

District 05

Delegate Area 74 of Alcoholics Anonymous

Service Structure Guidelines

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District 05, Area 74

Guidelines for Structure and Procedure

The purpose of these guidelines is to enable the District to conduct orderly and timely meetings, provide an avenue for ideas to be expressed in a coherent manner and provide for spiritual growth. These guidelines cover all aspects of the District's affairs.

Ever mindful that the reason for the General Service Structure is to be of service to the fellowship of Alcoholics Anonymous, the District shall always observe the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service. In the absence of specific indications in the Guidelines of District 05, the latest edition of the A.A. Service Manual may be relied upon.

The District shall continually be guided by the general warranties contained in Concept XII of the Twelve Concepts, namely that the District shall observe the spirit of the A.A. Traditions, taking great care that the District never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that no District member ever be placed in a position of unqualified authority over any others; that all important decisions be reached by discussion, vote, and whenever possible by substantial unanimity; that no District action be personally punitive or an incitement to public controversy; that it shall never perform any acts of government; and that it always remain democratic in thought and action.

Preamble

“Alcoholics Anonymous is a fellowship of people who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics achieve sobriety.”

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The Twelve Traditions of Alcoholics Anonymous

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose - to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A. as such ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

DEFINITIONS

1. SERVICE MANUAL is a manual of guidelines/suggestions provided by the General Service Office of Alcoholics Anonymous for A.A. Service organizations under the auspices of the General Service Conference. The manual is updated every 2 years.

2. DISTRICT 05 is one of the geographical regions that is a part of Area 74. District 05 is comprised of the A.A. groups in the following Wisconsin Counties: Eau Claire, Trempealeau, Buffalo, Pepin, Pierce, and portions of Dunn, St. Croix, Chippewa, and Jackson.

3. District 05 G.S.R. MEETING refers to the time when the official activities of District 05 may be conducted. This meeting is normally conducted on the second Wednesday of each month, and is a closed meeting of Alcoholics Anonymous.

4. A.A. GROUP is defined in the A.A. Service Manual as follows: An A.A. group consists of two or more alcoholics who gather together for meetings on a regular basis. These meetings are the basic source of recovery for the alcoholic who wants to stop drinking. As a group they are fully self-supporting, have no outside affiliations, and no opinions on outside issues. Because A.A.'s public relations policy is based on attraction rather than promotion, the group members maintain personal anonymity at the level of press, radio, TV, films, and other media.

5. GENERAL SERVICE REPRESENTATIVE (G.S.R.) G.S.R.s are elected by the members of their group. They have the job of linking the groups with A.A. as a whole. They represent the voice of the group conscience, reporting it to the district committee member and area conference delegate. In turn, it may then be passed on to the annual General Service Conference. We realize that whatever "authority" there is in A.A. resides in the group conscience. General qualifications, duties, and election procedures of the G.S.R. are listed in the A.A. Service Manual. Local duties include the following:
 - a) Attend district meetings, area assemblies, and district and area workshops.
 - b) Inform alternate G.S.R. of all activities/actions transpiring within the district.

- c) Serve as central point of contact for all activities concerning the group.
 - d) Inform the D.C.M., Secretary, and Webmaster of any changes with their group, i.e. – location, meeting time, etc.
6. Alternate General Service Representative - Every group should have an alternate G.S.R. Serving might be looked upon as a learning period to becoming a future G.S.R. The primary responsibility of the group lies with the G.S.R., but the alternate should be equally aware. Local duties include:
- a) Assist G.S.R. in their duties and responsibilities.
 - b) Attend district meetings with G.S.R.
 - c) Perform G.S.R. duties, if G.S.R. is not available.
7. District Committee Member (D.C.M.) - The D.C.M. is an essential link between the group's G.S.R. and the Area Delegate to the General Service Conference. As leader of the District Committee, they're exposed to the "conscience" of the district. The D.C.M. is usually a person who has served as a G.S.R. and whom the G.S.R.s wish to make responsible for their district activities. The A.A. Service Manual recommends these duties be spelled out in detail. See the A.A. Service Manual for general requirements of the D.C.M.
8. Alternate District Committee Member - The Alternate D.C.M. should be as well versed on service as the D.C.M., and meet the same requirements outlined in the A.A. Service Manual for D.C.M. Even though primary responsibilities of the district fall upon the shoulders of the D.C.M., the alternate should feel an equal responsibility to the district. In many instances total responsibility for specific duties are delegated to the alternate by the D.C.M., which can greatly lessen the load.

