

ARIZONA AREA 03 – DISTRICT 10-102
NAVAJO, APACHE AND GILA COUNTIES, ARIZONA

DISTRICT COMMITTEE
HANDBOOK

REVISED
JANUARY 2025

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I. District Committee – Scope and Purpose

The District Committee is comprised of fellowship members elected by the groups to coordinate and provide services that the groups alone cannot provide and primarily to serve as a forum for groups and members to bring ideas or concerns or local needs through regular (monthly) business meetings. District Committees serve the Groups and mirror the service structure at Area and GSC as outlined in our AA Guidelines. This serves to promote unity within the District. The District Committee serves as a vital communication link between its groups and the Arizona Area 03 Committee of Alcoholics Anonymous (all groups and members within the State of Arizona.) ¹ and ultimately with the General Service Board and Conference.²

Group representation is vital to the communication process in Alcoholics Anonymous. Groups elect Group Service Representatives (GSRs) to represent and vote according to the group conscience of their respective group at District and Area, thus becoming the voice of the membership in matters affecting the groups and AA as a whole. For a complete overview of the AA service structure please refer to the AA Service Manual.

In November 1950, Bill W. wrote: “So the hour is come when you must take these things into your own keeping. We ask that you guard them well, for the future of Alcoholics Anonymous may depend on how you maintain and support these life-giving Arms of Service.” This, he wrote in regards to the General Service Conference which relies on our GSRs, groups, districts, areas, delegates as the vital communication links between us to continue the AA legacies through participation in service and our collective group conscience.

District 10-102 encompasses a geographic area of approximately 22,000 square miles bounded by Holbrook and the Navajo Reservation to the North; Springerville/Eagar, Alpine and Reserve, New Mexico to the East; the White Mountain Apache Reservation, Globe and San Carlos to the South; and Payson to the West.

See Appendix I for District Map and Currently Registered Groups in District 10-102

DISTRICT FUNCTIONS – The local district includes all GSR’s in the district, the DCM and other officers, and any district coordinators. District rotation matches that of the Area with two-year terms of service. Common features of most local districts include regular meetings, workshops, prudent management of resources, reaching out to Groups, encouraging attendance at Area and Regional functions, and hosting Area Assemblies and Conventions.

¹ Refer to the Arizona Area 03 AREA HANDBOOK available at www.area03.org

² Refer to The AA Service Manual – Twelve Concepts for World Service

II. GSR's, Officers, Subcommittees, Coordinators

Composition of the District 10-102 Committee: As defined in the AA Service Manual pgs. S26, S31-32 and S33:

General Service Representatives (GSRs) – The General Service Representative or GSR is often called the most important position in AA. The GSR is the vital link between the home group and the rest of the “General Service” structure.

Experience shows that the most effective GSRs have been active in group, or intergroup service, and have developed a desire to serve. Usually, prospective GSRs have at least two years of continuous sobriety. They have time available for district meetings and area assemblies. They have the confidence of the group, and an ability to listen to all points of view.

Duties include:

- a) Attend District Meetings and Area Assemblies
- b) Be the group contact for GSO
- c) Inform the area of group changes
- d) Report back to the home group
- e) Work with group treasurer on contributions for district, area, and GSO
- f) Learn all they can about the twelve traditions and study the A.A. service manual
- g) Help guide their home group

The Officers of the District are elected by the committee members and groups via their GSRs.

Essentially, the officers are the Administrative Committee for the District as follows:

A. DCM (Chair)-District Committee Member- Suggested Qualifications – Minimum of 4 to 5 years of continuous sobriety and past or current DCM experience

Duties include:

- 1) Attend District Meetings and Area Assemblies
- 2) Chairs monthly 10-102 District Meeting
- 3) Maintains communications with AA groups/meetings & Rim Intergroup
- 4) Receives reports from the groups through GSR's
- 5) Keeps GSR's informed about Conference activities
- 6) Organizes workshops
- 7) Sends district minutes to the delegate and alternate
- 8) Brings Traditions problems to the attention of the delegate

- 9) May attend Arizona Area 03 Agenda Committee Meetings
- 10) May attend Arizona Area 03 Agenda Committee Meetings
- 11) Works with Treasurer
- 12) Responsible for keeping District 10-102 archives
- 13) Maintains and provides an accurate and current list of all District 10-102 Committee members and GSR's
- 14) Provides a report at each monthly District meeting
- 15) Is Second signer on the District bank account
- 16) See Arizona Area 03 handbook for additional duties
- 17) Attendance at PRAASA (Pacific Regional Alcoholics Anonymous Service Assembly) if funds are made available by District 10-102 and they are able and willing to attend

