

District 22 Service Handbook
(Last updated January 10, 2016)

District 22 Guidelines
Table of Contents

Purpose..... 3
Members..... 3
Voting Policies..... 3
Election Procedures..... 4
Budget Process..... 4
Suggested Format/Agenda For District 22 Service Committee Meetings..... 5
Appendix A – Job Descriptions..... 5
 District Committee Member (DCM) 5
 Alternate District Committee Member (Alt. DCM)..... 6
 Treasurer/ Alternate Treasurer..... 6
 Secretary..... 7
 Corrections Chairperson..... 7
 Treatment Facilities Chairperson..... 8
 Grapevine/Literature Representative..... 8
 Public Information Chairperson..... 9
 Cooperation with the Professional Community Chairperson..... 9
 Archives Chairperson..... 10
 Web Servant..... 10
Appendix B – Compilation of District 22 Motions..... 11
Appendix C – General Information..... 16
 Home Group Business Meetings..... 16
 GSR Functions..... 18
 Information On Contributions..... 20
 Condensed District Location Map..... 22
Appendix D – Suggested Literature For More Information..... 22
Appendix E – Robert's Rules – Simplified!..... 23

District 22 Guidelines

Purpose

We are the elected trusted servants of the Home Groups located on the Palouse in the geographic area known as District 22 within Washington State East Area 92. We are the first level of representation of the collective conscience of individual group members of Alcoholics Anonymous. As representatives of groups, we cooperate to do the necessary business of AA locally and more important, to carry the message through our service work that AA exists to help the alcoholic who still suffers.

Members

District 22 Service Committee consists of elected trusted servants (see Appendix A – Job Descriptions). Elected trusted servants are elected by vote of all current voting members of the District 22 Committee in September of odd-numbered years, to serve a two-year term concurrent with the rest of the District Committee. The District Committee may combine chair positions as needed. Our elected trusted servants are:

1. District Committee Member (DCM)
2. Alternate District Committee Member (Alt. DCM)
3. Treasurer
4. Alternate Treasurer
5. General Service Representatives (GSRs) (elected within their home groups)
6. Secretary
7. Alternate Secretary
8. Archives Chairperson
9. Corrections Chairperson
10. Treatment Chairperson
11. Grapevine/Literature Chairperson
12. Public Information Chairperson (PI)
13. Cooperation with the Professional Community Chairperson (CPC)
14. Web Servant

Voting Policies

1. The following are voting members of the District committee, or in their absence their designated alternate for that position may vote:
 - a. GSRs
 - b. All elected trusted servants
2. Motions:
 - a. Elected trusted servants, or their designated alternate, and GSRs are eligible to vote on motions.
 - b. Any motions voted on require substantial unanimity, or a two-third majority to pass.
 - c. Motions may be brought to the floor by any member of the District 22 Committee. In addition, any member of a Home Group in District 22 may make motions. (Preferably

this would be presented at District through their respective Home Group's General Service Representative.)

- d. Bring enough hard copies of the motion for each GSR and each officer.

Election Procedures

1. Those standing for election make themselves available, in person, at the District meeting at which elections are being held.
2. Those making themselves available then qualify themselves to the voting body. Qualifying usually entails stating how long one has been sober, what previous service positions one has held, and any other special skills one might feel will help them serve in the specific position.
3. Candidates, after qualifying, will then leave the room so that the voting body may have discussion, if necessary, and vote.
4. To be elected, a candidate must have substantial unanimity, hereby defined as 2/3 majority.
5. Should substantial unanimity not be reached in 3 votes, the top two candidates' names will be placed in a hat. One name will be drawn from the hat. That candidate will be considered the winner.

This procedure follows the basic ideas outlined on pages S32 and S33 of the General Service Manual. The format takes into account the relatively small size of the district while still acknowledging the spiritual principles that guide AA election.

Budget Process

1. Surplus
 - a) A surplus occurs when we have a fully funded prudent reserve and the general fund at the beginning of a quarter is more than \$500.00. If surplus ever occurs, the groups will be consulted to decide how it is to be dispersed.
2. DCM/Alt DCM and Committee Travel Expenses
 - a) DCM/Alt DCM travel expenses are to be budgeted at \$520.00 per year.
 - b) Standing committees travel expenses are to be budgeted at \$100.00 per year for each committee.
3. Prudent Reserve
 - a) Increase the prudent reserve by \$10.00 per month until it equals the quarterly expense value. In addition, transfer an beginning of the quarterly expense value amount in excess of \$500.00 to the prudent reserve.
4. Committee Allocations
 - a) Available funds from previous quarter month end, less quarterly expenses x 0.75 / (number of committees).
5. Quarterly Expenses
 - a) Quarterly expenses are budgeted at \$705.00.
6. General Fund Formula
 - a) Quarterly expenses are \$675.00. Available funds from previous quarter month end balance, less quarterly expenses x 0.25.

7. Service Events
 - a) Budget \$120.00 per year for service events is already a purpose of the general fund.

Suggested Format/Agenda For District 22 Service Committee Meetings

1. Open with Serenity Prayer, 12 Traditions
2. Secretary's Report: Roll Call of Voting members; GSRs, Alternates, Chairs, visitors.
 - a) Motion to accept previous month's minutes.
3. Reports
 - a) DCM
 - b) Alt. DCM
 - c) Treasurer
 - d) Archives
 - e) Corrections
 - f) Treatment
 - g) Grapevine/Literature
 - h) Public Information
 - i) Cooperation with the Professional Community
4. GSR Sharing
5. Old Business
6. New Business
7. Closing

Appendix A – Job Descriptions

District Committee Member (DCM)

Purpose:

The DCM's job is primarily that of two-way communication. The DCM gets reports from the group level through GSR.s and through frequent personal contacts with the groups of the District. He/she helps the Conference Delegate cover an area that the Delegate could not otherwise cover (on a group-by-group basis). See, also, pages S31-33 of the Service Manual and the pamphlet *Your DCM*.

