



Alcoholics Anonymous

IN ATHENS, GA & SURROUNDING AREA

AA Hotline: (706) 389-4164

P.O. Box 7082 Athens, GA 30604

AREA 16 (GEORGIA)

DISTRICT 16 ZONE B

SERVICE HANDBOOK

Revision History: DRAFT ready for District review and approval

DRAFT

PURPOSE

This handbook is intended as an introduction to general service for trusted servants of District 16 Zone B, Area 16 (Georgia). In addition, general policies, structure, and procedures are outlined to ensure the hand of A.A. is always available in District 16B.

If you are new to a service position and don't know what to do, this handbook should help. For additional information go to www.aa.org, www.aageorgia.org, or www.athensaa.org.

TABLE OF CONTENTS

A.A. Service.....	4
12 Concepts.....	5
Group.....	6-7
GSR.....	6
Alternate GSR.....	7
District/Zone.....	8-11
DCM.....	8-9
Alternate DCM.....	9
LCM.....	9-10
Secretary.....	10-11
Treasurer.....	10-11
Committees.....	12-20
Activities.....	12
Archives.....	12-13
ATHYPAA.....	13
Communication and Technology.....	13-17
Corrections.....	17-18
Grapevine.....	18
PI/CPC.....	18
Treatment and Accessibility.....	19-20
District 16B Monthly Meeting.....	20-21
District Elections.....	21-24
Appendix 1: Historical Motions.....	25-29
Appendix 2: Third Legacy.....	30

A.A. SERVICE

Service is one of Alcoholics Anonymous' three legacies and is vital as we make sure the hand of A.A. is always available.



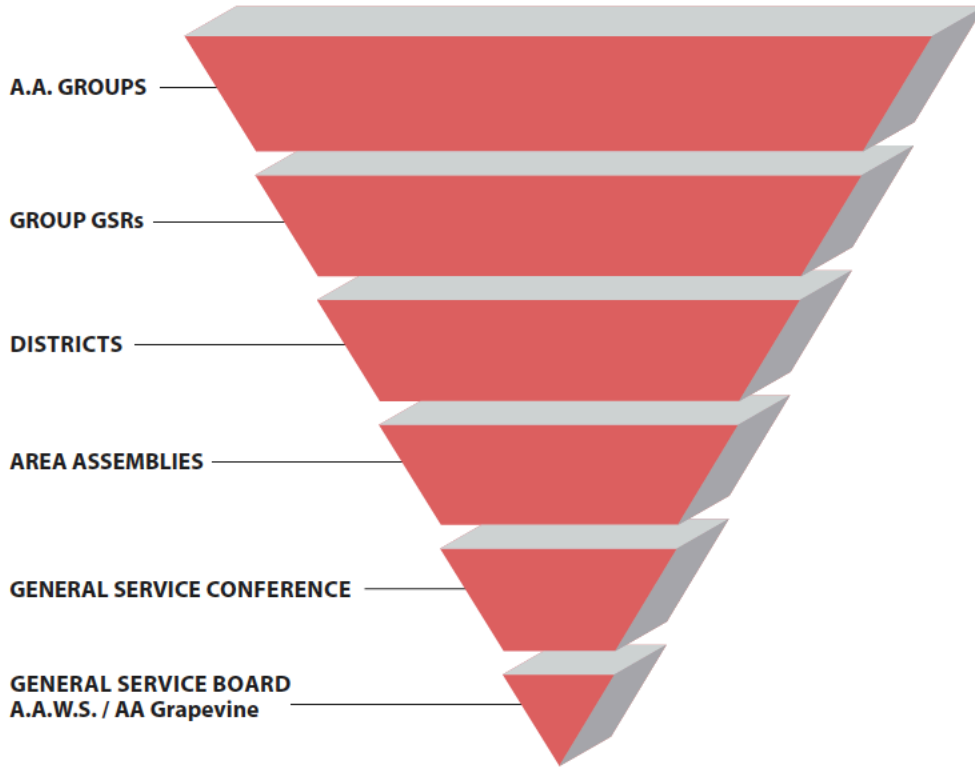
Recovery - The Twelve Steps

Unity - The Twelve Traditions

Service - The Twelve Concepts

A.A. SERVICE STRUCTURE

Structure of the Conference *U.S. and Canada*



THE TWELVE CONCEPTS (SHORT FORM)

- I. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
- II. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice, and the effective conscience of our whole society in its world affairs.
- III. To ensure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional “Right of Decision.”
- IV. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
- V. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard, and personal grievances receive careful consideration.
- VI. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
- VII. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
- VIII. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
- IX. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
- X. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
- XI. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
- XII. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; 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, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

GROUP G.S.R.

QUALIFICATIONS AND DUTIES OF THE G.S.R.

from the A.A. Service Manual, pp. S23-24

QUALIFICATIONS

Experience shows that the most effective G.S.R.s have been active in Group, District, Area, or other service where they have developed a desire to serve and encountered situations in which the Twelve Traditions have been called upon to solve problems.

Usually, prospective G.S.R.s have:

- At least two years of continuous sobriety.
- Have time available for district meetings and area assemblies.
- Have the confidence of the group, and an ability to listen to all points of view.

DUTIES

- Serve as the primary contact for their group with Area 16, Georgia State Service Assembly and are listed in Area 16's Service Directory.
- Maintain up-to-date group information with Area 16 via online tools at: www.aageorgia.org
- Be knowledgeable about material available on our district website (athensaa.org), from G.S.O. - new literature, guidelines, bulletins, videos, tapes, kits, etc., — and be responsible for passing such information on to their groups.
- Learn everything they can about the Twelve Traditions and Twelve Concepts and become familiar with this Service Handbook, the books: Twelve Steps and Twelve Traditions, A.A. comes of Age, Twelve Concepts for World Service, and the pamphlets “The A.A. Group”, “A.A. Tradition - How it Developed”, “The Twelve Traditions Illustrated” and “The Twelve Concepts Illustrated”.
- Work with their group treasurer to develop practical plans for group support of District 16B, G.S.S.A and G.S.O., such as the Regular Contribution Plan and the Birthday plan.
- Encourage their group to support area and district committees and become familiar with the leaflet “Self-Support: where Money and Spirituality Mix”
- Participate in district and area service meetings and help with planning area get-togethers and conventions. Following these events, make reports to their groups for the benefit of those who could not attend.
- Attend Group meetings and business meetings, where she/he can acquire his/her

knowledge of the Group's conscience, carry information to the Group from his service activities, and help inform the Group on questions of Tradition, etc.

