# Alcoholics Anonymous District 36

# Committee Guidelines

### Overview

District 36, as part of the Western Washington Area 72 Assembly, is a service body for Alcoholics Anonymous. The District shall relate its service voice and activities to the Western Washington Assembly by means of its District Committee Member (DCM), General Service Representatives (GSRs), Committee Chairpersons, and other duly elected or appointed representatives. The District shall always exercise its own guided conscience voice in relation to other service entities based on the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. It shall always carefully consider the intent and spirit of these principles when defining its place and actions within the service structure of the Fellowship of A.A. and will strive to be the conscience and voice of the District's groups.

### Introduction

It is the intent of these guidelines to serve as a reference and framework of action for the trusted

servants of District 36. It should be stressed that this information is meant to supplement and not replace the A.A. Service Manual.

The primary purpose of the District 36 service guidelines is to complement the A.A. Service Manual in items that are particular to our District's service structure. The guidelines which follow are neither rules nor laws; they are suggestions to aid the District in the conduct of its business. Additionally, these guidelines should be periodically reviewed and revised as needed to best meet the needs of District 36. The guidelines outline committee member's responsibilities, and funding provided for each to carry out their service duties. The complete descriptions are not included in this guideline but can be requested from the current member serving in these positions. While every effort was made to be as accurate as possible, it should be understood that changes and flexibility in the carrying out of any service job should always be a consideration and the guidelines should not restrict anyone from carrying out their respective service functions within the framework provided.

The statement of procedure is to provide consistency in the manner in which District 36 conducts its meetings, allowing business to be conducted as informally as possible consistent with the rights of all participants. Important decisions of the District should be reached by discussion, vote, and whenever possible, by substantial unanimity, realizing that such decisions allow the District's groups to speak with an authority and confidence that a simple majority might never provide. In conducting its business, the District should be ever mindful that for its purpose there is but one ultimate authority — a loving God as He may express Himself through the group conscience.

### Meeting Protocol

#### Meeting Location and Time

The District meeting is held the first Tuesday of each month at 7:00 pm, at the Fall City Methodist church. At the January District meeting each year, the DCM will present a calendar of district meetings (and assemblies) for the approval of District members. Any regularly scheduled District meeting that falls on a holiday will be addressed and rescheduled at that time. The Secretary will have a sign in sheet for each meeting and will be responsible for notifying the A.A. website of any changes in meeting dates.

#### Meeting Agenda

The agenda for District meetings will be prepared by the DCM with assistance from the District

Secretary, as needed. It is suggested that agenda items be turned in to the DCM prior to the next District meeting to be placed on the agenda. Business coming up for discussion from the floor at any District meeting which requires a District vote should be placed on the agenda for the following District meeting, providing such placement is approved by a majority of the voting members that are present. Immediate or emergency action may be taken with the approval of two-thirds of the voting members.

The agenda will consist of, as a minimum, introduction of members (roll call), reading and approval of the previous meeting's minutes, review and approval of current monthly Treasurer's report, DCM, Group/GSR and Standing Committee reports. Additional items may include Standing Committee presentations, unfinished old business/new business, and/or GSR sharing if time permits.

#### Meeting Format

The meeting gives the DCM an opportunity to report to the GSRs on whatever subjects and activities are pertinent. It gives the GSRs an opportunity to communicate with the DCM and express the group's conscience. Communication is a two-way street with information flowing in both directions between the GSRs and the DCM. These meetings are rather informal and any situations concerning the group, District, Area, or A.A. should be discussed freely. In the absence of the DCM and ADCM,the voting members present may choose a Chairperson for the meeting. Ultimately the District meeting is guided by the A.A. Service Manual and the Twelve Concepts for World Service.

#### Participation

All District officers, GSRs, Standing Committee Chairpersons and Special Assignment Coordinators should make every effort to be at all meetings. All interested members of A.A. are encouraged to attend District meetings and to participate as non-voting members. All groups are encouraged to send a GSR and have an Alternate GSR.

#### Quorum

A quorum for District business will be those members present. A majority vote will be sufficient for usual District business. A 2/3 majority written ballot, however, will be necessary for the election or removal of District officers.

#### Documentation

It is recommended that a complete list of each year's agenda items and any vote taken shall be kept in a District 36 Archives Operations Binder as a convenient reference for the DCM as future business is scheduled for the meeting agenda.

### Voting Procedure

The Secretary will announce that only voting members of the District may vote and shall explain

"voting members".

