



ALCOHOLICS ANONYMOUS  
AREA 74  
DISTRICT 20

# **OPERATING GUIDELINES**

TABLE OF CONTENTS

DISTRICT 20 PREAMBLE.....2

DISTRICT OFFICER DEFINITIONS/RESPONSIBILITIES.....3

DISTRICT MEETING PROCEDURE.....5

DISTRICT ELECTION PROCEDURE.....6

DISTRICT FINANCES.....8

District 20 is the easternmost district within Delegate Area 74, Northern Wisconsin and Upper Peninsula of Michigan. The main communities within District 20 are Munising, Manistique and Newberry.

Any additions/omissions from these Guidelines, as well as any issue not addressed by these Guidelines, require discussion, motion, and vote at a District 20 meeting. These Guidelines shall be reviewed annually at the January District meeting, and whenever deemed necessary by the District.

### DISTRICT 20 PREAMBLE

We, the trusted servants of District 20, include: General Service Representatives (GSRs), District Officers, Committee Chairs and any other AA's interested in service work. We serve the groups within District 20 by supporting 12-step work through the committee structure. We support lively communication and shared experience through regularly scheduled District meetings. We hold workshops to foster understanding of AA's Three Legacies. Unity among us is strengthened by occasionally bidding on and hosting an Area 74 Spring or Fall Conference.

We, the trusted servants of District 20, practice, observe and support the spirit of the 12 Steps, 12 Traditions and 12 Concepts. We also observe the spirit of the 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."*

And a Declaration of Unity:

*"This we owe to AA's future; to place our common welfare first; to keep our Fellowship united. For on AA unity depend our lives, and the lives of those to come."*

## DISTRICT OFFICER DEFINITIONS/RESPONSIBILITIES

### DISTRICT OFFICERS

The **District Committee Member (DCM)** is the essential link between the GSRs and the Area Delegate. He/she regularly attends all Area Assemblies and Area Committee Meetings, passing on the conscience of our District. The DCM assists the Delegate in covering the Area by visiting all regular meetings held in the district, while talking to the groups on the responsibilities of service work. The DCM keeps the GSRs informed about conference activities, while making sure they are acquainted with *The AA Service Manual* and *The Twelve Concepts for World Service*. The DCM organizes workshops and/or sharing sessions on service activities. The DCM regularly communicates with the Alternate DCM and Delegate, and makes sure all District minutes are sent to the Delegate and exchanged with other Districts.

The **Alternate DCM** is the backup for the DCM; if the DCM resigns or is unable to serve for any reason, the alternate steps in. The Alternate DCM assists, participates, and shares in the DCM responsibilities at District and Area functions.

The **Secretary** is responsible for maintaining minutes of District meetings, and distributing them to the groups. The Secretary shares all mail from the GSO and Area with the district, and announces information concerning AA activities and events.

The **Treasurer** maintains and protects the district funds, keeping accurate records of all transactions. The Treasurer makes sure the basket is passed at all District functions honoring the 7th Tradition, and takes control of those monies. The Treasurer pays the district monetary obligations in a timely manner, and provides a written and verbal financial report at the monthly District meeting. For any instance not covered by these guidelines, refer to *AA Guidelines – Finance* (MG-15).

### STANDING COMMITTEES

The **Hotline** committee chairperson maintains a list of volunteers willing to accept 12th Step calls, and monitors calls not being taken from volunteers. The chair brings any monetary needs to the attention of the district, and provides a monthly report of calls received. For any instance not covered by these guidelines, refer to *AA Guidelines – AA Answering Services* (MG-12).

The **Literature** committee chairpersons sell AA approved literature to groups and maintain an inventory from GSO that are of primary interest to the groups. The chair maintains a literature display consisting of items from AAWS, GSO, AA Grapevine Inc. and other approved materials for display at District functions. The Literature committee shall maintain a separate bank account from the district. The chair provides a verbal and written report of activities and finances monthly. For any instance not covered by these guidelines, refer to *AA Guidelines – Literature Committees* (MG-09).

The **Corrections** chairperson coordinates with volunteers willing to enter jails and prisons within the district to participate in institutional meetings. The chair coordinates with administration at these facilities to work out details for conducting such meetings. The chair gives a report monthly. For any instance not covered by these guidelines, refer to *AA Guidelines – Treatment Facilities Committees* (MG-06), and *AA Guidelines – Cooperating with Court, DWI and Similar Programs* (MG-05).

The **Archives** chairperson actively collects District historical business and financial documents, photographs and memorabilia pertinent to the history of District 20 and Alcoholics Anonymous. The chair is tasked with maintaining a display of said items, and exhibits them at AA functions as requested. The chair is responsible for ensuring the anonymity of members, confidentiality of all records, and that the preservation needs of materials in the collection are met. The chair reports monthly. For any instance not covered by these guidelines, refer to *AA Guidelines – Archives* (MG-17).

