

District 20

San Diego-Imperial Area Assembly (Area 08)

Fallbrook, Ca 92028

Structure and Guidelines

July 2010

Preface

These District 20 Structure and Guidelines are based on A.A. General Service knowledge and experience shared in "The A.A. Service Manual" and the "San Diego – Imperial Area 08 Structure and Guidelines". Additionally, other A.A. Conference-approved literature has been used to develop the District 20 Structure and Guidelines. Any Conflict(s) arising between these Structure and Guidelines with "The A.A. Service Manual" and/or the "San Diego – Imperial Assembly (Area) 08 Structure and Guidelines" shall be resolved with the "The A.A. Service Manual" and/or "San Diego – Imperial Assembly (Area 08) Structure and Guidelines" taking precedence.

Article I – District Purpose

1. Keep the lines of communication open between the General Service Office (GSO) and District 20 Groups through full registration and representation of all Groups. That wish to participate as a registered group.
2. Develop knowledgeable and experienced General Service Representatives (GSRs) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, the Six Warranties, and other principles of service as contained in the "The A.A. Service Manual".
3. Elect officers to represent District 20 at Area Service Committee meetings and to participate with GSRs at Area Assemblies and other San Diego – Imperial Area functions.
4. Strengthen District 20 Groups through service work to ensure that the opportunity to recover from alcoholism through the practice of the Twelve Steps and Twelve Traditions is and will always be available for the alcoholic who still suffers.

5. Support the A.A. service structure, including the General Service Office, the San Diego – Imperial Area 08 and District 20 in the spirit of the Seventh Tradition by encouraging all Groups in District 20 to establish and participate in a regular contribution plan.
6. To participate in Regional Forums and Assemblies (e.g. forums and Pacific Regional AA Service Assembly).

Article II – District Description

District 20 is part of the San Diego – Imperial Area Assembly (Area 08) in the Pacific Region of the General Service Conference Structure. It is located in San Diego County California. The boundaries of District 20 are specified in the “San Diego – Imperial Assembly (Area 08) Structure and Guidelines”. Appendices A & B – Geographical Boundary Lines.

Article III – District Membership

1. Voting members of District 20
 - 1.1 District Officers: District Committee Member (DCM), Secretary, Treasurer, Registrar and Alternates.
 - 1.2 All GSRs who are currently registered as representing a District 20 Group.
 - 1.3 Alternates: All members serving in an alternate Trusted Servant position have the same voting privileges as their principals only when their principles are absent, or if voting in the capacity of an officer.
2. Need for alternate Trusted Servants
 - 2.1 In an effort to build a greater experience level in the District, the following incumbent trusted servants are encourage to recruit members to serve as their alternates.
 - 2.1.1 GSRs
 - 2.1.2 District Officers
 - 2.2 This policy recognizes the great advantage of having a member gain valuable experience while in the alternate position to gain experience needed to stand for that office at the next election. When alternates volunteer for the position, the principal office holder shall introduce him/her at the next District Committee Meeting.
3. Definition of District Officers and GSR Members

District 20 DCM, Officers and GSRs are “District Officers” for the purpose of voting at Area Meetings.

4. Exclusion

4.1 Each qualified voter shall have a single vote even though the member may be serving in more than capacity.

4.2 District Trusted Servants who have missed three consecutive District Committee meetings are considered inactive. They are automatically removed from the service position. They are ineligible to act as a District Trusted Servant unless reinstated by a vote of the District Committee. The incumbent or the DCM will arrange for an alternate to assume the duties of the position on a temporary basis, with the approval of the District Committee, may preclude this action.

Article IV – District Funding

1. District 20 accepts no money or things of value from nonalcoholic persons or organizations. District 20 sells no merchandise or raises funds that are not entirely voluntary contributions of its members.
2. District 20 is entirely self-supporting through contributions from District 20 Groups and individual A.A. members.
3. District to maintain an annual budget and make decisions as a District on how to distribute funds above the prudent reserves and budgeted items.
4. When discounts or subsidies are offered to District 20, the following policy applies: “Whenever a discount or subsidy is offered, which would similarly be offered to any other organization of similar size requiring a purchased service or product of similar character and magnitude, it may be accepted. Whenever a discount or subsidy is partly or in total offered because we are Alcoholics Anonymous, it must be declined.”
5. A prudent reserve of \$150.00 quarterly operating expenses shall be maintained with additional monies to be used for funding of special workshops, special events and hosting of Ares Assemblies where approved by District 20 votes. Funds in excess of the prudent reserve may be held for purposes of planning identified future events hosted by District 20.

