

IMPLEMENTED MARCH 11, 2001
DISTRICT 26 ALCOHOLICS ANONYMOUS

DISTRICT 26 SERVICE HANDBOOK



DISTRICT 26
SERVICE
HANDBOOK



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STRUCTURE OF DISTRICT 26

1. PREAMBLE

- A. The District 26 Committee of Alcoholics Anonymous shall always be a service body and shall protect and respect the autonomy and the privilege of dissent of any or all A.A. groups in the District 26 Service area.**

- B. Service shall be the District 26 Committee's primary purpose and the Committee shall encourage all groups to participate in the business of the Committee and to support the Committee in its efforts to cooperate with the A.A. General Service Office and A.A. World Service.**

- C. The District meeting is specifically charged with the duty of the election, in odd years, of one D.C.M.(District Committee Member) to the Area 26 Assembly and to give the D.C.M. financial support to assist him or her in the course of duties of the office. The District is further charged with the election, in odd years, of a District 26 alternate D.C.M., Secretary, and Treasurer.**

- D. Unless otherwise specified, all District 26 affairs will be conducted using the procedures as outlined in the most current A.A. Service Manual.**

- E. For clarification of District 26 financial responsibilities, the current Financial Guidelines should be adhered to.**

2. GENERAL SERVICE REPRESENTATIVE G.S.R.

- A. A General Service Representative is any member of an A.A. group elected by that group to act primarily as a connecting link between their group and the General Service Office, interpreting each to the other.**
- B. A.A. groups choosing their G.S.R. 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 to his or her duties.**
- C. Each group in the District should elect a G.S.R. and an alternate G.S.R. for a term of two years. G.S.R.'s and alternates are elected in the same year as the election of the Area delegate. The election should be held in the month of September, with their term of service to begin January 1 of the following year.**
- D. In accordance with our seventh Tradition, any expenses for travel and lodging for the G.S.R., in connection with service activities, should be paid for by the group represented.**

3. DISTRICT COMMITTEE MEMBER (D.C.M.)

- A. The District Committee Member is elected by the District Committee, and election be 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.**
- B. It is suggested that a district be made up of no more than 15 groups with an active G.S.R. It is suggested that District Committee Members should have 4 or more continuous years of sobriety.**

- C. The District Committee should meet with the G.S.R.'s of the district at least 4 times each year. The G.S.R.'s should attend all district meetings.
- D. D.C.M.'s and G.S.R.'s may succeed themselves, but keep in mind the importance of rotation to the individual and to the fellowship.
- E. Travel and lodging expenses for the D.C.M. or Alternate D.C.M. to Area Committee meetings and the Area Assembly should be paid by the District #26
- F. It is suggested that each district have standing committees corresponding to committees at the Area level, if practical for the district.

4. ELECTION PROCEDURES: DISTRICT COMMITTEE MEMBER, ALTERNATE DISTRICT COMMITTEE MEMBER, SECRETARY AND TREASURER

- A. Elections shall be held at the District meeting in September prior to the Area Assembly of each odd year. All terms shall be for two years beginning January 1 of the following year.
- B. In holding to the principle of rotation, officers and standing committee chairpersons should serve no more than two consecutive two year terms.
- C. Voting shall be by ballot, and the member who receives the most ballots shall receive the position. (See Concept 9, Warranty 4.)

D. ELIGIBLE TO VOTE

- I. All voting members of the District Committee (*Section 5*).**
- II. Each group is entitled to one vote cast by the presently serving G.S.R., or other recognized group representative.**
(Note: Absentee or proxy voting shall not be valid.)

E. DISTRICT COMMITTEE MEMBER ELIGIBILITY REQUIREMENTS

- I. All duly elected, presently serving G.S.R.'s and the presently serving alternate D.C.M. and any past G.S.R or D.C.M. that have served District 26 shall be candidates. Nominations from the floor shall not be recognized. (In extreme circumstances, the District Committee may caucus privately if the situation warrants a nomination from the floor. In such an event, all qualified member's present at the District meeting will be eligible for nomination.)**
- II. Qualifications: Has served as a G.S.R. and have enough sobriety(generally four or five years) to be eligible for election as a D.C.M. Minimum 75% attendance at District meetings recommended. He or she also needs to have the time and energy to serve the district well.**
- III. 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, his/her intent to run and his/her candidacy must be approved by the Committee in private caucus.**

IV. However, any Committee member, by challenge, may request private caucus of the Committee with the nominee for the purpose of approving the nominee's qualifications or requesting him/her to withdraw his/her name.

