



WOODBIDGE DISTRICT 28

GUIDELINES

Amendments Adopted April 2021

The purpose of these Guidelines is to provide a framework of action for those interested and involved in District 28. These Guidelines are not intended to replace or supersede those in the AA Service Manual but are to be used in conjunction with, and as a supplement to that manual. These Guidelines are intended to be more specific in nature and generally delineate the responsibilities and duties of trusted servants in District 28. Additionally, these Guidelines should be periodically reviewed and revised as needed to best meet the needs of District 28.

Table of Contents

Overview.....	3
Groups in District 28.....	3
Composition of District 28	3
Terms of Office for District Officers	3
District Officers' Qualifications	3
DCM Duties & Responsibilities	4
ADCM Duties & Responsibilities	5
Treasurer Duties & Responsibilities	5
Secretary Duties & Responsibilities	6
GSR Duties & Responsibilities	6
Standing Committees.....	7
<u>Duties & Responsibilities:</u>	
Archives Committee	7
Cooperation with Professional Community/Public Information.....	8
Corrections/Treatment Committee	8
Grapevine & Literature Committee	8
Newsletter Editor.....	8
Northern Virginia Intergroup Representative	9
Outreach Committee	9
Recovery Club Representative.....	9
Website Administrator	9
Election of District Officers	10
District Meeting Protocol	10
Financial Support and Expenditure of District Funds.....	11
Guidelines Amendment Procedures	12

Abbreviations Key:

DCM = District Committee Member
 GSR = General Service Representative
 NVI = Northern Virginia Intergroup
 GSC = General Service Conference

ADCM = Alternate District Committee Member
 VAC = Virginia Area Committee
 GSO = General Service Office
 GSB = General Service Board

OVERVIEW

District 28 is a service body organized pursuant to the guidelines of the *VAC Service Manual* of Alcoholics Anonymous. District 28 will protect the autonomy and right of dissent of the AA groups within the District, and be mindful of the ideals expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts for World Service, the *AA Service Manual* and the *VAC Service Manual*, while providing the unified group conscience of District 28.

District 28 is a service body only for Alcoholics Anonymous. The District will relate its service voice and activities to the VAC Assemblies by means of its District Committee Member (DCM), General Service Representatives (GSRs), Standing Committee chairs and other duly elected or appointed representatives. The District will express the area's unified group conscience in relation to other service entities and carefully consider the intent of AA's principles when defining its place within the service structure of AA's Fellowship.

District 28 shall encourage groups to participate in the business of the District and to support the District in its efforts to cooperate with the Virginia Area Committee (VAC), General Service Conference (GSC), General Service Board (GSB), AA World Services, Inc. and AA Grapevine, Inc.

GROUPS IN DISTRICT 28

District 28 represents approximately 30 groups in Woodbridge, Triangle, and Dumfries, Virginia. Current groups and meetings in District 28 are listed online at www.woodbridgeaa.org and in the printed *Woodbridge District 28 Meeting Directory* (aka *Where & When*).

COMPOSITION OF DISTRICT 28

District 28, also known as the Woodbridge District, is located within Area 71 of the GSO structure of AA. District 28 is composed of elected officers, General Service Representatives (GSRs) and Standing Committees, herein referred to collectively as "District Members." The officers include the District Committee Member (DCM), Alternate District Committee Member (ADCM), Treasurer and Secretary. The GSRs are elected trusted servants representing their respective home groups. Standing Committee chairs are appointed by the DCM.

TERMS OF OFFICE for DISTRICT OFFICERS

District 28 Officers serve two-year terms, beginning January 1 following the District election, which is held in the Fall of even numbered years. If a DCM cannot fulfill his/her commitment, and there are less than six months remaining in the term, the ADCM shall fulfill the position of DCM for the remainder of the two-year term. The ADCM may run for the DCM position for the following two-year term. If the DCM cannot fulfill his/her commitment, and there are more than six months remaining in the term, a special election will be held at the next District meeting to fill the DCM position.

If, during a term an Officer steps down, relinquishes their sobriety or becomes unable to fulfill their service commitment to the District (*other than the situation described above*), an election for the vacated position will take place at the next regularly scheduled District meeting. Any newly elected Officer can serve out the remaining term of the position vacated and then run for the same position at the next regular District election. A request for a temporary leave of absence from any Officer may be granted at the discretion of the DCM.

