

Guidelines & Policies
**For the 17th District
of Alcoholics Anonymous
Delegate area 93
Purpose**

1. These Guidelines are intended to express, for the benefit of the 17th District of AA within the 93rd Delegate Area membership and other interested A.A. members, the will of the District as to conducting its business.
2. The purpose and business of General Service Districts are described in "The A.A. Service Manual with Twelve Concepts for World Service."

Changes to Dist. 17 Guidelines

1. Changes to the Guidelines must be approved by a two-thirds majority vote of the eligible voters cast at each of two consecutive District meetings.
2. Changes are not retroactive.
3. Changes are effective upon the second approval.

Meetings

1. **District Meetings:**
 - a. Every first Monday of the month unless otherwise decided in preceding meeting(s) by a two-thirds majority vote as stated above.
 - b. Those eligible to vote at District Meetings are General Service Representatives (G.S.R's) or their respective alternate, the District Committee Member (D.C.M.), the Alternate D.C.M., Secretary, Registrar, Treasurer, and past D.C.M.'s.
 - c. To be eligible, voters Groups must be registered with the District Registrar.
 - d. Agenda. The agenda is established by the D.C.M. Typically, the agenda for the District meeting includes:
 - i. Reports:
 1. Secretary
 2. Registrar
 3. D.C.M
 4. Alt. D.C.M.
 5. Treasurer
 6. Standing Committee Reports
 - ii. Old business.
 - iii. New business.
 - iv. Good and welfare: Good and welfare is the opportunity for any member to address the meeting as a whole on matters that are of interest to the Groups and/or District and are not included in an agenda item

District Membership and Duties

(Where the A.A. Service Manual describes the duties of General Service Positions, these guidelines incorporate those descriptions, with the following supplements.)

1. General Service Representatives (G.S.R.'s): See Chapter II of the A.A. Service Manual.

2. District Committee Members (D.C.M.): See Chapter III of the A.A. Service Manual, and;

- a. Attend Central California Alcoholics Anonymous Area 93 (C.C.A.A.) and Area Committee meetings, and participate on one of the C.C.A.A. standing committees;
- b. Hold a District election every two years to elect new District officers with terms beginning in January of odd-numbered years; D.C.M.'s are eligible to be elected to a full two-year term after filling an unexpired term;
- c. Help the District Registrar maintain current records of all registered groups in the District and the names of the G.S.R. and group contact for said groups. Visit new/unregistered groups in the District;
- d. Distribute copies of the Area Assembly and Area Committee meeting minutes and other relevant A.A. information to the G.S.R.'s.

3. Alternate District Committee Members (Alt. D.C.M.): See Chapter III of the A.A. Service Manual, and;

- a. Stands in for D.C.M. when necessary at District and/or Area Level
- b. Assists in all the duties listed above for D.C.M.
- c. Conduct an orientation for new G.S.R.'s before each District Meeting

4. Secretary: See Chapter V of the A.A. Service Manual, and;

- a. Take roll call at each District meeting;
- b. Maintain a roster of District members;
- c. Produce minutes and, within 2 weeks, delivers a single copy to the D.C.M. (Via e-mail) and each G.S.R.'s on the current e-mail list.

5. Registrar: See Chapter V of the A.A. Service Manual, and;

- a. To assist in registration of new groups and their G.S.R.'s
- b. To gather information from existing G.S.R.'s regarding any changes in their respective group's status. (i.e. address, alt G.S.R.'s, group contacts, etc.)
- c. To forward all pertinent correspondence to the Area 93 Registrar.

