

# **District 13 Guidelines**

## **2021**

**Contact Information For 7<sup>th</sup> Tradition Contributions**

**District 13**

PO Box 202

Roseburg, OR 97470

(541) 673-7552

[www.roseburgaa.org](http://www.roseburgaa.org)

Make checks payable to: District 13 AA

**Oregon Area 58**

Oregon Area Treasury

1900 NE 3<sup>rd</sup> St, Ste 106-172

Bend, OR 97701

[www.aa-oregon.org](http://www.aa-oregon.org)

Make checks payable to : Oregon Area 58

**General Service Office (GSO)**

PO Box 459

Grand Central Station

New York, New York 10163

(212) 870-3400

Make checks payable to: Alcoholics Anonymous

Make sure to include your groups service number on all checks to Oregon Area and GSO. If you don't know your groups number then contact your DCM, GSO, or find it at Oregon Area's website.

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## I. Glossary and Acronyms

<b>AA</b>	Alcoholics Anonymous
<b>AAWS</b>	Alcoholics Anonymous World Services
<b>CF</b>	Corrections Facilities
<b>CPC</b>	Cooperation with the Professional Community
<b>DCM</b>	District Committee Member
<b>GSB</b>	General Service Board
<b>GSO</b>	General Service Office
<b>GSR</b>	General Service Representative
<b>Gv</b>	Grapevine
<b>GvR</b>	Grapevine Representative
<b>ICYPAA</b>	International Conference of Young People in Alcoholics Anonymous
<b>LIM</b>	Loners International Meeting
<b>ORCYPAA</b>	Oregon Conference of Young People in Alcoholics Anonymous
<b>PI</b>	Public Information
<b>PNC</b>	Pacific Northwest Conference
<b>PRAASA</b>	Pacific Region Alcoholics Anonymous Service Assembly
<b>CTF</b>	Cooperation with Treatment Facilities
<b>WACYPAA</b>	Western Area Conference of Young People in Alcoholics Anonymous

**Ad hoc Committee** – a temporary committee assigned to address one specific item or topic

**Area** – a geographical unit that elects a Delegate to the General Service Conference

**Area Assembly** – a quarterly weekend-long gathering of the Area Committee and GSRs for business and sharing, to include the Area Business Meeting

**Central Office** – an office for a phone hotline and literature sales

**District** – a geographical or linguistic unit containing 5 to 50 groups that elects a DCM

**District Committee** – District Officers, Service Committee Chairpersons, and GSRs

**District Meeting** – a monthly meeting where the District Committee conducts business

**General Service Conference** – annual meeting of Delegates from all U.S. and Canadian Areas, Trustees, and GSO staff; the group conscience for the U.S. and Canada

**Intergroup** – a service body made up of group representatives, usually in large urban areas with multiple Districts, but separate from the general service structure

**Motion** – a proposal made at a business meeting to be voted on

**Service Committee** – (sometimes called a “standing committee”) – a subcommittee of an Area or District responsible for doing one specific form of service work

**Standing Committee** – see “Service Committee”

**Substantial Unanimity** – usually two thirds majority

## **II. The Guidelines**

### **A. Purpose and Scope**

1. The purpose of this publication is to guide the trusted servants of District 13 to conduct an informed group conscience at the district level.
2. These guidelines are intended to describe actual current practice in District 13. When possible and where still relevant, actual language from passed motions is used. Where current practice is customary and not the result of an actual motion, the intent is to outline the current practice as simply as possible. This document is not a historical record of motions of District 13.
3. These guidelines are intended to be complimentary with the A.A. Service Manual, Oregon Area Guidelines, and GSO Guidelines.

### **B. Amending and Updating**

1. Amending the guidelines occur when a motion is made and/or current practice changes.
2. Responsibility for updating the guidelines belongs to the Alt DCM.
3. The guidelines should be reprinted and made available by the Alt DCM in August of every odd numbered year except when deemed unnecessary by the district.
4. Amendments will be published by the Alt DCM as needed.

## **III. How the District Functions**

### **A. Structure**

1. General Service Representatives (GSRs)

- a. Elected by individual groups.
- b. Duties determined by the groups, preferably in accordance with the A.A. Service Manual.
- c. Term of office to be determined by the group, preferably to two years to coincide with the DCMs term.
- d. Each GSR is allowed (1) vote as a group representative.

2. District Officers: DCM, Alternate DCM, Secretary, Treasurer

- a. Elected at the September district meeting in odd numbered years.
- b. Term of office is two years starting with new business at the October district meeting.
- c. Each officer is allowed to speak to their position on motions but do not have a vote.

