

DISTRICT 12 BY- LAWS

for

HUDSON – MOHAWK – BERKSHIRE

AREA 48

DISTRICT 12

Declaration of Authenticity

This page validate the DISTRICT 12 By-Laws were updated in accordance with the 2012-2013 - A.A. Service Manual, The Rev.12/31/08 - Area 48 Service Manual, the previous June2011.doc - District 12 Bi-Laws and with the highest regards to the Twelve Traditions of Alcoholic Anonymous.

All elected and/or appointed Trusted Servants will read, review and refer to the above listed information in times of need. Signature of this documents authenticates you have read and understand the District 12 Bi-Laws.

Amendments to these By-Laws can be submitted in accordance with the procedure in paragraph 1.7 of this document.

PRINT NAME
Current District Committee Member, District 12

Date

SIGN NAME
Current District Committee Member, District 12

Date

PRINT NAME
Current Trusted Servant, District 12

Date

SIGN NAME
Current Trusted Servant, District 12

Date

Rev.	Description of Changes	Date
A	First release of this format	05 Feb 2005
B	Added the description for the District Archivist 1.3.6	16 Oct 2006
C	<p>Removed references to specific pages and editions of AA Service Manual and the HMB Service Manual.</p> <p>Deleted references to Newsletters in Record Keepers job description (paragraph 1.3.7.2)</p> <p>Replaced Newsletter Editor with job description of Website Administrator (paragraph 1.4.1)</p> <p>Rewrote paragraph 1.5 to clarify process to fill vacant position.</p> <p>Rewrote paragraph 1.5 to clarify the option for DCM to fill vacancy in recurring responsibility.</p> <p>Rewrote paragraph 1.7 to include posting amendments to By-Laws on District 12 Website.</p> <p>Rewrote paragraph 1.7 to include mailing amendments to By-Laws to Groups receiving minutes.</p> <p>Rewrote paragraph 1.8 to clarify financial assistance may be available for Area 48 Events.</p>	01 Oct 2008
D	<p>1.1 remove apostrophe from group's – grammatical</p> <p>Change AA Service Manual to G.S. Conference Report.</p> <p>1.3.1.1a Change "to five" to "minimum of four".</p> <p>1.3.2.1a Change "generally 4-5" to "Minimum of 4".</p> <p>1.3.3.2f Change "absence" to "absent"</p> <p>1.3.4.1a Reword first sentence to "should have a minimum of Three (3) years of sobriety:."</p> <p>1.4.1 2nd set of bullets: combines first two lines.</p> <p>Add the word "Hotline" to the 5th bullet.</p>	Unknown Date
E	Grammatical Changes Throughout Full Review & Revision	12/2014

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1.1 Introduction

The formal service structure of Alcoholics Anonymous (AA) gives the individual members and groups a way to interact with AA as a whole. District 12 is a part of the structure of AA. It registers Groups with the Hudson-Mohawk-Berkshire (HMB) Area 48 and with the General Service Office (GSO). District 12 exists primarily to serve each group through its committees, communications, and activities and By -Law.

In accordance with The Traditions, each Group is autonomous, except in matters affecting other Groups or AA as a whole. The Groups communicate with each other and express their Groups Conscience (views) to the Area and the General Service Conference through District 12. The AA Service Manual, which is printed annually, is the document used to bring the Conference approved resolutions to the Groups through the District.

These District12 By -Laws have been developed to promote effective ways for the Groups and membership to work together based upon the accumulated experience of this District. These By-Laws are intended to be used in conjunction with the AA Service Manual and the HMB Service Manual.

1.2 The District Twelve Committee

Each AA Group within the District 12 elects a General Service Representative (GSR) who is entitled to a full membership on the District 12 Committee. Each Group has one vote to be casted by the GSR or Alternate GSR, at the District GSR Business Meeting and at the HMB Area Assemblies. District 12 encourages Groups to send a GSR to District GSR Business Meetings as soon as the Group is formed; and the Group will enjoy immediate full Participation. (HMB Service Manual 5, 1-5.2)

Once a group is registered, the GSO will only change a Group's District and Area affiliation with consent from both Districts and Areas involved. When a Group is registered with GSO it is given a Group Service Number to be used on all Communications with the District, Area and GSO. GSO does not establish policy. Such matters are handled by the Board of Trustees and the General Service Conference (See AA Service Manual; current edition).