District Membership and Duties (Continued)

- 6. Treasurer:** See Chapter V of the A.A. Service Manual, and;
- a. Provide monthly financial report at each District meeting and submit it for approval, with copies available;
 - b. Maintain a set of books and files, as appropriate, to account for all financial matters handled, including, but not limited to, group contributions, donations, expenses incurred, expenses paid and reimbursements made upon proof of receipt.
 - c. Pay expenses upon presentation of receipts or invoices required to meet District obligations;
 - d. Traditionally, attends the Area Finance Service Committee.
 - e. Issue group contributions report to the District on a monthly basis.
- 7. Past District Committee Member:** To provide his/her experience, strength, and hope to help maintain continuity within the District. Act as an advisor, when needed, within the District.
- 8. Webmaster:** To maintain the District website, as needed, and within the guidelines set forth in Appendix "W" of this document. **(Oct. 2005)**

Elections (May 2006)

- 1. Officers:**
- a. At the November District meeting each even-numbered year, District 17 officers to be elected are D.C.M., Alternate D.C.M, Secretary, & Registrar;
 - b. Qualifications for each are contained within this document or where not covered by this document refer to the A.A. Service Manual before the election;
 - c. Third Legacy Procedures in the A.A. Service Manual apply;
 - d. Those eligible to be elected are current District members, but no one is eligible to stand for an office in which he or she has ever served a full term;
 - e. Requirements for voting are as outlined within this document.
- 2. Officer Vacancies:**
- a. Should the D.C.M. become unable to perform normal duties the line of succession is; alternate D.C.M., secretary, treasurer, and then the registrar. Should the D.C.M. become ready to resume office, he/she notifies the acting D.C.M. and resumes office subject to the approval of the officers. Should the alternate D.C.M. also be unable to continue, the District considers electing or appointing an acting secretary, treasurer and/or registrar;
 - b. Should the office of the Alternate D.C.M., secretary, treasurer or registrar become vacant, the officers choose either an election or an appointment, depending on how much term remains, with any appointment requiring approval of a majority of the District membership. **(May 2006)**

Finances

1. The finances of the District are discussed below in terms of (a) priorities, (b) income, (c) annual budget, (d) prudent reserve, and (e) expenditures. District financial policy is described in detail in the Policies section of this document.

2. Though priorities are necessary for fulfillment of our District purpose, the ideal with respect to reimbursement is that no A.A. member be denied the opportunity to serve the District due to lack of funds. The priorities are:

a. District expenses such as monthly rent, coffee, copies, website, bank account maintenance, P.O. Box rental and miscellaneous expenses; **(May 2006)**

b. Approved work of the District standing committees;

c. Fund, in full or in part, the D.C.M. and/or Alt. D.C.M. to A.A. events pertinent to the Groups (P.R.A.A.S.A., Forums, Assemblies, Area Elections, etc.)

3. Primary income sources are group donations and special functions.

4. The annual budget for the next calendar year is submitted at the 2nd to last district meeting of the year (typically, November), with copies distributed for the District members to review and is voted on at the last District meeting of the year (typically, December). The budget is based mainly on past budgets and financial reports plus input from the eligible district members.

5. The prudent reserve policy of District 17 is to maintain sufficient funds on hand for District budget requirements while avoiding the accumulation of excess funds (generally, a 3-month prudent reserve). Upper and lower cash balance limits are recommended by the Finance Committee; or if there is no Finance Committee, the District treasurer and an *ad-hoc finance committee, presented to the District for approval, and included in a subsequent financial report. A persistent cash balance above the upper limit requires District action for application of the excess funds; a persistent cash balance below the lower limit requires District action to replenish the deficiency.

6. District 17 is to maintain a bank account with the Treasurer, D.C.M., and Alternate D.C.M as signers on the account. The bank account is to be passed on to each panel. **(May 2006)**

7. All District expenditures are made in accordance with the section entitled, "Finance Committee Policies", starting on page 10 of this document. **(May 2006)**

* See ad-hoc committee description p.7

Standing Service Committees

At the District Level, we desire to represent the Standing Service Committees, directly mimicking the G.S.O. and the Area, with at least one G.S.R. per committee, for the purpose of keeping other district members informed and able to bring our respective home groups up to date with G.S.O.

Below is a portion of the **C.C.A.A. Guidelines & Policies Revised January 2002 p.6-8 describing each Area Committee in detail.

1. Formation, composition and purpose of service committees:
Omitted (refer to C.C.A.A. G&P)

2. The **C.C.A.A. Archives Committee's** purpose is to:

Gather and preserve material and historical data about A.A., emphasizing the Central California Area, for use by interested people; display historical material at conventions, C.C.A.A. meetings and other appropriate functions; and assist and receive reports from the archivist.

