

District 16 GUIDELINES

CREATED SEPTEMBER 2009

TABLE OF CONTENTS

Glossary and Acronyms	3
DISTRICT 16 GUIDELINES	
I. Purpose and Scope	4
II. Amending and Updating	4
III. Structure and Functions of the District	4
A. General Service Representatives (GSRs)	4
B. District Officers	4
C. District Service Committees Chairs	5
D. Liaison Positions	5
IV. Duties and Responsibilities of District Officers.....	5
A. District Committee Member (DCM).....	5
B. Local District Committee Member (DCM-A, DCM-B, DCM-C).....	6
C. Secretary	6
D. Treasurer.....	7
V. Duties and Responsibilities of the Service Committee Chairs	7
A. General Responsibilities.....	7
B. Access	7
C. Archives	7
D. Web Site	8
E. Cooperation with the Professional Community/ Public Information (CPC/PI)	8
F. Correctional Facilities (CF)	9
G. Treatment Facilities (TF).....	9
H. Grapevine.....	9
I. Telephone Hotline Chair	10
J. Schedules	10
VI. Duties and Responsibilities of Liaison Positions	10
A. District 16 Liaison to Jackson County Central Office	10
B. Al Anon Liaison	10
VII. District Policies	11
A. General Business Meeting Procedures	11
B. Elections	11
C. Motions.....	11
D. Robert’s Rules of Order.....	11
VIII. Financial Policy.....	12
A. Required Budget Line Items.....	12
B. Discretionary Budget Line Items.....	12
C. Finance Procedures.....	13
D. The GSR “Buddy Scholarship Program”	13

Glossary and Acronyms

AA	Alcoholics Anonymous
AAWS	Alcoholics Anonymous World Services, Inc.
AFG	Al Anon Family Group
CF	Correctional Facilities
CPC	Cooperation with the Professional Community
DCM	District Committee Member
EASYPAA	Eugene and Springfield Young People in AA
GSB	General Service Board
GSO	General Service Office (New York)
GSR	General Service Representative
Gv	Grapevine/La Viña
GvR	Grapevine/La Viña Representative
ICYPAA	International Conference of Young People in AA
ORCYPAA	Oregon Conference of Young People in AA
PI	Public Information
PNC	Pacific Northwest Conference
PRAASA	Pacific Region AA Service Assembly
TF	Treatment Facilities
WACYPAA	Western Area Conference of Young People in AA

Ad Hoc Committee – a temporary committee assigned to address one specific item or topic

Area – a geographical unit that elects a Delegate to the General Service Conference

Area Assembly – a quarterly, weekend-long gathering of the Area Committee and GSRs for business and sharing sessions

Area Committee – Area Officers, Service Committee Chairpersons, and DCMs

Business Meeting – portion of an Area Assembly or other service gathering where formal business is conducted and motions are presented and voted upon

Central Office – an office for literature sales and phone hotline, usually operated by an Intergroup

Delegate Conference Panels – panel discussion groups that have as a purpose to discuss General Service Conference agenda items, literature, and GSO reports relevant to that committee, to make recommendations to the Delegate, and to propose motions to the Area or the General Service Conference

District – a geographical or linguistic unit usually containing 5 to 50 groups that elects a DCM

District Committee – District Officers, Service Committee Chairpersons, and GSRs

General Service Conference – annual meeting of delegates from all U.S. and Canadian Areas, trustees, and GSO staff; the group conscience of the U.S. and Canada

Intergroup – a service body made up of group representatives, usually in large urban areas, but separate from the general service structure

Motion – a proposal made at a business meeting to be voted upon

Service Committee – (sometimes called "standing committee") – a subcommittee of an Area or District responsible for doing one specific form of service work

Standing Committee – see "Service committee"

Substantial Unanimity – usually a two-thirds majority

DISTRICT 16 GUIDELINES

I. PURPOSE AND SCOPE

The purpose of this publication is to enable our trusted servants to conduct an informed group conscience at District 16 business meetings. These Guidelines are intended to describe actual current practice in District 16. When possible and where still relevant, actual language from passed motions is used. Where current practice is customary and is not the result of an actual motion, the intent is to outline the current practice as simply as possible. This document is not a historical record of motions of District 16. These Guidelines are intended to be complementary with the AA Service Manual.

