

IDAHO AREA 18 ALCOHOLICS ANONYMOUS

DISTRICT 5 GUIDELINES

Idaho Area 18 District 5 is given the right to be trusted servants as guaranteed by The A.A. Service Manual Combined With 12 Concepts for World Service and is allowed to conduct business throughout the year, provided its members abide by Concepts 2, 3, & 10. Whereas, Concept 2 being the Delegation of Authority, Concept 3 being the Right of Decision, and Concept 10 being the Right of Authority Equal to the Responsibility. Service to the fellowship of Alcoholics Anonymous shall be the primary purpose of District 5's Service Structure. In all its proceedings, members shall observe the spirit of AA's 12 Traditions and 6 Warrants, mindful of the ideals expressed in The A.A. Service Manual Combined with 12 Concepts for World Service. The right of participation and the right of appeal and petition shall always be relied upon.

AS AMENDED NOVEMBER 12, 2023

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I. DISTRICT 5 MEMBERSHIP

- 1.1 The following shall be full working and voting members of District 5:
- A. District Committee Member (DCM) (voting member only to break ties)
 - B. Alternate District Committee Member (Alternate DCM)
 - C. Treasurer
 - D. Secretary
 - E. TSNAC Representative (Treatment/ Special Needs-Accessibilities/ Corrections)
 - F. CPC/PI Representative (Cooperation with the Professional Community/ Public Information)
 - G. Grapevine Representative
 - H. Archives Representative
 - I. Treasure Valley Intergroup Central Office Trustee
 - J. Entertainment Chairperson
 - K. General Service Representatives (GSRs) from District 5 Home Groups
 - L. Intergroup Representative

II. DISTRICT 5 MEETINGS

- 2.1 District 5 shall meet once per month, except December, where necessity for a meeting will be determined by District 5 group conscience on a yearly basis
- A. Business meetings will be held on the Second (2nd) Sunday of the month at 3:00pm.
 - B. Business meetings will be held at 324 S. Meridian Road, Suite 25 in Meridian, Idaho
- 2.2 A quorum shall be the number of voting members present.

III. DISTRICT 5 OFFICERS

- 3.1 Officers of District 5 shall be:
- A. DCM (The DCM is an essential link between the group General Service Representative and the Area 18 Delegate to the General Service Conference.)
 - B. Alternate DCM (The Alternate DCM is a backup for the DCM. If the DCM resigns or is unable to serve for any reason, the alternate steps in.)
 - C. Treasurer
 - D. Secretary
- 3.2 Responsibilities of the DCM:
- A. Moderate monthly District 5 Business Meetings.
 - B. Set the agenda for the monthly District 5 Business Meeting and deliver it to the Secretary one (1) week prior to the meeting.
 - C. Represent District 5 at Area 18 Business Meetings, Area 18 Assemblies, Pacific Region Alcoholics Anonymous Service Assembly (PRAASA), Pacific Northwest Conference (PNC), and the Pacific Regional Forum.
- 3.3 Responsibilities of the Alternate DCM:
- A. Substitute when DCM is unable to attend Area 18 Business Meetings, Area 18 Assemblies, PRAASA, PNC or Pacific Regional Forum and moderate the District 5 Monthly Business Meeting when DCM is unable.
 - B. Chair District 5 Workshops and special events
- 3.4 Responsibilities of the Secretary:
- A. Record the minutes of the District 5 Business Meetings.
 - B. Publish and E-mail/mail meeting minutes to the District 5 Committee, Area 18 Delegate, Area 18 Chair and Treasure Valley Intergroup Central Office within one (1) week after the meeting.
 - C. E-mail an agenda with a reminder to each member of the District 5 Committee five (5) days prior to the next District 5 Business Meeting.
 - D. Have custody of all current records of business meetings and maintain a current mailing list, phone numbers and e-mail addresses of all District 5 Committee Members.
 - E. Upon rotation the outgoing Secretary shall present to the incoming Secretary the prior two (2) years records. All previous records shall be

given to the Archivist.

3.5 Responsibilities of the Treasurer:

- A. Receive and record all incoming contributions.
- B. Maintain a record of all monies received and disbursements made.
- C. Maintain a checking account, named "District 5 General Fund", for all income and expenses.
- D. Maintain a savings account (named Prudent Reserve)
- E. Maintain a checking account, named Gratitude Dinner Fund, used solely for seed money, income and expenses of the Gratitude Dinner.
- F. The District 5 checking account will have the Treasurer, Alternate Treasurer and Secretary as authorized signers.
- G. Distribute a written report of all transactions at the monthly District 5 Business Meeting. If not able to attend, make arrangements to have a written report distributed at the Business Meeting. These reports shall include:
 - Profit and Loss Statement
 - Balance Sheet
- H. Disburse splits quarterly (outgoing contributions) after prudent reserve is met. See section 5.8.
- I. Compile an annual budget for District 5 with the assistance of 2 GSRs
- J. If the current Treasurer resigns or cannot complete his/her term, the Alternate Treasurer steps in.

3.6 Responsibilities of the Alternate Treasurer:

- A. The Alternate Treasurer is a backup. In case of the Treasurer being temporarily unable to complete his or her responsibilities, the Alternate Treasurer will complete the Treasurer's responsibilities listed in 3.5.
- B. If the current Treasurer resigns or cannot complete his/her term the Alternate Treasurer steps in.

IV. DISTRICT 5 SPECIAL SERVICE COMMITTEE REPRESENTATIVES

- 4.1 Special Service Committee Representatives are nominated and voted on by District 5 voting members.
- 4.2 Special Service Committee Representatives of District 5:
 - A. TSNAC Representative (Treatment/Special Needs-Accessibilities/Corrections)
 - B. CPC/PI Representative (Cooperation with the Professional Community & Public Information)
 - C. Grapevine Representative
 - D. Archives Representative
 - E. Entertainment Chairperson
 - F. Trustee to the Treasure Valley Intergroup Central Office
 - G. Intergroup Representative

V. FINANCES AND FUNDING

- 5.1 Purpose: To fulfill District 5's responsibility to give financial assistance to the DCM and other trusted servants and provide for other expenses as approved by the district committee, furthermore, to participate in the support of the entire AA service structure, from the Home Group to the AA General Service Office.
- 5.2 Prudent Reserve: The prudent reserve for District 5 is \$500.00. This is the amount to meet our monthly expenses. This does not include other events, or travel that requires approval from the district. This amount shall reside in our savings account and is only used or moved with District 5 committee approval.
- 5.3 PRAASA Fund: The PRAASA Fund shall be set at \$800.00. A minimum of \$40.00 per month will be added from the general fund, funds permitting.
- 5.4 Gratitude Dinner Fund: District 5 shall maintain a Gratitude Dinner Fund of \$2,000.00 which is to be held in an individual and separate bank account, maintained by the treasurer. This fund for seed money, income and expenses for the Gratitude Dinner.
- 5.5 DCM Funding: District 5 shall reimburse its DCM as follows:
 - A. Mileage Rate: The mileage rate used to calculate reimbursable travel expenses shall be the same rate as determined by the Area 18 Finance Committee and approved by the voting members at the Area 18 annual budget assembly.

- B. Area Assemblies: The DCM, or their designated representative, shall attend the Fall and Spring Assemblies and shall be reimbursed for the following expenses; registration costs, two (2) nights lodging if more than 50 miles away, travel if more than 50 miles away (if airfare is available and less than surface travel only the lower amount shall be eligible for reimbursement), the Saturday Night Banquet and Sunday Spiritual Breakfast.
- C. Area Committee Meetings: The DCM, or their designated representative, shall attend three (3) Area Committee Meetings (ACMs) as specified in the Idaho Area 18 Service Structure Guidelines, and shall be reimbursed for the following expenses; roundtrip travel to said ACMs at the mileage rate provided elsewhere in these Guidelines. In the event one (1) or more of the ACMs require more than one day attendance and the meeting location is more than 50 miles away, one (1) nights lodging shall be reimbursable and \$20.00 per diem, receipts required, for meals shall also be reimbursable.
- D. PRAASA: The DCM, or their designated representative, shall attend the annual PRAASA meeting and shall be reimbursed for the following expenses; registration costs, two (2) nights lodging if more than 50 miles away, travel if more than 50 miles away (if airfare is available and less than surface travel only the lower amount shall be eligible for reimbursement), the Saturday Night Banquet and Sunday Spiritual Breakfast. If traveling by air, flights must be booked no later than 60 days prior to the event.
- E. Pacific Northwest Conference and Pacific Regional Forum: The DCM, or their designated representative, are welcome to attend these events, however such attendance shall not be considered a requirement by the District. If the DCM(or their designated representative) would like District 5 to pay for such an event, It is required that the DCM, or their designated representative:
 - a Notify the District in writing, 90 days in advance of the event, of their intention to request reimbursement. With the request, submit a statement of purpose for attending and a statement of estimated expenses.

This written request shall be approved by the District membership at the monthly business meeting at least 2 months prior to the event. Reimbursement for any expenses shall only be if funds are available.

- F. Mileage reimbursed per 5.5A to attend Home Group business meetings within District 5, per Area 18 mileage reimbursement rate.
- 5.6 If the DCM is unable to attend a Business Meeting, Assembly, Conference or Forum the Alternate DCM shall attend. If the DCM and the Alternate cannot attend, a coin will be tossed and either the Secretary or Treasurer will go. If no District 5 Officer can attend, District 5 will not fund travel to an event.
- 5.7 All members of the District 5 Committee outlined in Section 1.1, A—L will be reimbursed for all copying and mailing expenses if it has been authorized by the District 5 Committee. There must be receipts in order to be reimbursed. Any other requests for reimbursement by anyone in District 5 will be considered on a case-by-case basis.
- 5.8 Contributions from the District 5 Fund will be split QUARTERLY and 80% from that quarters net income only. Splits will be as follows:
 - 5% to Treasure Valley Intergroup Central Office
 - 50% to GSO (Alcoholics Anonymous General Service Office)
 - 5% to Idaho Area 18
 - 40% to TAC (Treatment/Accessibilities/Corrections) OR in a manner decided by informed group conscience

VI. DISTRICT 5 ELECTIONS

- 6.1 In August of odd numbered years the District will announce upcoming elections to be held in October at the District 5 Business Meeting. Elected Service Positions are: DCM, Alternate DCM, Treasurer and Secretary.
- 6.2 At the October District 5 Business Meeting the DCM will ask for nominations for each position.
- 6.3 A vote will take place and majority vote will elect the position. In case of a tie a coin flip will decide.
- 6.4 All terms are for two (2) years to coincide with the Idaho Area 18 Committee's rotation. The DCM can serve more than once but not consecutive terms. If the current DCM cannot fill his/her term the Alternate DCM steps in. At the end of the two-year term a replacement can serve their own two (2) year term as well. All other District 5 Committee Members may serve more than one (1) term if approved by the District 5 Committee.
- 6.5 Sobriety Guidelines for Elected Officers
 - A. DCM (Five Years Suggested)
 - B. Alternate DCM (Five Years Suggested)
 - C. Treasurer (Two Years Suggested)
 - D. Secretary (Two Years Suggested)
- 6.6 Sobriety Guidelines for Appointed Special Committee Service Representatives:
 - A. TSNAC Representative (Two Years Suggested)
 - B. CPC/PI Representative (Two Years Suggested)
 - C. Grapevine Representative (Two Years Suggested)
 - D. Archives (Two Years Suggested)
 - E. TVICO Trustee (Five Years Suggested)
 - F. Entertainment Chairperson(Five Years Suggested)

VII. DISTRICT 5 FUNCTIONS

- 7.1 The Entertainment Chairperson and Alternate DCM will work together to produce Special Events and Workshops. All workshops and events requesting District 5 funds must have approval from the District 5 committee at least 30 days prior to the event/workshop at the monthly District 5 meeting. A budget is required for each.
- 7.2 Special Events
- A. Unity Day Picnic and Speaker Meeting
 - 1. Held each year
 - 2. Held in cooperation with surrounding districts, AA organizations including but not limited to: SICYPAA, Grapevine, TAC, CPC/PI, Archives and Intergroup
 - B. Gratitude Dinner and Speaker Meeting
 - 1. Held in November each year
 - 2. The District 5 Entertainment Chairperson and the Program Committee have responsibility for event production.
- 7.3 District 5 Workshops: Hold (1) one in March/April each year and a second one as needed.

VIII. AMENDMENT PROCEDURES

- 8.1 Any proposed amendments to these guidelines shall be submitted in writing to the District 5 DCM with a copy to the District Secretary (Suggested format attached).
- 8.2 To allow sufficient time for dissemination of information and decisions, the amendment procedure is as follows:
 - A. Deliver proposal to the DCM at least two (2) weeks prior to the next District 5 Business Meeting so it can be added to the agenda as new business.
 - B. Discuss as new business and return to home groups for discussion and informed group conscience.
 - C. Discuss under old business at the next District 5 Business Meeting.
- 8.3 A two thirds (2/3) approval vote by the District 5 Committee Members voting shall constitute adoption of an amendment.
- 8.4 Any member wishing to propose an amendment to these guidelines may obtain a form from their GSR or the District 5 DCM. While any member of a group in District 5 may propose a guideline change, it is strongly recommended that said member present the proposed amendment(s) to their Home Group first. Support of a Home Group indicates group conscience is part of the proposal.

IX. AMENDMENT FORM

Idaho Area 18 District 5 of Alcoholics Anonymous

Proposed amendment(s) to Service Structure Guidelines

I/we propose that the guideline(s) listed be amended as shown below:

Page number _____ Paragraph Number _____

Under Title _____

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 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

Reason for Change

State why you think the Guideline(s) should be amended:

Submitted by: (First Name and Last Initial, Home Group and District)
