

Alcoholics Anonymous

Washington State East Area 92

District Eighteen Guidelines

PREAMBLE

District Eighteen of the Washington State East Area 92 of Alcoholics Anonymous shall always be a service body and shall protect and respect the autonomy and privilege of dissent of any or all AA groups in the district. In the course of its deliberations and discussions, the district committee shall be ever mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts, and the AA Service Manual. The district shall strive to be the true voice and group conscience of District Eighteen AA unity.

Purpose

District Eighteen is a geographical unit within Area 92 established for the purpose of communication between the groups and the area. It is from the district that motions from the groups reach the area assembly and motions from GSO and Areas reach the groups to facilitate an informed district/group conscience. A secondary purpose of the district is to be a place of communication and exchange of ideas among the groups regarding our primary purpose. Finally, the district strives to inform and educate the groups about our Third Legacy of Service.

Section 1

District Structure

A. District Committee Membership

The district committee is comprised of:

1. One District Committee Member (DCM) and one Alternate District Committee Member (Alt. DCM).
2. The elected *General Service Representative (GSR)* from each group in the district.
3. The secretary, and treasurer of the district.
4. The chairs of each standing committee within the district.

B. District Committee Meetings

1. The district committee meets on the first Sunday of each month at 5:30 PM at the First Presbyterian Church (Basement) located at 501 Main Street, Waitsburg WA 99361. If a date conflict occurs, all district committee members will be sent an e-mail with the date change.
2. The location of the district meeting may rotate throughout the district at the invitation of individual groups.
3. District meetings are non-smoking meetings and do not serve as an AA meeting for court satisfaction.

C. District Committee Participation

1. On matters brought to the District Committee for vote that have the potential of affecting AA beyond the purview of District 18 up to and including AA as a whole, only the *GSR's* present at that meeting shall have a vote.
2. On all other matters, all District Committee Members shall have a vote
3. All those present i.e.; *GSR's*, other committee members and visiting members of AA shall be heard during discussion of all matters brought before the committee.
4. The term of service for all District Committee members is two consecutive years, however any member may make him/her self available for subsequent terms at their discretion, subject to vote. Except for the District Archivist who's position is non rotating and should serve for a minimum of 5 years.
5. Any meeting protocol, not covered in this document, shall be governed by Area 92 Guidelines and subsequently by Roberts Rules of Order.

D. District Standing Committees

Archives

Corrections
Grapevine and Literature
Hotline Service
Public Information and Cooperation with the Professional Community
Treatment Facilities Committee
Others as required

Section II

District Committee Procedures and Positions

A. District Elections

Qualifications for each position are outlined in the *AA Service Manual*.

1. District elections shall be conducted using the Third Legacy procedure outlined in the *AA Service Manual*.
2. Each group in the district should elect a *GSR* and an *Alternate GSR* from its group membership for a term of two (2) years.
3. The elected *GSR*'s present at the December meeting will elect (1) *District Committee Member (DCM)*, (1) *Alternate District Committee Member (Alt DCM)*, and (1) *District Secretary*, in December of each odd numbered year. All other *District Committee* members will be elected in each even numbered year. Their term of service shall be two (2) years beginning on January 1st of the next year. Those available and nominations will be accepted at the November meeting.
4. Because of the validity of the spiritual principle of rotation, no district trusted servant should serve more than one term. The one exception is the *District Archivist*, who holds a non-rotating position and should serve a minimum of 5 consecutive years.
6. The *District Secretary* shall notify, in writing or email, the area chairperson and the area secretary of the name, address, and phone number of the new *District Committee Member(s)*, and *Alternate District Committee Member(s)*.

B. The General Service Representative (GSR)

The General Service Representative (GSR) has the job of linking his or her group with AA as a whole. The GSR represents the voice of the group conscience, reporting the group's wishes to the District Committee Member (DCM), who passes them on to the area and the delegate for submission to the Area 92 assembly and the General Service Conference. The GSR also reports to his or her group information from the district committee. In the spirit of autonomy, the district committee will have no input in the selection of group GSR's. However, if disruption or lack of participation becomes an issue in the district meetings, the DCM will attend that represented group's next business meeting and present the circumstances. Resolution will remain the purview of that autonomous group.

1. The GSR's shall provide to their home group treasurer the address of the District Treasurer for district contributions to be mailed.

C. The District Committee Member (DCM)

The qualifications of the District Committee Member are outlined in the AA Service Manual. The DCM is elected as above. The purpose of the DCM is to carry the collective group conscience of the AA groups in the district to the area committee.

Among the two-way communication responsibilities of the DCM are:

1. Holding regular meetings of all GSR's in the district.
2. Representing the district at the area quarterly and assembly meetings and sharing experiences, ideas, and problems in the district with the appropriate area representatives.
3. Receiving information at the area quarterly and assembly meetings to take back to the groups from the delegate, other area officers, and special committee chairpersons about GSO, the General Service Conference, and various area activities.
4. Presenting motions from the groups to the area. This process is outlined the area guidelines.
5. Assisting the delegate in obtaining group information in time to meet the deadline for appropriate AA directories.
6. Keeping GSR's informed about conference and area activities.
7. Speaking to groups, new and old, on the responsibilities of general service work.

Reasonable expenses for travel, mailing, telephone costs, etc. will be reimbursed by the district treasurer upon presentation of valid receipts. Expenses are reimbursed or advanced in accordance with available funds as approved by GSR's at District meetings.

