

Service Manual District 8

New Hampshire A.A. Area 43

Barnstead, Bow, Canterbury, Chichester, Concord,
Contoocook, Epsom, Henniker, Hillsboro,
Hopkinton, Pembroke, Penacook, Pittsfield,
Suncook, Warner, and Weare.

Version 2.2 ~ 2014

This document contains the current Charters, Bylaws and other procedural and organizational documentation for District 8, N.H.A.A. Area 43.

It is maintained by the Service Manual Committee of District 8.
For information, questions, or copies, please see the District Chairperson of District 8.

Table of Contents

Resources.....	Section 1
AA Preamble, AA Singleness of Purpose, Declaration of Unity, Responsibility Statement	3
District 8: Legal Structure.....	Section 2
District Charter.....	4
Article 1 - Purpose	4
Article 2 – Composition.....	4
Article 3 – District relations to A.A.....	4
Article 4 – District relations to the officers and committees	4
Article 5 – Voting members of the District	5
Article 6 – Elected representatives of the group	5
Article 7 – Elected representatives of the district	5
Article 8 – Officers, committee chairmen & committee members	5
Article 9 – The District	6
Article 10- District meetings.....	6
Article 11- General Intent	6
Article 12- General Warranties.....	6
Bylaws:	7
Parliamentary Authority.....	8
How Robert’s Rules work.....	9
District 8: Trusted Servants.....	Section 3
General Guidelines	
Terms, Suggested Sobriety, Voting Status, Attendance, Financial Responsibilities.....	13
Reference Material.....	13
Officer Job descriptions	
GSR: General Service Representative	14
DCM: District Committee member	15
Alternate DCM	17
Treasurer	18
Financial Policies	19
Secretary	20
Registrar.....	20
Committee Chairs	
Corrections chairs	21
Functions Chair.....	21
Grapevine representative	22
Hotline Chair.....	22
PI / CPC- Public information & cooperation with the professional community	22
Treatment chair.....	22
 Procedure for amending District 8 Service Manual.....	 23

Resources

A.A. Preamble

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self supporting through our own contributions.

A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

A.A.'s Single Purpose: Tradition Five

Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
“There are those who predict that A.A. may well become a new spearhead for a spiritual awakening throughout the world. When our friends say these things, they are both generous and sincere. But we of A.A. must reflect that such a tribute amid such a prophecy could well prove to be a heady drink for most of us—that is, if we really came to believe this to be the real purpose of A.A., and if we commenced to behave accordingly. Our Society, therefore, will prudently cleave to its single purpose: the carrying of the message to the alcoholic who still suffers. Let us resist the proud assumption that since God has enabled us to do well in one area we are destined to be a channel of saving grace for everybody.”

- A.A. co-founder Bill W., 1955

Declaration of Unity

This we owe to A.A.'s future:

To place our common welfare first; to keep our fellowship united.

For on A.A. unity depend our lives, and the lives of those to come.

Responsibility Statement

I am responsible.

When anyone, anywhere, reaches out for help,

I want the hand of A.A. always to be there.

And for that, I am responsible.

District 8 Charter

(Adopted October 2006)

Article 1 - Purpose

The General Service Group of Alcoholics Anonymous (District 8) is the guardian of local services and of the Twelve Steps, Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. The District shall be a service body only, never a government for Alcoholics Anonymous.

Article 2 - Composition

The District shall be composed of all registered A.A. Groups and declared meetings located within the confines of the communities of District 8, as recognized by the New Hampshire Area Assembly.

The District Group shall be composed of the groups' General Service Representatives, Alternate GSRs, Acting GSRs, District Committee Chairmen, Committee Members, and Officers.

Individual members of Alcoholics Anonymous, N.H. District 8, are invited to attend and participate in discussion at any or all District Group or District Committee Meetings. Although they have no vote in the meeting, their input is needed and greatly appreciated.

Consultation and a lateral exchange of ideas between Districts are encouraged. The primary responsibility of the District shall remain the guardianship of services within the confines, and related to the specific informed conscience of District 8.

The District shall relate its service voice and activities to the N.H. Area Assembly by means of its District Committee Member, GSR, Committee Chairmen, and otherwise duly elected or appointed representatives. However, the District shall always exercise its own guided conscience voice in relation to other service entities, based on the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. It shall always carefully consider the intent and spirit of these principles when defining its place and actions within the service structure of the fellowship of Alcoholics Anonymous.

Article 3 - District Relations to A.A.

The District will act for A.A. in the perpetuation and guidance of its world services, at the local level, and it will also be the vehicle by which the A.A. movement can express its view upon all matters of vital A.A. policy and all hazardous deviations from A.A. tradition. District Group Members should be free to vote as their conscience dictates; they should also be free to decide what questions should be taken to the group level, whether for information, discussion, or their own direct instruction.

Article 4 - District Relations to the Officers and Committees

The District shall support their duly elected officers and committees in the exercise of their legitimate service responsibilities. The Officers and Committees shall keep the District duly informed of all service activities and expenditures they have undertaken or wish to propose.

