

# GUIDELINES FOR GENERAL SERVICE DISTRICT 2, AREA 69

Revision 8.1 - June 2006



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## **GSR Preamble**

We are the General Service Representatives. We are the link in the chain from our groups to the General Service Office in New York. We are the contact from the world of AA to our groups. Let us remember, however, that we are alcoholics and but trusted servants. We can not and must not lead ourselves to believe that we now have some great and governing power that makes us better or worse than any of our group, and of AA as a whole. God grant me the strength, courage, and wisdom that I may do what is right for my group, for AA, and for myself.

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## **Service Commitment**

Service to the Fellowship of Alcoholics Anonymous shall be the primary purpose of District 2. In all our proceedings, we shall observe the spirit of Alcoholics Anonymous' 12 Traditions, 12 Concepts and the 6 Warranties, mindful of the ideas expressed in the Alcoholics Anonymous Service Manual. The Right of Participation and the Right of Appeal and Dissent shall always be observed.

## **Purpose of Guidelines**

The purpose of these Guidelines is to describe the policies and procedures which apply to the District 2 Committee. They constitute a supplement to and not a replacement of the AA Service Manual and are intended to govern the policies and procedures to be followed. These guidelines are more than mere suggestions and reflect the experience of the District Committee and were adopted by the entire District Committee. The policies and procedures contained herein should only be dispensed with upon a two-thirds majority vote of the District Committee present.

## **District 2 – Who we are**

District 2 is comprised of registered AA Groups within the boundaries defined by Area 69 Guidelines, with Sub-Districts assigned to a DCM. If the registered groups in a Sub-District grow to the point that the DCM are experiencing difficulty providing GROUP coverage, the Sub-District boundaries may be re-defined to equalize the GROUP load. District 2 may create a new Sub-District and DCM position as necessary.

Meetings are held monthly, traditionally on the last Thursday of the month. Attendance at the district Meeting includes all District Officers, DCMs, Alternate DCMs, Standing Committee Chairpersons and General Service Representatives. The purpose of the District Meeting is to provide a forum for the interchange of ideas and information among the groups represented, the Area and GSO.

## **Abbreviations used in these guidelines**

GSR	General Service Representative
DCM	District Committee Member
DCMC	District Committee Member Chairperson
ARC	Archives
TRT	Treatment
LIT	Literature
GSO	General Service Office
CORR	Corrections

## **Guidelines**

The Fellowship of Alcoholics Anonymous has been given Three Legacies which are RECOVERY, UNITY AND SERVICE. These Guidelines cover how the Legacy of Service is implemented and perpetuated within the District. The purpose of these guidelines is to describe the responsibilities and procedures which apply to District Service. In the interest of unity, convenience and simplicity, only voting members of District 2 may participate in voting on business at District Service Meetings. The overall intent provides only a supplement to, not as replacement of the AA SERVICE MANUAL and/or AREA 69 GUIDELINES.

## **Resumption and Resignation**

Any member of District 2 involved in District business, voting or nonvoting, shall, at the resumption of the practice of drinking, resign from the position held.

## **District 2 Voting Members**

The following District 2 Service Representatives are eligible to vote on matters pertaining to District 2's business. Any person holding more than one service position at the district level, who is also a GSR, should vote in their GSR capacity.

1. GSR or Alternate in GSR's absence
2. DCM or Alternate in DCM's absence
3. DCMC
4. District Treasurer
5. District Recording Secretary
6. District Corresponding Secretary
7. District Standing Committee Chairpersons

## **General Service Representative (GSR)**

Definition of a GSR can be found in the AA SERVICE MANUAL. The GSR is an Alcoholics Anonymous member elected by the GROUP to voice the GROUP'S opinion in discussions at District and Area level. GSR's, in turn, vote for the District Committee Members, the Delegate and appropriate officers and Trusted Servants at District and Area level. After registering with the District Corresponding Secretary a new GSR should receive within two to three months, a service packet which includes the above-mentioned AA SERVICE MANUAL. A GSR is responsible for becoming familiar with the SERVICE MANUAL. Chapter 2 relates specifically to the GSR's duties.

## **Suggested Qualifications for the GSR**

1. The time, energy and willingness to serve the District.
2. Understands and agrees to the duties and responsibilities that are required of the GSR.
3. 2-3 year's sobriety at the discretion of the Group.
4. Active member in their Home Group.
5. Should hold no other Group offices.
6. Prior AA service experience is helpful.

## **Duties and Responsibilities of the GSR**

1. Serves a two-year term. For term office, see term, Eligibility, and Election Procedures under the District and the D.C.M in the service manual.
2. Serves as a Guardian of the 12 Traditions and Principles of AA as a whole.
3. Supplies DCM's with up-to-date Group information.
4. Encourages contributions from an INFORMED GROUP. Works with Group Treasurer to remind the group of Tradition 7 and the importance of supporting AA at all Levels of Service. See current pamphlet on self-support.
5. Reports to the Group they represent regularly on all Service meetings and activities.
6. Attends scheduled or Special District 2 GSR Meetings, Workshops, Roundtables.
7. Attends Area Assemblies and Workshops.
8. Reports to District on his/her Group and shares with other GSR's.
9. Endeavors to become an active knowledgeable and effective GSR keeping informed of Group affairs.
10. Assists the Group in seeking solutions to a variety of problems, especially those related to the Twelve Traditions and Twelve Concepts.
11. GSR's are encouraged to keep in touch with their DCMs and to call upon DCMs for help and advice if faced with problems that cannot be resolved by the Group.
12. Attends DCM Meeting as needed to get any Group issue on the agenda for the GSR Meeting.
13. Notifies Alternate GSR when GSR cannot attend Area Assemblies, Workshops or District Meetings, giving the Alternate GSR the responsibility to attend and vote.
14. Volunteers to serve on a Standing Committee of their choice.

