

Johnson County Kansas

District 10

SERVICE STRUCTURE GUIDELINES



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PREAMBLE: DISTRICT 10

Service shall be District 10's primary purpose. District 10's activities will be aimed at assisting Johnson County A.A. Groups to function more effectively with the ultimate goal of carrying the message to the still suffering alcoholic. Pursuant to AA Service Structure, District 10 will convey its informed Group Conscience to the Kansas Area Assembly.

Several self-searching questions each person who stands for an office in Alcoholics Anonymous ought to consider:

1. Do I have the time to give this service position an appropriate amount of attention for the full term
2. Do I have my family's support for holding this service position?
3. Have I spoken to my sponsor about holding this service position and do I have their full support
4. Do I have the appropriate resources to serve in this position
5. Is this an honest desire to serve and help other alcoholics recover? Or is it an ego trip?

Note: These service structure guidelines may be amended by future District Committees. Any changes require a 2/3 majority vote

District 10 Meeting Procedures

Below is a list of the common motions and practices at our District business meetings:

Making a Motion

A motion is a proposal that the District takes an action or expresses certain views. Only voting members of the District may make a motion. To make a motion, the member, upon being recognized by the DCM, says, “I move that...”, and then states the action they are proposing. A motion must be seconded before it may be discussed. If the motion is not seconded, then it is not considered for action and is defeated.

Amending a Motion

When a motion requires a change to obtain the District’s approval, a motion to amend the pending motion may be made. A proper motion to amend is done by inserting, adding, striking out and/or substituting new language in place of the existing language of the motion. For example, if the motion is to allocate \$50.00 to some task, and the following discussion indicated that the District thought that amount was too much, a member could amend the motion by saying, “I move to strike \$50.00 and insert \$35.00.” Motions to amend must be seconded. If seconded, the motion to amend takes precedence over the original motion and the discussion then

focuses on the merits of the amended motion. Once the District acts on the amendment, they return to the discussion of the main motion.

Tabling a Motion

This has the effect of removing the motion from further consideration at that time, and postpones it to such time in the future. A motion to table requires a second. Motions to table are not debatable. Motions to table also require a simple majority to pass. Once a matter has been tabled, it may not be “taken off the table” for further discussion or action until a motion is made to remove it from the table. If the matter is to be postponed to a specific time, then the appropriate motion is not to table, but to “postpone until (date).”

Calling the Question

Calling the question brings the discussion of a motion to a close and allows the District to decide if they wish to vote on the motion at that time or continue the discussion. Calling the question requires a second, and requires a simple majority vote to pass. This action is not debatable. The person calling the question must be recognized and speak in turn. Calling the question out of turn or interrupting those who have been waiting to speak, is out of order and does not have to be recognized by the DCM. The person calling the question may not address the motion prior to calling the question.

Reconsideration

A request to reconsider a vote on a previous motion must be made by a member who voted with the prevailing side in the original vote. A motion to reconsider must be seconded, and can be seconded by anyone regardless of which side that person voted on. If the motion to reconsider passes, then discussion resumes on the matter as if the original vote had not taken place. A matter may be reconsidered only once. Motions to reconsider must be made at the same meeting at which the vote being reconsidered was taken. If the motion which is being reconsidered is not debatable, then the motion to reconsider is not debatable. Motions to reconsider or table cannot be subject to a motion to reconsider.

Tips

The rules of procedure are intended to help move the discussion along in an efficient and fair way and should not be used to stifle full discussion on an issue.

It is generally not advisable to second a motion to simply get on with the discussion. The better course is to wait for the motion to fail without a second and then to make a new motion. This avoids the problem of having to overly amend a motion that is not effectively worded in the first place.

Being recognized by the DCM simply means raising one's hand and being called upon. It is not helpful to shout motions out while others are waiting for their turn to speak.

The DCM will endeavor to allow those who wish to speak for the first time to speak before recognizing those who wish to speak on the same matter a second time. The Chairperson may, however, direct questions or allow the moving member to speak further on the motion to allow for clarification of the motion.

In A.A., the minority opinion is important, and after a vote, the Chairperson will ask if there is anyone in the minority who wishes to address the majority. This is not a discussion, and no rebuttal by a member of the majority is allowed to debate. The only action that may take place, other than proceeding to the next item, is for a member of the majority to move to reconsider.

SECTION 1: DISTRICT 10 COMMITTEE

- A. **District 10 Committee:** is composed of General Service Representatives (GSRs), the District Committee Member (DCM), elected District Officers, appointed and approved District Committee Chairpersons.

- B. **District Committee Chairpersons:** Accessibilities, Chronicler, Cooperation with the Professional Community (CPC), Corrections, Grapevine/La Vina, Literature, Public Information (PI), Treatment, Web (Digital Media) shall be appointed by the DCM, then approved or disapproved at the January (even years) District meeting.

- C. **District Meeting Location:** Church of the Resurrection: 8412 W. 95th St. Overland Park, KS 66212 (Entrance marked “Office”)

- D. **General Duties and Procedures:**
 - a. The service duties of the District Officers and Committee Chairpersons shall become effective on January 1st. following their election or appointment.

