

Guidelines for District 02 of Area 74 of Alcoholics Anonymous



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A.A. Preamble ©

Alcoholics Anonymous is a fellowship of people 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.

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Ever mindful that the reason for the General Service Structure is to be of service to the fellowship of Alcoholics Anonymous, the District shall always observe the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service. In the absence of specific indications in the Guidelines of District 02 of Area 74, the latest edition of the A.A. Service Manual may be relied upon.

The District shall continually be guided by the General warranties contained in Concept XII of the Twelve Concepts:

The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, by **substantial unanimity**; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

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The Twelve Traditions of Alcoholics Anonymous

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. Name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Definition of Terms

Service Manual is a manual of guidelines/suggestions provided by the General Service Office of Alcoholics Anonymous for A.A. Service organizations under the auspices of the General Service Conference. This manual is updated every other year.

A.A. Area 74 (herein "Area") is comprised of the northern half of the State of Wisconsin and a good portion of the Upper Peninsula of the State of Michigan. The A. A. Groups in this region of the United States elect a person, called the Area Delegate, to express their views at the Alcoholics Anonymous General Service Conference held each year in New York, New York.

A.A. Group is defined in Tradition 3 as any two or three alcoholics gathered together for sobriety provided that, as a group, they have no other affiliation. The group is defined in more detail in Chapter 2 of the A.A. Service Manual.

General Service Representative (G.S.R.) is, in general, the link between the A.A. group and A.A. as a whole and is defined in more detail in the A.A. Service manual in Chapter 2.

District refers to one of the smaller geographical regions that comprise Area 74.

Sub-District refers to the sub-units into which District 02 is divided. The sub-districts are as follows:

Subdistrict A: Appleton A.A. Groups (excluding the Genesis Club)

Subdistrict B: 1213 A.A. groups meeting at the Genesis Club

Subdistrict C: Northern District 02 A.A. groups, including Bonduel, Clintonville, Greenville, Navarino, New London, Seymour, Weyauwega and their surrounding areas

Subdistrict D: Eastern District 02 A.A. groups, including Brillion, Chilton, Combined Locks, Freedom, Kaukauna, Kimberly, Sherwood, Stockbridge, Wrightstown and their surrounding areas

Subdistrict E: Northern Winnebago County A.A. groups, including Menasha, Neenah, Winchester, Winneconne and their surrounding areas

Subdistrict F: Southern Winnebago County A.A. groups, including Omro, Oshkosh and their surrounding areas

District Committee Member (D.C.M.) is defined in the AA Pamphlet Your D.C.M. F-12: "The heart of A.A. is the group, which elects a general service representative (G.S.R.). The G.S.R. attends district meetings that are made up of the groups in that district. The G.S.R.s elect a district committee member (D.C.M.). Thus, the D.C.M. is the vital link between the group's G.S.R., and the area service structure, including the area's delegate to the General Service Conference."

Local Committee Member (L.C.M.) is defined as the two-way communication link between the District and the G.S.R.s in the local committee member's sub-district, and is responsible to the D.C.M.

District Meeting refers to the monthly assembly of G.S.R.s and members of the District to discuss District business. **Service Meeting** refers to the time when the business of Area 74, or District 02, may be conducted. Service meetings are a part of Area Conferences and Assemblies as well as the District meetings held monthly by District 02.

Area Assembly in Area 74 is a periodic Service meeting of the voting membership of the Area where matters affecting the fellowship of Alcoholics Anonymous are discussed, debated, and often voted upon. This is a closed meeting of Alcoholics Anonymous and all alcoholics are welcome as visitors, but only D.C.M.s, Area Officers and Chairpersons, Past Delegates and current G.S.R.s have a vote.

Area Conference in Area 74 is a meeting held for the purpose of hearing the delegate's report and election of Area 74 officers in odd numbered years. In addition, at Area Conferences various fellowship activities, sharing sessions, and panels are scheduled.

