

Area 48 -District 1

Service Manual - Last Updated 12/12/18

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I. Structure and Guidelines

The purpose of this service manual is to provide an orientation for general service work in District 1 of the Hudson Mohawk Berkshire (HMB) Area 48. This manual outlines practices and procedures that have proven effective for District operations. It also helps ensure continuity in procedures as members rotate through positions.

Alcoholics Anonymous, our fellowship, has been given the Three Legacies: Recovery, Unity, and Service. These Guidelines cover how the Legacy of Service is implemented and carried out within this District. These guidelines have only one purpose -- to provide a clear and concise reference for those who are involved in District 1 service. It outlines, in a general way, the duties and responsibilities of those serving within the District.

These guidelines are not to replace or override the information set forth in the AA Service Manual, but are to be used along with and as a supplement to the Manual. These guidelines are designed to be more specific in delineating the responsibilities and duties of those serving in the District and to cover other policies and procedures specific to District 1.

District 1 shall be guided continually by the General warranties contained in Concept XII of the Twelve Concepts, namely that the District:

shall observe the spirit of the AA Tradition, taking great care that the District never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample prudent reserve, be its guiding financial principle; that no District member ever be placed in a position of unqualified authority over any others; that all important decisions be reached by discussion, vote, and whenever possible by substantial unanimity; that no District action be personally punitive or an incitement to public controversy; that it shall never perform any acts of government; and that it always remain democratic in thought, spirit and action.

II. District Geographic Boundaries

District 1 of HMB Area 48 covers approximately the area of Albany County in New York State. It is part of the Eastern cluster, which also includes Districts 2 and 18. For a map of the District and Area, please refer to the HMB Area 48 meeting schedule which is published annually.

III. District Committee

The business of the district is carried out by the District Committee which consists of the General Services Representative (GSR) from each group in the District along with the elected officers, committee chairs and other service members. All AA members in the District are invited to attend District Committee meetings.

IV. District Service Positions

District 1 is served by a number of AA members who agree to participate in AA service at the District level. These service positions include GSRs, District Officers, Committee Chairs and their alternates. GSRs are elected or appointed by each group in the District according to each group's own decision-making process. District Officer, Committee Chairs, and their alternates are elected positions at the District level.

Basic Roles and Responsibilities of all Service Positions

Attendance at District Meetings is a part of the responsibilities of every GSR, Elected Officer, and Committee Chair. In the event of an inability to attend, prior notification is expected and the attendance of an Alternate is expected.

Elected Officers should submit monthly Reports at each District Meeting, or if unable to attend, submit written reports prior to the Meeting as part of their Accountability to those who have entrusted them with their Responsibilities.

All Committee Chairpersons should have an involved Alternate if possible. The Chairpersons or their Alternates are expected to submit a monthly Report either in person at, or to the DCM or Alternate DCM in advance of, each monthly District Meeting.

Committees should consistently strive for effective ways to carry the message by both new initiatives and through following up on service work already underway.

All Committee Chairs are also urged to know their counter-parts in other Districts in the Area, coordinate with them when possible, and attend Area events.

Removal of Officers or Committee chairs.

If an officer or committee chair misses two or more consecutive meetings unexcused or explained, the DCM shall contact the person to determine if they wish to stay as an officer or chair. If they wish to continue, then the DCM will remind them of their obligation and tell them they must attend the next district meeting. If the person does not wish to continue then they must resign the position and open it up to a midterm election.

If an officer or chair continues to be absent from two or more district meetings or if the district 1 members believe that the officer or chair is not performing their duties and is a detriment to the service of the district, a member can bring this matter up before the district. After discussion and debate, the district may ask the DCM to discuss and resolve this matter with the person or, upon a two thirds vote in two consecutive meetings, the group can remove said person from office and open the position up for election.

