

DISTRICT 14 – AREA 39 WESTERN AREA OF MISSOURI GUIDELINES

SECTION ONE – THE DISTRICT MEETING

1.1 THE DISTRICT MEETING

- A) The District Meeting will be held on a monthly basis, whenever possible.
- B) The meeting will be at a location and on the date selected by the DCM. These will be announced as far in advance as possible.
- C) The agenda for the district meetings will be prepared by the DCM and assisted by the District Secretary.
- D) Agenda items must be turned into the DCM two weeks prior to the next district meeting in order to have them sent with the minutes.
- E) Meeting notices, agendas, workshop topics, and the minutes of the last District meeting will be sent out to all voting members of all registered groups of the District no less than one week prior to the next District meeting.
- F) It will be announced at the District meeting, that only voting members on the secretary's role will be permitted to vote on District business, qualifying "voting members".
- G) A majority vote will be sufficient for usual District Business. A two-thirds majority written ballot, however, will be necessary for the election or removal of District officers.
- H) Business coming up for discussion from the floor at any District meeting that is not on the agenda in which requires a District vote should be placed on the agenda for the following District meeting, providing such placement is approved by a majority of the voting members that are present. Immediate or emergency action may be taken with the approval of two-thirds of the voting members.
- I) A quorum for District business will be those members present, providing notice of the meeting has been given.

1.2 THE DISTRICT – MEMBERSHIP

- A) Voting members of the District, elected for a two-year term will be the DCM, Secretary, Treasurer, Intergroup chairperson, all standing committee chairpersons, and all GSRs of all registered groups in District 14. The alternate DCM, alternate Secretary, alternate Treasurer, alternate Intergroup chairperson, alternate standing committee chairpersons, and the alternate GSRs of all registered groups may vote for voting members if they are not present. No one person shall have more than one vote. Therefore, it is recommended that no one person hold more than one voting position at the District.

1.3 THE DISTRICT - OFFICERS

- A) The elected officers of the District will be the DCM, the alternate DCM, Secretary, alternate Secretary, Treasurer, and the alternate Treasurer to serve a two-year term.

1.4 THE DCM – QUALIFICATIONS

- A) The DCM has usually served as a GSR and is elected by other GSRs to take responsibility for the District's activities. If the person chosen is a current GSR, a new GSR should be elected to take his/her position.

- B) A DCM should have enough sobriety (generally 4 to 5 years) to be eligible for election to Delegate.
- C) He or she also needs to have the time to serve the District well.

### 1.5 THE DCM – DUTIES

The DCMs job is primarily that of two-way communication. The DCM:

- Regularly attends all District meetings and Area Assemblies.
- Receives reports from the groups from the GSRs and through frequent personal contact with groups in the District.
- Holds regular meetings of all GSRs in the District.
- Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Assists the delegate in obtaining group information in time to meet the deadline for AA directories.
- Keeps the GSRs informed about Conference activities; this includes setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present, and inviting the delegate to regular District meetings.
- Making sure that the GSRs are acquainted with the AA Service Manual, the Twelve Concepts of World Service, the GSO bulletin Box 4-5-9, workbooks and guidelines from GSO, and any other service material.
- Helps GSRs make interesting reports to groups, and encourages them to bring new AA members to service events.
- Keeps groups informed about Conference-approved books and pamphlets.
- Organizes workshops and/or sharing sessions on service activities.
- Regularly keeps in touch with the alternate DCM and the Delegate; sends District minutes to the Delegate and the alternate Delegate, and exchanges them with other Districts.
- Brings Tradition problems to the attention of the Delegate.
- Makes a regular practice of talking to groups (new and old) on responsibilities of general service work.

### 1.6 THE DCM - TERM, ELIGIBILITY, AND ELECTION PROCEDURES

- A) The DCMs term of office is for two years, coinciding in most areas with the terms of the Delegate, committee officers, and the GSRs.
- B) The election should take place after the GSR elections and before that of the area delegate, because the DCM is chosen either from among currently serving GSRs or from a combination of past and present GSRs.
- C) The committee member who is finishing a term sets up the election meeting and, in most districts, notifies the GSRs who have just been elected and those who are going out of office.
- D) The voting members of the district should decide the method of election.

Some options are:

- Most district committee's allow all current voting members of the district committee to vote in district elections.
- Some committees also allow newly elected GSRs a vote, even though they might not take office until sometime after the election.

- E) Many district committees include alternate DCMs, a secretary and/or treasurer, and other officers or service committee chairpersons in addition to the DCM and GSRs. Sometimes, GSRs holds these jobs already on the committee; sometimes, they call for additional voting members, who are eligible to stand for DCM.
- F) Election is either by written ballot or show of hands, with a majority needed to elect.
- G) The district may also choose to follow Third Legacy Procedure, which requires a two-thirds majority.

