

These Guidelines are intended to serve as guidance only. In any service function of AA common sense and practicality need prevail. A spirit of unity and cooperation with each other in the form of an informed group conscience is primary in the service of meeting the needs of the alcoholic who still suffers.

GENERAL SERVICE REPRESENTATIVE (GSR) BUSINESS MEETING - Held on the Fourth Tuesday of the month at St. John's Church Rectory beginning promptly at 7:00PM and ending at 8:00pm if possible. Officers meeting will be held directly after in the same meeting room. Every other month, on the odd number months, District 32 will have break-out sessions time permitting after routine business is finished. Call the AA answering service, (860-885-6151) to find out if the meeting has been cancelled due to weather.

The District 32 GSR Business Meeting will be conducted in accordance with Roberts' Rules of Order. Anyone wishing to introduce new business should notify the Chairperson one week before the GSR meeting begins. New business introduced during the meeting will be addressed after all agenda items are complete, provided a 2/3 majority is reached. If 2/3 majority is not reached, the item will be addressed as new business on next month's agenda.

COMMUNICATION

In order to be the voice for a group, committee or special event, it is expected that members will read and follow up on all email communications from District 32 including agendas, minutes, treasurer reports, budgets, guidelines, Area 11 delegate reports, Area 11 and GSO/GSC documents, and other documents and flyers attached to or linked via the emails sent. In keeping with our primary purpose, disperse information to groups and other interested AA parties in a timely fashion in order to keep AA groups and members informed of all District 32, Area 11 and GSO activities and business, as well as respond to requests for review and voting.

FLYERS

Flyers submitted for distribution at the District 32 Service Meeting should clearly state the name of the AA group publishing the flier. Groups should be careful not to include any websites/links that are commercial in nature unless necessary (i.e. Hotel reservations, etc.). Flyers should reference only AA activities. DCMs will check all fliers before they are placed for distribution.

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Business Meeting Agenda: Items and sequence will be at the discretion of the District 32 Chair.

1. Welcome new GSRs and Alternate GSRs.
2. Have a GSR read the GSR Preamble.
3. Group Announcements and Concerns.
4. Recording Secretary's Report.
5. Vote to accept Secretary's Report.
6. Treasurers Report
7. Vote to accept Treasurer's Report.
8. Treatments Report.
9. DCM Report.
10. Area 11 Report.
11. Old Business.
12. New Business
13. Ask about Concerns, Illnesses and Deaths.
14. Close with the Lord's Prayer

GSR PREAMBLE

We are the General Service Representatives. We are the link in the chain of communication for our groups with the General Service Conference and the world of AA. We realize the ultimate authority in AA is a loving God as He may express Himself in our group conscience. As trusted servants, our job is to bring information to our groups in order that they may reach an informed

group conscience. In passing along this group conscience, we are helping to maintain the unity and strength so vital to our fellowship. Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our groups as a whole. ("A G.S.R. Preamble Stresses Group Conscience and Unity." *Box 4-5-9*, Aug.-Sep. 1989, p. 7)

GENERAL SERVICE REPRESENTATIVES (GSR's)

QUALIFICATIONS: It is suggested that a GSR have two years of continuous sobriety and be willing to serve as representative of their Group. It is also suggested that GSRs serve a two-year term. Each group should consider having an alternate GSR.

RESPONSIBILITIES: The GSR represents the voice of the group conscience, reporting the group's wishes to the District 32 committee members or to the Delegate, who passes them on to the Conference and to the fellowship. The GSR keeps the group informed of current AA events. This includes:

- 1) Attend the monthly District 32 meeting; if unable to attend have the alternate GSR attend.
- 2) Attend the Spring/Fall Assemblies and Area 11 activities.
- 3) Pick up meeting minutes, fliers, schedules, Alkaline, and envelopes for the Area 11 and District 32 contributions to bring back to the group.
- 4) Become acquainted with the AA Service Manual, Box 459, AA literature and District 32 Guidelines.
- 5) Know your GSO group number, or contact GSO, PO Box 459, Grand Central Station, New York, NY 10163.
- 6) Participate in local committees and workshops.
- 7) Learn everything they can about the Twelve Traditions and Twelve Concepts, and are familiar with the GSR Service Manual, the following books: "Twelve Steps & Twelve Traditions", "AA Comes of Age", "Twelve Concepts for World Service" and the pamphlets "The AA Groups", "AA Tradition – How it Developed", "The Twelve Traditions Illustrated" and "The Twelve Concepts Illustrated".
- 8) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding GSR when possible.

