

District 21

Guidelines And Policies

Effective 02 April, 2015

District 21 Guidelines and Policies

Area 8 – San Diego & Imperial Counties

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Preface

The G.S.R. Preamble

We are the General Service Representatives. We are the link in the chain, communicating for our Groups, with the General Service Conference, and the world of AA. We realize that the ultimate authority in AA 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 so that they may reach an informed Group conscience. By communicating the 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 Groups as a whole.

The purpose of these guidelines is to supplement, not replace, the A.A. Service Manual.

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Article I. District Purpose

- A. Keep the lines of communication open between the General Service Office (GSO) and District 21 Groups through full registration and representation of all active Groups.**
- B. Develop knowledgeable and experienced General Service Representatives (GSR's) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, and other principles of service as contained in "The A.A. Service Manual".**
- C. Elect a District Committee Member (DCM) to represent District 21 at Area Committee Meetings, Area Assemblies and to participate with GSR's at Area Assemblies and other San Diego/Imperial Area functions.**
- D. Strengthen District 21 Groups through service work to ensure that the opportunity to recover from alcoholism through the practice of the Twelve Steps and the Twelve Traditions will be available for future alcoholics.**
- E. Support the A.A. service structure, including the General Service Office, the San Diego/Imperial Area, and District 21, in the spirit of the Seventh Tradition by encouraging all Groups in District 21 to establish and participate in a regular contribution plan.**

Article II. District Location

- A. DISTRICT 21 BOUNDARIES**
The city of Poway, California, and the zip code boundaries of the Rancho Bernardo and Rancho Peñasquitos neighborhoods of San Diego, California.
- B. DISTRICT 21 CITIES AND TOWNS**
District 21 contains the cities and towns of Rancho Bernardo, Rancho Peñasquitos and Poway.

Article III. District Membership

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A. VOTING MEMBERS OF DISTRICT 21

1. District Officers: DCM, Alternate DCM, Secretary, Treasurer and Registrar.
2. General Service Representatives (GSR's) - All GSR's who are currently registered as representing a District 21 Group.
3. Past DCM's
4. Alternates - All members serving in Alternate Trusted Servant positions have the same voting privileges at district meetings as their principals only when their principals are absent. (This provision does not apply to the Alternate DCM).

B. EXCLUSIONS

1. Each qualified voter shall have a single vote even though the member may be serving in more than one capacity.
2. Absence by Officers from three (3) consecutive District Meetings will be considered as a resignation from their position and a new person will be elected. This action may be precluded by the DCM or incumbent arranging for an alternate to assume the duties of the position on a temporary basis with the approval of the District Committee.
3. If a GSR misses three (3) consecutive meetings that he or she is responsible to attend as defined in the A.A. Service Manual, notification will be given to their Group by the DCM or other District Officer to let the Group know that their GSR is not fulfilling his or her commitment and the Group's vote has been lost at the missed District and Area Assemblies.

Article IV. How the Committee Works

A. DISTRICT 21 MEETING SCHEDULE

1. District Committee meetings are held at 6:30 PM on the First Thursday of each month during the year. The DCM may call

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special meetings of the District Officers when considered necessary to do so. Meetings are held at the Penasquitos Lutheran Church, 14484 Peñasquitos Drive, Rancho Peñasquitos 92129 unless a different location or time is selected by the DCM.

B. MEETING PROVISIONS

1. District 21 meetings shall provide at least 15 minutes dedicated to GSR sharing.
2. District 21 meetings shall include a review of minutes, treasurer's report, Area Committee activities, and discussion of the AA Traditions and Concepts.

Article V. District Funding and Treasury

A. DISTRICT FUNDING

1. District 21 accepts no money or things of value from nonalcoholic persons or organizations. District 21 sells no merchandise or raises any funds which are not entirely voluntary contributions of its members.
2. District 21 is entirely self-supporting through its own and Groups' contributions.

B. DISTRICT TREASURY

1. District 21 will maintain a prudent reserve to meet expected expenses.
2. Priority of expenditures.
 - a) Funding for the District meeting location.
 - b) Funding for postage, copies, and general supplies.
 - c) Funding for DCM activities such as attending PRAASA and the Pacific Regional Forum.
 - d) Funding for Service Activities and Projects.

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Article VI. District Positions and Eligibility

A. DCM AND ALTERNATE DCM

1. A background in A.A. service work which is related to the GSR position.
2. Minimum suggested sobriety of four years.
3. The time, energy and willingness to serve the District well.
4. Availability to attend Area Committee Meetings, Area Assemblies, and any other Area events.

B. SECRETARY / ALTERNATE

1. Minimum suggested sobriety of two years.
2. The time, energy and willingness to serve the District well.

C. TREASURER / ALTERNATE

1. Minimum suggested sobriety of two years.
2. The time, energy and willingness to serve the District well.

D. REGISTRAR

1. Minimum suggested sobriety of two years.
2. The time, energy and willingness to serve the District well.

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Article VII. Duties of District Officers

A. COMMON DUTIES – ALL DISTRICT 21 OFFICERS SHALL PERFORM THE FOLLOWING COMMON DUTIES

1. Attend and participate in meetings of the District 21.
2. Attend and participate in District Workshops.

B. DISTRICT COMMITTEE MEMBER (DCM)

1. Maintain an effective service structure in the District.
2. Attend PRAASA, the Pacific Regional Forum, and the Five Area Assemblies.
3. Work toward full representation of all the Groups in the District at all District Committee Meetings and Area Assemblies.
4. Call or email district members prior to the monthly District meeting and encourage them to attend. Advise them of the date and time of the next District meeting and Area Assembly.
5. Encourage and assist GSR's to develop leadership, knowledge, experience and love of General Service work.
6. Service sponsor District GSR's by continuing their study of the Traditions, Concepts, "The A.A. Group" pamphlet, "The A.A. Service Manual", "Box 4-5-9", and other General Service material.
7. Visit all Groups in the District that do not have GSR's, explain the importance of Group representation in A.A. through a GSR, and encourage them to elect their own GSR.
8. Work with the Alternate DCM to ensure an orderly transfer of responsibilities.

