

Alcoholics Anonymous

District 11

Eastern Missouri Area 38

District Guideline Manual

last revised 8-30-2013

Preamble

District 11 is part of Area 38, Eastern Area of Missouri. Geographically, District 11 comprises Cole county, as well as parts of Osage and Miller counties, or such counties as may later be assigned to the district.

Statement of Purpose

In order to for AA to fulfill its primary purpose in carrying the message and help other alcoholics to achieve sobriety, District 11 provides those services which are necessarily met by individual groups or meetings.

The District Committee shall encourage all AA groups to participate in the business conducted and to support it in its efforts to cooperate with Area 38, the General Service Office and AA World Services.

There are no ruling bodies, only trusted servants in Alcoholics Anonymous. The District 11 Committee shall be a service body. It shall protect and respect the autonomy and the privilege of dissent of any or all AA groups in the district. The guidelines herein are not intended to replace or supercede those in the 12 Traditions, 12 Concepts or the AA Service Manual.

1. Members of the District Committee

1.1 Members of the District Committee shall consist of all duly-elected general service representatives (GSRs) and all district officers and standing committee chairs, as defined below. All AA groups identifying themselves as groups and having no affiliation with any other organizations and meeting within the geographical boundaries of this district, regardless of official registration with the General Service Office, are entitled to representation.

1.2 Groups are encouraged to observe the practice of rotating service positions, so as to provide service opportunities to the largest possible number of members. GSRs and Alternate GSRs typically serve a single full term of 2 years, with elections at the group level typically being held before September on even-number years.

1.3 Voting members shall include GSR's (or alternates), Committee chairs, the Secretary, and the Treasurer. DCMs may vote to break a tie. Alternate DCMs vote to break a tie in the absence of the DCM. It is possible that members may hold multiple positions on the Committee; however, these members will have only one vote.

1.4 Past DCMs, past delegates or Area officers residing in the district, and those committee chairs who are not officers or GSRs, and any other AA members of district groups shall have a voice, but not a vote at district meetings.

2. Officers

2.1 The officers of the district committee are:

District Committee Member (DCM)
Alternate Committee Member (Alt DCM)
Secretary
Treasurer

3. Duties of the DCM

3.1 The duties of the DCM are summarized in Chapter 3 of the Service Manual. Suggested length of sobriety shall be 4 years. Local duties include, but are not limited to:

- 3.1.1 Serve as chairperson at district meetings
- 3.1.2 Attend Area Assemblies that are held each quarter in Eastern Area 38.
- 3.1.3 Represents the District group conscience at the Area Assembly
- 3.1.4 Encourage GSRs to attend Area Assemblies, particularly election Assemblies.
- 3.1.5 Obtain approval/support of District to host an Area Assembly.
- 3.1.6 Attend service functions (i.e. workshops, conventions, regional conferences, etc.)
- 3.1.7 Create in cooperation with the Treasurer and Chairpersons of the standing committees an annual budget to be presented at the January district meeting.
- 3.1.8 To serve as the primary point of contact for committee chairs

4. Duties of the Alternate DCM

4.1 The suggested length of sobriety shall be 4 years. The duties of the alternate DCM include, but are not limited to:

4.1.1 To act as a presiding officer of the District meetings in the absence of the DCM

4.1.2 To assist the DCM in that officer's duties

4.1.3 To assume the full duties of DCM in the event of a vacancy.

4.1.4 Attend service functions (i.e. workshops, conventions, regional conferences, etc.)

5. Duties of the Secretary

5.1 Suggested length of sobriety shall be 1 years. The duties of the secretary include:

5.1.1 Record minutes at monthly district meetings and send copies to all groups in District 11 and committee chairs, whether electronically or by mail.

5.1.2 Maintain minutes of previous meetings and pass on to district archives at end of term.

5.1.3 Take roll call, or utilize sign-in sheet at each district meeting.

5.1.4 Maintain a confidential contact list of all district officers, GSR's and committee chairs.

5.1.5 Attend service functions (i.e. workshops, conventions, regional conferences, etc.)

6. Duties of the Treasurer

6.1 The district treasurer will be responsible for maintaining the district treasury. Suggested length of sobriety is 1 years. Duties include:

6.1.1 Maintain a simple set of financial records so that all monies can be easily accounted for.

6.1.2 Maintain one or more bank accounts as directed by the district committee, with signature cards on file. The signatures on file shall be those of the DCM Alt DCM, Secretary and Treasurer.

6.1.3 Provide written reports for members at each district meeting, explaining status of income, expenses by category, prudent reserve, etc.

- 6.1.4 Keep copies of all Treasurer reports and make available upon request.
- 6.1.5 Receive and deposit donations in a timely manner.
- 6.1.6 Provide reimbursement for receipted expenses.
- 6.1.7 Check district post office box periodically (minimum of every 2 weeks).

7. Standing District Committees

- 7.1 Each permanent committee shall consist of a chair person and such other AA members as may be willing to serve on that committee.
- 7.2 The DCM shall be an "ex-officio" member of all committees.
- 7.3 It is recommended that the chair of each permanent committee be a voting member, with a term of 2 years.
- 7.4 Committee chairs will prepare a report to present at the monthly district meetings.

7.5 Activities

- 7.5.1 The purpose of the Activities Committee is to encourage interaction and fellowship between the groups in the district. Suggested length of sobriety is 1 year.
- 7.5.2 Duties include planning and execution of recreational activities and gatherings of various types.

7.6 Archives

- 7.6.1 Purpose of the Archivist is to record, store and preserve historical data pertinent to District 11. Suggested length of sobriety is 1 years.
- 7.6.2 Duties include: solicitation of materials within district groups for archival purposes to include documenting group and individual histories; research and provide archival information at district meetings and other district events; coordination with Area Archives Committee (to include attendance at Area Assemblies).

7.7 Bridge the Gap (BTG)

7.7.1 The purpose of the BTG Committee is to serve as temporary contact for alcoholics leaving treatment centers or prisons who need assistance integrating into their AA community. Suggested length of sobriety is 1 years.

7.7.2 Duties include: providing interested facilities with contact information on how to reach district BTG upon release; coordination with District Corrections & Treatment chairs; coordination with Area BTG Committee (to include attendance at Area Assemblies).

7.8 Cooperation with the Professional Community (CPC)

7.8.1 The purpose of the CPC Committee is to coordinate the establishment of useful contact with professional agencies interested in Alcoholics Anonymous. Suggested length of sobriety for CPC chair is 1 years.

7.8.2 The CPC Committee will function in accordance with the guidelines contained in the CPC Committee kit (available from GSO).

7.8.3 Duties include: networking with area medical, legal and social entities; coordination with Area CPC Committee (to include attendance at Area Assemblies).

7.9 Corrections Committee

7.9.1 The purpose of the Corrections Committee is to take AA meetings into correctional facilities to help offenders prepare for sober lives after release. Suggested length of sobriety for the Corrections chair is 1 years.

7.9.2 The Corrections Committee will function in accordance with the guidelines contained in the Corrections Committee kit (available from GSO).

7.9.3 Duties include: coordination of meetings inside correctional facilities in and around District 11; coordination with Area Corrections Committee (to include attendance at Area Assemblies).

7.10 Grapevine Committee

7.10.1 The purpose of the Grapevine Committee is to encourage individual and group subscriptions, to act as a resource for those wishing to submit articles/photos for publication, and soliciting gift subscriptions

for institutions. Suggested length of sobriety for the Grapevine chair is 1 year.

7.10.2 Duties include: regular visits to District groups; coordination with Area Grapevine Committee (to include attendance at Area Assemblies).

