

# DISTRICT 03-301 GUIDELINES

REV. JANUARY 2010

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## PREFACE

**The GSR Preamble:** We are the General Service Representatives. We are the link in the chain from our Groups to the General Service Office in New York. We are the contact from the world of A.A. to our Groups.

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.

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

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From the Service Manual: Fortunately our Society is blessed with any amount of real leadership- the active people of today and the potential leaders of tomorrow...We have an abundance of men and women whose dedication, stability, vision, and special skills make them capable of dealing with every possible service assignment. We have only to seek these folks out and trust them to serve us.

A leader in A.A. service is therefore a man or woman who can personally put principles, plans, and policies into such dedicated and effective action that the rest of us want to back him up and help him in his job.

Good leadership originates plans, policies and ideas for improvement of our Fellowship and its services. But in new and important matters, it will nevertheless consult widely before taking decisions and actions. Good leadership will also remember that a fine plan or idea can come from anybody, anywhere. Consequently, good leadership will often discard its own cherished plans for others that are better, and it will give credit to the source.

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District 03-301 will be ever mindful of the  
Principles and spirit of Concept Twelve.

(From the A.A. Service Manual) ...that the Conference can never become the seat of great wealth or government; that its fiscal policy shall ever be prudent; that it will never create any absolute authority; that the principle of substantial unanimity will be observed; that it will never take any punitive action; that it never will incite public controversy; that it can serve A.A. only; and that it shall always remain democratic in spirit. These Warranties indicate the qualities of prudence and spirituality...

## Article I **District Purpose**

The purpose of District 03-301 is to:

- A. Keep the lines of communication open between the General Service Office (GSO) and Groups within the District through full listing and participation of Groups.
- B. Develop knowledgeable and experienced General Service Representatives (GSRs) 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, other Conference-approved literature, or printed in the *AA Grapevine*.
- C. Elect a District Committee Member (DCM) to provide leadership, to represent District 03-301 at Area Assemblies, PRAASA and the Pacific Region Forum and to participate with GSRs at Assemblies and other Area functions.
- D. Cooperate with other Districts in the County, especially in selection and support of the District Committee Member Chair, the DCMC.
- E. 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 Twelve Traditions will be available when anyone anywhere reaches out for help.
- F. Assist and inform Groups about the Seventh Tradition and the responsibility to serve all service entities serving them.

## Article II **District Location**

- A. District Boundaries: all of Coconino County south of an east-west line drawn just north of the town of Cameron except for the community of Forest Lakes.
- B. District 03-301 Cities and Towns: Flagstaff, Williams, Ash Fork, Cameron, and Munds Park.

## ARTICLE III **District Membership**

- A. Voting Members of District 03-301
  1. DCM, Alternate DCM, Secretary and Treasurer
  2. GSRs- all GSRs who currently represent a Group in the District
  3. Standing Committee Coordinators and the Intergroup Liaison
  4. The Alternate DCM has a vote at all District meetings.
  5. If a GSR is not present, his or her alternate may vote.
  6. If an Officer or Coordinator has an alternate previously approved by the District that person may vote if the Officer or Coordinator is absent.
- B. Exclusions and attendance
  1. Each qualified voter has only one vote, even if serving in multiple capacities.
  2. Absence by Officers or Committee Coordinators from three (3) consecutive District Meetings will be considered as resignation

from the position and a new person will be elected. This action may be precluded by the DCM, or by the incumbent arranging for an alternate to assume the responsibilities of the position on a temporary basis with the approval of the District.

3. If a GSR misses three (3) consecutive District meetings notification will be given to her or his Group by a visit from the DCM or other District Officer to let the Group know that they are not being represented.

#### Article IV **District Election**

##### A. Election Procedures

1. Elections of all District Officers and Standing Committee Coordinators are held in November of odd-numbered years.
2. The principal of rotation applies to all positions and no Officer or Coordinator may be re-elected to a position that they have already performed for a complete rotation.
3. District Officers are elected by a modified Third Legacy Procedure:
  - a. If a 2/3 vote is received the leading candidate is elected
  - b. If no candidate receives 2/3 of the vote in the first ballot the two candidates with the most votes will be candidates in a second ballot with the person with the most votes in the second ballot being elected
  - c. In the event of a tie in the second ballot a name will be pulled from the hat and that person is considered elected
4. District Standing Committee Coordinators will be elected by simple majority with the person receiving the most votes considered elected.
5. Persons standing for a District position will be afforded time to state their qualifications prior to any balloting.
6. All members of Alcoholics Anonymous living within the District may be nominated. Recommended qualifications are found above. A person must be present to be elected. It is preferred that more than one person be nominated for each position.

