

# **DISTRICT 13**

## **Of**

### **Western Michigan Area 34**

### **General Service Guidelines Handbook**

*Serving the A.A. Groups and this Fellowship Throughout the cities of Boyne City, Charlevoix, East Jordan, Harbor Springs, Pellston, Petoskey, the Village of Walloon, and the surrounding countryside.*

This is an amendable document in its entirety.

Originally created January 18, 2019  
Approved by the district May 2, 2022

## **A.A. Preamble**

(Service Material from the General Service Office)

Alcoholics Anonymous is a fellowship of men and women who share their experiences, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

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Rev. 7/6/02

## **Responsibility Declaration**

*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.*

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## **Declaration of Unity**

*This we owe to AA's future: to place our common welfare first; to keep our Fellowship united; for on AA unity depend our lives and the lives of those to come.*

Declaration of 35<sup>th</sup> Anniversary  
International Convention (1970), Miami, FL

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## **The Purpose of District 13**

- Our primary purpose is to stay sober, and to help other alcoholics achieve sobriety.
- The district serves as the liaison between the groups and the area; where the GSRs direct the DCM to take their concerns and suggestions to the area to consider and/or advise the delegate to convey said concerns and suggestions to the General Service Conference. This communication works equally as well in reverse with information coming from the whole body of A.A. back to the groups.
- The district also serves as a middleman and unifier of the groups.
- Honestly carry the message to the still suffering alcoholic and other members of the fellowship.
- Maintain district finances in order to perform district responsibilities.

## **Service Structure**

### **Our Trusted Servants**

Persons elected to service positions at District 13 are obligated to attend each district meeting, but if they are unable to attend, they should notify their alternate, and either the Secretary or DCM of the district.

If an elected servant is not in attendance and does not call in for three consecutive district meetings, that individual may be asked to step down.

## **Officers Responsibilities**

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

1. Conduct District Meetings
  - a. Keep the meetings flowing in an orderly manner
  - b. Encourage discussion on all topics
  - c. Make sure the minority is heard
  - d. Set the Agenda
  - e. Keep voting in proper format (loosely using “Robert’s Rules of Order”)
2. Should keep in touch with the Area Delegate and Alternate Delegate as well as Standing Committee Chairs and other District Officers
3. Should keep in touch with Area 34 via Statewide meetings
4. Should attend all assemblies and State Conventions
5. Should make sure new people are made to feel welcome at District meetings
6. Extend the opportunity for all members to serve on committees.

# **Officers Responsibilities**

(continued)

## **Secretary**

1. Take minutes at every district meeting
2. Type the minutes, have them printed and distribute them within seven (7) days so that our groups may be informed of time sensitive announcements and events, and have them to discuss pertinent topics at their Group Conscious Meetings. Supply copies for each district meeting.
3. Review the minutes during the District meeting, and make any pertinent corrections
4. Assist the DCM in establishing the agenda for each District meeting
5. Should archive all meeting minutes and have them available upon request. Minutes from the past two years should be brought to every district meeting.
6. Bring supplies to each District meeting (attendance sign in sheets, flyers, and anything else that is needed.
7. Handbook Keeper- updating changes to the Handbook as needed and distribute.

## **Treasurer**

1. Maintain the Checking account for District 13, with three officers (or their alternates if necessary) as authorized signatures.
2. Deposit and record all Group Donations/Monies received at District meetings
3. Pay all bills as authorized by District 13.
4. Prepare and present detailed Treasurer's report for distribution at each meeting
5. Email the financials to the secretary so they can be distributed with the Agenda the Thursday before the Monday District meeting.

## **Institutions Chairperson Responsibilities:**

The purpose of the Institutions Committee is to coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in Emmet and Charlevoix County jails, and to set up means of smoothing the way for an A.A. inmate from the facility to the larger A.A. community through prerelease programs such as Bridging the Gap (BTG).