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C. ALTERNATE DISTRICT COMMITTEE MEMBER (ALTERNATE DCM)

1. Assist the DCM to maintain an effective service structure in the District.
2. Substitute for the DCM when necessary.
3. Participate as a member of the Area Committee Meeting or Area Assembly in the absence of the DCM.

D. SECRETARY

1. Take the minutes of the District meeting. Present the minutes for approval at the next District Committee meeting.
2. Print and distribute (mail or email) the monthly District Committee meeting agenda and minutes from the previous meeting to the District Committee members and the Area.
3. Maintain copies of all District minutes, agenda, and correspondence in good condition.
4. Ensure that the results of the District Election are distributed to the groups in the District and that any reports required are promptly sent.
5. Process correspondence as required.

E. TREASURER

1. Maintain the District funds securely, keeping accurate permanent records of District funds disbursement.
2. Validate contributing Group names and send "Thank You" cards to each group.
3. Maintain a record of donations to the District using the Group's name.
4. Acknowledge donations to the District promptly by receipts to the donors.

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5. Attend all district meetings and all Area Assemblies.
6. Make a copy of the Treasurer's report available at District Committee meetings for District Committee approval.
7. Provide the Secretary with a copy of the approved Treasurer's report.
8. Responsible for the collection of all expenditure receipts from District Officers, Coordinators, and GSR's.
9. Ensure that District expenses, including the District Post Office Box, are paid on time.
10. Maintain and update the District bank account signature cards and ensure that the DCM, Treasurer and Alternate Treasurer are signatories on the District bank account.
11. Maintain custody of the Treasurer's records, District self-addressed envelopes, other Treasurer's supplies, and the key to the District Post Office Box.
12. Place a supply of District self-addressed envelopes on the table at each District Committee meeting for GSR's to take to their Groups.

F. REGISTRAR

1. Attend monthly District Meetings and all Area Assemblies.
2. Keep a list of all groups in the district, with GSR information.
3. Let the District members/DCM know when a group doesn't have a current GSR.
4. Provide information about new GSR's to the Area Registrar.
5. Maintain the district new GSR information packet and ensure that each new GSR receives same.
6. Receive current mailing, email, and telephone lists of the District members from the DCM.

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7. Maintain and publish the District Committee roster.

Article VIII. District Election

A. ELECTION PROCEDURE

1. Elections of all District Officers are held in November of even-numbered years.
2. District 21 elections are held in “off” election years for the Area Officer Positions.
3. The principal of Rotation applies to all District 21 positions.
4. District Officers are elected by a modified Third Legacy Procedure:

District 21 Modified Third Legacy Procedure	
Ballot	Action
1. First Ballot If a 2/3 vote is received:	The candidate is elected.
2. Second Ballot If there is no first ballot winner:	The two candidates with the greatest number of votes remain and a simple majority of the votes cast shall elect.
3. The Hat In the event of a tie on the second ballot:	The choice shall be made by picking from the hat.

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5. Persons standing or nominated for a District Officer position will give their sobriety date and service experience prior to the vote.
6. Non-committee Members that have attended six (6) of the last twelve (12) District Committee meetings will be eligible to stand for a District Officer Position.
7. It is preferred that more than one person be nominated for each office.

Article IX. Duties of GSR's

A. GENERAL SERVICE REPRESENTATIVE (GSR)

1. Attend monthly District Meetings and five Area Assemblies.
2. Serve as the mail contact with GSO; receive GSO bulletin Box 459 and keep their group informed of all AA activity all over the world.
3. Keep the DCM up to date about group information and changes.
4. Serve on District steering or ad hoc committees and help with District workshops and activities.
5. Work with group treasurers to develop practical plans for group support of GSO, District, Area and Intergroup/Central Office.
6. Serve on an Area Standing Committee.

Article X. Ratification, Amendment and Suspension

A. RATIFICATION

1. These guidelines shall become effective immediately upon acceptance by two-thirds of the District, present and voting

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B. AMENDMENT

1. These guidelines may be amended as follows.
 - a) All proposed amendments must be in writing and submitted to the DCM who will give them to the District Committee.
 - b) The proposed amendment shall be presented to a District Committee meeting no later than two months after receipt by the DCM.
 - c) If the proposed amendment is subsequently accepted by two-thirds of the District members, present and voting, the proposed amendment becomes a part of the District 21 guidelines.

C. WAIVERS

1. Upon agreement by three-fourths of the District, present and voting, these guidelines, or any part thereof, may be suspended temporarily in an emergency.
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Appendix A – District 21 Committee Meeting Suggested Agenda

1. Meeting Title
2. Meeting Date
3. Serenity Prayer
4. Twelve Concepts
5. Twelve Traditions
6. Welcome & Introductions
7. Secretary's Report – Approval of previous month's minutes
8. Treasurer's Report – Approval
9. DCM Report
10. Alternate DCM Report
11. New Business
 - a. GSR Reports
12. Old Business
13. Announcements
14. Adjourn with the Declaration of Responsibility Pledge

Declaration of Responsibility

“WHEN ANYONE, ANYWHERE, REACHES OUT FOR HELP,
I WANT THE HAND OF A.A. ALWAYS TO BE THERE,
AND FOR THAT, I AM RESPONSIBLE.”

Revisions: