

DISTRICT ONE GUIDELINES

The District Guidelines are compiled from AA members with various service experience. Our Guidelines also reflect the guidance given through the 12 Traditions, The 12 Concepts, The Service Manual, and the Group Conscience of District 1.

Approved May 2013

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DISTRICT ONE GUIDELINES

ARTICLE 1.0 AA DISTRICT:

- 1.1 District one is a geographical unit comprised of the Individual AA Home Groups that serve Box Elder, Cache, Rich, Morgan and Weber Counties.
- 1.2 The Home Group is the heart of Alcoholics Anonymous. The ultimate responsibility and final authority for the World Services structure stems from inside the Home Group. Refer to the latest edition of the *Service Manual* and the *AA Pamphlet, The AA Group...Where it all begins*.

Article 2.0 General Service Representative (GSR):

- 2.1 The GSR has the job of communicating their Home Group's consciousness with AA as a whole. Refer to the *GSR Pamphlet*.
- 2.2 Suggested GSR Eligibility:
 - A. Two years of continuous sobriety.
 - B. Active membership in a Home Group.
 - C. The time and energy to serve the District and Area well.
- .3 Suggested GSR duties and responsibilities:
 - A. Attend District Meetings providing an informational link between the Group and AA as a whole, informs the Group of any announcements and any business to be

addressed. Keep current on all activity in AA at the District and Area level. Serve a two-year term.

- B. Attend Area Assemblies each year. Every other year the Fall Assembly will be an election assembly where the GSRs vote for Area Committee Officers, Area Standing Chairs, Area Alternate Delegate and the Area Delegate.
- C. Attend District Workshops.
- D. Maintain two-way communication between the Home Group, and the District, & Area Committees.
- E. Become the Home Group contact by placing their Home Group's registration information with the District Secretary so it can be listed in the Area Directory.
- F. Become aware of what material is available from GSO, and keep their Home Group informed. Become familiar with the Traditions, Principles and Concepts of AA. (See *Twelve Steps and Twelve Traditions*, *AA Comes of Age*, *The AA Group*, *AA Traditions How It Developed* and *The AA Service Manual*).

.4 GSR Election Process:

- GSRs are elected by the procedures outlined in *AA Service Manual* and/or Home Group's conscious.

.5 Alternate GSR:

- In case a GSR is unable to attend District Meetings, an Alternate is suggested. Elected at the same time, by the same

procedure as the GSR, Alternates should be encouraged to assist, participate, and share in responsibilities of the GSR.

ARTICLE 3.0 GROUP SECRETARIES:

- .1 Refer to the *AA Group Pamphlet*, and/ or the *AA Service Manual*.

ARTICLE 4.0 GROUP TREASURES:

- 4.1 Refer to the *AA Group, Where Spirituality and Money Mix and Memo to an AA Group Treasurer Pamphlets*.

ARTICLE 5.0 DISTRICT MEETINGS:

- .1 The District holds meetings for the GSRs. At these meetings GSRs will learn more about their District, they will also become informed of the items to be discussed at the Area Assembly. The District will meet at a specific time and place of its own selection each month.
- .2 The voice and vote of each member, heard and recognized at their Home Group, becomes the INFORMED GROUP CONSCIENCE. The voice and vote are represented by the GSR at the District Meeting.
- .3 The voice and vote of each GSR, DCM, DCMC, Standing Committee Chairperson,

Secretary and Treasurer is heard and recognized at the District Meetings.

- .4 When circumstances prevent the GSR or the DCM from attending the District Meetings, the Alternate assumes responsibility and votes the group conscience.
- .5 Any motions to be made will be done at a District Meeting. It will then be discussed and resolved as the District decides. All District Meetings should be conducted according to the "Area Meeting Statement of Procedures" Guidelines.

ARTICLE 6.0 DISTRICT COMMITTEE MEMBERS (DCM):

- .1 The DCM is the vital link between the Group's GSR Area service structure, the Area Delegate and the General Service Conference.
- .2 GSRs in each District elect their DCMs. The suggested qualifications for a DCM are:
 - A. Prior service as a GSR. If the person chosen is a current GSR, a new GSR should be elected to this position.
 - B. Background in AA service work.
 - C. Four or five year's sobriety.
 - D. The time and energy to serve the District and Area well.

