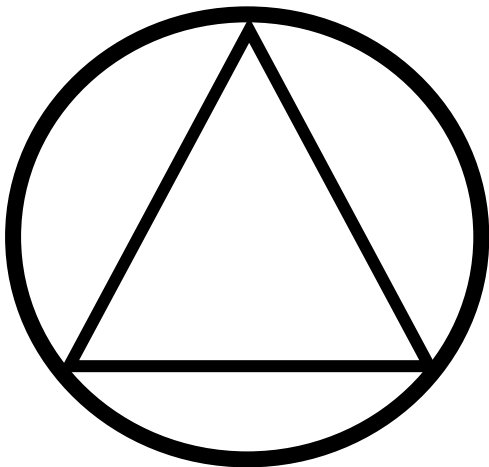


Loudoun District 10 Service Manual



December 2018

LOUDOUN DISTRICT 10 SERVICE STRUCTURE PREAMBLE

The Loudoun District Service Committee of Alcoholics Anonymous is a service body whose primary purpose shall be to coordinate the efforts of all District 10 Groups in order to effectively carry the message of Alcoholics Anonymous to the still suffering alcoholic and to the professionals who come in contact with alcoholics. The District Committee shall encourage all A.A. Groups in the District to participate in the business of the District and its efforts to cooperate with the Blue Ridge Area Intergroup, the Virginia Area Committee (VAC), the General Service Office (GSO), and A.A. World Services (AAWS). The Loudoun District Service Committee shall protect and respect the autonomy and the privilege of dissent of any A.A. group in the District. The District shall be ever mindful of the ideals expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts for World Service, and the A.A. Service Manual.

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DISTRICT SERVICE STRUCTURE

1. DISTRICT MEETINGS

- 1.1. The following are voting members of the District Committee. These members serve a two year term.
 - A. DCM
 - B. Alternate DCM
 - C. District Officers
 - D. GSR's
 - E. District Intergroup Representative
 - F. Special Assignment Coordinators
 - G. Standing Committee Chairpersons
- 1.2. All members of AA are encouraged to attend any District Meeting.
- 1.3. The full District Committee shall meet monthly.
- 1.4. A quorum shall be the number of voting members present at the time the vote is taken.
- 1.5. The District Committee will insure the funding of all Committee Meetings.

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2. DISTRICT COMMITTEE

- 2.1. The District Committee is composed of:
 - A. DCM
 - B. Alternate DCM
 - C. Secretary
 - D. Treasurer
 - E. GSRs
 - F. District Intergroup Representative
 - G. Special Assignment Coordinators
 - H. Standing Committee Chairpersons

- 2.2. All members of AA are encouraged to attend any District Committee Meeting.

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3. DUTIES OF THE DCM, ALTERNATE DCM AND DISTRICT OFFICERS

- 3.1. The duties of the DCM are:
- A. To determine the collective conscience of the District from workshops, sharing sessions, and meetings attended throughout the District.
 - B. To carry the conscience of the District to any AA functions attended.
 - C. To report to the District at the District Committee Meetings, or other meetings in the District.
 - D. To encourage unity and participation in area, regional, and international AA service events.
 - E. To conduct all District Committee Meetings.
 - F. To have agendas for the District Committee Meetings published and distributed.
 - G. To appoint Standing Committee Chairpersons, subject to the approval of the District Committee.
 - H. To coordinate all Standing Committees.

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- I. To form Ad Hoc Committees.
 - J. To maintain a current directory of all AA Groups in the District and communicate this information to the GSO
 - K. May assist Groups in preparing and conducting inventories, and may share the information with the District.
 - L. To be responsible for assuring that a current mailing list is maintained.
 - M. Suggested to have at least 5 years of sobriety.
- 3.2. The duties of the Alternate DCM are:
- A. To assist the DCM in all duties of that office.
 - B. To assume the duties of the DCM when the DCM is unable to serve.
 - C. Suggested to have at least 2 years of sobriety.
- 3.3. The duties of the Secretary are:
- A. To keep minutes of District Committee Meetings.

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- B. To publish minutes of District Committee Meetings to all voting members of the District Committee.
- C. To have custody of the District Committee meeting records.
- D. To insure communication and continuity in all District business.
- E. Suggested to have at least 2 years sobriety.