Article V – District Officers

1. Positions and Eligibility

1.1 District Committee Member (DCM)

- 1.1.1 A background in A.A. service work at least equivalent to the General Service Representative (GSR) position.
- 1.1.2 Minimum sobriety of 5 years. This requirement may be reduced by 2/3 affirmative majority of the voting members present at the election of this position.
- 1.1.3 Has expressed he/she has the time, willingness and energy to serve this capacity.
- 1.1.4 Try to be available to attend Area Service Committee Meetings, Area Assemblies and other Area events.
- 1.1.5 Should be able and willing to assume the duties as described herein.
- 1.1.6 The current DCM and all past DCMs are ineligible for election to a District Officer position in which he/she has served in the past until two election rotations have occurred. Outgoing and past DCMs are encouraged to participate in other District positions.

1.2 Alternate District Committee Member (ADCM)

- 1.2.1 A background in A.A. service work at least equivalent to the GSR position.
- 1.2.2 Minimum sobriety of 4 years. This requirement may be reduced by a 2/3 affirmative majority of the voting members present at the election of this position.
- 1.2.3 Has expressed he/she has the time, willingness and energy to serve in this capacity.
- 1.2.4 Try to be available to attend Area Service Committee Meetings, Area Assemblies and other Area events.
- 1.2.5 Should be able and willing to assume the duties as described herein.
- 1.2.6 Assume the duties of the DCM in the time he/she is absent or resigns.

1.3 Secretary

- 1.3.1 Minimum sobriety of 2 years. This requirement may be reduced by a 2/3 affirmative majority of the voting members present at the election of this position.
- 1.3.2 Has expressed he/she has the time, willingness and energy to serve in this capacity
- 1.3.3 Should be able and willing to assume the duties as described herein.

- 1.3.4 Try to be available to attend Area Service Committee Meetings, Area Assemblies and other Area events.

1.4 Treasurer

- 1.4.1 Minimum sobriety of 3 years. This requirement may be reduced by a 2/3 affirmative majority of the voting members present at the election of this position.
- 1.4.2 Has expressed he/she has the time, willingness and energy to serve in this capacity
- 1.4.3 Will maintain the post office box for District 20.
- 1.4.4 Should be able and willing to assume the duties as described herein.
- 1.4.5 Try to be available to attend Area Service Committee Meetings, Area Assemblies and other Area events.

1.5 Registrar

- 1.5.1 Minimum sobriety of 2 years. This requirement may be reduced by a 2/3 affirmative majority of the voting members present at the election of this position.
- 1.5.2 Has expressed he/she has the time, willingness and energy to serve in this capacity
- 1.5.3 Should be able and willing to assume the duties as described herein.
- 1.5.4 Try to be available to attend Area Service Committee Meetings, Area Assemblies and other Area events.

1.6 Alternate of District Officers (one per chair position)

- 1.6.1 A background in A.A. service work at least equivalent to the committee position.
- 1.6.2 Minimum sobriety of the committee position requirement. This requirement may be reduced by a 2/3 affirmative majority of the voting members present at the election of this position.
- 1.6.3 Has expressed he/she has the time, willingness and energy to serve in this capacity.
- 1.6.4 Try to be available to attend Area Service Committee Meetings, Area Assemblies and other Area events.

1.6.5 Should be able and willing to assume the duties as described herein for the committee position.

2. Election Procedures

2.1 Elections are held in November of odd numbered years.

2.2 The principal of rotation applies to all District 20 officer positions.

2.3 Trusted servants may not be re-elected to serve a second full term. However, a trusted servant having served less than 16 months may be elected to a subsequent full term.

2.4 The term of office for District 20 Trusted Servants is two years commencing on January first of the even numbered year following the elections.

2.5 The DCM and ADCM are elected by 2/3 vote. An Officer of Area 08 will be invited to oversee the election procedure. However, the absence of an Area 08 Officer will not preclude the election being held. Voting may be conducted by written ballot.

3. Vacated and Newly Created Positions

3.1 Unexpected vacated District Officer positions will be filled automatically by the Alternate. If there is no alternate, the DCM may appoint a member to the position, temporarily, subject to confirmation by a 2/3 vote of those eligible voting members present at the next District Committee meeting.

3.2 Newly created District Officer positions will be filled by an election at the next District Meeting. If the initial term for the position is less than 16 months, the incumbent may be elected to a subsequent full term.

4. Elimination of Trusted Servant Position

4.1 In the event a Trusted Servant Position is considered no longer necessary or thought better to be combined with another District servant's duties, an approval by 2/3 affirmative majority of the voting members present is required.