District Officers shall serve for no more than one full, two-year term (*except as described above*). Any officer, who fails to attend three consecutive monthly District meetings, shall be presumed to have resigned his/her position.

DISTRICT OFFICERS' QUALIFICATIONS

District Officers are elected by other District Officers, Standing Committee chairs, and GSRs, and will take responsibility for District activities for two-year terms. In the event that the person elected to serve as a District officer is a current GSR, the group should elect another GSR to fill their position. Prospective officers need to have the time and energy to serve the District for the entire two-year term.

- **District Committee Member (DCM) Qualifications:** It is suggested that the DCM have enough sobriety, generally four to five years, to be eligible for election as DCM. Candidates should have a solid background in service work, preferably at both the group and District levels. The DCM has usually served a two-year term as a GSR.
- **Alternate District Committee Member (ADCM) Qualifications:** It is suggested that the ADCM have enough sobriety, generally three to four years, to be eligible for election as ADCM and have a solid background in service work preferably at both the group and District levels. The ADCM should be willing to step in as DCM if the DCM resigns or is unable to serve. The ADCM has usually served a two-year term as a GSR.
- **Treasurer Qualifications:** It is suggested that the Treasurer have at least three years of sobriety and be comfortable with basic accounting rules and familiar with District 28's Budget as well as the monthly *Treasurer's Report* and *Income & Expense Statement*. Experience as a home group treasurer is helpful.
- **Secretary Qualifications:** It is suggested that the Secretary have at least two years of sobriety and have the ability to record and transcribe the business conducted at the monthly District meetings. Knowledge of MS Word or other document generating software is useful. GSR experience is helpful.
- **General Service Representative (GSR) Qualifications:** It is suggested that GSRs have at least six months of continuous sobriety; however, they are voted into their position at the discretion of individual groups. GSRs should be inquisitive, have the ability to listen, be non-biased and have the confidence to act as the voice of their group.
- **Standing Committee Chairperson Qualifications:** It is suggested that any Standing Committee chair have two years of sobriety, experience as a GSR and the ability to fulfill the duties and responsibilities as outlined in these Guidelines.

DCM DUTIES & RESPONSIBILITIES

- The DCM is responsible for all District 28 activities.
- The DCM drafts a monthly District meeting agenda - *generally in coordination with the Secretary and ADCM* - in advance of the monthly meeting. About a week prior to the monthly meeting, the DCM notifies GSRs and area AA members of the date, time and location of the District meeting.
- The DCM ensures that the District's financial records are reviewed monthly and audited annually. As a result of the review and annual audit, the DCM directs the Treasurer to prepare a draft Budget for the upcoming calendar year which will be reviewed and approved each fall by the District officers, GSRs and Standing Committee chairs.
- The DCM establishes Standing Committees and appoints committee chairs.
- The DCM encourages area AA groups to elect GSRs and to register with the District, the VAC and the General Service Office (GSO). The DCM forwards, usually by email, new group forms and group change forms to the appropriate VAC officer for processing and to ensure GSRs are added to AA mailing lists for *PO Box 4-5-9* and the VAC Newsletter (published four times yearly).
- The DCM reviews the accuracy of GSO's Group Description Sheets (which are distributed at VAC meetings and assemblies) and communicates corrections or changes to this information to the VAC's Mailing List Coordinator.
- The DCM encourages GSRs to attend Area Assemblies and monthly District meetings. The DCM keeps GSRs informed about VAC activities including setting up opportunities for the Area 71 Delegate's Conference report and inviting the Delegate to regular District meetings. The DCM keeps GSRs informed about Conference approved books and pamphlets.
- The DCM represents District 28 at the annual Spring and Fall VAC Assemblies, the Summer and Winter VAC meetings, and contributes to the VAC newsletter. The DCM reports on the District status and activities at the VAC level, determines and carries the District 28 conscience to the Area, and reports back to the District about VAC meetings and GSO activities. The DCM serves on a VAC Standing Committee upon assignment by the VAC Chairperson.