F. ALTERNATE DISTRICT COMMITTEE MEMBER

I. Shall be elected in the same manner as the D.C.M.

II. Should the D.C.M. be unable to complete his/her term of service, the Alternate D.C.M. shall assume the D.C.M.'s duties.

G. SECRETARY AND TREASURER ELIGIBILITY REQUIREMENTS

I. All current District members shall be candidates. They shall be elected by a simple majority vote.

II. The runner up in the election of Secretary and Treasurer are 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.

III. 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, his/her intent to run and his/her candidacy must be approved by the Committee in private caucus.

- IV. However, any Committee member, by challenge, may request private caucus of the Committee with the nominee for the purpose of approving the nominee's qualifications or requesting him/her to withdraw his/her name.

5. FULL DISTRICT COMMITTEE

- A. Each district shall have a District Committee. The District Committee should consist of, one group representative (G.S.R.) from each group, one District Committee Member (D.C.M.), one alternate District Committee Member. The D.C.M. or alternate should be the chairperson at the District Committee meetings.

- B. The following shall be full voting members of the District Committee:
 - I. The District Committee Member
 - II. The Alternate District Committee Member
 - III. Secretary
 - IV. Treasurer
 - V. All present standing committee's chairpersons
 - VI. All present G.S.R's or group representative in District 26
 - VII. One of the most recent past D.C.M. present

- C. All Standing Committee Chairpersons, Public Information (P1), Cooperation with the Professional Community (CPC), Archives, Correctional Facilities, Grapevine, Kentuckiana News, Special Needs, and Treatment Facilities will be appointed by the incoming D.C.M. These appointees will be presented for ratification by the District Committee at the first District Committee meeting of the new term.

- D. The District Committee shall normally meet at 9:00 A.M. on the second Sunday of the month prior to the Area meetings and the second Sunday of the month following the Area meetings. The Secretary shall include the next meeting of the District Committee in the minutes.
- E. The District 26 business meetings will include D.C.M., Standing Committees, and G.S.R. reports.
- F. The District meeting shall be held at Rebos Clubhouse, 102 Higgins St. in Hopkinsville, Ky. until the District Committee sees that it needs to be moved to a different location.

6. **DISTRICT COMMITTEE OFFICERS/DUTIES**

- A. **SECRETARY:** Keep and maintain minutes of the District Committee ; publish and mail minutes to all District Committee members limited to the D.C.M., Alt. D.C.M., Secretary, Treasurer, and the District G.S.R.'s and standing committee chairperson's. The minutes of the previous meeting should be hand delivered when possible or mailed within two week's after the District meeting. Have custody of District records and maintain the current mailing address and phone numbers of all District Committee members limited to the D.C.M, Alt. D.C.M., Secretary, Treasurer, District G.S.R.'s, and all standing committee chairpersons. The secretary shall be reimbursed by the treasurer for expenditures necessary for the conduct of the office.
- B. **TREASURER:** Receive contributions from the groups and other approved sources per Seventh Tradition. Maintain records of moneys received, maintain bank account, by depositing all receipts and making disbursements as determined by the District Committee. The bank account signature card shall contain the signature of the current treasurer and D.C.M. The treasurer shall report to the District Committee at each meeting the current financial status of the District

Committee, with details of the income and expenditures. All financial reports are subject to the approval of the District Committee. For clarification of District 26 Committee financial responsibilities, the current financial guidelines should be adhered to.

- C. **DISTRICT COMMITTEE MEMBER**: See "The A.A. Service Manual" (S29) for D.C.M. Duties.
- D. The District Committee may remove any District Committee officer by simple majority vote.

