

District 4 Area 78
See Map at Back
Operating Guidelines

09/11/2013

**Latest Revision
June 12, 2019**

**District 4 Operating Guidelines
Table of Contents**

1) Name and Location..... 3

2) Purpose and Authority 3

3) Composition..... 4

4) Elections 4

5) Voting 5

6) Finance..... 5

7) Meetings 6

8) District 4 Relationship to Area 78 Conference..... 6

9) District Officers 7

 DCM duties and responsibilities:..... 7

 Alternate DCM (ADCM) duties and responsibilities: 7

 Treasurer duties and responsibilities:..... 8

 Secretary duties and responsibilities:..... 8

10) Service Committee duties and responsibilities..... 8

 Service Committees: 8

 Public Information/Co-operation with the Professional Community Committee: 9

 Grapevine Committee: 10

 Treatment & Accessibilities Committee:..... 10

 Archives Committee: 10

 Literature Committee:..... 10

 Remote Communities Committee:..... 10

 Telephone Coordinator: 11

 Webmaster: 11

 Finance Committee: 11

 Composition..... 11

 Duties 11

 Procedures..... 12

 Position Eligibility: 12

11) Map of District 4..... 13

 End of Document 15

12) DISTRICT 4 WEBSITE GUIDELINES 15

1) Name and Location

1. The name of this organization shall be District 4 - Area 78 Conference of Alcoholics Anonymous (AA).
2. The geographical area is known as Grande Prairie, Beaverlodge, Clairmont, Debolt, Horse Lake, Hythe, Sexsmith, Sturgeon Lake, Wembly in the Northwestern Alberta (as per Map of District 4).
3. This organization is of perpetual duration.
4. District 4 is part of the General Service Structure established by The Conference Plan, sometimes known as the Third Legacy Plan, and confirmed by the Second International Convention of 1955 in St. Louis, Missouri.

2) Purpose and Authority

1. The purpose of District 4 is to engage in General Service activities within the Conference structure guided by the Twelve Traditions of AA, the AA Service Manual and the Twelve Concepts for World Service.
2. The Primary Purpose of this District Committee is to:
 - a) carry the message of recovery from alcoholism to those who suffer from the disease,
 - b) promote fellowship and exchange of information between the Groups and their representatives,
 - c) provide and coordinate appropriate information about A.A. to specialists in the field of alcoholism and to the general public,
 - d) encourage participation of A.A. members in service work,
 - e) represent the Groups within the District in meetings of the Area 78 Assembly,
 - f) provide the services and functions of an intergroup for District 4 and surrounding Districts,
 - g) assist in communication between Groups and the General Service Office.
3. There is no authority except that expressed by the group conscience and communicated to the General Service Representative (GSR) who the group has selected. The GSRs, in turn communicate to the Area Conference through the District Committee Member (DCM). District 4 is a service only, never a government for AA.
4. District 4 is a non-profit un-incorporated body.
5. District 4 is autonomous within its boundaries having no authority over any other District, nor is District 4 subservient to any other District in the Area.

3) Composition

1. District 4 membership shall be composed of General Service Representatives and their Alternates selected by the AA groups which are located within District 4.
2. District 4 is also composed of District Committee Members and Service Committee Chairpersons who are elected by District 4 membership and Appointed Service Committee positions. Past DCM included as a member of District Committee.
3. Any District Committee Member, Officer or Elected Service Committee Chairperson with 3 consecutive un-excused absences from the District business meeting will be requested to resign their position.

4) Elections

1. Elections by the District 4 membership occur in odd number years to align with Area rotation.
2. Elections for Table Officers and Elected Service Committee Chairpersons will take place in November. Suggested that groups to hold elections prior to November.
3. Elected officers consist of District Committee Member (DCM), Alternate District Committee Member (ADCM), Treasurer, and Secretary.
4. Officer elections will be by The Third Legacy Procedure as outlined in the AA Service Manual (page S21). All other elections will be by simple majority vote.
5. Elected Service Committee Chairpersons include Grapevine; Cooperation with the Professional Community and Public Information (CPC/PI); Treatment & Accessibilities.
6. Appointed Service Committee Positions by Table Officers include Archivist, Remote Community Committee, Literature Chair, Telephone Chair and Webmaster. Appointed positions are open terms. District 4 encourages the principle of rotation.
7. District Officers and Service Committee Chairpersons and Positions are a 2 year term.
8. Unscheduled vacant positions will be filled by special membership election at the District business meeting under the category of new business.
9. The Table Officers will select an individual to facilitate the District election prior to the Election Assembly.

10. The Election Facilitator will for all elected positions; 1) present the names for anyone that has put their names forward (in writing) but are not present, 2) call for persons that wish to put their name forward, 3) call for nominations from the floor.

5) Voting

1. Each registered group represented by a GSR has one vote. Alternates vote only in the absents of the GSR.
2. No proxy or absentee votes are permitted in District meetings.
3. Each Table officer and Committee Elected Chair has one vote.
4. Chairperson only votes to break a tie. A person holding more than one service position only has one vote.
5. Past DCM has voting rights.
6. A Quorum for District GSR Meetings shall consist of 40% of eligible voting members with any decimal moved up to the next whole number.
If a quorum is not available, the meeting may take place but "motions of substance"¹ may not be voted on.

6) Finance

1. District 4 is self-supporting through the voluntary contributions of its participating groups and by individual AA members.
2. District 4 will conduct an annual review of District Funds in January. Any funds in excess of \$3000.00 after current expenses with the Prudent Reserve at 2/3 of the Annual Budget set aside will be distributed to Area 78 50% and the General Service Office 50%.
3. Any moneys needed by the Committee Chairpersons, above the budgeted amount, should be brought to the District Body and the Finance Committee should be given a

¹ Defined as any motion other than those made concerning the conduct of the meeting; for example, a motion to accept the Minutes as Read or Amended, or to close the meeting itself, are not considered a motion of substance.

chance to review this request (if necessary) and make recommendations before a vote is to be held.

4. The proposed budget for District 4 for an ensuing year will be presented and approved by the body in January of the current year's budget.
5. The prudent reserve shall be maintained and is the amount of estimated District 4 operating expenses required for 2/3s of the year of operation.
6. DCM travel will include \$0.15/kilometer for vehicle maintenance and operating expenses, in addition to fuel cost, for travel made on behalf of the District.

7) Meetings

1. District 4 business meetings are held on the 2nd Wednesday of each month at 6:15 PM September through June.
2. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the District 4 Committee in all cases to which they are applicable and in which they are not inconsistent with these guidelines, the *Twelve Traditions of Alcoholics Anonymous*, the *Twelve Concepts for World Service including the Warranties* and any special rules of order the District 4 Committee may adopt.
3. Business Meeting format (Suggested):
 1. DCM – Open meeting with a moment of silence followed by a Reading.
 2. Roll call
 3. Secretary - Last minutes, corrections to minutes, motion to accept.
 4. DCM Report
 5. Treasurer – Treasurer Report, corrections/questions, motion to accept,
 6. Secretary – Secretary report
 7. Old Business
 8. New Business
 9. Group reports/Announcements
 10. Service Committee Reports – Archives, CPC/PI, Grapevine, Literature, Treatment, Website, Special Committees.
 11. Adjournment

8) District 4 Relationship to Area 78 Conference

The Area 78 Conference will act for AA in the perpetuation and guidance of its world service and it will also be the vehicle by which the AA movement can express its view upon all matters vital to AA policy and all hazardous deviations from AA Tradition.

DCMs, ADCMs, Service Committee Chairpersons and GSRs are encouraged to attend Area 78 business meetings to represent their groups and to obtain subject material to coordinate service activities within District 4.

9) District Officers

These positions are elected by the body. District officer term is 2 years.

DCM duties and responsibilities:

- a) Preside at all meetings and perform such acts and duties as are customary to this office.
- b) Be familiar with and conduct all meetings using established parliamentary procedures so as to ensure the proper and efficient order of business.
- c) Appoint temporary Special Committees as necessary and act as ex-officio member without vote except to break a tie.
- d) In the event that the DCM and the ADCM cannot attend the Area Assembly, the DCM may designate a qualified alternate.
- e) Attend groups within their geography and encourage group participation in District and Area activities.
- f) Help GSRs resolve local group issues by using the 12 Traditions and the 12 Concepts as a guide.
- g) Serve as District's Administrator for normal business activities.

Alternate DCM (ADCM) duties and responsibilities:

- a) Preside at all District meetings and perform such acts and duties as are customary to this office when the DCM cannot be present.
- b) Preside at all Area Assemblies and perform such acts and duties as are customary to this office when the DCM cannot be present.
- c) Update the Area Registrar and the General Service Office of group information and GSR changes.

Treasurer duties and responsibilities:

- a) Receive all funds and deposit them in the designated District 4 bank checking account.
- b) Maintain a District 4 bank checking account.
- c) Pay all District 4 expenses.
- d) Prepare a monthly cumulative written report of all receipts, expenses and prudent reserve for presentation at the District business meeting.
- e) Perform any other duties that may relate to the functions of the office.

Secretary duties and responsibilities:

- a) Prepare minutes of each business meeting.
- b) Distribute copies of minutes of each business meeting within the two week period following the meeting to District 4 members.
- c) Maintain additions, changes, and updates to the Structures & Guidelines document. A change log within the document will be available.
- d) Perform any other duties that may relate to the functions of the office.
- e) Update meeting lists for District 4 to GSR's, Webmaster, District Officers, and Committee Chairpersons.
- f) Compile and distribute (annually supplied by GSRs) volunteer lists for Treatment Chair, Telephone Chair, and PI/CPC Chair.
- g) Maintain records of attendance of Officers, Service Committee Chairpersons and Groups.
- h) Maintain a listing of District 4 contact information for Officers, Service Committee Chairpersons, Groups, GSRs and Alternate GSRs.

10) Service Committee duties and responsibilities

Service Committees:

- a) Service committees are life's blood to service work within the District and are generally left to operate on their own to develop their own programs or scope of service with limited support or guidance from the district as a whole.
- b) Effectiveness depends on the commitment, enthusiasm, ability to inspire, and organizational ability of the committee members.
- c) A rotating Service committee chairperson insures that the incumbent Service committee chairperson receives the information necessary to effectively conduct the duties of the Service committee.
- d) Provides assistance to their appropriate Area coordinator in manning display/information tables at AA events and/or non-AA professional conferences.
- e) When the Chairperson for the following Committees are not a GSR that attends Area Assemblies the Table Officers will request a GSR or DCM to represent the District and report back to the District on the Committee (in order of importance to the District):
 - 1) Treatment & Accessibilities
 - 2) Public Information
 - 3) Co-operation with the Professional Community
 - 4) Grapevine
 - 5) Literature
 - 6) Remote Communities

Public Information/Co-operation with the Professional Community Committee:

- a) The PI/CPC committee makes AA presentations to schools, police departments, and other professional and community organizations.
- b) The Committee places meeting schedules and AA literature in hospitals, medical offices, libraries, government offices and other locations.
- c) Forms the Sub-committee for District 4 Website comprised of PI/CPC Chairperson, webmaster, and 2 others to oversees, review annually, implements and co-ordinates the District 4 Website Policies.
- d) Provide Finance Committee with proposed Budget in November of each year and report on amount of materials on hand.
- e) Engage in any other activates as outlined in PI (MG-07) and CPC Guidelines (MG-11).

Grapevine Committee:

- a) The Grapevine committee generally encourages increased subscriptions and use of the Grapevine magazine.
- b) The Grapevine Committee has placed copies of the Grapevine in medical offices, treatment facilities, prisons, and libraries.
- c) Provide Grapevine materials to the Groups and Committee's in District 4 with \$750 float.

Treatment & Accessibilities Committee:

- a) Encourage AA members to perform service that helps to 'Bridge the Gap' for patients in transition from a Treatment facility to attending outside AA meetings.
- b) Serves as a liaison between AA and local Treatment facilities.
- c) Co-ordinate meeting at Northern Additions Centre on Thursday's procuring the Chairperson and 2 Speakers.
- d) Carries the message to those who have problems that limit their attendance at regular A.A. meetings and also enlightens A.A. members and groups to their special needs.

Archives Committee:

- a) Assimilates and retains District history. The Archivist maintains the District archives which includes all past Minutes, Treasurer's reports, officer and committee chairperson material and any material pertinent to the history of District 4. The Archivist also helps with preservation of those items.

Literature Committee:

- a) Inform groups, districts or assembly members through displays or other suitable methods, of all available Conference Approved Literature, audio visual material or other special items.
- b) Provide literature and Conference Approved publications to the Groups and Committee's in District 4 from a float of \$800.

Remote Communities Committee:

- a) Encourage AA members to perform service that helps to bring remote communities into mainstream AA.

- b) Provides assistance to Area 78 Remote Communities Committee.
- c) Committee members participate in other regional Service events.
- d) Remote Chair will participate in Zoom Meetings.
- e) Remote Chair will supply District 4 with account connection information.
- f) Keep District 4 up to date on Zoom Meetings.

Telephone Coordinator:

- a) Maintain list of District 4 meeting times on the our messaging service.
- b) Contact six members for each 2 month period and rotate the names every 2 weeks.
- c) Supply persons on phone messaging with a list of members for 12 Step Calls.

Webmaster:

- a) Maintains the District Internet Website, which carries the message of Alcoholics Anonymous by providing a resource on the Internet where alcoholics can get information about the activities and business of and within District 4
- b) Insures that District Website Policies are followed.
- c) Coordinates with PI/CPC Committee providing current info on web site and present and future concerns or issues.

Finance Committee:

Composition

The Finance Committee is composed of a the newly elected District Treasurer, the newly elected DCM, a Chairperson, and two (2) other persons. The Chairperson and two (2) other persons will be elected at the next District 4 GSR meeting following the elections for District 4 with these 3 positions filled by anyone that is currently holding or has previously held a service position at the District 4 level.

Duties

- 1) Recommend motions to the District 4 Body
- 2) Develop and present the proposed budget for District for the next year
- 3) Provide financial guidance and make recommendations as needed
- 4) Monitor expenditures as compared to the approved budget
- 5) Assist Treasurer as required

- 6) DCM, ADCM and Treasurer have signing authority for the District 4 checking account and two signatures are required.

Procedures

All monetary or budgetary motions over \$250.00 are to be referred to the Financial Committee for recommendation then provide "a notice of intent" to all eligible voting members a minimum of 2 weeks prior to the motion being presented to the District 4 GSR Meeting.

Position Eligibility:

1. Individual must be a member of a group that is located in District 4.
2. D.C.M.'s and Alternate D.C.M.'s
 - a. A background in A.A. service work which is related to the G.S.R. position.
 - b. Minimum suggested sobriety of four years.
 - c. The time, energy and willingness to serve the District well.
 - d. Availability to attend all Area Service meetings, Area Assemblies, and other Area events.
3. Secretary
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well.
4. Treasurer
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well
5. Webmaster
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well
 - c. The knowledge and skills to set-up, run and maintain the website
6. Archivist
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well
7. Standing Committee Chairs
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well.

11) Map of District 4



12) Document Revision Log

March 12, 2014	Add Web Site Meeting Listing Criteria
June 13, 2018	Quorum
September 12, 2018	Ad Hoc Committee Review and moved by District
September 12, 2018	Replaced Finance Committee: Procedures with new motion
	Add 5) Voting Section 6
December 12, 2018	DCM Travel per kilometer
January 9, 2019	Revised Finance Committee Composition
January 9, 2019	Name change Treatment Committee
June 12, 2019	Secretary duties to Alternate DCM
June 12, 2019	Elections Procedures
June 12, 2019	Position Eligibility
June 12, 2019	Registered Groups
June 12, 2019	Last Update on Title Page

End of Document

12) District 4 Web Site Policy

THE PURPOSE OF THE DISTRICT 4 WEBSITE SHALL BE

- To carry the AA message to the alcoholic who still suffers, members of the fellowship, professionals and the general public.
- To serve as a communications tool within the District 4 area by providing information about area activities and events.

- To further general service participation within the fellowship by serving as an exchange for information about opportunities for involvement in District 4 activities.

THE DISTRICT 4 WEBSITE SHALL BE MADE READILY ACCESSIBLE

- By "keeping it simple" and constructing the site in such a manner that it be available for viewing by anyone who accesses it through the Internet. Any hint of preferences for specific systems, browsers, or the like should be absent, and the use of multimedia and extensive graphics should be avoided.

IN THE SPIRIT OF NON-AFFILIATION WITH ENTITIES OUTSIDE AA, THE DISTRICT 4 WEB SITE SHALL MAINTAIN EXTERNAL LINKS TO

- The AAWS and AA Grapevine sites, official intergroup and/or central office websites and telephone numbers and service events within the District 4 only.
- Other AA entities only as specifically approved by the District 4 Website Committee.
- No other kinds of links or address listings of any kind shall be provided unless specifically approved by the District 4 Website Committee.

IN THE SPIRIT OF SELF-SUPPORT, THE DISTRICT 4 WEB SITE SHALL BE FINANCED AND MAINTAINED

- By contributions from the AA groups and AA entities within the District 4 area.
- By operating within guidelines established and reviewed by the District 4 Public Information Committee.

THE AA PRINCIPLE OF ANONYMITY AS IT APPLIES TO OTHER FORMS OF MEDIA SHOULD BE EXTENDED TO THE WORLD WIDE WEB, AND TO THAT END THE DISTRICT 4 WEB SITE SHALL

- Include no recognizable photographs of individuals, no full names of individuals, no personal telephone numbers, and no personal e-mail addresses.
- Use position titles rather than first names when referring to District 4 officers, Committee chairs and others.

THE PROCEDURES FOR IMPLEMENTING AND MAINTAINING THE WEB SITE

- Site should be updated at least every two months.
- Updated backup copies of websites and any contracts, usernames and passwords are to be held by DCM or Secretary.
- That our website remains free of outside ad banners, outside logos and pop-ups.
- That the purpose of our website remains informational and not be used as a 'sponsor by email' purpose.
- Any use of copyrighted material from conference-approved literature will be attributed to AA World Services, Inc. or The Grapevine, Inc. as appropriate.
- The internet website shall be administered by a subcommittee, called the Website Committee, of the District Public Information Committee.
- The Webmaster should serve for a term of two years and may be re-appointed for additional terms of two years.
- The Website be registered with the InterNIC as <http://www.grandepraireiaa.com>, in the name of the District 4 with "Webmaster" would be the named owner of the domain registration.
- The billing contact would be the Webmaster.
- The technical contact with the InterNIC would be the Website's Internet Service Provider.
- Technical access to the Website would be limited to the Public Information Chairperson, Webmaster, Web Administrator and DCM.
- District Committee Members (DCM's) may request the addition or removal of any or all group information for groups within their District from the Website at any time.
- The "Web Site Policy" shall be review on an annual basis by the Public Information Committee.
- Criteria for meetings to be listed on the web site is that the meeting must have at least two members and must have been having meetings regularly for at least six months. Also, meetings will be removed if two consecutive meetings are cancelled. Meetings outside of District 4 will be removed if meeting information is incorrect.