

PURPOSE OF GUIDELINES

The purpose of this document is to provide minimum guidelines for the administrative and operating procedures in the coordination of activities of the Oregon Area 58 District 29 of Alcoholics Anonymous. These guidelines are suggestive in nature and are subject to review, revision and exception at the will of the group conscience.

PURPOSE OF DISTRICT 29

To form a partnership of groups in the communities included in District 29. Shall be guided by the principles and traditions of Alcoholics Anonymous through which Alcoholics Anonymous can function as a whole.

District 29 is a service body only, and will endeavor to perform the following:

1. Employ an Answering Service and Website for 12th Step Calls and District 29 Group information.
2. Publish and distribute a Meeting Schedule of the member groups of District 29.
3. Maintain supply of Alcoholics Anonymous books and literature for sale to groups, individuals and other outside agencies
4. Form appropriate service committees for activities such as Public Information, Hospitals and Institutions, Cooperation with the Professional Community and other service functions authorized by members of District 29.
5. Assist in the organization of new AA groups in District 29, when asked to do so.
6. Provide speakers to outside agencies through the Public Information Committee.
7. Act in an advisory capacity in the exchange of ideas and information between District 29 AA groups, when asked to do so.
8. Elect a Steering Committee to perform duties outlined elsewhere in these guidelines.

MEMBERSHIP IN DISTRICT 29

District 29 is comprised of the Steering Committee and one General Service Representative or one Alternate General Service Representative from each group within the boundaries of District 29. Each group and each member of the Steering Committee, excluding the District Committee Member, are entitled to one vote on all matters. District 29 will elect members to the Steering Committee as set forth in the election procedures. Any AA member of a District 29 group may be nominated for the Steering Committee provided the member meets the recommended requirements as suggested in the current AA World Service Manual. A member nominated for more than one office shall serve in the office first elected to. A member may not be elected to the Steering Committee if that member is actively engaged on a Board of Directors of, and/or being paid for working with alcoholics in any outside agency or related facility. This does not apply if the member is engaged in temporary volunteer work with alcoholics in outside agencies or related facilities.

STEERING COMMITTEE

The Steering Committee is hereby defined as the District Committee Member, the Alternate District Committee Member(s), the Secretary and Treasurer, and all Service Committee Officers.

ELECTION PROCEDURES AND STEERING COMMITTEE REQUIREMENTS

1. In August/September of each year, District 29 will notify District by flyers, emails, and web posting of positions coming available for service at the District level. Those interested can respond to the committee via email or by phone, and their name will be added to the list of nominees for those interested in serving on the Steering Committee.

The nominating committee should consist of:

- a. An Alternate District Committee Member and three (3) members of the Steering Committee.
- b. Up to five (5) nominees shall be accepted for each office that needs to be filled.
- c. Elected officials will begin their term upon approval of votes by Committee members immediately.
- d. A two-thirds (2/3) majority of votes cast is required for election.
- e. If no single person receives the majority requirement, then the two candidates with the highest total of votes for one office will be placed in a hat and the name drawn will assume the office.
- f. All outgoing members of the Steering Committee have a vote in the election, except the District Committee Member.

2. Terms of Office:
 - a. The DCM is elected for a two (2) year term in even numbered years.
 - b. The Alternate District Committee Member(s), Accessibility, Cooperation with the Professional Community, Literature, Public Information Chairs and Webmaster are elected for two (2) years.
 - c. The Answering Service, Alcoholics Anonymous Grapevine, Hospitals and Institutions and Schedule chairs are elected for two (2) year terms.
 - d. The Secretary, Treasurer and Registrar are elected for two (2) year terms.
 - e. All members and candidates of the Steering Committee must have at least one (1) year continuous sobriety prior to each election.
3. No member of the Steering Committee may serve for more than three (3) consecutive years on any one position, excluding Archives, unless approved by a two thirds (2/3) majority of the voting body.
4. Rotation responsibilities:
 - a. Upon taking office, the DCM will submit a DCM/District change form to the Area Registrar (available on the Area 58 website, <http://www.aa-oregon.org> and that of Alternate DCM's contact information.
 - b. Each Election, the DCM, Alternate DCM and Treasurer must update bank account information with a copy of election meeting minutes, Federal tax ID number and signature cards of incoming officers. **This is required by banks and the IRS because of our non-profit status**
- c. The DCM and Secretary must update and submit the State of Oregon Non-Profit Corporation renewal form. The renewal form is normally mailed to the District PO box. The treasurer will write a check to cover the renewal fee. **This is required by the State of Oregon to maintain our non-profit status.**

RESPONSIBILITIES – GENERAL

1. If any member of the Steering Committee misses three (3) consecutive regular District 29 business meetings, without notification and/or just cause, that officer will automatically be replaced by someone recommended by the Steering Committee, depending on approval from a quorum of General Service Representatives and Service Committee Chairpersons at the next regular District 29 business meeting.
2. The Steering Committee may meet in closed session as often as necessary.
3. All members of the Steering Committee have voice and may vote in all decisions, except the District Committee Member who may have voice but vote only in the case to break a tie vote.
4. All expenditures authorized by the Steering Committee shall be paid by the Treasurer, and will be paid with District 29 checks. Two (2) signers are on the bank account but only one is needed to write checks for District 29. The DCM, Alternate DCM(s) and Treasurer should be the authorized signers for District 29 checks.

