

Area 64 District 2 Guidelines

1.0 General

- 1.1 Area 64, District 2 consists of Carter, Greene, Johnson, Unicoi, and Washington TN & VA counties and includes the following cities: Johnson City, Jonesborough, Erwin, Elizabethton, Gray, Greenville, Mountain City, and Piney Flats
- 1.2 District 2 is responsible for updating the following areas in the event of Group and/or meeting changes:
 - 1.2.1 AA Meeting Schedule:

The group GSR's are responsible for giving the webmaster any meeting changes; if possible before quarterly meeting schedule updates are made & distributed. The Webmaster will update the website and forward any changes to the person responsible for updating the AA Meeting Schedule.

Once the Webmaster receives the updated quarterly AA Meeting Schedule, he/she will forward a copy of it to all District members.
 - 1.2.2 Grasshopper Hotline Service:

The **Hotline Chairperson is responsible** for forwarding the updated AA Meeting Schedule to Grasshopper each quarter.
 - 1.2.3 Area 64 Website:

Group GSR's are responsible for forwarding meeting changes and/or elected officer changes, other than 2 year elections of GSR and Alternate, to Area 64.
 - 1.2.4 Intergroup:

The person maintaining the Tri-Cities Meeting Schedule will forward the latest schedule each quarter to Intergroup. The webmaster will notify Intergroup of any group or meeting changes in between that quarterly period.
- 1.3 At the October meeting of even years the DCM will appoint a committee to review these Guidelines. After reviewing, all changes will be brought to the November District 2 business meeting to be discussed and voted on once all changes have been made.
- 1.4 In the event a motion is made to override any part of these guidelines the GSR's will take the motion back to their Homegroup for an informed group conscience prior to the District voting on the motion.

2.0 Business Meeting

- 2.1 District 2 business meetings will be held monthly. This day may be changed at a prior meeting if it conflicts with a holiday or other AA function such as an Assembly or Convention.
 - 2.1.1 A designee will email a reminder of the upcoming business meeting to all District Committee Members about a week prior to the business meeting.

- 2.2 The District Committee Member (DCM) will chair the meeting and in his/her absence the Alternate DCM will chair.
- 2.3 The District 2 Committee will consist of the DCM, Treasurer, Secretary, Group Service Representatives (GSR's), Group Contact if no GSR, and Standing Committee Chairpersons. In the absence of one of the above, the alternate will step in for that meeting.
- 2.3.1 Any AA member may attend the District Business meeting and may carry a voice but only Committee members may make motions, second and vote.
- 2.3.1.1 The DCM will only have a vote in the event of a tie. If the motion being voted on directly affects the DCM than the deciding vote will be made by placing each written vote in a hat and drawing the winner.
- 2.4 The business meeting will follow the Robert's Rules for Debate found in the Area 64 Service Manual. Any AA member may share during the discussion portion of the business meeting.
- 2.5 Agenda for business meetings will be as follows.
An attendance sheet will be passed at the start of the meeting
- DCM or Alt. DCM will chair the meeting
 - The meeting will open with a moment of silence followed by the Serenity Prayer
 - The 12 Traditions will be read
 - The Secretary will give his/her report
 - DCM report
 - Treasurer's report
 - Standing Committee reports
 - Corrections
 - Hotline
 - Archives
 - Treatment
 - Grapevine
 - Technology
 - Cooperation with the Professional Community
 - Public Information
 - Intergroup
 - Any other committee
 - Old Business
 - New Business
 - Announcements
 - The 7th Tradition basket will be passed
 - Close meeting by standing and reciting the Serenity Prayer
- 2.6 Minutes from the business meeting will be distributed through email by the Secretary to all committee members, including the Alternates.

- 2.6.1 The Secretary will bring a few hard copies of the minutes to the District business meeting for any recipient not having an email and they will also be posted on the Tri-Cities Website.

