

# DISTRICT 24 OPERATING PROCEDURES (DOPS):

PROPOSED - (INITIAL VERSION. FINALIZE IN AUGUST FOR VOTE IN SEPTEMBER 2023)

## ARTICLE I NAME

The name shall be District 24 of Alcoholics Anonymous of North Carolina, USA.

## ARTICLE II PURPOSE

The purpose of District 24 is to be a unifying entity for the AA groups within the District and to empower the individuals and groups to carry the message of Alcoholics Anonymous. To carry the voice of AA from the groups in our District to the AA General Service Conference and Area 51 Assembly by meeting regularly to discuss Conference and Assembly business as well as attending, participating in, and voting at Area Assemblies per our responsibility as stated in Concept 1, "The final responsibility and ultimate authority for AA World Services should always reside in the collective conscience of our whole fellowship."

## ARTICLE III GOVERNING PRINCIPLES

The District shall be governed by the guiding principles embodied in the Twelve Steps, Twelve Traditions, and Twelve Concepts, as outlined in literature published in "Alcoholics Anonymous", "Twelve Steps and Twelve Traditions," "The A.A. Service Manual", and "Twelve Concepts for World Service by Bill W."

The District also extends the AA principle of anonymity to all its members, taking reasonable and commonsense precautions and employing discretionary practices that help protect, but do not guarantee, the online and printed anonymity of AA's in the District. As such, District Service Committee members and AA members shall not share or publish any personally identifying information other than first name and last initial in its correspondence or website, except for situations in which the AA member expressly requests information be used to facilitate communication.

## ARTICLE IV MEMBERSHIP

The members of the District are made up of AA individuals and groups within the North Carolina District 24 borders as defined by General Service Area 51 of the General Service Conference of Alcoholics Anonymous, USA. The District shall have a District Service Committee that shall give guidance, support, and provide outreach functions to AA members, groups, and the general population to further the purpose of AA. The District Service Committee shall be made up of Officers, Service Committee Coordinators, and General Service Representatives (GSRs). Responsibilities and duties are described below.

## VOTING RIGHTS

The District Service Committee members have voting rights as follows: DCM, and Alt DCM only in the absence of DCM. GSR's and Alt. GSR's only in the absence of GSR. No group as represented by their GSR and/or Alternate GSR shall have more than one vote, GSRs or Alternates may not vote for more than one group.

## DISTRICT COMMITTEE MEMBER (DCM)

Ensures that the District and the Groups are knowledgeable of all Agenda items to be acted upon by Area Committee, Area Assembly, and General Service Conference.

Communicates the collective group conscience of the District and the individual groups to the Area Committee and Area Delegate.

Supports the local service structure to help carry the AA message locally and to help ensure both District 24 and the Intergroup are fully informed and in sync.

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## RESPONSIBILITIES

Facilitate the development of an informed group conscience on all decisions in District 24, and any Group in District 24 if requested. Attend group meetings for all of the District 24 Groups.

Develop Service Opportunities for High Point, Asheboro, Lexington, Archdale, Thomasville, Randleman, Denton, and Randolph County Areas to carry the AA message locally through workshops, committee participation, and programs.

Develop an understanding of The Twelve Traditions/Concepts for all members in the District.

Introduces the Twelve Concepts for World Service to the district and AA community.

Maintain records of all expenses made with DCM and Treasurer bank card.

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## DUTIES

Prepare and distributes the Agenda for the District meetings

Facilitate the District Committee meetings

Maintain DCM email and email distribution list

Attend the Area Committee Meeting and Area Assembly (4 times annually)

Conduct New GSR/Alt GSR workshops.

Serve as a trusted servant on the assigned Area committees

Assist in obtaining District and group information for AA directories and Area registrar

Inform GSRs about Conference and Area proposals, event activities, agenda items, and budgets

Acquaint GSRs with AA Service Manual and Twelve Concepts for World Service. Box 459 and other AA literature

Visit AA Groups within the District and invite them to participate in District meetings.