The **Public Information** chairperson keeps the public informed of the function of AA in the community (schools, hospitals, churches, etc.). The chair provides literature and meeting lists to the public, as well as takes questions and phone calls from the community regarding AA. The chair gives a monthly report. For any instance not covered by these guidelines, refer to *AA Guidelines – Public Information* (MG-07).

The **Cooperation with The Professional Community** chairperson maintains communication with the courts, police, judges, attorneys, doctors, and probation/parole agents regarding the function of AA in the community, as well as provides literature to these professionals. The chair gives a monthly report. For any instance not covered in these guidelines, refer to *AA Guidelines – Cooperation with The Professional Community* (MG-11).

The **Treatment/Accessibilities** chairperson assists people coming from correctional facilities (jail/prison) and inpatient substance abuse treatment in their transition from those environments to the outside, and provides contact and meeting information to those persons. The chair also coordinates communication from other alcoholics (letters) to those in institutions. This position works closely with the Corrections committee chair. The chair gives a monthly report to the District. For any instance not covered in these guidelines, refer to *AA Guidelines - Accessibility For All Alcoholics* (MG-16), and *AA Guidelines - Treatment* (MG-14).

The **Grapevine** chairperson keeps District 20 and the groups within updated on the latest Grapevine news (subscriptions, new changes, prices). The chair also maintains a Grapevine display with necessary stock and order forms, and sets the display up at all District 20 functions. The chair will register with the Area 74 Grapevine chair, and assist any District 20 group encountering ordering issues. The chair reports monthly to the district. For any instance not covered in these guidelines, refer to *A Guide to AA Grapevine* at [www.aagrapevine.org](http://www.aagrapevine.org).

## DISTRICT MEETING PROCEDURES

Any District 20 AA member in attendance has a voice.

The DCM (or the Alternate DCM in the DCM's absence) shall chair the meeting. District 20 Meetings are typically held at 11 am on a Saturday designated by the DCM at the United Methodist Church in Germfask, MI, or online via the ZOOM platform. The meeting is conducted following the approved agenda (see example below). The Tradition and Concept read will correspond with the month (June=6, September=7, etc.).

### **Area 74, District 20 \_\_\_\_\_ Meeting Agenda Saturday \_\_\_\_\_ @ 11 AM**

- Quiet time: Serenity Prayer
- Readings:
  - Tradition
  - Daily Reflection
  - Concept
- Introductions
- Approval of \_\_\_\_\_ Agenda
- Review/approval of \_\_\_\_\_ minutes
- Treasurers Report
- DCM report/ALT DCM Report
- 7<sup>th</sup> Tradition
- GSR Reports
- Committee Reports
  - Hotline
  - Literature
  - Corrections
  - Archives
  - PI
  - CPC
  - Website
- Old Business
- New Business
- DATES TO REMEMBER
  - 
  - 
  -
- Next District Meeting \_\_\_\_\_
- Adjourn with Lord's Prayer

## DISTRICT ELECTION PROCEDURE

The outgoing DCM will conduct the district 20 Elections, read aloud the description and responsibilities of each elected position, and will stress the importance of choosing our leaders wisely.

**At the District Meeting prior to the Election, the “definitions and responsibilities” for each Service position will be read aloud.** Pamphlets pertaining to the various positions will be distributed, and any questions pertaining to these positions will be answered.

All persons who stand for a Service position should familiarize themselves with the duties and responsibilities as listed in these Guidelines, **and be willing to follow those definitions and responsibilities as listed.**

The day of the Election, the DCM will provide clarification and answer any questions pertaining to the Service positions being filled.

Nominations are taken from the floor.

Nominations must be seconded.

The nominee will be asked if they are willing to stand, and fulfill the duties and obligations of the position, **including attending District Meetings.** The nominee must be present to confirm acceptance of the nomination.

The DCM will ask for any other nominations three times.

The nominations will be closed.

Each nominee will be asked to share their sobriety date and service experience.

If there is more than one candidate for any elected position, the Third Legacy procedure will be utilized.

All District 20 Service positions shall be filled by a past or present GSR.

All AA members in attendance shall have a voice.

