

## **Alcoholics Anonymous Green Bay Area District 01**

AD-HOC SUGGESTED BYLAWS/GUIDELINES FOR DISTRICT 01 - originally written March 2014 by an AD-HOC COMMITTEE:

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### **I. Mission Statement**

- a. Responsibility Statement
- b. Diagram of Group service structure
- c. Diagram of Fellowship service structure

### **II. District 01 Meetings**

- a. The District 01 Meeting will be held on the 2nd Thursday of each month at 6:30 PM at the Green Bay Central Office.
- b. All AA members are welcomed at all District Meeting's to observe. Non-voting members will be allowed to share before and/or after business has been conducted (three minutes per member).
- c. The business portion of District 01 service meeting's will be conducted by an "informal" application of "Robert's Rules of Order".
- d. Voting members of District 01 are GSR's, District Officers and Standing Committee Chairs.
- e. Motions at District Meeting's must be in writing by a group (via GSR), District Officer, Standing Committee Chair, or AA member. Motions must be seconded by a present GSR, District Officer, or Standing Committee Chair before it can come to a vote.

### **III. District 01 Elections**

- a. Any AA group or member can nominate any qualified AA member for a District Office or Standing Committee Chair. Alternates for District Committee Member (DCM), District Secretary and District Treasurer may be nominated if needed.
- b. District 01 Elections will take place every other year in October. Site will be determined by the current District 01 officers and committee chairs.
- c. Suggested sobriety time for District Officers and Standing Committee Chairs is two years.
- d. Any AA member who attends the elections will have a vote. Elections will be decided by majority votes.

### **IV. District officers and Standing Committee Chairpersons**

#### **a. District Committee Member**

- The DCM is the link between Green Bay area AA groups (GSR's) and Area 74.

- They attend and chair all District Meetings.
- They attend all Area Assemblies, Delegates workshops and DCM Meetings.
- Reports regularly at District Meetings.

**b. Alternate District Committee Member**

- Assists and works with the DCM.
- Carries out DCM's vote and responsibilities in DCM's absence.
- Learns all DCM's responsibilities.

**c. Secretary**

- Records and transcribes all minutes from District Meetings.
- Keeps and maintains all District Records.
- Works closely with Newsletter Chairperson and Webmaster.
- Maintains roster of GSR's, Alternate GSR's, District Officers, and Standing Committee Chairs (including their contact information - email addresses)
- Reports regularly at District Meetings.

**d. Treasurer**

- Keeps all financial records for the District and reports regularly at District Meetings.
- Collects group and individual donations and maintains records.
- Maintains bank account and checkbook. The Treasurer issues checks for all District 01 expenses.

**e. Archives Chairperson**

- Keeps and maintains oral and written historical records for District 01.
- Makes regular reports at District Meetings.

**f. Corrections Chairperson**

- Coordinates and recruits volunteers for jail and correctional facilities AA Meeting's.
- Acquires and distributes literature and Big Books for jail and correctional facility meetings.
- Reports regularly at District Meetings.
- Works closely with Bridging the Gap chairperson

**g. Grapevine Chairperson**

- Keeps District and AA groups informed about Grapevine (I.E. subscriptions, new changes, pricing).
- Reports regularly at District Meetings.

#### **h. Newsletter Chairperson**

- Obtains group names, times, locations, type of meeting and contact phone numbers for the AA meeting list to be published and updated monthly in the District Newsletter.
- Obtains information from the District Secretary (minutes), groups special events, Central Office, and District for monthly publication.
- Edits, compiles, prints and distributes monthly newsletter.
- Reports regularly at District Meetings.

#### **i. Public Information Chairperson**

- Keeps the public informed of the function of AA in the community (schools, hospitals, church etc.)
- Provides literature and Meeting lists to the public.
- Fields questions and phone calls from the community about AA.
- Reports regularly at the District Meetings.

#### **j. Website Chairperson**

- Maintains District 01 Webpage
- Applies any changes of webpage information and updates regularly.
- Reports regularly at the District Meetings.

#### **k. Bridging the Gap/Treatment Chairperson**

- Assist people coming from jail, correctional facilities and treatment to the public.
- Provides liaisons for people to feel welcomed into the AA community.
- Provides phone numbers and meeting information for people coming out of institutions.
- Provides communication from other alcoholics (i.e. letters) while in institutions.
- Works closely with the Corrections chairpersons.
- Reports regularly at District Meeting's.

#### **l. District Events Chairperson**

- Plans, coordinates, and recruits volunteers for all District Events (i.e. District picnic, District Meet and Eat etc.).
- Reports regularly at District Meetings.

#### **m. Cooperation with the Professional Community Chairperson**

- Maintains communication with the court system, police, judges, lawyers, doctors, probation & parole, of the function of AA in the community.

- Provides literature to professional community.
- Reports regularly at District Meetings.

**V. Additional Standing Committee and DCM responsibilities.**

- a. District Officer's and Standing Committee Chairpersons will submit a budget annually for expenses (i.e. travel, literature, printing costs etc.).
- b. At the start of their term, Standing Committee Chairs will be responsible for recruiting and forming their own committees; to be made up of GSR's and other AA members.
- c. Standing Committee chairs will be required to make a mandatory quarterly report to the District In the months of January, April, July, and Oct. of each year.

**V. Groups**

- a. Groups will elect their own Officers and Standing Committee Representatives.
- b. New GSR forms should be submitted to District Secretary in January of each year.

**Diagram of Fellowship Service Structure**

**The Statement of Responsibility says:**

I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there. And for that: I am responsible