

DISTRICT 12

GUIDELINES FOR STRUCTURE AND PROCEDURE

San Diego Imperial Area 8

DISTRICT 12 GUIDELINES FOR STRUCTURE AND PROCEDURE

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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 12 Guidelines are based on Alcoholics Anonymous (A.A.) General Service knowledge and experience shared in “The A.A. Service Manual” and the “San Diego Imperial Area Bylaws, Guidelines for Structure and Procedure.” Additionally, other A.A. Conference approved literature has been used to develop these District 12 Guidelines.

Article 1. District Purpose

- A. Keep the lines of communication open between the General Service Office (GSO) and District 12 groups through the full registration and representation of all active groups.
- B. Develop knowledgeable and experienced General Service Representatives (G.S.R.Ss) 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 Chair (D.C.M.) and Alternate District Committee Chair (Alt-D.C.M.) to represent District 12 at Area Service Committee Meetings, Area Assemblies, and other San Diego Imperial Area functions.
- D. Strengthen District 12 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 12 in the spirit of the Seventh Tradition by encouraging all groups to establish and participate in a regular contribution plan.

Article 2. District Description

- A. District 12 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.

Official Description

*NORTH: I-8 and Southeastern city limits of El Cajon to I-8. EAST: Line between I-8 at eastern city limits of El Cajon to the Tecate border crossing (borders District 11). SOUTH: Mexican border. WEST: Line between Otay Mesa border crossing, to Division, at Euclid Avenue, and along Euclid to 54th, then 54th to I-8 (borders Districts 7, 8, and 19). *WIDTH: North-South 15 miles; East-West 1 mile. (See Appendix A for District Map)*

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Article 3. District Membership

- A. Members of District 12:
1. G.S.R.s who are currently representing a District 12 group;
 2. Alternate G.S.R.s when their G.S.R.s are absent.
 3. District Officers
- B. Definition of District Officers:
1. D.C.M., Alt-D.C.M., Registrar, Secretary, and Treasurer;
Note: It's recommended to have current G.S.R.s serve as officers when possible. When no G.S.R.s are willing or able to serve, then any A.A. member in good standing may be elected.
- C. Voting Exclusions:
1. Each qualified voter shall have a single vote even though the member may be serving in more than one capacity; and
 2. District Officers who have missed three (3) consecutive District meetings are considered inactive. They are automatically removed from their service position. They are ineligible to act as a District Trusted Servant unless they are reinstated by an election of the voting members of District. The incumbent or the D.C.M. may arrange for an alternate to assume the duties of the position on a temporary basis with the approval of the District Group Conscience.

Article 4. District Funding

- A. District 12 accepts no money or things of value from outside individuals or organizations. District 12 sells no merchandise or raises any funds which are not strictly voluntary contributions of its members.
- B. District 12 is entirely self-supporting through contributions from District 12 groups.
- C. When discounts or subsidies are offered to District 12, 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 12 shall operate on an approved budget at all times. The budget is prepared annually in November by the District Treasurer. The budget is approved at the earliest possible District 12 meeting by a vote of substantial unanimity (3/4 of the voting members). Any revisions to the budget are to be made after scrutiny

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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.

- E. District 12 shall maintain at least three (3) months operating funds in a checking account as a prudent reserve.

Article 5. District Elections

A. Positions and Eligibility:

1. D.C.M. and Alternate D.C.M. (See Chapter 3 of the AA Service Manual)
 - a. The district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities
 - b. He or she also needs to have the time and energy to serve the district well.
 - c. Suggested sobriety of four (4+) years.
2. Secretary
 - a. Background in A.A. service work that is related to the G.S.R. position;
 - b. Time, energy, and willingness to serve the District well; and
 - c. Suggested sobriety of two (2+) years.
3. Treasurer
 - a. Background in A.A. service work that is related to the G.S.R. position;
 - b. Time, energy, and willingness to serve the District well; and
 - c. Suggested sobriety of two (2+) years.
4. Registrar
 - a. Background in A.A. service work that is related to the G.S.R. position;
 - 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 D.C.M.s are held in October or November of odd numbered years.
2. The election is conducted by the Delegate and Alternate Delegate or other Area Officers. *This is to establish neutrality and impartiality.*
3. The principle of rotation applies to all District 12 service positions; however, members of the District may be reelected to the same position in accordance with the "A.A. Service Manual" which states: "Can a committee member be reelected? This question arises occasionally. Of course, the answer is yes – at a regular election where there is every opportunity of presenting all available candidates."
4. The term of office for all District 12 service positions is two (2) years, commencing on the first District meeting of the even numbered year following the elections.
5. The D.C.M. and Alternate D.C.M. are 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.

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8. Vacated District Officer positions will be filled by the alternate. If there is no alternate, the D.C.M. 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 stand for each office.

