

Area 18

District 10 Guidelines for Structure and Procedure

District 10 is given the right to have trusted servants as guaranteed by AA's 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.

Revision History

August 3, 2025

September 2022

December 2019

March 2017

December 2013

November 2011

November 2010

March 2008

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 ensure effective leadership, we should endow each element of AA, the Conference, the General Service Board and the service corporations, staff, 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.

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. District Secretary
 - 4. District Treasurer
- B. All General Service Reps (GSRs) or Alternate GSRs
- C. Chairpersons of Special Service Committees
 - 1. In the event that a Special Committee Chairperson cannot attend, an ad-hoc representative may 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. The term shall begin January 1st of the even-numbered years and end December 31st of the odd-numbered years.
- B. Elections shall be held at the regular District Business Meeting in September of odd-numbered years. Nominations shall start the preceding month, August.
- C. Trusted Servants shall be elected by receiving a simple majority of votes cast.
 - 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 CPC/PI, etc.) Only current GSRs or current alternate GSRs may vote at District Officer Elections.
 - 2. If 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.
 - 3. If 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 GSRs in July, in preparation for District 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 coffee and potluck supplies.
- C. Secretary
 - 1. Shall maintain records of all District business meetings conducted.
 - 2. Shall take minutes at regular District business meetings and deliver a copy to all members of the District Committee, Area 18 Delegate, and Area 18 Secretary 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.
 - 2. Shall present a written financial report, with copies for all Committee Members, at every District Business Meeting.

IV. SPECIAL COMMITTEES

Appointed Special Committee Chairpersons shall be familiar with the Service Manual, Area 18 Guidelines, and District 10 Guidelines. Suggested minimum sobriety is 2 years.

Special Service Committee Chairpersons are:

- A. Grapevine/Literature Representative
- B. CPC (Cooperation with the Professional Community)
- C. PI (Public Information)
- D. Special Events Committee
- E. Ad-Hoc Committee(s)

A. Grapevine/Literature Representative

The District 10 Grapevine/Literature Representative will be responsible for placing orders for conference-approved literature and other service materials from World Services.

1. **General Orders:** Will order and retain a supply of conference-approved literature available for purchase by GSRs and/or individuals. These books include, but are not necessarily limited to: *Alcoholics Anonymous*; *Twelve Steps & Twelve Traditions*; and *Daily Reflections*.
 - a. 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.
 - b. 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.
 - c. Will maintain purchase, sales, and inventory records.
2. **Special Orders:** Will take orders for special conference approved materials not regularly ordered.
 - a. Will collect the money before placing the order.
 - b. After the payment is made, send the order to World Services.

B. CPC (Cooperation with the Professional Community) Chairperson

The CPC should coordinate efforts with the PI as some duties overlap.

1. A member of the “professional community” 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 alcoholism in the course of their work.
2. How we approach and work with said professionals varies, but is fully explained in the CPC Workbook and the AA Guidelines with which the CPC chairman and committee should understand.
3. The CPC should attend all workshops sponsored by Area or District as may be deemed beneficial by the District.

C. PI (Public Information) Chairperson

The PI should coordinate efforts with the CPC as some duties overlap.

1. Public information takes many forms. A sign on a meeting place door, a listing in the local phone directories, distribution of AA literature to doctors' offices, hospitals, or anywhere else, and Radio/TV slots.
2. Our approach is explained in the *Public Information Workbook*, the AA Guidelines, and our literature.
3. Literature will be funded by the District. The District Treasurer will establish and maintain a \$100 fund balance for these periodic expenses.

D. Special Events Committee Chairperson

1. Will maintain a Special Events checking account with at least two people authorized to sign checks.
2. Will make deposits and pay obligations in a timely manner.
3. Will present a written financial report at the District 10 Committee meeting, with copies for all District 10 Committee members, as needed.
4. Will, with the assistance of Special Events Committee Members, plan and carry out special events.
5. Will ensure that all necessary reservations for annual summer campout are made 12 months in advance of the campout date. The District 10 Treasurer will reimburse reservation fees to the Special Events account.
6. 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 periodically change.
 - d. The responsibility of the committee members is to assist the committee chairperson in the planning and carrying out the duties of the committee.
7. Special Events Finances
 - a. A prudent reserve of \$1,000 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.
 - c. At the end of any special event the Committee Chairperson shall contribute all monies in excess of \$1,000 to the District 10 treasury.

8. Special Events Defined
 - a. Special Events are defined as gatherings of AAs 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.

E. Ad-Hoc Committees

At the DCM's discretion, committees with a workable number of members may be formed to perform a specific task.

V. DISTRICT BUSINESS MEETING

District business meetings shall be held monthly at a designated facility unless circumstances warrant a change. The DCM shall ensure all GSRs receive copies of necessary materials.

VI. DISTRICT FINANCES

References to the Prudent Reserve are as defined in the *AA Service Manual*.

- 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.
 2. The PRAASA Fund shall have a prudent reserve of \$1,200.
 3. All bills will be paid upon receiving an invoice or receipt.
 4. Two people should be authorized to access checking and savings accounts.
- B. Bookkeeping records 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 \$1,200. The purpose of this transaction is to restore the balance of the PRAASA Fund to its recommended level of \$1,200 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:
1. District Committee Member (DCM) to attend:
 - a. **Area Committee Meetings:** Only the hotel and the registration fee are to be paid by the District. Mileage at forty cents (\$0.40) per actual mile driven, may also be paid, if requested.
 - b. **Area Assemblies/Conventions:** Only the hotel and the registration fee are to be paid by the District. Mileage at forty cents (\$0.40) per actual mile driven, may also be paid, if requested.
 2. Alternate DCM to attend:
 - a. Registration fee for Spring and Fall Assemblies/Conventions, if acting for the DCM by prior arrangement.
 - b. Costs of purchased supplies for District functions.
 - c. Mileage at forty cents (\$0.40) per actual mile driven, if requested.
 3. Assembly pre-registration for GSRs whose groups cannot afford it, at the discretion of the District.
 4. 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. Specific District Members at an Assembly, function, or group activity, at the discretion of the District.
 7. Money to cover District Incurred Expenses such as telephone service, postage, and office supplies.

VII. WORKSHOPS AND 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 to change, add to, or delete text may obtain a Guideline Amendment Form from their GSR or DCM, or use the Guideline Attachment Form at the end of this document.

- A. Any proposed amendment will be submitted in writing to the DCM, with a copy sent to the District Secretary.

- B. To allow sufficient time for dissemination and decision of information, the amendment procedure is as follows:
 - 1. The amendment is presented as New Business at any District Business.
 - 2. 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 _____Pass _____Fail Guideline Amendment Form

To CHANGE text:

1. *Write the text you want to change.*

2. *Write the text as you want it to read.*

To ADD text:

Write the text you want to add.

To DELETE text:

Write the text you want to delete.