

District 5 GUIDELINES

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Glossary and Acronyms

AA	Alcoholics Anonymous
AAWS	Alcoholics Anonymous World Services, Inc.
CF	Correctional Facilities
CPC	Cooperation with the Professional Community
CTF	Cooperation with Treatment Facilities
DCM	District Committee Member
GSB	General Service Board
GSO	General Service Office (New York)
GSR	General Service Representative
GV	Grapevine/La Viña
GVR	Grapevine/La Viña Representative
PI	Public Information
PNC	Pacific Northwest Conference
PRAASA	Pacific Region Alcoholics Anonymous Service Assembly

Ad Hoc Committee – a temporary committee assigned to address one specific item or topic

Area – a geographical unit that elects a Delegate to the General Service Conference

Area Assembly – a quarterly, weekend-long gathering of the Area Committee and GSRs for business and sharing sessions

Area Committee – Area Officers, Service Committee Chairpersons, and DCMs

Business Meeting – portion of an Area Assembly or other service gathering where formal business is conducted and motions are presented and voted upon

Central Office – an office for literature sales and phone hotline, usually operated by an Intergroup

Delegate Conference Panels – panel discussion groups that have as a purpose to discuss General Service Conference agenda items, literature, and GSO reports relevant to that committee, to make recommendations to the Delegate, and to propose motions to the Area or the General Service Conference

District – a geographical or linguistic unit usually containing 5 to 50 groups that elects a DCM

District Committee – District Officers, Service Committee Chairpersons, and GSRs

General Service Conference – annual meeting of delegates from all U.S. and Canadian Areas, trustees, and GSO staff; the group conscience of the U.S. and Canada

Intergroup or Central Office – a service body made up of group representatives, usually in large urban areas, but separate from the general service structure

Motion – a proposal made at a business meeting to be voted upon

Service Committee – (sometimes called "standing committee") – a subcommittee of an Area or District responsible for doing one specific form of service work

Standing Committee – see "Service committee"

Substantial Unanimity – usually a two-thirds majority

DISTRICT 5 GUIDELINES

I. PURPOSE AND SCOPE

The purpose of this publication is to enable our trusted servants to conduct an informed group conscience at District 5 business meetings. These Guidelines are intended to describe actual current practice in District 5. When possible and where still relevant, actual language from passed motions is used. Where current practice is customary and is not the result of an actual motion, the intent is to outline the current practice as simply as possible. This document is not a historical record of motions of District 5. These Guidelines are intended to be complementary with the AA Service Manual.

II. AMENDING AND UPDATING

Responsibility of making revisions to guidelines that reflect any changes in current practice belongs to the DCM. The DCM or Alt DCM shall reprint, make available for the web, and distribute the Guidelines to all District 5 participants.

III. STRUCTURE AND FUNCTIONS OF THE DISTRICT

A. General Service Representatives (GSRs)

- Elected by individual groups
- Term of office determined by each group, preferably for two years to coincide with DCM's term
- Duties determined by each group, preferably in accordance with the AA Service Manual
- Each GSR is allowed one (1) vote as group representative

B. District Officers

- District Officers are the DCM, Alt DCM, Treasurer, and Secretary
- Elected at September District Meeting by GSRs and other voting members of the District (Officers, Service Committee Chairs and Alt. GSR's in the absence of the GSR)
- Term of office is two years and begins on October 1st
- Rotation: Odd Years - DCM, Alt DCM, Treasurer, and Secretary
- Duties determined by District 5
- The DCM has overall responsibility for the operations of the District
- Each District Officer is allowed one (1) vote as member of District Committee
- Travel Expenses:
 - The DCM is fully funded to each Area Assembly for food, lodging and \$.33 per mile.
 - The Treasurer and Secretary have no current travel expense needs.

C. District Service Committee Chairs

The District has the following Standing Committees: Archives, Access, Public Information (PI), and Cooperation with the Professional Community (CPC), Cooperation with Treatment Facilities (CTF), Grapevine, Website and Correctional Facilities.