- 6.3** Half of the DCMs are elected in October of each year and take office January 1st of the following year.
- 6.4** DCMs serve a two-year term.
- 6.5** Duties of the DCM are as follows:
- A.** Carry the collective group conscience of the Home Groups in the District to the Area Committee.
 - B.** Each DCM will be assigned to no more than ten Groups/meetings. The DCM will keep the District Secretary apprised of assigned Home Group information.
 - C.** There should be no more than seven DCMs.
 - D.** Each DCM will visit their assigned Groups a minimum of once every thirty days.
 - E.** DCMs will rotate the responsibility of coordinating District Workshops each year. District One Workshops will not interfere with other AA events.
 - F.** DCMs are requested to attend the following:
 - All DCM Planning Meetings
 - All District Meetings
 - Pre-Conference Assembly
 - Post-Conference Assembly
 - Pre-Fall Assembly Workshop
 - Fall Assembly
 - Fall Workshop
 - All Area Committee Meetings

- And/or PRAASA

6.6 Any DCM with two unexcused absences from meetings (listed in 6.7F of District Guidelines) may be replaced. A DCM may be excused by calling the DCMC or another DCM to inform them they will be unable to attend.

6.7 The DCM, when unable to fulfill his/her duties, will notify the Alternate DCM or DCMC. The DCMC will try to ensure the responsibility is covered.

6.8 DCM duties and responsibilities include sharing experience with GSRs on Traditions and Concepts.

6.9 Additional DCM duties and responsibilities are covered in the *AA SERVICE MANUAL*.

ARTICLE 7.0 ALTERNATE DCM:

- .1** Alternate DCMs should be encouraged to assist, participate, and share in the DCM responsibilities, attending District and Area Meetings.
- .2** The Alternate DCM is elected at the same time as the regular DCM.

ARTICLE 8.0 DISTRICT CHAIRPERSON OF STANDING COMMITTEES:

- .1 District Standing Chairs are requested to attend all District Meetings and District Workshops.
- .2 District Stranding Chairs coordinate with the Area Chairperson of their Standing Committee to keep the District informed of the latest information from General Service Office (GSO) and the Area.
- .3 District Standing Chairs should be familiar with AA Traditions. It is suggested that District Standing Chairs have a minimum of two years of continuous sobriety and the time and energy to serve the District well.
- .4 District Standing Chairs are elected for two years according to Election Procedure Article 19 of District Guidelines.
- .5 Funding for District Standing Chairs is provided by the District. Each Chairperson is responsible to remain within the District's established budget.
- .6 District Standing Chairs will submit a proposed Committee budget to the District Treasurer prior to the October District Meeting.
- .7 All District Chair people of Standing Committees should encourage Home Group participation in Committee activities.

- .8 Any request by a District Standing Chair for special funding shall be made at the District Meeting in the form of a motion.
- .9 District Standing Chairs are strongly encouraged to attend Area Committee Meetings, Area Assemblies, and Area Workshops that relate to their respective committee.
- .10 District Standing Chairs will provide a written report to the District Secretary at the monthly District Meeting.
- .11 District Standing Chairs will provide a verbal report to those in attendance at the monthly District Meeting.

ARTICLE 9.0 PUBLIC INFORMATION CHAIR (PI):

- .1 Refer to the *Committee Workbook* from GSO for the duties and responsibilities.

ARTICLE 10.0 COOPERATION WITH THE PROFESSIONAL COMMUNITY CHAIR (CPC):

- 0.1 Refer to the *Committee Workbook* from GSO for the duties and responsibilities.

ARTICLE 11.0 CORRECTION CHAIR:

- .1 Refer to the *Committee Workbook* from GSO for the duties and responsibilities.

ARTICLE 12.0 GRAPEVINE CHAIR:

- .1 Coordinates with all Home Group Grapevine Representatives (GVR), providing kits and the latest information from Grapevine Inc.
- .2 Provides Grapevine literature displays at all District Workshops.

ARTICLE 13.0 TREATMENT / SPECIAL NEEDS CHAIR:

- .1 Refer to the *Committee Workbook* from GSO for the duties and responsibilities.

ARTICLE 14.0 LITERATURE CHAIR:

- .1 Informs Home Groups of all literature changes proposed by GSO.
- .2 Provides Conference approved literature display at District Workshops and other AA related activities upon request.
- .3 Coordinates with the other District Standing Chairs regarding the needs of literature at all District events.

**ARTICLE 15.0 INTERGROUP/CENTRAL OFFICE
COMMITTEE REPRESENTATIVE:**

- .1 The Intergroup/Central Office Committee Representative will report at District Meetings on the Intergroup/Central Office activities.
- .2 The Intergroup/Central Office Representatives will have a voice, but no vote at the District.
- .3 Provide a written report to the Secretary at the monthly District Meeting.