 - b. At each February District Meeting, Committee Chairpersons shall submit an estimated budget for that year.

c. All outgoing service officers shall work with their incoming counterparts to assure the smooth transfer of duties, material and responsibilities.

Committee Chairs are responsible for the safe-keeping of their display cases and they should be stored in a safe location protected from theft, loss and/or damage. Committee Chairs are also responsible for ensuring their displays are delivered to the incoming chair when their term ends. The displays should reflect the work of their committees and Chairs are free to update and change their displays at their discretion. "

d. District 10 meets on the first Thursday of every month at the Church of the Resurrection: 8412 W. 95th St. Overland Park, KS 66212 (Entrance marked "Office". Committee meeting: 6:00pm, Business meeting: 6:30pm)

e. The District meeting is a closed meeting of Alcoholics Anonymous.

f. District funds shall not be used for travel, food or lodging in carrying out the duties of any District Standing Committee, or District Officer, with the exception of the DCM's trip to the Area Assembly and Committee Meetings.

District 10 may choose to make other expenditures as approved by the District Committee such as scholarships to GSRs or Committee Members to attend Area 25 Assemblies.

g. Any other funds necessary for any committee for any reason shall be approved by simple majority vote.

h. All funds received from or given to the District shall be accounted for by the Treasurer in a report at each meeting. A copy of the transactions will be available to the District Committee members.

i. The District 10 Meeting agenda format shall be determined by the District 10 Committee (see attachment A). The specific agenda items for any given meeting will be derived from previous old and new business and composed by the DCM. Any format changes must be approved by the committee through a simple majority vote.

j. District 10's Prudent Reserve (PR) is currently \$1,500.00. This figure is designed to meet the District's legal and essential commitments for one (1) year, e.g. rent, phone services, mail box fees, and DCM expenses. Any format changes must be approved by the committee through a simple majority vote.

k. Monies in excess of the Prudent Reserve shall be appraised annually in October. After taking into consideration any anticipated District expenses, Excess of the Prudent Reserve shall be distributed to *GSO and/or Area 25 and Central Office* in November of each year. At the District's discretion, the distribution may be delayed until December if additional information is not available in November. This is required to ensure district funds (budgeted and potential additional funds) are spent within the district to the greatest extent possible. Distribution percentage shall be at the discretion of the District and shall require a simple majority by the voting members of the District.

1. District 10 funds the “Message of the Day” service. The “Message of the Day” service is a daily message read from approved AA literature, which can be heard by dialing 913-271-9194. Readers of the “Message of the Day” are comprised of AA members from volunteering District 10 Groups. The “Message of the Day” service is facilitated by the District 10 PI Chair.

SECTION 2: VOTING MEMBERS OF DISTRICT 10

Voting Members of District 10:

1. General Service Representatives (GSRs)
2. Alternate General Service Representatives (Alt GSRs) (Vote in absence of GSR)
3. District Committee Member (DCM)
4. Alternate District Committee Member (Alt DCM) (Votes in absence of DCM)
5. Secretary
6. Alternate Secretary (Votes in absence of Secretary)
7. Treasurer
8. Alternate Treasurer (Votes in absence of Treasurer)
9. Accessibilities Chairperson
10. District Chronicler
11. Cooperation with the Profession Community (CPC) Chairperson

12. Corrections Chairperson
13. Grapevine/La Vina Chairperson
14. Literature Chairperson
15. Public Information (PI) Chairperson
16. Treatment Chairperson
17. Website (Digital Media) Chairperson
18. Alt Website Chairperson (votes in absence of Web Chairperson)

SECTION 3: DISTRICT 10 ELECTIONS

I. Election Procedures:

Elections for District Officers will be held at the October District Meeting in odd numbered years.

a. All elected District 10 positions **require** a simple majority vote.

b. No officer on the District 10 Committee can be elected or appointed to succeed him/herself in the same office: *exception*- if they are fulfilling an unexpired term then they are eligible for election for the next full term.

c. In the spirit of service rotation, no person shall be elected or appointed for more than one (1) term with the exception as noted previously.

d. There will be NO proxy votes.

e. There will be NO automatic placement of individuals in office by default (i.e., no one else stands for the

position.) All elected positions must be voted on by the District Committee.

f. Any vacancy of an appointed Standing Committee Chairperson shall be filled by appointment by the DCM and approved by the District with a simple majority vote.

g. Any vacancy of an elected Area Officer shall be filled by the Alternate and the Alternate replaced by election at the next District meeting.

SECTION 4: SPECIFIC DUTIES OF DISTRICT 10 COMMITTEE

2 years of sobriety is suggested to hold Committee Chairs. See AA Service Manual

1. General Service Representative (GSR)

- A. A GSR has the job of linking his/her Group with AA as a whole
- B. GSRs represent the voice of the Group conscience by reporting the Group's thoughts to the District Committee Member (DCM) and to the Area Delegate, who passes them on to the Area Assembly and on to the General Service Conference.
- C. GSR is responsible for bringing back to the Group any District actions and Area Assembly actions that affect AA's unity, health and growth.
- D. The GSR's duties are outlined in detail in the AA Service Manual; please read your manual for more information.
- E. Elected by the AA Group for a two (2) year term.

