

# Guidelines and Policies

## District 52, Alcoholics Anonymous

**“In Service to Northern Santa Barbara County”**



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**Edition**

Guidelines and Policies

District 52

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## **1. INTRODUCTION**

District 52 is part of the Central California Assembly Area (CCAA Area 93). District 52 is geographically located in northern Santa Barbara County. The district encompasses the area from Gaviota in the south, to the county line (Santa Maria River) north and east to Cuyama.

### **1.1. Purpose**

The purpose of these guidelines is to provide assistance to those people who are interested and involved in the district. The guidelines here are not intended to replace or supersede those in the A.A. Service Manual. They are to be used in conjunction with, and as a supplement to the manual. The intent of these guidelines is to be more specific in nature and to generally delineate the day-to-day responsibilities and duties of those serving in the district.

### **1.2. General**

The Fellowship of Alcoholics Anonymous has been given three legacies, which are recovery, unity and service. These guidelines cover, in a general way, how the legacy of service is implemented within the district. Every member of Alcoholics Anonymous should become familiar with the legacy of service. Information concerning service can be found in documents published by A.A. World Service, Inc. Primary among these documents are the A.A. Service Manual, Twelve Concepts, and A.A. Comes of Age.

1.2.1. The duties, responsibilities and purpose of specific offices and entities are covered under separate headings, herein. The district committee composition for district meetings is comprised into three categories, (1) General Service Representatives from each group within the District, (2) District Officers and (3) District Coordinators.

1.2.2. Circumstances may arise to make deviations to position requirements and/or procedures. However, the guidelines here are based on past experience that has proven effective. Changes should be held to a minimum and not be made until each situation has been considered in its entirety and overall effect carefully weighed. Changes will not be effective until presented and approved by two consecutive district meetings, and will not be retroactive.

## **2. GENERAL SERVICE REPRESENTATIVES AND RESPONSIBILITIES**

### **2.1. General Service Representative (GSR)**

GSR's are elected by the members of their group. They have the job of linking the groups with A.A. as a whole. They represent the voice of the group conscience, reporting it to the district committee member and area conference delegate. In turn, it may then be passed on to the annual General Service Conference in New York. We realize that whatever "authority" there is in A.A. resides in the group conscience. General qualifications, duties, and election procedures of the GSR are listed in the A.A. Service Manual. Local duties include the following:

2.1.1. Attend district meetings, area assemblies and area workshops.

2.1.2. Assist the group in ordering literature. A good supply of literature should be maintained. Literature is one of the most effective ways to carry the message.

2.1.3. Inform alternate GSR of all activities/actions transpiring within the district.

- 2.1.4. Serve as central point of contact for all activities concerning the group.
- 2.1.5. Request copies of "Meeting Directory" from district directories coordinator.
- 2.1.6. Inform the district directories coordinator of any changes with their group, i.e. – location, meeting time, etc.

## **2.2. Alternate General Service Representative**

Every group should have an alternate GSR. Serving might be looked upon as a learning period to becoming a future GSR. The primary responsibility of the group lies with the GSR, but the alternate should be equally aware. Local duties include:

- 2.2.1. Assist GSR in their duties and responsibilities.
- 2.2.2. Attend district meetings with GSR.
- 2.2.3. Perform GSR duties, if GSR not available.

## **3. DISTRICT OFFICERS AND RESPONSIBILITIES**

### **3.1. District Committee Member (DCM)**

The DCM is an essential link between the group's GSR and the area delegate to the General Service Conference. As leader of the district committee, they're exposed to the "group conscience" of the district. The DCM is a person who has served as a GSR and whom the GSR's wish to make responsible for their district activities. The A.A. Service Manual recommends these duties be spelled out in detail. See the A.A. Service Manual for general requirements of the DCM. Local duties include the following:

