Area 39

District 16 Guidelines

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Glossary and Acronyms

AA	Alcoholics Anonymous
AAWS	Alcoholics Anonymous World Services, Inc.
CF	Correctional Facilities
CPC	Cooperation with the Professional Community
CTF	Cooperation with Treatment Facilities
DCM	District Committee Member
GSB	General Service Board
GSO	General Service Office (New York)
GSR	General Service Representative
GV	Grapevine/La Viña
GVR	Grapevine/La Viña Representative
PI	Public Information

Ad Hoc Committee – a temporary committee assigned to address one specific item or topic
Area – a geographical unit that elects a Delegate to the General Service Conference
Area Assembly – a quarterly, weekendlong gathering of the Area Committee and GSRs for business and sharing sessions.
Area Committee – Area Officers, Service Committee Chairpersons, and DCMs
Business Meeting – portion of an Area Assembly or other service gathering where formal business is conducted and motions are presented and voted upon
Central Office – an office for literature sales and phone hotline, usually operated by an Intergroup
Delegate Conference Panels – panel discussion groups that have as a purpose to discuss General Service Conference agenda items, literature, and GSO reports relevant to that committee, to make recommendations to the Delegate, and to propose motions to the Area or the General Service Conference
District – a geographical or linguistic unit usually containing 5 to 50 groups that elects a DCM
District Committee – District Officers, Service Committee Chairpersons, and GSRs
General Service Conference – annual meeting of delegates from all U.S. and Canadian Areas, trustees, and GSO staff; the group conscience of the U.S. and Canada
Intergroup or Central Office – a service body made up of group representatives, usually in large urban areas, but separate from the general service structure
Motion – a proposal made at a business meeting to be voted upon
Service Committee – (sometimes called "standing committee") – a subcommittee of an Area or District responsible for doing one specific form of service work
Standing Committee – see "Service committee."
Substantial Unanimity – twothirds majority

DISTRICT 16 GUIDELINES

I. PURPOSE AND SCOPE

The purpose of this publication is to enable our trusted servants to conduct an informed group conscience at district 16 business meetings. These Guidelines are intended to describe actual current practice in district 16. When possible and where still relevant, actual language from passed motions is used. Where current practice is customary and is not the result of an actual motion, the intent is to outline the current practice as simply as possible. This document is not a historical record of motions of district 16. These Guidelines are intended to be complementary with the AA Service Manual and are provided as guidance and a record of current practice in district 16.

II. AMENDING AND UPDATING

Responsibility of revising the guidelines that reflect any changes in current practice belongs to the DCM. An ad-hoc committee should be formed at least every four years to review the guidelines in depth and update accordingly. The DCM or Alt DCM shall reprint, make available for the web, and distribute the Guidelines to all district 16 participants.

III. STRUCTURE AND FUNCTIONS OF THE DISTRICT

A. General Service Representatives (GSRs)

- Elected by individual groups.
- Term of office determined by each group, preferably for two years to coincide with DCM's term.
- Duties determined by each group, preferably in accordance with the AA Service Manual
- Each GSR is allowed one (1) vote as group representative.

B. District Officers

- District Officers are the DCM, Alt DCM, Treasurer, and Secretary
- Elected at September district meeting by GSRs and other voting members of the district (Officers, Service Committee Chairs and Alt. GSR's in the absence of the GSR)
- Term of office is two years and begins on January 1st.
- Rotation: Odd Years - DCM, Alt DCM, Treasurer, and Secretary.
- Duties determined by district 16.
- The DCM has overall responsibility for the operations of the district.
- Each district officer is allowed one (1) vote as member of district committee.
- Travel Expenses:
- The DCM is funded to each Area Assembly. Total funding not to exceed $250 per assembly. The Alternate DCM receives funding in the event the DCM cannot make it to the assembly.

- The Treasurer and Secretary have no current travel expense needs.

