

# District 6 Guidelines

## **I. Purpose**

**The primary purpose of Area 39 District 6 shall be to support and coordinate the efforts of the groups in the district, as they carry the message to the still suffering alcoholic.**

## **II. District business meeting**

### **A. District Meetings**

1. District shall hold its meeting on a monthly basis, at a date and time and location selected by the voting members

### **B. Majority Vote**

1. A majority vote will be sufficient for usual District business

### **C. New Business**

1. Business coming up for discussion during the district meeting that is not on the agenda, which requires a vote, should be placed on the agenda for the following District meeting.
2. If an item would have a significant impact on the district before the next meeting, immediate or emergency action may be taken with the approval of two-thirds of the voting members present as long as a quorum has been met.

- D. Quorum for District business will be 5 AA groups from District 6 represented by either a GSR, District Committee Chairs, or District officer as defined in the section Voting Members.

## **III. District Membership**

### **A. Voting Members**

- B. Voting members of the District will be the General Service Representatives of the groups in District 6 of Area 39 the DCM, the District Secretary and the District Treasurer and the District Committee Chairs.

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- a Each Group, thru their GSR or in the GSR's absence, their alternate, will have one vote
  - b Alternates may vote only if the corresponding Officer, Committee Chair or GSR is not present.
2. To avoid voting conflicts at the district and area levels the DCM and Alternate DCM may not hold other voting or alternate voting positions at the district or the area.

## IV. District Officers

- A. Elected Officers of the District will be the District Committee Member, Alternate District Committee Member, Secretary, Alternate Secretary, Treasurer, and Alternate Treasurer.
- B. District Committee Member
  1. The D.C.M.'s job is primarily that of two-way communication. The purpose behind all the work of the DCM is the maintenance of a vital, active link between the Groups in a District and the Fellowship as a whole, through the Area structure. In carrying out these responsibilities, the activities of the DCM will be many, varied and both challenging and stimulating
  2. Qualifications
    - a The D.C.M. should have at least five years of continuous sobriety.
    - b Previously served at least one full term as GSR
    - c Have the time available to attend the monthly District meetings, the area Assemblies, any Area Committee meetings and the Delegate's Conference report presented to District 6.
    - d Since no one person shall have more than one vote, the DCM shall not hold any other voting or alternate voting position at the District or Area
  3. Duties
    - a The elected D.C.M. will carry out the clearly defined duties indicated in the Alcoholics Anonymous Service Manual.
    - b Holds regular meetings of all G.S.R.s in the district and attends all area assemblies.
    - c Receives reports from the groups through G.S.R.s and through frequent personal contacts with A. A. groups in the district.
    - d Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.

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- e Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
- f Keeps G.S.R.s informed about Conference activities; this includes:
  - 1) setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present,
  - 2) inviting the delegate, alternate delegate, area chair and alternate area chair to regular district meetings.
  - 3) Makes sure that G.S.R.s are acquainted with:
    - a) The A.A. Service Manual,
    - b) the Twelve Concepts for World Service,
    - c) the G.S.O. bulletin Box 4—5—9,
    - d) workbooks and guidelines from G.S.O.,
    - e) any other service material.
  - 4) Helps G.S.R.s make interesting reports to groups, and encourages them to bring new A.A. members to service events.
  - 5) Keeps groups informed about Conference approved books and pamphlets.
  - 6) Organizes workshops and/ or sharing sessions for the district on service activities.
  - 7) Regularly keeps in touch with the alternate D.C.M. and the delegate;
  - 8) Brings Traditions problems to the attention of the delegate.
  - 9) Makes a regular practice of visiting groups (new and old) and talking on the responsibilities of general service work.
  - 10) In addition to the duties listed in the AA Service Manual the DCM shall also:
    - a) Prepare a monthly agenda with the assistance of the district secretary
    - b) Arranging guest participation at District meetings and workshops by Area Committee officers and other experienced general service workers.
    - c) Involving the Alternate DCM in the DCM's activities and ensuring s/he can function when the DCM cannot.
    - d) contact any Officer or Committee Chair that has been absent from any two consecutive meetings, without notice, to seek a remedy to the absence
    - e) Attend the Southwest Regional Forum.
- g **Newly Elected DCM**
  - 1) *The incoming DCM shall attend SWRAASA.*
    - a) *Since the Southwest Regional Service Assembly occurs after the election of District Officers, the incoming DCM shall attend SWRAASA instead of the current DCM.*

