

Western Washington Area 72
Alcoholics Anonymous

District 10

(Including areas of Kitsap and North Mason Counties)

Handbook

Updated through 2020

www.dist10.org

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Who we are

We are the trusted servants of the groups in District 10 (portions of Kitsap and North Mason Counties). We are the first level of representation of the collective conscience of individual group members of Alcoholics Anonymous. As representatives of groups, we cooperate to do the necessary business of A.A. locally and to carry the message, through our service work, that A.A. exists to help the alcoholic who still suffers.

What we are

The district committee consists of each individual group's General Service Representative (GSR), or their alternate, trusted servants including the District Committee Member (DCM), Alternate District Committee Member (Alt. DCM), Treasurer, Alternate Treasurer, Webmaster, Secretary, Registrar, Central Service Office (CSO) Representative to Puget Sound A.A., and the chairpersons of the eleven standing committees. These committees are: Accessibility, Archives, Cooperation with the Professional Community (CPC), Corrections, Gratitude Celebration and Events, Literature Locker, Public Information (PI), Service (schedules and hotline), Third Legacy, Treatment, and Young People in A.A. (YPAA). The voting members of the district committee that form the district's conscience are the GSRs (or alternates), the district trusted servants, and the standing committee chairpersons. District trusted servants and standing committee chairpersons may be removed if they fail to attend or report at three consecutive district committee meetings or otherwise fail to perform their duties.

The District 10 Meeting

Meetings are typically held the last Sunday of the month, except in November when there is no meeting and December when the meeting is held on the first Sunday. Other exceptions may occur in holiday months, and a schedule of meeting dates is listed under the Events tab at the District 10 website. Meeting fellowship begins at 1:00 PM, where light refreshments are normally provided by the host group, and the meeting begins at 1:30 PM and runs until business is concluded. At the December meeting, groups are encouraged to sign up to host meetings for the coming year. District 10 maintains no permanent office or residence. District 10 conforms to the same odd-year panel rotations as Western Washington Area 72. Trusted servants and standing committee chairs serve two-year terms and are elected at the August meeting (DCM, Alt. DCM) and the October meeting (trusted servants and committee chairs) of the year preceding the start of the new rotation.

The following statements appear on the district meeting agendas and are read by volunteers. These, with the Serenity Prayer, are used for opening and closing the District 10 meetings.

GSR Preamble

We are the General Service Representatives. We are the link in the chain of communication for our groups with the General Service Conference and the world of AA.

We realize the ultimate authority in AA is a loving God as he may express himself in our group conscience. As trusted servants, our job is to bring information to our groups in order that they can reach an informed group conscience. In passing along the group conscience, we are helping to maintain the unity and strength so vital to our fellowship.

Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our groups as a whole.

A Declaration of Unity

This we owe to A.A.'s future: to place our common welfare first; to keep our Fellowship united. For on A.A. unity depend our lives and the lives of those to come.

Responsibility Statement

I am Responsible. When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.

The following are descriptions of duties for GSRs, district trusted servants, and district committee chairpersons:

General Service Representative (GSR)

A GSR is the link between their individual group and A.A. as a whole. The GSR represents the group at district and area functions where they express their group's conscience based on an informed discussion of the issue. At the discretion of the group, they may be given the "right of decision" so that they may make individual decisions, usually on housekeeping or amendment items. The GSR takes back to their group issues from district or area so that the group can make an informed decision. The GSR also informs their group when a service position is available in the district and area so that members may make themselves available for service. It is suggested that GSRs be elected for a two-year term and that, to preclude any conflict of interest, they do not serve in any other capacity. A more complete description of GSR duties may be found in *The A.A. Service Manual*, Pages S26 through S28 (2018 - 2020 edition).

Alternate GSR

The alternate GSR performs the duties of the GSR in the GSR's absence and assists the GSR as requested.

District Committee Member (DCM)

The DCM is the link between District 10 and the Western Washington Area 72 (WWA72) committee, as well as the General Service Office (GSO). The DCM is responsible for:

1. Leading the monthly district meeting for the group's GSRs and district trusted servants.
2. Informing all GSRs and district trusted servants of all district, area, regional, and conference activities.
3. Ensuring that group and district needs are communicated to the area and region or GSO when necessary.
4. Attending all Area 72 quarterlies to discuss and define the agenda for the area and region or GSO when necessary.
5. Attending the Area 72 Assembly as a voting member representing the district.
6. Cooperating and corresponding with other districts to host special workshops for the area, such as, but not limited to, Pre-Conference, Delegate's Report, GSR School, and Pre-Assembly.
7. Being aware of all district finances and being a signee on all district bank accounts, but not performing treasurer's duties.
8. Being available to GSRs and district trusted servants for presentations, problem resolution, workshops, group inventories, or group conscience meetings.

DCM duties continued.

9. Preparing a report for each district meeting, including upcoming important dates and events.
10. Ensuring that the District 10 Handbook includes changes to job descriptions, procedures, and motions prior to ending their two-year rotation.
11. Maintaining suggested sobriety time of five or more years.

Alternate DCM

The Alternate DCM acts in place of the DCM when the DCM is unable or unavailable to perform their functions and assists the DCM in the performance of their duties. The Alternate DCM chairs the Budget and Finance Committee and is also responsible to maintain oversight of the district treasury. Suggested sobriety time for this position is three or more years.

Treasurer

The treasurer receives and documents district funds. To accomplish this, the treasurer is responsible for:

1. Collecting and keeping a record of all contributions to the district.
2. Depositing all monies into the district accounts in a timely manner.
3. Reconciling the district accounts on a regular basis.
4. Approving all disbursements according to the district conscience.
5. Preparing a monthly report to the District Committee, including all records and bank statement copies.
6. Performing the Alternate Treasurer's duties when the Alt. Treasurer is not available to do so.
7. Maintaining District 10 bank accounts including access to all bank signature cards. Cards are held by the DCM, Alt DCM, Treasurer, and Alt Treasurer.
8. Maintaining a post office box and access list including DCM, Alt DCM, Treasurer, and Alt Treasurer.

Alternate Treasurer

The Alt. Treasurer is responsible for:

1. Performing the treasurer's duties when the treasurer is not available to do so.
2. Keeping possession of the district checkbook.
3. Writing all disbursement checks as approved by the Treasurer.
4. Maintaining oversight of all district accounts.

Webmaster

The webmaster is required to have and maintain skills related to maintenance of the District 10 website to include understanding of HTML, CSS, Java Script, and knowledge of uploading/downloading files. Additionally, the webmaster is responsible for:

1. Updating all areas of the district website including changes and additions to meeting schedules for groups, events, district officers and committee chairs, etc.
2. Updating the WWA72 website with meeting changes or instructing GSRs on current protocol to request changes at the area site.
3. Instructing new GSRs, district officers, and committee chairpersons how to access district email.
4. Periodically updating the printable meeting schedule at the district website.
5. Staying informed on events from other service entities that may be relevant to include on the district website.
6. Participating in on-line webinars, training opportunities or informational events relevant to A.A. technology use.
7. Maintaining integrity of the district website by not allowing advertising, inappropriate links, or violations of member's anonymity including pictures of faces, vehicle license numbers, etc. Any event posting will be sponsored by a group, district, area, or GSO.

