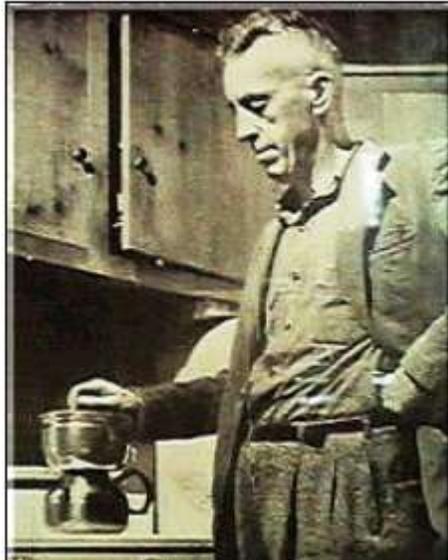


Area 1 Alabama / Northwest Florida

District 8

District 8 Handbook



“District or committee meeting?

I’ll make the coffee.”

**Tell me and I forget,
Teach me and I may remember,
Involve me and I learn.**

District 8 is part of Area 01 Alabama/Northwest Florida. Area 01 is comprised of 23 geographic Districts as well as District 24, an Area-wide Spanish speaking district. District 8 is comprised of six counties: Chilton, Autauga, Elmore, Dallas, Lowndes, and Montgomery.

General Service Representatives (GSRs), Districts Officers, service committee chairpersons and other members of the fellowship of Alcoholics Anonymous meet monthly for the purpose of conducting District 8 business. The District 8 business meeting is held at the Legacies Group, Montgomery, Alabama at 9:30 a.m. the first Saturday of each month.

Any member of Alcoholics Anonymous is welcome and encouraged to attend the monthly district meeting, and to work with our committees. Every member of A.A. is afforded a voice at the monthly meeting. Voting on matters of business and in seeking a group conscience is limited to the G.S.R.s, committee chairs, and district officers, or to their respective alternates when the primary voting member is unable to attend.

This District 8 Handbook summarizes the current group conscience for District 8 and is to be used in conjunction with the *A.A. Service Manual*. It is hoped that this handbook will enhance our primary purpose, to carry the message to the still suffering alcoholic.

A typical District 8 meeting agenda is as follows:

Open with the Serenity Prayer

Welcome and Introductions

Reading of Tradition (long form)

Reading and explanation of Concept

Reports from district officers: Secretary, Treasurer, District Committee Member (DCM), and Alternate DCM

Reports from committee chairs: Program, Archives, Corrections, Cooperation with Professional Community (CPC), Grapevine, Literature, Public Information, Treatment, Website, and Old Timer's Celebration (OTC)

Report from the Intergroup Central Office chairperson

As needed, reports from Group GSRs

Old Business

New Business

Open sharing (time permitting) and finally close with the Responsibility Statement



Area 01 Districts

District Officers

District 8 Officers are the DCM, ADCM, Secretary and Treasurer. The Officer responsibilities and job descriptions are listed below. For more information on this topic refer to the *A.A. Service Manual* and other General Service Conference-approved literature.

District Committee Member (DCM)

The DCM's job is primarily that of two-way communication. The DCM gets reports from the group level through the G.S.R.s and through frequent personal contacts with the groups of the District. Refer to pages S31-33 of *The A.A. Service Manual* and the pamphlet *Your DCM*.

Duties:

1. Chairs the District meeting.
2. Receives reports from the groups through the G.S.R.s and through frequent personal contacts with groups in the district.
3. Attends the Area meeting.
4. Revises, when necessary, with help of the Secretary, the *District 8 Handbook*.
5. Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
6. Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
7. Keeps G.S.R.s informed about Conference activities; this includes setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present, and inviting the delegate to regular district meetings.
8. Makes sure that G.S.R.s are acquainted with *The A.A. Service Manual*, the *Twelve Concepts for World Service*, the G.S.O. bulletin *Box 4-5-9*, workbooks and guidelines from G.S.O., and any other service material.
9. Organizes workshops and/or sharing sessions on service activities.
10. Regularly keeps in touch with the Alternate DCM and the delegate; sends district minutes to the delegate and alternate, and exchanges them with other districts.
11. Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.

Alternate District Committee Member (ADCM)

The alternate is a backup for the D.C.M. If the D.C.M. resigns or is unable to serve for any reason, the alternate steps in.

Duties:

1. Act as the District Registrar by maintaining current records of the District Groups, group contacts (usually G.S.R. and Alternate G.S.R.) and coordinate with the Area 01 Registrar to maintain currency with the Area and the General Service Office (GSO).
2. Assist, participate, and share in the D.C.M.'s responsibilities, and attend district and area meetings.