1.3 Trusted Servants of the District Committee

1.3.1 District Committee Member (DCM)

The District committee member (DCM) is the essential link between the group GSR and the Area Delegate to the General Service Conference. As leader of the District committee, made up of all GSRs in the District, the DCM is exposed to the group conscience of that District. As a member of the Area committee, he or she is able to pass on the District's thinking to the delegate and the committee.

FINANCAL SUPPORT: Current Expenses indicate that many Districts provide financial support for their DCM to attend service functions. Invariably, this pays off in increased activity, interest, and group participation.(Refer to S31 in the 2012-2013 AA Service Manual)

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1.3.1.1 Qualifications for DCM

- a. Shall have a minimum of Four (4) years of sobriety to be eligible for nomination.
- b. Has served at least Two (2) years as a GSR
- c. Has served as a District Trusted Servant
- d. He or she also needs to have the time and energy to serve the District.
- e. Have a willingness to learn and apply the Twelve Traditions to the position.

1.3.1.2 Duties of the DCM

- a. Regularly attend all District GSR Business Meetings and Area Assemblies.
- b. Chair regular monthly District Meetings for all the GSR's in the District 12
- c. Appoints Chairpersons for the Standing Committees with the approval of the District 12 committee.
- d. Appoints Ad Hoc Committees as a need arises.
- e. Shall visit each meeting within the District at least once a year
- f. Address all needs of vacant District 12 service committees
- g. Assist the Librarian in compiling the "Welcome Packet" for the new incoming Committee Chairs
- h. Shall provide an agenda available for all in attendance of the District 12 Business Meeting
- i. Shall receive monthly written reports from all Standing Committee Members at the monthly District 12 Business Meeting
- j. Shall provide / present a written report at the monthly District 12 Business Meeting
- k. Shall provide a hard copy of written report to the Secretary and Records Keeper

1.3.1.3 Terms, Eligibility, and Election Procedure

- a. Shall serve a Two (2) year term, however, the elected DCM may serve out a term caused by a vacancy and be elected to a full Two (2) year term following the partial Term

- b. Nominated by another GSR or District Trusted Servant to take responsibility for District 12 activities.
- c. If the person chosen is a current GSR, a new GSR shall be elected to fill his or her position.
- d. Shall not hold another District 12 service position while serving as DCM
- e. Has One (1) vote in any election / voting process and cannot vote as a GSR for any group
- d. Term beginning Jan 1, in odd years

1.3.2 Alternate DCMs

The Alternate District Committee Member should be available to act as DCM when it is necessary. And Assist the DCM to maintain an effective service structure throughout the District. He or she should assist, support and participate in service responsibilities as needed. There will be Three (3) Alternate DCMs designated as 1st, 2nd, and 3rd Alternate.

1.3.2.1 Qualifications for Alternate DCM's

a. Shall have enough sobriety, generally Four (4) years to be eligible for election as an Alternate DCM.

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- b. Should have served at least Two (2) years as a GSR.
- c. Has served as a District Trusted Servant
- d. He or she also needs to have the time and energy to serve the District.
- e. Have a willingness to learn and apply the Twelve Traditions to the position.

1.3.2.2 Duties of the Alternate DCM's

- a. The 1st Alternate will preside at the district meetings when the DCM is absent.
- b. The Alternates DCM's will visit each group yearly to encourage participation and communication with the District Committee.
- c. Regularly attends all District 12 Business Meetings and Area Assemblies.
- d. Each Alternate DCM will assist the DCM in the performance of District and Area duties.
- e. If the secretary is absent from the District GSR Business Meeting, the 1st Alternate DCM will record minutes and make arrangements to get them to the Secretary. If the 1st alternate is absent, then the responsibility will rotate to the next alternate present.
- f. Each Alternate DCM shall provide / present a written report at the monthly District 12 Business Meeting
- g. Each Alternate DCM shall provide a hard copy of written report to the Secretary, DCM and Records Keeper

1.3.2.3 Terms, Eligibility, and Election Procedure

- a. Nominated by another GSR or District Trusted Servant to take responsibility for District 12 activities.
- b. Shall serve a two (2) year term, however, the elected Alternate DCM may serve out a term caused by a vacancy and be elected to a full two (2) year term following the partial term.