Secretary

The district secretary will be responsible for:

1. Maintaining a written record of all district business and activity, and communicating this record to all GSRs, district officers, and district committee chairpersons.
2. Preparing and distributing minutes from district meetings well in advance of the next meeting so that members have an opportunity to review and request changes prior to final approval.
3. Ensuring that important motions of record are highlighted or easily viewed in the district meeting minutes.
4. Communicating in writing when necessary with groups or area, except for those duties assigned to the registrar.
5. Providing copies of minutes, letters, or other documents created to the district archivist.

Registrar - Alternate Secretary

The District 10 Registrar also serves as Alt. Secretary and has responsibility for:

1. Maintaining information on all groups in District 10.
2. Maintaining information on all District Committee trusted servants.
3. Maintaining and making available changes to the District 10 Handbook.
4. Taking minutes at district meetings and handling correspondence in the absence of the secretary.
5. Maintaining records in a format that can be easily explained to incoming trusted servants.

Two CSO representatives will be elected and serve alternating two-year terms as directors of Puget Sound A.A.

Central Service Office (CSO) Representative

The CSO rep. helps keep District 10 connected to Puget Sound A.A. in Tacoma. Activities include:

1. Attending monthly business meetings at the office of Puget Sound A.A. as voting members.
2. Informing the district committee on CSO matters relevant to District 10.
3. Providing meeting schedule updates from District 10 to Puget Sound A.A.
4. Maintaining contact information on officers of Puget Sound A.A.

District Standing Committees

The various standing committee chairpersons are responsible for maintaining communication between District 10 and other area districts, WWA72, and GSO concerning matters in the interest they represent. They should establish and maintain a regular monthly committee meeting and prepare a report for each district meeting. They should also attend their respective area quarterlies. Committee chairs are welcome to bid for their area quarterlies and take responsibility for planning and executing the meeting if the bid is won. Should a translator be required, the committee chair must notify the area accessibility committee at least 30 days prior to the quarterly.

The eleven standing committees are as follows:

I. Accessibility Committee

This committee is generally responsible for carrying the A.A. message to those with special needs or those unable to benefit from regular group meetings. They are also responsible for:

1. Facilitating communication with A.A. members with disabilities including, but not limited to, being homebound or hospitalized, deaf, blind, non-English speaking as well as physically or mentally challenged.
2. Compiling and maintaining a list of members within the district who have special communication skills or are willing to help drive disabled members to meetings and other A.A. functions.
3. Notifying the area accessibility committee of ASL (sign) interpreted A.A. meetings for our deaf or hard-of-hearing members within the district.
4. Maintaining and continuing to expand the district Accessibility Lending Library.
5. Coordinating with other district committees to identify opportunities to carry the message to those with disabilities.

II. Archives Committee

The archivist or, archive committee chair, is responsible for establishing policies, procedures, and creative parameters; as well as maintaining responsibility and authority for the use of the archives, according to district group conscience. The archivist collects and maintains historical information. Responsibilities include:

1. Collecting district committee meeting minutes, agenda, and district financial reports.
2. Collecting literature, documents, recordings, newspaper articles, photographs, event programs/flyers, and other artifacts related to the district, area, and A.A. as a whole.
3. Maintaining the physical integrity of the inventory.
4. Establishing and maintaining an inventory of the collection, as well as an index and locating system.
5. Reporting regularly to the district committee.
6. Assisting district members with archive related matters.

III. Cooperation with the Professional Community (CPC) Committee

CPC is tasked with providing information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, clergy, lawyers, social workers, union leaders, industrial managers, and government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do. Duties include:

1. Being a resource of A.A. information to those requesting it.
2. Seeking opportunities to carry the message in cooperation with professionals in the community.
3. Being the initial or continuing source of A.A. literature including current meeting schedules.
4. Encouraging professionals to receive the digital delivery of "About A.A., A Newsletter for Professionals" available for email from GSO.

IV. Corrections Committee

They are responsible for coordinating A.A. meetings in correctional facilities within the district and supporting their needs to include:

1. Maintaining relations and a schedule of regular meetings at correctional facilities, currently, Mission Creek Correctional Center for Women in Belfair, WA.
2. Providing A.A. conference-approved literature, to include Grapevine and La Vina magazines, to inmates per instructions from the facility.
3. Ensuring all corrections and ancillary corrections facilities have current district meeting schedules. Such facilities would include the Bainbridge Island Sheriff's Office, Bremerton Municipal Court, Mason County Jail, and the various probation offices throughout the district.
4. Collecting literature donations from the groups and distributing them to the facilities as needed.
5. Making sure the Corrections Bridge and Correspondence Programs are available.
6. Visiting the facilities that are served and participating in relevant meetings when possible.

V. Gratitude Celebration and Events Committee

This committee handles all aspects of planning and coordinating the annual November Gratitude Celebration and other district events. Here are some duties of the position:

1. Choosing dates, times, and venues for events.
2. Coordinating speakers, needed equipment, menu/catering, and volunteers.
3. Handling ticket sales if applicable and promotion through flyers and communication with GSRs.
4. Managing financial matters, such as, deposits, payment to vendors, and expenses in cooperation with the district treasurer and alternate treasurer.
5. Working toward a goal of events being self-supporting through ticket sales, raffles, etc.

VI. Literature Locker Committee

The chairperson assists the groups in fulfilling literature orders for use or sale in their meeting locations. The primary source for the literature is Puget sound A.A., and an inventory is maintained in our literature locker, which is currently located in Silverdale. The job entails:

1. Ordering and selling literature to district members and groups at cost.
2. Maintaining an inventory of A.A. conference-approved literature to support requests from groups.
3. Informing the district committee monthly of inventory status, sales, and purchases.
4. Turning sales revenue over to the district treasurer and gaining approval for direct purchases from GSO.

VII. Public Information (PI) Committee

The role of PI is to provide information and education to the non-alcoholic community. Duties include:

1. Developing public service announcements.
2. Appearing at schools, health fairs, and various public events to educate the community about A.A.'s role in recovery.
3. Communicating with the media to explain about A.A. and the importance of anonymity.
4. Maintaining a visit schedule and pamphlet racks at appropriate locations throughout the district.
5. Assisting district members in public speaking roles and venues.
6. Keeping a record of activities, locations of pamphlet racks, and facilities throughout the district.

