

# **District 70 By-Laws**

(Final Amendments 01-15-2019)

## **Article I Name**

The name shall be District 70 of Alcoholics Anonymous of North Carolina, USA

## **Article II Purpose**

The purpose of District 70 is to be a unifying entity for the AA groups within the district and to empower the individuals and groups to carry the message of Alcoholics Anonymous. To provide a forum for AA groups to share their experience, strength and hope to help one another to carry out the AA purpose to the best of their abilities and within their group conscience. To further the AA purpose by setting up committees, forums and volunteer groups to serve the AA community, prisons and jails, treatment centers, the professional community and the general community at large. Additionally, to serve the Groups by listening to feedback and issues presented by their GSRs at District meetings.

## **Article III Governing Principles**

The District shall be governed by the guiding principles embodied in the Twelve Steps, Twelve Traditions and Twelve Concepts, as outlined in literature published in “Alcoholics Anonymous”, “Twelve Steps and Twelve Traditions,” “The A.A. Service Manual”, and “Twelve Concepts for World Service by Bill W.”

The District also extends the AA principle of anonymity to all its members, taking reasonable and commonsense precautions and employing discretionary practices that help protect, but do not guarantee, the online and printed anonymity of AA’s in the district. As such, district personnel and AA members shall not share or publish any personally identifying information other than first name and last initial in its correspondence or website, except for situations in which the AA member expressly requests information be used to facilitate communication.

## **Article IV Membership**

The members of the District are made up of AA individuals and groups within the North Carolina District 70 borders as defined by General Service Area 51 of the General Service Conference of Alcoholics Anonymous, USA. The District shall have a General Service Committee that shall give guidance, support and provide outreach functions to AA members, groups and the general population to further the purpose of AA. The General Service Committee shall be made up of Officers, Service Committee Chairs and General Service Representatives (GSR’s) as follows.

The General Service Committee members have voting rights, but no group as represented by their GSR and/or Alternate GSR shall have more than one vote, GSR’s or Alternates may not vote for more than one group, and no Officer or Committee Chair may count additional votes if they also hold a position as GSR or Alternate for a group. If there are Co-Chair positions, only one person can cast a vote for the Committee.

## **District Officers:**

The district officers handle the business end of the district organization. They have two-year terms (not including time served to fill vacancies, if applicable), with elections for DCM, Alternate DCM, LCM, Secretary and Registrar to be in the fall of even numbered years, with terms to begin at the first meeting of odd numbered years. (*Example: elections held in Nov2018 would be for 2YR term starting Jan2019*) As these positions typically require more time, effort, and accountability, there is a suggested sobriety of three years or more. They are voting members of the District 70 General Service Committee. One or more District Officers or Committee Chairs should attend the SSAASA (Southern States Alcoholics Anonymous Service Assembly) to learn more about committee leadership and areas of District level service (as the budget allows).

### **District Committee Member (DCM):**

The DCM links the groups in the district and the Area Delegate to the General Service Conference. He or she passes on the group conscience of the district as expressed by the GSRs and the General Service Committee.

- \* Must have at least five years sobriety
- \* Preferably has been a GSR, and/or provides an AA Service Resume
- \* Regularly attends district meetings and Area 51 Assembly and Committee meetings
- \* Assists the Conference delegate in district related business
- \* Reaches out to the groups of the district to see how the district can better serve its members
- \* Chairs the District 70 meetings, prepares the agenda, and presents pertinent reports regarding Conference activities
- \* Oversees special committees, as well as keeps in touch with all the service committees

### **Alternate DCM:**

The Alternate DCM assists the DCM in duties and responsibilities to the area delegate and the district.

- \* Must have at least five years of sobriety
- \* Preferably has been a GSR, or has a long-term history of service in AA
- \* Regularly attends district meetings and Area 51 Assembly and Committee meetings
- \* Assists, participates and shares in the DCM's responsibilities, which includes chairing the district meeting when the DCM is absent
- \* Typically stands for the DCM position at the next election cycle

### **Local Committee Member(s) LCM:**

A LCM is a liaison to a "subset" of groups and meetings in the district, assisting the DCM and Alternate DCM in keeping the groups informed about district business and updating the district on the status of the groups. The subset can be geographic or gender based.

