

**GUIDELINES FOR  
OREGON AREA 58 - DISTRICT 21 OF  
ALCOHOLICS ANONYMOUS**

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Members of the Ad-hoc Committee

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## **PURPOSE OF GUIDELINES**

The purpose of this document is to provide minimum guidelines for the administrative and operating procedures in the coordination of activities of the Oregon Area 58 District 21 of Alcoholics Anonymous. These guidelines are suggestive in nature and are subject to review, revision and exception at the will of the group conscience.

## **PURPOSE OF DISTRICT 21**

To form a partnership of groups in the communities included in District 21. Shall be guided by the principles and traditions of Alcoholics Anonymous through which Alcoholics Anonymous can function as a whole. District 21 is a service body only, and will endeavor to perform the following:

1. Employ an Answering Service and Website for 12th Step Calls and District 21 Group information.
2. Publish and distribute a Meeting Schedule of the member groups of District 21.
3. Maintain supply of Alcoholics Anonymous books and literature for sale to groups, individuals and other outside agencies
4. Form appropriate service committees for activities such as Public Information, Hospitals and Institutions, Cooperation with the Professional Community and other service functions authorized by members of District 21.
5. Assist in the organization of new AA groups in District 21, when asked to do so.
6. Provide speakers to outside agencies through the Public Information Committee.
7. Act in an advisory capacity in the exchange of ideas and information between District 21 AA groups, when asked to do so.
8. Elect a Steering Committee to perform duties outlined elsewhere in these guidelines.

## **MEMBERSHIP IN DISTRICT 21**

1. District 21 is comprised of the Steering Committee and one General Service Representative or one Alternate General Service Representative from each group within the boundaries of District 21. Each group and each member of the Steering Committee, excluding the District Committee Member, are entitled to one vote on all matters.
2. District 21 will elect members to the Steering Committee each November as set forth in the election procedures.
3. Any AA member of a District 21 group may be nominated for the Steering Committee provided the member meets the recommended requirements as suggested in the current AA World Service Manual. A member nominated for more than one office shall serve in the office first elected to.
4. A member may not be elected to the Steering Committee if that member is actively engaged on a Board of Directors of, and/or being paid for working with alcoholics in any outside agency or related facility. This does not apply if the member is engaged in temporary volunteer work with alcoholics in outside agencies or related facilities.
5. General Service Representatives present at any regular or special open meeting of District 21 will constitute a quorum provided a minimum of seven (7) groups are represented.

## STEERING COMMITTEE

The Steering Committee is hereby defined as the District Committee Member, the Alternate District Committee Member(s), the Secretary and Treasurer, the Registrar and all Service Committee Officers.

### ELECTION PROCEDURES AND STEERING COMMITTEE REQUIREMENTS

1. In September of each year, a nominating committee will contact members and member groups to organize a slate of people interested in serving on the Steering Committee. The nominating committee should consist of:
  - a. An Alternate District Committee Member and three (3) members of the Steering Committee.
  - b. Up to five (5) nominees shall be accepted for each office that needs to be filled.
2. The election will be held at the regular November meeting of District 21 with the elected officials beginning their term effective January 1st of the following year.
3. Elections shall follow Third Legacy procedures, to-wit:
  - a) All names will be placed or written on a board. A written vote will be taken for each position, with each voting member having one vote.
  - b) A two-thirds (2/3) majority of votes cast is required for election.
  - c) If no single person receives the majority requirement, then the two candidates with the highest total of votes for one office will be left on the board, and another written vote taken. On the second vote if neither candidate receives the required majority, the names of the candidates will be placed in a hat and the name drawn will assume the office.
  - d) All outgoing members of the Steering Committee have a vote in the election, except the District Committee Member.
4. Terms of Office:
  - a. The DCM is elected for a two (2) year term in even numbered years.
  - b. The Alternate District Committee Member(s), Accessibility, Cooperation with the Professional Community, Literature, Public Information Chairs and Webmaster are elected for two (2) year terms in even numbered years.
  - c. The Answering Service, Alcoholics Anonymous Grapevine, Hospitals and Institutions and Schedule chairs are elected for two (2) year terms in odd numbered years.
  - d. The Secretary, Treasurer and Registrar are elected for two (2) year terms in odd numbered years.
  - e. All members and candidates of the Steering Committee must have at least one (1) year continuous sobriety prior to each election in November
5. No member of the Steering Committee may serve for more than three (3) consecutive years on any one position, excluding Archives, unless approved by a two thirds (2/3) majority of the voting body.
6. Rotation responsibilities:
  - a. Upon taking office, the DCM will submit a DCM/District change form to the Area Registrar (available on the Area 58 website, <http://www.aa-oregon.org>) and notify the Hill Street Christian Church administration with his/her contact information, and alternate DCM's contact information.
  - b. Each January, the DCM, Alternate DCM (odd numbered years) and Treasurer (even numbered years) must update bank account information with a copy of election meeting minutes, Federal tax ID number and signature cards of incoming officers. **This is required by banks and the IRS because of our non-profit status**
  - c. Each March, the DCM and Secretary must update and submit the State of Oregon Non-Profit Corporation renewal form. The renewal form is normally mailed to the District PO box. The treasurer will write a check to cover the renewal fee. **This is required by the State of Oregon to maintain our non-profit status.**

