

District Ten Guidelines

(Proposed Revised Version of the District Guideline Committee – December 2006)

Final Copy Approved on May 7, 2007 at the GSR meeting of District Representatives

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PREAMBLE

Service to the fellowship of Alcoholics Anonymous shall be the primary purpose of the District Service structure. In all our proceedings, we shall observe the spirit of AA's Twelve Traditions, Twelve Concepts and the Six Warranties, mindful of the ideas expressed in the AA Service Manual. The Rights of Appeal, Participation, and Dissent as expressed in the AA Service Manual shall always be observed. References to the "AA Service Manual" shall mean the most current edition, including any changes from prior editions.

These Guidelines describe the recommended procedures, which apply to the District Committee. They constitute a supplement to and not a replacement of the AA Service Manual and are intended, as guidelines and procedures to be followed. These recommended Guidelines reflect the experience of the District Committee as a whole. The Guidelines contained herein may only be amended, upon a two-thirds majority vote of the District Committee present.

I. DISTRICT COMMITTEE

1-1 Membership of the District Committee

- A. The District Committee is comprised of the District Committee Member Coordinator (DCMC), Alternate DCMC, District Committee Members (DCMs), Alternate DCMs, District Standing Committee Chairpersons, District Treasurer, District Secretary and all Group Service Representatives (GSRs) representing groups holding meetings in the District.
- B. All members of the District Committee have a voice and a vote at the District Committee meetings. Interested AAs are invited to attend District Meetings, but only have a vote through their GSR.

1-2 District Committee Member Coordinator (DCMC)

The DCMC:

- A. Coordinates District activities while maintaining continuity of experience. As a member of the Area Committee, he or she is able to pass on the District's collective group conscience to the Area Committee and has a voice and vote in all Area/District activities. At any Area voting function when the DCMC is not present, the Alternate DCMC fulfills the DCMC's rights, duties and responsibilities.
- B. Holds monthly planning meetings (known as the DCM meeting) with the Alternate DCMC, DCMs, Alternate DCMs, District Treasurer, District Secretary, and District Standing Committee Chairpersons.
- C. Coordinates the agenda for the monthly District Meetings (known as the GSR meeting).
- D. Chairs all DCM, GSR and any other District meetings in an orderly fashion. The DCMC must understand the District Guidelines and apply them to any applicable situation.
- E. Contributes articles to the Area and District Newsletters.
- F. Gives District Reports at Area functions.

- G. Is responsible for all District property and assigns the use and custody of that property as needed.
- H. Is entitled to expense defrayment by the District on the same basis as that provided for DCMs.
- I. Is required to attend all District functions, meetings, and activities and all Area 69 functions.

1-3 Alternate District Committee Member Coordinator (Alternate DCMC)

- A. The Alternate DCMC shall be elected from one of the currently serving elected District Officers (DCMs, District Secretary, District Treasurer). This election shall take place at the first DCM meeting of the new term of office.
- B. The Alternate DCMC will serve in the place of the DCMC, as needed, and will fill the DCMC position in the event of a vacancy prior to the next regularly scheduled election. An alternate DCMC who is filling a vacancy in a prior term of office remains eligible to stand for his or her own full two-year term as DCMC.
- C. The Alternate DCMC is required to attend all District functions, meetings, and all Area 69 functions.

1-4 District Committee Member (DCM)

The definition of a DCM can be found in the current AA Service Manual on Pages S28-S31.

- A. Each DCM and their Alternate DCM will be jointly assigned no more than ten (10) registered groups. If the registered groups in the District grow to the point that each DCM and their Alternate DCM would be assigned, more than ten (10) groups, then an additional DCM and Alternate DCM will be added.
- B. DCMs will visit their assigned groups as required by the GSR, but should visit each group at least once every ninety (90) days. DCMs should be available to attend Group business meetings to convey the experience, strength and hope of the District Committee.
- C. DCMs and Alternate DCMs will rotate the responsibility for coordinating a minimum of two (2) District Workshops per year. One Workshop will be held the first half of the year and the other in the second half.
- D. For any Area voting function where a DCM or their assigned Alternate DCM is not present to vote, then any other District Alternate DCM designated by the DCMC can exercise the voting right of the absent DCM for that particular meeting.
- E. All DCMs should attend all District functions, meetings and activities and all Area AA functions unless otherwise excused.

1-5 Alternate District Committee Member,

Alternate District Committee Members:

- A. Assist, participate and share in the DCM responsibilities, serving in place of the DCM when the DCM is unavailable.
- B. Attend all DCM and monthly GSR meetings.
- C. Are encouraged to attend all Area 69 functions.

1-6 District Secretary

The District Secretary:

- A. Takes and reads the minutes at the monthly GSR meeting and maintains a record of all draft and approved minutes of all meetings.
- B. Takes the minutes at the monthly DCM meeting.
- C. Records group changes and new group information received from the GSRs and DCMs. Sends a copy of changes to the Area Registrar and to Central Office and acts as a liaison between the District and Central Office.
- D. Reports to the District Committee any DCMC, DCM, Alternate DCM, District Standing Committee Chair, Secretary or Treasurer who has been noted to have excessive, unexcused absences.
- E. Maintains a current copy of the District Guidelines including any amendments thereto.
- F. Attends all District functions, meetings and activities.

1-7 District Treasurers

The District Treasurer duties include:

- A. Maintenance of the District PO Box and checks it on a regular basis.
- B. Collection and disbursement of all District funds in accordance with Article 4 hereof.
- C. Preparation of a monthly written report for presentation and approval at the monthly GSR meeting.
- D. Attendance and Chairing of the annual District Budget meeting.
- E. Providing a verbal and written District budget review at the July GSR meeting.
- F. Attendance at all District functions, meetings and activities.

1-8 District Standing Committee.

The purpose of the District Standing Committee is to provide an effective means of carrying the Alcoholics Anonymous message to the media, organizations and professionals interested in Alcoholics Anonymous, and to agencies and institutions dealing with the treatment of alcoholism.

1-9 District Standing Committee Chairpersons

- A. Standing Committee Chairpersons' duties and responsibilities include:
 1. Coordination of all activities with the Area Standing Chairperson counterpart.
 2. Service for a two-year term excluding the District Archivist.
 3. Utilization of the GSO guidelines/Workbooks specific to their committee.
 4. Adherence to the District Guidelines.
 5. Knowledge of the AA Traditions.
 6. Preparation and submission of an annual budget request, in writing, to the District Budget Committee by the August GSR meeting.
 7. Taking responsibility and accountability for the Committee budget. Expenditures anticipated to be above the budget must be requested at the

- DCM meeting in advance to be on the agenda for the GSR meeting for approval
8. Attending all District functions, meetings and activities and all Area AA functions.
 9. Providing a verbal Committee report at the monthly GSR meeting.
- B. Expenses and Travel Allowances for the Standing Chairs:
1. Defrayment for meeting and activity attendance must be included in the yearly budget request.
 2. Travel allowances for meetings will be calculated in the same manner as allowances for other District Officers.
- C. Specific duties for the Public Information (PI) Chairperson:
1. Sets up and maintains literature in all areas not specifically covered by other committees.
 2. Provides information to all local newspaper and periodicals.
 3. Makes public service announcements available to local radio and television stations.
 4. Provides contact with public and private schools, colleges and universities in the District making speakers, films, literature and other information available.
 5. Assists Area PI Chair with University of Utah Annual School on Alcoholism and Other Drug Dependencies.
 6. Recognizes and informs the District about special needs.
- D. Specific Duties for the Cooperation with the Professional Community (CPC) Chairperson:
1. Provides contact and information about AA to those who have contact with alcoholics through their professions. This group may include, but is not exclusive to: teachers, physicians, nurses, clergy, lawyers, social workers, union leaders, industrial managers, etc.
 2. Conducts informal surveys of the need for information among professional groups.
 3. Informs and motivates committee members concerning CPC guidelines, possible CPC projects and supports those willing to do the work.
 4. Distributes literature geared to the needs of professionals in the community. Provides literature to local professional conferences where appropriate.
 5. Organizes and presents workshops to professionals in the District.
 6. Works closely with Public Information, Correction and Treatment Facilities Chairpersons at the District and Area level, developing the most effective delivery of service and information to the professional community.
 7. Assists the Area CPC Chair with the University of Utah Annual School on Alcoholism and Other Drug Dependencies.
- E. Specific Duties for the Treatment Facilities Chairperson:
1. Works in cooperation with local treatment facilities and share thinking and experience on AA in treatment facilities.

