

District 1
Idaho Area 18
Alcoholics Anonymous
Service Structure
Guidelines

District 1, Idaho Area 18 Guidelines for Structure and Procedure

Adopted by the District 1 Committee on June 2017 (Rev. 12/2017)

The purpose of these guidelines is to provide guidance and direction for the conduct of all District 1 business. These Guidelines define the composition of the District 1 Committee and establish the working practices of that committee, and cover all aspects of the District's business and related affairs.

The District 1 Committee is given the right to be trusted servants as guaranteed by the concepts and will be allowed business throughout the years that we abide by concepts 2, 3, and 10. Whereas Concept 2 is the "Delegation of Authority," Concept 3 is the "Right of Decision," and Concept 10 is The "right of Authority Equal to the Responsibility."

Service to the Fellowship of Alcoholics Anonymous shall be the primary purpose of the District 1 Committee service structure. In-all our proceedings we shall observe the spirit of the AA Twelve Traditions and the Six Warranties, mindful of the ideals expressed in the Service Manual and the 12 Concepts. The Right of "Participation" and the "Right of Appeal and Petition" shall always be relied upon.

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1. District 1 Committee Members

1.1 The following shall be full working and voting members of the District 1 Committee:

- A. All General Service Representatives or their alternates
- B. Secretary
- C. Treasurer
- D. Chairpersons of Special Service Committees, or their alternates
- E. DCM—the DCM shall vote only as needed to break a tie vote
- F. Alternate DCM—the Alt. DCM shall have a vote, but will not vote when acting as DCM

District 1 Committee Elections and Appointments (qualifications and election procedure as per Third Legacy as stated in the Service Manual).

- 1.1 Each group in the District shall elect a group member as GSR. Elections to be held in the fall of the odd numbered year prior to area rotation. Two or more year’s sobriety is suggested.
- 1.2 The DCM is elected in the fall of the odd numbered year prior to area rotation. Past and current serving GSRs are eligible to stand. Current and newly- elected GSRs and all current voting members of the District Committee are allowed to vote. An Alternate DCM should be elected at this time. It is suggested that the DCM not serve concurrently as GSR.
- 1.3 The outgoing DCM shall notify, in writing, the Idaho Area Delegate, the Area Chairperson, and the Area Secretary of the name, address, and phone number of the new DCM and Alternate DCM.
- 1.4 The DCM shall notify , in writing, the Delegate, the Area Chairperson, and the Area Secretary the name, address, phone number, and group of each GSR at least once a year and as changes occur.
- 1.5 Those willing to stand for District office should express interest at the August District 1 Business Meeting, with elections held at the regular September District Business Meeting of the odd-numbered years. Those willing to stand for District positions need not be present at the time of election, but must have clearly indicated at a District Business meeting a willingness to serve in the position.
- 1.6 Eligibility for District office positions:
 - A. Suggested minimum sobriety time for each office is as follows:
 - DCM4 years and served as GSR
 - Alternate DCM3 years and served as GSR
 - Secretary2 years
 - Treasurer2 years
 - Special Service Committee Chairs2 years
- 1.7 The District Committee Member (DCM) and the Alternate DCM shall be elected by receiving a two-thirds majority of votes cast. In the event more than two members are standing for DCM and Alternate DCM offices and no one receives a two-thirds majority of the votes cast the procedure described in the Third Legacy will be applied. (See the AA

Service Manual). Secretary and Treasurer Offices require a simple majority of voting District Committee members present.

In the event no one is nominated, the District Treasurer and the District Secretary shall be appointed by the incoming DCM and shall be approved by majority vote of the District Committee.

1.8 A DCM should not hold any other position (either appointed or elected) within the District Committee.

1.9 Special Service Committee chairs shall be appointed by the incoming DCM.

2. Duties of the Officers

All Trusted Servants shall be familiar with the Service Manual, Area Guidelines and the District Guidelines.