#### Article V **How the Committee Works**

- A. District 03-301 Meeting Schedule: District meetings are held monthly, currently the second Tuesday of each month at the offices of the United Way on Cedar Ave beginning at 5:30 p.m. The DCM may call special meetings of the District Officers when considered necessary. A different place and time of meetings may be selected by the DCM.
- B. Meeting Provisions: Meetings shall provide sufficient time each month for GSR sharing.

## Article VI **District Funding and the Treasury**

- A. District Funding
  1. District 03-301 accepts no money or things of value from non-alcoholic persons or from organizations not part of Alcoholics Anonymous.
  2. District 03-301 sells no merchandise and raises no funds which are not entirely voluntary contributions from members of Alcoholics Anonymous.
  3. District 03-301 is entirely self-supporting through donations from Groups, from A.A. members, or from other parts of Alcoholics Anonymous.
- B. District Treasury
  1. The Prudent Reserve shall be \$1000.00
  2. The District Treasurer is not responsible for determining appropriateness of expenditures, and will seek guidance from the District Committee prior to disbursing funds if there is any question of appropriateness.
  3. The Treasurer will only reimburse legitimate expenses after receiving receipts. Legitimate expenses are those that are normal for the work of an officer or coordinator or are a result of a district vote. This includes purchase of literature and supplies, travel, photocopying, etc. Officers and Coordinators unsure of whether or not an expense is legitimate should consult the District before making the expenditure. Direct gas receipt reimbursement or mileage reimbursement at the same reimbursement amount as the Area for any travel on District business will be given upon receipt of gas receipt and expense form. Choice of reimbursement method will be left up the trusted servant.
  4. All members of the District are encouraged to be wise stewards of District funds, looking for opportunities to reduce costs, share materials, share transportation and accommodations.
  5. Meals at Assemblies, PRAASA, and the Pacific Regional Forum are not reimbursed for any person traveling to such events representing the District including the DCM, the Alternate DCM or the DCMC.
  6. The District Treasurer and the DCM are signers on any District bank account. The Treasurer is responsible for keeping account information up to date.
  7. The following priorities will be used for budgeting and expenditures:
    - a. DCM activities including attendance at Area Assemblies.
    - b. Committee Coordinator activities and projects.
    - c. District Meeting rent if necessary.
    - d. District postage, copies and general supplies.
    - e. DCM to attend PRAASA and Regional Forum.
    - f. Coordinators to 3 day assemblies.
    - g. DCMC activities within the county
    - h. DCMC attendance at area assembleie.
    - i. DCMC to PRAASA
    - j. Assisting gropus to fund GSR attendance at Area Assemblies

- k. Service Workshops
  - l. Alternate DCM to attend Assemblies
  - m. Assisting groups to fund GSR attendance at PRAASA
  - n. Alternate DCM to PRAASA
  - o. Distribute excess funds
8. The GSR Assistance Fund is available to assist active GSR's to attend the Area Assemblies. The fund is only to be used if a group is unable to fully fund their GSR's attendance. Groups wishing to request assistance should come to the district meeting prior to an assembly with estimated cost of attendance, amount the group is able to contribute for the GSR's expenses and amount requested from the district. The district fund should only be used to supplement the GSR's attendance and not fully fund it. The district may only contribute a maximum of \$100 for a 3-Day Assembly and \$40 for a 1-Day assembly. Assistance is dependent upon district having funds available in the budget and approval of the district committee.
- C. Distribution of Surplus Funds
1. In January of each year, funds in excess of the prudent reserve and the current year budget will be disbursed. The Treasurer, DCM, and two volunteers will recommend how the distribution should be divided. The full district committee must approve the distribution.

**Article VII District Positions and Eligibility**

- A. The DCM
1. A background in A.A. General Service Work
  2. Prior experience as a District Officer or Coordinator is preferred
  3. Minimum suggested sobriety of four years
  4. The time, energy and willingness to serve the District well
  5. Availability to attend all District Meetings, all Area Assemblies, PRAASA, the Forum and other District or Area events.
- B. Alternate DCM
1. A background in A.A. General Service Work
  2. Prior experience as a GSR is preferred
  3. Minimum suggested sobriety of four years
  4. The time, energy and willingness to serve the District well including the taking on of special projects if desired by the District.
  5. Availability to stand in for the DCM when the DCM is unavailable.
- C. Secretary
1. Minimum suggested sobriety of two years
  2. The time, energy and willingness to serve the District well
- D. Treasurer
1. Minimum suggested sobriety of two years
  2. The time, energy and willingness to serve the District well
- E. Standing Committee Coordinators
1. Minimum suggested sobriety of two years
  2. The time, energy and willingness to serve the District well