## C. Alternate District Committee Member

1. The Alternate D.C.M.'s job is to support the DCM in all their responsibilities and to be prepared and able to assume those responsibilities in the absence of the DCM. Therefore, the Alternate DCM should meet all the qualification of DCM.
2. Qualifications.
  - a The alternate D.C.M. should have at least five years of continuous sobriety.
  - b Previously served at least one full term as GSR

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- c Have the time available to attend the monthly District meetings, the area Assemblies, any Area Committee meetings and the Delegate's Conference report presented to District 6.
- d Since no one person shall have more than one vote, the Alternate DCM shall not hold any other voting or alternate voting position at the District or Area

## 3. Duties

- a Assist the DCM with fulfilling all of the DCM's responsibilities.
- b Should the D.C.M. be absent, the Alternate D.C.M. fulfill all of the DCM's duties for the time of the DCM's absence.
- c Should the D.C.M. be unable to finish the term, the Alternate D.C.M. will automatically finish the rotation.
- d Visit other districts in the Kansas City MO metro area to observe how the other districts operate and bring back suggestions to District 6.
- e Assist the district Treasurer as needed when the Alternate Treasurer position is unfilled.
- f Chair all ad-hoc district committees.
- g Attend the Southwest Regional Forum.
- h Newly Elected Alternate DCM**

- 1) *The incoming DCM and Alternate DCM shall attend SWRAASA. Since the Southwest Regional Service Assembly occurs after the election of District Officers, the incoming Alternate DCM shall attend SWRAASA instead of the current Alternate DCM.*

## D. Secretary

### 1. Qualifications

- a Recommend one year of continuous sobriety
- b Should be familiar with the service structure and operational procedures of the district.
- c Ability to take adequate notes
- d Adequate knowledge of and access to computer equipment and the internet to complete the follow tasks
  - 1) Receive group, committee and officer reports via email
  - 2) Type district minutes and any paper reports submitted at the meeting
  - 3) Distribute reports and minutes, and any other relevant documents, to the district members using the district email list

### 2. Duties

- a Take accurate notes at all District meetings
- b send meeting notices, district workshop topics, district guidelines and the minutes of the last meeting and any other pertinent documents to the members of District 6, using the district email list, within 7 days after each district meeting. (PDF format).
- c Assist the DCM with preparing the agenda for the next district business meeting taking care that business carried over from the previous meeting is placed on the agenda for the next meeting.
- d distribute the agenda (PDF format) to the members of District 6 using the district email list, at least 14 day before the next district meeting.
- e notify the DCM If any Officer is absent from any two consecutive meetings and an alternate is not present

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- f serve as the district contact if the DCM and Alternate do not have email access.
- g Maintain a list of all motions that have been approved by the voting members 8. Prepare, copy and distribute any correspondences pertaining to District 6 Business or Activities
- h Collect contact information and fill out the District Change form on the Western Area website when new District Officers are elected. 10. Assist new GSRs with the following
  - 1) filling out the new GSR forms on the Western Area website to notify the Area
  - 2) Secretary and GSO of the new contact information
  - 3) sign up for the District 6 email list so they can receive district and area information
- i Maintain current list of all GSRs, District Officers and Committee Chairpersons, and supply a copy to all of the above
- j Keep copies of District Guidelines, supplying a copy to all GSRs, Alternate GSRs, Officers and their Alternates, Committee Chairpersons and their Alternates
- k 13. Update District 6 Guidelines as needed and forward them to the district webmaster for posting on the district website
- l 14. When District business requires a vote, the Secretary will announce that only voting members of the District are to vote, qualifying who the voting members are.
- m 15. be the guardian of the records throughout the two-year term and will protect against loss
- n Meet with the Alternate Secretary for a review of responsibilities and delegate specific tasks to the Alternate Secretary

## E. Alternate Secretary

### 1. Qualifications

- a Recommend one year of continuous sobriety
- b Should be familiar with the service structure and operational procedures of the district.
- c Ability to take adequate notes
- d Adequate knowledge of and access to computer equipment and the internet to complete the follow tasks
  - 1) Receive group, committee and officer reports via email
  - 2) Type district minutes and any paper reports submitted at the meeting
  - 3) Distribute reports and minutes, and any other relevant documents, to the district members using the district email list
  - 4) The Alternate Secretary is to assist the Secretary in the completion of the stated duties and will be responsible for backup files of information.

