

**Guidelines for District 04 of Alcoholics**  
**Anonymous**

## Table of Contents

### Introduction

Preamble

Twelve Traditions of Alcoholics Anonymous

Definitions of Terms

### Guidelines

- Article I Membership
- Article II Representatives of the Groups and Duties
  - General Service Representative (GSR)
  - Alternate GSR
- Article III District Committee Member (DCM) and District Officers
  - Duties
  - District Committee Member (DCM)
  - Alternate DCM
  - District Secretary
  - District Treasurer
  - Alternate Treasurer
- Article IV District Standing Committees - Missions and Duties
  - Literature/Grapevine
  - Corrections
  - Public Information/Cooperation with Professional Community/Website Committee (PI/CPC/WBS)
  - Treatment
  - Finance
  - Audit
  - Archives
  - Archivist
  - Picnic
- Article V District Meetings
  - Dates
  - Conduct (Chair, Alternate Chair, Order (Robert's Rules)
  - Records, Agenda, Quorum, Voting
- Article VI Nomination and Election of District Committee Member, Alternate Committee - District Officers and District Committee Chairs.
- Article VII Finance
  - Structure
  - Policy
  - Budget
  - Operations and Procedures

- Audit
- Article VIII Amendments to Guidelines

## 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.”

*Copyright by the AA Grapevine, Inc.*

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 District 04, 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 District 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.

## Definitions

1. 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.
2. AA DISTRICT 04, herein "District," is comprised of the AA Groups in Portage County and a small portion of Western Waupaca County.
3. AA GROUP is defined in the AA Service Manual as follows: An AA group consists of two or more alcoholics who gather together for meetings on a regular basis. These meetings are the basic source of recovery for the alcoholic who wants to stop drinking. As a group they are fully self-supporting, have no outside affiliations, and no opinions on outside issues. Because of AA's public relations policy is based on attraction rather than promotion, the group members maintain personal anonymity at the level of press, radio, TV and films.
4. 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 level. GSR's, in turn, vote for the district committee member and for the delegate and for other officers at the Area 74 level."
5. 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 committee meetings - and to coordinate service activities in the District."
6. DISTRICT BUSINESS MEETING refers to the time when the business of the District may be conducted. This meeting is normally conducted on the first Thursday of each month.
7. AREA refers to Area 74 in the state of Wisconsin, and the Upper Peninsula of Michigan.

## **GUIDELINES**

### **ARTICLE I MEMBERSHIP**

**Section 1.00** General Membership in the District 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 Business 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** District Committee Member (DCM) or Alternate DCM, in the absence of the DCM, is afforded one vote.

**Section 2.03** District Officers, namely the DCM or Alternate DCM, (in the absence of the DCM), the Secretary, and the Treasurer are each afforded one vote.

**Section 2.04** District Standing Committee Chairpersons, such that each Chairperson, recognized by the District, is afforded one vote.

**Section 2.05** Past District Committee Member (DCM) of the District, such that each former DCM from the District is afforded one vote.

**Section 2.06** 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. In the event that a GSR or a DCM qualifies to vote in another capacity, their duly elected alternate may vote in their place.

## **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 level. GSR’s, in turn vote for the District Committee Member and for the delegate and for other officers at the District level.” (See Chapter II of the Service Manual)

**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 Area and District 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 Area and District with a representative, as it sees fit.



### **ARTICLE III DCM's, DISTRICT 04 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." (See Chapter III of the Service Manual) 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 Alternate DCM serve the District, and thus the District has sole responsibility and authority to provide the Area with a representative, as it sees fit.

**Section 4.00** The District Secretary ("Secretary") keeps the minutes of all District Business Meetings. The Secretary publishes the minutes of the Business Meeting the month after the Business Meeting is held. If the guidelines are amended, notes the updates and retypes the guidelines. All approved minutes and guidelines are to be given to the District Archivist.

**Section 5.00** The District Treasurer ("Treasurer") keeps an up-to-date record of District finances, including the current and previous balances, and identifies all revenues and expenses since the last accounting. The Treasurer shall present at every Business Meeting a current Treasurer's report to the voting membership. The Treasurer issues drafts in the name of District to cover the expenses of the District. All drafts issued by the Treasurer shall be co-signed by the Alt. Treasurer or the Finance Committee Chair. The Treasurer shall deposit all revenues received into the District checking account within 30 days of receipt. The Treasurer shall provide financial records to the Finance Committee upon request.