- c. If the person chosen is a current GSR, a new GSR shall be elected to fill his or her position.
- d. Should a vacancy occur a new 3rd Alternate DCM would be elected to serve the remainder of the current term.
- e. The alternates would rotate in that order shall a vacancy occur in the office of the DCM or among the Alternates.
- f. Shall not hold another District 12 service position while serving as Alternate DCM
- g. Has One (1) vote in any election / voting process and cannot vote as a GSR for any group
- h. Term beginning Jan 1, in odd years

1.3.3 District Secretary

1.3.3.1 Qualifications for Secretary

- a. Shall have a Two (2) or more years of sobriety.
- b. The Secretary should be computer literate.
- c. Shall have served at least Two (2) years as a GSR.
- d. He or she also needs to have the time and energy to serve the District.
- e. Have a willingness to learn and apply the Twelve Traditions to the position.

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1.3.1.2 Duties of the Secretary

- a. Will regularly attend and record the minutes of the Districts 12 Business Meeting.
- b. Will distribute the minutes for the current monthly District 12 Business Meeting by mail or e-mail no later than the 15th of the month.
- c. Shall keep an accurate mailing AND e-mail list.
- d. May serve Two (2) consecutive terms if elected to perform the duties.
- e. Regularly attends all District 12 Meetings and Area Assemblies.
- f. If the secretary is absent from the District 12 Business Meeting, the 1st Alternate DCM will record minutes and make arrangements to get them to the Secretary. If the 1st Alternate DCM is absent, then the responsibility will rotate to the next Alternate DCM present.
- g. The District Secretary will include in the mailings of the minutes any flyers ,All Standing Committee Members written reports and notices from the Groups, District or Area and related events. Announcements can be added to the minutes as time allows. All requests for mailing inserts should be made directly to the Secretary.
- h. Collected all standing committee's written reports.
- i. The Secretary will have a current sign-in sheet with all Groups and GSRs names next to them, as well as Standing Committees and the person holding that position, with open spaces available for visitors and past DCMs to be used in cases of voting privileges.
- j. Shall provide / present a written report at the monthly District 12 Business Meeting.
- k. Shall provide a hard copy of written report to the DCM and Records Keeper.

1.3.3.3 Terms, Eligibility, and Election Procedure

- a. Nominated by another GSR or District Trusted Servant to take responsibility for District 12 activities.
- b. Shall serve a Two (2) year term, however, may serve out a term caused by a vacancy and be elected to a full Two (2) year term following the partial term.
- c. If the person chosen is a current GSR, a new GSR shall be elected to fill his or her position.
- d. Shall not hold another District 12 service position while serving in this position.
- e. Has One (1) vote in any election / voting process and cannot vote as a GSR for any group
- f. Term beginning Jan 1, in even years.

1.3.4 District Treasurer

1.3.4.1 Qualifications for Treasurer

- a. Shall have a minimum of Three 3 year's sobriety.
- b. It is helpful if the Treasure has some basic understanding of financial record keeping and financial summary reports.
- c. Shall have served at least Two (2) years as a GSR.
- d. He or she also needs to have the time and energy to serve the District.
- e. Have a willingness to learn and apply the Twelve Traditions to the position.

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1.3.4.2 Duties of the Treasurer

- a. Will Keep an accurate record of all income and expenses, keep an accurate check journal and report to the district committee the financial status of the District at each monthly meeting.
- b. Will serve on the Finance Committee and with this committee will prepare the annual budget for presentation at the September meeting with the adoption of the budget in October.
- c. The budget presentation shall consist of all budget lines in the current budget and the proposed budget lines for consideration by the groups.
- d. The District 12 fiscal year will be from January 1 to December 31. A full annual summary report will be presented to the February District meeting for the previous year.
- e. A semi-annual report will be presented at the August District Meeting.
- f. A prudent reserve of \$1,000.00 should be available for unexpected expenses.
- g. Will provide copies of bank statements at all members of the Finance Committee Monthly.
- h. Regularly attends all District 12 Business Meeting and Area Assemblies.
- i. Shall provide / present a written report at the monthly District 12 Business Meeting
- j. Shall provide a hard copy of written report to the Secretary, DCM and Records Keeper

1.3.4.3 Terms, Eligibility, and Election Procedure

- a. Nominated by another GSR or District Trusted Servant to take responsibility for District 12 activities.
- b. Shall serve a Two (2) year term, however, may serve out a term caused by a vacancy and be elected to a full Two (2) year term following the partial term.
- c. If the person chosen is a current GSR, a new GSR shall be elected to fill his or her position.
- d. Shall not hold another District 12 service position while serving in this position.
- e. Has One (1) vote in any election / voting process and cannot vote as a GSR for any group
- f. Term beginning Jan 1, in odd years.

1.3.5 District Librarian / Grapevine

Due to a lack of District Trusted Servants we purpose the duties of the **Grapevine Representative** shall be carried out by the **Librarian**.

1.3.5.1 Qualifications for Librarian / Grapevine Representative

- a. Shall have Two (2) or more year's sobriety.
- b. Shall have served at least Two (2) years as a GSR.
- c. He or she also needs to have the time and energy to serve the District.
- d. Have a willingness to learn and apply the Twelve Traditions to the position.

1.3.5.2 Duties of the Librarian

- a. Shall purchase Conference approved literature to be resold to the groups.
- b. Shall turnover all monies to the Treasurer.
- c. Shall oversee the maintenance of the financial records relevant to the literature.

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- d. Shall keep the Groups informed about Conference approved books and literature.
- e. Shall conduct a physical inventory and produce a written report showing the monetary value to be available at the August District GSR Business Meeting.
- f. Regularly attends all District 12 Business Meetings and Area Assemblies.
- i. Shall refer to and seek out the listed Guidelines / Pamphlets and GSO items available but not limited to items listed in your "Welcome Packet"
- h. Shall work with the DCM to compile the "Welcome Packet" for incoming Committee Chairs.
- i. Shall provide / present a written report at the monthly District 12 Business Meeting.
- j. Shall provide a hard copy of written report to the Secretary, DCM and Records Keeper.

1.3.5.3 Terms, Eligibility, and Election Procedure

- a. Nominated by another GSR or District Trusted Servant to take responsibility for District 12 activities.
- b. Shall serve a Two (2) year term, however, may serve out a term caused by a vacancy and be elected to a full Two (2) year term following the partial term.

- c. If the person chosen is a current GSR, a new GSR shall be elected to fill his or her position.
- d. Shall not hold another District 12 service position while serving in this position.
- e. Has One (1) vote in any election / voting process and cannot vote as a GSR for any group
- f. Term beginning Jan 1, in even years.

1.3.6 District Records Keepers / Archivist

All records maintained by any trusted servant or committee chairperson for the District belongs to the District and shall be presented upon request.

Due to a lack of District Trusted Servants we purpose the duties of the **Archivist** shall be carried out by the **Records Keeper**.

1.3.6.1 Qualifications for Records Keepers / Archivist

- a. Shall have Two (2) or more years sobriety
- b. Shall have served at least two (2) years as a GSR
- c. He or she also needs to have the time and energy to serve the District.
- d. Have a willingness to learn and apply the Twelve Traditions to the position.