3. District Committees: Activities, Archives, Cooperation with the Professional Community, Grapevine, Hotline, Jail, Literature, Public Information, and Treatment Facilities

- a. Appointed by the DCM.
- b. Term commitment is generally two years to coincide with the term of the DCM with the exception of the Archive and Activities Chairs.
- c. Each committee chair is allowed to speak to their position on motions but do not have a vote.

## **B. Duties and Responsibilities of the District Officers**

1. District Committee Member (DCM)

- a. Generally as described in the A.A. Service Manual.
- b. Set agenda for and chair district business meetings.
- c. Appoint service committee chairs.
- d. Attend all Area 58 Assemblies.
- e. Attend Area 58 Orientation.
- f. Attend group business meetings when possible.
- g. Help service committees as needed.
- h. Conduct a sharing session on the General Service Conference Agenda items pertaining to the service panel assigned to District 13 by the Delegate.

i. Attend service conferences such as P.R.A.A.S.A., P.N.C., and Pacific Regional Forum when possible (funding to be determined on a case-by-case basis).

j. Appoint ad hoc committees to address specific issues as needed.

2. Alternate District Committee Member

a. Generally as described in the A.A. Service Manual.

b. Perform the duties of the DCM in the DCM's absence.

c. Update the District Guidelines and provide any needed addenda to the District Committee.

3. Treasurer

a. Generally as described in the A.A. Service Manual.

b. Carry out District 13 financial policy (see section IV – B).

c. Maintain district checking account.

d. Manage and maintain district PO box.

e. Collect and process contributions.

f. Write and distribute checks in accordance with the District 13 Budget.

g. Provide a monthly report at the District 13 Business Meeting.

4. Secretary

a. Generally as described in the A.A. Service Manual.

b. Record and provide minutes for each District 13 Meeting.

c. Provide District 13 Archivist with two copies of the district meeting minutes.

d. Maintain district roster.

**C. Duties and Responsibilities of the District Committees**

1. Activities

a. Activities Chairperson(s) appointed per district activity.

b. Activities Chair responsible for organizing a committee to plan and execute each district activity such as but not limited to the Campout and New Year's Eve Party.

c. Activities should be conducted in accordance with the A.A.'s 12 Traditions.

d. Activities Chair responsible for managing Activities budget.

2. Archives

- a. Generally as described in the A.A. Service Manual, Area 58 Guidelines and the GSO Guidelines.
- b. Make contact with Oregon Area 58 Archives Chair and GSO to register as the District Archivist Chair.
- c. Attend district meetings and provide a monthly report.
- d. Maintain a safe and secure location for storage of the district archives.
- e. Make archives accessible to A.A. members and groups.
- f. Provide Area 58 Archivist with a copy of each month's District 13 Business Meeting minutes.

3. Grapevine

- a. Generally as described in the A.A. Service Manual, Area 58 Guidelines and the GSO Guidelines.
- b. Make contact with Oregon Area 58 Grapevine Chair and GSO to register as the District Grapevine Chair.
- c. Attend district meetings and provide a monthly report.

4. Hotline

- a. Attend district meetings and provide a monthly report.
- b. Oversee monthly "Answering the Call" Speaker meeting.
  - i. "Answering the Call" meeting secretary is appointed by and reports to the Hotline Chair.
- c. Keep and update a current 12<sup>th</sup> step volunteer phone list.
- d. Maintain and post a monthly hotline volunteer schedule.
- e. Provide contract answering service with current and up to date information such as meeting schedules and 12<sup>th</sup> step volunteer phone list.

5. Jail (this committee has co-chairs: one for men and one for women)

- a. Generally as described in the A.A. Service Manual, Area 58 Guidelines and the GSO Guidelines.
- b. Make contact with Oregon Area 58 Corrections Chair and GSO to register as the District Jail Chair and obtain a kit.
- c. Attend district meetings and provide a monthly report.
- d. Maintain contact with jail volunteer coordinator.

e. Keep and maintain current list of A.A. members approved to participate in jail meetings.

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

a. Generally as described in the A.A. Service Manual, Area 58 Guidelines and the GSO Guidelines.

b. Make contact with Oregon Area 58 PI Chair and GSO to register as the District PI Chair and obtain a kit.

c. Attend district meetings and provide a monthly report.

7. Cooperation with Treatment Facilities (CTF)

a. Generally as described in the A.A. Service Manual, Area 58 Guidelines and the GSO Guidelines.

b. Make contact with Oregon Area 58 TF Chair and GSO to register as the District TF Chair and obtain a kit.

c. Attend district meetings and provide a monthly report.

