DISTRICT HANDBOOK

District 28 of Western Washington Area 72 of
Alcoholics Anonymous

INTRODUCTION

The District 28 Committee is formed and made up of the General Service Representatives ("GSRs") of the Home Groups meeting in the District 28 area and the Elected Trusted Servant positions listed in this Handbook.

The District 28 business meeting is held on the second Monday of each month from 6:30 pm to end. The District 28 business meeting is a closed A.A. service meeting. We welcome and encourage all members of the fellowship to attend and participate in the committee meetings discussion.

It is the intent of this handbook to serve as a reference guide for the Elected Trusted Servants of District 28. It includes their responsibilities and allows expenses as determined by previous group consciences. This handbook is intended to supplement, not replace, the "The AA Service Manual." Job descriptions and expenses have been compiled from past District 28 motions and current practice.

VOTING MEMBERS

The voting members (GSRs and Elected Trusted Servants) may make motions, second, or vote on motions. The DCM (defined below) may cast a vote to break a tie. An Alternate GSR (or other Home Group member with that group's approval) can vote for that group in the absence of the group's GSR. Except for "housekeeping" motions of a routine nature, all motions involving District 28 primary business require a two-thirds (2/3) majority vote of the Voting Members present at the meeting for approval. A simple majority (more than 50 %) of the Voting Members may approve housekeeping motions. (See motion etiquette in Appendix B)

CARRYING THE MESSAGE IN DISTRICT 28

Service beyond the home group.

It is our vital function as District 28 to carry the A.A. message. Our District service Chairs and their Committees serve this purpose. Committee chairs have a responsibility to ensure that members serving on their committees are familiar with Traditions and General Service Office ("GSO") guidelines pertaining to this work. Training and information should

be made available to members that are serving on these committees. Workshops or orientation meetings are recommended. The DCM, Alternate DCM, and Area Trusted Servants are available to help with this. Also District Trusted Servants should be encouraged to attend Area Committee Quarterlies with the chairperson. Committee chairs also make themselves available to the groups they serve in the District for presentations and sharing information about the committee's work.

ELECTIONS

Eligible candidates will be asked to outline their qualifications, including history of service, years of sobriety and familiarity with traditions. The current service manual should be used to determine recommended qualifications for each position. Only A.A. members (alcoholics) may hold service positions. These trusted servants are expected to be familiar with the traditions and to follow the GSO guideline's pertaining to their position.

Elections for Trusted Servant positions are held in the fall of even-numbered years and serve two-year rotations, which begin in January of the following odd-numbered year. This rotation time frame coincides with that of the Western Washington Area 72 Trusted Servants. All Elected Trusted Servants serve at the pleasure of the GSRs and are elected by the then existing Voting Members for the following two- year term. The election of the Elected Trusted Servants will be conducted in accordance with the Third Legacy election procedure described in the AA Service Manual.

As is suggested in the AA Service Manual that candidates for the positions of DCM and Alternate. DCM, in general, have at least 4-5 years of continuous sobriety. In addition, in general, it is suggested that candidates for the other Elected Trusted Servant positions have at least two years of continuous sobriety.

GSRs already on the District Committee are eligible to hold any of these positions except those of the DCM and Alternate DCM. (Example: a current GSR may also hold a District Committee Chair position but cannot hold the positions of DCM or Alternate DCM.)

A Special Election may be held to fill any vacancies that may occur during the normal two-year period of rotation. The term of any position filled in this manner shall be for the remainder of that rotation. An Elected Trusted Servant that has served less than a full rotation may make themselves available for the same position in the next rotation.

The District 28 Elected Trusted Servant positions and the respective responsibilities are listed below.

District Committee Member (DCM)

The DCM chairs District 28 Business Meetings. The DCM sets the agenda for the meetings based on a modified version of "Robert's rules." The DCM reports to the GSRs about the current activities in District 28, Western Washington Area 72 ("WWA72"), and AA as a whole. The DCMs responsibilities are outlined in detail in the AA Service Manual.

The DCM is responsible for submitting an article to the area newsletter each month on behalf of District 28.

The DCM represents District 28 on the WWA72 Committee and is a voting member of that committee. As such, the DCM is expected to attend the three Area quarterly meetings and the Area Assembly each year. In addition, the DCM should attend or find someone to attend the WWA72 Standing Committee quarterly meetings when the District 28 Standing Committee Chairperson is unable to attend or there is no chairperson from District 28 for a particular Area Standing Committee.

The DCM will be responsible for providing the District's meeting schedules. The DCM maintains the District's mailing/contact list and distributes information to the committee and home groups via email with there appointed District email appointed by the Area.

The DCM and Treasurer will provide contact information to the U.S. Post Office for box 593 in Chehalis WA. for District 28, to be updated upon rotation.

Approved expenses (to be reimbursed by District 28):

1. Attendance at Area Quarterlies (three per year):
   a. Registration
   b. Lodging for one night (at the WWA72 or Host Committee negotiated rate)
   c. Reasonable cost of meals not already provided for in registration package
   d. Travel: Actual costs
2. Attendance at Area Assembly (one per year):
   a. Full early registration package
   b. Lodging for two nights (see above)
   c. Reasonable cost of meals not provided in registration package
   d. Travel (see above)
3. Attendance at WWA72 Pre-Conference (one per year):
   a. Travel (if held more than 50 miles, one-way from District 28)
4. Attendance at Delegate's Report (one per year):
   a. Travel (see above)

5. Attendance at WWA72 Pre-Assembly (one per year):
    a. Travel (see above)
6. Attendance at PNC (one per year)
    a. Travel (see above)
    b. Lodging for two nights (see above)
7. Communication Expenses:
    a. Postage
    b. Copies
    c. General (envelopes, paper, etc.)

Alternate District Committee Member

The Alternate DCM fulfills the responsibilities of the DCM in the event the DCM is unavailable, resigns or is unable to serve for any reason. District 28 expects the Alternate DCM to assist, participate and share in the DCMs responsibilities at the District and Area meetings as noted in the AA Service Manual.

The Alternate DCM is not a voting member of the WWA Committee, Unless in the absence of the DCM. The Alternate DCM is to be consistent with the above expectation to work alongside the DCM at all Area functions, District 28 will reimburse the Alternate DCM for the same items listed for the DCM above.

Treasurer

The Treasurer is the guardian of the District's financial resources resulting from AA's Seventh Tradition. The Treasurer keeps the District informed of financial matters by submitting a full report at each District 28 business meeting.
The treasurer is responsible for receiving and recording group contributions, writing receipts for contributions, endorsing checks, making deposits, paying bills incurred by the District in a timely manner, reimbursing approved expenses of the District Trusted Servants in a timely manner, and balancing the District's bank checkbook, and maintaining the District's prudent reserve. (Note: The approved signature card for the District's bank accounts will include that of the Treasurer, DCM, and Alternate DCM with only one signature being required). The Treasurer and DCM will provide contact information to the U.S. Post Office for box 593 in Chehalis WA. for District 28, to be updated upon rotation. The Treasurer will continually look at better ways for the District to operate with financial prudence.

Approved expenses (to be reimbursed by District 28):

a. Bank Fees
b. Postage
c. Copies
d. General (envelopes, paper, etc.)

Secretary

The Secretary attends all District 28 Business Meetings, records each district meeting's attendance, records the meeting minutes, and provides each group and all District Trusted Servants with a copy of the previous meeting's minutes on or before the next meeting.

Approved expenses (to be reimbursed by District 28):

a. Postage
b. Copies
c. General (paper, envelopes, etc.)
d. Printing

COMMITTEE CHAIR POSITIONS

Third Legacy Chair

The Third Legacy Chair identifies, coordinates, and conducts A.A. related workshops as requested by the District as a whole. The Chair is responsible to provide support and information to all home groups and committees in District 28. The Chair can share information by making presentations and/or skits at group business meetings and holding workshops. It has been a tradition and is preferred, but not a requirement, that the Third Legacy Chair be filled by the preceding District Committee Chair.

Approved expenses (to be reimbursed by District 28):

a. Attendance at the Area Standing Committee Quarterlies - registration, meals, & travel
b. Communication expenses
c. Postage, copies, general (paper, envelopes, etc.)

Accessibility Chair

The District Accessibility Chair schedules and chairs regular meetings of the District 28 Accessibility Committee, if any. The Chair represents District 28 on the WWA72

Accessibility Committee and is expected to attend that Committee's quarterly meetings. The Chair is also expected to attend District 28 Business meetings. The District Accessibility Chair follows the AA Guidelines for Accessibility, and the Accessibility Workbook which are available from GSO. Additional questions/input may be available from the WWA72 Accessibility Chair.

Approved expenses (to be reimbursed by District 28):

a. Attendance at the Area Standing Committee Quarterlies - registration, meals, & travel
b. Communication expenses
c. Postage, copies, general (paper, envelopes, etc.)

Archives Committee Chair ("Archivist")

The Archivist maintains archival material relevant to the histories of District 28, WWA72, and AA as a whole. The Archivist follows the AA Guidelines on Archives and the suggestions and experience of the WWA72 Archives Steering committee. The Archivist is expected to attend District 28 business meetings and to represent District 28 at the WWA72 Archives Committee quarterly meetings. (Costs for housing and maintaining the District 28 Archives display, if applicable, are paid directly from the District account by the District Treasurer)

Approved expenses (to be reimbursed by District 28):

a. Attendance at Area Standing Committee Quarterlies - registration, meals, & travel
b. Postage, copies general (paper, envelopes, etc.)
c. AA approved Literature d. Communication & literature expenses

Cooperation with the Professional Community (CPC) Chair

The Chair schedules and chairs regular meetings of the District 28 CPC Committee. The Chair represents District 28 on the WWA72 CPC Committee and expected to attend that committee's four quarterly meetings. The Chair is also expected to attend District 28 business meetings to report on the committee's activities. The Chair follows the AA Guidelines for Cooperation with the Professional Community and the CPC Workbook, which are available from GSO. The Chair needs to be familiar with AA literature that may be helpful to professionals who have contact with alcoholics.

Approved expenses (to be reimbursed by District 28):

a. Attendance at Area Standing Committee Quarterlies - registration, meals, & travel

b. Postage, copies general (paper, envelopes, etc.)

Corrections Facilities Committee Chair

The Chair schedules and chairs regular meetings of the District 28 CF Committee. The Chair represents District 28 on the WWA72 Correctional Facilities Committee and is expected to attend that committee's four quarterly meetings. The Chair is also expected to attend District 28 business meetings and report on the committee's corrections related activities. The Chair is knowledgeable of the various facility clearance requirements and is available to assist group members in securing and completing the necessary paper work for facility access. The Chair also encourages AA member participation in the Corrections Bridge Program and the Corrections Correspondence Program. Additional responsibilities are outlined in the Corrections Facilities Workbook from GSO and the AA Guidelines for Correctional Facilities Committees.

Approved expenses (to be reimbursed by District 28):

a. Attendance at Area Standing Committee Quarterlies - registration, meals, & travel

b. Postage, copies general (paper, envelopes, etc.)

c. AA approved Literature for distribution to Correctional Facilities

Grapevine and Literature (GVL) Committee Chair

The Chair follows the guidelines outlined in the Grapevine Workbook from GSO and the AA Guidelines for Literature Committees. The Chair's primary responsibility is to educate the fellowship about AA literature, related service material, and how to obtain it. The Chair is also expected to attend District business meetings and represents District 28 on the WWA72 Grapevine and Literature Committee and is expected the attend that committees quarterly meetings.

Approved expenses (to be reimbursed by District 28):

a. Attendance at Area Standing Committee Quarterlies - registration, meals, & travel

b. Postage, copies general (paper, envelopes, etc.)

c. AA approved Literature

Phone Committee Chair (Hotline)

The Chair is responsible for maintaining a 12th step volunteer contact list and providing this list to the answering service. Any other duties necessary to insure the operation of the District Hotline. The Chair is also expected to attend District Business meetings to report on the committee's activities.

Public Information (PI) Committee Chair

The Chair schedules and chairs regular meetings of the District 28 PI Committee. The chair represents District 28 on the WWA72 PI committee and is expected to attend that committees four quarterly meetings. The Chair is also expected to attend District Business meetings to report on the committee's activities. The District PI chair follows the AA Guidelines for Public Information and the PI workbook and is familiar with AA literature pertinent to public information.

Approved expenses (to be reimbursed by District 28):

a. Attendance at Area Standing Committee Quarterlies- registration, meals, & travel
b. Communication Expenses
c. Telephone, postage, copies general (paper, envelopes, etc.)

Treatment Facilities (TF) Committee Chair

The Chair schedules and chairs regular meetings of the District 28 TF Committee. The Chair represents District 28 on the WWA72 treatment Facilities Committee and is expected to attend that committee's four quarterly meetings. The Chair is also expected to attend District 28 Business meetings and report on the committee's treatment related activities. The chair also is responsible for being the District's contact point for the Area's TF Bridging the Gap ("BTG") program. The Chair uses the AA Guidelines for Treatment Facilities and the Treatment Facilities workbook from GSO, as well other pertinent AA literature. Responsibilities may include maintaining regular contact with local treatment facilities personnel, scheduling speakers and meetings at the facilities, and encouraging participation by both AA home group members and treatment patients in the BTG program.

Approved expenses (to be reimbursed by District 28):

a. Attendance at the Area Standing Committee Quarterlies - registration, meals, & travel
b. Communication expenses

c. Postage, copies, general (paper, envelopes, etc.)

Web Chair

The Web Chair Has the job of maintaining and updating the District 28 website. The Chair is expected to attend the monthly District Business meetings and report to the Committee each meeting. The Chair is responsible for keeping the District informed of all costs and contracts involved in the upkeep of the website. The Web Servant works closely with the District Committee in maintaining/updating the content of the website including the schedule as well as following GSO and WWA72 Guidelines for websites.

Approved expenses (to be reimbursed by District 28):

a. Attendance at the Area Standing Committee Quarterlies - registration, meals, & travel
b. Communication expenses
c. Postage, copies, general (paper, envelopes, etc.)

Young Person (YP) Chair

The Young Person Chair schedules and chairs regular meetings of the District 28 YP Committee. The chair represents District 28 on the WWA72 YP committee and is expected to attend that committees four quarterly meetings. The Chair is also expected to attend District Business meetings to report on the committee's activities.

Approved expenses (to be reimbursed by District 28):

a. Attendance at Area Standing Committee Quarterlies- registration, meals, & travel
b. Communication expenses
c. Postage, copies, general (paper, envelopes, etc.)

DISTRICT 28 GENERAL EXPENDITURES

a) The District has general obligations (not assigned to an Elected Trusted Servant) for which expenditures are authorized. These include the following:
b) Annually Co-Hosting (with neighboring Districts) Area level Pre-Conference, Delegate's Reports and Pre-Assembly meetings.
c) Annually Hosting one (or more) of the Area Standing Committee quarterly meetings

d) Annually conducting a Service-related workshop.
e) Unless provided by the Area, an annual subscription to the WWA72 Newsletter for all District 28 Trusted Servants who are not also serving as a Group GSR.
f) Operating an answering service and a phone number to be listed in the phone book offering 12 step responses.

ELECTIONS

Eligible candidates will be asked to outline qualifications, including history of service, years of sobriety and familiarity with traditions. The current service manual should be used to determine recommended qualifications for each position. Only A.A. members (alcoholics) may hold service positions. Trusted servants are expected to be familiar with the traditions and to follow the GSO guideline's pertaining to their position.

RECALL PROCESS FOR DISTRICT 28 ELECTED TRUSTED SERVANTS

Grounds for recall of Trusted Servants within District 28 may be for nonattendance at three consecutive District business meetings or two area quarterlies. GSRs are responsible for determining the ongoing performance of Trusted Servants based on the current job description for that position. Any recall requires a review of performance and a vote by the attending GSRs. A two-thirds majority vote will be required to recall.

HANDBOOK APPROVAL

GSRs present approved this Handbook at the April 13, 2026 District 28 business meeting. Implementation of future revisions, additions and changes will also require prior review by the Home Groups and a two-thirds majority vote by those present at a subsequent District meeting.

Attest:

/s/ Kasi M.
District 28 Third Legacy

APPENDIX B

Motion Etiquette

MOTIONS: A motion is a proposal that something be done. After it is requested by the chairperson and seconded, it becomes the "question before the house" and now belongs to all the members. STEPS IN A MOTION:

1. Make a motion: a. Member addresses the chairperson "Mr./Madam Chairperson" b. Chairperson recognizes member "Mrs. Smith" c. Member states the motion "I move that...."
2. Second A motion is seconded because it is assumed that at least two (2) people or a "second" person should support an idea before time is spent discussing it. If a motion does not receive a second, it "dies" and there is no further action.
3. Discussion This is the free and full debate of the proposal. The chairperson should recognize the original maker of the proposal to lead off the discussion. The chairperson should attempt to keep the discussion balanced between those for, and those against, as much as possible.
4. Close Discussion To close discussion requires the consent of the members. In fact, 2/3 of the members must vote yes in order to close off the discussion – if the motion to close debate comes from the floor. However, there are other ways: a. The discussion has stopped and no one seems to want to gain the floor. In this case the chairperson should ask if "is there any more discussion?" If not – the chairperson can close the debate. b. The discussion has been in progress for several minutes and the discussion is not progressing. The chairperson may ask "are you ready to vote?" If the chairperson receives a "yes" answer, then the discussion may be closed.

APPENDIX C

MAPS