## RESPONSIBILITIES – GENERAL

1. If any member of the Steering Committee misses three (3) consecutive regular District 21 business meetings, without notification and/or just cause, that officer will automatically be replaced by someone recommended by the Steering Committee, depending on approval from a quorum of General Service Representatives and Service Committee Chairpersons at the next regular District 21 business meeting.
2. The Steering Committee may meet in closed session as often as necessary.
3. All members of the Steering Committee have voice and may vote in all decisions, except the District Committee Member who may have voice but vote only in the case to break a tie vote.
4. All expenditures authorized by the Steering Committee shall be paid by the Treasurer, and will be paid with District 21 checks. Two (2) signatures are required for District 21 checks. The DCM, Alternate DCM(s) and Treasurer are authorized as signers for District 21 checks.

## PROCEDURE FOR MOTIONS

1. All motions are limited to one issue. The DCM or Alt. DCM shall automatically break down any motion that has multiple issues into separate motions for each individual issue.
2. All motions presented at all business meetings need to be structured to include the following information: The motion itself, statement of current practice, and budgetary impact if passed.
3. The District suggests that District wide motions that affect the member groups be in writing with enough copies for all voting members.
4. Only those items of business determined by a “sense of the meeting” to be urgent and/or administrative will be voted on immediately.
5. Motions presented at District 21 Business Meetings will, at the discretion of the DCM or Alt. DCM, follow modified Roberts’ Rules of Order for motions as outlined below:
  - d. **A motion is made:**
    - i. If it does not receive a second, it dies. After a second, debate is opened.
    - ii. If a registered voter calls for the question, a second will be required, otherwise debate resumes.
    - iii. If the question is seconded, a 2/3 majority will end the debate, otherwise debate resumes.
    - iv. If the question is not called, debate will continue until all discussion is over.
    - v. Once debate ends, a sense of the meeting will be taken by simple majority to vote or table the motion.
  - e. **A motion is voted on:**
    - i. If it involves expenditure of District 21 funds, the Treasurer/finance committee will be asked to report.
    - ii. The motion requires a 2/3 majority to pass.
    - iii. The losing side will be asked if they wish to speak to their position.
    - iv. The winning side will be asked if there is a motion to re-vote, and requires a second. A simple majority is required to re-vote.
  - f. **A motion is reconsidered:**
    - i. Full debate pro and con is resumed (please limit discussion to new considerations only)
    - ii. The question may again be called, seconded and requires a 2/3 majority to end debate.
    - iii. A sense of the meeting may be taken by simple majority to vote or table. iv. If voted on, the motion must have a 2/3 majority to pass.
  - g. **Tabled Motions:**
    - i. Debate on a tabled motion will be resumed under Old Business at the next District 21 Business Meeting, and the voting process will be the same as outlined above

