

District 32

Area 11

Service Guidelines

January 2025

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DISTRICT 32 SERVICE GUIDELINES 2025

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. Email:secretaryd32a11@gmail.com to find out if the meeting has been cancelled due to inclement 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 flyer. 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. See Appendix A for more detail.

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

1. Have a GSR read the GSR Preamble.
2. Milestones & Anniversaries
3. Welcome new GSRs and Alternate GSRs.
4. Group Announcements and Concerns.
5. Read Charlie F.'s Statement
6. Recording Secretary's Report: Role call & previous minutes accepted.
7. Treasurer's Report: Report voted on for acceptance.
8. Registrar's Report
9. DCM's Report
10. Alt DCM's Report
11. Special Service Committee Chair Reports
12. Area 11 Special Events Rep Reports
13. Old Business.
14. New Business
15. Prayer moment for struggles and/or deceased.
16. Responsibility Statement
17. 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 our group conscience. As trusted servants, our job is to bring information to our groups in order that they may reach an informed Service Conference and the world of AA. We realize the ultimate authority in AA is a loving God as He may express Himself in 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 MEMBER (DCM)

*(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 the 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, & workshops/sharing sessions.
- 4) 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) DCM and Alternate are to attend the Area 11 Spring/Fall and Pre-Conference Assemblies and report back to District

- 7) In addition, it is suggested that DCM and/or Alternate 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) Keep groups informed about Conference approved books and pamphlets.
- 10) Assist the Alternate DCM in familiarization with their roles and responsibilities at the District 32 level.
- 11) Review materials given to the GSRs for distribution to the groups to ensure they are consistent with the Traditions of AA.
- 12) 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 or 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.

RESPONSIBILITIES:

- 1) Conducts new GSR Orientation at District 32 meeting, explaining their duties, answering questions and supplying them with GSR packets.
- 2) Attend monthly GSR meeting along with the officer's meeting.
- 3) Take lead of maintenance of District web page on Ct-AA.org
- 4) Review flyers brought to GSR meeting for adherence to guidelines before distribution.
- 5) With help, monitor meetings in the District to ensure accuracy is delivered on Ct-AA.org site as well as Meeting Guide app.
- 6) Receive training on Fellowship Connection (database for registered meetings).
- 7) Attend monthly Area 11 meetings which meet on 2nd Wednesday (virtually), beginning at 8:00pm.
- 8) It is suggested that Alt. DCM is to attend the Area 11 Pre-Conference Assembly, along with both spring & fall assemblies.

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 becoming 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 focused on AA's primary purpose of carrying the message to the still sick and suffering.
- 4) Prepare a meeting agenda based on the previous month's minutes and the submission of new business proposals.
- 5) Schedule and chair a monthly District 32 Officers meeting which meets after 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 DCM 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
- 10) Share experience, strength and hope with the newly 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 32 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 meetings, Area 11 Assemblies and District 32 Officer's 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; submit and update a signature card to authorize two signatures (Treasurer, Chair, DCM, Recording Secretary or Registrar).
- 6) Provide contribution envelopes for distribution to groups.
- 7) Record and deposit money 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.
- 9) Balance the District 32 checkbook. 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 on February 1st.
- 13) Drive to the District 32 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 for the succeeding Treasurer.

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 meeting, Area 11 Assemblies and District 32 officer's 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 as well as the Area 11 Registrar & District 32 Officers.
- 6) Forward all changes of position, address and telephone numbers to the Area 11 Recording Secretary and District
- 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 incoming Registrar.
- 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 meetings, Area 11 Assemblies and District 32 Officer's meetings.
- 2) Bring copies of the agenda to the District 32 meeting.

- 2) When possible, attend Area 11 sponsored events and District 32 Service Seminars.
- 3) 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.
- 4) 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 present 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) 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 REPRESENTATIVES

District Welcoming Host

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 to offer beverages & snacks.
- 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 the coffee area. Clean coffee pots and put them away in the 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 host when possible.

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

Accessibilities Representative

PURPOSE: It is the responsibility of the Accessibilities Chairperson to carry the message to the alcoholic who still suffers, including those with special needs. We define special needs as persons who are blind or visually challenged, deaf or hearing at low levels, chronically ill, physically disabled or homebound. We assist with Translation services. We also help those in remote communities, where it is difficult to carry the AA message because of language, culture, geography or life conditions.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Accessibilities Committee meetings.
- 2) Function within the guidelines of an Accessibilities Representative as outlined in the GSO Accessibilities Workbook.
- 3) Form a team to assist with Accessibilities responsibilities.
- 4) Report monthly to the District 32 GSR meeting.
- 5) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 6) Must submit a budget to the District 32 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 representative when possible.