2. Seeks to understand, respect and adhere to all treatment facility regulations.
 3. Makes information about AA's function and purpose available.
 4. Assists in the formation of new meetings in treatment facilities as required.
 5. When allowed to do so, takes regular AA meetings into facilities within the District.
 6. Encourages group participation.
 7. Sets up and maintains Liaison Program between the treatment facilities and the AA community.
 8. Coordinates temporary sponsorship of persons leaving treatment facilities.
 9. Arranges the purchase and distribution of literature for treatment facilities' groups and meetings. Some groups may collect back issues of the *Grapevine* for distribution.
 10. Carries the message of AA via Box 459 and other pertinent and ongoing programs affecting those who are in treatment.
 11. Assures the continuance of the "Bridge the Gap" program and implements any like programs for involvement of AA members.
- F. Specific Duties for the Correction Facilities Chairperson:
1. Attains and maintains all communications with the authorities, i.e. Warden, Commanders, Judges, Captains, Lieutenants and Counselors.
 2. Keeps the GSRs and DCMs informed of activities at the DCM and GSR meetings.
 3. Distributes appropriate AA literature and other material to the various correctional facilities in the District.
 4. Assures the continuance of the "Bridge the Gap" Program and implements any programs of involvement to AA members who are incarcerated.
 5. Provides updated Corrections guidelines from GSO to Correction Committee volunteers with a copy to the District.
- G. Specific Duties for the *Grapevine* Coordinator:
1. Provides information to all groups in the District about the International Monthly Journal of Alcoholics Anonymous known as the *Grapevine*.
 2. Promotes *Grapevine* subscriptions in the District.
 3. Encourages groups in the District to elect a *Grapevine* Representative.
 4. Sets up a *Grapevine* display at the District functions.
 5. Works with other District Chairpersons to gather back issues of the *Grapevine* to distribute them to the various facilities and institutions.
- H. Specific duties of the Archives Standing Chair:
1. May serve for an unlimited succession of terms, but shall be subject to review and approval every two years coinciding with the Area Fall Election Assembly.
 2. Serves as a committee member of the Area Archivist, as described in the Area 69 Guidelines, assisting the coordination of materials for availability at various District sponsored functions, as needed.

3. Is available for the consultation with the Area Archivist on any/all matters pertaining to storage and display of the Utah Area Archives.
4. Assesses periodically the safety and condition of the Archives.
5. Considers what types of current material, such as bulletins, minutes, fliers, correspondence, etc. should be accumulated.
6. Is available to attend the Pre-Conference, Post-Conference and Fall Assemblies to meet with the Area Archivist.
7. Is available to assist with display, set-up and security of the Archives at the Assemblies, or other events where the Archives will be on display.

1-10 Group Service Representative (GSR)

The definition of a GSR can be found in the current AA Service Manual on pages S23-S25.

- A. GSRs represent their groups at GSR meetings and at District and Area 69 functions at which GSRs by attending have a vote.
- B. Each GSR will vote their informed group conscience. However, every GSR carries the Right of Decision and may, as circumstance dictate, vote or change their previous vote without full consultation with their group, as provided in Concept 3.

II. DISTRICT COMMITTEE MEETINGS

- 2-1 All members of the District Committee shall meet together on the first Monday of every month for the GSR meeting unless the first Monday is a holiday in which event the monthly GSR meeting will be held on the following Monday. Special GSR meetings may be called as necessary. All members of the District Committee have a voice and a vote at the GSR meeting.
- 2-2 The DCM meeting shall be held on the Thursday before the monthly GSR meeting. The DCM meeting is attended by: the DCMC, DCMs, District Secretary, Treasurer, and District Standing Committee Chairpersons, all of whom have a voice and a vote. Interested GSRs may attend the DCM meeting and have a voice, but not a vote, at that meeting.
- 2-3 When their assigned DCM cannot attend, the Alternate DCM is to attend all DCM meetings, all GSR meetings, all District functions, meetings and activities and all Area AA activities.
- 2-4 The District Secretary, District Treasurer and District Standing Committee Chairpersons are required to attend all DCM meetings, GSR meetings and District Workshops.
- 2-5 Each GSR should attend the monthly GSR meeting, District Workshops, Area Pre-Conference Assembly, Post-Conference Assembly and Fall Assembly.