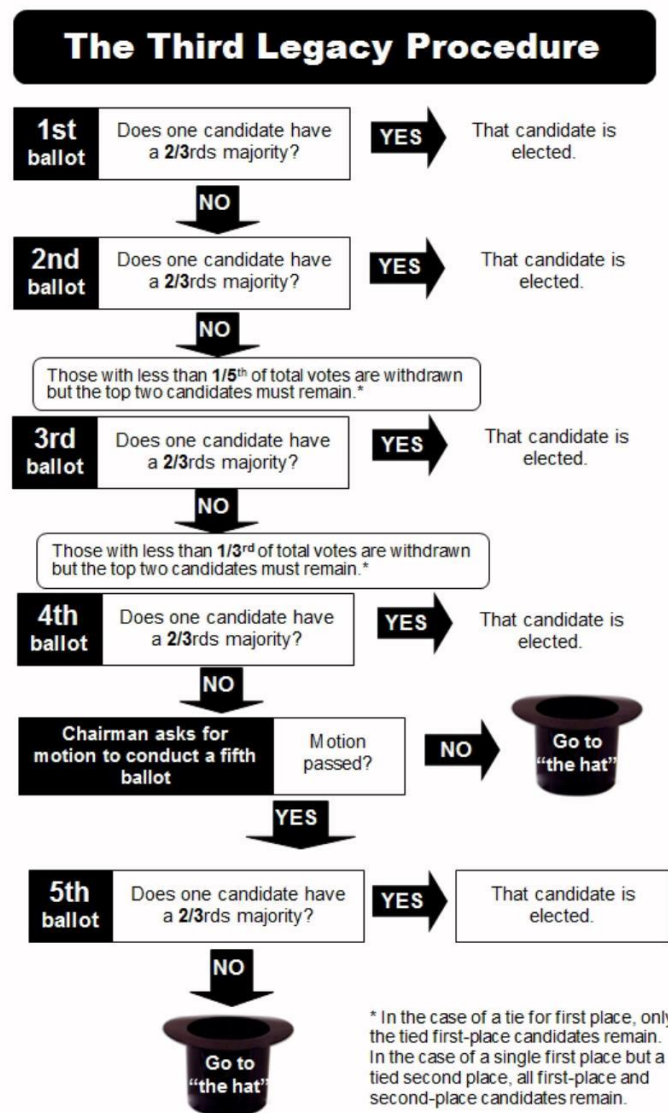
District 20 members who routinely attend District Meetings are eligible to vote.

The following service positions shall be filled using this procedure: DCM, Alternate DCM, Secretary, Treasurer, and Committee Chairs (Literature, Corrections, Archives, CPC, Public Information, Treatment/Accessibilities, and Grapevine.)

All District Officers and Committee Chairs will serve terms of two years. Each term will begin on January 1 of even years. Newly elected District Officers and Committee Chairs will be expected and encouraged to attend District Meetings and familiarize themselves with the job description.

Officers shall rotate (may not serve again in any previously held position) after serving a full term. In the event that a current Officer had held a service position for less than one full term, that person can serve an additional full term.

Committee chairs are encouraged to rotate. The elected DCM shall have previously served as a GSR. In addition, each candidate is recommended to have a minimum of 2 years of continuous sobriety in AA. A chart illustrating the Third Legacy voting procedure is shown below.





## DISTRICT FINANCES

District 20 believes in supporting our elected, trusted servants as follows:

**General expenses** paid by District 20 will include rent to the meeting venue, coffee/supplies, and workshop expenses.

**Budget:** The DCM and Treasurer will present the Annual Budget in January of each year. All Committee expenses should be requested and submitted in December of the preceding year.

**DCM reimbursement:** Friday night motel at stand-alone Area Assemblies and Area Committee Meetings, Friday and Saturday night motel at Area Conferences including the cost of registration and banquet, mileage reimbursed at actual fuel expense for travel to and from Area 74 service functions, food allowance for Area Committee Meetings and Assemblies not to exceed \$25 per day (no reimbursement for Conferences due to covering the banquet and the availability of Hospitality Rooms), printer ink, paper, stamps, and other supplies needed to carry out District business (must be approved), other AA events (such as East-Central Region Forums/Conferences and workshops outside of District 20 – approved on a case-by-case basis). The DCM should use prudence with the budget and is accountable to the district.

**Secondary Lodging:** The district will reimburse a second room (one night at Assemblies/Committee Meetings and two nights for Conferences). The functional purpose is to end up with a “male” room and a “female” room, and to encourage participation in General Service. Logistics will all work out based on the DCM at the time. Carpooling and room sharing is encouraged. No additional expenses for the second room will be reimbursed. If “money gets tight,” secondary lodging will be the first thing we stop reimbursing for.

**Committee Chairs:** Committees with a current elected chair should submit their budget requests for the following year in December. Requests should include a brief explanation of work to be done. Approval is necessary for the budget and any exceptions. **Note – Literature has their own budget and account and is separate from the district 20 budget.**

**Treasurer:** The Treasurer will reimburse all approved expenses with a proper receipt.

**Prudent Reserve:** The district shall maintain a Prudent Reserve. Any expenses that would cause us to dip into our Prudent Reserve must be pre-approved. **If a reimbursement request would force us into our Prudent Reserve, that reimbursement request will be reviewed. This includes DCM reimbursements.**