VIII. Service and Schedules Committee

Responsibilities for this committee involve updating and reprinting the District 10 meeting schedule. The phone coordinator also falls in this committee and maintains our district phone line. The committee is also charged with:

1. Collecting monthly changes to the district meeting schedule from GSRs.
2. Arranging the printing and distribution of updated meeting schedules for the groups.
3. Coordinating recruitment of volunteers to answer our district phone or "hot" line and ensuring the line is answered in a timely manner.
4. Facilitating the training of volunteers as needed.
5. Providing digital copies of updated schedules to the district archivist when possible.

*Printing service is currently provided by: Samson's Printing, owner
Tom McCallum, office: 360-377-1606, cell: 360-710-6478,
email: samsons@oz.ne*

IX. Treatment Committee

This committee is responsible for making the A.A. message available to all treatment facility clients within the district. The duties include:

1. Ensuring treatment and substance abuse counseling facilities are aware of A.A. and what we are (and are not).
2. Purchasing and procuring literature to support committee activities.
3. Initiating contact with unserved treatment facilities in our district.
4. Developing and presenting workshops for members that inform on committee activities and needs. This also involves creating flyers and educational materials.
5. Facilitating the activities of speakers, meeting chairs, or other support personnel to treatment facilities.
6. Maintaining a 12-Step Contact List spreadsheet.
7. Monitoring Bridging the Gap requests, volunteers, and correspondence, as well as success of the program.
8. Coordinating activities with other service committees that may overlap or can share resources.

X. Third Legacy Committee

Coordinating and conducting A.A. related workshops as requested by groups or district committee chairpersons. Some activities follow:

1. Facilitating information sharing to groups or assembled members through workshops, presentations, or skits.
2. Involving Area 72 officers or committee chairs in educational events involving and promoting service.
3. Assisting district committee chairs with their activities where possible or appropriate.

XI. Young People in Alcoholics Anonymous Committee

The YPAA committee facilitates carrying the A.A. message to young people (or those young at heart) within the district. Activities may include:

1. Encouraging young people to attend A.A. group meetings and becoming involved in service at all levels.
2. Maintaining a text or email list of interested young members to keep them informed on group and district events.
3. Communicating with the Washington State Chapter of YPAA (WSCYPAA) to facilitate information sharing activities for Western Washington as well as regionally and nationally.
4. Helping young members establish new stand-alone meetings or young person meetings within established groups.
5. Reporting on activities to the district committee and seeking assistance from district trusted servants as required.

Budget Committee

The Budget Committee consists of five elected members and is chaired by the Alternate DCM. The committee members shall be elected, three in one year, and two the alternate year. Term of service is two years. The committee is responsible to propose district budgets based on previous expenses and future needs as well as to audit the district treasure, literature locker, and committee expenditures. The Budget Committee meets quarterly to ensure that financial solvency is maintained. Voting members of this committee should not hold positions that are affected by budget line items.

Notes

It is the responsibility of all trusted servants to attend district committee meetings and to prepare a report for each meeting.

The district committee members and committee chairpersons are elected from those persons who make themselves available for service for a period of two years. The DCM and alternate are elected at the district committee meeting held in August of even numbered years. All other positions are elected at the district committee meeting held in October of the same year. Their term of service begins in January the following year. It is strongly recommended that persons holding district committee positions not hold other service positions at the group, district, or area level. It is suggested all district trusted servants have a minimum of two years of sobriety, unless otherwise noted.

Suggested District Committee Meeting Format

1. Open with a moment of silence followed by the Serenity Prayer.
2. The Twelve Traditions (short form) is read by a member of the host group.
3. The GSR Preamble is read by a volunteer.
4. The Unity Declaration is read by a volunteer.
5. Introduce host GSR, who will comment on the facility (restroom location, smoking policy, etc.).
6. Short presentation on the numbered Concept corresponding to the number of the month.
7. A volunteer is requested to present the Concept at the next meeting.
8. Read and approve, or amend, the minutes from the previous district committee meeting.
9. Introduce new GSRs, alternates, trusted servants, past trusted servants, and guests.
10. Recognize sobriety anniversaries.
11. Identify the number of groups represented and the total number of voting members present.
12. GSR reports and sharing session.
13. Trusted Servant Reports:
 - a. DCM
 - b. Alt DCM
 - c. Treasurer
 - d. Alt Treasurer
 - e. Secretary
 - f. Alt Secretary - Registrar
 - g. Webmaster
 - h. Central Service Office Representatives
14. Committee Chair Reports:
 - a. Accessibility
 - b. Archives
 - c. Cooperation with the Professional Community (CPC)
 - d. Corrections
 - e. Gratitude Celebration and Events
 - f. Literature Locker
 - g. Public Information (PI)
 - h. Third Legacy
 - i. Treatment
 - j. Young Persons in A.A. (YPAA)
15. Seventh Tradition
16. Old Business
17. New Business
18. Entertain a motion to close the meeting with the Responsibility Statement

Suggestions on Contributions

The following are suggested procedures for handling individual group monies and contributions. Many questions are answered in the A.A. pamphlet "Self Support: Where Money and Spirituality Mix."

- The prudent reserve of a group is usually defined as three months of operating expenses. Operating expenses include rent, supplies, literature, etc.
- When a group reaches its prudent reserve and has excess funds, these funds are usually forwarded to other levels of Alcoholics Anonymous for expenses incurred and for the good of A.A. as a whole.
- The usual practice for this district has been a 60/30/10 distribution as follows:

60% to District 10: This money is used to cover costs for rent, the printing and posting of schedules, newsletters, minutes. It is also used to purchase literature and reimburse the district officers and committee chairs for expenses incurred (stamps, copies, travel, etc.).

30% to Western Washington Area 72: This money covers costs of coordinating efforts of the service structures throughout the area as well as costs of the newsletter, archives repository, literature, language services, and expenses incurred by trusted servants and committee chairs.

10% to the General Service Office: This money is used to cover operating costs incurred for the printing of all A.A. literature and support systems in place to carry the A.A. message worldwide.

- It should be the decision of the individual group's conscience to decide how much and to whom the member's contributions are distributed.
- Always include the group's name and six-digit group number on checks.
- Mail contributions as follows:

A.A. District #10
P.O. Box 1214
Silverdale, WA 98383
(Make checks payable to District #10 Fund)

Western Washington Area Treasurer
702 Kentucky St. #535
Bellingham, WA 98225-4200

General Service Office
P.O. Box 459, Grand Central Station
New York, NY 10163

District 10 Passed Motions

GSRs and groups may wish to refer to Area 72 motions activity or GSO Guidelines when considering a current motion. Area 72 Motions (passed and failed) are contained within the Area 72 Service Manual. Copies are available through the Area 72 Registrar. GSO guidelines are available directly from GSO.

Please note that the record of previous passed motions is incomplete. Committee members are encouraged to put forth motions in support of current practices where there is no record of such motions.

