

DISTRICT 25

AREA 11

GUIDELINES

May 2026

Electronic Version can be found at: www.ct-aa.org
Under District 25

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1. INTRODUCTION

1.a About These Guidelines

Alcoholics Anonymous (A.A.) is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. To this end, these guidelines are intended to serve as guidance for District 25 (Area 11) to conduct District business, hear the collective voice of the A.A. groups in District 25 and ultimately help the still sick and suffering alcoholic.

The primary responsibility of the District is to provide communication between the A.A. Groups, through their General Service Representatives (G.S.R.'s), and Area 11.

These guidelines are designed for the orderly conduct of business and not to be used to exclude the voice of pertinent concerns of individuals or groups. A spirit of unity and cooperation with each other in the form of an informed group conscience is needed to meet our primary purpose - to help the alcoholic obtain and maintain sobriety. Love and tolerance of others is our code.

The 12 Steps of A.A. guide individual sufferers in their personal recovery from alcoholism. The 12 Traditions of A.A. outline the means by which A.A. maintains its unity and relates itself to the world. The 12 Concepts of A.A. describe the principles upon which our service structure rests. Because these guidelines rest on the principles and concepts of A.A., every 'trusted servant' is encouraged to become knowledgeable of the 12 Steps, 12 Traditions and 12 Concepts through work with a sponsor and/or service sponsor, personal experience and A.A. literature (for helpful links to AA literature see the Appendix).

These traditions and concepts outline the autonomy of each district; therefore, each district creates and maintains its own guidelines for self-governance.

1.b About District 25

District Location:

The service structure of A.A. in the U.S. and Canada is called The U.S./Canada General Service Conference.

The U.S./Canada service structure is divided into Regions. Each Region is divided into Areas. Each Area is divided into Districts. See page 92-93 in the 2024-2026 Edition of *The A.A. Service Manual* for a map.

District 25 is part of Area 11 in the Northeast Region. Area 11 includes almost all of the entire state of Connecticut.

District 25 is located in West Hartford, Connecticut. It is bordered on the north by Fern Street. It is bordered on the east by the west side of Main Street. It is bordered on the south by I-84. It is bordered on the west by the West Hartford/Farmington line.

It includes all A.A. groups that meet south of Fern Street, west of Main Street, north of I-84, and east of the West Hartford/Farmington line. See map below.



2. **THE DISTRICT COMMITTEE:**

The District Committee Consists of:

- General Service Representatives (GSRs)
- District Committee Member (DCM) and Alternate DCM
- Treasurer and Alternate Treasurer
- Secretary and Alternate Secretary
- Committee Chairpersons
- Event Chairpersons
- Area Event Representatives

Duration of Term and Suggested Length of Sobriety:

Title	Suggested Minimum Length of Sobriety	Duration of Term	Notes
GSR	Decided upon by each group but experience suggests the most effective GSRs have a minimum of 2 years sobriety	2 years	See Chapter 1: The Group and Its General Service Representative in the 2024-26 A.A. Service Manual

DCM & Alt DCM	4 years	2 years	Voted in October to begin term in January of the following year; Rotation is concurrent with Area panel rotation
Treasurer & Alt Treasurer	4 years	2 years	Voted in October to begin term in January of the following year; Rotation is concurrent with Area panel rotation
Secretary & Alt Secretary	2 years	2 years	Voted in October to begin term in January of the following year; Rotation is concurrent with Area panel rotation
Committee Chairperson	2 year	2 years	Voted in October to begin term in January of the following year; Rotation is concurrent with Area panel rotation
District Event Chair	1 year	1 year	
Area Event Rep	1 year	1 year	

2.a. **DISTRICT OFFICERS**

2.a.ii. **District Committee Member (DCM) & Alternate DCM**

Position Summary:

The District Committee Member (DCM) has two primary responsibilities:

1. Be a conduit of two-way communication between the A.A. groups in District 25, their GSR's and Area 11.
2. Facilitate monthly District Business Meetings.

Length of Commitment: 2 years

This commitment runs concurrent with the Area 11 Rotation starting in January of odd numbered years. Should this position become vacant during normal rotation, the District should elect a DCM to finish the term. This person will be eligible to stand for the position on the next rotation.

Suggested Qualifications:

- Suggested Length of Sobriety: 4 years of continuous sobriety.
- 2 years experience as a GSR or Special Service Committee Chairperson at the District or Area level.
- Does not currently hold any other District Officer, Committee or Event Chair or GSR position.
- Have working knowledge and personal experience with A.A. 's 12 Steps, Traditions, Concepts, and the AA Service Manual or is willing to learn.
- Have the time to attend District meetings, Area Meetings and other Area and Regional events.
- Able to lead monthly district business meeting.

Responsibilities:

- Acquaint themselves with the A.A. groups, GSR's and/or group contacts in District 25.
 - Visit groups in District 25 on a regular basis.
 - Listen to the thoughts and needs of each group.
 - When asked, help solve problems and assist in group inventories.

- Attend and facilitate monthly District Business Meetings.
 - Prepare and distribute agenda.
 - Lead the District Business Meeting.
- Attend monthly Area 11 meetings and workshop/sharing sessions, Area Spring/Fall and Pre-Conference assemblies and report back to the District body at monthly District meetings.
- Read and familiarize themselves with event, workshop and other flyers and publications (such as Delegate's Report, Area Newsletter and PO Box 459) and prepare them for distribution to GSR's in electronic format. Provide hard copy format when requested.
- Maintain a list of groups and GSR's in District 25, including day/times of each group's business meeting.
 - Maintain the District 25 Group list in Fellowship Connections. (Access and training provided by Area Registrar: registrar@area72aa.org)
 - Keep an accurate and current list of Group FVN's and group numbers.
 - Assists Groups with paperwork needed for Area 11 or GSO to reflect changes to their meeting and/or new meeting information to Area and General Service.
- Maintain an accurate and current contact list of all District 25 Committee Members including GSRs, Officers, Committee Chairs and/or Reps, Event Representatives, and Ad-Hoc Committee Chairs.
- Along with the District Treasurer, keep a list of all log-in information for the District email and bank account. Be a cosigner on the District bank account with the District Treasurer.
- Manage District 25 Google drive giving Secretary and Web Rep edit access to necessary documents. Remove previous trusted servants from Google access when they rotate out of their position. If the DCM needs technology assistance they can ask the Web Rep or Area Technology Committee for assistance. Technology should not be a barrier to service but a willingness to learn is recommended.
- Attend Area 11 events including Area 11 Convention, CSCYPAA, Round-Up, Sobertfest and Rompiendo Fronteras.
- Attend Regional service conferences such as NERASAA and NERF.
- Provide an orientation for new GSRs and Alternate GSRs.
- Knowledgeable about Area 11 business and makes a well-informed vote on behalf of District 25 at Area 11 Business Meetings in the spirit of A.A.'s Concept 'Right of Decision' (see Concept III in [*The A.A. Service Manual*](#)).
- Assist the Alternate DCM in familiarization with their role and responsibilities at the District and Area level.
- Keep track of any expenses incurred as DCM throughout the year. Submit timely reimbursements to the District Treasurer. Provide a proposed annual budget (based on past year expenses) to the District Treasurer in September.
- Make changes to the Guidelines as enacted in accordance with "The Procedure to Amend Guidelines". Keeps an electronic copy, a backup copy and a printed copy of the District Guidelines.
- Assume responsibilities of vacant District Officer positions.

Vote: 1 vote at District meetings.

Alternate District Committee Member (Alt DCM)

Position Summary:

Fill in for all functions in the absence of the DCM and assume all responsibilities and voting privileges in the DCM's absence.

Length of Commitment: 2 years

Suggested Qualifications:

- Suggested length of Sobriety: 4 years of continuous sobriety.

Responsibilities:

- Fill-in for all functions of the DCM in the absence of the DCM. Please refer to the DCM Responsibilities.
- Be the technical co-host during District 25 Business Meetings, taking responsibility to remove zoom bombers.
 - Training will be provided for this responsibility but if the Alt-DCM is not familiar with this technological skill, it can be delegated to another District 25 member for the term.

Vote:

- In the absence of the DCM, has one (1) vote at District Meetings.

