



# **DISTRICT 51**

## **Service Structure Guidelines**

**SEPTEMBER 2010**

[includes May 2K10 & August 2K10 Adopted Revisions]

### **SECTION 1**

#### **DISTRICT MEETINGS**

1. Any Sober Member of Alcoholics Anonymous may participate in the Service Work of District 51.
2. We are Guided by the A.A. Service Manual/Twelve Concepts for World Service.
3. ALL AA Groups & Meetings in our District are encouraged to send a GSR; and to have an Alternate GSR.
4. The District 51 GSR Meeting is scheduled for the second Thursday of every month at 8PM.
5. The DCM shall prepare the Monthly Meeting Agenda and a) if deemed necessary, distribute 1 week prior to Monthly Meeting for Informed Group Conscience, and b) and also made available at the Monthly Meeting.
6. The Secretary shall have a Sign-In Sheet for each meeting.
7. The Secretary shall take & prepare the Minutes from the last Meeting, and send to the appropriate District 51, Area 20, and GSO Postal Mail or eMail lists.
8. The Treasurer shall prepare a Monthly Report of the monthly Group Donations to the District, and the monthly District Expenses; & have copies available at each District Meeting.
9. Officers & District Committee Chairs, along with verbal reports, in the spirit of an A.A. request- are requested to submit monthly Written Reports, even if absent or "no activity/no report"; as part of our Accountability to those who've entrusted us a Responsibility.
10. Committee Alternate Chairs are encouraged to submit a Written Report.
11. Attendance:
  - a) Any time an Officer, Committee Chair, or their Alternates cannot make the District GSR Monthly Meeting, a call to the DCM would be appreciated.
  - b) In the interest of effectively carrying the message & the District fulfilling its' Service Work Responsibilities & Accountability; Officers or Standing Committee Chairs who are unable to attend for three (3) consecutive District GSR Meetings; should be replaced - unless the Alternate has attended & responsibly covered the Commitment.
  - c) Alternates who are unable to attend for three (3) consecutive District GSR Meetings; should be replaced.

**SECTION 2**  
**SCHEDULED DISTRICT AGENDA ITEMS**

1. In November of every "odd numbered year"; District 51 will hold Elections for Officers, Committee Chairs, & Alternates If more than one person is interested in a position- the "spirit of rotation" shall be one of our considerations.
2. Every second year, to "Be Of Service as a District", District 51 shall consider submitting a bid to Host an Area 20 Service Function: i.e. Assembly, Committee Meeting, Conference, or Workshop.

**SECTION 3**  
**GENERAL BUSINESS ITEMS**

1. The Treasurer; & one of either the [Corrections Chair, Secretary, or DCM] shall each have a key to the District P.O. Box.
2. The DCM, and one other Member as approved by District Group Conscience; shall have a key to the District Meeting Facility.

**SECTION 4**  
**FINANCIALS**

1. For purposes of Reporting, a "month" is defined as starting the day of each District GSR Meeting & ending the day before the next District GSR Meeting.
2. The District Checking Account will have 2 persons as authorized signatures. There is no requirement that 2 people sign checks.
3. The signatories shall be 1) the Current Treasurer; & 2) the immediate past Treasurer or other District Member as approved by Group Conscience.
4. There is one Bank Card to use at the ATM for Deposits. The Current Treasurer will have the card; the Treasurer & DCM will have the Password to view the Account Online.
5. District Group Conscience [April, 2006] determined to set aside 10% of total monthly donations each month until a \$2,500 Prudent Reserve is reached.
6. District Group Conscience [April, 2006] determined to send 10% of total monthly donations to Northern Illinois Area 20 each month after expenses.
7. The District shall begin sending contributions to the General Service Office. Amounts & when to be determined.
8. **CONTRACTS**
  - a) The only District 51 Trusted Servants that may sign legal contracts for Services provided to the District, are the District Officers (Treasurer, Secretary, or DCM); the Standing Service Committee Chairs; or their Designated District 51 Member.
  - b) All contracts require at least two signatures - one from one of the District Officers and one from the Standing Service Committee Chair; or their Designated District 51 Member.
  - c) No District 51 Officer, Committee Chair or their Designated District 51 Member - shall enter into any contract or financial commitment of any amount, or otherwise, with any entity; that legally binds District 51 for a period of more than 1 month, without first:
    - Providing a copy of the proposed contract in its' entirety, to each of the eligible voters at the District & GSR meeting the contract is initially presented at;
    - And Allowing one month for:
      - The District Trusted Servants to consider the Contract, and
      - For the GSR's and Group Contacts to take back to their Groups/Meetings for their input and/or Group Conscience.