- 97.1 Motion: That the GSR meeting agenda be changed to have the GSR reports first, district trusted servants next, then old and new business last.
- 97.2 Motion: That the GSR Meeting designation be changed to District Meeting.
- 97.3 Motion: That the pamphlet prepared by the PI committee of WWA72, "So You've Been Told to go to A.A." be submitted to A.A. World Services for approval as a formal A.A. pamphlet to be printed in English and Spanish.
- 97.4 Motion: That the Literature Locker add 100 copies of the book *Came to Believe* to its inventory.
- 97.5 Motion: That the district request that Western Washington Area Assembly host committee provide an A.A. (recovery) meeting at all area assemblies.
- 98.1 Motion: That the District 10 treasurer include in their guidelines the duty of maintaining an access list to our post office box with the Postmaster. This list, along with the bank signature cards, should contain no less than three names and no more than four names. The suggested names are the DCM, Alt. DCM, Treasurer, and Alt. Treasurer.
- 98.2 Motion: That the District 10 have a web page.
- 98.3 Motion: That the district secretary use the most cost-effective way to send the minutes within two weeks after the district meeting.
- 98.4 Motion: That the website belongs to Western Washington Area 72 and District 10, and consists of the following components:
- The WWA72 - District 10 meeting schedule.
 - The A.A. Preamble (upon authorization from GSO).
 - The Twelve Steps (upon authorization from GSO).
 - The Twelve Traditions (upon authorization from GSO).
 - Links to GSO, AAWS, and Grapevine.

District 10 Passed Motions - continued

- 99.1 Motion: That regarding the District 10 website, only A.A. international, national, area, district, and group events be listed.
- 00.1 Motion: That the Third Legacy team be listed by name and phone number on the schedule.
- 00.2 Motion: That the district include large print *Twelve Steps and Twelve Traditions* in the Literature Locker inventory.
- 00.3 Motion: That District 10 supply, purchase, and maintain a domain name (preferably dist10@).
- 01.1 Motion: That the Workshop Committee and the Third Legacy Committees combine to become the Third Legacy Committee.
- 01.2 Motion: That the District Committee provide a substitute GSR package to newly voted GSR's upon attendance at their first meeting. When their packet comes in from GSO, they will turn it.
- 02.1 Motion: That the Gratitude Banquet Committee be allowed to set up a bank account under the district name.
- 04.1 Motion: That the archives chair may copy electronic documents on to recordable CD.
- 05.1 Motion: That the Webmaster be allowed to serve consecutive service rotations.
- 07.1 Motion: That the Gratitude Banquet Committee chairperson be a regular two-year service position.
- 08.1 Motion: That the Third Legacy Committee chairperson election be held at the January district meeting.
- 08.2 Motion: That trusted servants to be elected by a simple majority.
- 10.1 Motion: That the Al-Anon schedule be removed from the district schedule and a contact number for Al-Anon be added.
- 12.1 Motion: That the "seed" money for the Gratitude Banquet Committee be increased from \$500 to \$1,000.

District 10 Passed Motions - continued

- 12.2 Motion: That the treasurer shall balance the district accounts at the beginning of each calendar year. All accounts (except Literature Locker) should be totaled and the following retained:
- \$1,500 prudent reserves (or any amount specified by district committee action).
 - \$1,000 gratitude banquet (or any amount specified by district committee action).
- The account balance will be used from December 31 of the year just ended. Any additional funds will be sent to WWA72 and GSO on a 50/50 basis.
- 12.3 Motion: That all district committee votes, except housekeeping matters, require a 2/3 majority to pass.
- 13.1 Motion: That Gratitude Banquet seed money be increased to \$2,000.
- 13.2 Motion: That the current answering service and 800# are to be discontinued and replaced with the Google Voice Service.
- 13.3 Motion: That the Literature Locker account should be included when balancing the accounts pursuant to Motion 12.2 and should be set at \$1,000.
- 14.1 Motion: That there should be a break at the one-hour mark during district committee meetings.
- 15.1 Motion: That district trusted servants be allowed to vote at district meetings. This is limited to the district committee chairs. The Alt. DCM, Alt. Treasurer, and alternate committee chairs do not vote unless the chairs, DCM, or Treasurer are not available to vote.
- 15.3 Motion: That the Treasurer's report be approved at each district meeting.
- 16.1 Motion: That the Corrections Committee budget be increased to \$550.
- 16.2 Motion: That the procedure for lost reimbursement checks be as follows: below \$100 - rewrite lost check, over \$100 - rewrite lost check and put a stop payment on the original check.
- 17.1 Motion: That the Gratitude Banquet Committee name be changed to Gratitude Celebration and Events Committee.
- 17.2 Motion: That the District 10 Treasurer is responsible for maintaining access to all district bank signature cards. The following positions will have signature cards to our District 10 bank accounts: DCM, Alt. DCM, Treasurer, and Alt. Treasurer.

District 10 Passed Motions - continued

- 17.3 Motion: That the District 10 Treasurer is responsible for maintaining a district post office box, with the Postmaster, and an access list to the box. The following positions at District 10 will have access to our post office box: DCM, Alt. DCM, Treasurer, and Alt. Treasurer.
- 17.4 Motion: That all elected officials at the district level have the right to vote in district level elections.
- 17.5 Motion: That \$500 be added to the Archives Committee budget for repository improvements.
- 17.6 Motion: That Motion 14.1, regarding adding a break at district meetings, be rescinded.
- 17.7 Motion: That an additional \$250 be added to the Archive Committee budget for repository improvements.
- 18.1 Motion: That a Young People in Alcoholics Anonymous Committee be created and a committee chair be added as a new trusted servant position for District 10.
- 18.2 Motion: That the central service office (CSO) in Tacoma (Puget Sound A.A.) be sent \$25 per month for services including cost of publishing District 10 group meetings in their schedule.
- 18.3 Motion: That the DCM announce vacant positions at the district committee meetings.
- 19.1 Motion: That District 10 put in a bid to host an Area 72 business quarterly in 2020.
- 19.2 Motion: That District 10 begin making monthly contributions of \$50 each to Western Washington Area 72 and the General Service Office. Also, the monthly contribution to Puget Sound A.A. (central service office) to be increased from \$25 to \$35.
- 19.3 Motion: That a new District 10 email account be created for past DCMs of District 10.
- 20.1 Motion: That monthly contributions to the General Service Office (GSO) be increased from \$50 to \$100 and that monthly contributions to Puget Sound A.A. (central service office) be increased from \$35 to \$50.
- 20.2 Motion: That if a committee chairperson or district trusted servant fails to perform their duties, per the District 10 handbook, or does not provide a report or communicate to the district committee for three consecutive district meetings, it will be considered a resignation of the position, and the position will be considered open. Language reflecting this motion will be included in the body of the District 10 handbook.

District 10 Passed Motions – continued

- 20.3 Motion: That District 10 elect from its membership two representatives to Puget Sound A.A. central service office to serve as directors of that organization. The representatives will serve two-year terms beginning in alternating years. The list of duties will be amended in the district handbook to reflect the change of status from volunteer to district trusted servant position.

