

GUIDELINES FOR GENERAL SERVICE DISTRICT 11, AREA 69



***I Am Responsible, When Anyone, Anywhere, Reaches Out For
Help, I Want The Hand Of A.A. Always To Be There.
And For That, I Am Responsible***

Approved by the District Committee
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A.A.'s Legacy of Service

by Bill W.

Our Twelfth Step – carrying the message – is the basic service that the A.A. Fellowship gives; this is our principle aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.

Hence, an A.A. service is anything whatever that helps us to reach a fellow sufferer – ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to A.A.'s General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service

Services include meeting places, hospital cooperation, and intergroup offices; they mean pamphlets, books, and good publicity of almost every description. They call for committees, delegates, trustees, and conferences. And, not to be forgotten, they need voluntary money contributions from within the Fellowship.

(From the A.A. Service Manual)

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Area 69 Map Inside Rear Cover

“Our Twelve Steps probably won’t change, the Traditions, not at all likely. But our manner of communications, our manner of organizing ourselves for function or service – let us hope that this goes on changing for the better, forever.” --- Bill W. 1960

Preamble

The Fellowship of Alcoholics Anonymous has been given Three Legacies which are Recovery, Unity, and Service. These Guidelines describe how the Legacy of Service is implemented and perpetuated within District 11. They are designed to be more specific in delineating the responsibilities and duties of those serving in the district. In the interest of unity, convenience, and simplicity, only voting members of the Committee may participate in voting on business at district meetings.

1.1 District 11 – Who We Are

District 11 is comprised of GSO registered A.A. Groups within the boundaries defined by Area 69 Guidelines. It consists of two Sub-Districts, North and South, assigned to a DCM. District meetings are held monthly; traditionally on the second Wednesday of the month. Attendance at the meeting consists of the District Committee; which includes all District Officers, Standing Committee Chairpersons, and General Service Representatives (GSRs). All members of the District 11 Committee have a voice and a vote at the district meeting. Alternates and interested A.A. s are invited to attend district meetings but only have a vote through their GSR.

1.2 Service Commitment

Service in the Fellowship of Alcoholics Anonymous shall be the principle activity of the District 11 Committee. In all our proceedings, we shall observe the spirit of Alcoholics Anonymous' *12 Traditions, 12 Concepts, and 6 Warranties*; mindful of the ideas expressed in the Alcoholics Anonymous Service Manual. The Right of Participation and the Right of Appeal and Dissent, as found in these principles, shall always be observed. The purpose of the District Committee is to provide a forum for the exchange of ideas and information among District 11 Groups, District 11, Area 69, the General Service Conference, and the General Service Office. The District Committee provides members with service opportunities and activities which strengthen sobriety and help support twelfth step work. (See Appendices for the Traditions, Concepts, and Warranties)

1.3 Purpose of Guidelines

The purpose of these guidelines is to describe the policies, procedures, and responsibilities which guide the actions of the District 11 Committee. The overall intent provides only a supplement to, not a replacement of the A.A. Service Manual or Area 69 Guidelines. These guidelines are more than mere suggestions. They reflect the experience of 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 from the District Committee present.

1.4 Abbreviations and Terms Used In This Guide

Area	Area 69 (All of Utah)
BTG	Bridging the Gap
Conference	General Service Conference
COR	Corrections
CPC	Cooperation with the Professional Community

GSO	General Service Office
GSR	Group Service Representative
GVR	Grapevine Representative
DCM	District Committee Member
DCMC	District Committee Member Chairperson
Delegate	Area 69 Conference Delegate
District	District 11
District Position	District Officers and Standing Chairpersons
LIT	Literature
PI	Public Information
Standing Chair	District Standing Committee Chairperson
TRT	Treatment

1.5 General Policies, Procedures, and Responsibilities (guidelines highlights)

a) Voting Members

Voting members include GSRs from registered groups within District 11, District 11 Officers, and District 11 Standing Committee Chairpersons. Alternate members vote in the absence of the member they alternate for. Each committee member has only one vote. A GSR may hold a district position other than DCM or DCMC, but, has only one vote and should vote the conscience of the group they represent when called for.

b) Voting Procedures

Considerations affecting the budget, guidelines or elections require a two thirds majority vote of the district committee present. All other business needs only a simple majority of the district committee present.

c) Resumption and Resignation

District officers and standing committee chairpersons involved in district business, shall, at the resumption of the practice of drinking, resign from the position held.

d) Absenteeism

District Officers and Chairpersons are expected to attend required meetings. In the event of three unexcused absences, the positions may be deemed open and the vacancy filled upon a vote of the District Committee present in accordance with District 11 Guidelines '*Election Procedures*'. Excessive excused absences may also be subject to review by the District Committee. It is the responsibility of each Officer and Standing Chair to communicate to the DCMC, DCMs, or District Secretary if unable to attend a required Meeting.

e) Funding

The District administers funding for Officers and Chairpersons of Standing Committees. Each Officer and Chairperson is responsible to remain within the approved budget *as funds are available*. Spending beyond budgeted amounts must be approved by majority vote of the District Committee present *before the expense in incurred* and additional disbursements are made.

