

GUIDELINES
OF
AKRON AREA MULTIDISTRICT OF ALCOHOLICS ANONYMOUS

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EFFECTIVE
AS OF JANUARY, 2011; AMENDED NOVEMBER, 2011

JANUARY 2011; _____ Secretary _____ Date

GUIDELINES
OF
THE AKRON AREA MULTIDISTRICT OF ALCOHOLICS ANONYMOUS

PREAMBLE

The Akron Area Multidistrict of Alcoholics Anonymous is a voluntary, unincorporated association of Group Service Representatives, District Committee Members, and Officers of the Akron Area Multidistrict who represent the Alcoholic Anonymous groups of the Akron Area Multidistrict.

PURPOSE

The primary purpose of the Akron Area Multidistrict is to carry the message to alcoholics, to maintain unity and mutual support among all Summit County Groups; and to act as a liaison between the Groups in Summit County and Area 54. The Akron Area Multidistrict shall always be a service body of trusted servants elected by the AA groups of Summit County, and shall respect the autonomy of AA Groups within Summit County.

Recovery, Unity, Service. These are the Three Legacies of our AA experience. Our leaders are but trusted servants, they do not govern. God, as He may speak in our group conscience, is our sole Authority. World Service is the heart of our Third Legacy. Our meetings are informative and educational. They are held so that the DCMs, GSRs and all interested members may be better equipped to carry the message of World Service back to their home groups and individual members, thus giving a better understanding to our purpose, our hopes and our work.

In general, the Akron Area Multidistrict endeavors to:

- Hold regularly scheduled meetings of all GSRs and DCMs in Summit County.
- Keep GSRs and DCMs informed about Area 54 and General Service Conference activities
- Keep groups informed about Conference-Approved books and pamphlets
- Get GSRs and DCMs acquainted with the AA Service Manual and Box 4-5-9
- Hold workshops on any service activity
- Assist GSRs and DCMs in getting acquainted with the Traditions, Concepts and service material
- Explain the importance of rotation at the group and district level
- Invite Area officers to Akron Area Multidistrict meetings
- Acquaint GSRs and DCMs with Area and GSO guidelines
- Encourage GSRs and DCMs to get alternates and to attend the area assembly and committee meetings
- Discuss the importance of self-support at all levels of service
- Share information from the Final Conference Report with GSRs and DCMs, discuss the advisory actions, and distribute copies to all to take back to groups
- Provide information about General Service to interested members of Alcoholics Anonymous who wish to learn about General Service

COMPOSITION

The Akron Area Multidistrict consists of all groups registered with the General Service Office and located in Summit County, Ohio.

- (A) District 1: Central Akron: State Route 8 on the east. I-76 on the south, west on I-76 to East Blvd, north to Diagonal Rd. and Portage Path, north to Memorial Pkwy, east to Tallmadge Ave, east to State Route 8.

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- (B) District 2: South Akron: South of I-76 from Summit County line on West to Eastern Rd; East to Rt. 61, North on Hudson Run Rd to 2nd St W; Wooster Rd on the East; north to I-76.
- (C) District 3: North Akron: Tallmadge Ave and Memorial Pkwy; East of Portage Trail and Merriman Rd. Includes the cities of Tallmadge and Stow. Does not include Cuyahoga Falls.
- (D) District 4: East Akron: East of 177 & Rt. 8; North to Tallmadge Ave.; East on Southern boundary of Tallmadge, West Ave & East Ave. to Summit County Line on West.
- (E) District 49: Summit County line on north, east and west, south to Rt. 48 (W. Bath Rd), east to State Rd. Includes Hudson, Macedonia, Sagamore Hills, and Twinsburg.
- (F) District 50: West Akron: East of Summit County Line; south to Rt. 162; west of Diagonal Rd., Portage Path and Merriman Rd.; north of Memorial Pkwy; Tallmadge Ave; east to Brittain Rd.; north to Cuyahoga Falls Line and Route 48 (Bath rd.)
- (G) District 60: In Summit County, the City of Cuyahoga Falls.
- (H) District 62: In Summit County, cities of Norton, Barberton, Copley; Summit County line on the east; including Rt. 162 on the north; Wooster Rd. and East Blvd. on the west; Groups at the Dry Peoples Club.