Encourage support to groups that are new or request assistance

Conducts elections of District Trusted Servants in Nov or Dec of 2nd year of a term

Provide leadership and communication in solving local service structure problems

Work closely with other District trusted Servants on committees, projects, and District business

Conducts group inventories as requested

DCM and/or steering committee coordinates District 24's annual Service Event:

- Chairing the Event
- Getting the Speaker
- Ensuring that all the committees (site investigation, food, clean-up, etc) are covered
- Time and place are secured

#### ALTERNATE DISTRICT COMMITTEE MEMBER (ALTERNATE DCM)

The alternate DCM serves as a backup for the DCM. If the DCM is unable to attend a District meeting or area assembly, the alternate DCM can step in. The alternate can chair the District meeting and vote on behalf of the District at an area assembly or area committee meeting. If the DCM resigns or is unable to serve for any reason, the alternate often steps in. How this is handled is up to the GSRs in the District.

*AA Service Manual, 2021-2023 Edition, page 16*

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#### RESPONSIBILITIES

Maintain readiness to fill in for the DCM, should the latter be unable to serve at the required time.

Assists in developing an informed group conscience within District 24 on all AA issues.

Develops a thorough understanding of all issues about the District, Area, and AA to maintain readiness.

Develops thorough understanding and practical application of The Twelve Traditions, The Twelve Concepts, and Third Legacy Procedure - Can assist DCM in communicating this to groups and District members.

Initiates develops, and implements service work opportunities for the local AA community with projects, workshops, social events, or activities to carry the AA message.

Ensures that the District and the Groups are knowledgeable of all Agenda items to be acted upon by Area Committee, Area Assembly, and General Service Conference.

Supports the local service structure to help carry the AA message locally

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## DUTIES

Attends all District 24 meetings.

In the absence of the DCM, conducts monthly meetings.

Work closely with other District Trusted Servants on projects, tasks, and any District business.

Encourage groups that are new or struggling.

Assists the DCM in conducting new GSR and Alt GSR. workshops

Attends the Area Committee Meeting and Area Assembly (4 times annually)

Inform GSRs about Conference and Area proposals, activities, issues, agenda items, and budgets

Serves on assigned Area 51 Sub-Committee (s), Workshop Chair or Co-Chair, or other Area projects.

In the absence of the DCM, votes in Area 51 proceedings.

## LOCAL COMMITTEE MEMBER (LCM) – FACILITATE D24 GROUPS COORDINATION

**Local Committee Member (LCM):** A large District could divide itself into smaller Districts (often called subdistricts or local districts), each electing a local committee member. Depending on area practice, these LCMs may or may not be voting members of the area committee and may or may not hold.

*AA Service Manual 2021-2023 Edition, Page 108*

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Assists in developing an informed group conscience within District 24 on all AA issues.

Develops a thorough understanding of all issues about District, Area 51, and AA to maintain readiness.

Develops thorough understanding and practical application of The Twelve Traditions, The Twelve Concepts, and Third Legacy Procedure - Can assist DCM in communicating this to groups and District members.

Initiates develops, and implements service work opportunities for the local AA community with projects, workshops, social events, or activities to carry the AA message.

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Attends all District 24 meetings.

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Work closely with other District Trusted Servants on projects, tasks, and any District business.

Encourage groups that are new or struggling.

Assists the DCM in conducting new GSR and Alt GSR. workshops

Attends the Area Committee Meeting and Area Assembly (4 times annually)

Inform GSRs about Conference and Area proposals, activities, issues, agenda items, and budgets

Serves on assigned Area 51 Sub-Committee (s), Workshop Chair or Co-Chair, or other Area projects.

In the absence of the DCM, votes in Area 51 proceedings.

## DISTRICT 24 TREASURER

### DUTIES:

Collect contributions from Groups and online; make bank deposits promptly.

Collect mail from PO Box at least twice per month.

Pay expenditures from the checking account for approved expenses incurred by District 24 once the expense report is submitted.

Lodging, Meals, and Mileage are to be paid to DCM and Alt DCM at the same current rate allowed by Area 51 for Area 51 events.

When traveling any lodging, Meals, and Mileage expenses are to be submitted with a D24 Expense Report with receipts.

Reconcile bank statements to the checkbook register monthly.

Create and maintain a budget that the District will follow annually.

