

District 13 Suggested Guidelines

1. District 13 Meetings

- 1.1. District 13 meetings will be held the 1st Thursday of each month at Romney Presbyterian Church in Romney, WV, at 6:30 PM, unless otherwise indicated in the meeting minutes that the secretary sends within a week after each monthly meeting.
- 1.2. District 13 Officers, Committee Chairs (Standing and Ad Hoc), and group GSRs should be present at, or send alternates to, all District meetings.
- 1.3. The District Meeting Calendar for the year will be prepared by the secretary in January (or as soon as dates for the Area 73 Assembly, Convention, and other functions are known) and distributed at the February meeting. The secretary will promptly update and reissue the calendar as soon as other district functions (e.g., Picnics, Christmas Dinners, Service Workshops, etc.) are determined.

2. District 13 Elections and Procedures

- 2.1. District 13 will hold elections every two years, on even numbered years, in the month of August (request nominees from Groups in July, vote in August, start turn-over in September in time for the Fall Area 73 Assembly).
- 2.2. A report of all changes at the district level will be submitted by the DCM to Area73 and the General Service Office by December of that election year.
- 2.3. Elections conducted at District 13 will follow the Third Legacy Procedure outlined in the Area 73 Handbook.
- 2.4. In the event only one eligible member 'stands' for a position and there are no nominees, a two-thirds majority vote is still required. Votes may be cast by a show of hands or secret ballot. This is to ensure a 'vote of confidence' from the district for the member standing for the position. If a two-thirds majority is not reached by the first ballot, the position will remain vacant and nominations re-opened at the next scheduled district meeting.
- 2.5. All GSRs and district level service positions (DCM, ADCM Secretary, Treasurer and committee chairs) are eligible to vote in the elections process. In the event a GSR holds a service position at the district level, they will have only one vote.

- 2.6. Vacancies will be filled by the election process as soon as possible. In the event no one 'stands' for a vacant position and no nominations are forthcoming, the position will remain vacant until filled by the procedures outlined above.

3. District 13 Service Positions and Qualifications

- 3.1. District 13 will hold elections for the following service positions (description of duties and responsibilities detailed below): District Committee Member (DCM), Alternate DCM, District Secretary, District Treasurer, Literature & Grapevine, Public Information (PI), Cooperation with Professional Community (CPC), Hospitals and Treatment (H&T), Where & When (W&W), Corrections, Website and Archives.
- 3.2. It is recommended, but not required, that individuals who stand for any district service position have at least two (2) years of continuous sobriety.
- 3.3. Nominees for the position of DCM and Alternate DCM should have a recommended minimum of four (4) years continuous sobriety and two (2) years of prior service at the district level.

4. Duties and Responsibilities of District 13 Officers and General Service Representatives:

- 4.1. Refer to the AA Service Manual (S28-S30), and the Area 73 Handbook for suggested qualifications for service positions as well as duties and responsibilities. It is suggested that all members become familiar with the "AA Service Manual", the "Area 73 Handbook", and the "Suggested Guidelines for District 13".
- 4.2. Members serving in the following positions are asked to attend all District meetings and Area Assemblies. Written reports are suggested and appreciated for all meetings when possible.
- 4.2.1. **DCM** (refer to the AA pamphlet "Your DCM") As well as the duties and responsibilities described in the AA Service Manual and the Area 73 Handbook, additional duties may include, but are not limited to, the following:
- 4.2.1.1. attend all Area 73 Agenda meetings
 - 4.2.1.2. provide District 13 agendas to GSRs prior to monthly district meetings
 - 4.2.1.3. bring District 13 motions to Area 73 Agenda meetings
 - 4.2.1.4. prepare District 13 reports for Area 73 Assemblies
 - 4.2.1.5. attend all District 13 home group meetings at least once a year
 - 4.2.1.6. attend all District 13 functions (Picnics, dinners, workshops, etc.)
 - 4.2.1.7. ensure new GSRs are provided with New Group forms, and report all changes in a timely manner as required by Area 73 procedures

4.2.2. **Alternate DCM** generally fills in for the DCM as needed (see duties and responsibilities above) and is responsible for the following duties:

4.2.2.1. insure 800# contacts and meetings are up to date for the Area 73 answering service

4.2.3. **District Secretary** is responsible for the following duties:

4.2.3.1. record minutes for all District meetings

4.2.3.2. compile and update contact information of each district officer, committee chair, GSR and Alternate GSR

