

District 12 on the Northshore, Inc. By-Laws

District 12 on the Northshore "District 12" is a Non-Profit Corporation to service all Louisiana Area Assembly of Alcoholics Anonymous (Area 27) AA Groups within St. Tammany, Tangipahoa and Washington Parishes.

1) PURPOSE:

The primary purpose of District 12 is to serve the Fellowship of Alcoholics Anonymous in presenting the message of Recovery, Unity and Service. We also stand as the acting guardian of our 12 Steps, 12 Traditions and 12 Concepts in our District area.

2) PARTICIPATION:

AA Groups (as expressed in our AA Traditions) have the right of participation in District Meetings and Activities. Groups may be represented at district meetings by their **GSR** (*General Service Representative*) or *Alternate* GSR. Groups are recommended to file a Group Information Form with the General Service Office in New York to acquire their AA Group Service Number. Meetings are held monthly or may be called specially if deemed necessary by the DCM. As much as practicable; the monthly meeting site shall either alternate between active Groups or be held at a central location agreeable to the Groups. AA Members are welcome to attend meetings, workshops and activities.

3) SERVICE STRUCTURE MEMBERS:

DCM / President: (District Committee Member) The DCM is responsible for maintaining communications between GSRs and Louisiana Area Committee and to fulfill duties described in the AA Service Manual (S-32/duties) & (F-12 pamphlet). DCM is to hold & chair monthly Meetings. DCM is to promote Unity and Service throughout our area. District financially supports their DCM in attending Louisiana Area Assembly quarterly.

ALTERNATE DCM: The alternate DCM is responsible in assisting DCM with their duties and to fulfill all duties for the DCM during their absence.

SECRETARY: The Secretary is responsible for taking minutes and to e-mail a copy to all active GSRs and Service Structure Members prior to the next monthly meeting and for keeping current e-mail addresses and phone numbers of GSRs, Alt. GSRs and Service Structure Members to be used to distribute information concerning Meetings, Workshops, Activities and also for inter-group communication purposes.

TREASURER: The Treasurer is responsible for maintaining a record of incoming and outgoing funds that are reflective of determining the budget and prudent reserve. Also to present a monthly report and supply copies to GSRs and Service Structure Members. The outgoing Treasurer must pass on all financial records to the incoming Treasurer and both will meet to transfer their signatures at the bank. Also we need always maintain two district authorized signers for our checking account.

TREATMENT and CORRECTIONS: The Treatment and Corrections Representative is responsible in overseeing and in helping coordinate T&C Meetings, distributing needed AA literature and keeping an updated Meeting & Chairpersons list. Also to present their report at each monthly Meeting. T&C Representative should use “Treatment Workbook” (M-40I) and “Corrections Workbook” (M-45I) in presenting the message. T&C has previously been known as H&I (Hospitals & Institutions).

PUBLIC INFORMATION ! COOPERATION with the PROFESSIONAL COMMUNITY: The PI / CPC Representative is responsible for maintaining literature racks in selected locations through use of “Public Information Workbook” (M-27I) and “Cooperation with the Professional Community Workbook”(M-41I). Also to present their report at each monthly Meeting.

GRAPEVINE: The Grapevine Representative is responsible for updated information to District 12 for the “Grapevine” Magazine (our meeting in print). The Grapevine Order Booklet (G41CAT) is a good resource. Grapevine Representative is also responsible for maintaining Grapevine displays and making them available upon request.

3A) REPRESENTATION AT LOUISIANA AREA ASSEMBLY:

In the event that the DCM & the Alternate DCM cannot attend an Area Assembly; A volunteer from the remaining Service Structure Members may represent district at Assembly. A letter from District 12’s Secretary to the Area Secretary will authorize the volunteer to stand-in for our DCM. A copy of the letter must be presented to the registration desk upon signing in for the Assembly.

4) TRUSTED SERVANT QUALIFICATIONS & TERMS OF SERVICE:

DCM: Having served previously as GSR or Alt. DCM and 4 years of continued sobriety.

ALT. DCM: Served as GSR and 3 years of continued sobriety.

SECRETARY: Served as a home group trusted servant and 1 year continued sobriety.

TREASURER: Served as a home group trusted servant and 3 years continued sobriety.

T. & C. REP: Served as a home group trusted servant and 3 years continued sobriety. **P.**

I. ! C.P.C. REP: Served as a home group trusted servant & 1 year continued sobriety.

GRAPEVINE REP: Served as home group trusted servant & 1 year continued sobriety.

