

# **New Mexico Area 46 District 12**



## **DISTRICT INFORMATION PAMPHLET**

Amended September 15<sup>th</sup>, 2018- Young Peoples' addition  
Amended January 5<sup>th</sup>, 2019- combined CPC/PI  
Amended April 11, 2019- gender neutral, more flexible language

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## **TOPIC I – TRUSTED SERVANTS**

### **District Committee Member (DCM)**

As a member of the Area Committee, "he or she is able to pass on the district's thinking to the delegate and the committee." (*A.A. Service Manual*). The DCM attends the three Area 46 assemblies held each year in March, September and December. The DCM has only one vote at the Area Assembly. Travel expenses to and from area assemblies will be reimbursed to the DCM by District 12.

#### **Responsibilities**

- a. Preside at all district meetings and perform the acts and duties customary to this office
- b. Prepare agenda for all district meetings
- c. Be familiar with and conduct all meetings using established parliamentary procedures to ensure the proper and efficient order of business
- d. Prepare brief, factual, written reports for presentation at area assemblies
- e. Attend each Area Assembly and Area Assembly Planning Meeting
- f. Attend the district chairs' meeting at each Area Assembly
- g. Prepare and present Area Assembly Report to the district
- h. Schedule visits to each group in the district and stays in contact with the GSRs
- i. Hold signature authority on district bank account.
- j. Support standing committees and special events committees

### **Alternate District Committee Member (Alt DCM)**

This person is ready to stand in for the DCM if they are unable to attend district meetings or area assemblies. The Alt DCM also will become the DCM if the present DCM is unable to finish the term. The Alt DCM must meet all the same qualifications as the DCM.

#### **Responsibilities**

- a. Attend all district meetings and perform the acts and duties customary to this office
- b. Be familiar with using established parliamentary procedures
- c. Prepare a written Alt DCM report for presentation at the district meeting each month as needed.
- d. Attend scheduled group visits with DCM
- e. Assist the DCM whenever possible
- f. Support standing committees and special events committees

### **Treasurer**

#### **Responsibilities:**

- a. Attend all district meetings and perform all acts and duties customary to this office
- b. Receive all funds and deposit them in the designated district checking account
- c. Maintain district checking account to dispense district funds
- d. Pay all authorized district expenses
- e. Prepare a monthly cumulative written report of all receipts and expenses for presentation at district meetings each month, including as separate line items, the prudent reserve and any special funds for events or special expenditures as passed by the District Committee.
- f. Keep all receipts, vouchers, and checking records for a minimum of two years in storage
- g. Attend (when possible) the Area Finance Committee meeting at each Area Assembly

## **Secretary**

### Responsibilities:

- a. Attend and take minutes at all district meetings and perform all acts and duties customary to this office
- b. Prepare a monthly written report of the minutes of each meeting for review and comment at the next monthly district meeting
- c. Maintain records of attendance of DCM, Alt DCM, trusted servants, committee chairs, and GSRs at monthly district meetings
- d. Update and maintain District 12 Information Pamphlet (DIP)
- e. Maintain District 12 contact list

## **TOPIC II – COMMITTEES**

### **1. Standing Committees**

#### Current Permanent Standing Committees:

- |  |            |
|--|------------|
| a. Archives                                    | Appendix B |
| b. Bridge the Gap                              | Appendix C |
| c. Cooperation with the Professional Community | Appendix D |
| d. Public Information (PI)                     | Appendix E |
| e. Corrections                                 | Appendix F |
| f. Grapevine                                   | Appendix G |
| g. Literature                                  | Appendix H |
| h. Treatment Facilities                        | Appendix I |
| i. Young Peoples'                              | Appendix J |

### **2. Liaison Representatives**

Liaison Representatives represent District 12 at other entity functions and facilitate communication between these entities and the district. Representatives attend the other entities' scheduled meetings and report back on them to the district.

