**ALCOHOLICS ANONYMOUS**

**ELEVENTH DISTRICT OF SOUTH CAROLINA**

**OPERATIVE POLICIES**

ARTICLE I

(Objective)

To create unity and promote communications between the groups of the District and between the District and Area Assembly.

ARTICLE II

(Membership)

The membership shall consist of all A.A. groups that desire to be in the 11th District, each represented by a Group Service Representative (G.S.R.) or an alternate G.S.R.

ARTICLE III

(Elected Officers)

SECTION 1. The District Committee Member (D.C.M.) and alternate District Committee Member shall be either past or present G.S.R.s.

SECTION 2. Elected officers of the District are:

1. D. C. M. and alternate
2. Secretary and alternate
3. Treasurer and alternate

SECTION 3. Officers shall serve a term of two years beginning on the first of the year following their election. Elections shall be held on odd years with the term of office commencing on even years.

SECTION 4. An alternate officer shall perform the duties of the elected officer in his absence or inability to discharge the duties of that office.

SECTION 5. The D.C.M. shall preside at all District meetings and assume duties as suggested in the *A.A. Service* *Manual* or as directed by the voting members of the District.

SECTION 6. The Secretary shall call roll and take minutes of each District meeting and shall make appropriate distribution and filing of same.

SECTION 7. The Treasurer shall collect and distribute all monies as directed by District 11 and its Operative Policies. A verbal financial report shall be given at each District meeting.

SECTION 8. If for any reason, an alternate District officer must be replaced, then the G.S.R.s shall be notified at the regular District meeting. During the following District meeting, nominations shall be received from the G.S.R.s. The elections shall take place at the next regular District meeting.

SECTION 9. Each District officer and alternate shall be a member whose home group is in District 11.

ARTICLE IV

(District Service Committee)

SECTION 1. The alternate D.C.M. shall assume the responsibility of the service committee chairperson.

1. Conduct service committee meetings.
2. Follow-up on committee decisions to make sure appropriate action has been taken.
3. Provide report at District meetings.

SECTION 2. The service committee shall be comprised of one member of each group in District 11 and shall serve a term of two years. Persons not on the service committee wishing to participate may attend committee meetings on a voluntary basis. They shall have a voice but no vote on committee business.

SECTION 3. Meetings shall take place one hour prior to the regularly scheduled District meetings. The service committee chairperson may call a special meeting if the need arises at a time and location most convenient to all committee members.

SECTION 4. Committee service work shall be done on an as needed basis as determined by a majority of the committee. Areas of service shall include, but not be limited to:

1. Public Information/Cooperating with the Professional Community – Membership in this committee includes volunteers who serve on the Answering Service.
2. Treatment
3. Grapevine
4. Corrections
5. Accessibilities
6. Archives

SECTION 5. Each fiscal year the Service Committee Chairperson shall be authorized to spend up to $500 in furtherance of service committee work. Individual service committee requests shall be submitted to the Service Committee Chairperson for approval. Approved requests shall be paid by the District Treasurer.

ARTICLE V

(Ad-hoc Committee)

SECTION 1. When the need arises, an ad-hoc committee shall be appointed by the executive committee comprised of the District officers or their alternates. The appointees shall be affirmed by the voting members and shall serve until their task is completed.

SECTION 2. An ad-hoc committee shall present to the voting members of the District in July of each odd numbered year two candidates and alternates for each office.

SECTION 3. Nominations may be made from the floor only with prior approval of the nominees. Nominations do not require a second.

ARTICLE VI

(Meetings)

SECTION 1. District meetings shall be held on the third Sunday in January, March, May, July, September, and November at a time and place to be determined by the voting members. A notice shall be sent to each officer, G.S.R., and their alternates on the first day of the month in which the District meeting takes place. Notices may be sent by mail, email, text message or phone.

SECTION 2. Special meetings may be called by the D.C.M. or, if requested in writing, by at least five voting members.

SECTION 3. A quorum shall consist of voting members from the groups in District 11 present at the beginning of the District business meeting.

SECTION 4. One or more groups shall alternately host the District meetings. The host group(s) shall be responsible for providing meeting facilities and refreshments for that meeting. The cost of refreshments shall be reimbursed to the host(s) by the Treasurer, up to a limit of $75.00. Receipts are required for reimbursement.

ARTICLE VII

(Voting)

SECTION 1. Each G.S.R., or in his absence, their alternate G.S.R. shall have one vote. There shall be no voting by proxy.

SECTION 2. A quorum must be present at the District meeting in order to act on any business.

SECTION 3. Elections shall be decided by written ballot with a majority needed to elect.

SECTION 4. If after three unsuccessful attempts to reach a majority in an election, the decision shall be made by going to the “hat”. The two nominees with the most votes shall have their names placed in the “hat” from which only one shall be drawn.

ARTICLE VIII

(Replacement of Officers for Cause)

SECTION 1. If an officer has a slip or fails to be present at three consecutive meetings without cause, he shall be deemed to have resigned from office. [See ARTICLE III, SECTION 4]

SECTION 2. If the alternate should experience that which is listed in ARTICLE VIII, SECTION 1, a special election shall be called to fill the vacancy.

SECTION 3. If the D.C.M. and alternate position become vacant at the same time and prior to filling these positions at an election, the line of succession shall be:

1. Secretary
2. Treasurer
3. Alternate Secretary
4. Alternate Treasurer

ARTICLE IX

(Amendments)

SECTION 1. District 11 Operative Policies may be altered, amended, and/or repealed in part or in whole and new procedures may be adopted by two-thirds vote at any regular meeting, provided that the change is presented in the following manner:

1. A G.S.R. or alternate G.S.R. must present the proposed change in writing to the secretary who shall read it to the District body.
2. At this time the proposer must give reason for the requested change. There shall be no discussion at this meeting concerning the proposed change.
3. The Secretary shall include a copy of the proposal in the distribution of the minutes.
4. At the next regularly scheduled meeting the Secretary shall again read the proposal. If there is a second to the proposal, discussion may follow, and then a vote. If there is no second, the issue shall be considered dead.

ARTICLE X

(Financial)

SECTION 1. The District shall be funded by voluntary group contributions.

SECTION 2. Contributions shall be sent to the District Treasurer.

SECTION 3. The District shall be responsible for the following expenses:

1. The D.C.M.’s expenses shall be paid to the area assembly meetings, area committee meetings, and other such meetings deemed necessary by the District. Expenses may include, but are not limited to the following:
   * + 1. Area Committee meetings - cost of fuel
       2. Area Assembly meetings - $340.00
       3. Telephone calls
       4. Postage, stationary, etc.
       5. Southeast Regional Forum which is held every two years - $375.00

In the event the D.C.M. is unable to attend an Area Committee Meeting or an Area Assembly meeting, the District shall fund the Alt. D.C.M. to attend these events in the same manner as the D.C.M. would have been funded.

1. The Secretary’s expenses for postage, stationary, printing, etc.
2. The Treasurer’s expenses for postage, stationary, printing, etc.
3. A service committee person who is not a G.S.R. shall be allowed up to $160.00 per Area Assembly for validated expenses. This individual shall be chosen by the service committee to attend the area committee meeting most appropriate to the area of service set forth in ARTICLE IV, SECTION 4.
4. The District shall strive to maintain a prudent reserve which shall be equivalent to approximately one year’s operating expenses ($1500.00). An annual financial report shall be given at the first meeting of the year to determine whether the prudent reserve should be changed.
5. Receipts shall be given to the Treasurer as soon as possible following the incurrence of expenses.
6. The District shall make contributions to G.S.O. and Area Assembly in equal amounts of funds in excess of the prudent reserve as given in each current treasurer report, such prudent reserve first being reduced by known and anticipated service committee expenses.