#### 1.7 THE ALTERNATE DCM - DUTIES

- A) The alternate is a backup for the DCM. If the DCM resigns or is unable to serve for any reason, the alternate steps in.
- B) Usually the alternate is elected at the same time as the DCM, by the same procedure.
- C) Alternate committee members should be encouraged to assist, participate, and share in the DCMs responsibilities at the district and area meetings.
- D) The Alternate DCM will have the responsibility of coordinating Workshops at the District, including finding people to help perform these workshops.

#### 1.8 THE SECRETARY – DUTIES AND QUALIFICATIONS

- A) The secretary will carry out the clearly defined duties of district secretary as indicated in the AA Service Manual.
- B) The secretary should have at least two years of continuous sobriety.
- C) The secretary should have served at least one full term as GSR, standing committee chairperson, or DCM. Previous outside secretarial experience would be helpful.
- D) The secretary will be responsible for taking the minutes of the District meeting and receiving all standing committee meeting minutes.
- E) When District business requires a vote, the secretary will announce that only voting members of the District are to vote qualifying “voting members”.
- F) The secretary is to assist the DCM in preparing the District agenda, taking care that business carried over from the previous District meeting is placed on the agenda.
- G) The secretary is responsible for all minutes and records of the District and will be responsible for keeping the original and all undistributed copies of the District 14 guidelines, and to see that they are properly updated when amended by the District. The secretary will be responsible for seeing that all voting members of the District receive a copy of the District guidelines.
- H) The secretary will be responsible for keeping all mailing lists up to date, including the name, address and telephone number of every District officer, standing committee chairpersons, GSRs, and their alternates whenever possible.
- I) The secretary may have a petty cash fund to be replenished monthly.
- J) The secretary will be the guardian of any District computer throughout the two-year term and will carry renters or homeowner’s insurance to protect against any loss. In addition, the secretary will create (and routinely update as needed) backup files of all information stored in the District’s computer and give these files to the alternate secretary for safekeeping.

#### 1.9 ALTERNATE SECRETARY – DUTIES AND QUALIFICATIONS

- A) The alternate secretary is to assist the secretary in completion of the stated duties and will be responsible for housing the off-site backup files of information stored in the District's computer.
- B) If the secretary is unable to finish the term, the alternate secretary will automatically become secretary to finish the term.
- C) The alternate secretary will assume the secretary's duties when the secretary is absent.
- D) The alternate secretary will have a vote only in the absence of the secretary.
- E) The alternate secretary should have at least two years of continuous sobriety. Previous secretarial experience would be helpful.
- F) The alternate secretary should have served at least one full term as standing committee chairperson, DCM, or GSR.

#### 1.10 TREASURER – DUTIES AND QUALIFICATIONS

- A) The treasurer will carry out the clearly defined duties indicated in the AA Service Manual.
- B) The treasurer should have at least two years of continuous sobriety.
- C) The treasurer should have served at least one full term as DCM, standing committee chairperson, or GSR. Previous outside experience would be helpful.
- D) The treasurer is responsible for being guardian of all District funds, with an eye for preventing foolish, extravagant or unauthorized spending of District money.
- E) The treasurer will be responsible for preparing a monthly financial report and record of group contributions, which will be presented at each District. A copy will be provided to each voting member of the District at the meeting or by mail.
- F) The treasurer is responsible for making the groups aware of money needed for District and GSO support.
- G) The treasurer is responsible for preparing an annual budget for the District, which will be presented for approval of the voting members of the District each December along with a complete report of the previous years finances.
  - The treasurer will be responsible for preparing and filing an annual tax statement as required by law.
- H) The treasurer will maintain a banking account for the deposit of all District receipts. A demand savings account may be used for funds not immediately needed for current expenses or disbursements from the checking account. The bank signature card will contain the signatures of the District treasurer, the DCM, and at least one other District officer.
- I) All checks will be signed by at least two of the three bank signatures.
- J) The treasurer will be the guardian of the District computer containing the financial information throughout the two year term and will carry renter's or homeowner's insurance to protect against any loss. In addition, the treasurer will create (and will routinely update as needed) backup files of all information stored in the computer and give these files to the alternate treasurer for safekeeping.

#### 1.11 ALTERNATE TREASURER – DUTIES AND QUALIFICATIONS

- A) The alternate treasurer is to assist the District treasurer in the completion of stated duties.
- B) If the treasurer is unable to finish the term, the alternate treasurer will automatically become treasurer to finish the term.
- C) The alternate treasurer will assume the treasurer's duties when the treasurer is absent.