7. **PERMANENT STANDING COMMITTEE (SUGGESTED)**

- A. Correctional Facilities
- B. Treatment Facilities
- C. Public Information
- D. Cooperation with the Professional Community
- E. Grapevine
- F. Kentuckiana Newsletter
- G. Archives
- H. Special Needs

It is suggested that each permanent committee consist of a chairperson with at least 4 years of continuous sobriety, and a workable number of committee members. Each committee shall meet at the call of its chairperson.

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

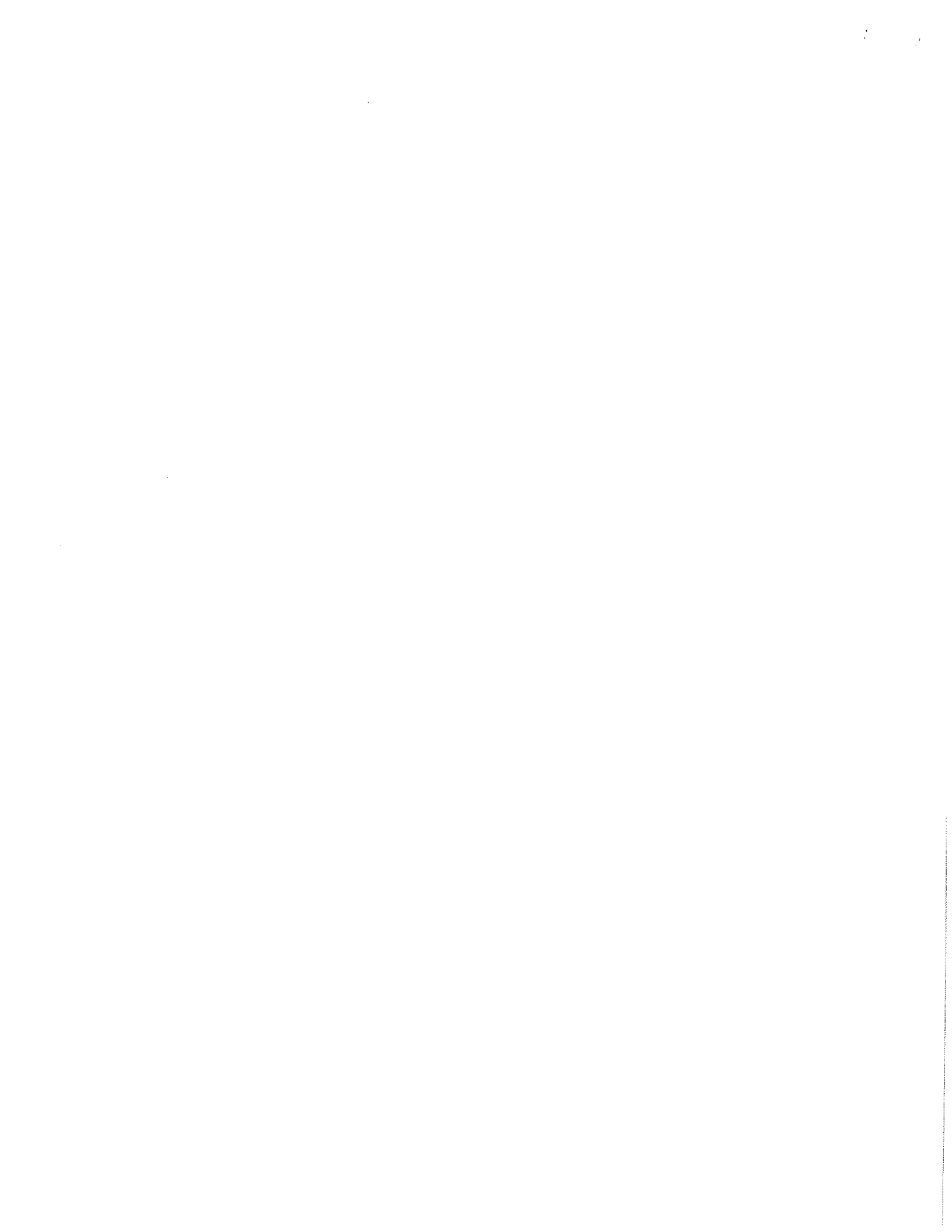
10. **AMENDMENT PROCEDURES**

- A. Any proposed amendment/amendments to this Structure:
 - 1. Shall be submitted in writing to the District Committee for consideration.
 - 2. An affirmative simple majority vote of the District Committee

members present recommends that the amendment be submitted to the groups, via the G.S.R's, for ratification.