1.3.6.2 Duties of the Records Keepers / Archivist

- a. Collect such documents and artifacts.
- b. Will keep the Archives in a secured and safe environment and display them when requested to do so.
- c. Will keep a complete record of all materials in the Archives.
- d. Shall maintain a categorized record of all current and historical administrative data related to

District 12 to include but not limited to the following types of data:

- | | | |
|---------------------------|----------------------------|-----------------------------|
| * Insurance papers | * Minutes | * Inventory records |
| * Requests | * Notices | * Reports |
| * Correspondence | * Mailing List | * Schedules |
| * H-M-B points of contact | * Newsletters | * H-M-B Service Manual |
| * Flyers | * Group Information sheets | * Committee written reports |

- e. Shall produce any item upon request from the DCM or designated Alternate.
- f. Shall inform the DCM and appropriate Committee Chairperson immediately of any discrepancies noted with the records.
- g. Regularly attends all District 12 Business Meetings and Area Assemblies.
- h. The Records Keeper only maintains Treasury records for archiving purposes. Any noted discrepancies related to Treasury records are the responsibility of the Treasurer.

- i. Shall refer to and seek out the listed Guidelines / Pamphlets and GSO items available but not limited to items listed in your "Welcome Packet"
- j. Shall provide / present a written report at the monthly District 12 Business Meeting
- k. Shall provide a hard copy of written report to the Secretary, DCM

1.3.6.3 Terms, Eligibility, and Election Procedure

- a. Nominated by another GSR or District Trusted Servant to take responsibility for District 12 activities.
- b. Shall serve a Two (2) year term, however, may serve out a term caused by a vacancy and be elected to a full Two (2) year term following the partial term.
- c. If the person chosen is a current GSR, a new GSR shall be elected to fill his or her position.
- d. Shall not hold another District 12 service position while serving in this position.
- e. Has One (1) vote in any election / voting process and cannot vote as a GSR for any group
- f. Term beginning Jan 1, in even years.

1.3.7 District Contact with the Professional Community (CPC) Chairperson

Due to a lack of District Trusted Servants we purpose the duties of the **Public Information and Special Needs** shall be carried out by the **CPC Chairperson**.

1.3.7.1 Qualifications for CPC

- a. Shall have Two (2) or more year's sobriety.
- b. Shall have served at least Two (2) years as a GSR.
- c. He or she also needs to have the time and energy to serve the District.
- d. Have a willingness to learn and apply the Twelve Traditions to the position.

1.3.7.2 Duties of the CPC

- a. Visit all facilities in District 12 under the CPC/PI/SN umbrella using but not limited to the items listed in your "Welcome Packet".

- b. Be available to the DCM, the district officers, the standing committee chairpersons, and all members of A.A. in the district as a resource for questions or issues concerning Cooperation with the Professional Community / Public Information and Special Needs.
- c. Shall create committees to assist with Public Information and Special Needs.
- d. Shall refer to and seek out the listed Guidelines / Pamphlets and GSO items available but not limited to items listed in your "Welcome Packet".
- e. Regularly attends all District 12 Business Meetings and Area Assemblies.
- f. Shall provide / present a written report at the monthly District 12 Business Meeting.
- g. Shall provide a hard copy of written report to the Secretary, DCM and Records Keeper.

1.3.7.3 Terms, Eligibility, and Election Procedure

- a. Nominated by another GSR or District Trusted Servant to take responsibility for District 12 activities.
- b. Shall serve a Two (2) year term, however, may serve out a term caused by a vacancy and be elected to a full Two (2) year term following the partial term.
- c. If the person chosen is a current GSR, a new GSR shall be elected to fill his or her position.
- d. Shall not hold another District 12 service position while serving in this position.
- e. Has One (1) vote in any election / voting process and cannot vote as a GSR for any group
- f. Term beginning Jan 1, in even years.

1.3.8 District Bridging the Gap Chairperson (BTG)

Due to a lack of District Trusted Servants we purpose the duties of the **Treatment Facilities Chairperson** and **Corrections Facilities Chairperson** shall be carried out by the **BTG Chairperson**.

