

Guidelines for District 9 – Area 14 of
Alcoholics Anonymous

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Table of Contents

Introduction

Definitions of Terms

Guidelines

Article I	District Meetings
Article II	Membership, Participation and Voting
	Section 2.1: Membership
	Section 2.2: Participation
	Section 2.3: Voting Membership
Article III	District 9 Officers and Duties
	Section 3.1: District Committee Member (DCM)
	Section 3.2: Alternate DCM
	Section 3.3: Secretary
	Section 3.4: Treasurer
Article IV	District 9 Standing Committees and Duties
	Section 4.1: General Committee Chair District Duties
	Section 4.2: General Committee Functional Duties
	Section 4.3: Grapevine/Literature (GVL) Committee
	Section 4.4: Corrections Committee
	Section 4.5: Treatment Committee
	Section 4.6: Public Information Committee
	Section 4.7: Cooperation with the Professional Community
	Section 4.8: Intergroup Liaison
	Section 4.9: Archives Committee
	Section 4.10: Archivist
	Section 4.11: Accessibility Committee
Article V	Election of District Officers and Chairpersons
	Section 5.1: Terms of Office
	Section 5.2: Eligibility
	Section 5.3: District 9 Officer Election Procedure
	Section 5.4: Committee Chairperson Election Procedure
	Section 5.5: Replacement
Article VI	Financial Structure
Article VII	Amendments to the Guidelines

Introduction

The District shall continually be guided by the General warranties contained in Concept XII of the Twelve Concepts, namely that the District shall observe the spirit of the AA Traditions, taking great care that the District never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that no District member ever be placed in a position of unqualified authority over any others; that all important decisions be reached by discussion, vote, and whenever possible by substantial unanimity; that no District action be personally punitive or an incitement to public controversy; that it shall never perform any acts of government; and that it always remain democratic in thought and action.

Ever mindful that the reason for the General Service Structure is to be of service to the fellowship of Alcoholics Anonymous, the District shall always observe the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service. Roles and duties might be adapted to meet the needs of our District by amending this document, but in the absence of specific indications in the Guidelines of District 9, the latest edition of the AA Service Manual may be relied upon.

Definitions

1. SERVICE MANUAL is a manual of guidelines / suggestions provided by the General Service Office of Alcoholics Anonymous for AA Service organizations under the auspices of the General Service Conference. The manual is updated yearly.
2. AA DISTRICT 9, herein “District 9”, is comprised of AA Groups who wish to participate and are registered to the District by the Area 14 Registrar.
3. AA GROUP is defined in the AA Service Manual.
4. GENERAL SERVICE REPRESENTATIVE (GSR) is defined in the AA Service Manual.
5. DISTRICT COMMITTEE MEMBER (DCM) is defined in the AA Service manual.
6. DISTRICT 9 BUSINESS MEETING refers to the time when the business of District 9 may be conducted. This meeting is normally conducted on the fourth Tuesday of each month.
7. DISTRICT 9 COMMITTEE is defined as the committee consisting of the current DCM, Alternate DCM, District 9 Officers, Standing Committee Chairs, and GSRs.

GUIDELINES

ARTICLE I: DISTRICT MEETINGS

Section 1.1: District Meetings shall be held on the fourth Tuesday of the month unless the meeting falls on a holiday (alternate holiday schedule set two months in advance).

Section 1.2: District Meetings shall be chaired by the District Committee Member (DCM) in accordance with the published agenda and based on Robert's Rules of Order. If the DCM is unable to attend the meeting, the Alternate DCM shall assume these responsibilities.

Section 1.2.1: A Quorum for the District Business Meeting is 2/3rds of the voting membership present at each Business Meeting (outlined in Article 1.2).

ARTICLE II: MEMBERSHIP, PARTICIPATION and VOTING

Section 2.1: Membership in District 9 of Alcoholics Anonymous is open to all persons who have a desire to stop drinking. (See Tradition 3.)

Section 2.2: Participation at the District 9 Business Meeting and in support of District initiatives is encouraged of all members, but is expected of members who hold positions of responsibility.

Section 2.2.1: The General Service Representative (GSR) is the cornerstone of the District and so is a vital attendee in District functions.

Section 2.2.2: The Alternate GSR is also encouraged to attend and participate with or without the GSR.

Section 2.2.3: Both the GSR's and Alternate GSR's serve their respective groups, and thus each group has sole responsibility and authority to provide District 9 with a representative as it sees fit.

Section 2.2.4: Any eligible District Member may stand for District Committee positions as defined in Articles III and IV.

Section 2.2.5: Following the suggestions for "inactive service workers" in the service manual, the DCM will make attempts to contact members who hold positions of responsibility that are unable to carry out the responsibilities of the position.

Section 2.3: Voting Membership at District 9 Business Meetings, is limited to the following:

Section 2.3.1: Group GSR's or Alternate GSR's, such that each AA Group in the District 9 is afforded one vote.

Section 2.3.2: District 9 Officers, namely the DCM, the Alternate DCM, the Secretary, and the Treasurer are each afforded one vote.

Section 2.3.3: District 9 Standing Committee Chairpersons, such that each Chairperson recognized by District 9, is afforded one vote.

Section 2.3.4: In the event that the same person qualifies to vote under two or more of the above provisions he or she shall be afforded one vote only. In the event that a GSR or a DCM qualifies to vote in another capacity, their duly elected alternate may vote in their place.

ARTICLE III: DISTRICT 9 OFFICERS and DUTIES

Section 3.1: The District Committee Member (DCM) is defined in the AA Service Manual as an essential link between the Group GSR and the Area Delegate to the General Service Conference, and Chairs the District 9 Business Meeting. With this role in mind, the DCM represents District 9 as a part of A.A.'s Area 14 activities. (See Chapter III of the Service Manual and Area 14's website for more information)

Section 3.2: The Alternate DCM is defined in the AA Service Manual as a backup for the regular DCM. If the latter resigns - or for any reason is unable to serve - the alternate steps in. The Alternate DCM should be encouraged to assist, participate, and share in the DCM's responsibilities.

Section 3.3: The Secretary keeps the minutes of all District 9 Business Meetings. Other duties include maintaining District 9 active participant email and contact information; and distributing the minutes to the District 9 Committee, and other requesting members, within 7 days after the Business Meeting is held. All approved minutes are to be given to District 9 Archivist.

Section 3.4: The Treasurer is responsible for checking the District 9 P.O. Box for incoming mail, making regular deposits of group donations received, and issuing drafts in the name of District 9 to cover District expenses. Other duties include keeping an up-to-date record of District 9 finances, which includes reports identifying the current and previous balances, and detailing all revenues and expenses occurring during the previous calendar month. Treasurer's reports are published and distributed via email to the District 9 Committee one week before the Business Meeting is held. The Treasurer shall present the report at every Business Meeting.

ARTICLE IV: DISTRICT 9 STANDING COMMITTEES and DUTIES

Section 4.1: General Committee Chair District Duties - The chairperson of each Committee shall prepare an annual budget for the District 9 Committee. If additional funds are needed throughout their term, the Committee Chair would make a request to the District 9 Committee, and submit reasonable documentation of expenses to the Treasurer for any subsequent reimbursement. Core membership of each committee will consist of a Chair and any members wishing to serve. Each Committee Chair position is responsible for preparing a monthly report to be given at the District Meeting.

Section 4.2: General Committee Functional Duties - All Committee members shall maintain access and awareness to the latest AA Guidelines, conference actions, Area 14 material, and service information relevant to their committee. Our General Service Office publishes a blue workbook for each standard service committee. This would be a primary resource for the District Committees. District Committees would also offer support to Area Service Coordinators with local activities.

Section 4.3: Grapevine/Literature (GVL) Committee -

- Put on workshops.
- Lit displays available to other workshops and group events.
- Thank you basket for groups in the District.
- Maintains contact with group GVR and Literature Representative
- Relays information about our Literature and the Grapevine to the individual groups

Section 4.4: Corrections Committee –

- Two aspects: Groups in the District AND Facilities in District 9 boundaries.
- Three basic target Alcoholics: Members AND Those behind the walls AND Those transitioning.
- Encourages AA members to assume responsibility for carrying the message.
- Coordination for groups bringing meetings into facilities.
- The Corrections Committee provides coordination and support for groups wishing to carry the message to alcoholics in jails and prisons and those transitioning back to normal life within their communities in District 9.

Section 4.5: Treatment Committee –

- Two aspects: Groups AND Facilities in District 9 boundaries.
- Three basic target Alcoholics: Members AND Those in facilities AND Those transitioning.
- Encourages AA members.
- Coordinates meetings taken into facilities.
- Support for groups wishing to carry the message to alcoholics in facilities.
- Bridging the Gap.

Section 4.6: Public Information Committee - The PI Committee provides information about Alcoholics Anonymous to the General Public within District 9. Responsible for creating greater understanding of – and preventing misunderstandings of – the AA program through the public media, electronic media, PI meetings, and speaking to community groups.

- Speaking at schools and civic groups.
- Media (PSAs, Signage, Flyers, and Posters).

Section 4.7: Cooperation with the Professional Community - The CPC Committee provides information about Alcoholics Anonymous to the professional community within District 9. CPC committees inform professionals and future professionals about A.A. – what we are, where we are, what we can do, and what we *cannot* do. The CPC committee shall attempt to establish better communication between AAs and professionals, and to find simple, effective ways of cooperating without affiliating.

