

AREA 18
DISTRICT 10
GUIDELINES
FOR STRUCTURE AND PROCEDURES

Revised March 2008
Revised November 2010
Revised November 2011
Revised December 2013
Revised March 2017
Revised December 2019
Revised September 2022

District 10 is given the right to be trusted servants as guaranteed by Concepts and will be allowed to do business throughout the year, that we abide by Concept 2¹, 3² & 10³, whereas Concept 2 being the “DELEGATION OF AUTHORITY”, Concept 3 being the “RIGHT OF DECISION” and Concept 10 being given the “RIGHT OF AUTHORITY EQUAL TO THE RESPONSIBILITY”.

Service to the fellowship of Alcoholics Anonymous shall be the primary purpose of the District 10 service structure. In all our procedures 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 Twelve Concepts. The “RIGHT OF PARTICIPATION” and the “RIGHT OF APPEAL AND PETITION” shall always be relied upon.

These guidelines themselves are not a legal instrument in the strictest sense. They are truly an informal agreement between the District Fellowship as a whole, setting forth the means by which AA can give District Service.

¹ Concept 2: The General Service Conference of AA has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.

² Concept 3: To insure effective leadership, we should endow each element of AA, the Conference, the General Service Board and the service corporations, staffs, committees, and executives, with a traditional “Right of Decision.”

³ Concept 10: Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

DISTRICT 10 GUIDELINES (suggested only)

I. DISTRICT COMMITTEE MEMBERS

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

- A. The District Trusted Servants
 1. District Committee Member (DCM)
 2. Alternate District Committee Member
 3. Secretary
 4. Treasurer
- B. All General Service Reps (GSR's) or Alternate GSR's
- C. Chairpersons of Special Service Committees
 1. In the event that a Special Committee Chairperson cannot attend, an ad-hoc representative would be appointed by the Special Committee Chair to vote in their place.

II. ELECTION OF TRUSTED SERVANTS

- A. District Trusted Servants shall be elected for a two-year term.
 1. The term shall begin January 1 of the even numbered years and end December 31 of the odd numbered years.
- B. Elections shall be held at the regular District Business Meeting in September of odd numbered years.
 1. Nominations shall start the preceding month (August).
- C. Trusted Servants shall be elected by receiving a simple majority of the votes cast.
 1. In the event that more than two 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.
 2. In the event of more than two persons standing for DCM, the 3rd Legacy would apply.
- D. Suggested minimum sobriety for each office is as follows:
 1. DCM 4 years
 2. Alt. DCM 2 years
 3. Secretary 2 years
 4. Treasurer 2 years
- E. It is recommended that Groups elect their GSR's in July, in preparation for District elections.
 1. **Any** qualified person may run for District Office (qualified is defined as any GSR, past or present, or other service experience such as District Officer or Chairperson of a committee such as TSNAC, CPC/PI, etc.)
 2. Only Current GSR's may vote at District Officer Elections

III. DUTIES OF THE TRUSTED SERVANTS

The following Trusted Servants Shall Be Familiar with the Service Manual, Area Guidelines, and District 10 Guidelines:

- A. District Committee Member (DCM)

1. Shall chair the District Business Meetings
 2. Represent the District at all Area Business Meetings, Area Assemblies, and if feasible, the Pacific Region of Alcoholics Anonymous Service Assemblies (PRAASA), and Pacific Region Forum.
- B. Alternate District Committee Member (Alt DCM)
1. Shall act as DCM whenever necessary
 2. Shall ensure purchase and maintenance of District supplies, such as:
 - Coffee
 - Coffee supplies (sugar, creamer, cups, etc.)
 - Punch (if needed)
 - Paper plates
 - Utensils
 - Napkins and/or paper towels
 - Cleaning supplies (as needed)
 3. Maintain District's equipment such as stoves, grills, cookware, coffee pots, etc.
- C. Secretary
1. Shall maintain records of all District business meetings conducted
 2. Shall take minutes at regular District business meetings and mail or otherwise deliver a copy to all members of the District Committee, Area 18 Delegate and Alternate Area 18 Delegate, and Area 18 Chairperson within (14) days after the meeting.
 3. Shall print Guideline and Amendment changes and deliver them to the District Committee.
- D. Treasurer
1. Shall maintain current records of all District finances, have the records available for inspection at all times, and send a copy of monthly bank statements to the District 10 DCM. Shall present a written financial report, with copies for all Committee Members at every District Business Meeting.

