

District 23 Guidelines

As of: February 6, 2020

Preamble

[Tradition Five](#): Each group has but one primary purpose – to carry its message to the Alcoholic 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 expressed in our group conscience.

These guidelines are meant to act in harmony with the combined collective experience described in the [AA Service Manual](#) and various other service documents available from the General Service Office (GSO). If a conflict is found, please refer to GSO literature.

These guidelines may be amended by a simple majority of voting District members.

Recurring Matters

- District meetings are held on the second Saturday of the month.
- The Quarterly District Speaker (QDSM) meeting is held on the second Saturday of January, April, July and October at 7:00PM. Groups willing to host the QDSM are placed in a hat and the hosting group is drawn from the hat. The hosting group is responsible for obtaining a speaker, creating flyers, and providing 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.

Our District Committee

The District Committee is composed of the District Committee Member (DCM), Alternate District Committee Member (Alt-DCM), Treasurer, Secretary, Committee Chairs, Non-Committee positions, and the General Service Representatives (GSR's) of registered groups in District 23.

- Service positions
 - District Committee Member (DCM)
 - Alternate District Committee Member (Alt-DCM)
 - Treasurer
 - Secretary
- Committee Chairs
 - Archives
 - Cooperation with the Professional Community (CPC)
 - Corrections
 - Literature
 - Grapevine
 - Public Information (PI)
 - Accessibilities
 - Treatment
 - Web Technology
- Non-Committee positions
 - Schedule manager
 - Hotline manager
- Kansas City Central Office Liaison
- GSRs of registered District 23 groups

All District Committee members, with the exception of the Kansas City Central Office Liaison, have a vote as well as GSRs from groups that are registered with the General Service Office (GSO). New groups that are not registered with GSO do not vote, but can be listed on the schedule prior to becoming registered by submitting a [GSO New Group Form](#) or [GSO Group Change Form](#).

Job Descriptions

Service Positions

- District Committee Member (DCM)
 - Qualifications:
 - 4 years sobriety
 - Demonstrated commitment to service
 - Ability to attend District meetings regularly
 - Ability to attend all Area Assembly and Area Committee meetings
 - The DCM serves as the communication link between the GSRs and the Area Delegate.
 - 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 for matters that will be discussed or voted on at Area Assemblies and the annual General Service Conference. The DCM also arranges a Delegate's report to be given to the District sometime after the General Service Conference concludes.
 - According to [Concept 3](#), the DCM has the "Right of Decision" and is not required to seek the group conscience on every single matter, as there is not always time. The DCM has been entrusted by the District with this right.
 - 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.
 - Prepares District meeting agendas in advance of the District meeting and distributes them via email to District members.
 - 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.

- Alternate District Committee Member (Alt-DCM)
 - Qualifications: Same as DCM
 - The Alt-DCM is a backup for the DCM. The Alt-DCM steps in when the DCM is unable to attend a District meeting or other District function. The Alt-DCM may vote at Area Assembly only in the event that the DCM is unable to attend.
 - The Alternate DCM assists the DCM in communicating with the GSRs and groups of the District.
 - The Alternate DCM helps the DCM cover the duties of vacant positions as necessary.
 - Acts as liaison to the Area 25 Grape Free Press editor and makes sure the Grape Free Press is available in both printed and electronic form to the District 23 groups.

- Sends information to the Area 25 Grape Free Press editor including, but not limited to, group and District events, news, memorials for AA members who have passed away, and stories about service.

- Secretary
 - Qualifications: 6 months sobriety
 - The Secretary takes notes at District meetings and prepares minutes based on those notes afterwards.
 - The minutes should be distributed to the District members soon after the District meeting so proposed corrections can be submitted.
 - The Secretary helps maintain the District roster.
 - Maintains the District Motions Book

- Treasurer
 - Qualifications:
 - 2 years sobriety
 - Knowledge of basic accounting practices
 - Maintenance of the account can be as simple as keeping up the checkbook paper register with the credits and debits, and a possible separate sheet for cash expenditures. Bookkeeping software (i.e. Quicken), Excel or similar spread sheet can be used. A standardized spreadsheet for the monthly reports is recommended. (The current one is in Excel)
 - Pick up mail at District PO box at least once per month. Routine bills usually arrive mid-month and are due for payment 2-3 weeks later.
 - Pay bills at least once per month and record as needed.
 - Deposit group contributions into the District bank account at least once per month and record as needed.
 - Record each group's contributions in appropriate section of monthly Treasurer's report.
 - 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.
 - 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.
 - File all paid bills and other relevant transaction materials. Records should be kept for a minimum of one year.

