

DISTRICT 11 Guidelines

San Diego- Imperial California Area – 08

The District 11 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 these District 11 Guidelines.

Article I - District Purpose

- A. Keep the lines of communication open between the General Service Office (GSO) and District 11 groups through 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 officers to represent District 11 at Area Service Committee meetings and participate with GSRs at Area Assemblies and other San Diego-Imperial Area functions.
- D. Strengthen District 11 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 General Service Office, the San Diego-Imperial Area 08 and District 11 in the spirit of the Seventh Tradition by encouraging all groups in District 11 to establish and participate in a regular contribution plan.
- F. Further support the A.A. service structure by encouraging individual participation in Regional Forums and Area Assemblies (e.g. forums and P.R.A.A.S.A.).

Article II - District Description

- A. District 11 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 11 are specified in the "San Diego-Imperial Area 08 Structure & Guidelines", Appendices A & B.
- B. Geographical Boundary Lines. NORTH: Extension of line between Carmel Valley Road at 1-5 and one mile south of Poway Exit or I-15, to the county line (borders District 21 and 22). EAST: County line. SOUTH: Mexican border. WEST: Line northward from the Tecate border crossing to I-8 at east city limits of El Cajon; along northern and east city limits of El Cajon to I-8; along I-8 to I-15 to the southern border of District 21, with the exception of Tierra Santa. *WIDTH: North-South 23 miles; *East-West 62 miles.

Article III –District Membership

- A. Voting members of District 11

1. District Officers: DCM, Secretary, Treasurer Registrar, Archivist and Alternates.
 2. All GSRs who are currently registered as representing a District 11 Group.
Alternates: All members serving in alternate Trusted Servant positions have the same voting privileges as their principals only when their principals are absent.
- B. Need for alternate Trusted Servants
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:
 - a) GSRs
 - b) District Officers
 2. This policy recognizes the great advantage of having a member gain valuable experience while in the alternate position and perhaps become interested enough to stand for that office at the next election. When alternates volunteer for the position, the principal shall introduce them at the next District Committee meeting.
- C. Definition of District Officers and GSR Members.
1. District 11 Officers and GSRs are "District Officers" for voting at Area Meetings.
- D. Exclusions.
1. Each qualified voter shall have a single vote even though the member may be serving in more than one capacity.
 2. District Trusted Servants who have missed two consecutive District Committee meetings will be contacted by the DCM.

Article IV - District Funding

- A. District 11 accepts no money or things of value from non-alcoholic persons or organizations. District 11 sells no merchandise or raises any funds that are not entirely voluntary contributions of its members.
- B. District 11 is entirely self-supporting through contributions from District 11 Groups and individual A.A. members.
- C. When discounts or subsidies are offered to District 11, 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 partly or in total offered because we are Alcoholics Anonymous, it must be declined.
- D. A prudent reserve of \$450.00 shall be maintained with additional monies to be used for funding of special workshops, special events, and the hosting of Area Assemblies where approved by District 11 vote.
 1. District 11 will sponsor and /or co-sponsor workshops throughout the year in accordance with our budget.
 2. If asked to participate and or sponsor an event, it is advised that the district receive adequate notice in order to present information to the district for a vote.
*Adequate notice suggestion is 30 days.

3. District 11 events should be as self-supporting as possible by utilizing donation cans, and or raffles to fund the event. Any funds over the cost of the event will be sent to The General Service Office.
4. District 11 events should fulfill the purpose of District 11 as stated in Article I: a-f.
- E. In order to maintain proper financial management of District 11 funds we will adhere to the following policies.
 1. No Cash withdrawals are to be taken out of the District Account
 2. No District funds will be spent unless approved in the minutes.
 3. District Spending will be guided by an approved budget.
 4. Any reimbursement from District 11 will need advance approval, documented in the minutes of funds needed and accompanied by receipts.
 5. Mileage will be reimbursed at the rate of .35 per mile, provided a mileage expense sheet is submitted to the treasurer.