3.4. The duties of the Treasurer are:

- A. To receive contributions from the District AA Groups and to encourage contributions to the GSO and VAC.
- B. To maintain records of monies received and make disbursements according to budgetary constraints approved by the District Committee.
- C. To maintain a bank account, with a signature card signed by at least two members of the District Committee.
- D. To maintain necessary receipts and disbursements and report at all District Meetings.
- E. To cause a ready supply of contribution envelopes to be printed

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and distributed from the District to the Groups.

- F. To prepare a monthly report of all receipts and disbursements.
- G. To establish a sound fiscal policy for the District, keeping in mind our Tradition of self-support, and that sufficient operating funds plus a prudent reserve should be the District's fiscal policy.
- H. The District 10 prudent reserve is to be determined by the District Committee on an ongoing basis.
- I. Expenditure of funds: District 10 has approved the following guidelines. These guidelines are to be followed by all members of District 10 in submitting expenses for reimbursement, and shall be followed by the Treasurer in the disbursement of funds.
 - 1. The District Committee Member and the Alternate District Committee Member shall be funded to the spring and Fall Assemblies and the VAC Summer and Winter Meetings in the

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- amount supported by District 10 and substantiated by receipts.
2. Money for District 10 Members, District 10 Officers, District 10 Standing Committee Chairs, and District 10 Special Assignment Coordinators is to be used to carry the message in each area of responsibility.
 3. No money will be paid without proper receipts (copies of paid bills, cancelled checks, cash receipts) except:
 4. Advances may be made for approved items, provided the receipts for all money so advanced shall be submitted to the Treasurer within 30 days of the advance, or no later than the District Meeting following the event, whichever is sooner.
 5. No monies will be disbursed without approval of the committee.
- J. Suggested to have at least 2 years sobriety.

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- 3.5. The duties of the District Intergroup Representative are:
 - A. To effect and improve communication and cooperation between the District Committee and the Intergroup and to act as a liaison between the District and the Intergroup.
 - B. To coordinate, in the most effective manner, the flow of information pertaining to unity and service between the District and the Blue Ridge Area Intergroup, and shall assist in coordinating activities to avoid duplication of services.
 - C. To assist the District or Intergroup with local directories as their request.
 - D. Suggested to have at least 2 years sobriety.

4. SPECIAL ASSIGNMENT COORDINATORS

- 4.1. Special Assignment Coordinators will be appointed by the District as needed.

5. STANDING COMMITTEES

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- 5.1. Standing Committees are appointed by the DCM and approved by the District.
- 5.2. The following are Standing Committees:
 - A. Archives
 - B. Cooperation with Intergroup
 - C. Cooperation with the Professional Community
 - D. Correctional Facilities
 - E. Grapevine and Literature
 - F. Events
 - G. Finance and Budget
 - H. Public Information
 - I. Treatment Facilities
 - J. Website
 - K. District hotline Coordinator
- 5.3. The duties of the Standing Committee Chairperson are:
 - A. To maintain communications throughout the District regarding the Standing Committee's area of concern.
 - B. To attend District Meetings.
 - C. To submit written reports to the District Committee meetings.

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- 5.4. The membership of each Standing Committee is composed of the Committee Chairperson, appointed by the DCM, and approved by the District. Any AA member may be a voting member of any Standing Committee.
- 5.5. Standing Committees serve as advisory committees to the District Committee, Groups, and individual AA members in the Standing Committee's area of concern.
- 5.6. Suggested to have at least 2 years sobriety.

6. AD HOC COMMITTEES

- 6.1. Ad Hoc Committees serve as advisory committees to the District in the Ad Hoc Committee's area of concern.
- 6.2. Any AA member may be a voting member of any Ad Hoc Committee.
- 6.3. Expenses incurred by the Ad Hoc Committee shall be reimbursed subject to the approval of the District Committee.

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- 6.4. Suggested to have at least 2 years sobriety.

7. ELECTIONS OF THE DISTRICT OFFICERS

- 7.1. At the October District Committee Meeting of each even year, the District Committee will hold elections for the DCM, Alternate DCM, Secretary, and Treasurer. The term of service shall be for two years beginning January 1st of the following year.
- 7.2. Only members of the District Committee shall have voting privileges. Absentee voting or proxies shall not be valid.
- 7.3. Election of the DCM, Alternate DCM, and all District Officers shall be in accordance with the Third Legacy procedures in THE AA SERVICE MANUAL.
- 7.4. All present and former GSR's and District Officers are eligible for nomination.
- 7.5. All nominees shall be present to accept the nomination for all offices.

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8. AUDIT COMMITTEE

- 8.1 The purpose of the Audit Committee is to review/audit the District's financial records no later than February of each year.
- 8.2 The Audit Committee shall consist of any individuals appointed by the DCM.