GUIDELINES

D) MEMBERSHIP

General Membership in District 05 of Alcoholics Anonymous is open to all persons who have a desire to stop drinking (see Tradition 3). All members have a voice at District 05 G.S.R. Meetings.

Voting Membership at District 05 G.S.R. Meetings includes the following:

a) Group G.S.R.s or alternate G.S.R.s, such that each A.A. group in District 05 is afforded one vote.

b) District Committee Member (D.C.M.) or alternate D.C.M. if D.C.M. is not present is afforded one vote on motions in case of a tie.

II) D.C.M.s, DISTRICT 05 OFFICERS and DUTIES

The District Committee Member (D.C.M.) has local duties including:

- a) Serve as chairperson at district meeting.
- b) Regularly report to G.S.R.s available current information concerning Alcoholics Anonymous. This should include, but is not limited to, information received from the area delegate, area assemblies, area and district newsletters, G.S.O., Box 459, etc.
- c) Attend area assemblies, area committee meetings, area conferences, and the Delegate's Workshop. The D.C.M. represents the district at these events. The D.C.M. is encouraged to be available for service at the area level.
- d) Encourage G.S.R.s to attend area events.
- e) Obtain approval/support of district to host one of the area conferences. See Area 74 Guidelines and Policies for further instructions.
- f) Provide new group and group change forms to the Area Registrar.
- g) Serve as an ex-officio, non-voting advisor, to the district committee for two years immediately following their term of office.
- h) Turn in an itemized list of expenses to the Treasurer each month.
- i) The D.C.M. should be entitled to be reimbursed for mileage and lodging (less the amount reimbursed by Area 74), believing that service should never burden or prevent anyone from being able to serve. Every effort should be made to share expenses to lessen the impact to the district. Prior approval should be requested at the District G.S.R. Meeting.

The Alternate D.C.M. has local duties including:

- a) Be available (if possible) as a D.C.M. nominee at election time.
- b) Fill in for D.C.M., if they are unable to serve.
- c) Coordinate and facilitate workshops in District 05.
- d) Assist D.C.M. in attending all group meetings within District 05.
- e) Attend area assemblies, area committee meetings, area conferences, and the Delegate's Workshop.

f) The alternate D.C.M. should be entitled to be reimbursed for reasonable mileage and lodging (less the amount reimbursed by Area 74), believing that service should never burden or prevent anyone from being able to serve. Every effort should be made to share expenses to lessen the impact to the district. Prior approval should be requested at the District G.S.R. Meeting.

The District 05 Secretary records, keeps, and distributes the minutes of all District 05 G.S.R. Meetings. Distribution includes G.S.R.s, Webmaster, Newsletter Editor, District Officers, and Committee Chairs. The Secretary maintains District 05 contact information for G.S.R.s, District Officers, Committee Chairs, and Area Delegate. All approved minutes and Guidelines are to be provided to District 05 Archivist.

The District 05 Treasurer keeps an up-to-date record of District 05 finances, including the current and previous balances, and identifies all revenues and expenses since the last accounting. Treasurer's Reports are published in the District 05 newsletter monthly. The Treasurer shall present a detailed report monthly to the District 05 G.S.R. Meeting. The treasurer issues drafts in the name of District 05 to cover the expenses of the district. Thank you letters shall be distributed to groups upon receiving contributions.

III) DISTRICT 05 COMMITTEE AND DUTIES

The District 05 Committee consists of current D.C.M., Alternate D.C.M., District 05 Officers, Standing Committee Chairs, and G.S.R.s. The purpose of the district committee is to maintain the health of the Conference structure and thus for growth and harmony in the A.A. fellowship. The District 05 D.C.M. facilitates the District 05 G.S.R. Meetings.