1. Provide a monthly report, either in person, or a written one to the Secretary.
2. District 13 will have an Institutions Chairperson for Emmet County.
3. Maintain a list of volunteers from the District.
4. Make BTG available to inmates prior to release.
5. Obtain literature as needed.
6. Visit facilities when requested or needed

## **Activities Chairperson Responsibilities:**

The Activities Chairperson is responsible for organizing events in District 13

1. Provide a monthly report, either in person, or a written one to the Secretary.
2. Make and distribute fliers.
3. Secure three quotes for events requiring budgets greater than \$600.
4. Provide budget for approval prior to the event and actual expense details after the event.
5. Work within the budget approved by the district.
6. Assemble necessary volunteers for events.
7. Schedule and hold committee meetings for event planning.
8. Purchase food and supplies for each event.
9. Set-up and clean-up for activities.
10. Secure locations for events.
11. Email Area Activity report to Secretary the Thursday before the District meeting so he/she can include in the email that goes out with the minutes and agenda.

## **PI/CPC Chairperson Responsibilities:**

*Part of this – Reprinted from (AA Guidelines on Public Information), with permission of AA World Services, Inc.*

Like all A.A., the primary purpose of members involved with public information service is to carry the A.A. message to the alcoholic who still suffers, including those who have not found us yet. Working together, members of local Public Information Committees convey A.A. information to the general public, including the media.

P.I. – The purpose of PI service work is to provide accurate A.A. information to the public when requested. The PI Committee visits schools, businesses and community meetings for this purpose; and serves as a resource for our friends in the local media, emphasizing our traditions of anonymity, singleness or purpose and non-affiliation, as well as offering A.A. public service announcements to radio and television stations.

C.P.C. - Members of this committee provide information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, industrial managers, and government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.

It's always important to work together with the different standing committees of District 13 especially the institutions, treatment committees to ensure we're carrying the message to the best of our ability.

1. Provide a monthly report, either in person, or a written one to the Secretary.
2. Print schedules as needed, and make sure they are available.
3. Keep literature on hand to stock racks throughout the district.



# **Treatment Chairperson Responsibilities:**

## **Treatment Chairperson/Committee Responsibilities:**

*Part of this – Reprinted (AA Guidelines on Treatment Committees), with permission of AA World Services, Inc.*

1. Provide a monthly report, either in person, or a written one to the Secretary.
2. Maintain a list of AA volunteers for “Bridging the Gap”
3. Visit Treatment facilities when requested or needed

The Treatment Committee assists in “bridging the gap” from a facility to an AA Group in the community, guiding the patient in treatment to an AA meeting upon their release.

In trying to reach the alcoholic who is in a treatment facility, rehab or outpatient setting, AA’s work together, insofar as possible, by using suggestions from those who have had experience carrying the message into these settings. These guidelines provide a summary of that experience.

The Treatment Committee Workbook, available through AAWS or in a PDF format on <https://www.aa.org>, contains detailed information about carrying the message into treatment facilities and outpatient settings, including ways to approach treatment center personnel, presentations and workshops, temporary contact programs, and other helpful information.

## **Website Chairperson Responsibilities:**

Oversee the committee charged with maintenance and development of the District 13 website. The Chairperson should be familiar with the website guidelines set forth by the General Service Office.

Provide a monthly report, either in person, or a written one to the Secretary.

The following outlines website content (including, but not limited to...)

1. Specific District 13 information and events as appropriate
2. General Service AA information and media where appropriate
3. Post Current District 13 meeting schedule and updates to the Meeting Guide App
4. Provide document files or links to group forms
5. Links to Area ([wmaa34.org](http://wmaa34.org)) and General Service Office ([aa.org](http://aa.org)) websites
6. Perform all updates to above information as needed
7. Host District 13 AA meetings on Zoom and provide procedures or have a surrogate.
8. Post current year officers and standing committee chairs.
9. Post District 13 Handbook.
10. Post District 13 Monthly Meeting Minutes
11. The events page needs to be updated monthly i.e. delete outdated bulletins, District Meeting Schedule, picnic,

Technical outline:

1. Keep domain registration current
2. Arrange for hosting of the website
3. Ensure website is functioning properly, and website software version is current.

In addition, the website committee works with other committees with District 13 to assist with providing appropriate information about committee activities and necessary information from committees to fellow AA's.

## **Information Line Chairperson Responsibilities:**

1. Provide a monthly report, either in person, or a written one to the Secretary.
2. Answer all calls; but when unable to do so, respond to all messages.
3. Provide information i.e.: current meeting schedule.
4. Maintain a list of names and phone numbers for Twelve Step calls.
5. Maintain a list of names and phone numbers for rides to meetings.
6. Maintain a list of names and phone numbers of those willing to sub when needed.