Duties:

1. Regularly attends all district meetings, area quarterlies, and area assemblies.
2. Receives reports from the groups through GSR.s and through frequent personal contacts with groups in the district.
3. Holds regular meetings for all GSRs and standing committee chairs in the District.
4. Updates, with help of the Secretary, the District 22 Service Handbook as appropriate, including Guidelines, in a timely manner.
5. Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
6. Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.

7. Keeps GSR.s informed about Conference activities; this includes setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present, and inviting the delegate to regular District meetings.
8. Makes sure that GSR.s are acquainted with The A.A. Service Manual, the Twelve Concepts for World Service, the G.S.O. bulletin Box 4-5-9, workbooks and guidelines from G.S.O., and any other service material.
9. Helps GSR.s make interesting reports to groups, and encourages them to bring new A.A.
10. Organizes workshops and/or sharing sessions on service activities.
11. Regularly keeps in touch with the Alternate DCM and the delegate; sends district minutes to the delegate and alternate, and exchanges them with other districts.
12. Makes a regular practice of talking to groups (old and new) on the responsibilities of general service work.

Alternate District Committee Member (Alt. DCM)

Purpose:

The Alternate DCM 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 and should be kept up to speed by the DCM on all issues pertaining to our District. See, also, page 33 of the Service Manual.

Duties:

1. Acts as the District Registrar by maintaining current records of the District Groups, group contacts (usually GSR and Alternate GSR) and working with the Area 92 Registrar (Alternate Delegate) to maintain currency with Area and GSO.
2. Assist, participate, and share in the DCM's responsibilities, attending district and area meetings where feasible, depending upon local needs.

Treasurer/Alternate Treasurer

Purpose:

Treasurer is responsible for receiving, dispersing and reporting on funds for the District. These revenues are generated by donations from the groups. Funds are dispersed as directed by the District Service Committee. See, also, page S44 of the Service Manual.

Duties:

1. Maintain an accurate, balanced and up-to-date checking account.
2. Prepare a monthly treasurers report (including checking account balance, and itemization of groups donations and outgoing funds) for the District business meeting, making copies to be distributed to all voting members.
3. Provide receipts to groups for their donations.
4. Reimburse trusted servants as they present receipts for budgeted/approved expenses.
5. Check post office box weekly and distribute the mail appropriately to committees, officers, etc.
6. Organize and participate in a Budget Committee to prepare budget for upcoming year.
7. District treasurer will prepare an estimated yearly budget and submit at a business

- meeting at least 2 months prior to the beginning of the upcoming calendar year.
8. Maintain a \$250.00 prudent reserve.
 9. Distribute funds to Standing Committee Chairs for approved Budgeted Needs.
 10. Pay all bills (Answer Service/phone, Gritman Hospital Donation)

Secretary/Alternate Secretary

Purpose:

To maintain accurate meeting minutes of District business meetings, and to keep accurate and up-to-date listings of District officers (GSR's, committee heads, DCM, etc.). See, also, page S43 of the Service Manual.

Duties:

1. Taking minutes of the District 22 business meeting, and any other business (such as yearly District inventory) being conducted at those meetings. Special care should be taken to note motions made and whether they pass or fail.
2. Typing of minutes from the business meetings, and making copies for distribution. Minutes should include an attendance list from each business meeting.
3. Distributing completed copies of the District's business meeting minutes within two weeks following the meeting to all District Officers and GSRs.
4. Maintain an up-to-date record of all District 22 service committee members (name, address, phone number) to include DCM, alternate DCM, secretary, treasurer, GSRs, and all Committee chairpersons.
5. Creating a compilation of prior year's motions no less than two (2) weeks prior to the first district meeting of every district rotations for inclusion in District Service Handbook, and updating corresponding sections as necessary
6. Passing prior year's minutes onto Archives as directed.
7. Maintain (on disk) and keep updated the District 22 Service Handbook with the help of the DCM, and/or their Alternate, having copies available to all new voting members of the District committee.
8. The out-going district secretary provide an updated/current revision. Printed District 22 Service Handbook to each Home Group, each GSR and each elected District 22 officer no less than two (2) weeks prior to the first district 22 meeting of every rotation. Printing would be funded by district.

Corrections Committee

Purpose:

To facilitate taking A.A. meetings into the various district correctional and facilities. See, also, page S46 of the Service Manual.

Duties:

1. Recruiting volunteers that will take meetings into the facilities, and making applications available to members who are interested in volunteering; recruiting other Committee members as needed from the AA groups of the district, and appointing an alternate chairperson.

2. Holding and chairing monthly Corrections Committee meetings.
3. Attending each District 22 business meeting (or sending an alternate) and presenting a report to that body about current Corrections committee business, needs, and budget report.
4. Attend Area 92 Corrections Committee quarterlies and give a report. Takes notes on the Quarterly meeting and presents the information back to the District.
5. Educate fellowship about opportunities to carry the message into the correctional facilities.
6. Educate fellowship about Bridge Program, Correspondence Program, and Bridge the Gap.
7. Encourage the Corrections Committee to put on workshops to educate members of the home groups.
8. Be available to speak to home groups about Corrections.
9. When necessary, work with Correctional Facility Coordinators to resolve any issues at their facilities.

