



DISTRICT 14 GUIDELINES - 2018

NOTE: All **bolded** terms are described in the Definitions section.

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District 14 is a registered AA district of **Area 60**, Western Pennsylvania, and the **General Service Office (GSO)** of AA. District 14 currently serves groups in Washington and Greene Counties. A regularly updated list of all District 14 meetings can be found on our website at: www.district14.info.

The **district committee** is made up of all registered groups' **Group Service Representatives (GSRs)**, and the elected **officers** (see section 3) and **coordinators** of the district (see section 4).

Currently, our regular **district meeting** is held at 6:30 PM on the first Wednesday of each month at the Harmony House Café at 47 North Main Street, Washington, PA, 15301. At the Alt DCM's discretion, there may be a quarterly non-business district meeting (see section 3.2).

1 District Finances

District 14 is fully self-supporting, funding all positions and services from its **7th Tradition** group and member contributions.

See also **district assets, district expenses, administrative expenses, and travel allowance** below.

1.1 District Bank Account

- The district bank account(s) shall be held with a financial institute determined by the district committee and *must have branch facilities in both Greene and Washington Counties*. Such accounts shall:
 - *Bear the signatures of two (2) district officers, including the **Treasurer***. The second signatory may be determined by the district committee, but it is suggested that this person be the **DCM**.
 - *District finance records and bank statements shall be maintained for three (3) years on a rolling basis.*

1.2 District Assets

District assets include the **district bank account** (see 1.1), and any **inventory** or **service displays** held by **officers** and **coordinators**.

1.2.1 Prudent Reserve

Currently as of 2017, District 14's **prudent reserve** is part of the overall **district bank account**.

1.2.2 Fixed Literature Assets

The following items are specifically listed as fixed literature assets as of 2017 in the district budget as reflected on the monthly **Treasurer's Report**:

- *Literature Assets*: The Conference-approved material inventory of the Literature Coordinator that is on-hand; part of a **revolving budget** (see 1.3.4). The Literature Coordinator is responsible for both cash on-hand and inventory. (Listed as *LitCor* on Treasurer's Report.)
- *Meeting in a Pocket*: District-published material. The Treasurer is responsible for cash placed in the bank from sales of *MiaP*, and the Literature Coordinator is responsible for the on-hand *MiaP* inventory. (Listed as *In the Bank* on Treasurer's Report.)

1.2.3 Excess Funds

Use of excess funds remaining from a budget year will be voted on in January of the next budget year by the district as a committee of the whole. Some uses might include: increasing the prudent reserve, having an event, increasing a budget line(s) for the year, etc.

1.3 District Expenses

1.3.1 District Budget Line Items

Projected expenses are determined annually by the Budget Committee (see 5.2).

When the budget is voted on in December, all line items are being voted on (picnic, event fund, etc.) for approval. If you have an issue or concern with a line item, bring it up during the discussion before the budget approval vote. This includes reallocation of funds between budget lines, addition of budget lines, or elimination of budget lines.

The following expense lines are budgeted as of 2017 in the district budget as reflected on the monthly **Treasurer's Report**:

- *Administration*: Any **administrative expenses** incurred by the officers: DCM, Alt DCM, Treasurer, Secretary, and Literature Coordinator. (See 1.3.2.)
- *Bridging the Gap*: Used for purchasing pamphlets, books, and display materials; used for administrative expenses of the committee. (See 5.1.)

- *Central Office*: An annual contribution to the Pittsburgh AA Central Office, reflecting participation in our local intergroup, which benefits District 14 through available (corrections) literature and the AA answering service at 412.471.7472.
- *CPC/PI Coordinator Expense*: Used for purchasing pamphlets, books, and display materials; used for administrative expenses of the position; can be used for registrations for relevant events or workshops.
- *Corrections Coordinator Expense*: Used for purchasing pamphlets, books, and display materials; used for administrative expenses of the position; can be used for registrations for relevant events or workshops.
- *DCM Gasoline Allowance*: This is the main **travel expense** of the district. (See 1.3.3.)
- *District Event Fund*: Used for supporting or undertaking district-wide and district-supported events or projects like picnics, holiday parties, workshops, or Days of Sharing; events are usually associated with AA's Third Legacy of Service, and may take the form of "seed money" which is repaid into this budget line item after the event (as happened for the 2017 Day of Sharing in Mount Lebanon supported by districts 7, 11, and 14).
- *Grapevine Coordinator Expense*: Used for purchasing pamphlets, books, and display materials; used for administrative expenses of the position; can be used for registrations for relevant events or workshops.
- *Grapevines for Treatment*: The expenses associated with keeping the AA Grapevine subscriptions for Treatment current. Currently as of 2017, there are 6 subscriptions, going to *Greenbriar* (Manor Drive), *Greenbriar* (Weirich Avenue/Lighthouse for Women), *Greenbriar* (Washington Road), *Turning Point*, *Lighthouse for Men*, and *Care Center*.
- *PhoneBook*: The expenses associated with keeping the Central Office Answering Service number in our local phone book and online phone directory.
- *Pre-Conference Assembly Weekend expenses*: Used to reimburse registration, lodging, and meals for the **acting DCM** who attends; registration only is reimbursed for all district officers and coordinators who attend (not Alts).
- *Rent*: The expenses associated with holding a monthly district meeting in a regular location.