B. Alternate DCM – the alternate is a backup for the D.C.M. If the D.C.M. resigns or is unable to serve for any reason, the alternate steps in. Usually, the alternate is elected at the same time as the D.C.M., by the same procedure. Alternate committee members should be encouraged to assist, participate, and share the D.C.M.'s responsibilities at district and area meetings. Suggested Qualifications – Minimum of 4 to 5 years of continuous sobriety and past or current DCM experience

Duties include:

- 1) Assists DCM in their duties
- 2) Coordinates District workshops as requested
- 3) Participates on another committee as needed
- 4) Provides a report at each District meeting

C. District Secretary – Suggested Qualifications – Minimum of 2 years of continuous sobriety and has computer/internet access

Duties include:

- 1) Records minutes at each District 10-102 business meeting
- 2) Prepares a concise written report of the previous District meeting minutes, makes copies for distribution at each District meeting
- 3) Is Second signer on the District bank account
- 4) Collects all Chairperson reports for each meeting

D. District Treasurer – Suggested Qualifications – Minimum of 2 to 3 years of continuous sobriety and past finance experience

Duties include:

- 1) Be a Primary signer on the District 10-102 bank account and secondary signer on the District 10-102 Literature bank account
- 2) Maintains an accurate and current accounting of District 10-102 income and expenses, including a list of contributions by group
- 3) Ensures that all expenses are paid promptly (i.e. phone, travel reimbursement)
- 4) Provides a printed Excel report of all expenses at the monthly District 10-102 meetings
- 5) Maintain written or printed receipts for every expense which are included in the treasurer's report
- 6) Ensures a smooth transition of all bank account transactions for the new rotation (i.e. signature cards, bank statements, etc.)

Sub Committees and Coordinators

A. Answering Service- District 10-102's Answering Service covers all incoming calls. Including calls for Rim Intergroup and Bridge the Gap. Suggested Qualifications – Minimum of 2 years of continuous sobriety.

Duties include:

- 1) Answering Service may refer callers to a nearby A.A. groups (in their communities), refer to websites, or may have a twelfth stepper contact them
- 2) Provides list of District 10-102 AA members volunteering for 12 step calls
- 3) Document all calls received and put into report for monthly District meetings
- 4) Refer all non-AA callers to other appropriate resources

B. Meeting List Coordinator – Suggested Qualifications – Minimum of 2 years of continuous sobriety

Duties include:

- 1) Maintain meeting list with reprint quarterly and as needed with changes
- 2) Forward new meeting lists to Webmaster and Answer Service Chairs
- 3) Communicate with Area 03 Meeting list chair to keep District 10-102 updated on their printed list
- 4) Submit budget
- 5) Maintain printer
- 6) Submit receipts for ink, paper and printing services

C. Webmaster - The purpose of the District 10-102 web site is to carry the message of Alcoholics Anonymous by providing a resource on the internet where alcoholics can get information about the activities and business

pertaining to the District 10-102 of Alcoholics Anonymous. Suggested Qualifications – Minimum of 2 years of continuous sobriety and has web page experience.

Duties include:

- 1) Webmaster shall have the responsibility of maintaining and updating the website
- 2) The internet website, its name and content and all related computer hardware and software, except for the web hosting service and the internet service provider, shall be owned and supported by District 10-102
- 3) The internet website shall conform to the Twelve Traditions and the Twelve Concepts of Alcoholics Anonymous, to the GSO Website Guidelines and to the Structure and Guidelines of the Arizona Area 03 and District 10-102
- 4) In keeping with AA Traditions, the internet website shall cooperate with AA entities by providing references only, including a non-affiliation disclaimer
- 5) There shall be no reference or link to any non-AA material except specific internet software necessary to view the internet website
- 6) Any use of copyrighted material from Conference-approved literature will be attributed to AA World Services, Inc. or The Grapevine, Inc., as appropriate
- 7) In keeping with AA traditions, there shall be no mention or reference to individuals last names, including email addresses containing last names and no personal telephone numbers, with the exception of flyers submitted for events calendar which may contain personal phone numbers at the discretion of submitting parties
- 8) All District 10-102 website hosting fees, domain renewal fees and all fees or software purchase and upgrades associated with maintaining the District 10-102 website be paid from the Webmaster budget.