- D) The alternate treasurer will have a vote only in the absence of the District treasurer.
- E) The alternate treasurer should have at least two years of continuous sobriety. Previous outside experience would be helpful.
- F) The alternate treasurer should have served at least one full term as DCM, standing committee chairperson, or GSR.

#### 1.12 DISTRICT - EXPENSES

- A) District expenses will be those approved in the budget by the voting members of the District.
- B) Any elected District officer receiving money from the District (excluding Assembly overnight motel reimbursement) will prepare a monthly financial statement to be presented to the District body.

#### 1.13 THE DISTRICT – COMMITTEES

- A) Standing committees of the District will be Cooperation with the Professional Community, Correctional Facilities, Archives, Literature, Public Information, Treatment, Grapevine, Special Needs, and any other committee as deemed necessary to cooperate with corresponding committees of the General Service Conference.
- B) The DCM may form special task committees for a specific term.

#### 1.14 THE DISTRICT – ELECTIONS

- A) Third Legacy Procedure will elect all District officers as defined in the current AA Service Manual.
- B) At the September District meeting during even numbered years, there will be an election of District officers and standing committee chairpersons to serve a two year term beginning January 1 of the odd numbered years.
- C) The District may, by majority vote, remove the names of any eligible District committee members from the list if they are not present at the District election.
- D) There will be no nominating committee appointed.
- E) Absentee or proxy votes will not be allowed.
- F) After nominations from the District are taken through the Third Legacy Procedure, nominations may be taken from the floor. No nominations of absent members of the District will be allowed or considered unless that member has informed the DCM or the reason for his/her absence and his/her willingness to serve in a particular office being considered.
- G) Each candidate for office may give a brief statement of his/her AA service background and the length of continuous sobriety.
- H) The DCM will serve only one two-year term and will never again be a candidate for this office. The only exception is if an alternate DCM steps in to fill an unexpired term and then may be a candidate for a full term.
- I) Other District officers may not be eligible to succeed themselves unless they have been elected to the office to fill an unexpired term, in which they may be candidates for a full term.
- J) The order of election will be the DCM, alternate DCM, secretary, treasurer, alternate secretary, and alternate treasurer.
- K) The alternate DCM, alternate secretary, and the alternate treasurer are to be elected separately and not as runners up to the DCM, secretary, and treasurer.
- L) In the event any District officer is unable to finish his/her term, or is removed from office by a vote of the District, the DCM will call for an election at the following District if there are

more than 6 months remaining in the term at the time the vacancy occurs. If there are less than 6 months, the DCM will appoint another member of the District to fulfill the duties of the vacated office until the next election. If the vacancy is the DCM, secretary, or treasurer, the alternate will automatically step into the office and the above replacement procedure will apply for choosing new alternates.

#### 1.15 THE DISTRICT – BUSINESS VOTING PROCEDURES

When an agenda item has been discussed and taken back to the groups for discussion, and is on the agenda for a vote;

- A) There will be no discussion on the agenda item.
- B) A vote will be taken.
- C) If the agenda item passes, the minority opinion ONLY will be heard.
- D) After all minority opinion ONLY has been heard, the DCM will ask if minority opinion has changed any vote. If it does change someone's vote, the DCM will ask for a show of hands for a revote (simple majority). If there is a simple majority in favor of a revote, there will be a revote. If there is not a simple majority for a revote, the agenda item passes. If the agenda item does not pass the vote is over.
- E) The agenda item may be put back on the agenda no less than 6 months after date of vote for discussion only.

#### 1.16 THE DISTRICT – BUSINESS MOTIONS

When an item has or is being discussed, and a motion has been made;

- A) Discussion will cease.
- B) The DCM will ask for a second on the motion.
- C) The secretary will read the motion.
- D) A vote will be taken on the motion.
- E) If the motion passes, the DCM will ask for minority opinion ONLY.
- F) After the minority opinion has been heard, the DCM will ask if the minority opinion has changed anyone's vote. If the minority opinion has changed anyone's vote, the DCM will ask for a show of hands for a revote (simple majority). If there is a simple majority in favor of a revote, there will be a revote on the motion. If there is not a simple majority on the revote, the motion passes.

#### 1.17 THE DISTRICT – FUNDING

- A) Necessary funds must be available for the District to fulfill its responsibilities.
- B) Individual members of the District are encouraged to express their gratitude for sobriety by donating to the District one dollar for each year of sobriety.
- C) A great portion of the responsibility for funding will come from the individual groups in the District. Each group is asked to provide the District at least one dollar per member per year on a monthly or quarterly basis or to give according to the current literature dealing with AA finances. These contributions however, are voluntary, and the District welcomes whatever amount each group deems appropriate for the support of carrying the message at the District level.

