District 3 – Western Area of Missouri – Guidelines

Statement of Purpose

District 3 of the Western Area of Missouri of Alcoholics Anonymous is a service body. It will protect and respect the autonomy and the privilege of dissent of any or all AA group(s) in District 3 and of any voting member of District 3. In the course of its deliberations and discussions, District 3 will be ever mindful of the ideals expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts and the AA Service Manual. It shall strive to be the true voice and group conscience of AA unity in District 3.

Carrying the message will be the primary purpose of the District. It will encourage all District 3 AA groups to participate in the AA service activities carried out by the District and to support the District in all its efforts to fully cooperate with the Western Area of Missouri Assembly, the Southwest Region of AA, the General Service Conference, and the General Service Office.

The District is specifically charged with the duty of electing a District Committee Member (DCM) and to provide the DCM with the support to assist in the course of duties of this office. The District is further charged with electing such officers, as it deems necessary, to conduct the business of the District. There are no ruling bodies in Alcoholics Anonymous, only trusted servants. It should, therefore, be recognized that the guidelines set forth in the District 3 guidelines are suggested guidelines, ratified by a majority of the voting members of District 3.

The District 3 Guidelines are, to the best of our knowledge, commensurate with the Twelve Steps, the Twelve Traditions, the Twelve Concepts, and the AA Service Manual.

SECTION 1 – DISTRICT 3 COMMITTEE

1.1 District Meetings

A. District 3 meetings in the Western Area of Missouri are held on a monthly basis. However, voting members of the District, by majority vote, may decide to miss a month whenever it becomes necessary.
B. The District meetings are held at the locations and on dates approved by the District 3 voting members.
C. The Agenda is prepared by the District Committee Member (DCM), and given to the District Secretary for dissemination.
D. The DCM and District Secretary shall send agendas and minutes of last District meeting no later than two weeks prior to the next District meeting to the District 3 WAMO email list.
E. It will be written into the agenda or announced at the District meeting that only voting members are permitted to vote on the district business (see 1.2 on voting members).
F. A majority vote will be sufficient for District business. A two-thirds majority vote by written ballot, however, is recommended for the election of officers when more than one individual stands for a position, as outlined in the Third Legacy Procedures found in The

A.A. Service Manual. A two-thirds majority vote will be required for any changes to the District 3 Guidelines.

G. Business brought up for discussion under New Business, that is not on the agenda and which requires a vote, may be placed on the Agenda for the following District meeting, unless a simple majority vote approves the item's discussion and vote, and time permits. If the issue is of utmost importance, emergency action may be taken with the approval of the majority of the voting members present.
H. If any Officer, Alternate Officer, Committee Chairperson or Alternate Committee Chairperson misses two consecutive District 3 business meetings, without direct contact with the DCM or Alternate DCM explaining such absences, it may be grounds for an immediate vote for removal from their District 3 responsibility. Voting members present at District meeting when this occurs will make an informed decision based upon the circumstances of the situation and the needs of the District.
I. A minimum of 1 district officer and representatives for at least 4 groups required for District business to be voted upon.

1.2 District 3 Membership

A. Voting members of the District are: GSRs, Committee Chairpersons, Secretary and Treasurer. If the voting member is not present, the Alternate for the member may vote. Any AA member can participate in District discussions.
B. If a GSR is also a Committee Chairperson, the member has only one vote. It is recommended to avoid holding more than one voting position if other AA members are willing to serve. The DCM (or Alternate DCM) votes only if there is a tie.
C. The Standing Committee for District 3 are Accessibilities, Archives, Bridge the Gap, Cooperation with the Professional Community (CPC), Corrections, Grapevine, Literature, Public Information (PI), Treatment, and Webmaster.

1.3 District 3 Officers

The elected officers of District 3 will be the DCM, Alternate DCM, Secretary, Alternate Secretary, Treasurer, and Alternate Treasurer. (For qualifications and responsibilities, see SECTION THREE)

SECTION 2 – DISTRICT ELECTIONS

2.1 Who/What and When – Per Western Area Guidelines: Section Six

A. District elections are held and completed prior to the Fall Assembly of even numbered years.The new DCM, GSRs and their alternates are introduced by the outgoing DCM to the Area Secretary at the Fall Assembly prior to their taking office. At the District 3's discretion, elections for Standing Committee Chairs may be delayed until the October meeting if one third of the groups present have not completed their group election cycle.
B. Accurate names, addresses, telephone numbers and email addresses of the newly elected DCM, GSRs and their alternates are to be delivered to the Area Secretary at the Fall Assembly prior to their taking office at the beginning of the next calendar year.
C. DCMs are elected by voting members of the District rotating out of their responsibilities. The outgoing DCM accompanies the new DCM to the next Area Assembly.
D. The outgoing DCM and past Delegates who are present during elections will be permitted to vote for Incoming Officers.