It will be understood, as a matter of tradition, that a defined majority of District Members voting shall be considered binding upon the duly elected or appointed District Representatives and related service committees. This in being provided the total vote constitutes a District Quorum. A quorum shall consist of the voting members in attendance at any District Meeting. Unless otherwise indicated by the recognized parliamentary or procedural authority, the District ought not to impair the ability of the District Representatives to conduct routine service business. Routine being that guided by the Twelve Steps, Twelve Traditions, Twelve Concepts, Guidelines, and related G.S.O. approved A.A. literature, District Guidelines and Bylaws.

A Motion to Reorganize the District may be made at any time by any voting member. A Motion to reorganize the District may bring about a change in the District Charter, Officers, and/or Services and Committees. A vote to carry such a motion will require an affirmative vote of at least 3/4 of the General Service Representatives present when the vote on a Motion to Reorganize the District is taken. In order to assure proper communication, prudent discussion and full representation of the groups in District 8,

such a vote to reorganize shall occur no sooner than the next regularly scheduled District Meeting after a Motion to Reorganize the District is presented to the District, and seconded.

Article 5 - Voting Members of the District

Members of the District who are eligible to vote on issues placed before the District shall be: all duly elected GSRs, (alternate GSR in the absence of the GSR), Acting GSRs, District Committee Chairman, and District Officers.

Article 6 - Elected Representatives of the Group

The General Service Representatives, Alternate GSRs and Acting GSRs are to be elected by the informed group conscience of their individual A.A. groups and meetings. The term for such positions is suggested as two years in duration.

The GSRs, Alternate GSRs, and Acting GSRs carry the conscience voice of the individual groups and meetings to the District. They work toward unity of purpose with the Officers and Committees in serving A.A. as a whole. In doing this they may and, when needed, ought to qualify or depart from their group's opinions on district matters. The group's representatives possess greater on-hand knowledge of actual events, experience in current district issues and more abundant exposure to general A.A. service literature and responsibilities.

Article 7 - Elected Representatives of the District

All District Representatives, (excepting registered committee staff members), are to be elected by the entire District Group at the District Meeting. The election meeting will occur during the month of October, in the odd year, every two years. The duration of term of office for all District Representatives shall be two years. Elected District Representatives shall be all District Committee Chairmen, officers, and any position the District deems necessary of this qualification.

Consecutive terms of office for a District Representative may be allowed if the representative has served only a portion of a full two-year term and only if the District at each specific election meeting grants approval of nomination.

If a District Representative leaves office for whatever reason, the District may approve a new nomination and proceed to a vote to fill the office at any given District Meeting.

The District is at liberty to allow District Committee Chairmen to appoint assistant chairmen, treasurers and staffs of their committee. It may also allow and call for an Instance of Approval of any appointments at the time of notification of such appointments at the District Meeting.

Election of all District Representatives, at the regularly scheduled election meeting, shall be conducted according to the Third Legacy Procedure (A.A. Service Manual), or as close to this as deemed practicable by the District. Election of District Representatives at any other District Meeting (i.e. to fill a vacancy) shall be conducted by written ballot of two-thirds majority to carry or if contested. Third Legacy procedure shall apply.

Election of a sitting GSR to any District Representative position carries with it a number of potential conflicts of interest. The G.S.O. pamphlet, entitled "*GSR May be the most important job in A.A.*" addresses this question with the following text. "Active membership in a home group--yours--is also important, and your GSR should hold no other offices in any group." The candidate and the District should carefully weigh the impact the specific positions, potential conflicts of interest, and the individual candidates when considering electing a sitting GSR to an additional District Representative Position. Any GSR so elected to a district position shall hold the position in an acting capacity until a normal term is completed or until a candidate who can fill the position in a full time capacity is found and elected.

Article 8 - Officers, Committee Chairmen & Committee Members

The District Officers, Committee Chairmen, and Committee Staff Members shall be the actual service arm of the District, whose duties are essentially custodial in character. Excepting for decisions upon

matters of policy, finance, or A.A. Tradition, liable to seriously affect A.A. as a whole, these positions have entire freedom of action in the routine conduct of the local policy and business affairs of the A.A. District. They may name suitable committee members and subsidiary committees in pursuance of this purpose. The Officers are primarily responsible for the integrity of the policies and finances of the District, its subsidiary services, and for such other service entities that the District may desire to form. Except in a great emergency, neither the District Officers, Committee Chairmen, Committee staff members, nor any of the related services ought ever to take any action liable to greatly affect A.A. as a whole without first consulting the District.

It is nevertheless understood that the Officers shall at all times have the right to decide which actions or decisions may require the approval of the District.

Article 9 - The District

The District will bear all financial and policy reports of the Officers, Committee Chairmen, and other related service entities. The District will advise with the Officers, service entities and staffs upon all matters presented as affecting A.A. as a whole as well as locally. The District will engage in debate, form necessary committees and pass suitable resolutions for the advice or direction of the Officers and service entities.

The District may also discuss and recommend appropriate action respecting serious deviations from A.A. Traditions and Concepts, or harmful misuse of the name "Alcoholics Anonymous".

The District may draft any Bylaws, Guidelines or Policies and Procedures to assist it in pursuance of its primary duties. The District may also formulate and adopt any amendments to such Bylaws, Guidelines, or general Policies and Procedures that it deems necessary. Any amendments thereto should always be subject to the approval of the District by a two-thirds majority vote of the voting members present, and only with a previous notice.

