

The AA Service Handbook District 13 North Dakota

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A. 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 General Service Representative (GSR) in their service to their group and to the District. Another purpose of this handbook is to clearly define the minimum requirements of service that the group conscience of District 13 has established, ensuring that the authority entrusted to those servants is well defined and limited in scope.

In keeping with Concept Ten, every service responsibility should be matched by an equal service authority, with the scope of such authority clearly defined.

The Principle of Rotation of Service, as outlined in Tradition Two, warns against any group becoming dependent on a single individual. This handbook serves as a tool to help ensure continuity of service by making information available to all who serve, thereby reducing the risk of any one person or small group dominating the group conscience.

This also supports the spirit of Tradition Twelve, ensuring that the principles established by the group conscience remain paramount, and that principles always come before personalities.

In addition to its spiritual foundation, this handbook serves a practical purpose. While the A.A. Service Manual outlines the general structure of service, District 13 has specific responsibilities and positions unique to its needs. This handbook helps define those roles and responsibilities more clearly.

District 13 is committed to providing a safe and respectful environment for all members and guests. Behavior that is disruptive, threatening, or disrespectful to others or property may result in the individual being asked to leave the meeting or event. Decisions will be made through group conscience, guided by AA Traditions, with the goal of preserving unity and safety for all.

This document may be amended over time as the group conscience of District 13 sees fit

B. Overview and Who Can Vote at District Meetings

District 13 is made up of A.A. 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 that group by carrying its concerns to the District and Area, and by bringing information back to the group from the District and Area. The GSR serves as the link between the group and A.A. as a whole.

Groups in District 13 that are registered with the General Service Office (G.S.O.) each have one vote at District meetings. If a registered group's GSR is unable to attend a District meeting, the Alternate GSR may vote. If neither the GSR nor the Alternate GSR is able to attend, a designated representative from that group may vote.

If a group's GSR also serves as a voting committee chair at the District level, that individual is still entitled to one vote only.

The GSRs of District 13, along with the elected standing committee chairs, the District Committee Member (DCM), and the Alternate DCM, make up the District Committee.

The following trusted servants are elected by the District Committee to serve two-year terms, with voting status as indicated:

1. District Committee Member (DCM) (*non-voting, except in the case of a tie*)
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 Chair (*voting*)
11. Men's Corrections Chair (*voting*)
12. Women's Corrections Chair (*voting*)

C. Suggested Sobriety & Service Requirements

For the following District Committee positions, it is suggested that individuals have four **(4) years of continuous sobriety** and at least one **(1) year of service experience** within the A.A. service structure (GSR, District, Area, etc.):

- District Committee Member (DCM)
- Alternate District Committee Member (Alternate DCM)
- Secretary
- Treasurer

For the following District Committee positions, it is suggested that individuals have one **(1) year of continuous sobriety**:

- Answering Service Chair
- Archives Chair
- Literature Chair
- Men's Corrections Chair
- Public Information/Cooperation with the Professional Community (PI/CPC) Chair
- Treatment/Institutions Chair
- Web Administrator
- Women's Corrections Chair

These suggestions are offered to help ensure that trusted servants have sufficient experience and stability in recovery to effectively carry out their responsibilities, while remaining mindful that **the group conscience of District 13 is the final authority in all service matters.**

D. Responsibilities of District Chairs

All elected District Officers and Chairs will attend District meetings and provide reports at District 13 meetings. Reports should include a list of any and all recent past and upcoming activities from the last report, the use of District funds where applicable, and any items that call for additional input from the District Committee or require the use of District 13 funds.

If an elected District member does not attend for two consecutive months, the DCM will contact them prior to the third month to determine their ability to continue serving. 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 to serve the remainder of the term.

District Chairs are allowed to create their own committees, comprised of members of Alcoholics Anonymous, for the purpose of better fulfilling their responsibilities to the groups within District.

District Committee Member (DCM)

The DCM serves as the link between District 13 and Area 52. The DCM's responsibility is to represent the District and to act in the best interest of A.A. as a whole.

The core responsibilities of the DCM include, but are not limited to:

1. Serving as Chair of District meetings
2. Attending all Area 52 Assemblies in order to:
 - Provide a District 13 report to the Area
 - Obtain and report Area 52 Assembly information back to the District
 - Serve on selected Area 52 committees
3. Serving as an authorized agent to sign District 13 contracts
4. Connecting with registered District 13 groups to encourage participation in District meetings and to offer District services
5. Serving as a co-signer on District 13 financial accounts (if needed)

Alternate District Committee Member (Alternate DCM)

The Alternate DCM assists the DCM and will fulfill the duties of the DCM in the event the DCM is unable to perform them.

Secretary

The District 13 Secretary is responsible for maintaining an accurate record of District business. Responsibilities include:

- Recording District meeting minutes
- Collecting group and committee reports
- Distributing meeting minutes to District Committee members in a timely manner
- Maintaining current contact information for GSRs and District trusted servants

“Our common welfare should come first; personal recovery depends upon A.A. unity.”— Tradition One

Treasurer

The District 13 Treasurer is responsible for the financial affairs of the District.

Responsibilities include:

- Maintaining District checkbook(s), bank account(s), and financial records
- Receiving group contributions and depositing them in a timely manner (not to exceed 1 month)
- Paying all approved District expenses and reimbursements
- Maintaining District contracts, both public and private, and serving as an authorized signer when appropriate
- Providing written and verbal financial reports at District meetings, including all transactions since the last report and any discrepancies

In the absence of both the DCM and Alternate DCM, the Treasurer will serve as Chair of the District meeting.

Web Administrator

The Web Administrator maintains District 13's website and meeting list.

Responsibilities include:

- Maintaining and updating the District website
- Ensuring the meeting list is accurate and reflects all A.A. meetings registered with G.S.O.

Archives Chair

The Archives Chair is responsible for collecting, organizing, and preserving the history of Alcoholics Anonymous within District 13.

Answering Service Chair

The Answering Service Chair is responsible for ensuring that the District 13 phone line remains active and available to those seeking information or help related to A.A.

Literature Chair

The Literature Chair is responsible for managing conference-approved A.A. literature within District 13.

Responsibilities include:

- Maintaining inventory of books, pamphlets, and other materials
- Ordering literature as needed, based on demand and available funds
- Assisting groups and members in obtaining literature

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

The PI/CPC Chair provides information about A.A. to the public and to professionals who may come into contact with alcoholics.

This may include:

- Healthcare professionals
- Educators
- Clergy
- Legal and social service professionals
- Government and community leaders

All work is carried out in keeping with **Tradition Eleven**, maintaining personal anonymity at the level of press, radio, and film.

Treatment / Institutions Chair

The Treatment/Institutions Chair is responsible for carrying the message of Alcoholics Anonymous into treatment facilities within District 13, including hospitals, treatment centers, and similar institutions.

Men's and Women's Corrections Chairs

The Corrections Chairs are responsible for carrying the message of Alcoholics Anonymous into correctional facilities within District 13 and coordinating efforts to reach those who are incarcerated.

North Dakota State Roundup Chair

The Chair for the North Dakota State Roundup will be selected no later than one year prior to the event when it is scheduled to be held in Grand Forks, in accordance with Area 52's rotating schedule.

The Chair will form a committee responsible for planning and carrying out all aspects of the event.

E. Events and Committee Meetings

Founder's Day Chair (Replaces Spring Picnic)

Each June, on a Saturday close to A.A. Founder's Day (June 10), District 13 will hold a Founder's Day event. This may include a picnic, speaker meeting, or other fellowship activities. This has traditionally been held at Lincoln Park.

The District Committee will vote on a chairperson for this committee in February of each year. The Chairperson will then form a committee to perform all necessary functions to carry out the event.

Spring Roundup Chair (April)

Each April, District 13 will host a Spring Roundup. The District Committee should vote on a chairperson for this committee in January of each year.

The Chairperson will form a committee to organize and carry out all necessary functions of the event, which may include speakers, workshops, and fellowship.

Fall Banquet

Each November, District 13 will host a Fall Banquet. The District Committee should vote on a chairperson for this committee by May of each year.

The Chairperson will form a committee to perform all necessary functions to carry out the event.

Thanksgiving Dinner

On Thanksgiving Day, District 13 will host a Thanksgiving Dinner to provide fellowship for members of Alcoholics Anonymous and their families.

The District Committee should vote on a chairperson for this committee in September of each year. The Chairperson will organize volunteers, food, and location for the event.

Alcathon Chair

Starting on New Year's Eve at 4 pm and continuing through New Year's Day 4 pm, District 13 will host an Alcathon.

This has historically been held at the Antenna Building; however, if the need arises, it may be held elsewhere if the District Committee deems it necessary.

Each October, the District Committee should vote on a chairperson for this committee. During the Alcathon, meetings will be held every two hours and hosted by different groups within District 13.

“Our common welfare should come first; personal recovery depends upon A.A. unity.”— Tradition One

Committee Meetings

District meetings are held on the first Thursday of each month at 8:00 PM.

Meetings have historically been held at the Antenna Building. It is currently being held at Augustan Church, however, if the need arises, they may be held elsewhere if the District Committee deems it necessary.

District meetings follow Robert's Rules of Order as a guide for their proceedings.

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

Special Committees

In the interest of District 13, there may be non-permanent (special) committees formed as needed. Examples include, but are not limited to, the State Roundup, Founder's Day, Spring Roundup, Fall Banquet, Thanksgiving Dinner, Alcathon or any Regional or National conferences hosted by District 13.