Prepare Monthly Group Contributions/Expense Reports for District Meetings.

Prepare Annual Cumulative Group Contributions Report and distribute to GSRs monthly.

Maintain files containing records of monthly reports and bank statements and make them available for review by GSRs at District Meetings as requested.

Collect, count, and promptly deposit funds from other District 24 activities as required.

Attend monthly District 24 Business Meeting or notify DCM in advance if unable to attend.

Only the DCM and the Treasurer are to have District 24 checking account bank cards and have their names on the District 24 checking account. The DCM and the Treasurer respectively must ensure that once their or the other officer's (DCM or Treasurer) term ends the incoming replacement applies for a new bank card.

## DISTRICT 24 SECRETARY

### DUTIES:

- Maintain a record of those attending District Meetings, including service position, email address, and phone number.
- Record and prepare minutes of each District Meeting. The minutes should include copies of the Treasurer's financial reports and any other reports that pertain to the District's business and activities.
- Distribute Minutes to General Service Representatives and officers via email.
- Maintain a file of all previous Minutes with attachments as a reference.
- Maintain/Update District 24 Archives to include all action items for the year.
- Attend Monthly meetings, or if unable to attend notify the DCM in advance.
- Contact District officers and GSRs just before the District meeting to maintain attendance.
- Coordinate a list of active GSR/Alternate GSR and interested members.

## DISTRICT 24 WEB COMMITTEE – DUTIES

The purpose of the committee is to manage, maintain and update [aanc24.org](http://aanc24.org) website.

The purpose of the website is to assist the groups of the District to carry the message of Alcoholics Anonymous to the still-suffering alcoholic, facilitate communication among GSRs, DCMs, and A.A. members, and improve an understanding of the workings of the District to encourage participation in service work.

### DUTIES:

- Recommended 2 years of continuous sobriety.
- Have a working knowledge of the Twelve Traditions.

- Generally, as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks, and other AAWS-approved literature.
- Someone attend, report, and participate in every monthly District meeting.
- Submit a written report to the D24 Secretary for inclusion in the minutes monthly.
- Shop for the best price for the cost of services provided to enable the website to exist and ensure that the website is self-supported by the District without receiving anything of value from any source outside the fellowship of A.A.
- Accurately maintain and update the website as needed including receiving and responding, promptly, to feedback about the District website. Post calendar information, activities, and events, promptly, to the District website calendar. Post District business meeting minutes on the website.
- Post all motions as received by the DCM preferably by the 1st of the month following the District meeting they are presented at.
- Work with and help the Archives chair with online D24 Archives on the website.
- Make D24 website announcements at all District 24 Workshops and events.
- Make announcements at different groups in District 24 letting them know D24 has a website and what it offers.
- Ensure that all website material conforms to the A.A. Traditions.
- Submit an annual budget request to the DCM and Treasurer (due September 1st).
- Monitor expenses and stay within budgetary requirements.
- Submit any receipts for expenses monthly.
- Attend November Area Assembly.
- Two-year term.

**SERVICE COMMITTEE COORDINATORS – CHAIRS – CORRECTIONS, TREATMENT, UNITY AND CPC/PI, D24 LIASION, LCM'S,**

All Service Committee Coordinators should have a suggested one year of sobriety and have a home group within the District. Co-coordinators should have a suggested 6 months of sobriety, a home group within the District, and working knowledge of the steps. Terms shall be two years (not including time served to fill vacancies, if applicable), with an election in the fall, with terms to begin on the first meeting of the next year.

Second terms are allowed, if there is no qualified replacement found after a diligent search for nominees. Vacancies may occur by withdrawal by the individual, by broken sobriety, or by 3 months of inactivity (meeting attendance or report submission).

## DISTRICT 24 TREATMENT/OUTREACH COORDINATOR

The Treatment Coordinator is the liaison between District 24 and GSO-General Service Office/Area 51 and the High Point, Asheboro, Lexington, Archdale, Thomasville, Randleman, Denton, and Randolph County Intergroup Treatment Facilities Committee. While A.A. is not affiliated with any form of alcoholism treatment, A.A. Treatment committees are essential in carrying the A.A. message into treatment settings where the suffering alcoholic may be introduced to A.A. for the first time. The Treatment Chair coordinates AA work with treatment centers within the District. He or she should support the efforts of local AA groups and their work with local treatment centers. They will provide experience and assistance in developing projects that will further carry the AA message within treatment centers.