- Attend monthly District meetings, reporting there on Group activities, participating in the election of District officers and in the implementation of decisions.
- Attend Georgia General Service Area Assemblies to participate in election of Area officers, as well as in other activities and services of the Area, such as Cluster Forums, etc., when appropriate.
- The G.S.R. serves as **the** link between their group and the District. Each group elects its own G.S.R., and through him/her participates in the collective conscience of the Fellowship. The Service Manual suggests that the G.S.R. have two- or three-years sobriety, and it is a two-year commitment. The G.S.R. is often called "the guardian of the A.A. Traditions." (For further reading, see the pamphlets "G.S.R." and "The A.A. Group").

THE ALTERNATE G.S.R.

The Alternate G.S.R. participates whenever possible with the G.S.R. to familiarize himself/herself with the functions of the office, and when the G.S.R. is not available, he/she fills the service commitment. If the G.S.R. resigns or is unable to serve, the Alternate G.S.R. steps into the office. It is suggested that the Alternate G.S.R. have one year of sobriety, but this depends on the conscience of the group. This is a two year commitment, and the Alternate G.S.R. is often selected to succeed the previous G.S.R. His/her activities should include:

- Regular attendance at the Group and at the Group's business meetings, where he/she will share his/her service experience with the Group.
- It is suggested that he/she attend G.S.S.A. and fill in if the elected G.S.R. is not available.

If neither the G.S.R. nor the A.G.S.R. is available, the Group may appoint a proxy who can exercise the vote of the Group.

D.C.M. (DISTRICT COMMITTEE MEMBER)

[from the A.A. Service Manual, pp. S28-29]

QUALIFICATIONS AND DUTIES OF THE D.C.M.

QUALIFICATIONS

The District Committee Member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill his/her position. The D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as Area 16 delegate. He or she also needs to have the time and energy to serve the district well.

DUTIES

The D.C.M.'s job is primarily that of two-way communication.

- Provides leadership in all District Activities
- Chairs the monthly District Committee meeting
- Gives monthly reports to the District at the monthly District Committee meeting
- Represents the District as a spokesman when appropriate
- Attends and participates in all District and Area service meetings wherever possible
- Regularly attends all district meetings and area assemblies.
- Receives reports from the groups through G.S.R.s and through frequent personal contacts with groups in the district.
- Helps the conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
- Keeps G.S.R.s informed about Conference activities; this include setting up opportunities for the delegate's Conference report, occasionally making the conference report if the delegate cannot be present and inviting the delegate to regular district meetings.
- Makes sure that G.S.R.s are acquainted with The A.A. Service Manual, The Twelve Concepts for World Services, the G.S.O. bulletin Box 4-5-9, workbooks and guidelines from G.S.O. and any other service material.
- Organizes workshops and/or sharing sessions on service activities.

- Regularly keeps in touch with the alternate D.C.M. and the delegate.
- Brings Traditions problems to the attention of the delegate.
- Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.
- Stores digital data via Goggle Workspace shared drives

ALTERNATE D.C.M.

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 in the D.C.M.'s responsibilities at district and area meetings.

- Attends all District meetings and events
- Attends all Area service meetings and is available to replace the D.C.M. in activities which the D.C.M may be unable to participate

L.C.M. (LOCAL COMMITTEE MEMBER)

Starting April 2024, 16B will have four LCMs, each with their own Quadrant.

QUALIFICATIONS

Minimum of 1 year of continuous sobriety.

Experienced in group affairs, such as secretary, Central Office, etc.

Should be able to coordinate and lead.

Time and energy to serve his/her quadrant as well as liaison between DCM and quadrant.

Be well prepared to place principles before personalities.

RESPONSIBILITIES

Strengthen service structure overall by increasing involvement and participation.

Maintain contact with the groups/meetings in the quadrant.

Report concerns to the DCM at a monthly meeting.

The LCM is a two year position, with two of the LCMs agreeing to serve a one year term in order to stagger the transition between LCMs in the District.

QUADRANTS

Quadrant 1 (Online Groups and all meetings): Daybreakers, HOWW Women's Meeting, Into Action, Ladies Night, Parsonage Family Meeting, Progress Not Perfection W. Group, Recreate Meeting, Usual Suspects, Virus or No Virus, "Zoom" Cobb, Women Who Show Up

Quadrant 2: Athens Young People, Breakfast Club, Happy Hour, High Noon, Alumni Group, Easy Does It Group, Third Tradition, How It Works Group, Turning Point Group

Quadrant 3: New Freedom, Athens Biscayne Group, Breezy Knob Group, Living Sober, Lumpkin Street Noontimers, Noon Cobb Group, Sober Open Minded Women, Sunrise Group, Sunset Group, Fourth Dimension

Quadrant 4: Hoschton Group, Bishop Saturday Morning Group, Free Indeed Group, Happy, Joyous, Free Group, Jefferson Group, Jug Tavern Group, Mars Hill Group, Oconee County Group, Oconee Women's Group, Serenity Group

SECRETARY

For more information, go to Area's Secretary page [here](#).

- Creates Business Meeting Agenda and emails to GSRs, Alt-GSRs, Service Committee Representatives, and those that request to be on the email list. Agenda created by reviewing previous minutes for Old Business, and any requested items for New Business.
- Roll call at District Business Meeting. Roll call found by going to **Google Shared Drive District 16B Secretary—District Business Meeting—GSR Attendance**. This information is especially helpful when shared with LCMs to contact GSRs/groups not present.
- Any changes to Committee Representatives or Trusted Servants, go to **Shared Drive—District 16B Secretary—District Contact—year**. Once updated, let the Webmaster know.
- Take and store minutes. Minutes can be taken directly from the correct folder in the Drive so that minutes are immediately available to anyone from the Archives section of the Athens AA website. The minutes are here: **Shared Drive, District Meetings Minutes—year**. The agendas are similarly found in the Shared Drive, District Meetings Agendas, then year. If motions of significance were passed, update the Historical Motions document: **District Meeting Minutes, Historical Motions**.
- Maintains contact/email lists for GSRs, Alt-GSR's, Service Committee Representatives, and members that have requested inclusion. After District meetings, confirm that GSRs and other positions are correct on the labels, *District 16B Trusted Servants, District 16B Committee Reps, District 16B GSR Email List, LCMs, and District 16B Members at Large*. Lastly, ensure any changes to GSRs have the corresponding Quadrant label changed as well.

- *District 16B Trusted Servants:* DCM, Alt DCM, Secretary, Treasurer
- LCM: all four LCMs
- *District 16B Committee Reps:* include each committee's representative (including- Archives, Activities, ATHYPAA, Corrections, Communication and Technology, PI/CPC, Grapevine, and Treatment)
- District 16B GSR Email List: confirm GSRs and Alt GSRs when applicable
- District 16B Members at Large: Anyone who requests minutes to be shared with them directly
- Takes minutes and emails to GSRs, Alt-GSRs, Service Committee Representatives, those that request to be on the email list, and districtminutes@aageorgia.org
- Organizes and keeps record of administrative documentation on District Shared Drive
- Updates District Service positions with Georgia State Service Assembly (G.S.S.A. - Area 16)
- Ensure meeting/schedule changes are sent to person responsible for printed schedule, and ensure the newest version is sent to Communication and Technology team for posting.

TREASURER

- Attends District 16B monthly meetings, at which he/she gives a report
- Advises District 16B on the 7th Tradition
- Collects contributions from groups in District 16B
- Pays District 16B's expenses as directed
- Maintains and balances the District 16B checkbook
- Prepares a yearly District 16B budget for consideration at each January meeting
- Attends Area 16 meetings and service activities whenever possible
- Stores digital data (reports, budgets, and other) on Google Workspace shared drives

DISTRICT 16B STANDING COMMITTEES

The purpose of District 16B committees is to enable the District to fulfill most effectively its service mandate by assigning express areas for General Service concerns, as enumerated in the General Service Manual, to responsible agents. The Representative of each committee should (but doesn't have to) be a G.S.R. The D.C.M. appoints District Committee Representatives at the beginning of the D.C.M.'s rotation and has the authority to replace ineffective or unavailable Representatives when necessary.

ACTIVITIES COMMITTEE

The District 16B Activities Committee was formed in 2011 to assist the District with its annual events including the Spring/Fall picnics and the New Year's Eve Party. In addition, the Activities Committee helps with special events/workshops when requested, such as Thanksgiving and Christmas Alcathons.

Duties include creating and distributing flyers to the different groups, district website, treatment centers and the 24th Street clubhouse; securing the venue and speaker, maintaining supply of paper goods (plates, napkins, cups), providing drinks, ice and main dish/meat at each event; communicating details at each monthly district meeting. The committee is also responsible for recruiting others to volunteer their time to set up and clean up at each event.

-Spring Picnic: Sunday in April at Sandy Creek park.

-Fall Picnic: Sunday in October at Sandy Creek park.

-Thanksgiving and Christmas Alcathon at the 24th Street Clubhouse: Meetings every even hour, arrange chairpersons and food.

-New Years Eve Party: Find suitable venue, choose theme and food, secure speakers and DJ/entertainment.

The committee is also available to assist and participate in any other activities the district requests.

ARCHIVES COMMITTEE

The Archives Committee will maintain and document the history of District 16B with material relating to District 16B, Area 16, and A.A. as a whole. The mission of the A.A. Archives is to permanently document the work of A.A., to make the history of the organization accessible to A.A. members and other researchers, and to provide a context for understanding A.A.'s progression, principles and traditions.

The primary activities in the Area 16B A.A. Archives service group are four-fold:

- a) We store, digitize, and inventory existing historical materials from Area16b A.A.
- b) We gather and inventory new materials from Athens area 16b as a whole and from individual meetings.
- c) We conduct, record, inventory and store interviews that document stories from Area16b old-timers.
- d) We participate in events in order to expose the local A.A. community to these resources and to recruit additional members to the service group.

The Archivist should make every effort to present a display at all service activities.