## **INDIVIDUAL RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS**

District Committee Member  
Alternate District Committee Member(s)  
Secretary  
Treasurer  
Registrar  
Web Master(s)

### **District Committee Member**

1. A candidate for District Committee Member must have served at least one year on the Steering Committee or served as a General Service Representative of a District 21 group prior to the election whether immediately or at an earlier date to be eligible for office
2. Will preside at all regular meetings and special meetings.
3. Has no vote at any meeting, except to break a tie vote.
4. Is authorized to sign District 21 checks.
5. Will conduct a budget review at the regular January district meeting
  - a. Using the treasurer's annual report, determine the financial needs of each committee
  - b. Establish an annual prudent reserve
  - c. The final budget for the year to be approved by all voting members present
  - d. Poll the voting members present how much and what percentage of money in excess of the prudent reserve to distribute to Oregon Area 58 and GSO
6. Will report all actions of Oregon Area 58 Assembly meetings and current District 21 business to General Service Representatives and service committee officers of District 21 in a timely manner.
7. Will notify all General Service Representatives and service committee officers of District 21 at least seven (7) days in advance of any special meetings that concern the common cause of District 21 or AA as a whole.
8. To avoid conflict of interest, should not be a General Service Representative and/or Alternate General Service Representative of any group of Alcoholics Anonymous while serving as District Committee Member.
9. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

### **Alternate District Committee Member(s)**

1. In the case that the District Committee Member is unable to complete their term of office, the Alternate District Committee Member(s) will assume the position. If six (6) months or more remain in the current term, the Alternate District Committee Member(s) can be reelected for one more term only as District Committee Member.
2. Has a vote in all matters at all meetings.
3. Is authorized to sign District 21 checks.
4. Is the chairperson of nominating committee for elections.
5. Is the Activities Coordinator for the district:
  - a. Organize and facilitate quarterly workshops and district events
  - b. Assist groups within the district to plan and conduct workshops and events.
  - c. Coordinate and assist with inter-group events within the district
  - d. Coordinate and facilitate workshops and events with other districts and Area 58.
6. To avoid conflict of interest, should not be a General Service Representative and/or Alternate General Service Representative of any group of Alcoholics Anonymous while serving as Alternate District Committee Member(s).
7. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

### **Secretary**

1. Will keep complete and accurate records of all District 21 special and regular meetings.
2. Will distribute via email (or hard copy in triplicate if email unavailable) draft minutes prepared in Microsoft Word, PDF or other agreed upon word processing program, within fourteen (14) days of all completed meetings as follows:
  - a. One copy for the District Committee Member.
  - b. One copy for the Registrar for distribution to District 21 General Service Representatives and Service Committee Chairpersons.
  - c. One Copy for the Registrar for distribution to the District 21 General Service Representative and service committee chairpersons
3. Will bring sufficient "hard copies" of draft minutes to the subsequent District meeting for review prior to Minutes approval process.
4. After minutes are approved or approved as amended at the subsequent District 21 meeting, will make whatever corrections are necessary within fourteen (14) days of that meeting and distribute using the methods described in #2 above as follows:
  - a. One copy for Secretary file/Archives
  - b. One copy for the District Committee Member, who will be responsible for reviewing and editing the minutes for Tradition 11 purposes and forwarding to the District 21 webmaster for inclusion.
5. Will maintain notebook containing current minutes, budget reports, legal, and other documents determined important to keep by the District representatives/body; at the end of each year, after consulting with the DCM, forwards documents to the Archives and/or passes documents on to the incoming Secretary as appropriate.
6. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

### **Treasurer**

1. Will oversee all funds belonging to District 21.
2. Keeps possession of bankbooks and checkbooks and make deposits.
3. Prepares a proper monthly accounting of expenditures and income, in writing, for distribution at the monthly District 21 business meeting.
4. Is authorized to sign District 21 checks.
5. By virtue of office is a member of any service committee that is authorized to spend or collect any District 21 funds.
6. Prepares annual report for the January district meeting to be used for budgeting and establishing a prudent reserve for the current year.
7. Collaborates with the Literature Chairperson to maintain a stock of AA books and literature on hand for District 21.
8. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

### **Registrar**

1. Maintains a reliable and current roster of District 21 General Service Representatives and Alternate General Service Representatives and Service Committee Chairpersons, along with mailing address, telephone number and email address.
2. Is responsible for mailing out District 21 Meeting Minutes and flyers or special announcements to District 21 General Service Representatives and Service Committee Chairpersons.
2. This official position includes all duties and responsibilities listed in the Alcoholics Anonymous Service Manual current edition.