9. AMENDMENT PROCEDURES

- 9.1. Any proposed amendments to this Service Structure shall be submitted in writing to the DCM.
- 9.2. The DCM shall include any proposed amendment(s) on the next open agenda of the District and a 2/3 vote of the District Committee shall adopt the amendment.

LOUDOUN DISTRICT 10 GUIDELINES FOR STANDING COMMITTEES AND SPECIAL ASSIGNMENT COORDINATORS

The following sets of guidelines have been established as reference materials for the successful operation of the Standing Committees. While not intended to be all-inclusive, it is the desire of the District Committee that these guidelines will be useful as a catalyst to provide communications between the Standing Committees and the District AA Groups.

1. ARCHIVIST

- 1.1. The duties of the Archivist are:
 - A. to manage and organize the District Archival Program;
 - B. to have reasonable access to, and to examine, all current District Committee records, in person or through a representative;
 - C. to collect, arrange, and make available to authorized persons, at reasonable times, in the Archives present location,

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- all obtainable archival materials related to District History;
- D. to promote, protect and preserve the collection of the Archives;
 - E. to keep the official archives organized and accessible;
 - F. to permit the materials to be inspected, examined, abstracted, or copied (except where copyrights apply¹) under supervision, by any authorized person;
 - G. to furnish certified copies requested, in advance of fees, as prescribed by the Archives Committee;
 - H. to govern and administer the Archives of other agencies and organizations, or the personal papers of individuals entrusted to the custody of the District, with the strictest archival practices;

¹ The District 10 Archives reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law or the Twelve Traditions of A.A.

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- I. to develop policies and procedures governing the use of the Archives, in conjunction with the Archives Committee;
- J. to serve as Records Administrator for the District Archives;
- K. to examine and report to the Archives Committee the condition of current records.

1.2. USE OF DISTRICT ARCHIVES

- A. General: The Archives Committee, in conjunction with the Archivist, protects and preserves the Archives from deterioration, mutilation, loss, or destruction. The Archives Committee reserves the right to refuse requests that would involve damage to originals, and to restrict the use or reproduction of rare or valuable material. The Archives Committee will strive to protect the anonymity of individuals in accordance with AA tradition.
- B. Use of Materials:
 - 1. Researchers/users must schedule an appointment with the

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Archivist before arriving to examine documents from the Archives, and must present appropriate identification before examining documents from the archives.

2. Users will be provided a special area for research. Personal items such as coats, and briefcases, must be kept separate from the research material.
3. Users will be limited to one file at a time and are requested to remove only one folder at a time. Users will take care to keep records in the order in which they arranged in the folders. Papers seemingly in disorder will be brought to the attention of the Archivist. Users must not attempt to arrange records.
4. Users will not take archival material from the designated area without the approval of the Archivist.
5. Persons who violate the guidelines for use of the Archives

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may be denied access to the Archives.

- C. Publication of Materials:
 - 1. Publication of any portion of the materials owned by the District Archives must be authorized by the Archivist and the Archives Committee.
 - 2. All requests must be submitted in writing in sufficient time (normally 30 days) to receive consideration.
 - 3. Permission to examine materials does not constitute authority to publish them.
- D. Restrictive Access to Special Collections:
 - 1. Access to materials will be denied when:
 - a. the Archivist deems the material too fragile to be handled safely.
 - b. the Archivist deems the document or photograph too rare or valuable to be used unless a copy is first made.
 - 2. Persons using the Archives must comply with other restrictions that

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may apply to designated collections.

3. Copyright Warning: The copyright laws of the United States (Title 17, US Code) govern photocopying material. Under certain conditions specified by law, archives are authorized to furnish photocopies or other reproductions. One specified condition is that the copy is not be “used for any purpose other than private study, scholarship, or research.” If a person receiving material from the Archives later uses that material for purposes in excess of “fair use”, that person may be liable for copyright infringement.

2. ARCHIVES COMMITTEE

- 2.1. Archives Committee is established as the official archival agency of the District.
- 2.2. The objectives of the Archives Committee shall be the collection, preservation, and

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administration of the official records of the District, as well as personal papers and other items donated to the Archives which document and/or describe the history and activities of the AA in District 10.

- 2.3. The Archives Committee maintains final responsibility, through the District Committee, for the use of the Archives and exercises its group conscience regarding all matters of general policy. The Archives Committee promotes interest in the Archives and accepts articles and items of historical interest for administrative use consistent with the objectives of the Archives Committee.