#### Current Liaison Representatives:

- |                                      |            |
|--------------------------------------|------------|
| a. Intergroup Representative         | Appendix K |
| b. <i>El Farolito Representative</i> | Appendix L |

### **3. Special Events Committees**

Special Events Committees are established as needed to run the district event listed below. Other events will be run as required by an Ad Hoc Committee (See Appendix M)

#### Current Special Committees:

- |                                |            |
|--------------------------------|------------|
| a. Intergroup Speakers Meeting | Appendix L |
|--------------------------------|------------|

## **TOPIC III – MAKING AMENDMENTS TO THESE GUIDELINES**

Requests for additions, changes, and deletions to these guidelines shall be presented verbally and in writing at a regularly scheduled District 12 meeting for vote at the following regular meeting. The secretary shall include the proposed changes to the guidelines in the minutes of the meeting at which the request was made. Changes to this document may be made only with the approval of simple majority with minority opinion of the district 12 members present for the vote. Changes to each specific topic and/or item shall be voted upon separately. Addenda to the guidelines will be issued as they are passed by the district. New Guidelines with all additions, changes, and deletions will be printed in December of odd numbered years, prior to the completion of each two-year service term.

## **APPENDIX A -- DISTRICT 12 ELECTIONS**

### **Procedures**

Elections are run using the third legacy procedures found in the *A.A. Service Manual*. Each person standing will be given the opportunity to state his or her qualifications. District 12 will use a “stand for election” process; additionally, nominations from the floor will be accepted and require a second. The DCM member will announce the position and the requirements for that position. The DCM will ask for those who are willing to “stand for election” for each district position and request any “nominations”. Voting will be decided between those who “stand for election” and those who have accepted a “nomination”.

### **Who Votes**

Qualified voting members (District 12 GSRs, Alt DCM, Treasurer, Secretary, and standing committee chairs and liaison representatives) are entitled to only one vote even if they hold more than one position. Each group in the district is entitled to one vote to be cast by the GSR, alternate GSR, or designated group member. All qualified voting members will be identified prior to the election process.

### **Casting Votes**

Voting shall be by written ballot among qualified voting members, unless there is only one candidate, in which case a show of hands will suffice with the votes counted by the presiding DCM and recorded by the Secretary.

### **When**

Trusted servants (DCM, Alt DCM, Treasurer, and Secretary), standing committee chairs and liaison representatives are elected at the November business meeting during odd numbered years. Ad Hoc Committee chairs are elected at business meetings as needed.

### **Precedence**

Election of trusted servants (DCM, Alt DCM, Treasurer, and Secretary), standing committee chairs and liaison representatives are elected in the order of this Appendix beginning with the District Committee Member.

### **Service Terms**

All elected terms are for two years, except for Ad Hoc Committee chairs. District servants begin their terms January 1st of even numbered years.

### **Qualifications**

#### **Trusted Servants**

District Committee Member (DCM): The candidate must be a District 12 member. It is suggested that the DCM have four years of continuous sobriety. It is preferred that the DCM to be a past or present alternate DCM, treasurer, secretary, or GSR.

Alternate District Committee Member (Alt DCM): The candidate must be a District 12 member. It is suggested that the Alt DCM have four years of continuous sobriety. It is preferred that the alternate DCM to be a past or present, treasurer, secretary, or GSR.

Treasurer: The candidate must be a District 12 member. It is suggested that the treasurer have four years of continuous sobriety. It is preferred that the treasurer to be a past or present GSR.

Secretary: The candidate must be a District 12 member. It is suggested that the secretary have two years of continuous sobriety and be a past or present GSR.

### **Standing Committee Chairs**

Archives: It is suggested that candidates have two years of continuous sobriety and be a past or present GSR or alt GSR. The chairperson should have enough understanding of A.A.'s Traditions to be comfortable interacting with the professional community.

Bridge The Gap (BTG): It is suggested that candidates have two years of continuous sobriety and be a past or present GSR or alt GSR. The chairperson should have enough understanding of A.A.'s Traditions to be comfortable interacting with the professional community.

Cooperation With The Professional Community (CPC): It is suggested that candidates have at least four years of continuous sobriety, and be a past or present GSR. The chairperson should have enough understanding of A.A.'s Traditions to be comfortable interacting with the professional community.

