

**Southern States of Alcoholics Anonymous Service Assembly (SSAASA)
Event Guidelines as Revised November 21, 2021**

1. The event will be a service assembly that is open to all members of Alcoholics Anonymous.
2. It will occur every two (2) years, during the odd number years thereby having the service assembly during years opposite the Southeast Regional Forum.
3. The event will be hosted by one or more Areas in the Southeast Region.
4. The preferred date for the event is the first weekend in November that does not conflict with the regular meeting of the General Service Board.
5. The SSAASA steering committee consists of a past Southeast Regional Trustee, acting as chairperson; the current Southeast Regional Trustee; a representative from each Area hosting or co-hosting the immediate past SSAASA; a representative from each Area hosting or co-hosting the current SSAASA; and a representative from each Area hosting or co-hosting all the upcoming selected SSAASA events. The steering committee may meet whenever necessary and may meet by phone conference call, e-mail, in-person, or any manner that meets the committee's needs.
6. The SSAASA business meeting is the forum that establishes the model for future SSAASAs; all are encouraged to attend. The business meeting will be provided on Sunday morning and is a place for information, planning, and discussion. A.A. members attending the event will be the voting members of the meeting. The business meeting will include:
 - a. A report on the financial status of SSAASA, including a report on the balance of the prudent reserve, and a review and recommendation of the necessary funds for future events.
 - b. Bids for the next (four years away - in an odd year) SSAASA and voted on by those attending the business meeting.
 - c. In the event no bid is presented at the business meeting but an area, or areas, express a desire to host the next SSAASA, with the approval of the business meeting a bid from said area(s) can be submitted within 6 months to the SSAASA steering committee for consideration and approval. If no bid is received within that time, the SSAASA steering committee will notify all previously participating areas and take the necessary steps to close the financial accounts, disburse funds, and disband the SSAASA steering committee.
 - d. The SSAASA steering committee presenting any proposed guideline changes, taking suggested changes to these guidelines from the meeting attendees, and ultimately presenting final suggested guideline wording at the next SSAASA business meeting.
 - e. All items voted upon at the SSAASA business meeting should require substantial unanimity for approval.
7. Each SSAASA event ought to be self-supporting, including forwarding \$3,500 seed money to the next SSAASA host committee.
8. The event has a \$3000 prudent reserve. The prudent reserve will only be used to cover unexpected contingencies and should only be accessed after a three-fourths approval

- vote by the SSAASA steering committee and the current Delegate(s) of the host Area(s) either in person, via telephone, or by e-mail in the event any member is unable to attend.
9. The Host committee has the flexibility to establish the program agenda under the general flavor of these guidelines and in keeping with our Third Legacy of Service.
 10. An overview of the General Service structure in some form is suggested as part of the Friday night opening session.
 11. Leaders and panelists for workshops and other sessions will be selected from the names of A.A. members, or Class A trustees of the General Service Board, who are registered to attend the event.
 12. In keeping within the spirit of self-support, host planning committee members, volunteers, and participants should pay the registration fee being charged to attend the event. The recommended registration fee is \$20 but each event should decide on its own fee, based on the principles of Tradition 7.
 13. The host planning committee should archive the records and material from its hosting of SSAASA and pass that information along to the subsequent host committee.
 14. A final report should be compiled and e-mailed to all attendees who desire a copy and provide an e-mail address.
 15. Once a SSAASA host committee has completed the function, archived the records and passed them to the next SSAASA host committee, and disbursed any surplus funds, that host committee will cease to exist.
 16. The incoming SSAASA host committee will select two representatives to serve on the SSAASA steering committee.
 17. A SSAASA bank account is currently kept at Wells Fargo for the Host Committee. This account will be kept at a bank that is locally accessible in all Areas within the Southeast Region so that SSAASA funds do not need to be transferred from bank to bank going forward. There will be three signatures on this bank account. When the SSAASA Steering Committee Chair and SSAASA Host Committees rotate new bank signature cards will need to be completed:
 - a. Primary will be the SSAASA Steering Committee Chair
 - b. Secondary signers will be the Host Committee Chair/s as approved by the host committee, and
 - c. Host Committee Treasurer
 18. A separate SSAASA bank account is kept at Regions Bank for the SSAASA Steering Committee. This account holds the \$3000 prudent reserve. Any SSAASA funds over \$10,000 in this Steering Committee checking account (after the event's bills are paid, and money is returned from the host committee) will be contributed to the General Service Board.

Suggested hotel arrangements:

- The hotel should have sufficient rooms to allow all attendees to obtain a room on-site at the event rate if they desire.
- Large conference room with seating to accommodate the anticipated number of attendees.
- Ample break out rooms to meet the needs of the various workshops. A minimum of 5 rooms is suggested.

- A hospitality room is essential.
- The hotel contract should provide necessary terms and conditions to prevent a change of date once the details are final and the dates have been announced.