

For Todd E.

GUIDELINES

For District 09 of Area 74

Of Alcoholics Anonymous

For

Northeastern Wisconsin and including

Menominee Michigan

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INTRODUCTION

Preamble

“Alcoholics Anonymous is a fellowship of men and women 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 AA membership; we are self-supporting through our own contributions.

AA 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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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 Area 74, the latest edition of the AA 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 Area shall observe the spirit of the AA 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.

The Twelve Traditions of Alcoholics Anonymous

1. Our common welfare should come first; personal recovery depends on AA 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 AA membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or AA as a whole.
5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers.
6. An AA group ought never endorse, finance or lend the AA name to any related facility or outside enterprise lest problems of money, property and prestige divert us from our primary purpose.
7. Every AA 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. AA 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 AA 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.

GUIDELINES

SERVICE MANUAL is a manual of guidelines/suggestions provided by the General Service Office of Alcoholics Anonymous for AA Service organizations under the auspices of the General Service Conference. The manual is updated yearly.

ARTICLE I MEMBERSHIP

Section 1.00 *General Membership* in District 09 of Alcoholics Anonymous is open to all persons who have a desire to stop drinking. (See Tradition 3)

Section 2.00 *Voting Membership* at District 09 meetings is limited to the following:

Section 2.01 Group GSR's or Alternate GSR's, such that each AA Group in the District is afforded one vote.

Section 2.02 The District 09 Officers, namely the DCM, the Alternate DCM, the Secretary and the Treasurer are each afforded one vote.

Section 2.03 District 09 Standing Committee Chairpersons, such that each Committee (Newsletter, Literature, Correctional Institutions, Grapevine, Treatment Facilities, Public Information, Lending Library, Website and Archives) is afforded one vote.

Section 2.04 In the event that the same person qualifies to vote under two or more of the above provisions he or she shall be afforded one vote only.

Section 2.05 In the event that a GSR qualifies to vote in another capacity, their duly elected alternate may vote in their place, such that each AA group shall be afforded one vote.

ARTICLE II REPRESENTATIVE OF THE GROUPS AND DUTIES

Section 1.00 *The general Service Representative (GSR)* is defined in the AA Service Manual as follows: "the General Service Representative is an AA member so elected by the group to voice the group's opinion in discussions at the District and Area level. GSR's, in turn vote for the district committee member, other district officers and Committee chairpersons and for the delegate and for other officers at the area level."

Section 2.00 *The Alternate GSR* is described in the AA Service Manual, in part, as follows: "In case a GSR is unable to attend all district and area meetings, an alternate is needed-elected at the same time, by the same procedures. Alternates should be encouraged to assist, participate, and share in the responsibilities of the "GSR".

Section 3.00 Both the GSR's and Alternate GSR's serve their respective groups, and thus the group has sole responsibility and authority to provide the District and Area with a representative, as it sees fit.

ARTICLE III DCM, DISTRICT OFFICERS, and DUTIES

Section 1.00 *The District Committee Member (DCM)* is defined in part, in the AA Service Manual as follows: "He or she is an experienced GSR elected by the other GSR's to represent the groups of their district in area committee meetings-and to coordinate service activities in the district. The DCM serves as a member of the Area Committee, passing on the District's thinking to the Committee and Delegate.

Section 2.00 *The Alternate DCM* is defined, in part in the AA Service Manual, as follows: "The alternate is a backup for the regular district committee member. If the latter resigns or for any reason is unable to serve the alternate steps in. Alternate Committee members should be encouraged to assist, participate, and share in the DCM's responsibilities.

Section 3.00 Both the DCM and the Alternate DCM serve their respective district and thus the district has sole responsibility and authority to provide the Area with a representative, as it sees fit, DCM's and Alternate DCM's are not Area officers.

