

District 13 Service Handbook

Area 52

Alcoholics Anonymous

Contents

Purpose of District 13 Service Handbook	2
Overview and who can vote at District Meetings	2
Suggested Sobriety & Service Requirements for Service	3
Responsibilities of District Chairs	4
Committee Meetings	7
Assembly Attendance	8
Finance	8
Elections	9
Robert’s Rules: A Brief Guide to District Meeting Procedures	9

Purpose of District 13 Service Handbook

District 13 exists to serve the members of Alcoholics Anonymous who reside within it, and to aid them in carrying the message of A.A. to the still suffering alcoholic. The primary purpose of this handbook is to aid the new GSR in their service to their group and district. Another main purpose of this service handbook is to clearly define the minimum requirements of service that the group conscience of District 13 has established, making sure such authority invested in those servants is well defined and limited in scope. According to Concept Ten; *Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.*

The Principle of Rotation of Service laid out in Tradition Two warns of any group becoming dependent on a single individual. The Service Handbook is a democratizing document that will enable each person to have the same level of knowledge, thereby eliminating the threat of one person dominating the will of the group conscious. This will also reinforce the spirit of Tradition Twelve, making sure the principles laid out by the group conscious are beyond the reproach of any one person, or small group of individuals. Thereby making sure principles due in fact come before personalities.

There are also some real-world nuts and bolts reasons for the handbook as well. Chapter Two of the "A.A. Service Manual combined with the Twelve Concepts for World Service" lays out the minimum suggestions for a district's structure. However, there are district specific positions, and responsibilities that are beyond the scope of the "A.A. Service Manual." This document also exists to fill in those service structure gaps.

This document can be amended over time, as the group conscience of District 13 sees fit.

Overview and who can vote at District Meetings

District 13 is made up of AA groups within its boundaries.

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. Groups in District 13 that are registered with G.S.O, each having one vote at District meetings. If a registered Group's GSR cannot attend a District meeting, then their Alternate GSR can vote. If neither the GSR nor the Alternate GSR can attend, then a designated representative for that Group can vote. If a Group's GSR also has a voting committee chair position at District, that person only gets one vote.

The GSRs of District 13, the elected standing committee chairs, the DCM, and Alternate DCM form the District Committee.

The following trusted servants are elected by the District Committee to serve two-year terms, and their voting status is indicated.

1. District Committee Member (DCM) (Non-voting, unless there is a tie on a motion)
2. Alternate District Committee Member (Non-voting)

3. Secretary (Voting)
4. Treasurer (Voting)
5. Web Administrator (Voting)
6. Archives Chair (Voting)
7. Answering Service Chair (Voting)
8. Literature Chair (Voting)
9. Public Information/Cooperation with the Professional Community (PI/CPC) Chair (Voting)
10. Treatment/Institutions (Voting)
11. Men's Corrections (Voting)
12. Women's Corrections (Voting)

Suggested Sobriety & Service Requirements for Service

For the following District Committee Chairs it is suggested to have 4 years of continuous sobriety and 1 years of service in the AA Service Structure (GSR, District, Area, etc.):

DCM

Alternate DCM

Secretary

Treasurer

For the following District Committee Chairs it is suggested they have 1 year of continuous sobriety:

Web Administrator

Archives Chair

Answering Service Chair

Literature Chair

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

Treatment/Institutions Chair

Men's Corrections Chair

Women's Corrections 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. Elected chairs rotating out of a full two-year term can be elected to serve as Chair of a different committee. If a Chair has taken on the responsibilities of a committee during the second year of a term, that Chair is able to stand or be nominated to that same Committee at the next election for a full two-year term.

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

Responsibilities of District Chairs

All Elected District Officers & Chairs will attend all District Meetings and provide reports at District 13 meetings. Reports should include a list of any/all recent past and future activities since last report, use of funds, and any items that call for additional input from the District Committee or use of District 13 funds. If an elected District member does not attend for two consecutive months, the DCM will contact them before the third month to see as to why. If they do not attend for a third consecutive month they will be considered to have resigned from their position and a replacement will be selected for the remainder of their term.

District Chairs are allowed to create their own Committees, comprised of members of Alcoholics Anonymous, for the purposes of better fulfilling their obligations to the member Groups of District 13.

District Committee Member (DCM)

The DCM is our link with Area 52. The DCM's responsibility is to serve as a representative of District 13 and to act in the best interest of AA as a whole. Below is a list of the core requirements of the DCM position, this list is not all inclusive, and can include items not listed, but arise as needed for District 13.

1. Serves as the Chair of District Meetings.
2. Attends all Area 52 Assemblies to:
 - Give the District 13 report to the Area
 - Obtain the Area 52 Assembly report and relay it at the District Meeting following an Assembly
 - Serve on selected Area 52 Committees
3. Serves as an authorized agent to sign District 13 contracts.
4. Connects with registered District 13 groups to encourage attendance at District Meetings and offer District 13 services.
5. Serves as cosigner on District 13 checking account.

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.

Secretary

The District 13 Secretary is responsible for keeping a log of District Meetings through meeting minutes, group/committee report forms, etc.

Distributes District Meeting minutes to District 13 Committee Members via email.

Maintains District 13 GSR and Committee Chair contact list.

Treasurer

The District 13 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 13 bills and reimbursements.

Maintains all District 13 contracts, public and private and serves as an authorized agent to sign contracts.

Provides written and verbal reports at District 13 meetings of the district's current financial position including a list of all transactions since the last report and any discrepancies.

In the event the DCM and Alt. DCM are absent, Treasurer will be responsible for conducting the District Committee Meeting.

Web Administrator

The Web Administrator maintains District 13's web page grandforksaa.org. They also maintain District 13's meeting list. Meeting lists include and are limited to all A.A. meetings conducted by groups listed with GSO.

Archives Chair

The District 13 Archives Chair is responsible for collecting, organizing, and preserving the records pertinent to the history of Alcoholics Anonymous in District 13.

Answering Service Chair

The District 13 Answering Service Chair is responsible for ensuring the District 13 Alcoholics Anonymous phone number (701-330-4339) is active and can service people seeking help or information about AA.

Literature Chair

The District 13 Literature Chair is responsible for managing District 13 conference-approved literature which includes maintaining inventory (books, pamphlets, etc.) according to demand and availability of funds, ordering literature for District 13, and assisting groups and members of District 13 acquire the literature they seek.

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

The District 13 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, industrial managers, government officials, as well as those working in the field of alcoholism, etc. While doing this the PI/CPC Chair will represent to the best of their ability Tradition Eleven's principle of anonymity at the level of press, radio, and film.

Treatment/Institutions Chair

The District 13 Treatment Centers Chair is responsible for carrying the message of Alcoholics Anonymous to treatment facilities in District 13. This may include hospitals, halfway houses, treatment centers, etc.

North Dakota State Roundup Chair

The chair of the North Dakota State Roundup will be selected no later than one year before the State Roundup is in Grand Fork, as established by Area 52's rotating State Roundup schedule. The Roundup Chair will be responsible for forming a committee that will plan and execute all the duties needed for the State Roundup to occur.

Spring Picnic Chair

Each June, on a Saturday close to A.A. Founder's Day (June 10th) District 13 will have a picnic. This has been traditionally held at Lincoln Park. The District Committee will vote on a chairperson for this committee in February. The Spring Picnic Chair will then form a committee to perform all necessary functions to carry out the Spring Picnic.

Fall Banquet

Each November the District will have a Fall Banquet. The District Committee will vote on a chairperson for this committee by May of each year. The Chairperson will then create a Fall Banquet Committee to perform all necessary function to carry out the Fall Banquet.

Alcathon Chair

Starting on New Year's Eve and lasting until New Year's Day the District will have an Alcathon. This has historically been held at the Antenna Building, but if the need were to arise it could be held else wear if the District Committee deemed it necessary. Each October the District Committee will vote on a chairperson for this committee. During the Alcathon there will be meetings every two hours hosted by different groups in District13.

Committee Meetings

District Meetings are held on the first Thursday of the month at 8pm. District Meetings have historically been held at the Antenna Building, but if the need were to arise, they could be held else wear if the District Committee deemed it necessary.

District Meetings follow Robert's Rules of order as a guide for their proceedings. (See Robert's Rules: A Brief Guide to District Meeting Procedures)

The DCM serves to keep the meeting on agenda and ensure proper meeting procedure is being followed.

Special Committees

In the interest of District 13, there may be some non-permanent, special committees which need to be formed and have a Chair elected. Examples of a special committee may include but are not limited to State Roundup, Spring Picnic, Fall Banquet any Regional or National Conferences hosted by District 13, etc. After a Special Committee has been formed and a Chair selected, that Committee will be on the District Meeting agenda and the Chair for that Committee will be responsible for giving a Committee report at each District Meeting for the duration of the Special Committee. After an event conducted by a special Committee is complete, a final report from the Committee Chair must be delivered no later than the second District Meeting following the completion of the event at which time the Special Committee will be dissolved.

Special Committee Chairs or alternatives do not receive a vote on the District Committee.

Committee Reports

Each Chair is responsible for considering and reporting on any agenda items assigned to them and their committee for that committee's suggested purpose. A Chair may simply discuss ideas and report these

at the District Meeting for input or suggestions or make specific recommendations that they wish the District Committee to act upon.

GSR Reports

General Service Representatives in attendance at District Meetings will turn in a written report, or email a report to the secretary, for their group including but not limited to the following.

- Updates on attendance
- Changes in group information like meeting time, location, etc.
- Requests their group may have of District 13 or Area 52
- Report any problems their group may be experiencing
- Share any successes their group may be having

New District 13 Chairs & GSRs

Outgoing Chairs shall pass along all relevant information from their term as Chair to the incoming Chairs.

Assembly Attendance

District 13 will reimburse the cost of 1 member, usually the DCM (or Alternate DCM, or District 13 Secretary, or District 13 Treasurer) to attend Area 52 Assemblies. Typically, reasonable costs include 2 nights lodging, prudent meal spending, and mileage reimbursement according to the State of North Dakota reimbursement rates. District 13 attendee must submit all associated receipts. Additionally, District 13 shall reimburse the DCM or Alt DCM for the West Central Regional Service Conference (WCRSC) and Regional Forums.

Finance

Prudent Reserve & General Funds

District 13 maintains a Prudent Reserve only to rebuild the treasury in the event of depletion. Any use of District 13 General funds that is not pre-approved must be approved by a simple majority of the District 13 Committee.

Group Contributions & Contributions to the Entities

District 13 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. (A commonly suggested split of contributed funds is 50% to District, 25% to Area, and 25% to GSO.)

Elections

District 13 Elections

District 13 Elections are decided by a simple majority 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 must 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.

For the election of the DCM when there are two people running, the candidate receiving less votes will become the Alternate DCM. If there are more than two people running, a second election for all candidates not receiving the most votes will be held for the position of Alternate DCM.

Any action or recommendation brought forth at a District Meeting which the District Committee feels requires further input from District 13 groups should be tabled until the following District Meeting. This is to ensure the District Committee allows for thoughtful contemplation and feedback by its member groups before a vote is conducted.

Robert's Rules: A Guide to District 13 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. For a motion to carry a simple majority will be needed at the District Meeting, unless otherwise noted so in the District's Service Manual.

SECOND: A motion from the floor must have a Second 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.

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 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, "All those in favor say Aye" 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 simple majority vote.

While all AA members may take part in discussion; motions, seconds, and voting are limited to voting District 13 Committee Members.