

District 14 Service Structure

Ratified: September 10, 2022

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Article 1. Preamble

Service to the Fellowship of Alcoholics Anonymous shall be the primary purpose of General Service in District 14. In all our proceedings we shall observe the spirit of the **Twelve Traditions**, the **Twelve Concepts**, and the Warranties as outlined in **Concept XII** in the **A.A. Service Manual**. In the absence of specific indications in this structure or the latest edition of **The A.A. Service Manual** may be relied upon.

For clarification of District 14 Committee financial responsibilities, the District shall adhere to the current Financial Guidelines.

Article 2. District purpose

1. Keep the lines of communication open between the General Service Office (GSO), Area 26 and District 14 Groups through full registration and representation of all active Groups.
2. Develop knowledgeable and experienced General Service Representatives (GSRs) through the study, practice and application of the Twelve Traditions, the Twelve Concepts, the Six Warranties and other principles of service as contained in "The A.A. Service Manual."
3. Elect a District Committee Member (DCM) to represent District 14 at Area Service Committee meetings and to participate with GSRs at district meetings and other district functions.
4. Strengthen District 14 Groups through service work to ensure that the opportunity to recover from alcoholism through the practice of the Twelve Steps and the Twelve Traditions will be available for future alcoholics.
5. Support the A.A. Service Structure including the General Service Office, Area 26 and District 14 in the spirit of the Seventh Tradition by informing all groups in District 14 of the ways to participate in a regular contribution plan.

Article 3. District description

District 14 is part of Area 26 in the Southeast Region of the General Service Conference Structure.

District 14 includes all groups in the following counties:

- Anderson
- Bourbon
- Franklin
- Harrison
- Nicholas
- Scott
- Woodford

Remembering our Fourth Tradition, that each group should be autonomous, except in matters affecting other groups or A.A. as a whole, the District 14 structure has been approved by a representative body from the A.A. members in the district.

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District 14 will defer to the guidelines in the A.A. Service Manual on matters not specified within the District 14 structure.

Article 4. Group representation

Each Group in District 14 group should be represented by a General Service Representative (GSR). A GSR is any member of an A.A. group elected by that group to act primarily as a link between their group and the General Service Office, interpreting each to the other.

4.1 Election of the GSR

Groups choosing their GSR should take much care in their selection. It is essential that members of experience and stability be selected, and no one should accept this post unless able to give sufficient time to his or her duties.

Each group in the District should elect a GSR and an alternate GSR for a term of two years. GSRs and alternates are elected in the same year as the election of the District Committee Member. The District recommends the election be held prior to the month of September, with the term of service to begin January 1 of the following year.

GSRs may succeed themselves, but should keep in mind the importance of rotation to the individual and to the fellowship.

4.2 Duties of the GSR

Generally, the duties of a GSR are as follows:

1. Attend District meetings.
2. Attend Area assemblies.
3. GSRs serve as the mail contact with the General Service Office and they are listed in A.A. directories as contacts for their groups. They receive mailings from the GSO in order to keep their group abreast (apprised) of A.A. activities all over the world.
4. Serve as a mail contact with their District Committee Member and with the Area committee.
5. Supply their DCMs with up to date group information, which is relayed to the area registrar who sends the information on to GSO for inclusion in the directories and for GSO mailings.
6. GSRs will supply the district secretary with a group report. Electronic submittals prior to the upcoming district meeting are preferred but hard copies can be submitted at the upcoming district meeting.
7. Become knowledgeable about material available from GSO – new literature, guidelines, bulletins, videos, tapes, kits, etc. – and be responsible for passing such information on to the groups.
8. Learn everything they can about the twelve traditions and twelve concepts and be familiar with the service manual, the books *Twelve Steps* and *Twelve Traditions*, A.A. Comes of Age, *Twelve Concepts for World Service* and the pamphlets “the A.A. group”, “the GSR”, “AA tradition – how it developed”, “the twelve traditions illustrated”, and “the twelve concepts illustrated”.
9. Serve on group steering committees.
10. Work with group treasurers to develop practical plans for group support of GSO, such as the regular contribution plan and the birthday plan. They encourage the group to support the area

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and the district committees and local central offices or intergroups, and be familiar with the leaflet “Self-Support: Where Money and Spirituality Mix”.

11. Participate in district and area service meetings, and help with the planning for area get-togethers and conventions. Following these events, make reports to their groups for the benefit of those who could not attend.

Article 5. District representation

Remembering that our Fourth Tradition States, “Each group should be autonomous except in matters affecting other Groups, or A.A. as a whole.” The following are suggested as guidelines.

- Each district shall have a District Committee.
- The District Committee should consist of, one GSR from each group, one DCM, one Alternate DCM. In the case where the Chair and alternate Chair positions are vacant, the DCM or Alternate should be the Chair at the District Committee meetings.
- It is suggested that each district have standing committees corresponding to committees at the Area level if practical for the district and that a district be made up of no more than 15 groups with an active GSR.

Article 6. District 14 meetings

6.1 District Committee.

The District 14 Committee shall be comprised of the following:

- Chairperson
- Alternate Chairperson
- District Committee Member
- Alternate District Committee Member
- Secretary
- Treasurer
- Group Service Representatives
- Standing committee chairs
- Intergroup Liaison

6.2 District Meeting Schedule.

The District Committee and GSRs shall normally meet in the months when the Area is not meeting; February, March, May, June, August, September, November and December.

6.3 Additional Meetings.

In the case when a member of the District Committee recognizes that the district body needs to convene to discuss matters affecting the district, outside of the above meeting schedule, any member of the District Committee (officers and GSRs) may request an additional district meeting.

6.4 District Meeting Location.

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The district shall elect the location of the meeting to be a regular meeting place. The District 14 meeting is held on the first Saturday of the meeting month, including those Saturdays which are on holidays. The meeting time is 10:00 am

6.5 Submission of Items for Meeting Agenda.

Any member of Alcoholics Anonymous in District 14 may submit an item to be placed on the agenda for consideration at a District Meeting. The item must be in the form of a motion and submitted to any District 14 GSR or District Officer prior to the next meeting.

A motion may be brought up during the Meeting as a floor action, provided there is sufficient time to hear and debate the motion.

6.6 Standard Committee Meeting Format

1. Call to Order
2. The Serenity Prayer
3. Readings:
 - 12 Traditions (Short Form)
 - 12 Concepts (Short Form)
4. Secretary calls roll
5. Announcements
6. Secretary's Report
7. Treasurer's Report
8. Alt DCM Report
9. DCM Report
10. Committee Reports:
 - Archives
 - Public Information
 - AA Grapevine
 - Treatment Facilities
 - Corrections
 - Accessibilities
 - CPC
 - Intergroup Liaison/Alt. DCM
 - Group Awareness
 - Workshop
 - Literature
 - Intergroup Liaison
11. Group Reports
12. Old Business
13. New Business
14. Close with Responsibility Statement

6.7 District Meeting Expenses. (See current financial guidelines.)

6.8 Business Conduct.

District 14 Meetings are closed business meetings. Any member of Alcoholics Anonymous is welcome to attend.

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In order to conduct business, two-thirds (2/3) of the District Committee Officers and chairs must be present. If a quorum is in doubt, the secretary will call the roll.

Business may be conducted anytime from the time the Chair calls the meeting to order, until the close of the meeting.

6.9 District Discussion and Voting.

Discussion and voting at the District Committee Meeting is limited to current GSRs, district officers and district chairs. Any member of District 14 may attend the District Committee Meeting but may not participate in discussion or voting. Alternate GSRs shall vote only in the absence of the GSR (Note: Absentee or proxy voting shall not be valid.)

Article 7. District officers

District officers:

- Chairperson
- Alternate Chairperson
- District Committee Member (DCM)
- Alternate District Committee Member
- Secretary
- Treasurer
- Intergroup liaison

7.1 Election of Chairperson and Alternate Chairperson.

7.1.a Eligibility and Qualifications.

The following persons are eligible for election as Chairperson and Alternate Chairperson:

- All duly elected past and presently serving GSRs.
- The presently serving Alternate Chairperson, DCM, Alternate DCM, Secretary, and Treasurer.
- The currently serving Standing Committee Chairs.
- It is recommended that the candidate have qualifications of a minimum of 2 years of continuous sobriety and that they have a minimum of 75% attendance at district meetings during their term of service.

7.1.b Election Procedures.

The Chair and Alternate Chair shall be elected by The Third Legacy Procedure described and outlined in the most current A.A. Service Manual. Voting for the Officers shall be by ballot. The Chair and Alternate Chair shall be elected separately, with the Chair chosen first.

Nominations from the floor shall not be recognized. Candidates nominate themselves when asked if they are willing to serve. (In extreme circumstances, the Committee may assembly privately if the situation warrants a nomination from the floor. In such an event, all qualified GSRs present will be eligible for nomination.)

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At the time of acceptance of nomination, all eligible candidates shall be prepared to present a brief service history, setting forth their sobriety date and the service positions in A.A. they have held to date.

The candidate must be present to be elected unless an extreme emergency situation exists. In this event, the absent candidate must make known to the Committee, at least one hour before the district begins, their intent to run and their candidacy must be approved by the Committee in private assembly.

