

DISTRICT 26 UNITY COUNCIL BYLAWS

Statement of Purpose: “The purpose of District 26 Unity Council is to educate AA Groups and the public on AA Principles and promote harmony among AA Groups through the practice of A.A.’s 12 Traditions and 12 Concepts. We are a fellowship of alcoholics from different Groups within the District that encourage participation and service.”

A. DCM Job Description:

All duties as listed in “The District and the DCM in the A.A. Service Manual (2021-2023 edition, pgs. 13-16) including, but not limited to:

1. Regularly attends all District and Area Assemblies.
2. Receives reports from the groups through GSR’s and through frequent personal contacts with Groups in the District.
3. Makes sure that GSR’s are acquainted with the A.A. Service Manual, the Twelve Concepts for World Service and the GSO.
4. DCM Eligibility: 4-5 years sobriety, previous GSR, as per Service Manual.
5. See Chapter 2 The A.A. Service Manual.

B. Chairperson Job Description:

1. Chairperson Duties: Assist DCM and all other Committee members. Conduct the meeting, keep order, follow agenda, etc.
2. Chairperson Eligibility: Having been a GSR and/or DCM, prior to election as Chair.
3. Will not vote: In District meetings, **unless currently a GSR.**

C. Secretary Job Description:

1. Take attendance at Meetings.
2. Take Minutes at meetings and send to District website a written record no later than the 1st of the following month.
3. May or may not be a sitting GSR.

Adopted July 15, 2022

D. Treasurer Job Description:

1. Generate financial report, reconciled to Bank Statement, for the District. Monthly report to be generated no later than one week before the Unity Council meeting. To be posted after approval.
2. Deposit all donations and provide receipts.
3. Receive Unity Council approval before any check is written.
4. Maintain checking account in the name of District 26 which requires two signatures.
5. Renew Tax Exempt Status yearly.
6. Maintain records for at least three years after each tax Exempt renewal per IRS regulations.
7. Bring all District mail to meetings.
8. Maintain a \$350.00 prudent reserve, and \$700.00 for hosting Area.
9. Fiscal Year ends December 31.

E. Website Chair Job Description:

1. Duties: Maintain web listings, meetings, events, etc.
2. Guidelines – Only Registered Groups on Directory and no NON AA materials on Website.

F. Infoline Chair Job Description:

1. Duties: keep lines manned and volunteers informed of new meetings.
2. Guidelines: Help DCM make up a “Super Directory” with detailed directions and volunteer 12 steppers (male and female).

General Guidelines:

1. All guidelines may be varied for a “one time” situation with an approved motion. Permanent modifications will have motion posted in minutes and will be voted on at the next meeting.
2. In all votes, when a tie occurs, the **“DCM will vote”**.
3. Mileage will be reimbursed when approved and with documentation at a rate of \$0.50/mile up to a maximum of \$75.00.
4. “Other” reimbursement: With approved documentation. Foreseeable expenses that are projected to be incurred should be brought to the Council’s attention prior to expenditures when possible.
5. Unity Council Official attendance: After missing two consecutive meetings, without an alternate representative, an effort to contact the office holder will be made, and if they can not fulfill their office, a special election will be held at the third meeting to fill the position.

Adopted July 15, 2022

6. Voting eligibility: GSR's, Unity Council Officers, LCMs, Committee Chairs, and Correction Meeting Volunteers (one per facility). Alternate for each when principle is not present.
7. All Terms of Office will be Two Years, with Elections at the August meeting. Nominations could begin as early as the June meeting.
8. All Positions can have an Alternate Officer. Officers are encouraged to "train their replacements".
9. "Special Elections" can occur at any monthly Council meeting when a position needs to be filled. Consideration should be given to announcing nominees at a meeting, and voting at the next meeting, although no requirement to do so is mandated.
10. Upon dissolution:
 - a. All monies left in the account will be sent to Alcoholics Anonymous.
 - b. All records will be sent to Area 32 CMIA.
11. Unity Council Picnic will have a budget of \$250.00, subject to review on an annual basis.

Adopted July 15, 2022