Section 4.00 *The District Secretary* keeps the minutes of all district meetings, publishes the minutes in *The Chronicle*, the month after the meeting is held, maintains the District group/contact information, District Officers, Committee Chairs, GSR's addresses and phone numbers, compiles the mailing list for *The Chronicle*, sends updates of this information to GSO and the AREA in a timely fashion, creates agenda for GSR meetings, with tabled subjects in old business and notifications of any new business and if the Guidelines are amended, notes the updates and retypes the Guidelines. All approved minutes and Guidelines are given to the District Archivist.

Section 4.01 Motion to wave reading of minutes and to accept them as printed in *The Chronicle*. Motion carried 4-2002

Section 5.00 *The District Treasurer* keeps an up-to date record of District 09 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 newsletter monthly. The Treasurer shall present at every district meeting a current Treasurer's report to the membership. The treasurer issues drafts in the name of District 09 to cover the expenses of the District.

ARTICLE IV AREA STANDING COMMITTEES AND DUTIES

Section 1.00 *The Archives Committee* is responsible for establishing policy, budgets and procedures for the collection of archive materials in District 09. It undertakes and maintains final responsibility and authority for the use of the archives and exercises its group conscience in regards of general policy. In all of its actions, the Archives committee needs to be mindful of and guided by AA's primary purpose. The Chairperson of the Archives Committee shall submit reasonable documentation of expenses to the District for preapproval; then request funds from the Treasurer.

Section 1.01 Archive Chairman may purge the Archives of unnecessary papers and to bring to District meeting for final approval to remove. Motion carried Dec. 2007

Section 2.00 The Correctional Institutions Committee provides coordination and support for groups wishing to carry the message to alcoholics in jails and prisons within District 09. The Chairperson of the Correctional Institutions Committee shall submit reasonable documentation of expenses to the District for preapproval, then request funds from the Treasurer.

Section 3.00 The Grapevine Magazine Committee relays information about the "Grapevine" magazine to the individual groups via their respective "Grapevine" Representatives (GVR's). The Chairperson of the Grapevine Committee shall submit reasonable documentation of expenses to the District for preapproval, then request funds from the Treasurer.

Section 3.01 Free subscription to be given away at all the District 09 Intergroups. Motion made and carried Sept. 2001

Section 4.00 The Literature Committee assures that a supply of literature (approved by the AA General Service Conference in New York) is available to the District. The Chairperson of the Literature Committee shall request submit reasonable documentation of expenses to the District for preapproval, then request funds from the Treasurer.

Section 5.00 The Public Information (PI) Committee provides information about Alcoholics Anonymous to the general public within District 09. The Public Information Committee shall submit reasonable documentation of expenses to the District for preapproval, then request funds from the Treasurer.

Section 5:01 The District 09 Website shall be a part of the PI Committee with expenses for Privacy and Hosting to be paid one a year. The Webmaster to be elected at the time of all District Officers and Committee Chairs.

Section 6.00 The Newsletter is entitled "The Chronicle". The newsletter is the medium for communication of District 09 business. Published monthly, the editorial staff are responsible for determining the content of each issue. However materials submitted by any District Officer or Chairperson will be printed, when provided in a timely manner. The editorial staff shall request appropriate funding when necessary to meet the costs of publication.

Section 6.01 There is to be no out-of-pocket expenses for the Editor. Motion made 10-1999.

Section 6.02 District 09 GSR's, Committee Chairs, District Officers, Area Archivist And Area Committee Chair to receive free issues of The Chronicle. 4/2000

Section 6.03 Newsletter to keep a \$50 balance and reimbursed monthly for expenses incurred. Motion 9-2001. Amended to \$100 balance 6-2005.

Section 6.04 Chronicle will run Area 74 and District 09 fliers at no charge. 6-2000

Section 6.05 Newsletter subscription raised from \$6.00 to \$8.00 yearly. 11-2004.

Section 6.06 Free subscription to be given away at all District 09 Intergroups. Motion carried 9-2001.

Section 7.00 *The Treatment Committee* provides coordination and support for groups wishing to carry the message to alcoholics in treatment within District 09. The Treatment Committee shall submit reasonable documentation of expenses to the District for preapproval, then request funds from the Treasurer.

