

STRUCTURE AND GUIDELINES
DISTRICT 1 AREA 26, SOUTHEAST REGION

I. PURPOSE:

District 1 is a SERVICE BODY for all groups within the District and, as such, represents the Groups it serves at the AREA Level, connecting the Groups to AA as a whole. It is the duty of the District to maintain communication between the Groups and the AREA, making the wishes of the Group known to the AREA, and informing the Groups of any action taken by the AREA, REGION, or the GENERAL SERVICE BOARD.

II. DEFINITIONS:

Meetings:

District 1 GSR meetings will be held on the 2nd Sunday of each month from 5:00pm until 6:00pm unless changed by a majority vote at a regular District meeting.

Quorum:

Attendance by 5 GSRs or Alternates, of all active Groups within the District shall constitute a quorum. No binding action may be taken in the absence of a quorum.

III. OFFICERS AND DUTIES:

The officers of District 1 and their duties shall be as follows:

District Committee Member (DCM):

It is the duty of the DCM to lead regular District 1 GSR meetings and to Disseminate information from the AREA level and AA as a whole to the GSRs in order to facilitate an informed Group Conscience. It is also the duty of the DCM to attend AREA meetings/Assemblies and to make a report, and to have any action Desired by the District placed on the AREA meeting Agenda.

Alternate DCM:

It is the duty of the Alternate DCM to assist the DCM in the performance of His/her duties and to assume the duties of the DCM whenever the DCM is unable to do so.

Secretary:

It is the duty of the Secretary to record minutes of all District meetings, make copies available for all GSRs and Officers, and to read them at the following monthly meeting.

Alternate Secretary:

It is the duty of the Alternate Secretary to assume the duties of the Secretary whenever the Secretary is unable to perform his/her duties.

Treasurer:

It is the duty of the Treasurer to receive and record contributions from Groups and other approved sources, to maintain records of all receipts, and disbursements, to maintain a District Checking Account with which to pay all relevant District 1 expenses, and to make regular monthly financial reports available to GSRs and District Officers.

Alternate Treasurer:

It is the duty of the Alternate Treasurer to assume the duties of the Treasurer whenever the Treasurer is unable to do so.

Local Committee Member (LCM):

Due to the size of the District, it has been divided into two (2) areas with a LCM representing each section.

It is the duty of the LCM to visit the Groups in their section of District 1 and to report to the District 1 monthly meetings any pertinent information relative to the Groups' activities.

IV. STANDING COMMITTEES:

The following Standing Committees are established in District 1:

PUBLIC INFORMATION
COOPERATION WITH THE PROFESSIONAL COMMUNITY
TREATMENT FACILITIES
CORRECTIONAL FACILITIES
KENTUCKIANA NEWSLETTER
LITERATURE
GRAPEVINE
ARCHIVES
SPECIAL NEEDS/ACCESSIBILITES

The duties of each respective committee member are to promote participation at the Group level in the activities of their respective committee, and to cooperate with similar committees at both the Intergroup and the Area levels. Participation in the committee meetings at the Area 26 Meetings/Assemblies is recommended.

V. FINANCES:

- a) The OPERATING FUND is established at Five hundred (500) dollars.
- b) The PRUDENT RESERVE is established at Five hundred (500) dollars.

Any amount over the OPERATING FUND and the PRUDENT RESERVE shall be distributed to AREA 26 and the GENERAL SERVICE OFFICE (GSO) on a semi-annual basis. The percentage to be distributed to each will be decided by the District at a regular meeting prior to distribution.

- c) District funds will be kept in a checking account and payments for expenses will generally be made by check. Authorized signatures include the Treasurer, Alternate Treasurer, and the DCM.
- d) The Treasurer will furnish monthly reports on the District showing account balance and all activities, including a list of each contribution; and
- e) The District will pay travel expenses, paying \$0.30 per mile, and lodging for one night for the DCM, or his/her designee, to all AREA 26 Meetings/Assemblies.

VI. VOTING:

Once a QUORUM is established, voting on all issues, except amendment of structure, will be by simple majority of District Officers and GSRs or Alternates present. To insure equal representation for all Groups, only district officers and GSRs may vote in elections. Alternate GSRs may vote only if the GSR is not present, to insure one group one vote.

AMENDMENT PROCEDURE:

The procedure to amend these guidelines shall be to present the proposed Amendment at a regular District 1 Meeting, where upon each GSR should take the proposal back to his/her HomeGroup for a Group Conscience vote. The proposed amendment will be voted upon at the next regular District 1 meeting. It shall take a 2/3 majority of all GSRs or Alternates, in attendance to adopt the proposed amendment.

VII. ELECTION:

The Term of office will be 2 (two) years with no officer holding a position for more than 2 (two) consecutive terms. A person can hold a specific office more than once as long as at least 2 (two) years separate the holding of the specific office.

General Elections for all offices will be held in September before the Area elections in October in the same year as the elections of the Area Delegate. Special elections are elections to fill vacancies in office that happen any time between general elections.

Special elections will be held at the next general business meeting after the vacancy of office is announced. The Alternate of the Office or the DCM will cover the position until the next general business meeting or a new officer is elected. The special elected officer will take over the office with immediate effect. The special elected officer will finish out the term until the next general election where they will be eligible to stand for their own term(s).

Eligibility to hold office will be in compliance with the AA Service Manual and the Area 26 Guidelines and include two or more years of continuous sobriety, 75% attendance record at District meetings, and the candidate must have the time available to devote to the position.

Nominations for any office will come from the floor and will need to be seconded before voting can be called. No one can nominate themselves. A person must be present to be nominated for an office unless a written and signed letter of intent to stand for a specific office is given to the DCM prior to the election being held. If only one person is nominated for a position of office a yes/no vote will be held.

Voting in all elections will be done by simple majority. Voting in general elections will be done by written, secret ballot; Voting in special elections will be done by show of hands. In the case of a tie vote, the floor will be open for debate with nominations and seconded again being required before another vote is called. The subsequent vote will be done by written, secret ballot.

New Officers will take effect on January 1st following the September general elections unless a special election is held in which case the new officer will take immediate effect.

VIII. POLICY AND PROCEDURES:

The previous month's written minutes and financial report will be made available to each GSR at the regular meetings.

All AREA 26 Meeting Minutes and Financial Reports will be made available to all GSRs upon request.

AREA 26 Service Hand Book will be made available to all GSRs upon request

LCMs shall be appointed by the DCM from the body of sitting GSRs and are approved by all GSRs in attendance.

A reminder will be made to all GSRs prior to District 1 meetings

The Secretary has the option to use a tape recorder to District 1 meetings as an aid in preparing minutes

COLLECTION BASKETS may be placed at the refreshment table during Workshops only. No collection will be taken at regular District 1 meetings.