f) Qualifications

Those who serve the District are asked to contribute their time, energy, and willingness. It is also desirable they have a sufficient A.A. service background and/or practical experience appropriate to their service position.

g) Length of Service

All District Officers and Standing Committee Chairpersons serve a two year term beginning January 1st of odd numbered years to coincide with the Area 69 Conference Delegate. Any person elected for a partial term of one year or less remains eligible to stand for a full two-year term in that position

h) Required Knowledge

All District Committee Members are requested to become familiar with the Traditions, Concepts, & Warranties, the A.A. Service Manual and conference approved literature which applies to their service position. It is also suggested that each member be acquainted with Area and District Guidelines.

i) Vacancy

If a vacancy occurs in either a District Office or Standing Chair position, the vacancy will be filled with first consideration being given to the Alternate; even though the Alternate may not meet the suggested qualifications of that position. The vacancy will be filled upon a vote of the District Committee present in accordance with District 11 Guidelines '*Election Procedures*'.

2.0 District Officers

District officers provide and perform the basic administrative framework of the District Committee. It is beneficial to the individual and to the District that they meet certain sobriety requirements and have prior experience serving Alcoholics Anonymous. It is desirable that District Officers be active members of a registered group within District 11.

2.1 District Committee Member Chairperson (DCMC)

The DCMC is a past, full term, DCM whose experience in A.A. service work enables them to be a useful resource to GSO registered groups in the District. The role of the DCMC is to coordinate activities at the District level and to provide a continuity of experience within the District and its relationship with Area 69. The DCMC is a voting member of the Area 69 Committee.

a) Qualifications for District Committee Member Chairperson (DCMC)

- 1) A strong background in A.A. service; including one full two year term as DCM.
- 2) A suggested minimum of five years of current and continuous sobriety.
- 3) Must have been a voting member of District 11 for one year prior to being elected.
- 4) Working knowledge of the Traditions, Concepts, and Guidelines.
- 5) Holds no other District or Area service position.

b) Duties and Responsibilities of the DCMC

- 1) As a member of the Area Committee, passes on the Districts' conscience to the area. Responsible for District 11 reports at Area meetings, providing a written copy to the Area Secretary. Also responsible to report at all District meetings. It is suggested that the report be in written form.
- 2) Coordinates business and agenda items with other District Committee members prior to District business meetings.

- 3) Assists the District Secretary in obtaining group and District information for appropriate A.A. directories and registration. (Area, GSO, Central Offices)
- 4) The DCMC is chairman of the District Finance Committee.
- 5) Contributes to newsletters, both District and Area.
- 6) Assists the Conference Delegate as liaison between the Area and the groups of the District. Keeps the Delegate informed about Group and District business.
- 7) Chairs any sharing sessions as deemed necessary. Cooperates with the DCMs in hosting two Workshops per year.
- 8) Assists the District Committee in following Traditions, Concepts, and guidelines.
- 9) The DCMC is required to attend the following meetings:

All DCM Meetings	All District Meetings
All District Workshops	Roundtable Discussions
Pre-Conference Assembly	Post Conference Assembly
Fall Assembly	Fall Workshop
Area Committee Meetings	Pre-Assembly Workshop

2.2 District Committee Member (DCM)

The full definition of a DCM can be found in the A.A. Service Manual. Because District 11 makes use of a DCMC, the roles have been blended together to provide the vital link between the groups, the GSRs, and the Area Service Structure, including the Area Delegate to the General Service Conference. The DCMs are voting members of the Area 69 Committee. In District 11, the role of DCM is absolutely essential in maintaining and fostering support among the groups and especially their GSRs. The DCMs are the primary contact in the District for the GSR.

a) Qualifications for the District Committee Member (DCM)

- 1) A background in A.A. service as a GSR, Alternate DCM, or both.
- 2) A suggested minimum of four years of current and continuous sobriety.
- 3) Holds no other District or Area service position.

b) Duties and Responsibilities for the DCM

- 1) Each DCM, together with the Alternate, shares the responsibility of visiting their assigned groups once every ninety days.
- 2) Each DCM is requested to organize and be responsible for one workshop per year. Cooperates with the DCMC for any sharing sessions as deemed necessary.
- 3) Coordinates District business and agenda items with other District Officers prior to District business meetings.
- 4) Keeps GSRs informed about Conference activities. This includes both the General Service Conference and the Utah Area General Service Committee.
- 5) Assists and encourages new GSRs to become familiar with their duties and responsibilities.
- 6) Makes sure the GSRs are acquainted with the A.A. Service Manual, the Twelve Concepts for World Service, GSO Bulletin BOX 4-5-9, workbooks and guidelines from GSO, District and Area Guidelines, and other service materials.
- 7) Helps GSRs make interesting reports to their groups, and encourages them to bring new A.A. members to service events.
- 8) Brings Traditions problems to the attention of the DCMC at the request of their assigned groups.
- 9) Attends the same meetings as listed in the Duties and Responsibilities of the DCMC.
- 10) Responsible to report at all District meetings. It is suggested that the report be in written form and given to the Secretary.

