

# Draft # 1

Suggested changes or new wording is in ( ) and double underlined

## GUIDELINES

FOR

## WSEA 92 DIST.14

**Note: If you are reading this on the district website and wish to suggest changes please send to**

**[archives@district14-aa.org](mailto:archives@district14-aa.org)**



## PREAMBLE

**District Fourteen** 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 Fourteen AA unity. .

## Purpose

The district is a geographical unit within the fellowship 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. 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 composed of:

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

#### B. District Committee Meetings

- 1) The district committee meets on the second Sunday of each month at 1:30 PM.
- 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.

#### C. District Committee Participation

- 1) Only GSR's shall have a vote at district committee meetings.
- 2) District committee trusted servants, elected and appointed (excluding GSR's) shall be replaced after three(3) unexcused absences. Unexcused absences shall be determined by the conscience of the district committee.

(Suggestion to remove or change this item)

#### D. District Standing Committees

- 1) All appointed district committee chairpersons ~~should~~ serve two(2) years. (except Archivist and Webmaster)
- 2) Corrections and Treatments Facilities Committee (C &T)
- 3) Public Information and Cooperation with the Professional Community Committee(PI/CPC). 4) Grapevine and Literature Committee (Gv/L).
- 5) Archives Committee
- 6) 1-800 telephone Committee
- 7) Schedules Committee
- 8) 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 service of two(2) years. (Suggestion to remove or change this item as district cannot dictate to groups.)
3. The elected GSRs in each district (and present at the December Meeting) should (will) elect District Committee Member(s), Alternate District Committee Member(s), a secretary, and a treasurer in December of each odd year. District Committee Member(s) are usually elected from (immediate) past GSRs and standing committee chairs. *All* GSRs outgoing or new, are eligible to vote for the new DCM(s). (Is this what we want? There was a question about this last Nov.)  
Their term of service shall be two(2) years beginning on January 1 of the next year.
4. Because of the validity of the spiritual principle of rotation, no district trusted servant should serve more than one term consecutively (in the same position.). The one exception is the district archivist, who holds a non-rotating position.
5. The District Committee Member(s) should notify, (or e-mail) in writing, 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)

1. The General Service Representative 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 conference and the movement. The GSR also reports to his or her group information from the district committee.
2. The district will hold a GSR workshop about service duties each year for new GSRs and their alternates.

### 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 GSRs in the district.
2. Representing the district at the area quarterly meetings and sharing experiences, ideas; and problems in the district with the area.
3. Receiving information at the quarterly 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 in 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 according to available funds and 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 regular 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) , with receipt verification, are reimbursed for one quarterly and two area assemblies in their two-year term, when feasible.
3. The Alt. DCM is encouraged to share in speaking to groups.
4. If DCM is not available the Alt DCM expenses will be paid.

**F. The District Secretary**

The secretary keeps accurate and complete minutes of each district committee meeting.

1. These minutes are to be mailed before the first of the following month. ( The minutes without attachments, may be e-mailed to GSR's as requested in lieu of mailings. Motions or guideline changes will be included in e-mails)
2. The secretary is to be advanced the cost of two month's mailing of the minutes.
3. He or she also maintains a list of participating groups and GSR's in the district.
4. The secretary will handle the mail from the Post Office.
5. The secretary will transcribe tapes and keep until accepted at next meeting.
6. The secretary will give Archives anything over two(2) years old.
7. The secretary will be responsible to update and print and make available the district guidelines to anyone who wants them.

## G. The District Treasurer

The treasurer receives and accounts for all moneys.

Suggest add #1- A yearly suggested budget will be prepared and submitted each Feb reflecting all expected district expenses. This will be distributed to GSR's to explain expenses for District 12 step activities)

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. He or she disburses payments for verified reasonable expenses (according to the budget approved at District meeting) to all committee members. The district committee entrusts the treasurer with stewardship of district moneys and relies upon his or her prudent judgment in determining the disbursement of funds for reasonable expenses.
3. (When Possible), The treasurer will also maintain a working reserve of \$1000. Monthly expenses of the district include maintenance and support of the answering service.
4. The treasurer will disburse additional payments as directed by the GSR's.
5. At the end of each December, any excess funds from the previous year's group donations, above the \$1000 working reserve, are contributed equally to Washington State East Area 92 and the General Service Office: this payment will be made annually by March 1.

( Add: New non rotating non committee position Webmaster)

## H. Webmaster: (May need clarification of duties and eventual funding)

1. The webmaster is responsible for district website content as determined by district committee members, GSR's and home groups.
2. The Webmaster follows GSO guidelines for web pages.
3. This a position with an indeterminate time and rotates with availability of a person with skills and resources needed to host website..

Insert item E Standing committees here. Numbering will be changed to reflect final product?

