

DISTRICT 47 OFFICER AND GSR GUIDELINES

The District: District 47 is part of the California Northern Interior Area (CNIA) Area 07 of Alcoholics Anonymous (AA). A district is part of an area that makes up the U.S./Canada General Service Conference. There are two types of districts in general service:

Geographical District, which is the most common, and is usually determined by how many groups a District Committee Member (DCM) can reasonably be expected to keep in touch with;

Linguistic District, which some Areas have incorporated to encourage participation from the maximum number of groups. These districts are made up of groups that conduct meetings in languages including French, Spanish, Polish, Vietnamese and American Sign Language. See the A.A. Service Manual for additional information regarding the district and the DCM.

Trusted Servants: Trusted servants serve two-year terms corresponding with the General Service Office (GSO) Panel. District 47 has the following Trusted Servant Positions:

District Committee Member – (DCM)

The DCM is an essential link between the group General Service Representative (GSR) and the Area 07 Delegate to the General Service Conference. As leader of the district committee, made up of GSRs in the district, the DCM is exposed to the group conscience of the district. As a member of the area committee, he or she has the right of decision to make motions and approvals the district's discussions to the delegate and the committee.

Qualifications:

- Usually served as a GSR
- Have enough sobriety to be eligible for election of delegate (4-5 yrs)
- Be familiar with both the Twelve Traditions and the Twelve Concepts
- Have the time and energy to serve the district and the area
- Be able to lead a district while respecting the conscience of the district
- Have an email address or other easy way of maintaining contact with GSRs and other members
- Be familiar with the General Service Office (GSO) and area websites

Duties:

- Provide two-way communication between the district and the area
- Regularly attend all district meetings and area assemblies
- Inform alternate/acting DCM when unable to perform a duty

- Receive reports from the group's GSRs and through frequent contact with groups in the district
- Hold regular meetings with all GSRs in the district ○ Help the conference delegate cover the area
- Assist the delegate in obtaining group information
- Keep GSRs informed about Conference activities – set up Delegates Report
- Make sure GSRs are acquainted with the A.A. Service Manual, the Twelve Concepts for World Service, the GO bulletin Box 459, workbooks and guidelines from GSO, and any other service material
- Help GSRs make interesting reports to groups, and encourage them to bring new AA members to service events
- Keep groups informed about Conference-approved books and pamphlets
- Organizes workshops and/or sharing sessions on service activities
- Regularly keep in touch with alternate DCM and delegate and exchange district meeting minutes
- Bring traditions problems to the attention of the delegate
- Attend district fellowship groups (when possible) and discuss the responsibilities of general service work

Alternate DCM:

Alternate DCM is a backup for District 47 DCM. If the DCM resigns or is unable to serve for any reason, the alternate steps in. The alternate is elected at the same time as the DCM by the same procedure. Alternate DCM is encouraged to assist, participate, and share in the DCM's responsibilities at district and area meetings.

Qualifications: Same as DCM

- Can serve as GSR and Alternate DCM in same panel
- Generally, requires less commitment of service time

Treasurer:

- Suggested 5 years of sobriety, with general service experience
- Have basic bookkeeping skills

Duties:

- Maintain District's bank account
- Pick up mail from District post office box monthly
- Deposit contributions and keeping financial records
- Prepare and submit a monthly treasurer's report at district meetings
- Supply copies of the treasurer's report to the GSR's at district meeting
- Pay all bills with District committee approval

- Send out thank you notes from contributing groups

Secretary:

- Suggested 2 years of sobriety
- Have ability to write quickly (or record if approved by district committee)
- Have equipment to type up minutes for district

Duties:

- Provide a copy of previous meeting minutes for approval at following district meeting
- Listen carefully at district meeting to record accurate information
- Make modifications to minutes when corrected
- Keep a library of minutes during panel

Liaisons Qualifications:

- A desire to serve

Duties:

- Attend the monthly district meeting
- Attend the service entity monthly meeting
- Report information from the service meeting to the district
- Inform district committee members of current events
- Link GSRs with other services of AA

Voice and Vote:

- a. DCM, Alternate DCM, GSRs, Alternate GSRs, Treasurer, Recording Secretary, and Liaisons, as members of District 47, have a voice in District 47 Business Meetings.
- b. Only the GSR, or the Alternate GSR filling-in for GSR, have a vote.
- c. District 47 uses a simple majority vote. The DCM does not normally vote. However, in the event of a tie, the DCM or Alternate DCM will be the determining vote.

How We Conduct Business:

Except for motions to approve the minutes, the Treasurer's Report or to adjourn the meeting, all motions will be made in the New Business portion of the meeting agenda.

Only a GSR or an Alternate GSR will make motions in New Business.

- a. **Motions:** made in New Business require a second from a GSR or an Alternate GSR for the motion to continue into a pro/con discussion. If no second is made to the motion, the motion dies on the floor.

- b. **Friendly Amendment:** It is possible that a GSR or Alternate GSR may wish to propose an amendment to the motion. This requires a second and must be accepted by the individual who originally made the motion. If accepted, discussion resumes on the amended motion.
- c. **Calling the Question:** Calling the question brings discussion to a halt while the GSR/Alternate GSRs decide whether to proceed directly to a vote (on the motion) or continue with discussion.
- d. **Tabling a Motion:** Tabling a motion (postponing discussion to a future District Meeting) requires a motion and a second, no discussion and needs a majority vote to pass. Tabled motions become Old Business.
- e. **Reconsideration:** After voting on a motion, the losing side will have an opportunity to speak their position (minority opinion). A motion to Reconsider a vote must be made by a GSR/Alternate GSR who voted on the prevailing side. If a majority votes to Reconsider, then pro/con discussion resumes. GSR/Alternate GSRs are urged to limit discussion to new considerations of the motion. GSR/Alternate GSRs the vote on motion again.
- f. **Visitors:** Visitors (non-committee AA members) are welcome to attend District 47 Business Meetings. Due to GSR approved time limits to meetings, any visitor who wishes to speak during the regular Business Meeting will be heard after all District 47 Business Meeting Agenda items have been completed (time permitting).

Financial Support:

DCMs –Current experience indicates that District 47 provides financial support for the DCM to attend service functions (as agreed upon by the district committee), that cover the cost of registration, event dinner, hotel room and mileage, this pays off in increased activity, interest and group participation.

GSR/Alternate GSR – District 47 may cover lodging cost for GSRs or Alternate GSRs to attend CNIA 07 Area Assemblies subject to the following conditions:

- District 47 GSR or Alternate GSR will be assisted for a total of 2 CNIA 07 Area Assemblies per year, per GSR or Alternate GSR Home Group.
- Should the District 47 savings/checking account fall below \$1,000.00 District 47 shall suspend GSR or Alternate GSR Funding Assistance. District 47 shall resume funding assistance when account balance is \$1,300.00.
- GSR or Alternate GSR shall inform District 47 DCM their intent to seek assistance 1 month prior to the scheduled CNIA Area Assembly.
- District 47 GSR or Alternate GSR has filled out and submitted either through DCM or directly to CNIA Area 07 Area Registrar an Alcoholics Anonymous Group Information Change Form.

APPROVAL/REVISION HISTORY:

Approval Date

Note: District 47 Approved Assistance Funding is an update/revision to a standing motion approved by District 47 during CNIA 07 Panel 76/77