
District 49 Handbook



www.aalafayette.org

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District Planning Calendar

Month	District 49	Area 22
January	Vote on budget for coming year.	
February		Area Assembly
March		DCM Conference (<i>review agenda items for General Service Conference (in NY) – share with District at next meeting</i>) State Convention
April	DCM give report on the agenda items for the General Service Conference (NY)	
May		Area 22 Service Weekend + Area Assembly (<i>hear Delegate's report from the General Service Conference. Invite Delegate to speak to District?</i>)
June	In even years, plan service workshop for some time in the Fall (~September)	
July		
August		Area Assembly
September	District Service Workshop	
October	Announce upcoming District elections to be held at November meeting. Request fliers for holiday events for November District meeting.	DCM Conference
November	Elections: held in odd numbered years, for all positions for a two-year term. <i>Schedule Finance Committee meeting before December District meeting – to plan budget.</i>	Area Assembly – <i>Elections held in even years, elect all positions.</i>
December	Treasurer present proposed budget for following year to take back to Groups (to be voted on at January District meeting).	

If You Are New to the District Meeting

New Group

If you have started a new Group (a new meeting), send a representative for your Group to the District meeting and announce it. If you bring copies of a flier about the meeting, they can be distributed to other Groups through their GSRs at the District meeting (include meeting name, time, location and date that the meeting is starting). *Read pamphlet P-16: "The AA Group"*

The secretary will make note of the announcement and if the Group is still meeting after 3 months, it can be listed in the Directory and on the District website. This waiting period allows for time to see if the meeting will be supported and also prevents having to make unnecessary changes to the directory and website.

Meet with the District Chairperson (DCM) to find out how to register your Group with the General Service Office (GSO) in New York.

Try to find someone who will represent the Group at the District (a GSR, see below) to keep the local AA community informed about your Group and to pass information back to your Group about District, Area, and Conference activities.

New GSR for a Group

GSR stands for "Group Service Representative". As the GSR, you represent your AA Group at the District meetings. GSRs gather at the District meeting once a month to communicate with the local AA community (other Groups) and to hear about developments in AA as a whole. Each GSR has a vote in the District whenever there is an election or a decision to be made.

* Read pamphlet P-19: "GSR may be the most important job in AA"*

You can bring information from your Group that you want to share, ask for input on Group issues, convey your Group's Group Conscience on issues affecting the local Groups and/or AA as a whole.

You will also get information at the District meeting to take back to your Group including fliers about activities in the area, updated meeting directories, and questions/issues that need to be discussed locally, at the Area, and at the national levels of AA.

At your first District meeting, tell the chairperson (DCM) that you are new to the District or a new GSR and they will convey your information to the General Service Office (GSO) in New York.

Format for the District Meeting

1. Open with Serenity Prayer
2. Read Twelve traditions
3. Welcome visitors or new GSRs
4. Minutes from previous month read by secretary
5. Treasurer's report
6. Committee reports:
 - a. Directories
 - b. Telephone Answering Service
 - c. Website
 - d. Public Information - CPC/Treatment
 - e. Corrections
 - f. Social Activities
 - g. Young People in AA (YPAA)
7. DCM report
8. Old Business (from old or new business last month)
9. New Business
10. Group reports - go around room and have each GSR identify his/her Group; at this time, they can bring up any Group-related questions, comments, concerns, announcements.
11. Motion to close
12. Responsibility statement:

*I am responsible. When anyone, anywhere reaches out for help,
I want the hand of AA always to be there. And for that: I am responsible.*

Service Positions and Descriptions

DCM – (District Committee Member) see pamphlet “Your DCM”

- Attends and chairs monthly District meetings.
- Attends Area Assemblies (4 per year) and DCM conferences (2 per year).
- Keeps the GSRs informed by transmitting information from the Area.
- Carries the local Group conscience to the Area.
- Requirements: It is suggested to already have been a committee member at the District level to be eligible.

Alternate DCM – (District Committee Member) see pamphlet “Your DCM”

- Becomes the DCM if acting DCM resigns or is unable to serve
- Encouraged to assist, participate, and share in the DCMs responsibilities at District and Area meetings.

Treasurer

- Keeps financial records and distributes checks for various expenses for the District.
- Picks up mail from the Districts’ post office box (in West Lafayette).
- Keeps accurate records of inflow and outflow.
- Regularly attends and submits a written account to the monthly District meetings.
- Develops an annual budget for the Districts to approve (See ad-hoc Finance committee p. 13).
- Requirements: access to a computer is suggested as well as accounting or bookkeeping experience. Should be responsible with a solid period of sobriety.