## E. District Standing Committee ( Move this heading and topic to after secretary and treasurer as those positions are not considered standing committees—they reflect the 12 step work of the district vs the housekeeping activites of sec't treasand webmaster)

1. The DCM appoints standing committee chairpersons from the district's membership, subject to (voting) acceptance by the GSR's at the first meeting of each new district committee
- 2, District standing committees are funded in the amounts outlined below each calendar year, until such time, if any, that each committee becomes self-supporting:

C&T	\$300
PI/CPC	\$300
Grapevine/Literature	\$150
Archives	\$150

(It is recommended this be increased to reflect cost of archive Storage. Presently \$31 / month. Plus at least \$100 for supplies i. e. total budget \$472.00)

(1-800 phone service

Schedules-- are the essential 12 steps services funded by the District at monthly meetings

Each committee will be required to give a quarterly accounting of how money has been spent.

3. District standing committee chairs are encouraged to attend Washington State East Area quarterly meetings for their particular committee. ( Expenses are reimbursed or advanced according to available funds and approved by GSR's at District meetings)
4. District standing committee chairs will ~~have~~ (provide) a written report (of committee activities and finances at Monthly district meetings.)
5. ~~District standing committee chairs will have a financial report .~~ (Delete-covered in #4.)
6. Reasonable expenses above yearly committee allotments for standing committee chair travel, etc. will be reimbursed by the district treasurer upon presentation of valid receipts (and approved by GSR's present).

#### **H.The District Archivist (and archive committee)**

The District Archivist compiles and maintains a ~~history~~ (documents relating to district activities).of the district. The Archives Committee follows the guidelines set down by GSO (and each member serves for 2 years).

(The Archivist serves) in This is a nonrotating position. Preferably the Archivist serves at least 5 years and newly elected archivist comes from a past committee member.

(The District Archives are stored in a climate controlled facility and not in any persons home.)

#### **I. The Grapevine and Literature Committee**

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.
3. The chairman is responsible for the district literature bank and will have said bank at all district meetings and area functions listed by the district. ( If the chair is not available a committee member will provide this service.)

#### **J. The Public Information and Cooperation with the Professional Community Committee**

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

(Does this need to be expanded? I.E: high schools, health fairs etc)

#### **K. The Correctional Facilities and Treatment Facilities Committee**

The Corrections and Treatment Committee is charged with carrying our message

to jails, treatment centers, correctional facilities, and other institutions 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. Schedules Committee**

1. Will be responsible to update, print and distribute District Fourteen schedules as approved by the GSR's.
2. Reports to the district committee monthly.

#### **M. 800 Service Committee**

1. Responsible for updating 12 step list and answering phone lists biannually (monthly?? annually?) and maintaining contact with provider.
2. Reporting to district committee monthly.
3. That the 800 phone service be carried in the name of the current chair.
4. The chair person will be reimbursed for all costs in maintaining the 800 service.

#### **N. Activities Committee (Needs funding and clarification of duties) Receives and distributes info about activities within the district. Posts activities on district website**

1. The activities chairperson is responsible to hold regular meetings of the committee.
2. The activities chairperson will present written reports to the district committee at the regular district business meetings.
3. The activities chairperson will guide the committee toward a goal of financial self sufficiency.
4. The chairperson is responsible to coordinate activities between local groups, neighboring districts, and WSEA 92.

#### **Section III Amendment Procedures**

1. Proposed amendments (from any group member, group) to these guidelines shall be submitted **in** writing to the District Committee Member, with a copy to the district secretary.
2. The District Committee Member 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 to be submitted to the AA groups for their ratification.
3. At least 30 days prior to the next district committee meeting, the District Committee Member shall instruct the secretary to mail copies of the proposed amendment to GSR's of all participating groups in the district. Included should be a 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.

**Section IV** These suggested guidelines may be reevaluated by each successive district committee and either adopted or rejected according to the above procedure.

## GLOSSARY

1. ( Add: Guideline: Reference for District 14 Trusted servants including suggested structure, positions, committees, procedures and duties.)

2, Local Groups: groups registered within the geographic boundaries of District 14.

3. Participation: shall be defined as representation at the regular district committee meetings, and/or Seventh Tradition contributions to the district, area, and GSO.

4. Unanimity: is generally accepted to mean that a decision has been reached by a body substantially of one mind. For our purposes, we imply that the minority opinion is always given its voice before the majority opinion is finally adopted. Information in service literature on unanimity is found in the pamphlet "The AA Group", pages 34-35, and in Warranty Four in the AA Service Manual. A simple majority (51 %) does not constitute unanimity. At some levels of service, a two-thirds majority is considered to be an acceptable indication of unanimity.

Approved and adopted January 13,2002

Amended October 13, 2002

Amended November 14,2004

Amended December II, 2005: Voted unanimously that article G-5 take effect starting Dec. 2005.

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