

# **District 8 Handbook**

# **Alcoholics Anonymous**

July 2023

## Overview

District 8 is made up of AA groups within the boundaries as set by Area 52 (see Appendix 1: Map of Area 52 and Districts).

**Area 52 Website** is [aanorthdakota.org](http://aanorthdakota.org). All meetings are not listed only those registered with GSO as groups.

AA has been called an upside down organization as the groups are on top and the trustees at the bottom. The AA groups today hold ultimate responsibility and final authority for our world services. In Concept II, Bill W. made it clear that the groups “delegated to the Conference complete authority for the active maintenance of our world services and made the Conference the actual voice and effective conscience for our whole society.”

The following trusted servants are elected by the District Committee to serve two-year terms.

1. District Committee Member (DCM)
2. Alternate District Committee Member
3. Secretary
4. Treasurer
5. Public Information/Cooperation with the Professional Community (PI/CPC) Chair
6. Hospitals & Institutions (H&I) Chair

## Spirit of Rotation

In the spirit of rotation, it is suggested that an elected Chair rotates out of their role after serving a full two-year term.

If a Chair is vacated in the middle of a term that Chair is able to be filled by anyone meeting the District’s suggested sobriety and service requirements who is willing to stand. If more than 1 person is willing to serve the vacated Chair then a special election will be held as Agenda Item 1 at the first District Meeting following that Chair’s vacancy.

## Responsibilities of District Chairs

**All Elected District Chairs attend all district meetings which are held on the third Sunday of every other month, odd months.**

Provide written and verbal reports at District 8 meetings. Reports should include a list of any/all recent past and future activities since the last report.

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

- DCM – District Committee Member – essential link between the group GSR’s and the Area Delegate.
- Responsible for facilitating the district meetings and attend all meetings. If not able to, contact the Alternate DCM.
- Establishes District Meeting agenda and brings printed copies to District Meetings.
- Serves as cosigner on District 8 checking accounts.

- Visit all the meetings in the district twice a year. Take a car load of people with you. The District pays for your mileage to do this. Invite them to the District meetings.
- DCM is encouraged to send a reminder to all the GSR's when the next district meeting is held to increase participation.
- If the District is in need of funds, the DCM visits with the groups and talks about self-support, if needed. Also asks GSR's to take this information back to their groups.
- The District pays for DCM expenses for Area Assemblies. **The district reimburses DCM 35 cents per mile for DCM travel, plus food and lodging.**
- Also, encouraged to attend WCRAASC and Forum which District also pays expenses for.
- Learn voting process. Minority opinion.
- DCM puts in "Change of Group Information" form for outgoing DCM. These can be sent into the Area Secretary, via aanorthdakota.org and GSO.
- Attend Area Assemblies as DCM – 3 per year, they are the third weekend in March (rotates between Bismarck and Minot, Bismarck has odd years, Minot has even years), first or second weekend in June, and the third one follows the state roundup which is usually held the third weekend in September.
- At the Area Assembly – the DCM goes to the Area Committee meeting in the morning, and they will ask if your district has any concerns you would like to share with them. Also, find out which committee you and the GSR's present will serve on for the next 2 years. Area Chair has this information.
- Prepare a written report to present to the assembly and give a copy to the Area Secretary. This basically is a report of the events going on or any concerns in the district. Bring any fliers with of events as well.
- Report back to district what happened at the Area Assemblies. Touch on the points that you feel are important.
- Make sure all the GSR information is updated to the area and GSO.

### **Alternate District Committee Member**

- The Alternate DCM will need to fulfill the duties of the DCM in the event the DCM is unable to perform them. (See DCM.)

### **Secretary**

- The District 8 Secretary is responsible for keeping a log of District Meetings through meeting minutes, group/committee report forms, etc.
- Distributes District Meeting minutes to District 8 Committee Members via email no more than one week after District Meetings and brings printed copies to District Meetings.
- Maintains District 8 GSR and Committee Chair contact list.
- Records all passed actions from District Meetings separately from District Meeting minutes.
- Keep a hard copy of past minutes, agenda, treasurer's report and any written proposals or motions that are brought to the District 8 committee. This information will be available for reference at each business meeting. All new material will be added as it becomes available.

- In the event of the secretary's absence, materials should be printed prior to the meeting so that they can be brought by another member. Also, there needs to be someone else to take meeting minutes.
- Outgoing secretary – provide templates for the minutes, the agenda, the contact list and the group/committee report form.

### **Treasurer**

- The District 8 Treasurer maintains the district's checkbook(s), bank account(s), and balance sheet(s).
- Receives submitted contributions and deposit them in a timely manner, no more than 1 month between deposits.
- Pays all approved District 8 bills and reimbursements. Is a signer on the districts regular and roundup checking accounts.
- Provides written and verbal reports at District 8 meetings of the Districts current financial position including a list of all transactions since the last report and any discrepancies.

### **Public Information/Cooperation with the Professional Community (PI/CPC) Chair**

- The District 8 PI/CPC Chair provides information about A.A. to the public and those who have contact with alcoholics through their profession. This includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, government officials, as well as those working in the field of alcoholism, etc. Information is provided about where we are, what we are, what we can do, and what we cannot do.
- Is responsible for keeping the District 8 meeting list updated and have meeting schedules available for all the groups.
- Serve as a resource for the local media, emphasizing AA Traditions of anonymity, singleness of purpose and non-affiliation, as well as offering A.A. public service announcements to radio and television stations.
- Responsible to update the page within the aanorthdakota.org website with information the District deems necessary. Example: Date, time of next meeting, Treasures address, etc.

