

Jefferson District Service Committee

Service Manual

June 2016

[Type here]

DISTRICT SERVICE MANUAL
JEFFERSON DISTRICT SERVICE COMMITTEE
DISTRICT 9, AREA 71, VIRGINIA

PREAMBLE

The Jefferson District Service Committee¹ of Alcoholics Anonymous is a service body whose primary purpose is to coordinate the efforts of all Area 71, District 9 Groups in order to effectively carry the message of Alcoholics Anonymous to the still suffering alcoholic and to the professionals who come in contact with alcoholics. JDSC encourages all A.A. Groups in the District to participate in the business of JDSC and its efforts to cooperate with the Jefferson District Intergroup, the Virginia Area Committee (VAC), the General Service Office (GSO), and A.A. World Services (AAWS). The Jefferson District Service Committee protects and respects the autonomy and the privilege of dissent of every A.A. Group in the District. The District is ever mindful of the ideals expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts for World Service, and the A.A. Service Manual.

DISTRICT SERVICE STRUCTURE

1. DISTRICT MEETINGS
 - 1.1 The following are voting members of the District:
 - A. District Committee Member (DCM)

¹ May also be referred to as the JDSC, District 9, or the District.

- B. Alternate District Committee Member (ADCM)
- C. District Officers
- D. General Service Representatives (GSRs)
- E. Standing Committee Chairs
- F. District Intergroup Liaison

1.2 All members of A.A. are encouraged to attend District Meetings and to participate as non-voting members.

1.3 The full District shall meet monthly.

1.4 A quorum shall be the number of voting members present at the time the vote is taken. A 2/3-majority shall be required for a motion to be approved.

1.5 The District shall insure the funding of all District Meetings.

2. JEFFERSON DISTRICT SERVICE COMMITTEE

2.1 The Jefferson District Service Committee is composed of:

- A. District Committee Member (DCM)
- B. Alternate District Committee Member (ADCM)
- C. Secretary
- D. Treasurer
- E. General Service Representatives
- F. Standing Committee Chairs
- G. District Intergroup Liaison

2.2 All members of the District shall be entitled to a vote at District Meetings.

3 DUTIES OF THE DISTRICT COMMITTEE MEMBER, ALTERNATE DISTRICT COMMITTEE MEMBER, DISTRICT OFFICERS, AND GENERAL SERVICE REPRESENTATIVES

3.1 The duties of the DCM are:

- A. to determine the collective conscience of the District from workshops, sharing sessions, and meetings attended throughout the District;
- B. to carry the conscience of the District to any A.A. functions attended;
- C. to report to the District at the District Meetings, or other meetings in the District;
- D. to encourage unity and participation in District, Area, Regional and International A.A. Service events;
- E. to conduct all District Meetings;
- F. to have agendas for the District Meetings prepared and distributed to the Jefferson Area Service Committee;
- G. to appoint Standing Committee Chairpersons, subject to the approval of the Group;
- H. to coordinate all Standing Committees;
- I. to form Ad Hoc Committees;
- J. to maintain a current directory of all A.A. Groups in the District;
- K. to notify the VAC Mailing List Coordinator, in writing, of the name, address, and telephone number of any new DCM, ADCM, GSR, or AGSR;
- L. to assist Groups wherever possible;
- M. to complete a biannual District inventory;
- N. to invite the Area Delegate to report on the annual meeting of the General Service

Conference within two months of the annual meeting;

- O. to prepare and submit a budget worksheet for the coming year at each November District Meeting;
- P. to establish a sound fiscal policy for the District, keeping in mind our tradition of self-support and the need to maintain sufficient operating funds, plus a prudent reserve.

3.2 The duties of the ADCM are:

- A. to assist the DCM in all duties of that office;
- B. to assume the duties of the DCM when the DCM is unable to serve;
- C. to be responsible for the arrangements for District Meetings, workshops, sharing sessions, and other District-related functions;
- D. to notify all voting members of the District of the date and location of the District Meetings;
- E. to serve as a member of the Finance and Budget Committee.