4.2.3.3. prepare and distribute meeting minutes (to include a current Treasury balance in Treasurer's Report section) to all District 13 committee members, GSRs and/or AGSRs, the Area 73 Delegate and all DCMs, and to all that note on the sign-in sheet to receive our minutes, via e-mail or USPS, no later than one week after the meeting

4.2.3.4. ask for any corrections or amendments to last month's minutes and move to accept the minutes as amended

4.2.3.5. keep a file for each month that include the sign-in sheet, meeting minutes, written reports, agendas, and other documents distributed at meetings

4.2.3.6. prepare an annual District 13 Calendar each January and present it for approval at the February meeting

4.2.3.7. hold all Christmas Dinner, Picnic or Workshop 'pass-down' folders and submit to the Christmas Dinner, Picnic or Workshop Chairs for their use during the event (see "Annual Christmas Dinner, Picnics and Workshops" below)

4.2.4. **District Treasurer** is responsible for the following duties:

4.2.4.1. open a District 13 checking account

4.2.4.2. bring the checkbook to all District meetings

4.2.4.3. provide a written report of current account activities and district balance at each meeting

4.2.4.4. maintain files for each month that includes a hardcopy of treasurer's reports, dated receipts, cancelled checks, bank statements, etc..

4.2.4.5. prepare an annual District 13 budget each December and present it for approval at the January meeting

4.2.4.6. write checks for approved disbursements

4.2.4.7. enforce process for disbursements: budgetary items do not require additional District approval; however, members are requested to inform the District when disbursements and/or reimbursements are required

4.2.4.8. enforce process for reimbursement: non- budgetary items require District approval, original receipts and written requests

4.2.5. **Literature and Grapevine Chair** is responsible for the following duties:

4.2.5.1. maintain contact with the Grapevine Chair for Area 73

4.2.5.2. maintain contact with Grapevine Representatives in District 13 home groups

- 4.2.5.3. keep current literature catalogues, Grapevine subscription and Grapevine Representative (GvR) registration forms
- 4.2.5.4. promote the Grapevine to District 13 home groups
- 4.2.6. **Public Information Chair (PI)** is responsible for the following duties:
 - 4.2.6.1. form a PI Committee
 - 4.2.6.2. maintain contact with the PI Chair for Area 73
 - 4.2.6.3. check county newspapers, telephone directories, web sites for accurate AA information
 - 4.2.6.4. obtain a PI Kit or Workbook from GSO, via the DCM
 - 4.2.6.5. Website committee membership
- 4.2.7. **Cooperation with Professional Community Chair (CPC)** is responsible for the following duties:
 - 4.2.7.1. form a CPC Committee
 - 4.2.7.2. maintain contact with the CPC Chair for Area 73
 - 4.2.7.3. contact professional organizations and individuals and provide AA information to them as indicated in the CPC Workbook
 - 4.2.7.4. obtain a CPC Kit or Workbook from GSO, via the DCM
- 4.2.8. **Accessibilities and Treatment (A&T)** Note – this position is known as Hospitals and Institutions (H&I) in the AA service structure. H&T is expected to:
 - 4.2.8.1. form an H&T Committee
 - 4.2.8.2. maintain contact with the H&T (H&I) Chair for Area 73
 - 4.2.8.3. distribute materials to hospitals, clinics and other district facilities as appropriate
 - 4.2.8.4. obtain a H&T Kit or Workbook from GSO, via the DCM
- 4.2.9. **Corrections Chair** is responsible for the following duties:
 - 4.2.9.1. form a Corrections Committee, if needed
 - 4.2.9.2. maintain contact with the Corrections Chair for Area 73
 - 4.2.9.3. deliver AA literature to Potomac Highlands Correctional Facility (PHCF)
 - 4.2.9.4. maintain records of literature purchases and distributions
 - 4.2.9.5. update the meeting schedule for the PHCF
 - 4.2.9.6. coordinate members for the jail meetings
 - 4.2.9.7. encourage members to volunteer to take meetings into the PHCF
 - 4.2.9.8. provide PHCF applications and assist members in clearances
 - 4.2.9.9. keep list of volunteers for AA contacts for PHCF pre-release forms
 - 4.2.9.10. encourage members to volunteer for AA's Corrections Correspondence program and provide applications
- 4.2.10. **Where & When (W&W)** Chairperson is responsible for the following duties:
 - 4.2.10.1. update the "Where & When" as corrections occur and as approved by District vote

- 4.2.10.2. reprint corrected versions of District 13's "Where & When"
 - 4.2.10.3. coordinate with the Alternate DCM for current points of contact, meeting locations and phone numbers
 - 4.2.10.4. provide edited (without phone numbers) copies of the "Where & When" to the Corrections Chairperson for delivery to the PHCF, and to other district members upon request
 - 4.2.10.5. ensure District 13 groups have ample & current copies the W&W
 - 4.2.10.6. ensure W&W copies are available for Area Assemblies, Conventions and other events as appropriate for distribution outside District 13
- 4.2.11. **General Service Representatives (GSR)** are elected by their home groups and are ultimately responsible to those groups. They do not 'work for' District 13. The District works for the GSRs; however, the following suggested useful information is provided as a guide for procedure at District meetings:
- 4.2.11.1. The "AA Service Manual" contains specific duties and responsibilities for the GSR position. Additionally, GSRs are encouraged to become familiar with the Area 73 Handbook, District 13's Suggested Guidelines, the current "General Service Conference" report (published annually), the Area 73 "Past Actions Report" provided by the Area 73 Recording Secretary and "Robert's Rules of Order"
 - 4.2.11.2. Obtain a "Group Change" form from the DCM and return filled out in order to receive a GSR Kit from GSO and official status as a new GSR for your group.
 - 4.2.11.3. District 13 GSRs shall present written group reports to the District Secretary provide group contributions (in an envelope with Group name) to the District Treasurer, encourage attendance at district meetings by their Alternate GSR and other group members. In addition, GSRs are encouraged to attend Area 73 Assemblies, Workshops, Forums and other events listed on the District 13 Calendar.
- 4.2.12. **Website Chairperson** is responsible for the following duties:
- 4.2.12.1. Maintain the domain registration and hosting for aawv13.com.
 - 4.2.12.2. Setup email addresses as needed for District 13 business.
 - 4.2.12.3. Maintain the website as developed and approved by the Website Committee, and according to AA traditions.
 - 4.2.12.4. Website committee is to consist of volunteers from the District who regularly attend district meetings, as well as the Webmaster and the Public Information Chair.
 - 4.2.12.5. The webmaster is responsible for updating the website as directed by the website committee.
 - 4.2.12.6. Additional online activities such as email newsletters, social media, etc. must be reviewed and approved by the website committee for compliance with AA traditions.

5. Inactive Service Workers and Vacancies in District 13

- 5.1. Any individual serving in an elected position at the district level who misses: two consecutive meetings, or misses four meetings within an eight month period, becomes 'inactive' and their position declared as 'vacant' (refer to 'Vacancies' in 'Elections and Procedure' above).
- 5.2. Any individual serving in an elected position at the district level may be asked to resign their position by consent and two-third's majority vote by the district officers and GSRs.

6. Activities Committee and Archivist

6.1. Activities Committee

- 6.1.1. Comprised of volunteer members from District 13
- 6.1.2. The committee will plan and organize Christmas Dinners, Picnic/Campout/Retreat Weekends, Workshops and other District events
- 6.1.3. The committee is not expected to do all the work, and will ask for volunteers from the District and Home Groups to help them carry out the event
- 6.1.4. As part of Region 2 in Area 73, District 13's Activities Committee will also assist Districts 11 and 15 whenever Region 2 is responsible for Area 73 Assemblies and Conventions
- 6.1.5. The committee members will select an Activities Committee Chairperson from the current committee members for each event
- 6.1.6. The Chairperson obtains the 'pass-down' folder pertinent to the event from the District Secretary or previous Chairperson, as appropriate
- 6.1.7. The Chairperson is responsible for presenting request to the District for funds in the form of a motion, which should be approved by a two thirds majority
- 6.1.8. The Chairperson reports on committee activities at the district meetings during "Standing Committee" reports.
- 6.1.9. At the district meeting following the event the Chairperson will submit a final report, which will include estimated attendance, accounting of funds, evaluation of the event, 'lessons learned', etc.
- 6.1.10. The Chairperson should prepare, or amend the existing 'pass-down' folder containing pertinent information about the event

6.2. Archivist

- 6.2.1. The District 13 Archivist is elected by the District and should be a member dedicated to performing archival duties, with a reasonable period of continuous sobriety
- 6.2.2. The Archivist will serve in this position for a term of two years or longer if able and willing.
- 6.2.3. Coordinate with the Area 73 Archivist
- 6.2.4. Perform archive duties for District 13 as suggested in the AA Service Manual and the Area 73 Handbook.