## **Annual Area Events**

Area Committee Meeting	3rd weekend in February
**Pre-Conference Assembly	4th weekend in March
**Post Conference Assembly	3rd weekend in May
Area Pre Assembly Workshop	3rd weekend in August
**Fall Assembly	4th weekend in September
Fall Workshop	1st weekend in November
Area Committee Meeting	1st weekend in December

\*\* GSR Voting Assembly.

## **Alternate General Service Representative (ALT-GSR)**

Definition of an alternate GSR can be found in the AA SERVICE MANUAL. The alternate GSR is an Alcoholics Anonymous member elected by the GROUP usually at the same time as the GSR to serve in the absence of the GSR.

## **Suggested Qualifications for the Alternate GSR**

1. An Alternate GSR should be elected at the same time and by the same procedures as the GSR.
2. Alternate GSRs assist, participate and share in the GSRs responsibilities, attending District and Area Meetings when required due to the inability of their GSR to attend.

## **District Committee Member (DCM)**

Definition of a DCM can be found in the AA SERVICE MANUAL. The DCM is the vital link between the Group's GSR and the Area Service Structure including the Area Delegate to the General Service Conference.

### **Suggested Qualifications for the DCM**

1. The time, energy and willingness to serve the District 2. A background in AA Service work, serving two years as a GSR, Alternate DCM or combination of both positions totaling two consecutive years.
2. Four to Five years of continuous sobriety.
3. Holds no other Area Service position.

### **Duties and Responsibilities of the DCM**

1. Serves a two-year term, taking office in an odd year. .
2. Is familiar with the information contained in the AA Service Manual and other AA literature that pertains to this position.
3. Each DCM, along with his or her alternate DCM shares the responsibility to visit his/her assigned groups a minimum of once every ninety days.
4. DCMs and their Alternates will meet the week prior to the GSR meeting to formulate the agenda for the upcoming GSR meeting.
5. DCMs will rotate the responsibility of coordinating three District Workshops annually.
6. DCMs will rotate chairing the GSR meeting every three months.
7. Assists and encourages new GSRs to become familiar with their duties and responsibilities.
8. DCMs are responsible for attending the following:

ALL DCM MEETINGS

ALL DISTRICT WORKSHOPS

PRE-CONFERENCE ASSEMBLY

PRE ASSEMBLY WORKSHOP

FALL WORKSHOP

ANY SPECIAL DISTRICT OR AREA MEETINGS

ALL GSR MEETINGS

ROUND TABLE DISCUSSIONS

POST CONFERENCE ASSEMBLY

FALL ASSEMBLY

ALL AREA COMMITTEE MEETINGS

9. Keeps the alternate DCM informed of all activities in District and Area.
10. Notifies Alternate DCM when DCM cannot attend Area Assemblies, workshops and District Meetings, giving the Alternate DCM the responsibility to attend.
11. It is a DCM's responsibility to communicate to the committee when they are unable to attend the GSR or DCM meeting. In the event that there are 3 consecutive absences the DCM may be replaced by the District 2 voting members.
12. Each DCM will volunteer to work with a Standing Committee Chairperson and attend all their meetings.
13. If a vacancy occurs during a DCM's term of office, the position will be filled with the first consideration being given to the Alternate DCM even though the Alternate may not have fulfilled his/her term of two years as Alternate DCM, GSR or combination of both.

14. It is a DCM's responsibility to communicate to the committee when they are unable to attend the GSR or DCM meeting. In the event that there are 3 consecutive absences the DCM may be replaced by the District 2 voting members.

### **Alternate District Committee Member (Alternate DCM)**

Definition of an Alt DCM can be found in the AA SERVICE MANUAL.

### **Suggested Qualifications for the Alternate DCM**

1. The time, energy and willingness to serve the District.
2. A background in AA Service work including one full year as a GSR.
3. Two years of continuous sobriety.
4. Holds no Area Service position but may hold another District position such as Secretary, Standing Committee Chair or Treasurer.

### **Duties and Responsibilities of the Alternate DCM**

1. Alternate DCMs are to assist, participate and share in the DCMs responsibilities, attend District and Area Meetings as required.
2. If a vacancy occurs during an Alternate DCM's term of office, the position will be filled with the first consideration being given to any person now serving or has served as a GSR for at least one full year.
3. Alternate DCMs may volunteer to work on the Standing Committee of their choice.
4. Each DCM, along with his or her alternate DCM shares the responsibility to visit his/her assigned groups a minimum of once every ninety days.
5. DCMs and their Alternates will meet the week prior to the GSR meeting to formulate the agenda for the upcoming GSR meeting.
6. It is a Alt-DCM's responsibility to communicate to their DCM when they are unable to attend the GSR or DCM meeting. In the event that there are 3 consecutive absences the Alt-DCM may be replaced by the District 2 voting members.

