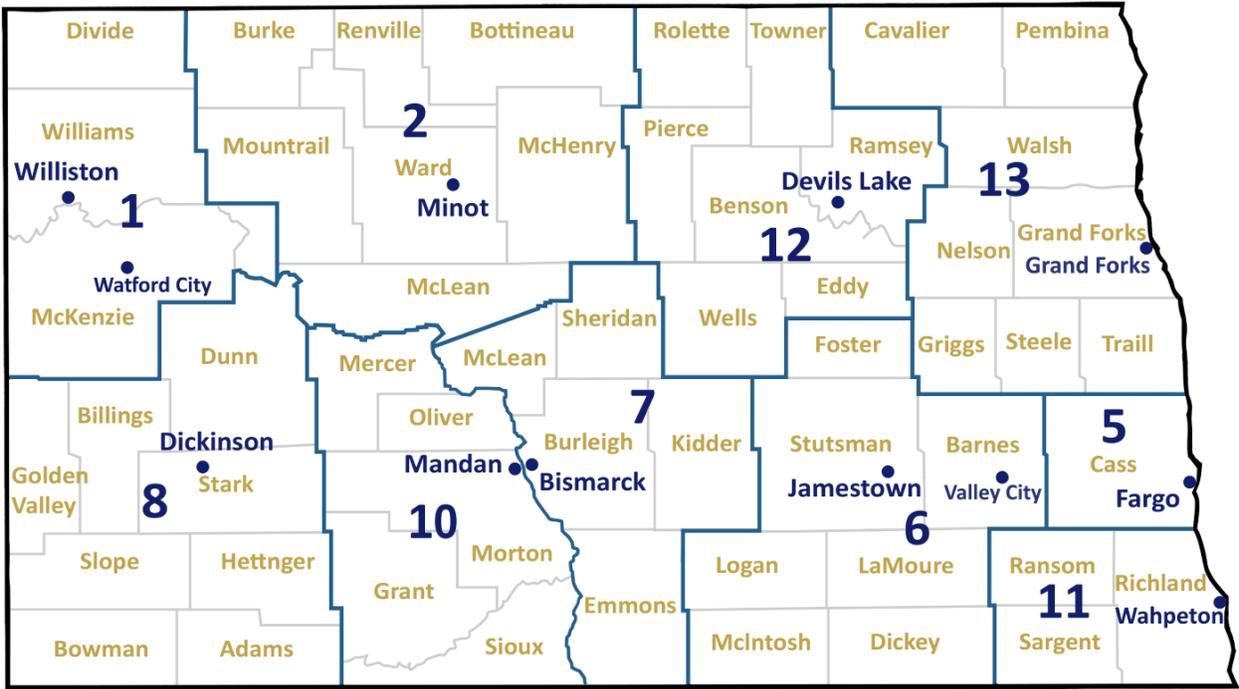


# AREA 52



# DISTRICT 5

(CASS COUNTY + )

## Service Handbook

(Updated December, 2024)

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**GEOGRAPHIC BOUNDARIES:**

District 5 is part of Area 52 North Dakota in the General Service Structure and includes all of Cass County. District 5 is bordered on the north by District 13, on the west by District 6, on the south by District 11, and on the east by District 3 of Area 35 Northern Minnesota.

In keeping with AA Tradition and the 12 Concepts for World Service, District 5 recognizes the autonomy of the AA Groups and does not perform any governmental functions. Accordingly, these boundaries represent suggested limitations to the scope of District 5's service responsibilities.

However, petitions or requests are considered for District 5 to serve groups or organizations outside of these boundaries; namely those across the river in District 3 of Area 35 Northern Minnesota. In these scenarios District 5 is guided by AA Tradition; ultimately by group conscience.

#### **PURPOSE:**

To carry the message to the alcoholic who still suffers by:

1. Supporting the General Service Conference through the Area 52 Delegate and Assembly meetings.
2. Providing communication and encouraging unity within the District and Area.
3. Assisting in the development of an informed group conscience.

*District 5 exists to fulfill an obligation to serve and support its member Groups and help them to carry the message of Alcoholics Anonymous to the alcoholic who still suffers. The District 5 Committee consists of elected, trusted servants and does not govern.*

#### **COMPOSITION:**

District 5 is composed of General Service Representatives (GSR), District Officers or Trusted Servants, and Committee Chairs. Each group which District 5 serves is able to elect and send one representative from their group to participate and vote on District 5 matters. All of the trusted servants of District 5 are elected by the groups and the District conscience.

Below is a list of the Trusted Servants which compose the District Committee:

- District Committee Member (Chair): DCM
- Alternate District Committee Member (Alternate Chair)
- Secretary
- Registrar
- Treasurer
- PICPC Chair
- Institutions Chair
- Literature Chair
- Activities/Events/Workshops Chair
- Webmaster
- Group Outreach Member

District 5 also has three service committees. These subcommittees act as an extension of District 5 in effectively carrying the message and serving the groups within the District. These committees are guided by their respective conscience. However, they are supported by 7th Tradition contributions made to the District and their effectiveness is dependent on thorough reporting and communication with the groups of District 5.

- Public Information/Cooperation with the Professional Community Committee (PI/CPC)
- Institutions Committee
- Member Services Committee

**GENERAL SERVICE REPRESENTATIVE (GSR):**

An AA member selected by his/her Group to represent the Group at District 5 meetings and the Area Assembly.

- Suggested continuous sobriety: 2 years
- Suggested qualifications: Able to give sufficient time to the duties involved.
- Term of Office: 2 years
- Duties:
  - Attend monthly District meetings.
  - Attend Area 52 Assembly meetings (3 annually; room, transportation, and food expenses may be paid by your group.)
  - Represent your Group conscience at District 5 and Area 52 meetings and report back to the Group all actions taken by the District 5 and Area 52 conscious.
  - Discuss Conference Agenda items with your group in a manner of your own choosing.
  - Become familiar with the Service Manual, the 12 Traditions, and the 12 Concepts for World Service.
  - Encouraged to participate in Committee assignments at Area 52 Assemblies.
  - Update Group information in the District Registrar and Area 52 Registrar.

The GSR is your Groups link to A.A. as a whole.

*By choosing its most qualified person as G.S.R., a group helps secure its own future - and the future of A.A. as a whole.*

## **OFFICERS & TRUSTED SERVANTS:**

### District Committee Member (DCM):

To be elected by the members of District 5 to serve as the Chairperson for the District Committee meetings, and represent District 5 on the Area 52 Committee.

- Suggested continuous sobriety: 4 years
- Suggested qualifications: At least 1 year of previous experience in District 5. Available to attend the monthly District meetings and 3 Area 52 Assembly meetings. (Transportation, room, and food expenses will be paid by District 5.)
- Term of Office: 2 years
- Duties:
  - To conduct the meetings of District 5 under reasonable parliamentary procedures (modified Robert's Rules of Order\* copy attached) so as to keep the meetings orderly and to allow District 5 to reach an informed group conscience.
  - To prepare an agenda for District 5 meetings. Items for the agenda may be submitted by GSRs, Committee Chairs, Committee members or members at large.
  - Connect and communicate regularly with the groups and meetings within District 5; foster unity and community within the District.
  - Attend group conscience meetings of the meetings or groups in the District; provide support or information.
  - Be familiar with the Service Manual, the 12 Traditions, and the 12 Concepts for World Service.
  - Other duties as approved by District 5.

### Alternate DCM:

To be elected by the members of District 5; to serve in the capacity of DCM in the absence of DCM.

- Suggested continuous sobriety: 4 years
- Suggested qualifications: At least 1 year of previous experience in District 5. Able to attend District meetings and Area 52 Assemblies.
- Term of Office: 2 years
- Duties:
  - To fill in for the DCM in his/her absence.
  - Encouraged to attend all Area 52 Assemblies. (Some expenses for transportation, food, & lodging may be paid by District 5. If Alt. DCM is also a GSR, expenses may be paid by his/her Group.)
  - Support and assist in fulfilling duties of District Committee Member.

- Other duties as approved by District 5.

### Secretary:

To be elected by the members of District 5 and is a voting member of the District.

- Suggested continuous sobriety: 2 years
- Suggested qualifications: Able to type and keep records.
- Term of Office: 2 years
- Duties:
  - Take the minutes of District 5 meetings for approval at the following meeting;
  - Keep attendance record of District 5 meetings: Officers, Committee Chairs, GSRs, and visitors.
  - Other duties as approved by District 5.

### Registrar

To be elected by the members of District 5 and is a voting member of the District.

- Suggested continuous sobriety: 2 years
- Suggested qualifications: Able to type and keep records.
- Term of Office: 2 years
- Duties:
  - Chair Member Services Committee; organize agenda and reports from committee members.
  - Gathers and compiles the necessary group information for updating our District 5 meeting list. This information is given to the Area Registrar as requested.
  - Maintains a list of all Groups, GSRs and Alternate GSRs to be available to the District and Area Assembly. All changes shall be given to the Area Registrar.
  - Maintain contact with Firstlink and the volunteer list.
  - Assist the DCM and ADCM in whatever areas they request help.

### Treasurer:

To be elected by the members of District 5 and is a voting member of the District.

- Suggested continuous sobriety: 4 years

- Suggested qualifications: Able to keep good records, bookkeeping experience helpful, but not required.
- Term of Office: 2 years
- Duties:
  - Receive mail at post office box regularly.
  - Deposit Group Contributions to District 5 checking account at least monthly.
  - Pay rent and other expenses as approved by District 5.
  - Provide a financial statement monthly and Group contributions statement at least quarterly.
  - Cooperate and make available records for annual verification procedures.
  - Other duties as approved by District 5.

#### PI/CPC District Chair:

To be elected by the members of District 5 and is a voting member of the District.

- Suggested continuous sobriety: 1 year
- Term of office: 2 years
- Duties:
  - Read and Understand:
    - Public Information Workbook
    - Cooperation with Professional Community Workbook
    - Other literature for the scope of PICPC.
  - Chair the PICPC Committee; create an agenda, organize reports from committee members.
  - Create, plan, and perform functions as outlined in the PI and CPC workbooks, independently, with FM Intergroup Chair, or as a Committee; whichever is applicable.
  - Give a report to the District at monthly District meetings – encouraging participation in upcoming activities and events.
  - Encourage Groups from District 5 to elect PICPC Reps to participate and assist in the PICPC Committee.
  - Other duties as approved by District 5.

#### Institutions District Representative:

To be elected by the members of District 5 and is a voting member of the District.

- Suggested continuous sobriety: 1 year
- Term of office: 2 years
- Duties:
  - Read and Understand:
    - Corrections Workbook
    - Treatment Workbook
    - Other literature for the scope of “Institutions”; Corrections and Treatment.
  - Support, coordinate, and collaborate with Institutions Chair from FM Intergroup
  - District 5 Representative will act as a representative of District 5 Committee to the active Institutions Committee of the FM Intergroup.
  - Give a report to the District at monthly District meetings – encouraging participation in upcoming activities and events.
  - Encourage Groups from District 5 to elect Institution Reps to participate and assist in the Institutions Committee.
  - Other duties as approved by District 5.

#### Literature Chair:

To be elected by the members of District 5 and is a voting member of the District.

- Suggested continuous sobriety: 1 year
- Term of office: 2 years
- Duties:
  - Order and organize literature annually or biannually; to be stored at the SDSOS Clubhouse.
  - Attend ‘Group Services’ Committee meeting each ‘Service Sunday’ to sell, distribute literature.

#### Activities/Events/Workshops Chair:

To be elected by the members of District 5 and is a voting member of the District.

- Suggested continuous sobriety: 1 year
- Term of office: 2 years
- Duties:
  - Maintain District 5 Calendar of annual events. Communicate with local groups for planning purposes.
  - Plan and organize District functions: currently the Soup and Speaker Workshop in January of every year, the Fellowship Harvest in October, Alcathon at SDSOS Clubhouse.

- \*Subject to change per District decision.
- Attend the Group Services Committee.

### Webmaster:

To be elected by the members of District 5 and is a voting member of the District.

- Suggested continuous sobriety: 1 year
- Term of office: 2 years
- Duties:
  - Knowledge of and willingness to learn and maintain the skills necessary to oversee management of a web site.
  - Be available to update the website as necessary, preferably daily, posting updated information. Remove outdated files on a regular basis.
  - Maintain the meeting schedule of in-person, online and hybrid meetings on the website
  - Review Meeting Schedule (PDF) as changes are provided by the Registrar.
  - Implement any changes to the website (layout, content) approved by the District Committee and report on site activity as requested.
  - Attend the Group Services Committee. Act as alternate chair of committee in Registrar's absence.

### Group Outreach Member:

To be elected by the members of District 5 and is a voting member of the District.

- Suggested continuous sobriety: 1 year
- Term of office: 2 years
- Duties:
  - Attend the Group Services Committee.
  - Attend meetings/groups which are not represented at the District Meeting.
    - Share information about what is going on in the District.
  - Assist Registrar, Group Services Committee with group contact updates, meeting updates, etc.

### **PI/CPC COMMITTEE**

**Primary Purpose:** To carry the message to the alcoholic who still suffers. The committee achieves this in two ways:

- Through informing the general public about the AA program; that they, in turn, can report/relay accurate information about AA to someone with an alcohol problem.
- Through reaching, informing, and cooperating with professionals who come into contact with alcoholics or work in the field of alcoholism.

## **INSTITUTIONS COMMITTEE**

Primary Purpose: To carry the message to the alcoholic who still suffers. The committee achieves by:

- Organizing, coordinating, and facilitating AA Meetings within jails, hospitals, and treatment facilities in our community.
- Providing AA Literature to individuals at these facilities.
- Bridging the Gap efforts.