D. The Alternate District Committee Member (Alt. DCM)

The Alternate District Committee Member is a backup for the District Committee Member. If the latter resigns, or for any reason is unable to serve, then the alternate steps in. The Alt. DCM is elected at the same time as the DCM in the manner described above.

1. The Alt. DCM is encouraged to assist, participate, and share in the DCM's responsibilities, attending district and area meetings when feasible.
2. The Alt. DCM's expenses (mileage, room, meals and registration), subject to receipt verification, are reimbursed for any attendance where he/she is acting on behalf of the DCM, or that attendance has been requested by the District Committee.
3. The Alt. DCM is encouraged to share in speaking to groups.

E. The District Secretary

The secretary keeps accurate and complete minutes of each district committee meeting. These minutes are to be e-mailed to all district committee members as soon as possible, and in all cases before the next scheduled district business meeting. Extra copies will be made available at the district business meeting.

The secretary:

- a). Maintains a list of participating groups and GSR's in the district, with contact information.
- b). Will give to Archives the District business meeting minutes, group reports, committee reports, and anything over two (2) years old.
- c). Will be responsible to update, print and make available the district guidelines to any member of Alcoholics Anonymous who requests them.

F. The District Treasurer

The treasurer receives and disperses all District 18 moneys.

1. A monthly accounting of all receipts and disbursements will be made to the district committee at its regular meeting for the prior calendar month.
2. The treasurer disburses payments for reasonable expenses. The district committee entrusts the treasurer with the stewardship of district moneys and relies upon his/her prudent judgment in determining the disbursement of funds for reasonable expenses.
3. The treasurer will provide the GSR's with a mailing address for District contributions to be mailed from the Home Groups.
 - a). All disbursements will fall into one of two categories:
 1. **Housekeeping Items** - These are expenses paid at the discretion of the treasurer when determined, by the treasurer, to be reasonable. Expenses

in this category are:

- The secretarial expenses for printing and distribution of district minutes, attachments and district guidelines.
- Maintenance of checking account.
- Telephone bill when presented.
- Archival expenses when requested by receipt of the Archivist
- Literature expenses when requested by receipt of the Literature Chair
- Receipted travel expenses for the DCM for job description related travel.
- Receipted travel expenses for the Alternate DCM when functioning on behalf of the DCM.

2. Non-Housekeeping Items - These are expenses paid by the treasurer when authorized by the district committee at a scheduled district committee meeting. Expenses in this category are:

- All housekeeping expenses where the treasurer cannot determine reasonableness.
- All advances for travel expenses.

G. District Standing Committees

1. District Standing committee members are elected as stated in Section II, Sub-section A., items 1, 3 and 4 of the District 18 Guidelines. Each standing committee chair should attend the monthly district meetings and provide a written report of their committee's activities.
 - Each new committee chair will coordinate with the outgoing chair to maintain continuity of on-going activities.
 - Each new committee chair will establish and maintain contact with their Area 92 counterpart. This can be accomplished by telephone, email, teleconferencing, or where possible in person.
2. District standing committee chairs are encouraged to attend Area 92 quarterly meetings for their particular committee. If reimbursement is required, the request must be made to the district committee prior to the expense being incurred.

H. The District Archivist (and archives committee)

The District Archivist compiles and maintains a history of the district. The Archives Committee follows the guidelines set down by GSO, to the extent practical. The Archivist is a non-rotating position. Preferably the Archivist serves at least 5 years and newly elected archivist comes from a past committee member.

I. The Grapevine and Literature Committee (Gv/L)

The Grapevine and Literature Committee shall adhere to the Gv/L Workbook to guide its activities.

1. The committee meets regularly to determine the best way to distribute literature within the district and to encourage participation in our "meeting in print" by subscribing to the Grapevine.
2. The committee chair submits written reports to the district committee on a monthly basis.

The chairman is responsible for the district literature supply and will have that supply, or a list of contents at all district meetings. If the chair is not available a committee member will provide this service.

J. The Public Information and Cooperation with the Professional Community Committee (PI/CPC)

The PI/CPC committee, using the appropriate workbooks as guides, strives to carry our recovery message to non-AA groups i.e.; School, health fairs, etc. and to cooperate with doctors, lawyers, ministers, law enforcement officials and other professionals.

K. The Correctional Facilities Committee

The Corrections Committee is charged with carrying our message to jails and correctional facilities where alcoholics may be held. The main purpose is to provide open meetings and literature to men and women unable to attend regular meetings on the "outside".

L. The Treatment Facilities Committee

The Treatment Committee is charged with carrying our message to treatment facilities and other institutions where alcoholics may be. The main purpose is to provide open meetings and literature to men and women unable to attend regular meetings on the "outside".

I. Hotline Service Committee

1. Responsible for recruiting AA's willing to be available for 12 step calls, updating the answering service list and maintaining contact with answering service provider.
2. Reporting to the district committee monthly.
3. The chair person will be reimbursed for all costs in maintaining the hotline service, i.e.; posters, flyers, etc.

Section III
Guideline Amendment Procedure

1. Proposed amendments to these guidelines will be accepted from any current or past district committee member and shall be submitted in writing to the District Committee Member (DCM), with a copy to the district secretary.
2. The DCM shall include the proposed amendment on the agenda of the next district committee meeting, and an affirmative simple majority vote of the district committee recommends the amendment be submitted to the AA groups for their groups conscience.
3. At the next district committee meeting, the DCM shall distribute the proposed amendment to all participating GSR's and request that each GSR take a group conscience on the proposed amendment and be prepared to report that conscience at the next regular district committee meeting.
4. A two-thirds approval by the groups reporting at the next district committee meeting shall constitute the adoption of the amendment.