### **District Hospitals and Institutions (H&I) Chair**

- Is the contact for the District 8 Hotline and sends all group changes to the hotline. Gets a contact list of AA members to give to Hotline. At least one year of sobriety to be on the hotline list.
- Sets up the schedules for the jail meeting and the prison meeting, when applicable.
- Gets a list of AA members that are interested in taking meetings into jail and prison meetings.
- H&I chair is the contact person for the jail and prison.
- Finds members to share at places that may ask for speakers.

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

- The most important of the group's trusted servants may be the General Service Representative (GSR). The GSR is elected by the Group and represents the Group by carrying the concerns of the Group to the District and Area and bringing information back to the Group from the District and Area. The GSR is the link between the Group and AA as a whole. The GSRs of District 8 along with elected Chairs make up the District Committee.
- General Service Representatives (GSR) in attendance at District Meetings will give a report for their group including but not limited to:
  - Updates on attendance
  - Changes in group information like meeting time, location, etc.
  - Requests their group may have of District 8 or Area 52
  - Report any problems their group may be experiencing
  - Share any successes their group may be having
- New District 8 Chairs & GSRs
  - In order to make the transition as seamless as possible and in AA's spirit of rotation, rotating District Chairs will work with the incoming chairs on their trusted servant positions. Outgoing Chairs shall pass along all relevant information from their term as Chair to the incoming Chairs.

## Finance

### Prudent Reserve & General Funds

- District 8 maintains a Prudent Reserve only as a means to rebuild the treasury in the event of depletion.
- **Prudent Reserve: \$2,500.00 in District 8 checking account and \$500.00 in District Roundup account.**
- District 8 is supported by contributions from the individual groups that comprise its membership. It is the responsibility of the groups to contribute to District at a level they see fit. It is also the group's responsibility to contribute to Area and GSO at a level they see fit.
- It is not the responsibility of District 8 to make the groups contributions to any of the other entities. All contributions made to District 8 will be considered a contribution to District 8 only.

## Elections

### District 8 Elections

- District 8 Elections are decided by a simple majority (51%) of the District Committee.
- Elections are held in September of even years and newly elected Chairs assume new positions officially in the following January.
- Any Officers or Chairs who wish to be elected are encouraged to be present to be nominated or to stand for a position at the time of the election.
- It is suggested that when multiple nominees are standing for a position, they briefly present their qualifications for that position.

### District 8 Voting

Votes for District 8 elections, actions, or other situation requiring a vote are allocated 1 per District Committee member in attendance.

Voting Committee Members include:

- District 8 GSRs or selected alternate
- District 8 Committee Chairs or selected alternate

### **Robert's Rules: A Brief Guide to District Meeting Procedures**

The function of rules of procedure is to make it possible for the District to carry out its responsibility in a reasonable amount of time and to arrive at the effective group conscience of the body. The District Meeting is generally best served with as few rules as possible to allow it to do its business. Some basic rules are:

**MOTION:** Any motion made must be followed by a second in order for discussion to proceed. In order for a motion to carry a simple majority will be needed at the District Meeting.

**SECOND:** A motion from the floor must have a Second in order to be considered. Without a Second, a motion "dies."

**THINGS THAT CAN HAPPEN TO A MOTION:** After a motion is made and seconded, discussion and possible vote follows. However, a secondary motion to the original motion may also be made. Such motions are:

- **To Amend:** A motion to amend requires a second and then is followed by discussion and vote. Discussion of the original motion then resumes (with a possible amendment).
- **To Postpone:** A motion may be made to postpone a motion being considered. Such a motion requires a second and if passed the motion may be postponed until a definite time or may be postponed "indefinitely", which in effect kills the motion. A motion may also be "tabled" until the next meeting, but then will require a motion to "take it off the table", or the motion will then die. A motion can be referred to committee by a motion made and passed by the Assembly

**CALLING THE QUESTION:** At any time during discussion, a motion can be made to vote immediately (calling the question). Such a motion is not debatable, but requires a second. A motion to call the question requires a 2/3 vote for passage. If the motion to call the question passes, a vote is taken immediately on the motion under consideration.

**MINORITY OPINION:** After a vote on an issue, the chair asks if the minority wishes to speak. Only those who voted in the minority may speak at this time. The Chair then asks, "Do I hear a motion to reconsider?" Only someone who voted in the majority may make a motion to reconsider, and the motion requires a second. If the motion to reconsider is passed, discussion and vote will follow, but discussion is limited to new considerations of the question under debate. After a second vote, the action cannot be considered again.

**REACHING DECISIONS...VOTING:** If discussion on a matter signifies considerable favor, the chairperson may ask, "Is it the sense of the meeting that this motion be adopted?" If there is no objection, the motion is considered passed. Voting may be done by voice vote, where the chair will ask for ayes and nays and then will declare the vote for or against. If someone disagrees with the count, or if the voice vote is not conclusive, the chair must then ask for a show of hands or a standing vote, with an actual count being taken.

Generally, motions are decided by a majority vote, except in manners that limit or close debate which requires a 2/3 majority (such as a motion to call the question).

While all AA members may take part in discussion... motions, seconds, and voting are limited to acting GSRs or Alternates and District Committee Chairs.

## **Appendix 1: Map of Area 52 and Districts**