However, any Committee member, by challenge, may request private assembly of the Committee with the nominee for the purpose of approving the nominees qualifications or requesting them to withdraw their name.

7.1.c Duties of the Chair.

The Chair shall conduct all District Committee meetings; prepare and adhere to an agenda; remind district members of the upcoming meeting, provide the prepared agenda and any relevant documentation prior to the upcoming meeting via email; set floor rules including time limit for brief discussion of each agenda item, with the approval of the District Committee; and, in general, assure that the operation of the District meeting aligns with the 12 Concepts.

7.1.d Duties of the Alternate Chair.

The Alternate Chair will serve as Co-Chair of District Meetings and will fill in for the Chair if the Chair is unable to serve.

7.2 Election of DCM and Alternate DCM.

7.2.a Eligibility and Qualifications.

The following persons are eligible to stand for election as DCM and Alternate DCM:

- All duly elected and presently serving GSRs and GSRs who have previously served.
- The presently serving Chairperson, Alternate Chairperson, Alternate DCM, Secretary, and Treasurer.
- The currently serving Standing Committee Chairs who have previously served as GSRs.
- It is recommended that the candidate have qualifications a minimum of 6 years of continuous sobriety and that they have a minimum of 75% attendance at district meetings during their term of service.

7.2.b Election Procedures.

The DCM and Alternate DCM shall be elected by The Third Legacy Procedure (See: page 25) described and outlined in the most current A.A. Service Manual. Voting for the Officers shall be by ballot. The DCM and Alternate DCM shall be elected separately, with the DCM chosen first.

The DCM and Alternate DCM are elected by the GSRs, and current officers and committee chairs in the district, and election will be at the district meeting held in September prior to the Area Assembly meeting in October. The term of the District Committee Member is two years, concurrent with that of the Area delegate.

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Nominations from the floor shall not be recognized. Candidates nominate themselves when asked if they are willing to serve. (In extreme circumstances, the Committee may assemble privately if the situation warrants a nomination from the floor. In such an event, all qualified GSRs present at the District meeting will be eligible for nomination.)

At the time of acceptance of nomination, all eligible candidates shall be prepared to present a brief service history, setting forth their sobriety date and the service positions in A.A. they have held to date.

The candidate must be present to be elected unless an extreme emergency situation exists. In this event, the absent candidate must make known to the Committee, at least one hour before the district begins, their intent to run and their candidacy must be approved by the Committee in private assembly.

However, any Committee member, by challenge, may request private assembly of the Committee with the nominee for the purpose of approving the nominee's qualifications or requesting them to withdraw their name.

7.2.c Duties of DCM and Alternate DCM.

Generally, the duties of a DCM are as follows:

1. Hold regular meetings with all Group Service Representatives (GSR) in the District. It is recommended that there should be at least four (4) meetings each year and the DCM should be familiar with the DCM Pamphlet.
2. Receive reports from the groups through GSRs and through frequent personal contacts with groups in the District.
3. Assist the Group Awareness Committee Chair in obtaining group information in time to meet the deadline of the appropriate A.A. directories.
4. Keep GSRs informed about Conference activities, including but not limited to setting up opportunities for the Delegates Conference report, occasionally making the Conference report if the Delegate cannot be present, and inviting the Delegate to regular District Meetings.
5. Acquaint GSRs with the A.A. Service Manual and the District 14 Structure.
6. Bring Traditions problems to the attention of the Delegate.
7. Keep GSRs informed about Conference-approved books and pamphlets.
8. Organize workshops and/or sharing sessions on service activities.
9. Make sure that the Conference Report is made available to GSRs and help GSRs make interesting reports to their groups.
10. Inform GSRs that the fellowship has a set of suggested Guidelines that are compiled from the experience of A.A. members in the various service areas. These Guidelines also reflect guidance given through the Twelve Traditions and the General Service Conference. They are usually printed on yellow paper.
11. Discuss the "Twelve Traditions" and the "Twelve Concepts for World Service" with GSRs. Explain how they affect our Groups and A.A. as a whole.
12. Make Area minutes available to the GSRs and stress the importance of sharing them and information received from the General Service Office.
13. Make a regular practice of talking to groups (new and old) on the responsibilities of general service work.

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14. DCMs Expenses. See District 14 Financial Guidelines

The Alternate DCM shall also serve as ex-officio member of all committees, both permanent and temporary. In the absence of the Alternate DCM, the district may elect a district member to assume these duties.

7.3 Election of Secretary and Treasurer.

7.3.a Eligibility and Qualifications.

The following persons are eligible to stand for election as Secretary and Treasurer:

- All duly elected and presently serving GSRs and GSRs who have previously served.
- The presently serving Chairperson, Alternate Chairperson, Alternate DCM, Secretary, and Treasurer.
- The currently serving Standing Committee Chairs.

