

## **Preamble**

Tradition Five: Each group has but one primary purpose – to carry its message who still suffers. The District Committee exists to support the local AA groups and make sure the groups have the services they need to carry the message to the still-suffering alcoholic.

Note: Guidelines are suggestions. There is no “AA law.” We should never let blind adherence to procedure override the true voice of a loving God as He may express Himself in our group conscience.

These guidelines are meant to act in harmony with the combined collective experience of AA as found in the AA Service Manual and various other service documents available from GSO. If a conflict is found, it is suggested that the literature from GSO be deferred to.

These guidelines may be amended by a simple majority vote.

### **Section 1: Reoccurring Items cheat sheet**

- District meetings are the second Saturday of the month at 10 a.m.
- The Quarterly District Speaker meeting is held the second Saturday of January, April, July and October at 8 p.m. Groups willing to host the district are placed in a hat and the hosting group is drawn from the hat. The hosting group is responsible for obtaining a speaker and refreshments.
- Budget: The budget should be prepared in November and voted on in December.
- Elections: Elections take place in September of even-numbered years with the 2 year terms to begin the following January.
- Schedules: Schedules should be printed in March, June, September and December.

## **Section 2: District Committee**

- I. The District Committee is composed of the DCM, Alt. DCM, Treasurer, Secretary, Committee Chairs, and special service positions, and the GSRs of registered groups in District 23
- II. Service positions:
  - a. District Committee Member (DCM)
  - b. Alternate DCM
  - c. Treasurer
  - d. Secretary
- III. Committee Chairs:
  - a. Archives
  - b. Cooperation with the Professional Community (CPC)
  - c. Corrections
  - d. Literature
  - e. Grape Free Press
  - f. Grapevine
  - g. Public Information
  - h. Special Needs
  - i. Treatment
  - j. Website
- IV. Special positions
  - a. Schedule manager
  - b. Hotline manager
- V. GSRs of registered groups

All District Committee members have a vote, including GSRs from groups that are registered with GSO.

New groups that are not registered with GSO do not vote, but can be listed on the schedule prior to becoming registered.

## Section 3: Job Descriptions

### Service positions

**Qualifications: DCM 4 years sobriety; Treasurer 2 years, other positions 6 months.**

#### I. DCM

- a. Qualifications: 4 years sobriety. Demonstrated commitment to service. Ability to attend District Meetings regularly. Ability to attend Area Assembly and Area Committee meetings four times a year.
- b. The DCM serves as the communication link between the GSRs and the Area Delegate.
- c. The DCM should stay informed regarding Area and GSO activities. She or he should identify important upcoming items at the Area or GSO level, bring those items to the GSRs so they can take them to their groups, and thereby determine the group conscience of the District.
- d. However, there is not always time. The DCM has been entrusted by the District with the “right of decision.” (See Concept Three).
- e. The DCM assists GSRs and Committee members by making sure they have access to and are acquainted with the AA Service Manual and other relevant literature.
- f. Prepares District Meeting agendas in advance of the District Meeting and distributes them to the District members.
- g. In the event a service position is unfilled, the DCM may perform those duties as needed or may delegate those duties to another service member.

#### II. Alternate DCM

- a. The Alternate is a backup for the DCM. The alternate steps in when the DCM is unable to attend a District meeting or other District function. The Alternate may vote for the DCM at Area Assembly if the DCM is unable to attend.
- b. The Alternate DCM assists the DCM in communicating with the GSRs and groups of the District.
- c. The Alternate DCM helps the DCM cover the duties of vacant positions as necessary.

#### III. Secretary

- a. The secretary takes notes at District meetings and prepares minutes based on those notes afterwards.
- b. The minutes should be distributed to the District soon after the District meeting so proposed corrections can be submitted.
- c. The secretary helps maintain the District Roster.
- d. Maintains the District Motions Book

#### IV. Treasurer

- a. 2 years sobriety.