- d) Once approved by District 51 Vote and signed by all signatories; the Signed Contract Original will be delivered to the Secretary; a copy delivered to the Treasurer; and a copy retained by the originating Committee Chair or District Officer.
- e) For any current contracts with an expiration date coming due, the District Officer (Treasurer, Secretary or DCM); the Standing Service Committee Chairs; or their Designated District 51 Member, shall submit to the District two months the "new" contract (allowing for 2 District 51 GSR meetings, including the first to present the "new" contract) prior to the contract's expiration date to prudently consider.

**9. Cost Reimbursements:**

- a) As Trusted Servants, Prudence & Responsibility are our watchwords when utilizing 7th Tradition donations.
- b) Mileage reimbursement shall be .35 a mile for travel to Service-related responsibilities & activities at Area Assemblies, Forums, Conferences, & Workshops.
- c) For travel, car-pooling is suggested when reimbursements are being considered.
- d) All Expenses for Reimbursement will be consistent to their Service-related responsibilities and/or activities for that Committee/Officer/GSR/Volunteer carrying the message within our Primary Purpose.
- e) All District Expenses shall have a paid receipt.
- d) Any one-item reimbursement over \$100 is to be brought to the District for Group Conscience Approval – and noted in your Report. [It is recommended prior approval be sought to avoid any hard feelings].
- e) When in doubt, consult with the DCM and the Treasurer.
- f) Committee & Officer District month-to-month business multi-item expenditures consistent to their Service responsibilities [not already approved in a Primary Purpose Motions] that exceed \$100 for more than 2 consecutive months each will be reported to the Group Conscience.
- g) Pink Can donations & expenditures are separate from District 51 finances.
- h) All Pink Can Donations shall be turned into the District 51 Treasurer from the Groups/Meetings, and then distributed to, and expended by the Corrections Committee, as it deems necessary.
- i) Receipts for all expenditures shall be turned into the Treasurer with the Corrections Committee Monthly Report.
- j) An accounting of Pink Can Donations & Expenditures shall be provided by the Treasurer with the monthly Treasurer Report.
- k) A listing of all Groups/Meetings which have Pink Cans will be maintained by both the Treasurer and the Secretary with information provided by the Corrections Committee.
- l) As a Trusted Servant collecting money on behalf of a District 51 Service Committee & its' work; responsible accountability dictates the need for the Corrections Chair to give a monthly financial report to the District as a part of their Report.
- m) The Corrections Chair/Committee will be responsible for:
  - Placement & keeping track of the Pink Can(s);
  - Accurate bookkeeping;
  - Pick up of donations;
  - Giving a receipt for Pink Can Donations when requested;
  - Purchase & distribution of Literature to Correctional Facilities.

- 10. As the District grows & Service Work Patterns emerge, specific Officer or Committee Budgets may be considered.

**SECTION 5**  
**AUTHORIZED MONTHLY & ANNUAL EXPENDITURES**

1. Meeting Space Rent
2. P.O. Box Rental
3. Answering Service costs
4. Web Domain & Website Costs

**SECTION 6**  
**GSR / OFFICER RESPONSIBILITIES**  
*"Suggestions...worn like a loose garment..."*

1. GSR's
  - a) ALL AA Groups & Meetings in our District are encouraged to send a GSR; and to have an Alternate GSR.
  - b) Your Accountability & Sobriety Requirements are up to the Group you Represent.
  - c) GSR's are not required to serve on Committees (although always welcome & encouraged to).
  - d) We, as a District, along with our Service Committees, are committed to helping/assisting our District 51 GSR's with their Primary Purpose Needs, in Effectively Carrying The Message to & from your Groups/Meetings.
2. Officers Suggested Sobriety Requirements