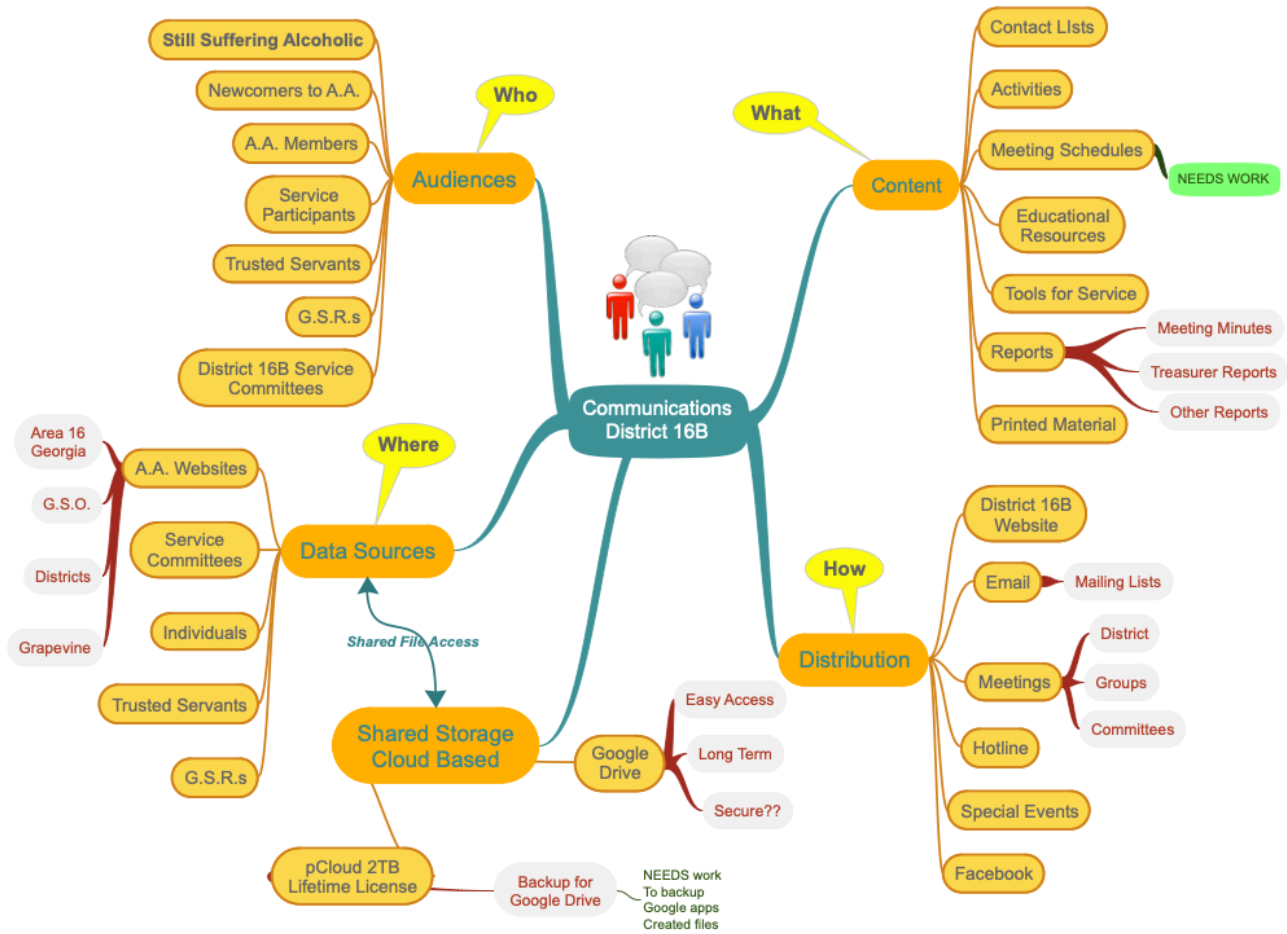
ATHYPAA COMMITTEE

The Athens-area Young People in Alcoholics Anonymous (ATHYPAA) is a service committee that supports alcoholics that are young in age or young at heart in Athens, Georgia and surrounding areas. As part of the larger A.A. community in District 16B, there is but one primary purpose: to stay sober and carry the A.A. message to the alcoholic that still suffers. The committee organizes events and outings that demonstrate the joy that life has to offer for the sober alcoholic. This includes: game nights, movie nights, karaoke nights, and dances. We also plan adventures to local venues with fun events and opportunities, regardless of whether those places serve alcohol.

The committee also organizes trips to conferences for Young People in Alcoholics Anonymous (YPAA). These weekend conferences focus on both spiritual growth and fostering fellowship. The primary event to attend is the Georgia Conference of Young People in Alcoholics Anonymous (GCYPAA), which is held annually in different locations across the state. ATHYPAA may also bid to host a YPAA in Athens.

COMMUNICATIONS AND TECHNOLOGY COMMITTEE

The District 16B Communications and Technology Committee was formed in 2011 to coordinate and manage the District's Hotline service and to develop and maintain District 16B's website. In addition, a trifold meeting schedule was maintained until 2020. The District currently makes use of Area 16's database of meetings to provide local meeting schedules. By using Area 16's resources, a single source of data is maintained thus reducing confusion and duplication of effort. The committee will continue to work with Area 16 and District 16B's standing committees to enhance communications.



WEBSITE POLICY

The Website Policy for District 16 Zone B of Area 16, (Georgia) is modeled on the policy developed by the Alcoholics Anonymous World Services Board, and adapted for District 16B:

- To provide accurate and consistent information about Alcoholics Anonymous to the general public, media, students, professionals, current members and to the still-suffering alcoholic who wishes to know how to contact A.A. or to determine if his or her drinking is a problem.
- To facilitate the communication of services and activities provided by District 16B.
- To encourage participation of members, groups and committees in services and activities.
- To be vigilant in protecting the spirit of A.A. Tradition and not affiliating or linking our website to any non-A.A. entity.
- To provide a website solely for public information, a general service vehicle.

- Utilization of the Website is for the maximum benefit to the Fellowship, the still-suffering alcoholic, and the professional community.
- District 16B welcomes suggestions for changes to the Website.

WEBSITE SUBCOMMITTEE

Organizationally, the Website Subcommittee derives its authority and responsibility from District 16B as follows.

- 1) The District has a Website Subcommittee which is part of the Communications Committee and is responsible for the design and maintenance of District 16B's website. This subcommittee is comprised of the Webmaster, an Assistant Webmaster, and any other members of Alcoholics Anonymous who care to serve. Only the Webmaster and Assistant may have access to the website, but all others are encouraged to participate in other ways consistent with their interests and abilities.
- 2) The Webmaster is appointed by the District Committee Member (D.C.M.) giving serious care and consideration to the recommendation of the District Communications Committee Representative. This person **serves as the chief Webmaster for the Site on an ongoing basis**. The Webmaster holds primary authority and responsibility for the oversight of the Website, subject to the needs of District 16B for adequate and effective public dissemination of information.
- 3) The Webmaster is responsible for the day-to-day management and implementation of District 16B policies, which shall include adherence to the Twelve Traditions, Twelve Concepts, and guidance provided in the A.A. Service Manual. Each G.S.R. will be responsible for group information in their respective groups.
- 4) An Assistant Webmaster will be appointed by the D.C.M. from candidates recommended by the Webmaster and District Communications Committee Representative. The Assistant Webmaster shall also be a member of Alcoholics Anonymous and assist in the design and maintenance of the Website. This arrangement will provide Website integrity by allowing access to only two persons who can correct any mistake or unauthorized change to the Website. In this arrangement no one person can irrevocably alter the presentation of the message which this Website is intended to carry. This convention also will allow the delegation of responsibilities for administration and technical support for the project.
- 5) The current Webmaster will provide orientation to the new Webmaster when a new Webmaster is appointed, allowing for continuity of service.

FINANCIAL CONSIDERATION

It shall be the responsibility of the District Communications Committee Representative to submit authorized expenses for the Website Team & Hotline Team to the District Treasurer. The Website Subcommittee & Hotline Service Subcommittee shall insure that nothing of value is received from any source outside the fellowship and service structure.

The District 16B Website shall be registered in the District's name as:
<https://athensaa.org>

For the sake of efficiency, the Webmaster shall be registered as the primary technical contact as well as the billing contact for domain registration. Recurring bills will be paid automatically using District 16B's debit card as approved by the District Treasurer. The District Communications Committee Representative will submit annual budgets reflecting these charges. In addition, The District Communications Committee Representative will review charges annually with District 16B's Treasurer to ensure accuracy and prevent overcharging.

HOTLINE SERVICE SUBCOMMITTEE

The Hotline is a 24 x 7 phone/text service which is staffed by volunteers in recovery.

The PRIMARY purpose is to connect those who are still sick and suffering with local sober members of alcoholics anonymous and direct them to meetings so they too can share in the miracle that is recovery.