Treatment Committee

Purpose:

Carrying the message of recovery by bringing A.A. panel meeting (Bridge The Gap) into our District treatment facilities. In addition, demonstrate to the administrators and staff of those treatment facilities “how it works”; and to provide information about A.A. To offer informational programs for professional staff at inpatient and outpatient facilities in the district as needed/requested. See, also, page S46 of the Service Manual.

Duties:

1. Recruiting committee members as needed from the A.A. groups of the district, and appointing an alternate chairperson.
2. Organizing and holding regular monthly Treatment Facilities committee meetings.
3. Regularly attending the monthly District business meetings to report on Committee business and activities.
4. Attend Area 92 quarterly Treatment Facility Committee meetings.
5. Create and maintain a Bridge the Gap program, including making Bridge the Gap presentations within the facilities at appropriate intervals.
6. Put on informational programs for the professional staff at the facilities, both inpatient and outpatient; invite professionals to AA workshops on treatment facilities.
7. Put on workshops to better inform the Fellowship about various aspects of carrying the message inside treatment facilities.
8. Being familiar with the Treatment Facilities Workbook and related materials.

Grapevine/Literature

Purpose:

To maintain and manage Grapevine and AA Conference approved literature for availability to the groups and members of District 22. See, also, page S46 of the Service Manual.

Duties:

1. Maintaining an adequate literature inventory, to include Conference approved books, pamphlets, service manuals, etc.
2. Organizing and holding regular monthly Grapevine and Literature Committee meetings.
3. Takes literature orders and disperses literature to home groups, committees and individual members of the district.
4. Making Grapevine subscriptions available to the District fellowship.
5. Regularly attending all monthly District business meetings and providing a Committee report at that time.
6. Accurately managing the Literature Budget.
7. Attends Area 92 Literature Committee meetings.
8. Being available to set up displays and sell literature at District functions.
9. Educating the District members on different literature available.
10. Being available to attend District home groups and speak about our available literature.

Public Information Committee

Purpose:

Carrying the message of recovery by informing the general public about the Alcoholics Anonymous program; by getting in touch with the media, schools, industry, and other organizations to report on the nature and purpose of A.A. and what it can do for alcoholics. See, also, page S46 of the Service Manual.

Duties:

1. Recruiting committee members as needed from the A.A. groups of the district, and appointing an alternate chairperson.
2. Organizing and holding regular monthly P.I. committee meetings.
3. Regularly attending the monthly District business meetings to report on Committee business and activities.
4. Placing literature racks in high schools, libraries, police stations, hospitals, colleges, etc.
5. List open meetings in the newspapers.
6. Place PSA's (public service announcements) on the radio
7. Put meeting schedules at hotels/motels
8. Attend the Area 92 quarterly Public Information meetings
9. Participate in District and Area seminars and conventions
10. Work with local TV, newspapers, and radio to practice the traditions of anonymity
11. Let the Fellowship know how to reach the hearing impaired
12. Make presentations in the community
13. Hold workshops to better inform the district Fellowship about Public Information issues

Cooperation with the Professional Community Committee

Purpose:

The CPC Committee informs professionals and future professionals about A.A. -what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between A.A.'s and professionals, and to find simple, effective ways of cooperating without affiliating. See, also, page S46 of the Service Manual.

Duties:

1. Recruiting committee members from the district's A.A. groups, and obtaining the services of an alternate Chairperson.
2. Holding regular Committee meetings at monthly intervals, or as needed.
3. Regularly attending the monthly District business meetings to report on Committee business and activities.
4. Attend four area quarterly meetings to share experience with other districts in this service area.
5. Following the guidelines as outlined in the Cooperation with the Professional Community Workbook from G.S.O.
6. Coordinating efforts to provide information to the professional community, and to those who have contact with alcoholics through their profession, regarding where we are, what we are, what we can do, and what we cannot do.
7. Seeks new ways of carrying the message and sets an example of leadership for the group CPC's representatives (committee members).

Archives Chairperson

Duties:

1. Recruiting committee members from the district's A.A. groups, and obtaining the services of an alternate Chairperson.
2. Holding regular Committee meetings at monthly intervals, or as needed.
3. Regularly attending the monthly District business meetings to report on Committee business and activities.
4. Acquire and place a copy of all relevant materials from district meetings into the archives. Communicate that 2 copies for the secretary and 2 for archives should be provided at meetings.
5. Attend two area quarterly meetings to share experience with other districts in this service area.
6. Coordinate with other district archivists and with the Area Archivist.
7. Following the guidelines as outlines in the G.S.O. Archives Workbook (M-44), Guidelines (M-17), G.S.O. literature on digitizing archives, preservation guidelines, and aa.org archives section.

Web Servant

Purpose:

To make available, on the Internet, basic information about District 22, including meeting schedules, as approved by the Alt DCM, and district events. See, also, page S46 of the Service Manual.