- District prudent reserve = \$1000, as voted by District in 2019. Send excess funds to Area (50%) and GSO (50%) on quarterly basis, or as viable considering upcoming bills.
- Collect 7th Tradition basket money at monthly District and Quarterly District Speaker meetings.

Committee Chairs

Note: Committee Chairs are highly encouraged to form committees by promoting their cause and soliciting volunteers. GSRs are encouraged to inform their groups of service opportunities on committees. If desired, District 23 groups may have their own committee chairs, who serve on the corresponding District committees.

Qualifications for all committee chairs: 6 months sobriety

- Archives Chair
 - The Archives chair keeps track of the history of District 23 and its groups.
 - Keeps physical and electronic copies of fliers and other documents related to District events. (Does not need to keep track of Area functions and events in other districts.)
 - Keeps physical and electronic copies of District minutes and agendas.
 - Helps groups write and update their group histories. Submits the group histories to Area and GSO.
 - Develops and maintains a display of District 23 history. Presents the display at District events.
 - Reads the [GSO Archives Guidelines](#) and the [GSO Archives Workbook](#).
 - Conducts other archives activity as needed.
 - Attends Area Assembly and Area Committee meetings and attends the Archives Committee meetings. Cooperates with the Area 25 Chronicler.

- Cooperation with the Professional Community (CPC) Chair
 - 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.
 - Provides relevant pamphlets and other literature to professionals.
 - Creates/maintains a display explaining AA to professionals. Makes the display available at relevant events and locations within the district.
 - Looks at the [GSO CPC Workbook](#) for further ideas.

- Works in cooperation with the Public Information (PI) and Corrections chairs to maximize the reach to the still suffering alcoholic and avoid unnecessary duplication of effort.
 - Attends Area Assembly and Area Committee meetings and attends the CPC committee meetings. Cooperates with the Area 25 CPC chair.
 - Corrections Chair
 - Carries the message to the alcoholic who is in incarcerated.
 - Takes meetings to the Jefferson and Douglas County jails, and/or organizes volunteers to do so.
 - Coordinates male volunteers for male inmates and female volunteers for female inmates.
 - Contacts and maintains relations with the appropriate personnel in the Douglas and Jefferson County Sheriff departments.
 - 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.
 - Makes literature available to the jails.
 - Submits literature order requests to the Area 25 Yellow Can Fund chair.
 - Contacts and cooperates with the Corrections Chairs in Districts 8 and 10 (Topeka and Johnson County) when appropriate. Submits Yellow Can Fund literature requests in cooperation with those districts to reduce shipping charges if possible.
 - Looks at the [GSO Corrections Workbook](#) for further ideas.
 - Maintains a Corrections display for use at District events.
 - Attends Area Assembly and Area Committee meetings. Cooperates with the Area 25 Corrections chair.
 - Grape Free Press
 - Position is filled by the Alternate DCM (see Alt-DCM position description)
 - Grapevine Chair
 - Makes the District aware of the Grapevine and related materials available.
 - Provides subscriptions and copies of the Grapevine when available.
 - Informs the District when the Grapevine is soliciting article submissions on special topics.
 - Provides information about the various publications and e-books available from the Grapevine.
 - Provides information regarding the [Grapevine Archive](#) and [Grapevine Website](#).
 - Other activities as outlined in the [GSO Grapevine Workbook](#).
 - Maintains a Grapevine display for use at District events.

