

**Alcoholics Anonymous  
Area 38 – Eastern Missouri**

**District 12  
Policies & Procedures**

Approved January 2020  
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## *Purpose Statements*

### **PURPOSE OF THE DISTRICT 12 COMMITTEE**

The District 12 Committee shall be a service body. It shall protect and respect the autonomy and the privilege of dissent of any or all AA groups in the District.

In the course of its deliberations and discussions, the District 12 Committee shall be ever the guardian of the ideals expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts, the AA Service Manual, and the Eastern Missouri Area 38 Procedures Manual. It shall strive to be the true voice and group conscience of AA unity. Service shall be the primary purpose of the District Committee.

The District Committee shall encourage all AA groups to participate in the business conducted and to support it in its efforts to cooperate with the Area, the General Service Office, and AA World Services.

The District Committee shall consist of GSRs or their alternates, District Officers, and Service Committees, as it deems necessary.

### **PURPOSE OF THIS MANUAL**

There are no ruling bodies, but only trusted servants in Alcoholics Anonymous.

Therefore, the substance set forth in this Manual for District 12 simply consolidates the suggested policies, procedures, and descriptions accepted by the voting members of the District 12 Committee. They are not rules, but merely guidelines.

## **1. Membership**

THE DISTRICT COMMITTEE SHALL BE COMPRISED OF:

- 1.1 The elected General Service Representative (GSR) from each AA group in the District or the Alternate GSR.
- 1.2 The following District officers:
  - 1.2.1 One District Committee Member (DCM)
  - 1.2.2 One Alternate District Committee Member (Alt. DCM)
  - 1.2.3 One Secretary
  - 1.2.4 One Alternate Secretary (Alt. Secr.)
  - 1.2.5 One Treasurer
  - 1.2.6 One Alternate Treasurer (Alt. Treas.)
  - 1.2.7 The Chairpersons of standing committees, or the Alternate Chairperson
  - 1.2.8 Any other members deemed necessary, such as a Local Committee Member (LCM)
- 1.3 Each member of the District Committee is afforded one vote.
- 1.4 If a member holds two or more positions on the District Committee, then that member still has one vote.

## **2. District Meetings**

- 2.1 Meetings shall be chaired by the DCM.
- 2.2 Meetings shall be non-smoking.
- 2.3 Meetings shall be closed to non-AA members.
- 2.4 Discussion of old business and new business shall proceed as follows:
  - 2.4.1 Discussion of business is initiated.
  - 2.4.2 After thorough discussion of some business, a motion may be made.
  - 2.4.3 If the motion is seconded, the DCM will hold an immediate vote on the motion as presented. If there is no second, then the DCM may decide to hold further discussion or proceed with the meeting.
  - 2.4.4 After the vote, the DCM shall ask for the minority opinion, at which time, those who voted in the minority shall be given an opportunity to speak. After all in the minority have been given an opportunity to speak, the DCM shall ask whether any member wishes to change his or her vote. If a member indicates that he or she does wish to change his or her vote, then the DCM shall conduct a second vote. If no member wishes to change his or her vote, then the meeting shall proceed without a second vote.
  - 2.4.5 A two-thirds majority of voting members shall be considered a substantial unanimity.
- 2.5 After necessary corrections, minutes shall be approved as received in the mail or email.

## **3. Elections**

- 3.1 Each group in the District has the right and responsibility to elect a GSR and an Alternate GSR.
- 3.2 Each member of the District Committee shall have one vote.
- 3.3 All voting members of the District Committee shall elect a DCM, an Alt. DCM, a Secretary, an Alt. Secr., a Treasurer, and an Alt. Treas.
- 3.4 District elections shall be held in August of each even-numbered year, according to the Third Legacy Procedure (S21-S23), or other procedure as determined by the District Committee. The two-year term of service shall begin on the following January 1.
- 3.5 The DCM shall have only one elected term of service and shall never again be a candidate for this office.
- 3.6 In the event of two (2) consecutive unexcused absences by any officer or chairperson, that office or chair shall be declared vacant by the DCM, or in the absence of the DCM, the Alt. DCM. At the third consecutive District meeting, the officer or chair person in question may appear before the District and ask to be reinstated. If not reinstated, the DCM shall fill the vacancy, following the procedures in this manual.