3.3 The duties of the Secretary are:

- A. to keep minutes of the District Meetings;
- B. to publish and disseminate the minutes of District Meetings to all voting members of the District before the next scheduled meeting;
- C. to have custody of the District Meeting records;
- D. to maintain a current mailing list;
- E. to ensure communications and continuity in all District business;
- F. to maintain a current copy of the Jefferson District Service Committee Service Manual.

3.4 The duties of the Treasurer are:

- A. to receive contributions from the District A.A. Groups and to encourage contributions to the District, VAC and GSO;
- B. to maintain records of monies received and make disbursements according to budgetary constraints approved by the District;
- C. to maintain a bank account, with a signature card signed by at least two officers of the District;
- D. to maintain necessary receipts and disbursements and report at all District Meetings;
- E. to maintain custody of equipment used in performance of the duties of the Treasurer;
- F. to prepare an annual report of all receipts and disbursements and a comparison of actual expenditures with allocated amounts for each line item of the budget approved by the District;
- G. to insure that all necessary tax forms are filed;
- H. to prepare and submit a budget worksheet for the coming year at each November District Meeting.

3.5 The duties of the General Service Representatives are:

- A. to attend District Meetings;
- B. to attend Area Assemblies;
- C. to serve as the mail contact with the General Service Office and keep their Groups abreast of A.A. activities;
- D. to supply the DCM with up-to-date Group information;
- E. to work with Group treasurers to develop practical plans for Group support of the General

Service Office;

- F. to report back to their Groups regarding service activities.

4. DISTRICT STANDING COMMITTEES

4.1 The following are Standing Committees:

- A. Archives
- B. Cooperation with Intergroup
- C. Cooperation with the Professional Community (CPC)
- D. Correctional Facilities
- E. Finance and Budget
- F. Grapevine and La Vina
- G. Hospitals and Institutions (H&I)
- H. Public Information (PI)

4.2 The duties of the Standing Committee Chairpersons are:

- A. to maintain communications throughout the District regarding the Standing Committee's area of concern;
- B. to attend District Meetings;
- C. to hold regular committee meetings, to maintain minutes of these meetings, and to circulate them to all concerned;
- D. to maintain a mailing list of the members of the Standing Committee;
- E. to submit reports at the District Meetings;
- F. to recommend to the DCM, upon the time of rotation out, a person to succeed as Standing Committee Chair.

4.3 The membership of each Standing Committee is

composed of the Committee Chairperson appointed by the DCM and all A.A. members interested in serving on said Committee. Any A.A. member may be a voting member of any Standing Committee.

- 4.4 Standing Committees serve as advisory committees to the District, Groups, and individual A.A. members in the Standing Committee's area of concern.
- 4.5 Each Standing Committee is allocated funds from the District to be used in its service and is responsible to the District regarding the use of the funds.
- 4.6 The terms of the Standing Committee Chairs shall coincide with the terms of the District Officers.
- 4.7 In November, each Standing Committee Chairperson shall submit a budget for the upcoming year to the District.
- 4.8 Each Standing Committee Chairperson maintains a pass-along file and assists the incoming Chairperson.

5. AD HOC COMMITTEES

- 5.1 Ad Hoc Committees serve as advisory Committees to the District in the Ad Hoc Committee's area of concern.
- 5.2 Any A.A. member may be a voting member of any Ad Hoc Committee.
- 5.3 Expenses incurred by the Ad Hoc Committee shall be reimbursed subject to the approval of the District.

6. ELECTIONS OF THE DISTRICT OFFICERS

- 6.1 At the November District Meeting of each even numbered year the District shall hold elections for DCM, ADCM, Secretary, and Treasurer. The two-year service term shall begin January 1st of the

following year.