- D) Any surplus funds of the District after prudent reserve is maintained may be dispersed to the GSO by a vote of the voting members.

## 1.18 THE DISTRICT – STANDING COMMITTEES

### GENERAL STATEMENT OF PURPOSE, COMPOSITION AND GUIDELINES

The District 14 standing committees are designed to serve as liaisons to the AA members in their district by passing on information from the General Service Office and the General Service Conference of Alcoholics Anonymous.

All District 14 committees shall function in accordance with AA guidelines from the General Service Office and through the utilization of committee workbooks from the General Service Office. Committees wishing to establish or change policy and procedures for their respective committees shall do so provided a complete policy and procedure manual is submitted to the entire body of District 14 for their review and approval.

- A) All standing committees shall organize, set goals, and carry out their duties internally. Each committee will be directly responsible to the District and any actions or major decisions affecting District 14 and/or Alcoholics Anonymous, as a whole will require District approval. To be more financially responsible, when a standing committee's recommendations involve an expenditure of money, an estimate of cost and its impact on the District's budget will be a part of the recommendation.
- B) A standing committee chairperson should have at least two years of continuous sobriety and will be a voting member of the District. All standing committees will consist of: a chairperson elected by the committee; all group committee representatives elected by their group to serve on that particular committee; and any AA member wishing to serve on that committee, and will serve two year terms corresponding with the area assembly terms. Alternates to each position are very important and those elected should be willing and able to step in if needed.
- C) The standing committee chairperson will be responsible for helping corresponding group committees and group representatives get activities and work started at the group level to support and assist individual members and groups in the work for which their particular committee is responsible. In the event a group does not have a committee representative, the chairperson will work directly with that group's GSR.
- D) Each standing committee chairperson will submit a yearly budget to the District treasurer at each December District meeting to assist the District treasurer in preparing a yearly budget.
- E) When a standing committee has budget money left in their committee accounts on December 31, that money will stay in the standing committee's account, however the leftover sum will be subtracted from the committee's budget for the next calendar year. If a standing committee uses all their budget money before the year's end, that standing committee may ask the District for more money. The chairperson will give a detailed report on what the expenditure is for. Extra expenditures need a majority vote by the voting members of the District.
- F) All standing committee checking accounts will have a signature card containing the chairperson and at least one other committee officer.

- G) Each standing committee will hold a monthly meeting on the Sunday of each District and the committee chairperson will be responsible for giving a detailed report (including a financial statement) at each District meeting on the activities of their committee.
- H) Each standing committee shall hold an election for a standing committee chairperson following Third Legacy Procedure as defined in the current AA Service Manual, at the September District during even numbered years. The chairperson elected within each committee will be presented to the District by the DCM for consideration and approval.

#### 1.19 THE GENERAL SERVICE REPRESENTATIVE

The following are among the duties and qualifications of the GSRs:

- A) All District 14 GSRs are full voting members of the District and are expected to attend all 12 District meetings each year of their term.
- B) GSRs should have at least two years of continuous sobriety.
- C) If a GSR misses two consecutive District meetings and is not represented by an alternate, the DCM may contact the appropriate GSR or group to seek a remedy to the situation or to seek a qualified replacement.
- D) The GSR will be responsible for providing his/her DCM with group information for mailing lists and AA directories in time to meet appropriate deadlines.
- E) GSRs are asked to report back to their groups the activities of the District meetings.
- F) GSRs will be asked from time to time by the DCM or District to help interpret their group conscience on matters to be considered.

#### 1.20 DISTRICT - AMENDMENTS

- A) Proposed amendments to these guidelines will be presented to the DCM in writing. The DCM will place them on the agenda for the next District meeting for first consideration. If a majority of the District approves, the proposal will be forwarded to the groups for their consideration. Next, the proposal will be placed on the agenda for the following District for final approval. The secretary would mail any such proposal along with the District agenda to all voting members of the District no less than one week before the scheduled vote. The final vote may be by written ballot.

#### 1.21 DISTRICT – INCORPORATION INTO GUIDELINES

- A) The updating and accuracy of these amendments will be the responsibility of the District secretary.

#### 1.22 MISCELLANEOUS

- A) A reimbursement equal to the amount the Internal Revenue Service allows per mile to non-profit organizations will be offered to people outside the District that attend our District Meeting to perform or assist in Workshops.

# NOTES