- 3. Each GSR will report his/her group conscience to the DCM.**
- 4. Two-thirds of the District committee, present and voting, must vote Yes, to constitute adoption of the amendment**

AMENDMENTS:



DISTRICT 26 FINANCIAL GUIDELINES

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District 26 Financial Guidelines will be in keeping with the Seventh Tradition and the Twelfth Concept in particular.

“The Conference (District) shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and a reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy that it never perform acts of government and that, like the Society it serves, it will always remain democratic in thought and action.”

The Treasurer/delegate will keep records in a fashion which affords the trusted servant the greatest flexibility regarding record-keeping and maintenance, while offering full and prompt disclosure of all district financial activities when requested. The Treasurer/delegate must be able to provide information on expenses, income, maintenance of prudent reserve balance, savings, and operating funds. Other financial issues may be reported by the officer/delegate as deemed necessary or if additional reporting is requested and approved by the district. These guidelines may be changed by a 2/3 vote by the district.

1) Define terms:

- a) “General Ledger”. “General Ledger” is a itemization of the daily transactions in the checking account. It is date-ordered.
- b) “Account”. An Account, as used in this context, is not the same as the Checking Account. An Account is a itemization of a category [debits (-) or credits (+)] and is intended to provide a quick update on a given category without researching the entire General Ledger. It is category-ordered.
- c) “Excess”. Excess = last month ending balance – minus – expenses/obligations due in reporting month – minus – Contingency Fund - minus - prudent reserve.

- d) Operating Budget - Dollars planned to be spent. A dollar value equal to a six month budget will be retained.
- e) Contingency Fund – Dollars budgeted for special events which may not be spent in the course of one year. (IE - Funds for an assembly). These are not considered part of the donations when contributing “excess”. A dollar value equal to annual budget will be retained.
- f) Prudent Reserve –Monies set aside for the express purpose of paying creditors should District 26 become insolvent. No regular creditors exist therefore a prudent reserve which covers an estimated month of rent will be retained as the prudent reserve in keeping with the spirit of Tradition Seven (excerpt below).

“Tradition Seven (from the 12 and 12)

Then our trustees wrote a bright page of A.A. history. They declared for the principle that A.A. must always stay poor. Bare running expenses plus a prudent reserve would henceforth be the Foundation's financial policy. Difficult as it was, they officially declined that ten thousand dollars, and adopted a formal, airtight resolution that all such future gifts would be similarly declined. At that moment, we believe, the principle of corporate poverty was firmly and finally embedded in A.A. tradition.”

- 2) Rent for District meeting will be considered paid-in-full by the group sponsoring a meeting at the same time as the district meeting. The reason why this is in keeping with our 7th Tradition is because all groups contribute 60% of proceeds from each meeting to Rebo's rent. Terms and conditions apply:
 - a) District meeting is held at Rebo's facility.
 - b) District meeting he held at the same time as a group meeting.
 - c) A Seventh-Tradition collection will be sent to Rebo's after each district meeting.
- 3) Contributions will be the vehicle by which the district maintains "its prudent financial principle". The plan will operate on a percentage basis as detailed below and will be mailed *after* each district meeting.
 - a) 40% to the Area.

