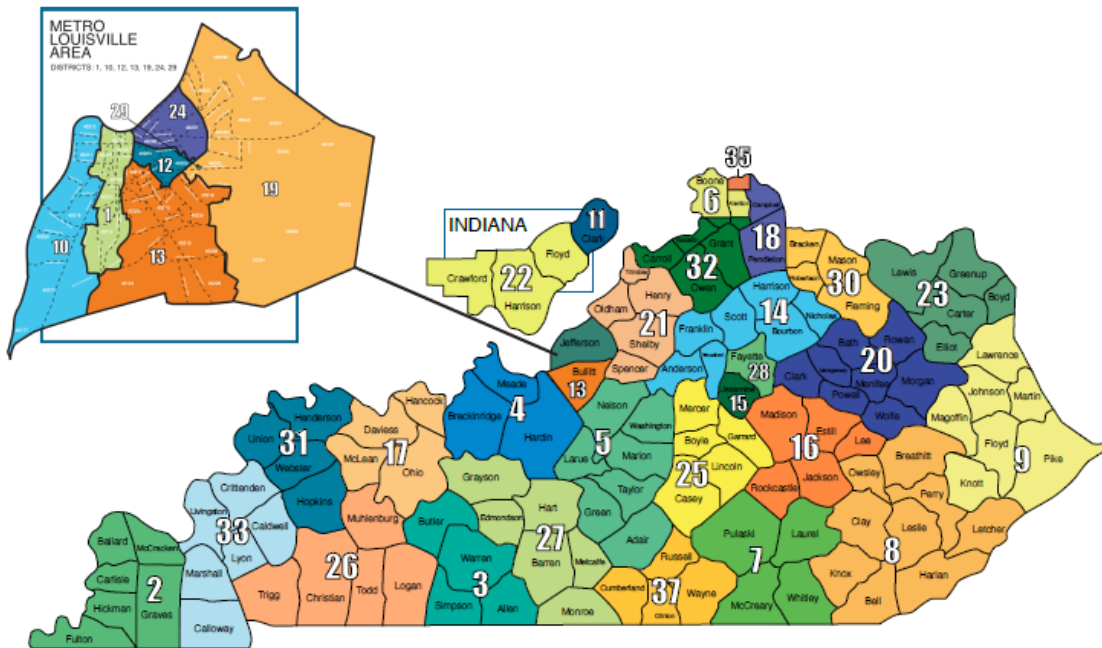


District 18

Area 26

Alcoholics Anonymous

Purpose, Structure, and Guidelines*



District graphic used with permission of Area 26
<https://www.area26.net/wp/area-26-committee-member-information/area-26-map-in-color/>

*Adopted by District 18 on April 3, 2025. Financial Responsibilities and Guidelines are presented in a separate document.

Source Materials

Disclosure. The Ad Hoc Committee responsible for the preparation of this document used several sources including two previously ratified District 18 Structure documents dated 1987 and 2007 and a draft in progress 2022/2023.

In addition, the committee relied heavily on four other sources and provides specific citations within the text for quoted material from these documents:

The A.A. Service Manual combined with Twelve Concepts for World Service by Bill W. **2024-2026** Edition Revised and Updated. **Revised: October 2024.** © Alcoholics Anonymous World Services, Inc., 2024.
www.aa.org

Area 26 Service Handbook. <https://www.area26.net/wp/wp-content/uploads/2022/08/Area-26-Service-Handbook-Apr-2021.pdf>

Circles of Love and Service. P-45. Copyright © 2014 by A.A. World Services, Inc. Box 459, Grand Central Station. New York, N.Y. 10163. 40M - 6/16 (DG3).

G.S.R. General Service Representative. Your group's link to A.A. as a whole. P-19. 40M-03/19(DG3) Copyright © 2018 by Alcoholics Anonymous World Services, Inc.