Duties:

1. Be able to read & edit HTML (hypertext markup language)
2. Know how to include file formats such as JPEG and PDF on the site, and manipulate them when they are sent by members.
3. Know how to move files up and down from a server using FTP

4. Know how to install utilities, e.g., FileZilla®, on a computer (able to use admin access on a PC)
5. Understand how a web server uses a client directory to produce a website
6. Keep the passwords organized (FTP login, web counter site, etc.)
7. Edit the HTML main page(s) on the site, make HTML hyperlinks to files on the site and the Web, and oversee the overall design of the site
8. Implement the site changes approved by the District Committee, e.g., use of counters, links, graphics, layout, location and type of information
9. Report on the site activity level (quantity of hits), quantity of files requested to be posted by district members, and other changes, e.g., hacking attacks, etc.
10. Have access to a computer with FileZilla® (or equivalent) to access the site with FTP
11. Keep the email aliases updated.
12. Liase with the ISP (Bo Ossinger)
13. Post the latest version of the schedule, once the approved version is received from the alternate DCM
14. Keep files on the site organized, e.g., deleted when the event they announce is past
15. Post event notice files and items on the site and remove them when they expire
16. Add district information to the site as appropriate
17. Update the date on the website when changes are made
18. Train up elected successor, making the introduction to the ISP, be available for questions and support for a time, and transfer any and all appropriate passwords

Appendix B – Compilation of District 22 Motions

Compilation of District 22 Motions from 2007 – 2009 (Reflects dates motions were voted on)

Motion (Passed): “Move the district meeting to the second Sunday of the month.”

July 13, 2008:

Motion (Passed): “To have the district treasurer to come up with a three month prudent reserve with \$45.00 per month per sub-committee for travel for the DCM, Gv/L Chair, PI/CPC Chair for travel to quarterlies and assemblies and that travel expenses be calculated from January 1, 2008 to present.”

December 14, 2008:

Motion (Passed): “That the District accept \$250 as the prudent reserve.”

March 8, 2009:

Motion (Passed): “To give the Grapevine/Literature Committee the necessary funds, totaling about \$193.89 for literature and a wire rack.”

May 10, 2009:

Motion (Passed): “To hammer-out some guidelines using the 2000 proposed guidelines as a template.”

June 14, 2009:

Motion (Passed): “At the September 13th [2009] District meeting the District will vote on a final copy of the guidelines and any changes and input from the groups need be submitted by the second Sunday of August.”

July 12, 2009:

Motion (Passed): “To hold district elections at the November District meeting, after the October area assembly.”

September 13, 2009:

Motion (Passed): “The RTFB Group moves: that District 22 adopt the ‘newly’ proposed handbook at the September 2009 Business meeting. With this handbook taking effect as of January 1, 2010 with the beginning of the new rotation.”

November 8, 2009:

Motion (Passed): “The Secretary be allowed to remove any personal names from the District Guidelines without revisions to any other text.”

Compilation of Motions from 2010 – 2011

March 2010:

Motion (Passed): “Remove the list of names and numbers (page 21) from the Guidelines.”

May 2010:

Motion (Passed): “District Guidelines be changed so that all officers of district be elected by outgoing district committee members as opposed to what is reflected in District Guidelines.”

July 2010:

Motion (Passed): District 22 will hold quarterly workshops on topics suggested by the home groups and chaired/organized by volunteers from district (officers & GSRs).”

November 2010:

Motion (Passed): “District 22 pay reasonable expenses for the quarterly workshops.”

January 2011:

Motion (Passed): “We put online what has been passed around immediately.” (in regard to web site. “Address is district22aa.org.”

July 2011:

Motion (Passed): “It was agreed that events sponsored by AA Groups or an AA District or Area, whether fellowship or program events, can put them on the website.” APPROVED Further information: it is generally understood that whoever serves as the Webmaster or Webmistress is a trusted servant who can use his or her judgment to decide what links and pages are appropriate to put on the District’s web site.”

August 2014:

Motion (Passed): “The Three Forks group moves that District 22 elections to be held in September of 2011 follow this format:

1. That those standing for election make themselves available, in person, at the District meeting at which elections are being held.
2. That those making themselves available then qualify themselves to the voting body. Qualifying usually entails stating how long one has been sober, what previous service positions one has held, and any other special skills one might feel will help them serve in the specific position.
3. Candidates, after qualifying, will then leave the room so that the voting body may have discussion, if necessary, and vote.
4. To be elected, a candidate must have substantial unanimity, hereby defined as 2/3 majority.
5. Should substantial unanimity not be reached in 3 votes, the top two candidates’ names will be placed in a hat. One name will be drawn from the hat. That candidate will be considered the winner.

This procedure follows the basic ideas outlined on pages S32 and S33 of the General Service Manual. The format takes into account the relatively small size of the district while still acknowledging the spiritual principles that guide AA election.”

Motion (Passed): “The Three Forks Group moves that District 22 guidelines be changed so that future District elections follow this format:

1. That those standing for election make themselves available, in person, at the District meeting at which elections are being held.
2. That those making themselves available then qualify themselves to the voting body. Qualifying usually entails stating how long one has been sober, what previous service positions one has held, and any other special skills one might feel will help them serve in the specific position.
3. Candidates, after qualifying, will then leave the room so that the voting body may have discussion, if necessary, and vote.
4. To be elected, a candidate must have substantial unanimity, hereby defined as 2/3 majority.
5. Should substantial unanimity not be reached in 3 votes, the top two candidates’ names will be placed in a hat. One name will be drawn from the hat. That candidate will be considered the winner.

This procedure follows the basic ideas outlined on pages S32 and S33 of the General Service Manual. The format takes into account the relatively small size of the district while still acknowledging the spiritual principles that guide AA election.”