A. General Service Representatives (GSR)

All AA Groups in our District are encouraged to elect or appoint a GSR and an Alternate GSR. GSRs are expected to attend all monthly District meetings and are encouraged to attend all Areas events. GSRs are voting members of the District 1 and HMB Area 48 and are responsible for carrying the voice and vote of their group.

Alternate GSRs are encouraged to attend these same events and should attend whenever the GSR is unable to do so.

While GSRs are not required to serve on any District Committees they always welcome and encouraged to do so.

GSRs provide Group reports or updates at the monthly District meetings. GSRs are encouraged to use the District meetings as a sounding board for feedback and input.

B. District Officers

District Officers are elected by the voting members of the District Committee. All officers, chairs and alternates are elected for a two year term with terms beginning on January 1 of each even year.

1. District Committee Member (DCM)

The DCM is the essential link between the group GSRs and the Area Delegate to the General Service Conference.

The DCM does not vote in any District business except as otherwise allowed in section VI. The DCM is a voting member of HMB Area 48.

The qualifications for a DCM are: A background in AA service work including service as a GSR; at least five years of sobriety; and the time, energy, and desire to serve the District well. The DCM should be familiar with information contained in the AA Service Manual, the HMB Area 48 Service Manual, and other AA literature that pertains to this position.

The DCM is responsibilities to:

- prepare the agenda for each District Meeting and distribute it to the District Committee at or in advance of the Meetings;
- chair the District Meeting;
- report regularly to the District Committee all information received from the Area and GSO;
- assist and encourage new GSR's to become familiar with their duties and responsibilities;
- visit groups within the District and encourage groups that are not represented to elect a GSR and to become active in the District service structure;
- be a voting member of the Area Committee;
- be able and willing to serve on a Standing Committee of the Area Assembly;
- work closely with the Alternate DCM on all activities in the District and Area, and delegate some duties and responsibilities to the Alternate DCM; and
- be a signatory on all District bank accounts.

2. Alternate DCM

The Alternate DCM should assist, participate, and share in the responsibilities of the DCM, as well as fill in at District meetings and Area Events that the DCM is unable to attend. The qualifications for an Alternate DCM are the same as for a DCM.

In the DCM's absence, the Alternate DCM had the same voting privileges as the DCM.

3. Local Committee Member (LCM)

The LCM is the link between the District and the groups.

The LCM has a vote in all District business. The LCM is not a voting member of HMB Area 48.

The qualifications for a LCM are: A background in AA service work including service as a GSR; at least 2 years of sobriety; reliable transportation to reach all of Albany County (District 1); and the time, energy, and desire to serve the District well. The LCM should be familiar with information contained

in the AA Service Manual, the HMB Area 48 Service Manual, and other AA literature that pertains to this position.

The LCM is responsible for:

- Working in conjunction with the DCM and Alt-DCM in outreaching the District by visiting groups within the District and encouraging groups that are not represented to elect a GSR and to become active in the District service structure;
- Letting groups know that District officers are available to come and give a presentation at their business meeting if they would like any more information on any of the committees;
- Reporting regularly to the District Committee all information received from the groups, and how the outreach efforts are progressing;
- Assisting and encouraging new GSRs to become familiar with their duties and responsibilities;
- and, working closely with the DCM and Alternate DCM on all activities in the District and Area, and be able and willing to take on some duties and responsibilities as they become delegated by the DCM or Alt-DCM.

4. Treasurer

The qualifications for Treasurer are: at least five years sobriety; a responsible person with good record-keeping ability and a source of income; a background in service at the Group or District level; and the time and energy to do the job well. The Treasurer shall own a functioning computer with internet access in order to fulfill their responsibilities.

The Treasurer is responsible to:

- develop and present an annual budget for adoption;
- maintain a clear and accurate financial record of all District income and disbursements;
- attend District meetings;
- prepare a written monthly financial report of income and disbursements and account balances, and provide copies at District meetings;
- collect and disburse all District funds;
- establish a checking account to withdraw or transfer funds with a bank of his/her choice and keeps record of all transactions;
- maintain the District's post office box and ensure duplicate access by the Secretary;
- keep a file of the past two years of treasurer's reports and make them available upon request;
- be the signatory on all District bank accounts; and

- chair all District Budget meetings, should any become necessary.

The Treasurer carries the District vote to Area functions when both the DCM and the Alternate DCM are unable to attend.

The Treasurer has a vote on all District business.

5. Alternate Treasurer

The Alternate Treasurer should assist, participate, and share in the responsibilities of the treasurer, as well as fill in at meetings that the treasurer is unable to attend. The qualifications for the Alternate Treasurer are the same as for a Treasurer.

The Alternate Treasurer votes on District business only in the absence of the Treasurer.

6. Secretary

The qualifications for Secretary are: at least two years of sobriety with a background in AA service; the ability to keep clear and accurate records; and the time, energy, and desire to serve the District well.

The Secretary is responsible to:

- take the minutes at each District meeting;
- keep an attendance record of each meeting;
- annually calculate average meeting attendance of the prior year to establish the minimum attendance required for voting;
- email the minutes as soon as possible to District Officers, Committee Chairs and GSRs and makes copies available at the next District meeting; and
- maintain backup access to the Post Office Box.
- Maintain and update email addresses of current GSRs and others who wish to receive District 1 emails. They will add people who request to receive the emails and remove anyone who wishes to be removed.
- Send via email District 1 minutes, updates, newsletters and flyers to email list recipients
- Forward via email Area 48 minutes, updates, newsletters and flyers to email list recipients

The Secretary has a vote at all District business. In the absence of the DCM, Alternate DCM and Treasurer, the Secretary shall have the District vote at Area events.

7. Alternate Secretary

The Alternate secretary should assist, participate, and share in the responsibilities of the Secretary, as well as fill in at meetings that the secretary is unable to attend. The qualifications for an Alternate Secretary are the same as for a secretary.

The Alternate Secretary votes on District business in the absence of the Secretary.

8. Records Keeper

The qualifications for the Record Keeper are: at least two years of sobriety, own a functioning computer with internet access; have a thorough understanding of the Traditions, especially as they related to anonymity; and the time, energy, and desire to serve the District well.

The Records Keeper is responsible to:

- maintain all administrative data related to the District;
- maintain a record of each Group within District 1 including Group Name, Group Number, date of founding, locations and times of meetings, types of meetings, GSR name, address and contact information, Alternate GSR name, address and contact information; and
- coordinate with District 1 DCM, Registrar for Area 48 to ensure that all information on District 1 meetings that is posted on various websites and meeting lists are accurate.

The Records Keeper has a vote in all District business.

C. Committee Chairs

Committee Chairs are elected by the voting members of the District and are directly responsible and accountable for the service work with which they have been entrusted. It is suggested Committee Chairs have at least two years of sobriety; Chairs do not need to be GSRs or Alternate GSRs.

Committee Chairs are encouraged to designate an Alternate Chair.

All Committee Chairs have a vote on all District business.

District 1 currently has the following Committees:

1. Bridging the Gap (Men and Women)
2. Cooperation with the Professional Community
3. Corrections (Men and Women)
4. Functions and Events
5. Grapevine/La Viña
6. Public Information
7. Accessibility
8. Treatment
9. Literature

Additional committees may be set up on either an ongoing or ad hoc basis. The DCM is responsible for appointing ad hoc committees when necessary. The current committees may be merged or closed if circumstances warrant.

Bridging the Gap (Men and Women)

Establishes, develops and maintains an updated Bridging the Gap Volunteer List; works closely with District Treatment and Corrections Chairpersons on methods for receiving bridge requests from new members; coordinates requested bridges between new members and Bridging the Gap Volunteers; provides information to hospital and institutional facilities located within the District and our linked Districts explaining what Bridging the Gap is and how it works.