Treasurer

The Treasurer is responsible for receiving, dispersing and reporting on funds for the District. These revenues are generated by donations from the groups. Funds are dispersed as approved by the district voting members.

Duties:

1. Collect, record, and deposit all District income and maintain a bank checking account.
2. Prepare and present a monthly Treasurer's Report that shows the checking account balance and itemization of group donations and district expenses. Make copies to be distributed to all District voting members.
3. Reimburse trusted servants as they present receipts for approved expenses.
4. Regularly check the post office box and distribute any mail as needed.
5. At the beginning of each year, prepare and present a proposed budget for the upcoming year. After approval of the budget, prepare and present a quarterly Finance Report that shows the quarterly expenses and budget amounts for each budgeted item.
6. Maintain a prudent reserve as approved by the District.
7. Pay all approved expenses such as rent, Post Office Box, and stipends.

Secretary

The Secretary prepares accurate minutes of the District business meetings and maintains listings of District officers, committee chairs, and GSRs.

Duties:

1. Record the minutes of the District 8 business meeting. Special care should be taken to ensure the accurate recording of motions made and their disposition.
2. Type minutes from the business meetings and make copies for distribution. Minutes should include an attendance list of groups present at each business meeting.
3. Distribute completed copies of the District's business meeting minutes to all District Officers and G.S.R.s.
4. Maintain a roster of District 8 Officers, Committee Chairs, and G.S.R.s to include their name, address, phone number, and e-mail address.
5. Maintain an updated *District 8 Handbook* with the help of the D.C.M. and provide copies to District members as needed. (A copy may be download from the District website)

Service Committee Chairpersons

All committee chairpersons and members should read a copy of the applicable workbook and A.A. guidelines.

The following are the district service committee chairperson's job description and duties:

Program Chairperson

The Program Chairperson arranges for workshops and/or presentations of subjects of interest to the district.

Duties:

1. Contact district members to identify subjects of interest, e.g. Workshop on Service Committee responsibilities, anonymity, Conference-approved Literature, and Grapevine literature.
2. Schedule and present identified interest subject at least quarterly.

Archives Committee Chairperson

The primary purpose of those involved in archival work is to carry the message of Alcoholics Anonymous. Archives service work is more than mere custodial activity; it is the means by which we collect, preserve, and share the rich and meaningful heritage of our Fellowship. It is by the collection and sharing of these important historical elements that our collective gratitude for Alcoholics Anonymous is deepened.

A.A. members have a responsibility to gather and care for the Fellowship's historical documents and memorabilia. Correspondence, records, minutes, reports, photographs, newspaper and magazine articles from the past and the present should be collected, preserved, and made available for the guidance and research of A.A. members and others (researchers, historians, and scholars from various disciplines)—for now and for generations to come.

Duties:

1. Review the *Archives Workbook* and the *A.A. Guidelines for Archives*.
2. Safeguard all District 8 archival material which is stored and displayed at the Happy Hour Group in Montgomery.
3. Chair monthly Archives Committee meetings.
4. Attend the District meeting and present a report on committee activities.
5. Attend the Area 01 Archives Committee meeting.
6. Provide displays of archival material as requested, e.g. provide a display at the Old Timer's Celebration and the Montgomery Anniversary.

Corrections Committee Chairperson

The primary purpose of this committee is to assist in carrying the message of A.A. to the alcoholic who is confined in correctional facilities within District 8. Coordinates with the facility administration of these institutions to allow A.A. members to bring in meetings and literature.

Duties:

1. Review the *Corrections Workbook* and the *A.A. Guidelines for Corrections*.
2. Chair monthly Corrections Committee meetings.

3. Attend the District meeting and present a report on committee activities.
4. Attend the Area 01 Corrections Committee meeting.
5. Inform District members about opportunities to carry the message into correctional facilities.
6. Inform District members about the Corrections Bridge Program and Correspondence Program.

Cooperation with the Professional Community (CPC) Chairperson

A.A. is considered by many professionals to be a valuable resource for alcoholics who want help. When there is a good working relationship between A.A. members in the community and paid alcoholism workers, the sick alcoholic is the winner—he or she gets the help needed from both. Members of the CPC 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, and industrial managers, government officials, as well as those working in the field of alcoholism.