VOTING: The GSR has one vote at the District 32 GSR meeting. (Not 2 if both attend.)

DISTRICT 32 COMMITTEE MEMBERS (DCM's)

*(Note the DCM position and Chairperson positions are combined, and will be revisited in the future.)

QUALIFICATIONS: For this 2-year commitment, a suggested a minimum of 4 years continuous sobriety with previous experience as GSR, Alternate DCM, Chair or Committee member.

RESPONSIBILITIES:

- 1) The primary responsibility of the DCM is to support the GSR's and District 32 at the local and state level.
- 2) Have and maintain a current working knowledge of the GSO Service Manual and keep informed on current issues. For further detail refer to current "AA Service Manual", which will serve as the baseline for DCM's roles and responsibilities.
- 3) Attend the monthly Area 11 and District 32 GSR meetings, District 32 Officers meetings, and workshops/sharing sessions.
- 4) On a rotating basis with other DCMs, report to GSRs about the Area 11 Service Committee meetings.
- 5) Bring copies of the Delegates Report and Area 11 Pre-Conference Assembly reports to the District 32 meeting for distribution.
- 6) All DCM's and Alternates are to attend the Area 11 Spring/Fall and Pre-Conference Assemblies and report back to the District 32 body at the monthly meetings.
- 7) In addition, it is suggested that DCM's and Alternates attend the following: Round Up, Soberfest, Area 11 Convention, Northeast Regional Forum (NERF) and the Northeast Regional Area Service Assembly (NERASA).
- 8) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 9) Assist the delegate in obtaining group information in time to meet the AA directory.
- 10) Keep groups informed about Conference approved books and pamphlets.

- 11) Hold two workshops/service events with the GSRs and any interested District 32 member each year (Spring & Fall).
Passing the Service Message. Form a planning committee including GSRs.
- 12) Make the Conference Reports to groups where the delegate cannot.
- 13) Assist the Alternate DCM in familiarization with their roles and responsibilities at the District 32 level.
- 14) Review materials given to the GSRs for distribution to the groups to ensure they are consistent with the Traditions of AA.
- 15) Conducts new GSR Orientation at District 32 meeting, explaining their duties, their sub-district, answering questions and supplying them with GSR packets.
- 16) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding DCM when possible.

ALTERNATE DCM QUALIFICATIONS: Three years of continuous sobriety with one year in a service position and is not currently serving as a GSR/DCM/ Area 11 representative. Term one year and will fill in for all functions in the absence of the DCM and will assume all responsibilities and voting privileges in the DCM's absence.

DISTRICT 32 OFFICER PROFILES

CHAIR

QUALIFICATIONS: For this 2-year commitment, a suggested minimum of 4 years continuous sobriety. Have 2 years of service as a Special Service Committee Chairperson, District 32 Committee Member or other Officer position on the District 32 level. Is not currently serving as a DCM, other Officer or GSR. Working familiarity with Twelve Traditions and Concepts of AA. Previous experience running a business meeting and become familiar with Roberts' Rules of Order in accordance with AA.

RESPONSIBILITIES:

- 1) The primary responsibility of the Chair is to ensure the monthly business meeting is conducted efficiently.
- 2) Coordinate the scheduling, set-up and breakdown of the meeting space and audio equipment; ensuring District 32 is on good terms with its landlord. This includes acting as custodian of the audio equipment between meetings.
- 3) Chair the monthly General Service Representative meeting in accordance with Roberts' Rules of Order, while keeping the meeting focus on AA's primary purpose of carrying the message to the still sick and suffering.
- 4) Prepare meeting agenda based on the previous month's minutes and the submission of new business proposals. Bring copies of the agenda to the District 32 meeting.
- 5) Schedule and chair a monthly District 32 Officers meeting which meets prior to the District 32 GSR meeting. (The District 32 Officers meeting discusses and reviews operational issues affecting the business of District 32, and reviews the upcoming agenda.)
- 6) Rely on AA's Traditions and Concepts to help resolve questions or conflicts which may arise.
- 7) Work closely with other Officers and District 32 Committee Members to:
 - a. Look for ways to continuously improve the operation of District 32.
 - b. Ensure that training and orientation materials are appropriate and on hand for new GSRs and other service volunteers.
 - c. Generate an annual list of all scheduled service meetings.
 - d. Ensure that up-to-date listings of current DCMs and Committee chairs are regularly distributed to GSRs.
- 8) Form Ad Hoc committees to review special concerns as required.
- 9) Maintain a file of important materials and reports, to turn over to a newly elected Chair. This file should contain at least:
 - a. Minutes and the agendas of all monthly meetings.
 - b. A copy of the most recent District 32 Guidelines document, Budget and Treasurer reports.
 - c. Copies of new business proposals as submitted for consideration.
 - d. Any helpful information on being a District 32 Chair or running a District 32 meeting accumulated during their term as chair.
- 10) Share experience, strength and hope with new elected Chair.

- 11) Attend Area 11 Assemblies.
- 12) Form and serve on the Finance Review Committee.
- 13) Must submit a budget to the Treasurer and attend the annual budget .
- 14) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Chair when possible.

TREASURER

QUALIFICATIONS: For this 2-year commitment, a minimum of four years of continuous sobriety is suggested. Have two years of service as a Group Treasurer, and two years of service as a Special Service Committee Chairperson, District 1 Committee Member or other officer position on the District 32 level. Not currently serving as a DCM, other Officer or GSR.

RESPONSIBILITIES:

- 1) Attend monthly District 32 GSR, Area 11 Assemblies and District 32 Officers meetings.
- 2) Present monthly Treasurer's Report to the district. Provide copies of the report.
- 3) Have Group Contribution lists available to share.
- 4) When possible, attend Area 11 sponsored events and District 32 Service Seminars.
- 5) Maintain a non-interest-bearing checking account requiring two signatures on checks over \$500.00 and one signature on checks up to \$500.00; submits and updates a signature card to authorize four signatures (Treasurer, Chair, Recording Secretary and Registrar).
- 6) Provide contribution envelopes for distribution to groups.
- 7) Record and deposit moneys received; mail receipts to contributors in a timely manner. Receive reports from District 32 Committee chairpersons, and deposits all contributions in the District 32 checking account.
- 8) Record and pay all authorized expenses in a timely manner including the Answering Service.
- 9) Balance the District 32 check book. Prepare and distribute a monthly written Treasurer's Report which includes the "to date" budget line-item balances. Present the Treasurer's Report at the District 32 GSR meeting.
- 10) Prepare a semi-annual review of Records for the Finance Review Committee held prior to the June and December GSR meetings.
- 11) Maintain electronic files of important materials and reports for District 32 , as well as any helpful information to turn over to the next treasurer.
- 12) Host the annual budget meeting in November; create and revise the proposed budget for review at the December GSR meeting and for approval at the January District 32 GSR meeting. Prepare and distribute budget request forms. New budget goes into effect February 1st.
- 13) Drive to the District 32 Treasurer's Post Office Box at least once a month to collect bills and contributions.
- 14) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Treasurer when possible.

**(Note the Registrar and Recording Secretary are combined temporarily and will be revisited in the future.)*

REGISTRAR

QUALIFICATIONS: For this 2-year commitment, a suggested minimum of two years continuous sobriety. Have one year of service on the District 32 level, and not currently serving as a DCM, other officer or GSR. It is strongly suggested candidates have some form of administrative skills or knowledge.

RESPONSIBILITIES:

- 1) Attend monthly District 32 GSR, Area 11 Assemblies and District 32 officers' meetings.
- 2) Attend Area 11 sponsored events and District 32 Service Seminars when possible.
- 3) Forward new meeting information and meeting/GSR changes and findings to the General Service Office and Area 11 Registrar.
- 4) Maintain a current listing of all the District 32 AA meetings, GSRs, Officers, DCMs and Special Service Committee Chairpersons.
- 5) Forward meeting changes, closures and new meeting information to the District 32 Schedules and District 1 Answering Service Chairpersons as well as the Area 11 Registrar.
- 6) Forward all changes of position, address and telephone numbers to the Area 11 Recording Secretary and District 32 Officers.

- 7) Serve on the District 32 Finance Review Committee.
- 8) Maintain a file of important materials and reports, as well as any helpful information to turn over to the next Corresponding Secretary.
- 9) Maintain the District 32 laptop computer.
- 10) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 11) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Registrar when possible.

RECORDING SECRETARY

QUALIFICATIONS: For this 2-year commitment, a suggested minimum of two years continuous sobriety. Have one year of service on the District 32 level, and not currently serving as a DCM, other officer or GSR. It is strongly suggested candidates have some form of office and administrative skills or knowledge.