- Medical professionals.
- Legal professionals.
- Law enforcement.
- Clergy.

Section 4.8: Intergroup Liaison

- Communicating District initiatives to the Intergroup office.
- Attends monthly Intergroup Delegates meeting.
- General and Functional duties to match the District Committees.

Section 4.9: Archives Committee

- District 9 minutes
- Material from District 9 events
- Material from events that take place in District 9 geography

- Group histories, photos, materials relevant to Groups in the District
- Oral histories of Longtimers from District 9 Groups
- Maintain relationship with the Area Archives Committee

Section 4.10: The Archivist will be a member of the District 9 Archives Committee, and will be responsible for the collection, the documents, and artifactual items of District 9. Duties are to take care of and maintain the physical integrity or condition of the collection; develop finding aids, so as to add to the collection; be responsible for ensuring the protection of members and the confidentiality of all AA records. An AA Archivist is “keeper of the past”. The Archivist may be elected to serve multiple two-year term(s) but not in excess of 6 consecutive years.

Section 4.11: Accessibility Committee - The Accessibility Chair should explore, develop and offer resources to make the A.A. message and participation in our program available to everyone who reaches out for it.

- Identify Groups with Accessibility options.
- Outreach to member populations with Accessibilities opportunities.

ARTICLE V: ELECTION OF DISTRICT OFFICERS AND CHAIRPERSONS

Section 5.1: Terms of Office: District 9 Officers and Chairpersons of the standing committees shall serve terms of two years. All terms of office will begin on January 1st of odd numbered years. Officers/Chairpersons are chosen by those eligible to vote at the November Business Meeting in even numbered years.

Section 5.1.1: In the spirit of rotation Officers and Chairpersons serve only one full term. Should an officer hold a position for less than a full term, that person may serve a second full term.

Section 5.2: Eligibility: All candidates should have had a substantial period of continuous sobriety in AA, and have had experience in service work at the group or district levels or be willing to learn. It is recommended to have a service resume. The DCM, Alternate DCM, and Treasurer shall have a minimum of (5) years of continuous sobriety and be able to present a service resume. The Secretary and Chairpersons shall have a minimum of (2) years of continuous sobriety. Persons nominated for election shall be present at the meeting to confirm acceptance of the nomination prior to voting.

Section 5.2.1: Nominations for District Committee Member (DCM), Alternate DCM and District Officers/Chairpersons will be open to those willing and able to stand at the November elections meeting.

Section 5.3: District 9 Officer Election Procedure: District 9 follows the Third Legacy Procedure, as described in the current AA Service Manual, for elections of District 9 Officers.

Section 5.4: Committee Chairperson Election Procedure: Nominations are taken from the floor and a slate of candidates is established. A single ballot is cast, and the person with the most votes (a majority if there are only two, a plurality if there are more) is the winner. In the event that the top two vote receivers are tied, the contest is determined by choosing from a hat.

Section 5.5: Replacement: The District 9 Committee may appoint replacements by voting in the manner in which the position was previously elected at any District 9 Business Meeting when the officers or Chairpersons are unable to serve their full terms.

ARTICLE VI: FINANCIAL STRUCTURE

Section 6.1: District 9 is self-supporting through contributions of those AA Groups within the District, as well as from individual members.

Section 6.2: The Treasurer will receive budget requirements from the Standing Committees/Officers during the September meeting, and present a proposed budget to the District Meeting in October to be tabled until next District Meeting. If any position is currently unfilled, the previous budget will carryover into the next year.

Section 6.3: Standing Committees/Officers may allocate funds to accomplish their missions and tasks. Receipts must be provided to the District Treasurer for reimbursement. In the event the approved budget is exceeded, the committee must request the District Committee to approve additional funding prior to spending.

Section 6.4: The District will review and vote upon the proposed Budget in November. The Budget will be effective January 1 of each year.

Section 6.5: The District will conduct its financial affairs in a transparent fashion, informing the groups in the District of the District's financial status as requested.

Section 6.6: The DCM, Alt. DCM, and Treasurer are the authorized signers for the District 9 bank account. At each new panel rotation the signature authority is to be transitioned to the incoming officers in these positions. Experience indicates that banks have various requirements for how to do this. Check with the bank to determine procedures.

Section 6.7: The outgoing treasurer will partner to review financial status and will supply the incoming treasurer with all relevant documents, materials, and credentials:

- Key and location of the P.O. Box
- Banking information
- Passwords
- Checkbooks
- Any system files, software, or templates that might be useful

ARTICLE VII: AMENDMENTS TO THE GUIDELINES

Section 7.1: The Bylaws may be amended at any District 9 Business Meeting, by a 2/3rds majority vote of the voting membership present. Any proposed changes to the Guidelines would be tabled upon seconded motion until the following month's District Meeting. Upon such time the motion can be voted on by the voting membership present.