

District 28 Structures and Guidelines¹

A Declaration of Unity - This we owe to A.A.'s future; to place our common welfare first; to keep our Fellowship united. For on A.A. unity depends our lives, and the lives of those to come.

Responsibility Declaration - I am responsible. When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.

Preamble - *Alcoholics Anonymous* is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses or opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

I. Definition of a District:

A. A district is a geographical unit containing the right number of groups—right in terms of the committee member's ability to keep in frequent touch with them, to learn their problems, and to find ways to contribute to their growth and well-being. (SM31)² Districts are usually established by the A.A. Area in which they are situated. District 28 was established by the North Florida Area Conference, which is the geographic region designated as Area 14 by the General Services Conference of Alcoholics Anonymous World Services. District 28 currently includes Citrus County and select groups from the bordering counties of Levy, Marion and Sumter.

B.Purpose: District 28 acts as a communications liaison between the groups in the District, the Nature Coast Intergroup, Area 14 and the General Service Office (G.S.O). The District complies with A.A. suggestions for the purpose of continuity.

C. Responsibilities:

- The District conducts monthly business meetings.
- The District maintains standing committees that are responsible for different areas of service.

¹ This document was revised and amended by vote of the District on September 9, 2018. Some previous amendments are indicated in the text. Future amendments should likewise be noted.

² All parenthetical references such as "(SM 31)" refer to the designated page number of *The A.A. Service Manual 2016-2018 Edition*.

- The District establishes and makes appointments to Ad hoc committees.
- The District maintains, updates and prints the *Where and When* document listing meetings within the District and other pertinent information.
- The District sponsors special events and workshops.
- The District maintains and updates the District 28 Structures *Structures and Guidelines*, which contains guidelines for the conduct of all District business.
- The District coordinates service activities.
- The District archives its minutes, resolutions and all relevant paperwork.

II. The Structure of the District:

A. Voting Members:

The voting members of the District are the General Service Representatives (G.S.R.s), who are elected by the groups in the District. The G.S.R.s elect a District Committee Member (D.C.M.) to take responsibility for District activities. (SM 32)

B. Suggested Qualifications for District Trusted Servants.

D.C.M. (District Committee Member)- Usually has served as a G.S.R.; should have enough sobriety (generally four to five years) to be eligible for election as delegate; needs to have the time, energy and ability to serve the District well. (see generally SM32).

Alt. D.C.M. (Alternate District Committee Member) - The Alt. D.C.M. is a backup for the D.C.M. and should have the same qualifications.

Secretary - Reasonable period of sobriety, usually two years, and the time, energy and ability to serve.

Treasurer - Reasonable period of sobriety, usually two years, and the time, energy and ability to serve.

Standing Committee Chairperson or Alternate - Reasonable period of sobriety, usually two years, and the time, energy and ability to serve.

G.S.R. - Reasonable period of sobriety, usually two years, and the time, energy and ability to serve.

C. Term of Office: The term of office for all trusted servants is two years, coinciding with Area 14 elections.

D. Election Procedures: Elections shall take place before the Area elections. Contested elections will be by written ballot, using the Third Legacy Procedure.³ Uncontested elections may be by show of hands.

E. Duties of the Trusted Servants:

D.C.M.

The D.C.M.'s job is primarily that of two-way communication. The D.C.M.

³ See A.A. *Service Manual*, pp. 21-2 for Third Legacy Procedure.

- Regularly attends all district meetings and Area Assemblies.
- Appoints the chairpersons of the various District service committees. In making appointments, the D.C.M. may consult with the Alt. D.C.M. and other District trusted servants.
- Receives reports from groups through G.S.R.s and through frequent personal contact with the groups.
- Holds regular meetings of all G.S.R.s in the district.
- Helps the Conference Delegate cover the Area.
- Helps the Conference Delegate obtain group information to meet publication deadlines for A.A. directories.
- Informs G.S.R.s about Conference activities; includes inviting the Delegate to District meetings or making Conference Reports if the Delegate is not available.
- Encourages the G.S.R.s to be familiar with *The AA Service Manual*, *The Twelve Concepts of World Service*, , the G.S.O. bulletin *Box 4-5-9*, workbooks and guidelines from G.S.O., any other service material (SM 32) and any correspondence from the G.S.O. and the Area that might be of interest.
- Keeps groups informed about A.A. approved literature and publications.
- Organizes workshops and/or sharing sessions on service activities.
- Regularly keeps in touch with Alt. D.C.M. and Conference Delegate.
- Brings Tradition problems to the attention of the Delegate.
- Makes a regular practice of talking to groups (new and old) about the responsibilities of general service work. (SM 32)

Alt. D.C.M.

