

District 15 Handbook

I Am Responsible...

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.

Revised
2020

District 15 Handbook

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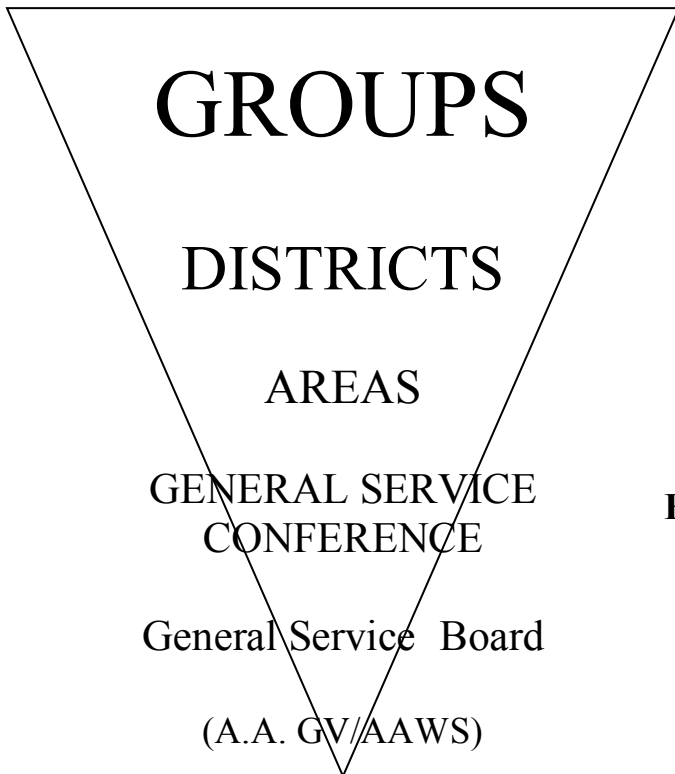
General Service Introduction

From Chapter One,
Introduction to General Service, pS15.
The A.A. Service Manual Combined with Twelve Concepts for World Service.

“The Twelve Traditions make clear the principle that A.A., as such should never be organized, that there are no bosses and no government in A.A. Yet at the same time, the Traditions recognize the need for some kind of organization to carry the message in ways that are impossible for the local groups—such as publications of a uniform literature and public information resources, helping new groups get started, publishing an international magazine, and carrying the message in other languages into other countries.”

THE CONFERENCE STRUCTURE

“The U.S./Canada* Conference structure is the framework in which these “general services” are carried out. It is a method by which A.A.’s collective group conscience can speak forcefully and put its desires for Conference-wide services into effect. It is the structure that takes the place of government in A.A., ensuring that the full voice of A.A. will be heard and guaranteeing that the desired services will continue to function under all conditions.”



An Upside-Down Organization

Alcoholics Anonymous has been called an upside-down organization because, as the structure chart shows, the groups are on the top and the trustees at the bottom.

Bill wrote in Concept I: “The A.A. Groups today hold ultimate responsibility and final authority for our world services...”

Concept I

Final responsibility and ultimate authority for A.A. world Services should always reside in the collective conscience of our whole Fellowship.

Good to know....**You are serving the groups in District 15, which is part of Area 26.**

Districts are mostly determined by geographical areas. Lexington has two districts. District-15 serves the groups on the South side of Main Street and District 28 serves the north side.

General Service Representative (G.S.R.)

G.S.R.s are the link between A.A. GROUPS and Alcoholics Anonymous world-wide. In Order to reach a group conscience for A.A. as a whole, our voices are carried through our General Service Structure, the up-side-down triangle.

District Committee Member (D.C.M)

D.C.Ms carry their **District's voice** to the AREA Committee and the Area Delegate carries the groups' voice to the General Service Conference. Communication is vital in all directions.

Area Delegates serve Alcoholics Anonymous as a whole at the General Service Conference. They carry the Conscience of Alcoholics Anonymous and to insure the future of Alcoholics Anonymous.

Area 26** serves 36 geographical districts and 1 linguistic district. (Spanish speaking) There are 93 Service Areas in the US & Canada General Service Conference. **Area 26 is state of Kentucky and parts of neighboring states.

We are an autonomous body, but we cooperate with other A.A. service entities. We use the Twelve Steps, Twelve Traditions and Twelve Concepts in our service work.

For guidance and background history, it is recommended to read and refer to the following sources:

*The A.A. Service Manual
Combined with
The Twelve Concepts for World Service.*

A.A. Website: www.aa.org

The Area 26 handbook

Area 26 Website: www.area26.net

DISTRICT 15 STRUCTURE

I. PREAMBLE

- A. Service is the primary purpose of the District 15. We shall protect and respect the autonomy, and privilege of dissent, of all A.A. Groups in our Service Area.
- B. The Committee shall encourage all Groups to participate and support its efforts to cooperate with A.A. World Service (A.A.W.S.) and the General Service Office. (G.S.O.)
- C. Unless otherwise specified, all District 15 affairs will be conducted using the procedures as outlined in this Structure and the most current A.A. Service Manual.
- D. For clarification of financial responsibilities, District 15 should adhere to the current Financial Guidelines.
- E. If at all possible, the actual meeting place within District 15 should be at a location easily accessible to visiting attendees. Please, keep in mind the Special Needs of some of our members.

II. DISTRICT COMMITTEE

A. General Service Representative - G.S.R.

1. A General Service Representative (G.S.R.) links our Groups to Alcoholics Anonymous as a whole. With Groups at the top of the upside down triangle, or General Service Structure, active G.S.R.s assure that our Groups' voices are heard and that the Fellowship is responsible for A.A.'s future .
2. G.S.R.s, or Alternate G.S.R.s, should attend District Meetings and Area Assemblies*.
 - a. Each group has a VOICE and VOTE at the District meetings and Area Assemblies*.
 - b. The GSR shall keep their groups well informed by giving reports, and sharing information from G.S.O.
3. Each Group in the District should elect a G.S.R., (and an Alternate G.S.R.) for a term of two years.
 - a. The election should be held in the month of September, with their term of service to begin January 1 of the following even-numbered year.
 - b. The term is concurrent with the election of the Area Delegate,.
 - c. A.A. Groups choosing their G.S.R. should take much care in their selection.
 - d. It is essential that members of experience and stability are selected, and none ought to accept this post unless able to give sufficient time to his or her duties.
4. It's recommended that a G.S.R. has at least two years of sobriety.
5. The G.S.R. is supported financially by their home groups.

**G.S.R.s may vote at Area Assemblies, which are determined by the Area 26 structure. Assemblies are different from Area Committee Members.*

B. District Committee Member (D. C. M.)

1. The D.C.M.:

- a. Serves as a member of the Area Committee.
- b. Attends Area meetings and Assemblies
 - i. Has a voice and vote at all the Area meetings.
- c. Performs the duties of the administrative office of the District.
 - i. Chairs all District meetings;
 - ii. Prepares and adheres to an agenda;
 - iii. Sets floor rules including time limits for brief discussion of each agenda item, with the approval of the District;
 - iv. Encourages all groups within District 15 to participate.
- d. Is supported financially by the District to attend Area Meetings and other approved service events.
 - i. DCMs shall attend the Southeast Regional Forums, service Workshops or Southern States Alcoholics Anonymous Service Assembly. (SSAASA) if possible.
 - ii. The DCM shall give a report to the District when they attend any event.

(Note: Opening and Closing the meeting is at the discretion of the chairperson).

2. The Alternate D.C.M

1. If the D.C.M. is not present, the Alternate D.C.M. will serve in his/her place, carrying out the duties outlined in the D.C.M. section above.
2. The Alternate D.C.M. may assist the District by reaching out to groups for participation, and by organizing Service Workshops.