## **IV. District Policies**

### **A. Business Meeting Procedure**

#### **1. General Procedures**

a. The District Committee meets the second Thursday of every month at 7pm.

b. The business meeting shall be conducted as a non-smoking meeting.

c. Meeting will end by 8:30pm unless motion is passed by 2/3 majority to extend the meeting.

d. Alt DCM will chair business meeting in the absence of the DCM.

i. In the event both the DCM and Alt DCM are incapacitated the Treasurer and then the Secretary will chair the meeting.

#### **2. Motions**

a. The district suggests that, when possible, motions be in writing with enough copies for all the GSRs and District Officers.

b. Only those items of business to be determined by a "sense of the meeting" to be urgent and/or administrative will be voted on immediately, all others will be tabled automatically and taken back to the groups.

#### **3. Roberts Rules of Order (this is the same voting procedure Oregon Area 58 uses)**

a. A motion is made

- i. If it does not receive a second, it dies. After second, debate is opened.
- ii. If a registered voter calls for the question, a second will be required or debate resumes.
- iii. If the question is seconded, a 2/3 majority will end the debate, or debate resumes.
- iv. If question is not called, debate will go on until there is no more discussion.

b. Vote to table or vote now

- i. A sense of the group will be taken by simple majority to decide whether a motion is urgent and/or administrative.
  - (a) Urgent – requires action before next district meeting.
  - (b) Administrative – has no effect outside of the district meeting.
    - (i) If a motion is urgent and/or administrative, it is voted on at this time.
    - (ii) If a motion is not urgent and/or administrative, it is tabled automatically.

c. A motion is voted on

- i. It requires a 2/3 majority to pass.
- ii. Minority opinion – ask if the losing side would like to speak their position on the motion.
- iii. Ask if the winning side would like to make a motion to revote, this will require a second, a simple majority is needed to revote.

d. A motion is reconsidered

- i. Full debate pro and con is resumed.
- ii. Question may again be called, seconded – requires 2/3.
- iii. A sense is taken to table or vote – simple majority.
- iv. 2/3 is required to pass motion.
- v. Debate has ended.

#### 4. Elections

- a. District 13 shall hold elections for DCM, Alt DCM, Treasurer and Secretary at the September district meeting in odd number years.
- b. District 13 shall vote in accordance with the Third Legacy Procedure outlined in the A.A. Service Manual.
- c. Elections shall take place in this order – DCM, Alt DCM, Treasurer, Secretary.
- d. The duties and responsibilities as well as the requirements will be read prior to voting for each position asking if available.
- e. The District Secretary shall poll the District Officers, Committee Chairs and GSRs for each position asking if available.
- f. The DCM shall ask for each position if anyone else present would like to make themselves available.
- g. Candidates shall give a brief oral resume prior to voting.
- h. Voting will take place by secret ballot.

### **B. Financial Policy**

#### 1. Usual budget line items

- a. DCM travel to attend four area assemblies per year.
- b. Rent for meeting space for monthly district committee meeting.
- c. Cost for meeting to discuss agenda items for the General Service Conference Committee assigned to District 13 by the Oregon Area Delegate.
- d. Cost for district inventory every other year.
- e. PO box.
- f. ZOOM expenses (as needed)
- g. Rent for "Answering the Call" speaker meeting.
- h. Cost of hotline phone
- i. Cost of website

#### 2. Finance Procedures

- a. The fiscal year is November 1st – October 31st.
- b. The DCM appoints budget ad hoc committee no later than the August district meeting, usually headed by the Treasurer, to draft a proposed budget for the next year.

- c. When possible, the budget committee consults district officers and committee chairs to get input for next year's budgetary needs.
- d. The district's annual budget shall be based on all contributions and spending from the previous year.
- e. Income and expenses for District, Hotline, and Literature will be tracked and reported separately.
- f. The treasurer shall present the proposed budget with enough copies for all the GSRs at the September district meeting.
- g. Any spending beyond the current budget must receive approval by the district body before any fund can be dispersed.
- h. Receipts are required for all expenses incurred.
- i. Prudent reserve is set at \$700. Any funds over that amount will be disbursed to Oregon Area and GSO.

### **C. District Inventory**

- 1. A district inventory is generally taken every other year and at least once during the current DCM's two-year term.

### **D. Annual Events**

- 1. The district historically hosts two annual events.
  - a. A campout during summer months
  - b. A New Year's Eve party
- 2. Activities Committees are formed by a committee chair person that is appointed by the district.
- 3. District 13 advances \$250 seed money for each annual event. Money requested over \$250 seed amount must be approved by the district body.