II. AMENDING AND UPDATING

Responsibility of making revisions to guidelines that reflect any changes in current practice belongs to the DCM. The District Secretary shall reprint, make available for the web, and distribute the Guidelines to each group and each District Committee Chair at the request of the DCM.

III. STRUCTURE AND FUNCTIONS OF THE DISTRICT

A. General Service Representatives (GSRs)

- Elected by individual groups
- Term of office determined by each group, preferably for two years to coincide with DCM's term
- Duties determined by each group, preferably in accordance with the AA Service Manual
- Each GSR is allowed one (1) vote as group representative

B. District Officers

- District Officers are the DCM, Local DCMs A, B & C, Treasurer, and Secretary
- Elected at October District Meeting by GSRs and other voting members of the District (Officers, Service Committee Chairs and members representing Groups in the absence of the GSR)
- Term of office is two years and begins with the start of New Business on the agenda for the November District Meeting
- Rotation:
 - Even Years - Treasurer, Local DCM-A, and Local DCM-C
 - Odd Years - DCM, Local DCM-B, and Secretary
- Duties determined by District 16
- The DCM has overall responsibility for the operations of the District
- Each District Officer is allowed one (1) vote as member of District Committee
- Travel Expenses:
 - The DMC is fully funded to each Area Assembly for food, lodging and cost of gas plus 10% of gas receipts for wear & tear on vehicle. DCMs must deduct the \$35.00 (\$70.00 if 2

checks were requested) travel allowance from Oregon Area prior to submitting District traveling expenses. Requests for reimbursement will be in writing, accompanied by receipts, to the District Treasurer.

- Local DCMs will receive up to \$175.00 allowance per Area Assembly. Requests for reimbursement will be in writing, accompanied by receipts, to the District Treasurer.
- The Treasurer and Secretary have no current travel expense needs.

C. District Service Committee Chairs

The District has the following Standing Committees: Access, Archives, CPC/PI; CF Women, CF Men, Grapevine, TF, Web Site, Telephones and Schedules.

- Appointed by DCM (customarily in consultation with District Officers) except for Grapevine Chair who is the immediate past DCM
- Term of office is two years and begins with the start of New Business on the agenda for the November District Meeting
- Rotation
- Even Years - CPC / PI Chair and Alt Chair, CF Chair and Telephones
- Odd Years - Access Chair, Archivist, Treatment Facilities Chair, Website Chair, Schedules and Grapevine
- Duties determined by District 16, generally as described in the AA Service Manual
- Each Committee Chairperson is allowed one (1) vote as member of District Committee; Co-Chairs and Committee members have no vote

D. Liaison Positions

Currently attending District 16 meetings are Jackson County Central Office Liaison, Al Anon Liaison and Jackson County Central Office News Letter Chair.

- Duties, responsibilities and rotation determined by respective offices.
- Participate and report at the District Meeting, keeping the vital link of communication open.
- Liaison does not have a vote at the District meeting.

IV. DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS

A. District Committee Member (DCM)

- Generally as described in the AA Service Manual
- Recommended completion of a Local DCM term or GSR term
- First year of term attends the Oregon Area Orientation, to be fully funded by the District
- Appoint Service Committee members as described
- Set agenda for and chair District business meetings
- Make revisions to guidelines that reflect any changes in current practice
- Help Service Committees as needed
- Attend Area Assemblies
- Appoint ad hoc committees to address specific issues as needed