2.1 The DCM shall chair all the District 1 Meetings and act as the administrative officer of District 1. The DCM will produce an agenda for the District business meetings. The DCM has final authority for the conduct of meetings and points of order. The DCM shall represent the district at all Area Business Meetings, Area Assemblies and other functions appropriate to the office as suggested in the Service Manual. A report shall be given to the District Committee for any function attended by the DCM in official capacity. The DCM may, as needed, appoint temporary special sub-committees to conduct specific District functions.

2.2 The Alternate DCM shall assume the responsibilities of the DCM in the DCM's absence and shall assist and support the DCM in carrying out the responsibilities as needed and will also serve as Alternate Secretary.

2.3 The Secretary shall take minutes at all District 1 meetings and distribute those minutes for review by the District Committee promptly following the regular monthly meeting with enough time for review and submission to the GSR's for review by their groups. And to local Newsletter, if applicable. Copies of District minutes, motions, and guideline amendments shall be retained and archived by the Secretary for turnover to the next service rotation.

- Publish and mail to the Idaho Area Delegate, Idaho Area Chairperson, Idaho Area Secretary and all members of the Dist. 1 Committee the minutes of the previous District meeting no later than 14 days after the meeting.
- Publish the agenda as prepared by the DCM approximately seven (7) days prior to the next District meeting.
- Have custody of all current records of District 1 and maintain current mailing list and phone numbers of all members of the District Committee.

- The Secretary shall have a petty cash fund of sixty-five dollars (\$65) for printing, mailing, etc., and shall report all expenses with receipt to the District Treasurer.
- 2.4 The Treasurer shall collect and deposit all contributions in the District checking account and shall present a written financial report of income and expenses at each District business meeting. The Treasurer is responsible for disbursing checks for approved District expenses as outlined in these guidelines or approved by a motion at a District business meeting. Monthly and year to date reports will be turned over to the next service rotation.
- A. Receive and record contributions from District 1 AA groups and other sources, acknowledging all contributions with a receipt, if requested.
 - B. Maintain a record of all monies received and all disbursements.
 - C. Open and maintain a bank account will have signature card signed by Treasurer, DCM and two other members of the District Committee. All checks written will require two (2) signatures.
 - D. Report to the District Committee at each District meeting, and provide an annual written report of all transactions, subject to audit.

3. Special Service Committee Chairpersons

Each committee shall consist of a chairperson and a workable number of committee members. The District Committee Member will appoint a chairperson for each committee every two years or as needed.

Each committee shall meet at the call of its chairperson with notification to the DCM.

- 3.1 H&I – The Hospitals and Institutions Committee will coordinate the flow of information and activities pertaining to carrying our message of recovery to alcoholics in hospitals and alcoholic treatment and rehabilitation facilities. The committee will work with correctional institutions to coordinate activities pertaining to carrying our message of recovery to alcoholics in such institutions. The committee shall maintain a separate checking account requiring two signatures and submit a monthly report to the District.
- A. Hospitals and Institutions Committee collects donations from AA members by placing “Pink Cans for H&I” at District 1 Group meeting places. Contributions from “Pink Cans” may be used for the acquisition of literature and Hospital and Institutions within the H&I Committee’s area of service responsibility, these expenses include postage, printing costs, book stamps, meeting rent and the Bridging the Gap post office box. The H&I Committee is obliged to respond, if requested, to group request for financial accounting of Pink Can contributions monthly. An accounting of Pink Can finances will be a part of annual reporting.
- 3.2 Chair shall coordinate all H&I outreach work in the District 1. This includes appointing liaisons for taking meetings into all applicable jail and treatment facilities. Traditionally, the H&I sub-committee has held independent, monthly meetings to coordinate these activities.