# **DISTRICT MEETING AGENDA**

## **OPENING:**

- Serenity Prayer
- Pass Sign-In Sheet
- Pass the 7<sup>th</sup> Tradition basket.
- Read Unity Passage
- Establish if a quorum present (see Guidelines for Addressing District Business). We allow any single representative from each group to vote so long as they are either a GSR, Alternate GSR, or proxy. (EACH GROUP HAS ONE VOTE). We also allow the Chair or Alt. Chair of any standing Committee and the Secretary and Treasurer to vote. The DCM may vote only in case of a tie vote. Determine who will be voting prior to the start of the meeting.

## **RECOGNIZE:**

- New GSR'S/DCM'S, alternates and visitors

## **GROUP CONCERNS:**

## **REPORTS:**

- Secretary's Report/Minutes
- Treasurer's Report
- Area Assembly Report
- Standing (Website, PI/CPC, Information Line, Treatment, Activities and Institutions) and Special Service committees should submit a written report if they are unable to attend.

## **OLD BUSINESS:**

- Tabled discussions, motions or otherwise unfinished business from previous meeting(s).

## **NEW BUSINESS:**

## **ANNOUNCEMENTS:**

## **CLOSING:**

# ELECTION AGENDA

## OPENING:

- Serenity Prayer
- Pass Sign-in Sheet.
- Pass the 7<sup>th</sup> Tradition basket.
- Establish if a quorum present (see Guidelines for Addressing District Business). We allow any single representative from each group to vote so long as they are either a GSR, Alternate GSR, or proxy. (EACH GROUP HAS ONE VOTE). We also allow the Chair or Alt. Chair of any standing Committee and the Secretary and Treasurer to vote. The DCM may vote only in case of a tie vote. Determine who will be voting prior to the start of the meeting.

## RECOGNIZE:

- New GSR'S/DCM'S, alternates and visitors

## GROUP CONCERNS:

### REPORTS: (In lieu of District 13 elections, consider foregoing reading of minutes.)

- Secretary's Report/Minutes
- Treasurer's Report
- Area Assembly Report
- Standing (Website, PI/CPC, Information Line, Treatment, Activities and Institutions) and Special Service committees should submit a written report if they are unable to attend or time constraints prevent enough time to make a verbal report.

## ELECTIONS:

- DCM (Third Legacy)
- Secretary (Third Legacy)
- Treasurer (Third Legacy)
- Alternate DCM (Simple Majority Process)
- Alternate Secretary (Simple Majority Process)
- Alternate Treasurer (Simple Majority Process)
- District 13 Standing Committee Chairperson (Simple Majority Process)
  
- Institutions
- Information Line
- PI/CPC
- Treatment Facilities
- Website
- Activities

## **STANDING SERVICE COMMITTEE CHAIRPERSON (Simply Majority Process)**

- Alt. Institutions
- Information Line
- Alt. PI/CPC
- Alt. Treatment Facilities
- Alt. Website
- Alt. Activities

## **VETTING:**

All nominees ought to be vetted prior to voting. Some suggested questions which may be directed to a nominee include, but are not limited to:

- What is your sobriety date?
- Do you have a sponsor?
- Have you worked the Twelve Step Program of A.A.?
- Have you held any other service positions?
- Do you have a home group?
- Why are you seeking this position?
- Do you regularly attend AA meetings?

## **OLD BUSINESS:**

1. Tabled discussions, motions or otherwise unfinished business from previous meeting(s).

## **NEW BUSINESS:**

## **ANNOUNCEMENTS:**

## **CLOSING:**

# GUIDELINES FOR ADDRESSING DISTRICT BUSINESS

**Quorum:** Three officers or their alternates, and three GSRs, their alternate or proxy. Each group gets one vote. Therefore, only one person from each group may vote. A quorum must be present to pass any motion. The DCM cannot vote except to break a tie vote.

**Structure:** Shall loosely follow Robert's Rules of Order

**Substantial Unanimity:** At least two-thirds majority of the votes cast.

**Presenting a Motion:** An individual making a motion must be recognized by the DCM.

**To Make a Motion:** First, be recognized by the DCM. Next, state, "I move that (describe your motion)." The Chair will ask if there is a second. If there is no second, the motion fails. If there is a second, the floor is open for discussion, or may go directly to a vote. To make a comment, you must be recognized by the DCM.