**Section 6.00** The Alternate District Treasurer ("Alt. Treasurer") assumes the Treasurer's duties if the Treasurer resigns, is unable or unwilling to perform his/her duties, or is asked to step down by the voting membership. The Alt. Treasurer should be encouraged to assist, participate and share in the Treasurer's duties. The Alt. Treasurer will be authorized to co-sign all drafts issued by the Treasurer.



## **ARTICLE IV DISTRICT STANDING COMMITTEES AND DUTIES**

**Section 1.00** The "District Committee" consists of the current DCM, Alternate DCM, District Officers, Standing Committee Chairs, and GSR's. The purpose of the District Committee (From the Service Manual Chapter V) is "To maintain the health of the Conference Structure and further growth and harmony in our beloved fellowship". The District DCM presides over the District Committee meetings.

**Section 2.00** The "Literature & Grapevine Committee" – consists of the elected chairperson and any member whom wishes to serve. The committee is responsible for the possession and distribution of the District 04 literature inventory (approved by the General Service Conference in New York) to the groups, committees and individual members for sale at the current literature pricing. The elected chair is responsible for the inventory replacement, and the handling of monies from the sale of current inventory until replaced with new inventory, the ordering of the "Grapevine" magazine to the groups, committees, and individuals. The chairperson shall exercise its group conscience in regards to general policy, to submit a budget proposal to the Finance Committee and request additional funds for reimbursement of the expenses from the Treasurer. The chairperson shall submit a monthly report of current inventory, transactions made, and monies on hand to the District.

**Section 3.00** The "Corrections Committee" - provides coordination and support for groups wishing to carry the message to alcoholics in jails, prisons and those who are transitioning back to normal life within their communities in the District. The Chairperson of the Corrections Committee shall prepare an annual budget for the Finance Committee and request additional funds from the Finance Committee, as needed, and submit reasonable documentation of expenses to the Treasurer for reimbursement. Core membership of the committee will consist of the chair and members who wish to serve.

**Section 4.00** The "Public Information/Cooperation with the Professional Community" - provides information about Alcoholics Anonymous to the general public and professional community within the District. The committee is responsible for the District Web Site activities. The Public Information/Cooperation with the Professional Community Committee Chairperson shall request funds from the Finance Committee, as needed, and submit reasonable documentation to the Treasurer for reimbursement. Core membership of the committee will consist of the chair, District Webmaster, and members who wish to serve. The CPC/PI Committee is responsible for the publishing and maintenance of the District meeting list, which lists all meetings that have been in existence for a minimum of six months.

**Section 4.01** The “District Webmaster” will be a standing member of the District Public Information Committee and will be responsible to administer and maintain the District Website. The Public Information Committee will select the District Webmaster and recommend to the District Business Meeting for approval. The Webmaster maintains District Group, Officer, committee chair contact information.

**Section 5:00** The “Treatment Committee” - provides coordination and support for groups wishing to carry the message to alcoholics in treatment centers and those who are transitioning back to normal life within their communities in the District. The Chairperson of the Treatment Committee shall prepare an annual budget for the Finance Committee and request additional funds from the Finance Committee, as needed, and submit reasonable documentation of expenses to the Treasurer for reimbursement. Core membership of the committee will consist of the chair and members who wish to serve.

**Section 6.00** The “Finance Committee” shall consist of the District Treasurer, DCM, and three GSR’s. Two of the GSR’s will be elected on even numbered years and one GSR will be elected on the odd numbered years. The term of each committee person will be for two years. The Finance Committee will select a Finance Committee Chair from their members. The Finance Committee Chair will be authorized to co-sign all drafts issued by the District Treasurer. The Finance Committee will be responsible for the preparation of the annual Revenue and Expense Budget, propose Financial Policies for the District and review all non-emergent extra-budgetary requests. The committee will study and make recommendations for District finances as directed and address other matters as directed.

**Section 7.00** The “Archives Committee”: is responsible for establishing policy, budgets and procedures for the collection of archive materials in District 04 and undertakes and maintains responsibility and authority for the use of the archives. In all of its actions, the Archives committee needs to be mindful of and guided by AA.s primary purpose. The Archives Chairperson uses the Archives workbook as a guide. The Archives Chairperson shall prepare an annual budget for the Finance Committee and request additional funds from the Finance Committee, as needed, and submit reasonable documentation of expenses to the Treasurer for reimbursement. Core membership of the committee will consist of the chair and members who wish to serve.

**Section 8.00** The “Archivist”: will be a non-rotating member of the District Archives Committee; will be responsible for the collection of documents, and artifactual items of District 04; will take care of and maintain the physical integrity or condition of the

collection; will develop finding aids, so as to add to the collection and is responsible for ensuring the protection of members and the confidentiality of all AA records. An AA Archivist is “keepers of the past”. The Archives Committee using the Archives workbook as a guide will select the Archivist and recommend to District 04 for approval.