3. The **C.C.A.A. Audio-Visual / Literature / Newsletter Committee's** purpose is to:

a. Provide and coordinate the presentation of A.A. audio-visual material to A.A. groups, other committees (such as Public information, Cooperation with the Professional Community, Hospitals and Institutions, etc.) and related A.A. activities. These materials consist of audiotapes, videotapes, films and static displays.

b. Inform C.C.A.A. of the status of new and revised A.A. literature and of proposals for the printing of new literature. The committee forwards suggestions for new literature to G.S.O.; provides current information to new literature chairpersons at the group level; makes presentations and/or displays literature at Area assemblies and other A.A. functions as needed.

c. Publish the C.C.A.A. Newsletter (93 News), which shall inform C.C.A.A. members of selected items of general interest from G.S.O., the Area, and the districts:

i. The agenda for and directions to the next assembly are included;

ii. Editorial columns are encouraged and a report from the delegate is expected;

iii. The articles are written for the A.A. membership at large, not specifically for General Service members;

iv. Publication will be at least once every quarter.

4. The **C.C.A.A. Cooperation with the Professional Community (C.P.C.) / Treatment Committee's** purpose is to;

a. provide information about A.A. to those who have contact with alcoholics through their professions. Such information includes what A.A. is and is not as well as what it does and does not do. C.P.C. endeavors to cooperate without affiliation.

b. make presentations to administrators and alcoholic patients in treatment facilities to familiarize them with what A.A. has to offer alcoholic patients upon discharge:

i. The committee's primary goal is to help districts reach alcoholic patients upon discharge and get them to outside A.A. meetings as soon as possible;

ii. The committee cooperates with Central California H.&I., local central offices and C.P.C. Committees whenever possible.

5. The **C.C.A.A. Finance Committee's** purpose is to develop and present recommendations, based on analysis of A.A. finances, to assist C.C.A.A. in making financial decisions by an informed group conscience:

a. The committee annually presents a budget at the October assembly, as set forth above under finances;

b. The budget considers timely requests for funding from committees or other C.C.A.A. elements, and balances such requests against fiscal responsibility;

c. The financial statement of A.A. World Services, Inc. and of the A.A. Grapevine, Inc. are reviewed at least annually and are reported to the Assembly;

d. Other delegated duties include review of and recommendations on unbudgeted proposed expenditures.

6. The **C.C.A.A. Grapevine / La Vina Committee's** purpose is to inform groups and individuals as to the benefits of using the A.A. Grapevine magazine:

a. The committee encourages groups and individuals to subscribe to our "Meeting in Print," urges A.A. members to contribute articles for publication and provides a structure for the group Grapevine Representatives (Gv.R's);

b. The committee includes group Gv.R's.

7. The **C.C.A.A. Guidelines and Policies (G&P) Committee's** purpose is to keep and maintain the C.C.A.A. guidelines and policies, and other documents created within

C.C.A.A. and adopted by the Assembly:

- a. The committee writes amendments to C.C.A.A. guidelines and policies and submits these amendments to the assembly for approval;
- b. The committee reviews other documents initiated with C.C.A.A. before action by C.C.A.A.;
- c. Upon request, the committee reviews district structure, guidelines and policies documents and advises of possible conflicts with the C.C.A.A. guidelines and policies;
- d. The committee maintains copies for future reference of all documents submitted;
- e. Absence from three consecutive meetings, without good cause, is considered to be a resignation.

8. The **C.C.A.A. Public Information (P.I.) / Special Needs / Web Site Committee's** purposes is to inform the general public, through use of the media, of the message of Alcoholics Anonymous:

- a. The committee is always mindful of personal anonymity, A.A.'s singleness of purpose, and the principle of attraction rather than promotion;
- b. It is suggested that all P.I. Committee members have at least two years of continuous A.A. sobriety.

