

Alcoholics Anonymous
SERVICE MANUAL



SERVICE STRUCTURE

DISTRICT 30

(Fredericksburg)

AREA 71

(Virginia)

DISTRICT PREAMBLE

Fredericksburg District (District 30) of the Virginia Area Assembly (Area 71) of Alcoholics Anonymous is a service body and shall protect and respect the autonomy and the privilege of dissent of any A.A. group in the Fredericksburg District of the Virginia Area Assembly. District 30 shall be ever mindful of the ideals expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts for World Service, and the A.A. and VAC Service Manuals, and shall strive to provide the voice of the group conscience of the unity of the Fredericksburg District. The primary purpose of the Fredericksburg District shall be service. The Fredericksburg District shall encourage all its groups to participate in the business of the District and to support the District in its efforts to cooperate with the Virginia Area Assembly, General Service Office, and A.A. World Services.

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1 DISTRICT MEMBERS

All members of A.A. are encouraged to attend any Fredericksburg District meeting and to participate as non-voting participants. Voting District Members are those described below. District Members are entitled to one and only one vote per person. A quorum for a District meeting shall be the number of voting District Members present at the time a vote is taken.

1.1 District Officers

- *District Committee Member (DCM)*
- *Alternate DCM (ADCM)*
- *Secretary*
- *District Treasurer*

1.2 Standing Committee Chairs

1.3 Special Assignment Coordinators

1.4 General Service Representatives (GSRs) of District Groups

- *Any GSR (or their alternate if their GSR is not in attendance) from any Group affiliated with the District is considered a voting member at any District meeting that they attend.*

2 DISTRICT RESPONSIBILITIES

- The District shall provide a DCM and ADCM for the VAC to carry the collective group conscience of the A.A. Members within the District
- The District shall meet monthly at a time and location determined by the DCM to be convenient to the District membership.
- The District shall create or dissolve Standing Committees and Special Assignments to assist in their work, as necessary; and allocates funds needed to perform their duties. The scope and responsibilities of each Standing Committee or Special Assignment are to be found in the most current version of the District Guidelines.

3 DISTRICT OFFICERS

In the absence of a District Officer or their named proxy, the District Committee Member (DCM) may appoint any other District Member in attendance to substitute for the absent Officer. The Alternate District Committee Member (ADCM) is the de facto proxy of the DCM.

3.1 Officer Responsibilities

3.1.1 District Committee Member (DCM)

- *Determine the collective conscience of the District and its affiliated Groups*
- *Carry the District collective conscience to the VAC and to any A.A. functions attended*
- *Notify the VAC Mailing List Coordinator, in writing, of the name, address, and telephone number of any new DCM, ADCM, GSR, or Alternate GSR, as required by the VAC service manual*
- *Conduct all District meetings and report to the District Members at those meetings*
- *Provide agendas at District meetings*
- *Nominate Standing Committee Chair and Special Assignment Coordinators, subject to the approval of the District*
- *Facilitate District meetings at a time and location determined to be convenient to the District membership*
- *Perform other duties as prescribed in the VAC and A.A. service manuals*

3.1.2 Alternate DCM (ADCM)

- *Assist the DCM in the duties of that office*
- *Assume the duties of DCM if the DCM is unable to serve*

3.1.3 Secretary

- *Create, maintain, and distribute District meeting minutes*
- *Provide District meeting minutes to the District and VAC Archives Coordinators*
- *Maintain a contact list of District affiliated Groups and all District voting Members*
- *Perform administrative duties that may be needed by other District Officers to ensure communication and continuity in all District business*
- *Maintain custody of any District-provided equipment used in the duties of this office*
- *Be custodian of the District Service Manual*

3.1.4 Treasurer

- *Maintain a bank account, with a signature card signed by at least one other District Officer, for the depositing of receipts and disbursement of expenses*
- *Receive contributions from the A.A. Groups and members, as described in GSO Guidelines pertaining to contributions*
- *Make disbursements according to budgetary constraints approved by the District and section 8 of this document*
- *Maintain records of all monies received and all expenses disbursed*
- *Provide a report of records and funds at all District meetings*
- *Maintain a report of actual expenditures and disbursements compared with allocated funds for each line item of the District budget. Provide this report to the District members annually and anytime requested by a District Officer*
- *Maintain custody of any District-provided equipment used in the duties of this office*
- *Maintain an inventory of any and all assets of the District*

3.2 Election of Officers

3.2.1 Officer Eligibility. Conforming to the spirit of rotation, the DCM is limited to one consecutive term of office. It is strongly suggested that the spirit of rotation be considered for all District Member positions. It is accepted that if an officer is elected as a replacement for an Officer that left their position prior to the end of their term, they may stand for the same position at the next District election without violating a spirit of rotation. It is recommended that all District Officers relinquish GSR positions prior to the beginning of their elected term. It is suggested that DCM and ADCM officers have enough continuous sobriety to be elected as an A.A. Conference Delegate (usually four to five years), have served as a GSR, and have previously attended at least one VAC assembly. It is recommended that the Secretary and Treasurer have a minimum of one year of continuous sobriety to hold office.

3.2.2 Election Schedule & Voting Eligibility. The nomination and election of District Officers shall take place every two years at the District meeting in September of even numbered years. Acceptance of any nomination is contingent upon the nominee indicating their availability and commitment to serve in that position, if elected. Acceptance of this commitment requires witness by at least two voting members in attendance during this meeting. It is therefore recommended, but not required, that nominees be in attendance during the nomination and election. All District members (District Officers, Committee Chairs, Special Assignment Coordinators, and District GSRs) are entitled to one and only one vote per person.

3.2.3 Election Process. The election is facilitated by the outgoing DCM, ADCM, or their proxy. In absence of a valid facilitator, the election can be facilitated by a person determined by general consensus of those District members in attendance.

- a) The Secretary (or acting Secretary) calls the roll to determine eligible voting members.
- b) The names of the nominees are read.
- c) Nominees in attendance will be asked if they are unable to serve. If so, their nomination is rescinded.
- d) If no nominees for an Officer position exist, nominations and voting for that Officer position is postponed until the next District meeting.
- e) Voting is done via secret ballot. Eligible voters will be instructed to make their intent as clear as possible on their ballot. Any votes for individuals not officially nominated are ignored (and do not count towards the number of votes received).
- f) Appointed by general consensus of the District members, a non-voting member is asked to count the votes. If no non-voting members are present, the votes must be counted by a District Officer and the count must be verified by at least one GSR. A nominee for the office being voted upon may not count votes or verify vote counts.
- g) Any District Member in attendance (including nominees) can ask to verify the vote count at this time.

- h) If voter intention is not certain (illegible) on any vote(s), the vote(s) is considered invalid. If invalidating this vote(s) could alter the results of the election, then all ballots are discarded and the vote is repeated.
- i) Once the vote is done, counted, and all count verification requests have been satisfied, the results are considered official. If there is not a tie for most votes, the person with the most votes becomes the officer-elect. This means that if there are more than two nominees for the same office, the winner may be elected by less than 50% of the overall vote.
- j) In the case of a tie for the most votes, all nominees other than those tied with the most votes are discarded and a new vote with only the remaining nominees is performed. If, after a single revote, a tie still occurs, the officer-elect shall be determined by any means determined fair by the majority of the District Members in attendance.
- k) This process is repeated for all remaining District Officer positions.

3.3 Term of Office

If elected during the normal term elections, an Officer shall serve in their official capacity for two years, beginning the 1st of January following the District election. If an Officer is a mid-term replacement, their term begins immediately following the meeting in which they are elected and continues only until the beginning of the term of the Officer elected during the next District voting cycle. Replacement Officers may be nominated for the same position at the next scheduled District election without violating the spirit of rotation.

3.4 Officer Replacement

An officer is expected to complete their term as they committed to do prior to their election. However, it is understood that situations occur which make completion of their term difficult or impossible. Therefore, an officer may step down from their service commitment to the District without explanation at any time during their term.

An Officer can be removed from office by a two-thirds majority of voting members by secret ballot at any District meeting. Such a vote may be called from a seconded motion by any District member.

If an Officer abandons or declares their intention to abandon their position, or is removed from their position prior to the end of their normal term, nominations for their replacement is done immediately (if this occurs during a District meeting) or at the next District meeting at the latest. If the vacant office is that of the DCM, the ADCM (being the DCM pro tem) is made the DCM immediately and the office of ADCM becomes vacant. The election for the replacement Officer is done at the following District meeting following the process defined in 3.2.4 of this document. Until a replacement Officer is determined, the DCM has the authority to unilaterally appoint an ad hoc replacement to perform the functions of the vacant position.

4 STANDING COMMITTEE CHAIR

4.1 Responsibilities

- *Maintain communications with the VAC and throughout the District regarding the area of concern of their Standing Committee*
- *Hold Committee meetings, when appropriate, and maintain minutes of these meetings*
- *Solicit and encourage Committee membership, as appropriate, to facilitate an informed group conscience that is representative of the District within the area of concern of the Committee*
- *Maintain a contact list of the members of the Standing Committee*
- *Become familiar with the guidelines and service manuals of the VAC and A.A., especially as they relate to the area of concern of the Committee*
- *Provide a verbal and/or written report at all monthly District Meetings regarding the activities of their Committee. Should the chair be unable to attend a District Meeting, a report should be presented by a proxy or a written report should be provided to the DCM prior to the District Meeting*

- *Provide the District with a budget for all service required within their Committee's area of concern by the 1st of September of the year preceding the scope of said budget*
- *Account to the District for money spent*
- *Upon the completion of service term, nominate a qualified person, as determined by the Standing Committee, to the DCM as a replacement Standing Committee Chair*
- *Maintain a pass-along file to assist their replacement*

4.2 Chair Selection

Upon taking office and whenever a vacancy may occur, the DCM shall nominate willing and able Standing Committees Chairs to the District for consideration. Approval of a nominee is achieved with a simple majority vote by District members at a District meeting. It is suggested that DCMs and District Members consider the spirit of rotation in the selection of Committee Chairs.

4.3 Terms of Service

The Committee Chair serves in their official capacity throughout the remainder of the term of the DCM that nominated them, unless a replacement Chair is selected by the District.

4.4 Chair Replacement

The Chair of a Standing Committee is expected to complete their term. However, it is understood that situations occur which make completion of their term difficult or impossible. Therefore, a Standing Committee Chair may step down from their service commitment without explanation at any time during their term.

A chair can be removed from office by a two-thirds majority of voting members by secret ballot at any District meeting. Additionally, should a chair of any committee fail to attend three consecutive District Meetings without providing a proxy or providing a report to the DCM, the position of chair for that committee will be considered vacated and a replacement chair will be selected in accordance with section 4.2 of this document.

5 SPECIAL ASSIGNMENT COORDINATORS

5.1 Responsibilities

- *Maintain communications with the VAC and throughout the District regarding their area of concern*
- *Perform the tasking of their special assignment as defined in the most current version of the District Guidelines*
- *Solicit and encourage help, as appropriate, from others to perform the tasking of their special assignment*
- *Become familiar with the guidelines and service manuals of the VAC and A.A., especially as they relate to their area of concern*
- *Provide a verbal and/or written report at all monthly District Meetings regarding the status of their area of concern. Should the coordinator be unable to attend a District Meeting, a report should be presented by a proxy or a written report should be provided to the DCM prior to the District Meeting*
- *Provide the District with a budget for all service required within their Special Assignment's area of concern by the 1st of September of the year preceding the scope of said budget*
- *Upon the completion of service term, nominate a qualified person, to the DCM as a replacement Special Assignment Coordinator*
- *Maintain a pass-along file to assist their replacement*

5.2 Coordinator Selection

Upon taking office and whenever a vacancy may occur, the DCM shall nominate willing and able Special Assignment Coordinators to the District for consideration. Approval of a nominee is achieved with a simple majority vote at a District meeting. It is suggested that DCMs and District Members consider the spirit of rotation in the selection of Special Assignment Coordinators.

5.3 Terms of Service

The Special Assignment Coordinator serves in their official capacity throughout the remainder of the term of the DCM that nominated them, unless a replacement Coordinator is selected by the District.

5.4 Coordinator Replacement

A Special Assignment Coordinator is expected to complete their term. However, it is understood that situations occur which make completion of their term difficult or impossible. Therefore, a Special Assignment Coordinator may step down from their service commitment without explanation at any time during their term.

A Coordinator can be removed from office by a two-thirds majority of voting members by secret ballot at any District meeting. Additionally, should a Coordinator fail to attend three consecutive District Meetings without providing a proxy or providing a report to the DCM, the position of Special Assignment Coordinator will be considered vacated and a replacement Coordinator will be selected in accordance with section 5.2 of this document.

6 DISTRICT MEETINGS

The DCM is responsible to provide an agenda for each District meeting. The agenda should facilitate an expedient and organized meeting. Suggested elements of a meeting agenda may include the following subjects:

Introduction and Readings

Officer's Reports

DCM Comments / Report

Secretary's Report (Discussion/Acceptance of Meeting Minutes)

Treasurer's Report

Old Business

Committee and Special Assignment Reports

GSR Reports

New Business

Closing Comments and Readings

7 DISTRICT MOTIONS AND VOTING PROCEDURES

Motions are used to allow the District to fairly consider issues and the opinions of those representatives present at District meetings. The process for this consideration and voting is based on Robert's Rules of Order. The process for District Motions includes the following steps:

7.1 Motion

During the District Meeting (typically during discussion of Old or New business or when an issue of significance is raised), any voting District member can start the process by making motion for consideration. This starts with the words, "I move that" A motion limits discussion to something definite. The group can respond to the motion and act on it so there can be a final decision made.

7.2 Motion Second

Immediately following a stated motion, any other voting District member can second the motion. This simply means that the seconder agrees with the motion or thinks it is worth discussing and says, "I second the motion." If a motion is not seconded, it cannot be discussed because it does not have enough support to be considered. Before discussion, the exact wording of the motion is stated by the meeting chair or secretary to ensure that it is properly recorded and so that everyone understands its intent. Any motion that comes from a Standing Committee is automatically seconded.

7.3 Discussion

Anyone who speaks is addressing only the chairperson - in a courteous manner and only speaking directly to the motion. The person who introduced the motion has the right to speak first. The seconder has the option to speak next. Discussion continues by direction of the meeting chairperson so that all interested participants that wish to speak may do so. No one who has spoken on the motion may speak again until all people wishing to speak have had a chance. To avoid deadlock of a motion, the chair can establish reasonable discussion time limits.

7.3.1 Amendment of Motion

An amendment is a suggested change to the wording or intent of the original motion by adding, deleting, or replacing words. There are only two kinds of amendments that can be made to a motion: First rank, or amendments to the proposed motion (this is an amendment to the motion); and Second rank, or amendments to first rank amendments (this is an amendment to the amendment to the motion). Any number of amendments may be made to most motions, but only one amendment of each rank may be discussed at a time.

During discussion of a motion, the person speaking may request an amendment. The amendment becomes a sub-motion of the previous motion and requires a second before it can be considered. If an amendment is seconded, it becomes the motion at hand and is considered before the previous motion is concluded.

7.3.2 Tabling

The speaker may request that the motion be taken from the table by saying, "I move to table the motion..." with or without an explanation as to why it should be tabled and for how long it should be tabled. A "motion to table" requires a second to be considered. If seconded, an immediate vote to table the motion is done. To pass, a two-thirds majority of those voting must agree to table the motion. If the "motion to table" fails, discussion continues.

7.3.3 Withdraw a Motion

A motion can be withdrawn at any time at the request of its mover - if no one objects.

If the person speaking wants the motion withdrawn, or if someone objects to the mover's request to withdraw the motion, it can be withdrawn only by a motion to withdraw. This motion must be seconded, cannot be debated or amended, and requires a two-thirds majority vote.

7.4 Called

Once adequate discussion of a motion has occurred (or when no other members wish to address the motion), the chair or other member may call the vote.

If other members wish to speak to the motion when the motion is called, then the "call of motion" becomes a sub-motion to the previous motion and requires a second to be considered. If seconded, an immediate vote to call the motion is done. To pass, a two-thirds majority of those voting must agree to call the vote. If the "call of motion" fails, discussion continues.

7.5 Vote

Before the vote on the motion is done (especially if significant discussion has occurred), the chairperson or secretary typically restates the final wording of the motion. Then, the chairperson calls for all those in favor, opposed, and abstaining, and counts the votes for each. The chairperson declares the motion by announcing the results of the vote and the secretary records the results in the minutes.

After a vote, the chairperson asks if anyone voting in the minority wishes to offer a minority opinion. If so, discussion of the motion resumes, but only those that voted in the minority opinion may speak. This minority opinion discussion continues until either no more minority opinion discussion is requested, or a person that voted with the majority calls a motion to reconsider. If another person that voted with the majority seconds the motion to reconsider, the original motion is recovered and discussion of both sides recommences as described in section 7.3. Ideally, though, this should be a rare exception; as any matter should be thoroughly considered before a vote is taken.

8 DISBURSEMENT OF DISTRICT FUNDS

These guidelines shall be followed by the District Treasurer in the disbursement of funds and are to be followed by all members of the District in the submitting supporting documentation and District Expense Vouchers for reimbursement. Unless covered specifically within the guidelines of this section, disbursement of District funds requires a simple majority of District Members.

8.1 District Members

District Officers, Standing Committee Chair, and Special Assignments Coordinators are supported by the District budget. Funds budgeted for District Members are to be used to support the responsibilities assigned to that District Member. No money will be expended over the approved budget unless approved by the District by simple majority vote. Documentation requirements for financial support are provided in section 8.4 below.

8.2 Travel Expense Reimbursement

8.2.1 DCM and ADCM Travel Expenses

The District shall fund the travel expenses (lodging, meals, tolls, and mileage, etc) incurred by the DCM and ADCM to attend the Spring and Fall Assemblies and the Summer and Winter Meetings. These reimbursements are limited by the guidelines contained in this document.

8.2.2 GSR Travel Expenses

Groups are encouraged to be fully self-supporting of the GSRs travel, lodging and meal expenses. If the group cannot provide support, a GSR may be reimbursed at an amount not to exceed 10% of the District budgeted amount for this service line item, on a first come, first serve basis. GSR reimbursement requires notification of intent to the District Treasurer prior to the travel event. Reimbursement also requires that appropriate receipts be provided to the District Treasurer along with a completed District Expense Voucher. If pre-travel notification has not been provided to the District Treasurer or if the District budgeted amount for this service line item has been exceeded, approval for reimbursement requires a simple majority vote of the District.

8.3 Calculated Expense and Advance Disbursements

Unless authorized by simple majority vote by the District or excluded by the subsections below, disbursement of District funds is limited to the actual expense incurred and requires documentation as described in section 8.4.

8.3.1 Advance for Expenses

Advances for travel or other expenses are limited to District budgeted items unless approved by simple majority of the District. The use of any advanced funds shall be limited to expenses intended by that advance. The recipient of advanced funds is responsible to use and document use of these funds in accordance with these guidelines and is required to submit documentation as described in section 8.4 within 30 days of the incursion of the expense. Unused portions of advanced funds shall be returned to the District Treasurer within 30 days of the incursion or expected incursion of the expense.

8.3.2 Mileage Reimbursement

Eligible mileage reimbursement for all travel will be paid at a rate of two-thirds the IRS approved business travel rate (2011 IRS rate is \$0.51/mile, so District approved reimbursement rate would be \$0.34/mile). Claim for mileage expense should be made on the District Expense Voucher, but does not require receipts. Payment for mileage of eligible travel exempts all other vehicle related expenses (fuel, insurance, maintenance, etc) from being eligible for reimbursement. Tolls for highways and bridges are considered separate reimbursable expenses.

8.4 Expense Documentation

8.4.1 General

Unless excluded in section 8.3, no disbursement of funds shall be made without proper documentation (copies of paid bills, canceled checks, or cash receipts). All disbursements of funds with the exception of vendors paid directly by the District Treasurer should be submitted using a completed District Expense Voucher. The most recent approved version of the District Expense Voucher form should be used.

8.4.2 Unavailable or Lost Receipts

Receipts should be requested whenever possible for all expenses. Care to maintain these receipts should be a primary concern for the payer of this expense. It is, however, understood that receipts for certain expenses may not be available or may be lost or inadvertently destroyed. In such cases, the reimbursement for that expense is contingent upon approval by simple majority of the District. Exemptions to this approval requirement are limited to the following:

- *Mileage expenses as described in 8.3.2*
- *Photocopies from machines that do not provide receipts (exemption limited to \$25)*
- *Miscellaneous expenses deemed necessary by District Treasurer (exemption limited to \$10)*
- *Expenses pre-approved by simple majority of the District for disbursement without receipt*

8.5 **Limits for Lodging and Meal Expenses**

All other reimbursable expenses shall be limited to reasonable limits as determined by the District Treasurer. Exclusions to this reimbursement limitation shall require a simple majority vote by the District.

8.5.1 Lodging Expense Limits

Reimbursement for lodging requires documentation as described in section 8.4 and shall be limited to a reasonable cost as determined by the District on a case-by-case basis.

8.5.2 Meal Expense Limits

Reimbursement for meals shall be limited to a per diem (per day) maximum of \$40. Partial day reimbursement shall be limited to \$20.

8.5.3 Negotiated Rates

If the District or VAC has negotiated a discounted hotel or hotel package price for an event, reimbursement for the associated expenses shall not exceed the cost of the negotiated price. It is the responsibility of the attendee to book their reservation in time to receive the discounted pricing. Exclusions to this reimbursement limitation shall require a simple majority vote by the District.

9 **DISTRICT GROUPS**

9.1 **Request to add a Group to the District**

To Add a Group to the District, the Group needs to request being added and provide either a New Group Form or a Group Information Change Form (if not new) to the DCM. These forms can be found at www.aadistrict30va.org and contain information such as:

- GSR Contact information
- Meeting Information (type, venue, etc...)
- If meeting is new, start date of meeting

9.2 **Removal of Group Affiliation from District**

If a Group decides to be removed from District affiliation, their informed group conscience needs to be provided to the District by their GSR, acting on behalf of their Group. No explanation for the decision is required.

10 **ACCEPTANCE AND AMENDMENT PROCEDURES**

Creation of or any amendments to this service manual must be submitted in writing to the DCM. The DCM shall include the proposed amendment on the agenda of the next District meeting. Adoption of any modifications to this service manual requires a two-thirds vote of the District.

Original Service Manual Approved 10-20-2010

Amendments

Date	Section	Motion	Vote	Old Wording	As Amended
1/19/2011	8.3.2	Move to modify Service Manual to set travel mileage to mirror VAC (2/3 IRS limit) (currently \$0.34)	Unanimous	Eligible mileage reimbursement for all travel will be paid at a rate approved by the District as part of the annual District budget. Claim for mileage expense must be made on the District Expense Voucher, but does not require receipts. Payment for mileage of eligible travel exempts all other vehicle related expenses (fuel, insurance, maintenance, etc) from being eligible for reimbursement. Tolls for highways and bridges are considered separate reimbursable expenses.	Eligible mileage reimbursement for all travel will be paid at a rate of two-thirds the IRS approved business travel rate (2011 IRS rate is \$0.51/mile, so District approved reimbursement rate would be \$0.34/mile). Claim for mileage expense should be made on the District Expense Voucher, but does not require receipts. Payment for mileage of eligible travel exempts all other vehicle related expenses (fuel, insurance, maintenance, etc) from being eligible for reimbursement. Tolls for highways and bridges are considered separate reimbursable expenses.
1/19/2011	8.4.1	none – technical correction – current wording required the use of a form that doesn't exist.	N/A	All disbursements of funds with the exception of vendors paid directly by the District Treasurer require a completed District Expense Voucher.	All disbursements of funds with the exception of vendors paid directly by the District Treasurer should be submitted using a completed District Expense Voucher.
1/19/2011	8.5.2	Move to modify Service Manual to set food per diem to \$20/half-day (no receipts needed)	Unanimous	Reimbursement for meals requires documentation as described in section 8.4 and shall be limited to a per diem (per day) maximum as determined by the District as part of the annual District budget.	Reimbursement for meals shall be limited to a per diem (per day) maximum of \$40. Partial day reimbursement shall be limited to \$20.