

# STRUCTURE FOR DISTRICT 3

## Area 26 Alcoholics Anonymous

### I. PREAMBLE

- A. The District 3 Committee of Alcoholics Anonymous shall always be a service body and shall protect and respect the autonomy and the privilege of dissent of any and all AA groups in the District 3 area.
- B. Service shall be the District 3 Committee's primary purpose and the Committee shall encourage all groups to participate in the business of the Committee and to support the Committee in its efforts to cooperate with the Area 26 Committee, AA General Service Office and AA World Service.
- C. The District Committee is specifically charged with the duty of the election, in odd years, of a District Committee Member (DCM) to represent the district at Area 26 meetings and to give the DCM financial support to assist him or her in the course of duties of the office. The Committee is further charged with the election, in odd years, of an alternate DCM, District Secretary and District Treasurer.
- D. Unless otherwise specified, all District 3 Committee affairs will be conducted using the procedures as outlined in the most current AA Service Manual.
- E. For clarification of District 3 Committee financial responsibilities, the current Financial Guidelines should be adhered to.

### II. DISTRICT COMMITTEE

- A. The following are voting members of District 3:
  - 1. District Committee Member
  - 2. Alternate DCM
  - 3. Current serving General Service Representatives (GSR) or alternates (if GSR cannot be present)
  - 4. District Committee Chairpersons
  - 5. District Secretary
  - 6. District Treasurer
  - 7. Past DCMs
- B. District monthly meetings shall be held normally at 1:30 p.m. on the first Sunday of every month at the Bowling Green Central Office unless another location has been requested one month in advance and approved.

- C. District quarterly meetings shall be held approximately two weeks before Area 26 quarterly meetings in January, April, July and October, normally at 1:30 p.m. in the Bowling Green Central Office.

### **III. GENERAL SERVICE REPRESENTATIVE**

- A. A General Service Representative is any member of an AA group elected by that group to act primarily as a connecting link between the GSR's group and the General Service Office, interpreting each to the other.
- B. AA groups choosing their GSR should take much care in their selection. It is essential that members of experience and stability are selected and none ought to accept this post unless able to give sufficient time to the GSR's duties and attend District meetings.
- C. Each group in the District should elect a GSR and an alternate GSR for a term of two years. GSRs and alternates are elected in the same year as the election of the DCM and Area Delegate. The election should be held in the month of September, with their term of service to begin January 1 of the following year. GSRs may succeed themselves, but keep in mind the importance of rotation to the individual and to the group itself.
- D. In accordance with our seventh tradition, any expenses for travel and lodging for the GSR, in connection with service activities should be paid for by the group represented. Any GSR also serving as a Committee Chair for the District shall ask their group to pay for ½ of their expenses with the District paying the other half of the expenses.
- E. An alternate GSR should also be elected to represent the group in the event the GSR cannot attend a District meeting.
- F. It is suggested that the GSR possess a minimum of two years of continuous sobriety and is prepared to read and follow the AA Service Manual and be chosen for their responsibility and credibility.

### **IV. DISTRICT COMMITTEE MEMBER**

- A. A DCM should be elected from the previous or currently serving GSRs, alternate DCM, District Secretary, District Treasurer, or Standing Committee Chairs who have attended District meetings.
- B. It is suggested that the elected DCM possess a minimum of four years of continuous sobriety, some leadership ability and be active in the AA program. He or she must also be willing to follow the AA Service Manual, Area 26 and District 3 guidelines.

- C. The alternate DCM shall be the runner-up in the DCM election.
- D. The District shall reimburse the DCM or Alternate DCM for any telephone calls (limited to 10 minutes), postal and copying expenses necessary for the performance of this service position. In accordance with Tradition 7, the District shall also provide for travel expenses for the DCM or Alternate DCM to be present at Area 26 quarterly meetings. Any travel incurred while serving District 3 shall be reimbursed as follows:
- Travel expenses include mileage at a rate of ½ the Federal Travel Rate; which is currently (as of May 2016) \$.54 a mile so the District will reimburse at \$.27 per mile.
  - Any distance equal to or exceeding 100 miles, one way, shall qualify for two nights lodging.
  - Any distance less than 100 miles, one way, shall qualify for one-night lodging.
  - Carpooling is requested if at all possible.

## **V. SECRETARY**

It is suggested that the elected secretary possess at least 1 year of continuous sobriety. In the spirit of rotation, the new secretary should not have served the previous term as secretary. The secretary should be a responsible person willing to attend all the District meetings to take notes and be willing to follow the AA Service Manual.