- The Alt. D.C.M. is encouraged to assist, participate and share in the D.C.M.'s responsibilities at the District and Area Meetings. (SM 33)
- Regularly attends all District meetings and Area Assemblies.
- Has frequent contact with the groups.
- Encourages the G.S.R.s to be familiar with *The AA Service Manual*, *The Twelve Concepts of World Service*, the G.S.O. bulletin *Box 4-5-9*, workbooks and guidelines from the G.S.O. and any other service material.
- Keeps groups informed about A.A. approved literature and publications.
- Assists the D.C.M. in organizing workshops and/or sharing sessions on service activities.
- Brings any District problems to the attention of the D.C.M.
- Brings Tradition problems to the attention of the D.C.M.
- Assists the D.C.M. in talking to groups on the responsibilities of general service work.
- Maintains and updates the *Where and When* and arranges for new printings when the District approves. (Amended January 2015, moved from Secretary's duties)

Secretary

- Prepares and distributes minutes of the District Meetings. Minutes should be emailed to District Trusted Servants, standing committee chairpersons, Alt. committee chairpersons, G.S.R.s, Alt. G.S.R.s, Area Delegate, Area Secretary and Area Chairperson, using postal mail if necessary.
- Maintains and updates mailing lists and email distribution lists.
- Maintains and updates G.S.R. lists and forwards changes to the Area Registrar.
- Handles special mailings or bulletins as may be requested by the D.C.M.
- Maintains and updates the District *Structures and Guidelines*, showing revisions.
- Keeps copies of all District Meetings and correspondence for archival purposes.
- Takes the roll call at District Meetings.
- Passes the attendance sheet at the District Meeting.
- Send out an announcement and proposed to-date agenda for the regular business meeting one week in advance of the meeting or as directed by the D.C.M. (Added by amendment January 2015)

Treasurer

- Keeps all financial records for the District.
- Reports all financial transactions at the District Meeting. The monthly Treasurer's Report must be a full report for the previous calendar month; an interim report to keep members apprised of current expenses and income up to the date of the meeting should also be orally presented if requested. (Added by Amendment January 2015)
- Pays all expenditures approved by the District.
- Has all financial records available for the annual audit.
- Reconciles the monthly bank statements.
- Turns over all financial records the District at the conclusion of the term of office.
- Maintains and monitors budget expenditures.

General Service Representative (G.S.R.)

- Serves as the mail contact with G.S.O., District and Area 14.
- Supplies the D.C.M. with updated group information and advises of group problems as may be appropriate.
- Should be knowledgeable about the materials available from the G.S.O., such as new publications and other media, and is responsible for passing such information on to the groups.

Should be knowledgeable about the *Twelve Traditions and Twelve Concepts* and familiar with the *A.A. Service Manual*, the books *Twelve Steps and Twelve Traditions*, *A.A. Comes of Age*, *Twelve Concepts for World Service*, and the

pamphlets *The A.A. Group, A.A. Tradition-How it Developed, The Twelve Traditions Illustrated* and *The Twelve Concepts Illustrated*. (SM 26)

- Often serves on District Committees.
 - Works with their home group's other officers or steering committee. (SM 26)
 - Encourages the groups to financially support G.S.O., Area 14, District 28 and the Nature Coast Intergroup (N.C.I.).
 - Should attend and participate in all District meetings and is encouraged to attend Area Assemblies.
 - Is encouraged to participate in the planning of and to attend events sponsored by the District or N.C.I.
 - Gives a report to their group on District and Area meetings and events.
- Makes copies of the minutes of the District meetings available to home group members.

