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# **ADDENDA TO NIA 20 SERVICE HANDBOOK (UNABRIDGED, ENGLISH)**

This document summarizes changes made to the Northern Illinois Area 20 Service Handbook since version 6/15/2013.

## ***Summary of changes to version dated 3/28/2015***

### ***Motions approved by Assembly, 6/13/2015***

#### ***Add guidelines for BTG Committee***

The following is to be added to the Duties and Responsibilities of the BTG committee chairperson:

*Appoint two members of the BTG committee to attend the Annual Bridging the Gap Weekend Workshop. Appointees may be the BTG Chairperson and Alternate but not necessarily so. Appointees shall attend the Workshop and, subsequently, share their experience with their committee and with the Assembly.*

## ***Summary of changes to version dated 9/13/2014***

### ***Motions approved by Assembly, 3/28/2015***

#### ***Add guidelines for BTG Committee***

Insert the following text in the “Service Committees” subsection of the Service Guidelines section:

*Bridging the Gap Committee*

*The NIA Bridging the Gap (BTG) Committee assists the district committees, groups or individual AA members within Northern Illinois to set-up, facilitate and maintain a BTG program to help the alcoholic transitioning from a facility into the A.A. recovery community.*

Insert the following text in the Duties and Responsibilities section:

*Bridging the Gap (BTG) Committee Chairperson*

- *Perform all duties as outlined in the Service Committee Chairpersons Responsibilities section of this document.*
- *Provide a uniform Bridging the Gap program the districts may follow, along with supporting materials for duplication.*
- *Maintain a list of district committee members to assist with Bridging the Gap efforts and volunteer requests received.*

- *Partner with the Corrections, Treatment, Cooperation with the Professional Community, and Public Information committees in facilitating the Bridging the Gap, Temporary Contact or other twelfth step work of connecting the alcoholic being released from a facility to the A.A. recovery community.*

## ***Summary of changes to version dated 6/11/2014***

### ***Motions approved by Assembly, 9/13/2014***

#### ***Clarify guidelines for Primary Purpose Motions***

It is moved that the “Primary Purpose Register” section of the NIA Service Guidelines be modified as follows:

Strike the following text:

*The second piece of the register is the Primary Purpose Motion section. This section of the register contains descriptions of Assembly approved service activities, including their expected outcome, execution guidelines, projected expenses and reimbursement guidelines. Primary purpose service activities may be proposed by any member of the fellowship but most often originate in a service committee and are always considered by a service or administrative committee before presentation to the Assembly.*

Insert the following text:

*The first section of the register, the Primary Purpose Basic (PPB) section, lists and facilitates service activities that are described in the “Duties and Responsibilities” section of these guidelines. The second section, the Primary Purpose Motion (PPM) section, lists and facilitates additional service activities which have been delegated by the Assembly to its trusted servants.*

*PPM activities may be proposed by any member of the Fellowship but most often originate within a service committee. All proposals are considered by a service or administrative committee which may choose to prepare a Primary Purpose Motion (PPM) for Assembly consideration.*

*PPMs may be in any format but must include:*

- A description of the service activity*
- The service position or committee responsible to perform the activity*

*Depending on the complexity of the activity, PPMs may also include:*

- The service position/committee responsible to authorize expenses, if different from the NIA Treasurer*
- Activity and reimbursement guidelines, if any. Examples include expected outcomes, time limits, dollar limits, allowable expenses, etc.*

*Background material should include:*

*The estimated cost*

*PPMs should always be forwarded to the Area Chairperson for inclusion on the agenda for the next area committee meeting, hence for consideration by groups in NIA.*

*PPMs are approved by a substantially unanimous (2/3 majority) vote of the Assembly. Upon PPM approval by the Assembly, the Treasurer or Alternate Treasurer adds the PPM to the Primary Purpose Register, the responsible trusted servant performs the service activity, and the Area Treasurer is authorized to reimburse associated expenses.*

## ***Amend Duties and Responsibilities of Finance Committee***

It is moved that the “Finance Committee Responsibilities” section of the NIA Service Guidelines be modified as follows:

Strike the following text:

*Monitor actual income (contributions) and expenses by Area Committee members and report performance to Primary Purpose Register.*

Insert the following text:

*Monitor actual income and expenses, evaluate excess (deficit) funds above (below) prudent reserve, and report current financial status at each assembly meeting.*

*When the projected cost of the service activities in the Primary Purpose Register exceeds the area’s income, some activities could be delayed. The committee is responsible to report this condition to the Assembly.*

*Income may exceed expenses and so, over time, the Area’s treasury may accumulate more money than the Area needs. When this happens, the excess shall, with assembly approval, be contributed to the General Service Board (GSB, hence to the GSO). To facilitate an informed area-wide group conscience, the committee is responsible to report, at an area committee meeting, an estimated contribution and to recommend, at the subsequent assembly meeting, a specific contribution, not to exceed the estimate. The amount to be contributed to the GSB requires assembly approval, by a simple majority vote.*

## ***Amend the “Primary Purpose Basic Expenses” subsection***

It is moved to amend the “Primary Purpose Basic Expenses” subsection of the “Northern Illinois Area 20 Service Handbook”, pages 50-51 of version 6/11/2014, ([http://www.aan-ia.org/pdf/guide/2014/Area20\\_Service\\_Handbook\\_2014\\_En.pdf](http://www.aan-ia.org/pdf/guide/2014/Area20_Service_Handbook_2014_En.pdf)), as follows:

Amendment 1:

*o Replace the following text:*

□ Under normal circumstances the following types of expenses will be reimbursed by the Area Treasurer for Area trusted servants:

o With the following new text:

□ Expenses incurred by Area Trusted Servants in the course of discharging their responsibilities, as described in the “Duties and Responsibilities” for their service position or in the basic section of the Primary Purpose Register, shall be reimbursed by the Area Treasurer. Example expenses include:

□ Amendment 2:

o Strike the following text:

□ It is the expectation of the Area Assembly that Trusted Servants would actively participate in conferences or forums in order to qualify for reimbursement.

□ Amendment 3:

o Strike the following bullet:

□ The Delegate, Alternate Delegate and Chairperson shall be reimbursed for such conferences necessary to fulfill their positions. The Delegate, Alternate Delegate, Chairperson and the immediate past Delegate shall be reimbursed for attendance at the Delegates/Past Delegates Conference.

o Insert the following text in the Duties and Responsibilities for the Delegate

□ During the two years immediately following a rotation as delegate, attend the East Central Regional Conference of Delegates Past and Present

o Insert the following text in the Duties and Responsibilities for the Area Chairperson

□ Attend the East Central Regional Conference of Delegates Past and Present

## ***Summary of changes to version dated 12/19/2013***

### ***Changes requested by Report and Charter Committee, 6/11/2014***

#### ***Replace the term “Webmaster” with “Web Administrator”***

Pg. 25: In the first bullet pointed sentence in two (2) places “Our webmaster is adding other items over time. E-mail your questions and suggestions to the webmaster at: [aa-ania@aa-ania.org](mailto:aa-ania@aa-ania.org).”

Pg. 100: In the first bullet pointed sentence “an electronic file copy of the flyers should be forwarded to the NIA Chair, the NIA Alternate Delegate, the NIA Alternate Chair, the NIA Webmaster and the Concepts Editor.”

Pg. 85: Under “NIA Meeting Checklist, 3rd bullet point \_\_\_\_ 500 Flyers have been prepared and in circulation at time of preceding NIA Assembly and

electronic file version of the flyer has been sent to the Area Chair, Alternate Delegate, Alternate Chair, Webmaster and Concepts Editor.”

Pg. 81: In the first paragraph at the top of the page “lunch being provided, the Hearing Impaired icon, and other points of concern. A map and directions with major travel routes to the meeting facility should be included (see Reference Document). An electronic file copy should be forwarded to the NIA Chair, the Area Delegate, the NIA Alternate Delegate, the NIA Alternate Chair, the NIA Webmaster and the Concepts Editor.”