All District officers and GSRs have full voting privileges at monthly District meetings and the District elections. No person shall have more than one vote per motion regardless of the number of qualifying District service positions the person holds. Therefore, it is recommended that no one person hold more than one voting position at the District level. District members must be present at a meeting to vote and all GSRs must vote in that capacity, striving to carry the voice of their home group.

Voting Members Include:

* Current District 36 Officers
* Standing Committee Chairpersons
* GSRs

Alternates may only vote if the primary committee member is not present.

District business requiring committee approval will be passed or failed by simple majority, i.e. at least 51% of the voting members present (except where otherwise stated). However, the opportunity should always be available for the minority opinion to be heard.

The DCM shall take a count of eligible voters at each District business meeting and follow the

protocol used by the General Service Conference for conducting business.

### Election Procedure

District 36 will hold elections by Third Legacy Procedure for district officers at the November District meeting each even year.

Election of all officers shall be by written ballot with a simple majority except the office of DCM

which shall require a 2/3 majority vote.

The terms of the officers shall be for two years beginning January 1st of the next odd year.

No absentee nominations will be accepted for electing officers.

All members of the district shall be eligible of candidacy for election of officers. Nominations shall be made from the floor.

The district shall conduct an election for the uncompleted term of any office vacated. If the vacancy occurs within the last four months of the term the District may choose to wait until the next regular election.

### Removal Procedure

The district may remove any officer or committee chairperson from office.

Removal shall be by written ballot. A two-thirds majority of voting members is required.

In the event the DCM or any officer should be absent from two consecutive District meetings,

without adequate cause for such absence, they may be asked to resign.

A loss or break in sobriety shall automatically terminate officer membership/eligibility to vote.

### Amendment Procedure

Proposed amendments to this document shall be submitted in writing to the DCM, with a copy to

the Secretary, at least one week prior to the next Committee meeting.

The DCM shall include the proposed amendment on the agenda of the next following District

meeting. A copy of the proposed amendment will be provided to all GSRs in attendance. An

explanation of the proposed change, sufficient to create an informed conscience, will be given and a vote taken.

A two-thirds majority of those voting shall constitute the adoption of the amendment. (if 2/3

majority vote was used to approved guidelines initially)

### Officers

Officers of District 36 are:

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

### Overview of Positions

#### District Committee Member (DCM)

##### Description

The DCM is an essential link between the group GSR and the area delegate to the General Service Conference (GSC). As leader of the District committee the DCM is exposed to the group conscience of that District. As a member of the area committee, he or she is able to pass on the District's thinking to the delegate.

The DCM's role as chair is to keep the meeting on track to accomplish the agenda items. It is the DCM's responsibility to ensure that an informed committee is achieved.

##### Qualifications

* Has usually served as a GSR.
* Usually a minimum of four years or more, sound, continuous sobriety to be eligible for
* election as a delegate.
* The time and energy to serve the District well.
* The willingness and ability to serve a two-year term.
* Holds no other District Committee service position.

##### Duties and Responsibilities

It is recommended that the DCM read and be familiar with the A.A. Service Manual, specifically the section on The District and the DCM, as well as the information listed in the pamphlet "Your DCM" and other items included in the DCM Kit.

It is recommended that the DCM:

* Attend all District meetings and Area Committee meetings.
* Serve on the District budget committee.
* Has frequent contact and open communication with District officers, committee chairs, and GSRs.
* Frequently visits groups, especially those who are not active in service, or who are struggling.
* Promotes unity among groups.
* Communicate with the area delegate and alternate delegate.
* Keep organized records of updated group information for area and GSO via District registrar.
* Be familiar with A.A. literature, Twelve Steps, Traditions and Concepts.
* Introduce A.A. literature and service pieces to GSRs.
* Help new GSRs, keeping them informed and directing them to a GSR orientation.
* Encourage and/or assign GSRs to a District Standing Committee.
* Organizes District activities.
* Prepares an agenda for each district meeting.

#### Alternate DCM

##### Description

"The alternate is backup for the DCM if the DCM resigns or is unable to serve for any reason, the alt. steps in, Usually, the alt. is elected at the same time as the DCM, by the same procedure. Alternate committee members should be encouraged to assist, participate and share in the paws responsibilities at district and area meetings, - A.A. Service Manual

##### Qualifications

* Has usually served as a GSR.
* Usually a minimum of four years or more, sound, continuous sobriety.
* The time and energy to serve the District well.
* The willingness and ability to serve a two-year term.
* Holds no other District Committee service position.

##### Duties and Responsibilities

It is recommended that the Alternate DCM read and be familiar with the A.A. Service Manual,

specifically the section on The District and the DCM, as well as the information listed in the

pamphlet, "Your DCM".

It is recommended that the Alternate DCM:

* Attend all District meetings and Area Committee meetings.
* Serve on the District budget committee.
* Chair District meetings, and attend area assemblies when the DCM cannot attend, should
* attend at least one area assembly with the DCM.
* Has frequent contact and open communication with District officers, committee chairs and
* GSRs.
* Aids the DCM in visiting groups.
* Be familiar with A.A. literature, Twelve Steps, Traditions and Concepts.

#### Secretary

##### Description

The Secretary serves as a District officer, keeps record of District meeting minutes through written documentation, finalizes minutes in a typed report, makes copies and distributes to members of the District committee, keeps close record of agenda items and keeps District committee information updated.

##### Qualifications

* Has usually served as a GSR or previous service as a District Standing Committee Chair.
* Usually a minimum of two years’ sound, continuous sobriety.
* Working knowledge of the Twelve Traditions of AA.
* The time and energy to serve the District well.
* The willingness and ability to serve a two-year term.
* Good organizational, communication and basic computer skills.
* Access to a computer and email.
* Holds no other District Committee service position.

##### Duties and Responsibilities:

* Attend all District meetings.
* Serve on the District budget committee.
* Has open communication with group secretaries.
* Be familiar with A.A. literature, Twelve Steps, Traditions and Concepts.
* Communicate with and aid the DCM in setting the agenda for each District meeting.
* Using notes and recorder, type the minutes of the meeting, in summary form.
* Issue the minutes to the DCM for approval two weeks prior to the next scheduled district meeting. Upon approval by the DCM distribute the minutes by email or the postal system at least one week prior to the scheduled monthly District meeting.
* Assist the DCM/Alt DCM in following approved voting procedures and protocol.
* Assist the DCM/Alt DCM in obtaining and keeping record of members of the District Committee for district contact list, revise as necessary.
* Assist the DCM/Alt DCM in distributing other A.A. information as necessary.

#### Treasurer

##### Description

The Treasurer serves as a District officer, keeps record of District monies and bank account, makes deposits and writes checks as approved, checks Post Office box regularly, prepares a monthly typed report, makes copies and distributes to members of the District committee, upholds the 7th Tradition, and aids the District committee in making wise, prudent decisions regarding the expenses.

##### Qualifications

* Has usually served as a GSR or previous service as a District Standing Committee Chair.
* Usually a minimum of two years’ sound, continuous sobriety.
* Working knowledge of the Twelve Traditions of AA.
* The time and energy to serve the District well.
* The willingness and ability to serve a two-year term.
* Good organizational, communication and basic computer skills.
* Access to a computer and email.
* Holds no other District Committee service position.

##### Duties and Responsibilities

* Attend all District meetings.
* Serve and chair the District budget committee.
* Have open communication with group treasurers.
* Keep an accurate account of all income and expenses.
* Assist the DCM/Alt to inform and encourage groups about self-support through contributions.
* Pay District bills as approved by the District committee
* Uphold and assist the District Committee in adhering to the approved budget.
* Checks the Post Office Box regularly.
* Makes deposits and pays bills in a timely manner.
* Distribute the financial report to the committee members by email in advance of the meeting.
* Have copies of and give a financial report at each District meeting.

#### Standing Committees

##### Current District 36 Standing Committees

**Accessibility**

Outreach for members with special needs.

**Archives**

Maintains district records.

**CPC / PI (Cooperation with the Professional Community)**

These are normally two committees. They’ve been merged into one in District 36. Provides information about A.A. to those encountering alcoholics in their profession (CPC). Also provides information about A.A. to the general public (PI).

**Corrections**

Provides coordination and support; for members and groups interested in 12th step work in correctional facilities and for those transitioning back into the community.

**Grapevine and Literature**

Advocates awareness of Grapevine material and conference approved literature within the district's groups.

**Third Legacy**

Provides information on and opportunities for service, the third legacy of AA, to the groups in the district.

**Treatment/BTG (Bridge the Gap)**

Provides coordination and support; for members and groups interested in 12th step work in treatment facilities and for those transitioning back into the community.

**Web**

Responsible for maintenance of http://snovalleyaa.org and district email addresses.

##### Overview:

Standing Committees represent a vital activity of District 36. As outlined in our Ninth Tradition, these committees function in the spirit of service to bring sobriety within reach of all who want it.

