

District 5 GUIDELINES

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Glossary and Acronyms

AA	Alcoholics Anonymous
AAWS	Alcoholics Anonymous World Services, Inc.
CF	Correctional Facilities
CPC	Cooperation with the Professional Community
DCM	District Committee Member
GSB	General Service Board
GSO	General Service Office (New York)
GSR	General Service Representative
Gv	Grapevine/La Viña
GvR	Grapevine/La Viña Representative
PI	Public Information
PNC	Pacific Northwest Conference
PRAASA	Pacific Region AA Service Assembly

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 5 GUIDELINES

I. PURPOSE AND SCOPE

The purpose of this publication is to enable our trusted servants to conduct an informed group conscience at District 5 business meetings. These Guidelines are intended to describe actual current practice in District 5. 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 5. 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 DCM or Alt DCM shall reprint, make available for the web, and distribute the Guidelines to all District 5 participants.

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, Alt DCM, Treasurer, and Secretary
- Elected at September District Meeting by GSRs and other voting members of the District (Officers, Service Committee Chairs and Alt. GSR's 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 October District Meeting
- Rotation: Odd Years - DCM, Alt DCM, Treasurer, and Secretary
- Duties determined by District 5
- 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 DCM is fully funded to each Area Assembly for food, lodging and \$.33 per mile.
 - The Treasurer and Secretary have no current travel expense needs.

C. District Service Committee Chairs

The District has the following Standing Committees: Archives, Public Information/Cooperation with the Professional Community (PI/CPC), Cooperation with Treatment Facilities (CTF), Grapevine, Website and Correctional Facilities.

- Appointed by DCM
- Term of office is two years and begins with the start of New Business on the agenda for the October District Meeting
- Each District Service Committee Chair is allowed one (1) vote as a member of the District Committee
- Rotation: Even Years – Archivist, Cooperation w/ Treatment Facilities and Grapevine
Odd Years – PI/CPC, Website and Correctional Facilities, Web Chair.
- Duties determined by District 5, generally as described in the AA Service Manual

IV. DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS

A. District Committee Member (DCM)

- Generally as described in the AA Service Manual
- Recommended completion of 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
- Help Service Committees as needed
- Attend Area Assemblies
- Appoint ad hoc committees to address specific issues as needed
- Assist 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 GSR 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
- 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 and submit as a District 5 budget item
- Makes copies of and distributes district documents as needed – i.e., Delegate Agenda items, District Committee Contact Sheet

B. Alternate DCM

- Generally as described in the AA Service Manual (under Alt. DCM)
- Recommended completion of a GSR term
- Attend and report at monthly District meetings
- Prepare and present GSR assembly orientations
- 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 district and make announcements when necessary
- Assist DCM with processing of Conference agenda items and reports at the District level.

C. Secretary

- Generally as described in the AA Service Manual
- Attends monthly District meetings and records minutes
- Provide District meeting minutes to DCM for distribution to GSR's
- 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 or experience as Group Treasurer
- Attends monthly District Meetings
- Picks up mail from District 5'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 Scholarship program at the District meeting 1 month prior to Area Assemblies
- Present an annual budget for next fiscal year, in October, to be taken back to the Groups for approval at the November/December 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. 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 in District 5. This is done through workshops, presentations, mailings, etc.

- Generally as described in the AA service Manual
- Attend and report at monthly District meetings
- District 5 Archives are stored at: TBD
- Two year term rotating on even number years
- Attend November Area Assembly

C. Web Site Committee Chair

The purpose of the committee is to manage and maintain the District 5 Web Site: district5aa.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, 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
- 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 5
- Two year term rotating on odd number years

D. Public Information (PI)

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

- Generally as described in the AA service Manual
- Attend and report at monthly District meetings
- Helpful to refer to the GSO “yellow sheets” guidelines
- Make AA literature available upon request at community events
- Attend November Area Assembly
- Two year term rotating on odd number years

E. Cooperation w/ Professional Community (CPC)

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.

- Generally as described in the AA service Manual
- Attend and report at monthly District meetings
- Helpful to refer to the GSO “yellow sheets” guidelines
- Make AA literature available upon request at community events
- Attend November Area Assembly
- Two year term rotating on odd number years

F. Correctional Facilities (CF)

The purpose is to facilitate AA meetings inside the Deschutes/Jefferson/Crook County correctional facilities. This is done by organizing outside AA members to attend inside meetings on a regular basis.

- 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 correctional facilities coordinator
- Address any problems or concerns brought to AA from the correctional facilities coordinator
- Attend November Area Assembly
- Two year term rotating on odd years

G. Cooperation w/ Treatment Facilities (CTF)

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 Central Oregon Area monthly
- Receive and respond to requests from treatment facilities in the Central Oregon Area
- Attend November Area Assembly
- Two year term rotating on even number years

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 GV publications as recovery tools.

- 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
- Attend November Area Assembly
- Two year term rotating on even number years

VI. DISTRICT POLICIES

A. General Business Meeting Procedures

- Meeting to be held on the 2nd Sunday of the month at prevailing location
- Meeting begins at 4:00 p.m. and ends at 5:30 p.m.
- The business meeting shall be conducted as a non-smoking meeting
- The meeting will follow the agenda prepared by the DCM
- The Alt. DCM shall conduct the business meetings when the DCM is not available
- Elections will be conducted at the September District Meeting. 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 to be limited to one issue. Any proposal, which is submitted, with multiple issues is to be automatically be broken down by the DCM into separate proposals for each separate issue
- All motions presented to be structured to include the following information: the motion itself, statement of current practice, budgetary impact if passed. The motion template can be found on the District website. (<http://www.district5aa.org>)
- 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.

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.

VII. FINANCIAL POLICY*

A. Required Budget Line Items

- Cost of printing and reproduction for District business
- Postage and Delivery
- Rent for District Business meeting facility
- Archives Rent
- PO Box Rent
- Web Hosting Fee
- Committees
- Travel and expenses for the DCM to Oregon Area Assemblies
- Travel and expenses for the DCM to attend PRAASA/PNC

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

- GSR Scholarship

C. Finance Procedures

- The fiscal year is January 1 – December 31
- Service Committee Chairpersons will submit to the Treasure by October 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 Treasure and given to the District Secretary for distribution with the meeting minutes of the October District meeting. The budget will be voted upon at the November/December 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 is to be maintained at \$2000.00 when possible
- 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 the activity of the previous 3 years
- Signers on the District 5 checking account will be the current Treasurer and DCM

D. The GSR Scholarship Program

The District is aware that small or new groups that have GSR representation at District 5 meetings may not be able to afford to send their GSR to area assemblies. District 5, 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 5 has a Scholarship Program, which shall operate as follows:

- One business meeting before every area assembly the Treasurer shall announce how much money is available for the Scholarship Program.
- The district will have available a minimum of \$200 per assembly funds permitting. Any funds not used at an assembly will roll over to be available at the following assembly. The total scholarship funds available shall not exceed \$800 annually. The funds shall not roll over into a new fiscal year.
- GSR's are encouraged to share the scholarship funds or share lodging and expenses with an additional GSR if more than one GSR is in need of funding to attend the area assembly.