It is recommended that the candidate have qualifications of a minimum of 2 years of continuous sobriety and that they have a minimum of 75% attendance at district meetings during their term of service.

7.3.b Election Procedures.

All current and past GSRs, district committee officers and chairs are eligible to be candidates. They shall be elected by a simple majority vote.

At the time of acceptance of nomination, all eligible candidates shall be prepared to present a brief service history, setting forth their sobriety date and the service positions in A.A. they have held to date.

The Candidate must be present unless an extreme emergency situation exists. In this event, the absent candidate must make known to the Committee, at least one hour before the District meeting begins, their intent to run and their candidacy must be approved by the Committee in private assembly.

However, any Committee member, by challenge, may request private assembly of the Committee with the nominee for the purpose of approving the nominees qualifications or requesting them to withdraw their name.

The runners-up in the election of Secretary and Treasurer shall serve as Alternates—and these Alternates shall remain Alternates with no remuneration or vote, unless they are actively serving for or permanently replacing the presently serving officer - should either of the above not be able to complete their two-year term.

7.3.c Duties of the Secretary.

1. The Secretary shall keep and maintain minutes of the District Committee meetings.
2. Publish and email to all District Committee members the minutes of the previous meeting at least 15 days prior to the next District Committee meeting.

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3. In the case where the Chair and Alternate Chair positions are vacant, the secretary shall publish and email a reminder and the agenda for the next district meeting and any relevant documents to all District Committee members.
4. The Secretary will call the roll at the beginning of each business session (and as required within the structure) to determine if a quorum is present.
5. The Secretary (in collaboration with the Chair) will have oversight of the District 14 Service Structure, insuring that the document is up to date and available for distribution to District Committee Members. All subsequent changes to this document shall be annotated in an appendix, listing the Article that is changed, the date, and the details of the change.
6. The Secretary shall be reimbursed by the Treasurer for expenditures necessary for the conduct of the office.
7. The Secretary shall keep the Alternate Secretary apprised in all matters so that the Alternate is well informed of the duties of the office in the event they must assume the position.

7.3.d Duties of the Treasurer.

1. The Treasurer shall receive contributions from the groups and other approved sources.
2. Maintain records of monies received.
3. Maintain the bank account:
 - i. Depositing all receipts
 - ii. Making disbursements as determined by the District Committee.
4. The Treasurer shall adhere to the most recently approved District 14 Financial Guidelines.
5. Annually review the District 14 Financial Guidelines and recommend any changes to the District Committee for approval.
6. Familiarize themselves with the A.A. Guidelines on Finance.
7. Conduct and/or participate in workshops in the Area pertaining to self-support and/or the Finance Committee.
8. The Treasurer shall keep the Alternate Treasurer apprised in all matters so that the Alternate is well informed of the duties of the office in the event they must assume the position.

7.4 Election of Intergroup Liaison.

7.4.a Eligibility and Qualifications.

All members of Alcoholics Anonymous within District 14 are eligible to be candidates. It is recommended that the candidate have qualifications of a minimum of one year of continuous sobriety.

7.4.b Election Procedures.

All current and past GSRs, district committee officers and chairs are eligible to be candidates. They shall be elected by a simple majority vote.

At the time of acceptance of nomination, all eligible candidates shall be prepared to present a brief service history, setting forth their sobriety date and the service positions in A.A. they have held to date.

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The Candidate must be present unless an extreme emergency situation exists. In this event, the absent candidate must make known to the Committee, at least one hour before the District meeting begins, their intent to run and their candidacy must be approved by the Committee in private assembly.

However, any Committee member, by challenge, may request private assembly of the Committee with the nominee for the purpose of approving the nominees qualifications or requesting them to withdraw their name.

The runners-up in the election of Secretary and Treasurer shall serve as Alternates—and these Alternates shall remain Alternates with no remuneration or vote, unless they are actively serving for or permanently replacing the presently serving officer - should either of the above not be able to complete their two-year term.

7.4.c Duties of Intergroup Liaison.

1. Attend all Bluegrass Intergroup Committee meetings – report to District 14 on Intergroup matters.
2. Maintain activity in District 14 Intergroup Projects.
3. Coordinate any General Service and Intergroup activities that are required.
4. Attend all meetings of the District 14 Committee
5. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

7.5 Rotation of Officers.

In holding to the principle of rotation, Officers and Standing Committee Chairs will serve no more than two consecutive two year terms. (The DCM may not serve consecutive two-year terms.)

7.6 Vacated District Officer positions.

The District Committee can consider an officer position vacated if the officer has been absent from two consecutive District 14 meetings and there has not been communication between the officer and another District Officer during that time. When a position is considered vacated, a motion is required for the district to determine by simple majority vote that the position is officially vacated.

Vacated Standing District Officer positions will be filled automatically by the alternate. If there is no Alternate, the DCM may appoint a member to the position subject to confirmation by vote at the next District Committee meeting.

7.6 Newly Created Officer positions.

Newly created District Officer positions will be filled by an election, or the DCM may appoint a member to the position subject to confirmation by vote at the next District Committee meeting.

Article 8. District Committees

8.1 Permanent Standing Committees.

The following are the permanent Standing Committees of District 14:

- Archives
- Cooperation with the Professional Community
- Correctional Facilities

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- Grapevine
- Literature
- Public Information
- Group Awareness
- Accessibilities
- Treatment Facilities

8.2 Election Priority.

All District 14 Officer positions (excluding alternate positions) have priority of fulfillment for service as a functioning district. When eligible and qualified members are available to serve, officer positions must be filled prior to filling District Committee Positions.

8.3 Election of Committee Chairs.

8.3.a Eligibility and Qualifications.

It is suggested that each Permanent Committee consist of a Chair with qualifications of at least one (1) year of continuous sobriety and a workable number of committee members.

All members of Alcoholics Anonymous within District 14 are eligible to be candidates..

8.3.b Election Procedures.

The Standing Committee Chairs shall be elected by a simple majority vote.

At the time of acceptance of nomination, all eligible candidates shall be prepared to present a brief service history, setting forth their sobriety date and the service positions in A.A. they have held to date.

The Candidate must be present unless an extreme emergency situation exists. In this event, the absent candidate must make known to the Committee, at least one hour before the Assembly begins, their intent to run and their candidacy must be approved by the Committee in private assembly.

However, any Committee member, by challenge, may request private assembly of the Committee with the nominee for the purpose of approving the nominee's qualifications or requesting them to withdraw their name.

The runners-up in the election of chair shall serve as Alternates and shall remain Alternates with no financial reimbursement or vote, unless they are actively serving for or permanently replacing the presently serving officer - should either of the above not be able to complete their two-year term.

8.4 Duties of the Standing Committee Chairs.

The following are the general duties of the Standing Committee Chair:

- Be familiar with the workbook and the guidelines for your committee.
- Attend the Area committee chair meeting. These meetings are schedule on the Saturday morning of each Area meeting. Review agenda items and background information for the Area meeting, if available, and report the committees findings to the District at the following district meeting.

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- Attend all meetings of the District 14 Committee and offer a report to the district to keep District 14 apprised of the committees work; supply the district secretary with this report. (Electronic submittals prior to the District meeting are preferred, but hard copies can be submitted at the District meeting when necessary.)
- Communicate and work with the District Chair to meet the needs of District 14; and
- Conduct and/or participate in workshops in the Area pertaining to their committee, as available.

8.5 Duties of Archives Chair.

Archives Committee works closely with the Areas Archives chair in setting up to collect and preserve Districts history. Written materials (books, pamphlets, newsletters, written histories), photographs and audiotapes are the foundations of a collection. Local A.A. historical material is sought out from old-timers, past DCMs, and committee members.

Please review the Service Manual and Archives workbook for complete description of committee.

- Coordinate and be mutually with the Area Archivist.
- Coordinate with the Area Archivist and the Area Archives Committee Chair specifically in matters concerning District 14 Archives activity and generally any Archives matters.
- Prepare and maintain the District Archives List of Material.
- Promote interest, activity and concern for the A.A. Archives program.
- Review agenda items and background information for the General Service Conference, if available, and discuss the same with the committee, and report finding to the District Committee.
- Conduct or participate in workshops in the District pertaining to their committee
- Inform the incoming chair of all duties to ensure an orderly transfer of responsibilities.

8.6 Duties of CPC Chair.

CPC Committee works closely with the Areas CPC chair in seeking to create mutual understanding and cooperation between the Fellowship and those professional groups and individuals concerned with alcoholism and the still-suffering alcoholic, to further acceptance of A.A. Usually involving Educators (schools), physicians, the clergy, court officials and others who are in contact with active alcoholics. The CPC Committee Chair will often collaborate with the PI Chair on carrying the message at professional meetings and seminars when requested.

Please review the Service Manual and CPC Workbook for detailed description of the committee.

- Form and maintain a District 14 CPC Committee made up of GSRs and other interested members.
- Establish projects for the District 14 CPC Committee to work on in accordance with the experience and guidelines in the workbook.
- Intercede on the behalf of Groups experiencing problems with the court card program or treatment center members.
- Review agenda items and background information for the General Service Conference, if available, and discuss the same with the committee, and report finding to the District Committee.
- Conduct or participate in workshops in the District pertaining to their committee

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- Inform the incoming chair of all duties to ensure an orderly transfer of responsibilities.

8.7 Duties of Grapevine Chair.

Grapevine Committee works closely with the Areas Grapevine chair in familiarizing members with A.A. Grapevine/La Vina and encourage groups to have a Grapevine Representative. Announce the arrival of new magazines at the group each month, encourage members to submit articles and illustrations, and explain how members can subscribe to the Grapevine.

Please review the Service Manual for full description of Committee.

- Form and Maintain a District 14 Grapevine Committee made up of Group Grapevine Representatives (GvRs) and other interested members
- At district Meetings, remind GSRs to mention the “AA Grapevine” magazine in their GSR reports on a regular basis.
- Distribute “AA Grapevine” and “La Vina” subscription forms at each District Committee meeting.
- Establish projects for the District 14 Grapevine Committee to work on in accordance with the experience and guidelines in the workbook.
- Review agenda items and background information for the General Service Conference, if available, and discuss the same with the committee, and report finding to the District Committee.
- Conduct or participate in workshops in the District pertaining to their committee
- Inform the incoming chair of all duties to ensure an orderly transfer of responsibilities.

8.8 Duties of Treatment Facilities Chair.

Treatment Committee works closely with the Areas Treatment chair in seeking to create mutual understanding and cooperation between the Fellowship and rehabilitation centers and similar facilities. Also, forms a committee to bring additional help to alcoholics under treatment by means of ‘Bridging the Gap’ between Treatment and A.A. When possible take the message and recovery tools to those under treatment and detox units.

Please review Service Manual and Treatment Workbook for complete description of committee.

- Attend Treatment Facilities meetings within the District 14 boundaries and report on Treatment Facilities matters to District 14.
- Maintain activity in Treatment Facilities projects in the District 14 territory.
- Establish projects for the District 14 Treatment Facilities Committee to work on in accordance with the experience and guidelines in the workbook.
- Coordinate any General Service and Treatment Facilities activities that are required.
- Review agenda items and background information for the General Service Conference, if available, and discuss the same with the committee, and report finding to the District Committee.
- Conduct or participate in workshops in the District pertaining to their committee.
- Inform the incoming chair of all duties to ensure an orderly transfer of responsibilities.

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8.9 Duties of Public Information (PI) Chair.

PI Committee works closely with the Areas PI chair in determining ways to increase public understanding of A.A. so as to prevent misunderstandings of the A.A. program. Prepare public announcements using electronic and other media. Hold meetings and speak to community groups, schools, businesses, law enforcement agencies, and other organizations interested in the A.A. approach to recovery from alcoholism.

Please review Service Manual and PI Workbook for full description of committee.

- Maintain the District 14 Public Information Committee, which is made up of GSRs and other interested members.
- Develop District-approved and funded PI projects, e.g. those found in the “Public Information Workbook”. Report on their status at District meetings.
- Review agenda items and background information for the General Service Conference, if available, and discuss the same with the committee, and report finding to the District Committee.
- Conduct or participate in workshops in the District pertaining to their committee
- Inform the incoming chair of all duties to ensure an orderly transfer of responsibilities.

8.10 Duties of Accessibility Chair.

Accessibility Committee works closely with the Areas Accessibilities chair in encouraging A.A. Members/Groups to assume responsibility for providing information about A.A. to Alcoholics with special needs and/or personal barriers to hearing the message. Carrying the message to Alcoholics who are ill, home-bound, living in retirement centers, hearing impaired, visually impaired, learning, reading, or information-processing challenges, as well as alcoholics with mobility concerns and/or childcare issues.

Please review Service Manual and Accessibilities Workbook for full description of committee.

- Maintain the District 14 Special Needs Committee, which is made up of the GSRs and other interested members.
- Develop and maintain a procedure to evaluate meeting places for helping special needs members and to determine accessibility to sites.
- Establish projects for the District 14 Special needs Committee to work on in accordance with the experience and guidelines in the workbook.
- Make District 14 aware of the importance of the Special Needs program.
- Review agenda items and background information for the General Service Conference, if available, and discuss the same with the committee, and report finding to the District Committee.
- Conduct or participate in workshops in the District pertaining to their committee
- Inform the incoming chair of all duties to ensure an orderly transfer of responsibilities.

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8.10 Duties of Corrections Chair.

Corrections Committee works closely with the Areas Corrections chair in seeking to create mutual understanding and cooperation between A.A. and correctional institutions. Develop a means to carry the message to the alcoholics in correctional institutions. Clarify what A.A. can and cannot do, within the Traditions, to help the inmate during and after incarceration. Provides assistance to the released inmate for the transition from incarceration to A.A. by 'Bridging the Gap'.