1. Chairperson is elected or temporary appoint by DCM with District confirmation process.
2. Core membership will consist of chair and members wishing to serve. Any sober member of A.A. is welcome to participate.
3. Committees may be combined as need dictates.
4. Committees will organize, set goals and carryout duties internally.
5. Committees are directly responsible and accountable for the service work they have been entrusted with. Any actions or major decisions affecting District 36 or A.A. as a whole will require district approval.
6. Committees shall consistently strive for (as best they can or as deemed necessary):
	1. Ways of effectively carrying the A.A. message
	2. Follow-up on service work in place
	3. Encourage the participation of local individual A.A. members and groups
	4. Join forces with other districts and Intergroup representatives to facilitate efforts
	5. Communicate and cooperate with WWA area 72 and GSO resources

##### Suggested Qualification

The following are not requirements. They do, however, convey the care with which these positions should be filled, if practicable.

* Two years’ continuous sobriety. (suggested not required)
* Time, energy and willingness to serve the district well.
* Background in A.A. service including; knowledge of the A.A. Traditions and Concepts and their application to service in Alcoholics Anonymous.
* Ability to organize and work well with others.

##### Duties and Responsibilities of the Standing Committee Chairperson:

1. Will attend District 36 meetings and give report of committee activities,
2. Will provide a written report to District Secretary for minutes and archives.
3. Serves a two-year term.
4. Adheres to District 36 guidelines and is familiar with the A.A. service manual.
5. Will utilize WWA area 72 and/or GS0 guidelines and workbooks for specific committee.
6. Inevitably there will be overlap, the chair should be aware of other committees' responsibilities and communicate when service work overlaps.
7. Prepares an annual budget proposal for consideration by the Budget Committee.
8. Is responsible and accountable for the committee budget, using it over the budget year. Expenditures above budget must be requested in advance and placed on the GSR meeting agenda for approval.
9. Will submit reasonable documentation of expenses to the Treasurer for reimbursement.
10. Will maintain financial accountability to District 36. Any collection or distribution of funds not directly covered by these guidelines will require District committee approval.
11. Will maintain committee materials and bring displays on request.
12. Will endeavor to hold at least one workshop during each rotation; to help inform District 36 groups and encourage participation in committee activities.
13. Will compile a "legacy package" to make for a smoother transition to subsequent standing chairs, will introduce them to this package and acquaint them with district work.
14. Will present recommendations to District 36 for guideline revisions. (as needed)
15. Participation in WWA area 72 Standing Committees:
16. In an effort to provide the foundation needed to better serve District 36 each committee chair will be funded to attend the 1" quarterly of each rotation for their respective committees. (per DCM expense in District 36 financial guidelines) No lodging accommodations will be provided for standing committee travel.
	1. Will strive to attend the 1st WWA area 72 quarterly of the rotation for their respective standing committee. (once every two-year rotation)
	2. Will utilize cost effective strategies to liaise with area and GSO servants. (e.g., carpool to area committee meeting with DCM, request email minutes of standing committee meetings and read WWA newsletter and Box 459 for reports)
	3. Will review upcoming venues and arrange for carpooling (to minimize costs) if funding is requested to attend additional area quarterlies.
	4. Will make a proposal for District 36 to consider hosting one WWA area 72 quarterly per rotation.

### District 36 Functions in Support of Groups

#### Budget Committee

1. Develops a budget for distribution of 7th Tradition funds in support of District 36 activities.
2. Will meet in December as needed to have following years’ budget prepared by the January District meeting.
3. The budget will run from January thru December and will be prepared annually using input from standing committee chairs, district officers and historical data.
4. There will be five voting members that serve a two-year term; Alt DCM (or DCM), Alt Treasurer (or Treasurer), and three GSRs.
5. The committee will provide quarterly reports to the District meeting on the status of the budget.

#### Events and Entertainment Chair

1. Develops and Coordinates District 36 fellowship activities.
2. Serves a two-year term.
3. Supports District members in setting up workshop
4. General Service Representative (GSR) Orientation
5. Aids incoming trusted servants to develop understanding and effectiveness in general service activities.
6. Information about scheduled events provided by DCM
7. Serves a two-year term

#### Gratitude Dinner Committee

1. Organizes annual District 36 Speaker meeting and Pot Luck held in November.
2. Serves a two-year term.

#### Intergroup Representative

1. Serves as conduit between District 36 and Eastside Intergroup
2. Attends monthly Intergroup and District 36 meetings
3. Provides meeting schedules for groups at District meeting
4. Reports on intergroup and other district activities at District meeting
5. Informs intergroup of District activities
6. Works with listing chair to update volunteer information for 12th step calls
7. Serves a two-year term
8. Maintains a list of members available for 12th step calls