Article 10 - District Meetings

District Meetings shall be convened once during each month of the calendar year on a day and at a time deemed practical and effective by the District.

Article 11 - General Intent

The District Charter, any subsequent Bylaws, Guidelines, and Policies and Procedures are not legal documents. They rely more so on tradition, unity, singleness of purpose within our local fellowship and the A.A. purpose for their final effectiveness.

Article 12 - General Warranties

In all its proceedings the District shall observe the spirit of the A.A. Tradition, taking great care that the District never becomes a seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle, that none of the District members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no District action ever be personally punitive or an incitement to public controversy, that though the District 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 District itself will always remain democratic in thought and action.

Parliamentary Authority

District 8 has adopted Robert's Rules of Order as its parliamentary authority. This means that District Meetings are operated using the rules of procedure known as *Robert's Rules of Order*, or simply *Robert's Rules*.

For many new members of the District, Robert's Rules may appear a bit autocratic and inflexible. They may even seem to some as an excuse for some members to exercise power over others. Experience has taught us, however, that for a meeting to proceed in an orderly manner and to be productive, the meeting MUST adopt some form of rules to operate by. A set of operating rules makes a meeting more predictable, less chaotic, can ensure that the business of the District is completed, and can protect the minority from the sometimes overwhelming will of the majority. Robert's Rules are the single most popular set of procedures for meetings and have stood the test of time.

This section of the Service Manual is intended to be a simplified guide to Robert's Rules. Every new member of the District should familiarize themselves with this information so that they can most quickly become productive participants in the business of the District.

These rules may seem a little difficult at first, but be patient. They really do make sense if you give them a chance. Experience has shown us that meetings that are held using these rules are much more productive and lead to far less emotionalism than the free for all of an unstructured meeting.

Importance of Parliamentary Procedures

Parliamentary procedures provide proven, time-tested ways of determining action and carrying on a group's business. One frequently asked question is: Why do we need to know these parliamentary rules--and what difference do they make? Knowing parliamentary procedures might be compared with knowing the "*rules of the road*". Because you have learned the rules of driving, you know which side of the road to drive on, who has the right of way at street corners, who goes first at a four-way stop, and the rules of turning left in front of oncoming traffic. Obeying these and other rules of the road keeps traffic flowing smoothly and accidents from happening. When everyone knows the parliamentary rules, business meetings run smoothly, and the head-on collisions that can happen during the discussion of controversial motions can be prevented. If everyone in your group will learn the basics of parliamentary procedure, you will have more productive business meetings, more members making and discussing motions, and more members willing to serve as officers and committee chairpersons.

Basic Principles of Parliamentary Procedure

There are three fundamental principles of democracy and parliamentary procedure that everyone needs to know before learning the specific rules. If you can remember these principles, you will be able to solve problems that come up in your business meetings even if you can't remember the specific rules.

➤ **The first principle is: *business is taken up one thing at a time.*** This maintains order, expedites business, and accomplishes the purpose of the business meeting.

➤ **The second principle is: *to promote courtesy, justice, impartiality and equality.*** This ensures that everyone is heard; that members treat each other with courtesy; and that everyone has the same rights, and no individual or special group is singled out for special favors.

➤ **The third principle is: *the rule of the majority while protecting the rights of the individual, minority and absent members.*** This principle ensures that, even though the majority rules, the minority have a right to be heard and its ideas are taken seriously. Similarly, the minority does not leave the group because it did not win; it knows that it may win another day. Following this principle preserves the unity and harmony of the group.

How Robert's Rules Work

A meeting that is run by Robert's Rules follows a simple, predictable format. The meeting has a Chair and a group. An Agenda is published before the meeting by the Chair. The agenda establishes the business of the meeting. At the meeting, the group discusses each agenda item in turn, reaching a decision on the questions posed by the agenda, identifying further work to be performed, or deferring further discussion to a later meeting. When all questions on the published agenda have been addressed, new business is entertained. When either all business has been completed, or an agreed upon hour is reached, the meeting is adjourned.

Who's Who

The job of the Chair is to coordinate the meeting. The Chair is not the "Head" of the District; he does not "run" the meeting. The Chair's job is to simply enforce the rules and to direct the flow of discussion during the meeting, consistent with the rules established by Robert's Rules. *The Chair may not engage in debate. The Chair should not express an opinion on any issue under debate and may not be perceived to be steering the debate to the benefit of one position or another.*

The District Meeting is the group of members of the meeting. Their job is to bring motions to the floor for discussion, to discuss those motions, and to vote on those motions when the rules allow such votes. Ultimately the District group, through their motions and votes, are in charge of the meeting and determine the course that a meeting will follow, consistent with the rules established by Robert's Rules.

How It Works

A meeting that is run by Robert's Rules is actually quite simple to follow and participate in.

Debating and Voting on Motions

Items of debate are introduced onto the floor of the meeting by something called a "motion". A motion is simply a proposal, stated by one of the members of the District Meeting. For example, someone might say "I move that this District host the Area 43 Assembly meeting in October." Generally a motion is made to start debate on a subject that is listed on the agenda, but motions can also be made on new subjects when the time for "New Business" is reached in the agenda. To make a motion the person who wishes to make a motion raises his or her hand and the Chair calls on this person.