Motion (Passed): “The Three Forks Group moves: The District 22 Guidelines be amended as follows:

1. That Appendix A, Job Descriptions: Alternate District Committee Member (Alt.

D.C.M.) [pg. 6], have added after the first paragraph ‘Purpose’: “Acts as the District Registrar by maintaining current records of the District Groups, group contacts (usually GSR and Alternate GSR) and working with the Area 92 Registrar (Alternate Delegate) to maintain currency with Area and GSO”

2. That Appendix A, Job Descriptions: District 22 Secretary [pg. 7], replace the third bullet to read: “Distributing completed copies of the District’s business meeting minutes within two weeks following the meeting to all District Officers and GSRs.”
3. If approved, the motions take effect January 2012.”

Compilation of Motions from 2012 – 2013

June 10, 2012:

Motion (Passed): “We will put the Handbook on line.” The appendices will have personal identifying information removed, and they will be posted.”

September 9, 2012:

Motion (Passed): “If any member brings a concern about a scheduled meeting not taking place, the Alternate DCM will attempt to verify the meeting. If unable to verify the activity of a meeting within 30 days, the meeting will be removed from the schedule. A group may appeal this.”

July 14, 2013:

Motion (Passed): “Our district makes itself available to host an upcoming area workshop or quarterly.”

Compilation of Motions from 2014 – 2015

July 13, 2014:

Motion (Passed): “Remove District 7 from the schedule.”

August 10, 2014:

Motion (Passed): “To set up an Ad Hoc Budget Revision Committee.”

September 14, 2014:

Motion (Passed): “To set up an Ad Hoc Handbook Committee.”

February 8, 2015:

Motion (Passed): “Strike 'At the end of each fiscal year, if there are surpluses, donations will be made to Area and GSO.' from the District Budget process (guidelines) and add 'A surplus occurs when we have a fully funded prudent reserve and the general fund at the beginning of a quarter

is more than \$500.00. If surplus ever occurs, the groups will be consulted to decide how it is to be dispersed.”

Motion (Passed): “Amend committee's recommendation #2 from \$400.00 to \$520.00 and then : move to (a) increase DCM/Alt. DCM travel expenses to \$520.00/ year and (b) change standing committees travel expenses to \$100.00/year for each committee.”

Motion (Passed): “Move the committee's recommendation on Prudent reserve. Increase the prudent reserve by \$10.00 per month until it equals the quarterly expense value. Also transfer any beginning of the quarter amount in excess of \$500.00 to the Prudent Reserve.”

Motion (Passed): “Move the committee's recommendation on budgeting. Move that: District treasurer will prepare an estimated yearly budget and submit at a business meeting at least 2 months prior to the beginning of the upcoming calendar year.”

Motion (Passed): “Move to increase Quarterly Expenses to \$705.00 (\$120.00 increase in travel/4).”

March 8, 2015:

Motion (Passed): “To form an Ad Hoc committee to look at pros and cons of a merger of District 7 and 22.”

June 14, 2015:

Motion (Passed): “Motion that the Three Forks Group host a concepts workshop in 2015.”

August 9, 2015:

Motion (Passed): “We allow the webmaster to work the website to have separate categories for other districts and areas.”

October 11, 2015:

Motion (Passed): “The District will get an EIN.”

November 8, 2015:

Motion (Passed): “To set a maximum of \$100.00 a month, climate control storage for all committees with dimensions at 5x6x10 (feet).”

Motion (Passed): “To accept the Treasurer's budget proposal for 2016”

December 13, 2015:

Motion (Passed): “In order to help the district fellowship be informed, the Bring Your Own

Book group moves the following be added to District 22 Service Handbook, job description: District 22 Secretary: The out-going district secretary provide an updated/current revision. Printed District 22 Service Handbook to each Home Group, each GSR and each elected District 22 officer no less than two (2) weeks prior to the first district 22 meeting of every rotation. Printing would be funded by district.”

Motion (Passed): “The bullet starting with “Creating a compilation”, remove “In January”, and replace with “no less than two (2) weeks prior to the first district meeting of every district rotations”.”

Appendix C – General Information

Home Group Business Meetings

What are they, and why have them?

The home group is the foundation of the Fellowship. Regular business meetings may give more of a realization of the home group principle when the members see that they are working in unity to take care of business matters.

Most groups find it difficult to really discuss these issues at the regular group meetings. Many attendees may not be home group members, may be impatient to get on with the discussion meeting, etc.

Business meetings allow members of the group to discuss business matters which affect the Group, District, or AA as a whole. Without discussion, the group simply voices an opinion, not an informed group conscience. Most commonly the group meets in order to voice an informed group conscience on issues of group finances, group policy, district issues, and other General Service issues. Many groups have found that these regular business meetings have contributed to their group identity and unity within the group, the district, the area, and the General Service structure as a whole.

What kind of business is conducted?

This can be anything of interest to the group (See pamphlet P-16, “The AA Group”). Several examples are:

1. Election of new group trusted servants.
2. Complete financial reporting from group treasurer.
3. Determine Group distribution of excess funds.
4. Determine group conscience on issues of interest with the local district.
5. Planning group participation in carrying the message outside of the group i.e., sponsoring corrections meetings, workshops, etc.
6. Many groups schedule a group inventory on an annual or biannual basis. Having a regular group inventory may help many groups avoid problems and thus, maintain their vitality.

The “Home Group” Business Meetings

When a group conscience is to be arrived at, it is essential that the members be given all the facts, both pro and con, which are relevant to the issue. In many cases it may be helpful if individual members are asked to look into these pros and cons of the issues and make a presentation during the business meeting.

Some groups have set up a panel which studies the aspects of an issue. This panel will meet prior to the business meeting to share their information with each other in order to reach a better understanding of the issue. They then present what they have learned to the group in a panel/discussion format. A good panel as well as a good GSR will inform the group of both sides of any issue so that a truly informed group conscience can be obtained.

What is an “Informed Group Conscience”?

The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of A.A. principles. To be fully informed requires a willingness to listen to minority opinions with an open mind on sensitive issues; the group works slowly discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a "yes" or "no" count precisely because it's the spiritual expression of the group conscience.

The term “informed group conscience” implies that pertinent information has been studied and all views have been heard before the group votes. (The A.A. Group, page 34-35)

What is the “Right of Decision”?

Every trusted servant and every A.A. entity-at all levels of service-has the right "to decide ... how they will interpret and apply their own authority and responsibility to each particular problem or situation as it arises." That is, they can "decide which problems they will dispose of themselves and upon which matters they will report, consult, or ask specific direction." This is "the essence of 'The Right of Decision.'"

Bill warned against using "The Right of Decision" as an excuse for failure to make the proper reports of action taken; or for exceeding a clearly defined authority; or for failing to consult the proper people before making an important decision. (The Twelve Concepts for World Services Illustrated, Concept III).

GSR. Functions

The GSR has the job of linking the AA group with AA as a whole. The GSR has the responsibility of representing their Home Group at District and Area functions. In most cases, this requires the GSR to report his/her group's conscience based on informed discussions of an issue. In other cases, GSRs make decisions based on their knowledge of the group's will. The GSR also brings information regarding service opportunities back to the group. Each GSR attends the Washington State East Area 92 Spring and Fall Assemblies to vote their groups' conscience on Area business. There are a variety of other specific functions that a GSR. needs to attend to carry the message of the home group. Below is a brief description of each:

Monthly District Meetings

GSR's report on Home Group activities, so that other GSR's become aware of how other groups are doing, and how they are solving group problems. The District financial report is gone over to see how the district stands for money, and any other concerns of the home group, district, area and A.A. as a whole are discussed. The D.C.M. brings back important Area information to the GSR.'s to be taken back to the home group for discussion. District 22 holds the monthly business meeting at 4:00 p.m. on the second Sunday of each month at Gritman Hospital, in the Conference Room, 700 South Main Street, Moscow, ID.

Pre-Conference Spring Assembly

The Pre-Conference Spring Assembly is the first weekend in April. Along with Area business, the pros and cons of some GSC motions are discussed until there are no more questions as time permits. The Delegate will take this conscience to the GSC. If the GSR's home group still has no conscience, he/she make take the information learned at the assembly to the home group, form a conscience and give it to the Delegate.

Fall Assembly

The Fall Assembly happens the third weekend in October. After getting the "informed group conscience" of the home group on motions to be presented at the Fall Assembly, the GSR. attends this 3 day event of all GSR.s in the area to discuss and vote on each motion. After all motions are discussed and voted on, the GSR. takes the outcome of the Fall Assembly back to their Home Group to let their members know what business took place and the results. Area Elections of Delegate, Alt. Delegate, etc... take place in odd-year Fall Assemblies. Area Inventories take place in even numbered years.

The Delegates Report

The Delegates Report, held after the delegate gets back from the Conference in April, is where the districts get together with the delegate to go over what happened at the conference. What

Conference agenda items have passed, or failed, and why are discussed. The delegate also brings back any pertinent information concerning A.A. as a whole that the groups need to know.

Who is the Area Committee?

Basically, the area committee is composed of all District Committee Members, Area Officers, and chairs of area service committees. There should be enough Districts and Committee Members to ensure good communication between the committee and the groups. In the absence of the D.C.M., the alternate D.C.M. is a voting member. (2008-2009 Service Manual, page S36-37)

What is an Area Quarterly?

A Quarterly is where anyone can bring motions and concerns of their districts/groups before the area committee to decide what will be on the Assembly agenda. The quarterly begins around 4 p.m. on Friday, with a general sharing session, and possibly panel discussions or round table discussions. Saturday business starts 8 am, with elected and appointed officer reports, Assembly reports, ad-hoc committee reports, and sometimes there will be bids on who would like to host the upcoming quarterlies. Then after lunch the discussion starts on the motions brought forward by the districts. Each potential agenda item is discussed thoroughly before any vote is taken. The votes in question will decide whether said motions will appear on the Assembly agenda. The criteria for this decision is based on whether the motion in question is worded clearly, and whether the motion in question breaks any traditions.

What are Standing Committee Workshops?

Standing committee workshops are held on a quarterly basis. These workshops serve to allow district committees the opportunity to benefit from the experience of the area committees and the area as a whole. Questions are asked and answers are considered. These workshops, typically, are held on Saturdays and last 4 hours.

What Does the Delegate Do?

The Delegate has a demanding job, not only because a large amount of time and work are involved, but because it is the delegate's responsibility to serve worldwide A.A. as voting members of the Conference. Delegates bring to its deliberation the experience and viewpoints of their own areas. Yet they are not representatives of their areas in the usual political sense; after hearing all points of view and becoming fully informed during Conference discussion, they vote in the best interest of A.A. as a whole. (Service Manual, page S-44)

What is the Conference, and Why is the Group Conscience Important?