- b) 60% to GSO.
- 4) A contribution (which will be treated as an "expense") will be paid toward the Western Kentucky 800 phone number.
- 5) The Treasurer will set aside \$100.00 as a prudent reserve.
- 6) The Treasurer will maintain a total \$1,622.50 in the treasury. This number will change with the next budget change. (This number represents 100% of Prudent Reserve, 100% of Contingency Fund, and 50% of Annual Operating Expenses.)
- 7) Receipts are required for any expense, and copies will be kept on file for a period of three years including canceled checks. The exception to this will be DCM expenses for food and travel.
- 8) The Treasurer will furnish bi-annual, detailed financial statement showing bank account balance and activity within each account. This is statement intended to be more comprehensive than the regular Treasurers reports to the district.
- 9) The following are reimbursable expenses:
 - a) District Committee Member
 - i) Reimbursement for District/Area 26 business functions.
 - b) Standing Committee Chairpersons
 - i) Grapevine
 - ii) Corrections
 - iii) Treatment
 - iv) CPC
 - v) Public Information

Annual Budget Forecast

OPERATING EXPENSES	(Actually spent – year to date)
Stamps	\$100.00
Grapevine	\$25.00
Corrections	\$50.00
Treatment	\$50.00
CPC	\$50.00
Public Information	\$50.00
DCM Expenses	\$300.00
800 Phone Number	\$120.00
	<u>\$745.00</u>
CONTINGENCY FUND	
Area Assembly	\$1,000.00
Standing Committee Workshops	\$150.00
	<u>\$1,150.00</u>
PRUDENT RESERVE	
	<u>\$100.00</u>
Total annual budget	<u>\$1,995.00</u>

The retention plan is as follows:

50% of Operating Expenses.....	\$372.50
100% of Contingency Fund.....	\$1,150.00
100% of Prudent Reserve.....	\$100.00
	<u>\$1,622.50</u>

Monies over the retention plan dollars will be considered as excess and dispersed as detailed in the Contribution plan (reference section #3).

Financial Guidelines are not part of this structure, therefore any changes made by the District Committee do not have to be brought back to the groups.

A SUMMARY OF HOW OUR DISTRICT
COMMITTEE OPERATES
(For reference only)

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A SUMMARY OF HOW OUR DISTRICT COMMITTEE OPERATES

Generally, we follow Robert's Rules of Order. Yet the whole District, or Committee proceeds on as informal a basis as possible consistent with the rights of all concerned.

There is no requirement for a specific number of registered members to be present to conduct business.

General Rules of Debate:

- People who wish to speak are taken in the order they are recognized by the D.C.M.
 - Each person should be brief and to the point.No speaker may speak for a second time on a topic until all who wish to, have spoken for the first time.
- Voting is by a show of hands for or against the motion.
Except for Structure change, a simple majority of those present who are eligible to vote is sufficient.

Structure Change:

All motions requiring a structure change must be taken back to the groups.

It requires a simple majority of those present voting in the affirmative to take the motion back to the groups

At the next scheduled District meeting, the G.S.R.'s present and the District committee will vote on the structure change.

The group vote comes from the GSR's (Group Service Representatives) who should have polled their groups.

For a structure change, there must be a 2/3 vote of the Committee members present.

Rights of minority to speak to Motions: (For any motion other than those taken back to the Groups)

The minority in acceptance or rejection of a motion on any matter of any District policy, the minority shall be given the opportunity to speak to its opposition.

After hearing the minority, if anyone who voted in the majority wishes to change his/her vote, they may request the Chair to call for a re-vote on that motion. A re-vote will be taken if a simple majority of the voting members present vote to do so. Otherwise, the motion stands as passed. The minority should be brief in their comments. No action shall be reconsidered twice at that meeting.

A SUMMARY OF HOW OUR DISTRICT COMMITTEE OPERATES

Financial Guidelines:

Financial guidelines were adopted by District 26. Changes in these financial guidelines require only a simple majority of the voting members present.

Election procedures:

The September meeting in odd years is reserved for the election of the D.C.M., Alternate D.C.M., Secretary, and Treasurer. Other business will be permitted if necessary.

Calling the Question:

Motion to "Call the Question" must be made by the voting member in his/her proper turn of recognition by the D.C.M.

Requires a second.

Is not debatable.

Requires a 2/3 vote.

If passed, debate on the issue before the District Committee ceases, and the D.C.M. calls for a vote on the motion. If the motion to call the question does not get a 2/3 vote, debate continues.

Whether the motion is passed or defeated, the Rights of Minority (page 9) are followed.

To table a discussion: (Postpone to the next District Committee meeting.)

if there is some reason, such as the need for additional information which may be required for an informed vote, a motion may be made to table the discussion.

