

DISTRICT 80 SERVICE MANUAL: POLICIES & PROCEDURES

(DRAFT VERSION 4/15/24)

ARTICLE I - NAME

The District's name shall be Alcoholics Anonymous District 80 of North Carolina, USA.

ARTICLE II - PURPOSE

The purpose of District 80 is to be a unifying entity for the AA Groups within the District and to empower the individuals and Groups to carry the message of Alcoholics Anonymous. To carry the voice of AA from the Groups in our District to the AA General Service Conference and Area 51 Assembly by meeting regularly to discuss Conference and Assembly business as well as attending, participating in and voting at Area Assemblies per our responsibility as stated in Concept 1, "The final responsibility and ultimate authority for AA World Services should always reside in the collective conscience of our whole fellowship."

ARTICLE III - GOVERNING PRINCIPLES

The District shall be governed by the guiding principles embodied in the Twelve Steps, Twelve Traditions and Twelve Concepts, as outlined in literature published in "Alcoholics Anonymous", "Twelve Steps and Twelve Traditions," "The A.A. Service Manual", and "Twelve Concepts for World Service by Bill W."

The District also extends the AA principle of anonymity to all its members, taking reasonable and commonsense precautions and employing discretionary practices that help protect, though not guarantee, the online and printed anonymity of AA's in the District. As such, District Service Committee members and AA members shall not share or publish any personally identifying information other than first name and last initial in its correspondence or website, except for situations in which the AA member expressly requests information be used to facilitate communication.

ARTICLE IV - SERVICE ROLES AND DUTIES

The members of the District are made up of AA individuals and Groups within the North Carolina District 80 borders as defined by General Service Area 51 of the General Service Conference of Alcoholics Anonymous, USA. The District shall have a District Service Committee that shall give guidance, support, and provide outreach functions to AA members, Groups, and the general population to further the purpose of AA. The District Service Committee shall be made up of Officers, Service Coordinators, Local Committee Members (LCMs), and General Service Representatives (GSRs). Responsibilities and duties are described below.

VOTING RIGHTS

The District Service Committee members have voting rights as follows: DCM; Alt DCM (only in absence of DCM); all other Committee members and officers; GSR; Alt GSR(only in absence of GSR). No Group as represented by their GSR and/or Alternate GSR shall have more than one vote; GSR's or Alternates may not vote for more than one group. Non-GSR members may attend District meetings but will not have a vote.

*A person standing for an office does not need to be present at the election meeting, but an email or letter of intent must be received by the DCM prior to the election meeting for an absent district member to be considered for a position.

DISTRICT COMMITTEE MEMBER (DCM)

- ✓ Ensure that the District and the Groups are knowledgeable of all Agenda items to be acted upon by Area Committee, Area Assembly, and General Service Conference.
- ✓ Communicate the collective Group conscience of the District and its individual Groups to the Area Committee and Area Delegate.
- ✓ Support the local service structure to help carry the AA message locally and to help ensure both District 80 and the North Carolina Mountain Central Office Intergroup cooperate and are fully informed.

DUTIES

- ✓ Coordinate reservation of the quarterly District meeting location and Zoom® login information.
- ✓ Prepare the draft Agenda and the final Agenda for the quarterly meeting.
- ✓ Conduct the District Committee meeting.
- ✓ Maintain DCM email and the District's email distribution list.
- ✓ Attend the Area Committee Meeting and Area Assembly (4 times annually).
- ✓ Conduct New GSR/Alt GSR workshops.

- ✓ Serve as trusted servant on the assigned Area sub-committee.
- ✓ Assist in maintaining District and Group information for the District and Area registrars.
- ✓ Inform GSRs about Conference and Area proposals, activities, issues, agenda items and budgets.
- ✓ Acquaint GSRs with AA Service Manual and Twelve Concepts for World Service. Box 459 and other AA literature.
- ✓ Visit AA Groups within the district and invite them to participate in District meetings.
- ✓ Encourage support to Groups that are new and/or struggling.
- ✓ Conduct elections of District Trusted Servants in Nov or Dec for rotating 2-year terms.
- ✓ Provide leadership in solving local service structure problems.
- ✓ Work closely with other District Trusted Servants on committees, projects, and District business.
- ✓ Conduct Group inventories when requested.
- ✓ Coordinate District 80's annual Founders' Day Service Event:
 - chair the event;
 - select speakers and theme.