2.3 Alternate District Committee Member (ADCM)

The Alternate DCM is a backup for the DCM. If the DCM resigns or is unable to serve for any reason, the Alternate steps in. Usually, the Alternate is elected at the same time as the DCM, by the same procedure.

a) Qualifications for the ADCM

- 1) A background in A.A. service as a GSR.
- 2) A suggested minimum of two years current and continuous sobriety.

b) Duties and Responsibilities of the ADCM

- 1) The Alternate DCM is encouraged to assist, participate, and share in the DCM's responsibilities at District and Area meetings.

2.4 District Secretary

Performs general secretarial duties; generates and maintains all necessary records required by the District.

a) Qualifications for District Secretary

- 1) A background in Home Group and A.A. service at the District level.
- 2) A suggested minimum of two years of current and continuous sobriety.
- 3) Clerical knowledge and skills necessary to fulfill the duties of the position.

b) Duties and Responsibilities of the District Secretary

- 1) Attends all scheduled or special District and DCM meetings.
- 2) Takes minutes for the DCM meeting.
- 3) Collects District business and agenda items from the DCMC and produces an agenda to be distributed at District business meetings. Optionally, emails agenda to District business meeting attendees prior to District business meetings.
- 4) Takes and reads the minutes at each District Committee meeting. Maintains a record of all draft and approved minutes. Provides copies at the DCM and District meetings.
- 5) Takes roll call at the District meeting. Provides attendance roster to the DCMC and DCMs.
- 6) Records changes to the District Guidelines.
- 7) Maintains an updated confidential mailing list of groups and District Committee members in cooperation with the DCMC and DCMs. Provides current information to the Area Registrar, GSO, and Central Offices.
- 8) Maintains all essential District files.

NOTE: The District files should begin with the immediate two years prior to the current term and then continue throughout the term. At the end of the rotation, the current files are given to the incoming Secretary and the immediate past files are put into archives. These records include but are not limited to: guidelines, meeting minutes, agendas, confidential lists, group information, financial statements, Officer, Standing Chair, and GSR reports, workshop information, and District notes about hosting Area events.

2.5 District Treasurer

The Treasurer is the guardian of the District funds and prevents misuse of District money while providing an accurate and timely accounting of income and expenses.

a) Qualifications for District Treasurer

- 1) A background in Home Group and A.A. service at the District level.
- 2) A suggested minimum of two years current and continuous sobriety.
- 3) A responsible person with basic knowledge of bank checking policies and procedures and account balancing practices.

b) Duties and Responsibilities of the District Treasurer

- 1) Attends all scheduled or special District and DCM meetings.
- 2) Participates as a member of the District Finance Committee.
- 3) Receives money collected from District meetings, Group contributions to the District, and other District income. Deposits collections into the established District 11 fund.
- 4) Maintains a written ledger, along with other proper records that tracks the date, amount, purpose and parties involved of all funds received, deposited or disbursed.
- 5) Accepts and deposits "Pink Can" contributions from groups in the District to the District 11 fund.
- 6) Tracks "Pink Can" contributions as per guideline 6.4.
- 7) Makes "Pink Can" money available on demand to the Corrections Committee.
- 8) The Treasurer prepares payments for District obligations; however, all disbursements of District funds require two signatures with the exception of petty cash.
- 9) The Treasurer is responsible to insure that each expenditure and reimbursement is within the established budget of the request.
- 10) Presents a financial report at each of the monthly District meetings. This report will include year-to-date receipts and expenditures, interim period receipts and expenditures, and current balances.
- 11) Keeps the Groups advised as to the financial status and changes coming from the Area and GSO.
- 12) Coordinates District business and agenda items with other District Officers prior to District business meetings.

3.0 District Standing Committee Chairpersons

The purpose of the District Standing Committees is to provide an effective means of carrying the message of Alcoholics Anonymous within the Fellowship as well as to the media, other organizations and professionals interested in Alcoholics Anonymous; and to agencies and institutions dealing with the treatment of alcoholism. Standing committees provide service opportunities for members of the District; lend support to individuals holding service positions and compliment service committees of the groups.

a) Qualifications for District Standing Committee Chairpersons

- 1) A suggested minimum of two years current and continuous sobriety.
- 2) A background in A.A. service appropriate to the position they stand for.
- 3) The ability to organize and work well with others.
- 4) The Corrections Chairperson must meet qualification requirements for clearance to the Davis County Jail.

b) Duties and Responsibilities of the Standing Committee Chairperson

- 1) Attends District meetings and Workshops
- 2) Encouraged to attend Area Assemblies, Area Workshops, and Area Committee meetings whenever possible.
- 3) District Standing Chairs maintain communication and coordinate service efforts with the corresponding Area Standing Committee Chairperson.
- 4) Each Chairperson should utilize the GSO Guidelines and Workbooks specific to the committee they chair.
- 5) Responsible to report at all District meetings. Suggested the report be in written form and given to the Secretary.
- 6) Encourages groups and members to participate in Standing Committee activities.
- 7) Submits a written budget request to the Treasurer prior to the District Finance Committee meeting in September.
- 8) Each Chairperson is responsible to remain within their approved budget. Any request beyond the amount approved by the District Committee must be made prior to any expenditure being made (See District Finance).
- 9) Each Standing Chair is requested to prepare a "Legacy Package" describing current activities and procedures to help familiarize subsequent Chairpersons about the position and facilitate a smooth transition after rotation.
- 10) Coordinates District business and agenda items with District Officers prior to District business meetings.