IV) DISTRICT MEETINGS

District 05 G.S.R. Meetings shall be held on the second Wednesday of the month unless the meeting falls on a holiday.

District G.S.R. Meetings shall be chaired by the District Committee Member (D.C.M.) in accordance with the published agenda.

V) ELECTION OF DISTRICT OFFICERS AND COMMITTEE CHAIRPERSONS

Terms of Office: District 05 Officers and Chairpersons of the standing committees shall serve terms of two years. All terms of office will begin on January 1st of even-numbered years and expire on December 31 of odd-numbered years. Officers and Committee Chairpersons are chosen by those eligible to vote, at the September G.S.R. Meeting in odd numbered years.

Officers rotate (may not serve again in any previously held position after serving one full term until two (2) full rotations (four (4) years after previous service). In the event that an officer has held a position for less than a full term, that person may serve a second full term.

Webmaster and Newsletter Editor require particular skills which may preclude the requirement for rotation and as such one person may serve multiple terms. If the current Webmaster or Newsletter decides to not seek election, he/she is asked to forward a qualified nominee as his/her successor. Elections for these positions shall be held at the September G.S.R. Meeting in odd-numbered years.

Chairpersons are encouraged to rotate, and are subject to election by the District membership every two years.

Nominations for District Committee Member (D.C.M.), Alternate D.C.M. District Officers, and District Committee Chairpersons will be open at the August and September District G.S.R. Meetings. Nominations do not require a second. It is customary to ask the nominee if they accept the nomination. Unless there is no contest for a specific office, nominations will be closed at the September District G.S.R. Meeting.

Elections shall be held at the September District G.S.R. Meeting (before Area 74 elections).

Eligibility: All members of District 05 are eligible to serve as District 05 Officers and Committee Chairpersons. The District 05 D.C.M. shall usually have served as a G.S.R. In addition, all candidates should have had a substantial period of continuous sobriety in A.A., and have had experience in service work at the group and district levels. Persons nominated for election shall be present at the meeting to confirm acceptance of the nomination prior to voting. (Substantial period is suggested as a minimum of five (5) years for a D.C.M., two (2) years for Webmaster and Newsletter Editor.

District 05 Officer Committee Chairperson election procedure: District 05 follows the Third Legacy Procedure, as described in the current A.A. Service Manual, for elections of District 05 Officers and Trusted Servants.

Committee Chairperson election procedure: Each standing committee is asked to forward a nominee. Nominations are taken from the floor and a slate of candidates is established. Nominations do not require a second. It is customary to ask the nominee if they accept the nomination. A single ballot is cast, and the person with the most votes (a majority if there are only two, a plurality if there are more) is the winner. In the event that the top two vote receivers are tied, the contest is determined by choosing from a hat.

Replacement: If District 05 Officers or Committee Chairpersons are unable to serve their full terms, District 05 may, at its discretion, elect replacements by majority vote at any District 05 G.S.R. Meeting.

VI) FINANCIAL STRUCTURE

As described in the Seventh Tradition, District 05 is self-supporting through contributions of those A.A. Groups contained in its geographical area, as well as from individual members.

The District Committee will request budget requirements from the Standing Committees and District Committee Member during the November Meeting and present a proposed budget to the District G.S.R. Meeting in December.

The District will review and vote upon the proposed budget in December. The budget will be effective January 1 of each year.

District 05 will conduct its financial affairs in a transparent fashion informing the meetings in the district on a periodic basis but not less than 4 times per year of the district's financial status.

District 05 shall conduct a quarterly review of all budgets to be made at the February, May, August and November District 05 monthly meetings to ensure budgeted resources for District Programs are being utilized and to make adjustments as required.

Once the budget has been approved by the District Committee, Committees and persons with budget allocations may designate and spend the funds to accomplish their missions and tasks by submitting quotes or invoices for the expenditures to the District Treasurer for disbursement of the funds. In the event the approved Budget is exceeded the Committee must request the District Committee to approve additional funding.

VII) AMENDMENTS TO THE GUIDELINES

Guideline Amendment Procedures

Any proposed amendment to these guidelines shall be in writing to the DCM with a copy to the district Secretary.