Article VI – Duties of District Officers

1. District Committee Member (DCM)

1.1 Prepare agenda for District Meetings.

1.2 Set up District Meeting.

- 1.3 Chair the monthly District 20 committee meeting.
- 1.4 Maintain roster of District Officers, GSRs and their alternates.
- 1.5 Lead an elective service structure throughout the District.
- 1.6 Coordinate with the ADCM and Registrar to visit all groups in District 20 at least once per term to ensure group representation at District and Area Assembly. Visit groups that request information on General Service, the A.A. Service Structure, and application of The Traditions or any other question the group desires information about in a timely manner.
- 1.7 Act as Service Sponsor for District GSRs by continuing their study of “The Twelve Concepts”, “The Twelve Traditions”, “The Group” pamphlet, “The AA Service Manual”.
- 1.8 Attend all District 20 Committee Meetings.
- 1.9 Attend and participate in all Area Service Committee meetings, Area Assemblies, the Pacific Regional Alcoholics Anonymous Service Assembly, and the Regional Forum. Reimbursement for events requiring lengthy travel and/or hotel accommodations will be made if District funds permit.
- 1.10 Maintain active communication between the District and the San Diego – Imperial Area Assembly (Area 08) Delegate and the Service Committee.
- 1.11 Encourage and assist GSRs to develop leadership, knowledge, experience and love of General Service work.
- 1.12 Responsible for the following District 20 election tasks:
 - 1.12.1 Coordinate the bi-annual District 20 elections. Request an incumbent officer of Area 08 to attend the election of the new DCM.
 - 1.12.2 Ensure the results of the District 20 elections are communicated to the groups of the District and the SDIA and that any reports required are promptly submitted.
 - 1.12.3 Service sponsor replacement to ensure an orderly transfer of responsibilities.
- 1.13 Maintain custody of the primary meeting place key.

2. Alternate District Committee Member (ADCM)

- 2.1 Assist the DCM in maintaining a effective service structure throughout District 20.
- 2.2 Substitute for the DCM when necessary.
- 2.3 Attend all District 20 meetings.
- 2.4 Attend and participate in all Area 08 Service functions and Area Assemblies.
- 2.5 Chair District 20 special project committees and report as needed.
- 2.6 Service sponsor replacement to ensure an orderly transfer of responsibilities.
- 2.7 Coordinate with the DCM to visit all groups in District 20 at least once per term.

3. Secretary

- 3.1 Attend all District 20 meetings.
- 3.2 Take the minutes of the District Committee meetings.
- 3.3 Distribute the minutes at the District Committee meeting.
- 3.4 Present the minutes for approval at the next District Committee meeting.
- 3.5 Purchase secretarial supplies with District Funds and maintain custody of such goods.
- 3.6 Maintain copies of all District Minutes, Agenda and correspondence in good condition.
- 3.7 Service sponsor replacement to ensure an orderly transfer of responsibilities.
- 3.8 Attend and participate in all Area 08 Service functions and Area Assemblies.

4. Treasurer

- 4.1 Attend all District 20 meetings.
- 4.2 Attend and participate in all Area 08 Service functions and Area Assemblies.
- 4.3 Keep accurate and permanent records of District 20 funds.
- 4.4 Record contributions to the District using the Group's name and registration number on the District Treasurer and meeting record forms.
- 4.5 Maintain the Treasurer's records in good condition.
- 4.6 Make copies of the Treasurer's report and distribute them at the District Committee meeting.
- 4.7 Maintain checkbook records and balance the District bank account.
- 4.8 Ensure rental fee for the meeting place is paid on time, as stipulated in the rental agreement.
- 4.9 Ensure the District's Post Office box is paid on time.
- 4.10 Ensure the DCM's and Treasurer's names are placed on the District bank account.
- 4.11 Purchase, with District funds, Treasurer Supplies.
- 4.12 Maintain custody of the Post Office box key.
- 4.13 Service sponsor replacement to ensure an orderly transfer of responsibilities.

5. Registrar

- 5.1 Maintain accurate records of District 20 Groups and GSRs including name, address and telephone number of GSRs, and e-mail addresses.
- 5.2 E-mail information whenever possible.
- 5.3 Attend all District 20 meetings.
- 5.4 Attend and participate in all Area 08 Service functions and Area Assemblies.
- 5.5 Work closely with the DCM, Secretary, Treasurer and GSRs to keep District 20 records current.

- 5.6 Inform the DCM, Area Registrar, the GSO Records Department and/or the Conference Secretary of changes in Group or officer information as necessary.
- 5.7 Inform new GSRs of their Group name and number as it is currently registered with GSO.
- 5.8 Service sponsor replacement to ensure an orderly transfer of responsibilities.