The final agenda for any Conference consists of items suggested by individual A.A. members, delegates, trustees, area assemblies, and directors and staff members of A.A.W.S. and The Grapevine. The Conference considers matters of policy for A.A. as a whole, and there are tried-and-true procedures for placing an item on the agenda in the most effective way or, when the suggestion does not concern overall policy, for routing it to the most appropriate part of the service structure. If a GSR. has an idea for an agenda item, chances are that he or she will want to discuss it first with the group, then at a district or area meeting, which can then forward it to the staff member at G.S.O. currently serving as Conference coordinator. (Service Manual page S-51)

What is G.S.O.?

The General Service Office is where all the day-to-day business of A.A. as a whole happens.

G.S.O. serves all groups in the U.S. and Canada, and also offers services to A.A.s overseas, especially in countries where there is no service structure. It serves as a clearing house and exchange point for the wealth of A.A. experience accumulated over the years, coordinates a wide array of activities and services, and oversees publications and distribution of A.A. Conference-approved literature and service manuals. (Service Manual, Page S-71)

What is the Service Manual?

The Service Manual is the general guidelines by which we A.A.'s conduct our business. It includes the responsibilities/qualifications of specific service positions, also describing functions, links of communications and responsibilities of the A.A.W.S. and the Grapevine which are separately organized.

Information On Contributions

As discussed in the A.A. pamphlet, *Self-Support: Where Money and Spirituality Mix*,

“To help support A.A.’s essential services, the General Service Conference suggests that individual groups, through an informed group conscience, adopt a specific contribution plan tailored to meet the group’s financial situation.

Once the basic group expenses have been taken care of (rent, refreshments, A.A. literature, local meeting lists, GSR. travel expenses to attend service functions), and a “prudent reserve” has been set aside to cover any emergency contingencies that might arise, the group may decide to further carry the message by sending money...”

Contributions to the District – This covers the cost of rent, printing of schedules, purchasing literature, and other expenses, such as reimbursing the expenses of District Trusted Servants

(stamps, phone, copying, quarterlies, etc.).

Contributions to the Washington State East Area 92 – Covers the costs of coordinating the efforts of the service structures throughout the Area, such as Area Newsletter, literature for committees and expenses of Area Trusted Servants.

Contributions to the General Service Office in New York – to help cover the cost of printing literature, operating expenses, and to carry the message of AA worldwide.

How funds are dispersed should always be decided by the group conscience of your home group. Whenever mailing checks to the District, Area and/or GSO, always include the **Group Name**, **Group Number**, and **District Number** so that they can be properly accounted for.

2008-2009 Contribution Addresses

District 22

(For contributions, make check payable to: District 22)

District 22

P. O. Box 8816

Moscow, ID 83843

WA State East Area 92

(Make checks payable to: WSEA 92)

WSEA 92

BOX 103

1314 S Grand BLVD. Suite 2

Spokane, WA 99202-1174

General Service

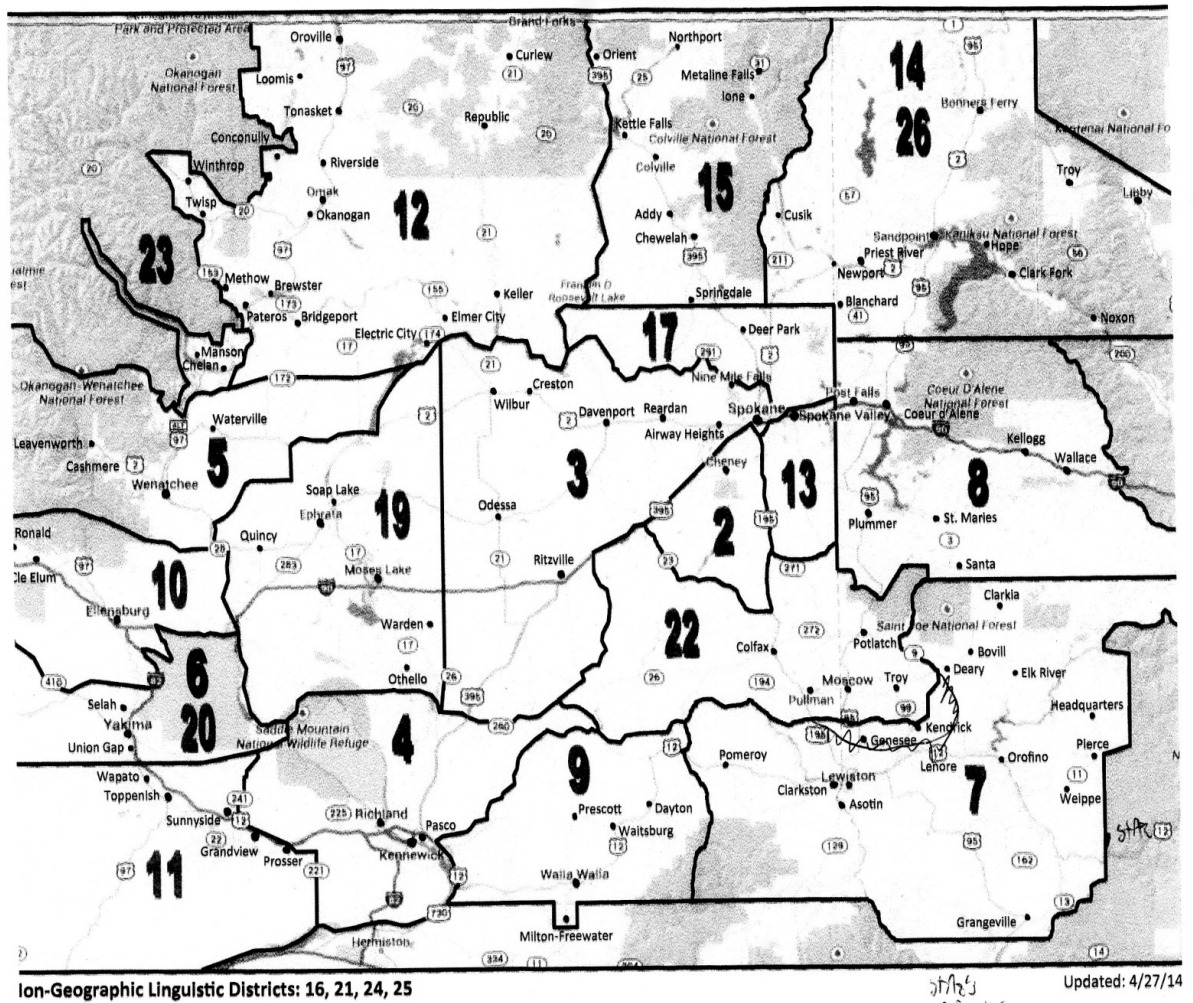
(For contributions, make check payable to: General Fund)