## **VI. TREASURER**

It is suggested that the elected treasurer possess at least 4 years of continuous sobriety and be trustworthy with money. In the spirit of rotation, the treasurer should not have served the previous term as treasurer. The treasurer should be willing to follow the AA Service Manual.

## **VII. DISTRICT DUTIES**

### **A. DCM**

1. Receive group reports.
2. Receive District Committee reports.
3. Have Secretary read minutes and ask for approval/disapproval.
4. Have Treasurer read report and ask for approval/disapproval.
5. Give report to groups and committees.
6. Ask for any old and new business to be discussed and/or voted on.
7. Discuss how to better improve communications between all service persons, active members and the still suffering alcoholic.
8. Actively seek out volunteers for or appoint District Committee chairs for all district standing committees.

A. GSRs

1. Give group report to DCM and Committee.
2. Discuss any group problems and solutions.
3. Be involved in and committed to your group and the district.

B. SECRETARY

1. Read minutes from the previous meeting.
2. Keep and maintain minutes of the district's monthly and quarterly meetings.
3. Prepare agenda for the next meeting.
4. Keep district records and maintain the current mailing addresses and other contact information of DCM, GSRs, district officers and committee chairs.
5. Email and mail minutes and announcements to GSRs, Standing Committee Chairs, Alternate DCM and DCM.

C. TREASURER

1. Give monthly report.
2. Receive contributions from the groups and other approved sources.
3. Maintain records of monies received and disbursed.
4. Maintain bank account, with two signatures required on checks, and signature cards at the bank to be the current DCM, the alternate DCM and the treasurer.

D. The District Committee may remove any district officer (DCM, Alt. DCM, Secretary, or Treasurer) by majority vote of 2/3 of the eligible voting members present.

E. PERMANENT STANDING COMMITTEES

1. Correctional Facilities
2. Treatment Facilities
3. Cooperation with Professional Community
4. Grapevine
5. District Newsletter
6. Public Information
7. Archives
8. Special Needs
9. Website
10. Literature

It is suggested that ALL appointed standing committee members possess at least 3 months of continuous sobriety with the exception of the Correctional Facilities Standing Committee Chair whom should possess not less than 1 year of continuous sobriety and no prior felonies preventing entry into the correctional facilities in District 3. In the spirit of rotation, standing committee chairs should not serve two consecutive terms in the same position. Each standing committee chair should be

willing to follow the AA Service Manual. Each committee should have a secretary and when needed, the District Treasurer will pay expenses incurred. District approval is necessary for funding and/or reimbursements.

It is suggested that each group have members who will serve on each committee, with persons appointed to be at the call of the District Committee Chair.

Any travel incurred while serving District 3 shall be reimbursed as follows:

- Travel expenses include mileage at a rate of ½ the Federal Travel Rate; which is currently (as of May 2016) \$.54 a mile so the District will reimburse at \$.27 per mile.
- Any distance equal to or exceeding 100 miles, one way, shall qualify for two nights lodging.
- Any distance less than 100 miles, one way, shall qualify for one-night lodging.
- Carpooling is requested if at all possible.

When needed, each committee chair can receive an advance for calculated mileage and host hotel fees for Area 26 Assemblies and Quarterly meetings.

### **1. Correctional Facilities**

The basic functions of corrections standing committee members are elaborated in the Corrections Workbook. However, here are highlights of major headings:

1. Corrections committee members, when allowed to do so, take A.A. meetings into facilities within their area.
2. They encourage “outside” group participation in this kind of Twelfth Step work.
3. In some areas, each group has a group corrections representative.
4. The committee provides a liaison between the correctional facilities groups and meetings, and groups on the outside, and also coordinates prerelease contact.
5. The relationship with prison authorities is discussed in the workbook to ensure a positive reciprocal working relationship with administrators and staff.

### **2. Treatment Facilities**

This list is intended as a committee starting-point only. For further experience, please review the Treatment Committee Workbook, talk to the past treatment facility standing committee member and remember that our first responsibility is to the Traditions of Alcoholics Anonymous.

1. Study Treatment Committee Workbook and related materials.
2. Make presentations to three treatment facilities or outpatient treatment settings and offer follow-up presentations every four months to accommodate staff changes.