- *Treatment Coordinator Expense*: Used for purchasing pamphlets, books, and display materials; used for administrative expenses of the position; can be used for registrations for relevant events or workshops.
- *Website Hosting & Domain*: The expenses associated with keeping the district website, www.district14.info, live and functional.

1.3.2 Administrative Expenses

Such expenses are printing, copies, postage, and typical office supplies associated with performing district affairs.

All district officers are responsible for maintaining their own budgets. They are accountable for district money and property entrusted to them. They should give a regular report of their funds used; an itemized list of expenses must be submitted to the treasurer for reimbursement.

1.3.3 Travel Expenses

A **travel allowance** is provided for the **DCM** to offset gasoline expenses due to visiting groups in the district (to gain a sense of the district group conscience) and attending Area 60 quarterly meetings and assemblies (to carry the message up and down the **upside-down triangle of service**).

The **Alt DCM** may access this travel allowance if performing the DCM's travel duties in the DCM's inability or absence (as the **acting DCM**).

They should give a regular report of their funds used; an itemized list of expenses must be submitted to the treasurer for reimbursement.

1.3.4 Revolving Budget

An amount of money set aside for purchase of assets and associated inventory. Once an amount of assets is purchased, the value of the inventory is tracked, and no additional funds are available for additional asset purchase. Instead, money acquired through sale of the inventory is used to place further asset orders.

Example: A coordinator has a revolving budget of \$100. He purchases \$50 of inventory. He now has \$50 on-hand and \$50 of inventory. If he needs to purchase an asset costing \$75, he must sell \$25 of inventory; no additional funds are available.

Currently, only the District 14 Literature Coordinator has a revolving budget. They should give a regular report of funds used and inventory in stock. Any ad hoc change in the revolving budget requires a district vote.

2 District Procedures

2.1 Meeting Procedures

2.1.1 Standard Agenda

Standard district meeting agenda:

1. **Welcome, Call to Order, & Open Meeting** *with Serenity Prayer* (DCM)
2. **Concept** *from the AA SERVICE MANUAL* (any member)
3. **Roll-Call** (Secretary)
4. **Pass the Basket** (district 7th Tradition)
 - Contributions for district.
5. **Approval of the Minutes of Last Meeting** (Secretary)
6. **Does any group have an upcoming event?**
7. **Does any group have news or concerns they'd like to discuss?**
8. **Quick Officer & Coordinator Reports** (2 mins each)
 - Do you have news? Do you need support for a service initiative?
9. **Old Business** (5 mins)
10. **New Business**
11. **Anything Else? Questions & Comments?**
12. **Close** *with Responsibility Statement* (all)

2.1.2 Brief Parliamentary Guide

- Approval of last month's **Minutes** requires only a motion, second, and vote.
- All **Officer & Coordinator Reports** require no motion, second, or vote, but discussion is permitted.
- **Old Business** requires full procedure.
- **New Business** requires full procedure, may also include tabling the motion so GSRs can take issue back to their home group for a group conscience decision.

2.1.3 Full Procedure for Motions & Voting

1. Be recognized by chair.
2. Make a **motion**.
 - a. *Second* a motion.
 - b. *Discussion* of motion.
 - c. *Amend* motion.
 - i. *Second* the amendment.

- ii. *Vote* on amendments.
- d. Restate amended motion.
- e. **Vote** on motion.
- f. A representative of the losing side of the vote gives their **minority opinion**.
 - i. Chair calls if anyone wishes to *change their vote*; if so, minority opinion becomes a *motion* to reconsider.
 - 1. *Second* the motion to reconsider.
 - ii. Additional *discussion*, but original motion is not amendable at this time.
- g. **Revote** (if necessary).
- h. Motion **resolved**.

To do this:	You say:	Interrupt?	Second required?	Discussion?	Amendable?	Vote?
Make a motion	I move that...	No	Yes	Yes	Yes	Majority
Amend a motion	I move that the motion be amended to read ...	No	Yes	Yes	Yes	Majority
Withdraw a motion	I wish to withdraw my motion.	No	No	No	No	Majority
Table an item	I move we table this	No	Yes	No	No	Majority
Bring back tabled item	I move we take from the table...	No	Yes	No	No	Majority
Send to committee	I move we refer this to a committee	No	Yes	Yes	Yes	Majority
End discussion; ask for a vote on a motion.	Call the question	No	Yes	No	No	2/3
Object to an error in procedure	Point of order	Yes	No	No	No	Chair decides
Ask a question	Point of inquiry	Yes	No	No	No	None
Provide facts	Point of information	Yes	No	No	No	None
Complain about noise, room temperature, etc.	Point of privilege	Yes	No	No	No	Chair decides
Give the minority opinion*	I'd like to give the minority opinion.	No	No	No	No	Chair decides*