A simple majority is required to table the discussion.

G.S.R. Responsibilities

1. Keep your finger on the pulse of your group. Know what it needs and wants.
2. Share with your group information received at District and Area meetings.
3. Read Box 459 and make it available to your group.
4. Know your District Committee Member and Area Delegate. What do they and their Service Officers have to offer your group?
5. Keep your group informed of the importance of contributions to the District Committee, Area Committee, Intergroup (were applicable), and the General Service Office in New York.
6. Set aside a minimum often (10) minutes per month for passing on information relative to General Service work and the need for continuous service.
7. Support and attend all District and Area Committee meetings and activities. Attendance means being better informed during the election process.
8. Have an alternate G.S.R.. Take your alternate with you. If you cannot attend meetings and activities, send your alternate.
9. Attend all District elections and vote for the candidate of your choice. You can also nominate qualified members for the office of District Committee Member. You may sometime wish to be a candidate.
10. Inform your group what is available from GSO in New York, i.e., films, tapes, AA pamphlets, AA pamphlets, AA books, Box 459; etc.
11. To insure a working knowledge of your job as GSR, read and understand the 12 Steps and 12 Traditions, AA Guidelines, the Big Book, AA Comes of Age, and the AA Service Manual. Also, the 12 Concepts which has been incorporated in the Service Manual.
12. Encourage group members to represent the varied Service Committees.

District Committee Member's Duties

1. Hold regular meetings of all Group Service Representatives, (G.S.R.) in the District.
2. Assist the Delegate in obtaining group information in time to meet the deadline for the appropriate A.A. Directories.
3. Keep G.S.R.'s informed about Conference activities.
4. Acquaint G.S.R.'s with the "The A.A. Service Manual" and the Area 26 Structure.
5. Encourage G.S.R.'s to become members of a Service Committee.
6. Keep G.S.R.'s informed about Conference-Approved books and pamphlets.
7. Hold workshops and sharing sessions on almost any service activity.
8. Make sure that the Conference Report is made available to all G.S.R's, and urge them to share this information with their Group.
9. Inform G.S.R.'s, that the fellowship has a set of suggested Guidelines that are compiled from the experience of A.A. members in the various service areas. They also reflect guidance given through the Twelve Traditions and the General Service Conference. They are usually printed on yellow paper.
10. Discuss the "Twelve Traditions" and the "Twelve Concepts for World Service" with G.S.R.'s. Explain how they affect our Groups and A.A. as a whole.
11. Make Area minutes available to the G.S.R's and stress the importance of sharing them and Box 459 with the group.
12. As a regular practice, talk to groups on the responsibilities of general service work.

The Twelve Traditions

(Long Form)

Our A.A. experience has taught us that:

1. Each member of Alcoholics Anonymous is but a small part of a great whole. A.A. must continue to live or most of us will surely die. Hence our common welfare comes first. But individual welfare follows close afterward.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience
3. Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought A.A. membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation.
4. With respect to its own affairs, each A.A. group should be responsible to no other authority than its own conscience. But when its plans concern the welfare of neighboring groups also, those groups ought to be consulted. And no group, regional committee, or individual should ever take any action that might greatly affect A.A. as a whole without conferring with the trustees of the General Service Board. On such issues our common welfare is paramount.
5. Each Alcoholics Anonymous group ought to be a spiritual entity having but *one primary purpose—that* of carrying its message to the alcoholic who still suffers.

6. Problems of money, property, and authority may easily divert us from our primary spiritual aim. We think, therefore, that any considerable property of genuine use to A.A. should be separately incorporated and managed, thus dividing the material from the spiritual. An A.A. group, as such, should never go into business. Secondary aids to A.A., such as clubs or hospitals which require much property or administration, ought to be incorporated and so set apart that, if necessary, they can be freely discarded by the groups. Hence such facilities ought not to use the A.A. name. Their management should be the sole responsibility of those people who financially support them. For clubs, A.A. managers are usually preferred. But hospitals, as well as other places of recuperation, ought to be well outside A.A.-and medically supervised. While an A.A. group may cooperate with anyone, such cooperation ought never to go so far as affiliation or endorsement, actual or implied. An A.A. group can bind itself to no one.