### **Web Master(s)**

1. Positions and Rotation: Chair (Webmaster) and Assistant:
  - a. A two-year rotation, to rotate in even numbered years.
  - b. Each position is a two-year term.
  - c. The Assistant rotates into the Webmaster position at the end of his or her term total of 4 years
2. Webmaster(s) will report to the DCM and will operate under the District 21 Web Site Guidelines
3. Attend and report at monthly District 21 meetings
4. Both the Webmaster and the Assistant Webmaster will need to have the technical proficiency required to handle the maintenance of the web site
5. District 21 DCM, Webmaster and Assistant Webmaster will have the authority to add or delete items on the web site, or physically alter the content of the web site.
6. The Webmaster will have the following additional responsibilities:
  - a. Shop for the best price for cost of services provided to enable the web site to exist and ensure that the web site is self-supported by the District without receiving anything of value from any source outside the fellowship of AA
  - b. Accurately maintain and update the web site as needed
  - c. Provide security for the web site as needed
  - d. Submit an annual budget request to the Finance Committee and monitor expenses
  - e. Ensure that all web site material conforms to the AA Traditions and the group conscience of District 21

### **SERVICE COMMITTEES**

Service Committee Chairpersons may be recommended by the Steering Committee or a nominating committee and must be approved by a majority of General Service Representatives and members of the Steering Committee at a regular District 21 business meeting. Service Committee Chairpersons shall choose their own committee members and be responsible as trusted servants to do what is necessary to perform the service committee duties and responsibilities.

Service Committee Chairpersons shall attend regular District 21 business meetings and report monthly activities to the General Service Representatives and members of the Steering Committee. These positions shall include all duties and responsibilities as specified in the Twelve Traditions of Alcoholics Anonymous, the Twelve Concepts of Alcoholics Anonymous, the current Oregon Area 58 Guidelines, and finally, the Alcoholics Anonymous Service Manual current edition. The current District 21 Service Committees are as follows:

1. **Answering Service Committee**
  - a. Maintain the cell phone
  - b. Ensure published hotline and other public numbers are current and correct.
  - c. Maintain a log book (list of contacts, a current schedule of meetings)
  - d. Review annual phone bills and costs, and submit to Treasurer
2. **Schedule Committee.**
  - a. Maintain a master spreadsheet of current meetings, locations, times, type of meeting and meeting contacts (GSRs)
  - b. Print and distribute 1000 schedules monthly, rotating colors monthly and using a pre-determined format. Quantity printed to be adjusted as determined and as budget allows; (C) Distribution of schedules customarily occurs at monthly District 21 meetings
  - c. Update the webmaster with meeting changes, additions or deletions.
  - d. Annually shop for best prices and services for producing printed schedules.

3. **Literature Committee.**

- a. Will maintain a stock of AA approved literature, pamphlets, books and medallions as recommended in sub-item “d” for sale and display.
- b. Setup the literature for viewing and sale at functions including: workshops, conferences and meetings.
- c. Shall reorder literature stock semi-monthly on the 1st and 15th of each month in an effort to minimize shipping expenses.
- d. Maintain the following inventory quantities:

Item	Minimum	Maximum
AA pamphlets	10	25
Big Book	5	25
Twelve Steps & Twelve Traditions	5	25
Daily Reflections	5	10
As Bill Sees It	5	10
Medallions (24 hr. to 9 mos.)	20	120
Medallions (1year to 10 years)	10	20
Medallions (11 years to 20 years)	5	10
Medallions (21 years to 58 years)	2	4

4. **Public Information Committee.**

- a. Guided by GSO Guidelines. Be familiar with GSO and Area resources, including internet.
- a. Receive and maintain PI workbook. Maintain committee notebook with lessons learned.
- b. Work with Area PI Committee for workshops and presentations.
- c. Maintain a team of volunteers to carry the message to the public.
- d. Meet regularly and coordinate service work with CPC and H&I committees.