General Service Office

Office P. O. Box 459

Grand Central Station New York, NY 10163

Condensed District Location Map



Appendix D – Suggested Literature For More Information

Twelve Steps and Twelve Traditions: Bill W.'s essays on the Steps and Traditions. Discusses the principles of individual recovery and group unity and includes the long form of the Traditions.

The AA Service Manual/Twelve Concepts of World Service: The manual opens with the history of AA services, then explains the Conference structure and its year-round importance. Included are the Conference Charter and General Service Board By-laws. The Concepts, principles of service that have emerged from AA's service accomplishments and mistakes since its beginning, as set forth by Bill W.

The AA Group: An informal guide which tells how to start a new group, how a group works most effectively and how groups are linked to AA as a whole.

Alcoholics Anonymous Comes of Age: History was made in St. Louis at our 1955 Convention when founding members passed on to the entire Fellowship the responsibility for the Three Legacies of Recovery, Unity, and Service. It traces the history and development of our Three Legacies.

GSR May Be the Most Important Job in AA: This leaflet outlines responsibilities and useful sources of information and for a group, what to keep in mind when electing a GSR.

AA Traditions-How They Developed: A pamphlet of Bill W.'s Grapevine articles on the Traditions, which traces the evolution of principles for unity and growth.

Inside AA: A pamphlet that explains the AA service structure used in the US and Canada, describing all elements linking members and groups with the General Service Conference.

Your AA General Service Office: A pamphlet describing the services offered by GSO.

Circles of Love and Service: A pamphlet based on the General Service Office filmstrip outlining our service structure.

AA Guidelines from GSO: Fifteen guidelines sharing experience on many topics of concern to members, groups and committees.

Supporting the AA Support System: This folder uses diagrams to explain ways of dispersing group contributions to suit different service needs. It also describes services that contributions help provide.

Appendix E – Robert's Rules – Simplified!

The Basic Rules of Parliamentary Procedure:

The organization (*committee*) has the right to make its own rules which then must be observed by all members.

All (*voting*) members are equal and their rights are equal.

A quorum must be present to do business.

- In a committee, a quorum is the majority of its (*voting*) members.

The majority rules.

- The minority has a right to be heard, but once a decision has been reached by a majority of the voting members present, the minority must abide by that decision.

Silence is consent.

- Those members who do not vote (*abstain*) agree to go along with the decision of the

majority by their silence.

One question at a time, and one speaker at a time.

- No motion is in order which does not directly relate to the question being considered.
- Once a member has been “granted the floor”, another member may not interrupt him.

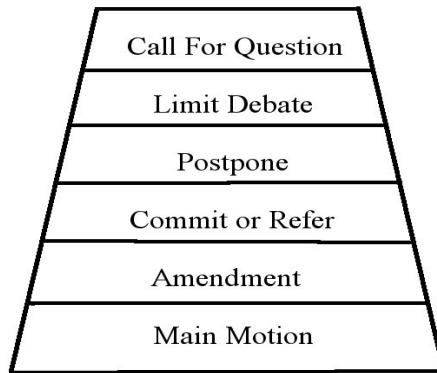
Debatable motions must receive full debate.

- The chairperson may not put a motion to vote as long as members wish to debate it. Debate can only be suspended by a two-third vote of members present.

Personal remarks in debate are always out of order.

- Please keep in mind that District 22 (and Area 92) uses Robert’s Rules loosely; we do not use it *against* each other, but rather to help us conduct business smoothly!

From Robert’s Rules in Plain English , by Doris P. Zimmerman



Motions take precedence in order of rank; main motions is always lowest rank, calling for question would be highest.

Definition of types of motions

Main: A proposal or action, or opinion expressed

Amendment: To change the wording of a motion to make it clearer, more complete, or more acceptable *before* the motion is voted upon.

Commit or Refer: To send the question on the floor to a small group of people so it can be carefully studied and put into proper form for the group to consider.

Postpone: To delay action on a question until later in the same meeting, or until the next

meeting. A motion cannot be postponed further than the next regular meeting.

Limit Debate: To exercise special control over a debate by: a) Reduce the number and length of speeches allowed; b) limit debate to a period of time, at the end of which a vote must be taken.

Previous Question (Call For Question): Used to cut off debate and bring group to immediate vote upon the pending motion (the motion on the floor that was stated last).