SECTION THREE – DISTRICT OFFICERS AND COMMITTEE CHAIRPERSONS – SUGGESTED QUALIFICATIONS AND RESPONSIBILITIES

3.1 District Committee Member (DCM)

A. Qualifications
   1. A background in AA service work that goes with the GSR's job
   2. At least four years of continuous sobriety
   3. The time and energy to serve the District well
   4. Is not currently serving as a GSR or any Area Chair position

B. Responsibilities
   1. Hold monthly meetings of all GSRs in the District.
   2. Prepares District Agenda and provides to Secretary and Alternate Secretary for dissemination along with the minutes. Notifies District members of upcoming District meeting by email at least one week prior to the meeting.
   3. Assist the Delegate with obtaining group information for AA directory.
   4. Keep in touch with the Delegate or Alternate Delegate on a regular basis, either by phone, email or mail.
   5. Keep GSRs informed about Conference activities by assisting Delegate in the opportunity to share the Delegate's Conference report.
   6. Help GSRs to get acquainted with the AA Service Manual and Box 459.
   7. Keep groups informed about Conference approved books and pamphlets if there is no District Literature chairperson.
   8. Organizes and assists on workshops and/or on any service activity.
   9. Acquaint GSRs with Service Guidelines from GSO.
   10. Share with GSRs their eligibility for election as District Committee Member and as Conference Delegate; Stressing the high priority of AA service work.
   11. Visit groups and assist if requested.
   12. Help GSRs to make interesting reports to their groups and to encourage them to invite new AA members to sharing sessions as their guests.
   13. Attend all Area Assemblies whenever possible.
   14. Attend all possible conferences and conventions.
   15. Help with regional conferences.
   16. Encourage discussion of the Traditions at group meetings regularly.
   17. Signatory on checking account with District Treasurer and ensures accurate accounting of District funds each month.

3.2 Alternate District Committee Member

A. Qualifications
   1. At least four years of continuous sobriety.
   2. Have been in service as a GSR or have knowledge of the positions.
   3. Have a willingness and ability to dedicate to the position of DCM if the DCM is unable to complete the two-year term of office.
   4. Is not currently serving as a GSR or any Area Chair or Alternate Chair position.

B. Responsibilities

1. Willingness and ability to assist, participate, and share in the responsibilities of the DCM.
2. Be able and willing to step in as DCM if the DCM, for any reason, is unable to fulfill the obligation.
3. Attend all Area Assemblies whenever possible.
4. Willingness to organize District 3 sponsored events.
5. Signatory on checking account with District Treasurer

3.3 District Treasurer

A. Qualifications
   1. Recommend two years of continuous sobriety.
   2. Shall have the ability to keep accurate accounting records.
   3. Shall have the ability to watch for and help prevent unnecessary spending of District 3 funds, and become a good steward of AA funds.
   4. Not currently serving as GSR or District Committee Chairperson.

B. Responsibilities
   1. Collect District funds. Funds collected during District meeting will be distributed as follows: a percentage to District account; a percentage to the group providing meeting space for District Meeting.
   2. At the beginning of rotation, the Treasurer will assess the contribution amount for District meeting space and communicate recommendations to District members. Approved contribution ratio will be captured in District meeting minutes.
   3. Act as primary signatory on the checking account.
   4. Make all bank deposits in a timely manner. Maintain the District PO Box.
   5. Disburse checks for all approved District expenses.
   6. Keep accurate monthly reports of all financial transactions of the District. Inform the District anytime the District holds funds above the set 6-month prudent reserve when those additional funds have not been previously earmarked for service projects.
   7. Maintain District tax filings.
   8. Give an oral report and provide a written report for each GSR at every District meeting.
   9. At the end of every rotation, the outgoing treasurer evaluates the 6-month prudent reserve and submits recommendations to the incoming treasurer on modifications to cover changes in District expenses.
   10. At the end of every rotation, the outgoing treasurer will prepare the incoming treasurer to lead the District in a budget review at the onset of their rotation.

3.4 Alternate Treasurer

A. Qualifications
   1. Recommend two years of continuous sobriety.
   2. Shall have the ability to keep accurate accounting records.
   3. Shall have the ability to watch for and help prevent unnecessary spending of District 3 funds, and become a good steward of AA funds.

B. Responsibilities

1. Assist the Treasurer in all responsibilities.
2. Perform all responsibilities of the Treasurer in the absence of the Treasurer.
3. Be prepared and willing to step in as the Treasurer if for some reason the Treasurer is unable to fulfill the two-year term of office.
4. Be on the checking account to be able to sign checks when Treasurer is not available.

3.5 District Secretary

A. Qualifications
   1. Recommend two years of continuous sobriety.
   2. Ability to take adequate notes and convert to typewritten minutes.