- Appointed by DCM
- Term of office is two years and begins with the start of New Business on the agenda for the October District Meeting
- Each District Service Committee Chair is allowed one (1) vote as a member of the District Committee
- Rotation: Even Years – Access, Archives, CTF and Grapevine
Odd Years – PI, CPC, Correctional Facilities, Website.
- Duties determined by District 5, generally as described in A.A. approved Literature

IV. DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS

A. District Committee Member (DCM)

- Recommended 4-5 years of continuous sobriety
- Recommended completion of GSR term
- Have a working knowledge of the Twelve Traditions or a service sponsor
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- First year of term attends the Oregon Area Orientation, to be fully funded by the District
- Appoint Service Committee members as described
- Set agenda for and chair District business meetings
- Submit written report to the District Secretary for inclusion into the minutes monthly
- Help Service Committees as needed
- Attend Area Assemblies
- Appoint ad hoc committees to address specific issues as needed
- Assist the Web Site Committee
- Maintain records of District Activities during term to submit to the Area 58 Archivist after rotation
- Coordinate and take part in a District Inventory within the first year of the term
- Update the Districts Guidelines as needed to reflect current practice
- Assist District Secretary by reading and approving minutes prior to mailing
- Assist Area Registrar with updating Group information, as well as current GSR information. Changes are typically submitted to the Area Registrar by using AA's Group Information Change Form, as well as the AA New Group Form
- Assist GSRs when needed at group meetings
- Assist Area Delegate with the processing of Conference agenda items at District level
- Schedule and chair the district's General Service Conference Sharing session and provide the Area Alternate Delegate with the minutes.
- Schedule Delegate Post Conference report back to District annually
- Schedule in-district GSR school annually

- Schedule District workshops
- Attend PRAASA when funds are available, and give a verbal and written report to the District. Attendance to PNC or the Pacific Region Forum may be an option in addition to PRAASA, or in place of PRAASA, depending on the District's current financial standing. DCM to determine funds needed and submit as a District 5 budget item
- Makes copies of and distribute district documents as needed – i.e., Delegate Agenda items, District Committee Contact Sheet, Treasurer reports, guidelines, meeting minutes, Area Delegate communications, etc.
- Submit an annual budget request to the treasurer (due September 1st)
- Monitor expenses and stay within budgetary requirements
- Submit any receipts for expenses on a monthly basis
- Two-year term rotating on odd number years

B. Alternate DCM

- Recommended 2 years of continuous sobriety
- Recommended completion of a GSR term
- Have a working knowledge of the Twelve Traditions or a service sponsor
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at monthly District meetings
- Submit written report to the District Secretary for inclusion into the minutes monthly
- Prepare and facilitate GSR assembly orientations in the month prior to each assembly
- Perform duties of DCM in DCM's absence
- Assist DCM as needed
- Attend and coordinate District 5 sponsored workshops
- When possible, attend quarterly Oregon Area Assemblies
- Assist GSRs when needed at group meetings
- Visit the groups within the district and make announcements when necessary
- Assist DCM with the processing of Conference agenda items and reports at the District level.
- Two-year term rotating on odd number years

C. Secretary

- Recommended 2 years of continuous sobriety
- Recommended completion of GSR term
- Generally as described in the AA Service Manual
- Have a working knowledge of the Twelve Traditions or a service sponsor
- Attend monthly District meeting and record minutes
- Facilitate district meeting when DCM and Alternate DCM are unavailable
- Provide District meeting minutes to DCM for distribution to GSR's
- Reprint, make available for the web and distribute District Guidelines when requested by the DCM
- Two-year term rotating on odd number years

D. Treasurer

- Recommended 2 years of continuous sobriety
- Recommended completion of a GSR term and/or experience as Group Treasurer
- Have a working knowledge of the Twelve Traditions or a service sponsor
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at monthly District Meetings
- Submit Treasurer report monthly to the DCM for Distribution to the D5 committee members one week prior to the monthly district meeting
- Submit written report to the District Secretary for inclusion into the minutes monthly
- Picks up mail from District 5's post office box
- Keeps a current record of group contributions to the District
- Makes deposits and cuts checks for District expenses
- Provide financial statement at the monthly District meeting
- Be prepared to determine if funds are available for the GSR Scholarship program at the District meeting 1 month prior to Area Assemblies
- Present an annual budget for next fiscal year, in October, to be taken back to the Groups for approval at the November/December District meeting
- Update budget as needed when new motions are approved by the District Committee
- Two-year term rotating on odd number years