District 10 Failed Motions

- 97.6 Motion: That two years sobriety be required for District 10 service positions.
- 97.7 Motion: That District 10 be split into two districts.
- 98.5 Motion: That the district eliminate the mailing of the minutes to GSRs and trusted servants who receive their minutes via email.
- 98.6 Motion: That the name of the donating groups be listed in the Treasurer's report and not the amount donated.
- 99.2 Motion: That a centralized location be obtained for GSR meetings to be held.
- 01.3 Motion: That the district Bridge the Gap Program have a post office box.
- 12.4 Motion: That district trusted servants be given the right to vote during the district meeting.
- 15.3 Motion: That Motion 14.1 (related to breaks at district meetings) be rescinded.
- 19.4 Motion: That Motion 97.1, regarding the order of the meeting agenda, be rescinded and allow the DCM to arrange agenda as they see fit.

Suggested Readings for GSRs

- The *A.A. Service Manual Combined With Twelve Concepts for World Service* (especially chapters one and two)
- The pamphlet “G.S.R. – May be the most important job in A.A.” (P-19)
- The pamphlet “Self-Support: Where Money and Spirituality Mix” (F-3)
- The pamphlet “The D.C.M.” (F-12)
- The pamphlet “Inside A.A.” (P-18)
- The pamphlet “Your A.A. General Service Office” (F-6)
- The pamphlet “Circles of Love and Service” (P-45)
- The pamphlet “The Twelve Traditions Illustrated” (P-43)
- The pamphlet “The Twelve Concepts Illustrated” (P-8)

CONTENTS OF GENERAL SERVICE REPRESENTATIVE (G.S.R.) KIT www.aa.org/gsrkit

Rev. 12/17 GSRLISTW

List of Kit Contents (this page) (**GSRLISTW**)

BOOKS:

The A.A. Service Manual/Twelve Concepts for World Service (**BM-31**)

SERVICE MATERIAL:

Memo to you, the new G.S.R.* (**F-57**)

Self-Support: Where Money and Spirituality Mix (**F-3**)

Your A.A. General Service Office (**F-6**)

Corrections Correspondence (**F-26**)

A.A. Group Information Change Form (**F-28**)

Self-Support Card (**F-42**)

The A.A. Group Treasurer (**F-96**)

Your Seventh Tradition Contribution: *Carrying Our Message Beyond Your Home Group* (**F-203**)

Group Contribution Envelope* (**FR-2**)

Birthday Contribution Envelope (**FR-5**)

Concepts Checklist (**SMF-91**)

Traditions Checklist (**SMF-131**)

Safety and A.A. – Our Common Welfare (**SMF-209**)

PAMPHLETS:

Twelve Concepts Illustrated (**P-8**)

The A.A. Group (**P-16**)

Inside A.A. (**P-18**)

G.S.R.: General Service Representative (**P-19**)

Twelve Traditions Illustrated (**P-43**)

Circles of Love and Service (**P-45**)

Grapevine and La Viña (**P-52**)

CATALOGS/ORDER FORMS:

Literature Catalog (includes A.A.W.S. and A.A. Grapevine material) (**F-10**)

AA GRAPEVINE RESOURCES:

Available through the AA Grapevine website at www.aagrapevine.org/resources

AA Grapevine Today/La Viña Hoy (one page flyer)* (**F-188**)

Audio Post Card* (**F-196**)

AA Grapevine Books* (**F-301**)

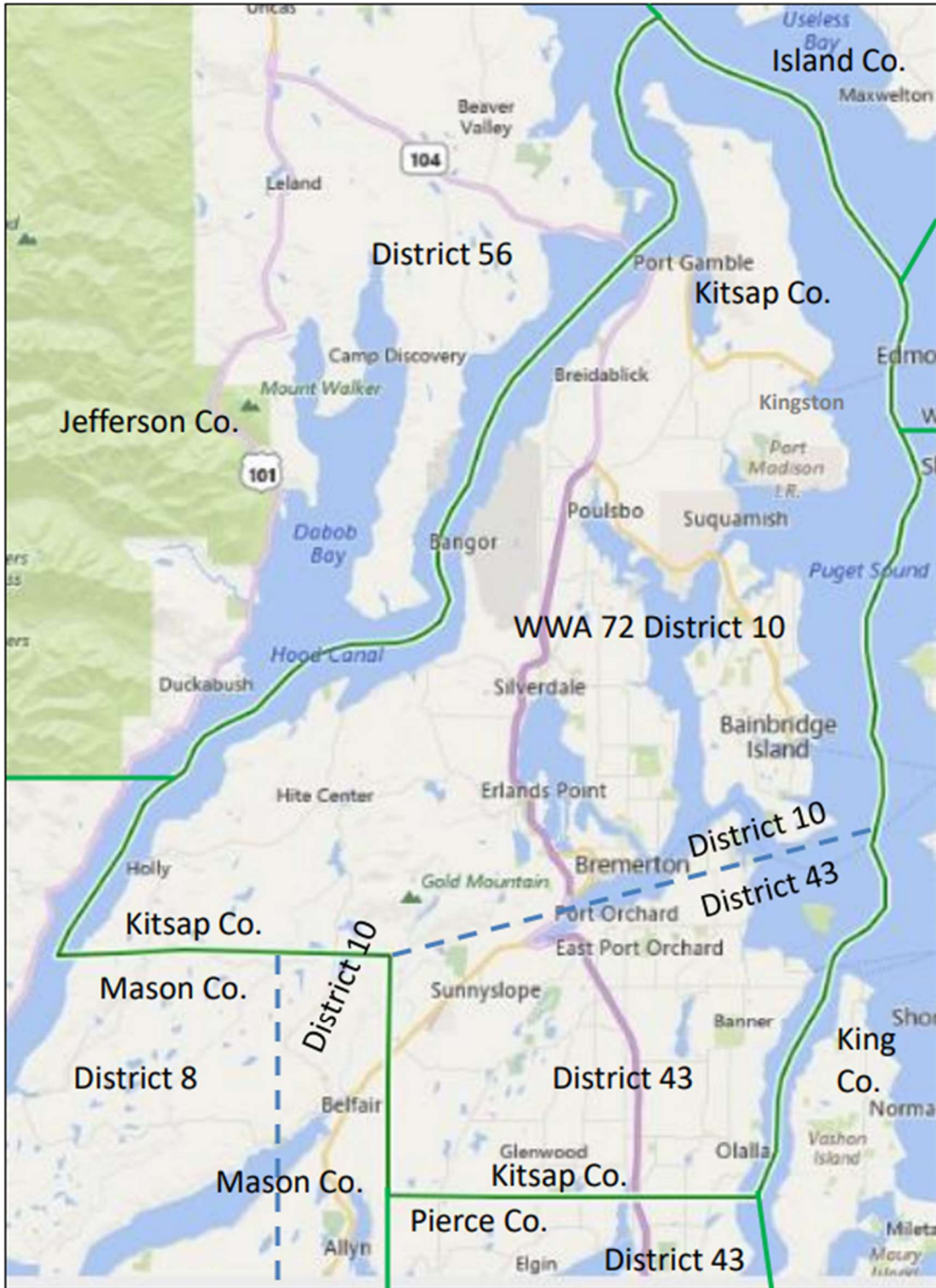
How to Support Our Grapevine & Carry the Message* (**F-304**)

* Item is not available on our Web site. Please contact the Group Services desk if you have questions about this item.