IV. SPECIAL COMMITTEES

The following appointed Special Committee Chairpersons shall be familiar with the Service Manual, Area Guidelines, and District 10 Guidelines:

- A. Special Service Committee Chairpersons will be:
1. TSNAC (Treatment, Special Needs/Accessibilities and Corrections)
 2. Grapevine/Literature Representative
 3. CPC/PI (Cooperation with the Professional Community and/or Public Information)
 4. Special Events
 5. Archivist
 6. Ad-Hoc
- B. TSNAC Representative
1. District 10 should expect a Representative from SCI-TSNAC to report at District monthly meetings.

C. Grapevine/Literature Representative

1. The District 10 Grapevine/Literature Representative will be responsible for placing orders for conference-approved literature and other service materials from World Services.
 - a) Suggested sobriety is 2 years.
2. General Ordering
 - a) The literature representative will order and retain a supply of conference-approved literature available for purchase by GSR's (General Service Representatives) and/or individuals.
 - b) These books include, but are not necessarily limited to:
 - Alcoholics Anonymous
 - Twelve Steps & Twelve Traditions
 - Daily Reflections
 - c) The Literature Chairperson will submit a request at the monthly District 10 business meeting. Upon the passing of a motion, the Treasurer will write a check to AAWS (AA World Services), and the order will be submitted to AAWS.
 - d) The order will be placed on an A.A. Literature Order Form and mailed to:

World Services, Inc.
PO Box 459
Grand Central Station
New York, NY 10163
 - e) The representative will collect orders from District 10 AA Group Representatives and calculate the amount due for each order. Money collected for book payment is repaid to the District 10 Treasurer at the following monthly District 10 meeting.
 - f) The Literature Chairperson will maintain purchase, sales, and inventory records.
3. Special Orders
 - a) The Literature Chairperson will take orders for special conference-approved materials not regularly ordered.
 - b) The literature representative will collect the money due prior to placing the order.
 - c) Once payment is made, the order is sent to World Services.

D. CPC/PI (Cooperation with the Professional Community and/or Public information)

1. CPC (Cooperation With the Professional Community) Chairperson
 - a) A professional can be a family doctor or other health care professional, a member of the clergy, law enforcement, or court official, educators, social worker, or anyone who deals with problems 'OF' drunkenness in the course of their work.
 - b) How we approach and work with said professionals varies, but is fully explained in the CPC workbook, and AA Guidelines with which the CPC chairman and his or her committee should thoroughly be acquainted.
 - c) The CPC and the PI should work hand in hand as some duties overlap.

- d) The CPC should attend all workshops sponsored by Area or District as may be deemed beneficial by the District.
 - e) Suggested sobriety is 2 years.
2. PI (Public Information) Chairperson
 - a) Public information takes on many forms. The simple sign outside a meeting place, listing in the local phone directories, distribution of AA literature to doctors' offices, hospitals, or any other places where it is deemed as a possible place to have AA literature available, and Radio/TV slots.
 - b) However, we approach said objective is fully explained and how to go about such tasks in the public information workbook, AA Guidelines, and our literature with which the PI Chairperson and committee should be familiar.
 3. Literature is the greatest expense and will be funded by District. The District Treasurer will establish and maintain a \$100 fund balance for these periodic expenses.
 4. The PI and CPC should work closely together as their duties are tied together as determined by District.
- E. Special Events Committee
1. Special Events Committee Chairperson
 - a) This is a District 10 appointed position.
 - b) Suggested sobriety is 2 years.
 - c) Will maintain Special Events checking account with at least **two (2)** check signers.
 - d) Will make deposits and pay obligations in a timely manner.
 - e) Will present a written financial report at the District 10 Committee meeting with copies for all District 10 Committee members, as needed.
 - f) Will solicit participation from other members of District 10 AA to act as Special Events Committee members.
 - g) Will, with the assistance of Special Events Committee Members, plan and carry out special events.
 - h) Will ensure that all necessary reservations for annual summer campout are made 12 months in advance of the campout date. District 10 Treasurer will reimburse reservation fees to the Special Events account.
 2. Special Events Committee Members
 - a) Special Events Committee members shall be appointed by, and at the discretion of, the Special Events Committee Chairperson.
 - b) The number of committee members shall be at the discretion of the committee chairperson.
 - c) The number of committee members, and those persons selected by the Committee Chairperson to serve on the committee, may change from time to time.
 - d) The responsibility of the committee members is to assist the committee chairperson in the planning and carrying out of any special event.
 3. Finances

- a) A prudent reserve of \$1000 shall be maintained to be used as special event “seed money”.
- b) It is the intent of the District to make all events self-sustaining and as such “Suggested Contributions” will be collected at each event and, at the discretion of the committee, raffle tickets sold.
- c) At the end of any special event the Committee Chairperson shall contribute all monies in excess of \$1000 to the District 10 treasury.