3.0 Election of Officers

- 3.1 Elections for District Committee Officers will be held in October of odd years. It is suggested but not mandated that groups in District 2 have their group elections just prior to the District elections. Elected positions are for a term of two (2) years. New officers assume their positions on the following January 1st on the even year and continue through December 31 of the following odd year.
- 3.2 A neutral person will chair the elections. Voting will be done by written ballots with all elections accepted by majority vote.
- 3.3 Voting members will be GSR's, Group Contact if no GSR, Secretary, Treasurer, and Standing Committee Chairpersons. If a member holds two voting positions, they only retain one vote. The Alternate position will have one vote in the event the regular position is unavailable. The DCM will be a non-voting member except in the matter of a tie, when he/she will cast the deciding vote.
- 3.4 Each newly elected GSR will complete the New GSR Form with both the old and the new GSR information, then the completed form will be given to the DCM to submit to the Area 64 Secretary
- 3.5 The newly elected DCM will be responsible for submitting the completed DCM Change Form to the Area 64 Secretary.
- 3.6 Election eligibility for the DCM - any current GSR or the Alt. DCM may stand.
- 3.7 Election eligibility for the Alt. DCM – any current GSR may stand.
- 3.8 Treasurer, Alt. Treasurer, Secretary, Alt. Secretary are open to any AA member. It is recommended that they have at least two (2) years of continuous sobriety.

4.0 Standing Committee Chairpersons

- 4.1 Standing Committee Chairpersons will be selected from volunteers at the end of each year, usually in December, and do not have to be voted in unless there is more than one volunteer for the position. The length of term is for one (1) year.
- 4.2 Each Standing Committee Chairperson is responsible for getting volunteers to make up his/her committee.
- 4.3 District Standing Committee Chairpersons are responsible for attending at least two meetings per quarter. If the Standing Committee Chairperson has not attended at least two meetings per quarter and has not contacted the DCM, that person will be considered resigned from their position. In the event this occurs, it will be the DCM's responsibility to make a recommendation to the District to fill the vacant position(s).

5.0 Expenses

- 5.1 District 2 is responsible for paying for and communicating with the following:
 - The post office – annually
 - Tri-Cities Website - annually
 - Grasshopper Hotline Service - monthly
- 5.2 The DCM or Alt. DCM will be allotted \$375 for each Area 64 Assembly, provided enough operating funds are available.
- 5.3 A separate fund will be kept for Area 64 Assembly and at the time the fund reaches \$2,500.00 the District officers may vote on hosting an Area 64 Assembly. If approved, the DCM will put in a bid to host an upcoming Area 64 Assembly. It is recommended that the Assembly quarter to bid on is at least a year ahead in order to allow adequate time to raise the additional funds
- 5.4 The Secretary is budgeted \$10 per month for preparing and printing minutes, flyers, etc.
- 5.5 Each Standing Committee Chairperson is responsible for their committee's budget requests.
- 5.6 If any District Committee member requires more than their budgeted amount, then a request must be presented to the District meeting for approval prior to spending additional funds. In the event it is not possible to get prior approval than an expense report and receipts will be submitted for approval and reimbursement at the next District business meeting.

6.0 Prudent Reserve

- 6.1 A prudent reserve of \$950 will be held by the District Treasurer.
- 6.2 Each quarter the District will make a decision on what to do with funds in excess of the prudent reserve. Distributions to Committees, Assembly fund, or Intergroup will be discussed at that time based on the needs of the District.

7.0 Miscellaneous Responsibility

- 7.1 The Treatment Committee Chairperson is responsible for coordinating AA members taking meetings into the treatment facility and ensuring the AA Guidelines on Treatment Facilities are available to those AA members.
- 7.2 Once a District Committee Member rotates out of a service position it is that person's responsibility to pass on to the newly elected person all information they have related to their position.
- 7.3 Any event that requires the use of District 2 funds and falls under the responsibility of District 2 shall first be brought before the District Committee for discussion and a group conscience.

7.4 In keeping with AA's Guidelines, each Committee Member carries the responsibility of serving the GSR's.

The GSR's, as the **Guardians of the Traditions**, are responsible for serving their group and its members.

All District Committee Members are responsible for showing respect for each member and not allowing negative actions such as bullying, threatening or intimidation to occur.

Revisions

05/09/2019 Initial Approval