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APPENDIX A			
Group #	Group Name	Group Address	District E-mail
146409	9th & McKenzie Group	904 McKenzie Ave., Berrerton, WA 98337	ninemac@dist10.org
175313	Allyn Men's Stag	18351 Hwy 3, Allyn, WA 98524	allynstag@dist10.org
673008	Back To The 40's	924 Sheridan Rd., Bremert, WA 98310	back240s@dist10.org
113757	Bainbridge Island Group	10340 Madison NE, Bainbridge Island, WA 98110	bainbridgegrp@dist10.org
113760	Belfair Group	42 Old Belfair Hwy, Belfair, WA 98528	belfairaa@dist10.org
113758	Barnabas Big Book Study	1187 Wyatt Way, Bainbridge Island, WA 98110	bigbookstudy@dist10.org
672228	Boiled Owl	6780 NE Geneva St., Suquamish, WA 98392	boiled@dist10.org
113775	Bremerton Group	641 Callow Ave., Bremerton, WA 98312	bremgrp@dist10.org
701259	Caldart Closed Group	18943 Caldrat Ave., Poulsbo, WA 98370	caldartAA@dist10.org
113776	Chico Creek Group	3670 Chico Way NW, Bremerton, WA 98312	chicoAA@dist10.org
178369	Crosby Group	161000-16104 NW Church Rd., Seabeck WA 98380	crosbyAA@dist10.org
672229	Drycreek Anonymous	3420 NE Sand Hill Rd., Belfair WA 98528	
651310	Fog Cutter Group	330 Madison Avenue South, Bainbridge Island, WA 98110	fog@dist10.org
113869	Friends of Bill W.	1223 NW Finn Hill Rd., Poulsbo, WA 98370	fobw@dist10.org
698617	Great Reality	1137 Hayward Ave., Bremerton, WA 98312	greatAA@dist10.org
605033	High On Life	Central Market, 12148 10th Ave. NE, Poulsbo, WA 98370	highonlife@dist10.org
120109	Kingston Group	10801 NE State Hwy. 104, Kingston, WA 98346	Kingston@dist10.org
626103	Kitsap Lesbian & Gay	6780 NE Geneva St., Suquamish, WA 98392	klag@dist10.org
	Mens Spiritual Search Group	105 Winslow Way, Bainbridge Island, WA 98110	mensspiritual@dist10.org
177564	Mustard Seed Group	14000 Madison Ave. NE, Bainbridge Island, WA 98110	mustardseed@dist10.org
722991	OASis Group	780 NE Iverson St., Poulsbo, WA 98370	
671330	Out of the Fog	330 Madison South Ave., Bainbridge Island, WA 98110	outofthefog@dist10.org
120019	Pine Road Group	4215 Pine Rd. NE, Bremerton, WA 98310	pineroad@dist10.org
696617	Platitudes Group	14454 Komedal Rd. NE, Bainbridge Island, WA 98110	platitudes@dist10.org
688885	Principles Over Pesonalities	105 Winslow Way E, Bainbrige Island, WA 98110	pop@dist10.org
113739	Silverdale Group	2091 Bucklin Hill Rd., Silverdale, WA 98383	silverdale@dist10.org
626836	Simply Sober Women Group	4215 Pine Rd. NE, Bremerton, WA 98310	soberwomen@dist10.org
	Step Sisters Group	1187 Wyatt Way, Bainbridge Island, WA 98110	
124124	Survivors	18351 Hwy 3, Allyn, WA 98524	allynstag@dist10.org
685702	Turning Point Group	19160 Front St. NE, Poulsbo, WA 98370	turningpoint@dist10.org
722841	Veterans & Active Duty Millitary	2315 Burwell St., Bremerton, WA 98312	
	INACTIVE GROUPS		
649825	1032 Group		
709309	The Bright Spot		
692810	Young Drunks		
612270	Gay & Lesbian AA		
	AA MEETING/NOT GROUPS		
	Agape Unlimited	4841 Auto Center Way, Bremerton, WA	
	Clear Creek Closed	12641 Clear Creek Rd., Silverdale, WA 98383	
	Concepts Meeting	DAV - 2315 Burwell St., Bremerton, WA 98312	
	Free Men at Last	General Store, 32400 N. Rainier Ave. Port Gamble, WA 98346	
	Tribal Transition House	18660 Augusta Ave. NE, Suquamish, WA 98392	update 8/27/18

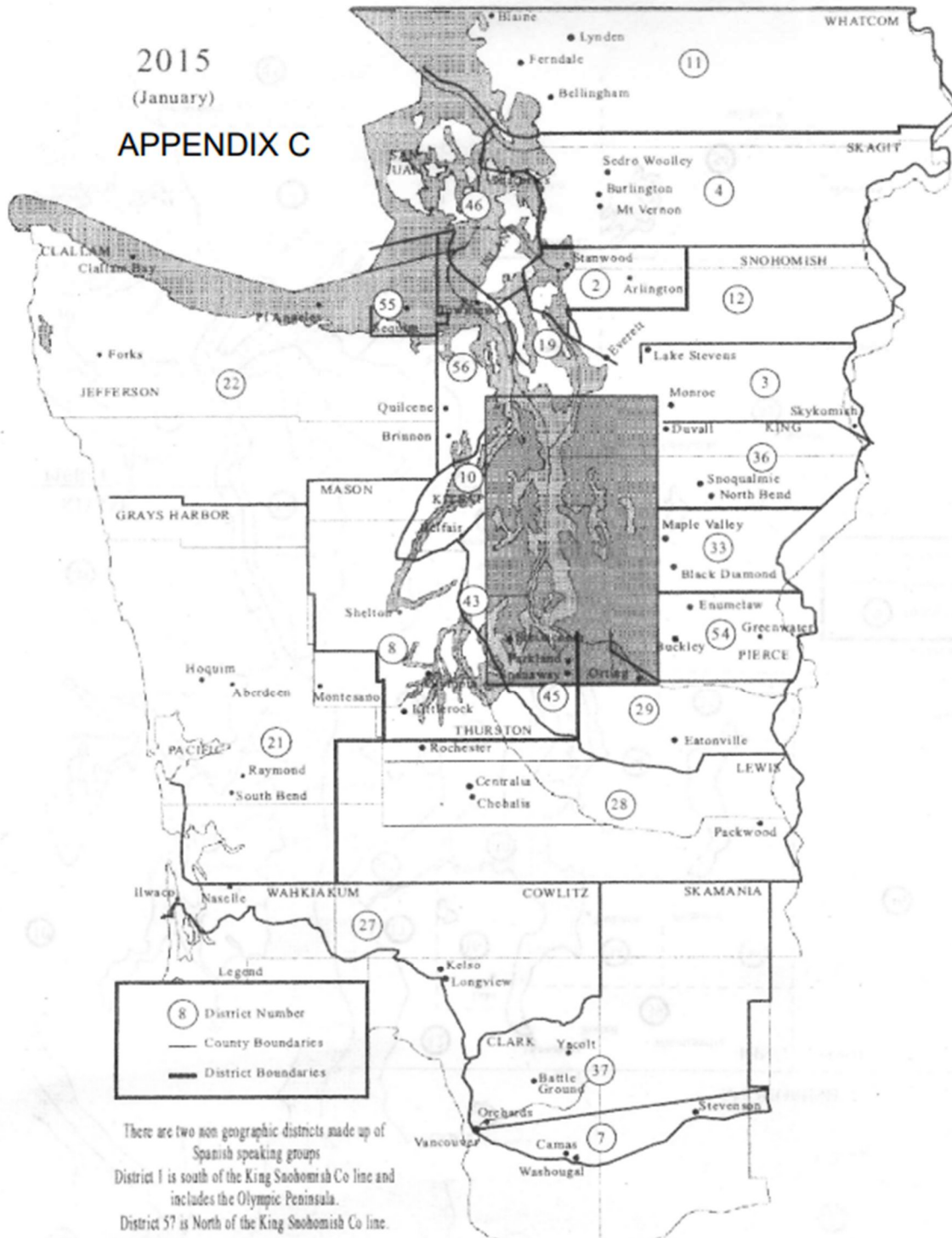
APPENDIX B WWA 72 District 10: Kitsap and N. Mason Counties