RESPONSIBILITIES:

- 1) Attend monthly District 32 GSR, Area 11 Assemblies and District 32.
- 2) Attend District 32 Officers meetings.
- 3) When possible, attend Area 11 sponsored events and District 32 Service Seminars.
- 4) Record and transcribe minutes of the District 32 meeting, including results of roll call (present, excused, unexcused). When recording minutes pay particular attention to the wording of all motions, voting results and attendance. The minutes are to be completed and emailed prior to the Area 11 meeting.
- 5) Provide copies of the minutes (monthly) and copies of the District 32 Service Guidelines (yearly) to the District 32 meeting.
- 6) Maintain an up-to-date mailing list of GSR's, DCMs and Alternates, Special Service Chairpersons and Representatives, District 32 and Area 11 Officers.
- 7) Hold submissions for suggested changes to the District 32 Guidelines and presents documentation of changes in January to the District 32 Chair.
- 8) Maintain an electronic copy of the District 32 Guidelines by sending the newest, dated version of the document to all District 32 Officers and the Website Chairperson for posting on the District 32 webpage.
- 9) Serve on the Finance Review Committee.
- 10) Maintain a file of important materials and reports, as well as any helpful information to turn over to a newly elected Recording Secretary.
- 11) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 12) Maintain District 32 laptop computer.
- 13) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Recording Secretary when possible.

DISTRICT 32 SPECIAL SERVICE COMMITTEE CHAIRPERSONS

QUALIFICATIONS: Except as otherwise noted, all positions are a 2-year commitment with a suggested minimum of two years of continuous sobriety; have one year of service at the District 32 level; and are not currently serving as a District 1 DCM or Officer.

Hospitality Chairperson

PURPOSE: To provide coffee and refreshments for the District 32 GSR meetings and greet district members and guests.

RESPONSIBILITIES:

- 1) Attend the monthly District 32 GSR meeting.
- 2) Work within budget to purchase and keep an inventory of supplies which include: snacks, half-and-half, regular coffee, decaf coffee, tea, Styrofoam cups, sweeteners, plates, napkins, utensils, hot chocolate, and sugar.
- 3) Arrive at the meeting by 6 p.m. to make the coffee and set up snacks.

- 4) Deliver clean supplies and utensils, snacks, coffee, beverages, etc. each month.
- 5) Clean up coffee area. Clean coffee pots and put away in storage room after each meeting.
- 6) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 7) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Website Chairperson

PURPOSE: The Area 11 Website facilitates the carrying of the AA message, as well as implementing on-line projects and initiatives directed by GSO, the Area 11 and District 32 on the Internet. Help to maintain a freely available website where information can be obtained about Alcoholics Anonymous in general and how it relates to Area 11 and District 32 events and activities in particular.

RESPONSIBILITIES:

- 1) Report monthly to the District 32 GSR meeting.
- 2) Form a committee to assist with Website responsibilities as applicable.
- 3) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 4) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

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DISTRICT 32 OPERATING PROCEDURES

Election Process

Elections to fill District Chair and Recording Secretary vacancies, created under the spirit of rotation, are held at the October business meeting in odd numbered years for two-year terms of office beginning in January of even numbered years.

Elections to fill Treasurer and Registrar Officer vacancies, created under the spirit of rotation, are held at the October business meeting in even numbered years for two-year terms of office beginning in January of odd numbered years.

In the event that an Officer cannot complete a full term of office, an interim Officer will be nominated/elected to complete the term. Following the completion of the term of office, an interim Officer may stand for nomination/election to a full term of office.

District 32 will elect one DCM at the October meeting for each sub-district on an even year and one DCM from each sub-district on an odd year. The term of each DCM will be two years.

The terms for all Special Service Committee Chairpersons are for two years. Elections are held at the October business meeting in even numbered years, and terms of office begin the following January.

Fulfilling the responsibilities of each position is vital to the effective completion of District 32 business. If any District 32 Officer,

Special Committee Member or Special Event Representative cannot attend the District 32 GSR meeting, the Spring and Fall Assemblies, or any other required meeting, they should send a co-chair or alternate. If they are required to give a report and no one can attend, a written report may be sent. Failure to do any of the above will be considered an unexcused absence.

The GSRs may vote to replace any District 32 Officer, DCM, Special Service Committee Chair or Special Event Representative who has 3 or more unexcused absences from the District 32 GSR Meeting in a calendar year. In the event that no nominations/ volunteers come forth for any vacancy, the nomination will be tabled until the following meeting.