- b. Pick up mail at PO box at least once per month. Routine bills usually arrive mid-month; due for payment 2-3 weeks later
- c. Pay bills at least once per month. Record in checkbook and general ledger.
  - i. Monthly bills include AT&T (phone), Rueschhoff (answering service), West Side Presbyterian (room rent for District meeting)
  - ii. Periodic bills include Postmaster (annual PO box rent), printing of meeting schedules, 2 (male & female) hotel rooms for Area Assembly.
- d. Deposit contributions (from meeting baskets, group contributions, etc.) into US Bank account at least once per month. Record deposits in checkbook and general ledger.
- e. Use receipt book to record group contributions; give copy to contributing group's GSR or treasurer. Record each group's contributions in appropriate section of monthly Treasurer's report.
- f. Record each Committee's budget expenses in appropriate section of monthly Treasurer's report, reflecting budget balance. Obtain District approval of upcoming year's Committee budgets at December meeting [Announce reminder at November meeting.] Reflect new budget in appropriate section of Treasurer's report starting each January.
- g. Prepare monthly Treasurer's report for District meeting – reflect beginning and ending balances, credits and debits. Email report to District committee chairs and officers within the week before each monthly meeting; copy Area representatives. Be prepared to verbally summarize treasury activity at monthly District meeting.
- h. File all paid bills and other relevant transaction materials.
- i. District prudent reserve = \$500, as voted by District in 2011. Send excess funds to Area (50%) and GSO (50%) on quarterly basis, or as viable in light of anticipated upcoming bills.
- j. Collect 7th Tradition basket money at monthly District Meeting. Make out check to West Side Presbyterian church for \$10, put in envelope and slide under church office door.
- k. Collect 7th Tradition basket money at quarterly District Speaker Meeting. Make out check to West Side Presbyterian church for \$20, put in envelope and slide under church office door.

Addresses for Area and GSO contributions:

Kansas Area Assembly  
 PO Box 1773  
 Salina, KS 67402-1773

General Service Office  
 PO Box 459  
 New York, NY 10164-0423

## **Committee Chairs**

Note: Committee Chairs need committees. Chairs are encouraged to promote their committees and solicit volunteers. GSRs are encouraged to inform their groups of service opportunities on committees. Also, groups may have their own committee chairs, and they can serve on the corresponding district committee.

V. Archives chair

- a. The Archives chair keeps track of the history of District 23 and its groups.
- b. Keeps copies of fliers and other documents related to District events. (Does not need to keep track of Area functions and events in other districts.)
- c. Keeps copies of District Minutes and Agendas.
- d. Helps groups write and update their group histories. Submits the group histories to Area and GSO.
- e. Develops and maintains a display of District 23 history. Presents the display at District events.
- f. Reads the GSO guidelines on archives and the GSO Archives workbook and conducts other archives activity as needed.
- g. Attends Area Assembly and Area Committee meetings and attends the Archives Committee meetings. Cooperates with the Area 25 Chronicler.

VI. Cooperation with the Professional Community

- a. The CPC Committee provides information about AA to professionals who deal with alcoholics. Information is provided about where we are, what we are, what we can do, and what we cannot do.
- b. Provides relevant pamphlets and other literature to professionals.
- c. Creates/maintains a display explaining AA to professionals. Makes the display available at relevant events and locations within the district.
- d. Looks at the GSO CPC Workbook for further ideas.
- e. Works in cooperation with the PI and Corrections chairs to maximize the reach to the still suffering alcoholic and avoid unnecessary duplication of effort.
- f. Attends Area Assembly and Area Committee meetings and attends the CPC committee meetings. Cooperates with the Area 25 CPC chair.

VII. Corrections

- a. Carries the message to the alcoholic who is confined.
- b. Takes meetings to the Jefferson and Douglas County jails, and/or organizes volunteers to do so.
- c. Coordinates female volunteers to reach the female inmates.
- d. Contacts and maintains relations with the appropriate personnel in the Douglas and Jefferson County sheriff departments.
- e. Stays up to date on the security requirements and other policies of the two facilities and helps make sure the volunteers are aware and comply with them.
- f. Makes literature available to the jails.

- g. Because our public relations policy is based on attraction rather than promotion, we bring meetings to these facilities at their invitation – always remember that we cooperate, but are not affiliated.
  - h. Submits literature order requests to the Area 25 Yellow Can fund.
  - i. Contacts and cooperates with the Corrections Chairs in Districts 8 and 10 (Topeka and Johnson County) when appropriate. Submits yellow can literature requests in cooperation with those districts to reduce shipping charges if possible.
  - j. Maintains a Corrections display for use at District events.
  - k. Attends Area Assembly and Area Committee meetings. Cooperates with the Area 25 Corrections chair.
- VIII. Grape Free Press
- a. Acts as liaison with the Area 25 Grape Free Press editor.
  - b. Sends information to the Area 25 Grape Free Press editor including, but not limited to, group and district events, news, meeting information, memorials for AA members who have passed away, stories about service, and sobriety birthdays for the three months prior to the current publishing date.
- IX. Grapevine
- a. Makes the District aware of the Grapevine and related materials available.
  - b. Provides subscriptions and copies of the Grapevine when available.
  - c. Informs the District when the Grapevine is soliciting article submissions on special topics.
  - d. Provides information about the various publications and ebooks available from the Grapevine.
  - e. Provides information regarding the Grapevine digital archive and website.
  - f. Other activities as outlined in the GSO Grapevine workbook.
  - g. Maintains a Grapevine display for use at District events.
  - h. Attends Area Assembly and Area Committee Meetings. Cooperates with the Area 25 Grapevine chair.
- X. Literature
- a. Keeps the District informed of the General Service Conference-approved literature available from AAWS.
  - b. Provides information regarding the importance of using General Service Conference-approved literature.
  - c. Assists groups and members in making literature orders.
  - d. Maintains a literature display for use at district events.
  - e. Stays informed regarding changes to literature and new literature and makes that information available to the District.
  - f. Attends Area Assembly and Area Committee meetings. Cooperates with the Area 25 Literature chair.
- XI. Public Information

