

**District 1 Guidelines
Area 58
Adopted April 2023**

PREAMBLE

Ever mindful that the reason for the General Service Structure is to be of service to the fellowship of Alcoholics Anonymous, this body shall always observe the spirit of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts. In the absence of these or direct Area 58 Assembly actions, the latest edition of the A.A. Service Manual can be relied on.

PURPOSE

To facilitate interest in service to our fellowship by encouraging involvement at all levels through the methods listed below:

- Share information with GSRs (General Service Representatives) from Area 58 and General Service Office (GSO).
- Provide a forum for group and/or District 1 concerns.
- Conduct periodic service-related workshops and special events in order to better inform and connect our membership.

MEETINGS

- Meetings will be held the 2nd Saturday of each month @ 10:30 am.
- Meeting location is currently the North County Recreation District (NCRD) building, 36155 9th Street, Nehalem, OR 97131 chosen as an affordable midway point between Clatsop and Tillamook Counties. Effective October 2020 members can also join virtually via District 1's Zoom account.
- Meeting agenda will include oral or written reports by District 1 Committee Chairpersons.
- Meeting agenda will include oral or written reports from GSRs.
- Prior meeting minutes, treasurer's report, DCM (District Committee Member) Reports, Alternate DCM reports, and other documents needed for discussion of Area 58 or GSO topics will be provided in advance in writing electronically to all District members.

VOTING MEMBERSHIP

Members eligible to vote and make motions are:

- A registered GSR or Alternate as stated in Area 58 Handbook Guidelines
- A committee chairperson
- DCM may vote **ONLY** to break a tie.
- Alternate DCM **ONLY** if also a GSR or Committee Chair. If Alternate DCM is Acting DCM, then has no vote except to break a tie, even if concurrently serving as GSR or Committee Chair.
- Secretary **ONLY** if also a GSR or Committee Chair
- Treasurer **ONLY** if also a GSR or Committee Chair

PROCEDURES

Finances

- District 1 shall be self-supporting, funded by the groups of Alcoholics Anonymous through its members' 7th Tradition contributions. This may include events put on by alcoholics for alcoholics, including campouts, speaker meetings' 7th tradition collections, etc. not to exceed \$1,000 per event (**See F-3, P. 10, Self-Support: Where Money and Spirituality Mix, AAWS, Inc.**).
- District 1 shall maintain a single checking account for the purpose of meeting its financial obligations of approximately three months budget plus expense budgets for committee chair positions, instructional packets for those positions, and literature to carry the message of Alcoholics Anonymous to the still suffering alcoholic. All expenditures more than the approved District 1 budget amounts will be decided by motion and vote of the membership.
- District 1 shall maintain a PO Box for A.A. correspondence and group contributions; shall provide lunch for workshop or presentation attendees when appropriate; shall reimburse travel expenses for workshop moderators/presenters, not to exceed \$100; and shall reimburse members, receipts required, for costs associated with District activities and Committee expenses (literature, picnics, BBQs, print supplies, postage, etc.).
- In the event of the liquidation, dissolution, or termination of District 1, any assets and property remaining after payment of creditors and necessary liquidation, dissolution or termination shall be distributed to an organization for a public or charitable purpose, the United States, or to an organization which is recognized as exempt within the meaning of section 501(c)3 of the Internal Revenue code of 1986, or the corresponding section of any federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose in the manner determined by the voting members of the District 1 committee.

Elections

- Elections for District officers, Hotline North/South and IT Webservant Chairs will be held in September of the odd-numbered years, and all other Committee Chair elections will be held in September of the even-numbered years, with only the current voting members eligible to vote.
- Elected officers and committee chairs will rotate during the October business meeting and take office in November.
- DCMs will rotate at the Area 58 November Assembly.
- Absence of District officers and committee chairs from two (2) consecutive District meetings without notification will result in an open position to be filled at the District meeting the following month.

Modified Robert's Rules of Order

District meetings will, at the discretion of the DCM, follow modified Robert's Rules of Order, as follows:

A motion is made:

- If it does not receive a second, it dies. After a second, debate is opened.
- If a registered voter calls for the question, a second will be required, or debate resumes.
- A Question must be called in turn at the microphone.

- If the Question is seconded, a 2/3 majority will end the debate, or debate resumes.
- If the Question is not called, debate will go on until there is no one at the microphone.
- Once debate ends, a sense of the group will be taken by simple majority to vote or table.

A motion is voted on:

- If it involves expenditure of District funds, the Treasurer will be asked to report.
- It requires a 2/3 majority to pass.
- The non-prevailing side will be asked if they wish to speak to their position.
- The prevailing side will be asked if there is a motion to re-vote and requires a second.
- A simple majority is required to revote.

A motion is reconsidered:

- Full debate pro and con is resumed (please limit discussion to only new considerations).
- The question may again be called, seconded, and requires a 2/3 majority to end debate.
- A sense of the meeting may be taken by simple majority to vote or table.
- If voted on, the motion must have a 2/3 majority to pass.
- Debate has ended.
- Debate on a tabled motion will be resumed under old business at the next Assembly, and the voting process will be the same as above.

Amending the Guidelines

Any proposed amendment to these Guidelines must be submitted in writing to the District 1 business meeting. A two-thirds majority approval by members present at the next meeting will constitute an adoption of the amendment.

GSR Scholarship Assistance Fund

- District 1 voting members shall draw, as needed, a maximum of \$200 from the balance available after expenses and threshold for each of four (4) Area Assemblies to assist those GSRs whose home groups are unable to fully fund in-person participation of their GSR. This amount will be equally shared among those GSRs requesting assistance.
- GSRs to be considered for and receive scholarship assistance will regularly attend monthly business meetings for District 1 and make a request the month prior to the Area Assembly with approximate amount of needed assistance (room, transportation, meals).
- The GSR requesting funds is responsible for finding a room share/ rideshare person or people, keeping receipts to submit to District 1 post-Assembly, attending as many sessions as possible at the Assembly, and providing a report to their home group's business meeting regarding any Oregon Area business from the Assembly.

Email and Devices (examples: computer or tablet or smartphone, internet access)

Reliance upon electronic communication has become ever more critical in the last several years. Members in service (officers, committee chairs, GSRs) need easy access to these tools, whether owned or borrowed, and have basic computer skills to best facilitate communication within the District and Oregon Area 58.

DISTRICT OFFICERS

DCM (DISTRICT COMMITTEE MEMBER)

Recommended Qualifications

- Has a minimum of four (4) years of sobriety
- Has served as a GSR
- Is familiar with Assembly procedures
- Has the time and energy to serve District 1 effectively
- Has a sponsor
- Is well-grounded in the Twelve Traditions of AA
- Is familiar/becomes familiar with District 1 guidelines and practices

Duties

- Attends local AA meetings throughout District 1
- Regularly attends District 1 business meetings and Area 58 Assemblies
- Prepares agenda and facilitates monthly District 1 business meetings
- Appoints ad hoc committees as directed by District 1 GSRs
- Is a signer on District 1 checking account along with the Treasurer
- May not hold GSR or Committee Chair position concurrently
- At end of rotation, turns over all records and District 1 materials to the incoming DCM
- Assists the Area 58 Delegate as outlined below:
 - Obtains group information for General Service Office database and Area 58 roster
 - Arranges opportunities for Delegate to present General Service Conference Report and invites Delegate to regularly scheduled District 1 business meetings
 - Ensures that District minutes are sent to Area 58 Chair, Delegate, Alternate Delegate, and Archivist
 - Brings District members' questions or concerns to the attention of the Delegate
- Assists GSRs as outlined below:
 - Informs them of Conference activities
 - Assists with Group Registration or Change forms
 - Provides a copy of District 1 Guidelines, Area 58 Handbook, and other appropriate service materials
 - Encourages GSRs to bring other members to Area 58 and District 1 meetings, workshops and events

Term of Service

Two years

Voting status

- Has no vote except to break a tie
- Has no power to make a motion

ALTERNATE DCM

Recommended Qualifications

- Has a minimum of four (4) years of sobriety
- Has served as a GSR
- Is familiar with Assembly procedures
- Has the time and energy to serve District 1 effectively
- Has a sponsor
- Is well-grounded in the Twelve Traditions of AA

- Is familiar/becomes familiar with District 1 guidelines and practices

Duties

- Updates A.A. meeting schedules and ensures distribution and/or reprinting when three significant changes are reported or as needed (committee's supplies running low, etc.)
- Regularly attends District 1 business meetings and chairs meeting in DCM's absence
- Is encouraged to assist, participate in and/or share the duties of the DCM at District 1 business meetings and Area 58 Assemblies
- Serves as DCM for the remainder of the rotation should the DCM be unable to fulfill term. If the remainder of DCM's term is less than one (1) year, member may stand for election for a full term.
- May hold GSR or Committee Chair position concurrently
- At end of rotation, turns over all records and District 1 materials to the incoming Alternate DCM

Term of Service

Two years

Voting status

- May vote and/or make motion **only if also GSR of a registered group or Committee Chair.**
- If acting as DCM, may vote to break a tie, but has no vote or power to make motions.

RECORDING SECRETARY

Recommended Qualifications

- Has a minimum of two (2) years of sobriety
- Has the time and energy to serve District 1 effectively
- Has a sponsor
- Is well-grounded in the Twelve Traditions of AA
- Is familiar/becomes familiar with District 1 guidelines and practices

Duties

- Regularly attends District 1 business meetings
- Distributes previous month's meeting minutes electronically and/or in print form
- Records in writing District 1 meeting minutes to include the following items:
 - Date, time, opening ritual
 - Approval, correction and/or amendment to previous month's minutes
 - Attendance of GSRs and committee chairs
 - All motions made/seconded and by whom, whether passed or tabled, and results of voting
 - Other business conducted, including GSR and Committee reports
 - Adjournment time
- Minutes can include relevant discussion
- Distributes copies of minutes to those listed below:
 - Area 58 Chair, Delegate, Alternate Delegate, Archivist
 - All District 1 voting members and mail contacts
- Maintains an original copy in Recording Secretary's file
- Maintains and makes available to the members copy of current roster including District 1 officers, GSRs, and Committee Chairs
- Works within Recording Secretary position budget
- May hold GSR position concurrently

- At end of rotation, turns over all records and District 1 materials to the incoming Secretary

Term of Service

Two years

Voting status

May vote and/or make motion **only if also GSR of a registered group or Committee Chair**

TREASURER

Recommended Qualifications

- Has a minimum of two (2) years of sobriety
- Has served as a GSR
- Is familiar with Assembly procedures
- Has the time and energy to serve District 1 effectively
- Has a sponsor
- Is well-grounded in the Twelve Traditions of AA
- Is familiar/becomes familiar with District 1 guidelines and practices

Duties

- Prepares the District's annual budget presented at the December business meeting. The fiscal year for District 1 is June 30 to July 1. **Possible future discussion of fiscal year change.**
- Maintains the business of District 1, i.e., pays bills, balances the checkbook, prepares written financial statement, and brings the current bank statement for review by the attending members of the District meeting.
- Collects and deposits 7th tradition from District 1 business meeting and group contributions.
- Works within Treasurer position budget.
- Is a member of all committees handling funds for District 1.
- At end of rotation, turn over all financial and business records of District 1 to the incoming treasurer.

Term of Service

Two years

Voting status

May vote and/or make motion **only if also GSR of a registered group or Committee Chair.**

SERVICE COMMITTEE CHAIRPERSONS

Service Boundaries

Grapevine/La Viña (GVR), Cooperation with Professional Community/Public Information (CPC/PI), Correctional Facilities (CF), and Hotline Chair positions are divided into North and South areas of District 1 with the dividing line being just north of Manzanita (Arch Cape). The Committees not divided into North and South are Activities and Treatment Facilities.

Email and Devices (examples: computer, tablet, smartphone, internet access)

Reliance upon electronic communication has become ever more critical in the last several years. Members in service (officers, committee chairs, GSRs) need easy access to these tools, whether owned

or borrowed, and have basic computer skills to best facilitate communication within the District and Oregon Area 58.

Terms, Voting Status, Concurrent Positions

Terms of Service are 2 years beginning in October of even-numbered years, except Hotline North/South and IT/Webservant will begin in October of odd-numbered years. A Service Committee Chair has a vote and can make motions (only at the District, not at the Area) and may hold a GSR (General Service Representative) position concurrently. Every Service Committee Chair is expected to work within the District 1 approved budget for their position, requesting increases when necessary for their workload. All chairpersons are required to turn over all records and District 1 materials to the incoming chairperson at the end of their rotation.

ACTIVITIES COMMITTEE CHAIR

Recommended Qualifications

- Has a minimum of two (2) years of sobriety
- Has the time and energy to serve District 1 effectively
- Has a sponsor
- Is well-grounded in the Twelve Traditions of AA
- Is familiar/becomes familiar with District 1 guidelines and practices

Duties

- Responsible for the planning and implementation of the Annual Founders' Day Event for the District as close to June 10th as possible.
- Committee chair forms a committee to organize, promote and run service workshops and social events
- Committee reaches out to groups through GSRs to generate ideas for activities
- Chair submits proposed activities in writing to District 1 business meeting for discussion/approval
- All records/receipts go to District Treasurer
- Chair communicates with District webmaster and CPC/PI Chair for posting to District website

ARCHIVIST

Recommended Qualifications

- Has a minimum of two (2) years of sobriety
- Has the time and energy to serve District 1 effectively
- Has a sponsor
- Is well-grounded in the Twelve Traditions of AA
- Is familiar/becomes familiar with District 1 guidelines and practices

Duties

- Regularly attends District 1 business meetings
- Stores physical records of all District 1 business meeting minutes, District events, and District- sponsored social events and transfers records to the incoming Archivist
- Maintains custodial responsibility for assuring the integrity of records collected and their availability to those with valid reason for review
- Has easy access to computer/printer

- Interacts with Area 58 Archivist

COOPERATION WITH THE PROFESSIONAL COMMUNITY/PUBLIC INFORMATION CHAIR (CPC/PI), North/South

Recommended Qualifications

- Has a minimum of two (2) years of sobriety
- Has the time and energy to serve District 1 effectively
- Has a sponsor
- Is well-grounded in the Twelve Traditions of AA
- Is familiar/becomes familiar with District 1 guidelines and practices

Duties

- Carries the message through AA literature to the public via libraries, chambers of commerce, motels, hotels, restaurants, etc.
- Establishes contact with Oregon Area CPC/PI Chair(s) for the purpose of learning and support.
- Forms a committee of AA members to carry the message
- Provides information regarding where we meet, who we are, and what we do/do not do

CORRECTIONAL FACILITIES CHAIR (CF), North/South

Recommended Qualifications

- Has a minimum of two (2) years of sobriety
- Has the time and energy to serve District 1 effectively
- Has a sponsor
- Is well-grounded in the Twelve Traditions of AA
- Is familiar/becomes familiar with District 1 guidelines and practices

Duties

- Organizes outside AA members to regularly attend AA meetings in facilities
- Works closely with designated correctional facility officials to assist outside volunteers in obtaining clearance to enter facilities within District 1 boundaries
- Makes A.A. Conference-Approved literature and Grapevine materials available
- Establishes contact with Oregon Area 58 Correctional Facilities Chair for the purpose of learning and support
- Assists in starting new meetings inside the facility if agreed upon by District 1
- Ensures that meetings in facilities are occurring at desired times

GRAPEVINE/LA VIÑA REPRESENTATIVE (GVR), North/South

Recommended Qualifications

- Has a minimum of two (2) years of sobriety
- Has the time and energy to serve District 1 effectively
- Has a sponsor
- Is well-grounded in the Twelve Traditions of AA
- Is familiar/becomes familiar with District 1 guidelines and practices

Duties

- Regularly attends District 1 business meetings

- Serves as contact for groups' GVRs and Grapevine Office (New York)
- Establishes contact with Oregon Area 58 Grapevine Chair for the purpose of learning and support
- Encourages groups to elect GVRs
- Raises AA members' awareness of Grapevine
- Encourages members to read and subscribe to Grapevine
- Encourages use of Grapevine in 12th step work
- Makes Grapevine available to other service committees (TF, etc.)

HOTLINE CHAIR, North/South

Recommended Qualifications

- Has a minimum of two (2) years of sobriety
- Has the time and energy to serve District 1 effectively
- Has a sponsor
- Is well-grounded in the Twelve Traditions of AA
- Is familiar/becomes familiar with District 1 guidelines and practices

Duties

- Maintains possession of the district phone and provides first contact and schedule information to incoming callers
- Gathers and maintains a Hotline volunteer name and phone number list

IT/WEBSERVANT CHAIR

Recommended Qualifications

- 2 years minimum sobriety
- Well-grounded in the Twelve Traditions
- Is familiar/becomes familiar with District 1 guidelines and practices
- Experience within the field of IT/web-based technology systems
- Experience in technology to administer its WordPress website and assist the District in technology solutions

Duties

- Attend monthly District 1 business meeting
- Become familiar with the publication "Internet Guidelines of AA World Services", Specifically the sections "Guarding Anonymity Online" and "A.A. WEBSITES - SETTING UP A LOCAL WEBSITE"
- Administer the [www.northcoastoregon-aa.org website and domain](http://www.northcoastoregon-aa.org)
- Ensure the roster and District 1 group information is kept in sync with the Area
- Establishes contact with Oregon Area IT/Webservant Chair(s) for the purpose of learning and support.
- Works alongside DCM/Alt DCM to keep group information, GSRs and district officers contact information up to date
- Document process and procedures for future IT/Webservants
- Provide technology help for district members
- Assist GSRs and district officers to interact with district electronically
- Assist the District officers in best practice solutions in the use of technology.
- Reliable access to the internet is required. An appropriate computer device is required to perform these duties and is not provided by District 1.

TREATMENT FACILITIES CHAIR (TF)

Recommended Qualifications

- Has a minimum of two (2) years of sobriety
- Has the time and energy to serve District 1 effectively
- Has a sponsor
- Is well-grounded in the Twelve Traditions of AA
- Is familiar/becomes familiar with District 1 guidelines and practices

Duties

- Regularly attends District 1 business meetings
- Gathers and maintains information from Area Treatment Facilities Chair, General Service Office (GSO) reports, and offers workshops within District 1
- Coordinates members' and/or groups' efforts to carry the AA message into treatment facilities
- Establishes Bridging the Gap contacts between treatment and AA in District 1
- Establishes contact with Oregon Area TF Chair for the purpose of learning and support.
- Clarifies what AA can/cannot do within the Traditions to help alcoholics in treatment