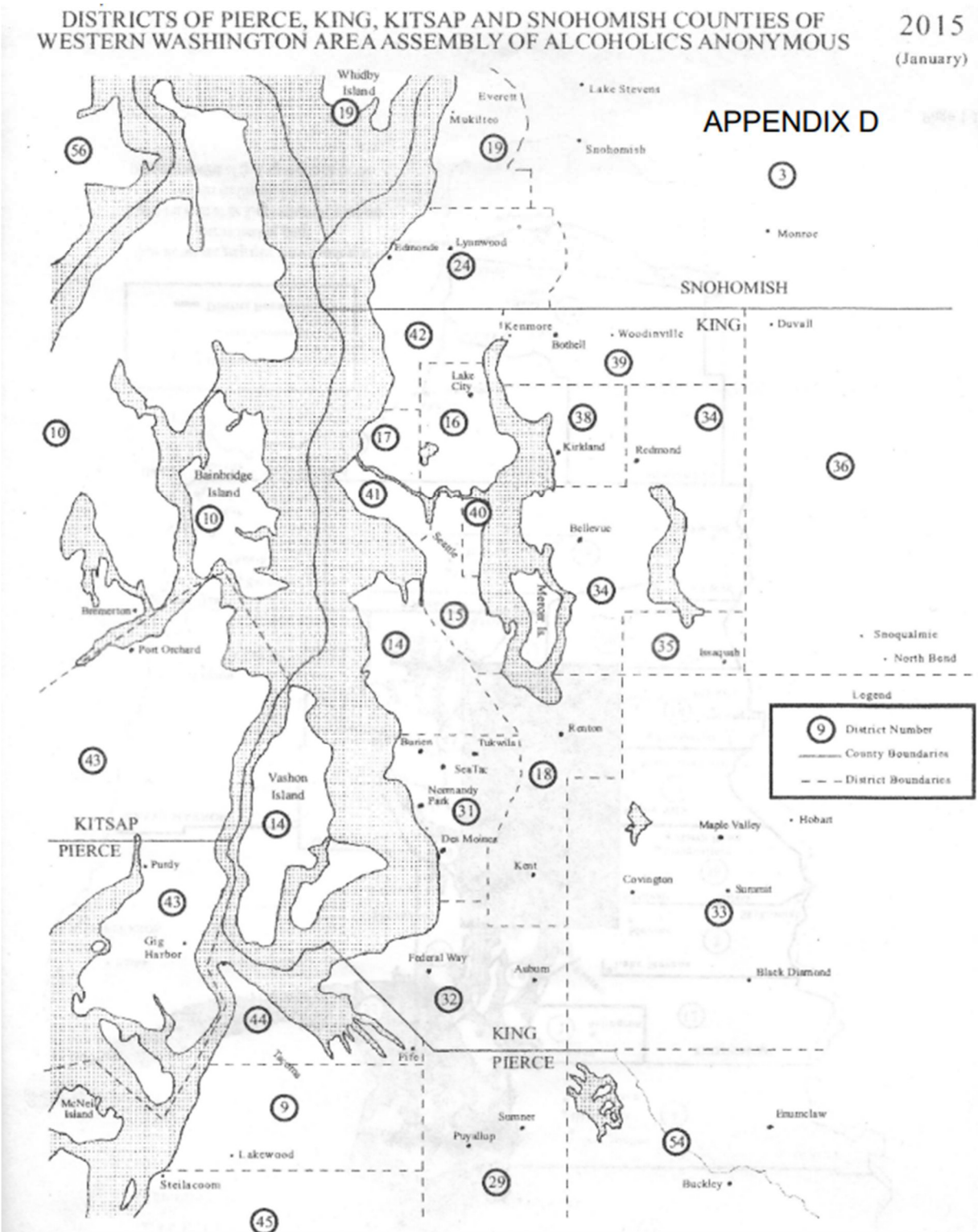


DISTRICT BOUNDARIES WESTERN WASHINGTON AREA ASSEMBLY OF ALCOHOLICS ANONYMOUS

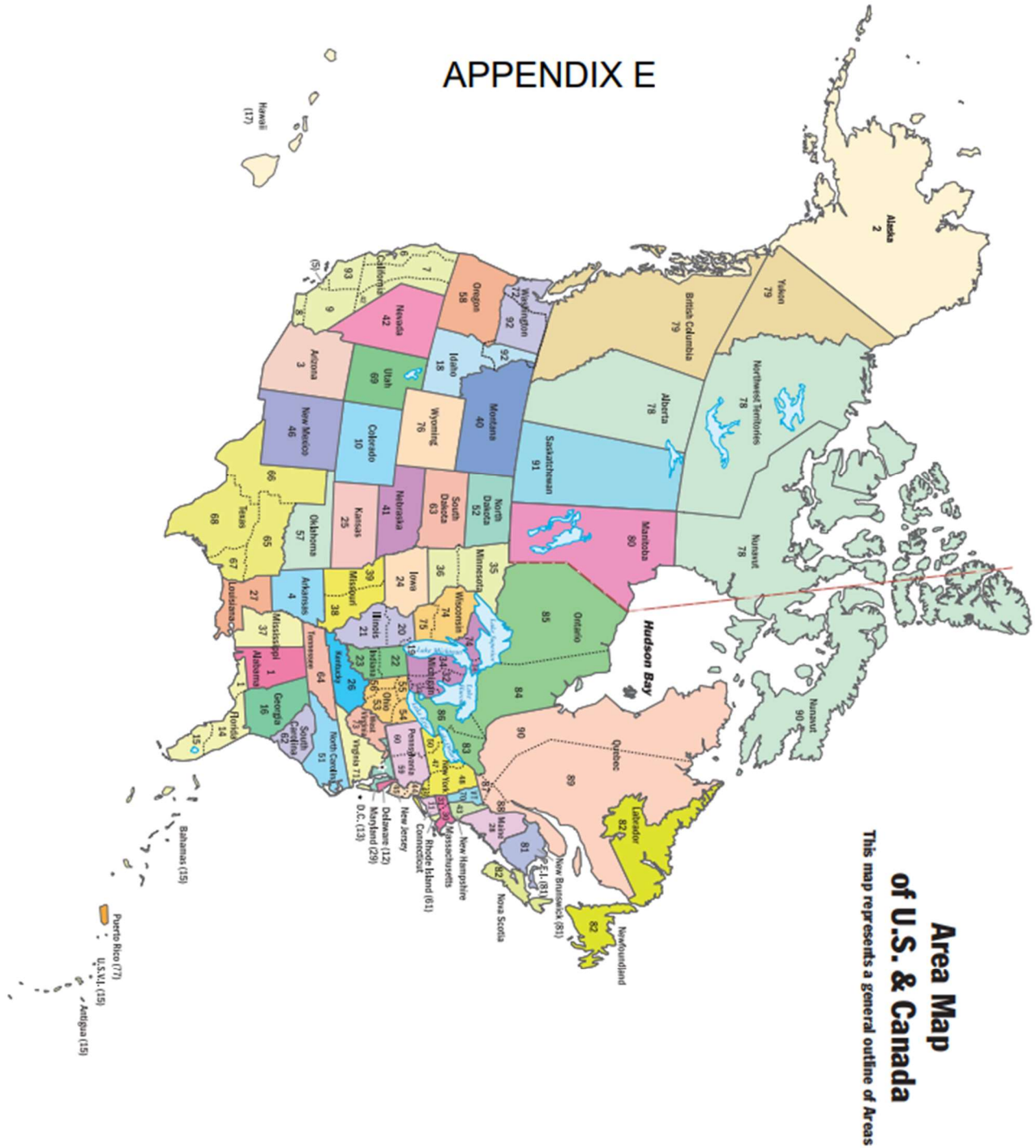
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 (January)

APPENDIX C