(Trusted Servants should have a reasonable background in service work. The principal of rotation ensures that all positions of service are made available to individuals within the fellowship who are seriously willing to serve in AA’s purpose.

Terms of Service are *suggested* to be 2 years unless a volunteer is not available.)

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5) BUDGET AND PRUDENT RESERVE:

District 12 sponsors the Southeast Louisiana Spring Roundup. The success of the Roundup and contributions from our district's AA Groups determine our budget. Our budget should be reexamined within ninety days of the wrap-up meeting following each Roundup. Our prudent reserve should be determined in combination with the budget and 1 year's estimated operating expenses for the upcoming year.

6) VOTING:

Active AA Groups' GSRs or Alt.GSRs have voting privileges. Each Group has one vote regardless of size. Also each Service Structure Member shall have one vote except the DCM; who only votes in the event of a tie. Passing of a motion will be by a simple majority. Procedures shall generally be informal; but in the event of amending these By-laws or upon an issue of substantial importance or controversy; resort shall be had to the AA Service Manual and Robert's Rules of Order. Also it will be necessary to bring the concerning issue back to the Home Groups and then to take a two third's vote from the voting members present at the next District Meeting. An informed group conscience shall be demonstrated in all actions.

7) LITERATURE:

The district will only purchase AA Conference approved literature and Grapevine literature. AA literature will be distributed at the discretion of the T. & C. Representative.

The P.I./C.P.C. representative shall be responsible for disbursement and display of AA pamphlets. The Grapevine representative is responsible for their displays.

All committees are to place their own literature orders in cooperation with the Treasurer and keeping costs within the budget.

8) CARRYING THE MESSAGE:

a) Treatment and Corrections: To bring recovery into jails, hospitals and treatment facilities with utilizing AA guidelines: "Treatment Facilities Committees" (MG-14) and "Correctional Facilities Committees" (MG-06).

b) Public Information / Cooperation with the Professional Community: To carry the message to the general public through the media, schools, libraries, industries, organizations and to the professionals; doctors, clergy, law enforcement, court officials, educators and counselors who deal with problem drinkers in their workplace. *PI / CPC* will utilize AA Guidelines: "Public Information" (MG-7) and "Cooperation with the Professional Community" (MG-11).

c) Website: district12.org Supplies AA information to our fellowship through hotline links, links to other websites, posting our current By-laws, our area meeting schedules, workshops and events.

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d) Greater New Orleans Service Board: District's Central Office Representative attends the Service Board's meetings and reports back to district monthly. Central Office handles the AA hotline; taking 12 step calls for our area. We should supply Central Office with an updated twelve step list of volunteers from our area.

9) MEETING SCHEDULES:

We compile meeting information from across our area including all AA Groups and Meetings. We maintain current information and as needed we reprint schedules to be made available at our monthly meeting.

10) WORKSHOPS AND DISTRICT ACTIVITIES:

a) Workshops: Sponsored workshops in the name of District should be scheduled through our monthly meetings. One or more groups can host a particular District funded workshop. (The District Committee does not put on workshops.) Printable Workshop fliers will be posted on our website and a copy of each flier will be emailed to GNOSB.

b) Activities (celebrations, anniversaries etc.): District 12 activities are open to the AA fellowship, its families and friends. Our activities are to be decided at our monthly meetings. The District shall form such committees as the GSRs and Service Structure Members deem necessary to further its planning.

11) SOUTHEAST LOUISIANA SPRING ROUNDUP: The Spring Roundup is held yearly to carry the message of AA and to celebrate the gift of sobriety. District 12 sponsors the Roundup through entrusting its yearly seed money for advance operating expenses (reserve is shown in budget). Any money in excess of the reserve is to be returned to District's treasurer after the wrap-up meeting every year. All committees and positions are the responsibility of the Roundup Committee except for the Roundup co-chairperson who is selected by the DCM each year to serve one year then becoming chairperson the following year. A vacancy in the chair or co-chair position will be appointed by the DCM. The Committee should, as much as practicable, utilize AA Guidelines: "Conference and Conventions"(MG-4) & "Relationships between AA and Alanon"(MG-8). A Roundup Representative is to present a progress report at the District meeting following the Roundup meeting each month.

12) THE SPIRIT OF THE TWELVE TRADITIONS: shall be observed by District 12 taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principal, contributing to Area Assembly and GSO when possible after fulfilling its service commitments within its area. That it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote and whenever possible by being truly united in agreement; that its actions never be personally punishing nor encourage public controversy; that it never governs, and that, like the fellowship it serves, it will always remain democratic in thought and action.

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