2. Alternate General Service Representatives (Alt GSR)

- A. The Alt GSR is encouraged to assist, participate and share in the responsibilities of the GSR, attending District and Area meetings when feasible.
- B. Assumes all responsibilities of the GSR, including voting, in the absence of the GSR.
- C. The Alt GSR's duties are outlined in detail in the AA Service Manual; please read your manual for more information.
- D. Elected by the AA Group for a two (2) year term.

3. District Committee Member (DCM)

- A. The DCM is an essential link between the Group GSRs and the Area Delegate to the General Service Conference of Alcoholics Anonymous.
- B. As a leader of the District Committee made up of GSRs in their District, the DCM should be informed of the group conscience of the District.
- C. As a member of the Area Committee, he/she is able to pass on the District's thinking to the Area

Delegate and to the Area Committee and Area Assembly.

D. The DCM chairs the District Meeting

E. The DCM's duties are outlined in detail in the AA Service Manual; please read your manual for more information. As suggested in the Service Manual, qualifications for DCM is that he/she ought to have served as GSR with at least 4-5 years of sobriety

F. Elected by the District for a two (2) year term.

G. DCM and Alt DCM will be responsible for holding a biennial District inventory in odd number years

4. Alternate District Committee Member (Alt DCM)

- A. The Alt DCM is encouraged to assist, participate and share in the DCM's responsibilities at the District and Area meetings.
- B. The Alt DCM is a backup for the DCM and steps in if the DCM resigns or is unable to serve for any reason.
- C. Assumes all responsibilities of the DCM, including voting, in the absence of the DCM
- D. Chairperson for the District 10 Events Committee
- E. The Alt DCM's duties are outlined in detail in the AA Service Manual; please read your manual for more information.
- F. Elected by the District for a two (2) year term.
- G. The Alt DCM leads the monthly GSR Training meeting preceding the District meeting (began 2021)
- H. DCM and Alt DCM will be responsible for holding a biennial District inventory in odd number years.

5. Secretary

- A. Takes minutes of the District meetings and forwards them to all members of the District Committee as quickly as possible to allow GSRs to use at Group Business meetings.
- B. Keeps email list current in cooperation with DCM.
- C. Is expected, if asked, to act as Secretary on any Ad Hoc Committees appointed by the DCM and approved by the District 10 Committee. These Committees may instead ask the Alternate Secretary to serve in this capacity.
- D. Updates and distributes approved District 10 Service Structure Guideline changes.
- E. Updates and distributes District 10 Service Structure Notebooks.
- F. Reads the business portion of the minutes of the last District meeting at the current meeting.
- G. Additional information regarding Secretary Duties may be found in the AA Service Manual; please read your manual for more information.

- H. Elected by the District for a two (2) year term.
- I. Secretary may send meeting minutes to Area Delegate and Area Chair if they elect to receive them.

6. Alternate Secretary

- A. Assists the District Secretary in fulfilling all the above duties as needed.
- B. Will assume all duties of the District Secretary in his/her absence.
- C. Additional information regarding the Alt Secretary duties may be found in the AA Service Manual; please read your manual for more information.
- D. Elected by the District for a two (2) year term.

7. Treasurer

- A. On a monthly basis the Treasurer shall
 - a. Retrieve mail from the District P.O Box
 - b. Make bank deposits
 - c. Pay District 10 bills
 - d. Balance the bank account
 - e. Maintain the Prudent Reserve
 - f. Present the Treasurer's report at District meetings
- B. Reminds the District that it traditionally contributes to Area 25, GSO and/or Central Office

- all funds in excess of the Prudent Reserve and facilitates those contributions annually in October.
- C. Guides and documents the development of the Annual Budget
 - D. The Treasurer should be a careful guardian of District funds with an eye for preventing foolish or extravagant outlays of committee money.
 - E. The bank signature card shall be signed by the Treasurer, Alternate Treasurer, and the DCM. Only one signature is required to sign a check.
 - F. Forward all financial records, checkbooks and two (2) P.O Box keys to incoming Treasurer at end of term.
 - G. Additional information regarding Treasurer Duties may be found in the AA Service Manual; please read your manual for more information
 - H. Elected by the District for a two (2) year term.

8. Alternate Treasurer

- A. Alternate Treasurer will assist the District Treasurer in fulfilling all the above duties.
- B. Will assume all duties of the District Treasurer in his/her absence.
- C. Additional information regarding Alt Treasurer Duties may be found in the AA Service Manual; please read your manual for more information.

D. Elected by the District for a two (2) year term.

"In all public relationships, AA's sole objective is to help the still-suffering alcoholic. Always mindful of the importance of personal anonymity, we believe this can be done by making known to the still-suffering alcoholic, and to those who may be interested in their problem, our own experience as individuals and as a fellowship in learning to live without alcohol."

9. Public Information Chairperson & Committee (PI)

- A. The **purpose** of the PI Committee is to carry the AA message to the still suffering alcoholic. Working together, members of the PI Committee convey AA information to the general public.
- B. District 10 Public Information Committee shall be composed of the following:
 - a. *Public Information Chairperson.*
 - b. *Group Public Information Chairpersons.*
 - c. *Any other AA member interested in serving on the PI Committee*
- C. District 10 PI Committee's responsibilities include but are not limited to:
 - a. *Meet monthly at District 10 Committee meetings. Additional meetings may be held at the discretion of the District 10 PI Chair.*
 - b. *Work with other alcoholics in PI work.*
 - c. *Assist the District 10 PI Chair in their responsibilities*

The PI Chairperson's responsibilities include but are not limited to:

- *Provide information to the District 10 PI Committee*
 - *Work with Area PI Committee to understand and perform PI purpose and serve as the Public Information contact for District 10 to the Area 24 Assembly*
 - *Coordinates and works the Group PI chairs in their efforts to carry the AA message and help insure that PI in District 10 - follows our tradition of "attraction rather than promotion"*
- Additional information regarding this position may be found in the AA Service Manual or A.A. Guidelines on Public Information:*

<https://www.aa.org/aa-guidelines-public-informatio>

Attend and participate at Area Assembly (twice a year) and Area Committee meetings (twice a year)

Facilitates the District 10 "Message of the Day" service

D. Appointed by the DCM and approved by the District for a two (2) year term.

E. Reports monthly on public information activities

F. PI Chair will retain responsibility for Message of the Day and District 10 Meeting Greeters commitments, however all billing will be handled by the Treasurer (We need to ensure that MOD billing is going to district 10 P.O. Box so that the treasurer is able to pay the bill on time).

10. Cooperation with the Professional Community & Committee (CPC)

"In all public relationships, AA's sole objective is to help the still-suffering alcoholic. Always mindful of the importance of personal anonymity, we believe this can be done by making known to the still-suffering alcoholic, and to those who may be interested in their problem, our own experience as individuals and as a fellowship in learning to live without alcohol."

- A. The **purpose** of the CPC Committee is to provide information about AA to those that have contact with alcoholics through their profession in order to reach the still suffering alcoholic.
- B. The District 10 CPC Committee shall be composed of the following:
 - a. *CPC Chairperson*
 - b. *Group CPC Chairpersons*
 - c. *Any other AA member interested in serving on the CPC Committee*
- C. The District 10 CPC Committee's responsibilities include but are not limited to:
 - a. *Meet monthly at the District 10 Committee meetings. Additional meetings may be held at the discretion of the District 10 CPC Chair*

- b. Work with other alcoholics in CPC work.*
 - c. Assist the District 10 CPC Chair in their responsibilities*
- D. The District 10 CPC Chairperson's responsibilities include but are not limited to:
- a. Working with the District 10 Committee to understand and perform CPC purpose and serve as a CPC contact person.*
 - b. Report activities and other information to the District 10 CPC Committee.*
 - c. Give presentations on request to AA's or professionals.*
 - d. Fulfill other duties as outlined in the AA Guidelines-Cooperation with the Professional Community:
<https://www.aa.org/aa-guidelines-cooperation-professional-community>.*
 - e. Attend and participate at Area Assembly (twice a year) and Area Committee meetings (twice a year)*
- E. Appointed by the DCM and approved by the District for a two (2) year term.

11. Correctional Facilities Chairperson & Committee (CFC)

"In all public relationships, AA's sole objective is to help the still-suffering alcoholic. Always mindful of the importance of personal anonymity, we believe this can be done by making known to the still-suffering alcoholic, and to those who may be interested in their problem, our own experience as individuals and as a fellowship in learning to live without alcohol."

The **purpose** of the District 10 Corrections Committee is to carry the message of Alcoholics Anonymous to the alcoholic who is confined. The activities of the Committee are based on and governed by the Twelve Traditions of AA. Our primary activities are to:

- a. Take AA meetings into Correctional Facilities.*
- b. Provide AA conference approved literature from YellowCan contributions.*
- c. Provide corresponding contacts and pre-release contacts for inmates*

- A. The District 10 CFC shall be composed of the following:
 - a. CFC Chairperson.*
 - b. Group CFC Chairpersons.*
 - c. Any other AA member interested in serving on the CFC committee*

- B. The District 10 Corrections Committee responsibilities include but are not limited to:
 - a. Meet monthly at District 10 Committee meetings.*

Additional meetings may be held at the discretion of the District 10 Corrections Chair

b. That all AA volunteers abide by the sobriety requirements of the correctional facility; for those correctional facilities with no stated sobriety requirements, it is suggested that any AA volunteer have one (1) year of continuous and current sobriety (no slips), or be accompanied by someone with at least one (1) year of continuous and current sobriety

c. This is a service Committee and our responsibility has many facets, most important of which are:

- To the inmate group or meeting within the facility
- To the facility; Courteous acceptance and compliance with its wishes and regulations
- To the fellowship of Alcoholics Anonymous; Conducting ourselves in a manner above reproach to insure that we will not say or do anything that will reflect unfavorably upon AA as a whole
- To report to the District 10 service meetings on the activities of the Corrections Committee

C. Since our public relations policy is one of attraction rather than promotion, even though our efforts are made to offer our services to these facilities, we serve these facilities at the invitation of the administration, ever conscious of the admonition, “cooperation not affiliation.”