PROCEDURE FOR MOTIONS

1. All motions are limited to one issue. The DCM or Alt. DCM shall automatically break down any motion that has multiple issues into separate motions for each individual issue.
2. All motions presented at all business meetings need to be verbalized or in writing ahead of the meeting to be added to the agenda for all to give thought to, to include the following information: The motion itself, statement of current practice, and budgetary impact if passed.
3. The District suggests that District wide motions that affect the member groups be in writing with enough copies for all voting members.
4. Only those items of business determined by a “sense of the meeting” to be urgent and/or administrative will be voted on immediately.
5. Motions presented at District 29 Business Meetings will, at the discretion of the DCM or Alt. DCM, follow modified Roberts’ Rules of Order for motions as outlined below:

A motion is made: If it does not receive a second, it dies. After a second, debate is opened.

 - a) If a registered voter calls for the question, a second will be required, otherwise debate resumes.
 - b) If the question is seconded, majority will end the debate, otherwise debate resumes.
 - c) If the question is not called, debate will continue until all discussion is over.

- d) Once debate ends, a sense of the meeting will be taken by simple majority to vote or table the motion.

A motion is voted on: If it involves expenditure of District 29 funds, the Treasurer/finance committee will be asked to report.

- a) The motion requires a majority to pass.
- b) The losing side will be asked if they wish to speak on their position.
- c) The winning side will be asked if there is a motion to re-vote, and requires a second. A simple majority is required to re-vote.

A motion is reconsidered: Full debate pro and con is resumed (please limit discussion to new considerations only)

- a) The question may again be called, seconded and requires majority to end debate.
- b) A sense of the meeting may be taken by simple majority to vote or table.
- c) If voted on, the motion must have a majority to pass.

Tabled Motions: Debate on a tabled motion will be resumed under Old Business at the next District 29 Business Meeting, and the voting process will be the same as outlined above

VOTING AND MOTION PROCEDURES: Motions can only be proposed by the home group-group conscience and brought to District 29 business meeting by that groups GSR or a Committee Member (if no group GSR). Voting on motions is only allowed by GSRs and Committee members, excluding the DCM. **(Voted & Motion unanimous 5/15/16 by District 29)** All proposed motions need to be submitted to the DCM to be added to the agenda, which will be emailed out to the Districts GSRs, Committee Members, and interested AA Members within at *least* **(voted and approved District 29)** a week before the District 29 Business Meeting so Committee Members and GSRs can not only give it thought, but also request the opinion of their group.

INDIVIDUAL RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS

District Committee Member, Alternate District Committee Member(s), Secretary, Treasurer, Web Master

District Committee Member

1. Will preside at all regular meetings and special meetings.
2. Has no vote at any meeting, except to break a tie vote.
3. Is authorized to sign District 29 checks.
4. Will conduct an annual budget review. Using the treasurer's annual report to determine the financial needs of each committee:
 - a. Establish an annual prudent reserve
 - b. The final budget for the year to be approved by all voting members present
 - c. Poll the voting members present how much and what percentage of money in excess of the prudent reserve to distribute to Oregon Area 58 and GSO
5. Will report all actions of Oregon Area 58 Assembly meetings and current District 29 business to General Service Representatives and service committee officers of District 29 in a timely manner.
6. Will notify all General Service Representatives and service committee officers of District 29 at least seven (7) days in advance of any special meetings that concern the common cause of District 29 or AA as a whole.
7. To avoid conflict of interest, should not be a General Service Representative and/or Alternate General Service Representative of any group of Alcoholics Anonymous while serving as District Committee Member.
8. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

Alternate District Committee Member(s)

1. In the case that the District Committee Member is unable to complete their term of office, the Alternate District Committee Member(s) will assume the position. If six (6) months or more remain in the current

term, the Alternate District Committee Member(s) can be reelected for one more term only as District Committee Member.