Public Information (PI): It is suggested that candidates have at least four years of continuous sobriety, be a past or present GSR. The chairperson should have enough understanding of A.A.'s Traditions to be comfortable interacting with the general public.

Corrections: It is suggested that candidates have at least four years of continuous sobriety, and be a past or present GSR. The chairperson is preferred to have experience serving on the Corrections Committee and have a current clearance into MDC.

Grapevine Representative: It is suggested that candidates have two years of continuous sobriety, and be a past or present GSR or alt GSR.

Literature: It is suggested that candidates have two years of continuous sobriety, and be a past or present GSR or alt GSR.

Treatment Facilities: It is suggested that candidates have at least four years of continuous sobriety, and be a past or present GSR. The chairperson should have enough understanding of A.A.'s Traditions to be comfortable interacting with the professional community.

Young Peoples': It is suggested that the chairperson have 2 years of continuous sobriety and enough understanding of A.A.'s traditions to be comfortable participating in the general service structure.

### **Liaison Representatives**

Intergroup Representative: It is suggested that candidates have two years of continuous sobriety, and be a past or present GSR or alt GSR.

El Farolito Representative: It is suggested that candidates have two years of continuous sobriety, and be a past or present GSR or alt GSR.

### **Special Events Committee Chairs**

It is suggested that candidates have two years of continuous sobriety.

### **Resignation Of Service Position**

District 12 requests that those serving at the district level simply suit up and show up. Any servant with three unexplained consecutive absences will be assumed to have resigned his or her position, and the DCM will make an appointment to fill the open position. The "appointee" shall then "stand for approval" by a vote of the district body.

## **APPENDIX B – Archives Committee Guidelines**

### **Archives Committee Chair**

The Archives Chair collects group histories, and takes archive material to district workshops and other district functions, as appropriate.

#### **Responsibilities:**

- a. Encouraged to attend all district meetings and perform the acts and duties customary to this office
- b. Make a monthly report at all district meetings
- c. Attend the Area 46 Assembly Archives meetings and workshops, if possible, and report back at district monthly meeting
- d. Promote, protect and preserve the collection of the district 12 Archives
- e. Permit the materials to be inspected, examined, abstracted, or copied under supervision by any authorized person. Normally, any A.A. member respecting the spirit of anonymity will be authorized such access. On a case-by-case basis, access may also be granted to certain non-A.A. members, such as relatives of deceased A.A. members or persons doing scholarly research on A.A. Copies of any archival documents provided to non-A.A. members should have the full last names of A.A. members deleted
- f. Examine and report to the district on the condition of current records annually
- g. Follow A.A. guidelines as printed and released by the GSO, and as incorporated in the District 12 Information Pamphlet

#### **Budget:**

- a. Purchases over \$25.00 must be approved by District 12 vote.

## **APPENDIX C – Bridge the Gap (BTG) Committee Guidelines**

### **BTG Committee Chair**

The BTG Chair coordinates with the Corrections and Treatment Facilities Chair to help people being released from correctional institutions or treatment facilities find A.A. meetings on release. The BTG Chair will help people being released from treatment facilities to locate meetings and a contact person to take them to a meeting as soon as possible, if not the day after they are released. To aid in this, the BTG chair constructs lists of people willing to do this type of service through GSRs or by visiting groups and informing them of the need for contact persons.

#### **Responsibilities:**

- a. Encouraged to attend all district meetings, and perform the acts and duties customary to this office
- b. Make a monthly report at all district meetings
- c. Encouraged to attend the Area Assembly Bridge the Gap meetings and workshops and report back at the district's monthly meeting
- d. Develop and maintain a list of BTG contact persons in the district and in Area 46. Help the area BTG Chair develop and maintain a network with other districts to exchange ideas and information regarding bridge the gap work
- e. Cooperate with the efforts of the district 12 Treatment Facilities and Correctional Facilities committees

#### **Budget**

- a. No annual committee fund allocation by the district
- b. All purchases over \$25.00 must be approved by District 12 vote

**\*\*\*NOTE: Historically within D12, the CPC and PI positions have been held by the same individual and the position has been combined into CPC-PI\*\*\***

## **APPENDIX D – Cooperation with the Professional Community (CPC) Committee Guidelines**

### **CPC Committee Chair**

The CPC Chair's focus is on cooperation, but not affiliation, with professionals in the community such as counselors, educators, physicians, clergy, court officials, and other professionals who may be in contact with active alcoholics. The CPC chair keeps the district informed of area CPC activities and when appropriate, arranges for volunteers to join together in carrying the A.A. message at professional meetings, seminars, and more (paraphrased from *The A.A. Group* pamphlet, pages 24-25).

