

DISTRICT 7 GUIDELINES FOR STRUCTURE AND PROCEDURE

WHEREAS, District 7 of Alcoholics Anonymous in Idaho Area 18 is given the right to be trusted servants as guaranteed by Concepts 2, 3 and 10 and will be allowed to do business throughout the year;

WHEREAS, Concept 2 promotes the principle of the “Delegation of Authority,” Concept 3 promotes the principle of the “Right of Decision,” and Concept 10 promotes the principle of the “Right of Authority Equal to the Responsibility;”

WHEREAS, service to the fellowship of Alcoholics Anonymous shall be the primary purpose of District 7’s service structure;

WHEREAS, in all proceedings we shall observe the spirit of AA’s Twelve (12) Traditions and Six (6) Warranties, always mindful of the ideals expressed in The AA Service Manual and the Twelve (12) Concepts for World Service; and

WHEREAS, the right of participation and the right of appeal and petition shall always be our code of conduct:

Now, therefore, we, the current members of Idaho AA District 7’s Committee, do hereby adopt these Guidelines for Structure and Procedure on 9 August 2015 at the District 7 Committee Meeting, Island Park, ID for use by this and future District 7 Committees until such time as they are amended, voided or replaced.

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I DISTRICT COMMITTEE MEMBERSHIP

- 1.1 The following shall be full working and voting Members of the District Committee:
 - a. District Committee Member (DCM)
 - b. Alternate DCM
 - c. District Treasurer
 - d. District Secretary
 - e. Group Service Representatives (GSRs)
 - f. Special Service Committees' Chairpersons
 - i. Cooperation with Professional Community/Public Information (CPC/PI)
 - ii. Hospitals and Institutions (H&I) also known as Treatment, Special Needs, Accessibility and Correction (TSNAC)
 - iii. Grapevine Representative
 - iv. Archivist

II DISTRICT MEETINGS

- 2.1 District 7 shall meet monthly at a predetermined location on the 3rd Sunday of each month unless otherwise determined by vote of a Quorum.
- 2.2 A Quorum shall be the number of voting Members present as outlined in 1.1 above.

III DISTRICT OFFICERS

- 3.1 District Officers cannot hold GSR positions. The Officers of the district shall be:
 - a. DCM
 - b. Alternate DCM
 - c. District Treasurer
 - d. District Secretary
- 3.2 DCM Responsibilities:
 - a. Chair all District Meetings
 - b. Set agenda for Business Meetings and give to the Secretary two (2) weeks prior to meetings
 - c. Attend Area 18 Business and Planning Meetings as well as Assemblies
 - d. Assist Groups in accordance with the AA Service Manual
 - e. Transmit all communications between Groups and Area 18 and General Service Office (GSO) in New York City, NY

- 3.3 Alternate DCM Responsibilities:
 - a. Be prepared and act as needed when DCM is unable to perform responsibilities
 - b. Coordinate District Events

- 3.4 Treasurer Responsibilities:
 - a. Maintain ledger balance sheet by receiving, recording and depositing all contributions and disbursements
 - b. Open and maintain a bank account for all deposits and disbursements. District bank account will have two (2) signatures required on all checks. Signees shall include Treasurer and one other District Officer as outlined above in 3.1
 - c. Attend all District Business Meetings
 - d. Upon rotation, the outgoing Treasurer shall present to the incoming Treasurer the prior two (2) years of records
 - e. Provide current balance report to the District at all District Business Meetings
 - f. Calculate and disburse contributions in excess of prudent reserve according to Sec. 5.5

- 3.5 Secretary Responsibilities:
 - a. Take the minutes of each District Business Meeting
 - b. Distribute copy of minutes to all Members of the District Committee, Idaho Area 18 Delegate, and Idaho Area 18 Chairperson within two (2) weeks after the meeting
 - c. Maintain custody of District Business Meeting minutes
 - d. Maintain a current roster and contact information of all District Committee Members
 - e. Upon rotation, the outgoing Secretary shall present to the incoming Secretary the prior two (2) years of records
 - f. Contact current District Archivist to preserve records
 - g. Keep and make available to the Treasurer an updated list of all contacts and phone information of all Area 18, GSO and District Special Committee Chairpersons for fund disbursements

IV SPECIAL SERVICE COMMITTEES

- 4.1 Special Service Committees' Chairpersons:
 - a. Present a written report at all District Business Meetings
 - b. Prior to the District Business Meeting, provide written report to DCM for presentation by DCM at District Meetings when unable to be present at meeting

V FINANCES AND FUNDING

Guidelines for financial assistance through expense reimbursements to the DCM and other Trusted Servants as approved by District 7 Committee and for fulfilling financial responsibility to AA as a whole.