Secretary

- Attends District meetings and records the minutes; copies and distributes them at the next month’s meeting.
- Passes sign-up sheet at monthly meeting to record names of attendees in the minutes (first name only).
- Maintains email address/phone list of District committee members.
- Emails District meeting minutes no later than 10 days after the meeting.
- Requirements: access to a computer is suggested.

Directories Chairperson

- Maintains an accurate meeting directory, updating monthly as needed.
- Has copies printed and delivers them to monthly District meeting.
- Requirements: access to a computer is needed.

Service Positions and Descriptions (continued)

Telephone Answering Service Committee Chairperson

- Chairperson is the District's liaison with the telephone answering service.
- Responsible for obtaining monthly call data, attending and reporting to monthly District meetings.
- Maintains list of people willing to take 12th Step calls over the phone.
- Provides guidelines to people who are new to this 12th Step work.

Public Information - CPC/Treatment Committee Chairperson

- Chairperson of the committee serves as liaison between the District and
 - (1) the community (Public Information (PI))
 - (2) professionals who come in contact with active alcoholics and may be able to refer them to AA (clergy, courts, doctors, etc). (Cooperation with the Professional Community (CPC)).
 - (3) treatment centers
- Responsible for organizing the activities of the committee to create a greater understanding of – and prevent misunderstandings of – the AA program, through the public media, electronic media, and speaking to community Groups.
- Responsible for organizing the activities of the committee to create mutual understanding and cooperation between the fellowship and professional Groups and individuals.
- Responsible for organizing meetings in treatment centers.
- Familiarize self with PI and CPC/Treatment workbooks and literature.
- Hold regular committee meetings to plan activities.
- Responsible for using budgeted money for above purposes.
- Regularly attends and reports to the monthly District meetings.

Correctional Facilities Committee Chairperson

- Chair of the Correctional Facilities committee serves as the liaison between the District and the correctional facilities (county jails in our Districts).
- Responsible for organizing committee members to take meetings into the jails.
- Familiarize self with the Corrections workbooks and literature.
- Responsible for using budgeted money to buy literature for the jails and for distributing it.
- Regularly attends and reports to the monthly District meetings.

Website Committee Chairperson

- Maintains the District website; updating meeting schedules, events, and information
- Responsible for using budgeted money to maintain yearly payment of the hosting site and domain name.
- Requirements: access to a computer is needed.
- Regularly attends and reports to the monthly District meetings.

Service Positions and Descriptions (continued)

Social Activities Committee Chairperson

- Chairs the social activities and events committee.
- Responsible for organizing committee members to plan possible social activities, workshops and social events for the local AA community.
- Responsible for managing money for events (See also Finances, pg. 9).

Young People in Alcoholics Anonymous (YPAA) Committee Chairperson

- Chairs the YPAA committee.
- Attends monthly district meetings to report events and supply flyers of local, state-wide, and other YPAA events.
- Responsible for organizing committee members to plan possible YPAA activities, workshops, and events for the local AA community, state-wide AA community, and the greater YPAA community.
- Represent the group conscience of the YPAA committee at the district level.
- Responsible for managing YPAA committee funds (or another YPAA committee member) and give a monthly report to district.

Rules of Order for District Meeting

This is a general description of how we deal with discussion of issues (and voting if necessary). These procedures are meant to respect the traditions and concepts. Robert's Rules are used informally as a tool to help things move along.

The DCM or the alternate DCM chairs the meeting.

When voting on an issue, the following are eligible to vote:

- GSRs or alternate GSRs (one vote per Group)
- District officers and committee chairs and their alternates.

Procedures to vote on an issue

- An issue is brought up and general discussion begins.
- At any time, someone may make a motion (that is, present a statement that can be voted on – the chairperson may ask them to clarify the wording of the motion). The chairperson asks if someone will second the motion.
 - If no one seconds the motion, it is dead. Resume discussion until a new motion is made.
 - If someone seconds the motion, the chair opens the floor for and directs discussion about the specific motion. The chair will attempt to keep the discussion focused on the topic.
 - Once the chair determines that enough discussion has occurred (i.e., everyone who wants to speak has had a chance; no new points are being made), they can close the discussion and begin the voting ("call the question").
 - The chair will repeat the motion, then ask for a show of hands "for" the motion and then "against" the motion.
 - If the motion receives unanimous support the motion is passed.
 - If the motion receives a simple majority of the vote (more than 50%), the minority may express their opinion (no others may discuss or give their opinion at this time).
 - Once the minority opinion has been given:
 - The chair asks if anyone now will change their vote (by a show of hands).
 - If no one changes their vote, the motion passes according to the majority opinion.
 - If at least one person indicates that their vote has changed, the chair directs a new vote.

Tabling an issue – An issue can be tabled if, for any reason, further discussion is not fruitful (a lack of consensus; more information needed, etc.). The issue can be raised again at the next District meeting and discussion continued at that time.

Elections

Elections are held every two years at the November District meeting. All elected positions have a 2-year term, beginning in January of the following/even year.

If someone cannot complete their 2-year term, GSRs should inform Groups of the open position and then an election can be held. In this case, the replacement is elected to finish whatever time remains on the 2-year term; the replacement can stand for election again if interested.

The Third Legacy procedure is used in voting for each position. The Third Legacy procedure is explained in the AA Service Manual p. S21-22).

The DCM is voted in first, followed by Alternate DCM, Treasurer, Secretary, Directories, and then Committee Chairs. After these positions are filled, vote in the alternates. This ensures that the main/chair positions are filled.

Traditionally, to help the proceedings run more smoothly, **a few organizational details** are put in place:

- Get a white board and marker or some visual aid to help the Group keep track of positions to be voted on, names of people who are nominated, and vote counts.
- Determine how many people in the room are eligible to vote and calculate the number which represents a 2/3 majority of this total. This is the number required to be elected.
 - The following are eligible to vote:
 - All GSRs. There can be one vote per Group. If a GSR is absent, the Group's alternate GSR can vote instead. A Group member who is not the elected GSR or Alternate does not have a vote – unless the Group voted to have him/her stand in for the election.
 - Anyone currently holding an elected position in the District.
- Pass out pieces of paper for ballots.
- Ask for 2 volunteers (who are not voting) to collect and count the ballots.

The voting procedure (Third Legacy Procedure):

- As each position is announced, read the job description (p. 3-5 of District Handbook); the DCM might also ask for additional input on this job from the person who currently holds the position.
- Go around the room and have each person state whether or not they are interested in standing for the position.
- Each person who is interested in a position (even if there is only one) will state their qualifications (length of sobriety (where relevant), home Group, experience in service at the Group or District level) and why they want the job.

Elections (continued)

- If there is only one person interested in the position and their qualifications are adequate, they are elected "by acclaim".
- If there is more than one person interested in the position whose qualifications are adequate, they leave the room while the voting takes place (If they are eligible to vote, they should do so before leaving the room!)
- Once ballots are collected and counted, put the totals up on the board (these should be erased before the candidates are brought back into the room).
 - Round 1: Does one of the candidates have a 2/3 majority of the votes? If YES, this person is elected; bring all back into the room. If NO, vote again.
NOTE: If more than 2 people are nominated, candidates with less than 1/3 of the vote are withdrawn from the next round of voting.
 - Round 2: Does one of the candidates have a 2/3 majority of the votes? If YES, this person is elected; bring all back into the room. If NO, vote again.
 - Round 3: Does one of the candidates have a 2/3 majority of the votes? If YES, this person is elected; bring all back into the room. If NO, put candidates' names in a hat and choose.

Finances

Budget and Prudent Reserve

District 49 operates under an annual budget and maintains a prudent reserve of approximately 5 months' operating expenses.

What is a prudent reserve? *"Once the basic Group expenses have been taken care of ... a "prudent reserve" is set aside to cover any emergency contingencies that might arise..."*
...A suggested prudent reserve for central offices, intergroups, and area committees is one to twelve months' operating expenses, depending on local needs."

(From AA Pamphlet F-3 "Self-Support: Where Money and Spirituality Mix")

Description of line item expenses for District 49

DCM expenses – travel expense for our District representative or alternate to attend various meetings and functions around the state; pays the DCM's or alternate's registration for Area 22 Service Weekend.

Public Information - CPC/Treatment committee - to purchase pamphlets for distribution throughout the area to the general public (schools, library, etc.), professionals (doctors, clergy, probation office) and treatment centers.

Correctional Facilities committee – primary expense is the purchase of Big Books to distribute to inmates at the Tippecanoe County Jail. Other AA reading materials have also been distributed. Other County jails within District boundaries are also potentially part of our outreach (Frankfort (Clinton County), Attica (Fountain County)) etc.

Directories – printing the directories each month for local AA Groups.

Office Supplies – Photocopying (treasurer's report, minutes, flyers, etc.).

Postage and PO Box – monthly rent for our mailbox and miscellaneous postage.

District Meeting rent – rent for monthly District meetings.

Telephone – telephone answering service; cost of having a local AA telephone number and having it listed.

Website – yearly hosting fee for the local AA website and domain name (internet address).

