



AREA 93, DISTRICT 7 GUIDELINES



This information is meant to be guidelines for conducting District 7 business. This is not intended to be a rule book, but guidelines that grow with generations to come.

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Guidelines

For District 7 of Alcoholics Anonymous

Purpose

These guidelines are intended to be general, flexible guidelines, enabling District 7 and its members to conduct their business. The one true guiding voice will always be found in our group conscience.

Changes to the District Guidelines

Changes must be approved by two-thirds of the eligible votes cast at each of two consecutive district meetings. These changes are not retroactive and will be effective upon the second approval.

General Purpose of Area 93 District 7

1. To keep in frequent contact with the groups in the district and be aware of problems that are facing groups and find ways to contribute to their growth and well-being.
2. To keep GSRs and groups informed about A.A World Services, adhering to the concepts and guidelines as set forth in the A.A. Service Manual.
3. We shall be guided by the spirit of the Twelve Traditions and Twelve Concepts while promoting and encouraging the “Three Legacies” – *Recovery, Unity, and Service*.

District Meetings

1. The District meets monthly at a predetermined time, date, and location consistent with the 7th tradition.
2. Those eligible to vote at District meetings are: District Committee members (this includes the Treasurer, Secretary and Registrar, District Committee Chairs), General Services Representatives or their alternates, Intergroup Managers and Liaisons from Antelope Valley and Santa Clarita Central Offices, and Past Active DCMs.
3. Each member, regardless of position(s) held, gets one vote at the district level (e.g. a member may be GSR for more than one group, however they would only have one vote).

The General Service Representative (GSR)

In addition to the description on p.7 of the A.A. General Service Manual, District 7 adds:

Qualifications:

1. The most effective GSRs are active in group, intergroup, or other service, developing a desire to serve, & have encountered situations in which the Twelve Traditions have been called upon to solve problems.
2. Usually GSRs have at least two years of continuous sobriety.
3. They have time available for District meetings and Area Assemblies.
4. They have the confidence of the group and an ability to listen to all points of view (minority opinion).

Duties:

1. Attend District meetings and Area Assemblies.
2. Serve as the contact with the General Service Office (GSO). They receive the GSO Bulletin Box 4-5-9 and keep abreast of A.A. activities all over the world.
3. Serve as the contact with their District Committee Member (DCM) and with the Area Committee.
4. Supply their registrar with up to date information, which is relayed to GSO for inclusion in the directories and for GSO Mailings.
5. Become knowledgeable about material available from GSO – new literature, guidelines, bulletins, videos, tapes, kits, etc., – and they are responsible for passing such information on to the groups.
6. Learn everything they can about the Twelve Traditions and Twelve Concepts and are familiar with the *A.A. Service Manual*, the books *Twelve Steps and Twelve Traditions* and *A.A. Comes of Age*, and the pamphlets "The A.A. Group", "A.A. Tradition - How it Developed", and the illustrated; "Twelve Traditions", and "Twelve Concepts".
7. Often serve on group steering committees.
8. Inform and encourage their group to
 - a. support GSO with a Regular Contribution Plan
 - b. the Birthday Plan
 - c. support Area & District committees, local Central Offices, and/or Intergroups
9. Are familiar with pamphlet F-3 "Self Support: Where Money and Spirituality Mix".
10. Often help with the planning for area get-togethers and conventions. Following these events, they make reports to their groups for the benefit of those that could not attend. *Note: groups generally provide any financial support required to their GSR.*

District Membership

Where the current A.A. Service Manual describes the duties of the officers these incorporate those descriptions, with the following supplements:

OFFICERS

District Committee Member (DCM)

The DCM:

1. Should have 4 years of continuous sobriety, and currently serve as a GSR or have completed a rotation as a GSR or have completed other General Service experience.
2. Is the primary link between the District and the Area Committee.
3. Primary function is to facilitate communication between the Area, the Delegate, and the GSRs.
4. Is a signatory of the prudent and operating reserve.
5. May not serve as a GSR.
6. Represents the District to the Area committee and is required to submit reports at the Area committee meeting.

Financial support should be provided by the district, when possible, to ensure that the DCM is able to attend service functions.

We suggest DCMs have a service sponsor.