- The DCM brings Tradition problems to the attention of the Area 71 Delegate. The DCM is eligible to be elected as a VAC officer, including Area 71 Delegate, Alternate Area 71 Delegate, Secretary, Treasurer, Chairperson, or Alternate Chairperson.
- After completion of their two year term, the DCM is encouraged to serve as a non-voting advisor to the District for one year immediately following their term of office.
- The DCM is encouraged to be familiar with the *District 28 Guidelines*, *The AA Service Manual*, the *Twelve Concepts for World Service*, PO Box 4-5-9, workbooks and guidelines from GSO and any other service materials. The DCM should be familiar with the pamphlet “*Self-Support: Where Money and Spirituality Mix*” and encourage group contributions to the GSO, VAC, District 28, and Northern Virginia Intergroup.

ADCM DUTIES & RESPONSIBILITIES

- The ADCM acts as backup for the DCM, so if the DCM cannot fulfill his/her commitment, *and there are less than six months remaining in the term*, the ADCM shall fulfill the position of DCM for the remainder of the two-year term. The ADCM will assist, participate and share in the DCMs responsibilities at District and Area meetings whenever possible.
- The ADCM is responsible for the storage of all District supplies and maintains an electronic inventory. A printed inventory reflecting the contents of each storage container will be placed inside each container.
- The ADCM is the District’s Events Coordinator and is responsible for scheduling event locations and ensuring the location rental costs are in line with the District’s Budget. The ADCM creates event flyers and coordinates with the Website Administrators for District 28, the NVI and VAC to have the event information posted. The ADCM is responsible for contacting NVI to arrange for an AA literature table, if an event warrants it.
- The ADCM is encouraged to be familiar with the *District 28 Guidelines*, *The AA Service Manual*, the *Twelve Concepts for World Service*, PO Box 4-5-9, workbooks and guidelines from GSO and any other service materials. The ADCM should be familiar with the pamphlet “*Self-Support: Where Money and Spirituality Mix*” and encourage group contributions to the GSO, VAC, District 28, and Northern Virginia Intergroup.

TREASURER DUTIES & RESPONSIBILITIES

- The Treasurer is guardian of all District 28 funds and responsible for maintaining the District's checking account. The Treasurer regularly deposits any group contributions and writes checks or uses the District's debit card to pay budgeted expenses. The District 28 bank account is in the name of “Woodbridge District 28” (*currently with BB&T, non-profit, free checking*). A bank signature card will be signed by the Treasurer and at least one other District officer (usually the DCM). The Treasurer and one other District Officer (usually the DCM) will hold debit cards to allow them to draw necessary budgeted funds from the Woodbridge District 28 bank account. These transactions will appear on the bank statements and be recorded in the monthly *Treasurer’s Report*.
- The Treasurer must accurately track all debits and credits to the bank account and provide a *Treasurer’s Report* and an *Income & Expense Statement* at the monthly District 28 meeting, usually in an Excel spreadsheet format. The monthly *Treasurer’s Report* will record group contributions and other sources of income as well as expenses toward budget line items. The *Income & Expense Statement* will show totals of income and expenditures by budget line item, through the end of the month, preceding the District meeting, as well as the District’s budget, so that District members can see remaining balances. Printed copies (about 20) of the *Treasurer’s Report* and *Income & Expense Statement* will be available to each voting member of the District at the monthly meeting. Both the *Treasurer’s Report* and the *Income & Expense Statement* will be reviewed and approved/disapproved (pending audit) by a vote of the members present.
- Each December, an Audit Committee will be identified by the DCM to review the District's financial records for the calendar year. The Audit Committee will present their findings no later than the following February.
- The Treasurer ensures copies of the monthly *Treasurer’s Report* and *Income & Expense Statement* are provided to the District Archivist and DCM.
- District Officers and Standing Committee Chairs will be encouraged to complete and submit reimbursement forms with supporting receipts to the Treasurer. The Treasurer will reimburse those expenses in a timely manner. The DCM and ADCM may, at their discretion, authorize disbursements up to \$100 for expenses not listed in the budget or expenses exceeding their budgeted line items.

- The Treasurer holds the key to the District PO Box and will periodically check the PO Box for mailed group contributions. All group contributions (checks and cash) will be deposited into the District's account in a timely manner (generally before the end of the month) and recorded in the monthly *Treasurer's Report* and included in the monthly *Income & Expense Statement*.
- The Treasurer will prepare a draft of the upcoming year's Budget based on the current year-to-date *Income & Expense Statement* and two prior years' end-of-year actual *Income & Expense Statements*. The final budget will be presented at the District's October Meeting. The draft will be reviewed by groups in October. Changes will be brought to the District's November meeting. The final budget will be approved by the voting members present at the December District Meeting.
- The Treasurer is encouraged to be familiar with the *District 28 Guidelines*, *The AA Service Manual*, the *Twelve Concepts for World Service*, *PO Box 4-5-9*, workbooks and guidelines from GSO and any other service materials. The Treasurer should be familiar with the pamphlet "*Self-Support: Where Money and Spirituality Mix*" and encourage group contributions to the GSO, VAC, District 28, and Northern Virginia Intergroup.