7. The A. .A.. groups themselves ought to be fully supported by the voluntary contributions of their own members. We think that each group should soon achieve this ideal; that any public solicitation of funds using the name of Alcoholics Anonymous is highly dangerous, whether by groups, clubs, hospitals, or other outside agencies; that acceptance of large gifts from any source, or of contributions carrying any obligation whatever, is unwise. Then, too, we view with much concern those A. .A.. treasuries which continue, beyond prudent reserves, to accumulate funds for no stated A. .A.. purpose. Experience has often warned us that nothing can so surely destroy our spiritual heritage as futile disputes over property, money, and authority.

8. Alcoholics Anonymous should remain forever nonprofessional. We define professionalism as the occupation of counseling alcoholics for fees or hire. But we may employ alcoholics where they are going to perform those services for which we might otherwise have to engage non-alcoholics. Such special services may be well recompensed. But our usual A.A. Twelfth Step work is never to be paid for.

9. Each A.A. group needs the least possible organization. Rotating leadership is the best. The small group may elect its secretary, the large group its rotating committee, and the groups of a large metropolitan area their central or intergroup committee, which often employs a full-time secretary. The trustees of the General Service Board are, in effect, our A.A. General Service Committee. They are the custodians of our A. .A.. Tradition and the receivers of voluntary A. .A.. contributions by which we maintain our A. .A.. General Service Office at New York. They are authorized by the groups to handle our overall public relations and they guarantee the integrity of our principal newspaper, the A.A. Grapevine. All such representatives are to be guided in the spirit of service, for true leaders in A. .A.. are but trusted and experienced servants of the whole. They derive no real authority from their titles; they do not govern. Universal respect is the key to their usefulness.

10. No AA group or member should ever, in such a way as to implicate AA., express any opinion on outside controversial issues-particularly those of politics, alcohol reform, or sectarian religion. The Alcoholics Anonymous groups oppose no one. Concerning such matters they can express no views whatever.

11. Our relations with the general public should be characterized by personal anonymity. We think A.A. ought to avoid sensational advertising. Our names and pictures as A. .A.. members ought not to be broadcast, filmed, or publicly printed. Our public relations should be guided by the principle of attraction rather than promotion. There is never need to praise ourselves. We feel it better to let our friends recommend us.

12. And finally, we of Alcoholics Anonymous believe that the principle of anonymity has an immense spiritual significance. It reminds us that we are to place principles before personalities; that we are actually to practice a genuine humility. This to the end that our great blessings may never spoil us; that we shall forever live in thankful contemplation of Him who presides over us all.

Twelve Concepts of Alcoholics Anonymous

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A. - the Conference, the General Service Board and its Service corporations, staffs, committees, and executives-with a traditional "Right of Decision".
4. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purpose for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be by its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decision by discussion, vote and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government and that, like the Society it serves, it will always remain democratic in thought and action.

WARRANTIES OF ARTICLE XII
OF THE CONFERENCE CHARTER

At the same time that the Twelve Traditions were adopted by the General Service Conference, the Warranties of Article XII of the Conference Charter were adopted. (July 3, 1955). Some call these Warranties our "bill of rights".

These are the Warranties published in the A.A. Service Manual as a part of Concept Twelve.

Warranty 1 "The Conference shall never become the seat of perilous wealth or power."

Warranty 2 "Sufficient operating funds, plus an ample Reserve should be its prudent financial principle."

Warranty 3 "None of the conference members shall ever be placed in a position of unqualified authority over any of the others".

Warranty 4 "That all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity."

Warranty 5 "That no Conference action ever be personally punitive or an incitement to public controversy."

Warranty 6 "That though the Conference may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that like the Society of Alcoholics Anonymous which it serves, the conference itself will always remain democratic in action and spirit".

OF SPECIAL NOTE:

Changing but a single word of the Twelve Steps, the Twelve Traditions, or the Six Warranties, requires a 75% majority vote in writing of all the A.A. groups in the world.