2.a.ii. Treasurer and Alternate Treasurer

Position Summary:

- Oversee all District 25 financial matters.
- Maintains current and accurate records of incoming contributions and expenses.
- Communicates financial matters to the District 25 monthly and to A.A. Groups, when requested.
- Check District 25 mailbox regularly for incoming checks and communication.

Length of Commitment: 2 years

This commitment runs concurrent with the Area Rotation. Should this position become vacant during the normal rotation, the District should elect a Treasurer to finish the term. This person will be eligible to stand for the position on the next rotation.

Suggested Qualifications:

- Suggest length of Sobriety: 4 years continuous sobriety.
- Experience as a group treasurer or other financial experience is helpful.
- Have working knowledge and personal experience with A.A.'s 12 Steps, Traditions, Concepts, and the [*AA Service Manual*](#) or is willing to learn.
- Familiarity with and access to technical requirements (such as online banking, working with spreadsheets, preparing a budget, managing passwords, etc.) or willingness to learn.
- Time to attend District meetings, prepare financial documents, check P.O. Box, make bank deposits, etc. See Responsibilities below.
- May serve concurrently as a GSR and/or Committee or Event Chair.

Responsibilities:

- Attends:
 - Monthly District 25 Business meeting.
 - Area Assemblies. This position has one vote at Area Assemblies.
 - Other Area events as requested.
 - Upon request, Special Service Committee meetings or Group business meetings.

- The Treasurer is encouraged to attend Area 11 events including Round-Up, Area 11 Convention, Grape-Jam, Soberfest, Connecticut State Convention of Young People in Alcoholics Anonymous (CSCYPAA) and Rompiendo Fronteras.
- Record Keeping and Banking:
 - Balance checkbook.
 - Collect, deposit and maintain an ongoing, accurate record of all 7th Tradition Contributions and monies received, whether electronic or hard-copy checks.
 - Check the District 25 P.O. Box weekly.
 - Be the primary keeper of the P.O. Box key.
 - Routes District 25 mail to appropriate parties in a timely manner.
 - Send acknowledgement to contributors, where possible by email.
 - Maintain confidential Group contribution database.
 - Prepare and present monthly financials including:
 - Summary of Group contributions and any other income.
 - Monthly Expenses included budgeted vs. actual totals.
 - Bank account balance.
 - Total available funds = Bank account balance minus prudent reserve.
 - Provide monthly Treasurer's Report one week prior to the business meeting so it can be distributed for review.
 - Prepare and present annual (Jan-Dec) budget in October for discussion and approval by District 25.
 - Meet with all District Officers and Special Committee Chairpersons to assist and review annual budget requirements. Reports are to be returned to the Treasurer at the September District meeting.
 - Maintain a record of and pays all authorized expenses by due date.
 - Provide reimbursement forms to District Officers, Committee Chairs and/or Event Representatives. Answer committee member questions on how/when to submit reimbursements.
 - Is a signatory on the District 25 bank account with the DCM. Updates signature cards with DCM at the beginning and end of each rotation.
 - Prior to payment, the District should be notified of any unexpected large expenses, beyond the approved annual budget.
 - Maintains District 25 Prudent Reserve. District 25 will maintain a flexible Prudent Reserve to be reviewed annually to include one year of regularly recurring expenses (based on the previous year's expenses) plus any large additional expected expenses.
 - Prepares an annual line item Treasurer's budget which includes projection of all position expenses necessary to carry out the responsibility as Treasurer.
 - Submits and tracks Treasurer expenses.
- Maintain a 7th Tradition Contribution Information One-Sheet clearly listing how Groups can make contributions to District, Area and General Service. As needed or requested, educate groups regarding 7th Tradition and the various ways groups can contribute.
- Assist Group Treasurers as requested including maintaining a list of literature in the G.S.O. A.A. Group Treasurer Information packets.
- Familiarize oneself with and inform groups on A.A. financial traditions as outlined in A.A. literature.

- Purchase supplies as required, keeping within the Treasurer budget. The Treasurer's budget should include bank checks, envelopes, and supplies such as paper.
- Maintain contracts and lease information for the District in partnership with the DCM.

Vote:

Treasurer has one vote at District Business Meeting and one vote at Area Assemblies.

Alternate (Alt) Treasurer

Position Summary:

- Fulfills all responsibilities of the District Treasurer in the District Treasurer's absence.
- Stays current with all financial matters so can fulfill duties as needed in District Treasurer's absence.

Length of Commitment: 2 years

This commitment runs concurrent with the Area Rotation. Should this position become vacant during normal rotation, the District should elect an interim Alternate Treasurer to finish the term. This person will be eligible to stand for the position on the next rotation.

Suggested Qualifications:

- Suggested length of Sobriety: 4 years continuous sobriety.
- May serve concurrently as a GSR and/or Committee or Event Chair.

Responsibilities:

- Fulfills all responsibilities of the District Treasurer in the District Treasurer's absence.
- Stays current with all financial matters so can fulfill duties as needed in District Treasurer's absence.
- Assist Treasurer as needed.
- Submit expenses, if any, using [District Reimbursement Form](#) and collaborate with the District Treasurer on the annual Treasurer's budget.
- See Treasurer Responsibilities.

Vote: In the absence of the Treasurer, one vote at District meetings. Vote at Area Assemblies only if the District Treasurer is absent.

2.a.iii. Secretary

Position Summary:

- Responsible for all general correspondence of District 25.
- Prepare and distribute monthly meeting minutes.
- Keep all District 25 correspondence and record keeping orderly and easily accessible for other committee members and future trusted servants.

Length of Commitment: 2 years

This commitment runs concurrent with the Area Rotation. Should this position become vacant during normal rotation, the District should elect an interim Secretary to finish the term. This person will be eligible to stand for the position on the next rotation.

Suggested Qualifications:

- Suggested length of Sobriety: 2 years of continuous sobriety.
- Recommended, but not required: Have 2 years as a Service Committee Chair, District Officer or Area Event Chair.
- Suggested that some form of Group or Committee level secretarial skill or knowledge is advantageous. Working knowledge and access to a computer and computer applications used for District business including but not limited to Google Docs and Google Drive, Microsoft Word, and email applications.
- Able to keep and meet deadlines.
- May serve concurrently as a GSR and/or Committee or Event Chair.
- Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, especially concerning anonymity.

Responsibilities:

- Attend:
 - Monthly District Business meeting
 - Area Assemblies
 - Other meetings as requested
- Record and transcribe minutes of all District Business meetings, paying particular attention to wording of all motions, voting results and attendance.
 - Takes roll call at meetings. Tracks attendance and provides attendance reports as requested.
- Present monthly minutes at the District Business meeting, making any edits as approved.
- Distribute meeting minutes via email. Make written copies available if requested.
- Post monthly minutes to District 25 Google drive adhering to agreed upon naming protocols.
- Provide anonymity-protected minutes or documents when necessary.
- Keep an ongoing and current list of all motions presented at the District business meeting.
- If requested, assist committee members with email distribution or documentation preparation.
- Keep all Google account information and is back up with passwords and access if necessary.
- All copies of correspondence from the District's trusted servants will be sent to the Secretary for record keeping. Keep these documents, both electronic and hard-copy, in an organized fashion that is easily accessible to other District 25 Committee members and future trusted servants. In this capacity the Secretary acts as the District Archive.
- Maintain a set of record books and documents such as District By-laws or Service Guidelines (if applicable), special rules of order, standing rules, Motions, Minutes, and amendments to any of these documents. The Secretary should have the current records on hand at every District Meeting.
- Coordinate with Accessibilities to make documents available as needed (ie. Spanish translation).
- Attend Area Events including Area Assemblies (Spring and Fall Assembly), Annual Area 11 Convention, Soberfest, Round-Up, Connecticut State Convention of Young People in Alcoholics Anonymous (CSCYPAA), GrapeJam, and Rompiendo Fronteras.
- When possible, attend one regional event per year: Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA) or Northeast Regional Forum (NERF).
- Based on previous year expenses, prepare an annual line-item budget for the position, which includes projections of all position expenses necessary to carry out the responsibilities of the position..
- Submit expenses monthly to the District Treasurer and/or Alternate Treasurer for reimbursement.