**Section 9.00** The “Picnic Committee” provides coordination of the annual District picnic. The annual district picnic shall be held on the second Saturday of August each year. The Chairperson of the Picnic Committee shall prepare an annual budget for the Finance Committee and request additional funds from the Finance Committee, as needed, and submit reasonable documentation of expenses to the Treasurer for reimbursement. Core membership of the committee will consist of the Chair and members who wish to serve. It is the Chairperson’s responsibility to secure a park location within a timely manner.

## **ARTICLE V DISTRICT MEETINGS**

**Section 1.00** District Meetings shall be held on the first Thursday of the month unless the meeting falls on a holiday. The District shall set the calendar and venue of all District Meetings for the year in October.

**Section 2.00** District Meetings shall be chaired by the District Committee Member (DCM) in accordance with the published agenda and Robert's Rules of Order.

**Section 2.01** Voting shall be as outlined in Article II.

**Section 2.02** A Quorum for the District Business meeting is 25% of GSRs from the registered meetings in the District that have elected and registered their GSRs with the GSO.

## **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 except the Picnic Chair whose term will be one year. All terms of office will begin on January 1st of even years except the District Secretary that will begin in January of odd years. Officers are chosen by those eligible to vote, at the September business meeting in odd numbered years. Positions, which are not subject to membership vote, are noted in Sections 3.00, 4.00 and 5.00.

**Section 1.01** Officers rotate (may not serve again in any previously held position after serving one full term (until two (2) full rotations (four (4) years after previous service). 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 1.03** Nominations for District Committee Member (DCM), Alternate DCM, District Officers, and Committee Chairs will be open at the July, August, and up to the time of vote at the September District Meeting.

**Section 1.04** Elections shall be held at the September District Meeting.

**Section 2.00** Eligibility: All members of the District are eligible to serve as District Officers and Chairpersons. The District DCM shall normally have served as a GSR or District Officer. In addition, all candidates should have had a substantial period of continuous sobriety in AA, and have had experience in service work at the group and District levels. Persons nominated for election shall be present at the meeting to confirm acceptance of the nomination prior to voting. (Substantial period is suggested as a minimum of five (5) years for a DCM and two (2) years for a GSR)

**Section 3.00** District Officer election procedure: The District follows the Third Legacy Procedure, as described in the current AA Service Manual, for elections of District Officers.

**Section 4.00 Committee 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 (a majority if there are only two, a plurality if there are more) is the winner. In the event that the top two vote receivers are tied, the contest is determined by choosing from a hat.

**Section 5.00 Exceptions** to the election procedure stated above:

**Section 5.01** The District Webmaster is selected by the CPC/PI Committee and approved at a District Business Meeting. This is a non-rotating position.

**Section 6.00 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 Business Meeting.



## **ARTICLE VII FINANCIAL STRUCTURE**

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

**Section 1.01** The Finance Committee will request budget requirements from the Standing Committees and District Officers at the October Meeting and present a proposed budget at the November District meetings.

**Section 1.02** The District will review and vote upon the proposed budget in December. The budget will be effective January 1 of each year.

**Section 1.03** The District will conduct its financial affairs in a transparent fashion informing the meetings in the District on a periodic basis but not less than 4 times per year of the District's Financial Status.

**Section 1.04** The Finance Committee of the District will conduct annual audits of all financial processes and transactions to insure financial integrity. These annual audits will exclude the District Treasurer. The District Treasurer will provide all financial records requested by the Finance Committee to complete the audit.

**Section 1.05** Once the Budget has been approved by the District Committee, committees and persons with budget allocations may designate and spend the funds to accomplish their missions and tasks by submitting paper or electronic receipts, quotes or invoices for the expenditures to the District Treasurer for disbursement of the funds. In the event the approved budget is exceeded the committee must request the District Committee to approve additional funding.

**Section 1.06** The District shall cover the rent in the amount up to \$100.00 for the annual Alkathon, which is held over the New Year's holiday, should the donations received at the event not cover the full amount of the rent.

**Section 1.07** Since the DCM, and as necessary Alternate DCM, is expected to represent the groups of the district in area committee meetings and to serve as a member of the Area Committee, all reasonable and customary travel expenses necessary to serve in this position will be reimbursed by the District to include mileage at a rate of 90% of the current federal rate.

**ARTICLE VIII AMENDMENTS TO THE GUIDELINES**

**Section 1.00** The guidelines may be amended at any District Business Meeting, by a majority vote of the voting membership voting on each ballot.