### **District Committee Member Chairperson (DCMC)**

The DCMC is a past full term DCM whose experience in AA Service work enables that person to be a useful resource to others presently in the District. The role of the DCMC is to help coordinate activities at the District Level and to provide a continuity of experience within the District Service Structure.

### **Suggested Qualifications for the DCMC**

1. The time willingness and energy to serve the District.
2. A background In AA Service work including one full 2 year term as a DCM.
3. A minimum of 5 years of continuous sobriety.
4. Must have been a voting member of District 2 during the previous year before being elected to the position of DCMC.



## **Duties and Responsibilities of the DCMC**

1. Serves a two-year term. For term of office, see term, Eligibility, and Election Procedures under the District and the D.C.M in the service manual.
2. Simplifies communications between Area 69 and District 2.
3. Responsible to give District 2's reports at all Area Meetings and forward a copy to the Area Secretary.
4. Available to hear LOCAL group problems and to report such problems to the appropriate DCM and the Delegate.
5. Chairs all DCM Meetings.
6. Required to attend the following:

ALL DCM MEETINGS  
ALL DISTRICT WORKSHOPS  
PRE-CONFERENCE ASSEMBLY  
FALL ASSEMBLY  
AREA COMMITTEE MEETINGS

ALL GSR MEETINGS  
ROUNDTABLE DISCUSSIONS  
POST CONFERENCE ASSEMBLY  
FALL WORKSHOP  
PRE-ASSEMBLY WORKSHOP

7. He or she will read the monthly bank statement offered by the Treasurer and sign and date the Treasurer's copy.
8. It is a DCMC's responsibility to communicate to the committee when they are unable to attend the GSR or DCM meeting. In the event that there are 3 consecutive absences the DCMC may be replaced by the District 2 voting members.
9. The DCMC or their representative attends all regular central office meetings.

## **Recording Secretary**

General secretarial duties for the District.

## **Suggested Qualifications for the Recording Secretary**

1. The time, energy and willingness to serve the District.
2. A background in HOME Group and AA Service at the District level.
3. Suggested 2 years of continuous sobriety.
4. Knowledge and skills necessary to fulfill the duties of the position.

## **Duties and Responsibilities of the Recording Secretary**

1. Serves a two year term. For term of office, see District Election Procedures in the AA Service Manual.
2. Attends all scheduled or special District, GSR and DCM meetings.
3. Attends each DCM meeting, types agenda and makes it available for the following GSR meeting via the District newsletter.
4. Takes the minutes of each District GSR meeting, types minutes and makes them available at the next DCM and GSR meetings via the District's newsletter..
5. Maintains record changes to the District Guidelines.
6. It is suggested that Recording Secretary attend the following:

ALL DISTRICT WORKSHOPS  
PRE CONFERENCE ASSEMBLY  
PRE-ASSEMBLY WORKSHOP  
FALL WORKSHOP

ROUND TABLE DISCUSSIONS  
POST CONFERENCE ASSEMBLY  
FALL ASSEMBLY

7. It is a Recording Secretary responsibility to communicate to the committee when they are unable to attend the GSR or DCM meeting. In the event that there are 3 consecutive absences the Recording Secretary may be replaced by the District 2 voting members.

### **Corresponding Secretary**

Maintains District 2 records. Officer, Standing committee, General Service Representative and group information.

### **Suggested Qualifications for the Corresponding Secretary**

1. The time, energy and willingness to serve the District.
2. A background in HOME Group and AA Service at District level.
3. Suggested 2 years of continuous sobriety.

### **Duties and Responsibilities of the Corresponding Secretary**

1. Serves a two year term. For term office, see AA Service Manual under District Election Procedures.
4. Attends all scheduled or special District, GSR & DCM Meetings.
5. Maintains an up-to-date record of all District 2 General Service Representatives and communicates any changes to the Area on the appropriate GSO form within 5 days of the GSR meeting.
6. Responsible for District 2 correspondence.
7. Provides DCMC and Recording Secretary with monthly District Committee attendance roster.
8. Provides DCMs and Alternate DCMs with monthly GSR attendance roster.
9. Submits orders for GSR literature to Literature Chairperson.
10. Issues a copy of District 2 Guidelines to the new GSRs.
11. It is SUGGESTED that the Corresponding Secretary attend:

PRE-CONFERENCE ASSEMBLY  
PRE ASSEMBLY WORKSHOP  
FALL WORKSHOP  
ROUND TABLE DISCUSSIONS

POST CONFERENCE ASSEMBLY  
FALL ASSEMBLY  
ALL DISTRICT WORKSHOPS

12. It is a Corresponding Secretary responsibility to communicate to the committee when they are unable to attend the GSR or DCM meeting. In the event that there are 3 consecutive absences the DCM may be replaced by the District 2 voting members.
13. Prepare and submit an annual budget request in writing to the District Budget Committee by August GSR Meeting of each year.
14. Responsible and accountable for own budget. Expenditures above budget must be requested at DCM meeting in advance to be on the agenda for the GSR meeting. The

District 2 voting members will decide on the expenditure.

## **Treasurer**

Maintains District 2 finances.

### **Suggested Qualifications for the Treasurer**

1. The time, energy and willingness to serve the District.
2. A background in Service at the Group or District level.
3. Suggested 4 years of continuous sobriety.
4. A responsible person with a good bookkeeping background.

### **Duties and Responsibilities of the Treasurer**

1. Serves a two year term.
2. Shall receive all monies for the District, contributions from GROUPS, GSR, DCM Meetings, District fund raising events, District sponsored workshops, Roundtable meetings and other funds as directed by the GSRs. The treasurer shall deposit these collections into the established District 2 bank account.
3. Shall maintain clear and adequate accounting records of all District 2 funds. Provides a copy of the District monthly financial report, including the current year's budget, to the District Newsletter Chair to be published in the monthly newsletter. Presents the published report at each monthly GSR meeting for District approval.
4. Shall maintain all books of the District in accordance with generally accepted accounting principles; at a minimum:
  - a. All receipts shall be recorded as to who contributed the monies.
  - b. All expenditures shall be verified by a written Expense Report (original receipt attached), signed by the recipient of the funds, submitted at the next GSR meeting or within 30 days of expenditures.
5. The disbursement of funds are as follows:
  - a. All disbursements require two signatures. The treasurer may not sign any checks to him or her self.
  - b. **Prudent Reserve:** The treasurer may not disburse without the approval of 2/3rd's of the voting members present at a GSR meeting.
  - c. **Available Funds:** The treasurer will disburse these funds in accordance with the District 2 Guidelines and the annual budget approved by the GSRs.
  - d. The treasurer will present to the DCMC for his or her signature the monthly bank statement of District 2.
  - e. **Exceeding Budget:** The Treasurer may not disburse funds significantly exceeding the budget without the approval of 2/3rds of the members present at a GSR meeting.
6. Treasurer will stand on the District 2 Budget Committee.
7. It is SUGGESTED that the Treasurer attend the following:

PRE-CONFERENCE ASSEMBLY  
PRE-ASSEMBLY WORKSHOP  
FALL WORKSHOP

POST CONFERENCE ASSEMBLY  
FALL ASSEMBLY  
ALL DISTRICT WORKSHOPS

## ROUND TABLE DISCUSSIONS

8. It is the Treasurer's responsibility to communicate to the committee when they are unable to attend the GSR or DCM meeting. In the event that there are 3 consecutive absences the Treasurer may be replaced by the District 2 voting members.

9. Pink Can:

- a. Pink Can donations made to the district will be tracked separately from other contributions, and can be distributed only for Corrections purposes.
- b. Pink Can contributions which are deposited and distributed through the district's account shall be tracked within the treasurer's reports. The Treasurer should make reasonable efforts to track Pink Can contributions not deposited in the district's account.
- c. Works with the Corrections chairperson to help track Pink Can contributions and record them in the Treasurer's report.

### **Standing Committee Chairpersons**

The purpose of the District Standing Committee is to provide an effective means of carrying the Alcoholics Anonymous message within A.A. and to the media, other organizations and professionals interested in Alcoholics Anonymous and to agencies and institutions dealing with treatment of Alcoholism. GSO Guidelines state: "In all public relationships, Alcoholics Anonymous' sole purpose is to help the still suffering alcoholic. Our experience should be made available freely to all who express sincere interest. We must recognize that our competence to speak about alcoholism is limited in subject matter to Alcoholics Anonymous and its recovery program.

District 2's Standing Committees are:

Archives (ARC)

Corrections (COR)

Grapevine (GRV)

Literature (LIT)

Newsletter

Public Information/Cooperation with Professional Community (PI/CPC)

Treatment (TRT)

### **Suggested Qualifications for the Standing Committee Chairpersons**

1. The time, energy and willingness to serve the District.
2. A background in AA Service.
3. Suggested minimum two years continuous sobriety.
4. The ability to organize and work well with others.

### **Duties and Responsibilities of the Standing Committee Chairpersons**

1. Serves a two-year term. For term of office, see term, Eligibility, and Election Procedures under the District and the D.C.M in the service manual.
2. Each Chairperson should utilize the GSO Guidelines/Workbooks specific to his/her committee. Area Chairpersons are also available for assistance
3. Adheres to the DISTRICT GUIDELINES.

4. Knowledge of the AA Traditions, 12 Concepts and their application to service in AA.
5. Prepare and submit an annual budget request in writing to the District Budget Committee by the August GSR Meeting of each year.
6. Is responsible and accountable for committee budget, using it over the budget year. Expenditures above budget must be requested at DCM meeting in advance to be on the agenda for GSR Meeting. The District 2 voting members will decide on the expenditure.
7. Attends GSR and DCM Meetings.
8. Gives a verbal committee report at the monthly GSR Meeting and provides a written report to the Recording Secretary and the District Newsletter Chair during the monthly District Committee Meeting
9. It is suggested that the Standing Committee Chairpersons attend the following Area functions. Funding will be allowed as per DCM expense only if funding has not been provided already by a Group as a GSR expense.

**PRE-CONFERENCE ASSEMBLY  
FALL ASSEMBLY**

**POST CONFERENCE ASSEMBLY  
AREA WORKSHOPS**

10. Any Standing Committee Chairperson whose occupation or health interferes with the performance of his/her duties or who has 3 unexcused absences from GSR meetings will be replaced by the District 2 voting members.
11. Standing committee chairs work with the area standing chairs.
12. Each standing chair will conduct one committee workshop during their two-year tenure.
13. A "legacy package" will be compiled to make for a smoother transition to subsequent standing chairs. Standing chair introduces electees to this package and works with them to acquaint them with district work.
14. It is a Standing Chair's responsibility to communicate to the committee when they are unable to attend the GSR or DCM meeting. In the event that there are 3 consecutive absences the Standing Chair may be replaced by the District 2 voting members.

**Archives Standing Chairperson**

1. District 2 Archivist is a member of the Area 69 Archives Committee.
2. The District 2 Archivist serves a non-voting and non-rotating position subject to approval of the District 2 voting body during the District 2 Committee elections held every two years in September.
3. Provides a secure location for the District 2 Archives material. District 2 Archivist shall guard the anonymity of the A. A. members who appear in photographs and articles contained in the archives.
4. Catalogs existing District 2 archives material.
5. Encourages submission of material to District 2 archives.
6. Fulfills the same duties as the Area Archivist within District 2, especially. In trying to interest others in the Archives and in carrying the message.
7. Provides a written inventory of archival material to the DCMC each January.

## **Correctional Facilities Chairperson**

1. District 2 Correctional Facilities chairperson is a member of the Area 69 Correctional Facilities Committee.
2. Attain and maintain all communications with the authorities i.e., warden, Commanders, Judges, Captains, Lieutenants and counselors.
- 3.. Keeps the GSRs and DCMs informed of all problems and activities at the DCM and GSR Meetings.
- 4.. Distributes all AA Literature and other appropriate material to the various correctional facilities in District 2.
- 5.. Assure the continuance of the "Bridge the Gap' Program and implement any like programs of involvement for AA members who are incarcerated.
6. Provide updated corrections guidelines from GSO to Correction Committee volunteers and a copy to District 2.
7. Provides Treasurer with monies and/or receipts from Pink Can contributions.

## **Grapevine Standing Chairperson**

1. District 2 Grapevine Standing Chair serves as a member of the Area 69 Grapevine Standing Committee. The function of the Grapevine Committee is to provide information about the International Monthly Journal of Alcoholics Anonymous known as the Grapevine.
2. Assists District 2 Group Grapevine Representatives in registering their group on AAGrapevine.org to facilitate the best possible communication between groups and the Grapevine.
3. Assists group grapevine representatives and individuals order the A. A. Grapevine and LaVina.
4. Encourages use of the Grapevine and LaVina in 12th Step work involving Group, Corrections, Treatment, P.I. and C.P.C. work
5. Encourages submission of material to the Grapevine and LaVina for publication.

## **Literature Chairperson**

1. The District 2 Literature chairperson is a member of the Area 69 Literature Committee.
2. Orders and coordinates the distribution of all literature from Central Office for the District Committee Chair people, DCMs and GSRs.
3. Maintains a list of all of District 2's literature racks.
4. Maintains an updated list of all literature currently available from G.S.O.
5. Informs the District when new literature becomes available or when existing literature has been revised.
6. Helps District Committee Chairs become informed about, obtain, and use literature pertaining to their areas of service work.
7. Provides a written inventory of District 2's literature to the DCMC each January

## **Newsletter Chairperson**

1. Obtains agenda, minutes, chair reports, etc. from necessary parties.
2. Compiles GSR meeting agenda, minutes, chair reports, treasurer's reports, motions, amendments, important dates, workshops, and any relevant information into a printable newsletter on a monthly basis.
3. Photocopies newsletter and distributes at GSR Meeting.

## **Public Information & Cooperation with the Professional Community Chairperson**

1. The District 2 PI/CPC Standing Chair serves as a member of the Area 69 PI Standing Committee and the Area 69 CPC Standing Committee.
2. Provides information to all local newspapers and periodicals.
3. Makes public service announcements available to local radio and television stations.
4. Provides contact with public and private schools, colleges and universities in District 2 making speakers, films and literature available.
5. Coordinates the maintenance of literature racks in all areas not covered by Corrections or Treatment with the Literature Chair. Distributes literature geared towards the needs of professionals in the community. Provides literature to local professional conferences where necessary.
6. Assists Area P.I. Chair with U of U Annual School of Alcoholism and Other Drug Dependencies. Organizes and presents workshops to professionals in District 2.
7. Provides contact and information about AA to those who have contact with alcoholics through their professions. This group may include but is not exclusive to teachers, physicians, nurses, clergy, lawyers, social workers, union workers and industrial workers.
8. Conducts informal surveys of the need for information among professional groups.
9. Informs and motivates committee members concerning P.I. Guidelines, projects and supports those willing to do the work.
10. Organizes and presents workshops to professionals in District 2.

## **Treatment Facilities Chairperson**

1. District 2 Treatment Facilities chairperson is a member of the Area 69 Treatment Facilities Committee.
2. Works in cooperation with local treatment facilities and institutions and shares thinking and experience on AA in treatment facilities.
3. Seeks to understand, respect and adhere to all treatment facility regulations.
4. Makes information about AA's function and purpose available.
5. Assists in the formation of new meetings in treatment facilities and institutions as required.
6. Coordinates the purchase and distribution of literature for treatment facilities and institutions, groups and meetings with the Literature Chair. Some groups may collect back issues of the Grapevine for distribution.
7. Carry the message via Box 459 and other pertinent and on going programs affecting those who are in treatment and institutions.

8. Assure the continuance of the "Bridge the Gap" Program and implement any like programs of involvement for AA members.
9. Helps unify our fellowship and strengthen our commitment to carry the message to ALL who suffer from Alcoholism.
10. Coordinates efforts of PI/CPC and Corrections Committees to help reach Ethnic, race, age and disabilities under-represented in AA population. These shall include, but not be limited to any ethnic minority or language barrier population, people who are deaf, physically challenged, wheelchair bound, home-bound, elderly and others restricted to their ability to understand or access AA Meetings due to ANY barrier.
11. Forms a committee with several subcommittees within the District to help carry the message to the above various groups.
12. Keeps the GSRs ad DCMs informed of all problems and activities at the DCM and GSR meetings.

### **Bridging the Gap Coordinator**

The BTG Coordinator is to help define and coordinate the Bridging the Gap efforts of the District. The BTG Coordinator shall work in tandem with the District Treatment standing chairperson, Corrections standing chairperson and District Committee Members.

### **Suggested Qualifications for the BTG Coordinator**

1. The time, energy and willingness to serve the District.
2. A background in AA Service.
3. Suggested minimum of two years sobriety.
4. The ability to organize, communicate and work well with others.

### **Duties and Responsibilities of the BTG Coordinator**

Even though this is not a standing committee the Bridging the Gap Coordinator will adhere to the suggested Duties and Responsibilities of the District's Standing Chairs as well as the following.

1. Maintain a BTG contact list for the District; be sure that the Area has the latest contact information.
2. Make connections/bridges for members and interested parties within District 2.
3. Utilizes all service material available pertaining to Bridging the Gap and educates the members of the District on the subject.
4. Cooperates with the Treatment and Corrections Standing Chairs in preparing and adhering to budgets of the contributing committees. The BTG Coordinator position will have no annual budget of its own.



## **District Sub Committees**

### **District Budget Committee**

1. At the August District 2 GSR Meeting, a District Budget Committee will be formed to write a proposed District Budget for the coming year.
2. The Budget Committee will consist of at least one GSR, one DCM and the District 2 Treasurer.

### **Duties and Responsibilities of the District Budget Committee**

1. Acquire from each Standing Committee Chairperson and the Corresponding Secretary a written summary of their projected expenses for the coming year.
2. Determine as accurately as possible, based on past and present experience, the projected income of the District for the coming year.
3. Estimate the amount required to reimburse all DCMs and the DCMC and Standing Chairpersons for mileage, hotel expense and registration to all required Area functions using the current District Guidelines for reimbursements.
4. Estimate the costs to fund three District Workshops for the coming year.
5. Determine an amount for Other Expenses for District 2.
6. \$1000.00 will be placed in the Prudent Reserve to cover necessary District Expenses in the event that there is an unexpected shortfall in District income.
7. Using all of the aforementioned information, write a proposed budget to be presented to the District Committee by the October GSR Meeting.
8. A final budget, including revisions, if any, shall be adopted at the November District GSR Meeting with the approval of 2/3rd's of the voting members in attendance.

### **Guidelines Review Committee**

A guideline review committee will be formed in even numbered years to review district guidelines.

### **Financial Guidelines**

Refer to GSO Finance Guidelines.

### **Funding**

The primary sources of funding to support District 2 are:

1. GROUP contributions according to each GROUP'S conscience.
2. Monies from all District 2 Service Meetings, District 2 Workshops and Round Table Discussions.
3. If any other funds are raised in the name of District 2, they must have a 2/3 approval of attending voting members of a GSR meeting and records must be kept and turned over to the treasurer.

## **Expenses**

District 2 will hold \$1000.00 Prudent Reserve

1. Disbursement of funds to the DCMC, DCM's or Alternates and Standing Chair people to Area Functions as per requirements for each position as stated in Guidelines.
  - a. \$40.00 per night for hotel expense. (Two nights for Assemblies, workshops and Area Committee Meetings which exceed 100 miles one way and one night for trip exceeding 100 miles round trip from the member's hometown.
  - b. \$.15 per mile travel expense according to the Area 69 travel chart.
  - c. Area Function Registration Fee.
2. Lodging and mileage will not be reimbursed for Area Functions in the member's hometown.
3. Any DCM or DCMC may petition the District 2 voting members and ask for additional funding for Area Functions.
4. Funding for Standing Committee Chair people provided the same as the DCM expense for only three Area Functions as per guidelines.

## **District Election Procedures** (Refer to the AA Service Manual)

1. The DCMC will invite 2 or 3 Area Officers to conduct even-year District 2 Elections.
2. All District 2 voting members will serve for a two-year term. They will serve concurrently with the Area Committee Members and the Delegate; they are all elected in the even years. They will assume office on the 1st day of January.
3. Elections will be held in September. All District Officers will be elected at the September GSR Meeting. Any persons elected to fill a currently available position will fill the remainder of a two-year term only. They will then be eligible to run and be elected for a full two-year term.
4. As outlined in the AA SERVICE MANUAL, District 2 voting will be according to the THIRD LEGACY.
5. If a person holds two service positions, i.e. Standing Committee Chairperson and GSR, his/her GSR vote would be passed on to his/her Alternate GSR and he/she would vote as a Standing Committee Chairperson.
6. Qualifying: Any person standing for any District 2 position will be expected to qualify himself verbally in the GSR Meeting at which the election takes place. If a qualified person is unable to attend, that person may submit a WRITTEN STATEMENT of qualifications and willingness to serve. The statement is to be given to the DCMC or the sitting DCM prior to the GSR MEETING in which the election takes place.

## **Guidelines Amendment Procedure**

Any proposed amendment to these GUIDELINES must be submitted by a District 2 voting member in writing to the DCMC or sitting DCM at least 7 days before the next DCM meeting. The chair will have the proposed amendment on the agenda and available at the following GSR Meeting. If the proposed amendment is passed by at least a 2/3 majority of those present, according to Election Procedures, it will go into effect at that time

## **District Meetings Statement of Procedure**

The purpose of this Statement of Procedure is to provide consistency in the manner in which District 2 conducts its meetings, allowing business to be conducted as informally as possible consistent with the rights of all participants.

## **Chairperson's Responsibilities**

1. The chairperson is responsible to see that each meeting is conducted in an orderly fashion following the printed agenda. The chairperson may announce changes to the agenda and ask for a simple majority \*\* vote to approve. Significant changes to the agenda shall require a two thirds majority.
2. The chairperson at any time may call for a sense of the meeting to facilitate the proceedings.
3. The chairperson is responsible for scheduling time on each meeting agenda for new business to be brought before the committee.

## **Types of Motions**

1. A Standard Motion is any motion that has a direct effect on the District Budget or Guidelines, individual AA groups, the Area, or AA as a whole.
2. A Housekeeping Motion affects ONLY the group who is voting on it and never has any direct effect on the District Budget or Guidelines, nor will it affect individual AA groups, the Area, or AA as a whole. Example; Where the meetings are held, procedures that effect only that meeting, how many breaks to take, when to have the next meeting or adjourn, etc.
  - a. A Housekeeping motion follows all procedure for standard motions below except items 2 and 3 of that section UNLESS it is referred or deferred in which case it needs to be written down. If there is no discussion, the chair may call for a vote immediately.  
Housekeeping motions require a simple majority to pass.

Note: If there is considerable objection to voting by simple majority, the chair may call for a simple majority vote in order to determine if a 2/3rds majority vote is needed. If simple majority is needed, the vote is taken and passes or fails with no discussion. If 2/3rds majority is required, the vote is taken based on the procedure set forth in Section 5,

## **Voting Procedures**

### **Procedure for Standard Motions**

1. A motion can be made by any voting member recognized by the chair at an appropriate time in the meeting agenda.
2. All motions must be read from a written copy which is then passed on to the recording secretary and may be presented in the newsletter.
3. When applicable, the text of a motion should be accompanied by a statement of the current practice, and the budget impact if passed.
4. All motions require a second for further action.
5. The chairperson at his/her discretion can Entertain the Motion, Refer the Motion to an appropriate committee for study, or Defer the Motion till the following meeting in order for GSRs to get their group's conscience.
6. Following the chairperson's entertaining of a motion, a discussion is held where members of the meeting, when recognized by the chair, may address the motion, propose amendments, move to refer it, move to table it, or move to call the question.

- a. A Motion to Amend requires agreement by the originator of the motion and the person who seconded it; in the absence of such agreement, the proposed amendment fails; depending upon the outcome of the motion to amend, discussion then continues either of the original or the amended motion.
  - b. A Motion to Refer is the motion of suspend discussion and consideration of a motion until the next meeting, and send it to a committee for the committee's study and recommendation; requires a two-thirds majority. If the Motion to Refer fails, discussion continues.
  - c. A Motion to Table is a motion to suspend discussion and consideration of a motion until the next meeting; requires a two-thirds majority. If the Motion to Table fails, discussion continues.
  - d. A Motion to Call the Question is a motion to end discussion so a vote can be taken of the current motion; requires a two thirds majority and it cannot be debated. If the Motion to Call the Question fails, discussion continues.
7. Unless tabled or referred to a committee, following the discussion, the chairperson calls for a vote on the motion.

### **General Rules of Discussion**

1. People who wish to speak raise their hands and are called on in order.
2. The chairperson has the prerogative to set a fixed time limit for each speaker.
3. If the discussion begins to exceed the time allotted to that topic on the agenda, the chairperson may exercise his/her discretion to establish a cut-off point or take a sense of the meeting to extend the discussion.
4. No speaker may speak for a second time on a topic until all who wish to speak have been given the opportunity.
5. Good meeting etiquette requires that each speaker make an effort o limit their discussion to points of view that have not previously been presented as opposed to restating opinions already expressed by others.

### **Voting Procedures**

1. The motion along with any accompanying text is restated by the chairperson.
2. The chairperson has the choice of conducting a voice vote or voting by show of hands.
3. For a motion to carry, a two thirds majority vote is required.
4. When a motion passes or fails, members of the minority opinion may speak to their opposition, but may not move for a new vote. Following the minority opinion, the Chairperson asks if anyone on the prevailing side wishes to change his/her vote and make a Motion to Reconsider.
  - a. A Motion to Reconsider requires a second and only a simply majority to pass. A new vote on the original motion is held without discussion.
  - b. No motion may be reconsidered twice.

## **APPENDIX A: The Twelve Concepts for World Service**

1. Final responsibility and ultimate authority for AA world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of AA has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To insure effective leadership, we should endow each element of AA, the Conference, the General Service Board and its service corporations, staffs, committees, and executives with a traditional "Right of Decision. "
4. At all responsible levels, we ought to maintain a traditional "Right of Participation, allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Services Board are legal • instruments, empowering the trustees to manage the conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the AA purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of AA tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

## APPENDIX B: Area 69 Mileage Chart

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1	Beaver	0	264	69	53	95	217	197	194	114	286	104	237	292	120	240	181	163	59	262	104	209	202	293	295	169
2	Brigham City	264	0	309	315	192	203	439	105	356	25	176	288	343	127	21	175	98	210	204	364	55	88	234	172	377
3	Bryce Canyon	69	309	0	64	273	252	159	242	82	334	144	289	344	146	290	219	210	98	302	115	254	294	331	350	82
4	Cedar City	53	315	64	0	129	280	165	248	82	339	157	316	370	173	294	234	213	112	317	50	262	230	347	324	58
5	Delta	95	192	273	129	0	172	292	120	209	220	91	263	317	48	174	147	88	88	185	179	140	107	215	201	187
6	East Carbon	217	203	252	280	172	0	375	133	291	223	111	104	158	124	181	25	96	147	108	310	146	170	138	257	283
7	Grand Canyon	197	439	159	165	292	375	0	372	83	464	274	398	344	276	419	350	340	228	433	177	374	398	461	480	122
8	Heber City	194	105	242	248	120	133	372	0	289	125	111	221	275	72	79	108	32	144	99	297	51	80	128	164	269
9	Kanab	114	356	82	82	209	291	83	289	0	381	191	335	388	193	336	266	257	146	350	89	301	311	379	398	41
10	Logan	286	25	334	339	220	223	464	125	381	0	201	314	366	162	46	198	123	236	230	393	80	113	260	197	377
11	Manti	104	176	144	157	91	111	274	111	191	201	0	196	251	43	157	83	78	44	158	208	124	130	188	230	182
12	Moab	237	288	289	316	263	104	398	221	335	314	196	0	54	213	266	113	189	220	196	365	234	258	226	344	328
13	Monticello	292	343	344	370	317	158	344	275	388	366	251	54	0	267	321	168	244	274	250	420	288	313	280	399	369
14	Nephi	120	127	146	173	48	124	276	72	193	162	43	213	267	0	118	99	40	71	147	228	84	88	177	188	184
15	Ogden	240	21	290	294	174	181	419	79	336	46	157	266	321	118	0	156	80	191	184	346	35	67	215	152	328
16	Price	181	175	219	234	147	25	350	108	266	198	83	113	168	99	156	0	76	122	83	285	121	145	113	232	258
17	Provo	163	98	210	213	88	96	340	32	257	123	78	189	244	40	80	76	0	111	122	267	46	69	152	163	248
18	Richfield	59	210	98	112	88	147	228	144	146	236	44	220	274	71	191	122	111	0	205	163	156	169	234	261	137
19	Roosevelt	262	204	302	317	185	108	433	99	350	230	158	196	250	147	184	83	122	205	0	367	150	177	30	262	340
20	St. George	104	364	115	50	179	310	177	297	89	393	208	365	420	228	346	285	267	163	367	0	313	281	397	374	34
21	Salt Lake City	209	55	254	262	140	146	374	51	301	80	124	234	288	84	35	121	46	156	150	313	0	37	180	117	261
22	Tooele	202	88	294	230	107	170	398	80	311	113	130	258	313	88	67	145	69	169	177	281	37	0	209	102	369
23	Vernal	293	234	331	347	215	138	461	128	379	260	188	226	280	177	215	113	152	234	30	397	180	209	0	298	370
24	Wendover	295	172	350	324	201	257	480	164	398	197	230	344	399	188	152	232	163	261	262	374	117	102	298	0	389
25	Zion Nat'l Park	169	377	82	58	187	283	122	269	41	377	182	328	369	184	328	258	248	137	340	34	261	369	370	389	0