B. Responsibilities
   1. Take accurate notes of District business at all District meetings.
   2. At least two weeks' prior to the next District meeting, make every reasonable effort to provide copies of minutes to all GSRs, alternate GSRs, District Officers and their Alternates. It is also recommended that minutes are provided to Area Chairperson and District 3 groups approved to receive the information even if they do not have a GSR (see Section 1.1 paragraph D).
   3. Send notice of upcoming District 3 Business Meetings (as soon as they become available) to the Kansas City Central Office for publication in their upcoming event schedule.
   4. Read the past month's minutes at each District meeting.
   5. Maintain current list of all GSRs, District Officers, and Committee Chairpersons, and supply a copy to all of the above.
   6. Keep copies of District Guidelines, supplying a copy to all GSRs, Alternate GSRs, Officers and their Alternates, Committee Chairpersons and their Alternates.
   7. Maintain past four years of minutes in the District 3 Binder (beginning in January 2018), also filing in the Western Area of Missouri Archives and GSO any prior minutes.
   8. Prepare, copy, and distribute any correspondence pertaining to District 3 Business or Activities.
   9. Supply the DCM with the names, addresses and phone numbers, and email addresses of all newly elected GSRs, DCM and their Alternates for the Fall Assembly prior to their taking office (see Section 2.1 paragraph B).
   10. Maintain a file in the District 3 Binder containing all motions that have been approved by the voting members.
   11. Update District 3 Guidelines near the end of the term and submit them to the District for approval, if applicable.
   12. Meet with the Alternate Secretary for a review of responsibilities and delegate specific tasks to the Alternate Secretary.

3.6 Alternate Secretary

A. Qualification
   1. Recommend two years of continuous sobriety.

2. Ability to take adequate notes and convert to typewritten minutes.

B. Responsibilities
   1. Assist Secretary with responsibilities.
   2. Willingness to step in and complete the term for the Secretary if needed.

3.7 District 3 Standing Committees and Chairpersons

The Standing Committees for District 3 are Accessibilities, Archives, Grapevine, Literature, Public Information, Cooperation with the Professional Community, Treatment, Corrections, and Webmaster.

A. Qualifications and Responsibilities
   1. All Standing Committees will organize, set service goals, and carry out their duties. Each committee will be directly responsible to the District. Any actions or major decisions affecting the District or Alcoholics Anonymous as a whole will require District approval. When a Standing Committee's recommendations involve an expenditure of money, an estimate of cost and its impact on the District's budget must be part of the recommendation.
   2. Standing Committee Chairperson should (if possible) have at least one year of continuous sobriety and will be a voting member of the District.
   3. Standing Committees will ideally consist of a Chairperson (elected by the District's voting members), an Alternate Chairperson, and AA members willing to serve on that particular committee. It is recommended that GSRs select a committee to work with as they begin District service work for their group. GSRs who are willing and able can select more than one committee to participate with. Chairperson and Alternate Chairperson will serve two-year terms corresponding with District and Area Assembly terms. Alternates to each position are very important and those elected should be willing and able to step in when necessary.
   4. Based upon committee members' participation level, each Standing Committee Chairperson or Alternate should hold a monthly meeting prior to District meeting. The Chairperson is responsible to give a committee report at each District meeting on activities, progress, and plans (if any). The committee may also hold meetings in between District meetings and report those activities to the following District meeting. Committees who do not have committee member participation may withhold meetings until participation increases.
   5. Each Standing Committee Chairperson will attend the Area Assembly each quarter.
   6. The DCM and Committee Chairpersons can submit for room expenses for one night to attend Area Assembly. Reimbursement for room expense cannot exceed the expense for a room at the location the Assembly is held. Alternate DCM and Alternate Chairpersons can receive this reimbursement if the DCM or Committee Chairperson is unable to attend. If an individual holds multiple service positions, he/she should be reimbursed for their primary voting role at Assembly. All District representatives must attend the Saturday and Sunday meetings at the Area Assembly in order to receive their District allotment.

SECTION 4 – DISTRICT FINANCES

The District shall hold a 6-month prudent reserve. This amount shall be reviewed by the Treasurer at the beginning of every rotation and make recommendations for adjustments in the expenses covered by the prudent reserve. Line items for the prudent reserve shall include: Reimbursements for Area Assembly as outlined below; the District Zoom account; the District PO Box.

The DCM, Alternate DCM, and Committee Chairs will be reimbursed for one night at the hotel that hosts Area Assembly each quarter they are in attendance. In the Committee Chair's absence, the Alternate Committee Chair would be eligible for reimbursement for attending Area Assembly.

At the beginning of every rotation, the Treasurer shall lead a budget review for the District. Items to consider include but are not limited to: Officer and Committee Chair budgets; Literature funds to support institutions; Workshops.

The Treasurer shall report out at District meetings anytime the District holds funds over the prudent reserve with no known plans for workshops or projects. In the event the District holds excess funds for a period greater than 6 months, the District will discuss and vote on whether to send funds to Area 39 or the General Service Board.

District 3 will practice the 7th tradition by contributing a percentage of the basket passed at Monthly meetings to the group hosting the District Meeting. The contribution amount shall be reassessed by the Treasurer at the beginning of each rotation.

SECTION 5 – DISTRICT BOUNDARIES

District boundaries have been defined by the Area Assembly. They may only be changed by a majority vote of the Assembly. District boundary changes should reflect a combination of the needs of the Assembly, Districts, and Groups. No changes shall take effect until those proposed changes have been presented to the District committees and to the Groups in the geographical area affected by the changes.