- Oversee the Web Site Committee
- Maintain records of District Activities during term to submit to Area 58 Archivist after rotation
- Assist District Secretary by reading and approving minutes prior to mailing
- Assist Area Registrar with updating Group information, as well as current DCM and Local DCM contact information. Group information changes are typically submitted to the Area Registrar by using AA's Group Information Change Form, as well as the AA New Group Form
- Maintain District Roster
- Assist GSRs when needed at group meetings
- Assist Area Delegate with processing of Conference agenda items at District level
- Assist Delegate in scheduling pre and post Conference reports to District
- Assist Area Treasurer by bringing back group Area contribution receipts back from each Assembly to be distributed at the District meeting
- Attend PRAASA when funds are available, and give verbal and written report to the District. Attendance to PNC or the Pacific Region Forum may be an option in addition to PRAASA, or in place of PRAASA, depending on the Districts current financial standing. DCM to determine funds needed for travel to be approved by the District Committee preferably 3 months in advance

B. Local District Committee Members (DCM-A, DCM-B, DCM-C)

- Generally as described in the AA Service Manual (under Alt. DCM)
- Recommended completion of a GSR term
- Attend and report at monthly District meetings
- Perform duties of DCM in DCM's absence
- Assist DCM as needed
- Attend quarterly Oregon Area Assemblies
- Assist GSRs when needed at group meetings
- Visit with groups within their sub-district and make announcements when necessary
- Assist DCM with updating District roster
- Assist DCM with processing of Conference agenda items and reports at the District level.

C. Secretary

- Generally as described in the AA Service Manual
- Recommended completion of a GSR term
- Attends monthly District meetings and records minutes
- Provide District meeting minutes to each District Committee Member and each GSR, after they have been reviewed and returned with current mailing labels by the DCM
- Keep possession of and maintain District Lap Top Computer
- Makes copies of and distributes district documents as needed – i.e., Delegate Agenda items, District Committee Contact Sheet
- Communicates with the DCM regarding event announcement updates for District meeting agenda
- Reprint, make available for the web and distribute District Guidelines when requested by the DCM

D. Treasurer

- Generally as described in the AA Service Manual
- Recommended completion of a GSR term and a solid period of sobriety
- Attends monthly District Meetings
- Picks up mail from District 16's post office box
- Keeps current record of group contributions to the District
- Makes deposits and cuts checks for District expenses
- Provide financial statement at monthly District meeting
- Be prepared to determine if funds are available for the GSR Buddy Scholarship program at the District meeting 2 months prior to Area Assemblies
- Present an annual budget for next fiscal year, in August, to be taken back to the Groups for approval at the September District meeting
- Update budget as needed when new motions are approved by the District Committee

V. DUTIES AND RESPONSIBILITIES OF SERVICE COMMITTEE CHAIRS

A. General Responsibilities

- Generally as described in the AA Service Manual
- Perform service work with the guidance of the District Committee

B. Access Committee Chair

The purpose is to gather information and shared experience from GSO, Areas, Districts and AA Groups on ways to carry the message of AA to the still-suffering alcoholic or current members with access/special needs and to communicate that information to the groups, districts and service committees.

- Generally as described in the AA service Manual
- Attend and report at monthly District meetings

C. Archives Committee Chair

The purpose is more than mere custodial activity; it is the means by which we collect, preserve and share the rich and meaningful heritage of our fellowship. The Archives Committee is to receive, classify and index all relevant material, including, but not limited to, administrative files, records, correspondence, literary works and artifacts considered to have importance to Alcoholics Anonymous. This is done through workshops, presentations, mailings, etc.

- Generally as described in the AA service Manual
- Attend and report at monthly District meetings
- District 16 Archives are stored at the Medford Alono Club (current rent is \$100 per year)

D. Web Site Committee Chair

The purpose of the committee is to manage and maintain the District 16 Web Site (www.medfordareaaa.org). The purpose of the web site is to assist the groups of the District to carry the message of Alcoholics Anonymous to the still-suffering alcoholic, facilitate communication among GSRs, DCMs, District Committee members and AA members, and to improve an understanding of the workings of the District in order to encourage participation in service work.