3. COOPERATION WITH INTERGROUP COMMITTEE

- 3.1. The objectives of the Cooperation with Intergroup Committee are to effect and improve communication and cooperation between the District and the Intergroups within the Area, and to act as a liaison between the District and the Intergroups.

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- 3.2. The Cooperation with Intergroup Committee shall seek Intergroup Chairmen, Intergroup Representatives, and other Intergroup members to be members of the Cooperation with Intergroup Committee, and shall urge members of the District to attend Intergroup meetings.
 - 3.3. The Cooperation with Intergroup Committee shall coordinate, in the most effective manner, the flow of information pertaining to unity and service between the District and the Intergroups within the Area, and shall assist in coordinating activities to avoid duplication of services.
 - 3.4. The Cooperation with Intergroup Committee shall maintain a mailing list of Intergroups in the District.
 - 3.5. The Cooperation with Intergroup Committee may assist Intergroup with local directories, at the Intergroup's request.
4. COOPERATION WITH THE PROFESSIONAL COMMUNITY COMMITTEE

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- 4.1. The purpose of the Cooperation with the Professional Community Committee shall be to provide to those who have professional contact with alcoholics, information about what A.A. is and isn't, and what A.A. does and doesn't do. Attempts shall be made to establish good rapport and cooperation between the professional community and A.A. members at the District, and group levels.
- 4.2. The Cooperation with the Professional Community Committee shall coordinate, in the most effective manner, the flow of information about working with the professional community among the District, groups, and A.A. members.
- 4.3. The Cooperation with the Professional Community Committee may provide G.S.O. approved literature, films, and other materials for functions within the concerns of the Cooperation with the Professional Community Committee.

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- 4.4. The Cooperation with the Professional Community Committee shall coordinate information, efforts, and activities with other Standing Committees, Intergroups, districts, and groups within the District on the concerns of Cooperation with the Professional Community.

5. CORRECTIONAL FACILITIES COMMITTEE

- 5.1. The purpose of the Correctional Facilities Committee (CFC) shall be to coordinate; in conjunction with the Loudoun County Sheriff's Office (LCSO) and the Mental Health and Substance Abuse Services (MHSADS) of the Loudoun Court and Correctional Services, AA meetings are available for men and women housed at the Loudoun County Adult Detention Center (ADC).
- 5.2. The CFC shall coordinate information, efforts, and activities with other Standing committees, Intergroups, districts, and groups within the District on the concerns of recovery in correctional facilities.

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- 5.3. The CFC shall encourage and assist the District, groups, and individual A.A. members involved in this Twelve Step work.
- 5.4. The CFC in coordination with the MHSADS will identify and acquire GSO approved literature to provide to the inmates at the ADC. Funding will be provided by the “Pink Can” donations from AA meetings across the county.

Management of the “Pink Can” funds will be the District 10 Treasurer’s responsibility.

The CFC Chairperson will coordinate with the Intergroup and District 10 Treasurer for payment of the literature.

On an ad hoc basis, when non-GSO recovery literature is specifically requested by the ADC; the DCM and CFC will either substitute a suitable GSO approved replacement or obtain the requested recovery literature.

- 5.5. The CFC Chairperson will serve as a conduit between the CFC and ADC officials to ensure a robust dialogue exists to safeguard the

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continued growth and success in providing AA meetings to the inmates of Loudoun County.

6. GRAPEVINE AND LITERATURE COMMITTEE

- 6.1. The purpose of the Grapevine and Literature Committee shall be to inform the district, groups, and individuals in the District of the availability of and the benefits from the Grapevine and other A.A. World Services, Inc. publications and literature.
- 6.2. The Grapevine and Literature Committee shall coordinate, in the most effective manner, the flow of information about the Grapevine and other A.A. World Services, Inc. literature in order to create awareness of the material in the District.
- 6.3. The Grapevine and Literature Committee shall provide Grapevine and A.A. World Services, Inc. literature displays at Area Assemblies and Conventions. The Grapevine and Literature Committee shall encourage and assist in providing

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Grapevine and A.A. World Services, Inc. literature displays at conferences and district and group meetings in the District.

- 6.4. The Grapevine and Literature Committee shall encourage Grapevine subscriptions for individuals and groups, and shall encourage districts and groups to elect Grapevine Representatives.
- 6.5. The Grapevine and Literature Committee shall continue to provide The A.A. Service Manual, and Area and District Service Manual.