Duties

In addition to the current A.A. General Service Manual, District 7 adds:

1. Assist and hold accountable all committee members in the execution of their duties.
2. Prepare and distribute an agenda to the district committee members.
3. Hold regular meetings of all the GSRs in the district.
4. Keep GSRs informed about General Conference Activities.
5. Get GSRs acquainted with the A.A. Service Manual and Box 459.
6. Keep groups informed about General Conference approved books and literature.
7. Hold and/or support workshops on Service Activities.
8. Help make conference reports to groups.
9. Make GSRs aware of the guidelines from GSO and The Twelve Concepts of Service.
10. Speak to groups on the responsibility of General Service Work.
11. Attend Area Assemblies, PRAASA (Pacific Regional Alcoholics Anonymous Service Assembly) Service Conferences, and Pacific Regional Forums.
12. Help support Area Standing Committees: PI, CPC, Grapevine, Finance, Archives, Registration, Literature, Audio Visual, Special needs.
13. Create district committees/district chairs in such areas that the District Committee deems as vital to A.A.
14. Votes only in instances where there is a tie.

Alternate DCM

1. Should have the same qualifications as the DCM.
2. Keep informed of all the activities and responsibilities of the DCM accept and fulfill the duties of the DCM as needed.
3. The Alternate DCM is also the primary parliamentarian and should be familiar with both the A.A. Service Manual and Robert's rules of order.

We suggest Alternate DCMs have a service sponsor.

Treasurer

Qualification

1. Should have 3 years of continuous sobriety.

Duties

In addition to the current A.A. General Service Manual, District 7 adds:

1. Maintains the District P.O. Box.
2. Receives the 7th Tradition Contributions on behalf of Groups in the District.
3. Maintains and reports on the District's operating account and prudent reserve to the District Committee.
4. Provides a written summary and the official banks statement(s) of the financial activities of the District.
5. Prepares a budget for approval and execute the approved budget of the District Committee.
6. Provides contributing groups with the contributions page.
7. Is a signatory of the bank account.
8. Organizes and chairs the Budget Meeting: Budgets shall be presented by each committee/sub-committee chairperson.
9. Budget to be presented for approval by the District Committee at the first meeting of the new year.
10. Non-budgeted or amounts in excess of approved budgets must be approved by the District Committee with a dollar estimate by a floor action (Motion) and be entered into the minutes.
11. Establish and maintain a permanent account requiring at least two signatures with a multi-branch bank.
12. The Treasurer is not authorized to approve payments. Any payment outside of the approved budget must be brought before the committee by a motion, which is seconded by the Treasurer only if funds are available.
13. Emergency payments may be made with the approval of the DCM and two (2) District Officers (Alt DCM, Treasurer, Secretary, or Registrar).
14. Maintains operating fund (*see Finances p.10*).
15. All contributions to the District are deposited to the operating fund until it reaches the upper cash limit as described in the *Finances* section of this document (*p.10*). Contributions exceeding the upper cash limit are then distributed as follows:
 - a. AVCO 35%
 - b. SCCO 35%
 - c. Area 93 15%
 - d. GSO 15%

Secretary

Qualification

1. Should have 2 years of continuous sobriety.

Duties

In addition to the current A.A. General Service Manual, District 7 adds:

1. Keep the minutes of the monthly District Meeting.
2. Send notices of Meetings to GSRs.
3. Write such official letters as required by the District on its letterhead as provided with this document.
4. Maintain a list of all active GSRs phone, email and other contact information.

Registrar

Qualification

1. Should have 2 years of continuous sobriety.

Duties

1. Keep accurate information on groups in the District.
2. Communicate with the Area registrar, and inform the Area as to any changes in groups, their contact information, or their GSRs.
3. Register newly elected officers & committee chairs with GSO & Area.

ROTATION OF OFFICERS

One person, one job for a two-year period of time as suggested in the A.A. Service Manual.

PARTIAL TERM

DCM, Alternate DCM, Treasurer, Registrar, and Secretary – a person assuming a partial term of office is eligible to stand for a full two-year term at the next regular election.

RELEASE OF RESPONSIBILITIES

1. Loss of Sobriety.
2. Non-performance (*including missing three consecutive district meetings unless one or more absence is due to the performance of their district position*).

REPLACEMENT OFFICERS

In the event that the DCM is not present at a District function the order of replacement is: Alternate DCM, Treasurer, Secretary, Registrar.

ELECTIONS

Officers

1. Elections are to be held in November of even-numbered years. Officers to be elected are DCM, Alternate DCM, Secretary, Treasurer and Registrar. December is a transition/training month to handover duties to newly elected members assuming their positions in January.
2. Qualifications for each are read from the A.A. Service Manual before the election.
3. Third Legacy Procedures in the A.A. Service Manual apply.
4. To determine eligibility, refer to officers' qualifications.

Officer Vacancies

1. Should the DCM become unable to perform normal duties the Alternate DCM will assume the responsibility. Should the DCM become ready to resume the office, he/she notifies the acting DCM and resumes office subject to the approval of the officers.
2. Should any officer become unable to perform normal duties a special election shall be held as soon as possible.