D. Literature - Suggested Qualifications – Minimum of 2 years of continuous sobriety

Duties include:

- 1) Maintains communication with the General Service Office and Area 03 Literature Chairperson to keep the Fellowship in District 10-102 aware of new and current literature, price changes, etc.
- 2) Assure that A.A. literature is available for A.A. groups, District workshops and other District A.A. events. Through displays, supplies of A.A. catalogs and order forms, and A.A. literature workshops this committee help A.A. members carry the A.A. message through our literature.
- 3) Maintain a stock of suggested literature to give to new G.S.R.s.
- 4) Keep a stock of catalogs for Conference-approved literature.
- 5) Keep an ample supply of current General Service Conference-approved pamphlets, books and audiovisual material.
- 6) Set up this material for viewing and sale at functions, including workshops, conferences, conventions, roundups and meetings.
- 7) Order literature for District committees (Corrections, PI/CPC, Remote Communities) and activities as needed

- 8) Become familiar with the general contents of all literature, in order to provide information to inquirers
- 9) Ask G.S.O. for a complimentary literature package to create a display
- 10) Prepare a budget
- 11) Is first signer on the District Literature bank account

E. Public Information/Cooperation with the Professional Community – Suggested Qualifications – Minimum of 2 years of continuous sobriety.

Like all A.A., the primary purpose of members involved with Public Information, PI, service is to carry the A.A. message to the alcoholic who still suffers. Working together, members of committee convey A.A. information to the general public, including the media.

Members of Cooperation with the Professional Community, CPC, committee inform professionals and future professionals about A.A.— what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between A.A.s and professionals, and to find simple, effective ways of cooperating without affiliating.

Duties include:

- 1) Members distribute literature to assigned communities to specific locations in District 10-102 (Show Low, Springerville, Holbrook, Snowflake, Taylor, Heber, Overgaard, etc.)

F. Men's Corrections – Suggested Qualifications – Minimum of 2 years of continuous sobriety

Duties include:

- 1) Attends the AZ Area Corrections Conference
- 2) Attends AZ area / District Corrections workshops
- 3) Coordinates participation at AA meetings in county jails (Navajo/ Apache/Gila)
- 4) Encourages Corrections participation in the groups
- 5) Maintains a sample of A. A. literature and other materials available from District Literature Chairperson
- 6) Displays materials at District Service functions as requested
- 7) Submits expenses to the District Treasurer for reimbursement
- 8) Provides a written report to the District Secretary for each District meeting

G. Women's Corrections – Suggested Qualifications – Minimum of 2 years of continuous sobriety

Duties include:

- 1) Attends the AZ Area Corrections Conference
- 2) Attends AZ area / District Corrections workshops

- 3) Coordinates participation at AA meetings in county jails (Navajo/ Apache)
- 4) Encourages Corrections participation in the groups
- 5) Maintains a sample of A. A. literature and other materials available from District Literature Chairperson
- 6) Displays materials at District Service functions as requested
- 7) Submits expenses to the District Treasurer for reimbursement
- 8) Provides a written report to the District Secretary for each District meeting

H. Remote Communities – Suggested Qualifications – Minimum of 2 years of continuous sobriety.

- 1) To foster unity within the fellowship of District 10-102 by creating an awareness of the needs of alcoholics in remote communities.
- 2) To assist those who are unable to make it to regular face-to-face meetings on a consistent basis. Members may be faced with travel or geographic challenges or may face barriers such as language, cultural considerations, and/or anything else that could separate a person who needs A.A. from our lifesaving program of recovery
- 3) Submits expenses to the District Treasurer for reimbursement
- 4) Makes literature available (from the District Literature inventory) to Remote Community groups as needed

I. Treatment and Accessibilities – Suggested Qualifications – Minimum of 2 years of continuous sobriety

- 1) Attends AZ area / District Treatment and Accessibilities workshops and roundtables
- 2) Coordinates participation at AA meetings in treatment centers as requested by treatment centers.
- 3) Keeps treatment center administrators informed of meeting progress and adheres to treatment center guidelines
- 4) Provides district meeting and event information to treatment center meetings
- 5) Encourages participation by district groups in treatment center AA meetings
- 6) Maintains a sample of A. A. literature and other materials available from District Literature Chairperson
- 7) Submits expenses to the District Treasurer for reimbursement
- 8) Provides a written report of Treatment and Accessibilities activities to the District Secretary for each District meeting