Article VII – Ratification

1. Ratification of these guidelines shall become effective immediately upon acceptance by 2/3 affirmative vote of the District Committee members present and voting.
2. Annual Review
 - 2.1 District 20 guidelines review ad hoc Committee Chair shall be appointed by the DCM each odd numbered year in February to review and study, as necessary, the District 20 guidelines and make recommendations for any changes deemed necessary. A written report shall be made to the District Committee reflecting any possible suggested changes.
 - 2.2 The ad hoc Committee Chair is responsible for a complete and thorough review of the District 20 guidelines. The ad hoc Committee Chair's term of service is from the date of appointment as Chair, to the date that the guidelines have been reviewed and recommended changes, if any, brought to a vote at a District 20 Committee meeting, as necessary.
 - 2.3 The ad hoc Committee Chair may implement editorial changes such as spelling, grammar and other revision that have no significant impact on the guidelines with the concurrence of the District 20 Committee. Neither the Committee Chair, nor the ad hoc committee may make any alterations that will affect the intent of any portion of the existing Structure and Guidelines. These must be brought to a vote by the District 20 Committee membership.
 - 2.4 The District 20 Committee must review other recommended changes that may affect District 20 policies and procedures. Each "recommended change" shall be prepared on a separate page for the convenience of district members to use as each one is presented at the District Committee meeting.
 - 2.5 Upon completion of the guidelines review, the ad hoc Committee Chair shall complete the following sequence of actions:
 - 2.5.1 Deliver the completed review to the DCM at a District 20 Committee meeting.
 - 2.5.2 Explain any editorial changes and request the concurrence of the District 20 Committee membership in order to incorporate the editorial changes.
 - 2.5.3 Explain each recommended change to the District 20 Committee.
 - 2.5.4 Upon acceptance by 2/3 of those present and voting, incorporate recommended changes in the District 20 Structure and Guidelines.
 - 2.5.5 Arrange to publish and distribute the revised District 20 Structure and Guidelines.

3. Amendments

- 3.1 Structure and Guidelines changes proposed by the District Guidelines Review ad hoc Committee Chair shall follow the procedure in Article VII, section 2 above.
- 3.2 Structure and Guidelines changes may be proposed between the bi-annual District Structure and Guidelines review. Any member of the District 20 Committee may propose a change.
- 3.3 All proposed amendments must be in writing and submitted to the DCM.
- 3.4 The Secretary shall present the proposed amendment to a District Committee meeting no later than two months after receipt.
- 3.5 Prior to presentation to the District Committee, the DCM shall provide opportunity for GSRs and other District members to become fully informed on the proposed amendment by announcing the receipt of the proposed change(s) and making them available in writing at the next District Committee meeting.
- 3.6 Upon acceptance by 2/3 affirmative vote of those present and voting, the proposed amendment becomes a part of the District 20 Structure and Guidelines.

4. Suspension

- 4.1 Upon agreement by 3/4 of those present and voting, these guidelines, or any part thereof, may be suspended temporarily for necessity and expediency.

Article VIII – District 20 Committee Meeting

1. A District 20 Committee meeting will be held the last Tuesday of every month, commencing at 6:45 p.m. Meetings are scheduled to adjourn by 8:00 p.m.; however, the meeting may be extended by an affirmative simple vote of the voting members present to conclude and pending important agenda item(s).
2. Suggested Meeting Format: (All items listed below need not be included in each meeting and the DCM may use discretion to change the format as needed).
 - 2.1 Call the meeting to order 6:45 p.m.
 - 2.2 Open with the Declaration of Unity
 - 2.3 Introductions
 - 2.3.1 District Officers

- 2.3.2 GSRs
- 2.3.3 New GSRs
- 2.3.4 Visitors
- 2.4 District Reports
 - 2.4.1 Secretary's Minutes
 - 2.4.2 Registrar's Report
 - 2.4.3 Treasurer's Report
 - 2.4.4 GSR and Area 08 Committee Reports
- 2.5 Area Reports
 - 2.5.1 Delegate's Report
 - 2.5.2 Alternate Delegate's Report
 - 2.5.3 Area Chair's Report
- 2.5 Old District Business
- 2.6 New District Business
- 2.7 Handouts and fliers
- 2.8 Concept or Traditions report or discussion.
- 2.9 Closing
 - 2.9.1 Responsibility Pledge or Serenity prayer

Article IX – Possible Program Items

1. Area Presentations
2. Delegate's Annual General Service Conference report
3. Quarterly GSO Board Meeting reports
4. General Service Conference Agenda Items and Advisory Actions
5. Area 08 Standing Committee Presentations
6. Possible study sessions
 - 6.1 12 Traditions
 - 6.2 12 Concepts
 - 6.3 6 Warranties
 - 6.4 General Service Conference Agenda
 - 6.5 General AA concerns
7. Skits or plays depicting some aspect of General Service or AA concerns
8. Film and Video presentations
9. Other Program items as the District deems appropriate.

The GSR Preamble

We are the General Service Representatives. We are the link in the chain of communication for our groups with the General Service Conference and the world of A.A.

We realize the ultimate authority is a loving God as he may express Himself in our Group Conscience. As trusted servants, our job is to bring information to our groups in order that they can reach an informed group conscience. In passing along this group conscience, we are helping to maintain the unity and strength so vital to our fellowship.

Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our group and A.A. as a whole.