

# DISTRICT 8 of AREA 24 GUIDELINES

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## FORMAT OF DISTRICT MEETING

1. Open the District Meeting promptly at 7:00 p.m. on the 3rd Monday of each month, unless a particular date and time is changed by Group Conscience and recorded in the District Minutes. *(01-19-04)*
2. The District Meeting will be non-smoking. *(01-15-01)*
3. One hour into the District Meeting, a 10 minute “smoke break” will be taken. *(01-15-01)*
4. All Committee and Officer reports should be in written form with a brief oral synopsis followed by questions. *(03-21-05)*
5. Format of District 8 Meeting *(01-20-03)*
  - a. Approve agenda
  - b. Reading and/or approval of the previous month’s minutes
  - c. Reading of the Treasurer’s Report
  - d. Alternate D.C.M. Report
  - e. D.C.M. Report
  - f. Service Chair reports, limited to the following list of Service Chairs: Archives, Corrections, CPC, Grapevine, Literature, Newsletter, PI, Webmaster and Treatment
  - g. Appointed District 8 Committee Reports (if any)
  - h. Old Business
  - i. New Business
  - j. District 8 Group Reports given by the G.S.R. or Group representative
  - k. Reading of the monthly Tradition or Concept
  - l. Close the District 8 Meeting
  - m. Any, or all, of the above steps may be suspended or omitted by Group Conscience vote

## **ATTENDANCE**

1. Any A.A. member can attend and make a motion at a District Meeting. *(01-16-95)*
2. If a District Officer or Service Chair is not present and does not have someone give a report for them for three consecutive months, a new Officer or Chair will be elected. *(11-17-97)*

## VOTING AT DISTRICT MEETINGS

1. Motions made at District Meetings are voted on by Group Representatives. A Group Representative can be either the G.S.R., alternate G.S.R., or a person designated to represent the Group at the District Meeting. **Only one vote per Group.** (01-16-95)
2. District Service Chairs are allowed to vote on all motions. (10-19-98)

## **DISTRICT ELECTIONS AND ELECTION POLICY**

1. District Elections will take place in September. *(07-20-20)*
2. Group Representatives, Service Chairs, and District Officers are eligible to vote. Again, only one vote per Group, and each person can vote only once. *(01-16-95)*
3. District 8 will accept a letter of nomination acceptance if a person is nominated to a position at the District level and cannot be present at the District Meeting when the election is taking place *(08-17-98)*
4. District Officers are elected by the Third Legacy Voting Procedure (2/3's majority). *(01-16-95)*
5. Service Chairs are elected by a simple plurality (majority) vote. *(01-16-95)*
6. Persons elected to put together a bid for Area Conferences will chair the event. *(01-16-95)*

## **STEERING COMMITTEES**

Any A.A. member can form a Steering Committee to present information and/or ideas to the District Body. (01-16-95)

## **NEW GROUPS**

1. Proposed protocol for recognition of new Group or meeting *(03-21-05)*:
  - a. New Groups contact the Alternate DCM. The Alternate DCM will inform the Secretary to list the new meeting in District Minutes.
  - b. Following the notification of the Alternate DCM there will be a six-month trial period during which the new Group will be encouraged to register the Group and elect a GSR.
  - c. After six months have passed, the new meeting will be added to District 8's meeting card and the Group information will be sent to GSO.
2. As soon as a meeting declares itself a Group, it will be listed on the website as soon as possible. *(05-16-05)*

## INFORMATION AVAILABLE TO THE DISTRICT BODY

1. A list of G.S.R.'s, Alternate G.S.R.'s, Service Chairs, and District Officers (01-15-01)
2. Basic **Roberts Rules of Order** (01-15-01)
3. District 8 Guidelines (01-15-01)
4. The District 8 Directory will only be printed with Groups that have full contact info. (07-20-09)