9. The **C.C.A.A. Registration Committee's** purpose is:

- a. To maintain records of registered groups, G.S.R.'s, Area Committee members (including past delegates), liaisons, and all alternates, to provide this information to the G.S.O. Records Department, and to register attendance of G.S.R.'s, Area Committee members, and liaisons at Area assemblies;
- b. To maintain descriptions and maps of the Central California Area and the districts within the Area;
- c. To study proposals for formation of new districts and modification of existing district boundaries and to make an impact report to the Area Committee.

10. The **C.C.A.A. Translation Committee's** purpose is:

- a. Keep the area assembly informed to the needs of those members who would not otherwise be able to participate in assemblies and/or committee meetings;
- b. To review all documents translated as to the correctness and intended meaning of such documents and report their findings to the area chair;
- c. Maintain a list of Outside Translators available to translate at area assemblies and/or area committee meetings and arrange for translators to be present at all such

functions;

- d. Work within the budget as voted on by the assembly.

C.C.A.A. Ad Hoc Committees
Omitted (refer to C.C.A.A. G&P)

Liaisons from C.C.A.A.

1. A **liaison from C.C.A.A. to Central California H.&I. Committees** is appointed by the Area chairperson and approved by the officers. The liaison:

- a. Should have sufficient experience in both General Service and Hospitals and Institutions service to relate effectively to each and to represent C.C.A.A.;
- b. Chairs a meeting with liaisons from H.&I. Committees and other interested A.A. members prior to each Area assembly;
- c. Attends annual Central California H.&I. Conference and Intergroup meetings to represent C.C.A.A.;
- d. Reports to the Area assembly and Area committee meeting on H.&I. activities of interest or concern to C.C.A.A.

2. A **liaison from C.C.A.A. to central offices** is appointed by the Area chairperson and approved by the officers. The liaison:

- a. Should have sufficient experience in both General Service and central office activities to relate effectively to each and to represent C.C.A.A.;
- b. Chairs a meeting with liaisons from central offices and other interested A.A. members prior to each Area assembly;
- c. Maintains contact with all central offices in the Area, and reports to the Area Assembly and Area Committee meetings on central office activities of interest or concern to C.C.A.A.

Ad Hoc Committees

1. **General Description:** An Ad Hoc Committee is a temporary committee concerned with a particular purpose. It is formed by the D.C.M., with or without a suggestion by the District. Ad Hoc Committee chairpersons are appointed by the D.C.M. and approved by a general consensus of the meeting. An Ad Hoc Committee remains in existence until its purpose is accomplished or until it is dissolved, by the D.C.M.

2. **Purpose:** The purpose of the committee is to deal with a specific situation or question, which is not normally dealt with by any other regularly constituted committee and is too involved to be handled by the District as a whole during regular business.

3. **When and Where Held:** An Ad Hoc Committee meets at a time and place selected by the Ad Hoc Committee chairperson.
4. **Who Attends:** The Ad Hoc Committee chairperson, Ad Hoc Committee members, and other interested A.A. members attend.
5. **Conduct of Meeting:** The meeting is conducted by the Ad Hoc Committee chairperson. All recommendations or conclusions, if any, are arrived at by the group conscience and are reported at the next regular District meeting.

**Policies
For the 17th District
of Alcoholics Anonymous
Delegate area 93**

District Rules of Conduct

1. **General Description:** The District meeting is the primary General Service meeting of the representatives of the group in District 17.
2. **Purpose:** The purpose of the District meeting is to conduct the General Service activities of the District.
3. **When and Where Held:**
 - a. The meeting is traditionally held the 1st Monday of every month.
 - b. The location is determined by availability of venue, location convenience and budget considerations. It is preferred the meeting take place within the physical boundaries of the District.
4. **Who Attends:** The meetings are attended by:
 - a. General Service Representatives (G.S.R.'s) and alternates;
 - c. D.C.M. and Alternate D.C.M.
 - d. Past D.C.M.'s
 - d. Area officers upon request
 - e. All other interested A.A. members.
5. **District Meetings:**
 - a. **Agenda:** The agenda is established by the D.C.M., guided by the group's interest and the G.S.O. and Area business at hand.