Most motions must be seconded. This means that another member of the group must "Second" the motion to indicate their support for debate to proceed on the motion. After a motion is made, the Chair will ask if anyone seconds the motion. You can second a motion by simply calling out "I second the motion." or simply "Second."

Once a motion is made, and seconded, debate may follow. Members of the group who wish to speak to the motion (either for it or against it) may do so by raising their hands and waiting for the Chair to call

on them. It is generally suggested, although not called for by Robert's Rules, that the chair ensure that everyone who wishes to has a chance to speak to the motion before someone is called upon a second time to speak.

There is one critical item about debate under Robert's Rules that may seem strange at first. That is all comments and questions are directed to the Chair, even if they are in response to a comment or question made by another member of the group. This is because debate can sometimes become heated and introducing the Chair as an intermediary can often calm debate, lessen personal attacks, and ensure good order to the meeting. The Chair can ask a member of the group to either answer the question or respond, if they wish to, but it is the Chairperson's choice to do this.

At any time during the debate, someone may make a motion to "Call the Question." This is a motion to stop debate and vote on the original motion. A motion to "Call the Question" must be seconded and must be voted on. A majority of group members must approve a motion to "Call the Question" for debate to be stopped and voting on the original motion to proceed.

If it appears that there is no further debate (possibly because no one has raised their hand to speak to the motion), the Chair can simply call for the vote on the motion.

In general, votes are passed by simple majority, but exceptions for 2/3 or 3/4 majority votes can occur.

An outline of the motion that is described above would look something like this:

1. The Chair introduces the topic from the agenda "The DCM would like to discuss the idea of the District sponsoring the Area 43 Assembly in October."
2. Someone introduces a motion to start debate. In this case it might be the DCM who makes the motion, since he or she is the one who probably put the item on the agenda. "I'd like to move that District 8 sponsor the Area 43 Assembly in October."
3. The Chair asks for a second and someone from the floor calls "Seconded."
4. The Chair opens the floor for debate. Anyone who wishes to say something about the motion raises their hand and the Chair calls on them.
5. When it appears that all meaningful discussion has ended, someone from the floor raises their hand, and when called on by the Chair, says "Mr. Chairman, I'd like to call the question."
6. The Chair asks for a second and someone from the floor calls "Seconded."
7. The Chair calls for a vote. The vote may either be by raised hand or by voice vote (i.e. "All in favor, say aye"). If the motion fails to pass, debate continues. If it succeeds, debate is ended.
8. The Chair calls for a vote on the motion made in item 2. If the vote succeeds, the motion passes, if not it is defeated.

Amending a Motion

Sometimes during debate on a motion, members of the group might wish to propose a change to a motion. This is done by making a motion to amend. To do this, the person raises their hand and waits to be called on by the Chair. They then make a motion to amend the original motion. For example, let us say that the debate over the motion in the last section shows that there is some resistance to sponsoring the Area 43 Assembly in October, but the District seems to be agreeable to the idea of sponsoring an Area Assembly. Someone might raise their hand and say “I’d like to move that we amend the motion to sponsor the Area 43 Assembly in December, rather than in October.”

A motion to amend is a normal motion. It must be seconded, debated, and voted on, but during the debate on the amendment, only the amendment may be commented on. Comments on other aspects of the original motion must wait till the amendment has been debated and voted on. Once the amendment has been voted on, debate returns to the original motion.

If the vote on a motion to amend succeeds, then the original motion is changed to reflect the amendment. If it fails, the original motion stands.

An amendment can be proposed to an Amendment, but only one such amendment to an amendment can be open at any one time. This prevents debate from getting too confusing.

For example, the amendment might be proposed to change the meeting from October to December. After some discussion on the amendment, it becomes clear that September would be more agreeable to the majority. A motion to amend the amendment can be made to change the month to September. The District would then vote to accept the amendment to the amendment (changing the original amendment to be to sponsor the Area 43 Assembly in September, rather than in October). If that vote succeeds, the Amendment is changed. At this point the debate could continue on the original amendment, or a vote on the amendment could be called for. If a vote is called for, and the amendment passes, then the original motion is modified to read “I’d like to move that District 8 sponsor the Area 43 Assembly in September.” Debate now continues on the original motion and any aspect of the original motion may now be discussed.

If amendments are made to the motion, the process might be as follows:

- 1- The Chair introduces the topic from the agenda. “The DCM would like to discuss the idea of the District sponsoring the Area 43 Assembly in October.”
- 2- Someone introduces a motion to start the debate. In this case it might be the DCM who makes the motion, since he or she is the one who probably put the item on the agenda. “I’d like to move that District 8 sponsor the Area 43 Assembly in October.”
- 3- The Chair asks for a second and someone from the floor calls “Seconded.”
- 4- The Chair opens the floor for debate. Anyone who wishes to say something about the motion raises their hand and the Chair calls on them.
 - a. A member of the District moves to amend the motion to “sponsor the Area 43 Assembly in December.”
 - b. The Chair calls for a second, and someone calls “Seconded.”