Article V - District Elections

A. Positions and Eligibility

1. DCM
 - a. Minimum suggested sobriety of five years.
 - b. The time, energy and willingness to serve the District well.
 - c. Availability to attend all Area Committee Meetings, Area Assemblies, and other area events.
 - d. Able and willing to assume duties as described in Article VI, Section A.
2. Alternate DCM
 - a. A background in AA service work, which is related to the GSR. Position.
 - b. Minimum suggested sobriety of four years.
 - c. The time, energy and willingness to serve the District well.
 - d. Availability to attend all Area Committee Meetings, Area Assemblies, and other area events.
 - e. Able and willing to assume the duties as described in Article VI, Section A & B.
3. Secretary
 - a. Minimum sobriety of two years.
 - b. The time, energy and willingness to serve the District well.
 - c. Able and willing to assume duties as described in Article VI, Section C.
4. Treasurer
 - a. Minimum suggested sobriety of three years.
 - b. The time, energy and willingness to serve the District well.
 - c. Able and willing to assume duties as described in Article VI, Section D c1.
 - d. Maintain post office box for the District
 - e. Have reliable transportation.
 - f. Should be financially stable.
5. Registrar
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well.

- c. Able and willing to assume the duties as described in Article VI
- 6. Archivist
 - a. Minimum suggested sobriety of two years,
 - b. The time, energy and willingness to serve the District well.
 - c. Able and willing to assume the duties as described in Article V

Section Note: The current DCM and all past DCMs are ineligible for election to a District Officer position in which they have served in the past. They are encouraged to participate in other District positions.

- B. Election Procedure
 - 1. Elections are held in November of even numbered years.
 - 2. The principal of Rotation applies to all District 11 officer positions.
 - 3. DCMs may not be re-elected.
 - 4. The term of office for District 11 Trusted Servants is two years commencing on January first of the odd numbered year following the elections.
 - 5. The DCM and other District Officers with Alternates are elected by Third Legacy Procedure.
 - 6. Voting may be by written ballot.
 - 7. It is preferred that more than one person be nominated for each office.
- C. Vacated and Newly Created Positions
 - 1. 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 Third Legacy procedure at the next District Committee meeting. Any member elected to fill out someone else's term will be considered to have served a full term if they fill out more than half of the term they are stepping into.
- D. Newly created District Officer positions will be filled by an election at the next District Committee meeting.

Article VI - Duties of District Officers

- A. District Committee Member (DCM)
 - 1. Prepare agenda for District meetings.
 - 2. Maintain roster of officers and GSRs.
 - 3. Set up District meeting.
 - 4. Maintain an effective service structure throughout the District. Coordinate with the District Committee to visit all groups in District 11 at least once per term and visit groups that request information on General Service, the AA service structure, application of the traditions or any other question on which the group desires information in a timely manner.
 - 5. Service sponsor District GSRs by continuing their study of "The Twelve Traditions," "The Twelve Concepts," "The AA Group" pamphlet, "The AA Service Manual", "Box 459" and other General Service material.
 - 6. Attend all District 11 Committee Meetings.

7. 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. Events requiring lengthy travel may be attended if District funds permit.
 8. Chair the monthly District 11 Committee meeting.
 9. Maintain active communications between the District and the San Diego-Imperial California Area 08 Delegate and the Area Service Committee.
 10. Encourage and assist GSRs to develop leadership, knowledge, experience and love of General Service work
 11. Maintain responsibility for the following District Election tasks
 - a. Coordinate the biannual District Election and conduct any other District elections.
 - b. Ensure that the results of the District Election are communicated to District 11 and the San Diego Imperial California Area 08 and that any reports required are promptly sent.
 - c. Properly train position replacement.
- B. Alternate District Committee Member (Alternate DCM)
1. Assist the DCM to maintain an effective service structure throughout the District.
 2. Substitute for the DCM when necessary.
 3. Attend all District 11 Committee meetings.
 4. Attend and participate in all Area 08 Service functions and Area Assemblies.
 5. Chair District and report on special project committees as needed.
 6. Properly train position replacement.
 7. Coordinate with the DCM to visit all groups in District 11 at least once per term
 8. Chair Structure and Guidelines Ad Hoc committee.
- C. Secretary
1. Take the minutes of the District Committee meeting. Present the minutes for approval at the next District Committee meeting.
 2. Attend all District 11 Committee meetings.
 3. Attend and participate as a member of Area 08 Assemblies.
 4. Distribute the minutes to District Committee meeting.
 5. Purchase secretarial supplies with District funds and maintain custody of such supplies.
 6. Maintain copies of all District minutes, Agenda, and correspondence in good condition.
 7. Process correspondence as required.
 8. Properly train position replacement.
 9. Coordinate with the DCM to visit all groups in District 11 at least once per term.
- D. Treasurer
1. Attend all District 11 Committee meetings.
 2. Attend and participate as a member of Area 08 Assemblies.
 3. Keep accurate and permanent records of District funds.
 4. Record donations to the District using the Group's name and registration number on the District Treasurer and meeting record forms.