5.2 Prudent Reserve:

- a. The prudent reserve for District 7 shall be \$500.00
- b. The District Committee Members shall vote any change to the amount of the prudent reserve

5.3 DCM Reimbursement:

Mileage reimbursement should remain comparable with Idaho Area 18 Guidelines mileage reimbursement. Reimbursable mileage shall include travel to Area 18 business meetings and pre-conference workshop in Twin Falls; Spring and Fall Assemblies; and other travel for group business meetings within the District provided funds are available.

- a. Two (2) nights lodging for the Spring and Fall Assemblies
- b. One (1) night lodging for the pre-conference workshop in Twin Falls
- c. Assembly Registration fee, Saturday night banquet, AA luncheons only, and Sunday Spiritual Breakfast for Spring and Fall Assemblies
- d. Copied material for District Business Meetings

5.4 All other District Committee Members listed above in Section 1.1 will be reimbursed for copying, mailings and miscellaneous expenses if authorized by a majority vote of the Quorum.

- a. Expense reports must include receipts for all expenses to qualify for reimbursement
- b. Expense reports must be submitted in a timely manner

5.5 Excess funds collected beyond prudent reserve will be distributed to AA Service structure as follows:

- | | |
|-----|---|
| 50% | Idaho Area 18 |
| 30% | GSO (General Service Office) |
| 20% | District Special Committees (as needed) |

VI DISTRICT ELECTIONS

- 6.1 In the fall of all odd years, District 7 will hold elections for DCM, Alt. DCM, Treasurer and Secretary.
 - a. All terms are for two (2) years to coincide with the Area Committee Rotation
 - b. DCM may serve more than once but not consecutive terms
 - c. If current DCM cannot fulfill elected term, a replacement may be elected. At the end of that term, the replacement can be elected to a full term
 - d. All other District 7 Committee Members may serve more than one (1) term if approved unanimously by the District Committee Members

- 6.2 Election Procedure:
 - a. It is suggested that Nominees be past or present District Committee Members
 - b. A secret ballot will take place and a majority of the Quorum shall determine who will fill the position
 - c. In case of a tie, names of those who received the same vote count will be put in a hat and the one drawn will fill the position

- 6.3 Suggested sobriety and other requirement for elected Officers of District Committee:
 - a. DCM (5 years sobriety suggested, and served as GSR)
 - b. Alt. DCM (5 years sobriety suggested, and served as GSR)
 - c. Treasurer (2 years sobriety suggested)
 - d. Secretary (2 years sobriety suggested)

- 6.4 Suggested sobriety requirement for Special Committees' Chairpersons:
 - a. H&I/TSNAC (2 years sobriety suggested)
 - b. CPC/PI (2 years sobriety suggested)
 - c. Grapevine (2 years sobriety suggested)
 - d. Archives (2 years sobriety suggested)

VII GUIDELINES AMENDMENT PROCEDURES

- 7.1 Any proposed amendment(s) to these Guidelines shall be in writing to the DCM with a copy to the District Secretary.
- 7.2 To allow sufficient time for decisions and dissemination of information, the amendment procedure shall be as follows:
- a. Deliver proposed amendment(s) to DCM and District at least four (4) weeks prior to the next District Business Meeting for inclusion on DCM's next meeting Agenda.
 - b. Proposed Amendment will be put on Agenda as "new business" at District Business Meeting for input and discussion and thereafter tabled until next meeting
 - c. Said Amendment will appear as "old business" at the next District Business Meeting for discussion and will be voted on at that time
 - d. A two-thirds (2/3) majority vote by the Quorum shall constitute adoption of the amendment
- 7.3 Any Member of a Group within the District 7 wishing to propose an amendment to these guidelines may obtain a form from their GSR or the DCM.
- a. Amendment form may be found at www.IdahoArea18aa.org website
 - b. While any Member of a Group within District 7 may propose a Guideline change, it is strongly recommended that said Member first present the Guideline change to their Home Group to insure Group Conscious has been part of the amendment process

VIII DISTRICT EVENTS

- 8.1 District 7 will sponsor events. These events shall include *Workshops* intended to explore aspects of the Program of Alcoholics Anonymous and *Functions* intended to further the Fellowship of Alcoholics Anonymous.

- 8.2 Workshop topics may include, *but are not limited to*, any or all of the Twelve Steps, any or all of the Twelve Traditions, Spirituality, Sponsorship, Principles of the Steps, Service, Sponsorship, etc.
- 8.3 Functions may include, *but are not limited to*, cookouts, campouts, potluck dinners, chili cook-offs, picnics, etc.
- 8.4 For all District Events, GSRs are encouraged to bring suggestions and proposals from Home Groups for discussion at the District Business Meeting.
- a. Proposals to include a topic, logistics (when and where) and the name of a willing Chairperson to coordinate with the Alternate DCM
 - b. Suggested lead time for event is 4-5 months to allow information to be dispersed throughout District 7 by means of the Area 18 website and flyers to all District GSRs and Area 18 Committee Members
 - c. Special invitations should be extended to Area 18 Delegates, past and present, with a suggested lead-time of 30-days