D. As members of the Committee we cannot and do not speak for= AA. Each of us who participate though is an “automatic” representative of Alcoholics Anonymous. We maintain our sobriety through adherence to the program embodied in our Twelve Steps of recovery and try to practice these principles in “all of our affairs.” In view of this we will:

- a. *Refrain from using profanity, unrelated and off-color jokes, prolonged monologues of drunk stories and other types of self-indulgences.*
- b. *Respect full anonymity of confined members at all times.*
- c. *Obey all rules and regulations as outlined by the facility’s administration.*
- d. *Not intercede on behalf of any individual or group of individuals affected by the decisions of the facility administration*
- e. *Not engage in any controversy over management, treatment of personnel and inmates, being ever mindful of the single purpose of the CFC Committee.*
- f. *Not give anything to or receive anything from an inmate (nothing in- nothing out).*

The District 10 Corrections Facilities Chairperson’s responsibilities include but are not limited to:

- a. Attend and participate at Area Assembly(twice a year) and Area Committee meetings (twice a year)

b. Fulfills other duties as outlined in the AA Guidelines-Correctional Facilities:

<https://www.aa.org/aa-guidelines-corrections-committees>

E. Appointed by the DCM and approved by the District for a two (2) year term.

12. Treatment Facilities Chairperson & Committee

"In all public relationships, AA's sole objective is to help the still-suffering alcoholic. Always mindful of the importance of personal anonymity, we believe this can be done by making known to the still-suffering alcoholic, and to those who may be interested in their problem, our own experience as individuals and as a fellowship in learning to live without alcohol."

- A. The **purpose** of the Treatment Facilities Committee is to coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up means of "Bridging the Gap" from the facility to an AA group in the individual's community.
- B. District 10 Treatment Facilities Committee shall be composed of the following:
 - i. *Treatment Facilities Chairperson*
 - ii. *Group Treatment Facilities Chairpersons*
 - iii. *Any other AA member interested in serving on the Treatment Facilities Committee.*
- C. District 10 Treatment Committee responsibilities include but are not limited to:
 - a. *Meet monthly at District 10 Committee meetings. Additional meetings may be held at the discretion of the District 10 Treatment chair*

- b. *Practice courteous acceptance and compliance with each treatment facility's wishes and regulations within AA guidelines*
- c. *Conduct ourselves in a manner above reproach to insure that we will not say or do anything that will reflect unfavorably upon AA as a whole*
- d. *Remember that as members of this Committee we cannot and do not speak for AA. Each of us who participate though is an "automatic" representative of Alcoholics Anonymous. We maintain our sobriety through adherence to the program embodied in our Twelve Steps of recovery and try to practice these principles in "all of our affairs."*
- e. *Refrain from using profanity, unrelated and off-color jokes, prolonged monologues of drunk stories and other types of self-indulgences.*
- f. *Obey all rules and regulations as outlined by each facility's administration*
- g. *Do not intercede on behalf of any individual or group of individuals affected by the decisions of the facility administration*

D. District 10 Treatment Facilities Chairperson responsibilities include but are not limited to:

- a. *Coordinate scheduling of group meetings into facilities wherever desired*

- b. *Encourage distribution of AA literature to facilities in cooperation with the AA contact person at these specific facilities*
 - c. *Inform committees how to order and distribute literature to facilities*
 - d. *Report monthly to District 10 on the activities of the Treatment Facilities Committees.*
 - e. *Prepare and maintain a current confidential contact list for facility use*
 - f. *Stand as the “Bridging the Gap” Coordinator for District 10*
 - g. *Fulfills any other duties as outlined in the AA Guidelines for Treatment Facilities*
<https://www.aa.org/aa-guidelines-treatment-committees>
- E. Attend and participate at Area Assembly (twice a year) and Area Committee meetings (twice a year).
- F. Appointed by the DCM and approved by the District for a two (2) year term

13. Literature Chairperson & Committee

- A. The **purpose** of the Literature Committee is to be informed of all new and remove line break existing literature and audiovisual materials to better facilitate groups in carrying the message to the alcoholic who still suffers.