3. Set up Treatment Committee literature displays in area meetings, seminars, conventions, etc.
4. Create a local Treatment Committee presentation based on the Treatment Committee Workbook and local experience, i.e., for psychiatric hospitals, nursing homes, youth non-correctional facilities, shelters, halfway houses, and a variety of other treatment settings. Use of the DVD Hope: Alcoholics Anonymous or the DVD A.A. Videos for Young People, where appropriate, may be helpful.
5. Contact nursing homes to offer A.A. presentations or meetings.
6. Contact psychiatric hospitals to offer A.A. presentations or meetings.
7. Contact homeless shelters and offer A.A. presentations or meetings.
8. Contact three halfway houses and offer A.A. presentations or meetings.
9. Contact outpatient rehabilitation programs and offer A.A. presentations or meetings.
10. Contact local Veterans Administration Hospitals or facilities and offer A.A. presentations or meetings.
11. Fight apathy within the Fellowship; find a co-chair and interested people in order to achieve all the above.
12. Write to the General Service Office with additional suggestions for this list.

### **3. Cooperation with Professional Community**

Cooperating with nonalcoholic professionals is an effective way to carry the message to the sick alcoholic. Such people often meet the alcoholic in places where A.A. is not present. Through professionals, alcoholics may be reached who might otherwise never find the program, or they may be reached sooner with the help of informed non-A.A.s. A professional can be anyone who deals with problem drinkers in the course of their work. Many of these people often encounter the suffering alcoholic, and in spite of public awareness, many of them simply don't know what to do with a drunk.

Here is a list of professions that C.P.C. committees have approached. Your committee may think of others: alcoholism or other counselor; armed forces officer; athletic coach; corrections officer; court official; educator; employers or employee assistance professionals; health care professional (doctor, nurse, psychiatrist, psychologist, etc.); clergyperson; judge; juvenile services professional; law enforcement officer; lawyer (prosecutor, defense attorney); probation or parole professional; professional student; public health official; senior services professional; social worker; union official.

C.P.C. work can begin when individual A.A.s reveal their membership to their doctors or drop a quiet word in the ear of a pastor, priest or rabbi that an A.A. member is available to the congregation. Some A.A. members, A.A. groups, or committees share a single issue of the A.A. Grapevine, La Viña or La Vigne with the professionals, explaining how our meeting in print paints a picture of the Fellowship in action through members' stories and letters. Groups can further participate in C.P.C. by welcoming professionals and future professionals to open meetings and offering a subscription to the A.A. Grapevine, La Viña or La Vigne. Committees on the area or local level actively seek ways to make contact with professional people and set up

programs to increase knowledge and understanding of Alcoholics Anonymous. It is important to remember that cooperation with professionals— like everything else in A.A.—is based on personal contact.

#### **4. Grapevine**

#### **5. District Newsletter**

#### **6. Public Information**

The following is a list of goals:

1. Be sure every public library has at least one Conference approved book, e.g. the Big Book, Twelve Steps and Twelve Traditions or Living Sober.
2. Let the Fellowship know how to reach out to the hearing impaired.
3. Place a literature rack in every high school, college, police station, library and hospital in the district and keep the rack stocked with appropriate literature and meeting schedules.
4. Send a letter to high schools, offering A.A. literature and A.A. Videos for Young People and/or a presentation on A.A.—what we do and what we do not do.
5. Send a letter to convalescent homes, rest homes and senior centers in the district offering A.A. literature and/or a presentation on A.A.
6. List open A.A. meetings in the newspapers in the district.
7. Place a small (paid if necessary) announcement in every district newspaper around the holidays.
8. Work with the newspapers — anonymity, Traditions — generating interest in our Fellowship.
9. Respond to speaking requests at non-A.A. meetings in the district.
10. Place Public Service Announcements with radio and television stations.
11. Put meeting schedules behind the front desks at every hotel, motel and bed and breakfast.
12. Participate in district and state A.A. seminars and conventions.
13. Fight apathy within the Fellowship, find a co-chair and interested people in order to achieve all the above, and most importantly, keep your sanity and stay away from the first drink.

## **7. Archives**

The mission of the Archives Committee Chair is to document permanently the work of Alcoholics Anonymous in District 3, to make the history of District 3 accessible to A.A. members and other researchers, and to provide a context for understanding A.A.'s progression, principles and traditions in District 3.