- 3.1.1. Serve as chairperson at district meeting.
- 3.1.2. Regularly report to GSR's current, available, information concerning Alcoholics Anonymous. This should include, but is not limited to, information received from area assemblies, GSO, Box 459, the quarterly report, etc.
- 3.1.3. Attend area assemblies that are held five times annually in the CCAA. The DCM represents the district group conscience at these assemblies.
- 3.1.4. Encourage GSR's to attend area assemblies, particularly the November assembly of each even numbered year when area officers are elected.
- 3.1.5. The DCM is eligible to be elected to an area committee office. These offices are delegate, alternate delegate, secretary, treasurer and chairperson. The DCM is encouraged to be available for service.
- 3.1.6. Attend the quarterly area committee meetings.
- 3.1.7. Obtain approval/support of district to host one of the area assemblies. See Area 93 Guidelines and Policies for further instructions.
- 3.1.8. Compile and maintain a current listing of all groups, GSR's and alternate GSR's to be used as needed, i.e. - updating the western section of the World Directory, provide to area registration chairperson at assembly meetings, etc.
- 3.1.9. Attend various service functions, i.e. - workshops, conventions, conferences, the Pacific Region A.A Service Assembly, etc.
- 3.1.10. May serve as an ex-officio, non-voting advisor, to the district committee for one year immediately following their term of office.
- 3.1.11. Turn in an itemized list of pre-approved expenses to the treasurer each month.
- 3.1.12. Should the DCM or the Alternate DCM, when serving in the place of the DCM, be of service at a function requiring district participation or at a pre-approved function,

which requires a total of 12 hours driving and attendance, the DCM or Alternate should be entitled to be reimbursed for reasonable mileage and lodging (less the amount reimbursement by Area 93), believing that service should never burden or prevent anyone from being able to serve. Every effort should be made to share expenses to lessen the impact to the District. Prior approval should be requested at the District Meeting.

### **3.2. Alternate District Committee Member**

The alternate should be as well versed on service as the DCM, and meet the same requirements outlined in the A.A. Service Manual for DCM. Even though primary responsibilities of the district fall upon the shoulders of the DCM, the alternate should feel an equal responsibility to the district. In many instances total responsibility for specific duties are delegated to the alternate by the DCM, which can greatly lessen the load. Local duties include the following:

- 3.2.1. Be available (if possible) as a DCM nominee at election time.
- 3.2.2. Fill in for DCM, if they are unable to serve.
- 3.2.3. Furnish up-to-date listings of all registered groups in the district, with name of GSR's, to area registration committee chairperson, at beginning of assembly meetings.

### **3.3. Secretary**

The district secretary is responsible for keeping minutes of all District Fifty Two meetings. Suggested length of sobriety is two years and term of office two years. Duties include the following:

- 3.3.1. At each meeting, provide minutes of previous meeting to members.
- 3.3.2. Maintain minutes of all meetings and pass on to archives at end of term.
- 3.3.3. Take roll call (sign-in sheet) at each district meeting.
- 3.3.4. Maintain a roster of all district officers, GSR's and coordinators.

### **3.4. Treasurer**

The district treasurer will be responsible for maintaining the district treasury. Suggested length of sobriety is five years and term of office two years. Duties include the following:

- 3.4.1. Maintain a simple set of books, so that all monies can be accounted for.
- 3.4.2. Establish a bank account, with all checks requiring two signatures from, either, treasurer, DCM, alternate DCM or secretary.
- 3.4.3. Keep a copy of all treasurer reports, and make available upon request.
- 3.4.4. Receive and deposit group donations.
- 3.4.5. Provide a treasury report for members at each district meeting, explaining status of income, expenses, prudent reserve, etc.
- 3.4.6. All district expenses will be turned in to the treasurer, i.e. - the meeting directory.
- 3.4.7. Ensure district checking account is balanced at least monthly.
- 3.4.8. Periodically (every two weeks suggested) check the district PO box for mail-in contributions, return envelopes, and any other business for the treasurer.
- 3.4.9. Unless otherwise directed by committee, make quarterly disbursement of money in excess of prudent reserve as follows: 50% to Area, 30% to GSO and 20% to H&I

### **3.5. Local Committee Member (LCM)**

A large district may be broken down into smaller district(s), known as a “local district”. In this case the groups comprising the local district will elect a LCM - this should be a GSR (active, or former) in one of the local district groups. Election procedures, term and qualifications are left up to the local district members (guidelines for the DCM in the A.A. Service Manual may be useful to follow). Duties include the following:

- 3.5.1. Represent the local district at the district meeting.
- 3.5.2. Share group conscience concerns of the local district.

## **4. DISTRICT COORDINATORS AND RESPONSIBILITIES**

### **4.1. Archives**

The archives are a function of Area 93. The purpose of the archives is to record, store and preserve all types of historical data pertinent to District Fifty Two. Suggested length of sobriety is two years and term of position two years, concurrent with that of DCM.

Duties include the following:

- 4.1.1. Solicit materials for archive purposes at the district meeting.
- 4.1.2. Research and provide archival information at district meetings, as required.
- 4.1.3. Responsible for delivering all materials/information gathered to Area 93 archives.
- 4.1.4. Regularly attend district meetings.

