

DISTRICT 2

STRUCTURE AND GUIDELINES

San Diego Imperial Area 8

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**District 2
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“I am responsible, when anyone anywhere reaches out for help; I want the hand of A.A. always to be there. And for that, I am responsible”

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Preface

The District 2 Guidelines are based on The A.A. Service Manual and the “San Diego Imperial Area Assembly Structure and Guidelines”. Additionally, other A.A. Conference approved literature has been used to develop these District 2 Structure and Guidelines.

Article 1. District Purpose

- A. Keep the lines of communication open between the General Service Office (GSO) and District 2 groups through the full registration and representation of all active groups.
- B. 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 “AA. Service Manual.”
- C. Elect a District Committee Member (DCM) and Alternate District Committee Member (Alt-DCM) to represent District 2 at Area Committee Meetings, Area Assemblies, and other San Diego Imperial Area functions, and other A.A. functions approved in the District budget..
- D. Strengthen District 2 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.
- E. Support the A.A. service structure including the GSO, the San Diego Imperial Area (SDIAA), and District 2 in the spirit of the Seventh Tradition by encouraging all groups to establish and participate in a regular contribution plan.

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Article 2. District Description

- A. District 2 is a part of the SDIAA (Area 08) in the Pacific Region of the General Service Conference Structure. It is located in San Diego County, California. District 2 includes Oceanside (east of the 5 Freeway and north of the 78 Freeway and portions of Camp Pendleton).

Article 3. District Membership

A. Voting Members of District 2:

- 1. District Officers: DCM, Alt-DCM, Registrar, Secretary, and Treasurer, and all alternate officers;
- 2. GSRs who are currently representing a District 2 group;
- 3. Alternate GSRs when their GSRs are absent.

B. Voting Exclusions:

- 1. District Officers who have missed three (3) consecutive District meetings forfeit their positions and the alternate will assume the duties. Officers who have been disqualified in this manner may be reinstated by 2/3 vote of voting members present at a regular District meeting.

Article 4. District Steering Committee

- A. Purpose: The purpose of the District 2 Steering Committee is to provide the leadership necessary to keep the District active in A.A. matters.

- B. Composition: The Steering Committee is composed of all District Officers.

C. Steering Committee Meetings:

- 1. The Steering Committee will meet, as needed, prior to the regularly scheduled District Committee meeting.
- 2. The District Secretary records the minutes of the Steering Committee meeting and distributes them at the next District meeting.
- 3. Visitors and GSRs are welcome to attend the Steering Committee meetings and to participate in the discussions.

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Article 5. District Funding

- A. District 2 accepts no money or things of value from non-alcoholics or organizations. District 2 sells no merchandise or raises any funds which are not strictly voluntary contributions of its members.
- B. District 2 is entirely self-supporting through contributions from District 2 groups and contributions received at District 2-sponsored functions.
- C. When discounts or subsidies are offered to District 2, the following policy applies:
Whenever a discount or subsidy is that which would 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 offered partly or in total because we are Alcoholics Anonymous, it must be declined.
- D. District 2 shall operate on an approved budget at all times. The budget is prepared annually by the District Steering Committee or an ad hoc Budget Committee appointed for the specific purpose of preparing the annual budget. The budget is approved at the earliest possible District 2 meeting by a vote of substantial unanimity (3/4 of the voting members). Any revisions to the budget are to be made after scrutiny of the latest budget reports, adequate discussion of the proposed revisions, and a vote of substantial unanimity. Each month the District meeting shall be provided an update on the state of the budget. District 2 shall maintain its funds in a non-interest bearing checking account in order to maintain a non-profit organization status.
- E. District 2 shall maintain at least three (3) months operating funds in a non-interest bearing checking account as a prudent reserve. District 2 shall not accumulate funds beyond the prudent reserve except for a specifically stated A.A. purpose, striving to keep our singleness of purpose, and as such should endeavor to increase its Twelfth Step service work expenditures, in the most efficient manner possible.
- F. District 2 revenue and expenditures shall be audited annually by an audit committee chaired by the Alt DCM with 2 other GSRs elected by the District voting members. The audit committee shall not include the Treasurer. The audit shall be completed by the end of February and the results of the audit reported at the March District meeting.