### QUALIFICATIONS:

- Good communication skills and the ability to organize and schedule volunteers to cover all treatment and BTG (Bridging the Gap) meetings in District 24 as requested
- Suggested sobriety of 2 years

### DUTIES:

- Maintain contact with the Area 51 Treatment Committee Chair, serve on that committee, and attend Treatment workshops at the Spring & Fall conferences and Service Weekend.
- Maintain communications and build working relationships with treatment facility professionals within the District.
- Be a contact to the Area 51 Treatment Chair for BTG referrals and Report monthly activity from the Bridging the Gap to the DCM/Alt DCM and D24 group members. This is to provide AA contacts for individuals being discharged from treatment centers
- Attend all District 24 meetings and submit a written/oral report of treatment activities.
- The Treatment Coordinator visits all District 24 groups to inform and encourage participation in taking outreach commitments.
- Coordinate All activities for Treatment within District 24 (outreach scheduling, communication with treatment facilities, and ensuring that AA visitors adhere to facility guidelines).
- Discover new Treatment opportunities at various detox and rehabs at the Area level for D24 members for AA members to carry the message.
- Attend the Area 51 Treatment Conference/Workshop, which is held every 2 years.



- Helps inactive groups understand the GSR role and elect a GSR to bring their group's voice to the District.

#### DISTRICT 24 CORRECTIONS COORDINATOR

The Corrections Coordinator is the liaison between District 24 and GSO – General Service Office/Area 51 and the High Point, Asheboro, Lexington, Archdale, Thomasville, Randleman, Denton, and Randolph County Intergroup Correctional Facilities Committee.

##### DUTIES:

- Coordinate All activities for Corrections within District 24
- Report out monthly to the DCM/Alt DCM – D24 Committee member
- Attend the monthly Intergroup Corrections meeting and report updates at the monthly District 24 meetings.
- Engage with the Area 51 Corrections coordinator to communicate all Correction opportunities at the Area level to D24 members - – Corrections Freedom from Bondage annual conference.

#### DISTRICT 24 UNITY COORDINATOR

The Unity Coordinator is the liaison between District 24 and GSO-General Service Office/Area 51 and Intergroup and all the D24 Groups to help facilitate, communicate, and coordinate all District 24 Events.

##### DUTIES:

- Coordinate All events, and activities within District 24 and assist all groups with events as requested.
- Report out monthly to the DCM/Alt DCM – D24 Committee members.
- Help facilitate a D24 Quarterly Calendar with D24 Secretary.
- Ensure that all of the District meeting calendar information is synced between all entities.

#### COOPERATION WITH THE PROFESSIONAL COMMUNITY AND PUBLIC INFORMATION COMMITTEE (CPC/PI)

The [CPC/PI](#) Coordinator is the liaison between District 24 and GSO-General Service Office/Area 51 and the High Point, Asheboro, Lexington, Archdale, Thomasville, Randleman, Denton, and Randolph County Intergroup CPC/PI Committee.

##### DUTIES:

- Coordinate All activities for CPC/PI within District 24
- Report out monthly to the DCM/Alt DCM – D24 District Member.
- Attend the monthly Intergroup CPC/PI meeting and report updates at the monthly District 24 meetings.
- Engage with the Area 51 CPC/PI coordinator to communicate all CPC/PI opportunities at the Area level to D24 members.

## DISTRICT 24 ARCHIVIST

The Archivist is the keeper of the District's history overseeing the collection, preservation, and sharing of the AA message through the lens of history.

### DUTIES:

- Oversees the safe preservation and storage of District 24's artifacts (via analog or digital means).
- Adheres to the process of writing and forwarding up to Area 51 group histories as indicated in their suggested process.

## DISTRICT 24 GRAPEVINE LITERATURE COORDINATOR

The Grapevine/Literature Coordinator helps provide information and facilitate access to resources, in print, audio, and online, for the Grapevine and AA Conference-approved materials, as well as such service materials as guidelines, bulletins, reports, and AA directories.