- B. District 10 Literature Committee shall be composed of the following:
 - a. *Literature Chairperson*
 - b. *Group Literature Chairpersons*
 - c. *Any AA member interested in serving on the Literature Committee*

- C. District 10 Literature Committee's responsibilities include but are not limited to:
 - a. *Meet monthly at District 10 Committee meetings. Additional meetings may be held at the discretion of the District 10 Literature Chair.*
 - b. *Work with other alcoholics in PI work change 'work' to 'committee'.*
 - c. *Assist the District 10 Literature Chair in their responsibilities*

- D. The Literature Chairperson responsibilities include but are not limited to:
 - a. *Inform Groups and District through catalogs and other suitable methods of all available Conference approved literature,*

- audio-visual material, and any other available special items*
- b. Instructs District and/or Groups on how to order any Alcoholics Anonymous World Services (AAWS) materials*
- c. Order and keep available Newcomer packets for all Groups*
- d. Stays in touch with Literature Chairperson at Area to keep informed on AA Literature changes*
- e. Fulfills any other duties as outlined in the AA Guidelines-Literature Chairperson:*

<https://www.aa.org/aa-guidelines-literature-committees>

- E. Appointed by the DCM and approved by the District for a two (2) year term

14. **Grapevine/La Vina Chairperson & Committee (GVR/RLV)**

- A. The **purpose** of the GVR and/or RLV serves as the link between group GVR/RLVs and the Area service structure. The District representative also has the practical goal of encouraging every group to have a Grapevine and/or La Vina representative.

- B. The District 10 GV/La Vina Committee shall be composed of the following:
 - a. GV/La Vina Chairperson*
 - b. Group GV/La Vina Chairpersons*
 - c. Any other AA member interested in serving on the GV/La Vina Committee*

- C. The District 10 GVR/RLV Committee's responsibilities include but are not limited to:
 - a. Meet monthly at District 10 Committee meetings. Additional meetings may be held at the discretion of the District 10 GVR/La Vina Chair*
 - b. Work with other alcoholics in GVR/La Vina work*
 - c. Assist the District 10 GVR/La Vina Chair in their responsibilities*

- D. The District 10 GVR/La Vina Chairperson's responsibilities include but are not limited to:
 - a. Keep an up-to-date list of group GVR/RLVs in the District.*
 - b. Encourage groups in the District to elect or appoint GVR/RLV via phone, email or personal visits*
 - c. Chair the District GV/La Vina Committee*
 - d. Stay in contact with all GVR/RLVs in the District and share*

ideas.

e. Hold meetings for GVR/RLVs in the District

f. Make sure that GVR/RLVs have magazine flyers and order forms and brings awareness to AA Grapevine App and Podcast

g. Keep the Area GVR/La Vina Chair up-to-date on progress in the District

h. Send the new GVR/RLVs name, address, and group to the Grapevine office, if representative has not already done so

i. Attend and participate at Area Assembly (twice a year) and Area Committee meetings (twice a year).

E. Appointed by the DCM and approved by the District for a two (2) year term

15. Accessibilities Chairperson & Committee

- A. The **purpose** of the Accessibilities Committee is to identify the needs of alcoholics with special needs and ensure the message of A.A is accessible and available to all. The goal is to include all alcoholics in the wonderful experience of belonging to a group and partaking in the full range of benefits of membership.

- B. District 10 Accessibilities Committee shall be composed of the following:
 - a. Accessibilities Chairperson*
 - b. Group Accessibilities Chairpersons*
 - c. Any AA member interested in serving on the Accessibilities Committee*

- C. District 10 Accessibilities Committee's responsibilities include but are not limited to:
 - i. *Awareness: Realizing or recognizing that there may be needs not being met and to think about the needs of others*
 - ii. *Advocacy: Encourage the discussion of accessibility issues and solutions at the District and Group levels.*
 - iii. *Education: Become knowledgeable of existing and available resources and solutions and to disseminate this information by using the network of the District and Group Committee.*

- D. The District 10 Accessibilities Chairperson's responsibilities include but are not limited to:
- a. Explore, develop and offer resources to make the AA message and participation in our program available to everyone who reaches out for it*
 - b. Encourage Groups in the District to elect or appoint an accessibilities representative, via phone, email or personal visits*
 - c. Fulfill other duties as outlined in the AA Guidelines-Accessibilities Chair:
<https://www.aa.org/aa-guidelines-accessibility-all-alcoholics>*
- E. Attend and participate at Area Assembly (twice a year) and Area Committee meetings (twice a year)
- F. Appointed by the DCM and approved by the District for a two (2) year term.

16. **Chronicler/Archives Chairperson & Committee**

- A. The **purpose** of the Chronicler/Archive Committee is to gather, maintain, index and store District 10 and Group materials for archives, at the District level, and to pass it on to the Area 25 Chronicler/Archivist.

- B. The District 10 Chronicler/Archive Committee shall be composed of the following:
 - a. A Chronicler/Archive Chairperson*
 - b. Group Chronicler/Archive Chairpersons*
 - c. Any other AA members interested in serving on the Chronicler/Archives committee*

- C. District 10 Chronicler/Archive Committee's responsibilities include but are not limited to:
 - a. Meet monthly at District 10 Committee meetings. Additional meetings may be held at the discretion of the District 10 Chronicler/Archive Chair*
 - b. Work with other alcoholics in Chronicler/Archive work*
 - c. Collect and update their Group's history*
 - d. Assist the District 10 Chronicler/Archive Chair in their responsibilities*

- D. District 10 Chronicler/Archive Chairperson's responsibilities include but are not limited to:
 - a. Collect District 10 event fliers, Group event*

fliers and District Wrap Sheet

b. Collect Group histories including Old Timer stories and oral histories

c. Keeping a District 10 motion book of all motions made at District meetings

- E. Attend and participate at Area Assembly (twice a year) and Area Committee meetings (twice a year).
- F. Appointed by the DCM and approved by the District for a two (2) year term

17. Website Chairperson & Committee

District10aa.org is the only official website of the
Kansas Area 25- District 10

This website is neither endorsed nor approved by Alcoholics
Anonymous World Services, Inc. It is a service
provided solely by the Kansas Area 25- District
10.

- 1) **The purpose of the website is:** To help the still suffering alcoholic establish direct face-to-face contact with AA, and to provide accurate / general information about AA to current members, the general public, professionals, and the Media. The website facilitates the communication of services and activities provided by District 10. It aims to foster and encourage participation at the individual, group, and district level.
- 2) The Website Committee will be composed of the following:
 - a) *The Website Chair*
 - b) *The Alternate Website Chair*
 - c) *The Web chairs from other groups in District 10*
 - d) *Any other AA member interested in serving on the Website Committee*
- 3) The Website Chairperson's responsibilities include but are not limited to:
 - a) *Registers domain name, District10aa.org for the current operating year.*

- b) *Selects a professional Hosting site with a static Internet Provider address and pays the web hosting service annually.*
- c) *Submits an annual budget request to the DCM during annual review for the District 10 budget.*
- d) *Maintains website: which can include accurate meeting list information, event flyers, business meeting minutes, etc*
- e) *Liaison between Central office and District 10 in all matters pertaining to web content shared and/or cross referenced (such as hyperlinks) between the two.*

4) Public Access

- a) *The Website shall be constructed to allow access without preference to specific systems or browsers.*
- b) *E-Mail addresses that protect anonymity will be used*
- c) *Requests for help and information by still suffering alcoholics will be referred to local AA Districts, Groups, and members, through the District 10 Public (PI) Committee.*

5) Changes

- I. *Website guidelines shall be updated by the Website Chair and approved by the District 10 as conditions and experience warrant.*
- II. *Suggestions for Website changes, additions or deletions, will be accepted for consideration from any AA member in District 10, and shall be directed to the Web Chair. These suggestions will be brought to the Web Committee for review, and if approved, shall be either: 1. Placed on the Website. 2. Presented t District 10 for a vote.*

- 6) Webchair will appoint Alt-Webchair who will then be approved by the District. Alt-Webchair will vote in the absence of the Webchair

18. Alt-Website Chairperson

- A. Assists the District Webchair in fulfilling all the above duties as needed.
- B. Will assume all duties of the District Webchair in his/her absence.
- C. Elected by the District for a two (2) year term.

SECTION 5: OTHER COMMITTEES & CHAIRPERSONS

1) Ad-Hoc Committees

- 1) These are temporary Committees appointed by the DCM.
- 2) Their purpose is to study and make recommendations about certain specific items of District 10 business.
- 3) DCM reserves the right to sit in on any or all Ad-Hoc Committee meetings. The Secretary is obliged to be part of any ad hoc committee the district approves
- 4) Any recommendations from Ad-Hoc Committees will be brought to the District 10 Committee for a majority vote to approve or disapprove their recommendations.

2. District 10 Event Committee

- 1) It is suggested that District 10 shall hold a minimum of 2 biannual events per year.
- 2) One of the Events will be our Annual District Function with invitation to surrounding districts for participation.
- 3) District 10 Event Committee is responsible for providing flyers to the District Meeting and posting on District 10 website before the event(s).

- 4) Committee Chairs are encouraged to invite all relevant community members to District 10 events. Workshops can be OPEN or CLOSED events.
- 5) Event topics will be themed around our 3rd Legacy, determined by the committee and presented to District 10 for approval.
- 6) District 10 Event Committee shall be composed of the following:
 - a) *Chairperson is Current Alt DCM*
 - b) *Chairperson will form a committee that includes DCM and Active District 10 members. Alt DCM will have discretion to form 1 committee for all events or create different committees for the different events*
 - c) *Any other AA members interested in serving on the committee*
 - d) *Chairperson will have the budget approved by District 10 at the beginning of the year and with the rest of the committee (in Feb) and if needed can request more money, pending District approval.*
 - e) *There will be an annual workshop budget determined by District 10.*

Suggestions for Speaker/Workshop meetings:

1. Try to include as many groups from District 10 as possible to participate in each event.
2. Example- host event, greet, bring food, bring desserts, setup, etc.
3. Try and get a printed and digital flyer out at least 1 month in advance to groups
4. Try to bring a newcomer.