- Attends Area Assembly and Area Committee meetings. Cooperates with the Area 25 Grapevine chair.
- Literature Chair
 - Keeps the District informed of Conference-approved literature available from Alcoholics Anonymous World Services (AAWS) and provides information regarding the importance of using it.
 - Assists groups and members in making literature orders.
 - Maintains a literature display for use at District events.
 - Stays informed regarding changes to literature and new literature and makes that information available to the District.
 - Attends Area Assembly and Area Committee meetings. Cooperates with the Area 25 Literature chair.
- Public Information (PI) Chair
 - Provides information to the general public & media about where we are, who we are, what we do, and what we do not do.
 - Activities may include, but are not limited to, messages in print, radio, television, films, and any digital platforms provided they comply with AA Traditions.
 - Attempts to keep the Lawrence Journal World and/or other local media updated on changes to meetings for the online community events calendar.
 - Looks at the [GSO Public Information Workbook](#) for other ideas.
 - Maintains a display for use at District events.
 - Attends Area Assembly and Area Committee meetings. Cooperates with the Area 25 Public Information chair.
- Accessibilities Chair
 - Accessibilities is responsible for dealing with anything that keeps an alcoholic from receiving the message of AA.
 - Explores ways to make sure the AA message is available to anyone who is reaching for it but may have obstacles.
 - Informs the groups within the District of the different issues alcoholics with accessibilities issues face when attempting to attend meetings.
 - Looks at the [GSO Accessibilities Workbook](#) for other ideas.
 - Maintains an Accessibilities display for use at District events.
 - Attends Area Assembly and Area Committee meetings. Cooperates with the Area 25 Accessibilities chair.

- Treatment Facilities Chair
 - 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.
 - Chairperson acts as a contact person between AA and local treatment facilities.
 - Responds to requests from treatment facilities for temporary contacts, requests for meetings, presentations to staff & patients, and other requests as needed.
 - Ensures treatment activity complies with the Twelve Traditions of AA, that AA activity is limited to cooperation but not affiliation.
 - Distributes literature to treatment facilities when possible.
 - Participates in service workshops and presentations on work with treatment centers.
 - Maintains a confidential contact list of AA members who are willing to be contacted by treatment centers or patient.
 - 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.
 - Attends Area Assembly and Area Committee Meetings. Cooperates with other committee chairs as needed.

- Web Technology Chair
 - Maintains the official District 23 website (<http://www.aa-ksdist23.org/>), which should be used in all official District publications as well as the alternate “vanity” domain name (<http://lawrenceaa.org>), which can be used on flyers or by word of mouth for convenience.
 - The District 23 website is neither endorsed nor approved by AA World Services Inc. or Area 25. It is a service provided solely by District 23.
 - The website exists to assist people in finding AA in District 23, provide accurate and updated information on the time and locations of meetings, information on District events, and any other information that supports the primary purpose and traditions of AA.
 - The Web chair is responsible for:
 - Updating WordPress (or any platform used for website) plugins and theme.
 - Maintaining monthly backup of website.
 - Keeping the domain registration current.
 - Keeping the website hosting plan current.
 - Developing and maintaining technical “how-to” documentation to aid in website administration and to facilitate the transition to new web chairpersons.

- Working with the District 23 Schedule Manager to keep the meeting list current.
- Ensuring the District 23 meeting information is accurate on the Area 25 website, the Kansas City Central Office website, and in the Meeting Guide App.
- Posting District 23 and Area 25 events on the website.
- Ensuring the website complies with the suggestions in the [GSO Internet Guidelines](#).
- Ensuring the website follows general Internet accessibility guidelines.
- Providing leadership to web technology committee, whose purpose is to support the District in all matters of web or cloud-based technology.
- The Web chair may provide additional support, as requested by other committee chairpersons, on matters of technology, including:
 - Cloud payment services, such as Venmo and PayPal
 - Video conferencing platforms, such as Zoom
 - District 23 Google Group mailing list
- Attends Area Assembly and Area Committee meetings. Cooperates with the Area 25 Web chair.