2. Has a vote in all matters at all meetings.
3. Is authorized to sign District 29 checks.
4. Is the chairperson of nominating committee for elections.
5. Is the Activities Coordinator for the district:
 - a. Organize and facilitate quarterly workshops and district events
 - b. Assist groups within the district to plan and conduct workshops and events.
 - c. Coordinate and assist with inter-group events within the district
 - d. Coordinate and facilitate workshops and events with other districts and Area 58.
6. To avoid conflict of interest, should not be a General Service Representative and/or Alternate General Service Representative of any group of Alcoholics Anonymous while serving as Alternate District Committee Member(s).
7. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

Secretary

1. Will keep complete and accurate records of all District 29 special and regular meetings.
2. Will distribute via email draft minutes prepared in Microsoft Word, PDF or other agreed upon word processing program, within fourteen (14) days of all completed meetings as follows:
 - a. Drafts of minutes are distributed via email to committee members and all GSRs/Alt GSRs for corrections.
 - b. Will bring sufficient "hard copies" of final minutes to the subsequent District meeting for review prior to Minutes approval process.
3. After minutes are approved or approved as amended at the subsequent District 29 meeting, will make whatever corrections are necessary within fourteen (14) days of that meeting and distribute using the methods described in #2 above.
4. Will maintain notebook containing current minutes, budget reports, legal, and other documents determined important to keep by the District representatives/body; at the end of each year, after consulting with the DCM, forwards documents to the Archives and/or passes documents on to the incoming Secretary as appropriate.
5. Maintains a reliable and current roster of District 29 General Service Representatives and Alternate General Service Representatives and Service Committee Chairpersons, along with mailing address, telephone number and email address.
6. Is responsible for the email routing of flyers or special announcements to District 29 General Service Representatives, Service Committee Chairpersons, and to all individuals under the District 29 email list.

Treasurer

1. Will oversee all funds belonging to District 29.
2. Keeps possession of bankbooks and checkbooks and make deposits.
3. Prepares a proper monthly accounting of expenditures and income, in writing, for distribution at the monthly District 29 business meeting.
4. Is authorized to sign District 29 checks, to include second signer. (second signer voted in 4-3-16 Business Mtg)
5. By virtue of office is a member of any service committee that is authorized to spend or collect any District 29 funds.
6. Prepares annual report for an annual district meeting to be used for budgeting and establishing a prudent reserve for the current year.

7. Collaborates with the Literature Chairperson to maintain a stock of AA books and literature on hand for District 29.
8. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

Public Information

1. Maintain a master spreadsheet of current meetings, locations, times, type of meeting and meeting contacts (GSRs)
2. Print and distribute schedules quarterly at district meeting, rotating colors monthly and using a pre-determined format. Quantity printed to be adjusted as determined and as budget allows;
3. Update the webmaster with meeting changes, additions or deletions.
4. Public Service Announcements
5. Distributes to community; meeting schedules, hotline information, etc.
6. Annually shop for best prices and services for producing printed schedules.

Web Master(s)

Positions and Rotation:

Chair (Webmaster) and Assistant:

1. Webmaster(s) will report to the DCM and will operate under the District 29 Web Site Guidelines
2. Attend and report at monthly District 29 meetings
3. Both the Webmaster and the Assistant Webmaster will need to have the technical proficiency required to handle the maintenance of the web site
4. District 29 DCM, Webmaster and Assistant Webmaster will have the authority to add or delete items on the web site, or physically alter the content of the web site.
5. The Webmaster will have the following additional responsibilities:
 - a. Shop for the best price for cost of services provided to enable the web site to exist and ensure that the web site is self-supported by the District without receiving anything of value from any source outside the fellowship of AA
 - b. Accurately maintain and update the web site as needed
 - b. Provide security for the web site as needed
 - c. Submit an annual budget request to the Finance Committee and monitor expenses
 - d. Ensure that all web site material conforms to the AA Traditions and the group conscience of District 29

SERVICE COMMITTEES

Service Committee Chairpersons may be recommended by the Steering Committee or a nominating committee and must be approved by a majority of General Service Representatives and members of the Steering Committee at a regular District 29 business meeting. Service Committee Chairpersons shall choose their own committee members and be responsible as trusted servants to do what is necessary to perform the service committee duties and responsibilities.

Service Committee Chairpersons shall attend regular District 29 business meetings and report monthly activities to the General Service Representatives and members of the Steering Committee. These positions shall include all duties and responsibilities as specified in the Twelve Traditions of Alcoholics Anonymous, the Twelve Concepts of Alcoholics Anonymous, the current Oregon Area 58 Guidelines, and finally, the Alcoholics Anonymous Service Manual current edition. The current District 29 Service Committees are as follows:

Hotline Committee

1. Keep an accurate record of all hotline members.
2. Inform Hotline members of AA Guidelines for Hotline.
3. Report to District 29 business meeting a report for hotline activity in each county.

Activities Committee

1. Proposed activities will be submitted to the District 29 business meeting for approval before commencing.
2. All funds received will be directed to the District 29 Treasurer for recording and deposit to the bank account for District 29.
3. All records of incoming and outgoing funds will be recorded by the District 29 Activities Chair, along with submitted receipts for District 29 records.
4. Communicates with Webmaster and District Public Information people for posting to the public, using flyers.