Answering calls from still-suffering alcoholics is the primary objective of our District Hotline. A volunteer's voice is often the first, and sometimes the only contact a still-suffering alcoholic will have with A.A... This Hotline Service is truly the 12th Step and the 5th Tradition in action.

The Subcommittee will consist of six volunteers with one serving as team lead. Volunteers must have one year of sobriety and a smart phone capable of running Google Voice. District 16B's "Hotline Service Volunteer Handbook" is maintained by the Communications Committee and may be found on our website at:
<https://www.athensaa.org/uploads/1/1/5/2/11524256/volunteer-handbook.pdf>

DISTRICT SHARED FILE STORAGE

Maintaining a digitally sustainable record of District 16B's history is a function of the Archive committee; however, one vehicle for making that data publicly available is our District website. In addition, there are sources of data that do not ultimately appear on our website; therefore, it is important to have an easily accessible, secure place to store our digital data. District 16B has a lifetime 2TB online storage account

with pCloud.com. Our webmaster controls access which is password protected and shared with appropriate persons.

CORRECTIONS COMMITTEE

“The purpose of a corrections committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of “bridging the gap” from the facility to the larger A.A. community.”

District 16 B has had one or more AA meetings taken into corrections institutions regularly every week for 40 years. The corrections meetings began on a fairly regular basis in the 1970s, both at Jackson County CI and at Clarke County CI. As of 2023, District 16B has contact with the following facilities: Jackson County CI (Correctional Institute), Athens Diversion Center, Athens-Clarke County Jail, Barrow County Jail, and Oconee County Jail. Prison volunteers may participate in Lee Arrendale Women’s Prison and Whitworth Prison (women only).

2023 MEETINGS

For a comprehensive list of potential facilities, go to Google Shared Drive— District 16B Corrections— 16B Correctional Facilities 2023.

CLARKE COUNTY JAIL

As of April 2024, the Athens-Clarke County Jail is accepting applications (male and female) for a potential A.A. meeting for Fridays at 2pm. The contact is Officer Cindy Billups.

OCONEE COUNTY JAIL

Meetings are the first and third Thursdays at 7pm (address: 1140 Experiment Station Rd, Watkinsville, GA 30677). The contact is Deputy Guethe, email: dguethe@oconeesherriff.org. *A background check is required annually for volunteers.* Male and female volunteers are needed. A spreadsheet containing all of the approved volunteers, including volunteer expiration dates and contacts, can be found in Google Shared Drive— District 16B Corrections— Oconee County— Oconee County Jail Volunteers. The schedule for volunteers is located in the spreadsheet as well.

DIVERSION CENTER

No background check is required to volunteer at the Diversion Center (address: 2725 Lexington Rd. Athens, GA 30605). Meetings are every Tuesday at 7:30pm. While an all male facility, women may also volunteer.

VOLUNTEERING IN PRISONS

The process for prison volunteering, since it is organized through the Georgia Department of Corrections. Instructions can be found in Google Shared Drive— District 16B Corrections— Prison Volunteer Instructions.

COLLECTIONS FOR CORRECTIONS

The purpose of the Collections for Corrections program is to raise money for literature to distribute to correctional facilities. District 16B has a separate Coins bank account through Truist. To make deposits, access the Google Shared Drive— District 16B Corrections— Collections for Corrections for the bank account information. The District Treasurer can assist with withdrawals for approved expenses (literature for the correctional facilities), which can be purchased from GSSA. Book orders can be made by emailing gssa@aageorgia.org for pickup at Assembly.

GRAPEVINE COMMITTEE

The **A.A. Grapevine** is the international journal of Alcoholics Anonymous. Written, edited, illustrated, and read by A.A. members and others interested in the A.A. program of recovery from alcoholism, the Grapevine is a lifeline linking one alcoholic to another.

Widely known as a "meeting in print," the A.A. Grapevine communicates the experience, strength, and hope of its contributors and reflects a broad geographic spectrum of current A.A. experience with recovery, unity, and service.

As Bill W. expressed in 1946, "The Grapevine will be the voice of the Alcoholics Anonymous movement. Its editors and staff will be primarily accountable to the A.A. movement as a whole... Like the Alcoholics Anonymous movement, it is to mirror, there will be but one central purpose: The Grapevine will try to carry the A.A. message to alcoholics and practice the A.A. principles in all its affairs."

The Grapevine Committee will make clear to the District the importance of the Grapevine as "A.A.'s meeting in media" and make materials for subscriptions, etc., available to all groups.

PUBLIC INFORMATION/ COOPERATION WITH THE PROFESSIONAL COMMUNITY COMMITTEE

The P.I. Committee should serve to increase awareness of A.A. in the community, handling requests for printed material and/or speakers. Appropriate literature should be made available to the medical, religious, mental health, and law enforcement communities (among others) and Public Information meetings should be encouraged.

The C.P.C committee correlates communication between A.A. and those who encounter alcoholics through their profession, including physicians, nurses, clergymen, lawyers, social workers, etc. “Information is provided about where we are, what we are, what we can do, and what we cannot do.” [Also see the pamphlet, “Let’s be Friendly with Our Friends”]

TREATMENT AND ACCESSIBILITY COMMITTEE

TREATMENT

“The purpose of a Treatment Committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up means of “bridging the gap” from the facility to the larger A.A. community.” A copy of the Bridge the Gap can be found in the Google Drive or at <https://www.aageorgia.org/treatmentaccessibilities.html>

BASIC FUNCTIONS OF TREATMENT COMMITTEES

1. With approval of administration, takes A.A. meetings into treatment settings within its area.
2. Encourages group participation. In some areas each group has a representative on the Treatment Committee.
3. Coordinates temporary contact programs, such as Bridging the Gap.
4. Arranges purchase and distribution of literature for these groups and meetings.

LITERATURE AND AUDIOVISUAL MATERIALS

Most committees feel that adequate literature supplies and audiovisual materials are essential for treatment center meetings. It is especially important that each client is supplied with a list of local A.A. meetings. Supplies are financed and obtained in several ways:

1. Donated by area or district general service committees or local intergroups.
2. Purchased with group contributions designated for this purpose.
3. Provided by groups through their Treatment Committee representatives (where the committee is organized and functioning to this extent).
4. Donated by members of the committee.