4. Special Events Defined

- a) Special Events are defined as gatherings of AA’s and their families, under the sponsorship of District 10, to have fun and fellowship.
- b) These events can be potluck dinners, dances, picnics, BBQs, campouts, or any other event planned to gather and celebrate sobriety and the Fellowship of AA.
- c) Current regularly scheduled Special Events of District 10 are the annual New Year’s Eve Party and Summer Campout.
- d) Other events can be planned and carried out at the discretion of this Committee.

F. Ad-Hoc Committees: when necessary, committee may be formed, with a workable number of committee members to perform a specific task.

V. DISTRICT BUSINESS MEETING

- A. District business meetings shall be held monthly at a designated facility unless circumstances warrant a change.
- B. DCM shall ensure that every GSR receives copies of necessary material.

VI. DISTRICT FINANCES

References to Prudent Reserve as defined in the Service Manual page 63

- A. All District general finances shall be managed by the Treasurer, who shall maintain a General Fund checking account and a PRAASA Fund savings account
 - 1. The General Fund shall have a prudent reserve of \$250.00.
 - 2. The PRAASA Fund shall have a prudent reserve of \$1200.00.
 - 3. All bills will be paid by check upon receiving an invoice or receipt.
 - 4. Checking and Savings Accounts require **two (2)** signatures.
- B. Bookkeeping shall be passed on to incoming Treasurers to maintain continuity of finances.
- C. The Treasurer shall transfer \$100 each month from the General Fund checking account to the PRAASA Fund savings account until such time the PRAASA Fund balance reaches its prudent reserve of \$1200. The purpose of this transaction is to restore the balance of the PRAASA Fund to its recommended level of \$1200 after the funds have been used to send the DCM to the PRAASA event.
- D. Maintenance of the PRAASA and CPC/PI funds shall be subordinate to the prudent reserve.
- E. The District shall fund:
 - I. District Committee Member (DCM) to attend

- a) Area Committee Meetings (mileage at forty cents (\$0.40) per actual mile driven, if requested.) Hotel and Registration to be paid by District 10. (Registration not to include dance and/or coffee cup.)
- b) Area Assemblies/Conventions (mileage at forty cents (\$0.40) per actual mile driven if requested Hotel and Registration to be paid by District 10. (Registration not to include dance and/or coffee cup.)
- 2. Alternate DCM
 - a) Registration for Spring and Fall Assemblies/Conventions (not to include dance and coffee cup) if acting for the DCM by prior arrangement. (amended 2/1/2009)
 - b) Costs of purchased supplies for District functions
 - c) Mileage at forty cents (\$0.40) per actual mile driven, if requested.
- 3. Fund GSR's Assembly pre-registration whose groups cannot afford to do so, but to be decided on an individual basis
- 4. Fund Secretary and Treasurer for costs incurred
- 5. Finance Special Committee Heads **as needed**
 - a) Grapevine/Literature Chairperson
 - b) CPC/PI (Cooperation with the Professional Community and/or Public Information)
- 6. Fund specific District Members at an Assembly or function or group activity, as deemed necessary by Committee Members
- 7. Pink-Can: Pink-Can money will be earmarked for TSNAC use only
- 8. Money to cover District Incurred Expenses
 - a) Telephone service
 - b) Postage
 - c) Office supplies/etc.

VII. WORKSHOPS/MINI-CONFERENCES

District 10 may occasionally have workshops or mini conferences, which may or may not be held in cooperation with other Districts.

VIII. GUIDELINE AMENDMENT PROCEDURES

Any AA member wishing to propose an amendment deleting or adding to these guidelines may obtain a form from their GSR or DCM

- A. Any proposed amendment to these guidelines will be in writing to the District Committee Member with a copy to the District Secretary. (Suggested Guideline Amendment Form attached).
- B. To allow sufficient amount of time for dissemination and decision of information, the amendment procedure is as follows:
 - 1. Presented as new business at any District business meeting
 - 2. Discussion held the next business meeting as old business
 - 3. The vote taken at the following business meeting as old business
- C. A two-third (2/3) approval vote by the District Committee Members voting shall constitute adoption of the amendment. Specifically, a quorum shall be considered those voting members present.

District 10 Guideline Amendment Form

_____ **Pass** _____ **Fail**

Amendment

As it reads: (State the text from the Guidelines as it reads now). If you wish to **add** something that is not already in the guidelines, simply enter “new”

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).**