### DUTIES:

- Promotes spreading the AA message through literature and encourages individuals and groups to share their experience strength and hope through submissions to the Grapevine magazine
- Informs individuals, groups, and District members through displays or other suitable methods, of available Conference-approved literature, audiovisual material, and other special items.

## GENERAL SERVICE REPRESENTATIVE (GSR & ALT GSR'S)

The General Service Representative has the job of linking their group with AA as a whole and representing the group's conscience. Each group in the District may elect a GSR and an Alternate GSR. Each group represented at District meetings by a GSR and/or Alternate GSR has one vote. Election criteria for the GSR and Alt GSR are at the discretion of the group, but they are encouraged to follow the sobriety, term, and job descriptions suggested by the General Service Conference.

### DUTIES:

- Review and understand “[How To Be An Effective GSR Video 1](#)” and pay particular attention to “[How To Be An Effective GSR Video 2](#)”.
- Attend District meetings (every other month) and area assemblies (twice a year).
- Is the liaison between the group and the District bringing reports to the home group regarding District and area activities.
- Representing and voting the group conscience at the District meetings and area assemblies.
- Reports to Registrar / DCM any changes in the group, including GSR and Alt GSR representative contact information and meeting schedule.

## ARTICLE V FINANCIAL SUPPORT

There shall be no dues or fees required for membership. The District shall be fully self-supporting through the voluntary contributions of its member groups and voluntary contributions of individual AA members in its service area up to \$5,000.00 annually. The voting membership may also vote on spending presented at District meetings for special projects. Each January, the District will decide how to spend surplus funds. These surplus funds can be used for contributions to Intergroup, Area or the General Service Office (GSO), or anything else the District sees fit. The District holds a prudent reserve, the amount of which is agreed upon by the voting membership and may be amended in consideration of the needs of the District.

## ARTICLE VI ELECTION PROCEDURE

These Procedures are taken from a variety of sources and are structured to emulate the elections procedures of Area 51 of the AA General Assembly

Elections for officers will take place at our District 24 monthly meeting in November or December of every year when with the new officers assuming their offices in January of the next year.

### DISTRICT 24 - STEERING COMMITTEE OFFICER POSITIONS

District Committee Member (DCM)

Alternate DCM

Secretary

Treasurer

Position responsibilities are described in Article IV of this document. All eligible District members interested in seeking an officer position need to familiarize themselves with the job responsibilities and requirements before standing for office.

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## ELIGIBILITY

Following are the suggested service and sobriety requirements for District officer eligibility

**DCM** - minimum four years of sobriety, is either a current officer or General Service Representative (GSR) in District 24 or has completed a two-year term in a service position in District 24 in the past.

**Other Officers** – minimum two years of sobriety, is either a current officer, AA Member, or GSR in District 24 *or* has completed a two-year term in a service position in District 24 in the past.

Note that in the interest of the spirit of rotation, the current DCM should not stand for any office. Current officers who have completed their two-year terms may stand for a different office, but they need to rotate out of their current positions. Officers who were appointed mid-term to fill a vacancy may stand for a full two-year term in that same office.

The person standing for office does not need to be present at the election meeting, but an email or letter of intent must be received by the DCM before the election meeting for an absent District member to be considered for a position.

## CHAIR/ALT CHAIR COORDINATOR POSITIONS - ELIGIBILITY

For coordinator positions (those besides DCM, Alt DCM, Secretary, and Treasurer), the requirements for coordinators be 1yr +, practices AA's 12 Steps, and has a sponsor. And for the co-coordinator, to have 6 months and working the steps with a sponsor. These positions are elected each December, or ASAP for the following year. Vacant positions may be filled at any time at a D24 District meeting.

## ELECTION PROCEDURE

The DCM will announce the office to be considered, starting with DCM.

The DCM may call for eligible persons willing to stand for the position, including those absent members who have indicated an interest in standing for a position and have submitted a letter stating their qualifications.

The DCM will then restate the names of all members standing for the office. Nominees will be given two minutes to speak. Should a nominee be absent, the DCM will read the letter of intent to the group on the nominee's behalf.