- 6.2 Only members of the District shall have voting privileges. Absentee voting or proxies will not be valid.
- 6.3 Election of the DCM, ADCM, and all District Officers shall be in accordance with the Third Legacy procedures as outlined in the A.A. Service Manual.
- 6.4 All present and former General Service Representatives and District Officers are eligible for nomination. All District Officers and GSRs will be polled for their willingness to be nominated.
- 6.5 All nominees must be present to accept the nomination for all offices.
- 6.6 The District may remove any District Officer from the duties of the office for just cause. Such removal from office shall be by secret ballot by 2/3 the majority of the quorum. When the office has no alternate, the District shall conduct elections for the unexpired term of the office vacated, in accordance with these guidelines.
 - 6.6.1 For the office of DCM, the ADCM shall assume the office vacated and an election for ADCM shall be held.

7. AMENDMENT PROCEDURES

- 7.1 Any proposed amendments to this Service Structure shall be submitted in writing to the DCM.
- 7.2 The DCM shall include any proposed amendment(s) on the next open agenda of the District and a 2/3 majority vote of the District shall be required to adopt the amendment.

JEFFERSON DISTRICT SERVICE COMMITTEE GUIDELINES FOR STANDING COMMITTEES

The following guidelines have been established as reference materials for the successful operation of the Standing Committees. While not intended to be all inclusive, it is the desire of the District that these guidelines be useful as a catalyst to provide communications between the Standing Committees and the District A.A. Groups. General guidelines for Standing Committees are noted in paragraphs 4 and 5 of the District Service Manual.

1. ARCHIVES

Function: The Archives Committee is responsible for the collection, preservation, and administration of the official records of the District, as well as personal papers, or other items donated to the District, which document or describe the activities of A.A. in the Jefferson District.

- 1.1 The Archives Committee also facilitates transferring Jefferson District and District Group-related materials to the Virginia Area Archivist for inclusion in the Area Archives repository.
- 1.2 The Archive Committee coordinates with the Area Archivist to participate in any Virginia Area Archive organization or preservation projects.
- 1.3 The Archive Committee shall comply with all U.S. copyright laws and other restrictions that may apply to the use of the collections.
- 1.4 The Archives Committee directs all requests for Virginia Area archival information to the Area Archivist.

- 1.5 Each November, the Archives Committee shall submit a budget for the upcoming year to the District.
- 1.6 The Archives Committee encourages the use of the Archives Workbook at the Intergroup, District, and Group levels.

2. COOPERATION WITH INTERGROUP

Function: The Cooperation with Intergroup Committee effects and improves communication between the District Committee and the Jefferson District Intergroup and serves as a liaison between the District and the Intergroup.

- 2.1 The Cooperation with Intergroup Committee is chaired by the District Intergroup Liaison and coordinates effective information flow between the District and Intergroup, and assists in coordinating activities to avoid duplication of services.
- 2.2 The District Intergroup Liaison shall attend the regular business meetings of both the District and the Intergroup and report to each service body on the affairs of each.
- 2.3 Each November, the District Intergroup Liaison shall submit a budget for the upcoming year to the District.

3. COOPERATION WITH THE PROFESSIONAL COMMUNITY

Function: The Cooperation with the Professional Community Committee answers calls and provides information to those who would have professional contact with alcoholics -- information about what A.A. is and is not, and what A.A. does and does not do. It attempts to establish good rapport and cooperation between the professional community and A.A.

members at the District and Group levels.

- 3.1 The Cooperation with the Professional Community Committee coordinates the effective flow of information about working with the professional community among the District, Groups, and A.A. members.
- 3.2 The Cooperation with the Professional Community Committee provides GSO-approved literature, films, and other materials for functions within the concerns of the Cooperation with the Professional Community Committee.
- 3.3 Each November, the Cooperation with the Professional Community Committee shall submit a budget for the upcoming year to the District.
- 3.4 The Cooperation with the Professional Community Committee encourages the use of the CPC Workbook at the Intergroup, District, and Group levels.