District 18 Purpose and Process

District 18 of Area 26 is an important element in the General Service Conference (GSC) structure of Alcoholics Anonymous (AA).¹ The primary purpose of the District is to help AA survive intact for generations to come by fully participating in the *third* legacy of general service. To do this, District 18 helps AA groups, which directly carry the AA message of recovery to still suffering alcoholics, to be a vibrant part of the well informed group conscience of Area 26 and AA in the U.S. and Canada.²

To achieve its purpose, the District holds regular meetings that encourage General Service Representatives (GSRs) of groups in its District to:

- take an active interest in the General Service Conference (GSC) cycle,
- present their well-informed group conscience at District meetings and Area 26 meetings and assemblies,
- request their group's input on District, Area, and GSC deliberations and actions,
- participate in the election of the Area Delegate to represent them at the annual General Service Conference,
- participate in the nomination of candidates for regional and at-large AA Trustee positions,
- report District, Area 26, AA General Service Office (GSO), Grapevine, AA World Services, Inc. (AAWS), and GSC deliberations and actions to their groups,
- help plan and host AA events that achieve the purpose of the District,
- invite group support and participation in District Committee activities, and
- elect, in odd numbered years, their District Committee Member (DCM), an alternate DCM, their District Officers (Secretary and Treasurer), and District Committee chairs.

District 18 shall always protect and respect the autonomy and the privilege of dissent of any or all AA groups in the District regarding matters and decisions of the District, the Area, and the GSC.

Unless otherwise specified, all District 18 affairs will be conducted using the procedures as outlined in the most current *Area 26 Service Handbook*³ and *The AA Service Manual combined with Twelve Concepts for World Service*.

¹ The A.A. Service Manual combined with Twelve Concepts for World Service by Bill W. 2024-2026 Edition Revised and Updated. Revised: October 2024. © Alcoholics Anonymous World Services, Inc., 2024. www.aa.org page 3.

² For a greater understanding of the interconnection of AA groups, districts, areas, and the General Service Conference, see *Circles of Love and Service*. P-45. Copyright © 2014 by A.A. World Services, Inc. Box 459, Grand Central Station. New York, N.Y. 10163. 40M - 6/16 (DG3).

³ Area 26 Service Handbook. <https://www.area26.net/wp/wp-content/uploads/2022/08/Area-26-Service-Handbook-Apr-2021.pdf>

Participation and Decision Making

The District Committee is the decision-making body for District 18.

The District Committee includes:

- one GSR or Alternate GSR from each registered AA group in the District
- a District Committee Member (DCM) elected by the GSRs
- an Alternate DCM elected by the GSRs
- district officers — Secretary and Treasurer — elected by the GSRs
- standing Committee Chairs elected by the GSRs⁴

At District Meetings, all members of the District Committee shall have a voice and a vote with the DCM and Alternate DCM voting only in the event of a tie. Although members of the District Committee may hold two positions simultaneously (for example, GSR and Committee Chair or GSR and Officer), they have only one vote.

Binding Actions/Quorum

No binding action for the District may be approved in the absence of a quorum.

Attendance by 50% or more of the GSRs or Alternate GSRs of all active groups in the District shall constitute a quorum.

When a quorum is present, a simple majority will be sufficient to decide questions or motions put to a vote unless the question or motion involves amending the Purpose, Structure, and Guidelines for the District (see Amendment Procedures, page 8).

District Committee Requirements and Expectations

Whenever possible, the District should follow guidelines in the Area 26 Service Handbook and the AA Service Manual regarding eligibility requirements and duties of the District Committee.

Because Concept I tells us that “AA groups today hold ultimate responsibility and final authority for our world services,” this document gives special attention to the importance and responsibility of General Service Representatives.⁵

General Service Representatives (GSRs) and Alternate GSRs. The General Service Representative (GSR) is the AA group’s “link to AA as a whole.”⁶ Through the GSR, “the group conscience becomes a part of ‘the collective conscience of our whole

⁴ For lists of Standing Committees see Area 26 Handbook page 18 and AA Service Manual pages 44-47.

⁵ The A.A. Service Manual combined with Twelve Concepts for World Service by Bill W. 2024-2026 Edition Revised and Updated. Revised: October 2024. © Alcoholics Anonymous World Services, Inc., 2024. www.aa.org See Twelve Concepts for World Service by Bill W. Concept I. C-3.

⁶ G.S.R. General Service Representative. Your group’s link to A.A. as a whole. P-19. 40M-03/19(DG3) Copyright © 2018 by Alcoholics Anonymous World Services, Inc. Title page and page 1.