Typically, the agenda for a District meeting includes:

- i. Reports:
 1. Secretary
 2. Registrar
 3. D.C.M.
 4. Alt. D.C.M.
 5. Treasurer
 6. Standing Committee Reports
- iii. Old business
- iv. New business.
- v. Good and welfare: Good and welfare is the opportunity for any member to address the meeting as a whole on matters that are of interest to the General Service District and are not included in an agenda item.

b. Conduct of District Meetings:

- i. The D.C.M. or alternate, as chairperson, conducts an orderly meeting following the agenda:
 - a. The chairperson may announce changes to the agenda and ask for a simple majority approval;
 - b. The chairperson, at any time, may call for the spirit of the meeting to facilitate the proceedings.
- ii. The Chairperson entertains motions:
 - a. A motion can be made by anyone recognized by the chairperson;
 - b. All motions must be seconded for further action;
 - c. The chairperson has the discretion to entertain the motion, refer it to an appropriate committee for study, or defer it to the following district meeting;
 - d. Following the seconding of a motion, a discussion is held where members of the meeting, when recognized by the chairperson, may speak for or against the motion, propose amendments, the chairperson will use all good efforts to ensure both sides of the issue at hand are equally heard, or move to refer it, table it, or call the question;
 1. A motion to amend requires agreement by the originator of the motion; in the absence of such agreement, the proposed amendment fails; discussion then continues either on the original motion or on the amended motion;
 2. A motion to refer is a motion to suspend discussion and consideration of a motion until the next District meeting, and to send the motion to a named committee for the committee's study and recommendation; requires a two-thirds majority vote to pass a motion to refer. If the motion to refer fails, discussion continues;
 3. A motion to table is a motion to suspend discussion and consideration of a motion until the next District meeting; requires a two-thirds majority vote to table discussion. If the motion to table fails, discussion continues;
 4. A motion to call the question is a motion to end discussion so a vote can be taken on the current motion; requires a two-thirds majority vote to call the question and it cannot be debated. If the motion to call the question fails, discussion continues.

5. Following the discussion on the motion, unless the motion is tabled or referred to a committee, the chairperson calls for a vote on the motion.

iii. Voting Procedure:

a. The motion is restated by the chairperson;

b. The chairperson has the discretion to conduct a voice vote, a vote by show of hands, or written ballot;

c. For a motion to carry, a two-thirds majority vote is required;

d. When a motion passes or fails, members of the defeated side may speak to their opposition, but may not move for a new vote. Subsequently, the chairperson asks if anyone on the prevailing side wishes to move for a new vote on the original motion or propose a new motion;

e. If a new vote on the original motion is proposed and seconded, it is held after possible discussion by either side. This re-voting procedure occurs only once.

Standing Committee Policies Finance Committee Policies

1. Primary Responsibilities: To prepare an annual budget which must be then be approved by two-thirds vote of the membership of the District for implementation. The budget shall be based upon historical data (if available) and District membership requests and recommendations. The budget shall allocate moneys for all anticipated normal and regular District meetings, as well as established activities of the D.C.M. and Alternate D.C.M and/or as authorized by the District membership under Paragraph 6, below.

2. Authorization: Approval of a budget by the District shall constitute authorization for the expenditures as provided herein. The Treasurer shall be responsible for assuring that all reimbursements are within authorized budget limitations.

3. Membership: The Finance Committee shall be comprised of a minimum of three (3) District members. The D.C.M. shall appoint a Finance Committee Chair to direct and coordinate the efforts and activities of the Finance Committee. It is recommended, but not required, that the District Treasurer either be one of the Finance Committee members, or participate to the greatest degree possible in Finance Committee activities.

4. Meetings: The Finance Committee shall meet as needed to prepare the annual budget and perform the duties authorized and/or assigned to it by the District membership within the parameters of these Guidelines & Policies

5. Travel & Lodging, Meals, and Mileage Expenses. The D.C.M. and/or Alternate D.C.M. shall be reimbursed for all/or part of the cost(s) (as the case may be and as the District budget can reasonably bear) of any travel & lodging, meals, or mileage expenses incurred by the D.C.M. and/or Alternate D.C.M., but not reimbursed by the Area.