QUALIFICATIONS FOR DCM

Following are the suggested service and sobriety details for DCM

- ✓ Minimum four years sobriety, is either a current officer or General Service

Representative (GSR) in District 80 or has completed a two-year term in a District 80 service position in the past

- ✓ In the interest of the spirit of rotation, the current DCM should not stand for any office. Current officers who have completed their two-year terms may stand for a different office, but they need to rotate out of their current position. Officers who were appointed mid-term to fill a vacancy may stand for a full two-year term in that same office.

✓

ALTERNATE DISTRICT COMMITTEE MEMBER (ALTERNATE DCM)

The Alternate DCM's primary responsibility is to maintain readiness to fill in for the DCM, should the latter be unable to serve at a required time.

DUTIES

- ✓ Attend all District 80 meetings.
- ✓ In the absence of the DCM, conduct quarterly meetings.
- ✓ For any District-level meeting, connect the meeting room with the Zoom meeting where employed.
- ✓ Work closely with other District Trusted Servants on projects, tasks, and any District business.
- ✓ Encourage Groups that are new or struggling.
- ✓ Assist the DCM in conducting new GSR and Alt GSR workshops.
- ✓ Attend the Area Committee Meeting and Area Assembly (4 times annually)

- ✓ Inform GSRs about Conference and Area proposals, activities, issues, agenda items and budgets.
- ✓ Serve actively on assigned Area 51 Sub-Committee, as Workshop Chair or Co-Chair, or other Area projects.
- ✓ In the absence of the DCM, vote in Area 51 proceedings.

QUALIFICATIONS FOR ALT DCM

Following are the suggested service and sobriety details for Alt DCM

- ✓ Minimum four years sobriety, is either a current officer or General Service Representative (GSR) in District 80 or has completed a two-year term in a District 80 service position in the past

TREASURER - DUTIES

- ✓ Ensure the Treasurer and the DCM are the 2 authorized users for the District account. Ensure a new bank card is issued to both the Treasurer and the DCM.
- ✓ Collect contributions from Groups and deposit funds promptly.
- ✓ Collect mail from PO Box at least twice per month.
- ✓ Pay expenditures from checking account for approved expenses incurred by District 80:
 - Lodging, meals and mileage to be paid to DCM and Alt DCM at the same current rate allowed by Area 51 for Area 51 events.

- For lodging and meal reimbursements, all receipts must be turned in.
- For officer or scholarship recipients, travel may be booked on the District bank card.
- ✓ Reconcile bank statement to the checkbook register quarterly.
- ✓ Prepare a Quarterly Group Contributions/Expense Report for each District Meeting.
- ✓ Prepare a Cumulative Group Contributions Report and distribute to GSRs semi-annually.
- ✓ Maintain a file containing records of quarterly reports and bank statements and have it available for review by GSRs at District Meetings as requested.
- ✓ Collect, count, and promptly deposit funds from other District 80 activities as required.
- ✓ Attend quarterly District 80 Business Meeting or notify DCM in advance if unable to attend.
- ✓

QUALIFICATIONS FOR TREASURER

Following are the suggested service and sobriety details for Treasurer

- ✓ Minimum two years sobriety, is either a current officer or General Service Representative (GSR) in District 80 or has completed a two-year term in a District 80 service position in the past.
- ✓ Has basic computer skills, accounting and spreadsheet experience

SECRETARY – DUTIES

- ✓ Distribute District meeting invitations to the District’s most current email distribution group, as maintained by the DCM – an initial invite at least two weeks prior to meeting, and a final invite at least three days prior to the meeting.
- ✓ To keep meetings to a reasonable length, request that all Officers and Coordinators submit their quarterly reports in writing at least three weeks prior to each quarterly meeting, to be sent with the invitation along with the meeting agenda and other materials for **review in advance of the meeting**.
- ✓ Attend the Quarterly Business meeting, or if unable to attend, notify DCM in advance.
- ✓ Maintain a record of those attending District Meetings, including their service position(s), email, address, and phone number, where offered.
- ✓ Record and prepare a detailed draft Summary of each District Meeting.
- ✓ Distribute the draft Summary to the District Committee Members and the General Service Representatives via email and request additions/corrections where needed.
- ✓ Incorporate additions/corrections where reasonable. Ask the DCM to adjudicate any conflicting input and send out the final Summary via email.
- ✓ Maintain a file of all previous Final Summaries – including action items and all referenced material – as the District 80 Archive for each year.

QUALIFICATIONS FOR SECRETARY

Following are the suggested service and sobriety details for Secretary

- ✓ Minimum two years sobriety, is either a current officer or General Service Representative (GSR) in District 80 or has completed a two-year term in a District 80 service position in the past.

- ✓ Has basic computer skills and is detail oriented

WEBMASTER/REGISTRAR – DUTIES

- ✓ These two complementary roles are typically combined to facilitate uniform tracking of information. However, they may be separated into individual roles by a vote of substantial unanimity (2/3 majority) by the District Committee.
- ✓ The District Webmaster maintains current information about District 80 Groups (including service positions), District Officers and Coordinators, and recovery-related events and information on District 80's website (aawnc80.com). When requested by the DCM (or as a result of discussion at the quarterly business meeting) the Webmaster will create and maintain new content on the website for the benefit of AAs in the District and beyond. Due to the technical nature of this position, the Webmaster will serve a four-year term.
- ✓ The Registrar maintains the current record of Groups and their details and tracks this information on the District's website, and in the web-based Meeting Directory. This position entails regular contact with GSRs, LCMs, and other Group members to keep up with perpetual changes in this information.
- ✓

QUALIFICATIONS FOR WEBMASTER/REGISTRAR

Following are the suggested service and sobriety details for Webmaster/Registrar

- ✓ Minimum two years sobriety, is either a current officer or General Service Representative (GSR) in District 80 or has completed a two-year term in a District 80 service position in the past.
- ✓ Has experience maintaining websites and updating data

- ✓ Attention to detail including updating Group Data

COOPERATION WITH THE PROFESSIONAL COMMUNITY / PUBLIC INFORMATION COORDINATOR (CPC/PI)

These two complementary roles are typically combined to minimize duplication of effort in fulfilling these roles. However, they may be separated into individual roles by a vote of substantial unanimity (2/3 majority) by the District Committee.

The CPC/PI Coordinator is the liaison between District 80 and the North Carolina Mountain Central Office (NCMCO)

- ✓ Coordinates with District 80 Groups and encouraging them to develop local community public information outreach programs.
- ✓ Encourage District 80 groups to get involved in their local communities by placing PSA's, staffing A.A. booths at health fairs, distributing A.A. pamphlets, and offering to speak at professional meetings and conferences

Suggested Service and Sobriety Details for CPC/PI Coordinator

- ✓ (a) Minimum one year of sobriety and (b) Has gone through the steps. Should a Coordinator wish to appoint one or more Co-Coordinators, their eligibility requirement is (a) a minimum of six months sobriety and (b) either having completed or is currently working the steps with a sponsor. Coordinator positions are elected each November/December for two year terms beginning the following year. Vacant positions may filled at any time
- ✓ Has a strong desire to carry the A.A. message of recovery

CORRECTIONS/BRIDGING THE GAP COORDINATOR

These two complementary roles are typically combined to minimize duplication of effort in fulfilling these roles. However, they may be separated into individual roles by a vote of substantial unanimity (2/3 majority) by the District Committee.

The Corrections Coordinator is the liaison between District 80 and the Area 51 Correctional Facilities Committee, and the BTG Coordinator is the liaison between District 80 and the North Carolina BTG Committee.

- ✓ Attend the quarterly Intergroup Correctional Facilities and Bridging the Gap meetings and report updates at the quarterly District 80 meetings.

Suggested Service and Sobriety Details for Corrections/BTG

(a) Minimum one year of sobriety and (b) Has gone through the steps. Should a Coordinator wish to appoint one or more Co-Coordinators, their eligibility requirement is (a) a minimum of six months sobriety and (b) either having completed or is currently working the steps with a sponsor. Coordinator positions are elected each November/December for two year terms beginning the following year. Vacant positions may be filled at any time

*Has a strong desire to carry the A.A. message of recovery

GRAPEVINE/LITERATURE COORDINATOR

These two complementary roles are typically combined to minimize duplication of effort in fulfilling these roles. However, they may be separated into individual roles by a vote of substantial unanimity (2/3 majority) by the District Committee.

The Grapevine/Literature Coordinator helps provide information and facilitate access to resources, in print, audio and online, for the Grapevine and AA Conference-approved materials, as well as such service materials as guidelines, bulletins, reports and AA directories.

- ✓ Promote spreading the AA message through literature and encourage individuals and Groups to share their experience strength and hope through submissions to the Grapevine magazine.
- ✓ Inform individuals, Groups, and District Committee members through displays or other suitable methods, of available Conference-approved literature, audiovisual material, and other special items
- ✓ Suggested Service and Sobriety Details for Corrections/BTG

(a) Minimum one year of sobriety and (b) Has gone through the steps. Should a Coordinator wish to appoint one or more Co-Coordinators, their eligibility requirement is (a) a minimum of six months sobriety and (b) either having completed or is currently working the steps with a sponsor. Coordinator positions are elected each November/December for two year terms beginning the following year. Vacant positions may filled at any time

*Has a strong desire to carry the A.A. message of recovery

SPECIAL EVENTS COORDINATOR

The Special Events Coordinator will propose activities to foster fun and fellowship for the District's AA community, and coordinate such events once approved by the District Committee:

- ✓ Secure time and place;
- ✓ Ensure that all service roles (food, clean-up, etc.) are covered;

- ✓ Manage expenditures and submit receipts/invoices to the District Treasurer for reimbursement.

Suggested Service and Sobriety Details for Special Events Coordinator

- ✓ (a) Minimum one year of sobriety and (b) Has gone through the steps. Should a Coordinator wish to appoint one or more Co-Coordinators, their eligibility requirement is (a) a minimum of six months sobriety and (b) either having completed or is currently working the steps with a sponsor. Coordinator positions are elected each November/December for two year terms beginning the following year. Vacant positions may be filled at any time

GENERAL SERVICE REPRESENTATIVE (GSR)

The General Service Representative has the job of linking their group with AA as a whole and represents the group conscience. Each Group in the District may elect a GSR and an Alternate GSR, or if not feasible, may rely instead on an LCM for Group representation (see below). Each Group represented at District meetings by a GSR and/or Alternate GSR has one vote. Election criteria for the GSR and Alt GSR are at the discretion of the Group, but they are encouraged to follow the sobriety, term and job descriptions suggested by the General Service Conference.

DUTIES

- ✓ Attend quarterly District meetings.
- ✓ Attend Area Assemblies (twice a year) if the Home Group agrees to cover expenses.
- ✓ Be the liaison between the Group and the District.

- report to the Home Group regarding District and Area activities
 - represent and vote the Group conscience at District meetings and Area assemblies.
- ✓ Report to the District Registrar any changes in the Group, including the meeting location/schedule and GSR/Alt GSR contact information changes.

DUTIES

- ✓ Attend quarterly District meetings.
- ✓ Attend Area Assemblies (twice a year) if the Groups are willing to cover expenses. District
- ✓ In the absence of an active GSR, be the liaison between the Group and District
- ✓

QUALIFICATIONS FOR GSR

Following are the suggested service and sobriety details for GSR

- ✓
- ✓ Have at least two years of continuous sobriety
- ✓ Be familiar with their group's traditions, priorities and procedures
- ✓ Have time to regularly attend district meetings and area assemblies

- ✓ Have a working familiarity with the Twelve Traditions and A.A. service literature
- ✓ Have an email address or other means to maintain contact with group members

ARTICLE V - FINANCIAL SUPPORT

There are no dues or fees required for attendance at District meetings, though a “Seventh Tradition” basket may be deployed to cover coffee and other meeting expenses. The District shall be fully self-supporting through the voluntary contributions of its member Groups and voluntary contributions of individual AA members in its service area.

The District’s annual budget will be determined by a Budget Subcommittee selected at the 4th Quarter meeting and submitted for amendment/approval by the full District Committee at the 1st Quarterly meeting. Each January, the District will also decide how to spend any surplus funds. These surplus funds can be used for contributions to Intergroup, Area or the General Service Office (GSO) or anything else the District sees fit. The voting membership may also vote on spending for special projects approved by the District Committee.

The District holds a prudent reserve, the amount of which is agreed upon by the voting membership and may be amended in consideration of the needs of the District.

ARTICLE VI - ELECTION PROCEDURE

These Procedures are taken from a variety of sources and are structured to emulate election procedures of Area 51 and of the AA General Assembly.

Elections for officers will take place at our District 80 quarterly business meeting in

November or December, with the new officers beginning their 2-year terms in January of the following year.

OFFICER POSITIONS

- ✓ District Committee Member (DCM)
- ✓ Alternate DCM
- ✓ Secretary
- ✓ Treasurer
- ✓ Website/Registrar

Position responsibilities are described in Article IV of this document. All eligible District members interested in seeking an officer position need to familiarize themselves with the job responsibilities and requirements prior to standing for office.

In the interest of the spirit of rotation, the current DCM should not stand for any office. Current officers who have completed their two-year terms may stand for a different office, but they need to rotate out of their current positions. Officers who were appointed mid-term to fill a vacancy may stand for a full two-year term in that same office.

The person standing for office does not need to be present at the election meeting, but an email or letter of intent must be received by the DCM prior to the election meeting for an absent district member to be considered for a position.

COORDINATOR POSITIONS

- ✓ Cooperation with the Professional Community/Public Information (CPC/PI)
- ✓ Corrections/Bridging the Gap
- ✓ Grapevine/Literature
- ✓ Special Events

ELECTION PROCEDURE

The DCM will announce the office to be considered, starting with DCM.

The DCM may call for eligible persons willing to stand for the position, including those absent members who have indicated interest in standing for a position and have submitted a letter stating their qualifications.

The DCM will then state the names of all members standing for the office. Nominees will be given two minutes to speak. Should a nominee be absent, the DCM will read the letter of intent to the group on the nominee's behalf.

Once all candidates have spoken, members will cast a written ballot by writing a name on a slip of paper, folding it, and handing it to the vote counter.

The candidate with the most votes (simple majority) wins. Should a tie result, a second written ballot will be taken. Should a second tie result, the names will go into a hat.

The DCM will then move to the next officer position listed, asking for those interested in standing, etc.

Should any position be vacant after the Fall elections, the DCM may appoint someone at the first business meeting in January, subject to the District approval by voice vote.

VII - MEETINGS

Robert's Rules of Order shall be used as a guide in conducting meetings. Meeting guidelines and procedures below are meant only to explain some of the more typical procedures, but the DCM (or substitute in absence of the DCM) runs the meeting, and the group conscience of the membership provides the checks and balances for an orderly and fruitful engagement.

Meetings may be attended by any AA member, but only District Service Committee members have a vote. Also, non-AA guests may attend at the express invitation of the District for a specific purpose, or upon substantial unanimity agreement of the voting members.

District 80 will have 4 regular meetings per calendar year. In accordance with AA's Seventh Tradition, the District provides a per-meeting fee (currently \$50) to the owner of the facility where a quarterly meeting is held.

Standing Rules will dictate meeting places, dates and times. Permanent changes to Standing Rules will require a 2/3 vote. Should the District decide to hold a special meeting, e.g., during an assembly month due to issues on the Assembly agenda, a called meeting can be held.

PROCEDURAL OVERVIEW AND SUGGESTED FORMAT

The agenda, summary of the last meeting, Officer and Committee reports, and other pertinent items are sent via e-mail to all voting members before the meeting. Only a limited number of paper copies are provided.

Within the agenda there will be Officer and Committee reports, GSR issues, and Old and New Business. Motions may be called to approve the Treasurer's report and the prior meeting's Final Summary, and during Old and New Business discussions.

People who wish to speak will raise their hands and are called on in order by the DCM. Any new business not on the Agenda will be added to the following month's agenda for discussion as "New Business". The item (if needed) will not be voted on at this point but

taken by GSRs back to groups for review. This is to ensure an informed group conscience at the next meeting where it may then come up for a vote.

The formal motion/discussion process is as follows:

- ✓ A motion is presented by a voting member and seconded by another voting member. Discussion then begins on the motion. Motions may be substituted, or friendly amendments made during this process.
- ✓ “Call the Question”, a motion to end the discussion, is made and seconded to go to a vote (OR)
- ✓ “Motion to Table”, to postpone vote - or “Motion to Postpone Indefinitely” or “Withdraw Motion” to kill motion - must be seconded to end discussion and move on.
- ✓ Voting is done by show of hands.
- ✓ 2/3 substantial unanimity is required to pass a motion, except to table a discussion or request to reconsider, which only require simple majority.
- ✓ If the vote was not unanimous, the DCM will ask if any of those not in the majority would like to speak. After the minority opinion, if any member of the majority wish to change their vote, a motion for reconsideration can be requested, and if seconded, discussion would begin anew.

Quorum is defined as two thirds of all voting members present (those District Service Committee members and GSRs present at the beginning of the meeting).

All matters of policy require substantial unanimity (two-thirds vote).

Ad-Hoc Committees may be appointed for a special ongoing duty or task and will continue for the specific term or until the specific task is completed. This committee may be appointed by the DCM or at the request of the voting members of the District Service Committee.

VIII - AMENDMENTS

Upon approval by a two-thirds majority vote of the District Service Committee members at a regular meeting, these by-laws shall become effective, and shall supersede any previous procedure documents.

The District 80 Service Manual may be amended by a two-thirds majority vote of the District Service Committee members present and voting at a full meeting at which such amendment was proposed. Proposed amendments shall be sent to all current representatives at least one month preceding such vote and discussed at a previous meeting.

The rest of this page is blank.