** A quick consensus of the losing side of the vote should determine who is offering the minority opinion of their side. If there is no clear spokesperson for the minority opinion, the chair can select someone to present their case.*

2.2 Election Procedure

- All district offices and coordinators are elected for *two-year* terms.
- The election is held in October on the even numbered year.
- The voting members of the district are registered GSRs, current officers, and current coordinators (including Alts).
- The method of election is decided by the district GSRs. The method chosen shall be used for all positions to be elected during that election (majority or Third Legacy).
 - All elections are either by written ballot or show of hands, with a simple majority needed to elect.
 - The district may also choose to follow the **Third Legacy Procedure**, which requires a two-thirds majority.
- If any position becomes vacant, a candidate may stand for that position. GSRs vote to ratify or veto the candidate filling the remainder of that position's term.
- Current officers are eligible to stand for the next full two-year term in that position as they choose.

3 District Officers

Officer positions perform administrative duties for an entity at a particular level of service (group, area, GSO). In District 14, they are elected.

- *Alt Officers*: Every officer may have an *Alternate* (or *Alt*), who assists them and can perform the duties of that position. Alts (with the exception of the Alt DCM, who is elected directly) may be appointed by their officer; the district committee may vote to accept or veto this appointment.

All district officers are responsible for maintaining their own budgets. They are accountable for district money and property entrusted to them. They should give a regular report of funds used; an itemized list of expenses must be submitted to the treasurer for reimbursement.

At the end of their term of service, officers should hand over all relevant materials, inventory, and cash on-hand to their successor.

3.1 District Committee Member (DCM)

The **district committee member (DCM)** is an essential link between a group GSR and the **Area 60 Delegate** to the **General Service Conference**. As chairperson of the district committee, made up of all GSRs in the district, the DCM is exposed to the **group conscience** of the district.

3.1.1 Duties

The DCM's job is primarily that of two-way communication. As a member of the **area committee**, he or she is able to pass on the district's thinking to the delegate and the committee, and vice-versa. The DCM should make an effort to visit all groups in the district on a regular basis and become familiar to them. The DCM chairs the **district meeting**.

The pamphlet *Your DCM* (F-12) is available from **GSO**, and provides basic information on this service position. See also Chapter 3, "The District and the DCM," in the *AA Service Manual*.

3.1.2 Financial Support

District 14 provides financial support for the DCM for **administrative expenses** (charged to the Administration budget line; see 1.3.1), **travel allowance** (charged to the DCM Gasoline allowance budget line; see 1.3.3), and **Pre-Conference Assembly Weekend expenses** (see 1.3.1).

3.1.3 Qualifications

- It is strongly suggested that a DCM should have 4 to 5 years of sobriety, and be eligible for election as area **delegate** (see *AA Service Manual*, S50-51).
- The DCM has usually served as a GSR and is elected by other GSRs to take responsibility for district activities. (If the person chosen is a current GSR, a new GSR should be elected to fill his or her position by their group.)
- More than most positions, a DCM needs to have the time and energy to serve the district well.
- It is suggested that the DCM not currently be serving as an area officer or coordinator; this could be a conflict of interest and/or could deny District 14 a vote in area matters. If the DCM takes an area position, he or she should step down. If the Alt DCM chooses

not to step up, an election should be held among those candidates willing to stand.

3.2 Alternate DCM

The Alternate DCM (or Alt DCM) serves as a backup for the DCM If the DCM is unable to serve for any reason or resigns. Alternate DCMs should be encouraged to assist, participate, and share in the DCM’s responsibilities at district and area meetings. They may also take on ad hoc efforts, such as chairing a district event or effort.

The Alt DCM position shares the same *Duties* (see 3.1.1), *Financial Support* (see 3.1.2), and *Qualifications* (see 3.1.3) as the DCM position.

Additionally, at the Alt DCM’s discretion, there may be a quarterly, non-business, open district meeting for workshops or speakers on AA topics – like general service, archives, sponsor Days of Sharing planning, etc. The agenda, chairing, rental arrangements, and refreshments are the responsibility of the Alt DCM. Funding for these meetings comes from the Alt DCM's budget (that is, the Administration budget line; see 1.3.1).

3.3 District Secretary

The Secretary is the official record keeper for the district of all non-financial correspondence, group information, and all other administrative tasks.

3.3.1 Duties

In District 14, the Secretary’s job is that of preparing agendas for the district meeting; taking the **district minutes**; collecting and recording group information for the groups in the district; assisting with submitting district, group, or GSR changes to **GSO, Area 60**, and the Pittsburgh Central Office; updating printable/downloadable meeting lists; and maintenance and updating of the district website at www.district14.info.

The pamphlet *The AA Group* (P-16) is available from **GSO**, and provides basic information on this service position.

3.3.2 Financial Support

District 14 provides financial support for the Secretary for **administrative expenses** (charged to the Administration budget line;

see 1.3.1) and **Pre-Conference Assembly Weekend expenses** (see 1.3.1).