Duties:

1. Review the *CPC Workbook* and the *A.A. Guidelines for CPC*.
2. Chair monthly CPC Committee meetings.
3. Attend the District meeting and present a report on committee activities.
4. Attend the Area CPC Committee meeting.
5. Provide information to the professional community, and to those who have contact with alcoholics through their profession, regarding where we are, what we are, what we can do, and what we cannot do.

Grapevine Committee Chairperson

The Grapevine Committee serves the A.A. fellowship in District 8 by making sure information about Grapevine and La Viña is available to them and to the groups. They also perform a service for Grapevine, linking the magazine to members of the Fellowship who otherwise might not read it or even know that A.A. has a journal at all.

Duties:

1. Review the *Grapevine Representative (GVR) Handbook*, the *A.A. Guidelines for Grapevine* and the website www.aagrapevine.org.
2. Chair monthly Grapevine Committee meetings. (May be held with the Literature Committee if agreeable between the committees)
3. Attend the District meeting and present a report on committee activities.
4. Attend the Area 01 Grapevine Committee meeting.
5. If requested, provide a Grapevine display at District activities.
6. Encourage District members to read the Grapevine magazine, subscribe to it, write for it, and use it in Twelfth Step work.

Literature Committee Chairperson

Since the publication of the first edition of the Big Book in 1939, literature has played an important role in spreading the A.A. message and imparting information about the A.A. Twelve Step program of recovery. A.A. co-founder Bill W. called the influence of A.A. literature “incalculable.” The Literature committee keeps the District members informed on available literature to help carry the A.A. message.

Duties

1. Review the *A.A. Guidelines for Literature Committees*. (Note: there is no Literature Workbook)
2. Chair a monthly Literature Committee meeting.
3. Attend the District meeting and present a report on committee activities.
4. Attend the Area 01 Literature Committee meeting.
5. Become familiar with the information on G.S.O.’s A.A. website (www.aa.org).
6. Consider suggestions regarding proposed additions to and changes in General Service Conference-approved literature and audiovisual material.
7. As requested, provide a literature display at District activities.
8. Inform District members on available General Service Conference-approved literature.

Public Information (PI) Committee Chairperson

The P.I. Committee provides accurate A.A. information to the public when requested. P.I. Committee members visit schools, businesses and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our Traditions of anonymity and singleness of purpose.

Duties:

1. Review the *PI Workbook* and the *A.A. Guidelines for Public Information*.
2. Chair monthly PI Committee meetings.
3. Attend the District meeting and present a report on committee activities.
4. Attend the Area 01 Public Information meeting.
5. Consider placing literature racks in libraries and other public places.
6. Arrange for information on “open A.A. meetings” to be published in newspapers.
7. Arrange for Public Service Announcements (PSAs) on the radio and television.
8. Consider putting meeting schedules at hotels/motels.

Treatment Committee Chairperson

The District 8 Treatment Committee was formed to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment and outpatient settings, and to set up means of “bridging the gap” from the facility to an A.A. group in the individual’s community.

Duties:

1. Review the *Treatment Committee Workbook* and the *A.A. Guidelines for Treatment Committees*.
2. Chair monthly Treatment Committee meetings.
3. Attend the District meeting and present a report on committee activities.
4. Attend the Area 01 Treatment Committee meeting.
5. Create and maintain a Bridge the Gap program, including making Bridge the Gap presentations within the treatment facilities at appropriate intervals.

6. Provide informational programs for the professional staff at the facilities, both inpatient and outpatient; invite professionals to AA workshops on treatment facilities.
7. Provide workshops to better inform District members about various aspects of carrying the message inside treatment facilities.

Website Committee Chairperson

The Website Committee focuses on helping to carry A.A.'s message through the internet to members and future members of Alcoholics Anonymous, professionals who may be willing to cooperate with us, and the general public. Committee members don't need to have any experience or expertise in websites or computers.

Duties:

1. Review the *A.A. Guidelines for the Internet*.
2. Chair a monthly Website Committee meeting.
3. Attend the District meeting and present a report on committee activities.
4. Attend the Area 01 Web Committee meeting.
5. Maintain the District website: Centralalaa.org. (Note: This website is a public medium, and, therefore, requires the same safeguards that we use at the level of press, radio, and film.)
6. Present workshops to inform Districts members about the District 8 website.
7. Establish and maintain the District 8 Web Policy.
8. Coordinate with the Intergroup-Central Office to provide current meeting schedules and other support functions such as ordering literature via the website.

Old Timer's Celebration (OTC) Committee Chairperson

A.A. get-togethers beyond the group have become an established part of A.A. life. An annual get-together of district members called the "Old Timer's Celebration" is usually held in August.