Section 6:

DISTRICT 10 GUIDELINES AMENDMENT PROCEDURES

- A. Any voting member of the District 10 Committee may make a proposal for a guidelines change, either by e-mail (to the DCM, Alt DCM and Secretary) or from the floor during the new business segment of the meeting and notice is not required. It is recommended that substantive changes be submitted in writing with the proposed change(s) clearly indicating what language you are proposing to remove, change or add written into the paragraph. Making substantive changes can be confusing to communicate to the District Committee without copies to refer to.

- B. In keeping with the "Right of Decision", the District 10 Committee shall have the latitude to determine whether any proposed change is "administrative" or "substantive" in nature. The District may make administrative changes without resorting to the amendment procedure below. If affirmed the administrative changes shall be included in the next printing of the District 10 Guidelines. If the proposed change is rejected, or determined to be substantive, the proponent may then follow the amendment procedure outlined below beginning with step C.
 - 1. Administrative changes include the correction of typographical errors, type face/font, the building name, location or address of District 10's meeting place or any other matter the District Committee determines is "administrative".
 - 2. Substantive changes include changing District 10 guideline procedures, make-up of the District Committee, changes to voting procedures, funding of activities, handling the receipt, allocation and disbursement of District funds, protocols related to the reserve fund and/or any other matter the District Committee determines is "substantive".

- C. For substantive issues, the DCM shall include those on the agenda for the upcoming District meeting, if the proposal was received prior to the meeting or discussed during new business or if the proposal was made from the floor. If an affirmative simple majority of the voting members present at that District meeting recommends the amendment be submitted to the District 10 A.A. Groups, according to the procedure set forth in the next paragraph, for their consideration then continue with step "D".

If the substantive issue does not necessitate review by the Groups then the issue may be voted on by the district committee

- D. The Secretary shall provide copies of the proposed amendment to all GSR's and District Committee members when meeting notes are sent out or when first available. It is important that GSR's obtain their group conscience on the proposed amendment and be prepared to report that conscience and vote, at the next District meeting.
- E. The DCM will include the amendment vote under the "Old Business" section of the next District meeting agenda. A 2/3 approval by the District Committee shall constitute the adoption of the amendment.
- F. The District Secretary is responsible for making approved substantive changes as well as administrative changes to the guidelines document. Changes should be made in the document as soon as feasible. The Secretary (and/or DMC/Alt DCM in Secretary's absence) are authorized to make changes to the guidelines document after any approvals are obtained.
- G. The revised guidelines should be updated with a date in a footnote to ensure people are able to distinguish if they have the most updated copy.

NOTE: It is suggested that anyone thinking about submitting a proposed amendment first discuss it with other A.A.'s experienced in service to ask: Is it needed? Is it helpful? Is it clear? One way to make a proposed amendment is to clearly indicate the words you want to strike out and bold type the words you would like added.

- H. Substantive changes should be recorded in the Guidelines Change log to provide record of change and when it was made.

Changes approved on Date: May 1, 2025

DCM: Tom L., Alt-DCM: Ben S., SECRETARY: Reem S.

District 10 Guideline Change Log (Substantive Changes Only)

Page #	Section	Sub-Section	Change
3	Preamble		removed the word 'All' before District
3	Self Searching Questions		changed the verbiage from 'should perhaps' to 'ought to'
3	Self Searching Questions		verbiage change to better suit the AA Traditions
8	1	B	added Web Chairperson (Digital Media)
9	1	D, c,f	c. Added Paragraph concerning safe-keeping of Display Cases f. Added 'District 10 may choose to make other expenditures as approved by the District Committee, such as scholarships to GSR's or Committee Members to attend Are 25 assemblies'
10	1	D, k	Added Central Office to entities District may contribute unrestricted funds
11	2		kept bullet points and removed paragraph (redundant)
11	2		listed all positions in alphabetical order
11	2	4	added, ALT-DCM votes in the absence of DCM at District 10 Business Meetings
11			added, Web and ALT-Web Chairperson
16	4	3, E	Added: as suggested in the service manual, qualifications for DCM is that he/she ought to have served as GSR with at least 4-5 years of sobriety
16	4	3, F	Deleted: the DCM is an administrator for District 10 Facebook page

17	4	4, D	Add: and for the District events committee
17	4	4, F	Deleted: administrator for the District 10 Facebook Page
19	4	5, H	Deleted: administrator for the District 10 Facebook Page
20	4	7,B	Added Central Office to contribution list for unrestricted funds
21	4	7, H	Deleted: administrator for District 10 Facebook Page
37	4	14, D, f	Added: brings awareness to AA Grapevine App and Podcast
44	4	17	Added: point 6. Webchair will appoint Alt-Webchair who will then be approved by the District. Alt-Webchair will vote in the absence of the Webchair
44	4	18	New Addition
45	5	1, 3	Added: the secretary is obliged to be part of any ad hoc committee the District approves
45	5	2	Title Change: District 10 Events Committee
45	5	2, 1	Change 'District 10 shall hold' to 'It is suggested that District 10 shall hold'
46	5	2, 4	Remove ' stakeholders' and change ' invite all relevant community member to District 10 events. Workshops can be OPEN or CLOSED events
47-48	6		New Edition