Cooperation with the Professional Community

Provides contact information, speakers, films, literature, and other information to members of the professional community, including doctors, nurses, members of the clergy, lawyers, social workers, union leaders, and business manager. In coordination with the Literature/Grapevine Chair, provides and maintains literature and Grapevines as needed in professional offices and work places; provides invitations to professional people to attend open AA meetings in the District.

Corrections (Men and Women)

Provides contact and information to correction facilities and detention centers located in the District and helps organize and set up AA meetings as needed, ensuring that meetings are within the Traditions and that meeting needs are being met; provides Speakers, films, and literature to correctional facilities as needed; in coordination with the Literature/Grapevine Chair, provides and maintains literature and Grapevines as needed in the correctional facilities. In coordination with other Districts in the Area may help do the same in facilities outside the District.

Functions and Events

Coordinates Area Events when rotation assigns them to District 1, and any future events as determined by the District. This includes arranging facility rentals and contracts, working with the Treasurer to obtain needed deposits, estimating budgets for each event and maintaining records of all expenditures, assuring that the events are brought in within budget, setting up sub-committees as needed to arrange for shopping, set up and clean up. The Functions Chair should also monitor other events within the Area and more broadly within AA as a whole to recommend good, timely event opportunities for the District. Possible District events may include picnics, workshops, spiritual breakfast and Fellowship Days.

Grapevine/La Viña

Encourage every group in the district to have a Grapevine Representative (GvR); Keep an up-to-date list of group GvR's in the District; Stay in contact with all GvR's in District and share ideas with them.; May hold District Grapevine Committee meetings with GvR's; Make sure GvR's have magazine flyers and order forms; Keep in contact with Area 48 Grapevine/La Vina Chair; Help register new GvRs with the grapevine office if GvR has not already done so; provides information to all groups in the District

about the Grapevine; sets up a Grapevine/La Viña display at all District functions; may keep a small stock, as per budget allocations, of grapevine books and materials on hand for purchase at District meetings; Assists groups without GvR's in obtaining Grapevine subscriptions and emails; May coordinate with other district committees to secure grapevine materials for service commitments including, but not limited to corrections and treatment.

Public Information

Provides information to all local newspapers and periodicals; makes Public Service Announcements available to local radio and television stations; provides contact with local educational facilities for speakers, film, literature, and other information available; helps organize and set up meetings at schools, libraries and other community facilities.

Accessibility

Explores, develops, and offers alternatives so the AA message is accessible to those who are blind or visually impaired, deaf or hard of hearing, wheelchair users and others with physical disabilities, homebound or chronically ill or developmentally disabled; establishes, develops and maintains an updated list of members willing to bring meetings to the homebound; acts as a clearinghouse for information to share the accumulated experience and knowledge in the Accessibility arena; raises the awareness of Accessibility related needs throughout the meetings in District 1; ensures that handicapped accessible meetings are identified to the Records Keeper for publication in the annual meeting schedule.

Treatment

Provides contact information and assists in organizing and setting up AA meetings in hospital in-patient and outpatient programs, mental health facilities and rehabilitation programs in the District. Ensures that meetings are kept within the Traditions and that meeting needs are being met; provides and maintains literature and Grapevines as needed in local treatment facilities.

Literature Chair

Ensures that AA service related literature is available to every district meeting; becomes familiar with the general contents of all literature; keeps a SAMPLE of current General Service Conference-approved pamphlets, books and audiovisual material; sets up this material for viewing and possible sale at district functions, including workshops and other District events; orders literature and annual meeting schedules for district committees as needed; works with other Committee Chairs to aid in their activities including, but not limited to, securing literature for treatment facilities and corrections as requested.

V. District Meetings

District 1 is guided by the AA Service Manual/Twelve Concepts for World Service. The purpose of the District meeting is to provide a forum for the interchange of ideas and information among the groups represented, the Area, and the General Services Organization, and to conduct the business of District 1.

Any interested member of AA is also welcome to attend although they have no vote and will be heard at the discretion of the DCM.