3.3.3 Qualifications

- The secretary should have general typing, computer, and office skills; familiarity with desktop publishing and website publishing is helpful.
- A willingness to learn goes a long way in serving the district well in this position.

3.4 Treasurer

The treasurer is the chief financial officer of the district, bearing full responsibility for the safe-keeping of district funds, accounts, check books, and debit cards.

3.3.1 Duties

In District 14, the Treasurer's job is that of accepting contributions to the district, paying the district's expenses, and full and accurate accounting of funds and reporting to the district committee at every regular meeting (the **Treasurer's Report**). The treasurer is also responsible for signature cards at a local bank of the district's choice, and participating on budget committees and presenting district finance records. It is suggested the Treasurer maintain a statement for each group listing all contributions for the year to date.

The Treasurer chairs the Budget Committee (see section 5.2), unless the Alt Treasurer chairs it.

Additionally, the treasurer is expected to visit groups if asked, for the purpose of addressing 7th Tradition questions, group financial questions, and general service questions.

The pamphlet *Self-Support: Where Money and Spirituality Mix* (F-3) is available from **GSO**, and provides basic information on this service position.

3.3.2 Financial Support

District 14 provides financial support for the Treasurer for **administrative expenses** (charged to the Administration budget line; see 1.3.1) and **Pre-Conference Assembly Weekend expenses** (see 1.3.1).

3.3.3 Qualifications

- It is strongly suggested that a Treasurer should have 4 to 5 years of sobriety.
- The treasurer should have a good working knowledge of banking skills and record keeping; a working knowledge of spreadsheets is extremely helpful.
- A willingness to learn goes a long way in serving the district well in this position.

4 District Coordinators

Coordinator positions correspond to one of the standing committees of the **GSC**, and help with the functioning of that AA service at the district level. In District 14, they are elected.

- *Alt Coordinators*: Every coordinator may have an *Alternate* (or *Alt*), who assists them and can perform the duties of that position. Alts may be appointed by their coordinator; the district committee may vote to accept or veto this appointment.

All coordinators can find helpful general information from the AA website on being a coordinator, as well as information specific to their committee. Start here:

- https://www.aa.org/pages/en_US/information-for-new-committee-chairs
- https://www.aa.org/pages/en_US/aa-service-committees

All district coordinators are responsible for maintaining their own budgets. They are accountable for district money and property entrusted to them. They should give a regular report of their funds used.

At the end of their term of service, coordinators should hand over all relevant materials, inventory, and cash on-hand to their successor.

4.1 Cooperation with the Professional Community & Public Information (CPC/PI) Coordinator

There are two functions for this coordinator position:

- **CPC** informs professionals and future professionals about AA — what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between AAs and professionals, and to find simple, effective ways of cooperating without affiliating.

- **PI** conveys AA information to the general public through activities such as giving AA information talks at schools and civic organization meetings, providing AA literature to schools and offices, and insuring local media have accurate information and providing them with AA public service announcements.

4.1.1 Duties

In District 14, the CPC/PI Coordinator's job is primarily that of making information – especially in the form of literature – available to the local professional community (doctors, lawyers, magistrates, recovery specialists, therapists, etc.) and schools, offices, libraries, hotel/motels, drug & alcohol commissions, and recovery centers/clubs. The CPC/PI coordinator also serves as a point of contact for local organizations, including schools, media, civic organizations, and local sober-living/halfway house/three-quarter house residents.

The CPC/PI Coordinator is part of the Bridging the Gap Committee (see 5.1).

Currently as of 2017, in District 14, there are 3 recovery centers (the *Harmony Life Center* and the *Sunlight Club* in Washington, and the *Steps Inside Club* in Waynesburg), 3 halfway houses (*Turning Point*, the *Lighthouse for Men*, and the *Lighthouse for Women*), and 8 three-quarter or sober living houses (*Big McGuire*, *Hope House*, *McGuire Apartments*, *Oxford House*, *Phoenix House*, *Providence House*, *Resurrection House*, *Serenity House*).

4.1.2 Financial Support

District 14 provides financial support for the CPC/PI Coordinator for **administrative expenses** (charged to the CPC/PI budget line; see 1.3.1) and **Pre-Conference Assembly Weekend expenses** (see 1.3.1).

4.1.3 Qualifications

- A talent for public speaking or making formal and informal presentations is helpful in this position, as in familiarity with the various resources in the district for the alcoholic.
- A willingness to learn goes a long way in serving the district well in this position.

4.2 Corrections Coordinator

The Corrections Coordinator coordinates the work of individual volunteer AAs who are interested in carrying our message of recovery to incarcerated alcoholics by bringing meetings and literature into facilities.

4.2.1 Duties

In District 14, the Corrections Coordinator's job is primarily that of recruiting and coordinating qualified volunteers; maintaining a list of those volunteers; developing a monthly schedule for taking meetings into the correctional facilities within the district (see below); and being a liaison with the relevant employees of those correctional facilities.

The Corrections Coordinator is part of the **Bridging the Gap** Committee (see 5.1).

Currently as of 2017, there are 4 correctional facilities where District 14 has service commitments: *Greene County Correctional Facility* (GCCF), *Washington County Correctional Facility* (WCCF), *SCI Greene*, and SCI Greene's facility for parole violators.

4.2.2 Financial Support

District 14 provides financial support for the Corrections Coordinator for **administrative expenses** (charged to the Corrections budget line; see 1.3.1) and **Pre-Conference Assembly Weekend expenses** (see 1.3.1).

4.2.3 Qualifications

- The Corrections Coordinator must be able to pass background checks for access to local correction centers. Such background checks include their criminal history/probation/parole record for the past three years.
- It is suggested that a Corrections Coordinator should have 3 years of sobriety, but this is not a hard limitation.
- The Corrections Coordinator should have the time and energy to recruit qualified volunteers and participate in meetings taken into facilities.
- A willingness to learn goes a long way in serving the district well in this position.

4.3 Grapevine Coordinator

The Grapevine Coordinator assures that Grapevine subscriptions and literature is available for groups, service meetings, and other events.

4.3.1 Duties

In District 14, the Grapevine Coordinator's job is that of educating groups and members of the materials available from the Grapevine; distributing Grapevines to treatment and recovery facilities; assisting groups and individuals in making subscription or literature orders; purchasing and maintaining an inventory supply of needed Grapevine literature; reporting on the current Grapevine asset inventories and any on-hand cash associated with those assets; and making AAs in the district aware of new offerings or special sales by the Grapevine.

Additionally, the Grapevine Coordinator is expected to visit groups if asked, for the purpose of addressing Grapevine questions, assisting in placing subscription or literature orders, and general service questions.

The coordinator is responsible for maintaining a Grapevine display and a supply of Grapevine literature at all district meetings.

4.3.2 Financial Support

District 14 provides financial support for the Grapevine Coordinator for **administrative expenses** (charged to the Grapevine Coordinator budget line; see 1.3.1) and **Pre-Conference Assembly Weekend expenses** (see 1.3.1).

Grapevine Subscriptions for treatment centers within the district are charged to the Grapevines for Treatment budget line (see 1.3.1). The district committee shall determine the facilities for Grapevine distribution. The Grapevine coordinator is responsible for determining the number of Grapevines needed for treatment and for the distribution to those facilities.

4.3.3 Qualifications

- A willingness to learn goes a long way in serving the district well in this position.

4.4 Literature Coordinator

The Literature Coordinator assures that AA literature is available for groups, service meetings, and other events.

4.4.1 Duties

In District 14, the Literature Coordinator's job is that of purchasing and maintaining an inventory supply of needed AA literature; reporting on the current literature asset inventories and any on-hand cash associated with those assets; assisting groups and individuals in making literature orders; and making AAs in the district aware of new offerings or special sales by **GSO**.

Additionally, the Literature Coordinator is expected to visit groups if asked, for the purpose of addressing literature questions, assisting in placing literature orders, and general service questions.

The coordinator is responsible for maintaining a literature display and a supply of literature at all district meetings.

4.4.2 Financial Support

The Literature Coordinator is responsible for a **revolving budget** (see 1.2 and 1.3.4) for literature ordering and inventory. For printing/copying expenses of meeting lists and other district literature materials, District 14 provides financial support as **administrative expenses** (charged to the Administration budget line; see 1.3.1).

4.4.3 Qualifications

- The Literature Coordinator should have a working knowledge of money-handling, inventory control, and record keeping skills; a working knowledge of spreadsheets is extremely helpful.
- A willingness to learn goes a long way in serving the district well in this position.

4.5 Treatment & Accessibilities Coordinator

There are two functions for this coordinator position:

- **Treatment** carries the AA message into treatment settings where the suffering alcoholic may be introduced to the program and fellowship for the first time.
- **Accessibilities** assists AA members who have a variety of challenges in accessing the AA message in meetings, Twelve Step work, and other service.

Since hospitals and treatment facilities do not permit unauthorized visitors to enter their facilities, the first step is to establish contact with administrators.

4.5.1 Duties

In District 14, the Treatment Coordinator's job is primarily that of recruiting and coordinating volunteers (both individuals and homegroups) to take meetings into treatment centers in the district (see below); maintaining a calendar of those volunteers; and being a liaison with the relevant employees of those treatment facilities.

The Treatment Coordinator is part of the **Bridging the Gap** Committee (see 5.1).

Currently as of 2017, there are 3 treatment facilities District 14 has service commitments at: *Greenbriar* (Washington), *Greenbriar* (Waynesburg), and *Washington Hospital*.

4.5.2 Financial Support

District 14 provides financial support for the Treatment Coordinator for **administrative expenses** (charged to the Treatment budget line; see 1.3.1) and **Pre-Conference Assembly Weekend expenses** (see 1.3.1).

Grapevine Subscriptions for treatment centers within the district are charged to the Grapevines for Treatment budget line (see 1.3.1 and 4.3.2).

4.5.3 Qualifications

- The Treatment Coordinator should have the time and energy to recruit qualified volunteers and participate in meetings taken into facilities.
- A willingness to learn goes a long way in serving the district well in this position.

5 District Committees

While the district can form *ad hoc* committees for any need, there are currently (as of 2017) two standing committees: *Bridging the Gap* and *Budget*. *Event* committees are the most common *ad hoc* committee, and are also discussed below.

5.1 Bridging the Gap

Currently composed of the Treatment (chair), Corrections, and CPC/PI Coordinators, plus volunteers, and funded by the Bridging the Gap budget line item (see 1.3.1).

The pamphlet *Bridging the Gap – Between Treatment and AA through Temporary Contact Programs* (P-49) is available from **GSO**, and provides basic information on this committee.

5.2 Budget

Meets each year (usually in November), to develop a district budget for the coming year to be presented for vote in December. It is suggested that this committee be composed of the Treasurer/Alt Treasurer, one other officer or coordinator, and two GSRs (minimum). Committee expenses should be paid out of the Administration budget line item (see 1.3.1).

The pamphlet *Self-Support: Where Money and Spirituality Mix* (F-3) is available from **GSO**, and provides basic information on finances.

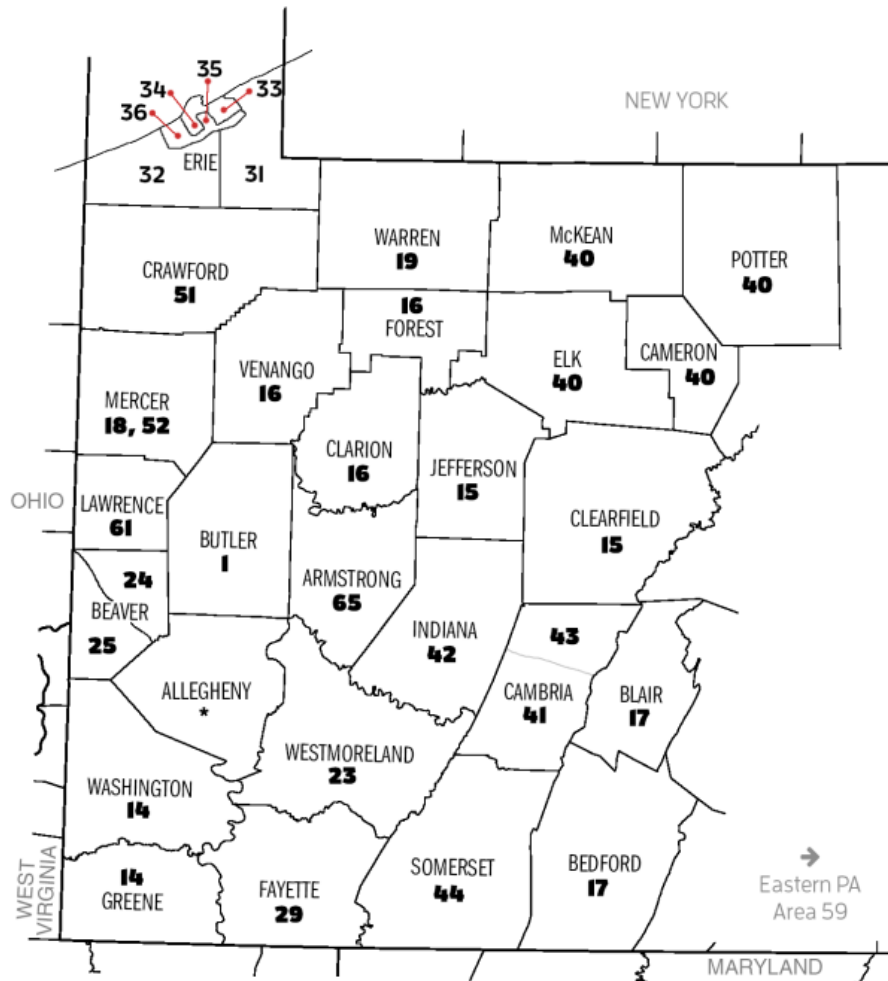
5.3 Event

An ad hoc committee that meets as necessary, for the planning of any upcoming district event (picnics, workshops, Days of Sharing, etc.). It is suggested that this committee be composed of two officers or coordinators and two GSRs (minimum). Committee expenses should be paid out of the District Event Fund budget line item (see 1.3.1).

6 Definitions

- 6.1: 7th Tradition:** The collecting of funds to keep groups, districts, areas, and GSO self-supporting.
- 6.2: AA Group pamphlet:** *The AA Group... Where It All Begins* (P-16) is a service pamphlet from the GSO that explains how an AA group functions and makes suggestions regarding group matters.
- https://www.aa.org/assets/en_US/p-16_theaagroup.pdf
- 6.3: AA Service Manual:** *The AA Service Manual (Combined with Twelve Concepts for World Service)* is the handbook for general service activities.
- https://www.aa.org/assets/en_US/en_bm-31.pdf
- 6.4: acting DCM:** Usually the DCM, but if unable or absent, usually the Alt DCM.
- 6.5: administrative expenses:** Such expenses are copies, postage and typical office supplies associated with performing district affairs.

