

# **District 03-301 Arizona Area**

## **Guidelines And Policies**

Effective May 9, 2006

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Preface

The G.S.R. Preamble

***We are the General Service Representatives. We are the link in the chain from our Groups to the General Service Office, New York. We are the contact from the World of A.A. to our Group.***

***Let us remember, however, that we are alcoholics and trusted servants. We cannot and must not lead ourselves to believe that we now have some great and governing power that makes us better or worse than any other alcoholic. Let us always remember that we must think first of our Group and of A.A. as a whole.***

**The purpose of these guidelines is to supplement, not replace, the A.A. Service Manual**

## Arizona Area

### Article I. District Purpose

**A.** Keep the lines of communication open between the General Service Office (GSO) and District 03-301 Groups through full registration and representation of all active Groups.

**B.** Develop knowledgeable and experienced General Service Representatives (GSR's) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, and other principles of service as contained in "The A.A. Service Manual".

**C.** Elect a District Committee Member (DCM) to represent District 03-301 at Area Assemblies and to participate with GSR's at Area Assemblies and other Arizona Area functions.

**D.** Strengthen District 03-301 Groups through service work to ensure that the opportunity to recover from alcoholism through the practice of the Twelve Steps and the Twelve Traditions will be available for future alcoholics.

**E.** Support the A.A. service structure, including the General Service Office, the Arizona Area, and District 03-301, in the spirit of the Seventh Tradition by encouraging all Groups in District 03-301 to establish and participate in a regular contribution plan.

### Article II. District Location

#### **A. DISTRICT 03-301 BOUNDARIES**

Cameron parallel south to Yavapai County line, County line east to Navajo County line and County line west to Mohave County line.

#### **B. DISTRICT 03-301 CITIES AND TOWNS**

1. District 03-301 contains the cities and towns of Flagstaff, Williams, Ash Fork, Cameron, Seligman and Munds Park.

### Article III. District Membership

#### **A. VOTING MEMBERS OF DISTRICT 03-301**

1. District Officers: DCM, Alternate DCM, Secretary, and Treasurer.

2. General Service Representatives (GSR's) - All GSR's who are currently registered as representing a District 03-301 Group.

3. Standing Committee Coordinators and Liaisons: CPC, Corrections, Grapevine, PI, Remote Communities, Treatment and Intergroup Liaison.

4. Past DCM's

5. Alternates - All members serving in Alternate Trusted Servant positions have the same voting privileges as their principals only when their principals are absent. (This provision does not apply to the Alternate DCM).

## **B. EXCLUSIONS**

1. Each qualified voter shall have a single vote even though the member may be serving in more than one capacity.

2. Absence by Officers and Committee Coordinators from three (3) consecutive District Meetings will be considered as a resignation from their position and a new person will be elected. This action may be precluded by the DCM or incumbent arranging for an alternate to assume the duties of the position on a temporary basis with the approval of the District Committee.

3. If a GSR misses three (3) consecutive meetings that he or she is responsible to attend as defined in the A.A. Service Manual, notification will be given to their Group by a visit from the DCM or other District Officer to let the Group know that their GSR is not fulfilling his or her commitment and the Group's vote has been lost at the missed District and Area Assemblies.

## **Article IV. How the Committee Works**

### **A. DISTRICT 03-301 MEETING SCHEDULE**

1. District Committee meetings are held at 5:30 PM on the Second Tuesday of each month during the year. The DCM may call special meetings of the District Officers when considered necessary to do so. Meetings are held at the AZ-North building located at 2410 E. Route 66, unless a different location or time is selected by the DCM.

### **B. MEETING PROVISIONS**

1. District 03-301 meetings shall provide at least 15 minutes dedicated to GSR sharing.

## **Article V. District Funding and Treasury**

### **A. DISTRICT FUNDING**

1. District 03-301 accepts no money or things of value from nonalcoholic persons or organizations. District 03-301 sells no merchandise or raises any funds which are not entirely voluntary contributions of its members.
2. District 03-301 is entirely self-supporting through its own and Groups' contributions.

### **B. DISTRICT TREASURY**

1. District 03-301 will maintain a prudent reserve of \$500.00
2. Priority of expenditures.
  - a. Funding for DCM activities such as attending PRASSA and the Pacific Regional Forum.
  - b. Funding for Committee Coordinator Service Activities and Projects.
  - c. Funding for District Meeting Location.
  - d. Funding for Postage, copies, and general supplies.

## **Article VI. District Positions and Eligibility**

### **A. DCM AND ALTERNATE DCM**

1. A background in A.A. service work which is related to the GSR position.
2. Minimum suggested sobriety of four years.
3. The time, energy and willingness to serve the District well.
4. Availability to attend all Area Assemblies, and other Area events.

### **B. SECRETARY / ALTERNATE**

1. Minimum suggested sobriety of two years.
2. The time, energy and willingness to serve the District well.

### **C. TREASURER / ALTERNATE**

1. Minimum suggested sobriety of two years.
2. The time, energy and willingness to serve the District well.

## **E. STANDING COMMITTEE COORDINATORS**

1. Elected by the District Committee.
2. Minimum suggested sobriety of two years.
3. The time, energy and willingness to serve the District well.