5. Such as special containers at regular meetings, marked “For Treatment Literature.”

ACCESSIBILITY

Accessibility challenges apply to all alcoholics who have difficulties participating in Alcoholics Anonymous, whether those are mental, physical, geographic, cultural, or other factors that vary among people. Some of these alcoholics may experience barriers to accessing the A.A. message, including the literature, meetings, Twelve Step work, and the service structure. For the purpose of these guidelines in defining the accessibility issues that many alcoholics face, we refer primarily to persons who are blind or and/or deaf, have hearing and/or vision loss, those who stay at home or are chronically ill, those who are living with the effects of brain injury or stroke, intellectual and/or developmental disabilities and diverse abilities. Barriers to the message of Alcoholics Anonymous are not always readily evident. For more information, view the Guidelines here: https://www.aa.org/sites/default/files/literature/MG-16_en_1122.pdf

DISTRICT 16B MONTHLY MEETING

District 16B meetings will be held on the second Sunday of each month. All District Officers, G.S.R.s, District Committee Representatives, and interested members should attend. The D.C.M. will chair the meeting; if the D.C.M. is absent, the chairing order will be the Alternate D.C.M., Secretary, and Treasurer.

The meeting time is regularly one hour to a max of an hour and half, but exceptions are to be expected. Only G.S.R.s, Alternate G.S.R.s, and District officers will regularly participate in discussions and in voting. Each group has one vote, whether by G.S.R. or the Alternate G.S.R. Each District Officer has one vote, which is not to be construed as a vote from his/her group.

When a motion is brought to the floor, and seconded, discussion will follow; the D.C.M. will at an appropriate time close discussion, and call for a vote, Ayes, nays, and abstentions should be counted. The minority should be invited to speak, following which another vote may be taken.

DISTRICT MEETING AGENDA

- The D.C.M. will prepare an Agenda and email to District G.S.R.s and Officers prior to the monthly meeting. Agenda will be available via www.athensaa.org
- The D.C.M. will open the meeting and lead the Serenity Prayer.
- The D.C.M. will ask a G.S.R. to read the Traditions.

- The Secretary will email the previous month’s minutes to District G.S.R.s and Officers prior to the monthly meeting and invite additions or corrections. Minutes will be made available online at www.athensaa.org.
- The D.C.M. will call for discussion of minutes from the previous month’s meeting and invite additions or corrections, following which a call for approval of the minutes (as amended, when appropriate) will be made.
- Treasurer’s report, followed by discussion, with amendments if appropriate, and approval.
- Standing Committee Reports:
 - Activities
 - Archives
 - ATHYPAA
 - Communications & Technology
 - Corrections
 - Grapevine
 - Public Information/Cooperation with Professional Community
 - Treatment
- D.C.M.’s report
- A.D.C.M.’s report
- L.C.M.’s report
- Old Business
- New Business
- The D.C.M. will invite any A.A. and non-A.A. related announcements.
- Motion to adjourn followed by the Responsibility Pledge.

DISTRICT OFFICERS ELECTION

There are eight elected positions at the District level known as the District Officers:

- D.C.M. (5 years continuous sobriety requirement)
- A.D.C.M. (3 years continuous sobriety requirement)
- (4) L.C.M. (3 years continuous sobriety requirement)
- Secretary (3 years continuous sobriety requirement)
- Treasurer (3 years continuous sobriety requirement)

ELECTION CALENDAR

D.C.M. AND ALTERNATE D.C.M.

- **June of odd numbered years** - Nominations are made at District Meeting. G.S.R.s take nominations back to their groups for discussion and group conscience.
- **August of odd numbered years** - Elections at District Meeting.

This is so the newly elected Trusted Servants may attend the September Georgia State Service Assembly, prior to their rotation beginning on January 1st of even numbered years. Each rotation will last two years.

L.C.M. (4) ODD AND EVEN YEARS QUADRANTS 1,3- 2,4

- Nominations are made within the Quadrant of the representatives groups and then the nominations are then taken to the monthly district business meeting for discussion and vote.

SECRETARY AND TREASURER

- **June of even numbered years** - Nominations for these service positions are made at District Meeting. G.S.R.s take nominations back to their groups for discussion and group conscience.
- **August of even numbered years** - Elections will occur during.

ELECTION PROCESS

Election will be by simple majority, unless there is a call for Third Legacy procedure which is sustained by the voting members. If there is a vote to use the Third legacy, see the Third Legacy Appendix.

The D.C.M. will ask voting members if they wish written ballots or not (for all positions), to be determined by a show of hands. Two non-voting members should be available to help with the counting of hands or ballots.

If there is no majority vote on the first count, the candidate with the least votes shall be dropped from the list, and the procedure continue until there is a majority candidate. If there is an ultimate tie vote, the candidates will “go to the hat”.

The remaining officers will be determined by the same means.

ELIGIBILITY

Eligibility to run: current District Officers and all present G.S.R.s.

If none of these accepts a position, the chair may open the position to present A.G.S.R.s.

Eligibility to vote: Each group has one vote (G.S.R., A.G.S.R. or designated proxy): each current District Officer has one vote.

To be elected the nominee must be present at the election meeting.

NOMINATIONS

At the June meeting of odd and even numbered years, as part of “New Business”, the D.C.M. will bring up the topic of elections and offer a brief explanation of procedures and provide time for questions and answers.

ÉTIQUETTE

District 16B cherishes the principle of rotation, and encourages all its members to be involved in service and share its responsibilities and rewards. (See the pamphlet “The A.A. Group”, p. 34)

District 16B believes strongly in the Traditions of A.A., and endeavors to uphold them in all its affairs, while encouraging all its members to gain an understanding of the Traditions.

At District 16B Meetings, group representatives and District Officers will speak only when recognized by the chair.

The District will send the District Officers to the GSSA Convention. Travel expenses for these events shall be included in the yearly budget. Other expenses must be presented to the District Meeting for approval.

APPENDIX ONE

District 16, Zone B District Historical Motions

Last Updated: May 3rd, 2024

Annual Events

Unity Dinner (approved 12/2023)

Service Fair (approved 07/2022)

Monthly District Workshops (approved 3/2023)

Overall District Items

District Minutes

The Secretary/Treasurer would be responsible for taking and maintaining all District Meeting minutes. Only first names and last initials were to be used in accordance with the Eleventh Tradition. (February 1996).

Secretary/Treasurer Position

It was decided by the GSRs that the Secretary/Treasurer position would be split into two separate positions: Secretary and Treasurer. This was based on the fact that: 1) two separate skill sets are required for these positions, and 2) the excessive amount of work required for one person to do both jobs. (August 2012).

District Meeting Location

It was decided that in the future, all District Meetings will be held in Athens. This is different from the previous policy where District Meetings rotated between Athens and Winder. The reason for this decision was to make the 57th Prepaid Convention Planning Meetings more accessible for those volunteering their time, due to less travel time between locations. (May 2009)

A Motion was proposed and passed unanimously to move the District Meeting location from the Biscayne Room to Campus View Church of Christ (where Lumpkin Street Noontimers meets) the second Sunday of each month at 3:30 pm. (December 2009)

A Motion was proposed and passed unanimously to move the District Meeting location to the Athens Area Commencement Center, 1175 Mitchell Bridge Road, Athens, GA 30606, This was due to the fact that a change in policy at the Campus View Church of Christ no longer allows groups to meet at the church outside of normal business hours. District Meetings will continue to be held on the second Sunday of each month at 3:30 PM. (November 2015).

A Motion was made in January 2019 and then tabled for a month for discussion and inquiry. That motion passed unanimously in February to move the District meeting location to the 24th Street, Inc. Clubhouse beginning in March 2019. The address is 150 Collins Industrial Blvd., Athens. District Meetings will continue to be held on the second Sunday of each month at 3:30 PM. (February 2019).

Printed Schedule

As of March 2023, the PI/CPC committee took responsibility for the printed schedule. Starting in the fall of 2023, Josh C, GSR for Byscane, began updating the printed schedule. Once someone updates it, it needs to be stored in the Shared Drive—Printed Schedule. The newest version also needs to be shared with the Webmaster for it to be posted on the website.

Prudent Reserve

It was decided that the Prudent Reserve for District 16B would be set at \$1500. (December 2010).

The Prudent Reserve was changed to be equivalent to 9 months (or 75%) of the previous year's total expenses for the District. (September 2016).

The Prudent Reserve was changed to be equivalent to 6 months of the previous year's total expenses for the District. (February 2018).

LCM

As of January 2024, the District passed a motion to have LCM (Local Committee Members) to oversee the District with 4 Quadrants. Most information available in the Shared Drive, LCM (Local Committee Member). The LCMs will serve as liaisons between the District and the groups/meetings.

Georgia State Service Assembly

District 16B will pay for the hotel rooms for our DCM, Alternate DCM, and Secretary/Treasurer at each Assembly. In addition, District 16B will also pay for one half of the hotel costs for our Service Committee Representatives (Corrections, Treatment, Grapevine, Archives, PI/CPC, and Communications). (January 2008)

Up to \$40.00 each will also be paid by District 16B for reimbursement for gas for the Service Committee Representatives for each Assembly. (March 2008)

Reimbursement for all District Committee Reps was increased to 100% for all hotel (one night only) and gasoline costs. Receipts must be submitted to the District Treasurer for reimbursement. Gas allowance was set at \$30.00. Each service committee should turn in an annual budget reflecting their needs for the calendar year. (February 2013).

Storage Room/P.O. Box

The District Committee approved the use of a climate controlled storage facility for all supplies, including archival materials. The entry codes for the facility are to be made available to all District Officers and Committee Representatives. (April 2008)

All District Archives and Activities materials were moved to the 24th Street Clubhouse for storage at that facility. The District will begin paying storage fees to 24th Street in February 2019. This will save the District \$20 per month. (January 2019).

The use of the District P.O. Box was approved for all Corrections and Treatment Committee Correspondence. (April 2008)

Election Procedures – District 16, Zone B

Elections of DCM and Alternate DCM will occur during August of odd numbered years. Nominations for these service positions will occur in June of odd numbered years. This is so the newly elected Trusted Servants may attend the September Assembly in Macon, prior to their rotation beginning on January 1st of even numbered years. Each rotation will last two years. (September 2016).

It was decided by plurality of the GSRs that District 16B would follow the Third Legacy Procedure for elections, as outlined in the Georgia AA Service Manual. (November 2011).

The Third Legacy Procedure is as follows:

1. At the August District meeting of voting (odd numbered) years, the names of the nominations for DCM will be written down in alphabetical order on the blackboard.
2. All GSRs present (or their duly appointed alternates) will cast written ballots, which will be double counted by the current DCM and Alternate DCM and recorded by the Secretary/Treasurer. Each vote shall be announced to the GSRs during counting.
3. Any candidate receiving a 2/3 majority is elected, regardless of ballot.
4. After the second ballot, assuming no candidate receives 2/3 majority, any candidate receiving less than 1/5 of the total votes will be automatically withdrawn, except for the top two candidates.
5. After the third ballot, candidates receiving less than 1/3 of the total votes will be automatically withdrawn, except for the top two candidates.
6. A fourth ballot is held, and the candidate having a plurality shall be elected.
7. This procedure is repeated for the election of Alternate DCM.
8. In August of even numbered years, the Third Legacy Procedure will be used to elect a new District Secretary and District Treasurer. Nominations will be placed in June of even numbered years. (September 2016).

Note: To be eligible to stand for Alternate DCM, a candidate must first be available and stand for DCM.

It was decided by the Groups, based on recommendations from an Ad Hoc Committee that District 16B would change the rotations for the Secretary and Treasurer positions to begin in odd

numbered years. This would necessitate holding elections in even numbered years for these two positions. This would stagger our rotations between Secretary and Treasurer with those of DCM and Alternate DCM to insure more continuity and experience within the District. In a similar fashion, it was voted to also stagger the rotations of some of the service committee representatives. Henceforth, Grapevine, PI/CPC, Archives, and Activities rotations will begin in odd numbered years, while Corrections, Treatment, and Communications will begin their rotations in even numbered years. (October 2016)

Historical Election Information:

Nominations for each District Position (DCM, Alternate DCM, & Secretary/Treasurer) were made in July and elections were decided based on plurality (majority) for each position. The runner-up in the DCM election was not eligible for the Alternate DCM position. (July-August 2011)

The same procedure as listed above for 2011 was followed in 2009, except for the person with the most votes was elected to DCM and the runner-up was elected to Alternate DCM. (August 2009)

The election procedure for 2001 was as follows: Current and new GSR's could vote on cards for DCM, Alternate DCM, and Secretary/Treasurer, with persons being nominated for each position. The same person was allowed to be nominated for each of the positions, if they were willing to stand. Plurality determined the outcome for each position. (August 2001)

The Third Legacy Procedure, as outlined in the Georgia AA Service Manual, was used to elect District Trusted Servants. This procedure stayed in effect until 2001. (June 1997)

Re-Districting Policy

Based on the procedure outlined in the Georgia AA Service Manual, District 16B was re-designated as Districts 16B and 16F. This was done as a result of the District having grown to 22 Groups and the large geographic area represented in District 16B. The new Districts were defined as follows: District 16B – Clarke, Jackson, and Barrow Counties & District 16F – Elbert, Madison, Hart, Oglethorpe, and Franklin Counties. (May 1995)

At the September 2011 Assembly in Macon, it was decided that Oconee County would be moved from District 11, Zone A, to District 16, Zone B. This includes all groups and meetings in Oconee County. (October 2011). The new GSSA map for Area 16 reflected this change in January 2012.