4. CORRECTIONAL FACILITIES

Function: The Correctional Facilities Committee is responsible for coordinating with local correctional institutions and A.A. Groups to carry the message to the alcoholic who is incarcerated. They assist A.A. members in obtaining the proper clearance to enter the local correctional facilities and coordinate the meetings with staff members.

- 4.1 The Correctional Facilities Committee coordinates effective information flow from the District, District Groups, and individual A.A. members to alcoholics in correctional facilities.
- 4.2 The Correctional Facilities Committee encourages

the use of GSO's "Correctional Facilities Guidelines," the Corrections Workbook, and other GSO literature at the Intergroup, District, and Group levels.

4.3 The Correctional Facilities Committee encourages and assists groups and individual A.A. members involved in this Twelfth Step work.

4.4 Each November, the Correctional Facilities Committee shall submit a budget for the upcoming year to the District.

5. FINANCE & BUDGET

Function: The Finance and Budget Committee establishes a sound fiscal policy for the District, keeping in mind the Tradition of self-support and the need to maintain sufficient operating funds, plus a prudent reserve.

5.1 The membership of the Finance and Budget committee includes a Chairperson, the ADCM, the District Treasurer, and at least one GSR.

5.2 The Finance and Budget Committee aids Groups in becoming self-supporting and assists the District and Groups on budget and other financial matters.

5.3 The Finance and Budget Committee prints a supply of contribution envelopes to be distributed to District Groups.

5.4 The Finance and Budget Committee encourages contributions from A.A. members to A.A. Groups and from A.A. Groups to the District, GSO, and the Virginia Area.

5.5 Working with the Treasurer, the Finance and Budget Committee shall prepare and submit to the District in December a budget for the coming year. The Finance and Budget Committee shall request budgets from

the DCM, Alternate DCM, District officers, and Standing Committee Chairpersons for the coming year.

- 5.6 The Jefferson District's prudent reserve shall be equal to nine months of operating expenses. The Treasurer shall calculate this figure no later than the March District Meeting of each year by multiplying the previous year's total expenses by 75%.
- 5.7 Expenditure of funds: The following guidelines direct all members of the District in submitting expenses for reimbursement, and the Treasurer in the disbursement of funds:
- i. The DCM shall be funded to attend the Spring and Fall Assemblies and the Winter and Summer Meetings in the amount supported by the District budget and substantiated by receipts.
 - ii. Other District Members, District Officers, and District Standing Committee Chairs who are supported by the District budget may be reimbursed in accordance with the guidelines in item 6 below.
 - iii. Money budgeted for District Members, District Officers, and District Standing Committee Chairs shall be used to carry the message in each area of responsibility. Specific items for which reimbursement may be made are: postage, envelopes, labels, stationery, photocopying, printing, meeting room rent, miscellaneous supplies to conduct meetings, and expenses for Fall and Spring Assemblies, including travel, lodging, and meals.
 - iv. Groups are encouraged to fully fund their GSR's travel, lodging, and meal expenses for the Spring and Fall Assemblies. If the Group cannot provide

full support, GSRs may be reimbursed by the District at an amount not to exceed the equivalent of one night's lodging, on a first-come, first-serve basis. Approval of the Finance and Budget Committee is required prior to travel.

- v. No money shall be expended over the approved budget unless approved by the Finance and Budget Committee.
 - a. Should expenditures over the approved budgeted amount be foreseen or expected, the trusted servant responsible for the budget overages and the Finance and Budget Committee shall hold an emergency meeting, before the monies are spent, to discuss the expenditures.
 - b. Any trusted servant who exceeds his or her budgeted line item shall provide an explanation to the full Jefferson District Service Committee at its next meeting.
- vi. No money shall be paid without proper receipts such as copies of paid bills, cancelled checks, and cash receipts.
 - a. Advances may be made for budgeted items, provided the receipts for all money so advanced are submitted to the Treasurer within 30 days immediately following the event for which the money was advanced, together with the funds advanced but not used.