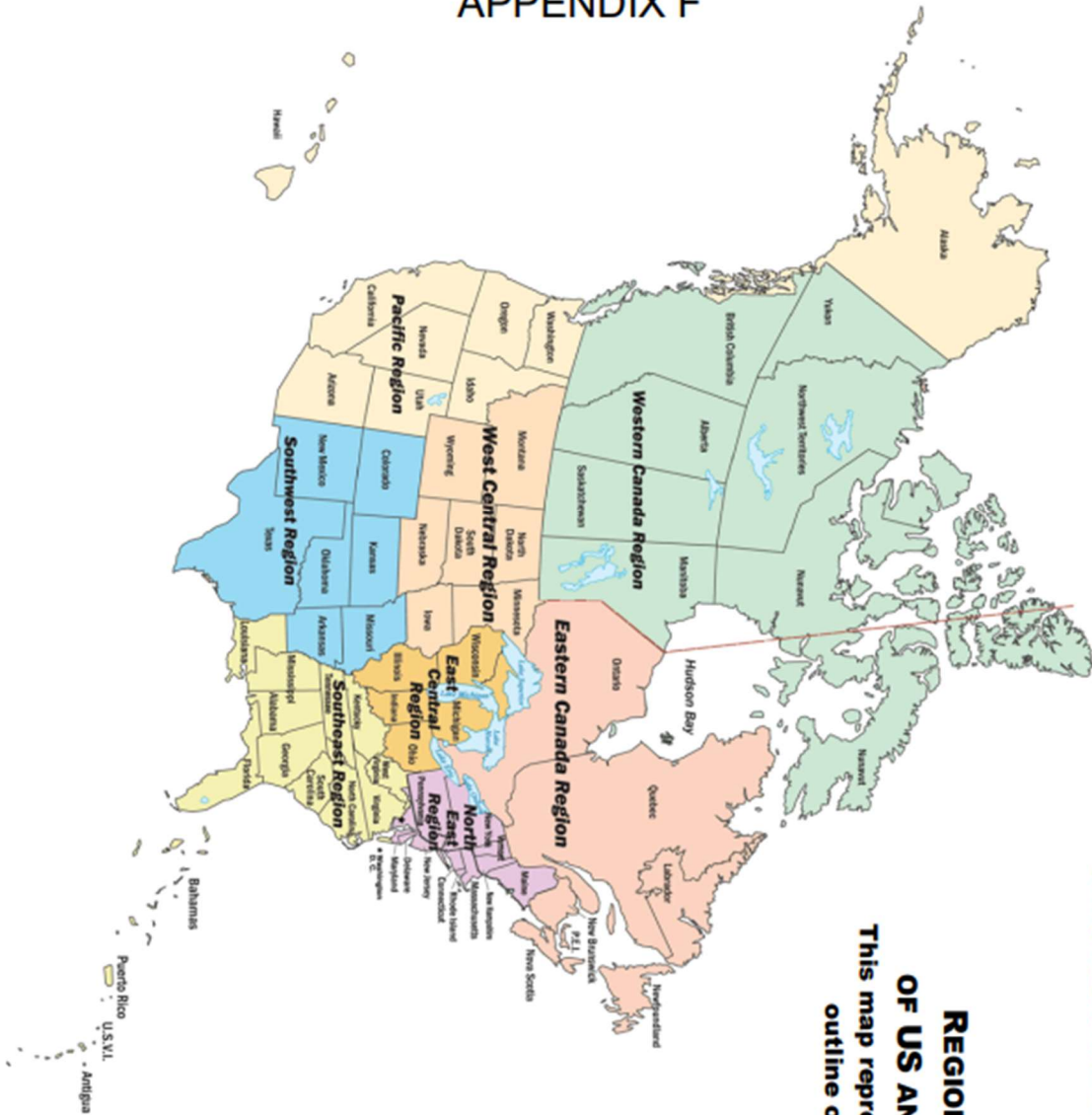




APPENDIX E



APPENDIX F



**REGIONAL MAP
OF US AND CANADA**
This map represents a general
outline of Regions.

Service Material from the General Service Office

REV. 10/14

SM F-118