

District 6

Idaho Delegate Area 18

Of

Alcoholics Anonymous

Service Structure

Guidelines

# **District 6, Idaho Area 18**

## **Guidelines for Structure and Procedure**

Adopted by the District 6 Committee on 10-01-2024

The purpose of these guidelines is to provide guidance and direction for the conduct of all District 6 business. These Guidelines define the composition of the District 6 Committee and establish the working practices of that committee, and cover all aspects the District's business and related affairs.

The District 6 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 the 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 6 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 6 Committee Members

1.1 The following shall be full working and voting members of the District 6 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. Alternative DCM – the Alt. DCM shall vote only when acting as DCM

2. District 6 Committee Elections and Appointments

2.1 District officers shall be elected for a two-year term to begin January 1, of the even numbered years in accordance with the election of the Area 18 officers.

2.2 Those willing to stand for District offices should express interest at the August District 6 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.

2.3 Eligibility for District office Positions.

Suggested minimum sobriety time for each office is as follows:

- |                                     |                           |
|-------------------------------------|---------------------------|
| A. DCM                              | 4 years and served as GSR |
| B. Alternate DCM                    | 3 years and served as GSR |
| C. Secretary                        | 2 years                   |
| D. Treasurer                        | 2 years                   |
| E. Special Service Committee Chairs | 2 years                   |

2.4 The District Committee Member (DCM) and 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-third 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.

2.5 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.

2.6 A GSR should not should any other position (either appointed or elected) within the District Committee.



### 3. Eligibility to vote in District Elections

- 3.1 All members of the current District 6 Committee, including the DCM and Alternate DCM, shall be eligible to vote in the District Election

### 4. Duties of the Officers

- 4.1 All Trusted Servants shall be familiar with the Service Manual, Area Guidelines and the District Guidelines.
- 4.2 The DCM shall chair all the District 6 Meetings and 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.
- 4.3 The Alternate DCM shall act as DCM whenever necessary and shall support all DCM duties.
- 4.4 The Secretary shall take minutes at all District 6 minutes 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 local Intergroup for publication to the 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.
- 4.5 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 shall issue a written receipt when receiving a cash donation, a copy of the receipt will be kept with the Treasurer's financial records. 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.

### 5. Special Service Committee Chairpersons

- 5.1 All Special Service Committee Chairs will make a monthly report of their respective activities as the regular monthly District business meeting.
- 5.2 H&I Chair shall coordinate all H&I outreach work in the District. This includes appointing liaisons for the taking meetings into all applicable jail and treatment facilities. Traditionally, the H&I sub-committee has held independent, monthly meetings to coordinate these activities.



- 5.3 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.
- 5.4 Grapevine Chair shall be responsible for promoting Grapevine subscriptions and donations at the District level. They may cooperate with the H&I and CPC/PI Chairs to ensure the Grapevine is available at institutions and facilities.
- 5.5 Archives Chair shall be responsible for maintaining the historical record of the AA activity within the local area. This includes preserving the current archives collection, as well as gathering of new significant records of value for historical purposes.
- 5.6 IFYPAA Chair shall be responsible for coordinating the efforts of Idaho Falls Young People in Alcoholics Anonymous (IFYPAA) with District and its special service committees. The IFYPAA 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. IFYPAA will hold monthly meetings and maintain service positions to coordinate these activities.

## 6. District Meetings

- 6.1 The District 6 GSR meetings shall be held the first Tuesday of each month at Serenity Place, 535 West 21<sup>st</sup> St., Idaho Falls, Idaho 83402
- 6.2 The District 6 business meetings shall be non-smoking.
- 6.3 The District 6 GSR meeting shall be conducted according to Robert's Rule of Order
- 6.4 Any member of the District Committee (except for the DCM and Alternate DCM) may present a motion for consideration by the Committee.
- 6.5 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.