Please review Service Manual and Corrections Workbook for full description of committee.

- Maintain the District 14 Corrections Committee, which is made up of GSRs and other interested members.
- Establish project for the District 14 Corrections Committee to work on in accordance with the experience and guidelines in the workbook.
- Make District 14 aware of the importance of the work the Corrections Committee does.
- Give monthly written report to the District on the status of the Corrections Meetings in District 14.
- Review agenda items and background information for the General Service Conference, if available, and discuss the same with the committee, and report finding to the District Committee.
- Conduct or participate in workshops in the District pertaining to their committee
- Inform the incoming chair of all duties to ensure an orderly transfer of responsibilities.

8.11 Duties of Group Awareness Chair.

Group Awareness Committee works closely with the Areas Group Awareness chair in effectively communicating with groups in district 14 and maintain active meeting status and information.

Please review Service Manual and Group Awareness Workbook for full description of committee.

- Maintain accurate records of District Groups and GSRs, including name, address and telephone number of all Group Officers and GSRs
- Work closely with the DCM, the Secretary, Treasurer and GSRs to keep District Group records current
- Inform the DCM, Area Registrar and the GSO Records Department and/or the Conference Secretary of changes in a group, or officer information as necessary
- Inform new GSRs of the group name and number as it is currently registered with GSO
- Distribute and collect attendance sheets at District Committee meetings.
- Distribute updated mailing lists to the DCM when approved by the District Committee and corrections have been made, distribute the minutes to the Area Delegate, the Area Chair, the Conference Coordinator of the General Service office in New York.
- Determine eligibility of members for the election to District Office.
- Prepare and Distribute the District Election Eligibility List at least two District Committee meetings prior to the District election.
- Inform the incoming chair of all duties to ensure an orderly transfer of responsibilities.

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8.12 Duties of Literature Chair.

Literature Committee works closely with the Areas Literature chair in generating committee reports of all new or revised Literature, including reminding Groups to maintain literature in good condition.

Please review Service Manual for full description of committee.

- Keep GSRs informed about conference-approved Literature or revisions of current literature.
- Review agenda items and background information for the General Service Conference, if available, and discuss the same with the committee, and report finding to the District Committee.
- Conduct or participate in workshops in the District pertaining to their committee
- Inform the incoming chair of all duties to ensure an orderly transfer of responsibilities.

8.13 Ad Hoc (Temporary) Committees.

An Ad Hoc Committee is a temporary committee and is charged with specific duties for a limited period of time. The Ad Hoc Committee chair, if one has not been appointed by the District 14 Chair, defaults to the District 14 Alternate DCM.

It is suggested that the committee be no more than five people and may include the Alternate DCM or appointed Ad Hoc committee chair, and three GSRs, who may be chosen by having their names pulled out of a hat.

8.14 Rotation of Committee Chairs.

In holding to the principle of rotation, Standing Committee Chairs will serve no more than two consecutive two-year terms.

8.15 Vacated Committee Chair positions.

The District Committee can consider a chair position vacated if the chair has been absent from two consecutive District 14 meetings and there has not been communication between the Chair and a District officer during that time. When a position is considered vacated, a motion is required for the district to determine, by simple majority vote, that the position is officially vacated.

Vacated Standing Chair positions will be filled automatically by the Alternate. If there is no Alternate, the DCM may appoint a member to the position, subject to confirmation by vote, at the next District Committee meeting.

8.16 Newly Created Committee Chair Positions.

Newly created Standing Committee Chair positions will be filled by an election, or the DCM may appoint a member to the position subject to confirmation by vote at the next District Committee meeting.

Article 9. District 14 financial guidelines.

The district shall adhere to the most recently approved version of the financial guidelines.

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Article 10. Ratification amendment

10.1 Ratification.

If 2/3 of the District Committee approves this Structure, the GSRs will take them back to the groups for a vote. If 2/3 of the Groups represented at the following District Meeting approve of the Structure, they will become effective immediately.