J. Hybrid Technology Coordinator - Suggested Qualifications – Minimum of 2 years of continuous sobriety

District 10-102's Hybrid Meeting Coordinator ensures that both in-person and online attendees can fully participate in the meeting or workshop. This role involves setting up and managing the technical aspects of the meeting including:

- 1) Maintaining a Zoom connection for online participants.
- 2) Ensuring clear audio quality by using a speaker (e.g. eMeet Luna Bluetooth) or similar equipment at both ends of the meeting room so all questions and discussions can be heard.
- 3) Providing quality video feed for online attendees, preferably capturing as much of the room as possible.
- 4) (Optionally) Adjusting the camera angle, when feasible to focus on speakers during discussions to enhance engagement for those joining remotely.

The goal of this position is to create a seamless experience for all attendees, regardless of how they participate, promoting accessibility.

Other Committee Coordinators- (ad Hoc Committee) may be elected or assigned as needed such as Conventions, Assemblies, or special projects

Handbooks are available for most Committee Coordinators from AA World Services, Inc. P.O. Box 459 Grand Central Station New York, NY 10163 or by calling 212-870-3312

III. Elections and Voting

Elections are held every other year in November. District 10-102 voted in its early days (circa 1997) that elections and the associated position openings should be announced to the fellowship at least 30 days prior to the election (usually by posting flyers and announcing at meetings). Candidates may be nominated without being present prior to elections, however they must be present at the elections to be considered for the position. Candidates should qualify by being a member of AA, having the required lengths of sobriety and being able and willing to serve. District commitments are to the groups in the District and can require effort, time and travel. These should be considered when voting as well as prior service commitment completion. All positions require attendance at the monthly District meeting.

Voting Members-

The voting members at District are the GSRs of the groups in the District and the Subcommittee members. All members of Alcoholics Anonymous are welcome and have a voice at District meetings, however only GSR's, Admin committee members (except DCM) and Subcommittee Coordinators or their Alternates (if GSR is absent) have a vote.

Voting Procedures and Requirements-

Most votes are simple majority (needing 1 more than 50% to pass) including structure changes (changes to responsibilities or duties of committee members).

On matters of policy a 2/3 vote or "substantial unanimity" is needed such as budgets.

Minority Opinion- When all are voting one way and one or two are voting another, there will be an opportunity for those few to express a 'minority opinion' stating reasons why they disagree. The body will then be asked if the minority opinion sways any votes. If any one person wishes to change their vote, then the matter or motion will be put out for re-vote. This is only done once.

Motions brought to the District – A motion can be brought anonymously to the district in writing and given to the DCM. All personally identifying information is redacted when the motion is brought to the district and when the results of the motion are reported by the secretary.

IV. District Meetings

District Meetings will be held virtually on Zoom: Group# 788 5648 4793; Passcode 913617

on the second Sunday of each month from 12:30 PM until 2:00 PM at the Show Low Community Center at 301 E. McNeil unless there is an Area 03 or Holiday conflict.

If there are no more than 2 people present at the meeting, the meeting will be deferred to the next month.

V. Flow of a Motion

Motion: To officially ask that a specific action be taken: "I move that....." (e.g. we create a handbook for district). When a motion has been made and seconded, all other business is temporarily suspended to address the motion.

Second: All motions must be seconded by another individual or the motion dies for lack of second.

Amendment: It may be asked if the person who made the motion would accept an amendment to the motion and the individual who seconded the motion must agree with the amendment. If so, the motion can be amended and restated. Otherwise, the original person who made the motion can withdraw it or it must be voted on. Note: At Area only the individual making the original motion can amend it.

Minority Opinion: A stated opinion on a motion by someone who voted in the minority ("losing") side of the motion.

Motion to reconsider: When a stated minority opinion results in causing individuals who voted in the majority to change their vote this person(s) may make a motion to reconsider. The motion is then re-voted on.