C. District Service Committee Chairs

The district has the following Standing Committees: Archives, Access, Public Information/Cooperation with the Professional Community (PI/CPC), Cooperation with Treatment Facilities (CTF), Correctional Facilities, Grapevine/Literature, Unity, and Website.

- Elected by district committee.
- Term of office is two years and begins with the start of New Business on the agenda for the January district Meeting on odd years.
- Each district Service Committee Chair is allowed one (1) vote as a member of the district committee.
- Duties determined by district 16, generally as described in A.A. approved Literature.

IV. DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS

A. District Committee Member (DCM)

- Recommended 4 years of continuous sobriety.
- Recommended completion of GSR term
- Have a working knowledge of the Twelve Traditions and/or a service sponsor.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- First year of term attends the Area Orientation, as provided by the Area to be fully funded by the district.
- Set agenda for and chair district business meetings.
- Submit written report to the district Secretary for inclusion into the minutes.
- Help Service Committees as needed.
- Attend Area Assemblies
- Visit the groups within the district and make announcements as necessary.
- Appoint ad hoc committees to address specific issues as needed.
- Appoint a Newsletter Chair. Appointee should have 2 years of sobriety minimum and a thorough understanding of the traditions and/or a service sponsor.
- Maintain records of district activities during term to submit to the Area 39 Archivist after rotation.
- Coordinate and take part in a district inventory within the first year of the term.
- Assist district secretary by reading and approving minutes prior to mailing/email
- Assist GSRs when needed at group meetings.
- Assist Area Delegate with the processing of Conference agenda items at district level.
- Schedule and chair the district's General Service Conference Sharing session and provide the Area Alternate Delegate with the minutes.
- Schedule Delegate Post Conference report back to district annually
- Schedule in-district GSR school annually
- Optional: Attend SWAARSA when funds are available and give a verbal and written report to the district. DCM to determine funds needed and submit as a district 16 motion.

- Makes copies of and distribute district documents as needed – i.e., General Service Conference Agenda items, Treasurer reports, guidelines, meeting minutes, Area Delegate communications, GSO Communications, etc.
- Submit an annual budget request to the treasurer.
- Monitor expenses and stay within budgetary limitations.
- Submit any receipts for expenses no later than the next district meeting.
- Two-year term rotating on odd number years.

B. <u>Alternate DCM</u>

- Recommended 4 years of continuous sobriety.
- Recommended completion of a GSR term.
- Have a working knowledge of the Twelve Traditions and/or a service sponsor.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at district meetings.
- Submit written report to the district secretary for inclusion into the minutes.
- Perform duties of DCM in DCM's absence.
- Assist DCM as needed.
- Attend and coordinate district 16 sponsored workshops.
- When possible, attend quarterly Area Assemblies.
- Assist GSRs when needed at group meetings.
- Visit the groups within the district and make announcements as necessary.
- Assist DCM with the processing of Conference agenda items and reports at the district level.
- Two-year term rotating on odd number years.

C. <u>Secretary</u>

- Recommended 2 years of continuous sobriety.
- Recommended completion of GSR term.
- Generally, as described in the AA Service Manual.
- Have a working knowledge of the Twelve Traditions and/or a service sponsor.
- Attend district meeting and record minutes.
- Maintain, update, and distribute the district roster as needed.
- Facilitate district meeting when DCM and Alternate DCM are unavailable.
- Provide district meeting minutes to DCM for distribution to GSR's.
- Reprint, make available for the web and distribute district guidelines when requested by the DCM.
- Two-year term rotating on odd number years.

D. Treasurer

- Recommended 4 years of continuous sobriety.
- Recommended completion of a GSR term and/or experience as Group Treasurer.
- Have a working knowledge of the Twelve Traditions and/or a service sponsor.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at district Meetings.
- Submit Treasurer report to the DCM for Distribution to the D16 committee members one week prior to the district meeting.
- Submit written report to the district secretary for inclusion into the minutes.
- Picks up mail from district 16's post office box.
- Keeps a current record of group contributions to the district.
- Makes deposits and cuts checks for district expenses.
- Provide financial statement at the district meeting.
- Present an annual budget for next fiscal year, in October, to be taken back to the Groups for approval at the November/December district meeting.
- Update budget as needed when new motions are approved by the district committee.
- Two-year term rotating on odd number years.