- a. Provides information about AA to the general public & media.
- b. Provides information about where we are, who we are, what we do, and what we do not do.
- c. Activities may include, but are not limited to, messages in print, radio, television, films, various digital platforms, and any future technologies not yet invented, provided they comply with AA Traditions.
- d. Attempts to keep the Lawrence Journal World and/or other local media updated on changes to meetings for the online community events calendar.
- e. Maintains a display for use at District events.
- f. Attends Area Assembly and Area Committee meetings. Cooperates with the Area 25 Public Information chair.

## XII. Special Needs

- a. A special need is anything that hinders an alcoholic from receiving the message of AA.
- b. Explores ways to make sure the AA message is available to anyone who is reaching for it but may have obstacles.
- c. Informs the groups within the district of the different issues alcoholics with special needs may face when attempting to attend meetings.
- d. Maintains a Special Needs display for use at District events.
- e. Attends Area Assembly and Area Committee meetings. Cooperates with the Area 25 Special Needs chair.

## XIII. Treatment Facilities

- a. The Treatment Facilities committee coordinates the work of individual AA members and groups seeking to carry the message to alcoholics in treatment facilities in and around District 23.
- b. Chairperson acts as a contact person between AA and local treatment facilities.
- c. Responds to requests from treatment facilities for temporary contacts, requests for meetings, presentations to staff & patients, and other requests as needed.
- d. Ensures treatment activity complies with the Twelve Traditions of AA, that AA activity is limited to cooperation but not affiliation.
- e. Distributes literature to treatment facilities when possible.
- f. Participates in service workshops and presentations on work with treatment centers.
- g. Maintains a confidential contact list of AA members who are willing to be contacted by treatment centers or patient.
- h. Other duties and activities as described in the A.A. Service Manual, the A.A. Guidelines on Treatment Committees and the AA Treatment Committee Workbook when appropriate and possible.
- i. Attends Area Assembly and Area Committee Meetings. Cooperates with other committee chairs as needed.



#### XIV. Web

- a. <http://www.aa-ksdist23.org/>
- b. This is the official website for District 23. The website is neither endorsed nor approved by AA World Services Inc. or Area 25. It is a service provided solely by District 23.
- c. The website exists to assist people in finding AA in District 23, provide accurate and updated information on the time and locations of meetings, provide information on District events, and to provide other information as necessary.
- d. The Web chair is responsible for keeping the domain registration current.
- e. The Web chair is responsible for keeping the hosting current.
- f. The Web chair develops, maintains and updates a technical “how-to” document to facilitate the transition to new web chairs.
- g. Works with the Schedule manager to keep the meeting list current.
- h. Works with the Schedule manager to update the Area 25 web chair meeting information for District 23.
- i. Ensures the website complies with the suggestions in the GSO Guidelines on websites.
- j. Attends Area Assembly and Area Committee meetings. Cooperates with the Area 25 Web chair.

#### **Special Service Positions**

##### XV. Schedule Manager

- a. Maintains the printed meeting schedule for the District.
- b. Receives updates from the groups regarding changes in meeting times and locations.
- c. Cooperates with the Web chair to keep the website schedule updated.
- d. Prints schedules four times per year, in numbers as needed per the Schedule Manager’s discretion.
- e. Prints schedules in March, June, September and December.
- f. Works with the Web Chair to update the Area 25 web chair on meeting information for District 23.

##### XVI. Hotline Manager

- a. Acts as a liaison between the District and the answering service that maintains the District hotline.
- b. Informs the District of the need for hotline volunteers. Submits the names of volunteers along with their phone numbers and availability to the hotline.
- c. Prepares a monthly summary of hotline activity for the District.

#### **Section 4: Elections procedures and qualifications**

- I. Qualifications, generally
  - a. DCM: 4 years sobriety
  - b. Treasurer: 2 years sobriety
  - c. Everyone else: 6 months sobriety.
  - d. This is the amount of sober time needed at the start of the service term; not necessarily at time of election.

**Why?** These positions help ensure AA is available to everyone in the District who needs it by filling specific needs. We need people with somewhat established sobriety time for consistency. But you can still serve if you don't have the required sober time by helping out on one of the committees. The committee chairs can always use extra help.
  - e. Ability and willingness to attend District meetings regularly.
  - f. Knowledge of the duties of the position, ability and willingness to perform them.
  - g. DCMs typically have served as GSR.
  - h. The Treasurer shouldn't take off with more money than he or she is willing to replace.
- II. Inactive service positions
  - a. If someone does not show up to District for two months in a row the District has the option of considering that person to have resigned her or his position.
  - b. The DCM shall attempt to contact that person to discover what the situation is and whether that person desires to step down.
  - c. At the next District meeting the district members will discuss the situation and take action as appropriate.
- III. Candidates should introduce themselves, their home group, their length of sobriety, past service positions, and why they are interested in the position.
- IV. When there is more than one candidate, they should leave the room during the voting.
- V. Voting is by simple majority.
  - a. If there are more than two candidates, the candidate with the least amount of votes will be dropped and another vote held until there are only two. A simple majority will decide the final two.
- VI. Elections take place in September of even-numbered years.
- VII. All positions are 2-year terms. Terms begin in January of odd-numbered years.
- VIII. All District service positions and GSRs of registered groups have a vote.

## Section 5: Suggested District Meeting Format

Note: The DCM should prepare an agenda in advance and distribute it via email to the District members.

Note: The DCM may alter the order and procedure of the District Meeting format if necessary when special circumstances arise.

Note: The DCM should strive to keep the District meeting limited to one hour, always remembering that the trusted servants who attend district are volunteers and therefore to be respectful of their time.

Note: All District members and GSRs of registered groups may vote. GSRs of non-registered groups and AA members may participate in discussion.

- I. Moment of Silence, Serenity Prayer
- II. Treasurer report (requires motion to approve)
- III. Secretary report – minutes from previous meeting. (requires motion to approve).
- IV. DCM report (does not require motion to approve)
- V. GSR reports – limited to two minutes (Note: In months where there is a lot of business, especially after Area Assembly & committee meetings when there is a lot of Area business to discuss, the DCM may simply ask if any GSRs have items to discuss, rather than calling on each group individually).
- VI. Committee Chair reports – limited to two minutes (do not require motion to approve. If a committee chair has a motion it should be brought up under new business.)
  - a. Archives
  - b. Cooperation with the Professional Community
  - c. Corrections
  - d. Grapevine
  - e. Literature
  - f. Public Information
  - g. Special Needs
  - h. Treatment
  - i. Website
- VII. Other reports
  - a. Hotline
  - b. Schedule
- VIII. Old business
- IX. New business
- X. Announcements
- XI. Birthdays & Memorials
- XII. Close with prayer

## I. Motions

- a. A motion is a proposal that the District take a specific action.
- b. Motions should be made after sufficient discussion has been held, in order that the District members may make an informed decision.
- c. Only voting members of the District can make a motion.
- d. A motion must be followed by a second. The secretary should record who made the motion and who made the second.
- e. If a motion is not seconded, the motion fails for lack of a second.
- f. If seconded, the DCM will then ask if there is further discussion.
- g. Once further discussion has been held (or once further discussion has reached the point where everyone is just repeating things), the motion is put to a vote.
- h. Motions pass or fail by simple majority.
- i. If a vote is not unanimous, the minority opinion is given a chance to make a point. (Only those voting for the minority position may speak; this should not be a time for further discussion.)
- j. Once the minority opinion has been given a chance to speak, the DCM will ask if anyone voting for the majority wants to change their vote.
- k. If no one changes their vote, the motion passes.
- l. If someone changes their vote, a new vote is held. The new vote passes or fails by simple majority. There is not a third vote.
- m. Note: Although simple majority is sufficient, at the District level, to pass a motion; the principle of substantial unanimity should be kept in mind. If a motion is truly controversial, it is sometimes best to table the issue for a month to give people a chance to reflect.

## II. Amending a motion

- a. A motion can't be changed just by saying "oh yeah I meant something else" midway through the process. If a motion needs to be amended, the person who made the motion should do so. If the motion is amended, it needs to be seconded.

## III. Tabling a motion

- a. Postpones the vote until the next meeting.
- b. A motion to table is not debatable.
- c. A motion to table requires a simple majority.

## **Section 6: Ad hoc committees**

- I. Ad hoc committees are temporary committees to address a specific issue, including special District-hosted events.
- II. Members who serve on ad hoc committees are entrusted by the District to use their discretion to accomplish their specific goal. However, major decisions that obligate the District should be brought to the District for a vote.
- III. If the ad hoc committee will incur a financial obligation, that should be brought to the District *far enough in advance* for the District to consider the issue and make an informed decision.