SECRETARY DUTIES & RESPONSIBILITIES

- The Secretary assists the DCM to prepare and distribute monthly District meeting agenda to ensure that business carried over from the previous District meeting is placed on the current agenda.
- The Secretary provides the attendance sheet at each district meeting and is responsible for recording minutes of all District meetings.
- The Secretary prepares draft minutes of all District meetings and distributes them to another District officer for review prior to the next District meeting. Printed copies (about 20) of the minutes will be made available to attendees at the following month's District meeting, at which time all present will review the previous month's minutes, suggest revisions if necessary, and vote to approve or disapprove. After the draft minutes are approved by the members present, the Secretary will ensure a copy is provided to the District Archivist for safe-keeping and archival purposes.
- The Secretary notifies the DCM when a GSR, Officer or Standing Committee Chair fails to attend three consecutive monthly District meetings.
- When District business requires a vote, the Secretary will explain who is eligible to vote (GSRs, Officers and Standing Committee Chairs).
- The Secretary is responsible for distributing copies of the District Guidelines to new Officers and GSRs as well as for updating and distributing the Guidelines when they are amended by the District. Budgeted funds are available in the Office Expense Line Item for making these copies when necessary.
- The Secretary assists the DCM in checking the GSO Group Sheets – which are distributed by the VAC - for accuracy.
- The Secretary is encouraged to be familiar with the *District 28 Guidelines*, *The AA Service Manual*, the *Twelve Concepts for World Service*, *PO Box 4-5-9*, workbooks and guidelines from GSO and any other service materials. The Secretary should be familiar with the pamphlet "*Self-Support: Where Money and Spirituality Mix*" and encourage group contributions to the GSO, VAC, District 28, and Northern Virginia Intergroup.

GSR DUTIES & RESPONSIBILITIES

- GSRs are selected by their home groups to act as the link between their groups and AA as a whole. They convey their home group conscience to the District and at the VAC assemblies and bring back to their groups information about AA services and activities.
- During their term (usually two years), GSRs are full voting members of District 28 and the VAC. They are expected to attend monthly District meetings as well as the Spring and Fall VAC assemblies each year. Home groups are responsible for paying travel expenses for their GSRs to attend the Spring and Fall VAC assemblies. On a case-by-case basis, the District will provide one time funding toward a GSR's travel when a group is unable to pay. At each District meeting, GSRs report on the status of their groups (i.e. average attendance, anniversaries, special activities, etc.).
- GSRs serve as a conduit of information between the District and their home group, and serve as the mail and email contact with the District, Intergroup, VAC, Area committees, and GSO, and may be listed in the AA directories as group contact.

- GSRs are encouraged to volunteer to chair District events (e.g. workshops, picnics, Alcothons, etc.) and if near the end of their service commitment are eligible to run for any District Officer position.
- Each group should also have an Alternate GSR to assist the GSR in their duties and responsibilities. They are welcome to perform GSR duties at District meetings and assemblies if the GSR is not available.
- GSRs encouraged individuals in their group to support the District Standing Committees and planned activities (either as chairs or participants) as well as any Intergroup and VAC events.
- GSRs are encouraged to be familiar with the *District 28 Guidelines*, *The AA Service Manual*, the *Twelve Concepts for World Service*, *PO Box 4-5-9*, workbooks and guidelines from GSO and any other service materials. GSRs should be familiar with the pamphlet “*Self-Support: Where Money and Spirituality Mix*” and encourage group contributions to the GSO, VAC, District 28, and Northern Virginia Intergroup.
- If a GSR fails to attend three consecutive monthly District meetings—and is not represented by an Alternate GSR—the DCM may contact the appropriate GSR or group to seek a replacement.

STANDING COMMITTEES

- The DCM may appoint one or more individuals to chair Standing Committees which are tasked with performing specific duties, collecting information about AA services and activities in the Woodbridge area and presenting reports at the monthly District meetings.
- All Standing Committees will organize, set goals, and carry out duties separately from the monthly District meeting. Each Committee will be directly responsible to District 28 and any actions or major decisions affecting the District and/or AA as a whole will require District approval.
- When a Standing Committee’s recommendations involve an expenditure of money, a cost estimate and its impact on the District’s Budget will be communicated to the District Treasurer. In October of each year, each Standing Committee chair will recommend the amount of expected annual expenditures to be included in the Budget.
- Standing Committee chairs are encouraged to be familiar with the *District 28 Guidelines*, *The AA Service Manual*, the *Twelve Concepts for World Service*, *PO Box 4-5-9*, workbooks and guidelines from GSO and any other service materials. Standing Committee chairs should be familiar with the pamphlet “*Self-Support: Where Money and Spirituality Mix*” and encourage group contributions to the GSO, VAC, District 28, and Northern Virginia Intergroup.
- Each Standing Committee chair will provide a written and verbal report at each monthly District Meeting concerning the services and activities of that committee. If a Standing Committee chair is unable to attend a monthly District meeting, a report should be forwarded to the DCM prior to the monthly District meeting.
- If a Standing Committee chair fails to attend three consecutive District meetings without providing a report, the position may be considered vacated and the DCM may designate another person to act as chair. The DCM has the authority to replace any Standing Committee chair or Standing Committee members. A Standing Committee may be inactivated if the District consensus is that it is no longer needed.

Current Standing Committees and their responsibilities include:

Archives Committee

- The Archives Committee is responsible for gathering, recording, storing, and preserving historical data pertinent to District 28. The Archives Committee chair solicits materials for archival purposes at District meetings and researches and provides archival information as requested. Archival material may be recorded memories of AA members, photos of meeting locations and written histories of established groups.
- The Archives Committee chair provides a verbal and written report at monthly District meetings regarding committee activities. If the Archives Committee chair is unable to attend a monthly District meeting, a report should be forwarded to the DCM prior to the meeting.
- The Archives Committee will ensure District 28 materials (newsletters, monthly meeting minutes, historical documents, photographs, event flyers, etc.) are protected and safely stored.
- The Archives Committee provides archival material to persons with a valid reason for reviewing it. The Archives Committee may provide articles and historical information about AA for the District’s monthly newsletter and, when possible, displays area historical material at District events.

- The Archives Committee chair maintains communication with the VAC Archives Committee chair and strives to attend the VAC Archives Committee Meeting held in conjunction with the VAC Spring and Fall Assemblies.

Cooperation with Professional Community/Public Information/Treatment (CPC/PI/T) Committee

- The CPC/PI/T Committee is responsible for updating, designing, printing and distributing the *Woodbridge District 28 Meeting Directory* pamphlets. Funds are earmarked each year under the CPC/PI/T Committee line item for this purpose.
- The Committee should also strive to reach out to area rehab centers, hospitals, libraries, police stations, schools, and community centers to inform community professionals about the disease of alcoholism and the AA fellowship.
- The CPC/PI/T chair maintains communication with the Intergroup CPC/PI/T Committees and the VAC CPC/PI/T Committee chairs and — whenever possible — attends the VAC CPC/PI/T Committee Meetings held in conjunction with the VAC Spring and Fall Assemblies. The Committee strives to participate in any relevant activities developed by other CPC/PI/T Committees locally, in Virginia, or across the country.
- The CPC/PI/T Committee will work with rehabs and detox centers in Bridging the Gap (Bringing new members from hospitals to their first meeting).
- The CPC/PI chair should provide a verbal and written report at monthly District meetings regarding committee activities.

Corrections Facilities Committee

- The Corrections Facilities Committee is responsible for coordinating with local corrections (adult & juvenile) to bring AA information to the still suffering alcoholics who are incarcerated.
- The Corrections Facilities Committee chair will encourage the participation of local individual AA members in this endeavor and join forces with other Districts (e.g. Manassas, Springfield, etc.) and NVI representatives to further any efforts to share AA information to these populations.
- The Corrections Facilities Committee chair maintains communication with the NVI Corrections Committee and the VAC Corrections Committee. The Corrections Facilities Committee chair strives to attend the VAC Corrections Committee meetings held in conjunction with the VAC Spring and Fall Assemblies.
- The Corrections Facilities Committee chair should provide a verbal and written report at monthly District meetings regarding committee activities.

Grapevine & Literature Committee

- The Grapevine & Literature Committee is responsible for informing area AA members of the Fellowship's international journal as well as for maintaining contact with the *Grapevine Inc.* office.
- The Grapevine & Literature Committee chair provides a verbal and written report at monthly District meetings regarding committee activities and informs the District about AA conference-approved literature, audiovisual materials, the AA *Grapevine*, *La Vina*, and other AA publications and materials.
- The Grapevine & Literature Committee is available to assist GSRs or group Grapevine & Literature Reps with ordering AA publications and materials. When requested, the Grapevine & Literature Committee provides displays at District functions.
- The Grapevine & Literature Committee chair maintains communication with the VAC Grapevine & Literature Committee chair and strives to attend the VAC Grapevine & Literature Committee Meeting held in conjunction with the VAC Spring and Fall Assemblies.
- The Grapevine & Literature Committee chair should provide a verbal and written report at monthly District meetings regarding committee activities

Newsletter Editor

- The District Newsletter Editor collects information about AA and District activities and events to include in the monthly electronic Newsletter. The Newsletter usually includes a DCM message. Submitted content will dictate the size of the Newsletter each month. Mailing addresses for 7th Tradition disbursements to GSO, VAC, NVI and the District should be included as well as website addresses for these organizations for easy reference. Anonymous email addresses for the District Officers will also be included.

- The Newsletter will be posted to District 28's website and links sent to all area AA members who provide their email addresses. GSRs are encouraged to print copies of the District's Newsletter and make them available to their groups.
- The Newsletter Editor should provide a verbal and written report at each monthly District meeting and provide the deadline for the next month's submission of columns, news and anniversary announcements.
- The Newsletter Editor will ensure a copy of each Newsletter is provided to the District Archivist for safe-keeping and archival purposes.

Northern Virginia Intergroup Representative

- The Northern Virginia Intergroup Representative. acts as the liaison between NVI and District 28. The District's Intergroup Representative. will attend the monthly NVI board meeting currently scheduled for the first Tuesday of each month at Fairfax Presbyterian Church, 10723 Main Street, Fairfax VA 22301.
- The Intergroup Representative will maintain communication (by phone, in person or by email) with NVI and they will strive to attend the VAC Intergroup Committee Meeting held in conjunction with the VAC Spring and Fall Assemblies.
- The Intergroup Representative will provide a written and verbal report at each monthly District meeting concerning NVI services and activities.

Outreach Committee

- The Outreach Committee will strive to attend each of the meetings held in Woodbridge District 28 to encourage participation of GSRs at the District level. Primary attention will be paid to groups without active GSRs.
- The Outreach Committee will take the *District 28 Meeting Directory* pamphlets, monthly newsletters, District meeting agendas and these District Guidelines to the meetings to be able to answer individual questions.
- The Outreach Committee chair should provide a verbal and written report at monthly District meetings regarding committee activities.

Recovery Club Representative

- The Recovery Club Representative acts as the liaison between any area alcohol recovery club (currently the Rebos Club) and District 28. The Recovery Club Representative will attend the Rebos Club quarterly membership meeting, currently set for the second Sunday of March, June, September, and December, at 12902 Occoquan Road, Woodbridge. The District will pay for Rebos membership for this individual.
- The Club Representative will maintain communication (by phone, in person or by email) with the Rebos President for the sole purpose of receiving and giving AA and group information. Additional duties include updating the District 28 bulletin board located inside the Rebos Club with any District 28 event flyers or newsletters.
- The Club Representative will provide a written and verbal report at each monthly District meeting concerning Rebos services and activities, to keep District members informed of any Rebos Club events that are sponsored by AA groups. AA group-sponsored Rebos events should be included in the District's Newsletter.
- The Club Representative will emphasize to all AA groups meeting at Rebos, the importance of maintaining autonomy and an identity separate from Rebos, similar to the relationship that other AA groups have with any other facility in which an AA group holds meetings. The primary purpose of the Club Representative is to maintain an open line of communication between the District and the Rebos Club.

Website Administrator

- The Website Administrator is responsible for maintaining the site's domain name and for posting relevant, informational content. Content will include times and locations of District 28 AA meetings plus AA sponsored activities. The Website will not contain items that include personally identifiable information (i.e. last names, phone number or personal email or mailing addresses).
- The Website Administrator is responsible for communicating with the company hosting the Website in the event of technical problems. Costs associated with the Website hosting will be estimated and included in the District's Budget. Invoices for Website services will be reviewed by the Website Administrator and DCM prior to being released to the Treasurer for payment.

