

District 25 – Online Of Western Washington Area 72 General Service Handbook



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Draft A

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District Information

Who is District 25?

District 25 of Western Washington Area 72, is an online district comprised of AA groups that meet and function entirely in an online environment. District 25 boundaries physical, much like Linguistic Districts, are independent of the conventional geographic district boundaries. Online AA groups, working through their group conscience, can choose to join District 25, or choose a geographical district in accordance with the 2021 General Service Conference Action. This Action allows online groups to receive a group number. These groups can either choose a district or they will be defaulted to the geographical district of the address listed for GSR or contact person. District 25 will essentially operate the same way as other districts. (Service Manual Chapter 3)

How is involved with District 25?

Any online group that declares themselves in District 25 is welcome to join and register with Area 72 and GSO.

How is District 25 Serving AA's Primary Purpose?

District meetings are a place for groups to share experience, strength, and hope. Online groups face unique challenges that brick-and-mortar groups do not. District 25 will enable online groups, and their members, the ability to meet, conduct business, be of service, and share their experience strength and hope with each other, just as equitably as brick and mortar groups and districts always have.

District Meeting

When Do We Meet: Third Saturday of the month at 3 pm PST.

Where Do We Meet: Zoom: 856 6331 8420 Password: 353586

District Committee (Service Term – 2 years)

GSR/Alt. GSR

The GSR's serve their Home Group directly. They link their group with AA as a whole. The GSR represents the voice of the group's conscience. It is up to each GSR's Home Group to define the qualifications, description, guidelines, and allowable expenses for their GSR.

District Committee Member (DCM)/Alt. DCM

The DCM has the job of maintaining two-way communication between the groups and the AA service structure. They are usually elected in the fall of even numbered years from outgoing GSRs and Committee Members. The Alternate DCM acts in place of the DCM when the DCM is unable to perform the functions indicated and help the DCM in the performance of their duties.

Qualifications

Experience of the Fellowship suggests that a DCM ought to:

- Have served as a GSR
- Have at least four or five years of sobriety
- Be familiar with both the Twelve Traditions and Twelve Concepts
- Have the time and energy to serve the district well
- Be able to lead a district while respecting the conscience of the district
- Have an email address or other easy way of maintaining contact with GSRs and other members Be familiar with the G.S.O. and area websites

Duties and Responsibilities

- Prepare the agenda and lead monthly meetings of District GSRs and other committee members
- Keep GSRs informed about District, Area, Regional, and Conference activities
- Attends service meetings (Area Quarterlies, Assemblies, etc.) and reports back to the District
- Supports GSRs and the groups address their needs and advance ideas to the District, the Area, the Regional structure and the General Service Conference (and GSO)
- Attend Pre-Conference, Delegate's Report, and Pre-Assembly
- Arrange for a District Inventory at least once during the rotation.
- Submit to the Treasurer proposed realistic, estimated yearly needs.
- Attend home group business meetings when requested by GSR.
- Visit uninvolved groups

A more complete checklist of DCM/Alt. DCM duties appears in the AA Service Manual on pages 13 through 17. Neither the DCM nor the Alternate DCM should hold other service commitments at the District or Area level.

Treasurer/Alt. Treasurer

The District Treasurer is responsible for collecting contributions from the groups, making deposits, balancing the bank accounts, reimbursing District Trusted Servants for expenses as approved by the District, and present a written report of monthly expenses and contributions available at the monthly district meeting.

Secretary/Alt. Secretary

The Secretary attends all District 25 Business Meetings and provides the District Committee and District Archives with a copy of meeting minutes. Maintain the District Handbook. Maintain the ongoing record of all District Passed Motions and all Failed Motions for the District Handbook. Attend and take notes at District 25 annual Inventory, for District Record, and Archives.

District Committee Chairs (Service Term – 2 years)

Accessibility

While there are no special A.A. members, many members have special needs. AA members with special needs are defined as persons who are blind or visually impaired; deaf or hard of hearing; chronically ill or homebound, those who are developmentally disabled, and many others who may have less visible challenges. The members of a Special Needs Committee explore, develop and offer resources to make the A.A. message and participation in our program available to everyone who reaches out for it. A G.S.O. staff member who serves on the Special Needs assignment, is available as a resource and communicates with local Special Needs Committees.

Archives

The District Archivist maintains archival material relevant to the histories of District 25, WWA, and AA as a whole. Materials may include records of the District's and AA's history, including old literature, newspaper articles, photographs, audio recordings, event programs and District Meeting minutes. He/she follows the AA Guidelines on Archives and the suggestions and experience of the WWA Archives Steering committee.

Cooperation with Professional Community (CPC)

Follows the guidelines as outlined in the Cooperation with the Professional Community Workbook from G.S.O. CPC work seeks to explain what AA is and what AA is not to professionals: treatment center workers, lawyers, police, judges, teachers, clergy, cooperative assistance programs, business managers, and union leaders, etc.

Corrections

Corrections work consists of any project reaching out to the alcoholic who is in prison, jail, or other correctional facility. This work can include running or coordinating meetings in facilities, writing alcoholics in prison, or helping the AA member who is being released from prison to get to a meeting on the outside (Bridging). The district Corrections Chair may attend Area Corrections Committee Quarterlies, relay information on service/12th Step opportunities to members, and encourage others to participate.

Grapevine & Literature

The District Grapevine & Literature Committee Chair collects and distributes literature vitally necessary for spreading the message of AA (as needed). Work includes making AA's aware of the variety of conference approved literature available and assisting groups to bring literature suggestions to the appropriate Conference committee.

Public Information (PI)

A service primarily educational in scope, PI work includes speaking at , and training other members to speak at, non-AA meetings, developing and distributing public service announcements, appearing at schools, health fairs, and other non-AA events, and working with the media and members to explain our tradition regarding anonymity at the level of press, radio, film, and internet.

Hospital & Treatment Center (HTC)

Help reach alcoholics in treatment facilities. The Treatment Chair is the District 25 contact point for the Area's Bridging the Gap (BTG) program. The Treatment Chair may use the AA Guidelines for Treatment Facilities and the Treatment Facilities workbook from GSO, as well as other pertinent AA literature.

District 25 Finance Committee

Purpose:

The purpose of the finance committee is: to handle all financial requests that are not included within the annual budget; review/propose any changes required to the District's financial policies/processes; monitor and adjust District working reserves as required; and, assist the treasurer in creating an annual budget for the District. All Finance Committee work is subject to approval by the District group conscience.

Composition:

The District 25 Finance Committee will be comprised of:

- District 25 Treasurer
- District 25 Alt-Treasurer
- 3-5 volunteers from District 25
- Past District Trusted Servant

Volunteers from the District can make themselves available at the start of a new rotation by submitting their names to the District Treasurer. In the event of a committee vacancy, new volunteers can make themselves available to the District Treasurer for the completion of the rotation. Finance Committee members will follow normal District rotations.

District Finances

Where Money and Spirituality Mix

Members celebrate sobriety by giving time, energy and money in support of our Twelfth Step—carrying the message—the basic service that the A.A. Fellowship offers. Members assure that group expenses are paid by putting money into the basket passed at each meeting. It is each member’s responsibility to support the services that have been requested by the A.A. Fellowship, to help facilitate A.A.’s vital Twelfth Step. Contributions are made in a spirit of sacrifice, and they honor A.A.’s code of “love and service.” Contributions also underscore the spiritual nature of our Fellowship and our mutual love and trust. We have found that these contributions are as important to each member as they are to the service centers supported.

—*The AA Guidelines on Finance, MG-16*

District Contributions

District 25 mailing address: District 25 Western Washington AA SPC 1225 E Sunset Drive Suite 145 PMB 1081 Bellingham, WA 98226.

Venmo account: @aaunity

Tax ID Number

The District has obtained an IRS Tax Identification Number. Groups should obtain their own tax ID number using IRS form SS-4.

District Budget

The DCM and Treasurer might find it helpful to develop and propose an estimated annual budget for the District at the January business meeting. Such a budget should consider the DCM and Alt DCM travel to Area Quarterlies and Assembly. The budget should be approved by the District Committee.

Committee Budget

Committee Chairs should develop and propose an estimated annual budget for their committee.

Committee Budgets should be submitted to the DCM and Treasure for inclusion of the proposed District Budget prior to the March business meeting. If Committee Chairs would like to request funds after the March business meeting, requests can be submitted as new business at any regular meeting.

Prudent Reserve

This prudent reserve is based on 3 months operating expenses. The Prudent Reserve is \$700.00. Quarterly, the Treasurer will disburse any funds in excess of the prudent reserve to the following AA service organizations:

Western Washington Area 72 Assembly	70%
General Service Office	70%

Excess Funds

It is recommended that District 25 disburse any excess funds having no stated purpose. Prior to any disbursement, care should be taken that the District has budgeted for annual operating expenses, travel, prudent reserve, committee projects, etc. Refer to AA Guidelines on Finance, document #MG-16 for more information on disbursement of excess funds.

Travel Reimbursement

Committee Members may be reimbursed for travel costs to and from their respective Area quarterlies. For mileage reimbursement, servants are reimbursed for the cost of gas only. For DCM and Alt DCM travel to Area events (Quarterlies and the annual Assembly), Hotel, event registration, meals, and gas receipts should be provided to the Treasurer.

District Inventory

District 25 takes its inventory at least once per rotation on odd years (2023, 2025, 2027,,,) in December. Common practice for District 25 (DCM or delegated member) to ask a member of AA who has Area level experience to facilitate the inventory meeting who is not a member of District 25.

Sample Meeting Agenda

- Call To Order
- Serenity Prayer
- 12 Traditions
- Approval to Record Meeting
- Meeting Roll Call
 - Online groups associated with District 25
- New District Members
- Minutes from Previous Meeting
- Trusted Servant Reports
 - DCM
 - Alt DCM
 - Treasurer
 - Alt Treasurer
 - Secretary
 - Alt Secretary
- Group Reports
- Special Presentations
- Old Business
- New Business/Discussion Topics
- Close – Responsibility Statement

Passed Motions – As Online Roundtable

08/21/2021

Move that Online Roundtable become an Online District

09/18/2021

Move to elect Frank M. as Online District Coordinator

10/16/2021

Move to accept Area Chair offer of District 25 as our Online District number

Passed Motions – As District 25

11/20/2021

Move to have meeting at 3 pm instead of 5 pm

12/18/2021

Move to elect Frank M. as DCM

Move to elect Carl G. as Alt DCM

Move to elect Patty S. as Treasurer

Move to elect Dick V. as Alt Treasurer

Move to elect Dave B. as Secretary

Move to elect Terry N. as Alt Secretary

District 25 Handbook Revision History

Revision	Date	Description of Change
Draft A	02/09/2022	Original Document