- 2-6 Any DCMC, DCM, Alternate DCM, District Standing Committee Chairperson, Secretary or Treasurer who has excessive absences from required meetings is subject to being replaced by a District Committee vote.

III DISTRICT ELECTIONS: VOTING PROCEDURES

- 3-1 District elections will be held at the September GSR meeting.

3-2 Procedure for Electing Persons for Service Positions

- A. All District elections will be conducted by the DCMC.
 - B. A 2/3 majority is required to win the election. If a 2/3 majority has not been reached at the end of five (5) votes, the hat method is used. (See the AA Service Manual pages S20-S21 for a description of the Third Legacy Procedure).
 - C. The GSRs will be given the option of having a raise of hand vote or a written ballot vote.
 - D. All GSRs Alternate DCMs, DCMs, DCMCs, District Standing Committee Chairpersons, District Secretary and the District Treasurer are eligible to vote. A person has only one vote. An Alternate DCM should vote as an Alternate DCM and have his or her GSR vote, if any, cast by his/her Alternate GSR.
- 3-3 Qualifying. Any person willing to serve in any District position will be required to stand and qualify themselves verbally at the GSR meeting in which the election takes place. If a qualified person is unable to attend, that person may submit a written statement of qualification and willingness to serve. This statement is to be given to a District Committee Member prior to the GSR meeting in which the election takes place and presented at the Meeting at which the election is to be conducted.
- 3-4 A person shall not be allowed to hold a District service position if they currently serve in another District or on the Area Committee. A person shall not hold more than one District service position, with the exception of the Alternate DCM, who may also be a GSR, and the Alternate DCMC, who may also be a DCM.
- 3-5 In conformance with AA's Spirit of Rotation, no one may succeed their prior term in office, unless they are filling the balance of someone else's term, and cannot re-serve in a position they have previously held without an intervening break of at least one year.
- 3-6 Electing a DCMC
- A. The suggested qualifications for a DCMC are: a background as a DCM/Alternate DCM for a full two (2) year term, a minimum of one year service in the District immediately prior to the term, four (4) years of continuous sobriety, and the time and energy to properly serve the District.
 - B. The DCMC serves a two (2) year term and cannot succeed his or her own full term.
 - C. The DCMC shall be elected by all those who have a vote at the GSR meeting, as per the election procedure above.

3-7 Appointing/Electing an Alternate DCMC

- A. See suggested Qualifications for DCMC.
- B. The Alternate DCMC will be appointed/elected during the January GSR meeting following the District elections. The position is approved by the District Committee.
- C. In the event that the DCMC is unable to fulfill his/her duties, the Alternate DCMC will assume these duties until the DCMC is able, or until the next District, elections.
- D. An Alternate DCMC will continue to hold his/her position as elected.

3-8 Electing a DCM

- A. The suggested qualifications of a DCM are (1) a minimum of four (4) years continuous sobriety and (2) completion of full terms as a GSR or Alternate DCM.
- B. The first opportunity to fill a vacant DCM position will be offered to the existing alternate DCMS in the order of their seniority and confirmed by a two-thirds majority vote at the next available GSR meeting after offering to serve and qualifying themselves.
- C. If the DCM position is not filled by an Alternate DCM, the DCM position will then be filled by any qualified individual by election as provided in section 3-2 above.
- D. Any person elected to fill a vacated DCM position will fill the remainder of that DCM's two-year term. They will then be eligible to run and be elected for a full two-year term of their own.
- E. In order that all experienced DCMs will not rotate out at the same time, four (4) DCMs will be elected on odd-numbered years and five (5) DCMs will be elected on even-numbered years. DCMs serve for a two (2) year term.

3-9 Electing an Alternate DCM

- A. It is suggested that any person with the following qualifications is eligible to fill the Alternate DCM position in the District; a suggested minimum of two (2) years continuous sobriety and service within the past two years and a minimum of one year in the District as Alternate GSR, GSR, District Standing Committee Chairperson, District Secretary, District Treasurer or Central Office Representative.
- B. A GSR can serve as an Alternate DCM without giving up his/her GSR position.
- C. An alternate DCM serves a two-year term in conjunction with their assigned DCM.

3-10 Electing, Standing Committee Chairpersons, District Treasurer and District Secretary

- A. A minimum of two years of continuous sobriety is suggested.
- B. A person standing for a standing chair should also have a background in AA service, a strong wiliness to serve and the ability to organize and work well with others in AA service.
- C. If vacated, this position will be filled at the next regularly scheduled GSR meeting.