Alki-Line Representative

PURPOSE:

The Alki-Line is an Area 11 bi-monthly publication. The Alki-Line Committee's purpose is to publish articles, information and news that support the experience, strength and hope of recovery. The Alki-Line encompasses the spirit of the Traditions of AA, particularly the primary purpose: "to stay sober and help other alcoholics to achieve sobriety." It encourages written contributions from the Area 11 Fellowship, such as personal stories regarding Recovery and it is used to help educate the AA member in Unity and Service.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Alki-Line Committee meetings.
- 2) Report monthly to the District 1 GSR meeting.
- 3) Form a team to assist with Alki-Line responsibilities as applicable.
- 4) Solicit materials for Alki-Line publication on behalf of District 32.
- 5) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 6) Provide copies of the latest Alki-Line at the monthly District 32 meeting.
- 7) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 8) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Answering Service Representative

PURPOSE:

The Answering Service Committee provides a local and/or toll-free phone number throughout the state for people trying to find AA. Each District maintains a list of AA volunteers willing to perform 12-step calls. Each District uses AA volunteers or a professional answering service to answer phone calls to AA, providing meeting information, passing requests on to Public Information (PI) or Cooperation with the Professional Community (CPC) and connecting people looking for help to 12-step volunteers.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Answering Service Committee meetings.
- 2) Function within the guidelines of the Answering Service Representative as outlined in the GSO Answering Service Workbook publication.
- 3) Form a team to assist with Answering Service responsibilities as applicable.
- 4) Report monthly to the District 32 GSR meeting, and provide an accurate accounting of call volume.
- 5) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 6) 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 representative when possible.

Archives Representative

PURPOSE:

The purpose of the Archives Committee is to preserve the experience, history and historical memorabilia of the Fellowship throughout Area 11. The collection and preservation of notes, records and taped stories of early timers makes up the Committee's main efforts to maintain the anonymity of AA members. The Committee maintains the Archives Center, open to the Fellowship, which houses and displays the Archival Collection.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Archives Committee meetings.
- 2) Report monthly to the District 32 GSR meeting.
- 3) Form a team to assist with Archive responsibilities.
- 4) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 5) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 6) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Cooperation with the Professional Community (CPC) Representative

PURPOSE:

CPC is AA's official contact with members of the Professional Community. Professionals include Health Care professionals, Mental Health professionals, Social Workers, Human Resource professionals, Legal professionals, Treatment Center staff,

Educators, members of the Clergy, and Law Enforcement professionals. AA's local CPC committees provide information about

Alcoholic Anonymous to members of the community whose profession may bring them in regular contact with anyone who may suffer from the disease of alcoholism. We offer information through a variety of methods, and seek to establish simple and

effective ways to work with professionals' policy of "cooperation, but not affiliation."

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 CPC Committee meetings.
- 2) Function with the guidelines of a CPC Representative as outlined in the GSO CPC Workbook publication.
- 3) Form a team to assist in CPC committee responsibilities.
- 4) Report monthly to the District 32 GSR meeting.
- 5) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 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 representative when possible.

Corrections Representative

PURPOSE:

The purpose of the District 32 Corrections Representative is to coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in Department of Corrections (DOC) facilities in District 32, and to facilitate a smooth transition from a corrections facility to the larger AA community through prerelease contracts.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Corrections Committee meetings monthly.
- 2) Function within the guidelines of a Treatment & Corrections Representative as outlined in the GSO Corrections Workbook publication.
- 3) Be available to contact all currently operational DOC facility officials during normal business hours.
- 4) Report monthly to the District 32 GSR meeting.
- 5) Form a team to assist in Corrections Committee responsibilities.
- 6) Organize and ensure that chairpersons and speakers are provided by district groups for meetings held at DOC facilities within District 32.
- 7) Procure, store and distribute Conference approved literature, as needed, for District 32 DOC facilities.
- 8) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 9) Must submit a budget to the District 32 Treasurer and attend the annual budget meeting.
- 9) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Grapevine Representative