6. GRAPEVINE AND LA VINA COMMITTEE

Function: The Grapevine and La Vina Committee informs the District, A.A. Groups, and individual A.A. members of the availability and benefits of the *Grapevine*, *La Vina* and related A.A. publications.

- 6.1 The Grapevine and La Vina Committee coordinates with the Intergroup, District, A.A. Groups and individual A.A. members on special orders and extra quantities wherever possible.
- 6.2 The Grapevine and La Vina Committee encourages *Grapevine and La Vina* subscriptions for individuals and Groups, and encourages Groups to elect Grapevine Representatives.
- 6.3 The Grapevine and La Vina Committee encourages the use of the Grapevine Workbook and other Grapevine literature at the intergroup, District, and Group levels.
- 6.4 Each November, the Grapevine and La Vina Committee shall submit a budget for the upcoming year to the District.

7. HOSPITALS AND INSTITUTIONS

Function: The Hospitals and Institutions Committee coordinates the flow of information, meetings, and activities that pertain to carrying the message of recovery to alcoholics in hospitals and in alcoholism treatment and rehabilitation centers from the District to Groups and individual A.A. members.

- 7.1 The Hospitals and Institutions Committee encourages and assists the District Groups and individual A.A. members involved within the Hospitals and Institutions Committee's area of concern.
- 7.2 The Hospitals and Institutions Committee encourages the use of GSO's "Treatment Facilities Guidelines," the Treatment Facilities Workbook, and other GSO literature at the District and Group levels.
- 7.3 Each November, the Hospitals and Institutions

Committee shall submit a budget for the upcoming year to the District.

8. PUBLIC INFORMATION

Function: The Public Information Committee coordinates local newspaper listings and manages calls for information about Alcoholics Anonymous that come through the JDI Central Office via phone, mail, and email.

- 8.1 The Public Information Committee keeps the District, District Groups, and individual A.A. members informed of the overall Public Information guidelines and current issues suggested by the General Service Conference so that the District and District Groups may more effectively carry the message to the alcoholic who still suffers. The Public Information Committee is primarily a clearinghouse for public information matters in the District.
- 8.2 The Public Information Committee encourages and assists Groups and individual A.A. members in informing the general public, as well as people seeking information on behalf of an alcoholic, about the A.A. program.
- 8.3 The Public Information Committee maintains a current list of all public information pamphlets, films, workbooks, and other Conference-approved material available, and encourages the use of these materials at the District and Group levels.
- 8.4 The Public Information Committee encourages the use of the GSO Public Information Kit and Public Information Workbook throughout the District. The Committee also encourages the use of print media, radio and television public service announcements,

and films to inform the general public about the A.A. program. The Committee encourages the local production of traditional public service announcements to the greatest extent possible to enhance the "local flavor" of this material.

- 8.5 The Public Information Committee coordinates information, efforts, and activities with other Standing Committees, the Jefferson District Intergroup, and District Groups on the concerns of public information.
- 8.6 Each November, the Public Information Committee shall submit a budget for the upcoming year to the District.

9. AMENDMENT PROCEDURE

- 9.1 Any amendments to these Guidelines must be approved by a 2/3-majority vote of the District.

The Twelve Steps

1. We admitted we were powerless over alcohol - that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

The Twelve Traditions

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose - to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

The Twelve Concepts

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A - the Conference, the General Service Board and its service corporations, staffs, committees, and executives - with a traditional "Right of Decision."
4. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purpose for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees,

corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

The A.A. Steps, A.A. Traditions and A.A. Twelve Concepts for World Service are copyrighted by AAWS, Inc., and are used with permission

A.A. Preamble

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

Reprinted by permission A.A. Grapevine, Inc.

I am responsible...
When anyone, anywhere
reaches out for help, I want
the hand of A.A. always to be there.
And for that I am responsible.

A Declaration of Unity
This we owe to A.A.'s future:
To place our common welfare first;
To keep our Fellowship united.
For on A.A. unity depends our lives,
And the lives of those to come.

Reprinted by permission A.A. World Services, Inc.

Notes: