

District 04
San Diego – Imperial, California
(Area 08)

La Jolla Lutheran Church
7111 La Jolla Boulevard
San Diego, CA 92109
09/2009

Structure and Guidelines

Preface

These District 04 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 California Area 08 Structure and

Guidelines". Additionally, other A.A. Conference-approved literature has been used to develop the

District 04 Structure and Guidelines. Any conflict(s) arising between these Structure and Guidelines with

"The A.A. Service Manual" and/or the "San Diego – Imperial California Area 08 Structure and Guidelines"

shall be resolved with the "The A.A. Service Manual" and/or "San Diego – Imperial California 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 04

Groups through full registration and representation of all active Groups.

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 A.A. Service Manual".

3. Elect officers to represent District 04 at Area Service Committee meetings and to participate with GSRs

at Area Assemblies and other San Diego-Imperial Area functions

4. Strengthen District 04 Groups through service work to ensure that the opportunity to recover from

alcoholism through the practice of the Twelve Steps and Twelve Traditions will be available for future

alcoholics.

5. Support the A.A. service structure including the General Service Office, the San Diego-Imperial Area

08 and District 04 in the spirit of the Seventh Tradition by encouraging all Groups in District 04 to

establish and participate in a regular contribution plan.

6. Further support the A.A. service structure by encouraging individual participation in Regional Forums

and Assemblies (e.g. forums and Pacific Region AA Service Assembly (PRAASA)).

Article II – District Description

District 04 is part of the San Diego-Imperial Area (Area 08) in the Pacific Region of the General Service

Conference Structure. It is located in San Diego County California. The boundaries of District 04 are

specified in the "San Diego-Imperial Area 08 and imperial area Structure & Guidelines Appendices A & B –

Geographical Boundary Lines.

North: Extension of line between Carmel Valley Road at I-5 and one mile south of Poway

exit at I-15 (Borders district 16)

East: I-5 (Borders districts 5& 13)

South: Grand Avenue (Borders district 14)

West: Pacific Ocean

Width: North-South: 9 miles; East-West: 2 miles

Article III – District Membership

1. Voting members of District 04

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 04 Group

1.3. Alternates: All members serving in an alternate Trusted Servant position have the same voting

privileges as their principals only when their principals 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 encouraged to recruit members to serve as their alternates.

2.1.1. GSRs

2.1.2. District Officers and Committee Chairs

2.2. This policy recognizes the great advantage of having a member gain valuable experience while in

the alternate position to gain the 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 04 officers, GSRs, and Committee Chairs are "District Officers" for the purpose of voting at Area meetings.

4. Exclusions

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

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Article IV – District Funding

1. District 04 accepts no money or things of value from nonalcoholic persons or organizations. District 04 sells no merchandise or raises any funds that are not entirely voluntary contributions of its members.

2. District 04 is entirely self-supporting through contributions from District 04 Groups and individual A.A. members.

3. Include 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 04, 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 Area Assemblies where

approved by District 04 votes. Funds in excess of the prudent reserve may be held for purposes of planning identified future events hosted by the District.

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 a 2/3 affirmative majority of the voting members present at the election of this position.

1.1.3. Must express he/she has the time, willingness and energy to serve in this capacity.

1.1.4. Must be available to attend all Area Service Committee Meetings, Area Assemblies, and other Area events.

1.1.5. Must 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. 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. Must express he/she has the time, willingness and energy to serve in this capacity.

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1.2.4. Must be available to attend all Area Service Committee Meetings, Area Assemblies, and other Area events.

1.2.5. Must be able and willing to assume the duties as described herein.

1.2.6. Assume the duties of the DCM if the current DCM 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. Must express he/she has the time, willingness and energy to serve in this capacity.

1.3.3. Must be able and willing to assume the duties as described herein.

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. Must express he/she has the time, willingness and energy to serve in this capacity.

1.4.3. Will maintain the post office box for District 04.

1.4.4. Must be able and willing to assume the duties as described herein.

1.4.5. Treasurer should be personally employed. This requirement may be removed by a 2/3

affirmative majority of the voting members present at the election of this position.

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. Must express he/she has the time, willingness and energy to serve in this capacity.

1.5.3. Must be able and willing to assume the duties as described herein.

1.6. Alternate for 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.

1.6.4 Must express he/she has the time, willingness and energy to serve in this capacity.

1.6.5 Must be available to attend all Area Service Committee Meetings, Area Assemblies, and other Area events.

1.6.6 Must be able and willing to assume the duties as described 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 04 officer positions.

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2.3. Trusted servants may not be re-elected to serve a second full term. However, any trusted servant

having served less than 16 months may be elected to a subsequent full term.

2.4. The term of office for District 04 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 Third Legacy Procedure. 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 secret written ballot.

2.6. It is preferred that more than one person be nominated for each office.

3. Vacated and Newly Created Positions

3.1. Unexpectedly 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-majority 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 Committee

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 a 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 04 Committee meeting

1.4. Maintain roster of District officers, GSRs and their alternates

1.5. Lead an effective service structure throughout the District

1.6. Coordinate with the ADCM and registrar to visit all groups in District 04 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, 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 Traditions",

"The Twelve Concepts", "The AA Group" pamphlet, "The AA Service Manual", "Box 4-5-9" and

other General Service approved material

1.8. Attend all District 04 Committee Meetings

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1.9. Attend and participate in all Area Service Committee meetings, Area Assemblies, the Pacific

Regional Alcoholics Anonymous Service Assembly (P.R.A.A.S.A.), 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 (SDIA)

California (Area 08) Delegate and the Area 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 04 election tasks:

1.12.1.1. Coordinate the bi-annual District 04 elections. Will request an incumbent officer of

Area 08 attend the election of the new DCM to ensure the Third Legacy tradition is adhered to

1.12.1.2. Ensure the results of the District 04 elections are communicated to the Groups of

District 04 and the SDIA and that any reports required are promptly submitted

1.12.1.3. 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 an effective service structure throughout District 04

2.2. Substitute for the DCM when necessary

2.3. Attend all District 04 Committee meetings

2.4. Attend and participate in all Area 08 Service functions and Area Assemblies

2.5. Chair District 04 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 04 at least once per term

2.8. Maintain custody of the backup meeting place key

3. Secretary

3.1. Attend all District 04 Committee meetings

3.2. Take the minutes of the District Committee meetings. Present the minutes for approval at the next

District Committee meeting.

3.3. Attend and participate as a member of Area 08 Assemblies

3.4. Distribute the minutes to District Committee meeting

3.5. Purchase secretarial supplies with District funds and maintain custody of such supplies

3.6. Maintain copies of all District Minutes, Agenda, and correspondence in good condition

3.7. Process correspondence as required

3.8. Service Sponsor replacement to ensure an orderly transfer of responsibilities

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4. Treasurer

4.1. Attend all District 04 Committee meetings.

- 4.2. Attend and participate as a member of Area 08 Assemblies.
 - 4.3. Keep accurate and permanent records of District 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. Acknowledge contributions by receipts to the donors.
 - 4.7. Provide the Secretary with a copy of the Treasurer's Report, which contains a list of donating Groups for inclusion in the monthly District Committee minutes.
 - 4.8. Make a copy of the Treasurer's record of the previous month's meeting available at District Committee meetings.
 - 4.9. Maintain checkbook records and balance the District bank account.
 - 4.10. Ensure the rental fee for the meeting place is paid on time as stipulated in the rental agreement.
 - 4.11. Ensure that the District Post Office box is paid on time.
 - 4.11.1. District 4 SDIAA – Alcoholics Anonymous P.O. Box 178448 San Diego, CA 92177
 - 4.12. Ensure that the DCM's, Treasurer and Alternate Treasurer names are placed on the District bank account.
 - 4.13. Purchase with District funds and maintain custody of the Treasurer's records, other Treasurer's supplies, and the key to the District Post Office Box.
 - 4.14. Distribute any Post Office box mail to the appropriate District members.
 - 4.15. Prepare an annual budget every March
 - 4.16. Service Sponsor replacement to ensure an orderly transfer of responsibilities.
 5. Registrar
 - 5.1. Maintain accurate records of District Groups and GSRs including name, address and telephone number of GSRs, and email addresses
 - 5.2. Email information whenever possible
 - 5.3. Attend all District 04 Committee meetings
 - 5.4. Attend and participate as a member of Area 08 Assemblies
 - 5.5. Work closely with DCM, Secretary, Treasurer and GSRs to keep District Group 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 two-thirds affirmative vote of the District Committee members present and voting.

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2. Annual Review

2.1. A District 04 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 04 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 04 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 04 Committee meeting, as necessary

2.3. The ad hoc Committee Chair may implement editorial changes such as spelling, grammar and other revisions that have no significant impact on the guidelines with the concurrence of the District 04 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 04 committee membership.

2.4. The District 04 Committee must review other recommended changes that may affect District 04 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 04 Committee meeting

2.5.2. Explain any editorial changes and request the concurrence of the District 04 Committee membership in order to incorporate the editorial changes

2.5.3. Explain each recommended change to the District 04 Committee

- 2.5.4. Upon acceptance by two-thirds of those present and voting, incorporate recommended changes into the District 04 Structure and Guidelines
- 2.5.5. Arrange to publish and distribute the revised District 04 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 04 Committee may propose a change.
- 3.3. All proposed amendments must be in writing and submitted to 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 two-thirds affirmative vote of those present and voting, the proposed amendment becomes a part of the District 04 Structure and Guidelines.
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4. Suspension. Upon agreement by three-fourths of those present and voting, these guidelines, or any part thereof, may be suspended temporarily for necessity and expediency
- Article VIII – District 04 Committee Meeting
1. A District 04 Committee meeting will be held the First Wednesday of every month, commencing at 6:30 p.m. Meetings are scheduled to adjourn at 8:00 p.m.; however, the meeting may be extended by an affirmative simple majority vote of the voting members present to conclude any 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 to order – 6:30 p.m.
- 2.2. Open with the Serenity Prayer
- 2.3. Start Roll Sheet
- 2.4. Introductions

- 2.4.1. District Officers
 - 2.4.2. GSRs
 - 2.4.3. New GSRs
 - 2.4.4. Visitors
 - 2.4.5. Guests
 - 2.4.6. Speaker
 - 2.5. Readings
 - 2.5.1. Twelve Traditions (short form)
 - 2.5.2. Twelve Concepts (short form)
 - 2.5.3. One concept of month. District member to study concept and to report back to meeting.
(3-5 minutes)
 - 2.5.4. One tradition of the month. District member to study tradition and report back to meeting.
(3-5 minutes)
 3. Secretary submits for approval the prior month's minutes
 4. Treasurer's Report 2-3 minutes
 5. Registrar Report 2-3 minutes
 6. Area 08 Standing Committee Reports: 2-3 minutes
 - 6.1. Agenda
 - 6.2. Archives
 - 6.3. ITC
 - 6.4. Cooperation with the Professional Community (CPC)
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 - 6.5. Finance
 - 6.6. Grapevine/LaVina
 - 6.7. H & I Liaison
 - 6.8. Literature
 - 6.9. Newsletter
 - 6.10. Policy
 - 6.11. Public Information
 - 6.12. Accessibilities
 7. DCM report, including reading and explaining any agenda item(s) to be brought before the Area
Service Committee meeting or Area Assembly (3-5 minutes).
 - 7.1. Old Business
 - 7.2. New Business
 8. Questions or problems presented by members present
 9. Close with the Responsibility Pledge.
- 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 Committee Presentations (See Article VIII, Section 6)

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

6.6. Film or Video presentation

7. Skits or plays depicting some aspect of General Service or AA concerns

8. Films or video features

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.