## 7. District Finance

- 7.1 Each year, the District Committee will approve an annual budget that details all expected expenses for the year. The annual budget will distinguish 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 the following year. The annual budget will specify which expenses can be paid from the prudent reserve.
- 7.2 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 7.5 and 7.6 of 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 6 months operating expenses to include meeting place rent, post office box rent, printing of the District meeting minutes in the Intergroup Newsletter. The prudent reserve amount will be established in the annual budget. Further reference to Prudent Reserve are as defined in the AA Service Manual.
  - 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 6 expenses, as described in 7.5 and 7.6 (inclusive) shall be paid by check upon submission of an invoice or a receipt.
- 7.3 The District Books may be audited by an independent auditor appointed by the DCM.
- 7.4 All bookkeeping records shall be passed to the incoming Treasurer prior to the December 31, following the appointment to maintain continuity of Finances.

7.5 The District may fund the DCM, upon GSR approval for reimbursement, per majority vote, prior to the event for:

- A. Area Committee Meetings
  - 1. Forty-Eight cents (\$0.48) per miles for actual miles driven, funds permitting
  
- B. Area Assemblies
  - 1. Forty-Eight cents (\$0.48) per miles for actual miles driven, funds permitting
  
  - 2. Two nights lodging, funds permitting, if assembly is located over 50 miles from the District 6 boundaries, funds permitting
  
  - 3. Registration and meals (not to include dances or mugs) funds permitting
  
  - 4. Receipts for approved travel, lodging and per diem shall be submitted no later than 30 calendar days from the date of the event, failure to do so shall result in forfeiture of reimbursement
  
- C. Pacific Regional AA Service Assembly (PRAASA)
  - 1. Coach airfare from Idaho Falls or forty-eight cents (\$0.48) per mile for actual miles driven, up to the cost of one coach airfare, funds permitting
  
  - 2. Two nights lodging, funds permitting, if the assembly is located over 50 miles from District 6 boundaries
  
  - 3. Registration and banquets (not to include dances or mugs) funds permitting
  
  - 4. Receipts for approved travel, lodging and per diem shall be submitted no later than 30 calendar days from the date of the event, failure to do so shall result in forfeiture of reimbursement

7.6 District monthly business upon submission of receipts for

- A. Copying costs
- B. Intergroup at \$10.00 (ten dollars) per printing minutes
- C. Rent for District meetings

D. Rent for post office box

7.7 District 6 shall share a Post Office Box with the District 6 Idaho Falls Intergroup. Costs for the P.O. Box shall be shared 50% / 50%.

A. Intergroup shall provide the District 6 Treasurer with a check by December 1<sup>st</sup> of each year for their share of the cost of the P.O. Box.

B. The amount may vary each year based upon the cost of the P.O. Box as established by the U.S. Post Master.

C. The District 6 Treasurer shall provide Intergroup an invoice by November 15<sup>th</sup> of the amount of the required payment for the P.O. Box.

## 8. Workshops

8.1 The District shall sponsor two or more workshops per year, which may or may not be held in cooperation with other Districts.

8.2 The District shall provide training meetings for new or current GSRs and Alternates

## 9. Guideline Amendment Procedures

\*Any AA member residing within District 6 may propose an amendment to these guidelines by obtaining a form from their GSR or DCM.

9.1 Any proposed amendment to these guidelines shall be in Writing to the DCM with a copy to the district Secretary.

9.2 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 is taken at the third business meeting as old business

9.3 A two-thirds approval vote by the District Committee members present shall constitute adoption of the amendment.

## 10. Preservation and Safe Keeping of District Records

10.1 It will be the responsibility of the District Secretary to submit a copy of the District meeting minutes to the Intergroup newsletter editor promptly enough to be included in the following month's newsletter. 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 6 of Idaho Area 18 of Alcoholics Anonymous

## Service Structure Guidelines Amendment Form

Page Number	Date
Under Title	
<b>Amendment</b>	
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 the section.)	
Attach a separate sheet, if needed.	

**Reason for Change**

**State why you think the Guidelines should be amended:**

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