### COMPOSITION:

The PICPC and Institutions Committees are composed of the Chair, elected group representatives (PICPC or Institutions Reps), as well as volunteer AA Members. Although these committees do not hold authority or a monopoly on PICPC or Institutions efforts within District 5, groups are encouraged to coordinate efforts or send representatives to the committee for more effective service.

## **GROUP SERVICES COMMITTEE**

The purpose of creating this committee is to allow more dedicated time to serving the groups of District 5 within each member's scope. The committee will meet on Service Sunday, at 2pm, along with the other District Committees. Each member is expected to deliver a report to the committee, which can then be shared in one comprehensive report during the District Meeting.

### COMPOSITION:

- Registrar (Chair)
- Webmaster (Alt-Chair)
- Literature Chair
- Activities/Events/Workshops Chair
- Group Outreach Member

## **VOTING and ELECTIONS**

All Officers and Trusted Servants are voting members of District 5. Each group's GSR, or alternate in the absence of the GSR, are voting members of District 5.

### GENERAL BUSINESS:

All matters are decided after discussion and vote. A 2/3 majority (substantial unanimity) is required for any motion to pass. If less than 2/3 of those voting approve a motion, the motion does not pass.

Before a vote is taken, the DCM will ask if this is an item that we need to take to our groups. If a majority agrees that it should be taken to the Groups, the item is tabled to the next month so GSRs can bring it to their Groups. If a majority vote that the item does not need to be taken to the Groups, it will be voted on at that point.

### MINORITY OPINION:

When a motion is passed by a 2/3 majority, those voting in the minority are given an opportunity to re-state their position. (See The AA Service Manual – “Minority Opinion”). If someone from the majority wants to change their vote, the DCM asks for a show of hands to see if there is a majority that might like to reconsider the motion. If a majority want to reconsider the motion, the motion is again discussed, then voted on again. If a majority do not vote to reconsider the motion, the original vote stands.

### ELECTIONS:

District Officers and Committee Chairs and/or Co-Chairs will be elected by District 5 membership in December of the even numbered years to start serving in January of the following year (the same as Area 52 elections). Members of District 5 can “make themselves available” for election (do not have to be nominated) to those positions that they are eligible for. Officers and Trusted Servants will be elected by Third Legacy Procedure. (Service Manual Pg. 110)\*

### AMENDING THE DISTRICT HANDBOOK:

Amendment should be presented for discussion at the District 5 meeting. A motion for the Amendment should be made and seconded. Amendment shall be voted on at the following District 5 meeting after additional discussion, if necessary. Amendment needs a 2/3 majority (substantial unanimity) to pass.

## **FINANCES & OFFICER REIMBURSEMENT**

District 5 is financially supported through 7th tradition contributions from both the groups of District 5 and through 7th tradition contributions of its individual members. The primary source of individual contributions comes from 7th tradition contributions collected at District 5 functions; events and workshops. There is not a collection during the District 5 monthly meeting.

Group and individual contributions can also be provided for specific purposes; to buy literature for Institution Meetings, help support a specific event, etc. District 5 requests in these scenarios the group, GSR, or individual be sure to communicate the specific purpose to District 5.

### BUDGET & PRUDENT RESERVE:

#### Annual Operating Budget:

                   District

                   PICPC

                   INSTITUTIONS

                   GROUP SERVICES

                   Events

                   Literature

                   Web/IT

#### Prudent Reserve:

District 5 will maintain a prudent reserve of \$500. This reserve would be used if contributions are not sufficient to cover DCM attendance to Area Assemblies, Forums, or service conferences, or other basic expenses. It may be used also upon informed vote with a 2/3rds majority, substantial unanimity, by the district; a quorum is required.

### OFFICER REIMBURSEMENT:

The DCM is expected to attend each of the Area 52 Assemblies annually to represent District 5 and contribute its conscience to the Area Committee.

District 5 has also decided to request the Institutions Chair and PICPC Chair attend the Area 52 Assemblies as well, if funds are available.

THEREFORE, expenses for travel, lodging, and meals will be reimbursed in the following manner:

- Gas: Full Reimbursement with Receipts
- Lodging: 2 Night Maximum, Full Reimbursement with Receipts
  - (Block Rate provided by Area 52 is strongly advised)
- Meals: \$30 for Travel Days, \$60 for Full Days

**Officers requesting reimbursement are to submit travel budgets at least ONE MONTH PRIOR to the Area 52 Assembly.**

**WEBSITE/DOMAIN & 501c3 STATUS**