Finances (continued)

Ad-hoc Finance committee

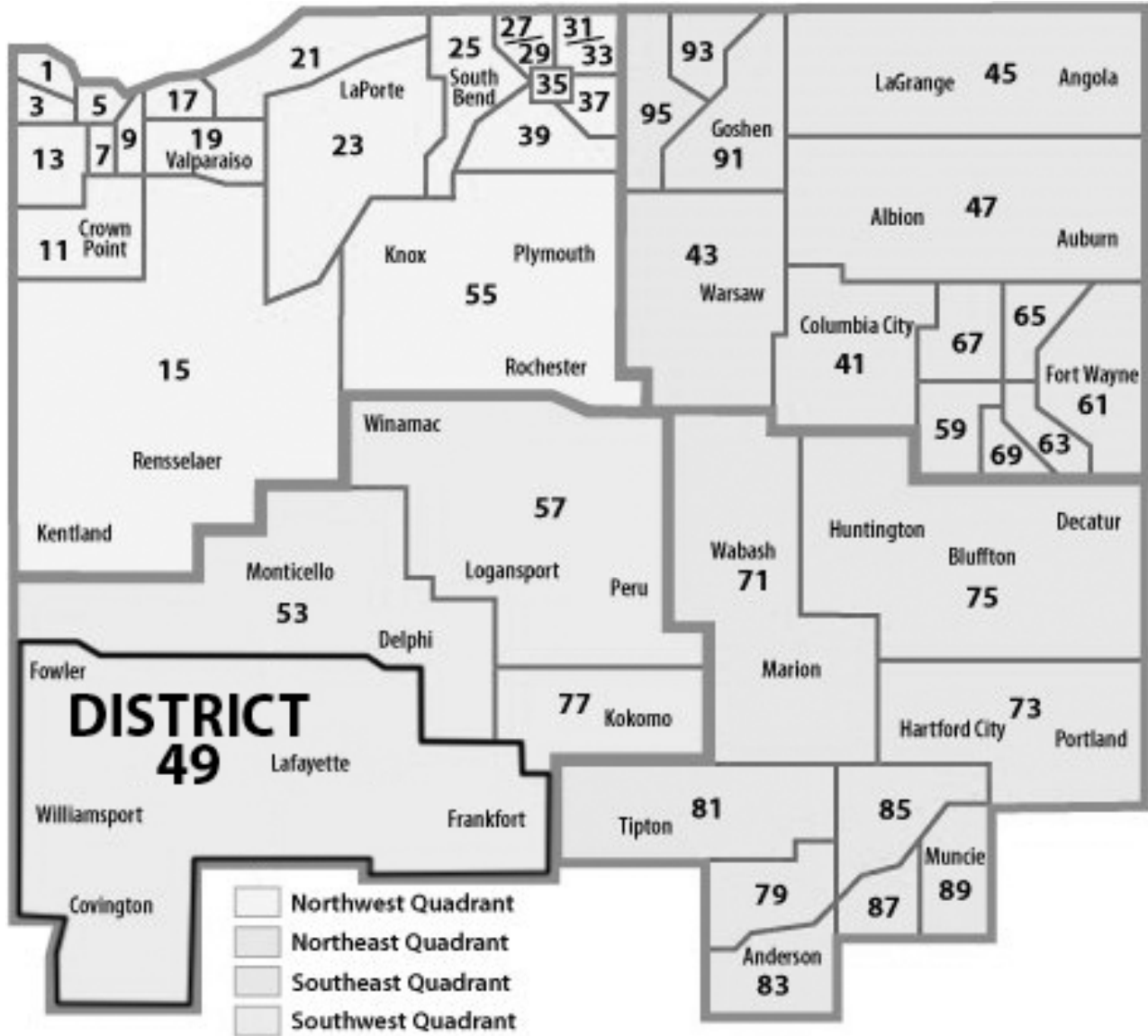
The finance committee consists of the Treasurer, Alternate Treasurer, DCM and Alternate DCM. They meet annually in November to discuss the proposed budget for the following year. (The budget is proposed and distributed in December, then voted on by the District in January).

This meeting is open to anyone who is interested. This provides a way for the treasurer to get input and it provides some additional oversight of our finances. A meeting of this committee may be called if any major financial concerns or questions arise.

Activities Committee money

The Activities Committee is NOT funded by Group contributions to the District; that is, money put in the collection basket and sent to District does not go toward supporting the social activities put on by this committee. The committee collects money independently: from those willing to support it. This money is not handled by the District Treasurer and is not reported on the monthly financial statements. *The Activities chairperson is responsible for collecting any donations and keeping track of the money.*

Map of Area 22 Districts



Notes

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