- 3.3 CPC/PI Chair shall coordinate all CPC/PI outreach work in the District, including meeting with the professional community to inform and cooperate, coordinating with local media, distributing public service announcements, and other tasks as outlined in AA literature. The CPC/PI Committee will provide and conduct an effective information program for the general public so that our message of recovery can reach the alcoholic who still suffers.
- A. The committee will provide information about AA to those that have contact with alcoholics through their profession. This group includes educators, physicians, nurses, members of the clergy, lawyers, social workers, business and labor leaders, and government officials, as well as those working in the field of alcoholism. Information will be provided about who, what and where we are, what we can do and what we cannot do. Efforts will be made to establish good rapport and cooperation between AA and the professional community.
- 3.4 Grapevine Chair shall be responsible for promoting and informing groups and individuals in District 1 of the many benefits that can be derived through Grapevine subscriptions and donations at the District level. The committee will encourage broadening Grapevine's benefit, i.e. topics for group discussion, submitting articles for publication, sharing copies with newcomers, friends and professional institutions, etc. They may cooperate with the H&I and CPC/PI Chairs to ensure the Grapevine is available at institutions and facilities.
- 3.5 Archives Chair shall be responsible to develop and maintain and archive of the historical record of the AA activity within District 1, Idaho Area 18. This includes preserving the current archives collection, as well as gathering of new significant records of value for historical purposes. The committee will be charged with: collecting such materials as are appropriate for preserving the history of District 1; securing a repository to ensure safety and security of such materials; developing and maintaining and index of contents; conserving and control over the contents of said archives' and determining the advisability of making available to the general AA membership and to researchers. The committee will work closely with the Area Archives and other AA archivists and archives committees.
- 3.6 Literature Chair/Committee will develop and maintain an adequate supply of AA Conference –approved literature for sale to groups, special service committees and individuals. This literature can be purchased from the Literature Committee chairperson and at all regularly scheduled District meetings. In addition, literature not included in the inventory can be special ordered from the Literature Committee chairperson. The Literature Committee will be responsible for maintaining a written inventory of literature and keeping a financial record of all literature sales and funds received. The Literature Committee shall maintain a separate checking account requiring two signatures and submit a monthly report to the District.
- 3.7 Special Event/Activities Committee. The Special Events/Activities Committee will establish and hold events to promote unity in the District. These include the annual Pocatello Anniversary and New Year's events and other as the Committee chooses. The

Committee shall establish their own guidelines. An accounting of the Committee funds shall be made annually to the District.

- 3.8 Answering Service Coordinator is responsible for maintain an up-to-date list of all persons desiring to make 12-Step calls. The coordinator has the authority to remove names from the list because of drinking, using drugs, or known improprieties made on 12-Step calls and for any other reasonable cause, including consistent refusal to make 12-Step calls. All persons on the list for 12-Step calls must have a minimum of six (6) months continuous and immediate sobriety.
- 3.9 **POKYPAA Chair shall be responsible for coordinating the efforts of Pocatello Young People** in Alcoholics Anonymous (POKYPAA) with District and its special service committees. The POKYPAA special service committee supports young or young at heart alcoholics in recovery, fostering unity, and encouraging young alcoholics to have an active role in AA service. POKYPAA will hold monthly meetings and maintain service positions to coordinate these activities.
- 3.10 The Chairpersons of all special service committees are responsible for providing the District Committee an annual report at the December District meeting.
- 3.11 Ad Hoc committees will be appointed by the DCM as needed.

4. District Meetings

- 4.1 The District 1 GSR meetings shall be held the second Sunday of each month at the Friendship Club, 745 S. 1st Ave., Pocatello, Idaho at 1:00 p.m.
- 4.2 The District 1 Business meeting shall be non-smoking.
- 4.3 The District 1 GSR meeting shall be conducted according to Robert's Rule of Order

Any member of the District Committee (except for the DCM) may present a motion for consideration by the Committee.

A simple majority of voting District Committee members is required for passage of any motion. A quorum is defined simply as the number of voting members present at the time of the vote.

5. District Finances

References to Prudent Reserve are as defined in the AA Service Manual. In keeping with Concept 12 Warranty Two as stated in the AA Service Manual (current edition), "Sufficient operating funds, plus an ample reserve, should be it prudent financial principle." The District 1 prudent reserve shall be \$1000.00.

