

**DISTRICT 4,  
IDAHO AREA 18**

**SERVICE  
STRUCTURE  
GUIDELINES**

**UPDATED 2010**

**LEFT BLANK INTENTIONALLY**

**1. DISTRICT COMMITTEE MEMBERS**

- 1.1 The following shall be full working and voting members of the District Committee:
  - A. The District Trusted Servants- District Committee Member, Alternate District Committee Member, Secretary and Treasurer.
  - B. All General Service Representatives or their alternates.
  - C. Chairpersons of Special Service Committees, Inter-Group Representative<sup>1</sup>, Central Office Trustee and Archivist<sup>2</sup>. In the event that a Special Service Committee Chair, Inter-Group Representative<sup>3</sup>, Central Office Trustee or the Archivist<sup>4</sup> cannot attend, an ad-hoc representative would be appointed by the chair to vote in their place.<sup>5</sup>

**2. ELECTIONS OF THE TRUSTED SERVANTS**

- 2.1 District Trusted Servants shall be elected for a two year term. The term shall begin January 1, of the even numbered years and end December 31 of the odd numbered years.<sup>6</sup>
- 2.2 Elections shall be held on the regular District business meeting in September of odd numbered years. Nominations shall be made the proceeding month (August).
- 2.3 Trusted Servants shall be elected by receiving a simple majority of votes cast. In the event more than two nominated for an office (other than DCM) and no one receives a simply majority of the votes a second ballot shall be cast with only the two persons receiving the most votes on the first ballot. In the event more than 2 persons standing for DCM the 3<sup>rd</sup> Legacy Procedure would apply.<sup>7</sup>
- 2.4 Suggested minimum sobriety for each office is as follows:<sup>8</sup>
  - DCM - 4 years
  - Alt. DCM - 2 years
  - Secretary - 2 years
  - Treasurer - 2 years

**3. DUTIES OF THE TRUSTED SERVANTS**

**\*ALL TRUSTED SERVANTS SHALL BE FAMILIAR WITH THE A.A. SERVICE MANUAL, IDAHO AREA 18 SERVICE STRUCTURE GUIDELINES AND DISTRICT 4 GUIDELINES\***

- 3.1 District Committee Member (DCM) shall chair the District business meetings and represent the District

---

<sup>1</sup> May 2002  
<sup>2</sup> April 1998  
<sup>3</sup> May 2002  
<sup>4</sup> April 1998  
<sup>5</sup> January 1995  
<sup>6</sup> Per Area Guideline 7.1 pg 12 of 23  
<sup>7</sup> Can be found on pg S21 on the A.A. Service Manual  
<sup>8</sup> August 1983

- at all Area business meetings, Area Assemblies and Pacific Region Alcoholics Anonymous service Assemblies (PRAASA).<sup>9</sup>
- 3.2 Alternate DCM shall act as DCM whenever necessary.
- A. Shall oversee the monthly Birthday Dinner<sup>10</sup> which includes:
1. Purchasing supplies, including, coffee, punch, creamer, sugar, paper plates, plastic silverware, napkins and cleaning supplies.
  2. Maintain supply of medallions.<sup>11</sup>
  3. Securing a group to host.<sup>12</sup>
- B. Shall chair workshop/ mini-conference committees.<sup>13</sup>
- 3.3 Secretary shall maintain current records of all District meetings conducted.
- A. Shall take minutes at regular District business meetings, and mail a copy to all members of the District committee within 14<sup>14</sup> days after the meeting.<sup>15</sup>
- 3.4 Treasurer shall maintain current records of all District finances,<sup>16</sup> and have records available for inspection at all times.<sup>17</sup> Shall present a written report, with copies for all committee members, at every District business meeting.

#### **4. SPECIAL SERVICE COMMITTEE**

\*ALL TRUSTED SERVANTS SHALL BE FAMILIAR WITH THE A.A. SERVICE MANUAL, IDAHO AREA 18 SERVICE STRUCTURE GUIDELINES AND DISTRICT 4 GUIDELINES\*

- 4.1 Special Service Committees shall be Hospitals & Institutions,<sup>18</sup> Grapevine, Co-Operation with the Professional Community/Public Information,<sup>19</sup> Archivist, Inter-Group Representative<sup>20</sup> and Central Office Trustee.
- 4.2 When necessary an Ad-Hoc Committee may be formed, with a workable number of committee members, to perform a specific task.
- 4.3 Each Special Service Committee shall have a chairperson elected by the District business meeting.<sup>21</sup>
- A. District Special Committee Chairs, excluding Archivist,<sup>22</sup> shall be elected for a two year term. The term shall begin on January 1, of the