PURPOSE:

The Grapevine is our meeting in print. The main purpose of this committee is to reach out to the District 32 community, in any way possible, to generate excitement and interest in the Grapevine/La Vina magazines and literature.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Grapevine Committee meetings.
- 2) Function within the guidelines of a Grapevine Representative as outlined in The A. A. Grapevine Workbook publication.
- 3) Attend and set up a Grapevine table for GSRs at the District 32 GSR meeting monthly.
- 4) Report monthly to the District 32 GSR meeting.
- 5) Form a team to assist with Grapevine responsibilities.
- 6) Arrange for Grapevine open houses in District 32 as requested.
- 7) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 8) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 8) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative.

Public Information (PI) Representative

PURPOSE:

To carry the AA message to the alcoholic who still suffers by conveying AA information to the general public including the media. The team may also act collectively to participate in Area-wide activities such as service round-ups and other workshops.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Public Information Committee meetings.
- 2) Function within the guidelines of a PI Representative as outlined in the GSO Public Information Workbook publication.
- 3) Form a team to assist with Public Information responsibilities.
- 4) Report monthly to the District 32 GSR meeting.
- 5) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 6) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 6) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Schedules Representative

PURPOSE:

To maintain an accurate, up to date, database of all AA meetings in District 32. Meeting times, places and type of meeting will be available on-line (ct-aa.org) and in the Meeting Guide app throughout the year.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Schedules Meeting.
- 2) Report monthly to the District 32 GSR meeting.
- 3) Form a team to assist with the Schedules committee responsibilities as applicable.
- 4) Educate and inform District 32 fellowship in printing meeting schedules off the ct-aa.org website.
- 5) Educate and inform District 32 fellowship in the use of the Meeting Guide phone app.
- 6) Maintain accurate and up-to-date meeting information for District 32 on CT's website.
- 7) Maintain email for communications to keep District 32 meeting information updated.
- 8) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 9) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 10) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Treatments Representative

PURPOSE:

To carry the message of recovery to those in treatment and transitional facilities. Maintains lists, arranges for people and/or AA groups to conduct meetings in facilities, and distributes Conference-approved literature. Facilitates contact with the local AA community.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Treatment Committee meetings monthly.
- 2) Function within the guidelines of a Treatment & Corrections Representative as outlined in the GSO Treatments Workbook publication.
- 3) Form a team to assist in Corrections Committee responsibilities and outreach.
- 4) Report monthly to the District 32 GSR meeting.
- 5) Identify new treatment centers; facilitate communication and outreach.
- 6) Supply AA approved literature to outreach meeting commitment groups for distribution.
- 7) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 8) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 9) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Website Representative

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 team to assist with Website responsibilities as applicable.
- 3) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 4) 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 representative when possible.

DISTRICT 32 SPECIAL EVENT REPRESENTATIVE QUALIFICATIONS:

Except as otherwise noted, all positions are a 1-year commitment with a suggested minimum of six months continuous sobriety and service at a group or district level; and are not currently serving as a District 32 DCM or Officer.

Area 11 Convention Representative

PURPOSE:

The Area 11 Convention is an annual 3-day weekend of sharing. The convention features speakers, workshops and other activities. Its purpose is to carry the AA message.

RESPONSIBILITIES:

- 1) Attend the Area 11 Convention Committee meetings.
- 2) Report monthly to the District 32 GSR meeting.
- 3) Assist with Area 11 Convention responsibilities as applicable.
- 4) Attend the Area 11 Convention as an Area 11 Convention Committee Member.
- 5) Provide a post-event update to the District 32 GSR Meeting including financials.
- 6) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 7) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 8) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

CSCYPAA (CT State Conference of Young People in AA) Representative

PURPOSE:

The CSCYPAA Convention is an annual 3-day weekend of sharing. The convention features speakers, workshops and other activities. Its purpose is to carry the AA message and encourage young people in AA to become actively involved in service.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 CSCYPAA Committee meetings.
- 2) Report monthly to the District 32 GSR meeting.
- 3) Assist with CSCYPAA responsibilities as applicable.
- 4) Attend CSCYPAA. as a CSCYPAA Committee Member.
- 5) Provide a post-event update to the District 32 GSR Meeting including financials.
- 6) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 7) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 8) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Rompiendo Fronteras Representative

PURPOSE:

The Convention is an annual 1-day bi-lingual day of sharing with Al Anon participation with the purpose of unifying the Spanish and English-speaking communities of AA. The event features speakers, workshops and other activities. Its purpose is to carry the AA message.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Rompiendo Fronteras Committee Meetings.
- 2) Report monthly to the District 32 GSR Meeting.
- 3) Assist with Rompiendo Fronteras responsibilities as applicable
- 4) Attend Rompiendo Fronteras as a Rompiendo Fronteras Committee Member.
- 5) Provide a post-event update to the District 32 GSR Meeting including financials.
- 6) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 7) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 8) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Round-Up Representative

PURPOSE:

The event is an annual 1-day weekend of sharing for the AA community. The event features speakers, workshops and other activities. Its purpose is to carry the AA message.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Round-Up Committee meetings.
- 2) Report monthly to the District 32 GSR meeting.
- 3) Assist with Round-up responsibilities as applicable.
- 4) Attend the Round Up event as a Round-Up Committee Member.
- 5) Provide a post-event update to the District 32 GSR Meeting including financials.
- 6) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 7) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 8) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Soberfest Representative

PURPOSE:

The event is an annual 3-day family fun weekend. The event features camping, lodging, swimming, and fellowship with Al Anon and Alateen participation.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Soberfest Committee meetings.
- 2) Report monthly to the District 32GSR meeting.
- 3) Assist with Soberfest responsibilities as applicable.
- 4) Attend the Soberfest event as a Soberfest Committee Member.
- 5) Provide a post-event update to the District 32 GSR Meeting including financials.
- 6) Submit an expense report for payment to the District 32 Treasurer on a monthly basis.
- 7) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 8) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

DISTRICT 32 OPERATING PROCEDURES

Election Process

District 32 will elect a DCM at the October meeting in an even number year for a two-year term of office beginning in January of odd number year.

District 32 will elect an Alternate DCM at the October meeting for a one-year term of office beginning in January.

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

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

The terms for all Special Service Committee Representatives 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, 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 or Special Events Representative who has three 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 DCM/Chair will ask the member if they understand the responsibilities 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 4 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 the 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 Alternate 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 speaks then the chair asks the body if anyone is reconsidering. If so, 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 or Special Events 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 or Special Events Representative.

General Finance

- 1) Electronic payments – District 32, as an entity, will have and maintain a form of electronic payment that is not linked to any individual's personal account.
- 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 or Special Events Representatives are to be accompanied by an expense report.
- 5) Approved requisitions and checks for District 32 purchases are to be paid directly by the District 32 Treasurer.
- 6) All DCMs, Officers, Special Service Committee or Special Events Representatives are expected to function within their budgets. Expenses outside their budgets must be approved by the General Service Representatives in advance whenever possible.
- 7) All monies realized over and above expenditures for services and events will be returned to the District 32 Treasury.
- 8) All A.A.W.S. literature for District 32 including Special Service Committee needs, will be purchased within A.A. Structure.
- 9) 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 or Special Events Representative when writing a budget proposal. This is 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 or Special Events 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 of 2 months before the event.

Finance Review Committee

The purpose of the committee is to review the Financial Statements of both the Treasurer to ensure that the records are accurate, updated and in accordance with the specific guidelines. The District 32 DCM/Chair is responsible for putting this Committee in place. The Committee will be composed 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 June & December. 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, in November. Also, at the October business meeting, two General Service Representatives 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 & Special Events Representatives, and one General Service Representative.

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 25% 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 and Special Events 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 comprise of 5 individuals: A DCM or

Alternate, two Officers, 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 A.A. member with a solid understanding of the Traditions and Concepts.

It is suggested that all District 32 GSR's, Officers, DCM/Alternate DCM, & Special Services Committee and Special Events Representatives participate.

Separate inventory guidelines will be provided .

Appendix A

Guidelines of Flyer Submissions to District 32

Pre-approval of flyer can be done by emailing submission to either: dcmd32a11@gmail.com

or

weberd32a11@gmail.com

- Please follow AA's tradition of anonymity: Don't use last names, personal email addresses or personal phone numbers. Don't include images with recognizable faces.
- Plain text, PDFs, Microsoft Word files or similar formats are preferred.
- Send any flyers or graphics as attachments to the email, instead of pasting them into the body of the email.
- Events should be submitted by an event chairperson; group GSR or officer. Please identify your role in the submission.
- Include the name of a valid sponsoring AA Group.
- Include contact info for someone who can provide more information about the event: first name only, and a generic, anonymous email address that doesn't include a proper name.
- Include date(s), day(s), and times (starting & ending, if applicable).
- For in-person events, include the venue name and complete street address, including town and Zip code.
- For online events, include any meeting ID, URL and login info; OR include an email address or online registration link for people to request login info, if you wish to keep it private.
- Optional: include a version of any flyer, handout or document in a second language [Spanish being the most often used] or include bilingual text within a single document.
- Submissions are subject to approval. We reserve the right to edit submissions as necessary. Be sure to include contact information in case we have questions.
Here, you MAY give us phone numbers or personal email addresses. They will be kept confidential.

Appendix B

AA Parliamentary Procedure

1) MOTION

- A motion can be made from the floor by any voting member of the Assembly so long as there is no other issue already being considered. The magic words are “I move”
- An Area Committee recommendation is considered seconded already. This is because committees consist of more than one voting member.

2) SECOND (If there is no second, the motion dies.)

3) CHAIR RESTATES MOTION “It has been moved and seconded that”

4) DISCUSSION BEGINS

- If all comments favor the motion, the Chair may ask “Is it the sense of the Assembly that the motion be adopted?” If there is no opposition, a vote should be taken. If there is opposition they need to speak to the motion.
 - A reasonable opportunity is given for all to speak on the motion.
 - As discussion dies, the Chair states: “There being no further discussion we will vote on the motion ...”
- CALLING THE QUESTION. After discussion has begun, any voting member may Call the Question. A second is required and there is no discussion. The Chair will ask for a vote on the Motion to Call the Question. If adopted, the Assembly will move to VOTE on the question, otherwise DISCUSSION resumes. Please remember that a reasonable opportunity should be given to all to speak before making a Motion to Call the Question. Not all MOTIONS result in a VOTE.

Subsidiary motions requiring a second include:

(1) It can be AMENDED. The amendment is discussed and voted on, or accepted by the originator as a friendly amendment. Then discussion of the original motion resumes.

(2) It can be TABLED, or postponed, either definitely to a set time or place, or indefinitely with no set time or place.

(3) It can be REFERRED TO COMMITTEE with or without instruction.

5) VOTE Chair should restate the motion, then choose a verbal or hand roll call vote. If a verbal roll call is difficult to determine, a show of hands should be taken and counted. In general, a majority (50%+1) vote is required to adopt a motion. The Chair announces the outcome of the vote.

6) MINORITY OPINION The Chair asks, “Does anyone in the minority wish to speak?” Only those who voted in the minority may speak, defined by the following criteria:

- If a motion has passed, only those who voted against may speak.
- If a motion has failed, only those that voted in favor may speak.
- If a person abstained from voting, they do not speak at this time.

7) MOTION TO RECONSIDER The Chair asks, “After hearing from the minority, is there anyone who wishes to change their vote?” OR “Do I hear a Motion to Reconsider?”

- This motion must be seconded and is then discussed. After reasonable discussion, the Chair will call for a vote. Only a simple majority (50%+1) vote is necessary to reconsider.
- If a Motion to Reconsider is passed, resume DISCUSSION.
- A motion cannot be reconsidered twice.

Appendix C

DISTRICT 32 GROUP CONTRIBUTION GUIDELINES

GROUP NAME: _____

GROUP SERVICE NUMBER: _____

Prudent Reserve: Suggested prudent reserve should be dependent on local needs and operating expenses (rent, coffee, postage, money order charges, and literature). This amount should be voted in as a group conscience. Recommended prudent reserve for a group is three months of operating expenses.

CONTRIBUTIONS	DOLLAR AMT/PERCENTAGE/NOTES
Mail or deliver required rent to this address as agreed.	
GENERAL SERVICE BOARD PO Box 2407 James A Farley Station New York NY 10116-2407	30%
AREA 11 CT GSC, INC PO Box 7060 Meriden CT 06450	35%
DISTRICT 32 TREASURER PO Box 14 Montville, CT 06353	35%

Note: After prudent reserve is established and rent is paid, other distributions to General Service Board, Area 11 and District 32 should be made when funds reach the agreed upon amount or at Treasurer’s discretion. Ensure the group service number is included with all distributions.

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