It is suggested that District Officers have two (2) years or more of continuous Sobriety. The District Chair [DCM] should have two (2) years or more of continuous Sobriety or more. The District Group Conscience may waive these suggestions.
3. DCM
  - a. The DCM is our "District Committee Member" for Area 20 with all commensurate duties & responsibilities.
  - b. The DCM Chairs the District 51 District GSR Meetings.
  - c. Prepares the District 51 GSR Meetings Agenda.
  - d. Is Responsible for Carrying The Message of Service Work to all the Groups & Meetings in District 51.
4. SECRETARY
  - a. Responsible for recording the Monthly Meeting Minutes; and noting the Motions Carried/Intentions of the District.
  - b. Responsible for maintaining the current records (and backups) for the District.
  - c. Responsible as the "central communications point"; gathering & disseminating AA information to & from & between our AA's, GSR's, Groups, Committees, Officers, Area, and GSO/GSC, etc.
5. TREASURER
  - a. Keeps an eye on the money!
  - b. Should maintain accurate & current records, as well as appropriate past financial documentation for tax & auditing purposes.
  - c. Prepare a Monthly Report of the Group Donations to the District, and, monthly District Expenses; & to have copies available at each District Meeting.
6. OFFICER ALTERNATES
  - a. Encouraged to be responsible for at least one task within your Officer Category.
  - b. Encouraged to submit a Written Report.
  - c. Sobriety Requirements same as Officers [unless waived by Group Conscience]

## **SECTION 7**

### **COMMITTEE & COMMITTEE CHAIR RESPONSIBILITIES**

1. **COMMITTEES** are directly Responsible & Accountable for the Service Work they've been entrusted with.
2. Any Sober Member of Alcoholics Anonymous may be a Member of a District 51 Committee. No minimum length of Sobriety is required.
3. You do not have to be a GSR to participate on a Service Committee!
4. District 51 currently has 11 Standing Committees:
  1. Answering Service (AS)
  2. Area Meeting List/GSR Updates (ML)
  3. Archives (AR)
  4. Cooperation With The Professional Community (CPC)
  5. Corrections (CO)
  6. Literature/Grapevine (LIT)
  7. Public Information (PI)
  8. Special Needs (SN)
  9. Treatment Facilities (TF)
  10. Webmaster (WM)
  11. UNITY Newsletter (UN)
5. Committees should consistently strive for [as best they can and/or as deemed necessary]:
  - a. Ways of effectively Carrying The Message.
  - b. Follow-up on Service Work in place.
  - c. Committees may be combined as the need dictates.
  - d. Hold Committee Meetings- working out the planning & details of your Service Work; Guided by the A.A. Service Manual/Twelve Concepts for World Service; Area 20; and the GSO/GSC approved manuals and workbooks.
  - e. Inevitably there will be overlap; Committees should be aware of other Committee's responsibilities- and double-check/communicate with other Committees when their Service Work overlaps.
  - f. Any District Committee collecting donations on behalf of their District Service Work Event; a responsible accounting as a Trusted Servant will be to give an Event Financial Summary Report to the District. It's the right thing to do.
6. **COMMITTEE CHAIRPERSONS**
  - a. Strive to find/have an involved Alternate.
  - b. Are expected to submit a monthly Oral & Written Report.
  - c. Consider/strive to include GSR's & District AA's who are not currently an Officer, on a Committee, or in District Service Work.
7. Alternates
  - a. Encouraged to be responsible for at least one task within your Committee.
  - b. Encouraged to submit a Written Report as to your Activities, or task that is agreed upon with the respective Committee Chair.
8. **IT IS STRONGLY SUGGESTED THAT ANY ONE DISTRICT MEMBER NOT HOLD MORE THAN TWO SERVICE POSITIONS LISTED ON THE TRUSTED SERVANTS LIST. Although encouraged to participate (effectively) on any of the Committees you're interested in- "listing" subtly conveys that the position is filled & prevents others from the stepping forward to Be Of Service; denying them the opportunity.**

## **SECTION 8**

### **VOTING**

#### **1. Voting Procedures**

- a) Election of District Officers, District Committee Chairpersons and, as deemed necessary by Group Conscience, Alternates & other Service Positions- should be in accordance with the most current A.A. Service Manual [reviewed & updated annually as needed by the GSC] / Twelve Concepts for World Service (written by Bill W.) procedures.
- b) The current Standing DCM may: (prior to commencement of voting) read that portion of the manual applicable to balloting.
- c) Rule of Thumb: Each Member/One Person equals One Vote.
- d) In general, "Robert's Rules of Order" guide our parliamentary procedure, but procedure(s) may be substituted for, if Group Conscience so decides.
- e) In general, a two-thirds vote carries a Motion or Election; a simple majority vote may be requested by a Voting Member, however, it must be requested prior to the vote- and the District will discuss and gather a sense of District 51 intentions; and decide the Vote/Election method through simple majority Group Conscience before proceeding to the Motion/Election Vote.
- f) **Minority Voice**