Accessibilities Chairperson

- Presides over the District Accessibilities Committee.
 - Handles all accessibility needs and issues for District 28.
 - Chair will be funded to attend Area Assemblies.
 - Chair position and Committee have been created to ensure equal access to everyone; the goal of the Committee and Chair is to find the means and to assist people in accomplishing that purpose.
- (Added by amendment April 2015)

Archives Chairperson. (Position and duties added by amendment April 2, 2015)

- Is responsible for the collection and preservation of archived material as it pertains to District 28 in adherence to G.S.O. and Area 14 guidelines.
- Regularly attends Area Assemblies and works with the Area 14 Archives Service Coordinator.
- Attends Archives Workshops as they arise.
- Regularly attends all District meetings.
- Reports all Committee activities at the District meetings and provides a written or electronic copy of the report to the District Secretary.
- Sets up District Archives display at appropriate N.C.I. and/or District events,;, such as the Gratitude Dinner and Founder's Day Brunch.
- Enhances the collection of Oral Histories from District members.
- Works with the Website Chairperson to enhance the Archives folder on the District Website through various media

Cooperation with the Professional Community (C.P.C.) Chairperson

- Is responsible for suggesting policies and recommending activities that help to carry the A.A. message to the still suffering alcoholic through sharing information with professional groups and individuals who have contact with alcoholics.

-Is responsible for furthering mutual understanding and awareness of A.A. with the professional community.

-Regularly attends all District Meetings.

-Reports all Committee activities at the District Meeting and provides the District Secretary with a written or electronic copy of the report.

-Is encouraged to attend Area Assemblies.

Corrections Chairperson

-Is responsible for encouraging A.A. members to assume responsibility for carrying the message to alcoholics who are incarcerated.

-Works with local correctional officials to facilitate A.A. meetings and the distribution of General Service Conference approved A.A. literature in correctional facilities.

Helps incarcerated people who are approaching release and are interested in A.A. to locate appropriate outside meeting locations.

-Regularly attends all District Meetings.

-Reports all Committee activities at the District Meeting and provides the District Secretary with a written or electronic copy of the report.

-Is encouraged to attend Area Assemblies.

Grapevine Chairperson

- Is responsible for reviewing the development and circulation of the *Grapevine* and *LaVina*.

-Makes suggestions to increase *Grapevine* and *LaVina* subscriptions.

-Has a *Grapevine* and *LaVina* display when reasonable and appropriate at select meetings, workshops and events at the District, Area and State levels.

-Reports all Committee activities at the District meeting and provides the District Secretary with a written or electronic copy of the report.

-Is encouraged to attend Area Assemblies.

Literature Chairperson

-Is responsible for reviewing all General Service Conference A.A. approved literature and media material.

-Reports all new releases and makes recommendations to the District.

-Regularly attends all District meetings.

-Reports all Committee activities at the District meeting and provides the District Secretary with a written or electronic copy of the report.

-Is encouraged to attend Area Assemblies.

Nature Coast Intergroup (N.C.I.) Service Chairperson

-Is responsible for keeping the District informed of N.C.I. activities.

-Is responsible for keeping N.C.I. informed of District activities.

-Should attend and participate in all District, N.C.I. and Area 14 Assemblies.

-Is encouraged to participate in the planning of events sponsored by the District and N.C.I.

- Reports all Committee activities at the District meeting and provides the District Secretary with a written or electronic copy of the report.

Public Information (P.I.) Chairperson

Works to create a proper public understanding of the A.A. program and correct misunderstandings through the use of print and electronic media, public information meetings and speaking to community groups.

Distributes the *Where and When* to District 28 A.A. groups and to facilities, institutions and individuals who have contact with alcoholics, and other suitable public places.

-Attends Health Fairs.

-Assists in distributing A.A. newsletters and announcements.

-Regularly attends all District Meetings.

-Reports all Committee Activities at the District Meeting and provides the District Secretary with a written or electronic copy of the report.

-Is encouraged to attend Area Assemblies.

Technology Chairperson

Structures-Reports all additions and changes and makes recommendations to the webmaster as to content particularly in the District 28 Web Page.

-Regularly attends all District Meetings.

-Reports all Committee activities at the District Meeting and provides an electronic or written copy of the report to the District Secretary.

-Encouraged to attend Area Assemblies and meetings of the Web Site Committee, keep up with A.A. policies on technology and websites and to share that information in a written report to the District. (Technology Chairperson position added by amendment January 2015)

Treatment Chairperson

-Is responsible for coordinating individual A.A. members and groups to carry the message to alcoholics in treatment facilities.

-Works with treatment facility officials in an attempt to schedule meetings and distribute General Service Conference A.A. approved literature.

-Helps to Bridge the Gap after release.

-Regularly attends all District meetings.