### **Responsibilities**

- a. Encouraged to attend all district meetings and perform the acts and duties customary to this office
- b. Make a monthly report at all district meetings
- c. Encouraged to attend the Area Assembly CPC meetings and workshops and report back at the district's monthly meeting.
- d. Chair CPC committee meetings as required
- e. Maintain and report budgeted funds of the Committee to the district on a regular basis as needed, but at least once a year
- f. Coordinate with PI Committee as appropriate
- g. Follow A.A. Guidelines as printed and released by the GSO

### **Budget**

- a. No annual committee fund allocation by the district
- b. All purchases over \$25.00 must be approved by District 12 vote

## **APPENDIX E – Public Information (PI) Committee Guidelines**

### **PI Committee Chair**

The PI Chair gathers volunteers to speak and make PI literature available at schools, businesses, law enforcement agencies, and any other organizations interested in A.A. This chairperson also helps make sure that television and radio stations get public announcements about A.A.

### **Responsibilities:**

- a. Encouraged to attend all district meetings and perform the acts and duties customary to this office
- b. Make a monthly report at all district meetings
- c. Attend the Area Assembly PI meetings and workshops, if possible, and report back at the district's monthly meeting
- d. Chair PI Committee meetings as required, but not less than quarterly
- e. Provide the media with accurate information about A.A., especially about our tradition of anonymity
- f. Keep District 12, groups and individual A.A. members informed of overall public information guidelines and current issues suggested by the GSO
- g. Conduct the business of the District 12 Public Information Committee in accordance with the guidance contained in the public information kit available from the GSO
- h. Follow A.A. Guidelines as printed and released by the GSO



Budget:

- a. No annual committee fund allocation by the district
- b. All purchases over \$25.00 must be approved by District 12 vote

**APPENDIX F– Corrections Committee Guidelines**

**Corrections Committee Chair**

The Corrections Chair is the liaison between volunteers taking meetings into facilities and the correctional facilities. The chair visits groups encouraging groups and individuals to take meetings into facilities. This chairperson may also coordinate with the BTG Chair to help those being released locate a meeting and/or contact person in the area they will be attending meetings.

Responsibilities:

- a. Encouraged to attend all district meetings and perform the acts and duties customary to this office
- b. Make a monthly report at all district meetings
- c. Attend the Area Assembly Corrections meetings and workshops, if possible, and report back at the district's monthly meeting
- d. Chair Corrections Committee meetings as needed
- e. Recruit volunteers to take meetings into correctional facilities within District 12
- f. Facilitate acquiring security clearances for volunteers
- g. Assist male and female coordinator with scheduling of volunteers and other related issues
- h. Collect Corrections Committee donations (monetary or literature, etc.) from groups in the district
- i. Ensure the availability of information about the A.A. message of recovery to incarcerated male and female alcoholics, to encourage members of the district 12 A.A. community to initiate and participate in A.A. meetings behind the walls, and to take part in such programs as the Prerelease Contact Program and the Corrections Correspondence Service, if possible.
- j. Follow A.A. Guidelines as printed and released by the GSO

Budget:

- a. No annual committee fund allocation by the district
- b. All purchases over \$25.00 must be approved by District 12 vote

**APPENDIX G – Grapevine Committee Guidelines**

***Grapevine* Committee Chair**

The *Grapevine* Chair provides information and subscription forms to the groups so that members or groups can receive the *Grapevine*. They may also use the articles, jokes or information from the *Grapevine* in meetings to encourage interest in our “meeting in print”.

Responsibilities:

- a. Encouraged to attend all district meetings and perform the acts and duties customary to this office
- b. Make a monthly report at all district meetings
- c. Attend the Area Assembly *Grapevine* meetings and workshops, if possible, and report back at the district's monthly meeting
- d. Maintain the district's *Grapevine* display
- e. Provide *Grapevine* displays at District 12 events as well as other local A.A. events
- f. Encourage groups and Individual A.A. members to purchase *Grapevine* subscriptions
- g. Encourage groups to elect or appoint *Grapevine* representatives

- h. Encourage groups to submit their personal or historical articles, photographs, anecdotes, drawings, recollections, etc., to the *Grapevine* for publication, reminding them that the *Grapevine* is written by A.A. members (see *Grapevine* Statement of Purpose)
- i. Follow A.A. guidelines as printed and released by the GSO

Budget:

- a. No annual committee fund allocation by the district
- b. All purchases over \$25.00 must be approved by District 12 vote

### **APPENDIX H – Literature Committee**

**Literature Committee Chair**

The Literature Chair provides information concerning A.A.-approved literature by providing catalogs and ordering information to groups. They may also use the literature during district meetings to help GSRs inform groups about the wide range of A.A. approved literature.

Responsibilities:

- a. Encouraged to attend all district meetings and perform the acts and duties customary to this office
- b. Make a monthly report at all district meetings
- c. Attend the Area Assembly Literature meetings and workshops, if possible, and report back at the district's monthly meeting
- d. Inform groups and individual A.A. members in District 12 of the availability of, changes to, and the benefits to be gained from conference-approved literature
- e. Provide conference approved literature displays at District 12 events, and encourage and assist in the provision of conference approved literature displays at other A.A. events and group meetings in the district
- f. Follow A.A. guidelines as printed and released by the GSO

Budget:

- a. No annual committee fund allocation by the district
- b. All purchases over \$25.00 must be approved by District 12 vote

### **APPENDIX I – Treatment Facilities Committee Guidelines**

**Treatment Facilities Committee Chair**

The Treatment Facilities Chair works with treatment centers as the Corrections Chair does with jails and prisons. This chairperson coordinates A.A. entry into treatment centers and helps find groups and individuals willing to take A.A. meetings into these facilities. Also, the Treatment Chair will work with the BTG Chair to help people being released from treatment facilities to locate meetings and a contact person to take them to a meeting the day they are released.

Responsibilities:

- a. Encouraged to attend all district meetings and perform such acts and duties as are customary to this office
- b. Make monthly report at all district meetings
- c. Attend the Area Assembly Treatment meetings and workshops, if possible, and report back at the district's monthly meeting
- d. Coordinate the flow of information and activities that pertain to carrying the A.A. message of recovery to alcoholics in hospitals and treatment centers within District 12
- e. Recruit volunteers to take meeting into treatment facilities
- f. Encourage the use of the GSO's "A.A. Guidelines on Treatment Facilities Committees"

- and other conference-approved literature and materials at district and group levels
- g. Facilitate acquiring clearances for volunteers
- h. Coordinate scheduling of volunteers and other related issues
- i. Follow “A.A. Guidelines” as printed and released by the GSO

Budget:

- a. No annual committee fund allocation by the district
- b. All purchases over \$25.00 must be approved by District 12 vote

**APPENDIX J – Young Peoples’ Committee Guidelines**

**Young Peoples’ Committee Chair**

This chairperson is the point of contact for the Young People in Service Committee at the district level and for young people across the district.