- The Website Administrator will provide a verbal and written report at monthly District meetings regarding the status of the Website at each monthly District 28 meeting.
- The Website Administrator is responsible for updating information about Woodbridge District 28 meetings to NVI, VAC and GSO Website administrators. The Website Administrator will strive to attend the VAC Website Committee Meeting held in conjunction with the VAC Spring and Fall Assemblies.

ELECTION OF DISTRICT OFFICERS

- District elections will take place at the November District Meeting during even-numbered years. Officers to be elected are DCM, ADCM, Treasurer, and Secretary, who will serve two-year terms beginning January 1 of the following year.
- In August before the election, the DCM will appoint a Nominating Committee composed of up to three AA members from District 28. Nominating Committee members will not be eligible to vote during the election. The Nominating Committee will announce the open positions at local meetings and identify a slate of nominees for office.
- Before the election, the DCM will appoint an Election Moderator. The Election Moderator will be a non-voting member and should have served at the District and Area level. The Moderator should be thoroughly familiar with election procedures as described in the *AA Service Manual and the District Guidelines*.
- The Election Moderator will determine who is eligible to vote by calling the role of Officers, GSRs and standing Committee Chairs present. Absentee or proxy voting is not allowed although alternate GSRs may vote in the absence of their GSR. The Election Moderator will determine the number of votes required for a simple majority and a two-thirds majority (necessary, if the Third Legacy Procedure is used for the election of Officers).
- The District will determine whether Officers will be elected by a simple majority or the Third Legacy Procedure as described in the *AA Service Manual*. The Election Moderator will explain how each procedure works and will call for a vote by a majority show of hands of those eligible to vote, as to whether the election will be determined by a simple majority or by the Third Legacy Procedure.
- All nominees for officer positions must attend the District election and accept the nomination. The District may by majority vote allow a name to remain on a ballot if the person is unable to attend the meeting.
- The order of election will be the DCM, ADCM, Treasurer, and Secretary.
- The Election Moderator will call for the report of the Nominating Committee regarding nominations for the position of DCM. The Election Moderator will then poll each person present, beginning with the current District officers, then GSRs, and all other persons, to determine their willingness to be added to the slate of nominees. The Election Moderator will then read the names of the nominees for DCM and ask each nominee if they are able and willing to serve in that position. Each nominee will respond with their name, sobriety date, home group, and willingness to serve. Other Officers will be nominated in the same manner.
- If a simple majority procedure is used to determine election results and if the vote results in a tie, the voting process will be conducted a second time. If this second vote also results in a tie, the voting process will be conducted a third time. If after three votes, there is still a tie, the Election Moderator will ask for a show of hands to vote a fourth time or to draw the winner's name out of a hat. Once determined, the Election Moderator will proceed with either a fourth vote or ask a non-voting member to draw a name out of the hat.

DISTRICT MEETING PROTOCOL

- **MEETING LOCATION & TIME:** The District meeting is held the third Thursday of each month at 7 p.m., inside the Bethel United Methodist Church on Smoketown & Minnieville Roads in Woodbridge.
- **MEETING AGENDA:** The District Meeting agenda is prepared by the DCM, with assistance from the ADCM and Secretary. Additional agenda items must be submitted to the DCM two days prior to the monthly meeting to be included on the agenda. Meeting notices will be emailed out to all available area AA members a week prior to the meeting. A hard copy of the minutes of the prior month's District Meeting will be made available and distributed to District Meeting attendees. New Business – not included on the agenda - which comes up for discussion from the floor at any District meeting will be placed on the agenda for the next month's District meeting, providing such placement is approved by a majority of the present voting members. Immediate or emergency action may be taken with the approval of two-thirds of the voting members.