Special Service Positions

- Schedule Manager
 - Maintains the printed meeting schedule for the District.
 - Receives updates from the groups regarding changes in meeting times and locations.
 - Cooperates with the Web chair to keep the website schedule updated.
 - Prints schedules four times per year (March, June, September, and December) in numbers determined by the Schedule Manager to meet the needs of the District 23 groups.
 - Works with the Web Chair to ensure meeting information is accurate on the District 23 website, Area 25 website, Kansas City Central Office website, and the Meeting Guide App.

- Hotline Manager
 - Acts as a liaison between the District and the answering service that maintains the District hotline.
 - Informs the District of the need for hotline volunteers.
 - Maintains a roster of volunteers to answer incoming calls and submits changes to the hotline answering service.

- Prepares a monthly summary of hotline activity for the District.

Kansas City Central Office Liaison

If present, provides a brief 2-minute report on the state of the Kansas City Central Office. This representative does not have a vote in District matters.

Election Procedures and Qualifications

Qualifications

- Sobriety Time (Generally)
 - DCM: 4 years; Treasurer: 2 years; all other positions: 6 months
 - 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.
- Ability and willingness to attend District meetings regularly.
- Knowledge of the duties of the position, ability and willingness to perform them.
- DCMs typically have served as GSR.

Inactive service positions

- If someone does not attend District meetings for two months in a row, the District has the option to consider that person to have resigned his or her position.
- The DCM shall first attempt to contact that person to discover what the situation is and whether that person desires to step down.
- At the next District meeting the district members will discuss the situation and take action as appropriate.

Elections

- Candidates should introduce themselves, their home group, their length of sobriety, past service positions, and why they are interested in the position.
- When there is more than one candidate, all candidates should leave the room during the voting.
- Voting is by simple majority.
 - 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.
- Elections take place in September of even-numbered years.
- All positions are 2-year terms. Terms begin in January of odd-numbered years.
- All District service positions and GSRs of registered groups have a vote.

Suggested District Meeting Format

Notes

- The DCM should prepare an agenda in advance and distribute it via email to the District members.
- The DCM may alter the order and procedure of the District meeting format if necessary when special circumstances arise.
- 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.
- All District members and GSRs of registered groups may vote. GSRs of non-registered groups and AA members may participate in discussion.

Meeting Format

- Moment of Silence, Serenity Prayer
- Treasurer report (requires motion to approve)
- Secretary report – minutes from previous meeting (requires motion to approve)
- DCM report (does not require motion to approve)
- Kansas City Central Office representative report (2-minute max)
- 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).
- 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.)
 - Archives
 - Cooperation with the Professional Community
 - Corrections
 - Grape Free Press
 - Grapevine
 - Literature
 - Public Information
 - Accessibilities
 - Treatment
 - Website
- Other reports
 - Hotline
 - Schedule

- Old business
- New business
- Announcements
- Memorials & Birthdays
- Close with prayer

Motions

Making a Motion

- A motion is a proposal that the District take a specific action.
- Motions should be made after sufficient discussion has been held, in order that the District members may make an informed decision.
- Only voting members of the District can make a motion.
- A motion must be followed by a second. The secretary should record who made the motion and who made the second.
- If a motion is not seconded, the motion fails for lack of a second.
- If seconded, the DCM will then ask if there is further discussion.
- 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.
- Motions pass or fail by simple majority.
- If a vote is not unanimous, the minority opinion is given a chance to speak. (Only those voting for the minority position may speak; this should not be a time for further discussion.)
- 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.
- If no one changes their vote, the motion passes.
- 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.
- Note: Although simple majority is sufficient to pass a motion at the District level, the principle of substantial unanimity should be kept in mind. If a motion controversial, it might be best to table the issue for a month to give people a chance to reflect.

Amending a Motion

- If a motion needs to be amended, the person who made the motion must do so and the amended motion must be seconded.

Tabling a Motion

- Postpones the vote until the next meeting and must be seconded.
- A motion to table is not debatable.
- A motion to table requires a simple majority.

Ad Hoc Committees

- Ad hoc committees are temporary committees to address a specific issue, including special District-hosted events.
- 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.
- 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.