

# CERAASA GUIDELINES

Every two years we have a unique experience to meet with our fellow A.A.'s from all over the Eastern Canada Region. Some of you may not be familiar with this event (CERAASA) and so the following is a brief explanation.

The Canadian Eastern Regional Alcoholics Anonymous Service Assembly is sponsored by the ten (10) areas of the Eastern Canada Region: Area 81 New Brunswick/Prince Edward Island, Area 82 Nova Scotia/Newfoundland/Labrador, Area 83 Eastern Ontario International, Area 84 Northeast Ontario, Area 85 Northwest Ontario, Area 86 Western Ontario, Area 87 Southwest Quebec, Area 88 Southeast Quebec, Area 89 Northeast, Area 90 Northwest Quebec. The regional boundaries are as designated in the A.A. Service Manual. The purpose of CERAASA is to develop greater unity among the members, groups and areas of the Eastern Canada Region; to encourage the exchange of ideas and experiences; and to provide an opportunity for members to discuss pertinent aspects of A.A. The assembly and CERAASA committee always try to foster our legacies of Recovery, Unity and Service. Delegates of the Eastern Canada Region have overall responsibility for implementing CERAASA and all current delegates of the region should attend. CERAASA guidelines suggest that the cost to attend is determined by the host area, keeping in mind that the registration fee be reasonably priced to encourage attendance by as many A.A. members as possible. The Eastern Canada Regional Trustee will be invited and his or her expenses are paid in full.

CERAASA is held every two (2) years, in the odd numbered years, on a rotating basis between the ten (10) Eastern Canadian areas. A chairperson is elected from the host area. It is a three-day event that usually begins on Friday evening and ends Sunday midday. The overall content of the weekend agenda includes panel meetings, open microphone sharing sessions, ask-it-baskets, service presentations and speakers. A business meeting is scheduled on Saturday afternoon dealing with the business of CERAASA only. All A.A. members are encouraged to attend this meeting and to participate in voting.

## Purpose

The purpose of the Canadian Eastern Regional Alcoholics Service Assembly (CERAASA) is for General Service Representatives (GSRs), District Committee Members (DCMs), Area Committee members and A.A. members to discuss General Service Conference related issues and concerns affecting A.A. as a whole, as well as pertinent aspects of Recovery, Unity and Service common to the areas of the Eastern Canada Region.

## Trustee/Delegates

The regional trustee and the current delegates shall have responsibility for the overall implementation of CERAASA.

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 CERAASA to encourage attendance.
  - a) The site selection within the area should be given consideration to providing economical food and lodging. Meal packages are not encouraged.
  - b) Registration should be kept as low as possible, consonant with recovery expenses.
3. Current delegates of the Eastern Region are urged to attend.
4. Expenses of the Eastern Canada Regional Trustee will be paid by CERAASA
5. A report from the Eastern Canadian Regional Trustee will be included in a panel.

## **General**

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

1. A business meeting will be held during each assembly and listed in the program.
2. The business meeting shall be one and one half (1 1/2) hours in length.
3. Minutes of the preceding meeting will be read.
4. Areas wishing to host CERAASA will announce their intention to submit a bid.
5. Items for new business must be submitted in writing at least two (2) weeks prior to CERAASA. Urgent or important items that need to be considered in the business meeting, not previously submitted, may be submitted by noon on the day of the business meeting. Approved motions shall not be retroactive.
6. Motions concerning the operation of CERAASA will be accepted until noon on the day of the business meeting.

## **Registration Packet**

The following items shall be included with the materials given to each registrant:

1. A copy of the CERAASA Guidelines.
2. A copy of the agenda topics for the upcoming General Service Conference.
3. As a Third Legacy gathering living the Seventh Tradition, expenses are covered by the monies from registration.

## **Registration Form**

1. Produce and mail registration forms at least twice, once early and again six (6) weeks prior to the assembly date, utilizing the confidential mailing list provided by the preceding chairperson.

2. In addition, each current Eastern Regional Delegate will be given a minimum of 500 forms for distribution.

## **Agenda**

1. A program committee appointed by the CERAASA chairperson and utilizing the definition of purpose as a guideline will review topics submitted by areas through their current delegates and issues of concern to A.A. as a whole, in addition to specific items addressed by the upcoming General Service Conference.
2. A tentative agenda will be outlined and forwarded to areas through their delegates in November.
3. Ideally, the almost final agenda will be set by mid-January, leaving flexibility for any last minute unusual circumstances.

## **Panels**

1. The anonymity statement will be read before panels.
2. In general, each panel will consist of a moderator, a timer, a brief reading from a Concept or appropriate A.A. literature, 4-6 topics pre-assigned to reflect CERAASA's purpose, and to open floor discussions on these topics.
3. Topic presenters will be randomly selected from preregistered members from all ten (10) areas.
4. Emphasis for presenters should first be placed on GSRs, DCMs as well as other service people who have not previously participated in this capacity.
5. A specific time will be given to each topic. Presenters are encouraged to utilize written reports and notes
6. All sharing from the floor will be firmly limited to two (2) minutes.
7. Once an area has hosted CERAASA, a period of five (5) years shall pass before that area may submit another bid.

## **Expenses**

1. After all expenses have been paid, a positive balance may exist. If the balance is \$0 - \$2500.00, it will be sent to the delegate of the next host area within sixty (60) days after the close of each assembly. Any excess over the \$2500.00 shall remain with the current host area assembly.

2. There must always be an amount of \$2500.00 to be forwarded to the incoming host area, to be used for start-up expenses for the next CERAASA. When the surplus available to forward to the next host area is less than \$2500.00, each of the ten (10) areas that comprise the Eastern Canada Region will contribute an equal amount that will restore the start-up fund to \$2500.00.

3. CERAASA establish and maintain a prudent reserve from surplus funds at each CERAASA, such prudent reserve shall not to exceed \$2500.00. (Approved February 21, 2015)

## **Chairperson**

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

1. Make commitments and agreements only for the specific assembly, which they chair.
2. Select an assembly committee including secretary, treasurer and others as needed.
3. Arrange for the meeting place.
4. Determine how housing and transportation will be handled.
5. Produce and mail fliers at least twice: once early and again six (6) weeks prior to the assembly date. The mailing list furnished by the preceding chairperson should be kept confidential.
6. Notify Box 4-5-9, Grapevine, La Vigne and La Vina approximately four (4) months in advance.
7. Facilitate the development of a program to cover such aspects of A.A. as the General Service Conference agenda topics and other topics directly concerning A.A. Only A.A. members and trustees should participate in the CERAASA program. G.S.R.s, D.C.M.s and other service people who have not been on a CERAASA program should be seriously considered for participation. Estimate 2.5 programs for each person expected at the assembly.
8. Provide literature needed. Good judgement will be used so that only Conference-approved literature, Grapevine, La Vigne, La Vina and local service material will be displayed or sold. No trinkets or tapes from other meetings are to be sold.
9. Submit a financial report to the area delegates and regional trustee within ninety (90) days from the close of the assembly.
10. Turn over to the current delegate of the next hosting area a copy of the financial report, funds as specified above, a mailing list and a copy of the business meeting minutes; and maintain a file of all letters, reports printed matter and other material pertaining to the assembly.