1.3.8.1 Qualifications for Bridging the Gap Chairperson (BTG)

- a. Shall have Two (2) or more year's sobriety.
- b. Shall have served at least Two (2) years as a GSR.
- c. He or she also needs to have the time and energy to serve the District.
- d. Have a willingness to learn and apply the Twelve Traditions to the position.

1.3.8.2 Duties of the Bridging the Gap Chairperson (BTG)

- a. Visit all facilities in District 12 under the BTG / TFC / CFC umbrella using but not limited to the items listed in your "Welcome Packet"
- b. Be available to the DCM, the district officers, the standing committee chairpersons, and all members of A.A. in the district as a resource for questions or issues concerning Bridging the Gap, Treatment and Correction facilities.
- d. Shall create committees to assist with Treatment and Corrections.

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- e. Shall refer to and seek out the listed Guidelines / Pamphlets and GSO items available but not limited to items listed in your "Welcome Packet"
- f. Regularly attends all District 12 Business Meetings and Area Assemblies.
- g. Shall provide / present a written report at the monthly District 12 Business Meeting
- h. Shall provide a hard copy of written report to the Secretary, DCM and Records Keeper

1.3.8.3 Terms, Eligibility, and Election Procedure

- a. Nominated by another GSR or District Trusted Servant to take responsibility for District 12 activities.
- b. Shall serve a Two (2) year term, however, may serve out a term caused by a vacancy and be elected to a full Two (2) year term following the partial term.
- c. If the person chosen is a current GSR, a new GSR shall be elected to fill his or her position.
- d. Shall not hold another District 12 service position while serving in this position.
- e. Has One (1) vote in any election / voting process and cannot vote as a GSR for any group
- f. Term beginning Jan 1, in odd years.

1.3.9 District Functions Chairperson

Assist all groups in District 12 with Functions they may like to enjoy. But most importantly to host Fellowship Days, Area Days and facilitate Workshops as needed.

1.3.9.1 Qualifications for Functions Chairperson

- a. Shall have Two (2) or more year's sobriety.
- b. Shall have served at least Two (2) years as a GSR.
- c. He or she also needs to have the time and energy to serve the District.
- d. Have a willingness to learn and apply the Twelve Traditions to the position.

1.3.9.2 Duties of the Functions Chairperson

- a. Be available to the DCM, the district officers, the standing committee chairpersons, and all members of A.A. in the district as a resource for questions or issues concerning Functions in District 12.
- b. Shall refer to and seek out the listed Guidelines / Pamphlets and GSO items available but not limited to items listed in your "Welcome Packet"
- c. Help, advise, and assist Groups preparing Event Proposals and Event Reports to Groups hosting events in District 12.
- d. Advise DCM of Functions to be added to New Business.
- e. Host a floating ½ Day Fellowship Day in June for Area 48
- f. Host a Fellowship Day in November for Area48
- g. Regularly attends all District 12 Business Meetings and Area Assemblies.
- h. Shall provide / present a written report at the monthly District 12 Business Meeting
- i. Shall provide a hard copy of written report to the Secretary, DCM and Records Keeper

1.3.9.3 Terms, Eligibility, and Election Procedure

- a. Nominated by another GSR or District Trusted Servant to take responsibility for District 12 activities.
- b. Shall serve a Two (2) year term, however, may serve out a term caused by a vacancy and be elected to a full Two (2) year term following the partial term.
- c. If the person chosen is a current GSR, a new GSR shall be elected to fill his or her position.
- d. Shall not hold another District 12 service position while serving in this position.
- e. Has One (1) vote in any election / voting process and cannot vote as a GSR for any group
- f. Term beginning Jan 1, in odd years.

1.3.10 District Website / Hotline Chairperson

The internet web site shall be administered by the Web Site Administrator, who shall have direct oversight of the Website.

1.3.10.1 Qualifications for Website / Hotline Chairperson

- a. Shall have One (1) or more year's sobriety.
- b. Shall have served at least Two (2) years as a GSR.
- c. Have an internet connection.
- d. Secured computer access in the home.
- e. Shall have some Website building skills
- f. He or she also needs to have the time and energy to serve the District.
- g. Have a willingness to learn and apply the Twelve Traditions to the position.

1.3.10.2 Duties of the Website / Hotline Chairperson

- a. Shall maintain a District 12 Website that includes but is not limited to:
 - 1. Post a current roster of District 12 Officers.
 - 2. Post Monthly District 12 Business Meeting Minutes within Two (2) days of receiving.
 - 3. Posting the next scheduled District 12 business meeting time and location
 - 4. Posting of District 12 and District 12 Group affairs
 - 5. Link to the HMB Area 48 Website
 - 6. Posting the approved budget and associated narrative
 - 7. Post Standing Committees written reports
 - 8. Post the District 12 AA Hotline number
 - 9. Post a Copy of District 12 By-Laws
- b. Include to following disclaimer:

"This website is neither endorsed nor approved by Alcoholics Anonymous World Services, Inc., or any given Internet provider. No copyrighted material shall be purposefully posted herein without the express permission of those individuals or Institutions possessing ownership of said copyrights. Alcoholics Anonymous, AA, and The Big Book are registered trademarks of Alcoholics Anonymous World Services, Inc. The Grapevine and the AA Grapevine are registered trademarks of The AA Grapevine, Inc."

- c. The internet web site shall conform to The 12 Traditions and The 12 Concepts of Alcoholics Anonymous and to the Structure and Guidelines of the HMB Area 48.
- d. In keeping with AA Traditions, the internet web site shall cooperate with AA entities by providing references only, including a non-affiliation disclaimer.
- e. There shall be no reference or link to any non-AA material except specific internet software necessary to view the internet web site.
- f. Any use of copyrighted material from conference-approved literature will be attributed to AA World Services, Inc. or The Grapevine, Inc. as appropriate.
- g. In keeping with AA traditions, there shall be no mention or reference to individuals including email addresses and telephone numbers except for email links to various District 12 officers and coordinators by service position. (For example: District12Secretary@gmail.com)
- h. Update current phone numbers listed for the District Hotline.
- i. Distribute phone list to all who current receive calls from the Hotline.
- j. Be available to the DCM, the district officers, the standing committee chairpersons, and all members of A.A. in the district as a resource for questions or issues concerning Website / Hotline for District 12.
- k. Shall refer to and seek out the listed Guidelines / Pamphlets and GSO items available but not limited to items listed in your "Welcome Packet"
- l. Regularly attends all District 12 Business Meetings and Area Assemblies.
- m. Shall provide / present a written report at the monthly District 12 Business Meeting
- n. Shall provide a hard copy of written report to the Secretary, DCM and Records Keeper

1.3.10.3 Terms, Eligibility, and Election Procedure

- a. Nominated by another GSR or District Trusted Servant to take responsibility for District 12 activities.
- b. Shall serve a Two (2) year term, however, may serve out a term caused by a vacancy and be elected to a full Two (2) year term following the partial term.
- c. If the person chosen is a current GSR, a new GSR shall be elected to fill his or her position.
- d. Shall not hold another District 12 service position while serving in this position.
- e. Has One (1) vote in any election / voting process and cannot vote as a GSR for any group
- f. Term beginning Jan 1, in even years

1.4 Budget Committees

The Finance committee shall consist of DCM, Treasurer, current alternate DCM and three current GSRs. The Finance Committee shall;

- a. Assist the Treasurer with the preparation of the proposed budget.
- b. Make recommendation on expenditures not specifically budgeted
- c. Oversee the maintenance of the financial records.
- d. Meet in August to prepare the next budget
- e. Present the proposed budget in September for a vote in October.

1.5 Attendance

A trusted Servant or Committee Chairperson absent for Three (3) consecutive District Meetings will have their position declared vacant. The DCM may excuse absences that were required by a good cause, but absentees shall provide a written report to be given to the DCM

1.6 Elections of Trusted Servants and Committee Chairpersons

When an office becomes vacant, nominations shall be requested at the next regularly scheduled meeting, and an election to fill that office will be held at the next regular meeting. In the event the vacancy occurs in the office of the Treasurer, the DCM, with the advice of the Finance Committee, will appoint an interim Treasurer. A Trusted Servant elected in mid-term will be eligible, under these guidelines to be elected to a full term(s).

The Third Legacy procedure will be followed. A chart of this procedure appears at the end of these By-Laws. A full narrative of the procedures is on Pg. S21 and S22 of the AA Service Manual: 2012-2013 Edition.

In the event a member of the District Committee returns to drinking alcohol, that position on the District Committee will be declared vacant and an election and/or appointment will be conducted according to the procedures in these By-laws.

1.7 Conduct of District 12 Meetings

a. The District GSR Business Meeting protocol shall adhere to standard rules of order (Robert's Rules).

1. Opening by the DCM with the reading of the Tradition for the numbered month.
2. Secretary presentation of the minutes for approval. Reads written report and ask for questions and comments.
3. DCM reads written report and asks for questions and comments
4. Treasurer reads written report and asks for questions and comments
6. Website/Hotline Chairperson reads written report and asks for questions and comments
7. Librarian reads written report and asks for questions and comments
8. Records Keeper reads written report and asks for questions and comments
9. CPC Chairperson reads written report and asks for questions and comments
10. BTG Chairperson reads written report and asks for questions and comments
11. Functions Chairperson reads written report and asks for questions and comments
12. Special / Ad Hoc Committee read written reports.
13. GSR's Home group reports (Go down the Sign-in sheet announcing every group)
14. Old Business - As it appears on the Agenda
15. New Business - to include proposals – As it appears on the Agenda
16. Closing - With the Responsibility Pledge

- b. A simple majority will constitute passage of a motion
- c. In the event a motion is voted and passed or rejected, the DCM will ask the minority if they wish to express their opinion. After the minority opinion has been presented, a member who originally voted on the prevailing side may request a second vote.

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d. Attendance at District Meetings is open to members of the Fellowship. All members are encouraged to attend District Meetings. Such members should not participate in discussions unless specifically recognized by the DCM chairing the meeting.

1.8 The Voting Members

Voting members will be determined from the sign-in sheet with the current Groups and their GSRs listed as well as District Officers and Past DCM's (provided by the Secretary).

- a. All District 12 GSRs or Alternate GSRs present (One vote per Group)
- b. All District 12 Trusted Servants
- c. All District Standing Committee Chairpersons
- d. All Past DCM

1.9 Amending the By-Laws

- a. The proposed change must be provided in written at a regular District 12 Meeting.
- b. The proposed change will be posted on the District 12 Website and sent to all Groups who receive hard / e-mail copies of the business meeting minutes.
- c. The proposed change will be moved and discussed at the first meeting after the initial presentation. The proposal will be voted upon at the second regularly scheduled business meeting that follows the initial presentation. A motion to table for further study is permitted.
- d. Proposed changes will be voted upon individually: Unless a large amount of 10 or more changes have occurred then it will be voted on as a whole.
- e. A two-thirds vote will constitute passage.

1.10 Attendance at Area and Regional Events

District 12 encourages all GSRs to attend all District Meetings and Area functions. Whenever possible the District will assist GSRs with funding for registrations at these events. GSRs who seek such financial assistance must present a written request at the Business Meeting 30 days prior to the function. All such request will be subject to the group conscience of the District Meeting. The check will be payable to the specific function to be attended.

It is suggested that Groups in District 12 assist members to attend Area and District functions as they see fit.

1.11 District Funded Events

- a. Shall submit a written proposal 90 days prior to the event through the Function Chairperson - as to give Groups a chance to have a Group conscience on the issue.

- b.** The funds will be allocated **only** if it does not place District 12 below its Prudent Reserve.
- c.** No Group can ask any groups/ areas outside District 12 or Area 48 for any donations.
- d.** A written report with a financial break down of all donations received/ expenses incurred (receipts to be included) and funds remaining should be provided and given to the Treasure the District 12 meeting following the event
- e.** Shall provide a hard copy of written report and copies of receipts to the Secretary, DCM and Records Keeper