V. DUTIES AND RESPONSIBILITIES OF SERVICE COMMITTEE CHAIRS

General Responsibilities

- Generally, as described in the AA Service Manual.
- Perform service work with the guidance of the district committee.

A. Archives Committee Chair

The purpose is more than mere custodial activity; it is how we collect, preserve and share the rich and meaningful heritage of our fellowship. The Archives Committee is to receive, classify and index all relevant material, including, but not limited to, administrative files, records, correspondence, literary works and artifacts considered to have importance to Alcoholics Anonymous in district 16. This is done through workshops, presentations, mailings, etc.

- Recommended 2 years of continuous sobriety.
- Have a working knowledge of the Twelve Traditions and/or a service sponsor.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at district meetings.
- Submit written report to the District Secretary for inclusion into the minutes.
- Make AA literature available upon request to groups, at district 16 sponsored workshops, and at community events.
- Increase awareness through workshops and presentations.
- Collect and archive minutes, fliers, reports, and other documents created by groups and the district committee within district 16.
- District 16 Archives are stored at: Ozark Serenity Club
- Submit an annual budget request to the treasurer. (Due September 1st)
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses no later than the next district meeting.
- Two-year term rotating on odd number years.

B. Access Committee Chair

The purpose of the committee is to increase awareness of all issues that may prevent access to AA meetings within district 16 and serve as a resource for gathering and sharing information and experience that can be used to make the AA message and the program of recovery available to everyone who reaches out for it.

- Recommended 2 years of continuous sobriety.
- Have a working knowledge of the Twelve Traditions and/or a service sponsor.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at district meetings.
- Submit written report to the district secretary for inclusion into the minutes.
- Coordinate with the Grapevine/Literature Committee to help keep meeting schedules current regarding accessibilities issues.

- Visit groups and talk about accessibility concerns at the group level as the groups will allow.
- Make AA literature available upon request to groups, at district 16 sponsored workshops and at community events.
- Increase awareness through workshops and presentations.
- Coordinate with other committee chairs to address any accessibility issues that may be discovered.
- Submit an annual budget request to the treasurer. (Due September 1st)
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses no later than the next district meeting.
- Two-year term rotating on odd number years.

C. **Web Site Committee Chair**

The purpose of the committee is to manage and maintain the district 16 Web Site: www.aabranson.org

The purpose of the web site is to assist the groups of the district to carry the message of Alcoholics Anonymous to the still-suffering alcoholic, facilitate communication among GSRs, DCMs, and AA members, and to improve an understanding of the workings of the district in order to encourage participation in service work.

- Recommended 2 years of continuous sobriety.
- Have a working knowledge of the Twelve Traditions and/or a service sponsor.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at district meetings.
- Submit a written report to the district secretary for inclusion into the minutes.
- Shop for the best price for the cost of services provided to enable the web site to exist and ensure that the web site is self-supported by the district without receiving anything of value from any source outside the fellowship of A.A.
- Accurately maintain and update the web site as needed.
- Receive and respond, in a timely manner, to feedback about the district web site.
- Post activities and events, in a timely manner, to the district web site calendar.
- Post district business meeting minutes on Web Site. (to be received by email from DCM)
- Post all motions as received by the DCM preferably by the 1st of the month. following the district meeting they are presented at.
- Provide security for the web site as needed.
- Increase awareness through workshops and presentations.
- Ensure that all web site material conforms to the AA Traditions and the group conscience of district 16.
- Submit an annual budget request to the treasurer. (Due September 1st)
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses no later than the next district meeting.
- Two-year term rotating on odd number years.

D. **Public Information/Cooperation with Professional Community (PI/CPC)**

Public Information Committee (PI): The purpose is to carry the AA message to the still-suffering alcoholic by informing and providing AA Literature to the general public - media, schools, industry, etc. – about what AA has to offer. This is done through public service announcements, visits to schools, and other organizations. Cooperation with the **Professional Community Committee (CPC):** The purpose is to provide information about AA to those who have contact with alcoholics through their profession. This group includes, among others, doctors, clergy, judges' social workers and law enforcement. Information is provided about where we are, what we are, what we can and cannot do.

- Recommended 2 years of continuous sobriety.
- Have a working knowledge of the Twelve Traditions and/or a service sponsor.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at district meetings.
- Submit written report to the district secretary for inclusion into the minutes.
- Make AA literature available upon request to groups, at district 16 sponsored workshops and at community events.
- Increase awareness through workshops and presentations.
- Make AA literature available upon request at community events.
- Submit an annual budget request to the treasurer. (Due September 1st)
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses no later than the next district meeting.
- Two-year term rotating on odd number years.

E. **Correctional Facilities (CF)**

The purpose is to facilitate AA meetings inside the district 16 correctional facilities. This is done by organizing outside AA members to attend inside meetings on a regular basis.

- Recommended 2 years of continuous sobriety.
- Have a working knowledge of the Twelve Traditions and/or a service sponsor.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at district meetings.
- Submit written report to the district secretary for inclusion into the minutes.
- Make AA literature available upon request to groups, at district 16 sponsored workshops and at community events.
- Increase awareness through workshops and presentations.
- Maintain and organize a volunteer base.
- Assist volunteers in obtaining clearance to enter the various facilities.
- Maintain good communication with the correctional facilities coordinator.
- Address any problems or concerns brought to AA from the correctional facilities coordinator.
- Submit an annual budget request to the treasurer. (Due September 1st)

- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses no later than the next district meeting.
- Two-year term rotating on odd number years.

F. **Cooperation with Treatment Facilities (CTF)**

The purpose is to coordinate the work of individual AA members and groups who carry the message to alcoholics in treatment facilities, and work to clarify what AA can and cannot do, within the Traditions, to help alcoholics in treatment.

- Recommended 2 years of continuous sobriety.
- Have a working knowledge of the Twelve Traditions and/or a service sponsor.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at district meetings.
- Submit written report to the district secretary for inclusion into the minutes.
- Make AA literature available upon request to groups, at district 16 sponsored workshops and at community events.
- Increase awareness through workshops and presentations.
- Contact treatment facilities in the district 16 area monthly.
- Receive and respond to requests from treatment facilities in district 16.
- Submit an annual budget request to the treasurer (Due September 1st)
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses no later than the next district meeting.
- Two-year term rotating on odd number years.

G. **Grapevine/Literature**

The purpose of the district Grapevine Chair is to act as advocate for the Grapevine/La Viña/AAWS Literature at the district and group level, alerting the groups to the use of the GV publications as recovery tools and AAWS Literature as best practices.

- Recommended 2 years of continuous sobriety.
- Have a working knowledge of the Twelve Traditions and/or a service sponsor.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at district meetings.
- Submit written report to the district secretary for inclusion into the minutes.
- Make Grapevine and AAWS approved literature available upon request to groups, at district 16 sponsored workshops and at community events.
- Increase awareness through workshops and presentations.
- Visit groups and talk about the Grapevine both at group level and meeting level as the group will allow.
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses no later than the next district meeting.
- Submit an annual budget request to the treasurer. (Due September 1st)

- Two-year term rotating on odd number years.

H. **Unity**

The purpose of the district Unity Chair is to schedule and coordinate events for the groups in the district to foster unity within the district. These events should be fun and educational.