- Secretary has edit access to the District 25 Google drive.
- Meeting Minutes: Take attendance of all present. Get contact information for any new GSR's and forward to DCM.
 - Recording the Meeting: When available, a recording device can be used. The District must be notified by the Secretary of the recording device at the beginning of the meeting. The recording is for the Secretary's exclusive use in completing the Minutes and should not be distributed. The recording should be destroyed once the Minutes are approved. Handwritten notes should also be destroyed after the Minutes are approved. Contact attendees if something is not clear. The Secretary can ask for a written or emailed copy of all reports heard at the meeting.
 - Motions and Amended Motions: It is the Secretary's responsibility to have the exact wording before any vote is taken, even if this slows down the meeting. This is an area where the Secretary can be a valuable support. It is important the motion is re-read before a vote is taken. Depending on a District's practice, the first names of person (with last initial only, if necessary) making and seconding motions are recorded in the meeting minutes. Count the vote and keep the numbers of 'for', 'against', and 'abstention' votes with notes. Record the exact count and the exact wording of the motion, making note of whether the motion passed or not.
 - Neutrality: It is very important the Secretary try to be totally objective in reporting proceedings and not insert opinions or prejudicial slants. A summary of any discussion's pros and cons can be helpful, but above all, Tradition Twelve's reminder to place principles before personalities.
 - Completing the Minutes: Minutes should be completed as soon as possible after the meeting and forwarded to Committee members. A second copy will be sent to Committee members with the Agenda prior to the next month's meeting. This gives Committee members several weeks to review the minutes should they choose to. The minutes should also be posted in the monthly 'Flyer' folder on the District Google drive for the corresponding month. Keep an electronic and one hard-copy of all minutes distributed.

Vote: Has one vote at District Business Meeting and one vote at Area Assemblies.

Alternate (Alt) Secretary

Position Summary:

Fill in for all functions in the absence of the Secretary and assume all responsibilities and voting privileges in the Secretary's absence.

Length of Commitment: 2 years

This commitment runs concurrent with the Area Rotation. Should this position become vacant during normal rotation, the District should elect an interim Secretary to finish the term. This person will be eligible to stand for the position on the next rotation.

Suggested Qualifications:

- Suggested length of Sobriety: 2 years of continuous sobriety.
- Some form of Group, District or Committee level secretarial skill or knowledge is advantageous. Working knowledge and access to a computer and computer applications used for District business including, but not limited to, Google Docs and Google Drive, Microsoft Word, and email applications, or willingness to learn.
- May serve concurrently as a GSR and/or Committee or Event Chair.

- Able to keep and meet deadlines.
- Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, especially concerning anonymity, or willingness to learn.

Responsibilities:

- Acts as the Secretary in the Secretary's absence.
- See Secretary Responsibilities above.

Vote: In the absence of the Secretary, has one vote at District meetings and one vote at Area Assemblies.

2.a.iv. General Service Representative (GSR)

Position Summary:

- The GSR is the communication link between the A.A. Group and the District, Area, and General Service structure of Alcoholics Anonymous.
- The GSR is the voice of their group at District meetings and Area Assemblies. The GSR has a vote at District meetings and Area Assemblies.
- The GSR keeps group members informed about District and Area events, service opportunities and AA business.
- Actively seeks input from group members on issues of AA business, both local and at General Service.
- Attends monthly District meetings.
- Attends Area Assemblies communicating General Service topics to their homegroup and sharing group input with Area Delegate.

Length of Commitment: 2 Years

Each group is autonomous and decides upon their own GSR rotation but experience shows a 2-year term is recommended.

Suggested Qualifications:

- Suggested Length of Sobriety: Each group is autonomous and decides upon length of sobriety for their GSR but experience has shown that a minimum of 2 years of continuous sobriety is helpful.
- Time to attend District meetings and Area Assemblies.
- Not currently serving as DCM of District 25.
 - A GSR is able to serve as a Committee Chair and/or District Officer.
- A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts, and *AA Service Manual* or a willingness to learn.

Responsibilities:

- Attend:
 - Monthly District 25 Business meeting.
 - Area 11 Pre-Conference, Spring and Fall Assembly
 - Area 11 Events
 - Other meetings as requested
- Regularly attend the District Business meeting.
 - Send Alternate GSR when unable to attend.
 - Notify DCM prior to District Business Meeting when unable to attend.
- Represent their group and vote at District Business Meetings consistent with the 'Right of Decision'.

- Regularly report back to their group, seeking input from group members on items of AA, District or Area business.
- Keep group members up-to-date on events and service opportunities.
- Complete and submit paperwork with GSO and/or Area with any meeting and/or officer changes. The GSR can seek guidance from the DCM on required paperwork.
- Keep accurate records of Group number and FNV number from GSO.
- Make sure their group Treasurer has accurate information needed to make contributions to the District, Area and General Service Office. Consult with the District Treasurer if needed.
- The G.S.R. is listed in the G.S.O. Directory as contact for the group.
- Receives the G.S.O. bulletin, Box 459, to keep their Group abreast of A.A. activities around the world.
- The G.S.R. is the mail contact for the District and the Area.
- Keep the Alternate GSR informed and involved.
- GSR: General Service Representative Pamphlet: https://www.aa.org/sites/default/files/literature/P-19_0424.pdf

GSR Kit: https://www.aa.org/sites/default/files/literature/gsrlist_en_0123.pdf

Area 11 GSR presentations:

GSR Handbook on Area 11 website: <https://ct-aa.org/wp-content/uploads/2025/11/GSR-Handbook-Connecticut.pdf>

Area 11 GSR Orientation: <https://ct-aa.org/wp-content/uploads/2025/08/GSR-Orientation-PowPnt2.pdf>

Vote:

- One vote at District 25 Business meetings.
- If GSR holds an Officer or Committee Chair position in addition to their GSR position, that individual GSR only gets one vote at the District Business meeting.
- One vote at Area 11 Assemblies (refer to Area 11 Guidelines).

Alternate General Service Representative (Alt GSR)

Position Summary:

- Assume all responsibilities and voting privileges in the absence of the GSR.

Length of Commitment: 2 Years

Each group is autonomous and decides upon their own GSR rotation but experience shows a 2-year term is recommended.

Suggested Qualifications:

- Suggested Length of Sobriety: Each group is autonomous and decides upon length of sobriety for their GSR but experience has shown that a minimum of 2-years of continuous sobriety is helpful.
- Same as GSR. See above.

Responsibilities:

- Attend monthly District Business meetings when GSR is absent.
 - However, the Alt-GSR is encouraged to attend even when the GSR is present to stay current with District, Area and General Service business, events and service opportunities.
- Upon an early resignation or termination of the GSR, the alternate automatically assumes the GSR position.
 - The former alternate is then encouraged to elect a new alternate at the A.A. Group.

Vote:

- In the absence of the GSR, one vote at District 25 Business meetings.
- In the absence of the GSR, if Alt-GSR holds an Officer or Committee Chair position in addition to their GSR position, that individual GSR only gets one vote at the District Business meeting.
- In the absence of the GSR, one vote at Area 11 Assemblies (see Area 11 Guidelines).

2.b. SPECIAL SERVICE COMMITTEES

Special Service Committees work to ensure the A.A. message reaches people who need it. The District 25 Service Committees are consistent with Area 11 Special Service Committees which are largely consistent with the General Service Conference Committees. More information can be found in [*The A.A. Service Manual*](#), Conference Committees.

General: All Special Service Committee Chairpersons should meet the following suggested qualifications:

- Suggested Length of Sobriety: A suggested minimum of 1 year of continuous sobriety.
- Chairperson serves for a 2 years term.
- Each Chairperson is ideally elected in November every other year to rotate concurrent with the District Officers. If a position is vacant, Chairpersons can be elected at any time when there is a vacancy.
 - If elected mid-term, the Chairperson can run for a full 2 year term at the next election.
- Previous service experience, preferably as a committee member for the committee they are seeking to chair, but not required.
- Can serve concurrently as a GSR or District Officer but not as DCM.
- A Special Service Committee Chairperson is expected to form a committee if necessary and elect a co-chair or alternate and/or other committee officers, if needed.
- The Committee Chairperson is responsible for operating within, and accounting for, the committee's budget as voted on each year by the District. A request for changes to the budget can be submitted to the District at any time for consideration.
- All Special Service Committee Chairpersons have one vote at the District Business Meeting.
- Experience of the 12 Steps, 12 Traditions and 12 Concepts, or willingness to learn.