### 2. Duties

- a The Alternate will assume the Secretary's duties when the secretary is absent.
- b If the Secretary is unable to finished the term, the Alternate will automatically become Secretary to finish the term
- c The Alternate shall have at least one year of continuous sobriety. Previous secretary experience will be helpful

# District 6 Guidelines

## F. Treasurer

1. The Treasurer is the guardian of all District funds, with an eye toward preventing foolish, extravagant, or unauthorized spending of District money and protect against any loss.
2. Qualifications
  - a Shall have of least five years continuous sobriety.
  - b Shall have served at least one full term as a General Service Representative and have regularly attended district meetings during that term
  - c Should have served at least one full term as a group treasurer or have experience in accounting procedures.
3. Duties
  - a Maintain the district bank accounts, as determined necessary by the district, to complete district business
    - 1) The bank signature card will contain, at least, the signatures of the Treasurer, the DCM, and one other District Officer
  - b Make regular deposits of all contributions
    - 1) The last deposit should be made on the next to last working day of the month so that all contributions can be accounted for in the month they were received
  - c Issue approved travel funds at least 2 weeks prior to the event
  - d prepare a monthly (calendar month) financial report including the following
    - 1) a separate record of each group and individual contribution
    - 2) copies of all checks received
    - 3) A separate record of each expense
    - 4) A separate record of each inter-account transfer
  - e send a digital copy of the financial report to the district secretary so that it may be distributed to the district with the agenda
  - f present a report and record at each District meeting.
  - g Alert the groups of the money needed for Western Area of Missouri and G.S.O. support
  - h Create and routinely update backup files of all information and give these files to the Alternate Treasurer (or alternate DCM) for safekeeping.

## G. Alternate Treasurer

1. Qualifications
  - a The alternate Treasurer shall have of least five years continuous sobriety.
  - b The alternate Treasurer shall have served at least one full term as a General Service Representative and have regularly attended district meetings during that term.
2. Duties
  - a The Alternate Treasurer is to assist the Treasurer in the completion of stated duties.
  - b The Alternate will assume the Treasurer's duties when the Treasurer is absent.
  - c If the Treasurer is unable to finish the term, the Alternate will automatically become Treasurer for the remainder of the rotation.

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## V. District Committees

### A. Composition and Purpose

1. The district shall have committees corresponding with the area standing committees and any other Committees as deemed necessary to cooperate with corresponding Committees of the Western Area Assembly or to carry the message of Alcoholics Anonymous in the district.
2. The District Committee consists of the District Committee Chairperson and any sober member of District 6.
3. Committees with similar focus may be combines as best serves the district. These shall include but not be limited to:
  - a Treatment/Corrections/BTG
  - b PI/CPC
  - c Literature/Grapevine
  - d Accessibilities
  - e Archives
  - f Website

### B. Committee Operation

1. The Committee Chairperson and Committee Members will meet at least monthly at a time and location decided by the committee.
2. All standing Committees will organize, set service goals, and carry out their duties. Each committee will be directly responsible to the District.
3. Any actions or major decisions affecting the District or Alcoholics Anonymous as a whole will require District approval.

### C. Committee Chairpersons

#### 1. Qualifications

- a The Chairperson should have at least 2 years of continuous sobriety
- b Have the time available to attend the monthly District meetings, the Area Assemblies, any Area Committee meetings and the Delegate's Conference report presented to District 6.

#### 2. Responsibilities

- a To attend all district meetings.
  - 1) Any chairperson of a Committee missing two consecutive District Meetings will be considered to have resigned
- b The Chairperson will present its committee reports to the District on the committee meetings, activities, progress and plans of the committee.

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- c The Chairperson shall attend quarterly Area Committee meetings at the Area 39 Assembly.

## D. Alternate District Committee Chairpersons

### 1. Qualifications

- a The Alternate should have at least 2 years of continuous sobriety
- b Have the time available to attend the monthly District meetings, the area Assemblies, any Area Committee meetings and the Delegate's Conference report presented to District 6.

### 2. Responsibilities

- a The Alternate will assume the duties of the Committee Chairperson in the Chairperson's absence.
- b If the Chairperson is unable to finish the term, the alternate will automatically become chairperson for the remainder of the rotation.

## E. Committee Financing

### 1. Travel to Area Assemblies

- a Mileage for travel to Area Committee Meetings may be received if financial assistance to attend assemblies is not received from any other source.
  - 1) To be prudent with district funds it is expected for committee chairs to travel together whenever possible

## F. Committee Projects

- 1. When a Standing Committee's recommendations involve an expenditure of money, an estimate of cost must be part of the recommendation.
- 2. Financing for committees must be approved before the expense to qualify for reimbursement.