3-11 Voting Procedure on other matters.

With respect to any vote on any matter, including, but not limited to, the election of persons for service positions, adoptions of budgets, consideration of motions, or any other issue subject to a vote, a person who holds more than one service position in the District is allowed only one vote on the issue. Unless otherwise provided, all votes shall be approved by a simple majority of those in attendance at the meeting at which the matter is voted upon.

IV FINANCE

4-1 The District will hold \$3000.00 as a prudent reserve. Cash in excess of \$3000.00 are to be used for current and expected expenditures, and should be used to help defray expenses of the District Officers as defined in the section below. A travel allowance will be paid to District Officers attending Area Assemblies, Workshops and Committee Meetings. District travel allowances include an amount equal to:

- A. Costs of registration to Area Assemblies and Workshops, not including banquets, meals, coffee, etc.
- B. Postage, stationary, photocopying etc., and reasonable telephone expenses.
- C. Travel at 20 cents per mile to Area Assemblies, Area Committee meetings and Area Workshops.
- D. Lodging at a rate of \$40 per night hotel expenses outside of a 75-mile radius of Salt Lake. (Two nights for Assemblies and one night for Area Workshops and Area Committee meetings).
- E. The maximum defrayment for any one individual to attend PRAASA or to attend the Regional Forum shall be \$150.00. The expense defrayment for attending PRAASA shall be available for 2 DCMs (or Alternate DCMs) and 2 GSRs (or Alternate GSR) from the District. The expense defrayment for attending the Regional Forum shall be available for 1 DCM (or Alternate DCM) and 1 GSR (or Alternate GSR).

4-2 The District Treasurer, DCMC, and the District Secretary are authorized to sign checks. Two authorized signatures are required to release or expend District funds.

4-3 PRAASA forum representatives will be selected during the October or November monthly GSR meeting by a simple majority vote. To be eligible you must not have previously attended any PRAASA forum. Priority will be given by seniority of service as follows: 1) District Officers, 2) DCMs/ALT DCMS, 3) Standing Chairs and 4) GSRs/ALT GSRs.

4-4 No District funds will be released to purchase non-AA Conference approved literature.

4-5 In the August GSR meeting a District Budget Committee will be formed to write a Proposed District Budget. The Committee will consist of five (5) GSRs, five (5) DCMs and the District Treasurer. The Committee will have an odd number of people on it to avoid a tie vote.

- 4-6 It will be the responsibility of the District Budget Committee to:
 - A. Collect the District Standing Committee budgets for the following year.
 - B. Propose a budget for the District Workshops for the following year.
 - C. Present a proposed District budget during the GSR meeting in October.
 - D. Determine and record the amount of excess funds, considering first quarter expenditures, for disbursement as provided below.
- 4-7 The District Budget for the following year will be approved at the November GSR meeting by a majority vote of the District Committee.
- 4-8 Amendments to the approved Budget will require the consent and affirmative vote by a simple majority of the District Committee.
- 4-9 The District Budget will be reviewed and amended, if necessary, at the following July GSR meeting during the Treasurer's report by a simple majority of the District Committee.
- 4-10 At the end of each calendar year, funds in excess of the prudent reserve and current budget expenses will be disbursed in equal parts to General Service Office, Area 69 and the Salt Lake Central Office.
- 4-11 No District funds will be released for any event or activity not hosted by the District.
- 4-12 Upon a District split, all funds in the District account will be divided with the newly created District on an equitable basis.

V DISTRICT GUIDELINES AMENDMENTS

- 5-1 A District Guideline Review Committee will be organized during the June GSR meeting. The committee shall consist of at least 3 DCMs and 4 GSRs to review and recommend District Guidelines changes. The Committee shall meet as necessary to complete their review and suggested changes.
- 5-2 Any suggested revisions to the District Guidelines will be voted on during the November GSR meeting and approved by a 2/3 majority of the voting members attending. Any revisions passed will go into effect immediately unless a different date is specifically provided.
- 5-3 All members of the District Committee, as well as the Area Delegate, Area Secretary and Area Archivist will be given a copy of the current Guidelines following the January GSR meeting.

*****END OF GUIDELINES*****