## DISTRICT EXPENDITURE AND BUDGETING

1. The prudent reserve will be set at \$1,500.00, effective immediately. *(05-17-04)*
2. Pay \$60.00 per year to the Industrial Club for storage of District Archives starting January 2008. *(12-17-07)*
3. D.C.M., or a representative in their place, is to be reimbursed 100% for Area Assemblies and Area Committee Meetings. *(08-18-97)*
4. Reimbursement will be \$.45 cents per mile to District Officers and Service Chairs to attend various meetings, workshops, and panels related to their specific service position. *(03-21-22)*
5. Service Chairs, and the District Secretary, have a monthly budget of \$25.00 in which they do not have to ask the District Body for reimbursement per purchase. All other monthly expenses greater than \$25.00 will be subject to a vote. Chairs will be required to submit receipts to the Treasurer that will be reported in the Treasurer's report. *(11-16-20)*
6. Any outstanding costs associated with the website will be paid by District 8. The Webmaster will be responsible for reviewing service options and costs periodically, making recommendations to the District for approval on expenses. *(11-18-02)*
7. District Officers and Chairs shall submit a monthly financial report with receipts to the Treasurer prior to the beginning of the District Meeting. The Treasurer, for auditing and budgeting purposes, will maintain these records. *(01-01-01)*
8. When District 8 hosts the Area 24 Conference, the Conference Chairperson will be reimbursed travel expenses at the same rate as the District 8 Officers. *(03-19-12)*
9. All expenditures outside of normal operating items shall require approval by the voting members of the District before distribution of the funds. *(01-01-01)*
10. The monies in the column marked additional funds (Avail. Balance / Difference) on the treasurer's report are funds to be used for legitimate District expenses including, but not limited to, rent and reimbursement of expenses incurred by District chairs relating to their positions. This money is also available for use in any other reimbursement or cause the voting body deems necessary as reflected by the group conscience.

## **SECRETARY**

1. Minutes from the District Meeting will be sent to: G.S.R.'s of Groups, Service Chairs, District Officers, Area Chair and Area Delegate. Anyone else wanting copies of the minutes can receive them for \$1.00 per month. *(01-16-95)*
2. The Secretary will include whatever is on the Group Report Forms in the District Minutes (including "chip exchanges"). *(04-20-09)*
3. The District Secretary will include an "Upcoming Events" section in the District 8 Minutes, to include Non-District, Non-Group, or Non-Service-Events. *(03-16-09)*

## TREASURER

1. The Treasurer shall pay all operating expenses on a timely basis. These operating expenses will include previously approved budgeted amounts for District Officers and Chairpersons. *(01-01-01)*
2. An annual audit will be performed on the records maintained by the Treasurer. A Committee appointed by the D.C.M. will perform the audit. *(01-01-01)*

## ARCHIVES

1. The Archives of District 8 are to be housed in one location – a locked cabinet in the Marion Industrial Club. *(10-16-00)*
2. A copy of the Standard Operating Procedures will be kept in the Archives. *(08-16-04)*

## LITERATURE

1. Meeting cards are the responsibility of the individual groups. (***unverified*** 03-16-98)
2. Service Chairs ordering from the District Literature Chair will fill out literature order forms. (10-18-99)

# NEWSLETTER

*Section added per 04-18-04 motion.*

1. The following specifications should be left up to the Newsletter Chair and District 8, depending on what the Chairperson is able and willing to accomplish, and how much the District is willing to spend:
  - a. Frequency of publication
  - b. Length of the Newsletter
  - c. Number of copies to make
  - d. Number of copies to mail
2. The Newsletter Chair will continue to be fully responsible for editing the newsletter, using the following guidelines for publication.
3. Content Guidelines: Depending on space availability, the Newsletter Chair should strive to publish all letters or articles that are submitted in their entirety, without editing, if they meet the following Guidelines below. However, the Chair (and by extension, the District Body) reserves the right to choose, edit, and/or restrict any item submitted. Content must pertain to alcohol use, alcoholism, or the program of Alcoholics Anonymous, including any local or national events of interest to A.A. Members. Examples include, but are not limited to:
  - a. Local A.A. news and information about Groups or Committees
  - b. Reprinted material from A.A. Literature
  - c. Information regarding A.A. service, events, announcements
  - d. Sharing of experience in recovery, unity, and service, calendar listings of A.A. events occurring in District 8, social events or conferences for recovering people being held around the state, regional, or national A.A. Conventions.
  - e. Excerpts from conference approved literature
  - f. Poetry and humor
  - g. News about A.A. meetings in the community
  - h. News about District business activities, including reports from District Committees / Chairs about their activities and requests for assistance
  - i. Newsletter Guidelines
4. The following content will not be published:

- a. Solicitations of any kind
  - b. Endorsement of treatment agencies or other professional services
  - c. Last names or e-mail addresses that contain last names. Telephone numbers may be published.
  - d. Content that is mean-spirited or portrays negative stereotypes of Groups or individuals.
5. The following disclaimer will be printed in each newsletter: (04-18-04)

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*The District 8 Newsletter is edited and published by and for people in recovery. Its articles reflect the full diversity of experience and opinion found within the Fellowship of Alcoholics Anonymous. None of its contributors (or even the Newsletter Editor) speaks for A.A. or District 8 as a whole. In determining the editorial content, the Chair relies on the principles of the Twelve Traditions.*

*However, we respect everyone's right to have their say and to pursue their recovery in their own way. Yet what works for one individual or A.A. Group may not work for another. The Newsletter tries to embody the widest possible view of the A.A. Fellowship. It is solely provided by District 8 of Alcoholics Anonymous as part of 12 Step work in reaching out to the alcoholic who still suffers.*

*To learn about the A.A. program, the best source of accurate information is our text Alcoholics Anonymous (the Big Book), and other A.A. conference approved literature, much of which can be found at [www.aa.org](http://www.aa.org).*

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## WEBSITE

*Section added per 11-18-02 motion.*

1. The domain name for the District 8 website will be registered as <http://www.aa-cedarrapids.org>
2. Any committee member may participate in webpage design and review. New pages will be submitted to the Chair for distribution to other committee members for review and discussion. The Chair will then take the final draft to the District Body for approval.
3. The Webmaster will strive to adhere to the Twelve Traditions of Alcoholics Anonymous in maintaining the website, and the District Body will serve as the back-up review mechanism for concerns that the Committee might miss. Examples of issues already identified are:
  - a. The site will not use any service provider or site builder that requires outside advertising to be posted on the site.
  - b. Generally, pictures of people who can be recognized should not be posted (i.e. crowd scenes are acceptable, as are pictures of Dr. Bob, etc.)
  - c. Generally, information that is made semi-publicly available through other means, such as the A.A. Hotline, can be posted on the site, including first names, last initials, phone numbers, and possibly e-mail addresses if they do not contain last names. However, names that are given for one purpose (i.e. Bridging the Gap) should not be posted for another purpose (i.e. website contacts), without first obtaining permission from the individual(s) involved.
  - d. Do not post District Minutes to the website. *(04-18-05)*
4. Change the “Events” tab, to include a section labeled “AA Community Events” where Non-District AA or conferences may be listed. These would include events such as: CR Roundup, Aim for Ames, Summer Group picnics, holiday events, alcathons, workshops, dances & the like. No promotion – just listing date, time, and location. *(03-16-09)*
5. The website will maintain a District email address. *(04-21-08)*
6. Meeting card disclaimer: The disclaimer to put on the new meeting cards stating some of the meetings listed within may have folded since the printing of this



schedule. It was also suggested that a statement to the effect that up to date meeting information can be found on the website. (07-18-05)

## **DISTRICT 8 GUIDELINES**

1. The Standard Operating Procedures (S.O.P.'s) shall be put into the GSR Handbook. *(08-16-04)*
2. District 8 hosts a second District Meeting (pre-General Service Conference) in March to review the General Service Conference Agenda Items. *(12-20-10)*
3. District 8 hosts a quarterly Open House to focus on the ongoing work of the General Service Conference. *(09-20-10)*

## Document History

<b>Who</b>	<b>When</b>	<b>Why</b>
District Body	07-20-2015	Approved Guidelines document with all relevant changes.
Guidelines Chair (Joe P.)	09-12-2020	Reformatted document and added election guideline.
Guidelines Chair (Joe P.)	11-09-2020	Reformatted document to add page numbers and footer. Modified per motions made and passed at Oct 2020 business meeting.
Guidelines Chair (Joe P.)	11-22-2020	Modified per motions made and passed at Nov 2020 business meeting. Rearranged section order.
Guidelines Chair (Joe P.)	02-10-2020	Modified District Expenditure and Budgeting section, item #4 to reflect updated mileage amount per adopted 3/22 motion.