- **MEETING FORMAT:** The meeting gives the District Officers and Standing Committee Chairs an opportunity to report to the GSRs on pertinent subjects and activities. It gives the GSRs an opportunity to communicate with the DCM and express their individual group's conscience.
- **PARTICIPATION:** All District Officers, GSRs and Standing Committee chairs should make every effort to be at all meetings. All interested members of AA are encouraged to attend District meetings and to participate as non-voting members.
- **QUORUM:** A quorum for District business will be those voting members gathered for the monthly meeting. A majority vote will be sufficient for routine District business.
- **VOTING:** The Secretary will announce that only voting members of the District may vote and will explain "voting members" (*i.e. all District Officers, GSRs and Standing Committee chairs have full voting privileges at monthly District meetings and for the District elections*). No person shall have more than one vote per motion regardless of the number of qualifying District service positions the person holds. District members must be present at a meeting to vote. Alternate GSRs may vote if their GSR is absent.
- **BUSINESS VOTING PROCEDURES:** When an Agenda item has been discussed and taken back to the groups for discussion and it is included on the agenda for a vote:
 - a. The floor will be open for discussion on the agenda item.
 - b. A vote will be taken.
 - c. If the Agenda item passes, only the minority opinion will be heard.
- **BUSINESS MOTIONS:** When an item has or is being discussed and a motion has been made:
 - a. The DCM will ask for a second on the motion.
 - b. If there is a second on the motion, the Secretary will read the motion.
 - c. Discussion will resume on the motion.
 - d. A vote will be taken on the motion.
 - e. If the motion passes, the DCM will ask for only the minority opinion.

FINANCIAL SUPPORT & EXPENDITURE OF DISTRICT FUNDS

- Individual AA groups are responsible for funding District 28 and all its activities. Each group is asked to give according to the pamphlet "*Self-Support: Where Money and Spirituality Mix,*" and are encouraged to regularly contribute to the GSO, VAC, District 28, and NVI. District 28 welcomes these voluntary contributions in any amount a group deems appropriate for the support of carrying the AA message at the District level.
- Individual Group donations are recognized in the District's monthly *Treasurer's Report* which is presented at the monthly District Meeting. Copies of the District's Budget and monthly *Treasurer's Reports* and *Income & Expense Statement* are maintained by the Archives Committee.
- All expenditures greater than \$100 of District 28 funds will be limited to those itemized on the District's Budget. Any such unexpected expenses will be discussed and approved by an affirmative vote of the majority of the members present at any District 28 meeting.
- Ever mindful of AA's 7th Tradition of self-support, District 28 will pay rental fees associated with providing a location for the monthly District Meeting.
- District 28 will fully fund the cost of travel, lodging and meal expenses incurred by the DCM to attend the Spring and Fall VAC Assemblies, as well as the Summer and Winter VAC Meetings. District 28 may reimburse reasonable expenses incurred by other officers and members upon a vote by District members.
- District 28 will fund the annual rental of the Post Office Box used for receiving 7th Tradition contributions from District AA groups.
- Individual groups are encouraged to be fully self-supporting, paying for the cost of travel, lodging and meal expenses incurred by their GSRs who attend the VAC Assemblies. If an AA group is unable to provide such support, the GSR may apply to the District for one-time funding in advance of the event and submit a completed Reimbursement Form along with receipts to be returned to the Treasurer by the next District meeting following the VAC Spring or Fall Assembly attended.
- The District will fund the operating expenses (postage, copies, etc.) incurred by Standing Committees as indicated on District 28's Budget.
- District 28 will fund any workshop or special activity voted upon by the District. Whenever possible, projected event costs will be included in the Budget based on historical expenses.
- Any elected or appointed District member receiving money from the District will submit a Reimbursement Form and include any receipts for expenditures to the District Treasurer for reimbursement.

GUIDELINES AMENDMENT PROCEDURE

- Circumstances may require changes, additions or deletions to position requirements, procedures and/or other content in these Guidelines. These Guidelines were written based on other Virginia District guidelines and experience with the AA Fellowship. Substantive changes should not be made until each situation has been considered in its entirety and its effect carefully weighed.
- District members shall submit proposed amendment(s) to these Guidelines to the DCM in writing prior to a regularly scheduled District meeting. The written submission should clearly state the text to be revised or deleted as well as the revised text or addition.
- The DCM will place the proposed amendment(s) on the agenda for the next District meeting and the Secretary shall provide copies of the proposed amendment(s) to the District members at this meeting.
- GSRs shall report on the proposed amendment(s) to their groups at the next group business meeting.
- Substantive amendment(s) requires a majority vote at the District meeting following the meeting at which the amendment(s) were introduced and may become effective no earlier than the time of the adoption of the amendment(s).
- The Secretary will incorporate any amendment(s) adopted by the District into the text of the Guidelines, and will provide copies of the revised Guidelines to District members.