### **4.2. Directories**

The district directories person is responsible for tracking all district group meetings for the purpose of providing a printed “Meeting Directory” of all available group meetings, locations, date and time. Suggested length of sobriety is two years and term of position two years. Duties include the following:

- 4.2.1. Provide copies of meeting directories to GSR’s, upon request. NOTE: The Directory is available for download off the District 52 web site: [www.aadistrict52.org](http://www.aadistrict52.org)
- 4.2.2. Turn in expenses for printing directory, to district treasurer.
- 4.2.3. Regularly attend district meetings.

### **4.3. Grapevine**

The district Grapevine representative’s (GvR) job is to make sure all members are aware of the Fellowship’s international journal and the enhancements to sobriety it offers. The GvR is the group’s contact with the Grapevine Office. See procedures for new GvR’s in the A.A. Service Manual. Suggested length of sobriety is two years and term of position two years. Local duties include the following:

- 4.3.1. Discuss the purpose of the Grapevine at district meetings.
- 4.3.2. Work with district members on ordering the Grapevine, as required.
- 4.3.3. Offer GvR services to the PI/CPC chairperson, as required.
- 4.3.4. Regularly attend district meetings.

Note: The Grapevine is supported entirely by revenues from sales of the magazine. Contributions are not accepted from individuals or groups.

#### **4.4. Guidelines and Policies**

The district guidelines and policies person is responsible for maintaining the District 52 Guidelines and Policies booklet up to date. Suggested length of sobriety is two years and term of position two years. Duties include the following:

- 4.4.1. Incorporate any changes voted on by district committee.
- 4.4.2. Submit draft copy of changes at district meeting for review and final approval.
- 4.4.3. Provide copies of Guidelines and Polices to district committee members, as required. NOTE: Guidelines and Policies can be downloaded off District 52 web site.
- 4.4.4. Regularly attend district meetings.

#### **4.5. Hospitals and Institutions**

The H&I committee operates as a separate entity, serving institutions within the district. To facilitate communication between the H&I committee and the district, it is suggested that an H&I representative be present at monthly district meetings.

#### **4.6. Public Information/Cooperation with the Professional Community (PI/CPC)**

The purpose of the PI/CPC committee is to coordinate the establishment of useful contact with the media, organizations interested in A.A., and agencies/activities in the field of alcoholism. In all public relationships, AA's sole objective should be made available freely to all that express sincere interest. The committee members coordinate the activities in each community and solicit the support of A.A. groups. It is important to understand these activities are largely dependent upon the local A.A. groups. The PI/CPC committee will function in accordance with the guidelines contained in the A.A. Service Manual, public information kit and A.A. guidelines distributed by GSO. The PI/CPC committee is composed of a chairperson, members selected from A.A. groups within the district, and other advisors, as required. Suggested length of sobriety for PI/CPC chairperson is two years and term of position two years, concurrent with DCM. The PI/CPC chairperson selects all other members of the committee. The duties of the PI/CPC committee are:

- 4.6.1. Report at each district meeting on current and planned activities within the district.
- 4.6.2. Request group understanding and approval of PI/CPC committee actions.
- 4.6.3. Organize resources to do PI/CPC committee action(s) work.
- 4.6.4. Request money for literature, media announcements, etc.
- 4.6.5. The PI/CPC chairperson regularly attends district meetings.

#### **4.7. Web Master**

Provide an electronic version of District 52 activities to reach out to those who are recovering, or still suffering from alcoholism via the worldwide web. Suggested length of sobriety is two years and term of position two years. Duties include the following:

- 4.7.1. Solicit input from district committee members.
- 4.7.2. Ensure meeting schedule is current, as possible.
- 4.7.3. Monitor web page for possible violations, e.g. – links or postings that are not generated by organizations such as groups, districts, central offices and areas that are registered with A.A. GSO.
- 4.7.4. Coordinate/post information relevant to district activities and actions.

- 4.7.5. Maintain a copy of district web site for archive purposes.
- 4.7.6. Regularly attend district meetings.

NOTE: See “Appendix W. - District 52 Web Site”, for additional guidelines and policies on maintaining the district web site.

## **5. DISTRICT MEETINGS**

### **5.1. General**

The district meeting is held monthly. The date/time/location is determined by district committee member consensus. All district officers, GSR’s and coordinators should make every effort to be at all meetings. Any interested A.A. member or friends of A.A. are welcome to attend. If a district committee member (except GSR’s) fails to attend for three consecutive meetings, without cause, this will result in that position being considered vacant and open to election to be filled.

### **5.2. Format**

The meeting gives the DCM an opportunity to report to the GSR’s on whatever subjects and activities are pertinent. It gives the GSR’s an opportunity to communicate with the DCM and express the group’s conscience. Communication is a two-way street with information flowing in both directions between the GSR’s and the committee member. These meetings are rather informal and any situations concerning the group, the district or A.A. should be discussed freely.

## **6. DISTRICT ELECTIONS**

### **6.1. General**

Elections should be held in October or November of each even numbered year to elect a DCM, alternate DCM, district secretary and district treasurer. They will not take office until January 1<sup>st</sup> of the odd numbered year and end 31 December of the even numbered year. These terms should run concurrent with the area officers.

### **6.2. Election Method**

The A.A. Service Manual outlines election procedures for GSR, DCM and Alternate DCM. There are three options offered in the A.A. Service Manual:

- 6.2.1. Written ballot - majority needed.
- 6.2.2. Show of hands - majority needed.
- 6.2.3. Third Legacy Procedure (see A.A. Service Manual for procedures), which requires two-thirds majority needed.
- 6.2.4. The DCM will ask for a show of hands (majority needed) by district committee members at election time, which method will be used. The same election procedures may be used for the district offices of secretary/treasurer, and district coordinators.

### **6.3. Voting Procedures**

- 6.3.1. All district committee members are eligible to vote on district officers.
- 6.3.2. All district committee members are eligible to vote on district coordinators.

**GLOSSARY OF TERMS**

(as related to District 52)

Note: See AA Service Manual for additional terms.

**A.A. member** – Any person with a desire to stop drinking.

**Archives** – The purpose of the archives is to record, store and preserve all types of historical data pertinent to District 52 A.A. activities.

**C.C.A.A.** – Central California Area Assembly; designated by the GSO, as Area 93.

**Directory** – A printed listing of all A.A. meetings, regularly occurring in District 52.

**District committee** – The district committee is comprised of district officers, GSR's within the district and district coordinators.

**District coordinators** – term used for A.A. members who fill regular service positions for the district, i.e. – archives, directories, Grapevine, guidelines & policies, hospitals & institutions, PI/CPC, web master, etc.

**District workshop** – the District workshop is usually held in February, prior to the PRAASA annual meeting. The agenda topics are ones that come out of the GSO. The purpose is for GSR's to bring their "group's conscience" about the topics to be further discussed and prepared for the area delegate to take to the GSO.

**Groups and meetings** - Within the district there are groups and there are meetings. There is a distinct difference between the two. Below they are defined:

**Group:**

1. A group has a structure and **may be, but is not required to be**, registered with GSO. The structure should basically consist of a secretary, treasurer, GSR and alternate GSR. Some groups have steering committees that add several offices to the structure.
2. A group may meet once or several times weekly, depending on the need.
3. A group has a definite membership.
4. A group participates in and supports district, area and world services.
5. A group is guided by the Twelve Traditions.

**Meeting:**

1. A meeting does not have a structure as a group does. It has someone that arranges for a meeting place, makes coffee, sets up the chairs, takes up a collection and pays the bills. There may be one person doing this, or several may be involved.
2. A meeting does not have a definite membership. Probably those attending a meeting are members of a group that meets elsewhere.
3. Meetings may make contributions to various A.A. activities within the Fellowship.
4. A meeting should strictly adhere to and be guided by the Twelve Traditions.

**Hospitals and Institutions (H&I)** - To bring additional help to alcoholics under treatment, either by conducting and/or participating in A.A. meetings held at hospitals, prison facilities, rehab centers, etc.

**Intergroup** - An intergroup consists of group representatives who gather together to discuss management of services to their respective groups, such as telephone answering service, picnics, etc. Usually, the intergroup is formed among groups within a local geographic area.

**Local committee member (LCM)** - A large district may be broken down into smaller district(s), known as a “local district”. In this case the groups comprising the local district will elect a Local Committee Member (LCM) – this should be a GSR (active, or former) in one of local district groups.

**Public Information/Cooperation with the Professional Community (PI/CPC)** - The purpose of (PI/CPC) committee is to coordinate the establishment of useful contact with the media, other organizations who may be interested in A.A. and with agencies and activities in the field of alcoholism. Also, to further the acceptance of A.A. in hospitals, rehabilitation centers, and similar facilities.

**Pacific Region Alcoholics Anonymous Service Assembly (PRAASA)** – the purpose of PRAASA is to develop greater unity among the members, groups, and Areas of the Pacific Region (see AA Service Manual for area encompassed). PRAASA encourages the exchange of ideas and experiences, and to provide an opportunity for members to discuss pertinent aspects of AA.

**Web master** – An A.A. member that provides an electronic version of A.A. activities to reach out to those who are recovering, or still suffering from alcoholism via the worldwide web.

**APPENDIX W. - DISTRICT 52 WEB SITE****W1. Statement of Purpose**

1. The web site is a District 52 Public Information Committee vehicle and in line with the April 1997 General Service P1 Conference action where AA now utilizes Electronic Media as another method of carrying the AA message. It is fully self-supporting through group contributions provided within District 52. The web site address domain name of [www.aadistrict52.org](http://www.aadistrict52.org) became official as of March 2003.
2. This web site is not endorsed nor approved by Alcoholics Anonymous World Services Inc. or any given Internet provider; it is an AA service provided solely by District 52, Alcoholics Anonymous. To adhere to AA's tradition of personal anonymity, last names of AA members and personal e-mail addresses will not be listed. AA World Services Inc. may have published some of the items at the site, but it is not to be assumed that their use implies consensual approval by the General Service Conference.
3. Alcoholics Anonymous, AA, and the Big Book are registered trademarks of Alcoholics Anonymous World Services Inc. The Grapevine, AA Grapevine are registered trademarks of AA Grapevine Inc.
4. As in any AA activity or Public Information Committee campaign, the primary purpose of this web site is that of carrying the AA message to the alcoholic who still suffers. The [www.aadistrict52.org](http://www.aadistrict52.org) web site is an official web site of District 52, Alcoholics Anonymous, and is being provided as part of their work in reaching out to help the alcoholic who still suffers. The web site is available to all AA service entities, and is maintained by the District 52 web master.

**W2. Public Access**

1. It is recommended that the web site be constructed in such a manner that it be available for viewing by anyone who accesses the Internet through any means and with any system. Care should be taken not to show preference to specific systems, browsers, etc. that would make accessing the site through other means difficult.
2. In Central California, multiple languages are spoken, therefore, in the spirit of unity an effort should be made to provide access to the site's information in whatever language those viewing would understand.
3. To avoid any confusion as to the content of the site, an e-mail address should be included to which additional questions may be sent along with a standard mailing address for those unable to send them electronically.

**W3. Included Links**

1. In keeping with the AA tradition of non-endorsement, and recognizing the fact that any AA site can and will be accessed by the general public, links to any commercial sources, including those selling religious, institutional and political advocacy sites should be avoided. A.A. endorsement of such groups and organizations may mistakenly be implied through such links.
2. District 52 will only maintain links to organizations registered to AA GSO.

**W4. Use of Multimedia on District 52 Web Site**

1. The use of multimedia has become common for the purpose of communicating information and enhancing the experience of the web itself. However, it is recommended that information be presented in a format that is common to all or most systems so as not to exclude those who do not have the same multimedia capability.
2. Excessive use of graphic material should be carefully considered, as the 11th tradition warns against the use of "sensational advertising". Intensive graphical, musical, or video, which is not pertinent to or supportive of the site's informational content, could be viewed as sensational advertising by those who view the site.

**W5. Financing and Maintenance**

1. In keeping with AA's Seventh Tradition, a site placed on the World Wide Web to represent an AA district should be supported solely by that district. The many free sites available on the Internet, while tempting, must be avoided as they often include mandatory advertising space as "rent" for the space. Currency payment for space rental is considered to be the best. Domain names may be registered for the site to separate it from the renting company.
2. Maintenance of the site, updating material, and answering the e-mail and post mail generated by the web site, will be the responsibility of the members of a committee led by the District 52 Web Master.

**W6. Anonymity**

1. Since any web site is a published document, which can be accessed by the general public, the principal of anonymity as it applies to other forms of media, should be extended to the World Wide Web. To that end, full names and photographs of AA members should be avoided.
2. In order to maintain anonymity when using the web site, users are asked to direct all comments, inquiries, and remarks to the e-mail address listed and they will be contacted via e-mail or postal mail according to the need.

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

*"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 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."  
Tradition Twelve.*