- 5.1 Each year, the District Committee will approve an annual budget that details all expected expenses for the year. The annual budget will distinguish and specify between

expenses that can and cannot be paid for with prudent reserve funds. The budget will establish the prudent reserve for the year, based on the expected operating expenses. The budget shall remain consistent with the Area 18 fiscal year, running from July 1 through June 30 of the following year.

- 5.2 All district finances shall be managed by the Treasurer who shall maintain a General Fund checking account.
- A. All checks shall require two signatures
 - 1. The DCM, alternate DCM, Secretary and Treasurer shall be signatories on all District checking accounts
 - 2. Checks will only be issued for expenses listed specifically in these guidelines, or motions approved by the current District Committee.
 - 3. Receipts shall be required for any reimbursement of expenses.
 - B. The General Fund shall have a prudent reserve of \$1,000.00 which is to include 6 months operating expenses, meeting place rent, post office box rent, and printing of the District meeting minutes.
 - C. The bank statements for the District checking account will be preserved by the Treasurer for a period of five years and shall be available for review upon request by the District Committee.
 - D. All District 1 expenses, shall be paid by check upon submission of an invoice or a receipt.
- 5.3 The District books may be audited by an independent auditor appointed by the DCM.
- 5.4 All bookkeeping records shall be passed to the incoming Treasurer prior to December 31, following the appointment to maintain continuity of finances.
- 5.5 The District shall fund the DCM to:
- 1. Area Committee Meetings
 - a. Thirty-five cents (\$ 0.35) per mile for actual miles driven, funds permitting.
 - 2. Area Assemblies
 - a. Thirty-five cents (\$ 0.35) per mile for actual miles driven, funds permitting
 - b. Two nights lodging, funds permitting
 - c. Registration and meals (not to include dances or mugs) funds permitting.
 - 3. Pacific Regional AA Service Assembly (PRAASA)
 - a. Coach airfare or thirty-five cents (\$ 0.35) per mile for Actual miles driven, up to the cost of one coach airfare, funds permitting.
 - b. Two nights lodging, funds permitting.
 - c. Registration and banquets (not to include dances or mugs) funds permitting.
 - d. District 1 will reserve \$50.00 (fifty dollars) per month to fund the DCM to attend the PRASSA funds permitting. On a monthly basis, the difference between the monthly income and the monthly expenses must exceed \$50 for

the PRASSA fund to grow. If income is not \$50 greater than expenses, no money is reserved

5.6 District monthly business expenses upon submission of receipts for:

- A. Copying costs
- B. Rent for District meetings
- C. Rent for post office box
- D. Answering Service

6. Workshops

- 6.1 The District shall sponsor two or more workshops per year, which may or may not be held in cooperation with other Districts.
- 6.2 The District shall provide training meetings for new and or current GSRs and Alternates.

7. Guideline Amendment Procedures

*Any AA member residing within District 1 may propose an amendment to these guidelines by obtaining a form from their GSR or the DCM.

- 7.1 Any proposed amendment to these guidelines shall be in writing to the DCM with a copy to the district Secretary.
- 7.2 At least 14 days prior to the next meeting, the District Secretary shall mail copies of the proposed amendment to all GSR's.
- 7.3 The DCM shall include the proposed amendment on the agenda of the next meeting.
- 7.4 To allow a sufficient amount of time for discussion and dissemination of information the amendment procedure is as follows:
 - A. Presented as new business at any district business meeting.
 - B. Discussion held the next business meeting as old business.
 - C. The vote taken at the third business meeting as old business.
- 7.5 A two-thirds approval vote by the District Committee members present shall constitute adoption of the amendment.

8. Preservation and Safe Keeping of District Records

- 8.1 It shall also be the responsibility of the District Secretary to preserve and maintain a copy of meeting minutes and/or guideline changes in the form of a computer disk or typed paper record.

District 1 of Idaho Area 18 of Alcoholics Anonymous
Service Structure Guidelines Amendment Form

Page Number _____

Date _____

Under Title _____

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"

Attach a separate sheet, if needed.

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

Reason for Change

Attach a separate sheet, if needed.