3.1 Bridging the Gap Coordinator (BTG)

Bridging the Gap provides opportunities for A.A. members interested in becoming a temporary contact to those released from hospitals and institutions who desire an assisted transition to the Fellowship of Alcoholics Anonymous.

a) Duties and Responsibilities of the Bridging the Gap Coordinator

- 1) Facilitates bridges between AA members and interested applicants within the BTG system.
- 2) Maintains an updated contact list of those wishing to participate in BTG.
- 3) Coordinates information with Area and District Standing Chairs from Corrections and Treatment.
- 4) Invited to participate in the annual Area 69 BTG workshop. Defrayment for this event can be included in the annual District budget as funds are available.
- 5) Utilizes all service material available pertaining to the Bridging the Gap program.
- 6) Educates members of the District and A.A. groups about BTG and encourages participation.

3.2 Corrections Committee Chairperson

The Corrections Committee offers members of District 11 twelfth step service opportunities of taking the message of Alcoholics Anonymous to individuals incarcerated within District 11.

a) Duties and Responsibilities of the Corrections Committee Chairperson

- 1) Participates as a member of the Area 69 Corrections Committee.
- 2) Maintains communications with authorities of correctional facilities within District 11.
- 3) Keeps the District Committee informed of Corrections Committee activities.
- 4) Distributes A.A. literature within the correctional institutions.
- 5) Cooperates in the BTG program with the BTG Chairperson and Treatment Chair.
- 6) Encourages A.A. members and groups to participate in Corrections Committee activities.

- 7) Provides Treasurer with “Pink Can” expenditure receipts.

3.3 Cooperation with the Professional Community Chairperson

The CPC Committee seeks to inform and assist individuals and organizations within District 11 who come into contact with alcoholics as a result of their occupation or services.

a) Duties and Responsibilities of the CPC Committee Chairperson

- 1) Participates as a member of the Area 69 CPC Committee.
- 2) Provides contact and information such as literature, meeting lists, etc. about A.A. to those who have contact with alcoholics through their profession.
- 3) Conducts informal surveys of the need for information among professionals.
- 4) Informs and encourages participation from A.A. members and Groups concerning CPC Committee activities.
- 5) Works closely with other Standing Chairs especially Public Information, Corrections, Treatment, and Literature at the District and Area level.

3.4 Grapevine Committee Chairperson

The Grapevine Committee informs members and non-members about the Grapevine, the International Monthly Journal of Alcoholics Anonymous, as well as other products and publications offered by Grapevine Inc.

a) Duties and Responsibilities of the Grapevine Committee Chairperson

- 1) Is a member of the Area 69 Grapevine Standing Committee.
- 2) Provides information to groups in the District about Grapevine products. Offers GrV kits to help promote use of all Grapevine publications and products.
- 3) Encourages groups to elect a GVR.
- 4) Sets up displays at District meetings and events.
- 5) Assists Groups and individuals to obtain GrV materials through subscriptions and special orders.
- 6) Works with other Standing Chairs and encourages use of Grapevine materials in other service areas such as PI, Corrections, Treatment, and CPC.
- 7) Informs groups and members how use of the Grapevine enhances sobriety, facilitates meetings, and benefits twelfth step work.
- 8) Encourages members to submit articles for publication.

3.5 Literature Committee Chairperson

The Literature Committee provides information about all Conference approved publications from A.A.W.S. whether already in print or under consideration.

a) Duties and Responsibilities of the Literature Committee Chairperson

- 1) The Literature Chair is a member of the Area 69 Literature Committee.
- 2) Orders and coordinates distribution of literature for the District Committee.
- 3) Maintains District 11 literature displays.
- 4) Remains current about the function and availability of different literature from GSO and makes this information known to District Committee members.
- 5) Displays Conference approved Literature at District Committee meetings.
- 6) Assists District Committee members to become informed about and obtain literature specific to their service position or Committee.

- 7) Encourages groups and individuals to use Conference approved literature to enhance sobriety and twelfth step work.

3.6 Public Information Committee Chairperson

The Public Information Committee assists the communities in District 11 to know and understand what Alcoholics Anonymous provides and how A.A. may be used to benefit the still suffering alcoholic.

a) Duties and Responsibilities of the Public Information Chairperson

- 1) The Public Information Chair is a member of the Area 69 Public Information Committee.
- 2) Maintains literature in areas not specifically covered by other Committees.
- 3) Provides contact with schools, businesses, government agencies, etc. in cooperation with other Standing Committees.
- 4) Makes public service announcements available to local media.
- 5) Encourages individual and group involvement in P.I. Committee activities.
- 6) Makes A.A. information available at non A.A. events such as school and community awareness programs. Facilitates speakers for non A.A. events.

3.7 Treatment Facilities Committee Chairperson

Treatment Facilities Committees are formed to coordinate the work of individual members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities.

a) Duties and Responsibilities of the Treatment Facilities Chairperson

- 1) The Treatment Chair is a member of the Area 69 Treatment Standing Committee.
- 2) Works in cooperation with local treatment facilities and shares the experience of A.A.
- 3) Makes information about A.A.'s function and purpose available to program administrators.
- 4) Assists in the formation of new meetings in treatment facilities. Provides support to existing meetings and programs. Encourages members and other groups to participate.
- 5) Coordinates the purchase and distribution of literature for meetings, groups, and individuals in treatment facilities with the Literature Chair.
- 6) Cooperates with the Corrections Chair and BTG Chairperson to facilitate "Bridges".

4.0 The Group and Its General Service Representative (GSR)

District 11 has no control nor exercises any authority over the group and its GSR. In the interest of Unity, the District invites the group to consider following established A.A. principles and Traditions in relation to other groups in the District and Area 69. The purpose of this section is to give an introduction and provide reference for the group and its GSR. By following guidelines from Conference approved literature, the pamphlet "The A.A. Group" in particular, the group may be organized to reflect the same structure found in the District and Area, and compliment the services offered by the General Service Office.

(In the following sections the information in quotations can be found in the A.A. Service Manual within chapter two, "The Group and its GSR". Otherwise, the information contained is from the District.)

4.1 Group Service

"For most A.A.s, membership in a home group is one of the keys to continuing sobriety. In a home group, they accept service responsibilities and learn to sustain friendships. The home group affords the individual A.A.s the privilege of voting on issues that affect the Fellowship as a whole. It is the very basis of the service structure. While most A.A. members attend other groups regularly, the home group

is where they participate in business meetings and cast their vote as part of the group conscience of the Fellowship as a whole. As with all group conscience matters, each member has one vote. "Group service – from coffee maker to secretary, treasurer, or chairperson – is usually the way members first experience the joy and the growth that can be derived from A.A. service." (The pamphlet, "The A.A. Group" provides extensive information on group organization and opportunities for service.)

The Long Form of Tradition Three and a section of Warranty Six, Concept 12, aptly describe what an A.A. group is. (Please refer to these materials or look in chapter two of the A.A. Service Manual)

4.2 The General Service Representative (GSR)

District 11 wishes to encourage all groups to support their GSR and enable them to attend Area 69 service functions. The most important meetings are the Area Assemblies in which the group has a voice and a vote through its GSR. Area Workshops and Committee meetings are also valuable because they enhance service efforts and group welfare. District 11 would like to invite all GSRs to participate on one of the Standing Committees within the District and/or the Area. They are also encouraged to help support District activities such as Workshops and special committees.

"The general service representative has the job of linking his or her group with A.A. as a whole. The GSR represents the voice of the group conscience, reporting the group's thoughts to the District Committee Member and to the Delegate, who passes them on to the Conference. This communication is a two-way street, making the GSR responsible for bringing back to the group, Conference actions that affect A.A. unity, health, and growth. Only when a GSR keeps the group informed, and communicates the group conscience can the Conference truly act for A.A. as a whole."

"Financial Support: Current experience indicates that many groups provide financial support for their General Service Representative to attend service functions."

(The following information is condensed or combined, but can be found in the A.A. Service Manual within chapter two. "The Group and its GSR")

a) Qualifications

- 1) The most effective GSR's have been active in group or inter-group service where they have developed a desire to serve, and encountered situations in which the Twelve Traditions have been called upon to solve problems.
- 2) Usually, the prospective GSR has at least two years of continuous and current sobriety.
- 3) They have time available for district meetings and area assemblies.
- 4) They have the confidence of the group, and an ability to listen to all points of view.

b) Duties and Responsibilities of the GSR

- 1) GSRs attend district meetings and area assemblies.
- 2) GSRs serve as the mail contact with the General Service Office, the District, and the Area.
- 3) They supply their DCMs with up-to-date group information.
- 4) They are knowledgeable about materials available from GSO and responsible for passing such information to the groups.
- 5) They learn everything they can about the Twelve Traditions and Twelve Concepts as well as other service related materials.
- 6) They usually serve on group steering committees.

- 7) They work with group treasurers to develop practical plans for group support of GSO, such as the Regular Contribution Plan and the Birthday Plan.
- 8) They participate in District and Area service meetings, and often help with planning for area get-togethers and conventions. Following these events, they make reports to their groups for the benefit of those who could not attend.

5.0 Service Meetings and Assemblies

As voting members of District 11 on the Area 69 Committee, the DCMs and DCMC are requested to attend all District and Area meetings. Other Officers, Standing Chairs, and GSRs are requested to attend all District meetings and invited to attend as many Area 69 activities as possible. All GSRs are voting members of the Area 69 Assemblies held three times each year.

5.1 District Meetings

District Committee Meetings are held monthly at a specific time and place of its own selection. Attendance at the meeting consists of all District Officers, Standing Chairpersons, and GSRs. All members of the District Committee have a voice and a vote at the District meeting. Alternates and interested A.A.s are invited to attend District meetings, but only have a vote through their GSR. The purpose of the District meeting is to provide a forum for the exchange of ideas and information among the Groups represented, District 11, Area 69, the Conference, and the General Service Office. The December District Committee Meeting held on even numbered years is called "Pass the Gavel" On odd numbered years, this meeting will conduct a District Inventory. Any AA member in District 11 is welcome to participate in the inventory. Members' conscience on decisions coming out of the inventory will be through GSR votes at District Committee Meetings.

5.2 District Workshops

Each DCM is requested to organize and be responsible for one Workshop per year. Workshops are designed to explore any service or recovery topic the District or its Workshop Committee chooses. All District Committee members are strongly urged to participate. Interested A.A.s are especially welcome and encouraged to attend. Workshops are an excellent way to learn more about the Fellowship and make new friends.

5.3 Finance Committee

The Finance Committee meets to review and establish the District budget. This committee consists of the DCMC, Treasurer, one DCM, and two GSRs. The DCMC will be the chairman of the committee. Each DCM will alternate and serve one year. The committee will meet during June for the budget review and again in September to prepare the proposed the budget for the following year.

5.4 Guidelines Review Committee

The Guidelines Review Committee is formed in April of even numbered years. It consists of the DCMC, one DCM, the Secretary, and two GSRs. All members of the District Committee are invited to make recommendations. Any revisions are discussed at the July District meeting and voted on during the August meeting.

District Elections

Elections for district officers and standing chairpersons are held during the September district meeting in even numbered years. Interim elections to fill vacant district positions are held at the beginning of the monthly district meeting.

5.5 Area 69 Meetings

Area 69 meets eight times per year. It holds three Assemblies, three Workshops, and two Area Committee meetings. GSRs have a voice and a vote at Area 69 Assemblies.

- a) Assemblies
 - 1. Pre- Conference 1st weekend of April
 - 2. Post- Conference 3rd weekend of May
 - 3. Fall-Assembly 4th weekend of September

- b) Workshops
 - 1. BTG Workshop 3rd Saturday of June
 - 2. Pre-Assembly 3rd weekend of August
 - 3. Fall Workshop 1st weekend of November

- c) Committee Meetings
 - 1. February Meeting 4th Saturday of February
 - 2. Inventory/Pass the Gavel 1st Saturday of December

5.6 Regional Functions

- a) PRAASA: The Pacific Region Alcoholics Anonymous Service Assembly. This event is held each year and hosted by one of the Areas of the Region on a rotating basis. Areas of the Pacific Region meet together and share ideas.
- b) Regional Forums: This event is typically held every other year and hosted by the General Service Office. The forum also rotates among the Areas in the Region. GSO provides information and answers questions about A.A. World Services.

6.0 District Finance

Budget requests and expenditures are to be made after considering if the costs are necessary to better carry the message to the still suffering alcoholic. All disbursements of District funds require two authorized signatures except petty cash. Those authorized to sign are the DCMs, DCMC, and the Treasurer.

6.1 Finance Committee

- a) **Membership** – The DCMC chairs the District 11 Finance Committee which consists of the Treasurer, one DCM and two GSRs. The DCM and GSRs are selected at each January District meeting. Each DCM serves for one year of each rotation.

- b) **Responsibility** – It shall be the responsibility of the District Finance Committee to formulate a proposed budget for the upcoming year to be presented at the October District meeting. Considerations for establishing the budget include forecasts for contributions and other income, operational expenses, Standing Chair activities, Workshops, and expected travel expense defrayment. The Finance Committee will also review the current years' budget each June and report any recommendations at the July District meeting.

- c) **Meetings** – The DCMC shall call a minimum of two meetings per year. One in June and the other in September for the review and creation of the District budget. Other meetings may be called as necessary by any member of the Finance Committee or at the request of the District Committee.

6.2 Budget

- a) **Prudent Reserve** – District 11 will maintain a prudent reserve equal to *fifty percent* of the current annual budget. Prudent reserve funds may only be used in emergencies for the regular and necessary expenses of carrying out the work of the District Committee. The use of Prudent Reserve funds shall require the recommendation of the Finance Committee and must be approved by a two thirds majority vote from the District Committee present at a monthly District meeting. Prudent reserve monies are to be deposited in the District 11 savings account.
- b) **Operating Fund** – The District will attempt to maintain an amount approximately equal to one quarter of the current budget in the checking account as working capital to meet current expenses.
- c) **Funding Priority** – All Operating Funds shall be used first to meet the operating expenses of the District Committee, and second to defray the travel expenses of the District Committee Members (DCMC and DCMs). Travel to Utah Area Service functions shall take priority over out-of state (Regional) events.

6.3 Income

- a) Group contributions received according to each individual group conscience.
- b) Net income from District meetings and Workshops.
- c) Contributions from individual A.A. members and A.A. related activities according to GSO guidelines.
- d) Contributions can only be accepted from A.A. members and GSO registered A.A. groups.

6.4 Pink Can

- a) All Pink Can contributions received by the District shall be deposited into the District 11 general fund.
- b) A ledger separate from other District business will be maintained and submitted at the monthly District meeting. This report will show the contributor or the expense, the dates, and the balance of the Pink Can contribution fund.
- c) An amount equal to this balance must always be available in the District 11 fund on demand to the Corrections Committee.

6.5 Operating Expenses

- a) District Officers and Standing Chairpersons may be reimbursed or forwarded funds, not to exceed budgeted amounts for the usual and necessary expenses of carrying out their duties such as postage, copying, literature, supplies, Area event registration, etc.
- b) Any expenditure that is unusual or in excess of the current budgeted amount must be approved by two thirds majority vote of the District Committee present *before the expense is incurred* and additional disbursements are made.
- c) All funding of District operating expenses shall require a full and timely accounting of expenses and receipts.

6.6 Travel Expense Defrayment – (As funding permits)

*Defrayments are to assist an individual in covering a portion of expenses while serving in a District position. As a general rule, only the DCMC and DCMs will receive travel defrayment. They are voting members of the Area Committee and requested to attend all Area meetings and Assemblies. The BTG Chairperson may receive defrayment to attend the Area 69 BTG Workshop. Those eligible for funding must check with the Treasurer **prior to any expense being made** to insure that funding is available. Those seeking defrayment may of course take a lesser amount.*

- a) **Mileage** – Travel to Area functions may be reimbursed at a rate of \$0.25 per mile after the first twenty miles.
- b) **Lodging** – Lodging may be defrayed at a rate of up to \$50.00 per night, allowing 2 nights for Area Assemblies and Workshops. One night is defrayed for Area Committee Meetings which require travel in excess of 75 miles one way. If two or more defrayed people share a room, the total defrayments paid shall not exceed the total cost of the room.
- c) **Registration** – The reimbursement is not to exceed the pre-registration amount charged by the hosting committee of the event.
- d) **Additional funding** – Re-imbusement in addition to the standard amounts may be requested from the District Committee but must be made at a District meeting prior to any expense being made.
- e) **PRAASA and Regional Forums** – First consideration should be given to the DCMs followed by the DCMC. An Officer, Standing Chair, or GSR may be selected at the option of the District Committee. The amount for either PRAASA or Forum, out of state, is set at \$250.00 per event or as funding permits.

7.0 District Elections

Elections for District Officers and Standing Committee Chairpersons takes place during the September District Meeting of even numbered years prior to the election of the Area 69 Delegate. If all positions are not filled at this time or if vacancies occur during the term, special elections for those positions will be held at the beginning of monthly District meetings.

7.1 Voting Guidelines

- a) Voting members include GSRs from registered GSO groups within District 11, District Officers, and District Standing Committee Chairpersons.
- b) Alternates, interested A.A.s, and newly elected GSRs who have not begun their term do not have a vote.

NOTE: Alternates may vote in the absence of the member they alternate for.

7.2 Term of Service

- a) **Term:** All District Officers and Standing Chairpersons serve a two year term beginning January 1st of odd numbered years to coincide with the Area 69 Conference Delegate. Any person elected for a partial term of one year or less remains eligible to stand for a full two year.
- b) **Dual Roles:** A GSR may also hold a District position as a Secretary, Treasurer, or Standing Chair, but may not serve concurrently as DCM or DCMC.
- c) **Rotation:** According to the spirit of rotation, it is generally best that no person stand for consecutive full terms in the same position.

- d) **Vacancies:** If a vacancy occurs in either a District Office or Standing Chair position, the vacancy will be filled with first consideration being given to the Alternate; provided the Alternate meets the suggested requirements of that given service position. The vacancy will be filled upon a vote of the District Committee present in accordance with District 11 Guidelines “*Election Procedures*”.

7.3 Election Procedures

The District seeks the most qualified candidate for each service position. It is beneficial to the individual and to the District that they meet certain sobriety requirements and have prior experience serving Alcoholics Anonymous. However, anyone may stand regardless of qualifications or experience

- a) Whenever possible, the September District elections, held on even numbered years, will be conducted by the Area 69 Delegate, Alternate Delegate, or a past Delegate.
- b) All interim District elections will be conducted by the DCMC.
- c) The District Committee will be given the option of having a raise of hands or a Third Legacy vote. The Third Legacy procedure may be found in the A.A. Service Manual.
- d) In a raise of hands vote, a two thirds majority is required to be elected. The vote may also be taken by ballot.
- e) Prior to the calling of each candidate, the eligibility requirements, duties, and responsibilities of the position are to be read.
- f) The order of positions to be elected will follow the same order they are found in the guidelines.
- g) Anyone standing for a District Service position will be expected to qualify themselves verbally at the time they stand. If a qualified person is unable to attend the election, 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.
- h) During the vote, the candidate will be asked to leave the room where the voting takes place.

7.4 General Qualifications for Both Officers and Standing Chairpersons

- a) Those that stand for District positions are requested to have the time, energy, and willingness to serve the District.
- b) It is suggested that all candidates have sufficient general service or practical experience appropriate to the position they may be elected to serve.
- c) Specific qualifications for each position are found under the description for each Officer and in the section for Standing Chairpersons.