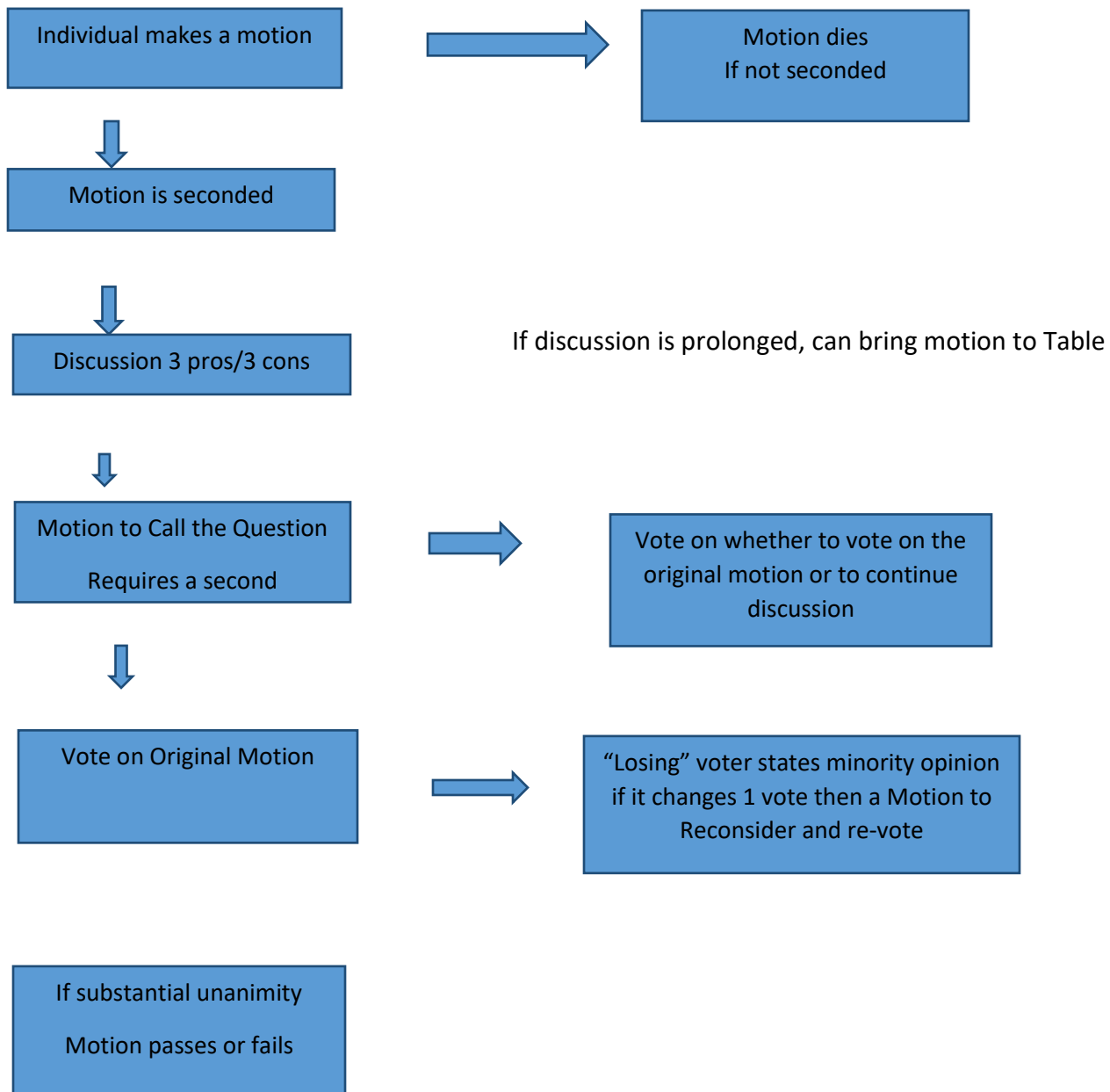
Motion to Table- request to postpone to a specified time (such as New Business or next meeting)

Substantial Unanimity- 2/3 of voting members

Simple Majority- 50%+1

Note: Further detail in Section VII. Robert's Rules of Order

Flow of a Motion (illustrated)- for a more detailed version see the AZ area Handbook pp 34,35



VI. Budgets-Budgets should be submitted in writing by Committee Coordinators, others in November of each year for review. Budgets will be voted on each year in December.