Section 8.00 *The Lending Library Committee* has materials available for use by any member of alcoholics anonymous in District 09. The Library consists of Tapes, CD's, VHS tapes, DVD's and Books from GSO and the Grapevine that can be checked out. The Committee maintains and updates a listing of materials available and also needs to submit reasonable documentation of expenses to the District for preapproval, then request funds from the Treasurer.

ARTICLE V DISTRICT 09 MEETINGS

Section 1.00 The District 09 GSR Meetings are held on the first Sunday of each Month, unless pre-empted by a holiday, at 2:00 pm in locations throughout the District as determined by the group conscience.

Section 1.01 Hosting group will supply coffee and snacks. 1st meeting, 8-1-1999.

Section 1.02 District to pay \$10 for meeting room; if rent higher, it pays. 1-2000. amended to \$15. 3-2009.

Section 1.03 District to reimburse hosting group up to \$20 for donuts or snacks, previous allowance was \$10. Motion 6-2009.

Section 2.00 District 09 hosts the Intergroup in November at locations in the District as determined by the group conscience.

Section 2.01 Motion to hold the November Intergroup and call it The District 09 Intergroup. Motion carried 9-2004.

Section 2.02 Seed money for the November Intergroup to be held by the District. Motion Carried 2-2005.

Section 3.00 District 09 puts on workshops and sharing sessions throughout the year at various locations in the District.

ARTICLE VI ELECTION OF DISTRICT OFFICERS AND CHAIRPERSONS

Section 1.00 *Terms of Office:* District Officers and Chairpersons of the standing committees shall serve terms of two years. All terms of office will begin on January 1st of even years.

Section 1.01 Officers rotate (may not serve again in any previously held position) after serving one full term. In the event that an officer has held a position for less than a full term, that person may serve a second full term.

Section 1.02 Chairpersons are encouraged to rotate, and are subject to election by the membership every two years.

Section 2.00 Eligibility: The DCM and District Officers should have had a substantial period of continuous sobriety in AA and have had experience in service work such as GSR or Committee Chairperson. Chairpersons shall have continuous sobriety with prior service experience such as GSR or group service or office. Persons nominated for election shall be present at the meeting to confirm acceptance of the nomination prior to voting.

Section 3.00 District Officer and Chairperson Election Procedure: Nominations are taken from the floor and a slate of candidates is established. A single ballot is cast and the person with the most votes is the winner. In the event of a tie, the contest is determined by choosing from a hat.

Section 3.01 Nominations are to be held in August, with elections to be held in September of odd numbered years. Elected Officers and Committee Chairs to take office in January of even numbered years.

Section 4.00 Replacement: If District officers or chairpersons are unable to serve their full terms, the District may, at its discretion, appoint replacements by majority vote at any District meeting.

ARTICLE VII

FINANCIAL STRUCTURE

Section 1.00 As described in the Seventh Tradition, District 09 is self-supporting through contributions of those AA Groups contained in its geographical area, as well as from individual members.

Section 1.01 Expenses for DCM to ask before event, pay mileage and extraordinary expenses pertaining to the District. Motion carried 9-2001

Section 1.02 Budget set for the Committees yearly working funds as follows:

Public Information	\$300.00	DCM	\$100.00
Newsletter	\$600.00	Treasurer	\$100.00
Corrections	\$300.00	Secretary	\$100.00

Lending Library, Archives and Grapevine will submit expenses as they arise. All Committee chairs will get prior approval from District before spending any funds. Motion carried 5-2005

Section 1.03 The DCM is to receive \$600 at the beginning of the year for his expenses incurred attending all Area Committee meetings, Assemblies, Conferences and any other meetings he might be required to attend to represent the District. He is to make an accounting of his expenses and be reimbursed if expenses exceed said amount. Motion made and passed April, 2010.

ARTICLE VIII

AMENDMENTS TO THE GUIDELINES

Section 1.00 The Guidelines may be amended at any District 09 meeting, by a vote of two-thirds of the voting membership present.