Duties:

1. Review the *A.A. Guidelines for Conferences, Conventions, and Roundups*.

2. Complete the committee by finding able volunteers to chair the various sub-committees (e.g., food, speaker, clean-up, registration) and hold meetings as necessary.
3. Attend the district meeting and present a report on committee activities.

District 8 Floor Procedures

What are the guidelines supposed to do?

This material is intended as a guide to conducting business at district meetings.

Who are the voting members?

The voting members are all General Service Representatives (G.S.R.) or their alternatives in their absence, district officers consisting of the District Committee Member (D.C.M.), Alternate D.C.M., Treasurer and Secretary, and all elected committee chairs which consist of: Archives, Cooperation with the Professional Community (C.P.C.), Corrections, Grapevine, Literature, Old Timers Picnic, Programs, Public Information (P.I.), Treatment, and Website.

Who has a voice?

All members of Alcoholics Anonymous attending the closed district meeting have a voice.

Who may place a motion on the floor?

All motions are made by voting members and the motions are provided to the D.C.M. in writing prior to the start of the district meeting.

Who seconds the motion?

Any voting member may second a motion. All motions fail without a second. Motions coming from a committee must be seconded. A second does not mean the member supports the motion, just that the member wants it to be considered and discussed.

Amending or withdrawing a motion

Only the member who made the motion may amend or withdraw the motion.

Discussion of the motion

After a motion is made, recorded and read by the secretary, and seconded, discussion may begin. Once a person has spoken to the motion that person should not speak to the motion again until everyone present has had an opportunity to speak.

Call the question

A motion to close the debate is referred to as “Call the Question.” This motion can be used only to close debate, not to prohibit debate, and is considered “out of order” if made before debate has begun. The motion requires a second, is not discussed or debated, and requires a two-thirds vote.

A motion to “Lay on the Table” is to remove the motion from consideration until the next district meeting. The motion requires a second, is not discussed or debated, and only requires a majority vote. Any voting member present at the next district meeting may bring the motion off the table. The motion requires a second, is not discussed or debated, and requires a majority vote. If a motion is not taken from the table at the next district meeting, the motion expires upon adjournment of the meeting.

Voting

All matters coming before the district, unless declared a simple matter by the D.C.M., require a substantial unanimity. A voting member can appeal the decision of the D.C.M. This appeal is a motion, requires a second, is not discussed or debated, and requires a two-thirds vote. Simple matters require a majority vote or “sense of the meeting.” Any voting member may request a roll-call vote. In this the Secretary will call the roll of the voting members that have signed in.

Minority Voice

After a motion is passed or rejected by a two-thirds vote or a simple majority vote, the minority will be given an opportunity to speak. In substantial unanimity if the majority of the votes lie in the yeas but the yeas do not obtain a two-thirds vote, the majority is not considered the minority and thus will not be given a voice to speak. Subsequent to minority comment the D.C.M. will ask if any person voting in the majority wishes to change their vote. If so, a motion to reconsider can be made and after proper second the motion will be voted on accordingly.

Elections

The Third Legacy Procedure will be used to elect the D.C.M. and the Alternate D.C.M. Refer to the “A.A. Service Manual” for a description of the procedure. A simple majority vote will be used to elect all other positions. In addition to the General Service Representative (G.S.R), the incoming (G.S.R.) or their alternate, is a voting member for elections.

Floor Nominations

Nominations for any position must be made by a voting member. A person's written notice of their willingness to serve for a position may be given to a voting member if that person is unable to attend a meeting where an election is being held.

(These procedures were drafted by an ad hoc committee in May 2007. They were discussed at subsequent district meetings with final approval at the March 2008 meeting.)

(These procedures were updated in August 2016 to include the Treasurer and Website Committee Chairperson positions and to clarify the elections paragraph.)

District History

Charles A. returned home to Montgomery in 1943 after serving in the Army in World War II. He got drunk every day and spent time in hospitals and jails. He answered a newspaper ad about getting help to stop drinking placed there by the A.A. Five Points Group in Birmingham. Thanks to a 12-step call from two men from the Five Points group in Birmingham, Alabama, Charles A. got sober on February 22, 1944. This date is considered the start of A.A. in Montgomery as well as in District 8. Charles started the Montgomery Group. By January 1945 the group had more than 40 members and held meetings weekly on Monday evenings in the Chamber of Commerce rooms in the Montgomery City Hall at eight o'clock. Another Montgomery group, the Capital City Group was started in 1953. A.A. groups were started in Selma and Clanton in 1950. A complete list of groups and their anniversary date is available in the District Archives.