- Recommended 2 years of continuous sobriety.
- Have a working knowledge of the Twelve Traditions and/or a service sponsor.
- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at district meetings.
- Submit written report to the district secretary for inclusion into the minutes.
- Have the skills and time necessary to plan, schedule, coordinate fun and educational events in district 16.
- All events should be approved through a motion by simple majority brought before the district committee. (see motion template in appendix)
- Any seed money provided by the district should be returned to the district through contributions, any ticket sales, etc. at the conclusion of the event.
- Invite district committee chairs to display and bring educational materials about their committees and what they do.
- Increase awareness through workshops and presentations.
- Visit groups and talk about upcoming events both at group level and meeting level as the group will allow.
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses no later than the next district meeting.
- Submit an annual budget request to the treasurer. (Due September 1st)
- Two-year term rotating on odd number years.

VI. DISTRICT POLICIES

A. General Business Meeting Procedures

- Meeting to be held approximately every 6 weeks at prevailing location.
- Meeting begins at 1:00 p.m. and ends at 2:30 p.m.
- The meeting will follow the agenda prepared by the DCM.
- The Alt. DCM shall conduct the business meetings when the DCM is not available.
- The district secretary will facilitate the district meeting in the event that the DCM and Alternate DCM are unavailable.
- Elections will be conducted at the September district Meeting. The DCM may ask past District Committee Members (DCM) to help conduct the elections.

B. Elections

- The district shall vote according to **Third Legacy procedure in the AA Service Manual** for all district Elections.
- The DCM asks if anyone present is available.
- Those who are eligible stand and let the body know they are available and give a brief oral resume.

C. Eligible Voters

- Current practice allows the following members when present to vote on district 16 business and at district 16 Elections.

  All district officers (DCM, Alternate DCM, Secretary, Treasurer)
  All Committee Chairs
  GSR's or the groups Alternate GSR when the GSR is not in attendance.
  Past DCM's assuming they hold no other position at the district.

We strive for an informed group conscience; let the body be heard; don't call the question too soon.

D. Motions

- All proposals to be limited to one issue. Any proposal, which is submitted, with multiple issues is to automatically be broken down by the DCM into separate proposals for each separate issue. See template in the appendix.
- All motions presented to be structured to include the following information: the motion itself, intent & purpose, current practice, budgetary impact if passed
- The district suggests motions to be in writing with enough copies for all voting members.
- Only those items of business determined by a "sense of the meeting" to be urgent and/or administrative will be voted on immediately.
- District business meetings will, at the discretion of the DCM, follow **Modified Roberts Rules of Order.**

E. Robert's Rules of Order (*modified*)

1. **A Motion Is Made:**
    - If it does not receive a second, it dies.
    - After a second, debate is opened. The district will utilize KBDM Questions during debate. See appendix.
    - If a registered voter calls for the question, a second will be required, or debate resumes.
    - A Question must be called in turn.
    - If the Question is seconded, a 2/3 majority will end the debate, or debate resumes.
    - If the Question is not called, debate will go on until there is no more discussion.
    - Once debate ends, a sense of the group will be taken by simple majority to vote or table.

2. **A Motion Is Voted On:**
    - If it involves expenditure of district funds, the Treasurer will be asked to report.
    - It requires a 2/3 majority to pass.
    - The losing side will be asked if they wish to speak to their position.
    - The winning side will be asked if there is a motion to revote and requires a second.
    - A simple majority is required to revote.

3. **A Motion Is Reconsidered:**
    - Full debate pro and con is resumed (please limit discussion to only new considerations).
    - The question may again be called, seconded, and requires a 2/3 majority to end debate.
    - A sense of the meeting may be taken by simple majority to vote or table.
    - If voted on, the motion must have a 2/3 majority to pass.
    - Debate has ended.

Debate on a tabled motion will be resumed under “Old Business” at the next district meeting, and the voting process will be the same as above.