V. DUTIES AND RESPONSIBILITIES OF SERVICE COMMITTEE CHAIRS

General Responsibilities

- Generally as described in the AA Service Manual
- Perform service work with the guidance of the District Committee

A. Archives Committee Chair

The purpose is more than mere custodial activity; it is the means by which we collect, preserve and share the rich and meaningful heritage of our fellowship. The Archives Committee is to receive, classify and index all relevant material, including, but not limited to, administrative files, records, correspondence, literary works and artifacts considered to have importance to Alcoholics Anonymous in District 5. This is done through workshops, presentations, mailings, etc.

- Recommended 2 years of continuous sobriety
- Have a working knowledge of the Twelve Traditions or a service sponsor
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at monthly District meetings
- Submit written report to the District Secretary for inclusion into the minutes monthly
- Make AA literature available upon request to groups, at District 5 sponsored workshops and at community events

- Increase awareness through workshops and presentations
- Collect and archive minutes, fliers, reports, and other documents created by groups and the District committee within District 5
- District 5 Archives are stored at: Wall Street Storage
- Submit an annual budget request to the treasurer (due September 1st)
- Monitor expenses and stay within budgetary requirements
- Submit any receipts for expenses on a monthly basis
- Attend November Area Assembly
- Two year term rotating on even number years

B. Access Committee Chair

The purpose of the committee is to increase awareness of all issues that may prevent access to AA meetings within District 5 and serve as a resource for gathering and sharing information and experience that can be used to make the AA message and the program of recovery available to everyone who reaches out for it.

- Recommended 2 years of continuous sobriety
- Have a working knowledge of the Twelve Traditions or a service sponsor
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at monthly District meetings
- Submit written report to the District Secretary for inclusion into the minutes monthly
- Coordinate with Central Oregon Intergroup to help keep meeting schedules current regarding accessibilities issues.
- Visit groups and talk about accessibility concerns at the group level as the groups will allow.
- Make AA literature available upon request to groups, at District 5 sponsored workshops and at community events
- Increase awareness through workshops and presentations
- Coordinate with other committee chairs to address any accessibility issues that may be discovered
- Submit an annual budget request to the treasurer (due September 1st)
- Monitor expenses and stay within budgetary requirements
- Submit any receipts for expenses on a monthly basis
- Attend November Area Assembly
- Two-year term rotating on even number years

C. Web Site Committee Chair

The purpose of the committee is to manage and maintain the District 5 Web Site: district5aa.org

The purpose of the web site is to assist the groups of the District to carry the message of Alcoholics Anonymous to the still-suffering alcoholic, facilitate communication among

GSRs, DCMs, and AA members, and to improve an understanding of the workings of the District in order to encourage participation in service work.

- Recommended 2 years of continuous sobriety
- Have a working knowledge of the Twelve Traditions or a service sponsor
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at monthly District meetings
- Submit a written report to the District Secretary for inclusion into the minutes monthly.
- Shop for the best price for the cost of services provided to enable the web site to exist and ensure that the web site is self-supported by the District without receiving anything of value from any source outside the fellowship of AA
- Accurately maintain and update the web site as needed including:
- Receive and respond, in a timely manner, to feedback about the District Web site
- Post activities and events, in a timely manner, to the District Web Site Calendar
- Post District business meeting minutes on Web Site (to be received by email from DCM)
- Post all motions as received by the DCM preferably by the 1st of the month following the District meeting they are presented at
- Provide security for the web site as needed
- Make AA literature available upon request to groups, at District 5 sponsored workshops and at community events
- Increase awareness through workshops and presentations
- Ensure that all web site material conforms to the AA Traditions and the group conscience of District 5
- Submit an annual budget request to the treasurer (due September 1st)
- Monitor expenses and stay within budgetary requirements
- Submit any receipts for expenses on a monthly basis
- Attend November Area Assembly
- Two-year term rotating on odd number years

D. Public Information (PI)

Public Information Committee (PI): The purpose is to carry the AA message to the still-suffering alcoholic by informing and providing AA Literature to the general public - media, schools, industry, etc. – about what AA has to offer. This is done through public service announcements, visits to schools, and other organizations

