alternates or designated representatives.
- o. Only voting members will be allowed to present motions to the SAGSC body.
- p. A quorum will be the number of all voting members present.

4. ELECTION PROCEDURES

- a. Elected Positions:
 - i. SAGSC Chairperson will be either the Alternate Area 42 Chairperson or the Alternate Area 42 Delegate unless they have already served in this position:
 - 1. If they have already served a 2-year term or decline to serve, SAGSC will elect from among its membership.
 - ii. SAGSC Secretary will be the Alternate Area 42 Secretary unless they have already served in this position:
 - 1. If they have already served a 2-year term or decline to serve, SAGSC will elect from among its membership.
- b. Election Process (if warranted):

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- i. A candidate can state their desire to make themselves available or
- ii. A candidate can be nominated from the floor, and they may accept or decline the nomination.
- iii. The SAGSC Chairperson will provide an opportunity for the candidates to share their service experience.
- iv. The election is by show of hands with a simple majority to elect.
- c. In the event a SAGSC officer can no longer serve in their position:
 - i. A SAGSC Chairperson will be elected by the SAGSC body for the remainder of the rotation.
 - ii. A SAGSC Secretary will be elected by the SAGSC body for the remainder of the rotation.
 - iii. Appointed SAGSC positions will be re-appointed by the SAGSC Chairperson for the remainder of the rotation.

5. DUTIES of SAGSC OFFICERS

- a. Chairperson:
 - 1. Attends and conducts SAGSC meetings,
 - 2. Attends Area 42 Assemblies,
 - 3. Prepares SAGSC meeting agendas,
 - 4. Makes all logistical arrangements necessary to hold SAGSC meetings, DCM meetings and GSR trainings,
 - 5. Appoints SAGSC GSR Trainer,
 - 6. Appoints SAGSC DCM Coordinator,
 - 7. Appoints SAGSC Technology Chair,
 - 8. Creates ad hoc committees as requested by the SAGSC body,
 - 9. Is responsible for overseeing the storage and transportation of translation equipment to SAGSC and Area Assemblies,
 - 10. Provides assistance as requested.
 - 11. When a SAGSC Standing Committee is unable to fill a Chair position, appoints the appropriate Chair.
- ii. Secretary
 - 1. Attends SAGSC meetings,
 - 2. Attends Area 42 Assemblies,
 - 3. Keeps minutes of all the SAGSC meetings,
 - 4. Maintains the current SAGSC rosters,
 - 5. Submits minutes and documents for translation into Spanish,
 - 6. Distributes minutes from each meeting to SAGSC Officers, SAGSC DCMs, SAGSC Committee Chairs and Area 42 Officers within 30 days of each meeting,
 - 7. Publishes and distributes regularly-scheduled SAGSC meeting agendas,
 - 8. Has custody of all current panel records of all SAGSC meetings,

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9. Submits minutes and documents to the Area 42 Web Servant to be stored on the Area 42 website,
10. Submits signed copies of all minutes and relevant documents to the Area 42 Archives at the end of the rotation,
11. Forwards relevant emails relating to SAGSC specific events to SAGSC Officers, SAGSC DCMs, SAGSC Committee Chairs and Area Officers,
12. Serves on the Area Communications Committee.

6. DUTIES OF SAGSC APPOINTED POSITIONS:

- a. GSR Trainer:
 - i. Attends SAGSC meetings,
 - ii. Attends Area 42 Assemblies,
 - iii. Conducts orientations and trainings to familiarize GSRs with Area 42's service structure and the GSR's duties,
 - iv. Reviews literature and documents with the GSRs such as the Group Change Form, SAGSC and Area 42 Guidelines and other relevant documents,
 - v. Is available to answer any GSR questions, attend District meetings, etc.,
 - vi. Updates and distributes the GSR Manual.
- b. DCM Coordinator:
 - i. Attends SAGSC meetings,
 - ii. Attends Area 42 Assemblies,
 - iii. Conducts orientations and trainings to familiarize DCMs with Area 42's service structure and the DCM's duties,
 - iv. Is available to answer any DCM questions, attend District meetings, etc.
 - v. Coordinates multi-district events such as workshops, picnics, and other General Service-related activities.
- c. Technology Chair:
 - i. Attends SAGSC meetings,
 - ii. Attends Area 42 Assemblies,
 - iii. Provides technical support in planning and facilitating SAGSC meetings including:
 1. Use of virtual communication platforms,
 2. Technical assistance with venue equipment.
 - iv. Assists SAGSC officers with technical support with SAGSC or Area-provided computer devices.

7. STANDING COMMITTEES

- a. The SAGSC standing committees include:
 - i. Accessibilities / Meetings to Go,
 - ii. Cooperation with the Professional Community (CPC),
 - iii. Grapevine,
 - iv. La Viña,

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- v. Public Information (PI).
- b. The purpose of the SAGSC standing committees is to:
 - i. Inform the SAGSC membership about the committees' objectives,
 - ii. Encourage SAGSC members to participate in General Service work in their groups, districts and with the public beyond the fellowship,
 - iii. Serve as a resource for districts, local YPAA(s), H&I and Intergroup committees by sharing information from GSO and other service entities through workshops, presentations, events, etc.
- c. Standing Committee Chairs are elected by the members of each respective committee.
- d. Duties of the Committee Chairs include:
 - i. Invite SAGSC members from throughout Southern Area 42 to participate in committee work,
 - ii. Support General Service, district and group activities,
 - iii. Schedule and conduct regular committee meetings,
 - iv. Keep Standing Committee members informed about committee-related issues via:
 - 1. AA Guidelines,
 - 2. Box 459,
 - 3. AAWS Quarterly Report,
 - 4. Committee service materials (workbooks, kits & newsletters),
 - 5. General Service Conference Agenda items.
 - v. Attend and provide regular reporting to various service entities as appropriate:
 - 1. SAGSC meetings,
 - 2. Area 42 Assemblies.
 - vi. Be the conduit of communication between the Standing Committee and the districts as requested.

8. FUNDING

- a. Refer to the Area 42 Finance Guidelines.

9. AMENDING THE GUIDELINES

- a. Amending Procedure:
 - i. Any proposed amendment to these guidelines will be presented at two (2) consecutive meetings of the SAGSC body.
 - 1. The first reading is for clarification only.
 - 2. The second reading is for discussion and vote.
 - ii. Substantial unanimity of members voting at the second reading shall constitute adoption of the amendment.
 - iii. The effective date will be included in the amendment at adoption.

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- iv. The SAGSC Secretary will distribute the amended Guidelines at the next SAGSC meeting following adoption.
- b. Amendments:
 - i. Effective dates to be listed below.
 - ii. These Guidelines were adopted 05/19/2024.