**General Rules of Discussion:** When discussing the motion, the person speaks first whether in favor/against the motion. Anyone who wishes to speak may also be heard. No one speaks a second time until everyone has had an opportunity to speak once. Do not repeat what has already been presented. Ultimately, the Chair asks, "Is there any further discussion?" If not, a vote is taken. Voting is generally done by a show of hands.

**Motion to Amend:** If you wish to amend a motion, state the proposed amended motion. The DCM will ask the person who made the initial motion and the person who seconded the motion whether they will accept it as a friendly amendment. If they do, the amended motion is stated by the secretary and discussion proceeds. If they do not, the motion to amend fails.

**Tabling/Postponing a Motion:** Tabling a motion is used to postpone discussing the motion to a later specified date. It requires a motion, a second and proceeds to a vote without discussion.

**Point of Order:** Point of order is used when a member believes there is an error in procedure, lack of decorum or the discussion is getting off the direct topic. A member rises and states, "Point of Order" to draw the Chair's attention. After being recognized, the member states the point of order. The chair then makes a ruling on the question involved. The point of order can interrupt another speaker.

**Calling the Question:** Calling the question brings discussion to a halt while members decide whether to proceed directly to a vote (the question) or go on with the discussion. The member calling the question states, "I call the question." If seconded, the motion to call the question proceeds directly to a vote with discussion. This vote is on calling the question.

**Minority Opinion:** After voting on any motion, the non-prevailing side may speak to their position. Individuals wishing to state a minority opinion simply wait to be recognized by the DCM and state their desire to express a minority opinion. After all minority opinions on a vote are stated, a motion to reconsider is available. A motion to reconsider a vote must be made by a member who voted with the prevailing side. Only a simple majority is required for a motion to be reconsidered. No action may be reconsidered twice. If the majority votes to reconsider, a full debate is resumed. Everyone is entitled to, and should express his/her opinion. However, if someone else has already stated your perspective, do not say it again.

## **VOTING ELIGIBILITY**

We allow any single representative from each group to vote so long as they are either a GSR, Alternate GSR, or proxy. (EACH GROUP HAS ONE VOTE) We also allow the Chair or Alt. Chair of any Standing Committee and the Secretary and Treasurer to vote. The DCM may vote only in case of a tie vote.

## **ELECTION PROCEDURES AND VOTING ELIGIBILITY**

District 13 holds an Election every 2 years during March, to elect district officers, committee chairpersons, and all alternates. Third legacy procedure is used to elect the officers. (The Third Legacy procedure can be found in Appendix G of the 2021-2023 A.A. Service Manual.)

Committee Chairpersons and all alternates are elected using a majority vote. In District 13 those eligible to vote in an election are the same as above.



# **SUGGESTED QUALIFICATIONS FOR OFFICERS AND COMMITTEE CHAIRPERSONS**

## **DCM**

1. Regularly attends district meetings, AA meetings and has a home group.
2. Must identify as an alcoholic.
3. Prospective DCMs should have served on district standing committees, and/or attended district meetings for a minimum of 6-months.
4. Experience shows that the most effective DCMs have been active in group, intergroup, and other service, where they have developed a desire to serve, and encountered situations in which the Twelve Traditions have been called upon to solve problems.
5. Prospective DCMs should be at least 2-years free of drugs and alcohol.
6. The DCM should have the confidence of the district, and an ability to listen to all points of view.
7. They should have worked the Twelve Steps of A.A. with a sponsor.
8. They should have a basic knowledge of the A.A. Traditions.

## **SECRETARY**

1. Regularly attends district meetings, AA meetings and has a home group.
2. Must identify as an alcoholic.
3. Prospective Secretaries should have served on district standing committees, and/or attended district meetings for a minimum of 6-months.
4. Prospective Secretaries should be at least 2-years free of drugs and alcohol.
5. The Secretary should be able to take good notes, and able to transcribe them in an acceptable format.
6. The Secretary should have access to the internet for mailing the minutes, filers, and other pertinent correspondence.
7. They should have worked the Twelve Steps of A.A. with a sponsor.
8. They should have a basic knowledge of the A.A. Traditions.

## **TREASURER**

1. Regularly attends district meetings, AA meetings and has a home group.
2. Must identify as an alcoholic.
3. Prospective Secretaries should have served on district standing committees, and/or attended district meetings for a minimum of 6-months.
4. Prospective Treasurers should be at least 2-years free of drugs and alcohol.
5. Generally, prospective Treasurers are gainfully employed.
6. They can create and maintain a ledger.
7. They should have worked the Twelve Steps of A.A. with a sponsor.
8. They should have a basic knowledge of the A.A. Traditions.