VII. FINANCIAL POLICY[1]

A. Required Budget Line Items

- Cost of printing and reproduction for district business
- Archives Rent
- PO Box Rent
- Biennial Secretary of State registration fee
- Web Hosting Fee
- Travel and expenses for the DCM to attend Area 39 Assemblies

B. Discretionary Budget Line items (when funds are available)

- Travel and expenses for the DCM to attend Regionals and Forums

C. Finance Procedures

- The fiscal year is January 1 – December 31
- Service Committee Chairpersons will submit to the Treasure by September their anticipated budgetary requirements for the coming fiscal year, based on the previous year's expenses.
- Officers and Service Committee reimbursements shall be paid to the respective Chairperson by the Treasurer. Requests need to be accompanied by receipts.
- A proposed budget for the upcoming fiscal year shall be prepared by the Treasure and given to the district secretary for distribution with the meeting minutes of the October district meeting. The budget will be voted upon at the December district meeting.
- Any and all amendments to the current budget shall be finalized prior to considering adoption of next year's budget.
- The district's prudent reserve is to be maintained at $1000.00 when possible.
- The Treasurer's report is to reflect monthly activity.
- Checks written at each district meeting will be reported at that the next meetings activity report.
- The district's annual budget will be based on the activity of the previous 3 years.
- Signers on the district 16 checking account will be the current Treasurer and DCM. The Alternate DCM may be a signer on the account at the DCM's discretion. There should always be two signers on the district checking account. In the absence of the DCM, Treasurer or both, the Alternate DCM and/or Secretary can be signers on the account until the DCM and Treasurer positions are filled. Signers should be an elected district officer.
- The district should remain registered with the Secretary of the State of Missouri in order to retain its entity name (District 16 Committee) used with the financial institutions and to comply with local and federal regulations. At the time of rotation or position being vacated, the Secretary of State filing will be updated to reflect the newly authorized representative which should be the DCM or Alt DCM as necessary.

[1]

- The District Committee Member (DCM) will be recognized as the Secretary in order to be the authorizing representative on the districts checking account in order to meet the bank's requirements to make changes as may be needed. The Treasurer will be recognized as the Assistant Secretary in order meet the bank's requirements to make changes to the checking account as may be needed. In the event that the Treasurers position is vacated the Alt. DCM will be put into the role of assistant secretary to ensure that there is always two responsible parties as authorized representatives per the district guidelines.
- Upon election years, meeting minutes need to reflect any changes to the officers. One copy with full names will need to be created to provide to the bank to update the checking account.

District 16 Motion Template

Submitted by: XYZ Group, district 16, Contact Name:
Phone Number : Email :

Motion:

- One action or topic per motion
- State exactly what action is to be taken
- Use simple and concise language

Intent/Purpose:

- State why the motion is being presented
- What impact will the change have

Current Practice:

- State how it is done now
- Use simple and concise language
- State if the proposed action changes a customary practice or a requirement

Budgetary Impact:

- State if the proposed action will have a monetary impact
- If the monetary impact is not as simple as fixed dollar amount, use clear and concise examples
- State who will absorb or benefit from the monetary change

The Knowledge Based Decision Making (KBDM) Questions

How do we obtain the information we need to have for an informed group conscience?

- Gather information for these questions for all of your discussion topics.
- Gather this information prior and during a discussion and get the information out to people before the actual discussion begins.
- Everyone can add to them.
- Use them as a basis for discussion.
- They provide common information so everyone can be on the same page.

KBDM Questions:

Question 1

What do we know about our member's or prospective members' needs, wants and preferences that are relevant to this discussion?

What do we wish we knew but don't?

Question 2

What do we know about the current realities and evolving dynamics of our environment that is relevant to this decision?

What do we wish we knew but don't?

Question 3

What do we know about the capacity and strategic position of our organization that is relevant to this decision?

What do we wish we knew but don't?

Question 4

What are the ethical implications of our choices? In other words, will our decision be consistent with our spiritual principles?

What do we wish we knew but don’t?