Consistent with A.A.'s primary purpose of maintaining our sobriety and helping other alcoholics achieve recovery, the Archives of District 3 will:

- Receive, classify and index all relevant material, such as administrative files and records, correspondence, and literary works and artifacts works considered to have historical import to District 3;
- Hold and preserve such material;
- Provide access to these materials, as determined by the archivist in consultation with District 3 Committee Chairs, GSR's, and DCM to members of Alcoholics Anonymous and to others who may have a valid need to review such material, contingent upon a commitment to preserve the anonymity of our members;
- Serve as a resource and laboratory to stimulate and nourish learning;
- Provide information services to assist the operations of AA in District 3;
- Promote knowledge and understanding of the origins, goals and program of AA in District 3.

## **8. Special Needs**

The following is a list of goals:

- Extend the hand of A.A. through Special Needs Twelve Step service to A.A. groups, districts, area assemblies, etc.
- Create a list of the committee's Special Needs Twelve Step service priorities pick one or two project ideas and focus on those goals.
- Coordinate Special Needs workshops at the group, district or area level.
- Hold regular Special Needs Committee meetings and prepare minutes of these meetings.
- Submit a request for a Special Needs committee budget from a group, district or area to support these Twelve Step service priorities.
- Conduct a survey of wheelchair accessible meetings and add this information to local meeting lists "Where and When" (wheelchair accessibility includes both the entrance to the meeting and access to bathroom facilities).
- Conduct a survey of local, district or area meetings with American Sign Language (ASL) interpretation.
- Help arrange for American Sign Language interpreters at A.A. meetings.
- Make A.A. Special Needs informational presentations at schools for the blind, the deaf and hard of hearing, rehabilitation centers for people with brain damage and centers and schools for the developmentally disabled.
- Work closely with Public Information (P.I.), Cooperation with the Professional Community (C.P.C.) and Cooperation with the Elder Community (C.E.C.) to inform



the public and appropriate agencies that A.A. is accessible to alcoholics with special needs.

- Arrange meetings for A.A. members who do not have access to regular A.A. meetings, e.g. in hospitals, rehabilitation centers for the physically disabled or challenged, residences for the developmentally disabled.
- Compile and maintain a list of sighted members who are willing to provide transportation to and from meetings and other A.A. functions for blind A.A. members.
- Have members of your committee or other volunteers read and record an A.A. book on tape for a blind member or for an A.A. member who may no longer be able to hold a book.
- Take a meeting to homebound A.A. members along with two or more members of the Fellowship.
- Provide Special Needs workshops and assistance to physically disabled at conventions, conferences, service weekends, service meetings, special events, etc.

## **9. Website**

The duties of the Website chair are to update the District's website with up to date meeting listings and maps. Updates shall be provided by Central Office. Any announcements placed on the website should fall within the 12 traditions. All names should be kept private as to keep with tradition number eleven.

## **10. Literature**

- Inform groups, district or area assembly members, through displays and other suitable methods, of all available Conference-approved literature, audiovisual material and other special items.
- Become familiar with the information on G.S.O.'s A.A. Web Site ([www.aa.org](http://www.aa.org)).
- Provide literature for groups, area, and district functions.
- Consider suggestions regarding proposed additions to and changes in Conference-approved literature and audiovisual material.
- Encourage A.A. members to read and purchase A.A. Conference approved literature.
- Contact G.S.O. for a copy of the Conference-approved Literature Catalog, updated literature information and order forms.
- Become familiar with literature and audiovisual material.
- Ask G.S.O. for a complimentary literature package to create a display.
- Discuss literature needs of the intergroup/central office, groups, area and districts.
- Form a literature committee and make a traveling literature display.
- Prepare a budget.
- Plan ahead where you want to exhibit A.A. literature.

## **VIII. RE-ELECTION OF DISTRICT POSITIONS**

In the event an elected District Level Service Position (DCM, Alt. DCM, Treasurer, or Secretary) becomes available prior to the general election, the following should be followed:

- Qualifications shall be the same as set forth in this structure documentation.
- In order for a currently serving elected service person to be eligible to run for a newly opened position, they must first resign from their current position before being considered for this newly opened position.
- In the event no one runs for the new position, then and only then, can a trusted servant be responsible for two elected positions.

## **VIII. AMENDMENT PROCEDURES**

Any proposed amendment to this structure shall be submitted to the DCM or Secretary for consideration at the next District meeting. An affirmative simple majority vote of District Committee members (See Section II) present recommends that the amendment be taken back to the GSRs' groups for ratification. Each GSR shall report his/her group's vote at the next District meeting. Two-thirds of the groups present and voting must vote yes to constitute the adoption of the amendment.