Article 6. Duties of District Officers

A. D.C.M. (See Chapter 3 of the AA Service Manual)

1. Maintain an effective service structure throughout the District.
2. Visit groups within the District that do not have G.S.R.s, explain the importance of representation through a G.S.R., and encourage them to elect their own G.S.R.
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 G.S.R.s 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.
7. Attend all Area 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.
9. Maintain effective communication between the District, Area, and GSO.
10. Encourage and assist D.C.M.s, G.S.R.s, to develop leadership, knowledge, experience, and love of General Service work.
11. Conduct District elections when Officer Vacancy occurs.
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 to ensure an orderly transfer of responsibilities.
15. REIMBURSEMENT OF DCM EXPENSES
 - A. All checks written require two (2) signatures.
 - B. DCM may not use ATM card or cash for purchases, the only exception to this rule is by group conscious and is to be done on a per item/incident basis.

B. Alternate D.C.M. (See Chapter 3 of the AA Service Manual)

1. Assist the D.C.M. in maintaining effective service structure throughout the District.
2. Substitute for the D.C.M. when necessary.
3. Attend all District Meetings and other District functions.
4. Attend Area Committee Meetings, Assemblies, and Pre-Conference Workshops.
5. Chair District special project meetings.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

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C. Secretary

1. Attend all District Meetings.
2. Keep minutes of all District Meetings.
3. Maintain records of the District.
4. Attend Area Assemblies.
5. Present the minutes of the prior month's District Meeting for approval at the present month's District Meeting.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

D. Treasurer

1. Develop and present the District 12 annual budget.
2. Prepare and present monthly reports and the annual report on the state of the budget.
3. Maintain the District 12 checking account.
4. Provide a receipt for all donations received and a replacement envelope to the group sending in the donations.
5. Keep accurate records of all transactions.
6. Attend all District Meetings
7. Ensure that all District expenses are paid in full and on time.
8. Maintain a supply of pre-addressed envelopes and other treasurer's supplies.
9. Ensure that there are two (2) current signatures on file with the bank for the checking account. D.C.M. & Treasurer are authorized on the account
10. Service sponsor replacement to ensure an orderly transfer of responsibilities.
11. REIMBURSEMENT OF TREASURER'S EXPENSES
 - A. All checks written require two (2) signatures.
 - B. Treasurer may not use ATM card or cash for purchases, the only exception to this rule is by group conscious and is to be done on a per item/incident basis.

E. Registrar

1. Attend all District meetings.
2. Maintain accurate records of all active groups and G.S.R.s.
3. Produce a monthly report on the health of District 12.
 - a. The report should list total numbers for the following:
 - i. G.S.R's
 - ii. Alternate G.S.R's,
 - iii. Members represented
 - iv. Unrepresented groups visited in the last month
4. Maintain effective communication with the Area Registrar by attendance at all Area Assemblies, and by phone, email when necessary.
5. Register and provide orientation for all new G.S.R.s.
6. Maintain an adequate supply of literature for the G.S.R. orientation.
7. Distribute and collect attendance sheets at all District meetings.
8. Maintain records of attendance at District meetings.
9. Service sponsor replacement to ensure an orderly transfer of responsibilities.

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Article 7. Ratification, Amendment and Suspension

A. Ratification

1. These guidelines become effective immediately upon acceptance by two-thirds vote of the regular District 12 meeting.

B. Amendment

1. These guidelines may be amended as follows:
 - a. All proposed amendments:
 1. Must be in writing and submitted to the D.C.M., who will add them within 60 days to the Committee's agenda for full discussion.
 2. All voting members of the District will be given opportunity to fully discuss the proposed amendments before a vote is taken.
 - b. Upon acceptance by a two-thirds vote of the regular District 12 meeting, the proposed amendment becomes a part of the District 12 Guidelines.

C. Suspension

1. Upon agreement by a three-fourths vote of the regular District 12 meeting, these guidelines, or any part thereof, may be temporarily suspended for necessity.

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Article 8. District 12 Monthly G.S.R. Committee Meeting

A. District 12 Monthly G.S.R. Committee Meeting Day:

1. The regular meeting of District 12 starts at 6:30 PM and held on the first Thursday of each month, excluding Holidays. Meeting days which fall on Holidays will be rescheduled by popular vote (51%) and subject to room availability.

B. Typical District 12 Meeting Format

1. Call to Order
2. Serenity Prayer
3. G.S.R. 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 AA. We realize the ultimate authority is a loving God as He may express Himself in our 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 AA as a whole.*
4. Welcome All
5. Introductions
6. Secretary's Report (Minutes from last District Meeting)
7. Treasurer's Report
8. Registrar's Report
9. Concept of the Month
10. D.C.M.'s Report
11. Area Officer's Report (if applicable)
12. New Business
13. Old Business
14. Announcement of upcoming meetings and events
15. 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.***

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