6.6: **Area 60:** Consists of all of Western Pennsylvania AA. Currently, there are four (4) quarterly Area 60 meetings and three (3) assemblies that the DCM is expected to attend.



* Allegheny County: 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 20, 21, 22, 27, 28, 70, 71

Area 60

- 6.7:** **area committee:** Made up of area officers and coordinators and all DCMs representing districts in the area.
- 6.8:** **coordinator:** Coordinator positions correspond to one of the standing committees of the GSC, and help with the functioning of that AA service at the district level. In District 14, they are elected.
- 6.9:** **Bridging the Gap:** a temporary contact service initiative to help people leaving treatment or corrections transition to normal "outside" meetings.
- 6.10:** **business meeting:** The order of business meetings may include: electing new officers; scheduling meetings;

receiving and discussing the treasurer's periodic financial reports; hearing progress reports from trusted servants.

- 6.11: delegate:** Our area's representative at the GSC.
- 6.12: District 14:** A district encompassing Washington and Greene Counties in Pennsylvania.
- 6.13: district assets:** Materials belonging to the district which have a monetary value.
- 6.14: district expenses:** Expenses incurred so that the district may operate.
- 6.15: district committee:** Made up of district officers and coordinators (and their alternates) and all GSRs representing groups in the district.
- 6.16: district meeting:** A monthly meeting held at a location and a time decided by the district committee, attended by the district committee and any interested parties, to discuss district business and issues of local and general importance to AA.

Currently, the District 14 meeting is held at 6:30 PM on the first Wednesday of each month at the Harmony House Café at 47 North Main Street, Washington, PA, 15301.

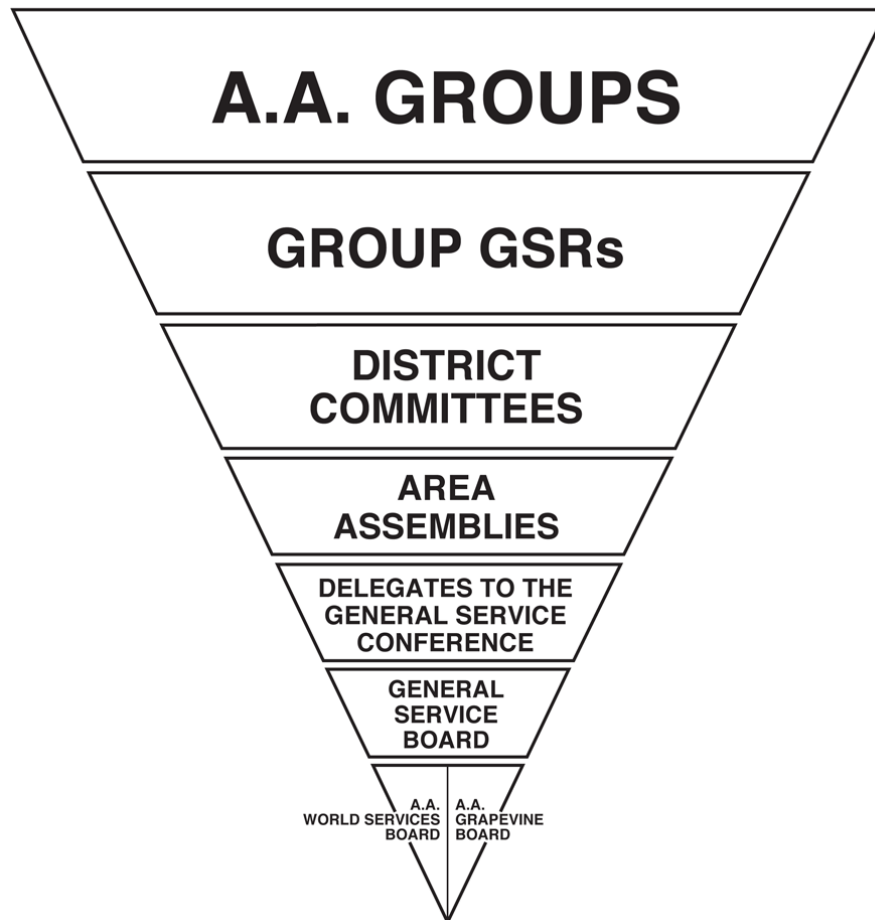
- 6.17: district minutes:** A record of a district meeting. The district minutes require a motion, second, and vote to be accepted at the district meeting, and may be discussed.
- 6.18: general service:** General service supports groups carrying AA's message in ways that home groups alone cannot do (literature, news, treatment and corrections works, etc.). General service is distinct from *service in general* (carrying the message, making coffee, lending a hand, cleaning up after a meeting, etc.).
- 6.19: General Service Conference (GSC):** When all AA delegates from various areas meet in New York each spring to discuss matters of importance to the Fellowship.
- 6.20: General Service Office (GSO):** The information center and clearinghouse for AA, located in New York City, which provides Conference-approved literature (that is, published by AA) and service material.
- 6.21: Pre-Conference Assembly Weekend (PCAW):** Area 60's annual service weekend for DCMs, district officers and coordinators, and GSRs, where an informed area group

conscience is formed on aspects of the year's agenda of the GSC. This group conscience on each issue is voted on and thus transmitted to the Area 60 delegate at the Pre-Conference Assembly, which caps off PCAW.