## **F. LIAISONS**

1. District 03-301 Liaisons are usually provided by the organization they represent.
2. If a Liaison is not provided by the organization, one may be appointed from the District 03-301 membership by the DCM.
3. Appointed Liaisons should be involved in the represented organization.

## **Article VII. Duties of District Officers**

### **A. COMMON DUTIES. ALL DISTRICT 03-301 OFFICERS SHALL PERFORM THE FOLLOWING COMMON DUTIES.**

1. Attend and participate in all meetings of the District 03-301.
2. Attend and participate in all District Workshops.

### **B. DISTRICT COMMITTEE MEMBER (DCM)**

1. Maintain an effective service structure in the District.
2. Attend PRAASA, the Pacific Regional Forum, and the Four Area Assemblies.
3. Work toward full representation of all the Groups in the District at all District Committee Meetings and Area Assemblies.
4. Call GSR's prior to the monthly District meeting and encourages them to attend. Advise them of the date and time of the next District meeting and Area Assembly.
5. Encourage and assist GSR's to develop leadership, knowledge, experience and love of General Service work.
7. Service sponsor District GSR's by continuing their study of the Traditions, Concepts, "The A.A. Group" pamphlet, "The A.A. Service Manual", "Box 4-5-9", and other General Service material.
8. Visit all Groups in the District that do not have GSR's, explain the importance of Group representation in A.A. through a GSR, and encourage them to elect their own GSR.
9. Work with the Alternate DCM to ensure an orderly transfer of responsibilities.

### **C. ALTERNATE DISTRICT COMMITTEE MEMBER (ALTERNATE DCM)**

1. Assist the DCM to maintain an effective service structure in the District.
2. Substitute for the DCM when necessary.
3. Participate as a member of the Area Assembly in the absence of the DCM.
4. Assist and work with the Standing Committee Coordinators and substitute for a Coordinator when necessary.

### **D. SECRETARY**

1. Maintain District records and perform secretarial duties.
2. Take the minutes of the District meeting and forward to the web servant for posting on the website. Present the minutes for approval at the next District Committee meeting.
3. Print and distribute (mail or email) the monthly District Committee meeting agenda and minutes from the previous meeting to the District Committee members and the Area.
4. Maintain copies of all District minutes, agenda, and correspondence in good condition.
5. Ensure that the results of the District Election are distributed to the groups in the District and that any reports required are promptly sent.
6. Process correspondence as required.
7. Send reminder notes to District members and advise them of the date and time of the forthcoming District meeting.
8. Receive current mailing, email, and telephone lists of the District members from the DCM.
9. Maintain and publish the District Committee roster.

### **E. TREASURER**

1. Maintain the District funds securely, keeping accurate permanent records of District funds disbursement.
2. Validate contributing Group names and send "Thank You" cards to each group.
3. Maintain a record of donations to the District using the Group's name.
4. Acknowledge donations to the District promptly by receipts to the donors.
5. Make a copy of the Treasurer's report available at District Committee meetings for District Committee approval.
6. Provide the Secretary with a copy of the approved Treasurer's report.
7. Responsible for the collection of all expenditure receipts from District Officers, Coordinators, and GSR's.
8. Ensure that District expenses, including the District Post Office Box, are paid on time.
9. Maintain and update the District bank account signature cards and ensure that the DCM, and the Treasurer are signatories on the District bank account.

**10.** Maintain custody of the Treasurer's records, District self-addressed envelopes, other Treasurer's supplies, and the key to the District Post Office Box.

**11.** Place a supply of District self-addressed envelopes on the table at each District Committee meeting for GSR's to take to their Groups.

**12.** Forward a copy of the Treasurer's report to the webservant for posting on the website.

## **Article VIII. District Election**

### **A. ELECTION PROCEDURE**

**1.** Elections of all District Officers, DCM's, Alternate DCM's and Standing Committee Coordinators are held in November of odd-numbered years prior to the Arizona Area Election Assembly.

**2.** The principal of Rotation applies to all District 03-301 positions.

**3.** District Officers are elected by a modified Third Legacy Procedure:

<b>District 03-301 Modified Third Legacy Procedure</b>	
<b>Ballot</b>	<b>Action</b>
<b>1</b>	If a 2/3 vote is received, the candidate is elected.
<b>2</b>	<ul style="list-style-type: none"> <li>• If there is no First Ballot winner, the two candidates with the greatest number of votes remain.</li> <li>• A simple majority of the votes cast shall elect.</li> </ul>
<b>The Hat</b>	In the event of a tie, the choice shall be made by the Hat.

**4.** Persons standing or nominated for a District Officer position will give their sobriety date and service experience prior to the vote.

**5.** Non-committee Members that have attended six (6) of the last twelve (12) District Committee meetings will be eligible to stand for a District Officer Position.

**6.** It is preferred that more than one person be nominated for each office.

**Article IX. Duties of Standing Committee Coordinators, Liaisons, & GSR's****A. COMMON DUTIES: ALL COMMITTEE COORDINATORS, LIAISONS, and GSR's SHALL PERFORM THE FOLLOWING COMMON DUTIES.**

1. Attend all meetings of the District 03-301 Committee and the four Arizona Area Assemblies.
2. Act as service sponsor for replacement to ensure an orderly transfer of responsibilities.

**B. COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) COMMITTEE COORDINATOR.**

1. Attend all Area CPC Roundtables and report to the District on CPC activities.
2. Form and maintain a District CPC Committee made up of GSR's and other interested members.
3. Establish projects for the District CPC Committee to work on.

**C. CORRECTIONS COORDINATOR.**

1. Attend all Area Corrections Roundtables and report to the District on Corrections activities.
2. Maintain an active roster of AA volunteers to conduct meetings in the Coconino County Jail.
3. Maintain communication with the Coconino County Jail and assist wherever possible with volunteer orientation.

**D. GRAPEVINE COMMITTEE COORDINATOR.**

1. Attend all Area Grapevine Committee meetings and report to the District on Grapevine activities.
2. Form and maintain a District Grapevine Committee made up of Group Grapevine Representatives (GVR's) and other interested members.
3. At District meetings, remind GSR's to mention the Grapevine magazine in their GSR reports on a regular basis.
4. Distribute "Grapevine" and "La Viña" subscription forms and information on Grapevine products at each District Committee meeting.

**D. PUBLIC INFORMATION (PI) COMMITTEE COORDINATOR.**

1. Attend all Area Public Information Committee Roundtables and report to the District on PI activities.
2. Form and maintain a District Public Information Committee made up of GSR's and other interested members.
3. Develop District approved and funded PI projects, e.g. those found in the "Public Information Workbook." Report on their status at District meetings.
4. Provide the District with a monthly written report on the status of all Public Information projects that District 03-301 is involved with.

**REMOTE COMMUNITIES COORDINATOR**

1. Attend all Area Remote Communities Roundtables and report to the District on all Remote Communities activities.
2. Maintain a meeting list of remote community meetings in Northern Arizona.
3. Visit remote community meetings for support and supply literature & books wherever needed.

**TREATMENT COORDINATOR**

1. Attend all Area Treatment Committee Roundtables and report to the District on all Treatment Committee activities.
2. Coordinates AA activities, meetings, and literature in District treatment facilities.

**G. INTERGROUP LIAISON**

1. Attend the Flagstaff Intergroup Meeting.
2. Provide a written report to the DCM at the District Committee Meeting on any Intergroup issues that affect the District.

**H. GENERAL SERVICE REPRESENTATIVE (GSR)**

1. Attend monthly District Meetings and four Area Assemblies.
2. Serve as the mail contact with GSO; receive GSO bulletin Box 4-5-9 and keep their group informed of all AA activity all over the world.
3. Keep the DCM up to date about group information and changes.
4. Serve on steering committee's and help with District workshops and activities.
5. Work with group treasurers to develop practical plans for group support of GSO, District, Area and Intergroup/Central Office.

**Article X. Ratification, Amendment and Suspension****A. RATIFICATION**

1. These guidelines shall become effective immediately upon acceptance by two-thirds of the District, present and voting.

**B. AMENDMENT**

1. These guidelines may be amended as follows.
  - a. All proposed amendments must be in writing and submitted to the DCM who will give them to the District Committee.
  - b. The proposed amendment shall be presented to a District Committee meeting no later than two months after receipt by the DCM.
  - c. Prior to presentation to the District Committee meeting, the Steering Committee shall provide opportunity for GSRs and other District members to become fully informed on the proposed amendment.

d. Upon acceptance by two-thirds of the District, present and voting, the proposed amendment becomes a part of the District 30 guidelines.

### **C. WAIVERS**

1. Upon agreement by three-fourths of the District, present and voting, these guidelines, or any part thereof, may be suspended temporarily for necessity.

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## **Appendix A – District 03-301 Committee Meeting Suggested Agenda**

### **Meeting Agenda**

**<Date>**

2. Serenity Prayer
3. Twelve Concepts
4. Twelve Traditions
5. Welcome & Introductions
6. Secretary's Report – Approval of previous month's minutes
7. Treasurer's Report
8. DCM Report
9. Alternate DCM Report
10. New Business
11. Coordinator Reports
  - CPC
  - Corrections
  - Grapevine
  - Public Information
  - Remote Communities
  - Treatment
  - Intergroup Liaison
  - GSR Reports
12. Old Business
13. Announcements
14. Adjourn & Responsibility Pledge

**“WHEN ANYONE, ANYWHERE, REACHES OUT FOR HELP, I WANT THE HAND OF A.A. ALWAYS TO BE THERE, AND FOR THAT, I AM RESPONSIBLE”**

**REVISIONS:**