#### **4. Duties of the Elected Members**

- 4.1 THE DISTRICT COMMITTEE MEMBER SHALL:
- 4.1.1 The primary duties of the DCM are listed on S32 of the *AA Service Manual*.
  - 4.1.2 The DCM shall nominate a chairperson for each standing district committee, subject to approval by the District Committee.
  - 4.1.3 The DCM shall devise, in cooperation with the District Treasurer and the chairpersons of the standing district committees, an annual budget to be presented at the January District Meeting.
- 4.2 THE ALTERNATE DISTRICT COMMITTEE MEMBER SHALL:
- 4.2.1 The primary duties of the Alt. DCM are listed on S33 of the *AA Service Manual*.
  - 4.2.2 The Alt. DCM shall serve on the Policies and Procedure Committee.
- 4.3 THE SECRETARY SHALL:
- 4.3.1 Take minutes at the monthly District meeting and send copies to all groups in District 12 and elected members of the District Committee.
  - 4.3.2 Keep on file copies of all minutes, flyers, and other printed information pertinent to District 12 and send copies to the Area 38 Archivist and the Area 38 newsletter, *Gratitude Gazette*.
  - 4.3.3 Maintain and provide copies of the Procedures Manual to the District Committee.
- 4.3.A THE ALTERNATE SECRETARY SHALL:
- Fulfill all of the duties of the Secretary in the absence of the Secretary and in the permanent absence \*Declared by the Executive Committee\* become the Secretary.
- 4.4 THE TREASURER SHALL:
- 4.4.1 Deposit all District receipts and keep accurate records of monies received and paid by the District, and shall present a monthly report on the treasury.
  - 4.4.2 Purchase Conference-approved literature for the committees and groups in District 12.
  - 4.4.3 Devise, in cooperation with the DCM, an annual budget to be presented at the January meeting of the District Committee.
  - 4.4.4 Maintain a bank account with the signature card on file. The signatures on file shall be those of the DCM, Alt. DCM, Treasurer, and Alt. Treasurer.
  - 4.4.5 Pay the rent for the District Committee meeting room each month.
  - 4.4.6 Check the District post office box monthly and pay the rental fee every six (6) months.
  - 4.4.7 Pay the annual rent for the District Committee Archives space in January of each year (\$100.00 as of 20 January 2020).
- 4.4.A THE ALTERNATE TREASURER SHALL:
- In the absence of the Treasurer, fulfill all of the duties of the office and, in addition, shall meet with the Treasurer at least once a month and be privy to all transactions prior to the next meeting and in the permanent absence \*Declared by the Executive Committee\* become the Treasurer.
- 4.5 STANDING DISTRICT COMMITTEES:
- The District shall have Service Committees, more or less, corresponding to each of the Area standing committees:
- 4.5.1 Accessibilities – Helps groups to promote meetings that are accessible to all handicapped AA’s, including the deaf and hard of hearing, and the visually, mentally, and physically challenged. Takes meetings to house-bound or hospital-bound members.
  - 4.5.2 Answering Service – Accepts calls from anyone with questions concerning Alcoholics Anonymous through the District 12 hotline, 573-442-4424. Is a liaison with our third party professional service. Maintains checking account, collects and solicits funds from groups, and deposits receipts. Updates AA member volunteer list for outsourcing company and our recorded meeting line.
  - 4.5.3 Archives – Works to collect, maintain, and organize historical materials of District 12, interviews old-timers about how AA was when they became sober, and tapes their stories. Accepts donations of District archival

- materials, such as old Where & Whens, flyers of District 12 AA events, Grapevines, and older editions of AA literature.
- 4.5.4 Bridging the Gap – Serves as temporary contact for alcoholics leaving treatment centers or correctional facilities who need assistance integrating into their AA community.
- 4.5.5 Cooperation with the Professional Community (CPC) – Focuses on cooperation, but not affiliation, with professionals in the community: educators, physicians, clergy, court officials, and others who are often in contact with active alcoholics. The committee arranges for volunteers to carry the AA message through professional presentations and seminars.
- 4.5.6 Correctional Facilities – Takes AA meetings into correctional facilities to help offenders prepare for sober lives after release. Provides guidelines for members offering to correspond with AA members in correctional facilities, and provides AA contact when offenders are released.
- 4.5.7 AA Grapevine – Provides subscription forms for the AA Grapevine. Encourages individual and group subscriptions and gift subscriptions for institutions. Provides Grapevine guidelines for those wishing to submit articles for publication.
- 4.5.8 Policies & Procedures – Coordinates changes to this manual, acts as a liaison between proposed changes to District procedures and the District Committee.
- 4.5.8.1 Policies & Procedures Committee consists of the following members:  
Alternate DCM, two committee chairs, one GSR from Columbia, and one GSR from outside Columbia.
- 4.5.8.2 The Alt. DCM shall appoint members (as stated in 4.5.7.1) to the Policies & Procedures committee.
- 4.5.8.3 The committee shall elect its own chairperson.
- 4.5.8.4 Purpose of the Policies & Procedures Committee:
- 1) To serve District 12's proposals to amend the Policies & Procedures manual.
  - 2) To determine if the proposal should be brought to the District's voting body.
  - 3) Serve the same rotation cycle as the rest of the voting members of the District Committee.
  - 4) Work closely with those who are proposing amendments so that the proposed amendment is clear and in the format of the District's procedures manual.
- 4.5.9 Public Information – Arranges for volunteers to participate in public information programs requested by schools, businesses, law enforcement agencies, and organizations interested in the AA approach to recovery from alcoholism. Provides information to members of the media, within the framework of Tradition Eleven.
- 4.5.10 Treatment Facilities – Members of this committee take AA meetings and literature into hospitals and treatment centers to carry the message to the alcoholic who still suffers. Works with the staff to better understand what AA is and what AA is not.
- 4.5.11 Where & When – Receives information from all AA groups within District 12, updating meeting times, type, accessibility, and location, and publishes and distributes copies of the Where & When flyers. Provides updates to the Answering Service for the recorded meeting line.
- 4.5.12 Workshop – Members of this committee assist in planning and organizing District workshops, which are traditionally service-related.
- 4.5.13 Webmaster – Responsible for creating and maintaining an up-to-date and accessible website for District 12 AA information.
- 4.5.14 Southside Center Speaker Meeting – Provides an open speaker meeting for alcoholics and other members of the community to learn about AA. The chairperson recruits groups from the District to sponsor meetings for each calendar month. Each sponsoring group then provides a chairperson and two (2) members of Alcoholics Anonymous to speak at each meeting during its designated month.

## ***5. Funding***

- 5.1 Necessary funds must be available for the District to fulfill its responsibilities to provide necessary financial assistance for standing committee expenses and for other expenses approved by the District. Each AA group is asked to make a voluntary contribution to the treasury. (See Self-Support pamphlet)
- 5.2 The District Committee shall maintain a prudent reserve of \$1,000.00
- 5.3 Reimbursement:
  - 5.3.1 Requests for reimbursement shall be submitted to the committee chair in writing.
  - 5.3.2 Requests for reimbursement shall be within approved budget or approval by the District Committee voting body.
  - 5.3.3 District 12 reimburses mileage at \$0.35 per mile under the conditions of 5.3.1 and 5.3.2.
- 5.4 The DCM and Treasurer shall present an annual budget for the District at the January District meeting each year.

## ***6. Amending this Procedures Manual***

- 6.1 Any voting member may initiate proposed changes to the Procedures Manual at any time by submitting a written amendment to the Policies and Procedures Chair. After allowing sufficient time to discuss a proposed change with home groups, the District may vote on it. It requires two-thirds quorum majority (two-thirds of the voting members present) to affect any change to the Procedures Manual. If approved, the implementation of the change begins immediately. The Manual itself, however, will be revised only once per year, to reflect any changes or additions made within the previous year.
- 6.2 Updated manuals will be prepared for distribution in March if any changes have been made to the Procedures Manual in the preceding year.