- 6.22: group conscience:** The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of AA principles. To be fully informed requires a willingness to listen to minority opinions with an open mind. (P-16)
- 6.23: Group Service Representative (GSR):** Represents their group's conscience at the district level; transmits information up and down the upside-down triangle of AA's service structure; acts as guardian of the 12 Traditions for their group.
- 6.24: inventory:** Any books, pamphlets, workbooks/binders, service displays, other literature or service pieces currently held by an officer or coordinator; a district asset.
- 6.25: officer:** Officer positions performs administrative duties for an entity at a particular level of service (group, area, GSO). In District 14, they are elected.
- 6.26: prudent reserve:** Money that has been set aside to cover any emergency contingencies that might arise. Any suggested prudent reserve for a group should be dependent on local needs. The suggested prudent reserve for central offices, intergroups, and area committees is one to twelve months' operating expenses. (F-3)
- 6.27: revolving budget:** An amount of money set aside for purchase of assets and the associated inventory. Once an amount of assets is purchased, the value of the inventory is tracked, and no additional funds are available for additional asset purchase. Instead, money acquired through sale of the inventory is used to place further asset orders. *Example:* A coordinator has a revolving budget of \$100. He purchases \$50 of inventory. He now has \$50 on-hand and \$50 of inventory. If he needs to purchase an asset costing \$75, he must sell \$25 of inventory; no additional funds are available.

- 6.28: service display:** Any separate piece (trifold board, posters, etc.) that helps illustrate a service position or committee to those interested in the type of service. Currently (as of 2017), the only service display in District 14 is a Grapevine display.
- 6.29: service in general:** Service in general is anything that helps the functioning of groups carrying AA's message (giving people rides to meetings, making coffee, lending a hand, cleaning up after a meeting, etc.). Service in general is distinct from *general service*, which supports carrying the message in ways that home groups alone cannot do (literature, news, treatment and corrections works, etc.)
- 6.30: Third Legacy Procedure:** See *AA Service Manual*, p. S20.
- 6.31: travel allowance:** A travel allowance is provided for the acting DCM to offset gasoline expenses due to visiting groups in the district (to gain a sense of the district group conscience) and attending Area 60 quarterly meetings and assemblies (to carry the message up and down the *upside-down triangle of service*).
- 6.32: Treasurer's Report:** A monthly list of the budget lines, assets, expenses, prudent reserve, and revolving budgets (fixed assets) of the district. The Treasurer's Report requires no motion, second, or vote to be accepted at the district meeting, but may be discussed.
- 6.33: upside-down triangle of service:** See p. S16 in the *AA Service Manual*.

STRUCTURE OF THE CONFERENCE (U.S. and Canada)



The Upside-Down Triangle

7 Other Helpful References

- *The AA Group... Where It All Begins* (P-16).
 - https://www.aa.org/assets/en_US/p-16_theaagroup.pdf
- *The AA Service Manual (Combined with Twelve Concepts for World Service)*.
 - https://www.aa.org/assets/en_US/en_bm-31.pdf
 - Chapter 2, "The Group and Its GSR"
 - Chapter 3, "The District and the DCM"
- *Area 60 GSR Handbook*
 - https://www.wpaarea60.org/docs/forms/misc_area-60-gsr-handbook.pdf
- *Bridging the Gap – Between Treatment and AA through Temporary Contact Programs* (P-49)
 - https://www.aa.org/assets/en_US/p-49_BridgingTheGap.pdf

- *GSR May Be the Most Important Job in AA* (P-19)
 - https://www.aa.org/assets/en_US/p-19_gsr.pdf
- *Self-Support: Where Money and Spirituality Mix* (F-3).
 - https://www.aa.org/assets/en_US/f-3_selfsupport.pdf
- *Your DCM* (F-12)
 - https://www.aa.org/assets/en_US/f-12_yourDCM.pdf

Motion made to update 2012 District Guidelines to 2017 on March 1, 2017.

Approved November 1, 2017 by those GSRs, Officers, Coordinators, and Alts present and voting

[17 Yeas, 1 Nay; the YEAs have it]

Amended December 6, 2017 by those GSRs, Officers, Coordinators, and Alts present and voting

[13 Yeas, 7 Nay, 1 Abstention; the YEAs have it]

Amended May 2, 2018 by MOTION by those GSRs, Officers, Coordinators, and Alts present and voting

[Unanimous Yea]