- Attend and report at monthly District meetings.
- 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
- Accurately maintain and update the web site as needed including
- Receive and respond, in a timely manner, to feedback from District Web site
- Update meeting changes on District Web Site upon receipt of request from Central Office, District 16 Schedules Chair or the group's GSR
- Post activities and events, in a timely manner, to the District Web Site Calendar
- Post District business meeting minutes on Web Site (to be received by email from DCM)
- Post all motions as received by the DCM preferably by the 1st of the month following the District meeting they are presented at
- Provide security for the web site as needed
- Submit an annual budget request to the treasure and monitor expenses
- Ensure that all web site material conforms to the AA Traditions and the group conscience of District 16
- Attend November Oregon Area Assembly - travel expenses not to exceed \$175

E. Coop. w/ Professional Community/Public Information Committee (CPC/PI)

Cooperation with the Professional Community Committee (CPC): The purpose is to provide information about AA to those who have contact with alcoholics through their profession. This group includes, among others, doctors, clergy, judges social workers and law enforcement. Information is provided about where we are, what we are, what we can and cannot do.

Public Information Committee (PI): The purpose is to carry the AA message to the still-suffering alcoholic by informing the general public - media, schools, industry, etc. – about what the program has to offer. This is done through public service announcements, visits to schools, and other organizations.

District 16 has combine CPC and PI to work together on committee activities and duties. We realize there are many instances of overlapping responsibilities among all committees and welcome working together for our common purpose.

- Generally as described in the AA service Manual
- Attend and report at monthly District meetings
- Helpful to refer to the GSO “yellow sheets” guidelines
- Two year term with first year as Alt. CPC/PI Chair then rotating into Chair on odd number years

- Make AA literature available upon request at community events. Jackson County Central Office is very helpful with this processes
- The book Alcoholics Anonymous is made available to Jackson County Library & RVMC Smullin Center.
- Coordinate and approve public service announcements at the local level
- Participate in the Southern Oregon Stand Down at the VA Dom
- Participate in the Access Senior Fair in cooperation with Al Anon Family Group. District 16 splits the cost of the table fee with AFG
- Conduct the annual 12 Step Information Panel in cooperation with other 12 step programs. Approved budget not to exceed \$200.00 for this event as per passed motion at November 2007 District meeting

F. Correctional Facilities Committee (CF) Men's Chair & Women's Chair

The purpose is to facilitate AA meetings inside the Jackson County correctional facilities. This is done by organizing outside AA members to attend inside meetings on a regular basis. Currently meetings are held on the 2nd, 3rd, and 4th Wednesday of the month at 7p.m at Jackson County Jail.

- Generally as described in the AA service Manual
- Attend and report at monthly District meetings
- Helpful to refer to the GSO "yellow sheets" guidelines
- Maintain and organize a volunteer base
- Assist volunteers in obtaining clearance to enter the various facilities
- Maintained good communication with the Jackson County correctional facilities coordinator
- Address any problems or concerns brought to AA from the Jackson County correctional facilities coordinator

G. Treatment Facilities Committee (TF)

The purpose is to coordinate the work of individual AA members and groups who carry the message to alcoholics in treatment facilities, and work to clarify what AA can and cannot do, within the Traditions, to help alcoholics in treatment.

- Generally as described in the AA service Manual
- Attend and report at monthly District meetings
- Helpful to refer to the GSO "yellow sheets" guidelines
- Contact treatment facilities in the Rogue Valley Area monthly
- Receive and respond to requests from treatment facilities in the Rogue Valley Area

H. Grapevine Chair

The purpose of the District Grapevine Chair is to act as advocate for the Grapevine/La Viña at the district and group level, alerting the groups to the use of the magazine as a recovery tool.

- No current practice in District 16
- Provides Jackson County Jail with 2 Grapevine subscriptions
- Chair to be filled by outgoing DCM

- Generally as described in the AA service Manual
- Attend and report at monthly District meetings
- Visit groups and talk about the Grapevine both at group level and meeting level as the group will allow

I. Telephone Hotline Chair

Purpose is to provide the means of carrying the message of Alcoholics Anonymous to the alcoholic who still suffers when they reach out for help through the AA hotline listed in the phone book. The District works in cooperation with the Jackson County Central Office to carry out this responsibility.

- Attend and report at monthly District meetings
- Maintain and organize a volunteer phone base
- Maintain a good working relationship with the Answering service and Jackson County Central Office
- Receive and respond to any requests or concerns regarding the Hot-line process

J. Schedules Chair

Purpose is to provide a printed list of pertinent information regarding the meetings in District 16 to be made available to Groups, Jackson County Central Office and the District Committee.

- Attend and report at monthly District meetings
- Provide a copy of schedule information at the District meeting for any possible changes
- Print schedules on a quarterly basis
- Deliver appropriate amount of schedules to central office, keeping remainder to be available at monthly District meetings
- Jackson County Central Office shares half of the printing cost of the schedules

VI. DUTIES AND RESPONSIBILITIES OF LIAISON POSITIONS

A. District 16 Liaison to Central Office

Purpose is to maintain the vital link between the efforts and activities of District 16 and Jackson County Central Office in carrying the message of Alcoholics Anonymous to the still suffering alcoholic and to members of AA as a whole.

- Attend and report at monthly District meetings
- Attend and report at the monthly Jackson County Central Office business meetings

B. Al Anon Liaison

Purpose is to maintain the relationship and communication between Alcoholics Anonymous District 16 and Al Anon Family Group District 7.

- Attend and report at monthly District meetings

- Duties and responsibilities determined by Al Anon Family Group District 7

VII. DISTRICT POLICIES

A. General Business Meeting Procedures

- Meeting to be held on the 3rd Wednesday of the month at the RVMC Smullin Center
- Meeting begins at 7:00 p.m. and ends at 8:30 p.m.
- The business meeting shall be conducted as a non-smoking meeting
- The meeting will follow the agenda prepared by the DCM
- The Secretary shall conduct the business meetings when the DCM or any of the Local DCMs are not available
- At the October District Meeting elections will be conducted. The DCM may ask past District Committee Members to help conduct the elections

B. Elections

- The District shall vote according to Third Legacy procedure in the AA Service Manual
- The District Secretary will poll District Officers, Committee Chairs, and GSRs, asking if available. (available means that you have/are completing your current commitment and will be rotating out)
- The DCM asks if anyone else present is available
- Those who are eligible stand and let the body know they are available, and give a very brief oral resume just prior to the election

C. Motions

- All proposals shall be limited to one issue. Any proposal, which is submitted, with multiple issues shall automatically be broken down by the DCM into separate proposals for each separate issue
- All motions presented shall be structured to include the following information: the motion itself, statement of current practice, budgetary impact if passed
- The District suggests motions to be in writing with enough copies for all voting members
- Only those items of business determined by a "sense of the meeting" to be urgent and/or administrative will be voted on immediately
- District business meetings will, at the discretion of the DCM , follow modified Roberts Rules of Order, as follows on page 12

D. Robert's Rules of Order (modified)

1. A Motion Is Made:

- If it does not receive a second, it dies.
- After a second, debate is opened.
- If a registered voter calls for the question, a second will be required, or debate resumes.
- A Question must be called in turn.

- If the Question is seconded, a 2/3 majority will end the debate, or debate resumes.
- If the Question is not called, debate will go on until there is no more discussion.
- Once debate ends, a sense of the group will be taken by simple majority to vote or table.

2. A Motion Is Voted On:

- If it involves expenditure of District funds, the Treasurer will be asked to report.
- It requires a 2/3 majority to pass.
- The losing side will be asked if they wish to speak to their position.
- The winning side will be asked if there is a motion to re-vote, and requires a second.
- A simple majority is required to revote.

3. A Motion Is Reconsidered:

- Full debate pro and con is resumed (please limit discussion to only new considerations).
- The question may again be called, seconded, and requires a 2/3 majority to end debate.
- A sense of the meeting may be taken by simple majority to vote or table.
- If voted on, the motion must have a 2/3 majority to pass.
- Debate has ended.

Debate on a tabled motion will be resumed under “Old Business” at the next District meeting, and the voting process will be the same as above.

VIII. FINANCIAL POLICY*

A. Required Budget Line Items

- Printing cost of meeting schedules (to be split with Jackson County Central Office)
- Cost of printing and reproduction for District business
- Postage and Delivery
- Rent for District Business meeting facility
- Quest (phone line for answering service)
- Answering Service
- Archives Rent
- PO Box Rent
- Web Hosting Fee
- Committees

B. Discretionary Budget Line items (when funds are available)

- Travel for the DCM and Local DCMs to Oregon Area Assemblies
- GSR Buddy Scholarship (4 per assembly up to \$175.00 each)

* Funding for District Officers and Committees may be found in the description of duties and responsibilities for said position, above.

C. Finance Procedures

- The fiscal year is January 1 – December 31
- Service Committee Chairpersons will submit to the Treasurer by July their anticipated budgetary requirements for the coming fiscal year, based on the previous year's expenses
- Officers and Service Committee reimbursements shall be paid to the respective Chairperson by the Treasurer. Request need to be accompanied by receipts
- A proposed budget for the upcoming fiscal year shall be prepared by the Treasurer and given to the District Secretary for distribution with the meeting minutes of the August District meeting. The budget will be voted upon at the September District meeting
- Any and all amendments to the current budget shall be finalized prior to considering adoption of next year's budget
- The District's prudent reserve reflects two and a half months of operating expenses from the current annual budget
- Reflect monthly activity
- Checks written at each District meeting will be reported at that the next meetings activity report
- The Districts annual budget will be based on all contributions from the previous year
- Signers on the District 16 checking account will be the current Treasurer and DCM

D. The GSR "Buddy Scholarship Program"

The District is aware that small or new groups that have GSR representation at District 16 meetings may not be able to afford to send their representatives to Area Assemblies. District 16, when it has the funds, may provide funding for those GSRs to attend Area Assemblies, thereby strengthening the District's representation at assemblies and providing GSRs greater exposure to AA general service. Therefore, District 16 has created a "Buddy Scholarship Program," which shall operate as follows:

- Two (2) business meetings before every Area Assembly the Treasurer shall announce how much money is available for the Buddy Scholarship Program.
- District 16 shall fund up to four (4) GSRs per Area Assembly, funds permitting.
- To apply for the scholarship, a GSR must complete the GSR Buddy Scholarship Program Application and deliver it to the DCM by the end of the District meeting at least two (2) months prior to the Area Assembly that the GSR would like to attend.
- The DCM and three Local DCMs will review the Buddy Scholarship applications prior to the District meeting before the next assembly, and award the scholarships to the most eligible GSRs. Applicants with little or no Area Assembly experience and whose group cannot afford to send their GSR shall be favored.
- In the event that the number of qualified applicants exceeds scholarship funds available, the names will be drawn from a hat and those not selected will be awarded the scholarship for the next assembly, if they are able to attend.
- Funding:
 - 1.) Total funds expended by District 16 shall not exceed 30% of available district funds, per Area Assembly ("available district funds" = current checking balance, minus allocated funds, minus prudent reserve);
 - 2.) Total program expenses shall not exceed \$700 (\$175 per GSR), per Area Assembly;
 - 3.) At the applicant's discretion, estimated funds may be issued in advance of the assembly, or the GSR may choose reimbursement of actual expenses after the assembly;

- 4.) To maximize funds, each successful applicant will be expected to share a hotel room and travel expenses with either another successful Buddy Scholarship applicant, or any other GSR;
- 5.) Scholarship funds shall only be used for lodging, gas/travel, and reasonable assembly expenses;
- 6.) All successful applicants shall make every attempt to minimize their expenses, and any unused funds shall be returned to District 16.