To allow a sufficient amount of time for discussion and dissemination of information the amendment procedure is as follows:

- a) Presented as new business at any District 05 G.S.R. Meeting.
- b) Discussion held the next G.S.R. Meeting as old business.
- c) The vote taken at the third G.S.R. Meeting as old business.

A two-thirds approval vote by the G.S.R.s present shall constitute adoption of the amendment.

Duties of District 05 Officers, Trusted Servants and Committee Chairs

District Committee Member (D.C.M.)

(Also see **Guidelines**, Part II)

1. Coordinate a monthly District G.S.R. Meeting.
2. Visit all registered group meetings or maintain some form of contact (Once per year).
3. Attend all District 05 functions.
4. Attend required Area 74 functions, including the delegate's workshop, area assemblies, area conference and committee meetings, and functions of the Area 74 standing committee of which the D.C.M. is a member.
5. Maintain group status throughout District 05 and correct schedules
6. Provide written reports of all Area 74 assemblies and conferences to newsletter for publication.
7. Provide guidance to new G.S.R.s.
8. Contribute written articles to newsletter.
9. Carry out mandates of the district meeting.
10. Make sure G.S.R.s are acquainted with A.A. service material and service work.

Alternate District Committee Member (Alt. D.C.M.)

(Also see **Guidelines**, Part II)

1. Assume the duties of the D.C.M. when the D.C.M. is unable to perform his/her duties.
2. Attend all District 05 functions.
3. Help D.C.M. visit all registered groups.
4. Responsible for scheduling and coordination of District 05 workshops.
5. Host service oriented workshops within District 05 on a per quarter basis.

Secretary

(Also see **Guidelines**, Part II)

1. Take minutes of the District G.S.R. Meeting and type them into usable form.
2. Make sure that a copy of the minutes are provided to the Newsletter Editor for publication prior to the 20th of each month.
3. Keep an updated copy of a "Secretary's Book" that would document any action by the District Committee that goes beyond what is in the Service Manual.
4. Attend as many District 05 functions as possible.

Treasurer

(Also see **Guidelines**, Part II)

1. Maintain a District 05 checking account with the correct tax status.
2. Present a monthly report for the District G.S.R Meeting.

3. Provide a copy of the quarterly report to the District View for publication.
4. Attend as many District 05 functions as possible.

Newsletter Editor

1. Publish and distribute the District 05 newsletter (District View) on or near the first of each month.
2. Provide a financial statement and report to the district based on District 05 Meeting and Report Schedule.
3. Maintain a current mailing list.
4. Attend as many District 05 functions as possible.

Webmaster

1. Possess a valid debit/credit card as required by the service provider to make purchases and keep the account active or in a status that is current.
2. Serve as the main point of contact with the service provider designated by District 05, to maintain both the domain and hosting accounts as needed, ensure the www.district05.org domain is reserved for our District, and that the site remains functional at all times.
3. Update website files to maintain the Meeting Directory, Events Calendar, Monthly Corrections Calendar, Monthly Newsletter, Monthly Meeting Minutes etc.
4. Perform a full backup of the website files periodically and submit a copy to the D.C.M.
5. Email - Personally respond to all webmaster emails, and in a timely manner whenever possible, ensuring a working auto-reply goes out to people who email the webmaster, prior to your response.
6. Update and maintain email forwarding accounts for every new trusted servant to help protect anonymity.
7. Prepare and present a report for the district based on District 05 Meeting and Report Schedule.

Archives - Archivist

1. Maintains existing District 05 Archives by updating with current newsletters, District 05 events, etc.
2. Responsible for collecting the documents, and artifacts of District 05.
3. Takes care of and maintains the physical integrity of the collection.
4. Develops techniques to add to the collection.
5. Is responsible for ensuring the protection of members and the confidentiality of all A.A. records. An A.A. Archivist is “keeper of the past”.
6. Displays archives material at district meetings and other events.
7. Writes articles for the District View on archive activity.
8. Keeps supplies in stock used for archives.
9. Prepares and presents a report for the district based on District 05 Meeting and Report Schedule.
10. Attends as many District 05 functions as possible.

Grapevine Representative

1. Maintain Grapevine display with necessary stock and order forms.
2. Set up Grapevine display at all District 05 functions.
3. Register with the Area 74 Grapevine Representative.
4. Assist groups with any ordering problems.
5. Prepare and present a report for the district based on District 05 Meeting and Report Schedule.

Public Information (P.I.)

1. Provide a copy of updated District 05 meeting schedule for the newsletter.
2. Work with groups by helping to facilitate any problems they are having at the public level
3. Maintain an inventory of video, audio, and print media for lending to outside sources.
4. Attend as many District 05 functions as possible.
5. Prepare and present a report for the district based on District 05 Meeting and Report Schedule.

Literature

1. Set up a literature display at all District 05 functions.
2. Attend as many District 05 functions as possible.
3. Prepare and present a report for the district based on District 05 Meeting and Report Schedule.

Cooperation with the Professional Community (C.P.C.)

1. Provide cooperation and mutual understanding between professionals concerned with alcoholism within District 05.
2. Use the A.A. Guidelines and the A.A. Workbook as guides for CPC work.
3. The Committee Chair should attend as many District functions as possible.
4. Prepare and present a report for the district based on District 05 Meeting and Report Schedule.

Treatment Facilities (T.F.C.)

1. Provide coordination and support for groups wishing to carry the message to alcoholics in treatment in District 05.
2. Use the A.A. Guidelines and the A.A. Workbook as guides for T.F.C. work.
3. The Committee Chair should attend as many District functions as possible.
4. Prepare and present a report for the district based on District 05 Meeting and Report Schedule.

Corrections

1. Provide coordination and support for groups wishing to carry the message to alcoholics in jails, prisons, or other correctional facilities within District 05.

2. Use the A.A. Guidelines and the A.A. Workbook as guides for Corrections work.
3. The Committee Chair should attend as many District functions as possible.
4. Prepare and present a report for the district based on District 05 Meeting and Report Schedule.

Special Needs-Accessibilities

1. Provide cooperation and mutual understanding between District 05 and any alcoholic with special needs.
2. Use the A.A. Guidelines and the A.A. Workbook as guides for Special Needs-Accessibilities work.
3. The Committee Chair should attend as many District functions as possible.
4. Prepare and present a report for the district based on District 05 Meeting and Report Schedule.

District 05 Treatment/Corrections/P.I./C.P.C./Special Accessibilities Committee Chair Job Responsibilities

- Facilitate a regularly scheduled committee meeting.
- Report to District 05 on the following months:
 - Jan of new rotation (1st month of new term)
 - Feb/April/June/August/October/December
- Seek to build standing committee through outreach activities.
- Attend Delegate's Workshop each year (committee expense).
- Hold a minimum of 1 workshop per calendar year.

District 05 Meeting and Report Schedule

Monthly Reports: D.C.M., Alt. D.C.M., Secretary, Treasurer.

December of odd-numbered years (Last Rotation) - All outgoing and incoming G.S.R.s, Outgoing and Incoming Committee Chairs and Officers

January of even-numbered years (New Rotation) - All Committee Chairs, G.S.R.s, Officers

January of odd-numbered years: Open Forum - Sharing Session

February – Corrections, P.I., C.P.C., Treatment, Special Accessibilities

March – Delegate's Workshop preparation

April - Corrections, P.I., C.P.C., Treatment, Special Accessibilities

May – Grapevine, Archives, Webmaster, Newsletter, Literature

June - Corrections, P.I., C.P.C., Treatment, Special Accessibilities

July - GSR Sharing Session – Open Forum

August - Corrections, P.I., C.P.C., Treatment, Special Accessibilities

September - Preparation for Area 74 Fall Assembly, GSR Session/Open Forum, Webmaster, Newsletter, Literature

October - Corrections, P.I., C.P.C., Treatment, Special Accessibilities

November – Grapevine, Archives, Webmaster, Newsletter, Literature

December of even-numbered years - Corrections, P.I., C.P.C., Treatment, Special Accessibilities