ARTICLE 16.0 DISTRICT SECRETARY:

- .1 The suggested qualifications for a Secretary are:
 - A. A background in Home Group and AA service that relates to District activities.
 - B. Minimum of two years continuous sobriety.
 - C. The time and energy to serve the District well.
- .2 Elected according to Election Procedure Article 19 of District Guidelines.
- .3 Take the minutes for each District meeting, types, copies, and provides a copy to the Central Office, no later than the 20th of the month. Ensures a copy of the previous month's minutes is available at the following District Meeting.

- .4 Takes the minutes for the DCMC/DCMs Planning Meeting and type the agenda for the following District Meeting. Attend Guideline Review Meetings and type any proposed Guideline changes to be submitted at the December District Meeting.
- .5 Maintain an updated mailing list in cooperation with DCMC/DCMs, Area Registration Chairperson and Central Office.
- .6 Maintain District files for two years. The previous two years records are sent to the Area Archivist in non-election years.

ARTICLE 17.0 DISTRICT TREASURER:

- .1 The suggested qualifications for a Treasurer are:
 - A. A background in a Home Group and AA service that relates to District activities.
 - B. Minimum of two years continuous sobriety.
 - C. The time and energy to serve the District well.
- .2 Elected according to Election Procedure Article 19 of District Guidelines.
- .3 Maintain a financial record so that all funds may be accounted for. Give a financial report at each District Meeting and provide sufficient copies to those in attendance.

- .4 Establish a checking account with a bank of his/her choice that will require two signatures; Treasurer, DCMC or DCM and/or Secretary.
- .5 Submit a final financial report at year-end with sufficient copies to distribute to those in attendance at the monthly District Meeting.
- .6 Chair the District Budget Committee Meeting and present the proposed budget at the following District Meeting.
- .7 Pay expenses as required to meet the obligations of the District as outlined within the District budget. Other expenses shall be approved at the District Meetings.
- .8 Make monthly deposit and provide statements to the DCMC. Have records available at District Meetings.

**ARTICLE 18.0 DISTRICT COMMITTEE MEMBER
CHAIRPERSON (DCMC):**

- .1 The suggested qualifications for a DCMC are:
 - A. Served a full two year term as a DCM.
 - B. Four or more years of continuous sobriety.
 - C. The time and energy to serve the District and Area well.
- .2 Serve as a member of the Area Committee, pass on the District's conscience to the Area

and provide written and verbal reports of the District's activities.

- .3 The DCMC has a voice and votes the District conscience at all Area functions.
- .4 The DCMC attends monthly planning meetings with all DCMs and the District Secretary to coordinate the agenda and the other District functions for the District Meetings.
- .5 Assist the District Secretary in submitting Group and District information to the Area Registrar.
- .6 Coordinate District Group information for the AA Directory.
- .7 The DCMC is requested to attend all functions as noted in Article 6.7 of District Guidelines.
- .8 The DCMC represents the District at the Central Office / Intergroup Committee meetings and reports on District and Area activities.
- .9 The DCMC can delegate responsibilities to a DCM.

ARTICLE 19.0 ELECTION PROCEDURES:

- .1 The DCMC will conduct all District elections during his/her term. The DCMC may delegate

this responsibility to an Area 69 Representative.

- .2 All voting members will be given the option of having a raise of hands or a Third Legacy vote as per the current *AA Service Manual*.
- .3 In a raise of hands vote, a 2/3 majority is required for election to carry.
- .4 Qualifying: Any person standing for a District Service position will be expected to qualify themselves verbally in the District Meeting before the election takes place. If a person eligible to stand is unable to attend, that person may submit a written statement of qualification and willingness to serve. This statement is to be given to the DCMC prior to the District Meeting in which the election takes place.
- .5 Any person elected to fill a vacant District Service position will fill the remainder of the Service position's two-year term. That person will then be eligible to stand and be elected to that same position for a full two-year term.
- .6 The spirit of rotation is suggested for all District service positions.

ARTICLE 20.0 DISTRICT FUNDING:

- 0.1** The District Budget Committee should consist of the DCMC, two DCMs, a minimum of five volunteer GSRs, and the District Treasurer.

- 0.2** The Treasurer will be the chairperson of the Budget Committee. The chairperson's responsibility will be to collect the budget requests from District Standing Chairs for the following year.
- 0.3** The Budget Committee will meet during October and prepare a proposed annual District budget for presentation at the November District Meeting.
- 0.4** The District budget for the following year should be approved at the December District Meeting.
- 0.5** Income: The primary sources of income to support the District are as follows:
- A.** Home Group contributions according to each Home Group's conscience
 - B.** Net income from District Meetings, District Workshops, and District events.
 - C.** Contributions from individual AA members and AA related activities as per GSO Guidelines.
- 0.6** Expenses: As established by the Budget Committee and approved by the District.
- A.** Approved operating expenses for the District.
 - B.** Operating expense of District Standing Chairs will be proposed by

the Budget Committee and approved by the District.