STANDING SERVICE COMMITTEES

Formation, composition, and purpose of service committees

1. The DCM may form those service committees the officers deem necessary for the proper functioning of the District.
2. Service committee chairpersons are appointed by the DCM and approved by the officers.
3. Usually, the standing committees and subcommittees are:
 - a. Accessibility
 - b. Archives
 - c. Audio Visual
 - d. Cooperation with the Professional Community
 - e. Finance
 - f. Grapevine, La Vina
 - g. Guidelines
 - h. Intergroup Liaison
 - i. Literature
 - j. Newsletter
 - k. Public Information
 - l. Treatment Facilities
 - m. Website
 - n. YPAA

The service objectives of each Standing Committee are:

1. **The Accessibility Committee**
2. **The Archives Committee** gathers and preserves material and historical data about A.A. of interest to SCA.A. for display and use by A.A. groups, A.A. Conventions, districts, other Area Standing Service Committees, and other interested people as appropriate. The Committee maintains these archives and makes acquisitions for these archives in order to enlighten and fulfill the ongoing continuity of the history of A.A. in District 7.
3. The **Audio-Visual Committee** provides and coordinates the presentation of A.A. audio-visual materials to A.A. groups, A.A. Conventions, districts, other committees such as Public Information, Cooperation with the Professional Community, Hospitals and Institutions, and other interested people as appropriate.
4. **The Cooperation with the Professional Community (CPC) Committee** provides information about A.A. to those who have contact with alcoholics through their professions. This group includes physicians and other healthcare professionals, educators, members of the clergy, lawyers, law-enforcement personnel, and social workers. Such information includes what A.A. is and is not, as well as what it does and does not do.
6. **The Finance Committee** develops the annual Area budget and the upper and lower cash balance limits, and, based on analysis of Area finances, assists SCA.A. in making financial decisions. Specific details are given in Section IX below (SCA.A. Finances).
7. **The Grapevine & La Viña Committee** informs groups and individuals of the benefits of using the *A.A. Grapevine* and *La Viña* magazines. The committee encourages groups and individuals to subscribe to

our “meeting in print,” urges A.A. members to contribute articles for publication, and provides a structure for the group *Grapevine* Representatives (GvRs).

8. **The Guidelines & Policies Committee** drafts amendments to SCA.A. guidelines in response to policies approved by the Area in concert with others. The committee reviews proposed policy changes for possible conflicts with SCA.A. Guidelines and/or the A.A. Service Manual. The committee assists in reviewing other SCA.A. documents for possible conflicts with the SCA.A. Guidelines & Policies and/or the A.A. Service Manual.
9. **The Literature Committee** informs SCA.A. of the status of new and revised A.A. literature and of proposals for the printing of new literature. The committee provides current information to literature chairs at the group level, makes presentations, and displays literature at Area Assemblies and other A.A. functions.
10. **The Newsletter Committee**
11. **The Public Information (PI) Committee** carries the message of Alcoholics Anonymous through use of the media to the public and to the fellowship.
12. **The Treatment Facilities Committee** makes presentations to administrators and alcoholic participants in treatment facilities to familiarize them with what A.A. has to offer them upon discharge.
13. **The Website Committee** manages the District’s internet website. The primary purpose of the website is to facilitate communication within District 7 and between District 7 and A.A. members. A webmaster, selected or hired by the Area Chair with the approval of the officers, develops and maintains the website at the direction of the Website Chair, with input from the Website Committee.
 - a. The website is a District 7 Public information Committee vehicle and in the line with the April 1997 General Service PI Conferences action where an A.A. now utilizes electronic media as another method of carrying the A.A. message. This website is not endorsed nor approved by Alcoholics Anonymous World Services Inc. or any given Internet provider; it is an A.A. service provided solely by the District 7 Public Information Committee. To adhere to A.A.’s tradition of personal anonymity, last names of the A.A. members and personal e-mail address will not be listed.
 - b. **Personal Anonymity & E-mail:** In order to maintain personal anonymity when using the website, website users are asked to direct all comments, inquires, and remarks to the e-mail address listed and they will be contacted via e-mail or postal mail according to the need.
 - c. **Included Links:** In keeping with the A.A. tradition of non-endorsement, and recognizing the fact that any A.A. site can and will be accessed by the general public, links to any commercial sources, including those selling religious, institutional and political advocacy sites must be avoided, as an endorsement of such groups and organizations may mistakenly be implied through such links. The only links that the District will maintain are to A.A. World Services, the A.A. Grapevine, and pertinent general services websites.
14. **The YPAA Committee** informs the District of local YPAA events, state wide conferences, and is the point of contact for YPAA groups and meetings.