A. Travel & Lodging. The D.C.M. and Alternate D.C.M. shall be reimbursed for all expenses related to their attendance at each annual PRAASA and each bi-annual Pacific Regional Forum, up to but not exceeding the limits set forth below upon presentation of appropriate invoices and/or receipts evidencing same.

Reimbursement limits for travel & lodging and attendance by both the D.C.M. and Alternate D.C.M. at PRAASA and the Pacific Regional Forum can and may be revised from time-to-time by the District, as need be. As of 12/2004, the reimbursement limits for travel & lodging shall be:

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|--------|-------------------------------------|--|
| (i) | <u>PRAASA Transportation</u> | - Not to exceed \$600.00, annually; |
| (ii) | <u>PRAASA Lodging</u> | - Not to exceed \$400.00, annually; |
| (iii) | <u>PRAASA Registration</u> | - Not to exceed \$200.00, annually; |
| (iv) | <u>PRAASA Meals</u> | - Not to exceed \$120.00, annually; |
| (v) | <u>Pacific Forum Transportation</u> | - Not to exceed \$600.00, bi-annually; |
| (vi) | <u>Pacific Forum Lodging</u> | - Not to exceed \$400.00, bi-annually; |
| (vii) | <u>Pacific Forum Meals</u> | - Not to exceed \$160.00, bi-annually; |
| (viii) | <u>Area Assemblies</u> | - Not to exceed \$300.00, annually. |

B. Meals. Reimbursement for meals is intended to recognize and represent only such additional cost of restaurant meals over the normal expense of eating at home, as may be incurred by the D.C.M. and/or Alternate D.C.M., as the case may be, due to their attendance at various regular and/or approved meetings and events on behalf of the District.

Reimbursement limits for meals for each of the D.C.M. and Alternate D.C.M. when away at various regular and approved business meetings and events on behalf of the District can and may be revised from time-to-time by the District, as need be. As of 12/2004, the annual limits for meals shall be:

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|-------|-------------------------------|----------------------------------|
| (i) | <u>Per Diem, for Full Day</u> | - Not to exceed \$28.00 per day; |
| (ii) | <u>Breakfast, Only</u> | - Not to exceed \$6.00 per meal; |
| (iii) | <u>Lunch, Only</u> | - Not to exceed \$8.00 per meal; |
| (iv) | <u>Dinner, Only</u> | - Not to exceed \$14.00 per meal |

C. Mileage. For travel by the D.C.M. and/or Alternate D.C.M., as the case may be, to Regular and/or approved business meetings and events on behalf of the District, all mileage exceeding 50 miles distance from home shall be reimbursed at the rate of \$0.30 per mile.

Reimbursement limits for mileage for both the D.C.M. and Alternate D.C.M. when away at various regular and approved business meetings and events on behalf of the District can and may be revised from time-to-time by the District, as need be. As of 12/2004, the annual limit for all mileage costs shall be \$200.00.

6. District Meeting Expenses: The District is responsible for payment of certain monthly and regularly occurring expenses in the course of conducting District business, and has budgeted the amounts set forth below to cover said expenses. The District can and may revise these budgeted meeting expenses from time-to-time, as need be. As of 12/2004, the approved meeting expenses shall be:

- (i) Rent - \$400.00, annually;
- (ii) Copying (excluding special events) - \$250.00, annually;
- (iii) Coffee & Supplies (excl. Spec. Events) - \$150.00, annually,
- (IV) District 17 Website Expenses - \$150.00, annually. **(Oct. 2005)**

7. Financial Prudence. With respect to District expenses and costs, all District members are expected to solicit competitive bids and/or research price-competitive sources for services, supplies, facilities, items, or activities, whether of significant expense or not, and to exercise prudence in their selection from among those sources and services.

8. Prudent Reserve. The District budget shall include a suggested prudent reserve equal to no less than two (2) months' expenses.