5. **Hospitals and Institutions Committee.**

- a. Guided by GSO and Area Guidelines. Be familiar with GSO and Area resources, including internet.
- b. Receive and maintain two workbooks: (1) Corrections and (2) Treatment & Special Needs. Maintain committee notebook with lessons learned.
- c. Coordinate meetings in correctional and treatment facilities, in cooperation with Area H&I.
- d. Develop and maintain contact(s) with hospitals and institutions.
- e. Work with Area H&I Committee for workshops and presentations.
- f. Maintain a team of volunteers to carry the message to hospitals and institutions.
- g. Meet regularly and coordinate service work with CPC and PI committees.

6. **Cooperation with the Professional Community Committee.**

- a. Guided by GSO and Area Guidelines. Be familiar with GSO and Area resources, including internet.
- b. Receive and maintain CPC workbook and kit. Maintain committee notebook with lessons learned
- c. Develop and maintain contact(s) with professional community
- d. Work with Area CPC Committee for workshops and presentations.
- e. Maintain a team of volunteers to carry the message to professional community.
- f. Meet regularly and coordinate service work with PI and H&I committees.

7. **Alcoholics Anonymous Grapevine Committee.**

- a. Guided by GSO and Area Guidelines. Be familiar with GSO and Area resources, including internet.
- b. Maintain annual subscriptions of The AA Grapevine and La Vina

8. **Archives Committee.**

- a. Guided by GSO and Area Guidelines. Be familiar with GSO and Area resources, including internet.



- b. Collect and protect any and all material, including electronic files, to provide a history of District 21 and groups within the district.
  - c. Provide access to the archived material to members of District 21
9. **Accessibility Committee.**
- a. Guided by GSO and Area Guidelines. Be familiar with GSO and Area resources, including internet.
10. Web Site Committee
- a. See website guidelines
11. Special activity or information committees that from time to time may be necessary.

## WEB SITE GUIDELINES

**NAME:** The name of this web site shall be: *Alcoholics Anonymous District 21 Willamette Valley, Oregon*

### STATEMENT OF PURPOSE

The purpose of our web site is:

1. To assist the Alcoholics Anonymous Groups of District 21 to carry the message of Alcoholics Anonymous to the still-suffering alcoholic.
2. To facilitate communication among General Service Representatives (GSR's), D.C.M. and District 21 committee members.
3. To improve an understanding of the workings of District 21 in order to encourage participation in service work.

*Our primary purpose is to stay sober, and to help others recover from alcoholism.* The District 21 web site is simply another tool, such as the telephone or written Communications, to enable us to accomplish our primary purpose. It is our overall goal to help the still- suffering alcoholic establish direct, fact-to-face contact with Alcoholics Anonymous. To accomplish our purpose, we may publish information such as e-mail connections for District 21 Committee Members, minutes of the District, and Committee meetings. Links to the Oregon Area web page, and; Central Offices, AA hotlines; registration information for Assemblies, and AA Events both local and within Area 58, and other information which may be deemed useful by the members of District 21.

We will always be vigilant to protect the AA Traditions, especially our *Tradition of Anonymity*. We will not list **last names, (or anyone who wishes to be omitted)**, of any member of Alcoholics Anonymous on the web site. We will provide links to the official Alcoholics Anonymous GSO web site and the Grapevine web site, but will carefully consider the need for, and inherent risks in, linking to any other sites.

### ORGANIZATION

The District 21 web site shall be registered in the name of District 21 as [www.aaoregon-district21.org](http://www.aaoregon-district21.org) The District 21 Webmaster will be named as the "owner" of the domain name for registration purposes. The District 21 webmaster will be the "billing contact."

The overall content of the web site will be consistent with the desires of District 21 through the group conscience. The details as to the "look" of the web site and other technical and administrative aspects of the web site will be the responsibility of the Webmaster.

