

**DISTRICT 3,
IDAHO AREA 18
SERVICE
STRUCTURE
GUIDELINES
Approved on
03/06/2018**

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1. Purpose.....	3
2. Scope.....	3
3. District Committee Membership.....	3
4. Duties of Trusted Servants.....	4,5
5. District 3 Standing Special Service Committees, Committee Representative Responsibilities, Archivist and TVICO Steering Committee Member.....	5-7
6. Election of District 3 Trusted Servants, Service Committee Representatives, Archivist and TVICO Steering Committee Member.....	7,8
7. District Business Meeting.....	7
8. District Finances.....	8-13
9. Workshops.....	13,14
10. District Archives.....	14
11. Guideline Amendment Procedures.....	15
General Business Meeting Terms and Use.....	16
Glossary of Terms and Acronyms	17
District 3 Guidelines Amendment Form.....	18
District 3 Expense Report	19
District 3 Committee Business Meeting Report	20
District 3 Business Meeting Agenda.....	21

1. Purpose.

1.1. These guidelines are developed and approved by District 3 members and designed to provide guidance for the District Committee. The formal amendment process, Section 12, will be followed when changes to these guidelines are needed.

1.2. Service to the Fellowship of Alcoholics Anonymous shall be the primary purpose of the District 3 Committee.

1.3. In all our proceedings, we shall observe the spirit of the A.A. Twelve Traditions and the Six Warranties, mindful of the ideals expressed in the A.A. Service Manual and the Twelve concepts.

2. Scope

2.1. These guidelines apply to all District 3 Committee members.

3. District Committee Membership

3.1 The membership of the District 3 Committee shall be comprised of 2 classifications of members; Trusted Servants and Participating Members.

3.2 Both classifications of membership shall be considered working and voting members.

3.3 The Trusted Servant classification of membership shall be comprised of the following:

3.3.1 District Committee Member (DCM)

3.3.2 Alternate District Committee Member (Alt DCM)

3.3.3 Secretary/Archivist

3.3.4 Treasurer

3.4 The Participating Member classification of membership shall be comprised of the following:

3.4.1 District 3 General Service Representatives (GSR) and/or their designated alternates

3.4.2 District 3 Special Service Committee Chairpersons

3.5 There shall be no restriction on any member of the either classification of membership concurrently serving as a member of the other classification; however, no member of one classification of membership may concurrently serve in a second position of the same classification of membership. Further, no single member shall simultaneously serve in more than two membership roles regardless of classification.

3.6 Nothing contained in these guidelines shall be construed to prohibit any person from attending and participating in District Committee meetings. However, only those persons identified as members of the Trusted Servant and/or Participating Members classifications of

membership shall be considered voting members and allowed to vote on any issue coming before the District Committee for resolution.

4. Duties of Trusted Servants

4.1. District Committee Member (DCM)

- 4.1.1. Chair the District business meetings.
- 4.1.2 Prepare a meeting agenda no later than 1 week prior to each scheduled District Committee Business meeting, as further described herein, and ensure said agenda is distributed to the members at least 5 business days prior to said meeting.
- 4.1.3. Ensure District 3 Guidelines are published on the Area 18 webpage and available to all members of the fellowship.
- 4.1.4. Represent the District at all Area business meetings and Area Assemblies.
- 4.1.5. Funds permitting and as approved by the District Committee, attend the Pacific Region Alcoholics Anonymous Service Assemblies (PRAASA).
- 4.1.6. Assist and mentor the ADCM, as needed.
- 4.1.7. Upon return from events, provide written reports to District 3 at the next business meeting.
- 4.1.8. Attend home group business meetings throughout their rotation.
- 4.1.9 Time and Place: the District 3 Business Meeting shall be held monthly, on the first Tuesday of each month commencing at 7:00pm and at a location as may be determined by the District Committee.

4.2. Alternate DCM

- 4.2.1. As needed, fulfill all DCM responsibilities identified in paragraph 4.1.
- 4.2.2 Chair two (2) District Workshops (see Section 9).
- 4.2.3 Compile and have available for distribution at each District 3 meeting ten (10) new G.S.R. binders.

4.3. Secretary/Archivist:

- 4.3.1. Maintain current records of all District meetings conducted during the rotation.
- 4.3.2. Maintain a current contact list for members of the District Committee.
- 4.3.3. Take minutes at regular District business meetings.
- 4.3.4. Provide copies of the agenda to all committee members at business meetings.

4.3.5. Distribute meeting minutes to all members of the District committee within 14 days after the meeting.

4.3.6. Maintain a digital copy of all past and current minutes to pass on to future Secretaries.

4.3.7. Upon completion of an individual's rotation, turn over a copy of the past two (2) years' minutes to the District 3 Secretary/Archivist.

4.4. Treasurer

4.4.1. Maintain current records of all District finances. Showing expenditures of each Trusted Servant.

4.4.2 Inform the District Committee when funds are not available.

4.4.3 Receive and record all contributions from the member A.A. groups of District 3 and from any other source and shall acknowledge said contribution with a letter and/or receipt sent to the contributing entity by US mail or email as appropriate. Such contributions shall be deposited into the District 3 bank account within 10 business days of receipt of said contributions.

4.4.4. Shall maintain the Committee's financial records and have them available for inspection upon reasonable notice.

4.4.5. Present a written report, with copies available for all members, at every District Business Meeting. Said report shall include but not be limited to current account balances, donations/contributions received during the last reporting period, a list of expenses incurred and paid during the past reporting period, any outstanding disbursements still pending and not yet cleared, and any such other information as may be reasonably requested by the membership.

4.4.6 Submit its recommended budget to the DCM in time for it to be distributed to the District Committee for the January meeting.

4.4.7 Maintain a digital copy of all past and current treasurers reports to pass on to future Treasurers.

4.4.8 Upon completion of an individual's rotation, turn over a copy of the past two (2) years' Treasurers reports to the District 3 Secretary/Archivist.

4.4.9 Manage the District 3 General Fund checking and savings accounts as provided herein. Establish and maintain such Prudent Reserves as may be described in Section 8.3 herein.

4.4.10 Pay all bills and requests for disbursement within 10 days of receipt of an approved invoice and/or expense report.

5. District 3 Standing Special Service Committees, Committee Representative Responsibilities, Archivist and TVICO Steering Committee Member.

Section 5.1. The following committees shall be named as District 3 Standard Special Service Committees: TSNAC (Treatment, Special Needs, Accessibilities, and Corrections); Grapevine/La Vina; CPC/PI (Cooperation with the Professional Community/Public Information; and WACYPAA (Western Area Conference of Young People in Alcoholics Anonymous). In addition to these standing committees there shall also be a District 3 Archivist and District 3 TVICO Steering Committee Member.

5.2. TSNAC Representative

5.2.1. The TSNAC Representative will coordinate the flow of information and activities pertaining to carrying our message of recovery to alcoholics in hospitals, mental institutions, alcoholic treatment and rehabilitation facilities, and correctional institutions at District 3.

5.2.2. Attend monthly TSNAC West meetings and provide a Status report at District 3 Business Meetings.

5.2.3. As requested, set up displays at District 3 events.

5.3. Grapevine/La Vina Representative

5.3.1. The Grapevine/LaVina Representative will inform groups and individuals in District 3 of the many benefits that can be derived through Grapevine or LaVina subscription.

5.3.2. The representative will encourage broadening Grapevine's and LaVina's benefits, i.e. topics for group discussion, submitting articles for publication, sharing copies with newcomers, friends, professional institutions, etc.

5.3.3. The Chairperson of the committee shall provide a monthly status report at District 3 Business Meetings.

5.3.4. As requested, set up displays at District 3 events.

5.4. Cooperation with the Professional Community/Public Information (CPC/PI) Representative

5.4.1. The CPC/PI representative will provide information about A.A. to those who have contact with alcoholics through their profession. This group includes 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.