3. Previous experience as a GSR or Intergroup Representative is preferred.

#### Article VIII **Duties of District Officers**

- A. Common duties for all District Officers
  1. Attend and participate in all District 03-301 meetings, workshops and special events.
- B. District Committee Member (DCM)
  1. Maintain an effective service structure in the District
  2. Attend all Area Assemblies, PRAASA and the Pacific Regional Forum
  3. Work toward full representation of all Groups in the District at District Meetings and Area Assemblies
  4. Arrange for all District members including GSRs, Coordinators and Officers to be reminded of the next meeting and next Assembly in a timely and effective manner. Inform all voting members of the agenda of the next District meeting in advance when possible.
  5. Encourage GSRs to develop leadership, knowledge and commitment to General Service work. Provide Service Sponsorship opportunities.
  6. Ensure GSRs are familiar with the Service Manual, with Box 459, and with other Conference-approved literature.
  7. Visit all Groups in the District, especially those without GSRs.
  8. Provide effective leadership to other Officers and Standing Committee Coordinators.
- C. Alternate DCM
  1. Assist the DCM to maintain an effective service structure in the District.
  2. Substitute for the DCM when necessary at District Meetings or Area Assemblies.
  3. Actively assist each of the Standing Committee Coordinators to effectively fulfill their responsibilities. Regularly meet with Coordinators to assist in the planning and implementation of their work.
  4. Take on special projects and workshops when asked by the District.
  5. Actively work to recruit replacements for any vacant Coordinator position.
- D. Secretary
  1. Maintain and retain District records.
  2. Take minutes at District meetings and effectively distribute minutes in a timely manner. Distribution may be a combination of postal mail, email and the posting of anonymity protected minutes on the Flagstaff Intergroup web site.
  3. Provide copies of previous month's minutes at each District meeting for approval.
  4. Remind all Groups, GSRs, Coordinators and Officers of the next District meeting.
  5. Maintain an up to date list of all Groups in the District, and of names and contact information for all GSRs, Officers and Coordinators. Provide copies at each District meeting.

- E. Treasurer
  - 1. Maintain District funds securely and keep accurate and complete records of receipts and disbursements.
  - 2. Send thank you cards to Groups who have donated to the District.
  - 3. Provide copies of accurate and complete Treasurer's Reports at each District meeting for District approval.
  - 4. Reimburse all persons conducting District business upon presentation of correct receipts or mileage claims. Notify each Officer and Coordinator of their budget and of the amount remaining when asked or when the budget is close to being exhausted. Advancement of funds for the conduct of District business may be done with approval of the DCM or by vote at a District meeting.
  - 5. Pay all District bills such as rent if any and payment for the Post Office box.

Article IX **Duties of Standing Committee Coordinators**

- A. Common duties of all Coordinators
  - 1. Attend all meetings of the District and provide written reports of activities. Attend three day Area Assemblies if possible and if funded or self-funded.
  - 2. Work with replacement at end of rotation to ensure smooth transition
  - 3. Keep DCM and Alternate DCM up to date on all activities and plans
  - 4. Keep Area Coordinator corresponding to position informed of local activities and use him/her as a resource.
  - 5. Use Area assistance whenever possible.
- B. Cooperation with the Professional Community (CPC)
  - 1. Form and maintain an active District CPC Committee made up of members of Alcoholics Anonymous in the communities served by the District.
  - 2. Cooperate with PI Coordinator in areas of mutual interest.
  - 3. Use CPC Workbook and other materials to develop plans and activities to effectively let professionals know about A.A. and what A.A. is and isn't.
- C. Corrections
  - 1. Maintain an active list of corrections volunteers cleared to conduct meetings in the Coconino County Jail, and the Coconino County Juvenile Detention Center.
  - 2. Recruit volunteers to take meetings into the above facilities.
  - 3. Work with the staff of the above facilities to maintain good working relationships.
- D. Grapevine and La Viña
  - 1. Form and maintain an active and effective Grapevine Committee in the District.