In April 2023, the District approved a ReZoning Ad Hoc Committee to determine how best to serve the District/Zone at its current size. After discussions about breaking the Zone into smaller parts, the District ultimately voted to have L.C.M.s (Local Committee Member) serving four Quadrants in January 2024.

Committee Information

District Committee Emails

As of 09/2023, the Communication and Technology Committee began creating emails for each District committee. All of the emails and passwords can be found in **Shared Drive—District 16B Accounts and Passwords**.

District Activities Events

District 16B will provide meat, paper products and drinks for all annual events. In addition, the District will also pay for gas and hotel rooms for our AA (and Al-Anon speakers at New Year's Eve), if overnight stay in Athens is necessary. Every effort should be made through announcements and passing of the Seventh Tradition basket to make all District events self-supporting. (March 2013). As of 12/2023, Activities sponsors the following: Spring Picnic, Fall Picnic, Thanksgiving Alcahion, Christmas Alcahion, New Years Eve Party. In 2022 and 2023, the committee also helped the Service Fair with food.

Communications and Technology Committee

It was decided that District assume responsibility for the phone service and the District 16B website, formerly handled by the recently disbanded "Inter-group", and that District would form a "Communications Committee" to oversee that responsibility. (March 2011)

It was decided that the phone line be switched to Google Voice and to have it operational by June 2011. Our AT&T phone line is to be forwarded to Google Voice. The AT&T number is to remain active until February of 2012 and then be disconnected. These actions should provide a significant cost savings to the District. (May 2011).

As of 11/2023, the committee name changed to Communication and Technology.

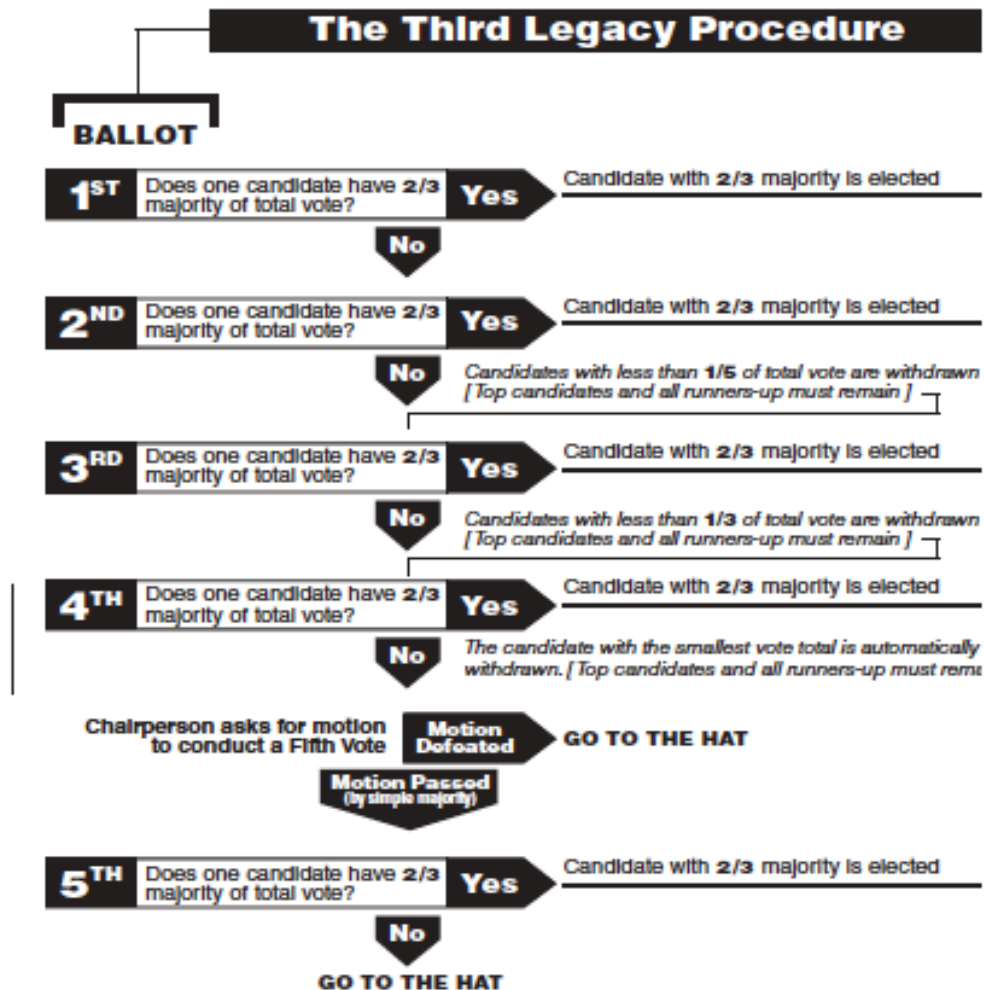
ATHYPAA Committee

As of 06/2022, Athens Young People in A.A. (ATHYPAA) became the first standing GCYPAA committee in the state. The committee initially formed to prepare at bid for a GCYPAA Conference in Athens. Once the bid was presented at Assembly but not chosen, the committee continued to create events to draw support for the conference but also to have fun in recovery. Game Nights occurred every second Saturday beginning in summer of 2022.

Treatment Committee

It was decided, by substantial unanimity, that the Treatment Committee would take on the additional responsibilities of Special Needs and Accessibilities. The change was made to the District 16B structure and henceforth, the Treatment Committee will now be known as the Treatment and Special Needs/Accessibilities Committee. (October 2014).

APPENDIX TWO A.A.'S THIRD LEGACY



- The first candidate to receive two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn¹ — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-

¹ The 1969 General Service Conference approved the change from optional to automatic withdrawal of candidates.