

DISTRICT 33 STRUCTURE

&

FINANCIAL GUIDELINES

A A's LEGACY OF SERVICE

By Bill W – 1951

Our Twelfth Step-carrying the message is the basic service that the A.A. Fellowship gives; this is our principle aim and the reason for our existence. Therefore, A.A. is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.

Hence, an A.A. service is anything whatever that helps us reach a fellow sufferer – ranging all the way from the Twelfth Step itself to a ten cent phone call and a cup of coffee, and to AA's General Service Office for national and international action. The sum total of all these services is the Third Legacy of Service.

Services include meeting places, hospital cooperation, and intergroup offices; they mean pamphlets, books, and good publicity of almost every description. They need voluntary money contributions from within the fellowship.

STATEMENT OF PURPOSE

District 33, a service entity of AA, shall be charged with actively and responsibly carrying the message of AA. It shall also be a communication link between its Groups, Area 26 and the General Service Conference of Alcoholics Anonymous. And, District 33 shall be supportive of all AA Groups, always mindful of their autonomy; assisting in matters of Group wellbeing and/or concerns that may threaten their vitality and strength, or that of AA as a whole.

Toward these goals District 33 GSRs shall elect committed, dedicated officers. District 33 shall hold regularly scheduled GSR meetings and form strong active Service Committees as recommended by the General Service Conference and Area 26. And District 33 shall have and maintain a checking account for the purpose of depositing and expending funds voluntarily contributed by AA Groups and its members, all of which, in excess of a prudent reserve, are designated for Carrying the Message of AA through committee activities.

STRUCTURE OF DISTRICT 33

1. PURPOSE

- A. District 33 of Alcoholics Anonymous shall always be a service body; shall protect and respect the autonomy of any and all AA Groups in the district.
- B. District 33's primary purpose is service, and shall encourage all groups of the district to participate in the business of District 33, Area 26, The General Service Conference and AA World Service.
- C. District 33 is specifically charged with the duty of election, in odd numbered years, of a District Committee Member (DCM) to the Area Assembly and to give financial support to assist him/her in the course of the duties of office. The District is further charged with the election, in odd numbered years, of an Alternate DCM.
- D. Unless otherwise specified all District and Standing Committee affairs will be conducted using the procedures as outlined in the current AA Service Manual.
- E. For clarification of District 33's financial responsibilities, the current Financial Guidelines should be adhered to.

2. GENERAL SERVICE REPRESENTATIVE (GSR)

- A. A General Service Representative is any member of an AA Group elected by that group to act primarily as a connecting link between their group and District 33, interpreting each to the other.
- B. AA Groups choosing their GSR should take much care in their selection. It is essential that members of experience and stability are selected, and none ought to accept this post unless able to give sufficient time and effort to his/her duties.

- C. Each group in District 33 should elect a GSR and an Alternate GSR for a term of two years. GSRs and Alternate GSRs should be elected in the same year (odd numbered years) as the DCM. Elections should be held in the month of October, with the term of service to begin January 1 of the following year.
- D. In accordance with our Seventh Tradition, any expenses of the GSR for travel and lodging in connection with service activities may be paid and determined by the group represented.

3. DISTRICT COMMITTEE

- A. District 33 shall have a District Committee. The District Committee should embody one Group Service Representative (GSR) from each group in the District, One District Committee Member (DCM), Secretary, Treasurer or their Alternates and all Standing Committee Chairpersons.

4. DISTRICT COMMITTEE MEMBER (DCM)

- A. The District Committee Member is elected by the GSRs in District 33 and the election may be prior to or at the District Meeting in October. The term of service for the DCM is two years concurrent with that of the Area Delegate.
- B. It is suggested that a district be made up of no more than fifteen (15) groups with an active GSR. It is suggested that District Committee Member have two (2) years or more of continuous sobriety.
- C. Each District Committee Member should meet with the GSRs of District 33 twelve times each year.
- D. DCMs and GSRs may succeed themselves for a second term, but to appreciate the importance and spirit of rotation in service to the individual and to the fellowship.

- E. Travel and lodging expenses for the DCM to Area Committee Meetings and Area Assemblies should be paid by District 33.
- F. It is suggested that District 33 have Standing Committees corresponding to those at the Area level, if practical for the District.

5. ELECTION PROCEDURES

- A. Election of Districts Officers shall be held at the District meeting. This election is usually scheduled in the fall, preferably by the October meeting, of each odd numbered year. Nominations shall be in the hands of a nominating committee at least one month prior to the election. All terms shall be for two years beginning January 1 of the following year.
- B. In holding with the principle of rotation, officers and standing committee chairperson should serve no more than two (2) consecutive two (2) year terms in any one service position.
- C. Nominations for officers, (DCM, Secretary, Treasurer and their Alternates) shall be made from the floor by currently serving GSRs or their Alternate in attendance.
- D. Any GSR may stand for office, by nominating him or herself.
- E. Any Group member interested in service and having the suggested length of sobriety, (two years) may request his/her group's GSR place him/her name in nomination.
- F. Voting for Officers and Alternates shall be by written ballot. The results of the election shall be by simple majority of a quorum. In the event of a tie, balloting

will continue dropping the nominee with the least votes until a winner is determined.

6. VOTING ELIGIBILITY FOR OFFICERS – DISTRICT 33

- A. Each Group in District 33 is entitled to one vote cast by the currently serving GSR, Alternate or other recognized representative. (Note: Absentee or proxy voting shall not be valid).

7. VOTING ELEGIBILITY FOR ALL OTHER SERVICE MATTERS

- A. Past District Committee Members: To afford District 33 the benefit of his/her experience, discipline and knowledge of carrying the message and matters relating to the service structure of AA as a whole, retired DCMs will be a voting member of District 33 service body. He/she will assume this at the end of his/her term and upon the installation of the incoming body of officers. This does not include the election of officers unless qualified by also holding the position of GSR or Alternate of a Group in District 33.
- B. All currently serving GSRs, Standing Committee Chairpersons, Secretary, Treasurer or their alternates and Past DCMs shall have one (1) vote. In the event of a tie vote the currently serving DCM shall cast the deciding vote.

8. SECRETARY AND TREASURER ELEGIBILITY REQUIREMENTS

- A. All current Standing Committee Members and Past DCMs are eligible to be candidates. Any active AA Group Member in District 33 having at least two (2) years continuous sobriety are eligible for candidacy. They shall be elected by a simple majority of the voting body.

- B. The runners-up in the election of Secretary and Treasurer shall be the Alternates. These Alternates will remain Alternates with no vote unless they are actively serving for or replacing the elected officer. In the event that either the Secretary or the Treasurer is not able to complete his/her term, the Alternate will serve for the remainder of the two (2) year term.

9. DUTIES OF THE DISTRICT COMMITTEE OFFICERS

- A. Chairperson: The DCM shall conduct all District 33 meeting; prepare and adhere to an agenda. He/she shall appoint chairpersons of Standing Committees, and ad-hoc committees with approval of the GSRs. Set floor rules including time limits for discussion of each agenda item and in general, perform the duties of administrative officer of District 33. The DCM shall also serve as exofficio member of all committees, permanent and temporary. In the absence of the DCM the Alternate DCM shall assume these duties.
- B. Secretary: The Secretary shall have, record and maintain the minutes of District 33; publish and distribute to all officers, GSRs and Standing Committee Chairpersons the minutes of the previous meeting of District 33 prior to the next regular meeting of the District Committee. He/she shall maintain custody of all District records and the name, current address, and phone number of all current officers and GSRs. The Secretary shall be reimbursed by the treasurer for expenditures necessary for the performance of the office.
- C. Treasurer: The Treasurer will receive contributions from the Groups in District 33 and other approved sources. He/she shall maintain records of monies received, maintain a bank checking account for depositing all receipts and making disbursements as determined by District 33. The bank checking account signature card shall require the signatures of the current DCM, Alternate DCM, and The Treasurer. Any two of these signatures shall be required on the checks. The Treasurer shall report to the District Committee at each meeting the current

financial status of District 33 with details of all income and expenditures. All financial reports are subject to the approval of the District Committee. For clarification of District 33's financial responsibilities, the current financial guidelines should be adhered to.

- D. Removal of Officers: Any officer of District 33 shall be removed from office as a result of missing three (3) consecutive monthly meetings. The Alternate officer will assume the duties. In the event there is no Alternate currently serving, the DCM may appoint any member of District 33 with more than two (2) years continuous sobriety, with the approval of the District Committee.

10. PERMANENT STANDING COMMITTEES

- A. It is suggested that each permanent Standing Committee shall consist of a Chairperson with at least one (1) year of sobriety and a workable numbers of committee members. Each committee shall meet at the call of the Chairperson.
- B. Reimbursement of expenditures for the performance of business for each committee shall be made according to the current financial guidelines.
- C. Permanent Standing Committees are as follows:
1. Correctional Facilities
 2. Treatment Facilities
 3. Public Information
 4. Cooperation With the Professional Community
 5. Grapevine
 6. Archives
 7. Special Needs

11. AMENDMENT PROCEDURES

- A. Any proposed amendment/s to this Structure shall be submitted in writing to the District Committee to be placed on the agenda for consideration at the next District 33 Meeting. An affirmative simple majority vote of the GSRs present recommends that the amendment/s be submitted to the groups via the GSRs for ratification. Each GSR will report his/her group conscience to the DCM at the next scheduled District 33 meeting. The simple majority of the votes submitted to the DCM shall determine a “aye” or “nay” vote for the adoption of the proposed amendment/s.

FINANCIAL GUIDELINES

DISTRICT 33

The Treasurer will set aside \$500.00 operating budget as a PRUDENT RESERVE.

Receipts or proof of purchase are required for any and all expenses and copies of same will be kept on file for a period of five (5) years.

The Treasurer will send a written receipt to each group for contributions received. Copies of these receipts will be kept on file for a period of five years.

The Treasurer will furnish a monthly report showing bank account balance and activities, including a list of each group contributions. An adequate number of copies of this report will be made available at each District meeting for all Officers, GSRs, and Standing Committee Chairpersons, plus all interested members and past Officers attending.

1. REIMBURSABLE EXPENSES

A. District Committee Member (DCM)

1. Mileage and one night lodging expenses to Area 26 Business functions. Mileage reimbursed at 0.25 cents per mile; (carpooling is encouraged). Travel expenses are limited to the amount equal to mileage by car regardless of means of transportation. If travel requires more than 200 miles (one way), two (2) nights lodging may be reimbursed.
2. Southeast Regional Forums (every other year), depending on available funds. The District Committee will be responsible for making a proposal to be discussed and voted on by the attending GSRs prior to the forum.
3. In the event the DCM is unable to attend the Area Assembly or Quarterly Meetings, the Alternate DCM shall attend in his/her place. Reimbursable expenses will be paid as for the DCM. In no case will the expenses of both be paid.

B. Secretary and Treasurer

1. All reasonable expenses will be paid for which proof of purchase or a receipt is furnished and for which pertains to the normal function and responsibilities of the office. Such as: postage, copies office supplies and materials etc.
2. The Treasurer will maintain a permanent portable file for storing record for at least five (5) years providing the means to perform a bookkeeping verification if it is determined necessary and to protect our tax free, nonprofit status with the IRS. These records will be transferred to the incoming Treasurers until such time as the five (5) years has expired. At that time, it will be decided by the District Archivist, the necessity/advisability of holding such records for historical purposes.
3. Each year in January, the Treasurer will go over the years bank statements with the DCM showing a beginning and year-end balance making sure that no significant error exist in the financial records.
4. The bank signature card for District 33 checking account will contain the signatures of the following:
 - a. District Committee Member
 - b. The Alternate District Committee Member
 - c. TreasurerAny two of the above signatures are required on all checks written.
5. It is suggested that a Post Office Box be rented to receive Group contributions, but this is left to the discretion of the currently serving Treasurer. If a Post Office Box is used a second key should be made available to the DCM.

C. Standing Committees

1. The responsibility of each Standing Committee Chairperson shall be to present an estimated expense statement for each project for approval at the District Meeting. Committees are encouraged to use funds necessary to effectively produce the results that are desired.

2. In the event that a situation arises that time does not allow for an expense request to be made in a timely fashion at a scheduled District meeting, a special meeting may be called that includes the Committee Chairperson, DCM, Treasurer and at least two (2) GSRs to approve the expenses. In the event the DCM is not able to attend the Alternate DCM shall be present.
3. Any expenditure not previously discussed and approved at a regular scheduled District 33 Meeting exceeding fifty dollars (\$50.00) shall be approved as outlined above in section C, paragraph 2.