- Recommended 2 years of continuous sobriety
- Have a working knowledge of the Twelve Traditions or a service sponsor
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at monthly District meetings
- Submit written report to the District Secretary for inclusion into the minutes monthly

- Make AA literature available upon request to groups, at District 5 sponsored workshops and at community events
- Increase awareness through workshops and presentations
- Make AA literature available upon request at community events
- Submit an annual budget request to the treasurer (due September 1st)
- Monitor expenses and stay within budgetary requirements
- Submit any receipts for expenses on a monthly basis
- Attend November Area Assembly
- Two-year term rotating on odd number years

E. Cooperation with the Professional Community (CPC)

Cooperation with the Professional Community Committee (CPC): The purpose is to provide information about AA to those who have contact with alcoholics through their profession. This group includes, among others, doctors, clergy, judges social workers and law enforcement. Information is provided about where we are, what we are, what we can and cannot do.

- Recommended 2 years of continuous sobriety
- Have a working knowledge of the Twelve Traditions or a service sponsor
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Submit written report to the District Secretary for inclusion into the minutes monthly
- Attend and report at monthly District meetings
- Make AA literature available upon request to groups, at District 5 sponsored workshops and at community events
- Increase awareness through workshops and presentations
- Make AA literature available upon request at community events
- Submit an annual budget request to the treasurer (due September 1st)
- Monitor expenses and stay within budgetary requirements
- Submit any receipts for expenses on a monthly basis
- Attend November Area Assembly
- Two-year term rotating on odd number years

F. Correctional Facilities (CF)

The purpose is to facilitate AA meetings inside the Deschutes/Jefferson/Crook County correctional facilities. This is done by organizing outside AA members to attend inside meetings on a regular basis.

- Recommended 2 years of continuous sobriety
- Have a working knowledge of the Twelve Traditions or a service sponsor
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at monthly District meetings

- Submit written report to the District Secretary for inclusion into the minutes monthly
- Make AA literature available upon request to groups, at District 5 sponsored workshops and at community events
- Increase awareness through workshops and presentations
- Maintain and organize a volunteer base
- Assist volunteers in obtaining clearance to enter the various facilities
- Maintain good communication with the correctional facilities coordinator
- Address any problems or concerns brought to AA from the correctional facilities coordinator
- Submit an annual budget request to the treasurer (due September 1st)
- Monitor expenses and stay within budgetary requirements
- Submit any receipts for expenses on a monthly basis
- Attend November Area Assembly
- Two-year term rotating on the odd year

G. Cooperation with Treatment Facilities (CTF)

The purpose is to coordinate the work of individual AA members and groups who carry the message to alcoholics in treatment facilities, and work to clarify what AA can and cannot do, within the Traditions, to help alcoholics in treatment.

- Recommended 2 years of continuous sobriety
- Have a working knowledge of the Twelve Traditions or a service sponsor
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at monthly District meetings
- Submit written report to the District Secretary for inclusion into the minutes monthly
- Make AA literature available upon request to groups, at District 5 sponsored workshops and at community events
- Increase awareness through workshops and presentations
- Contact treatment facilities in the Central Oregon Area monthly
- Receive and respond to requests from treatment facilities in the Central Oregon Area
- Submit an annual budget request to the treasurer (due September 1st)
- Monitor expenses and stay within budgetary requirements
- Submit any receipts for expenses on a monthly basis
- Attend November Area Assembly
- Two-year term rotating on even number years

H. Grapevine Chair

The purpose of the District Grapevine Chair is to act as advocate for the Grapevine/La Viña at the district and group level, alerting the groups to the use of the GV publications as recovery tools.