Suggested Budget items are as follows:

Answering Service Supplies

Area 03 Contribution

Corrections (Literature, etc.) – men’s and women’s as separate line items

District 10-102 Handbook
January 2025

Corrections Conference
DCM
DCM and Alt. DCM Assembly Expenses
Grapevine
GSO Contribution
GSR Assembly Registration
Hybrid Technology Coordinator Equipment
Internet Service Fee
Literature (postage and supplies)
Meeting List Coordinator (Paper, Ink, Printer, etc.)
Newspaper Advertising
PI/CPC (Literature, etc.)
Post Office Box Rental
Remote Communities (Literature, etc.)
Rent for District Meeting
Secretary Supplies
Telephone Bill for Hotline
Treasurer Expenses
Treatment and Accessibilities (Literature)
Workshops (Activities)
Zoom Costs

Income: from group or individual donations

VII. Roberts Rules of Order Simplified-

Motion- “I make a motion that.....”

Second- “I second the motion that.....”

Open the floor for Discussion of a motion- usually entertaining 3 pros and 3 cons before taking to a vote

Motion to Call the Question- request to vote on the original motion and to suspend debate. The vote here is whether or not to suspend further discussion and vote on the motion. If the result of this vote is yes, then would vote on the original motion.

Point of Order- Reminder to go back to following the order of business when discussion has gotten off track or has added another subject or if there is a motion on the floor and another one is being made.

Point of Information – May interrupt discussion on a motion to introduce relevant information (i.e. when considering monetary decisions, the Treasurer or others may want to state the budget information or available balances)

Point of Personal privilege – To request something personal such as a recess, a change to temperature or noise in the room.

Note: a detailed explanation of How Roberts Rules of Order Apply and our Third Legacy procedure can be found on pages 31 - 33 of the Arizona Area Handbook (available for download at www.area03.org)

Appendix I - District Map and List of Registered Groups

See current meeting list or website: whitemountainsaa.org

Appendix II – Reference Materials and Information

District 10-102 (Mailing Address)

PO Box 3461

Show Low, AZ 85902

Promises in the Pines Campout (Mailing Address)

PO Box 1167

Show Low, AZ 85902

District website: www.whitemountainsaa.org

District Helpline: 928-537-7800

Area 03 website: www.area03.org copies of the Area Handbook available

Address for contributions: AZ Area Committee P.O. Box 13714
Scottsdale, AZ 85267

General Service Office **Alcoholics Anonymous website:** www.aa-org
PO Box 459
Grand Central Station
New York, NY 10163

GSO Phone: 212-870-3400 fax: 212-870-3003

Grapevine www.aagrapevine.org

AAWS www.aaws.org

Appendix III – GSR Forms to Communicate with District and Group

(see pages that follow)

GSR Information about Home Group to bring to District or Area

**District Meetings are the 2nd Sunday of every month from 12:30-2:00 pm
Turn of the Card Community Center
301 E McNeil, Show Low AZ 85901**

Information about the Group for District

Group Name:

Location:

Meeting Times/Days:

Average Attendance:

Business Meeting is:

Additional Information:

GSR/Alt. GSR Contact Information

GSR:

Alt GSR:

Phone:

Phone:

Email:

Email:

Does the Group have good support (financial, service, chairs)?

Anything new in your Group?

How can the District better serve your group?

Any Group issues or solutions in the last month?

Any Group events coming up?

Other Comments?

GSR Report to Groups

My name is _____ and I serve this group as your elected General Service Representative.

“The General Service Representative has the job of linking his or her group with A.A. as a whole. The G.S.R. represents the voice of the group conscience, reporting the group’s thoughts to the district committee member and to the delegate, who passes them on to the Conference.” - S26 General Service Manual

Our Group is part of District 10-102, which includes Gila, Apache, and Navajo counties in Area 03. Area 03 represents the entire state of Arizona. I attended the last District meeting (or Area Assembly) on:

_____.

Here are some highlights from that meeting:

- District Meetings
 - o Highlights from Committee member reports
 - o Groups needing attendance support
 - o Motions/Actions/Discussion
- Area Assemblies
 - o Highlights from Committee member reports
 - o Motions/Actions
 - o Highlights from the Delegate report

District and Area service opportunities, activities, and events:

News from GSO (Box 4-5-9):

Our District has received \$ _____ in donations this year, and our group has contributed \$ _____. Please remember to support A.A., as it is fully self-supporting through our own contributions. Please see me after the meeting if you have any questions or want to get involved in Service Work. Thank you for letting me serve this group!

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