- \* Helps maintain accurate district rolls by updating group information
- \* Informs district about any changes in group status, whether a group is just a meeting and not a group, new group formation and whether a group has disbanded
- \* Informs the GSR and groups about district meetings and area assemblies, and may hold meetings with those GSRs they serve per their discretion.
- \* Is an assistant to the DCM and Alternate DCM

Secretary:

The Secretary attends and takes minutes of the meeting.

- \* Attends the District 70 monthly meeting, records the minutes and makes them available to the DCM in a timely manner as to be distributed to the GSRs
- \* Obtains and makes available reports of officers and committee chairs
- \* Responsible for correspondence to AA groups, individuals and other AA entities as may be requested, as well as the public and business sectors if required
- \* Oversees advance notification of meetings, through the website, newsletter and/or email to current General Service Committee members including current GSR's and Alt GSR's on record
- \* Upholds the district anonymity policy in their duties

Treasurer:

The treasurer handles the finances of the district.

- \* Has charge and custody of all funds of the district
- \* Oversees receipts and disbursements in adherence to the budget and special expenditures approved through the district General Service Committee
- \* Preparation of monthly and annual financial reports, presenting them to the district at meetings
- \* Preparation and presentation of annual budget, to be presented at the November meeting for GSRs to take back for Group review prior to approval by the District 70 General Service Committee at the following January meeting. This process should start by all officers and committee chairs providing their budget requirements for the coming year to the Treasurer by October at the District 70 meeting.
- \* Oversees and/or arranges for audits and tax preparation if required

Registrar:

The registrar position requires strong computer skills, highly organized with an attention to detail

- \* Maintains and updates records on groups, including group name, type of meeting, time and meeting location, as well as information on current GSR's and Alternates, Officers and Service Committee members in the district
- \* Facilitates the disbursement of information to district General Service Committee members through email and other internet platforms
- \* Coordinates information with the website administrator and district Secretary as well as Central Office
- \* Forwards changes in Group/Meeting information to the Area 51 Registrar on a quarterly basis
- \* Upholds the district anonymity policy in their duties
- \* If time and budget allow, attends the NAATW (National AA Technology Workshop)

**Service Committee Chairs:**

All Service Committee Chairpersons should have a suggested two years of sobriety, and have a home group within the district. Terms shall be two years (not including time served to fill vacancies, if applicable), with election in the fall of odd years, with terms to begin on the first meeting of the even year. Second terms are allowed, if there is no qualified replacement found after a diligent search for nominees. Vacancies may occur by withdrawal by the individual, by broken sobriety, or by election to dismiss at a district meeting by voting members. Service

Committee Chairpersons are voting members of the General Service Committee. If there are Co-Chair positions, only one vote for the position may be rendered.

Webmaster:

The webmaster has the responsibility of publishing and maintaining the District 70 website

**www.ashevilleaa.org**

- \* Provides information about AA, District 70, and links to other AA websites
- \* Publishes an up-to-date online meeting list
- \* Provides a means of contacting officers and committee chair positions via email
- \* Oversees information contained and provided through the website, to assure that it is in strict accordance with the 12 Traditions and the district anonymity policy.
- \* If time and budget allow, attends the NAATW (National AA Technology Workshop)

NCMCO Trustee:

The North Carolina Mountain Central Office (NCMCO) Trustee is a liaison between the Central Office and the District

- \* Regularly attends meetings of both the District General Service Committee and NCMCO
- \* Gives reports, updates and otherwise facilitates communication between Central Office and District 70
- \*\* The NCMCO Trustee position is a three-year term.

Treatment:

The treatment chairperson is the liaison between AA and the local alcohol treatment and detox centers.

- \* Oversees volunteers and promotes volunteer opportunities with treatment and detox centers
- \* Contacts the treatment and detox center staff to facilitate bringing the AA message of recovery to alcoholics in treatment, and set up means of “Bridging the Gap” from the facility to an AA group
- \* Coordinates cooperation between BTG sub-committee chair and Corrections Committee
- \* If time and budget allow, attends the “Bridging the Gap” Assembly

Corrections:

There are two Correction committee Chairs, one for Women’s and one for Men’s. They are the liaisons between the prisons, jails and detention centers and AA.

- \* Oversees volunteers and promotes volunteer opportunities with jails, prisons and detention centers
- \* Contacts the prison, jail and detention center staff to facilitate bringing the AA message of recovery to incarcerated alcoholics
- \* Communicates procedures, applications, orientation and recommendation/reference/sobriety requirements for each facility to the district and volunteers
- \* If time and budget allow, attends the “Freedom from Bondage” Assembly

CPC/PI:

The two separate service committees are Cooperation with the Professional Community and Public Information. This liaison position reaches out within the greater Asheville area to provide information to the public and professional communities about Alcoholics Anonymous and alcoholism.