3. Elections and Terms of Office of DCM

- A. D.C. M.s are elected by the District Committee members, usually, from Past General Service Representatives.
- B. All terms shall be for two years, and shall be concurrent with the election of the Area Delegate.
- C. In holding to the principle of rotation, Officers and Standing Committee Chairpersons will serve no more than two consecutive two year terms.
- C. Voting may be done by simple majority or by Third Legacy Procedure as outlined in the A.A. Service Manual.
- D. The candidate's suggested sobriety time is reflected in the current A.A. Service Manual.

C. Other District OfficersA. Secretary:

1. The Secretary shall
 - a. keep and maintain minutes of the District Meetings;

- b. have custody of District records
 - c. maintain the contact information of each District Committee Member including mailing address, phone number and, where applicable, email addresses.
 - d. send the District Meeting minutes to all District Members within 7 days after the District Meeting.
 - e. be reimbursed by the Treasurer for all expenditures necessary for the conduct of the office.
2. The Alternate Secretary shall perform the duties if the Secretary is unable to do so.
- B. Treasurer:
1. The Treasurer shall
 - a. receive contributions from the Groups and other approved sources;
 - b. maintain records of monies received,
 - c. maintain a bank account by depositing all receipts and making disbursements as determined by the District Committee. (The bank account signature card shall contain the signatures of the current D.C.M. and Treasurer).
 - d. shall report the current financial status of the District Committee, with details of the income and expenditures.
 2. All financial reports are subject to the approval and oversight of the District Committee.
 3. The Alternate Treasurer serves as the Treasurer when the Treasurer is unavailable.
- C. Election Procedures Secretary and Treasurer
- 1.. Candidates:
 - a. All current G.S.R.'s, Standing Committee Members and past D.C.M.'s are eligible candidates.
 - b. Past G.S.R.'s are eligible if no current District Members are interested in serving for the positions.
 - c. They are elected by a simple majority vote.
 - d. The candidate's suggested sobriety time is reflected in the current A.A. Service Manual.
- D... The District Committee may remove any District Committee Officer or Committee Members by simple majority vote. Any proposed removal shall be submitted in writing to the District Committee at the next scheduled District Meeting.

D. Permanent Standing Committees

- A. Archives
- B. Cooperation with the Professional Community (commonly called C.P.C)
- C. Correctional Facilities
- D. Grapevine
- E. Public Information (P.I.)
- F. Accessibilities
- G. Treatment Facilities
- H. Literature
- I. Technology

A. It is suggested that each permanent committee consist of a chairperson with at least 2 years of continuous sobriety and a workable number of committee members. Each committee shall meet at the call of its chairperson.

B. Reimbursement of expenditures for the conduct of business for each committee shall be made according to current financial guidelines.

C. It is helpful to refer to Committee Workbook/Kits, where applicable, which can be obtained from G.S.O. or often from aa.org.

D. It is helpful for Committees to participate in the Area Standing Committees, which meet quarterly at the Area Meetings.

III. AMENDMENT PROCEDURES

A. Any proposed amendment(s) to this Structure must be approved by the Groups in District 15.

1. Amendments shall

- a. be submitted in writing to the District Committee and added to the Agenda for consideration, before the District meeting.
- b. be considered and voted on by the District Committee Members present
- c. receive a simple majority vote, in the affirmative, in order to take back to the Groups for consideration.

B. Each G.S.R., or Alternate, will report his/her Group Conscience to the D.C.M. The simple majority of the votes submitted to the D.C.M. shall determine a Yes or No vote for that District.

C. Floor amendments may be allowed by simple majority vote of the District members if time allows.

All changes made to District Structure should reflect the conscious of the groups in District 15.

Financial Guidelines

FINANCIAL GUIDELINES FOR DISTRICT 15

Original

5. District 15 Treasurer will reimburse all District Officers and Standing Committee Chairpersons for mileage to Area 26 Meetings/Assemblies. All General Service Representative's will be reimbursed for the difference between the District 15 allotment and their Home Group's contribution. Reimbursement is included for one night (up to \$75.00) for less than 200 miles. Reimbursement is included for two nights (up to \$130.00) for more than 200 miles. When a Committee Officer or Member participates in A.A. Service Activities directly related to his/her Office, reimbursement is given (if approved by District 15).