Vote: Each Chairperson has one vote at District Business Meetings. If a person holds 2 voting positions, they only get one vote at District Business Meetings.

2.b.i. Special Service Committee Chairs**Accessibilities Committee**

The Accessibilities Committee explores, develops, and offers resources to alcoholics with significant barriers to receiving the A.A. message and participating in the A.A. program of recovery. We want A.A. to be available to all alcoholics who reach out for it.

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairpersons serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. General above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area Accessibilities Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting on how groups and individual A.A. members can get involved in service with Accessibilities in District 25 and/or Area 11.
- Identify accessibility needs in District 25 and support members with a variety of accessibility challenges.
- Communicate, if needed, with public or appropriate agencies about A.A. accessibility.
- Provide resources and guidance to groups so that they can accommodate all A.A. members.

More information available at:

- <https://ct-aa.org/accessibilities-committee/>
- <https://www.aa.org/accessibilities-committees>
- Area Accessibilities Chair: accessibilities@ct-aa.org

Answering Service Committee

The Answering Service is a way to reach Alcoholics Anonymous. Despite access to meeting apps and other online resources, the Answering Service is still a lifeline for many alcoholics seeking help. The answering service connects a suffering alcoholic with AA volunteers. This phone call is frequently someone's first introduction to A.A. and often can save a life by connecting a suffering alcoholic with a sober member of A.A.

District 25 is part of the Area 11 Answering Service contract and works closely with the Area 11 Answering Service Committee.

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairpersons serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. *General* above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area 11 Answering Service Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting on how groups and individual A.A. members can get involved in service with answering service.
- Maintain current and accurate District 25 Answering Service Volunteer list. Communicate with volunteers as needed. When necessary provide training and/or experience, strength and hope to volunteers.
- Solicit and coordinate volunteers for District 25 Answering Service Volunteer list.
- Partners closely with Bridging the Gap Committee.

More information available at:

- <https://ct-aa.org/answering-service/>
- <https://www.aa.org/aa-guidelines-aa-answering-services>
- Area 11 Answering Service Chair: answering-service@ct-aa.org

Archives Committee

The Archives Committee preserves the experience, history and historical memorabilia of District 25. The District 25 Archives Committee works closely with the District Secretary and the Area 11 Archives Committee to make sure documents and historical memorabilia are preserved and available for future District 25 reference.

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairpersons serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. *General* above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area 11 Archives Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting on how groups and individual A.A. members can get involved in service with Archives.
- Collect and organize for easy future reference any and all manuscripts, publications, photographs, memorabilia, CD's and other material as it relates to A.A. in District 25.
- Assist groups in collecting group histories. If a group is interested they can share their story with District 25 and Area 11 by using the group history form: ct-aa.org/archives/
- Working knowledge and access to a computer and computer applications used for District business including but not limited to Google Docs and Google Drive, Microsoft Word, and email applications, or willingness to learn.

More information available at:

- <https://ct-aa.org/archives/>
- <https://www.aa.org/aa-archives>
- Area 11 Archives Chair: archives@ct-aa.org

Bridging the Gap (BTG)

Bridging the Gap is a temporary contact program for individuals getting out of treatment or other facilities. A.A. members introduce newcomers to Alcoholics Anonymous.

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairpersons serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. *General* above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area 11 Bridging the Gap Committee Meeting and/or Area 11 Treatment Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting on how groups and individual A.A. members can get involved in service with BTG.
- Inform groups and individuals about how they can be of service through Bridging the Gap.
- Maintain current and accurate volunteer list for all 'Bridgers' in District 25.
- When needed, provides training and/or guidance to District 25 volunteers or connect them with the Area 11 BTG chair for support.

More information available at:

- Area 11 Bridging the Gap: <https://ct-aa.org/bridging-the-gap/>

- Bridging the Gap Pamphlet: <https://www.aa.org/bridging-gap>
- AA Treatment Committee Workbook: <https://www.aa.org/treatment-committee-workbook>
- Area 11 Bridging the Gap Chair: btg@ct-aa.org

Communications Committee

Starting in 1975, Area 11 has published an A.A. Newsletter, *The Alki-Line*. In 2025 The Alki-Line ceased publication and the Area 11 Communications Committee was created to communicate Area, District and General Service business, events, service opportunities to Area 11. The primary purpose of the Area 11 Communication Committee is to share current events, articles and information that foster experience, strength and hope in recovery in Area 11.

The District 25 Communications Committee collaborates with the Area 11 Communications Committee to share District 25 business, events and service opportunities while making sure the AA members of District 25 know where to easily access this information.

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairpersons serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. *General* above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area 11 Communications Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting on how groups and individual A.A. members can get involved in service with the Communications Committee.
- Announce when a newsletter or communication are published and provide easy access to online and hard-copy versions when requested.

More information available at:

- Area 11 Communications Chair: communicationscommittee@ct-aa.org

Cooperation with the Professional Community (CPC)

The Cooperation with the Professional Community (CPC) Committee provides information about A.A. to members of the community whose profession brings them in regular contact with anyone who may suffer from the disease of alcoholism. They offer information through a variety of methods and seek to establish simple and effective ways to work with professionals with a policy of “cooperation, but not affiliation.”

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairpersons serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. *General* above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area 11 CPC Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting on how groups and individual A.A. members can get involved in service with CPC.
- Communicate with professionals who reach out and provide them with A.A. approved information about the A.A. program of recovery. Explain clearly what A.A. does and doesn't do.

- Maintain an accurate list of professionals who have contacted District 25 for information.

More information available at:

- <https://ct-aa.org/cooperation-with-the-professional-community/>
- <https://www.aa.org/Cooperation-with-the-Professional-Community>
- Area 11 CPC Chair: cpc@ct-aa.org

Corrections Committee

Carry the message of recovery to those in prison and transitional facilities. The Area 11 Corrections Committee cooperates with institutions throughout Area 11 to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from prison or transitional facility to the larger A.A. community through prerelease contacts. Although there are no correctional facilities in District 25 at the time of writing these Guidelines, individual AA members and groups may like to be of service carrying the AA message to individuals in prison and transitional facilities. Hence, District 25 still has a Corrections Committee to make sure all individual AA members and groups know about service opportunities should they be interested.

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairpersons serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. *General* above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area 11 Corrections Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting on how groups and individual A.A. members can get involved in service with corrections.
- Keep a current and accurate list of all institutions, with contacts where possible, within District 25.
- When requested, purchase, within budgetary guidelines and/or with District 25 approval, and distribute AA literature for individuals in correctional institutions.

More information available at:

- <https://ct-aa.org/corrections/>
- <https://www.aa.org/corrections-committees>
- Area 11 Corrections Chair: corrections@ct-aa.org

Grapevine/La Viña Representative (GVR/RLV)

Provide outreach for A.A. Grapevine and La Viña within District 25.

**The AA Grapevine/La Viña is the international journal of Alcoholics Anonymous. Written, edited, illustrated, and read by AA members and others interested in the AA program of recovery from alcoholism, the Grapevine is a lifeline linking one alcoholic to another. The job of the GVR/RLV is to familiarize members with the AA Grapevine, and its bimonthly Spanish-language magazine La Viña. This includes providing updates on the Grapevine App, Instagram page, and podcast.

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairpersons serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. *General* above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area 11 Grapevine/La Viña Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting on how groups and individual A.A. members can access all Grapevine/La Viña platforms including the print magazine, app, podcast, instagram, youtube channel, etc.
- Encourage groups and individuals to purchase Grapevine/La Viña subscriptions for themselves or for others through the Carry the Message Program.
- Announce any new Grapevine publications.
- Act as the GrapeJam Representative and attend the GrapeJam event.

More information available at:

- <https://ct-aa.org/grapevine-committee/>
- <https://www.aa.org/aa-grapevine-la-vina>
- <https://www.aagrapevine.org/>
- Area 11 Grapevine/La Viña Chair: grapevine@ct-aa.org

Literature Committee

Literature Committees ensure A.A. literature is available for A.A. groups, service meetings and other A.A. events.

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairpersons serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. *General* above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area 11 Literature Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting with A.A. literature updates.
- Assist groups and individuals with getting access to A.A. literature on all platforms, including print and online.
- Attend District or Area events as requested to provide information about A.A. literature.

More information available at:

- <https://www.aa.org/literature-committees>
- Area 11 Literature Committee: <https://ct-aa.org/area-11-literature-committee>

Public Information (PI) Committee

The Public Information (PI) Committee carries the message of recovery to the still-suffering alcoholic by informing the general public about the A.A. program. The PI Committee gets in touch with and responds to media, schools, industry, and other organizations which can report on the nature and purpose of A.A. and what it can do for alcoholics in District 25.

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairperson serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. *General* above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area 11 PI Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting on how groups and individual A.A. members can get involved in service with public information.
- When requested, give presentations about A.A. to schools and organizations.
- Keep an accurate list of organizations that have requested information about A.A. in District 25.
- Build and maintain an accurate and current list of possible organizations in District 25 that could need information about A.A.
- Provide information about A.A. through digital and print materials.
- Ensure local media has accurate information about A.A. through PSAs, anonymity-protected interviews and press kits.
- Work closely with the Area 11 PI Committee.

More information available at:

- <https://ct-aa.org/public-information/>
- <https://www.aa.org/public-information-committees>
- Area 11 PI Committee: pi@ct-aa.org

Schedules Committee

Maintain an accurate, up to date, database of all A.A. meetings in District 25 including meeting times, places, and type of meeting so anyone interested in attending can use this information to locate meetings of Alcoholics Anonymous in District 25.

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairpersons serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. *General* above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area 11 Schedules Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting on any schedules updates from Area 11.
- Work closely with DCM and Area 11 Schedules Committee, Registrar and Area 11 Website Committee providing updates regarding District 25 groups.

More information available at:

- <https://ct-aa.org/schedules/>
- <https://www.aa.org/public-information-committees>
- Area 11 Schedules Committee: schedules@ct-aa.org

Treatment Committee

The Treatment Committee helps inform groups and individuals within District 25 on how they can participate in carrying the message of recovery in treatment and transitional facilities. Members of the Treatment Committee work to carry the

A.A. message into treatment settings where suffering alcoholics, and the professionals who treat them, may be introduced to A.A.

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairpersons serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. *General* above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area 11 Treatment Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting on treatment meetings and how groups can participate in treatment service work.
- Maintain an accurate and current list of treatment facilities, and contacts where possible, in District 25.
- When requested, purchase and distribute AA literature for the individuals at these institutions.
- Have access to current Treatment Meeting list maintained by Area 11 and share with individuals and groups so they know how they can be of service sharing the AA message in treatment facilities.
- Collaborate closely with the Bridging the Gap Committee.

More information available at:

- <https://ct-aa.org/treatment-center-committee/>
- <https://www.aa.org/treatment-committees>
- Area 11 Treatment Committee: treatment@ct-aa.org

Website Committee

Maintains an accurate District 25 webpage on ct-aa.org to carry the message of A.A. in District 25.

Length of Term and Length of Sobriety: Suggested Length of Sobriety: 1 year. All Special Service Committee Chairpersons serve a 2 year term, ideally rotating concurrent with the Area 11 Delegate panel. See Section 2.b. *General* above.

Responsibilities:

- Attend monthly District 25 Business Meeting.
- Attend monthly Area 11 Website Committee Meeting.
- Provide a monthly report at the District 25 Business Meeting on the District 25 webpage and any updates to the Area 11 webpage.
- Suggest additions and/or improvements to the District 25 webpage.
- Maintain credentials provided by the Area 11 Webmaster so all updates can be made directly to the District 25 webpage.
- Working knowledge and access to a computer and computer applications used for District business including but not limited to Google Docs and Google Drive, Microsoft Word, and email applications, or willingness to learn.

More information available at:

- <https://ct-aa.org/website-committee/>
- Area 11 Website Committee: webmaster@ct-aa.org.

2.b.ii. Creation of Special Ad Hoc Committees

An Ad-hoc Committee is a temporary committee created as needs arise for a specific topic that cannot be addressed by the Special Service Committees. The purpose and scope of an Ad-hoc Committee should be clearly defined. The Ad-hoc Committee provides a monthly report at the District 25 Business Meeting. At the conclusion of the Ad-hoc Committee, a written report should be provided for archives and record keeping. An Ad-hoc Committee can make a motion to the District. This motion should be emailed to the DCM one week prior to the District Business Meeting so that the motion and any accompanying information can be sent to the District prior to the business meeting.

2.c. AREA EVENT REPRESENTATIVES

Area 11 events are A.A. events sponsored and coordinated by Area 11. Where possible, District 25 sends a representative to the planning committee for each event to stay current on event developments and encourage all A.A. members to participate in Area 11 events.

All District 25 Committee members (DCM, Officers, GSRs, etc.) can serve concurrently as an Area Event Rep.

2.c.i. Area 11 Events:**CSCYPAA Rep (pronounced /sis-kē-pä/) - The Connecticut State Convention for Young People**

In 1985, a group of alcoholics in Connecticut created a conference which aimed to carry the AA message of recovery, unity, and service to young people in AA. The purpose is to encourage young people in AA to become actively involved in service, and to acquaint members of the fellowship with all the activities available to them throughout Connecticut and Area 11. CSCYPAA is historically (but not always) held over the Thanksgiving weekend every year. All are welcome at CSCYPAA, for the young and young at heart.

Summary: Liaison between District 25 and the Area 11 CSCYPAA Committee communicating all event details to District 25 and encouraging groups and individuals to participate in the event.

Length of Commitment: 1 year

This commitment runs concurrent with the event; a new event representative is elected after each event for the next year. Should this position become vacant during normal rotation, the District should elect an interim CSCYPAA Rep to finish the term. This person will be eligible to stand for a full-term position on the next rotation.

Suggested Qualifications:

- Suggested length of sobriety: A suggested minimum of 1 year sobriety.

Responsibilities:

- Attend monthly District 25 Business Meeting
- Attend monthly CSCYPAA planning meeting listed on ct-aa.org, Service Calendar
- Provide monthly report at District Business Meeting sharing details about the upcoming event, encouraging groups and individuals to participate in the event
- Attend CSCYPAA

Vote: One vote at the District Business Meeting.

More information available at:

- <https://ct-aa.org/young-people-in-aa/>
- <https://cscypaa.org/>
- Area 11 CSCYPAA Chair: cscypaa@ct-aa.org

Area 11 Convention

An annual gathering of all A.A. members in Area 11 that includes meetings, service workshops, speakers, information about A.A., dances, and other events related to A.A. In Area 11, this event typically takes place in September.

Summary: Liaison between District 25 and the Area 11 Committee communicating all event details to the District and encouraging groups and individuals to participate in the event.

Length of Commitment: 1 year

This commitment runs concurrent with the event; a new event representative is elected after each event for the next year. Should this position become vacant during normal rotation, the District should elect an interim Convention Rep to finish the term. This person will be eligible to stand for a full-term position on the next rotation.

Suggested Qualifications:

- Suggested length of sobriety: A suggested minimum of 1 year sobriety.

Responsibilities:

- Attend monthly District 25 Business Meeting
- Attend monthly Convention planning meeting listed on ct-aa.org, Service Calendar
- Provide monthly report at District Business Meeting sharing details about the upcoming event, encouraging groups and individuals to participate in the event
- Attend Area 11 Convention

Vote: One vote at the District Business Meeting.

More information available at:

- Area 11 Convention Chair: area11convention@ct-aa.org

Rompiendo Fronteras/Breaking Frontiers Representative

Rompiendo Fronteras is an annual, one-day, bi-lingual event including Al-Anon participation. The goal is to unify the Area 11 Spanish and English-speaking communities of Alcoholics Anonymous, in the spirit of A.A.'s three legacies.

Summary: Liaison between District 25 and the Rompiendo Fronteras planning committee communicating all event details to the District and encouraging groups and individuals to participate in the event.

Length of Commitment: 1 years

This commitment runs concurrent with the event; a new event representative is elected after each event for the next year. Should this position become vacant during normal rotation, the District should elect an interim Rompiendo Fronteras Rep to finish the term. This person will be eligible to stand for a full-term position on the next rotation.

Suggested Qualifications:

- Suggested length of sobriety: A suggested minimum of 1 year sobriety.