Fellowship,' as expressed in the General Service Conference.”⁷ GSRs or their alternates attend district meetings, elect the District Committee Member (DCM), attend Area 26 assemblies and meetings, and elect the Area Conference Delegate. It is the responsibility of the GSR “to keep a two-way communication going between (the) group and the Conference.”⁸ When the GSR is present, participates, and votes, “the group’s voice is heard.”⁹

“Groups choosing their GSR (and Alternate) 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.”¹⁰

It is recommended but not mandatory that GSRs¹¹:

- have at least two years of continuous sobriety;
- be familiar with their group’s history, priorities, traditions, and procedures;
- be able to listen to all points of view;
- have the time to regularly attend district meetings, area assemblies (and meetings), and the group’s business meetings;
- have a working familiarity with the Twelve Traditions and AA recovery and service literature;
- have an email address or other easy way of maintaining contact with group members; and
- be familiar with the GSO and Area websites.

Each active group in the District should elect a GSR and an alternate GSR for a term of two years to coincide with the election of the Area Delegate.

DCM or Alternate DCM. The DCM or Alternate serves, essentially, as the chairperson for the District Committee. It is the responsibility of the DCM to prepare an agenda for District meetings that focuses attention on the purpose and objectives of the District and invites full participation and responsible decision making by the District Committee. The DCM or Alternate also attends Area 26 meetings and assemblies and

⁷ G.S.R. General Service Representative. Your group’s link to A.A. as a whole. P-19. 40M-03/19(DG3) Copyright © 2018 by Alcoholics Anonymous World Services, Inc. page 1.

⁸ G.S.R. General Service Representative. Your group’s link to A.A. as a whole. P-19. 40M-03/19(DG3) Copyright © 2018 by Alcoholics Anonymous World Services, Inc. page 2

⁹ *The A.A. Service Manual combined with Twelve Concepts for World Service* by Bill W. 2024-2026 Edition Revised and Updated. Revised: October 2024. © Alcoholics Anonymous World Services, Inc., 2024. www.aa.org page 7.

¹⁰ Area 26 Service Handbook. <https://www.area26.net/wp/wp-content/uploads/2022/08/Area-26-Service-Handbook-Apr-2021.pdf> Article 2, page 2.

¹¹ *The A.A. Service Manual combined with Twelve Concepts for World Service* by Bill W. 2024-2026 Edition Revised and Updated. Revised: October 2024. © Alcoholics Anonymous World Services, Inc., 2024. www.aa.org. This list of qualifications is found on pages 7 and 8 of Chapter 1. The Group and Its General Service Representative.

keeps the District Committee up to date on important announcements and business of Area 26, the General Service Conference, AA's Board of Trustees, the General Service Office, AAWS, and the Grapevine, Inc. The Area 26 Service Handbook includes a comprehensive list of DCM duties and suggests that DCMs should only accept the post if they have sufficient time to give to the duties.¹² "While the GSR is the voice of a group, the DCM is the voice of a *district*."¹³

To be eligible to stand for DCM and Alternate DCM, the candidate should have four or more years of continuous sobriety and a minimum of 75% attendance at District meetings. "The term of the DCM is two years, concurrent with that off the Area Delegate."¹⁴

Secretary. The Secretary for the District prepares written minutes for each District meeting and presents the minutes to the District Committee for review and approval. The Secretary also sends digital copies of approved minutes to contacts for all active registered AA groups in the District. The Secretary is responsible for preparing and updating the District Contact list as necessary and for informing all concerned about District meeting times, locations, and the meeting agenda. The Secretary should have at least one year of sobriety. The term of office is two years concurrent with that of the Area Delegate.

Treasurer. The Treasurer follows the financial guidelines of the District (see separate document/District 18 Financial Responsibilities and Guidelines) in preparing monthly and special reports for District committee review and approval. The essential job of the Treasurer is to use District funds to pay for the District P.O. Box and to check it regularly, receive donations from District groups and other AA sources, maintain the District checking account, and pay District bills. The Treasurer should have at least two years of sobriety. The term of office is two years concurrent with that of the Area Delegate.

Standing Committee Chairs. It is suggested that the District have standing committees corresponding to the committees at the Area level if practical.¹⁵

Ad Hoc Committees. From time to time, the District Committee may establish ad hoc committees for the purpose of accomplishing well-defined tasks or solving specific problems for the District.