---

<sup>9</sup> August 1989

<sup>10</sup> January 1980

<sup>11</sup> April 1988

<sup>12</sup> March 1980

<sup>13</sup> January 1995

<sup>14</sup> July 2003

<sup>15</sup> February 1992

<sup>16</sup> August 2005

<sup>17</sup> January 1995

<sup>18</sup> August 2004

<sup>19</sup> May 2002

<sup>20</sup> April 1998

<sup>21</sup> January 1995

<sup>22</sup> August 2004

even numbered years and end on December 31 of the odd numbered years.<sup>23</sup>

- B. Elections shall be held on the regular District meeting in September of odd numbered years. Nominations shall be made the preceding month (August).
- C. Special Service Committee Chairs shall be elected by receiving a simple majority of votes cast. In the event more than two people are nominated for an office and no one receives a simple majority of the votes a ballot shall be cast with only the two persons receiving the most votes on the first ballot.<sup>24</sup>

## **5. DISTRICT BUSINESS MEETING**

- 5.1 District business meetings shall be held monthly, except December, on the second<sup>25</sup> Saturday of each month at a designated facility unless circumstances warrant a change.
  - A. The District business meeting shall be non-smoking.<sup>26</sup>
- 5.2 The District shall maintain a supply of 5 A.A. Service Manuals<sup>27</sup> the pamphlets “The A.A. Group” and “GSR”.<sup>28</sup>
- 5.3 Any District level Trusted Servant and Special Service Committee Chairperson missing 3 consecutive District business meetings, without a valid reason, will be removed from their position and a new one will be elected<sup>29</sup> per District Guidelines 2.3 or 4.3.C<sup>30</sup>

## **6. DISTRICT FINANCES**

\* REFERENCES TO PRUDENT RESERVE AS DEFINED IN THE “A.A. SERVICE MANUAL” PAGE 64-65 \*

- 6.1 All District finances shall be managed by the Treasurer who shall maintain a General Fund checking account and a PRAASA Fund savings account.<sup>31</sup>
  - A The General Fund shall have a prudent reserve of \$250.00.<sup>33</sup>
  - B. The PRAASA Fund shall have a prudent reserve of \$600.00<sup>34</sup>. A minimum of \$50.00 per month will be added from the General Fund<sup>35</sup>

---

<sup>23</sup> May 1995

<sup>24</sup> May 1995

<sup>25</sup> August 2004

<sup>26</sup> November 1994

<sup>27</sup> July 1992

<sup>28</sup> January 1995

<sup>29</sup> May 1995

<sup>30</sup> January 1995

<sup>31</sup> January 1995

<sup>32</sup> Amended August 2005

<sup>33</sup> June 1992

<sup>34</sup> Amended August 2005

<sup>35</sup> February 1990

- until the prudent reserve has been met.<sup>36</sup>
- C. The bank statement for the District's bank accounts shall be made available to the district DCM.<sup>3738</sup>
- D. All bills to be paid by check<sup>39</sup> upon receiving an invoice. Checking/Savings accounts to require two signatures.
- 6.2 When deemed necessary the District may vote to require an audit of the District's books by an independent source chosen by the District.<sup>4041</sup>
- 6.3 Bookkeeping system shall be passed on to incoming Treasurers to maintain continuity of finances.<sup>42</sup>
- 6.4 The District shall fund:
- A. District Committee Member<sup>43</sup>
1. Area Committee Meetings
    - a. Mileage at thirty-five (\$0.35) per actual mile driven.<sup>44</sup>
  2. Area Assemblies
    - a. Mileage at thirty-five (\$0.35) per actual mile driven.<sup>45</sup>
    - b. Two nights lodging.
    - c. Registration (not to include dances or mugs).
  3. Misc. expenses up to \$25.00 per month as needed.
    - a. Phone calls.
    - b. gasoline.
  4. Pacific Region Alcoholics Anonymous Service Assembly
    - a. All expenses to be paid out of PRAASA Fund<sup>46</sup>, funds permitting<sup>47</sup>.
- B. Alternate DCM
1. Reimbursement of expenses incurred to maintain Birthday Dinner/Potluck supplies.
  2. In the event the Alternate DCM should act in the capacity of the DCM at any event they should be paid as DCM.
- C. Secretary and Treasurer
1. Copying
  2. Mailing
  3. Phone calls
  4. Petty cash fund of \$150.00 for printing, mailing, etc and

---

<sup>36</sup> August 2005

<sup>37</sup> September 1993

<sup>38</sup> Amended August 2005

<sup>39</sup> January 1991

<sup>40</sup> February 1992

<sup>41</sup> Amended August 2005

<sup>42</sup> June 1993

<sup>43</sup> July 1992

<sup>44</sup> Per Area Guideline 9.2.D.1page 14 of 23 mileage formula

<sup>45</sup> Per Area Guideline 9.2.D.1page 14 of 23 mileage formula

<sup>46</sup> January 1995

<sup>47</sup> April 1996

- shall report all expenses, with receipts, to the Treasurer.<sup>48</sup>
- 6.5 The District fully supports GSR Sharing meeting, financially for rent and other materials required.<sup>49</sup>