- c. The District debates the idea of changing the dates from October to December.
 - i. A member of the District moves to amend the amendment to “sponsor the Area 43 Assembly in September.”
 - ii. The chair calls for a second and someone calls out “Seconded”.
 - iii. The group debates the amendment to change the date to September.
 - iv. The chair calls for a vote when it appears that debate has reached a conclusion.
 - v. The amendment passes. The amendment is changed.
 - d. Debate continues on the amendment, which now reads “sponsor the Area 43 Assembly in September.”
 - e. The chair calls for a vote when it appears that debate has reached a conclusion.
 - f. The amendment passes. The original motion is changed to read “move that District 8 sponsor the Area 43 Assembly in September.”
- 5- Debate continues on the original motion.
 - 6- When it appears that all meaningful discussion has ended, someone from the floor raises their hand, and when called on by the Chair, says “Mr. Chairman, I’d like to call the question.”
 - 7- The Chair asks for a second and someone from the floor calls “Seconded.”
 - 8- The Chair calls for a vote. The vote may either be by raised hand or by voice vote (i.e. “All in favor, say aye.”) If the motion fails to pass, debate continues. If it succeeds, debate is ended.
 - 9- The Chair calls for a vote on the motion made in item 2. If the vote succeeds, the motion passes, if not it is defeated.

Special Motions

The motions and amendments described above are normal motions that address the business of the district. Other special motions may be made as well. A motion to “Call the question” or “Close debate”, which was discussed above, is one such procedural motion, but there are others as well.

Remember, if you are confused at any time during a debate, you can simply raise your hand, and when called upon, “Rise for Information” by asking the chair for information to clarify what is happening or what procedural options exist next. Remember, the chair may NOT take a position on the debate that is in process, but the chair MAY answer questions that you have about procedure.

Responsibilities and Guidelines for Trusted Servants (Approved by District 8 - October 2006)

General Guidelines

Terms: All terms are for a two-year duration.

Suggested Sobriety

DCM, Alternate DCM, and District Treasurer: at least five (5) years continuous sobriety.

District Secretary, Registrar, and Committee Chairs: at least three (3) years continuous sobriety.

Voting Status

See District 8 Charter, Article 5 - Voting Members of the District. Page 5.

Attendance

It is suggested that officers and committee chairs all attend regular District meetings.

Three absences without contact may provide cause for removal from post.

Financial Responsibilities

All District Officers and Committee Chairs must submit an annual written budget request to the Finance Chair to support the annual budget process. The request should list expected expenses with as much supporting detail as is reasonable to provide for review and approval of the requests by the District Finance Chair and the District.

Reference Material

It is suggested that all Officers, Committee Chairs, and Co-Chairs familiarize themselves with the following materials:

- The A.A. Service Manual
- The Twelve Steps of A.A.
- The Twelve Traditions of A.A.
- The Twelve Concepts for World Service
- The Legacies of A.A. as described in *A.A. Comes of Age*
- The District 8 Service Manual
- Service Literature and service materials which are available from G.S.O.
- Conference Approved Books and Pamphlets of Alcoholics Anonymous

GSR: General Service Representative

Job Description:

The General Service Representative (GSR) has the job of linking his or her group with A.A. as a whole. The GSR represents the voice of the group conscience, reporting the group's thoughts to the district committee member and to the delegate, who passes them on to the Conference. This communication is a two-way street, making the GSR Responsible for bringing back to the group Conference Actions that affect A.A. unity, health and growth. Only when a GSR keeps the group informed, and communicates the group conscience, can the Conference truly act for A.A. as a whole.

Qualifications:

- 1- Experience shows that the most effective GSRs have been active in group, intergroup, or other service, where they have developed a desire to serve, and encountered situations in which the Twelve Traditions have been called upon to solve problems.
- 2- Usually, prospective GSRs have at least two years of continuous sobriety.
- 3- They have time available for district meetings and area assemblies.
- 4- They have the confidence of the group, and an ability to listen to all points of view.

Duties:

- a- GSRs attend district meetings
- b- They also attend area assemblies.
- c- GSRs serve as the mail contact with the General Service Office, and they are listed in the A.A. directories as contacts for their groups. They receive the G.S.O. Bulletin *Box 4-5-9*, and keep their groups abreast of A.A. activities all over the world.
- d- They serve as mail contact with their district committee member and with the area committee.
- e- GSRs supply their DCMs with up-to-date group information, which is relayed to G.S.O. for inclusion in the directories and for G.S.O. Mailings.
- f- They are knowledgeable about material available from G.S.O. — new literature, guidelines, bulletins, videos, tapes, kits, etc. — and they are responsible for passing such information on to the groups.
- g- They learn everything they can about the Twelve Traditions and Twelve Concepts and are familiar with this manual, the books *Twelve Steps and Twelve Traditions* and *A.A. Comes of Age, Twelve Concepts for World Service*, and the pamphlets “The A.A. Group,” “A.A. Tradition – How It Developed,” “The Twelve Traditions Illustrated,” and “The Twelve Concepts Illustrated.”
- h- They usually serve on group steering committees.
- i- They work with group treasurers to develop practical plans for group support of G.S.O., such as the Regular Contribution Plan and the Birthday Plan. They encourage the group to support the area and district committees and local central offices or intergroups, and they are familiar with the leaflet “Self-Support: Where Money and Spirituality Mix.”
- j- They participate in district and area service meetings, and often help with planning for area get-togethers and conventions. Following these events, they make reports to their groups for the benefit of those who could not attend.

DCM: District Committee Member

Description

The DCM position assumes ultimate responsibility for all District activities. Although the DCM is not personally involved in each and every instance, the District has entrusted this position with the burden of remaining informed of all current and upcoming issues.

The DCM is the primary channel between the District and Area Assembly. The DCM regularly attends the area meetings, reports there on the status of District 8, its activities, and represents the voice of the District. The DCM delivers information from the Area and Area Assembly back to the District.

To qualify for the position a person needs:

1. A solid background in service work, preferably at both group and district level.
2. Enough continuous sobriety (5 years).
3. The time to fulfill responsibilities to the district for the entire two-year term.

General Duties

The duties of the DCM are described in *The A.A. Service Manual* in the chapter entitled *The District and the DCM*. In addition to those duties, District 8 states the following requirements for this position:

- 1- Holds regular (monthly) meetings of all GSRs, Committee Chairs and interested A.A.s in the district.
- 2- Assists the delegate in obtaining group information and conscience voice.
- 3- Keeps the GSRs and others informed about Conference activities.
- 4- Encourages the GSRs, other officers and Committee Chairs to get acquainted with *The A.A. Service Manual, Box 459*, The 12 Traditions and other pertinent Conference approved books, pamphlets and occasional literature.
- 5- Encourage regular mini-workshops, and a district wide event to be held at least once during the DCM's two-year term.
- 6- Makes conference reports to the groups when the delegate cannot.
- 7- Gets the GSRs and others acquainted with the Guidelines from G.S.O.
- 8- Makes a regular practice of visiting group meetings and talks to groups about the responsibilities of general service work.
- 9- Stays in regular contact with the Alternate DCM and the delegate.
- 10- Invites the delegate to specific district meetings.
- 11- Invites various Area Committee Chairs to speak at specific district meetings.
- 12- Attends all possible conferences and conventions and encourages the district to host one Area Quarterly Meeting during the tenure of the DCM

DCM cont'd-

Specific Guidelines

The District, because of its makeup and specific needs, has formed some basic guidelines for its DCM. The list is by no means binding and each DCM will leave a particular stamp on the history of District activities. Some stress certain areas of service over others.

Some rely more on the district committee and group strengths to carry the load of activity. Whatever the course, each DCM must become aware, at least, of the points that the groups, their GSRs and the rest have come to expect be given due consideration.

- 1- Remain visible, attending major district as well as group events when possible.
- 2- Visit groups in the district in a timely manner.
- 3- Stress the importance of GSR representation to the groups.
- 4- Acquaint oneself with GSR and Committee duties and maintain the import of service at all levels.
- 5- Remain in regular and up-to-date contact with Committee Chairs, their functions and activities.
- 6- Bring Tradition problems to the attention of the district and encourage their discussion at the group level.
- 7- Work closely with the Alternate DCM, and divide the myriad of district and area duties equitably with that person.
- 8- Share with the GSRs interesting and related information from other districts.
- 9- Promote current World Service awareness within the district.
- 10- Make sure that minutes from the district meetings are delivered to the area or delegate.
- 11- Attend all N.H.A.A. meetings possible, accurately and concisely reporting events back to the district.
- 12- Hold biennial District elections.
- 13- Past DCM will be available as a resource for the current DCM

Alternate DCM

The Alternate DCM is directly responsible and answerable to the DCM concerning any and all district matters. The Alternate DCM fills in for the DCM in case the latter is unable to perform the duties of their office. Attendance at all District meetings is required.

This position must maintain a regular contact with all committees and be available to the GSRs for resolution of any questions they have that are of an immediate nature.

It is suggested that the Alternate DCM attend as many group meetings in the district as possible to maintain a feel for the atmosphere of A.A. locally. It is also of importance that during the two-year term an alternate attends some N.H.A.A. monthly and quarterly meetings. A familiarity with the A.A. Service Manual is helpful, and a continued study to understand the Traditions, Concepts, Legacies and Guidelines of A.A. is recommended. Attendance at some group and district functions in the course of a year is also expected.

The Alternate DCM may make a report at each District meeting and is required to file a written quarterly report with the District. The Alternate DCM is also the Chair of the Service Manual Committee. The Alternate DCM is also responsible for assembling and distributing GSR Service Packets to new GSRs.

To qualify for this position the candidate should:

- 1- have a solid background in service work in both the group and district level.
- 2- have enough continuous sobriety (5 years)
- 3- have the time to fulfill responsibilities to the district for the entire two-year term.
- 4- have the ability to smoothly conduct the District meeting.
- 5- have a basic working knowledge of the Twelve Traditions.

District Treasurer

Job Description

The District Treasurer is responsible for keeping track of all District financial matters. This person will maintain accurate records showing the financial health of District 8. Some experience in accounting, and bookkeeping is helpful but not required.

- 1- The District Treasurer will be the key holder of the District P.O. Box and will log donations from groups and process the funds to the district bank account.
- 2- The treasurer will pay the bills of the standing committees and present a monthly report to the District. (i.e. month of January transactions presented at the February meeting etc.) He/she will also deliver mail directed to other committees.
- 3- The District Treasurer is expected to attend the Group Service Meetings.
- 4- It is required that the District Treasurer will make sure that another officer (DCM or Secretary is recommended) is able to sign checks on this account also.
- 5- Five (5) continuous years of sobriety is suggested.