Responsibilities:

- Attend monthly District 25 Business Meeting
- Attend monthly Rompiendo Fronteras/Breaking Frontiers planning meeting listed on ct-aa.org, Service Calendar
- Provide monthly report at District Business Meeting sharing details about the upcoming event, encouraging groups and individuals to participate in the event
- Attend Rompiendo Fronteras/Breaking Frontiers

Vote: One vote at the District Business Meeting.

More information available at:

- Area 11 Rompiendo Fronteras Committee: RompiendoFronteras@CT-AA.org

Round-up

A one-day event, usually held in March (but may vary), to educate and encourage participation in A.A. service work within Area 11.

Summary: Liaison between District 25 and the Round-up planning committee communicating all event details to the District and encouraging groups and individuals to participate in the event.

Length of Commitment: 1 year

This commitment runs concurrent with the event; a new event representative is elected after each event for the next year. Should this position become vacant during normal rotation, the District should elect an interim Round-up Rep to finish the term. This person will be eligible to stand for a full-term position on the next rotation.

Suggested Qualifications:

- Suggested length of sobriety: A suggested minimum of 1 year sobriety.

Responsibilities:

- Attend monthly District 25 Business Meeting
- Attend monthly Round-up planning meeting listed on ct-aa.org, Service Calendar
- Provide monthly report at District Business Meeting sharing details about the upcoming event, encouraging groups and individuals to participate in the event
- Attend Round-up

Vote: One vote at the District Business Meeting.

More information available at:

- Area 11 Round-up Chair: roundup@ct-aa.org

Soberfest

Soberfest is a three-day family event held at a campground. It is a fun-filled weekend with Al-anon participation that includes marathon meetings, keynote speaker meetings, plenty of outdoor activities, a dance, fellowship and fun. People are welcome to bring their family and camp for the weekend or just attend during the day for the speakers, events, and fun.

Summary: Liaison between District 25 and the Soberfest planning committee communicating all event details to the District and encouraging groups and individuals to participate in the event.

Length of Commitment: 1 year

This commitment runs concurrent with the event; a new event representative is elected after each event for the next year. Should this position become vacant during normal rotation, the District should elect an interim Soberfest to finish the term. This person will be eligible to stand for a full-term position on the next rotation.

Suggested Qualifications:

- Suggested length of sobriety: A suggested minimum of 1 year sobriety.

Responsibilities:

- Attend monthly District 25 Business Meeting
- Attend monthly Soberfest planning meeting listed on ct-aa.org, Service Calendar
- Provide monthly report at District Business Meeting sharing details about the upcoming event, encouraging groups and individuals to participate in the event
- Attend Soberfest

Vote: One vote at the District Business Meeting.

More information available at:

- Area 11 Soberfest Chair: soberfest@ct-aa.org

3. MEETINGS**3.a. When and Where:**

When: Third Wednesday of the month at 7:30p Eastern Time.

Where: Online. Email dcm.a11d25@gmail.com for most current login details.

3.b. Agenda

The Agenda is prepared and distributed by the DCM each month. The format is at the DCM's discretion, but experience suggests it should consistently include:

- Open with Serenity Prayer and GSR Preamble. See Appendix E.
- Introduction of new GSR's, Alternate GSR's and service sponsorship

- Role Call (if necessary, as determined by the Secretary)
- Minutes - vote to amend or accept last month's meeting minutes
- Treasurer's Report - presentation of monthly Treasurer's Report and vote to amend or accept monthly Treasurer's Report
- Group concerns brought by GSR's or visitors
- DCM Report highlighting information from Area 11 meeting
- Announcements including Event and Service Opportunities
- Service Committee Reports (if applicable)
- Event Representative Reports (if applicable)
- Ad-Hoc Committee Reports (if applicable)
- Old Business
- New Business
 - DCM should be notified, in writing, before the start of the meeting of someone's intention to introduce 'New Business' at the meeting. Any supporting material should be provided with the 'New Business' topic so it can be forwarded to District Members for consideration *prior to* the Business Meeting. Generally, New Business will be presented at one meeting and brought up at the next month's meeting for a possible vote under 'Old Business'.
 - Motions can be voted on during the same meeting if approved by two-thirds majority of the present voting members, especially in cases of routine business or time sensitive matters. An example of this may be to waive a suggested length of sobriety for a commitment or provide scholarships for an upcoming Area event.
- AA Anniversary/Birthdays
- Adjournment: Thank you's, Responsibility Statement

3.c. Voting Members:

Each member of the District 25 Committee has one vote regardless of the number of positions held.

The District 25 Committee consists of:

Officers:

- District Committee Member (DCM)
 - Alt DCM - in the absence of the DCM
- Secretary
 - Alt Secretary - in the absence of the Secretary
- Treasurer
 - Alt Treasurer - in the absence of the Treasurer

Committee Chair:

- Committees are only active when there is a volunteer chair that has been elected in for that committee.
- Committees listed below are consistent with Area 11 Committees:
 - Accessibilities Chair
 - Answering Service Chair
 - Archives Chair
 - Bridging the Gap Chair
 - Communications Chair
 - Cooperation with the Professional Community (CPC) Chair

- Corrections Rep
- Grapevine Chair
- Literature Chair
- Public Information (PI) Chair
- Schedules Chair
- Treatment Chair
- Website Chair

Area Event Representatives:

- Connecticut State Conference of Young People in Alcoholics Anonymous (CSCYPAA) Rep
- Convention Rep
- Rompiendo Fronteras Rep
- Round-Up Rep
- Soberfest Rep

District Event Chair

- District 25 does not currently have any District Event, but should District 25 have an Event, the Event Chair would hold one vote on the District Committee.

General Service Representatives (GSR)

- Each GSR has one vote.

Should an individual hold more than one voting position, that person has only one vote at business meetings.

3.d. Elections and Voting Procedures:

District Officers -

Given the spirit of rotation, elections to fill all District Committee Officer positions are held at the November business meeting for two-year terms beginning the following January. The rotation will be concurrent with the Area Officer rotation; elections are held in November of even numbered years with the position beginning in the January of odd numbered years.

In the event that an Officer cannot complete a full term of office and an Alternate is not available to fill the position, an interim Officer will be nominated and/or 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.

Committee Chair -

Committee Chairs are elected for a two year term, with elections to be held in the November of even numbered years beginning the following January of odd numbered years. (Same as District Officers)

Area Event Representative -

The Area Event Representatives are for one year and are elected as needed throughout the year, generally shortly after the event has taken place for the following year.

Rotation:

In the spirit of rotation, it is suggested, all District Officers and Committee Chairs serve a two-year term. All Area Event Representatives or District Event Chairs serve for one year. The term of service for GSRs is decided upon by each group

though a two year term is suggested in *The AA Service Manual*. Exceptions to this can be presented to the District body for a vote on a case-by-case basis.

Voting Procedures:

Voting for Officers and Chairperson:

District 25 will use A.A.'s Third Legacy Procedure for electing trusted servants. See Appendix in The A.A. Service Manual (2024-2026 Edition).

Voting for Motions:

Adapted from AA Service Manual and Area 11 Guidelines/Business Procedures (sometimes referred to as the Modified Robert's Rules used by A.A.)

1) MOTION

- a) To make a motion begin with the words, "I move...."
- b) A motion can be made from the floor by any voting member of District 25.
- c) Whenever possible, it is best to inform the DCM of an intended motion in writing, with any supporting materials, prior to the District Committee Meeting at dcm.a11d25@gmail.com. When possible, this supporting material will be forwarded to the District prior to the District Business Meeting.
- d) The secretary records the exact wording of the motion.

2) SECOND

- a) To Second a motion, a voting member of District 25 can state, "I Second the motion".
 - i) The Secretary records who provided the Second to the motion.
- b) Once a motion is Seconded it is then open for discussion (see below).
- c) If there is no Second, the motion does not move forward.

3) DCM RESTATES MOTION "It has been moved and seconded that" and it is recorded by the Secretary.

4) DISCUSSION BEGINS

- a) All comments should be addressed to the DCM or Chair.
- b) A reasonable opportunity is given for all to speak on the motion.
 - i) If there is lots of input, the DCM can set a time limit for each share (often 2-3 minutes) so the District can hear as many opinions as possible. However, it is highly suggested that a vote is not taken until all voices have been heard and all voting members are able to make an informed decision.
- c) Full discussion should take place before each vote.
- d) Members wishing to speak should wait until acknowledged by the DCM or Chair and not speak out of turn.
- e) No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- f) Everyone is entitled to express his or her opinion. However, if a perspective has already been stated by someone else, it is not necessary to share that opinion again.
- g) It is requested by District 25 that all who participate in the discussion remember that love and tolerance of others is our code. District 25 requests individuals refrain from profanity when sharing.

5) CALL THE QUESTION

- a) How to Call the Questions:
 - i) Once all voices have been heard or discussion dies, the DCM/Chair may state, "Seeing no further discussion we will vote on the motion".
 - ii) If discussion continues or becomes repetitive or excessively lengthy, any voting member may Call the Question.
 - (1) A Second is required to Call the Question if there is further discussion that has not been heard.
 - (2) The DCM/Chair will ask for a vote on the motion to Call the Question. (Please remember, a reasonable opportunity to speak should be given to all before making a motion to Call the Question.)
 - (a) If it passes, the Assembly will move to VOTE on the original Motion.
 - (b) If it does not pass, Discussion resumes.

6) AMENDMENT, TABLE, REFER TO COMMITTEE (gather more information):

- a) AMENDMENTS: A Motion can be Amended.
 - i) If an amendment is generally agreed upon by the group, the originator may accept the amendment. The discussion of the amended Motion continues.
 - ii) If an amendment is not generally agreed upon, the original Motion goes to a vote.
- b) TABLED: A motion can be Tabled.
 - i) A Tabled motion is one that is postponed. It can be postponed to a specific time or indefinitely. The time frame should be specified when Tabled.
 - (1) A Motion may be Tabled, for example, for further discussion next month or to gather more information.
- c) REFERRED TO COMMITTEE:
 - i) If more information is required, an individual or ad hoc committee can be assigned to gather that information and report back at the next District meeting. This motion will appear as 'Old Business' on the next District Meeting Agenda to be re-addressed with this updated information.
 - ii) If an Ad-Hoc Committee is recommended for this motion, the Ad-Hoc Committee procedures in section 2.b.iii. of these Guidelines should be followed.

7) VOTE:

- a) The DCM or Secretary should restate the motion.
- b) Committee Members vote per the given instructions (if online, using a pole or electronic show of hands; if in-person, a show of hands; if necessary, written ballot).
- c) A simple majority vote equals more than 50% of the present voting members and is required for a motion to be approved.
- d) The DCM announces the outcome of the vote.
- e) Minority Opinion:
 - i) After the motion passes or fails, the DCM asks for minority opinion.
 - (1) If there is no minority option, the vote is complete.
 - (2) If there is a minority opinion, this opinion is shared.
 - (a) All shares should be directed to the DCM.

- (b) Only those who voted in the minority speak to the minority opinion.
- (c) If a person abstained from a motion, they do not speak at this time.
- (3) Motion to Reconsider: After hearing from the minority, the DCM asks if there is anyone who wishes to change their vote? Or, 'Do I hear a Motion to Reconsider?'
 - (a) If there is a Motion to Reconsider it must be seconded.
 - (i) Only a simple majority (over 50%) is necessary to reconsider.
 - (ii) If it is not seconded, the motion stands according to the original vote.
 - (iii) If it is seconded, the Motion to Reconsider is discussed (not the original motion itself).
 - 1. After reasonable discussion, the DCM/Chair calls for a vote on the Motion to Reconsider.
 - a. If it passes with a simple majority (over 50%), the original Motion is open for Discussion. After reasonable discussion, a voting member and/or DCM/Chair can Call to Question.
 - i. The original motion is voted on again.
 - ii. Minority Opinion is not heard after this vote.
 - iii. This vote is final.
- (b) A Motion cannot be reconsidered twice.

3.d.i Interim Elections and Unfilled District Officer Positions

In the event of a vacancy of a District Officer position, that position should be filled as soon as practically possible. Where possible, an Alternate should assume the Officer responsibilities as soon as possible. Where an Alternate does not exist, interim elections should take place at the next District Business Meeting to fill the vacant Officer position and follow the A.A. Third Legacy Procedure.

3.e. Attendance

1. Fulfilling the responsibilities of each position is vital to the effective completion of District 25 business and A.A. primary purpose of making sure the still sick and suffering alcoholic can find the rooms of A.A.
2. If any District Officer, GSR, Committee Chair, Area Event Representative, or District Event Representative cannot attend the *Area 11 Spring and/or Fall Assemblies*, or any other required meeting, they should send a co-chair or alternate if available.
3. If a District Committee Member including Officers, GSRs, Committee Chair or Area Event Representative cannot attend a *District meeting*, they should notify the DCM (dcm.a11d25@gmail.com). As noted above, they should send a co-chair or alternate and provide a written report/update if needed.
4. In the event any District Committee Member, including GSRs, has three or more absences in a calendar year, the DCM shall contact the individual to determine if the individual can fulfill his/her responsibilities. While each AA group is autonomous and needs to establish its own practices, it is generally suggested that a trusted servant be asked to resign if he or she is unable to carry out the responsibilities of the position.
 - a. If it is the DCM whose attendance is an issue, any District Committee Member can go to the Area 11 Chair at areachair@ct-aa.org for support and guidance.

5. In the event it is decided that the individual can no longer fulfill the responsibilities of the position, the Members of the District Committee may vote to replace the individual. In the case of a GSR, each group is encouraged to elect a GSR capable of fulfilling the responsibilities and/or elect an Alt-GSR.
6. In the event that no nomination or volunteer comes forth for the position, the position will remain vacant, and a nomination will be tabled until the following meeting.

4. FINANCES

4.a. Budget

1. The District 25 budget covers the period from January 1 - December 31 each year.
 - a. Each annual budget is based on (1) last year's operating (actual) expenses and (2) projected contributions.
 - b. The Treasurer will provide a brief explanation for any additions and deletions.
2. The District Treasurer (1) prepares the proposed annual budget for the next year, (2) manages the year-to-date contributions and expenses during the current year and (3) presents a monthly budget report including year-to-date contributions and expenses compared to the proposed budget.
3. All District Committee Members, including all officers, committee chairs and event representatives, are responsible for keeping a record of their expenses for the next year's budget planning.
4. Approval of the Budget shall require a two-third majority vote from all present voting members.
5. Budget Timeline:

September:

- All committee members, including officers, committee chairs and event representatives, present their proposed budget (based on last year's expenses) to the District Treasurer.

October:

- The District Treasurer presents the proposed budget for the following year (based on the information provided by committee members).
- GSR's take the proposed budget back to their groups for consideration.
- All AA members in the District are invited to this (and all) District meetings to hear first-hand the proposed budget and ask any questions.

November:

- Discussion of proposed budget based on group consideration.
- A vote may take place in November or be tabled to December.
 - If additional information or clarification is required or if there is not enough time for all voices to be heard during discussion, a vote may be tabled until December.

December:

- If no vote was taken in November, vote on the final budget proposal.

6. Prudent Reserve: District 25 will maintain a flexible Prudent Reserve to be reviewed annually to include one year of regularly recurring operating (not including distributions to GSO and Area 11 or other A.A. entities such as an intergroup) expenses (based on the previous year's expenses) plus any large additional expected expenses.

4.b. Reimbursement of Expenses

1. Reimbursements are to be submitted to the Treasurer in a timely fashion, ideally within one month of the expense being incurred. All reimbursements should be submitted in the calendar year in which they were incurred.
2. The following is a general list of expenses that will be considered:
 - a. Mileage to and from District and/or Area events.
 - b. Administrative expenses such as photocopying, postage, office supplies necessary for performing the duties of a position.
 - c. Reimbursement for regional events such as NERAASA and NERF should be approved in advance by District 25.
3. See Appendix E for Reimbursement Form. This form is not required but helpful.
4. All officers, committee chairs, DCMs, etc. are expected to function within their budgets. Whenever possible, unforeseen expenses beyond the budget should be approved by the Members of the District Committee in advance.

4.c. Distributions to Area 11, GSO and/or other AA entities

The Treasurer evaluates the treasury quarterly and makes a recommendation regarding possible contributions to Area 11, GSO and other possible AA entities.