## **7. BIRTHDAY DINNER**

- 7.1 District Birthday Dinner shall be held on the second Saturday of each month at a designated facility unless circumstances warrant a change.<sup>50</sup> The dinner shall be a potluck style dinner, open to any A.A. members, family or friends.
- 7.2 The format for the Birthday Dinner shall be:
- A. Dinner
  - B. Meeting
    - 1. medallions<sup>51</sup>
    - 2. 7<sup>th</sup> Tradition<sup>52</sup>
    - 3. Close meeting
  - C. Raffle<sup>5354</sup>
- 7.3 The Birthday Dinner should be self-supporting.<sup>55</sup>
- 7.4 Birthday Dinner expenses, including but not limited to, rent, coffee, punch, sugar, creamer, paper plates, plastic flatware, napkins, cleaning supplies and medallions shall be paid by money from the District's General Fund.<sup>56</sup>
- 7.5 The Treasurer shall keep by ledger, an accounting of the monthly Birthday Dinner, in order to monitor that it is self-supporting.
- 7.6 Each Birthday Dinner shall be hosted by individual Groups, with the exception of December which will be hosted by the District Committee.<sup>57</sup> (Host Group has the option for a guest speaker presentation.)<sup>58</sup>

## **8. WORKSHOPS/ MINI-CONFERENCES**

- 8.1 District shall host two (2) workshop/mini-conferences a year which may or may not be held in co-operation with other Districts.<sup>59</sup>
- 8.2 District shall provide person or persons to conduct periodic informational meetings for new and/ or current GSRs and alternate GSRs.<sup>60</sup>

---

<sup>48</sup> July 2002

<sup>49</sup> May 1996

<sup>50</sup> April 1996

<sup>51</sup> February 1980

<sup>52</sup> August 1991

<sup>53</sup> February 1980

<sup>54</sup> June 1992

<sup>55</sup> Amended August 2005

<sup>56</sup> Amended August 2005

<sup>57</sup> March 1980

<sup>58</sup> June 1992

<sup>59</sup> January 1995

<sup>60</sup> January 1995

## **9. DISTRICT ARCHIVES<sup>61</sup>**

- 9.1 The intent of the District 4 Archives is to preserve our local Alcoholics Anonymous history and to maintain local & other A.A. items for the use and enrichment of our Fellowship.
- A. The District Archivist shall be responsible for maintaining, cataloging and protecting all items entrusted to the District Archivist. Only the Archivist and the Alternate DCM shall have keys to the storage cabinets.
- 9.2 To a reasonable extent the general guidelines of the A.A. Archives Workshop should be followed and a strict confidentiality protection plan will be adhered to.
- A. Loans of items to other A.A. or public entities can only be made with the District Committee's approval and no items shall be sold or given away without the express consent of the District Committee.
- B. Copies of items may be made only with the supervision of the District Archivist or the District Committee and must maintain strict adherence to the confidentiality required to protect anonymity.
- C. Access to the Archives shall be made available, as possible, to all members of the Fellowship and to the public where appropriate.
- 9.3 The elected Archivist shall continue to hold the District Archivist position until the Archivist resigns or the District Committee votes to replace the Archivist.

## **10. GUIDELINE AMENDMENT PROCEDURES<sup>62</sup>**

\* ANY A.A. MEMBER WISHING TO PROPOSE AN AMENDMENT, DELETION OR ADDITION TO THESE GUIDELINES MAY OBTAIN A FORM FROM THEIR GSR OR DCM \*

- 10.1 Any proposed amendment to these Guidelines shall be in writing to the District Committee Member (DCM), with a copy to the District Secretary. (Suggested Guideline Amendment Form attached.)
- 10.2 To allow for sufficient amount of time for discussion and dissemination of information the amendment procedure is as follows:<sup>63</sup>
- A. Presented as new business at any District business meeting,
- B. discussion held the next business meeting as old business,
- C. and the vote taken on the following business meeting as old business.
- 10.3 A two-thirds (2/3) approval vote by the District Committee members voting shall constitute adoption of the amendment.

---

<sup>61</sup> August 2004

<sup>62</sup> January 1995

<sup>63</sup> January 1995



**District 4, Idaho Area 18  
Service Structure Guideline's  
Amendment Form**

Page Number \_\_\_\_\_ Paragraph Number \_\_\_\_\_

Title \_\_\_\_\_  
Date Submitted: \_\_\_\_\_ Passed \_\_\_\_\_ Failed \_\_\_\_\_

**AMENDMENT**

As reads: (State the text from the Guidelines exactly as it reads now. If you wish to add something that is not already in the Guidelines, simply enter "NEW" in this section.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a separate sheet if needed

Is amended to read: (State the exact text as you propose it to read. If you wish to completely delete text without replacing it, simply enter "DELETE" in this section.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a separate sheet if needed