MEMBERSHIP, OFFICERS AND ELECTIONS

MEMBERSHIP

- (A) The membership of the Akron Area Multidistrict consists of a GSR and one alternate from each registered group in Summit County and any future group that shall elect to register with The General Service Office. In addition, DCMs of the 8 Districts within Summit Count and Officers are members.
- (B) Voting members consist of a GSR (or alternate) of each Summit County group, the three Officers, and DCM's (or alternate) of Districts 1, 2, 3, 4, 49, 50, 60, 62.
- (C) The lengths of term and sobriety of the General Service Representatives are properly to be decided by their individual group's conscience. It is suggested in the AA Service Manual (p. S20) that each group GSR have at least two (2) years of continuous sobriety.

OFFICERS

- (A) The Officers of the Akron Area Multidistrict:

Chairman	(2 Years)
Secretary	(2 Years)
Treasurer	(2 Years)
- (B) While serving as an officer, no person may vote as a group GSR, DCM or alternate in decisions, including elections. This voting privilege ceases at the start of the Officer's term. If an officer is also his or her group's GSR, it is suggested that a new GSR be elected so that Home Group will have a voice.

ELECTIONS

- (A) Elections will be held at the October meeting in the same election year as Area 54 elections.
- (B) Nominees will be submitted at the September meeting prior to the election.

Secretary_____

- (C) Officer candidates must have at least three (3) years of continuous sobriety.
- (D) To be eligible to stand as an Officer candidate, attendance at least two-thirds (2/3) of Akron Multidistrict meetings, as determined by the Secretary, is required. The period of meetings start with the November meeting after the previous election to the September meeting prior to the current election.
- (E) In the spirit of rotation and in keeping with the Traditions and Concepts of Alcoholics Anonymous; no person will serve more than six (6) consecutive years, in whole or in part, by election or appointment, in any Officer position. No person may be elected or appointed as an Officer after serving six (6) consecutive years, in whole or in part, without stepping down as an Officer for a full two (2) year period.

TERM

- (A) Officers shall be elected at the October meeting of their election year and shall take office on the following January 1. They shall hold office for their elected term, unless removed for cause or otherwise leave office.

ELIGIBLE VOTERS

- (A) Only duly elected GSRs, DCMs, and Officers or alternates may vote in Akron Area Multidistrict decisions or elections. GSR's are afforded (1) vote per group properly represented and registered at the election. Alternate GSRs or DCMs may not vote if the GSR or DCM is voting.

THIRD LEGACY PROCEDURE

- (A) Elections shall be by Third Legacy Procedure as described in the AA Service Manual (p. S20).
 1. The names of eligible candidates shall be posted. All eligible voting members cast written ballots, one vote per candidate.
 2. The first candidate to receive two-thirds (67%) of the total vote is elected.
 3. Withdrawals start after the second ballot. If any candidate has received less than one-fifth (20%) of the total vote, his or her name is automatically withdrawn, except that at least two candidates must remain on the ballot. (In the case of a tie, the top two candidates and all tied runners up remain on the ballot)
 4. After the third ballot, candidates with less than one-third (33%) of the total vote will be withdrawn, except the top two candidates and any tied runners up must remain.
 5. After the fourth ballot, if no candidate has two-thirds (67%) of the total vote, the candidate with the smallest total is automatically withdrawn, except the top two candidates and all tied second place candidates remain. At this point, the Chairperson shall ask for a motion, requiring a second, and with a simple majority vote (51%) a fifth ballot shall be conducted. If this motion is defeated, balloting is over and the choice is made by lot – “going to the hat.” If the motion carries, a fifth and final ballot is conducted.
 6. If after the fifth ballot no candidate received two-thirds (67%) of the total vote, the Chairperson announces that the choice will be made by lot (from the hat). The top two candidates and any ties remain.
 7. One name is drawn and the person chosen shall be elected.

VACANCIES

- (A) In the event of a permanent vacancy in an Office, the vacancy will be filled by a special election for the un-expired term, provided the appointee has the qualifications required. The special election will be conducted under Third Legacy procedure.

REMOVAL FROM OFFICE

Secretary_____

- (A) Should any Officer absent him/herself from three (3) consecutive meetings and fail to present a valid excuse, his/her office may, upon notice and hearing, be declared vacant and the position shall be filled the un-expired term with a special election held for that purpose.
- (B) If the Officers or voting body feel a person should be removed from Office for cause, and if the officers have exhausted their efforts to resolve differences and agree that an Officer or Committee Chair should be removed for the good of the Akron Area Multidistrict as a whole, removal must be approved by a 75% (3/4) vote of the voting body by a secret ballot in a vote conducted by a past delegate. If the person is removed, the Akron Area Multidistrict shall conduct an election to replace the removed member.

GROUP STRUCTURE AND ELECTIONS OF DCMS

- (A) The basic unit of AA's structure is the AA group. A group and its neighboring groups form the next larger unit, the district. GSRs attend district meetings and elect a District Committee Member. The DCM conducts district meetings and represents the conscience of the district as a voting member at the Akron Area Multidistrict and the Area Assembly.
- (B) In the case of a "Dark District" where there are no elections held for a DCM, the Akron Area Multidistrict shall endeavor to find an interested GSR who fits the qualifications to serve as DCM for the District. The election of a DCM shall be conducted at a regular meeting of the Akron Area Multidistrict and shall be held under Third Legacy Procedure.
- (C) As the District becomes active, the GSRs from that District may hold elections for a DCM at any time, and that elected DCM shall take office immediately after the District election. Under no circumstances may the Akron Area Multidistrict override the vote of an individual District.

DUTIES OF OFFICERS

CHAIRPERSON

- (A) The Chairperson presides and preserves order at all meetings; appoints committees not otherwise provided for; transacts such other business that may pertain to the office; and shall be ex-officio member of all committees of the Akron Area Multidistrict.
- (B) The Chairperson makes sure that the duties of the Officers and Committee Chairs are carried out.

SECRETARY

- (A) The Secretary keeps a correct record and minutes of all proceedings of the Akron Area Multidistrict.
- (B) The Secretary keeps a record of attendance at all Meetings of the Akron Area Multidistrict.
- (C) The Secretary maintains a supply of newcomer packets for distribution to new GSRs.
- (D) The Secretary notifies all members of the Akron Area Multidistrict of meetings, utilizing mailing or email lists from both attendance sheets at the Akron Area Multidistrict and information provided by the Area 54 Registrar.
- (E) The Secretary will maintain a supply of New Group and Group Change forms and have them available at meetings of the Akron Area Multidistrict. He/She shall forward completed forms to the Area Registrar.

- (F) The Secretary forwards a pdf copy of all minutes to the Area 54 Webmaster for posting on the Area 54 website. The Secretary will also keep the webmaster informed of any special events and forward any flyers for posting on the Area 54 website in the Akron Area Multidistrict page.

TREASURER

- (A) The Treasurer keeps a record of all monies paid into The Akron Area Multidistrict; pays all bills and deposits monies in an FDIC insured bank account. All contributions from Groups or individuals will be acknowledged with a thank you letter sent by the Treasurer.
- (B) The signature of at least one (1) officer shall be required to draw thereon.
- (C) The Treasurer reports the condition of the treasury as the Akron Area Multidistrict may direct and submits his/her books and records to the Officers whenever required. Funds of the Akron Area Multidistrict shall be used only for authorized expenses.
- (D) The Treasurer submits a Treasurer's Report at each meeting of the Akron Area Multidistrict.
- (E) The Treasurer maintains a "Prudent Reserve" of no more than 1 year's expenses, with a minimum of \$800.00 as part of the bank account, and such balance shall be reported separately on all balance sheets.
- (F) No expense shall be paid unless approved by a vote of the Akron Area Multidistrict with the exception of meeting rent and other routine approved expenses.
- (G) The Treasurer and one other Officer may approve small expenses up to \$50 if deemed necessary prior to the next scheduled meeting.

COMMITTEES

- (A) Regular Committees shall consist of (1) Picnic, (2) Special Events (3) Group Services and (4) Newsletter.
- (B) Additional ad hoc committees might be formed to address a specific issue or help the Akron Area Multidistrict perform a special task. These committees do not have permanent standing and generally do not have budgeted funds.
- (C) Committee Chairs shall be nominated and elected by the voting body.

COMMITTEE CHAIRS

- (A) All committee chairpersons should have at least two (2) years of continuous sobriety at the time of election. Any elected Committee Chair may be removed by the Akron Area Multidistrict upon showing just cause at a hearing held for this purpose and a 75% vote, by secret ballot, of the Akron Area Multidistrict.

DUTIES OF COMMITTEES

PICNIC COMMITTEE

- (A) The Picnic Committee will organize a picnic to be held in the month of July. The Committee will select a location and provide a program.

- (B) Any speaker at the Picnic should, if possible, be active in General Service.

SPECIAL EVENTS COMMITTEE

- (A) The Special Events Committee will hold at least two seminars per year on a topic relating to General Service, the Twelve Traditions, the Twelve Concepts or topics of interest to groups.
- (B) The Special Events Committee will send flyers announcing the event through the Akron Intergroup and, if possible, the Area 54 mailing.
- (C) The overall purpose of Special Events shall be to “carry the message” of General Service to groups and individuals in Summit County.

GROUP SERVICES COMMITTEE

- (A) The Group Services Committee will provide information about General Service to Groups in Summit County. The Committee should work closely with Akron Area Multidistrict DCMs and provide whatever assistance is needed. Group services committee also acts as liaison between Akron Area Service, the Area 54 Group Services Committee and the Akron Intergroup.

NEWSLETTER COMMITTEE

- (A) The Newsletter Committee produces an Akron Area Multidistrict Newsletter quarterly. The newsletter will be distributed through the flyer mailing of the Akron Intergroup, and should be mailed or emailed to all members who have attended an Akron Area Multidistrict meeting during the preceding twelve months.
- (B) The Newsletter must be approved at a meeting of the Akron Area Multidistrict prior to distribution.

MEETINGS

SCHEDULED MEETINGS

- (A) The regular meeting of the Akron Area Multidistrict shall be held on the third Saturday of each month unless otherwise determined with good cause by the Officers. The place of the meeting shall be established from time to time by the Akron Area Multidistrict.

QUORUM

- (A) Ten (10) voting members in attendance constitutes a quorum.

SPECIAL MEETINGS

- (A) Special meetings may be called by the Chairman on the petition of GSRs representing five (5) registered groups. At least five (5) day notice shall be given for a special meeting. The Chairman may also call a special meeting with the same five (5) day notice.

SPECIAL EVENTS

- (A) The Akron Area Multidistrict will pay the cost of registration and banquet for Officers and DCMs for the Area 54 Mini Conference and the Ohio State Convention. In addition, a \$50 room stipend will also be paid. These expenses will only be paid if included in the annual budget and may, depending on financial circumstances at the time, be suspended. If the amounts applied for exceed the budgeted amount, that amount may be increased by a two-thirds (67%) vote of the Akron Area Multidistrict.

- (B) In years when the East Coast Regional Forum or Conference is held, expenses will be paid in the same manner as (A) only if supported by the budget.
- (C) If the Akron Area Multidistrict budget and financial circumstances allow, the Area 54 Mini Conference registration will be paid for any GSR whose Home Group is unable to afford it.
- (D) In order to be eligible for reimbursement, any Officer, GSR or DCM must have attended two-thirds (67%) of the prior 12 month's meetings. In the case of an Officer, DCM or GSR whose term of office has been less than twelve months, reimbursement will be subject to approval of the voting body.

AMENDMENTS

These Guidelines may be amended by seventy-five (75) per cent of the voting members present representing a quorum at any regular meeting of the Akron Area Multidistrict with the following provisions or conditions:

- (A) The proposed amendment is submitted to the Chairman.
- (B) Copies of the proposed amendment will be supplied to voting members present and mailed within five (5) working days to each group GSR who has attended an Akron Area Multidistrict meeting in the preceding twelve months, Akron Area Multidistrict DCMs, and Officers. The vote to adopt or reject the proposed amendment shall be taken at the next regular meeting, and become effective at the close of the meeting.

LEGAL COMPLIANCE

Distribution: In the event that the Akron Area Multidistrict should cease operation by vote, default, operation of law, or otherwise, all assets of the Akron Area Multidistrict, tangible, intangible, inchoate or otherwise, shall pass to Area 54 and shall be designated as a contribution.

STANDING RULES

RULE I

The chairman of each committee shall report to the Akron Area Multidistrict at each meeting, if the committee has engaged in activities in line with its respective duties. If a special or standing committee fails to report actions in which it has been engaged, the committee may be discharged and a new committee chosen.

RULE II

Committee reports shall be limited to five (5) minutes; and the Chairman may grant additional five (5) minutes.

RULE III

No member shall speak more than once or longer than five (5) minutes on any subject until all members desiring the floor have spoken.

RULE IV

Robert's Rules of Order as revised shall decide all questions of a parliamentary nature, not provided for in these Rules. The Area 54 Guidelines and the AA Service Manual shall provide guidance and decide all questions not provided for in the bylaws and Constitution.

RULE V ORDER OF BUSINESS

- (A) Open with a prayer and the Responsibility Pledge
- (B) Roll Call.
- (C) Introduction of new GSRs and DCMs
- (D) Reading and discussion of Concept corresponding to month of meeting
- (E) Reading of the minutes of previous meeting.
- (D) Treasurer's report.
- (E) Report of Committees and Officers.
- (F) Communications and bills.
- (G) Unfinished business.
- (H) New Business.
- (I) Good and welfare.
- (J) Adjournment with Lord's Prayer.

RULE VI

The monthly meeting of the Akron Area Multidistrict shall start at 4:00 p.m. and last no more than one and one-half hours, unless the time is extended by vote.