Responsibilities:

- a. Encouraged to attend all district meetings and perform the acts and duties customary to this position
- b. Regularly attend Young Peoples’ meetings in the district and be available to provide district resources or any other needed assistance
- c. Provide a monthly report at all district meetings and update the district on current and upcoming events involving Young People in A.A.
- d. Inform the Area Young Peoples’ Committee of any district Young Peoples’ events or changes/updates to Young Peoples’ meetings within the district
- e. Encourage young people to participate in service
- f. Practice your right of decision as committee chair
- g. Practice Rule 62 and have fun

Budget:

- a. Any funds must be approved by District 12 vote

**LIASON REPRESENTATIVES**

**APPENDIX K – Intergroup Representative**

**Intergroup Representative**

The Intergroup Representative attends the monthly Intergroup Meeting to provide district information to intergroup, and to bring information back from intergroup to the district. This is a great position to see how the Intergroup, which includes all five Albuquerque-area districts (3, 11, 12, 13 and 12), functions. Intergroup provides services to groups and individuals and maintains a website providing online access to meetings and other information. It also prints schedules of daily A.A. meetings on a quarterly basis. Intergroup oversees the Albuquerque Central Office that is manned by A.A. volunteers who answer telephone queries 24 hours a day, seven days a week. Central Office also serves a local place to purchase A.A. approved materials.

Responsibilities:

- a. Encouraged to attend all district meetings and perform the acts and duties customary to this office
- b. Represent District 12 at the monthly meeting of the Albuquerque Intergroup to share information about district events and meetings
- c. Serve as District 12 liaison with the Albuquerque Central Office
- d. Make a monthly report at all district meetings

Budget:

- a. No annual committee fund allocation by the district
- b. All purchases over \$25.00 must be approved by District 12 vote

**APPENDIX L – *El Farolito* Representative**

***El Farolito* Representative**

Our *El Farolito* representative attends district meetings and provides the *El Farolito*, Area 46's newsletter, with information about district upcoming events or activities as well as providing information on district groups.

Responsibilities:

- a. Encouraged to attend all district meetings and perform such acts and duties as are customary to this office
- b. Request information at District 12 meetings for submission to *El Farolito*
- c. Send an update to the *El Farolito* newsletter editor by the 15th of each month for inclusion in the next month's issue

Budget:

- a. No annual committee fund allocation by the district
- b. All purchases over \$25.00 must be approved by District 12 vote.

**SPECIAL EVENTS COMMITTEES**

**APPENDIX M – Intergroup Speaker Meeting Committee**

**Intergroup Speaker Meeting Committee Chair**

This Chair will coordinate and oversee the annual Intergroup Speaker Meeting, an annual event to raise funds for Central Office. It is held quarterly, with each of the districts in the Albuquerque Area serving as the "host" District every fifth quarter. Hosting is rotated between Districts 3, 11, 12, 13, and 12.

Responsibilities:

- a. Provide site selection choices to the district for approval or disapproval
- b. Coordinate with Central Office on date selection
- c. Help recruit committee members and establish subcommittees for raffle, set-up/clean-up, potluck
- d. Select speaker(s) with approval of the committee
- e. Select an event treasurer to maintain and report to the district on all funds provided by the district for the event. The event treasurer will also be responsible for tracking all raffle expenses and proceeds.
- f. Select a raffle chair to organize a raffle. This includes soliciting and collecting raffle items from groups in the district. On the day of the event, this chairperson is responsible for organizing raffle items for display, selling raffle tickets, and presiding as MC for raffle at the event.
- g. Select a set-up/clean-up chair responsible for setting up the event and leaving the facility as clean (or cleaner) than it was before the event. It is very important to the image of A.A. that we be excellent renters so we can use the facility again. Send THANK YOU to the facility.

Budget:

- a. Any funds must be approved by District 12 vote

## **APPENDIX N – Ad Hoc Committees**

### **Ad Hoc Committee Chair**

Ad Hoc committees serve as advisory committees to the district and are formed to deal with special situations and events. Ad Hoc committees may be formed at any time by the DCM. The term of service for an Ad Hoc Committee Chair is limited to the time necessary to address the situation for which the committee was formed. An Ad Hoc Committee Chair is not a voting member of the district simply by virtue of serving in that position and can be replaced at any time by the DCM.

### **Responsibilities:**

- a. Provide a regular report at district meetings on the progress of the committee's work
- b. Call for committee meetings on an as-needed basis
- c. Provide a final report to the district at the end of the committee's term of service

### **Budget:**

- a. Expenses incurred by Ad Hoc committees in the performance of their work are normally reimbursed from the district treasury, subject to the approval of District 12.