2. Encourage Groups to have Grapevine Representatives.
  3. Promote subscriptions to the Grapevine and La Viña by individuals and Groups. Distribute Grapevine subscription forms at District meetings and at other suitable locations.
  4. Encourage individuals to submit articles to the Grapevine.
  5. Work with Groups and Flagstaff Intergroup Literature Coordinator to promote sales of Grapevine books and audio materials and remind individuals of value of subscriptions to the Digital Archives.
- E. Public Information (PI)
1. Form and maintain an active and effective Public Information Committee with representation from all District communities if possible.
  2. Use Public Information Workbook to develop and implement plans to spread information about Alcoholics Anonymous.
  3. Work with radio and television stations to place public service announcements.
  4. Maintain and stock pamphlet racks at suitable locations within the District.
  5. Work with Flagstaff Intergroup to ensure accurate information about Alcoholics Anonymous in the District is accurately represented on the Intergroup web site.
  6. Work with CPC Coordinator in areas of overlap.
- F. Remote Communities
1. Maintain a list of all remote community meetings in northern Arizona.
  2. Encourage A.A. members from populated areas of the District to attend remote meetings.
  3. Work with meetings and Groups in remote areas of the District and neighboring Districts to assist them whenever and however possible in carrying the A.A. message.
- G. Treatment
1. Form and maintain an active and effective Treatment Committee.
  2. Work with all agencies providing treatment for alcoholism in the District to foster good relations and a clear understanding of what A.A. is and isn't.
  3. Use Treatment Workbook to develop and implement plans.
  4. Arrange for temporary contacts, meeting lists and other resources for local individuals leaving treatment facilities. Provide "Bridge the Gap" information to individuals returning to other communities.
  5. Work with PI & CPC coordinators in areas of mutual interest.
- H. Ad Hoc Committees
1. Ad-hoc committee members to be approved by DCM.
  2. DCM to be a member of all ad-hoc committees.
  3. Appointees will have service experience.
  4. The committee must present a final report with recommendations, in writing, to the district committee prior to discussion and vote.

Article X **General Service Representatives (GSRs)**

A. Responsibilities

1. Attend monthly District meetings and Area Assemblies.
2. Provide an effective communication link between Groups, the District and Area. Share information received from the District, the Area and the GSO with Group.
3. Keep DCM and Area Registrar up to date on Group information.
4. Assist with District workshops and activities.
5. Work to inform Group of principle of self support and need to be self-supporting. Keep Group Treasurer up to date on where to send contributions to the District, Intergroup, Area and GSO.
6. Bring information from Group business meetings to District meetings.

Article XI **The Intergroup Liaison and the DCMC**

A. Intergroup Liaison

1. Selected by Flagstaff Intergroup. If the position is vacant, the DCM will invite the Intergroup Chair to attend or send a temporary representative to the District meeting.
2. Serves as the communication link between the District and the Intergroup.
3. Has a voice and a vote at District meetings and Area Assemblies.

B. District Committee Member Chair (DCMC)

1. Works with DCMs and within Coconino County to promote General Service and effective cooperation between Districts.
2. Currently financially supported by District 03-301 with the goal of receiving greater support from 03-300 as possible in the future.
3. Selection of DCMC determined by both District 03-301 and District 03-300.
4. Has a voice, but no vote at District meetings; voice and vote at Area Assemblies.

Article XII **Ratification, Amendment and Suspension**

A. Ratification

1. These guidelines shall become effective upon approval by two thirds of the voting members present and voting at the District meeting where a motion to approve is voted on.

B. Amendment

1. These guidelines may be amended as follows:
  - a. All proposed amendments must be given to the DCM in writing.
  - b. The DCM shall bring the proposed amendment up as new business at the next regular District meeting.
  - c. Voting will not occur at the meeting where the amendment(s) are presented but instead at the next regular meeting.

- d. Approval requires a two thirds vote of those voting.
- C. Suspension and waivers
  - 1. Upon agreement of two thirds of the voters at a regular District meeting these guidelines or any part thereof may be suspended temporarily for necessity.

## Appendix A

## Suggested Agenda

### Meeting Agenda

<date>

1. Serenity Prayer
2. Tradition and Concept corresponding to month
3. Welcome and Introductions
4. Secretary's Report and approval of minutes
5. Treasurer's Report and approval of report
6. GSR Reports
7. DCM Report
8. Alt DCM Report
9. DCMC Report
10. Intergroup Liaison Report
11. Coordinator Reports
  - a. CPC
  - b. Corrections
  - c. Grapevine
  - d. Public Information
  - e. Remote Communities
  - f. Treatment
12. Old Business
13. New Business
14. Announcements
15. Adjourn with Responsibility Pledge and Declaration of Unity