## **COMMITTEE CHAIRPERSONS**

1. Regularly attends district meetings, AA meetings and has a home group.
2. Prospective committee chairs should be at least 6-months free of drugs and alcohol.
3. They should have worked the Twelve Steps of A.A. with a sponsor.

## **REQUIREMENTS FOR HOSTING AN AREA ASSEMBLY FACILITY**

1. We should find a facility that will hold approximately 60 people.
2. Make sure there is ample parking available.
3. Handicapped accessible is not a requirement, but would be beneficial.
4. Many Districts find local VFW halls, Alano Clubs or township halls to be Ideal for hosing an area assembly. The rent is usually reasonable.
5. Area is non-smoking, although it is good if there are butt disposal cans outside the facility for those who do smoke.
6. The facility must be available from 9:00 a.m. until 4:00 p.m.
7. Try to allow breakout room/tables for committees.
8. Obtain wireless internet access code when available.

## **REIMBURSEMENT FOR RENT AND FOOD**

1. The Area will reimburse up to \$600.00 to the hosting District.
2. It is suggested that \$100.00 be used for rent and \$200.00 for food, but this is entirely up to the hosting District.
3. Make sure we get receipts for all expenditures. The day of the assembly, turn these in to the Area 34 Treasurer to be reimbursed. Generally, a simple written statement stating total expenses will suffice.

## **FOOD**

1. There should be coffee (both regular and decaf) ready around 10:00 a.m. the day of the assembly. Some Districts mix it up a bit – perhaps provide some juice, fresh fruit, muffins, etc. The only thing required is the coffee and doughnuts, the other things are extra.
2. Lunch is a potluck and we encourage all attendees to bring a dish to pass. The hosting District should provide cold cuts, cheeses, condiments and breads for sandwiches. If they prefer, they can provide a hot meal such as lasagna, spaghetti, chicken, ham, etc. Some Districts have members bring a couple of crock pots full of hot soup. Also needed will be plastic cutlery, paper plates, cups, bowls and napkins.
3. Some of the things Districts have provided in the past that are not requirements are: bottled water, pop and ice, hot water and tea bags.

4. Some Districts have a food committee and coordinate amongst themselves what each person will bring. They also see that the food is set up by noon and clean up after lunch. Often the food is left out for a while and you find people attending the assembly munching throughout the afternoon session.

## **SET UP**

1. There should be one long table at the front of the meeting room for the area officers. If possible, make sure there is an electrical outlet close to this table. Many of the committees bring displays, so have tables set up around the walls of the facility.
2. The chairperson brings a PA system. If you know your facility has one, let the chair know in advance.
3. There should be enough tables and chairs to seat 60 people at the assembly.
4. Not a requirement, but helpful, is to have a table set up at the entrance of the facility. The Secretary will provide nametags and markers which could be placed there. If the District chooses, greeters could sit at the table and answer questions (number one being where are the restrooms).

## **CLEAN UP**

1. Break down all tables, put away all chairs
2. Cleanup and try to leave the facility in better shape than when we arrived.

## **DISTRICT 13 GENERAL INFORMATION**

**WMAA** – Western Michigan Area Assembly (Western Lower/Eastern UP)

**ICYPAA** – International Conference of Young People in AA

**EACYPAA** – Eastern Area Conference of Young People in AA

**MCYPAA** – Michigan Conference of Young People in AA

**NOMIYPAA** – Northern Michigan Conference of Young People in AA

**Ad Hoc Committees** – Ad Hoc Committees are formed with a specific purpose in mind, and once that purpose is fulfilled, the committee is typically disbanded. A motion to form a District 13 Ad Hoc Committee can be made by an eligible member during new business. When an Ad Hoc Committee is formed, a Chair is elected and shall serve as long as the committee exists.