District Treasurer Bylaws

Article I - Purposes

The District Treasurer shall oversee all financial matters so as to provide guidance and advice to the District when and where money is needed to provide service work. These bylaws will allow continuity and a path to follow for future financial leaders of District 8.

The most common responsibilities of the District 8 Treasurer are:

- 1- To actively seek help from any A.A. resource (from G.S.O. to the individual A.A.) when an issue arises and to keep District 8 informed.
- 2- To be the advisor to the District when and where money is an issue or fiscal policy needs to be updated.
- 3- To make recommendations to add, change or delete any type of fiscal policy if the need arises.
- 4- To draft the yearly budget for approval and make recommendations at mid-year if financial changes are needed.
- 5- To submit a detailed quarterly accounting report and comments regarding the general financial health of District 8.
- 6- The Treasurer's authority does not extend to the disposition of budgeted funds within any committee.

Article II - Scope

The District 8 Treasurer will make him or herself available to all officers, committee chairs (and their members), GSRs and any District 8 member to answer any questions and will consider any good idea pertaining to finance. The fiscal year will begin on January 1st. All financial books of District 8 will be open to all members.

District 8 Financial Policies Based on Traditions and Concepts

1. Inflows

- a. Contributions from groups in District 8 to the General Treasury.
 - i. A prudent reserve equal to 50% of the annual budget is maintained.
- b. Direct contributions from members of District 8.
 - i. This may happen if an unexpected service need becomes clear.
- c. Contributions received by sponsoring a special event such as a convention or conference to the General Treasury if there is a profit.
- d. Interest from accounts.

2. Outflows

- a. Budgeted moneys for A.A. Services including business expenditures:
 - i. Group Services
 - ii. Operations (rent) cost
 - iii. DCM
 - iv. Alternate DCM
 - v. Treasurer
 - vi. Secretarial
 - vii. Registrar
 - viii. Corrections
 - ix. Functions
 - x. Grapevine
 - xi. Hotline
 - xii. Public Information & Cooperation with the Public Community
 - xiii. Treatment
- b. Other ways to spend money during year (Group Conscience needed)
 - i. Suggestions from any Committee
 - ii. Suggestions from an A.A. member, GSR, or a group that helps to improve service to the groups and the newcomer.
 - iii. Set aside unexpected windfall for a cause. We should be forever poor. Prudent Reserve Fund may be looked at if needed
 - iv. Donations to Area and/or G.S.O.
- c. Spend Down due to an inflated Treasury: Donate excess funds at year end to Area 43 and G.S.O.

This outline suggests ways District 8 should manage its Inflows and Outflows. A simple majority from the voting body is needed for change which may come in the form of accepting a fiscal budget.

The Prudent Reserve Fund should not exceed six months of operating expenses for general treasury, and functions, combined. Our annual expenses are generally \$3500.00 and our prudent reserve is \$2400.00. The District directs the Treasurer what to pay and the Treasurer writes the checks and advises.

Secretary

The primary duty of the District Secretary is to record, in as much detail as necessary, the minutes of each district meeting. The Secretary should retain all notes and typed minutes and submit originals to the District Registrar on a regular basis.

Registrar

This position is responsible for maintaining and disseminating all district groups and meeting information. The District Registrar keeps an updated file listing each group's or meeting's name, location, time and day of meeting, nature of meeting, G.S.O. reference number, current GSR data and alternate GSR or contact person information. Changes are submitted to the District Registrar by the representative of the group via the "Area 43 Alcoholics Anonymous Group Change Form". The Registrar sends changes N.H.A.A., and then NHAA sends the info on to G.S.O.

The Registrar also maintains an accurate list of current district officers and chairpersons, complete with their addresses and telephone numbers.

The District Registrar maintains the list of meetings within the District.

N.H.A.A. Area 43 will, annually, provide the District Registrar with a printed list of group information which it has received from G.S.O. The District Registrar is responsible for auditing this information to ensure its accuracy and return any corrections to N.H.A.A. Area 43 in the time frame specified by N.H.A.A. Area 43.

The Registrar must supply a quarterly report to the district to keep that body informed of major changes and allow an opportunity to close any gaps in its information gathering process.

Committees

Corrections

The Corrections Chair positions ensure that A.A. meetings are provided to all corrections facilities within the district borders and cooperate with the N.H.A.A. Area 43 Corrections committee to supply meetings at state facilities outside of the district borders.

A male A.A. is elected to address meetings at male corrections facilities and a female A.A. is elected to address meetings at female corrections facilities. The district will allocate separate budgets for each chair.

The Men and Women's Correction Chairs will cooperate to provide support for corrections related half-way houses and other facilities within the district borders. Where expenditures are required, funds may be donated from both budgets by the chairs.

These positions coordinate the meetings held at these locations through cooperation with the corrections officials. The Chairs are also responsible for keeping these facilities supplied with A.A. pamphlets and books. This is done primarily through a budget allotted by the district and supplemented by donations of literature from groups within the district.

The chairs must stay in contact with the N.H.A.A. Corrections Chair on matters related to the State Prison system and its related impact on A.A. groups and speakers attending those facilities. The chair should also work with the state representative on guidelines of listing contact people in A.A. District 8 for prisoners entering society after incarceration. A good understanding of A.A. Traditions and patience with a strict prison system are prerequisites to this role.

The chair may visit groups within the district and speak on the need and purpose of service work regarding the prison system. In addition, the positions are responsible for quarterly reports to the District.

Functions

Duties of the Function Chair are to report monthly on all activities in District 8. 1 Traditionally District 8 annual events include the Halloween Dance, Christmas Alcahion, New Year's Eve Dance, and summer outing.

Function Bylaws (Adopted October 2006)

Article I

The purpose of the Function Chairperson of District 8, Area 43 of N.H.A.A. shall be to plan, arrange and host dinners, workshops and other such activities, as requested by the District for the benefit and unity of members of A.A.

The Function Chairperson shall be elected by the District during the normal biannual District elections or by special vote when a vacancy occurs. In the case of a special election to fill a vacancy, the Function Chairperson shall serve out the remainder of the normal term.

Grapevine Representative

This chair is responsible for the general state of awareness of the Grapevine offerings on the group and district levels. The role is chiefly one of promoting Grapevine subscriptions by individuals and groups as well as presenting the myriad of other material, tapes and the like that the Grapevine produces.

Whenever requested, the Grapevine Representative also secures and presents Grapevine displays at district functions, meetings and workshops. The representative may also speak at individual groups in order to educate A.A. members on what is current in Grapevine material. The post should remain in regular contact with the N.H.A.A. Grapevine Representative and the Grapevine itself to keep up on changes and to share experiences. Quarterly reports or updates to the district are required.

Hotline Chair

The main duty of the Hotline Chair is to manage and maintain services related to our 24-hour hotline, in an effort to not only relay meeting information, but to provide 12th-step assistance to those seeking help. The Hotline Chair maintains current contact information for 12-Step calls. For details pertaining to the Area 43 Hotline Committee Bylaws, see Area 43 Service Manual.

PI/CPC: Public Information and Cooperation with the Professional Community

This position is the foremost contact between A.A. District 8 and a long list of outside agencies. These include: area school administrators, lawyers, judges, doctors, churches, police etc. The chair is the person who approaches these agencies or upon their request provides critical information only as to what A.A. can provide in the vein of cooperation without affiliation. Among the services the committee offers is A.A. literature, displays, and basic information that present A.A. for what it is in the fabric of any community. This position provides accurate information for the media and answers inquiries from the general public. The chair puts together lists of volunteers, from the district, to speak at appropriate times and locations, participates in the presentation of conference approved radio and television spots and networks closely with the N.H.A.A. chair for current information. Solid contact with the N.H.A.A. Area 43 PI/CPC Chair(s) is required.

This position requires good judgment and a sound appreciation of A.A. Traditions. The chair should be familiar with and take guidance from the various A.A. pamphlets and the A.A. Guidelines (Yellow pages) which are available from G.S.O.

Treatment Facilities Chair

This position is responsible for bringing the message of A.A. to non-corrections related treatment facilities within District 8.

The chair maintains a list of all treatment and related facilities within District 8.

This contact list should include the names of all directors and/or program organizers within these facilities.

The chair is responsible for communicating to these facilities the guidelines for A.A. assistance available to treatment programs. A.A. literature, as well as district meeting lists, may be provided to the facilities upon request. Meetings and special presentations may also be arranged according to A.A. Traditions. To accomplish this end the chair may request volunteer speakers from groups within the district.

The district chair should also be in solid contact with the N.H.A.A. state chair for Treatment Facilities.

A sharing of information and experience is crucial to the success of this endeavor.

Responsibilities also include quarterly reports to the District.

Procedure for Amending District 8 Service Manual

The District 8 Service Manual Committee shall meet once a year. The purpose of the committee will be to review the Service Manual and edit it as necessary so it continues to accurately reflect how business is conducted in District 8.

The committee should incorporate any changes in policy made during the course of the year by the District. The committee should also listen to and consider any suggested changes from any members of the District keeping in mind that the Service Manual committee is charged with ensuring that the Service Manual reflects what we do.

The committee should avoid matters that affect district policy. The Service Manual committee shall not make rules. The membership of this committee is open to any A.A. member with two years of continuous sobriety.

The committee is encouraged to work by consensus, but in the event that a vote is necessary, a simple majority of those assembled should suffice. Once the District 8 Service Manual has been reviewed by the committee, it may be printed without further review. The Alternate D.C.M is the Chair of the Service Manual Committee.

Do You Just Belong?

Are you an active member, the kind that would be missed?
Or are you just contented that your name is on the list?
So you attend the meetings and mingle with the flock?
Or do you meet in private and criticize and knock?

Do you take an active part to help the work along?
Or are you satisfied to be the kind that just belongs?
Do you work on committees, to this there is no trick;
Or leave the work to just a few, and talk about the clique?

Please come to the meetings often, and help with hand and heart.
Don't be just a member but take an active part.
Think this over, members, you know what's right from wrong.
Are you an active member, or do you just belong?

-Anonymous