After a special committee has been formed and a Chair selected:

- The committee will be placed on the District meeting agenda
- The Chair will provide a report at each District meeting

After the event is completed:

- A final report must be given no later than the second District meeting following the event
- At that time, the committee will be dissolved

Special Committee Chairs (or their alternates) do not have a vote on the District Committee.

Committee Reports

Each Chair is responsible for reporting on activities related to their committee.

Reports may include:

- Updates on ongoing efforts
- Ideas for discussion
- Recommendations for District action

GSR Reports

General Service Representatives attending District meetings will provide a verbal, written or emailed report to the Secretary, which may include:

- Group attendance updates
- Changes in meeting time or location
- Requests or concerns from the group
- Problems the group may be experiencing
- Successes the group may be having

New District Chairs & GSRs

Outgoing Chairs are responsible for passing along all relevant information, materials, and experience from their term to incoming trusted servants, to ensure continuity of service.

F. Assembly Attendance

District 13 will reimburse the cost of one (1) member—typically the DCM (or Alternate DCM, District 13 Secretary, or District 13 Treasurer)—to attend Area 52 Assemblies.

Reasonable reimbursable expenses may include:

- Lodging (typically up to two nights)
- Meals (prudent spending)
- Mileage reimbursement in accordance with current State of North Dakota rates

The District 13 attendee must submit all associated receipts for reimbursement. Additionally, District 13 may reimburse the DCM or Alternate DCM for attendance at the West Central Regional Service Conference (WCRSC) and Regional Forums.

G. Finance

Prudent Reserve & General Funds

District 13 maintains a Prudent Reserve to ensure continuity of service and to rebuild the treasury in the event of depletion.

Any use of District 13 general funds that has not been previously approved must be approved by a simple majority of the District 13 Committee.

Group Contributions & Contributions to Service Entities

District 13 is supported by contributions from the individual groups within its boundaries. It is the responsibility of each group to contribute to:

- District
- Area
- General Service Office (GSO)

at levels they determine appropriate.

A commonly suggested distribution of contributions is:

- 50% to District
- 25% to Area
- 25% to GSO

H. Elections

District 13 Elections

District 13 elections are decided by a simple majority of the District Committee.

Elections are held in September of even-numbered years, and newly elected trusted servants assume their positions in the following January.

Any Officer or Chair wishing to stand for election must be present at the time of nomination.

When multiple nominees are standing for a position, it is suggested that each briefly present their qualifications for that position.

For the election of the DCM:

- If two individuals are standing, the candidate receiving fewer votes will become the Alternate DCM
- If more than two individuals are standing, a second election will be held among the remaining candidates for the position of Alternate DCM

Any action or recommendation brought forward at a District meeting that requires additional input from District 13 groups should be tabled until the following District meeting, allowing time for groups to review and provide feedback.

I. Robert's Rules: A Guide to District 13 Meeting Procedures

The purpose of rules of procedure is to allow the District to carry out its responsibilities in a reasonable amount of time and to arrive at an effective group conscience.

District meetings are best served with as few rules as necessary, allowing the District to conduct its business efficiently while encouraging participation.

Basic Procedures

Motion

Any motion made must be followed by a second in order for discussion to proceed.

A simple majority vote is required for a motion to pass, unless otherwise specified in this handbook.

Second

A motion from the floor must have a second to be considered. Without a second, the motion does not proceed.

Amend

A motion may be amended:

- Requires a second
- Followed by discussion and vote
- Original motion is then reconsidered with any approved amendment

Postpone / Table

A motion may be postponed:

- To a specific time
- Indefinitely (which effectively ends the motion)

A motion may also be tabled until the next meeting, at which time it must be brought back to the floor or it will expire.

Calling the Question

At any time during discussion, a motion may be made to call the question (move directly to a vote).

- Requires a second
- Not debatable
- If passed, the vote is taken immediately

Minority Opinion

After a vote, the Chair will ask if anyone in the minority wishes to speak.

Only those who voted in the minority may speak at that time.

The Chair may then ask if there is a motion to reconsider:

- Must be made by someone in the majority
- Requires a second
- If passed, discussion resumes with new considerations

After a second vote, the matter is considered closed.

Voting

Voting may be conducted by:

- Voice vote
- Show of hands
- Standing vote (if needed for accuracy)

If the result of a voice vote is unclear or challenged, a count will be taken.

Participation

All A.A. members may participate in discussion.

However, motions, seconds, and voting are limited to voting members of the District Committee.

District 13 is committed to providing a safe and respectful environment for all members and guests. Behavior that is disruptive, threatening, or disrespectful to others or property may result in the individual being asked to leave the meeting or event. Decisions will be made through group conscience, guided by AA Traditions, with the goal of preserving unity and safety for all.

THANK YOU FOR YOUR SERVICE TO DISTRICT 13

“Our common welfare should come first; personal recovery depends upon A.A. unity.”— Tradition One