Amended 2003

5. District 15 Treasurer will reimburse the DCM, District Officers and Standing Committee Chairpersons for mileage to Area 26 Meetings/Assemblies. When the treasury is below the prudent reserve only the DCM will be reimbursed for attending Area 26 Meetings/Assemblies. All General Service Representative's will be reimbursed for the difference between the District 15 allotment and their Home Group's contribution. Reimbursement is included for one night (up to \$75.00) for less than 200 miles. Reimbursement is included for two nights (up to \$130.00) for more than 200 miles. When a Committee Officer or Member participates in A.A. Service Activities directly related to his/her Office, reimbursement is given (if approved by District 15).

FINANCIAL GUIDELINES FOR DISTRICT 15

(Financial Guidelines only – amended by vote of GSRs March 2009)

1. The Treasurer will maintain up to \$2,000.00 for a one-year operating budget as a prudent reserve, along with up to \$1,000 for operating expenses.
2. At the close of each quarter, the Treasurer will send, direct to the New York General Service (P.O. Box 459, Grand Central Station, New York, NY 10163), all monies in excess of the allotted prudent reserve and operating expense funds combined (\$3,000).
3. The Treasurer will furnish a monthly report showing bank account balance and activity, including a listing of each Group contribution. Enough copies of this report will be made available at each District Meeting for all G.S.R.'s, Officers, Committee Chairs and Members.
4. Each District committee chair will bring requests for funding to the District 15 meeting for a vote. A simple majority vote is all that is required for funding approval. The treasurer will record funding given to each committee during each DCM term (2 years) simply for reference.

5. The following are reimbursable travel expenses:
 - a. Mileage expenses for District 15 business functions. Mileage reimbursed at \$0.24 per mile, (carpool encouraged). Travel expenses are limited to the amount equal to mileage by car, regardless of means of transportation.
 - b. Lodging reimbursement for one night, and two nights if distance is over 175 miles one-way. Guidelines for reimbursement are: for one night (up to \$100) if less than 175 miles; and for two nights (up to \$180) if more than 175 miles.
6. Who is reimbursed for travel and under what circumstances:
 - a. District 15 Treasurer will reimburse the DCM for mileage and/or lodging expenses to travel to Area 26 meetings and assemblies whether the \$2,000 prudent reserve has been met or not.
 - b. All General Service Representatives will be reimbursed for mileage and/or lodging expenses to attend Area 26 meetings and assemblies by District 15 for (at most) the difference between their Home Group's contribution and their actual expense. GSRs will be expected to request travel funds from their Home Groups first, then come to District 15 for the difference (if any) at the next District 15 meeting. Guidelines for reimbursement (Home Group reimbursement combined with District 15 making up the difference) is for one night (up to \$100) for less than 175 miles, and for two nights (up to \$180) for more than 175 miles. Hotel receipt is required.
 - c. If full reimbursement of GSRs threatens to take the prudent reserve below \$2,000, whatever amount remains above \$2,000 prudent reserve after DCM travel expenses and any other bills are paid, will be divided equally among all GSRs seeking reimbursement.
 - d. When a Standing Committee officer or member participates in AA Service Activities directly related to his or her office, reimbursement is given (if approved by District 15). Approval should be sought prior to the activity.
7. The Bank Signature Card for the District 15 account will contain the signatures of the following:
 - a. DCM
 - b. Treasurer
8. A post office box may be rented to receive District contributions, but this is left to the discretion of the currently serving District 15 Treasurer. If a post office box is used, a second key will be available to the DCM for access in case of an emergency.
9. Changes to District 15 Financial Guidelines (unlike District Structure) can be suggested by any District 15 officer or GSR and require only a simple majority vote of GSRs at the District 15 meeting.

**Our Seventh Tradition States that we are self supporting through
our own contributions.**

Declaration of Unity

This we owe to A.A.'s future: to place our common welfare first; to keep our Fellowship

**united. For on A.A. unity depend our lives,
and the lives of those to come.**