#### Inventory Process

1. Review of how well District 36 is performing as an A.A. service body.
2. Performed semi-annually in the 2nd quarter of every odd year.
3. To be facilitated by a member from outside of District 36

#### Post Office Box

1. P.O. Box 1963, North Bend, WA 98045
2. District Treasurer pays rent

#### Keys held by Treasurer and DCM

1. Treasurer to check monthly for group donations
2. Available as anonymous mail delivery for members participating in Inmate Correspondence program through Corrections Committee 12' step work
3. Maintains current group and contact information
4. Updates WWA72 and GSRs group information data
5. Ensures new GSRs receive information packet from GSO
6. Responsible for maintaining a list of members available to take 12th step calls from intergroup hotline and informing intergroup of changes via district Intergroup Representative.

#### Workshops

1. Provides a venue to inform and inspire District 36 A.A. members regarding various aspects of the A.A. program of recovery from alcoholism.
2. District 36 will sponsor 2-4 workshops per year depending on member interest, participation and resources available.
3. Events will strive to be self-supporting
4. Sponsor of event will prepare a proposed budget to present at District meeting for approval and authorization of seed money if needed.

### Budget and Financial Management

#### Financial Support

Individual groups are responsible for funding District 36 and all its activities. Each group is asked to give according to the current literature dealing with A.A. finances. District 36 welcomes these voluntary contributions in any amount a group deems appropriate for the support of carrying the A.A. message at the District level. Individual group donations are recognized in the District's monthly financial report; which is prepared by the District Treasurer and presented at the monthly District meeting.

#### District Finances

1. Our fiscal year starts on July 1st and ends June 31st.
2. The general fund shall have a Prudent Reserve of $200 plus sufficient operating funds equal to V4 of the operating budget expenses for the next fiscal year.
3. Any elected or appointed District member receiving money from District will submit a detailed accounting at the monthly Committee meeting and will include any receipts for expenditures to the District Treasurer for reimbursement.
4. As the District grows and service work patterns emerge, specific Officer or Committee budgets may be considered.
5. All expenditures of District 36 funds shall be limited to those as budgeted or listed below.
	1. If a member of the District committee requires funding for an unbudgeted expense, the item should be brought before the District committee.
	2. The Treasurer shall advise if sufficient unrestricted funds are available.
	3. The Treasurer shall make the District committee aware of any financial consequences should they approve the unbudgeted expense.
	4. Approval will add the new line item to the monthly report.

#### Budget:

District 36 encourages the active participation of any committee member in service work on behalf of the District. To that end, the District requires an expense budget to be prepared each year for the funding of this work.

1. It is recommended that the District 36 Committee develop and approve a yearly budget in which monies allotted are consistent with the level of group contributions.
2. The Budget Committee will present a proposal to the District committee meeting for approval.
3. Distribution of available funds should reflect the set budgetary priority of District 36 as follows:
	1. Sending DCM to quarterly Area 72 Assemblies to represent positions of District 36 Committee and to attend other meetings required to effectively serve the District.
	2. Maintaining a District P.O. Box and listing of Intergroup hotline numbers in the local telephone directory.
	3. Reimbursement for copies, mailings and other miscellaneous expenses made by District Officers.
	4. Providing annual operational budgets for the Standing Committees' projects.
	5. Fund bi-annual or quarterly service workshops.
	6. Send Standing Committee Chairs to their respective Area 72 Standing Committee quarterly meetings and hosting one per rotation for each active District committee.
	7. Gratitude Dinner funds are separate from the District Committee operating budget and group 7th Tradition donations to District 36.
	8. Expenditure of District Funds

### Appendices

This section is set aside for any amendments to the District 36 Committee Guidelines.

#### July 2020

* Added a fiscal year definition to the “Budget and Financial Management” section.
* Struck the maintenance of a listing of Intergroup hotline numbers in the local telephone directory from our budget priorities.

February 2021

* The election of the new rotation was changed to the November district meeting of every year ending in an even number.
* The term of officers was changed to begin January 1st of every year ending in an odd number.
* Secretary was added to the list of district officers (to resolve the conflict with the secretary description later in the document where it states that they are an officer).
* Third Legacy was added to the list of committee chairs with a description of the role.
* The language regarding listing the answering service hotline number in the local phone book was removed (to align with the July 2020 updates and because we no longer maintain these listings).
* The language about the budget committee including a GSR from the upper valley, middle valley, and lower valley was removed.
* The district inventory recurrence was changed to be in the 2nd quarter of every year ending in an odd number.
* Some minor grammatical changes were made.