Mileage

It is the intent to recognize that large numbers of miles driven by any DCM or alternate DCM are clearly more than “casual twelve step” driving and do, in many cases, accelerate depreciation of equipment with attendant expenses.

An accelerated schedule shall provide mileage expense reimbursement at the IRS rate. If more than one eligible individual travels in a vehicle, only one of them may receive reimbursement. Mileage reimbursement checks, or other reimbursement checks, will be issued at the District Meeting except in the event of special circumstances only.

DCM or Alternate DCM

The DCM (or their alternate, in the exercise of DCM duties) may be reimbursed for all actual miles driven IN THE COURSE OF DISTRICT BUSINESS.

Others

Expenses for miles driven may be reimbursed for others when authorized by the district meeting. A majority vote of the district officers may approve mileage if funds are needed prior to the district meeting. Consideration shall be on a case by case basis and reimbursement, if any, shall be in accordance with the stated policy and shall be limited to actual miles driven.

Records

The Treasurer shall obtain appropriate justification for mileage reimbursement and shall record calendar year individual event and cumulative miles reimbursed for each member.

Service

While it is within the spirit of Alcoholics Anonymous that each of its members give freely of themselves, their time, their talent, and – within means – their money, the basic intent of these guidelines is to permit that no member of A.A. be denied the opportunity to serve. These Financial Guideline are not binding in any contracted or legal sense. Members of this Fellowship – as they may so wish and completely at their option – are NOT REQUIRED to request the full (or any) reimbursement allowed or allowable. However, in such an event, this shall NOT be interpreted as a pattern to be followed by others or a cause for precedent. Submitting expenses ***will actually help*** with our financial planning.

Budget

An annual budget shall be prepared and approved by the Treasurer for authorization by the District in the month of January. This budget shall be based upon historical data and individual and committee requests, but balanced against the anticipated revenues of the District. The budget shall allocate moneys for all anticipated normal and regular District meetings and activities of its members.

Authorization

Approval of a budget by the District shall constitute authorization for the expenditures as provided herein. The Treasurer shall be responsible for assuring that all reimbursements are within authorized budget limitations.

Modification

In general, any modification to an authorized budget shall be prepared and submitted to the District for their authorization.

DCM Reimbursements

The DCM (or their alternate, in the exercise of DCM duties) may be reimbursed for any overnight lodging and travel expenses incurred in the performance of DCM duties. Receipts are required.

General

Certain extraordinary expenses related to attendance at A.A. functions, which are (often) not local, may be reimbursed. Generally, these relate to expenses, which are not specifically treated elsewhere in these Guidelines (for example; transportation by other than personal auto). All reimbursements are subject to cost and availability of funds within the authorized budget. Receipts are required.

Forum

Expenses incurred by the DCM (or their alternate, in the exercise of the DCM duties) to attend a Regional Forum or any other non-local A.A. event (for example: an A.A. World Services Intergroup Seminar or a multiple-area workshop) may be reimbursed. Similarly, specified allowances for attendance at non local A.A. events by other members of the District Committee (or their acknowledged alternates) and/or others may be authorized from the floor of the District meeting or the district officers may approve the expense if needed prior to the district meeting.

Finances

1. The finances of District 7 are discussed below in terms of priorities, income, annual budget, upper and lower cash balances and expenditures.
2. Though priorities are necessary for fulfillment of the district purpose, the ideal with respect to reimbursement is that no A.A. member be denied the opportunity to service District 7 due to lack of funds. The priorities are:
 - a. P.O. box rental
 - b. Maintain district archives
 - c. Necessary meeting expenses (e.g. rent).
 - d. Full funding for the DCM to attend PRAASA.
 - e. Full funding for the DCM to attend the Pacific Regional Forum.
 - f. Standing committee and officer expenses.
 - g. District awareness events (e.g. panels or workshops).
3. Primary income source is group contributions.
4. **Our operating fund policy** is to maintain sufficient funds on hand for District 7 budget requirements while avoiding the accumulation of excess funds:
 - a. The upper cash limit may be adjusted each year up to no more than 120% of all approved January budget items.
 - b. The lower cash limit shall be that amount required to fully fund the DCM at PRAASA and Pacific Regional Forum, rent for the district archives for one year, rent for one year of monthly meetings, and P.O. rental for one year.

(e.g. as of this document's writing in 2022 these amounts were \$1,500 + 1,500 + 480 + 556 + 113 = \$4,150 lower cash limit)