5.4.2. Information will be provided about who/what/where we are, what we can do, and what we cannot do.

5.4.3. Efforts will be made to establish good rapport and cooperation between A.A. and the professional community.

5.4.4. Attend monthly CPC/PI West meetings and provide a monthly status report at the District 3 Business Meeting.

5.4.5. As requested, set up displays at District 3 events.

5.5. Young People's Alcoholics Anonymous (YPAA) Representative

5.5.1. The Chairperson of the committee shall provide a monthly status report at District 3 Business Meetings.

5.5.2. As requested, set up displays at District 3x events.

5.6 The District 3 Archivist position shall be considered a collateral responsibility of the District 3 Secretary with the duties and responsibilities as may be specified elsewhere in these guidelines.

5.7 The TVICO Steering Committee Member shall represent District 3 at the regularly scheduled meetings of the TVICO Steering Committee and shall make regular reports to the District members at the monthly business meeting as may be appropriate.

6. Election of District 3 Trusted Servants, Service Committee Representatives, and TVICO Steering Committee Member.

6.1. District Trusted Servants

6.1.1. 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.

6.1.2. Nomination shall be made in August of odd numbered years. Additional nominations can be accepted at the September meeting.

6.1.3. Elections shall be held at the regular District business meeting in September of odd numbered years.

6.1.4. In the event, more than 2 persons are standing for DCM the 3rd Legacy Procedure would apply, refer to "The AA Service Manual" page S 21.

6.1.5. Trusted Servants shall be elected by receiving a simple majority of votes cast.

6.1.6. When more than two individuals are nominated for an office (other than DCM) and no one receives a simple majority of the votes a second ballot shall be cast with only the two persons receiving the most votes on the first ballot.

6.2. Suggested minimum sobriety for Trusted Servants

6.2.1. DCM – 5 years

6.2.2. ADCM – 4 years

6.2.3. Secretary – 2 years

6.2.4. Treasurer – 2 years

6.3. Special Service Committee Representatives

6.3.1. District 3 Special Committee Chairs and TVICO Steering Committee Member, shall be elected for a two-year term. The term shall begin on January 1, of the even numbered years and end on December 31 of the odd numbered years.

6.3.2. Nomination shall be made in August of odd numbered years. Nominations can be accepted at the September meeting.

6.3.4. Elections shall be held at the regular District business meeting in September of odd numbered years.

6.3.5. Special Service Committee Representatives shall be elected by receiving a simple majority of votes cast.

6.3.6. When more than two individuals are nominated and no one receives a simple majority of the votes a second ballot shall be cast with only the two persons receiving the most votes on the first ballot.

6.4. Suggested minimum sobriety for Special Service Committee Representatives

6.4.1. TSNAC Representative – 1 year

6.4.2. Grapevine Representative – 1 year

6.4.3. CPC/PI Representative – 1 year

6.4.4. Young People's Alcoholics Anonymous Representative – 1 year

6.4.5 TVICO Steering Committee Member – As may be specified by the TVICO Steering Committee Guidelines.

7. District Business Meeting

7.1. Time and Place: The District 3 Business Meeting shall be held monthly, on the first Tuesday of each month commencing at 7:00pm and at a location as may be determined by the District Committee.

7.2 The DCM shall chair the meeting and facilitate the orderly discussion of the items to come before the Committee. However, the DCM shall not participate in such discussions nor express opinions on any issue that may come before the Committee. In addition, the DCM shall have no vote on any issue that may come up for a vote before the Committee except when necessary to break a tie.

7.3. A quorum shall be the number of voting members present.

7.4. Agenda: The agenda shall be prepared by the DCM as previously described herein.

7.5. Any District 3 Trusted Servant and Special Service Committee Chairperson missing 3 consecutive District business meetings in one year, without a valid reason, will be removed from their position and a new one will be elected, for the remainder of the term, as provided for in Section 6, above.

7.6. When necessary, an Ad-Hoc Committee may be formed, with a workable number of committee members, to perform a specific task.

8. District Finances

8.1. Purpose

8.1.1. To fulfill the Districts responsibility to give financial assistance to the DCM, other trusted servants, support the AA Service Structure and to provide for other expenses as approved by the District.

8.2. General Financial Policy

8.2.1. To ensure that available funds are used to the maximum benefit of the District and the fellowship.

8.2.2. All trusted servants are expected to keep expenses to the minimum through room-sharing, carpooling, etc., whenever practical.

8.2.3. When deemed necessary, the District may vote to audit the District's books by an independent source chosen by the District.

8.2.4. District 3 shall fully fund travel and other related expenses for the DCM to attend Area 18 Committee Meetings, Area 18 Assemblies and PRAASA (not to include the PRAASA Forum) up to and including the monetary limits as enumerated in Section 8.3.5. herein. Any expenses incurred for said attendance over and above the limits specified shall be approved only as outlined in Section 8.5.1. herein.

8.2.5. The treasurer will inform the District Committee when funds are not available.

8.3. Banking

8.3.1. District 3 will retain all funds in a financial institution as determined by the District Committee.

8.3.2. Disbursement instruments issued as required herein shall require only 1 signature.

8.3.3. The District 3 Treasurer, DCM and Alternate DCM shall be listed on the bank/savings account as authorized signatories on and shall be designated as an "owner" the District 3 bank and savings accounts.

8.3.3.1 To provide for and maintain the security of the District's funds, each of the Trusted Servants identified in Section 8.3.3 above shall individually create and maintain an online account with the Committee's designated banking institution as provided for in Section 8.3.1 above, utilizing a User Name and Password specific and personal to that individual. In this manner, the funds of the District may be monitored in such a manner as to allow for only one signature being required for the issuance of checks as provided for in Section 8.3.2 above.

8.3.4. In keeping with Concept 12, Warranty Two, sufficient operating funds, plus an ample reserve, should be its prudent financial principle.

8.3.5. Designated Reserve Funds. The general fund shall maintain the following Designated Reserve Funds and, in the amounts indicated for each fund: General Purpose Reserve of \$500, DCM Area Assembly Reserve of \$700 (to include Area 18 Committee meetings and the Spring and Fall Area Assemblies), and DCM PRAASA Reserve of \$400.

8.3.6. The General Purpose Designated Reserve may be used only for specific expenses necessary for the maintenance and continuity of the District and the District Meeting; i.e., the payment of rent for a meeting space, and shall be used only when all other non-reserved funds of the District are expended.

8.3.7. The DCM Area Assembly Designated Reserve and the DCM PRAASA Designated Reserve funds shall only be used for the specific purposes for which they are named and for no other purposes.

8.3.8. If all or a portion of any one or more of the Designated Reserve Funds, as they may be identified elsewhere in these guidelines, is expended or distributed, replenishing the General Designated Reserve Fund shall be a priority.

8.3.9. Only expenses for which use of the General Designated Reserve Fund has been specifically authorized in these guidelines shall be paid before the General Designated Reserve Fund, as herein identified, is replenished in full.

8.4. District 3 Budget

8.4.1. To prudently manage District's funds, District 3 shall adopt an annual budget at each February meeting.

8.4.2. Every November, an Ad Hoc Budget Committee consisting of the treasurer and two (2) District 3 members, shall be formed to draft a proposed budget.

8.4.3. The budget shall be valid for a one-year period beginning March 1st immediately following its adoption and ending on February 28th of the following year.

8.4.4. At each January District Committee meeting, each Trusted Servant shall present a budget to the District Committee for the events identified in these guidelines that may be attended or held.

8.4.5. Each budget request shall include separate amounts for travel, lodging, meals, etc.

8.4.6. A separate line item will appear in the budget for the printing/publication of the guidelines.

8.4.7. The District Committee may make other amendments as it sees fit, so long as the budget expenditures do not exceed the estimated available funds.

8.4.8. The approval of a budget does not guarantee that funds will be available for any given function or at any given time.

8.4.9. The Treasurer shall disburse only those funds that are available and shall make disbursements from the Designated Reserve Funds only in the instances set out in these Guidelines.

8.4.10. The Treasurer shall monitor actual expenditures against budgets and shall not disburse funds that would cause any budget amount to be exceeded.

8.4.11. The budget may be amended by the District Committee when funds more than those estimated are realized or when anticipated expenditures are less than expected.

8.5. District Committee Expense Process

8.5.1. DCM Attendance at Area 18 Committee Meetings, Area 18 Assemblies and PRAASA.

8.5.1.1. At the next regularly scheduled District 3 Business Meeting immediately following the Area 18 Committee Meeting, Area 18 Assembly, or PRAASA attended, the DCM (or Alternate DCM) shall present a written Expense Report to the District Committee membership (sample form attached) detailing the actual costs for expenses incurred, as may be allowed herein, along with supporting receipts for said expenses.

8.5.1.2. Upon receipt of said Expense Report, the District Committee shall review said report and determine if the expenses detailed therein are allowable as provided for within these guidelines. If all expenses detailed are determined to be allowable, the District Committee, by majority vote, shall approve the report and shall instruct the District Treasurer to reimburse the DCM/ADCM for such expenses within 5 business days of receipt and approval of the report.

8.5.1.3. If any expense listed in the report is determined by the District Committee not to be allowable as provided for under these guidelines, the District Committee shall review the additional expenses requested to determine if such additional expenses are reasonable and, upon majority vote of the membership, approve and reimburse such expenses in the same manner as provided for in Section 8.5.1.2, above.

8.5.2. District Workshops

8.5.2.1. At the next regularly scheduled District 3 Business Meeting immediately following each of the two (2) District Workshops, the Alternate DCM shall present a written Expense Report and Request for Reimbursement to the District Committee membership (sample form attached) detailing the actual costs for expenses incurred, as may be allowed herein, along with supporting receipts for said expenses and, in the event funds were not issued in advance by the District Committee, a request for reimbursement as may be appropriate.

8.5.2.2. The District Committee shall review such Expense Reports and Requests for Reimbursement for completeness and provided such expenditures are in accordance with, and appropriate to, the proposed budget and scope of said

workshop, the District Committee shall, upon a majority vote, approve the Expense Report and Request for Reimbursement and instruct the District Treasurer to reimburse the ADCM for such expenses as maybe appropriate

8.5.3. Administrative Funding Requests.

8.5.3.1. Expenses incurred by the District Treasurer and the District Secretary/Archivist in the normal and regular performance of their respective duties; i.e., copying and postage expenses, and any additional expense(s) as may be allowed and provided for elsewhere herein, shall be reimbursed to the requesting individual within five (5) business days of submission of a written request for such expense(s) is presented to the District Committee for review at the next regularly scheduled District Business Meeting immediately following the incursion of said expense(s). The District Committee shall review said request and, upon majority vote, instruct the District Treasurer to reimburse the requesting individual as provided for above.

8.5.4. Miscellaneous Expenses

8.5.4.1. Any Miscellaneous Expenses incurred by any member of the District Committee at the direction of the Committee shall be reimbursed to the requesting individual within five (5) business days of submission of a written request for such expenses, accompanied by receipts for said expenses, is presented at the next regularly scheduled District Business meeting following the incursion of said expenses and, upon review and approval by the majority at the meeting, shall instruct the District Treasurer to reimburse the requesting individual within five (5) business days of said meeting.

8.6. DCM Funding

The District Committee Member, or Alternate District Committee Member when representing District 3 in such instances when the District Committee Member is unable to do so, shall be funded for the performance of his/her duties, outlined elsewhere in these guidelines, as specified below:

8.6.1. Idaho Area 18 Area Committee Meetings

8.6.1.1. The DCM/ADCM shall be reimbursed for mileage to and from the site of the Area Committee Meeting at the current Standard Mileage Rate as determined by the IRS or at such other rate as may be agreed upon by the parties.

8.6.2. Idaho Area 18 Assemblies

8.6.2.1 Round-trip mileage at the current Standard Mileage Rate as determined by the IRS or at such other rate as may be agreed upon by the parties.

8.6.2.2. Two (2) nights lodging

8.6.2.3. Registration

8.6.2.4. Saturday Banquet

8.6.2.5. Sunday Breakfast

8.6.3. PRAASA

8.6.3.1. Travel to and from the event will be based on a comparison cost between driving and flying. Exceptions may be considered by the District Committee on a case-by-case basis (i.e., unreliable transportation).

8.6.3.2. When driving, the standard mileage rate as provided elsewhere herein or at such other rate as may be agreed upon by the parties.

8.6.3.3. Airfare (if less expensive than driving)

8.6.3.4. Two (2) nights lodging

8.6.3.5. Registration

8.6.3.6. Saturday Banquet

8.7. Secretary/Archivist and Treasurer Funding

8.7.1. Reimbursement for expenses related to distribution of documents on behalf of District 3.

8.7.2. Copying/Printing

8.7.3. Mailing

8.7.4. Miscellaneous administrative supplies

8.8. Splits

8.8.1 Frequency of Splits shall be quarterly

8.8.2 The funds available for splits shall be made to the following organizations and committees and in the percentages as provided for below:

8.8.2.1. TVICO – 20%

8.8.2.2. GSO – 20%

8.8.2.3. Idaho Area 18 – 20%

8.8.2.4. Each quarter, the District Committee shall discuss and approve, by majority vote, a fourth A.A. organization/committee to receive a 40% split of the funds available. The only requirement for such organization/committee shall be that the organization/committee's primary purpose and/or function be related to recovery from alcoholism.

9. Workshops

9.1. District 3 shall host two (2) workshops a year and may be held in co-operation with other Districts and/or Special Service Committees.

9.2. Workshops can be on any topic relating to Alcoholics Anonymous.

9.3. Workshop topics will be presented to the District Committee for discussion and approval.

9.4. The ADCM will submit a tentative expense report to the District Committee for approval.

10. District Archives

10.1. The intent of the District 3 Archives is to preserve our local history of Alcoholics Anonymous (AA).

10.2. Used to maintain local & other A.A. items for the use and enrichment of our Fellowship.

10.3. The District Archivist shall be responsible for maintaining, cataloging and protecting all item entrusted to the District Archivist.

10.4. Only the Archivist and the ADCM shall have access to the District's archives.

10.5. 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.

10.6. 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.

10.7. Access to the Archives shall be made available, as possible, to all members of the Fellowship and to the public where appropriate.

11. Guideline Amendment Procedures

11.1. Any proposed amendment to these Guidelines shall be in writing to the DCM, with a copy to the District Secretary. (Guideline Amendment Form attached.)

11.2. To allow for enough time for discussion and dissemination of information the amendment procedure is as follows:

11.2.1. Presented as new business at any District business meeting,

11.2.2. Discussion held the next business meeting as old business,

11.2.3. A vote taken on the following business meeting as old business.

11.3. A two-thirds (2/3) approval vote by the District Committee members voting shall constitute adoption of the amendment.

General Business Meeting Terms and Use

SENSE OF MEETING - Used by the Chairperson to establish informal rules for use during the meeting, such as how much time each speaker has for giving reports.

POINT OF ORDER - Any member of the District Committee (See Section 3) may address the Chairperson with a point of order to point out proper procedures as defined by Area Guidelines, A.A. Service Manual, or Robert's Rules of Order.

POINT OF INFORMATION - Any member of the District Committee (See Section 3) may address the Chairperson with a point of information to address a question or to suggest pertinent to the matter at hand.

MOTION TO TABLE - Any VOTING member of the District Committee (See Section 3) may call for a motion to table. A motion to table can be made only after a motion has been made and seconded and debate has begun. If the motion to table receives a second, it overrides any other motion, all debate ceases, and the Assembly votes on the motion to table. A motion to table requires only a simple majority to pass and no minority opinion will be heard. If the motion to table is defeated (or fails to receive a second), debate on the previous motion is continued.

CALL THE QUESTION - Any VOTING member of the District Committee (See Section 3) may call for the question (or simply "question"). Call the question can be used after a motion has been made and seconded and debate has begun. Call the question requires a second, is not debatable, and requires a two thirds majority to pass. If passed, debate on the issue before the Assembly ceases, and the Assembly proceeds to immediately vote on it. If the call for the question is defeated, debate is continued.

MINORITY OPINION - In keeping with Concept 5, the Minority opinion will always be heard on any motion (except for a Call of the Question and Motion to Table). Whether the motion passes or is defeated, those in the minority will be given the opportunity to give their reasons. It must be noted; this is not a debate. Those that voted in the majority will not be heard except when the majority is not a sufficient two-thirds to pass the motion.

RECONSIDERATION - After the minority opinion is heard, the Chairperson will ask if anyone who voted with the MAJORITY wishes to change their vote. If ANYONE who voted in the majority wishes to change their vote, the motion is restated and another vote is taken. It must be noted that the motion will not be debated further and the minority opinion will not be heard after the second vote.

Glossary of Terms and Acronyms

Ad-hoc committee: A temporary appointment for a specific purpose.

AA: Alcoholics Anonymous

ADCM: Alternate District Committee Member

CPC/PI: Cooperation with the Professional Community/Public Information

DCM: District Committee Member

GSR: General Service Representative

PRAASA: Pacific Region Alcoholics Anonymous Service Assembly

TSNAC: Treatment/Special Needs-Accessibilities/Corrections

TVICO: Treasure Valley Intergroup Central Office

YPAA: Young People of Alcoholics Anonymous

District 3 Guidelines Amendment Form

Page Number		Paragraph Number	
Paragraph Title		Date Submitted	
PASS		FAIL	

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

First Name and Last Initial

Home Group

District 3 Expense Report

All expense reports will be presented to the District Committee prior to payment to allow for review and approval.

Attach Receipts - Please do not mix reimbursements on the same receipt with other purchases.

Individuals are expected to obtain the lowest cost for lodging when possible.

Requester Full Name	Address	Phone Number
Home Group	Service Position	Date Submitted

Travel (IRS Mileage table)					
Date	Miles	From (Location)	To (Location)	Purpose	Cost
				Total	

Lodging				
From (Date)	To (Date)	Location	Purpose	Cost
			Total	

Reimbursable Expenses per District 3 Guidelines		
Date	Description of Expense	Cost
		Total

Miscellaneous Expenses		
Date	Description of Expense	Cost
		Total

Date	Requestors Signature	Total Amount Requested

District 3 Business Meeting Agenda

For (Date of Meeting)

1. Call to Order

Start the meeting on time. "The meeting will come to order" is sufficient. You can't finish on time if you don't start on time, and everybody knows when the meeting starts.

2. Open with the Serenity Prayer and Twelve Traditions

3. Roll Call for members of the District Committee

4. Secretaries Report and Approval.

5. Treasurers Report and Approval.

6. DCM Report.

7. ADCM Report.

8. GSR Reports. Reports should be no longer than 3 minutes, items to be discussed from the group will be moved to new business.

10. Special Service Committee Reports. Reports should be no longer than 3 minutes, items to be discussed from the group will be moved to new business. TSNAC, Grapevine, CPCPI, Secretary/Archive, TVICO, Intergroup Rep, YPAA.

18. Old Business

19. New Business

20. AA

21. Adjourn