**Statewide Service Meeting** – Delegates, Alternate delegates and Chairs from each of the areas in Michigan attend the Statewide Service meeting. GSR'S, DCM'S, Committee Chairs and other AA members are encouraged to attend. The Statewide Service Meeting is a forum for communication between the three main areas in Michigan, Area's 32, 33, and 34. The three areas are able to coordinate events throughout Michigan, develop unity within the state, and communicate about the Michigan State Convention and Mock Conference. There are two Statewide Service Committees, Grapevine and Corrections. The Statewide Service Meeting is traditionally held at 1:30 p.m. on the fourth Sunday of January, April, July, and October (Depending on when the State Convention is held, one of the quarterly meetings is held during the Convention) at the Lansing West Alamo Club, 2909 W. Genesee St. Lansing, MI 48917.

**Statewide Committees** – Corrections and Grapevine. Each committee elects a Chair. These committees meet quarterly on the morning of the regularly scheduled Statewide Service Committee meeting at 11:30 a.m. and 12:30 p.m. respectfully.

**Mock Conference** – The Mock conference is generally held on the fourth Saturday in March. The purpose is to inform AA members of the agenda for the upcoming General Service Conference and to help AA members become familiar with the conference process. Participants are encouraged to bring input from their Groups and Districts on current AA issues in order to help the Delegates become familiar with the opinions and thoughts of the members throughout Michigan.

**East Central Region** – Area 34 is one of 14 Areas that make up the East Central Region (see The AA Service Manual for map). The states included in the East Central Region are Illinois – Areas 19, 20 and 21. Indiana – Areas 22 and 23. Michigan – Areas 32, 33 and 34. Ohio – Areas 53, 54, 55 and 56. And Wisconsin – Areas 74 and 75. The East Central Regional Trustee serves a four year term for our region. See the AA Service Manual for details on the election procedure.

Serving our Fellowship throughout District 13 of Area 34, including Boyne City, Charlevoix, East Jordan, Harbor Springs, Petoskey and the Village of Walloon.

Regional meetings are held twice a year at the Regional Conference and the Conference of Delegates/Past and Present. The region traditionally hosts the Regional Forum every other year.

**Regional Conference** – The Regional Conference rotates throughout the 14 Areas, from state to state and is held in conjunction with the hosting Area's State Convention. This conference is held annually, except in the years that the International Convention is held. The areas within the East Central Region host this conference following a rotation set by the East Central Region. This conference involves all 14 Delegate Areas.

**Conference of Delegates Past and Present** – This Conference is usually held on the second weekend in February. This event rotates between the states and the 14 delegate areas. Everyone is welcome to attend this conference, it is not limited to delegates and past delegates. See the current delegate or alternate delegate for information on the upcoming conference.

**East Central Regional Forum** – The East Central Region traditionally holds a forum every other year (in the odd years unless there's an "Additional Forum"). The Forum rotates throughout the 14 Delegate Areas of our Region. Regional Forums originated in 1975 at the suggestion of Dr. Jack Norris, then Chair of the General Service Board of Alcoholics Anonymous. They were to be weekend sharing and informational sessions designed to help the General Service Board, AA World Services, Inc., the Grapevine Corporate Board, the Grapevine Staff, and the General Service Office Staff stay in touch with AA members, trusted servants and newcomers to service throughout the AA service structure.

There is no registration fee for Regional Forums. The General Service Board covers the expenses of meeting room. In many places, area committees, districts and groups cover or defray the transportation and lodging expenses of the trusted servants representing them at a Forum. No formal actions result from Forums as they are intended to be sharing sessions. Sharing at Forums is captured in Forum Final Reports, which are distributed to all attendees. Regional Forums Final Reports are also available on G.S.O.'s AA website.

## NOTES:

1. New GSR's and officers will be given a copy of this Handbook.
2. New GSR's and DCM's will be given a Group Change Form to be sent to the GSO.
3. New DCM's should notify the Area Delegate and Area Directory Chair immediately of their new position, and their contact information.
4. Officers and standing committee chairpersons should be listed on our website, <https://www.wmaad13.org>, with some form of contact information so that they are readily available to all members of the Fellowship they serve.
5. This document is scheduled to be reviewed and amended, as needed, each April; yet may be amended, as necessary, anytime throughout the year.
6. .
7. .
8. .
9. .
10. .

## The Six Warrantees of Concept Twelve

The conference:

1. Shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power;
2. That enough operating funds and reserve be its prudent financial principal;
3. That it place none of its members in a position of unqualified authority over others;
4. That it reach all important decisions by discussion, vote, and whenever possible, by substantial unanimity;
5. That its actions never be personally punitive nor an incitement to public controversy;
6. That it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.