

ALCOHOLICS ANONYMOUS

IDAHO AREA 18

DISTRICT 8

SERVICE STRUCTURE GUIDELINES  
ADOPTED 1995

UPDATED AUGUST 2024  
Voted in 4/24/2025

# POLICY AND PROCEDURE GUIDELINES

The purpose for these guidelines is to provide the District 8 Committee with a sense of direction in conducting timely and orderly business meetings, expressing ideas, and providing change.

The District 8 Committee acknowledges the right to serve as guaranteed by Concepts 2, 3, and 10. Where 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 the District 8 Committee. In all Committee proceedings, the spirit of the Twelve Tradition of Alcoholics Anonymous and the Six Warranties shall be observed. The Committee will further follow those ideals as expressed in the AA Service Manual and the Twelve Concepts. The right of participation and minority opinion shall be honored.

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## I DISTRICT 8 COMMITTEE MEMBERS:

1.1 The full working and voting member of the District 8 Committee shall consist of:

- A. An elected District Committee Member (DCM)
- B. An elected Alternate District Committee Member
- C. A Secretary
- D. A Treasurer
- E. A Central Office Trustee
- F. Group Service Representative or their Alternates
- G. All Special Service Committee Chairpersons

## II ELECTIONS:

2.1 District Committee Members shall serve for a term of two years beginning January 1 of even number years and ending on December 31 of odd numbered years.

2.2 Nominations and elections shall be held during the regularly scheduled District business meeting in September of odd numbered years.

2.3 The District Committee member AND the Alternate District Committee Member shall be elected by two-thirds majority and/ or the Third Legacy Procedure. The District Committee Member shall then suggest to the Committee a secretary and a treasurer. Acceptance of these shall be determined by Committee conscience.

2.4 Four years of continuous sobriety is the suggested minimum requirement for serving as District Committee Member (DCM) Two years of continuous sobriety is suggested for serving as an Alternate District Committee Member, Secretary, and Treasurer. One year of continuous sobriety is suggested for Special Service Committees.

### III DUTIES:

3.1 The District Committee Member shall chair/conduct the District 8 business meetings and represent the District at all Area 18 business meetings and assemblies. The District Committee Member shall provide and distribute an Agenda to the District 8 Committee Members at least 7 days before the District 8 Committee Meeting takes place.

3.2 The Alternate District Committee Member shall assume the a forementioned duties during any absence of the District Committee Member.

3.3 The Secretary shall maintain the records of all District business meetings and distribute the information accordingly. The Secretary shall distribute the Minutes and necessary documents to District 8 Committee Members within 14 days after the meeting has taken place.

3.4 The Treasurer shall maintain a record of all District finances and present a hard copy or electronic version of financial reports to District 8 Committee Members at the District business meetings. The Treasurer will distribute the corresponding financial reports at least 7 days before the District 8 Committee Meeting takes place.

### IV SPECIAL COMMITTEES:

4.1 Special Service Committees shall consist of Treatment Accessibilities and Corrections (TAC), Cooperation with the Professional Community and Public Information (CPCPI), Grapevine (GV), and Archives

4.2 Adhoc committees may be formed when necessary to perform a task

4.3 The District Committee Member may suggest to the District 8 Committee who might serve on Special Service Committee. Acceptance shall be determined by District 8 Committee Conscience.

## V DISTRICT 8 BUSINESS MEETINGS:

5.1 District 8 Business Meetings shall be conducted monthly on the fourth Thursday at 7:00 pm unless otherwise designated by the Committee Conscience. Regularly scheduled meetings shall be held at the First Presbyterian Church, 950 West State Street, Boise.

5.2 District 8 Business Meetings shall be non-smoking and open to all with a desire to stop drinking.

5.3 With an exception of Group Service Representatives (GSRs) and their alternatives, any committee members who attend the District 8 Committee Meetings should not miss more than 3 meetings consecutively during their term. If more than 3 consecutive meetings are missed the service position will be considered vacant. Filling the vacant position shall be determined by District 8 Committee Conscience. (2.3, 2.4, 4.3)

## VI DISTRICT 8 FINANCES

6.1 All District 8 Financial transactions shall be managed by the Treasurer. A general fund checking account shall be maintained. The District Committee Member and the Treasurer will be the designated signers on the bank account.

6.2 The general fund shall maintain a Prudent Reserve as defined in the AA Service Manual under Warranty Two. District 8's Prudent Reserve will be \$1,500.00

6.3 Whenever general funds exceed the prudent reserve requirement and all District 8 financial obligations have been met, the Committee may vote to disperse a given amount of funds as contribution.

District 8 contributions are currently as follows:

50% of excess funds to TVICO

15% of excess funds to Idaho Area 18

10% of excess funds to GSO

25% of excess funds to CPC/PI

6.4 Funding shall be provided for the District Committee Member to attend all Area 18 Committee meetings and assemblies. Funding, if available and approved by the Committee, may further be provided for the District Committee Member to attend other conferences, and assemblies as requested.

6.5 The Fiscal Year for District 8's Budget purposes will be July 1 to June 30 of every calendar.

## VII GUIDELINE AMENDMENT PROCEDURE

7.1 Any member of District 8 may propose amendments to the District 8 Guidelines.

7.2 An Adhoc Committee may also be formed for the purpose of amending the District 8 Guidelines

7.3 All proposals for amendments shall be presented and discussed at the District 8 Business Meeting. Voting will be held at the following District 8 Committee Meeting.

7.4 Two- thirds majority vote will be held in order for the guidelines amendment to be approved.