When one or more Member Votes are opposed to a Motion Vote Outcome; each and every Member casting the "losing" Votes will be given an opportunity (suggested: two-minute time limit each) to state their 'minority voice' thoughts about the matter at hand.

Once this is done, Another Vote is then taken. The outcome of the Second Vote Carries the Motion.

#### **2. Voting GSR's**

All current GSR's may vote.

Each Group GSR, [or if not present, their Alternate], is allowed one vote & MAY NOT represent, by proxy, another Member Vote.

#### **3. Voting Officers**

Each Officer [or if not present, their Alternate], is allowed one vote & MAY NOT represent, by proxy, another Member Vote.

- i. The DCM (District Chair) [or if not present, their Alternate]
- ii. The Secretary [or if not present, their Alternate]
- iii. The Treasurer [or if not present, their Alternate]

#### **4. Voting Standing Committee Chairpersons**

Each Committee Chair is allowed one vote & MAY NOT represent, by proxy, another Member Vote.

1. Answering Service
2. Area Meeting List/GSR Updates [or if not present, their Alternate]
3. Archives [or if not present, their Alternate]
4. Cooperation With The Professional Community [or if not present, their Alternate]
5. Corrections [or if not present, their Alternate]
6. Literature/Grapevine [or if not present, their Alternate]
7. Public Information [or if not present, their Alternate]
8. Special Needs [or if not present, their Alternate]
9. Treatment Facilities [or if not present, their Alternate]
10. Webmaster [or if not present, their Alternate]
11. UNITY Newsletter [or if not present, their Alternate]

**5. Normal Monthly Issues & Agenda Item Voting**

- a. The following are Guides, not rules, in conducting our business affairs.
- b. Normal District Business & Motions do not require Home Group consultation. The GSR is entrusted with the decision-making authority.
- c. Motions that include [but not necessarily limited to], District Funds over the above discretionary financial guidelines & limits; or involve a larger number of District resources (i.e. larger projects); or that may be controversial in nature; and/or directly affect other District 51 Committees & Affairs in Carrying The Message – should be:
  - i. Prepared in writing, along with background & supporting materials.
  - ii. Given to the DCM at least 2 weeks before the District GSR Meeting the matter is to be address - for placement on that Agenda; & to the Secretary for copying for prompt & appropriate distribution.
- d. Motions that affect [but not necessarily limited to], our District as a whole; or A.A. requests for Group Conscience on an Affair-At-Hand (from the Area or GSC); or that may be controversial in nature or require more input for an informed Group conscience, should be:
  - i. Prepared in writing, along with background & supporting materials.
  - ii. Given to the DCM at least 2 weeks before the District GSR Meeting the matter is to be address - for placement on that Agenda; & to the Secretary for copying for prompt & appropriate distribution.
  - iii. If deemed necessary, the GSR's be given sufficient time to take back to their Groups in order to garner an Informed Group Conscience to bring back to the District for the District Informed Group Conscience.

**September 2010 Service Structure Guidelines includes:**

- August 13, 2009 Complete Revision Ratified by District 51 unanimous vote
- May 13, 2010 Amendment 1 Ratified by District 51 unanimous vote
- August 11, 2010 Amendment 2 Ratified by District 51 unanimous vote

**DISTRICT 51**

**Serves**

***Braceville, Braidwood, Carbon Hill, Channahon, Coal City, Crest Hill, Crete, Cullom, Custer Park, Diamond, Dwight, East Brooklyn, Elwood, Frankfort, Gardner, Godley, Homer Glen, Joliet, Kinsman, Lemont, Lockport, Manhattan, a Manteno Group, Minooka, Mokena, Monee, Morris, New Lenox, Peotone, Plainfield, Pontiac, Posen, Preston Heights, Rockdale, Seneca, Shorewood, Verona, Wilmington, & surrounding communities.***