- Recommended 2 years of continuous sobriety
- Have a working knowledge of the Twelve Traditions or a service sponsor
- Generally as described in the A.A. Service Manual, A.A. guidelines, A.A. committee workbooks and other AAWS approved literature.
- Attend and report at monthly District meetings
- Submit written report to the District Secretary for inclusion into the minutes monthly
- Make Grapevine literature available upon request to groups, at District 5 sponsored workshops and at community events
- Increase awareness through workshops and presentations
- Visit groups and talk about the Grapevine both at group level and meeting level as the group will allow
- Monitor expenses and stay within budgetary requirements
- Submit any receipts for expenses on a monthly basis
- Submit an annual budget request to the treasurer (due September 1st)
- Attend November Area Assembly
- Two-year term rotating on even number years

VI. DISTRICT POLICIES

A. General Business Meeting Procedures

- Meeting to be held on the 2nd Sunday of the month at prevailing location
- Meeting begins at 4:00 p.m. and ends at 5:30 p.m.
- The business meeting shall be conducted as a non-smoking meeting
- The meeting will follow the agenda prepared by the DCM
- The Alt. DCM shall conduct the business meetings when the DCM is not available
- The District Secretary will facilitate the district meeting in the event that the DCM and Alternate DCM are unavailable
- Elections will be conducted at the September District Meeting. The DCM may ask past District Committee Members to help conduct the elections.

B. Elections

- The District shall vote according to **Third Legacy procedure in the AA Service Manual** for all District Elections
- The District Secretary will poll District Officers, Committee Chairs, and GSRs, asking if available. (available means that you have/are completing your current commitment and will be rotating on)
- The DCM asks if anyone else present is available.
- Those who are eligible stand and let the body know they are available and give a brief oral resume.

C. Eligible Voters

- Current practice allows the following members when present to vote on District 5 business and at District 5 Elections.

All District Officers (DCM, Alternate DCM, Secretary, Treasurer)
All Committee Chairs
GSR's or the groups Alternate GSR when the GSR is not in attendance.

We strive for an informed group conscious; let the body be heard; don't call the question too soon

D. Motions

- All proposals to be limited to one issue. Any proposal, which is submitted, with multiple issues is to be automatically be broken down by the DCM into separate proposals for each separate issue
- All motions presented to be structured to include the following information: the motion itself, intent & purpose, current practice, budgetary impact if passed. The motion template can be found on the District website. (<http://www.district5aa.org>)
- The District suggests motions to be in writing with enough copies for all voting members
- Only those items of business determined by a "sense of the meeting" to be urgent and/or administrative will be voted on immediately.
- District business meetings will, at the discretion of the DCM, follow **Modified Roberts Rules of Order**.

E. Robert's Rules of Order (modified)

1. A Motion Is Made:

- If it does not receive a second, it dies.
- After a second, debate is opened.
- If a registered voter calls for the question, a second will be required, or debate resumes.
- A Question must be called in turn.
- If the Question is seconded, a 2/3 majority will end the debate, or debate resumes.
- If the Question is not called, debate will go on until there is no more discussion.
- Once debate ends, a sense of the group will be taken by simple majority to vote or table.

2. A Motion Is Voted On:

- If it involves expenditure of District funds, the Treasurer will be asked to report.
- It requires a 2/3 majority to pass.
- The losing side will be asked if they wish to speak to their position.
- The winning side will be asked if there is a motion to re-vote, and requires a second.
- A simple majority is required to revote.

3. A Motion Is Reconsidered:

- Full debate pro and con is resumed (please limit discussion to only new considerations).
- The question may again be called, seconded, and requires a 2/3 majority to end debate.
- A sense of the meeting may be taken by simple majority to vote or table.
- If voted on, the motion must have a 2/3 majority to pass.
- Debate has ended.

Debate on a tabled motion will be resumed under “Old Business” at the next District meeting, and the voting process will be the same as above.

VII. FINANCIAL POLICY*

A. Required Budget Line Items

- Cost of printing and reproduction for District business
- Postage and Delivery
- Rent for District Business meeting facility
- Archives Rent
- PO Box Rent
- Biennial Secretary of State registration fee
- Web Hosting Fee
- Committee budgets
- Travel and expenses for the DCM to attend Oregon Area Assemblies
- Travel and expenses for the DCM to attend PRAASA/PNC
- GSR Scholarship
- Travel and expenses for District Committee Chairs to attend the Area 58 November Assembly.