7.11 Guidelines Committee (ad hoc)

7.11.1 The Guidelines Committee is responsible for reviewing the District Guidelines annually, submit draft changes to District Committee for review and final approval, incorporate approved changes, and ensure current Guidelines are available for download from District website.

7.12 Public Information Committee (PI)

7.12.1 The purpose of the PI Committee is to provide information to members of the public interested in the AA program of recovery from alcoholism, within the framework of Tradition Eleven. Suggested length of sobriety for the PI chair is 1 years.

7.12.2 Duties include: coordination of volunteers to participate in public information programs requested by schools, businesses, law enforcement agencies and other organizations; distribution of meeting lists to interested local hotels, etc; distribution of PSAs to local television & radio stations; keeping meeting list in Jefferson City News-Tribune current; coordination with Area PI Committee (to include attendance at Area Assemblies).

7.12.3 The Webmaster is a member of the PI Committee. The position is responsible for creating and maintaining the District website, within the framework of the AA Traditions and guidelines set forth by AA World Services.

7.13 Treatment Committee

7.13.1 The purpose of the Treatment Committee is to facilitate communication between AA and treatment facilities within the District. Suggested length of sobriety for the Treatment chair is 1 years.

7.13.2 The Treatment Committee will function in accordance with the guidelines contained in the Treatment Committee kit (available from GSO).

7.13.3 Duties include: take meetings and literature into hospitals and treatment facilities to help clients prepare for sober lives and provide contacts after discharge; coordination with Area Treatment Committee (to include attendance at Area Assemblies).

7.14 Where and When Committee (W&W)

7.13.1 The W&W Committee is responsible for publishing and distributing current meeting lists to groups within the District. Suggested length of sobriety for the W&W Committee chair is 1 years.

7.13.2 Duties include: soliciting groups to ensure information on meeting times and locations is up-to-date; formatting & printing of W&Ws on a bi-monthly basis, as needed.

8. District Meetings

8.1 The District Committee shall meet monthly. The date, time and location shall be determined by District Committee consensus. In consideration of the vital importance District meetings have in providing two-way communication, failure to attend or submit a report ("no-show, no-report") for 3 consecutive meetings by any Officer or Committee chair will constitute resignation - the position will be considered vacant and open for election.

8.2 A quorum for District business shall consist of at least 8 voting members. However, the Committee may, in the event of unusually low attendance, postpone business until the next scheduled meeting.

8.3 District meetings shall be conducted, so far as is practical, according to the procedures set out in *Roberts Rules of Order*, as modified by customary AA practice related to right of appeal and elections (see AA Service Manual).

8.4 The DCM, in concurrence with at least 2 other committee members, may call an emergency meeting of the entire District Committee. Every reasonable effort must be made to contact all voting members.

9. District Elections

- 9.1 District elections shall be held at the regular September meeting of each even-numbered years according to procedures outlined in the AA Service Manual.
- 9.2 The two-year tem of service shall begin on the following January 1.
- 9.3 Nominations for Officer positions shall be from the floor – nominating committees shall not be used.
- 9.4 The DCM shall have only one elected term of service and shall never again be eligible for this office.

10. Financial Guidelines

- 10.1 The District Committee shall establish an annual budget at the December meeting for the subsequent year. The Committee chairs will draft budget recommendations for their respective committees.
- 10.2 The District Committee shall maintain a Prudent Reserve equal to at least three months of budgeted expenses, and may direct the Treasurer to disburse to Area 38 and /or the General Service Board funds in excess of current expenses and Prudent Reserve.
- 10.3 Requests for reimbursement shall be submitted to the Treasurer, and shall be within approved budget unless approved by the District Committee voting body.

11. Guideline Amendment Procedures

- 11.1 A review of these guidelines shall be conducted annually in March by the District Committee (see Section 7.11).
- 11.2 If any changes are proposed, such changes will be voted upon in the April District meeting, allowing 30 days for GSRs to consult with their groups. A 2/3 majority shall be required to affect a change.