Page 60: Last bullet point “All District Level Trusted Servant Chairpersons with a corresponding

Committee at the NIA. To include the following positions: PI, CPC, CFC, TFC, Answering Service, and Special Needs, Grapevine, Literature, Archives, Newsletter, and Webmaster.”

Page 111: Under Printing Chairperson, 7th bullet point “Provides the N.I.A. Webmaster a copy of the conference flyer and registration form to be placed on the N.I.A. website.

### ***Update voting members section to include the Alternate Web Administrator***

Pg. 40: Under Voting Members, it currently reads “The Web Administrator.” Please change to “The Web Administrator or Alternate Web Administrator when Web Administrator is absent”

### ***Add Alternate Web Administrator as a member of Public Information Committee***

Pg. 45: Under Public Information “The NIA Public Information Committee provides a forum for the sharing of experience among the District Public Information Committees relative to activities that inform the public about the AA program of recovery. The Area’s appointed Web Administrator and the Alternate Web Administrator is a member of this committee.”

### ***Add Alternate Web Administrator title and responsibilities within the Web Administrator section of the Appointed Positions.***

Pg. 48: Current title reads “Web Administrator”; needs to be changed to “Web Administrator and Alternate Web Administrator.”

Pg. 48: “The Web Administrator and Alternate builds and maintains the Area web site. This person is responsible for payment of domain charges and for

ensuring the integrity of the domain. The Web Administrator and Alternate is responsible for posting information, flyers, district meeting schedules, and all Area Guidelines. Additionally, this person responds to or forwards any e-mail received at the web addresses.”

### ***Add Alternate Web Administrator title within the Web Administrator Responsibilities Section***

P.66: Third bullet point. Currently reads “Web Administrator.”; needs to be changed to “Web Administrator and Alternate Web Administrator.”

P.67: Under Web Administrator responsibilities. Currently reads “Web Administrator Responsibilities.”; needs to be changed to “Web Administrator and Alternate Web Administrator Responsibilities.”

Pg. 67: Under Web Administrator responsibilities, qualifications, bullet point number two. Currently reads “Web Administrator.”; needs to be changed to “Web Administrator and Alternate Web Administrator.”

### ***Correct the web administrator e-mail address***

Pg. 25: it reads aania@aa-nia.org. It should be webmaster1@aa-nia.org.

## ***Summary of changes to version dated 6/15/2013***

### ***Motions approved by Assembly, 12/14/2013***

#### ***Add service orientation workshops to NIA Winter Committee Meeting agenda***

It is moved that a Service Orientation Workshop be held at the NIA Winter Committee Meetings. That a bulleted item be placed under the section entitled “Scheduled Committee Meeting Agenda Items” which reads:

January (Winter) Committee Meeting

- Provide a Service Orientation Workshop

An additional bullet point should be added to the responsibility section of the Alternate Delegate that reads:

- Organize and coordinate orientation workshops for both January’s Winter Committee Meeting and as outlined in the Service Handbook section entitled “Orientation Workshops.”

## ***Clarify policy on registration fee for Spring Assembly/Conference***

It is moved that the following bullet points be added to the 'Purpose and Guiding Principles' section of the 'Procedures for Planning the Spring Assembly Conference' found on page 101 of the NIA Service Handbook, starting after the second bullet “The Assembly is a business meeting...”, as the third and fourth:

- For those AA members solely attending the Spring Assembly and corresponding committee breakout sessions Saturday, the Conference registration fee is waived.
- AA members that wish to attend any non-business portion of the Conference are required to pay the registration fee.

## ***Section Revisions***

### ***Guidelines***

This section is maintained by the NIA Service Manual Custodian.

### ***History***

- 9/13/2014 JOW: Created document template
- 9/13/2014 JOW: include changes approved by Assembly, 12/14/2013
- 9/13/2014 JOW: include changes requested by R&C Committee, 6/11/2014
- 9/17/2014 JOW: include changes approved by Assembly, 9/13/2014
- 10/26/2014 JOW: changed date in footer to match latest Assembly action
- 4/26/2015, 5/3/2015 JOW: include changes approved by Assembly, 3/28/2015. Update date in footer to match.
- 8/5/2015, JOW: include changes approved by Assembly, 6/13/2015.