Guidelines

Article I: *Membership*

- Section 1.00 General Membership in District 02 of Area 74 of Alcoholics Anonymous is open to all persons who have a desire to stop drinking. (See Tradition 3).
- Section 2.00 Voting Membership at District 02 business meetings is limited to the following:
- Section 2.01 Group G.S.R.s (or in their place the Alternate G.S.R.s) are each afforded one vote, such that each A.A. Group in the District is afforded one vote.
 - Section 2.02 District Officers, namely the D.C.M., the Alternate D.C.M., the Secretary, and the Treasurer, are each afforded one vote. The Co-Treasurer may vote in the absence of the Treasurer.
 - Section 2.03 District 02 Standing Committee Chairpersons, such that each Committee (Newsletter, Literature, Corrections, Treatment, Grapevine, Public Information, and Archives) is afforded one vote.
 - Section 2.04 L.C.M.s are each afforded one vote.
 - Section 2.05 In the event that the same person qualifies to vote according to two or more of the above provisions he or she shall be afforded only one vote.
 - Section 2.06 In the event that a G.S.R. or a D.C.M. qualifies to vote in another capacity, his or her duly elected alternate may vote in their place, such that each A.A. group shall be afforded only one vote.

Article II: *Representative of the Groups and Duties*

- Section 1.00 The duties of the General Service Representative (G.S.R.) and the Alternate G.S.R. are described in Chapter 2 of the A.A. Service Manual.
- Section 2.00 Both the G.S.R.s and Alternate G.S.R.s serve their respective groups, and thus each group has sole responsibility and authority to provide the district with a representative, as it sees fit. G.S.R.s complete "group change forms" (paper or online district02aa.org) and submit them to the District. The G.S.R.s and their Alternates may communicate with their respective L.C.M.s about any questions or concerns they have. It is their responsibility to attend any meetings held by their L.C.M.s in their respective sub-districts.
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Article III: *D.C.M., L.C.M.s and District Officers and Duties*

- Section 1.00 The duties & responsibilities of the District Committee Member (D.C.M.) and the Alternate D.C.M are described in the A.A. Service Manual.
- Section 2.00 Both the D.C.M. and Alternate D.C.M. serve the district, and thus the district has sole responsibility and authority to provide the Area with a representative, as it sees fit. D.C.M.s and Alternate D.C.M.s are not Area officers.
- Section 3.00 The District Secretary keeps the minutes of all District 02 meetings. He or she publishes the minutes of the District business meetings in the District 02 Newsletter. The Secretary shall maintain a list of all equipment, items and software (exclusive of literature) purchased with 7th Tradition funds and held and in use by District 02 Officers, Committee Chairs and the Webmaster.
- Section 4.00 The District Treasurer keeps an up-to-date record of District 02 finances, including the current and previous balances, and identifies all revenues and expenses since the last accounting. Treasurer reports are published monthly in the District 02 Newsletter. The Treasurer shall present at every District meeting a written Treasurer's report with financial activity for the prior month, that includes the activity dates, checking account beginning balance, itemized deposits, total deposits, itemized expenses (including check numbers) the closing checking account balance, Prudent Reserve/Savings account activity and finally any Petty Cash activity including the beginning and closing balance with sufficient copies to pass around to the G.S.R.s officers, and committee chairpersons who are present at the meeting. The Treasurer shall present an end of year report showing the budget and actual monies spent for the previous years. The District should conduct random audits of the books; therefore, the Treasurer should bring bank statements and deposit slips to the District Meetings. The Treasurer issues drafts in the name of District 02, countersigned by the Co-Treasurer or the alternate cosigner, for the expenses of the District. All drafts require two signatures. No cash withdrawals will be made from either the checking or savings account.
- Section 5.00 The District Co-Treasurer assists the Treasurer, reports to the district in the absence of the Treasurer, and countersigns all District drafts. Since all drafts require two authorized signatures, a third Alternate Signer will also assist the Treasurer and Co-Treasurer in issuing drafts. The Co-Treasurer shall have practical knowledge of the District Treasury along with the duties and responsibilities of the Treasurer and verify the accuracy of financial transactions and account balances.
- Section 6.00 The L.C.M.'s job is primarily that of a two-way communication link between the District and the G.S.R.s in the Local Committee Members' sub-districts, and the L.C.M.s are responsible to the D.C.M.
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The L.C.M.s duties **may include:**

- Regularly attending all district meetings.
- Receive reports from the groups through G.S.R.s and through frequent personal contacts with groups in their sub-districts.
- They may hold special meetings of all G.S.R.s in their subdistricts.
- They help the D.C.M. cover the district, which would be impossible for the D.C.M. to do on a group-to-group basis.
- They provide groups with "Group Change Forms," and generally assist the D.C.M. in obtaining group information.
- They keep the groups and G.S.R.s informed about District activities and make sure that G.S.R.s are acquainted with The A.A. Service Manual, Twelve Concepts for World Service, the G.S.O. bulletin, Box 459, the Twelve Traditions, workbooks and guidelines from G.S.O., and other service material.
- They help the G.S.R.s make reports to their groups and encourage them to bring new A.A. members to district service events.
- They keep groups informed about Conference-approved books and pamphlets. They regularly keep in touch with the D.C.M. and bring Traditions problems to the attention of the D.C.M.
- Make a regular practice of talking to groups, new and old, about the responsibilities of general service work and its rewards,
- Help groups elect a G.S.R. and other service positions.
- Assist new groups in getting started with A.A. catalogs, recommended literature and books.
- Help the groups develop a well-informed group conscience on matters affecting the group or A.A. as a whole.
- Encourage the use of the A.A. Traditions and Concepts, so that harmony may be achieved.

Article IV: *District Standing Committees and Duties*

Section 1.00 The District Archives Chairperson and the Archives committee will be responsible for the collection and care of the documents and artifacts of District 02. They will maintain, preserve, and expand the collection. They are responsible for ensuring the protection of members and the confidentiality of all A.A. records. The Archives Committee, using the Archives Workbook as a guide, will be District 02's "Keepers of the Past." The Chairperson shall request funds from District 02 as needed and submit reasonable documentation of expenses to the Treasurer for reimbursement.

The Chairperson or a delegate representative will also submit an annual budget to the district for the upcoming year, and provide monthly reports at District Meetings.

- Section 2.00 The Corrections Committee provides coordination and support for groups and individuals wishing to carry the message to alcoholics in jails and prisons within District 02. The Chairperson shall request funds from District 02 as needed and submit reasonable documentation of expenses to the Treasurer for reimbursement. The Chairperson will also submit an annual budget to the district for the upcoming year. The Chairperson or a delegate representative provides monthly reports at District Meetings.
- Section 3.00 The Grapevine Committee relays information about the Grapevine magazine and other materials to the individual groups via their respective Grapevine Representatives (G.V.R.s). The Chairperson shall request funds from District 02 as needed and submit reasonable documentation of expenses to the Treasurer for reimbursement. The Chairperson will also submit an annual budget to the district for the upcoming year. The Chairperson or a delegate representative provides monthly reports at District Meetings.
- Section 4.00 The Public Information (P.I.) Committee provides information about Alcoholics Anonymous to the general public within District 02 and is also responsible for the District 02 Website. The Webmaster will be a standing (non-rotating) member of the District 02 Public Information Committee and will be responsible to administer and maintain the District 02 Website (www.district02AA.org) and meeting guide app. The P.I. Committee will select the Webmaster and recommend his or her acceptance to District 02. The Public Information Committee shall request funds from District 02 as needed and submit reasonable documentation to the treasurer for reimbursement. The Chairperson will also submit an annual budget to the district for the upcoming year. The Chairperson or a delegate representative provides monthly reports at District Meetings.
- Section 4.01 The PI Committee and Webmaster will add event flyers and district Newsletters to the website. The event flyers and Newsletters must first be submitted to the Newsletter in an editable format (e.g., Microsoft Word) in order to remove the phone numbers and/or any contact information to maintain anonymity. Upon Newsletter approval, flyers and Newsletters will automatically be added to the website.
- Section 5.00 The District 02 Newsletter Committee is the medium for communication of District 02 business and events to the groups, G.S.R.s, and individual members. The Newsletter is published electronically on a monthly basis and the editorial staff is responsible for determining the content of each issue. All content/events must be
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AA-related. The Editor shall request appropriate funding from District 02 to meet the costs of publication and submit reasonable documentation to the Treasurer for reimbursement. The Editor shall also submit an annual budget to the District for the upcoming year. The Chairperson or a delegate representative provides monthly reports at District Meetings.

Section 6.00 The Treatment & Accessibilities Committee provides coordination and support for groups and individuals wishing to carry the message to clients in treatment facilities within District 02. The Chairperson shall request funds from District 02 as needed and submit reasonable documentation to the treasurer for reimbursement. The Chairperson shall also submit an annual budget to the district for the upcoming year. The Chairperson or a delegate representative provides monthly reports at District Meetings.

Article V: *District 02 G.S.R. Meetings*

Section 1.00 District 02 G.S.R. meetings are "closed meetings" and are held once each month, usually the 2nd Sunday, at 2:00 PM. The meeting location rotates throughout the district and is hosted by various groups. This meeting is open to all alcoholics interested in matters affecting the fellowship of Alcoholics Anonymous in District 02. Please see Article I for Voting Membership Guidelines.

Section 2.00 We recognize the standing DCM has the autonomy to allow non-voting attendees a voice in our meeting. The voting membership has the discretion to call for a group conscience in such matters.

Article VI: *Election of District 02 Officers and Chairpersons*

Section 1.00 Term of Office: District Officers, L.C.M.s and Chairpersons of the standing committees shall serve a term of two years. Elections shall be held at the August District meeting in the odd numbered years. All terms of office will begin on January 1st of the even numbered years. Officers and Chairpersons are chosen by those eligible to vote.

Section 1.01 Officers rotate after serving one full term, and they may not serve again in any previously held position. In the event that an officer has held a position for less than a full term, that person may serve a second full term.

Section 1.02 Committee Chairpersons are encouraged to rotate and are subject to election by the membership every two years.

- Section 2.00 Eligibility: All members of District 02 are eligible to serve as District Officers and Chairpersons. The D.C.M. has usually served as G.S.R. or other District Officer or Committee Chair. The L.C.M.s have usually served as G.S.R. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill his or her vacated position. An L.C.M. may have also had past service experience as a G.S.R. or D.C.M., or have had other District Committee Chair experience. He or she also needs to have the time and energy to serve the district. In addition, all candidates for all positions should have had a substantial period of continuous sobriety in A.A. (generally four or five years) and have had experience in service work at the group and district levels. Persons nominated for election shall be present at the meeting to confirm acceptance of the nomination prior to voting.
- Section 3.00 District Officer and Committee Chairpersons election procedure: Nominations are taken from the floor and a slate of candidates is established. A single vote is cast by each of the eligible voting members, and the person with the most votes (a majority if there are only two, a plurality if there are more) is the winner. In the event that the top two vote receivers are tied, the contest is determined by choosing from the hat.
- Section 4.00 Exceptions to the election procedure stated above:
- Section 4.01 The Co-Treasurer is elected by those eligible to vote. The current DCM shall be the Third Alternate Signer.
 - Section 4.02 The District Webmaster is selected by the Public Information Committee and confirmed by the voting membership at the District meeting.
- Section 5.00 Replacement: If any District officer or Chairperson is unable to serve his or her full term, the district may, at its discretion, appoint replacements by majority vote at any District meeting. Initial consideration for replacement is if an officer or chairperson has missed 3 District meetings in a row.

Article VII: *District 02 Financial Structure and Ongoing Expenses*

- Section 1.00 As described in the Seventh Tradition, District 02 is self-supporting through contributions of those A.A. Groups and individuals contained in its geographical area. It is the responsibility of the Treasurer to send thank you notes to all contributing groups.
- Section 1.01 The D.C.M. shall receive compensation of \$15.00 per District Meeting chaired. The Alternate D.C.M. shall receive \$15.00 compensation only if filling in for the D.C.M.
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- Section 1.02 The Alternate D.C.M., L.C.M., Secretary, Treasurer, and Committee Chairperson shall receive compensation of \$5.00 per District Meeting attended.
- Section 1.03 The D.C.M. shall be reimbursed for the registration and banquet fees for attending the Spring and Fall Area 74 Conferences. The D.C.M. will also be reimbursed for fuel and lodging expenses for attending Area 74 assemblies and conferences. The D.C.M. shall submit requests at a District meeting with a written statement of expenses. The hotel or motel cost shall be borne by the D.C.M. (The Alternate D.C.M. shall receive this compensation only if filling in for the D.C.M.)
- Section 1.04 The D.C.M. shall receive current federal charitable rate per mile to help offset the travel expenses for attending each of the Area 74 Assemblies and the Delegates Workshop or other Delegates' Committee Meetings. The D.C.M. shall submit a request at a District Meeting. The Alternate D.C.M. shall receive this compensation only if filling in for the D.C.M.
- Section 1.05 The D.C.M. shall receive reimbursement for the cost of printing copies of materials for the District G.S.R.s and Committee Chairperson, and shall submit a request at a District Meeting.
- Section 1.06 The District Treasurer issues drafts in the name of District 02, countersigned by the Co-Treasurer and/or the third alternate co-signer, for the above expenditures. Petty cash transactions should be limited to the \$5.00 stipends offered for mileage reimbursement. All other transactions are paid by check.
- Section 1.07 The District Treasurer issues drafts in the name of District 02, countersigned by the Co-Treasurer and/or the third alternate co-signer, for the rent of the District Meeting facility up to \$35.00. The Treasurer also reimburses the person responsible for providing the refreshments for the District Meeting. In the event that the rent of the District Meeting facility is over \$35, the group hosting the meeting will need to get District approval for the amount over \$35.
- Section 1.08 Non-district related events shall pay \$18 to have a flyer published in the Newsletter. Payment shall be made to the District 02 Treasurer.
- Section 1.09 District 02 D.C.M. and Committee Chairs will be responsible for preparing and presenting an annual budget at the district meeting. Past experience suggests the following timeline:
- In early July, the D.C.M. sends out a notice to all District Committee Chairs, requesting a completion of a budget request form. The notice will kindly
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request the return of the form no later than a week before the August district meeting.

- Upon receipt of all forms, the district Treasurer will complete the upcoming calendar year budget document to include year-to-date totals for the current year and projected budget for the following year.
- The draft document is presented for discussion and review to District 02 prior to the August district meeting via electronic communication, publication in the District 02 Newsletter and at any monthly district meetings held prior to the December district meeting (i.e. August, September, and October). The district D.C.M., Treasurer and Committee Chairs should be present to answer questions from the body.
- The annual budget is presented at the December district meeting for approval. The district D.C.M., Treasurer and Committee Chairs should be present to answer questions from the body.
- The budget document will be maintained by the district Treasurer and should be forwarded to the incoming district Treasurer at each rotation.

Article VIII: *Amendments to the Guidelines*

Section 1.00 The Guidelines may be amended at a District Meeting by a two-thirds majority vote, provided that the amendment been presented in writing at the two previous District Meetings.