7. PUBLIC INFORMATION COMMITTEE

- 7.1. The purpose of the Public Information Committee is to keep the district, groups, and individual A.A. members informed of overall Public Information guidelines and current issues suggested by the General Service Conference so that the A.A. districts and groups may more effectively carry the message to the alcoholic who still suffers. The Public Information

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Committee is primarily a clearinghouse for public information matters in the District.

- 7.2. The Public Information Committee shall encourage and assist the district, groups, and individual A.A. members about ways to inform the general public and the “third person” about the A.A. program.
- 7.3. The Public Information Committee shall coordinate, in the most effective manner, the flow of information pertaining to public information between the district, groups, and individual A.A. members.
- 7.4. The Public Information Committee shall maintain a current list of all public information pamphlets, films workbooks, and other Conference-approved material available, and encourage the use of materials at the district, and group level.
- 7.5. The Public Information Committee shall encourage the use of the G.S.O. Public Information Kit throughout the District. The Public Information Committee shall also encourage the use of radio and television

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public service announcements and films to inform the general public about the A.A. program. The Public Information Committee shall encourage the local production of radio public service announcements to the greatest extent possible to enhance the “local flavor” of this material.

- 7.6. The Public Information Committee shall coordinate information, efforts, and activities with other Standing Committees, Intergroups, districts, and groups within the District on the concerns of public Information.
- 7.7. When requested, members of the Public Information Committee shall be available to participate in workshops conducted by districts, Intergroups, and groups in order to assist members to more effectively carry the A.A. message.

8. TREATMENT FACILITIES COMMITTEE

- 8.1. The purpose of the Treatment Facilities Committee shall be to coordinate the flow

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of information and activities that pertain to carrying our message of recovery to alcoholics in hospitals and in alcoholism treatment and rehabilitation centers from the district to groups, and individual A.A. members.

- 8.2. The Treatment Facilities Committee shall coordinate information, efforts, and activities with other Standing Committees, Intergroups, and groups within the district on the concerns of recovery in treatment facilities.
- 8.3. The Treatment Facilities Committee shall encourage and assist the district groups, and individual A.A. members involved in this Twelve Step work.
- 8.4. The Treatment Facilities Committee shall encourage the use of G.S.O.'s "Treatment Facilities Guidelines" and other G.S.O. literature and material at the district, and group level.

9. WEBSITE COMMITTEE

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- 9.1. The purpose of the Website Committee shall be to inform the District of the benefits available from the District and Area Website and to encourage its use.
- 9.2. The Website Committee will serve as the coordinator between the District and Area Website.
- 9.3. The Website Committee will post meeting schedule changes to the Website as requested.
- 9.4. The Website Committee will post Group and District events as requested.

10. EVENTS COMMITTEE

- 10.1. The purpose of the Events Committee shall be to coordinate the District's three main events, The Day of Sharing, Summer Picnic and Fall Dinner Dance
- 10.2. The Events Committee will serve as coordinator between the District and each of the event Chairpersons.

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- 10.3. The Events Committee will work within the budget provided for the event.
- 10.4. The Events Committee will supervise District supplies for events including the purchase and storage of supplies and the transportation of supplies to the events.

**THE TWELVE STEPS OF ALCOHOLICS
ANONYMOUS** (SHORT FORM)

©A.A. World Services, Inc.

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.

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8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
10. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

**THE TWELVE TRADITIONS OF ALCOHOLICS
ANONYMOUS** (SHORT FORM)

©A.A. World Services, Inc.

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money,

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property, and prestige divert us from our primary purpose.

7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never to be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never to be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

THE TWELVE CONCEPTS FOR WORLD SERVICE (SHORT FORM)

©A.A. World Services, Inc.

The Twelve Concepts for World Service were written by A.A.'s co-founder Bill W., and were adopted by the General Service Conference of Alcoholics Anonymous in 1962. The Concepts are an interpretation of A.A.'s world service structure as it emerged through A.A.'s early history and experience. The short form of the Concepts reads:

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. 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.
3. To insure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and

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executives—with a traditional “Right of Decision.”

4. 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.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. 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.
7. 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.

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8. 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.
9. 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.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. 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.
12. 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

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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.

The Serenity Prayer

***God grant me the
serenity
to accept the
things I cannot
change;***

***courage to
change the things
I can;***

***and wisdom to
know the
difference.***

Notes:

*When anyone,
anywhere reaches
out for help, I
want the hand of
AA always to be
there, and for that
I am responsible.*