## G. Ad-Hoc Committees

- 1. The DCM. may form Special Task Committees
- 2. The Ad-Hoc committee have one specific task
- 3. Ad-Hoc committees have a limited time frame not to extend beyond the current rotation

## VI. District elections

- A. At the September District meeting during even numbered years, there will be an election of District officers and standing committee chairpersons to serve a two-year term beginning January 1 of the odd numbered years.
- B. There will be no nominating committee appointed.



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- C. Absentee or proxy votes will not be allowed.
- D. No nominations of absent members of the District will be allowed or considered
- E. All elections will be by written ballot  
Order of elections shall be as follows
  - 1. DCM
  - 2. Alternate DCM
  - 3. Secretary
  - 4. Alternate Secretary
  - 5. Treasurer
  - 6. Alternate Treasurer
  - 7. Committee Chairs
- F. The alternate DCM, alternate secretary, and the alternate treasurer are to be elected separately and not as runners up to the DCM, secretary, or treasurer.
- G. If there are 4 or more candidates for any position Third Legacy Procedure will elect all District officers as defined in the current AA Service Manual. If there are less than 4 candidates a simple majority vote will suffice.
- H. Each candidate for office shall give a brief statement of his/her AA service background and the length of continuous sobriety.
- I. The DCM will serve only one two-year term and will never again be a candidate for this office. The only exception is if an alternate DCM steps in to fill an unexpired term and then may be a candidate for a full term. Other District officers are eligible to serve two full rotations in the same position
- J. In the event any District officer is unable to finish his/her term, or is removed from office by a vote of the District, the DCM will call for an election at the following District if there are more than 6 months remaining in the term at the time the vacancy occurs.

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- K. If there are less than 6 months, the DCM will appoint another member of the District to fulfill the duties of the vacated office until the next election. If the vacancy is the DCM, secretary, or treasurer, the alternate will automatically step into the office and the above replacement procedure will apply for choosing new alternates.
  - 1. When filling an unexpired term, anything over 18 months shall be considered as a full rotation.

## VII. District Financing

### A. Income

- 1. Necessary funds must be available for the District to fulfill its responsibilities. Funds are received thru the following methods
- 2. Net proceeds from any District Workshop will be forwarded to the District Treasurer. A determined amount of seed money for the next workshop will be set by that committee and will be subject to approval by the District's voting members.
- 3. Individual members of the District are encouraged to express their gratitude for sobriety by donating to the District \$1 for each year of sobriety.
- 4. The responsibility for funding will be assumed by the individual Groups in the District. Each is asked to provide the District with prudent funding on a monthly basis.

### B. Expenses

- 1. District expenses will be those approved in the budget by the District voting members or any individually approved expenditures at any district meeting.
  - a Funds for approved expenses may be received as an advance for expenses.
  - b Anyone receiving money will submit the corresponding receipts to the district treasurer prior to receiving any other advances or reimbursements.
- 2. Assembly attendance is required to receive funds from the district.
  - a DCM and Alternate DCM do not need to submit receipts for quarterly attendance at area assemblies. In the event the DCM or alternate cannot attend an assembly and have received an advance in funding, the advance may either be

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- 1) returned to the district or
- 2) used to fund attendance at the next assembly

## **VIII. District Boundaries**

- A. The Western Area Assembly has defined our district boundaries. Only the Assembly may change the boundaries. The District boundary changes should reflect a combination of the needs of Area 39, the District, and its Groups. No changes can be made until these proposed changes have been presented to the Districts and Groups affected and approved by Area 39.
- B. If the Area Assembly, District 6, or any Groups within District 6 wish a change in District 6 boundaries the proposal will be presented to the affected Groups and Districts for their consideration.
- C. If all districts affected approve the change, the proposal should be sent to the Area Chairperson in writing to be placed on the agenda for the next Area Assembly. The district boundaries will not be changed until approved by the Western Area Assembly
- D. The current boundaries of District 6, as set by the Western Area of Missouri Assembly are as follows
  1. North Boundary – Missouri River/ Jackson County Line
  2. West Boundary – Missouri/Kansas state line
  3. South Boundary – Bannister Road
  4. East Boundary – I-435

## **IX. Guideline Changes**

- A. Proposed changes to these guidelines will be presented to the D.C.M. in writing. The D.C.M. will place them on the agenda for the next District Meeting for further consideration.
- B. A 2/3 majority approval is required for changes to the guidelines.

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- C. Updating these guidelines with any changes will be the responsibility of the District Secretary
- D. Guidelines should be reviewed at least every 4 years to ensure they still reflect current policies and practices of the district and Area 39.