- \* Visits schools, businesses, medical centers and community meetings to provide information about AA, in cooperation but not affiliation with other community agencies dealing with alcoholism
- \* Oversees volunteers and promotes volunteer opportunities in carrying the AA message to the public and professional communities
- \* Assist the media, when requested, by providing information about AA in strict accordance with the 12 Traditions and the district anonymity policy

#### Events:

The events committee promotes fellowship through planned gatherings throughout the year.

- \* Schedules, plans and coordinates special district events
- \* Recruits and oversees volunteers for the special events
- \* Works with the groups and the district to survey what types of events they would like to see; typically an Ice Cream Social, the D70 Service Rally, Committee Workshops and the NCMCO/D70 Fall Picnic.
- \* Events are not created to raise money for the district, but a special “Gratitude Dinner” may be initiated to raise funds for GSO.
- \* The event chair oversees and adheres to the budgeted expenditures to encompass all events unless overage is previously approved by Treasurer and informed Group Conscience.

#### Archives:

The archivist is the keeper of district history, overseeing collection, preservation and sharing of the AA message through the lens of history.

- \* Oversees the safe preservation and storage of local AA history of individuals and groups
- \* Encourages continued historical documentation of current and past groups, individuals and events
- \* Makes local and worldwide AA history available for any interested parties, as well as overseeing archival projects and information gathering

#### Grapevine/Literature:

The Grapevine/Literature committee helps provide information and facilitate access to resources, in print, audio and online, for the Grapevine and AA Conference-approved materials, as well as such service materials as guidelines, bulletins, reports and AA directories.

- \* Promotes spreading the AA message through literature and encourages individuals and groups to share their experience strength and hope through submissions to the Grapevine magazine
- \* Informs individuals, groups, and district members through displays and other suitable methods, of available Conference-approved literature, audiovisual material and other special items
- \* Facilitates access to Conference-approved Literature and other A.A. Materials as well as Service Material Available from G.S.O for district General Service Committee positions

#### **General Service Representative (GSR):**

The general service representative has the job of linking his or her group with AA as a whole, and represents the group conscience. Each group in the district may elect a GSR and an Alternate GSR. Each group represented at district meetings by a GSR and/or Alternate GSR has one vote. Election criteria for the GSR and Alt GSR are at the discretion of the group, but they are encouraged to follow the sobriety, term and job descriptions suggested by the General Service Conference.

- \* Attends district meetings, and are encouraged to attend area assemblies
- \* Is the liaison between the group and the district, a) bringing reports to the home group regarding district and area activities, b) representing and voting the group conscience at the district meetings and area assemblies
- \* Reports to Registrar any changes in group, including GSR and Alt GSR representative contact information

## **Article V Financial Support**

There shall be no dues or fees required for membership. The District shall be fully self-supporting through the voluntary contributions of its member groups and voluntary contributions of individual AA members in its service area. The District General Service Committee shall provide an annual budget, which it shall present to its voting membership for approval. The voting membership may also vote on spending presented at District meetings for special projects, or to disburse any surplus funds from contributions not used in the budget. These surplus funds would ideally go toward funding for the benefit of the district, such as to provide workshops or to create a scholarship to send GSR(s) to assembly. It can also be used for contributions to Area or the General Service Office (GSO).”The District may hold a prudent reserve, the amount of which is agreed upon by the voting membership, and may be amended in consideration of the needs of the District.

## **Article VI Elections**

Third Legacy Procedure will be used in holding all elections. Terms for District Officers and Service Committee Chairs are outlined in the by-laws, with elections held in the fall of the year, terms to begin at the first meeting of the following calendar year. Vacancies, should they occur mid term or from lack of willing participants at election, shall be filled by presentation and election at a District meeting, and will be held for the remainder of the term for the position. The District observes the spiritual principle of rotation, presenting elections to bring in new service representatives to share the experience of service work. The District also recognizes that vacancies do not serve the purpose of AA, and may allow key service positions to continue past term until the vacancy can be filled, or to allow second terms, to ensure continuity in service to the district and AA as a whole.