-Reports all Committee activities at the District meeting and provides the District Secretary with a written or electronic copy of the report.

-Is encouraged to attend Area Assemblies.

Workshop Chairperson

-Is responsible for suggesting topics and recommending workshops that help to carry the A.A. message to the still suffering alcoholic.

- Is responsible for developing and organizing workshops that further mutual understanding, effectiveness and awareness of A.A. functions.
 - Regularly attends all District Meetings.
 - Reports all Committee activities at the District meeting and provides an electronic or written copy of the report to the District Secretary.
 - Is encouraged to attend Area Assemblies and see what workshops are being offered in other districts in Area 14 and report back to the District on what has been discovered at Area Assemblies.
- (Workshop Chairperson position added by amendment January 2015)

III. Budget and Financial Structures:

A. The District's annual proposed budget will be presented at the November meeting and voted on at the December meeting. (Per amendment in March 2010) The D.C.M. and the District Treasurer will prepare the proposed budget. Once the budget is approved by voting members; the G.S.Rs must approve any changes.

B. Expenditures. All expenditures are to be approved by the District. Outside of already approved business, no member of the District is authorized to establish liabilities or open accounts in the name of the District without District approval. (Per amendment in March 2013) All collections should be deposited into the bank account and all reimbursements should be made from the checking account.

C. Treasurer Reports and Auditing.

-Monthly financial reports will be presented at the District Meeting. A copy of the report will be included in the monthly minutes. . The report is to be an actual full calendar month report and the report approved at the business meeting is the full report of previous month. An interim report to keep members apprised of current expenses and income up to date of meeting should also be orally presented if requested (Added by amendment January 2015)

-An annual audit will occur in January. The Treasurer will have all financial records available before the January Meeting.

-The Alt. D.C.M. and two G.S.R.s will conduct auditing.

IV. Communication Process.

A. Copies of the minutes of the monthly District meeting will be distributed by the District Secretary to all persons named in section II-E, by email if possible or postal mail if necessary. (See duties of the District Secretary)

B. The D.C.M. or Alt. D.C.M. will visit and/or communicate with all groups within the 3 months following the Area 14 Assembly in order to update the groups and answer and questions (added by amendment February 2015)

The D.C.M. and Alt. D.C.M. should encourage G.S.R. participation at the District Meetings and Area Assemblies.

C. G.S.R.s are to make monthly informational reports to their groups concerning the District, and quarterly concerning the Area.

V. District Business Meeting:

A. Schedule. The District's monthly business meeting shall be on a schedule published in the November minutes of the previous year, unless necessity requires additional change (Amended December 2016). The meetings will be at 5:45 p.m. at the Holder Community Center, located at the intersection of Hwy 41 & Hwy 491. (Amended April 2015)

B. Business Meeting Procedure. All District Business Meetings will be conducted in general compliance with *Robert's Rules of Order*.

C. Business Meeting Format,

-Opening call to order

-Moment of silence

-Serenity Prayer, Declaration of Unity and the Responsibility Pledge

-Welcome by the D.C.M.

-Recognition of all new G.S.R.s, Alt. G.S.R.s and visitors. New G.S.R.s and Alt. G.S.R.s will be given a copy of the Structures and Guidelines.

-Roll Call by Secretary

-Monthly Reports

--Secretary's Report

--Treasurer's Report

-7th Tradition Basket

-Standing Committee Reports

-Ad hoc committee Reports

-Old Business

-New Business

-Announcements

-Motion to adjourn

-Close with the *Lord's Prayer*.

VI. Affiliations: District 28 is part of a greater whole:

A. We support the General Service Office of Alcoholics Anonymous.

B. We support the North Florida Area Assembly, Area 14.

C. We are associated with, cooperate with, and work with the Nature Coast Intergroup.

VII. Changes to Structures and Guidelines:

-Any motion made at a District Business Meeting that changes, affects or alters the *Structures and Guidelines* will require that the motion be tabled for 30 days or the next monthly meeting as may be appropriate. This waiting period allows the G.S.R.s to take the motion to their groups for discussion and feedback. The

pending motion will be published in the monthly minutes and promptly posted on the District 28 website.

VIII. District Motions:

All motions passed by the District shall be timely recorded in a document referred to as the *District 28 Advisory Actions and Motions*. The *Advisory Actions* are not part of the *Structures and Guidelines* and will be made available to all District members.