When someone stands or is nominated for a position, the District Chair will read the qualifications for that position. That nominee will then qualify for that position. The body will then have an opportunity to ask the nominee questions relevant to the position. The Chair will then ask those present if anyone else is willing to stand for the position. If someone stands then that person needs to qualify and answer questions. The Chair will call a vote and the person with a simple majority by show of hands will be elected to that position. In the event of a tie, the Chair can decide to use our Third Legacy Procedure.

Voting Process

- 1) Issues that are brought to a vote and a group conscience has been determined shall not be revisited for a minimum of two months.
- 2) Votes on issues affecting AA groups need to be brought to individual groups by GSRs and may only be voted on by GSRs during the District 32 meeting a minimum of one month after issue has been brought up for discussion.
- 3) After the proposed budget is brought back to the groups for their review and vote, the final vote will be by GSRs only.
- 4) Only the General Service Representatives (GSRs) will have a vote at the District 32 GSR meeting. If a group's GSR is absent, then the Alternative GSR will have one vote.
- 5) New business may be presented, but not debated until after a motion has been made and seconded by a member of the body.
- 6) Following a vote, the Chair should ask someone from the minority opinion to speak to their position. If someone from the majority opinion then votes for reconsideration and it is seconded then a second vote will be taken. This second vote is final.
- 7) Votes requiring a simple majority:
 - a. Election of a new District 32 Officer, DCM, Special Service Committee Chair, or Special Event Representative
 - b. Approving District 32's annual budget
 - c. Accepting meeting minutes and Treasurer's report
 - d. Reimbursement of expenses outside committee budgets
 - e. Making District 32 contributions to Area 11 and GSO
 - f. Tabling a motion
 - g. Vote Reconsideration
 - h. Adjourning the meeting
- 8) Votes requiring a 2/3 majority:
 - a. Changes to District 32 Guidelines
 - b. Creation of a new Special Service Committee
 - c. Introduction of new business.
 - d. Determining if District 32 will take an inventory
 - e. Replacing any District 32 Officer, DCM, Special Service Committee Chair

General Finance

- 1) Electronic payments – District 32, as an entity, will have and maintain
- 2) Two signatures are needed on checks over \$500.00.

- 3) Only non-interest-bearing bank accounts are to be used for District 32 funds.
- 4) All requests for funds by DCMs, Officers, Special Service Committee Chairpersons, and Special Event Representatives are to be accompanied by a written request.
Approved requisitions and checks for District 32 purchases are to be paid directly by the District 32 Treasurer.
- 5) All DCMs, Officers, Special Service Committee Chairpersons and Special Event Representatives are expected to function within their budgets. Expenses outside their budgets must be approved by the General Service Representatives in advance whenever possible.
- 6) All moneys realized over and above expenditures for services and events will be returned to the District 1 Treasury.
- 7) All A.A.W.S. literature for District 32 including Special Service Committee needs, Inter group contributions .
Expenses incurred will be tracked by the Treasurer through the line-item budget.

The following is a general list of expenses to be considered by each DCM, Officer, Special Service Committee Chairperson, and Special Event Representative when writing a budget proposal. This not a complete list, it is only meant as a guideline:

- 1) Mileage to and from Committee meetings, Area 11 meetings, and any mileage while doing service work, at a rate of \$0.40 per mile.
- 2) Cost of AA approved literature.
- 3) Postage costs for mailings associated with committee work.
- 4) Registration costs for Area 11 events where the District 32 Officer, DCM, Special Service Committee Chairperson, or Special Event Representative is fulfilling a committee responsibility, such as setting up a display or participating in a workshop.
- 5) Registration and mileage to support NERAASA (North East Regional AA Service Assembly), NERF (North East Regional Forum) may be provided, and any additional expenses will be presented to District 32 for approval. Hotel accommodations, meals, and other allowances should be approved by District 32 at a minimum 2 months before the event.

Finance Review Committee

The purpose of the committee is to review the Financial Statements of both the Treasurer and the Answering Service Committee to ensure that the Records are accurate, updated and in accordance with the specific guidelines of their respective Committees. The District 32 Chair is responsible for putting this Committee in place. The Committee will be comprised of the District 32 Chair, Registrar, Recording Secretary and two Volunteers from the meeting with preferably a working knowledge of Finance. The Finance Review Committee will meet at 6:30 PM prior to the regular District 32 GSR meeting in September. Any non-compliance or inconsistencies will be reported at the following District 32 GSR Meeting.