¹² Area 26 Service Handbook. <https://www.area26.net/wp/wp-content/uploads/2022/08/Area-26-Service-Handbook-Apr-2021.pdf> page 5

¹³ *The A.A. Service Manual combined with Twelve Concepts for World Service* by Bill W. 2024-2026 Edition Revised and Updated. Revised: October 2024. © Alcoholics Anonymous World Services, Inc., 2024. www.aa.org page 13

¹⁴ Area 26 Service Handbook. <https://www.area26.net/wp/wp-content/uploads/2022/08/Area-26-Service-Handbook-Apr-2021.pdf> page 5

¹⁵ Area 26 Service Handbook. <https://www.area26.net/wp/wp-content/uploads/2022/08/Area-26-Service-Handbook-Apr-2021.pdf> See Article 6—Area Committees page 18

District 18 Financial Responsibilities and Guidelines

The District Committee should adhere to current District 18 Financial Responsibilities and Guidelines (see separate document).

District Meeting Format

At regular District meetings, the District Committee follows an agenda prepared by the District Committee Member (DCM) that allows the opportunity for participants to:

- report and discuss group and District activities,
- make decisions on proposals and motions concerning the District, Area 26, and the GSC,
- give serious consideration to minority opinions on all matters under discussion, and
- receive and review monthly financial reports from the District treasurer.

While all AA members are welcome to attend District meetings, they may not participate unless called upon or after all District business is completed. They cannot vote.

Submission of Items for the Agenda at District Meetings

Any member of Alcoholics Anonymous in District 18 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 in writing to the District Secretary or DCM at least 45 days prior to the next District meeting.

A motion may be brought before the District as a floor action provided the motion is submitted to the DCM in writing and there is sufficient time to hear and debate the motion.

District 18 Election Guidelines

In odd numbered years, the District will have an Election Assembly one month prior to the Area 26 Fall Assembly. The objective of the District Election Assembly is to elect the DCM, Alternate DCM, Secretary, Treasurer, and Committee Chairs.

Candidates for election must be present although exceptions can be made in the case of emergency. Volunteers for positions are encouraged. Absentee and proxy voting is not allowed.

All elected District Committee members and the GSRs/Alternate GSRs serve two-year terms that coincide with the current Area Delegate/Alternate Delegate panel.

Election of DCM and Alternate DCM will follow The *Third Legacy Procedure* outlined in the most current A.A. Service Manual.¹⁶ The runner-up in the election for DCM

¹⁶ *The A.A. Service Manual combined with Twelve Concepts for World Service* by Bill W. 2024-2026 Edition Revised and Updated. Revised: October 2024. © Alcoholics Anonymous World Services, Inc., 2024. www.aa.org Appendix G. Third Legacy Procedure. pages 114-115.

assumes the position of Alternate DCM. Election of all other District Committee positions shall be elected by simple majority vote.

Rotation and Removal of Officers

In holding to the principle of rotation, District officers and standing committee chairs will serve no more than two consecutive two-year terms unless no other qualified candidate is willing to serve, in which case the officer or committee chair may be elected to serve another two-year term.

The DCM may serve only one two-year term for this office. After a period of two or more years out of office, a past DCM may be considered a candidate for the office again if no other qualified candidate is willing to stand for election.

The District Committee may remove the DCM, Alternate DCM, Secretary, Treasurer, or Committee Chairs by substantial unanimity (two-thirds vote).

Record-Keeping and Transition

It is the responsibility of the DCM, the Secretary, the Treasurer, and all Committee Chairs to keep written and digital records of the work done during their two-year term and to pass those records (both written and digital) along to the the next District Committee.

Amendment Procedures

Proposed amendments to the Purpose, Structure, and Guidelines of District 18 should be presented in writing to the DCM or Secretary for consideration at least 45 days before the next regular District 18 meeting. After discussion, if a simple majority of the District Committee agrees, the GSRs should take the proposed amendment(s) back to their home groups for group conscience vote. At the next District 18 meeting, the proposed amendment(s) should be read and time allowed for full discussion before the final vote. Adoption of the proposed amendment(s) requires substantial unanimity; that is they must be approved by two-thirds majority of the quorum present.

Adopted by District 18 on April 3, 2025.