10.2 Annual Review

1. A District 14 Structure Review Ad Hoc Committee Chair shall be appointed each February to conduct a review and study of the District 14 Guidelines and make recommendations for any changes deemed necessary. A Written report shall be made to the DCM.
2. The Ad Hoc Committee Chair is responsible for a complete and thorough review of a District 14 Guidelines. The Ad Hoc Committee Chairs term of service is from the date of appointment as Chair, to the date that the Guidelines have been revised and Distributed at the District 14 Committee meeting.
3. Editorial changes such as spelling, grammar and other revisions that have no significant impact on the Structure may be implemented by the Ad Hoc Committee with the concurrence of the District 14 Committee.
4. Other recommended changes that may possibly affect District 14 policies and procedures must be approved by the District 14 groups. Each “Recommended Change” shall be prepared on a separate page for the convenience of District members to use as each one is presented at the District Committee meeting and Group Conscience Meetings.
5. Upon completion of the Structure Review, the Structure Review Ad Hoc Committee Chair shall complete the following sequence of actions:
 - a) Deliver the completed Review/Study report to the DCM at the District Committee Meeting.
 - b) Explain the editorial changes and request the concurrence of the District Committee in order to incorporate the editorial changes.
 - c) Present each “Recommended Change” to the District 14 Committee.
 - d) Upon acceptance by 2/3 of the represented District 14, incorporate recommended changes into the District 14 Structure.
 - e) Publish and distribute the revised District 14 Structure.

Article 11. Proposed Amendments

Guideline changes proposed by the District Structure Review Ad Hoc committee shall follow the procedure in Article 10.2 above.

Guideline changes proposed between annual District Structure Reviews:

- I. All proposed amendments must be in writing and submitted to the District Secretary, who will give them to the DCM
- II. The proposed amendment shall be presented at a District Committee meeting no later than two months after receipt by the Secretary.
- III. Prior to presentation at the District Committee meeting, the DCM shall provide opportunity for GSRs and other District members to become fully informed on the proposed amendments.

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- IV.** Upon acceptance by 2/3 of the represented District 14 groups, the proposed amendment becomes part of the District 14 Structure.

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APPENDIX

District 14 operated under a structure document that substantially changed in 2009. The recorded history and that document has been lost.

December 14th 2019

This edition of the Structure was ratified and adopted on the 5th day of September 2021 and supersedes all previous versions.

AMENDMENTS

Date Amended: September 5, 2021

Substance of Change:

- Article 6 Retitled to add ‘Schedule’ 6.2 District Meetings Schedule
- Added Sub-articles:
 - 6.3 Additional meetings
 - 6.5 District Meeting Location
 - 6.5 Submission of Items for the Agenda at District Meetings
- Article 7 Retitled to add ‘and Intergroup Liaison’ 7.6 Election of Secretary and Treasurer and Intergroup Liaison
- Articles 8/9 Merge both to read consistent with the positions and descriptions.
- Articles 8 Changed special needs’ to accessibilities as necessary.
- Articles 10/11/12 Renumbered to Article 9, 10 and 11

Date Amended: September 10, 2022

Substance of Change:

- Article 3:
 - Add Woodford County
 - Add “except in matters affecting other groups or AA as a whole’.
- Article 4: added “AA comes of Age” and the pamphlet “Self-Support: Where Money and Spirituality Mix” to suggested reading for GSRs
- Article 5: removed ‘pursuant to the AA service manual’.
- Article 6: moved subsection 6.4 to the current location.
- Article 7: All office position descriptions were modified to include subsection for Eligibility and Qualifications, Election Procedures, and Duties for each position.
- Subsection 7.1 Chairperson and Alt Chairperson: Currently serving standing committee chairs was added to the list of person eligible to serve.

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- Subsection 7.2 DCM & Alternate DCM: Currently serving standing committee chairs who have served as GSRs, DCM, Alternate DCM, Secretary and Treasurer were added to the list of person eligible to serve.
- Subsection 7.3 Secretary and Treasurer: suggested 2 years of continuous sobriety and currently serving standing committee chairs was added to the list of person eligible to serve.
- Subsection 7.4 IGR: separated from Secretary and Treasurer. Suggested 1 year of continuous sobriety and any member of District 14 is legible to serve.
- Subsection Article 8: Added 8.2 **Election Priority**.

All District 14 Officer positions (excluding alternate positions) have priority of fulfillment for service as a functioning district. When eligible and qualified members are available to serve, officer positions must be filled prior to filling District Committee Positions.

- Subsection 8.3-8.12: updated to remove duplicated information and added “*Please review the Service Manual and Archives workbook for complete description of committee*”.
- Appendix: updated with accurate information. The current structure cites ratification of the structure occurring July 5, 2009; ratification occurred September 5, 2021.
- Amendments: format modified for clarity

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APPENDIX G: THIRD LEGACY PROCEDURE

PURPOSE

AA's Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to AA, and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

PROCEDURE

1. The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
 - The first candidate to receive two-thirds of the total vote is elected.
2. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
3. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
4. After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain.
 - At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot.
 - If this motion is defeated, balloting is over and the choice is made by lot — “going to the hat” — immediately.
 - If the motion carries, a fifth and final ballot is conducted.
5. If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
6. Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).