Any recommendation to make contributions to Area 11 or GSO, should only be made from this Finance Review Committee. If a motion is made and seconded, that motion should go back to the groups and voted on at the following District 32 GSR meeting.

Budget Process

The annual District 32 Budget covers the period from February 1 of the current year to January 31 of following year. A proposed budget is presented to GSRs at the December business meeting, and the GSRs vote on the proposed budget at the January business meeting.

The District 32 Treasurer will pass out budget request forms at the October business meeting to all District 32 DCMs, Officers, Special Service Committee Members, and Special Event Representatives. At the October business meeting, the District 32 Treasurer will announce the date and place of the budget committee meeting, usually the last Monday in November. Also, at the October business meeting, one General Service Representative from each sub-district will be elected to the budget committee.

The budget committee will meet in November to draft a proposed budget for the next year. The budget committee will be chaired by the District 32 Treasurer and will be composed of District 32 Officers, District 32 Committee Members, Special Service Committee Chairpersons, and one General Service Representative from each sub-district. Each member of the budget committee will have a voice and one vote. Any other interested AA member may attend the budget meeting and have a voice, but they will not have a vote on the committee.

The committee will go through each budget request and develop a budget for District 32 that meets the needs of each DCM, officer, committee, and representative while maintaining a prudent reserve of 33% of the annual budget. The amount of contributions in the previous year should be considered when determining the total amount of the budget proposal. The final proposal will be presented to the Group Service Representatives at the December business meeting and voted on at the January meeting.

The purpose of the District 32 budget is to finance efforts to reach out to the alcoholic who has not found Alcoholics Anonymous yet, and to ensure that no financial burden is placed on anyone elected to serve District 32. This guarantees that no one is denied the opportunity for service due to financial considerations. In keeping with this spirit, receipts for mileage reimbursement from anyone fulfilling their elected responsibilities will always be honored.

All District 32 Officers, District 32 Committee Members, Special Service Committee Chairpersons, and Special Event Representatives are responsible for keeping a record of their expenses to report to the General Service Representatives at budget year's end and for justification for the proposed budget.

Procedure to Amend District 32 Guidelines

These District 32 Guidelines will be considered for amending in the following manner:

- 1) The Guidelines will be considered for amending in November 2024
- 2) A proposal to amend the District 32 Guidelines may come from a GSR, DCM, Officer or Special Committee Member from District 32. A proposal may be submitted at any time during the year to the District 32 Chair. The proposal must be in writing, must indicate the reasons for the proposed change and be submitted no later than the January District 32 meeting
- 3) A Guidelines Review Committee will be formed each January and will be comprised of 8 individuals: two District 32 Officers, a DCM or Alternates, and two GSRs. Its purpose is to review all proposals submitted to the Chair, to review the current guidelines, and make recommendations for any changes. This committee will prepare a written list of proposed amendments to the guidelines, paying strict attention to the exact wording of any proposed changes, and provide a copy of this list to GSRs at the February District 32 meeting.
- 4) A brief discussion will be held on the proposed changes at the October District 32 meeting.
- 5) Voting on the proposed changes will be at the March District 32 meeting.

Procedure to Create a Special Service Committee

To add a new Special Service Committee to the District 32 Service Structure, the following process will be followed:

- 1) A written motion will be presented to the District 32 Chair for consideration by the body of the District 32 meeting.
- 2) If seconded, the motion will be discussed.
- 3) The District 32 Chair may form an ad hoc committee to investigate the need, cost and function of the proposed committee.
- 4) The committee will investigate and provide a written report to the District 32 meeting, including a recommendation to form or not form the new committee.
- 5) The GSRs will bring the report back to their groups for discussion and vote.
- 6) Two months after the written report is presented, a vote will be held at the District 32 meeting. A 2/3 majority is needed to approve the formation of a new special service committee.

District 32 Inventory

In June, a group conscience will be held to determine if an inventory will be taken. A 2/3 majority vote is required for approval. If approved, the scheduling of an inventory is added to the agenda for the next District 32 meeting.

It will be chaired by an AA member not involved in District 32 business; someone such as a past or present Area 11 Officer, or another AA with an understanding of the Traditions and Concepts. All District 32 GSR's, Officers, DCM's and their Alternates,

Special Services Committee Members, and Special Event Representatives are eligible to participate. Separate inventory guidelines will be provided .

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