- C.** DCMC/DCMs PRAASA and Forum travel defrayment will be proposed by the District Budget Committee and approved by the District.
- D.** The DCMC and DCMs may be defrayed 25 cents per mile to attend planning, District, and Home Group visits more than 15 miles away, one way, from their residence. They may also be defrayed 25 cents per mile to attend Area Assemblies, Area Committee Meetings, and Area Workshops.
- E.** District Standing Chairs, Secretary, and Treasurer may be defrayed 25 cents per mile to fulfill the duties of their position.
- F.** DCMC/DCM will be defrayed for lodging at the rate of \$40.00 per night, if the meeting exceeds 75 miles one way travel distance. Two nights for Area Assemblies and Area Workshops, PRAASA and/or Forum and one night for Area Committee Meetings.
- G.** DCMC/DCM may be defrayed expenses for the registration cost of Area Assemblies, Area Workshops,

Committee Meetings, PRAASA,
and/or Forum.

H. PRAASA and Forum attendees will be decided at a District Planning Meeting at least two months prior to the event.

- 0.7** Any person receiving funds will be required to provide the District Treasurer with receipts. PRAASA/Forum travel defrayment will require an expenditure report of money spent to the District Treasurer.
- 0.8** Two authorized signatures are required to release District funding from the checking account. Those authorized signatures are: Treasurer, and DCMC, and/or a DCM and/or Secretary.
- 0.9** Prudent Reserve – the District One Committee shall maintain a prudent reserve of \$2,000.00 to cover approximately six months of operating expenses. All funds in excess of the prudent reserve shall be used first to meet the operating expenses of the District. The prudent reserve funds may only be used for the necessary expenses of carrying out the work of the District. The use of the prudent reserve funds shall require a recommendation at the District Meeting and must be approved by a 2/3 majority vote cast at the District Meeting.

- 0.10** The District budget will be reviewed during the June District Meeting and amended if necessary.

ARTICLE 21.0 AMENDMENTS AND REVIEWS:

- .1** District Guidelines cannot be changed or amended without a vote from the District as outlined in Article 5.3 of District Guidelines.
- .2** Proposed Guideline changes must be submitted in writing to the District Body as a motion and seconded. If passed for consideration, the motion is taken back to Home Groups by GSRs and brought back to District Meeting the following month to be voted on.
- .3** An annual meeting will be called for the purpose of reviewing and amending District Guidelines. This meeting will be held during November. The Committee should consist of a minimum of five volunteer GSRs, two DCMs, the DCMC, the District Secretary, and the District Treasurer. Guideline changes will be presented at the December District Meeting.
- .4** Any amendments to the District One Guidelines will be voted on during the January District Meeting of the following year. This will give the incoming GSRs a chance to work with the outgoing GSRs and become familiar with the Guidelines.

- .5 A current copy of the District One Guidelines (including any amendments) will be distributed to the District Committee at the February District Meeting. Copies will be sent to the Ogden Central Office, Intergroup Logan and the Area Archives.

AMENDMENTS: May 2013

Changed all book titles and pamphlet titles throughout Guidelines from quotation marks and caps to italics.

- 6.2C Deleted *Enough sobriety, generally*, added **sobriety** at the end of the sentence.
- 6.3 Deleted 6.3.
- 6.4 Deleted 6.5
Renumbered **6.3 through 6.9**
- 6.6 Changed *able* to **unable**.
- 6.7 Changed *insure* to **ensure**.
- 7.1 Changed *DCM* to **DCMs**.
- 8.4 Added **of District Guidelines** at end of sentence.
- 8.9 Added **strongly** before encouraged.
Changed *representative* to **respective**.
- 13.0 Deleted *FACILITIES* and added **/SPECIAL NEEDS** before Chair.
- 16.1A Changed *Activities* to **activities**.

- 16.2 Added **of District Guidelines** at end of sentence.
- 16.3 Changed *insure* to **ensure**.
- 17.2 Added **of District Guidelines** at end of sentence.
- 20.6F Changed *reimbursed* to **defrayed**. Added **, PRAASA and/or Forum** after Workshops.
- 20.6G Changed *reimbursed* to **defrayed**.