If the Prudent Reserve exceeds the approved balance, contributions should be made to General Service and Area 11 divided as follows: 50% to General Service, 50% to Area11.

Should District 25 want to consider contributions to additional AA entities, this can be presented and voted upon at the District Business meeting.

5. DISTRICT SPONSORED EVENTS

There are no District 25 Sponsored events at this time.

To create a District Sponsored event, a proposal/idea should be submitted to the District with a motion to either (1) create the event or (2) create an Ad-hoc Committee to explore the development of such an event.

When possible, the motion should be submitted in writing to the DCM (dcm.a11d25@gmail.com) one week prior to the District Business Meeting with any supporting materials (such as a proposed budget). This information will be emailed to all District members so they can come to an informed group conscience.

After initial discussion at the District level, GSRs will take the proposal back to their groups for input prior to a vote.

The motion will be addressed under Old Business on the next month's agenda.

If a District Sponsored event is approved, these Guidelines will be updated to reflect the details and responsibilities of that event.

6. PROCEDURE TO AMEND GUIDELINES

1. A motion to amend the District 25 Guidelines may come from any member of the District Committee and may be submitted at any time during the year.

2. A proposal to amend the District Guidelines should be submitted in writing to the DCM prior to a District Business Meeting. The proposal should indicate the reason for the proposed change with a specific motion to be presented to the District Committee.
3. If time permits, any written materials will be emailed to the District Committee, including GSR's, prior to the business meeting.
4. The motion will be added to the next business meeting Agenda under 'New Business'.
5. If seconded, discussion will open.
 - a. During the meeting in which the motion is made, there will be no vote on the motion. GSRs shall take the motion back to their groups for consideration.
6. At the next business meeting, the motion will be put on the agenda under 'Old Business'. It will again be open for discussion.
7. The motion may or may not be voted on at this meeting.
 - a. Reasons a vote may be tabled to a later meeting:
 - i. There is not enough time for all voices to be heard.
 - ii. More information needs to be obtained.
 - iii. GSR's would like to take the motion back to their groups for further consideration given information shared during this discussion.
8. When the motion is called to vote, a two-third majority of all voting members present is required to approve any change to the guidelines.

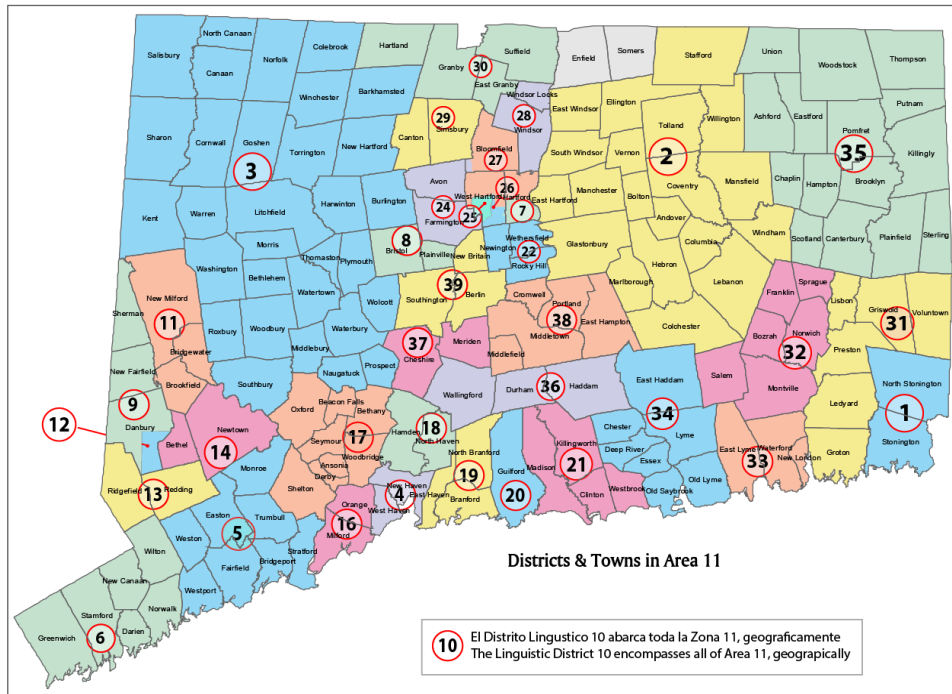
7. APPENDIX

7.a Maps

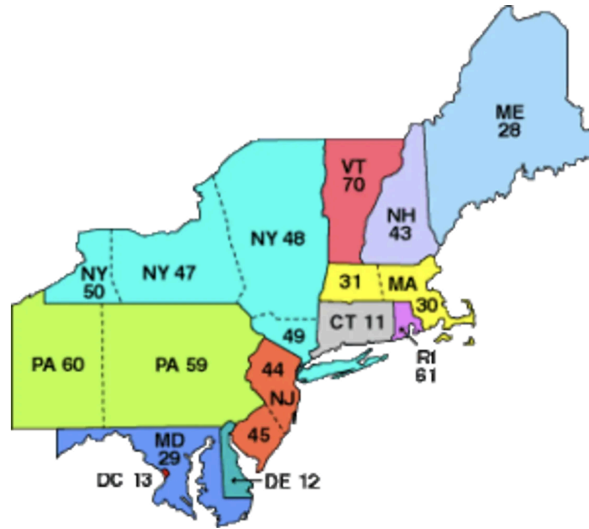
7.a.i. District 25



7.a.ii. Area 11 - as of February 2026 - From ct-aa.org



7.a.iii. Northeast Region - from <https://neraasa.org/home>



THE
NORTHEAST
REGIONAL
A.A. SERVICE
ASSEMBLY

7.a.iv. North America/Canada General Service



7.b. Area 11 Guidelines

www.ct-aa.org

Under the 'Area 11 Information' tab

7.c. Regional and International Meetings/Conferences

Northeast Regional AA Service Assembly (NERASAA): <https://neraasa.org>

Northeast Regional Form (NERF): <https://www.aa.org/regional-local-and-special-forums>

International Convention: Held every 5 years. <https://www.aa.org/international-convention>

7.d. Third Legacy Procedure

See [The A.A. Service Manual \(2024-26\)](#): Appendix G – Third Legacy Procedure (pages 114-115)

7.e. Sample Budget

District 25 - Area 11

Sample Budget

	SAMPLE Budget	Notes
INCOME		
7th Tradition Contributions		2024 - \$4,585.64; 2025 - \$5,522.72
Other		
EXPENSES		
Admin:		
Zoom	170.05	
PO Box	240.00	
Bank Fees	12.00	
Officers:		
DCM	482.96	
Alt-DCM		
Chair		
Treasurer	228.00	
Alt-Treasurer		
Secretary	228.00	
Alt-Secretary		
Regional Conferences:	1,000.00	
Committees:		
Accessibilities	950.00	\$50 + monthly ASL fee at \$75/hr
Answering Service	200.00	\$150 to Area; \$50 for Chair for gas or flyers etc
Archives	50.00	
Bridging the Gap	50.00	
Communications	50.00	previously Atkline
Corrections	50.00	
CPC - Cooperation with the Professional Community	50.00	
Grapevine	50.00	
Literature	50.00	
Public Information	50.00	
Schedules	50.00	
Tech	50.00	
Treatment	50.00	
Website	50.00	
Area Event Representatives:		basically for gas & photocopies
Convention	25.00	
Rompiendo Fronteras	25.00	
CSCYPAA	25.00	
Round-Up	25.00	
Soberfest	25.00	
District Events:		
InterDistrict Alkathon		
In Person Event	?	
Misc:	50.00	
TOTAL:	4,286.01	

7.h. Literature Links

- i. [AA Service Manual](#)
- ii. [12 Traditions Illustrated](#)
- iii. [12 Concepts Illustrated](#)
- iv. [A.A. Tradition - How It Developed](#)
- v. [G.S.R. - General Service Representative Pamphlet](#)
- vi. [Your D.C.M. District Committee Member](#)
- vii. [The A.A. Group - Where it All Begins](#)
- viii. [Self-Support: Where Money and Spirituality Mix](#)
- ix. For all A.A. Conference Approved books and pamphlets go to: Area 11 Literature Chair at literature@ct-aa.org or [AA Online Bookstore](#)