B. Discretionary Budget Line items (when funds are available)

- GSR Scholarship
- Travel and expenses for the DCM to attend PRAASA/PNC

C. Finance Procedures

- The fiscal year is January 1 – December 31
- Service Committee Chairpersons will submit to the Treasure by September their anticipated budgetary requirements for the coming fiscal year, based on the previous year’s expenses
- Officers and Service Committee reimbursements shall be paid to the respective Chairperson by the Treasurer. Request need to be accompanied by receipts
- A proposed budget for the upcoming fiscal year shall be prepared by the Treasure and given to the District Secretary for distribution with the meeting minutes of the

October District meeting. The budget will be voted upon at the December District meeting

- Any and all amendments to the current budget shall be finalized prior to considering adoption of next year's budget
- The District's prudent reserve is to be maintained at \$2000.00 when possible
- The Treasurer's report is to reflect monthly activity
- Checks written at each District meeting will be reported at that the next meetings activity report
- The Districts annual budget will be based on the activity of the previous 3 years
- Signers on the District 5 checking account will be the current Treasurer and DCM. The Alternate DCM may be a signer on the account at the DCM's discretion. There should always be two signers on the District checking account. In the absence of the DCM, Treasurer or both, the Alternate DCM and/or Secretary can be signers on the account until the DCM and Treasurer positions are filled. Signers should be an elected District Officer.
- In the Absence of a Treasurer the Alternate DCM or Secretary may be signers on the checking account. The District is to maintain two signers on the account whenever possible.
- The District should remain registered with the Secretary of the State of Oregon in order to retain its entity name (District 5 Committee) used with the financial institutions and to comply with local and federal regulations. At the time of rotation or position being vacated, the Secretary of State filing will be updated to reflect the newly authorized representative which should be the DCM or Alt DCM as necessary.
- The District Committee Member (DCM) will be recognized as the Secretary in order to be the authorizing representative on the districts checking account in order to meet the bank's requirements to make changes as may be needed. The Treasurer will be recognized as the Assistant Secretary in order meet the bank's requirements to make changes to the checking account as may be needed. In the event that the Treasures position is vacated the Alt. DCM will be put into the role of assistant secretary to ensure that there is always two responsible parties as authorized representatives per the District Guidelines.
- Upon election years, meeting minutes need to reflect any changes to the officers. One copy with full names will need to be created to provide to the bank in order to update the checking account.

D. The GSR Scholarship Program

The District is aware that small or new groups that have GSR representation at District 5 meetings may not be able to afford to send their GSR to area assemblies. It is not the intent of the District to ever eliminate or discourage the responsibility of individual groups to support their GSR in accordance with Tradition 7, however, when it has the funds, the District may provide funding for those GSRs to attend area assemblies, thereby strengthening the District's representation at assemblies and providing GSRs greater exposure to AA general service. Therefore, District 5 has a GSR Scholarship Program, which shall operate as follows:

- One business meeting before every area assembly the Treasurer shall announce how much money is available for the Scholarship Program.
- The district will have available a minimum of \$200 per assembly funds permitting. Any funds not used at an assembly will roll over to be available at the following assembly.
- The total scholarship funds available shall not exceed \$800 annually. The funds shall not roll over into a new fiscal year.
- Any GSR wishing to utilize the scholarship fund should talk to their group about what the group can contribute and only request scholarship funds to supplement any shortfall.
- All GSR's awarded scholarship funds will be expected to attend the entire Area Assemblies business meeting and all relevant functions. (GSR School, GSR Sharing, workshops, round tables, DCM reports, etc.)
- GSR's will be expected to give a report to the district at the next District meeting of their experience at the Area Assembly.
- To maximize funds, GSR's are encouraged to share lodging and travel expenses with either another scholarship recipient or any other GSR.
- If more than one GSR is in need of funding to attend the area assembly the available funds will be split among eligible GSRs.
- Scholarship funds shall only be used for lodging, gas/travel, and reasonable assembly expenses.
- Receipts will be provided to the treasurer showing what funds distributed from the GSR scholarship fund were used for.
- Any unused funds shall be returned to District 5.
- When possible, receipts and any funds to be returned should be submitted to the District Treasurer prior to the last day of the month the assembly takes place but never later than the District meeting immediately following the assembly.
- No single group may use funds from the GSR scholarship fund for more than 1 assembly in any 12 month period.