7.5 Removal From Office

- a) A District Officer or Standing Chairperson may be removed from the position they hold by a two thirds majority vote from the District Committee present.
- b) District Officers and Standing Committee Chairpersons being involved in District business shall, at the resumption of the practice of drinking, resign from the position held.
- c) Any Officer or Standing Chair position may be considered open following three consecutive unexcused absences.

8.0 Guideline Changes

8.1 Amendments

- a) Proposed amendments must be written and submitted as a motion to the DCMC by a voting member of the District one week prior to the District meeting to be placed on the agenda for that meeting.
- b) All proposed amendments to these guidelines shall be discussed and voted on according to the Statement of Procedure for District Business Meetings found in the appendix of these guidelines.
- c) Guidelines amendments require a two thirds majority vote from the District Committee present.

8.2 Revisions

- a) It is suggested that a Guidelines Review Committee be formed during the April District meeting of even numbered years.
- b) This committee shall consist of the DCMC, one DCM, the Secretary, and two GSRs. The committee shall meet as necessary to complete their review and suggested changes.
- c) Any suggested revisions to the District Guidelines will be presented to the District Committee at the July business meeting.
- d) Voting on guideline revisions will take place during the August District meeting. Proposed revisions shall be discussed and voted on in the same manner as amendments.

8.3 Implementation

- a) All revisions and amendments take effect immediately after an affirmative vote by the District Committee unless otherwise noted.
- b) Changes to the guidelines will be printed and available as supplements to existing guidelines at the District meeting following the meeting during which the vote was taken.
- c) Reprinting of the entire guidelines including revisions and amendments will take place at the discretion of the District Committee. Guidelines amendments and/or revisions should be forwarded to the Area Delegate and the Area Archivist at the end of each year.

APPENDIX A

District 11 Meetings Statement of Procedure

Purpose

This Statement of Procedure is meant to provide a model in order for District 11 to conduct its business meetings in a manner which remains as informal as possible while consistent with the rights of all its participants. Additional information about procedures may be found in the Area 69 Guidelines.

1. **Chairpersons Responsibilities**

- a) The Chairperson conducts each meeting in an orderly fashion following the printed agenda.
- b) It is the Chairpersons responsibility to be fair and allow as many points of view as possible.
- c) The Chairperson may call for a “*sense of the meeting*” at any time to facilitate the proceedings.

2. **Types of Motions**

- a) Standard: These motions are used to address finance, guidelines, and elections.
- b) Procedural: These address the functions of the District Committee. Can be initiated verbally.

3. **Procedure for Motions**

- a) A motion can be made by any voting member of the District Committee.
- b) Motions should be in writing and given to the DCMC one week prior to the District meeting.
- c) The text should include a statement of the current practice and any financial impact.
- d) All motions must be read from a written copy which is then given to the Secretary.
- e) A simple procedural motion made during a meeting does not have to be written.
- f) Motions require a second for further action.
- g) The Chairperson may entertain the motion, refer the motion to committee, or table the motion.

4. **General Rules of Discussion**

- a) If the motion is entertained, a discussion follows 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.
 - 1) Address the Motion: Discussion continues until a motion is made.
 - 2) Motion to Amend: Requires agreement from the originator. Discussion then continues.
 - 3) Motion to Refer: Suspends discussion and sends the motion to a committee.
 - 4) Motion to Table: Suspends discussion until the next meeting.
 - 5) Motion to Call the Question: Ends the discussion so a vote can be taken.
- b) Those who wish to speak will wait until recognized by the Chairperson.
- c) The Chairperson may set a fixed time for each speaker and discussion of the motion.
- d) If time for the motion is exhausted, a sense of the meeting may be taken to extend the discussion.
- e) No speaker may speak a second time until all who wish to speak have had an opportunity.
- f) Good meeting etiquette requires each speaker to discuss points not previously stated.

5. **Voting Procedures**

- a) Motions pertaining to budget, guidelines, or elections require a two thirds majority vote.
- b) Motions that are procedural in nature require only a simple majority vote.
- c) The committee may decide if the vote is taken by ballot or by a raise of hands.
- d) The motion along with any text is restated by the chairperson.
- e) Following the vote, the minority opinion may speak to their opposition.
- f) The Chairperson then asks if anyone wishes to make a motion to reconsider.
- g) A motion to reconsider calls for a new vote without discussion.

No motion may be reconsidered twice.

APPENDIX B

The Twelve Traditions

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A. as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

APPENDIX C

The 6 Warranties

1. The Conference shall never become the seat of perilous wealth or power.
2. Sufficient operating funds, plus an ample reserve, should be its prudent financial principle.
3. None of the conference members shall ever be placed in a position of unqualified authority over any of the others.
4. That all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity.
5. That no conference action ever be personally punitive or an incitement to public controversy.
6. That though the conference may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the conference itself will always remain democratic in action and in spirit.

APPENDIX D

The Twelve Concepts

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole fellowship.
2. The General Service Conference of A.A. 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 A.A. – 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 Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. 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 the A.A. 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.

NOTES

UTAH DELEGATE AREA 69 - DISTRICT BOUNDARIES