5. Maintain the Treasurer's records in good condition.
6. Acknowledge donations by receipts to the donors.
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.
8. Make a copy of the Treasurer's record of the previous month's meeting available at District Committee meetings.
9. Maintain check book records and balance the District bank account.
10. Ensure that District monthly rental fee for the meeting place is paid on time.
11. Ensure that the District Post Office box is paid on time.
12. Ensure that the DCM's, Treasurer's and Alternate DCM names are placed on the District bank account.
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.
14. Distribute any Post Office box mail to the proper District members.
15. Properly train position replacement.
16. File any require tax forms by April 15 or the date determined by the IRS each year.
17. Coordinate with the DCM to visit all groups in District 11 at least once per term.

E. Registrar

1. Maintain accurate records of District groups and GSRs including name, address and telephone number of GSRs.
2. Attend all District 11 Committee meetings.
3. Attend and participate as a member of Area 08 Assemblies.
4. Work closely with DCM, Secretary, Treasurer and GSRs to keep District Group records current.
5. Inform the DCM, Area Registrar, the GSO Records Department and/or the Conference Secretary of changes in group or officer information as necessary.
6. Inform new GSRs of their group name and number as it is currently registered with GSO.
7. Properly train position replacement.
8. Coordinate with the DCM to visit all groups in District 11 at least once per term.

F. Archivist

1. Acquire, arrange and maintain records. These could include:
 - a. Agendas and minutes of District meetings
 - b. Newsletter
 - c. Information on events initiated by the District: including advertising, costs, and suggestions.
 - d. Monthly budget statements
 - e. Assembly and conference information
2. Provide on-going information to GSR's as to how the records may assist them.
3. Attend all District 11 Committee meetings.
4. Attend and participate as a member .of Area 08 Assemblies.
5. Properly train position replacement.

Article VII - Ratification

A. Ratification.

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

B. Annual Review

1. District 11 guidelines review ad hoc Committee shall be appointed by DCM each even numbered year in February to review and study, as necessary, the District 11 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. The ad hoc Committee Chair is responsible for a complete and thorough review of the District 11 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 revised and distributed at a District 11 Committee meeting.
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 11 Committee.
4. The District 11 Committee must review other recommended changes that may possibly affect District 11 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.
5. Upon completion of the guidelines review, the ad hoc Committee Chair shall complete the following sequence of actions:
 - a. Deliver the completed review/study to the DCM at a District 11 Committee meeting
 - b. Explain the editorial changes and request the concurrence of the Committee in order to incorporate the editorial changes.
 - c. Explain each recommended change to the Committee.
 - d. Upon acceptance by two-thirds of those present and voting, incorporate recommended changes into the District 11 guidelines.
 - e. Arrange to publish and distribute the revised District 11 guidelines.
 - f. Guidelines changes proposed by the District Guidelines Review ad hoc Committee Chair should follow the procedure in article VII section B above.
6. Guideline changes proposed between annual District Guidelines Reviews.
 - a. All proposed amendments must be in writing and submitted to the District Secretary who will give them to the DCM.
 - b. The Secretary shall present the proposed amendment to a District Committee meeting no later than two months after receipt.
 - c. Prior to presentation to the District Committee meeting, 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.

- d. Upon acceptance by two-thirds of those present and voting the proposed amendment becomes a part of the District 11 Guidelines.
- 7. Suspension -- Upon agreement by three-fourths of those present and voting, these guidelines, or any part thereof, may be suspended temporarily for necessity.

Article VIII - District 11 Committee Meeting

- A. District 11 Committee Meeting Day. The District 11 Committee meeting is held on the last Monday of every month at 6:30 PM.
 - 1. Typical District 11 Committee Meeting Format
 - a. Call to order - 6:30 PM
 - b. Open with The Group Serenity Prayer
 - c. Introductions
 - GSRs
 - Visitors
 - d. AA birthdays since last meeting
 - e. GSR Preamble
 - f. Twelve Concepts (short form)
 - g. DCM Report
 - h. Treasurers Report
 - i. Secretary Report(Approval of minutes)
 - j. 1 minute GSR reports
 - k. Old Business
 - l. New Business
 - m. Closing —Responsibility Statement