The District meeting is typically held on the first Monday of each month at 7:00PM, at the Third Reformed Church, 20 Ten Eyck Avenue, Albany, NY 12209.

The District Meeting generally follows this format:

- Open the meeting with the Serenity Prayer.
- Reading of the month's Tradition and Concept
- Roll call
- Approval of previous month's minutes
- GSRs Group Reports, Issues and Announcements
- District Committee Member's (DCM's) report
- Treasurer's report
- Committee Chair Reports
- Old business
- New business
- 7th Tradition collection
- Close the meeting with the Responsibility Pledge

The DCM is empowered to modify the format of the agenda as they see necessary.

As issues or discussions come up during the meeting, each person is expected to keep their comments on point to the subject being discussed and to keep their remarks brief to allow for full discussion by the all members of the group. No one may speak for a second time on a topic until all who wish to speak have spoken.

We strive to reach consensus on all matters discussed. If general consensus cannot be reached by a simple voice vote, the District uses the following voting methodology.

VI. Voting on Matters during District Meetings

In keeping with Concept XII which states that *all important decisions be reached by discussion, vote, and whenever possible by substantial unanimity*, District 1 uses the following guidelines when voting on District Business:

- Formal votes shall be taken when general agreement cannot be reached on a matter.
- No vote shall be taken unless a significant number of voting members are present
 - A significant number of members shall be defined as 2/3rds of the average attendance at the prior year's District meetings
 - This number shall be set annually as reported by the Secretary
- If a significant number of members are present, a 2/3rds vote of those present at the meeting shall be needed to approve any issue needing a formal vote
 - The DCM may vote to secure or deny a 2/3rds vote

Voting Members

While membership in District 1 is open to all who have a desire to stop drinking, voting at District 1 meetings is limited to:

1. Group GSRs or Alternate GSRs, so that each AA group within District 1 has one (1) vote;
2. the Treasurer,
3. the Secretary,
4. the Records Keeper, and
5. the Chair of Each Committee

Alternates to the Treasurer or Secretary may vote in that capacity only when the Treasurer or Secretary, respectively, is absent.

In the event that the same person qualifies to vote under two or more of the above provisions he or she shall be afforded one (1) vote only. In the event that a GSR qualifies to vote in another capacity, their duly elected alternate may vote in their place.

Voting is limited to ONE vote per group present, ONE vote per officer present, and ONE vote per committee chair present. In the absence of a GSR or Committee Chair, their alternate may vote in their place. In the absence of a group's Alternate GSR, the group's designated representative may vote.

VII. Voting and Elections

In October of every odd numbered year District 1 will hold Elections for Officers and Committee chairs for the term of service beginning the following January.

The following positions are elected at the district level:

- District Committee Member (DCM)
- Alternate DCM
- Treasurer
- Alternate Treasurer
- Secretary
- Alternate Secretary
- Records Keeper

Committee Chairs are also elected at this time:

- Bridging the Gap Men
- Bridging the Gap Women
- Cooperation with the Professional Community
- Corrections Men
- Corrections Women
- Functions and Events
- Literature/Grapevine/La Viña
- Public Information
- Special Needs
- Treatment

VIII. The Elections Process

The outgoing DCM will Chair the election meeting. In the absence of the DCM a Alternate DCM will serve as Chair.

The following shall be full voting members of the District at the election:

- All District 1 GSRs or in their absence their Alternates
- Committee Chairs, or in their absence their Alternates
- Elected officers, or in their absence their Alternates

In the event that the same person qualifies to vote under two or more of the above provisions he or she shall be afforded one (1) vote only.

Voting in District elections will follow Third Legacy Procedures as outlined in the AA Service Manual.

The DCM is not qualified to run for re-election to either the position of DCM or Alternate DCM until a period of not less than six (6) years has passed since that person has last held either position.

Both the Treasurer and the Secretary may run for re-election to a second term. Once a person has held 4-years service in either position that person is not qualified to run for re-election again to that position or to the position of Alternate to that position, until a period of not less than 6-years has passed since that person has held that position.

If only one person stands for a position they should state their sobriety date and service qualifications. The DCM will then ask for a motion to accept the candidate for the position. This must pass with a 2/3 majority.

A. Mid-Term Elections

In the event that there is a vacancy of a position, either an elected officer or a committee chair the following procedure will apply:

- The vacancy will be announced at the meeting prior to when the election will be held in order to allow all who wish to stand for the position to be present.
- If there is an alternate for the position, that person shall fulfill the duties until an election can be held to fill the position.
- The DCM and Alternate DCM will facilitate an election for the vacant position following third legacy procedure.
- Anyone elected Mid-term will serve until the completion of that term (i.e. they will serve less than 2 years).

IX. Amendments to this Service Manual

Amendments to this service manual are made by a three step process:

- The proposed change will be submitted in writing and distributed at the district meeting in the prior month.
- At the following meeting the change will be discussed and evaluated.

- All amendments require a 2/3 majority approval from the voting body.

+++++ End of Manual +++++

The following is offered to generally explain Roberts Rules of Order

Making Decisions as a Group

Putting forward a Motion for Action

A *motion* is a proposal that a member makes in order to ask all voting members to take action on or to take a stand on an issue. Only members that can vote on motions may make motions.

- New motions cannot be made when any other motion is on the floor. Members may propose to make amendments to a motion that is on the floor.
- Obtain the floor by raising your hand.
- Make Your Motion in clear and concise manner by stating: "I move that we
- Another member may second your motion or the Chairperson will call for a second.
- The Chairperson States Your Motion. The Chairperson will say, "It has been moved and seconded that we ..." thus placing your motion before the meeting for consideration and action.
- Once your motion is presented to the membership by the Chairperson it becomes "assembly property," and must follow the amendment procedure below to be modified.

Discussing and Debating the Motion

- The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it. The person who move or makes the motion is always allowed to speak first.
- All comments and debate must be directed to the Chairperson.

The membership then either discuss and debate your motion, or may move directly to a vote.

Any member may speak on a motion, but should wait until other speakers are finished before speaking for a second time.

The mover may speak again only after other speakers are finished, unless called upon by the Chairperson.

Putting the Question to the Membership

- The Chairperson asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken. Alternately, a member states "I call the vote" when it is their turn to speak.
- Calling the question requires a second and requires a simple majority to pass. This action is not debatable.
- The person calling the question must be recognized and speak in turn. Calling the question out of turn or interrupting those who have been waiting to speak, is out of order and does not have to be recognized by the Chair.
- The person calling the question may not address the motion prior to calling the question.

Voting on a Motion

At the discretion of the Chair one of three methods of voting will be used:

- By Voice -- The Chairperson asks those in favor to say, "Aye," those opposed to say "no", and ask for any abstentions. The only reason to abstain from the vote is if you could personally gain or profit from the motion. Any member may move for an exact count.
- By a Show of Hands -- Each member raises their hand until all hands are counted. This method is used for counting dissenting votes also.
- By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired, such as during elections of committee members. (Please see Third Legacy voting in your service manual for further instructions.)

Minority Opinion

The minority opinion is very important to AA and helps to preserve our Traditions.

Following a vote, the Chairperson will ask to hear from the minority opinion. The Chairperson can choose how many minority opinions will be heard. The purpose is to persuade even one person from the majority to change their opinion and move for reconsideration.

If any member who voted on the prevailing side of the question raises their hands, the request to reconsider a vote is considered made and seconded and discussion resumes on the matter as if the original vote had not taken place.

This is not discussion, and no rebuttal by a member of the majority is allowed.

If the motion that is being reconsidered is not debatable, then the motion to reconsider is not debatable.

A matter may be reconsidered only once. Motions to reconsider or table cannot be subject to a motion to reconsider.

Motions to reconsider must be made at the same meeting at which the vote being reconsidered was taken.

+++++ end of General Rules of Debate+++++