Once all candidates have spoken, members will cast a written ballot by writing a name on a slip of paper, folding it, and handing it to the vote counter.

The candidate with the most votes (simple majority) wins. Should a tie result, a second written ballot will be taken. Should a second tie result, the names will go into a hat.

The DCM will then move to the next officer position listed, asking for those interested in standing, etc.

Should any position be vacant after elections, the newly elected DCM can appoint someone at the first business meeting in January, subject to the District's approval by voice vote.

**Note that a timekeeper and two vote counters will be needed for this election meeting. The timekeeper can serve as the second vote counter.**

## VII MEETINGS

Robert's Rules of Order shall be used as a guide in conducting meetings. The meeting guidelines and procedures below are meant only to explain some of the more typical procedures, but the DCM (or alternate in the absence of the DCM) runs the meeting, and the group conscience of the membership provides the checks and balances for an orderly and fruitful engagement.

Meetings may be attended by any AA member, but only District Service Committee members have a vote. Non-AA guests may attend at the express invitation of the District for a specific purpose, or upon substantial unanimity agreement of the voting members.

District 24 will have 12 regular meetings per calendar year. Standing rules will dictate the meeting place and time. Permanent changes to Standing Rules will require a 2/3 vote. The regular meetings will be held once a month except for the Fall Assembly and Spring Assembly months (dependent upon D24 GSR's attendance at Fall and Spring assemblies). Should the District decide to hold a meeting during an assembly month due to issues on the assembly agenda, a call meeting can be held.

Rotation of meetings will be coordinated between various locations to be as fair to geographic locations as possible. This should be coordinated on an annual basis. Changes to the meeting schedule and locations can be made by the DCM/Alt DCM with at least 1-week notification to the GSR's and members.

All matters of policy require substantial unanimity (two-thirds vote).

The formal motion/discussion process is as follows:

- A discussion ensues about a particular topic.
- A motion is presented by a voting member other than the chair and seconded by another voting member other than the chair. The Chair asks "Will someone make a motion to vote on this discussion". Once the motion is made and seconded, the discussion then continues on the motion. Motions may be substituted, or friendly amendments made during this process.

- “Call the Question”, a motion to end the discussion is made by a voting member and seconded to go to a vote.

(OR) someone can make a “Motion to Table”, to postpone a vote - or “Motion to Postpone Indefinitely” or “Withdraw Motion” to kill a motion – this must be seconded to end the discussion and move on.

- Voting is done by show of hands.
- 2/3 substantial unanimity is required to pass a motion, except to table a discussion or request to reconsider, which only requires a simple majority.

If the vote was not unanimous, the Chair will ask if any of those in the minority would like to speak. After the minority opinion, the Chair will ask “Are there any members of the majority that wish to change their vote”, so a motion for reconsideration can be requested, and if seconded, the discussion would begin anew. If no vote for reconsideration is requested then the motion passes.

A quorum is defined as two-thirds of all voting members present (those group members registered as signed-in at the beginning of the meeting).

## PROCEDURAL OVERVIEW AND SUGGESTED FORMAT

The agenda, minutes from the last meeting, treasurer's report, and other pertinent items are sent via e-mail to all voting members before the meeting. Only a limited number of paper copies are provided.

Within the agenda, there will be Officer and Committee reports on Old and New Business, and GSR issues. Motions may be called during the presentations, and to approve Minutes and the Treasurer's report.

People who wish to speak will raise their hands and are called on in order by the DCM. Any new business not on the Agenda will be added to the following month's agenda for discussion as “New Business”. The item (if needed) will not be voted on at this point but taken by GSRs back to groups for review. This is to ensure an informed group conscience at the next meeting where it may then come up for a vote.

## VIII AMENDMENTS

Upon approval by a two-thirds majority vote of the District Service Committee members at a regular meeting, these by-laws shall become effective and shall supersede any previous procedure documents.

The District 24 Service Manual may be amended by a two-thirds majority vote of the District Service Committee members present and voting at a full meeting at which such amendment was proposed. Proposed amendments shall be sent to all current representatives at least one-month preceding such vote and discussed at a previous meeting.