### **Third Legacy Procedure**

Third Legacy Procedure is a special type of electoral procedure unique to A.A. In practice, it has proved highly successful in removing the political influence. Third Legacy Procedure is as follows for each position:

1. All eligible candidates are polled. The names of all who are willing to stand are posted on a board. All voting members cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
2. The first candidate to receive two-thirds (2/3) of the total vote is elected.

3. Withdrawals start after the second ballot. If any candidate has less than one-fifth (1/5) of the total vote, that name is automatically withdrawn—except that the top two (2) candidates must remain. (In the case of a tie for second place, the top candidate and all tied runners-up remain as candidates.)

4. After the third ballot, candidates with less than one-third (1/3) of the total vote will be automatically withdrawn—except that the top two (2) candidates must remain. (In the case of a tie for second place, the top candidate and all tied runners-up remain as candidates.)

5. After the fourth ballot, if no candidate has two-thirds (2/3) of the total vote, the candidate with the smallest total is automatically withdrawn—except that the top two candidates must remain. In the case of a tie for second place, the top candidate and all tied second place candidates remain. At this point, the chairman asks for a motion, second, and a simple majority of hands on conducting a fifth ballot. If this motion is defeated, balloting is over and the choice is made by lot—“going to the hat”—immediately. If the motion carries, a fifth ballot is conducted.

6. If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (“from the hat”). At this point, the two (2) top candidates remain. In case there are ties for first place, all tied first-place candidates remain. In case there are no ties for first place, the top candidate and all tied second-place candidates remain.

7. Lots are then drawn by the teller, and the first one “out of the hat” is elected.

## **VII Meetings**

Robert’s Rules of Order shall be used as a guide in conducting meetings. Meeting guidelines and procedures below are meant only to explain some of the more typical procedures, but the DCM (or substitute in absence of the DCM) runs the meeting and the group conscience of the membership provides the checks and balances for an orderly and fruitful engagement.

Meetings may be attended by any AA member, but only General Service Committee members have a vote. Non-AA guests may attend at the express invitation of the district for a specific purpose, or upon substantial unanimity agreement of the voting members.

### **Procedural Overview and Suggested Format**

- The agenda, minutes from the last meeting, treasurers report, committee reports and other pertinent items are sent via e-mail to all voting members before the meeting. Only a limited number of paper copies are provided.
- The agenda is presented at the beginning of the meeting, and approved. Any departures from the agenda after approval requires a motion and vote to do so. Within the agenda there will be Officer and Committee reports, Old and New Business and GSR issues. Motions may be called during the presentations, and to approve Minutes and Treasurers report.
- People who wish to speak will raise their hands and are called on in order by the Chair. Any new business not on the Agenda will be added to the following month’s agenda for discussion as “New Business”. The item (if needed) will not be voted on at this point but taken by GSRs

back to groups for review. This is to insure an *informed group conscience* at the next meeting where it may then come up for a vote.

- The formal motion/discussion process is as follows:

A motion is presented by a voting member, and seconded by another voting member. Discussion then begins on the motion. Motions may be substituted or friendly amendments made during this process.

“Call the Question”, a motion to end the discussion, is made and seconded to go to a vote.

(OR)

“Motion to Table”, to postpone vote - or “Motion to Postpone Indefinitely” or “Withdraw Motion” to kill motion - must be seconded to end discussion and move on.

Voting is done by show of hands.

**2/3 substantial unanimity is required to pass a motion**, except to table a discussion or request to reconsider, which only require simple majority.

If the vote was not unanimous, the Chairperson will ask if any of those not in the majority would like to speak. After the minority opinion, if any member of the majority wish to change their vote, a motion for reconsideration can be requested, and if seconded, discussion would begin anew.

- Quorum is defined as two thirds of all voting members present (those General Service Committee members registered as signed-in at the beginning of the meeting).
- All matters of policy require substantial unanimity (two-thirds vote).
- Ad-Hoc Committees may be appointed for a special ongoing duty or task, and will continue for the specific term or until the specific task is completed. This committee may be appointed by the DCM or at the request of the voting members of the General Service Committee.

## VIII Amendments

Upon approval by a two-thirds majority vote of the District General Service Committee members at a regular meeting, these by-laws shall become effective, and shall supersede any previous by-laws.

These by-laws may be amended by a two-thirds majority vote of the District General Service Committee members present and voting at a full meeting at which such amendment was proposed. Proposed amendments shall be sent to all current representatives at least one month preceding such vote, and discussed at a previous meeting.