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Article 6. District Elections

A. Positions and Eligibility:

1. DCM and Alternate DCM
 - a. A minimum of one (1) year GSR service;
 - b. Availability to attend all Area Committee meetings, Area Assemblies, District meetings, and related functions;
 - c. Time, energy, and willingness to serve the District well; and
 - d. Suggested sobriety of four (4) years.
2. Secretary
 - a. Currently be serving as a GSR at the time of election, or have prior experience as a GSR;
 - b. Time, energy, and willingness to serve the District well; and
 - c. Suggested sobriety of two (2) years.
3. Treasurer
 - a. Currently be serving as a GSR at the time of election, or have prior experience as a GSR;
 - b. Time, energy, and willingness to serve the District well; and
 - c. Suggested sobriety of two (2) years.
4. Registrar
 - a. Currently be serving as a GSR at the time of election, or have prior experience as a GSR;
 - b. Time, energy, and willingness to serve the District well; and
 - c. Suggested sobriety of two (2) years.

B. Election Process

1. Elections of all District Officers and DCMs, are held in November of odd numbered years.
2. If no candidates are available for election to a District service position at the November election meeting, the election for that position shall be held again at the next District meeting. This procedure shall be repeated until all positions are filled. Should officer positions not be filled at the November election meeting in odd-numbered years, the current officer will continue serving until the position is filled.
3. The principle of rotation applies to all District 2 service positions. i.e., no officer may serve two consecutive two year terms;
4. The term of office for all District 2 service positions is two (2) years, commencing on the first District meeting of the even numbered year following the elections.
5. The DCM is elected by Third Legacy procedure.
6. Other District Officers are elected by majority vote.
7. Voting may be by ballot or by a show of hands.
8. Vacated District Officer positions will be filled by the alternate. If there is no alternate, the DCM notifies the voting members of the District of the vacancy by placing an election notice in the agenda.
9. It is preferred that more than one person be nominated for each office.

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Article 7. Duties of District Officers

A. DCM

1. Maintain an effective service structure throughout the District.
2. ~~Visit~~ Coordinate visits to groups within the District that do not have GSRs to explain the importance of representation through a GSR and encourage them to elect their own GSR.
3. Visit groups that request information on General Services, the A.A. service structure, application of the Traditions, or any other question that the group may have.
4. Service sponsor District GSRs by continuing their study of "The Twelve Traditions", "The Twelve Concepts", "The A.A. Group" pamphlet, "The A.A. Service Manual", "Box 459", and other General Service material.
5. Maintain custody of the keys to the District meeting room.
6. Attend all meetings of the District and District Steering Committee.
7. Attend all Area ~~Service~~ Committee Meetings and Assemblies, the Pre-Conference Workshop, PRAASA, and the Regional Forum. Events requiring lengthy travel may be a reimbursable expense, if District funds permit.
8. Chair the monthly District Meeting and the Steering Committee Meeting.
9. Maintain effective communication between the District, Area, and GSO.
10. Encourage and assist ~~DCMs~~, GSRs to develop leadership, knowledge, experience, and love of General Service work.
11. Conduct all District elections.
12. Ensure that all election results and reports to SDIAA are completed on time.
13. Print and distribute the District Meeting agenda.
14. ~~Service sponsor replacement~~ Assist incoming DCM to ensure to maintain an orderly transfer of responsibilities.

B. Alternate DCM

1. Assist the DCM in maintaining effective service structure throughout the District. Substitute for the DCM when necessary.
2. Chair the audit committee.
3. Attend all District Meetings and Steering Committee Meetings and other District functions.
4. ~~Attend Area Service Meetings, Assemblies, and Pre-Conference Workshops. ???~~
5. ~~Chair District special project meetings.~~
6. Provide orientation for all new GSRs.
7. Maintain an adequate supply of literature for the GSR orientation.
8. ~~Service sponsor replacement~~ Assist incoming Alternate DCM to ensure an orderly transfer of responsibilities.

C. Secretary

1. Attend all District Meetings and Steering Committee Meetings.
2. Keep minutes of all District Meetings and Steering Committee Meetings.
3. Maintain records of the District and Steering Committee Meetings.
4. ~~Attend ASC and Assemblies~~
5. Present the minutes of the prior month's District Meeting for approval at the present month's District Meeting.
6. Prepare the monthly District Meeting place for the meeting.

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7. ~~Service sponsor replacement~~ Assist incoming Secretary to ensure to maintain an orderly transfer of responsibilities.
8. D. Treasurer
 1. ~~Develop and~~ Present the District 2 annual budget no later than the November District meeting for action at the December District meeting.
 2. Submit an accounting of the previous year's expenditures and contributions to the Audit Committee in January or February of each year. The Audit Committee shall be chaired by the Alternate DCM and be composed of 2 additional GSRs elected by the District voting members.
 3. Maintain the District 2 checking account.
 4. Maintain the District P.O. Box and make regular trips in order to pick up donations in a timely manner. At the end of the commitment, take the new person to the Post Office and change the name of the person responsible for the P.O. Box.
 5. Provide a receipt for all donations received and a replacement envelope to the group sending in the donations.
 6. Keep accurate records of all transactions.
 7. Attend all District Meetings and Steering Committee Meetings
 8. Pass the basket for the Seventh (7th) Tradition donations at all special District functions.
 9. Ensure that all District expenses are paid in full and on time.
 10. Maintain a supply of pre-addressed envelopes and other treasurer's supplies.
 11. Ensure that there are three (3) current signatures on file with the bank for the checking account.
 12. ~~Service sponsor replacement to ensure an orderly transfer of responsibilities.~~

E. Registrar

1. Attend all District meetings and Steering Committee meetings.
2. Maintain accurate records of all active groups and GSRs.
3. Maintain an up-to-date phone list of all GSRs and District Officers.
4. Maintain effective communication with the Area Registrar by attendance at all Area Assemblies, or by phone.
5. Register and provide orientation for all new GSRs.
6. Distribute and collect attendance sheets at all District meetings.
7. Maintain records of attendance at District meetings.
8. ~~Service sponsor replacement to ensure an orderly transfer of responsibilities.~~

Article 8. Ratification, Amendment and Suspension

A. Ratification

1. These guidelines become effective immediately upon acceptance by two-thirds vote of the regular District 2 meeting.

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 present them to the Steering Committee.~~

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- b. The proposed amendment must be presented to the a regular meeting of the District no later than two months after receipt by the DCM.
- ~~e. Prior to the presentation to the Steering Committee meeting, the Steering Committee shall provide an opportunity for all GSRs and other members of the District to become fully aware of the proposed amendment~~ Proposed amendments shall be distributed to GSRs at least 30 days prior presentation for action at a District Meeting. Distribution may be by e-mail, regular mail or at a District Meeting.
- d. Upon acceptance by a two-thirds vote of the regular District 2 meeting, the proposed amendment becomes a part of the District 2 Guidelines.

C. Suspension

1. Upon agreement by a three-fourths vote of the regular District 2 meeting, these guidelines, or any part thereof, may be temporarily suspended for necessity.

Article 9. District 2 Committee Meeting

A. District 2 Committee Meeting Day:

1. The regular meeting of District 2 is on the first Monday of each month, excluding those Mondays which are Holidays. The meeting time is 6:15 PM. Meeting days which fall on Holidays will be rescheduled ~~in the Steering Committee Meeting~~ at least a month prior to the regular District 2 Meeting.

B. Typical District 2 Meeting Format

1. Call to Order
2. Serenity Prayer
3. GSR Preamble: ***"Our Twelfth Step – carrying the message – is the basic service that the A.A.Fellowship gives. This is the main reason for our existence. Therefore, A.A. is more than a set of principles, it is a society of alcoholics in action. We must carry the message else we ourselves can wither, and those who haven't been given the truth can die."*** (Bill W., A.A. Service Manual, Page S1)
4. Introductions
5. New GSRs – Service Sponsor Introductions
6. Birthdays since last District Meeting
7. Secretary's Report (Minutes from last District Meeting)
8. Treasurer's Report
9. DCM's Report
10. Committee Reports
11. Area Officer's Report (if applicable)
12. New Business
13. Announcement of upcoming meetings and events
14. Closing with the Responsibility Pledge: ***I am responsible, when anyone, anywhere, reaches out for help; I want the hand of A.A. to always be there. And for that, I am responsible.***