

**ALCOHOLICS
ANONYMOUS
UTAH AREA 69**

**DISTRICT THREE
GUIDELINES**

(AMENDED 2010)

District Three Guidelines

Table of Contents

Purpose.....	3
1.0 District Meeting.....	3
2.0 District Committee.....	3
3.0 District Committee Member (DCMC) (Optional Position).....	4
4.0 District Committee Member (DCM).....	5
5.0 Alternate Committee Member (ADCM).....	6
6.0 General Service Representative (GSR).....	7
7.0 Alternate GSR.....	8
8.0 District Treasurer.....	8
9.0 District Secretaries.....	9
10.0 District Standing Committee.....	9
11.0 Public Information Coordinator (PIC)	10
12.0 Treatment Coordinator.....	11
13.0 Corrections Coordinator.....	12
14.0 Cooperation with Professional Community (CPC).....	12
15.0 Bridging the Gap Coordinator.....	13
16.0 Grapevine/La Vina Coordinator.....	14
17.0 District Archivist.....	15
18.0 District Elections.....	15
19.0 District Budget Committee.....	17
20.0 District Financial Guidelines.....	18
21.0 Guidelines Review and Amendments.....	19
22.0 Hosting Area Events.....	20

HISTORY

District Three is a part of Utah Area 69. Geographically it is located in Central Utah and includes all of Utah County and portions of Wasatch, Summit, and Juab Counties. District Three was originally formed in 1958.

Purpose

The Fellowship of Alcoholics Anonymous has been given Three Legacies which are Recovery, Unity, and Service. These Guidelines cover how the Legacy of Service is implemented and perpetuated within the District. The purpose of these guidelines is to provide a clear and concise reference for those people who are involved in Service at the District level. The AA Service Manual outlines, in a general way, the duties and responsibilities of those serving within the District. These guidelines are not intended to replace or supersede the information set forth in the Service Manual, but are to be used in conjunction with and as a supplement to the Manual. The following guidelines are designed to be more specific in delineating the responsibilities and duties of those serving in the District and to cover other policies and procedures specific to District Three.

1.0 DISTRICT MEETING

1.1 The District meeting is held monthly, traditionally on the first Wednesday of the month. Attendance at the District meeting includes all District Officers, Standing Committee Coordinators, and General Service Representatives. Any interested member of AA is also welcome to attend (although they have no voice or vote). The purpose of the District meeting is to provide a forum for the interchange of ideas and information among the groups represented, the Area, and GSO.

2.0 DISTRICT COMMITTEE

2.1 The District Committee shall consist of the following:

- A. District Committee Member Coordinator (DCMC) (optional position)
- B. District Committee Member (DCM's)
- C. Alternate District Committee Member (ADCM's)
- D. District Treasurer
- E. District Recording and Corresponding Secretaries
- F. Public Information Coordinator (PIC)
- G. Treatment Facilities Coordinator
- H. Corrections Coordinator
- I. Cooperation With the Professional Community (CPC)
- J. Bridging the Gap Coordinator
- K. Grapevine/La Vina Coordinator
- L. District Archivist
- M. General Service Representative (GSR's)

2.2 All members of the District Committee have a voice and a vote at all District Meetings.

**3.0 DISTRICT COMMITTEE MEMBER COORDINATOR (DCMC)
(OPTIONAL)**

3.1 The DCMC is a past full-term DCM whose experience in AA service enables that person to be a useful resource in advisory role to others presently serving in the District. The role of the DCMC is to help coordinate activities at the District level and to provide a continuity of experience within the District Service Structure.

3.2 The qualifications for the DCMC are:

- A. Has met the qualifications for DCM.
- B. Has completed a full two-year term as DCM.
- C. Has time and energy to serve the District

3.3 General responsibilities of a DCMC:

- A. Is chairperson of the monthly DCM Agenda Planning meetings, And has a vote only in case of a tie.
- B. Is chairperson of all District Election Meetings
- C. Assists the DCM's in obtaining group information in time to meet the deadline for the AA directory.
- D. Is a voting member of the Area Committee and is eligible to be elected to an Area office
- E. Serves a two-year term of office
- F. Is one of the cosigners on all District bank accounts

3.4 DCMC District Three Guidelines:

- A. DCMC's are required to attend the following:
 - DCM Planning Meetings
 - District Meetings
 - Pre-Conference Assembly
 - Post Conference Assembly
 - Fall Assembly
 - Area Workshops
 - Area Business Meetings
 - District Workshops
- B. Reimbursement the same as for the DCM's will be provided by the District for travel to required activities
- C. Any DCMC who has three or more unexcused absences from District meetings will be asked to step down from that position. A DCMC may be excused by calling a DCM or Alternate DCM. Any DCMC who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. Any person

removed from office shall be notified by the DCM or Alternate DCM as soon as possible following the vote.

4.0 DISTRICT COMMITTEE MEMBER (DCM)

4.1 The DCM is the vital link between the group's GSR and the Area service structure including the Area Delegate to the General Service Conference.

4.2 The qualifications for a DCM are:

- A. A background in AA service work including two years of service as a GSR as suggested in the Service Manual.
- B. Enough sobriety (suggested three to five years) to be eligible for election to an Area office.
- C. The time, energy, and desire to serve the District well.

4.3 General responsibilities of a DCM:

- A. Is familiar with information contained in the AA Service Manual and other AA literature that pertains to this position.
- B. Serves as chairperson of the District Meeting and in the absence of a DCMC: also chairs the DCM agenda meeting and the District election meeting
- C. Maintains an up-to-date list of all groups, their GSR's and insures that current information is sent to the Area Registration Chairperson in a timely manner
- D. Regularly reports to the GSR's all information received from the Area and GSO
- E. Assists and encourages new GSR's to become familiar with their duties and responsibilities.
- F. Frequently visits assigned groups within the District. Encourages groups that are not represented to elect a GSR and to become active in the District service structure.
- G. Is a voting member of the Area Committee and eligible, after fulfilling a full two-year term, to be elected to any of the Area Offices.
- H. May be called upon to serve on a Standing Committee of the Area Assembly.
- I. Informs the Alternate DCM of all activities in the District and Area. May delegate some duties and responsibilities to the Alternate DCM.
- J. The DCM serves a two-year term.
- K. Is one of the cosigners on all District bank accounts

4.4 DCM District Three Guidelines:

- A. Each DCM and Alternate DCM should be responsible to serve and help no more than 14 registered groups combined, or seven groups each.
- B. When District Three grows to the point that there are more than 14 registered groups for each DCM and Alternates combined, a new DCM and Alternate will be added to the District.
- C. When more than five DCM's are required, a proposal to re-district will be sent to the Area Assembly.

- D. DCM's and Alternates will rotate the responsibility for coordinating two District workshops per year. Suggested dates of workshops shall be scheduled in March and October so as not to conflict with any Area event or regularly scheduled AA meetings.
- E. DCM's and Alternates may, at their discretion, hold a winter fund-raising event during the first quarter to help defray their expenses to attend PRASSA.
- F. DCM's or their Alternates are required to attend the following:
 - DCM planning meetings
 - District meeting
 - Pre-Conference Assembly
 - Post-Conference Assembly
 - Fall Assembly
 - Area Workshops
 - Area Business Meetings
 - District Budget Meetings
 - District Workshops
- G. In Addition to the above, it is recommended that one or more of the DCM's Attend the Pacific Region AA Service Assembly (PRASSA) and the Pacific Region Forum. A budget is to be set up each year for defrayment of expenses for PRAASA.
- H. Any DCM who has three or more unexcused absences from District meetings will be asked to step down from that position. A DCM may be excused by calling another DCM or Alternate DCM. Any DCM who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. Any person removed from office shall be notified by the DCM or Alternate DCM as soon as possible following the vote.
- I. At an Area voting function, the Alternate may carry the vote of the DCM. If Both the DCM and Alternate are unable to attend, the District Recording Secretary or Treasurer may carry the vote.

5.0 ALTERNATE DISTRICT COMMITTEE MEMBER (ADCM)

- 5.1 The Alternate DCM should assist, participate, and share in the responsibilities of the DCM, as well as fill in at meetings that the DCM is unable to attend.**
- 5.2 The qualifications for an ADCM are the same as for a DCM. An ADCM may be a currently serving GSR.**
- 5.3 It is suggested that each Alternate accompany the DCM to as many Area meetings as possible in order to gain the experience needed to step in for the DCM when the need arises. ADCM, may use funds from ADCM budget to defray costs of attending Area Workshops and Assemblies**

5.4 If a vacancy occurs during a DCM's term of office, the position will be filled by one of the currently serving ADCM's with first consideration being given to the Alternate who has served the longest.

5.5 Any ADCM who has three or more unexcused absences from District meetings will be asked to step down from that position. An ADCM may be excused by calling a DCMC, DCM, or Alternate. Any DCM who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. Any person removed from office shall be notified by the DCM or Alternate DCM as soon as possible following the vote.

6.0 GENERAL SERVICE REPRESENTATIVE (GSR)

6.1 The GSR is the essential link between his or her Home Group and as a whole. through the GSR, the group conscience becomes a part of the "collective conscience of our whole fellowship", as expressed in the General Service Conference.

6.2 The qualifications for a GSR:

- A. Suggested two to three years sobriety.
- B. Active membership in a Home Group.
- C. Should hold no other group offices.
- D. Prior AA service experience is helpful.
- E. Has time, energy, and willingness to serve.

6.3 General responsibilities of a GSR:

- A. Represents the group at District meetings and is responsible to carry all the information back to the group they represent.
- B. Serves a two-year term.
- C. Represents the group at Area Assemblies and Workshops.
- D. Supplies the DCM's with up-to-date group information.
- E. Receives and shares with the group all information from GSO including Box 459.
- F. Is acquainted with materials available from GSO.
- G. Is familiar with the Traditions and history of AA through the books *The Twelve Steps and Twelve Traditions*, *AA Comes of Age*, and the pamphlets *The AA Group* and *AA Traditions-How it Developed*.
- H. Works with the group Treasurer to remind the group of Tradition Seven and the importance of supporting AA at all levels of service.
- I. Assists the group in seeking solutions to a variety of problems, especially those related to the Twelve Traditions.
- J. Additional information can be found in the AA Service Manual, the AA group pamphlet, and the GSR pamphlet.

6.4 GSR District Three Guidelines:

- A. GSR's and/or Alternates are required to attend the following:
 - District meetings – first Wednesday of each month.
 - Pre-Conference Assembly
 - Post-Conference Assembly
 - Fall Voting Assembly
 - District Workshops
- B. It is suggested that GSR's attend the following whenever possible:
 - Area Business meetings
 - Area Workshops
- C. GSR's are encouraged to support their DCM's and to call upon their DCM for help and advice when faced with situations affecting Traditions or AA as a whole.

7.0 ALTERNATE GSR

7.1 It is suggested that an Alternate GSR be elected at the same time and by the same procedures as the GSR.

7.2 Alternates should assist, participate and share in the responsibilities of the GSR as well as fill in at meetings the GSR is unable to attend.

7.3 In the event that the GSR is unable to complete the term of office, it is suggested that the position be filled by the Alternate GSR and that a new Alternate be elected.

8.0 DISTRICT TREASURER

8.1 The qualifications for District Treasurer are: A. Suggested minimum of two years sobriety.

B. A responsible person with good record-keeping ability.

C. A background in service at the Group or District level.

D. The time and energy to do the job well.

8.2 The Treasurer's duties and responsibilities:

A. Maintains a clear and accurate financial record of all District income and disbursements.

B. Attends District meetings.

C. Prepares a written monthly financial report of income and disbursements and provides copies to be distributed at District meetings.

D. Submits a financial report at the end of the year with sufficient copies to distribute to each group.

E. Collects and disburses all District funds.

F. Establishes a checking and savings account requiring two signatures to withdraw or transfer funds with a bank of his/her choice and keeps record of all transactions.

- G. Keeps a file of the past 2 years of treasurer's reports and makes them available upon request.
- H. Chairs all District Budget meetings.
- I. Becomes familiar with District Three Financial Guidelines and helps to see that these guidelines are followed.
- J. May carry the District DCM vote to Area functions when both the DCM and the Alternate are unable to attend.
- K. Is one of the cosigners on all District bank accounts.

9.0 DISTRICT SECRETARIES

9.1 Qualifications:

- A. Suggested minimum of two (2) years of sobriety with a background in AA service.
- B. The ability to keep clear and accurate records.
- C. The time, energy, and desire to serve the District well.

9.2 Corresponding Secretary Duties and Responsibilities:

- A. Records group changes and new group information and mails information to the Area Registration Chairperson.
- B. Keeps a record of attendance at District Three meetings.
- C. Maintains an up-to-date copy of District Three Guidelines.
- D. Is responsible to remind GSR's and Coordinators of upcoming District Three meetings.
- E. Provides a current list of all District Three Officers and Standing Committee Coordinators and their phone numbers to the Utah Valley Central Office.
- F. Has a voice and a vote at all District Three meetings.

9.3 Recording Secretary Duties and Responsibilities:

- A. Takes the minutes at each District meeting. Types minutes and makes copies available at the next District meeting.
- B. Attends and takes minutes for each DCM planning meeting. Types agenda for the following District meeting.
- C. Takes the minutes at all District Budget Committee meetings
- D. May carry the District's DCM vote to Area functions when both the DCM and the Alternate are unable to attend.
- E. Is responsible to assemble the GSR packets and distributes to new GSR's.
- F. Has a voice and a vote at all District meetings.

10.0 DISTRICT STANDING COMMITTEE

10.1 The purpose of the Standing Committee is to provide an effective means of carrying the AA message to the media, other organizations and professionals interested in AA, and to agencies and institutions dealing with the treatment of alcoholism. GSO Guidelines state, "In all public relationships, AA's sole purpose is to help the still suffering alcoholic. Our

experience should be made available freely to all who express sincere interest. We must recognize that our competence to speak about alcoholism is limited in subject matter to AA and it's recovery program."

10.2 The District Standing Committee is made up of the Public Information Coordinator (PIC), Treatment Coordinator, Corrections Coordinator, Cooperation With Professional Community (CPC), Bridging the Gap Coordinator, Grapevine Representative, and the District Archivist.

10.3 Qualifications for District Standing Committee Coordinators:

- A. Suggested two to three years sobriety and a background in AA service at the group and/or District level.
- B. Knowledge of the AA Traditions and 12 Concepts and their application to service in AA.
- C. The ability to organize and work well with others.
- D. The time, energy, and desire to serve the District well.

10.4 General responsibilities of District Standing Committee Coordinators:

- A. Are familiar with the AA Service Manual, GSO Guidelines that apply to their positions, and other applicable AA literature.
- B. Report monthly to the District on all related activities and functions of their position both at the District and Area levels.
- C. Keep in contact with their respective Area Chairperson and coordinates and cooperates with the Area when necessary.
- D. Create a Standing Committee to assist in fulfilling the responsibilities described in these guidelines.

11.0 PUBLIC INFORMATION COORDINATOR (PIC)

11.1 Duties and responsibilities:

- A. Provides information to all local newspapers and periodicals.
- B. Makes Public Service Announcements available to local radio and television stations.
- C. Provides contact with local educational facilities with speakers, film, literature, and other information available. Helps organize and set up meetings at school facilities as needed.
- D. Sets up and maintains literature racks in all areas not covered by Treatment, Corrections, or CPC Committees.
- E. Create a Standing Committee to assist in fulfilling the responsibilities described in these guidelines.

11.2 Public information Coordinator District Three Guidelines:

- A. Has a voice and a vote at all District meetings.
- B. Attends all District meetings prepared to give a verbal status report.
- C. Attends the following Workshops and Assemblies:
 - Pre-Conference Assembly
 - Post-Conference Assembly

- Fall Assembly
- Area Workshops

Public Information coordinator may use funds from Public Information budget to defray costs of attending Area Workshops and Assemblies

- D. Any Coordinator who has three or more unexcused absences from District meetings will be asked to step down from that position. A Coordinator may be excused by calling a DCM or Alternate DCM. Any Coordinator who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. Any person removed from office shall be notified by the DCM or Alternate DCM as soon as possible following the vote.

12.0 TREATMENT COORDINATOR

12.1 Duties and Responsibilities:

- A. Provides contact information to hospital in-patient and outpatient programs within the District boundaries.
- B. Provides contact and information to all local mental health facilities and rehabilitation programs, including but not limited to the State Hospital.
- C. Provides assistance in organizing and setting up AA meetings in treatment and/or medical facilities as needed, being responsible along with the DCM to see that meetings are keeping within the Traditions and that meeting needs are being met.
- D. Provides and maintains literature racks as needed in local medical and Treatment facilities.
- E. Create a Standing Committee to assist in fulfilling the responsibilities described in these guidelines.

12.2 Treatment Coordinator District Three Guidelines:

- A. Has a voice and a vote at all monthly District meetings.
- B. Attends all monthly District meetings prepared to give a verbal status report.
- C. Attends the following Area Workshops and Assemblies:
 - Pre-Conference Assembly
 - Post-Conference Assembly
 - Fall Assembly
 - Area Workshops
 - District Workshops

Treatment coordinator may use funds from Treatment budget to defray costs of attending Area Workshops and Assemblies

- D. Any Coordinator who has three or more unexcused absences from District meetings will be asked to step down from that position. A Coordinator may be excused by calling a DCM or Alternate DCM. Any Coordinator who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. Any person removed from office shall be notified by the DCM or Alternate DCM as soon as possible following the vote.

13.0 CORRECTIONS COORDINATOR

13.1 Duties and responsibilities:

- A. Provides contact and information to all jails, correction facilities, and detention centers located in the District.
- B. Helps organize and set up AA meetings in correctional facilities as needed, being responsible along with the DCM to see that meetings are keeping within the Traditions and that meetings needs are being met.
- C. Provides Speakers, films, and literature to correctional facilities as needed.
- D. Sets up and maintains literature racks in the correctional facilities.
- E. Create a Standing Committee to assist in fulfilling the responsibilities described in these guidelines.

13.2 Corrections Coordinator District Three Guidelines:

- A. Has a voice and a vote at all monthly District meetings.
- B. Attends all monthly District meetings prepared to give a verbal status report.
- C. Attends the following Area Workshops and Assemblies
 - Pre-Conference Assembly
 - Post-Conference Assembly
 - Fall Assembly
 - Area Workshops
 - District Workshops

Corrections coordinator may use funds from Correction budget to defray costs of attending Area Workshops and Assemblies

- D. Any Coordinator who has three or more unexcused absences from District Meetings will be asked to step down from that position. A Coordinator may be excused by calling another DCM or Alternate DCM. Any Coordinator who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. Any person removed from office shall be notified by the DCM or Alternate DCM as soon as possible following the vote.

14.0 COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)

14.1 Duties and responsibilities:

- A. Provides contact and information to doctors, nurses, members of the clergy, lawyers, social workers, union leaders, and business managers.
- B. Provides speakers, films, literature, and other information to members of the professional community as needed.
- C. Provides, sets up, and maintains literature racks in professional offices and work places as needed.
- D. Provides invitations to professional people to attend open AA meetings in the District.

- E. Makes information available to judges, probation officers, and other law enforcement officials with regard to what AA does and does not do.
- F. Create a Standing Committee to assist in fulfilling the responsibilities described in these guidelines.

14.2 CPC District Three Guidelines:

- A. Has a voice and a vote at all monthly District meetings.
- B. Attends all monthly District meetings prepared to give a verbal status report.
- C. Attends the following Area Workshops and Assemblies:
 - Pre-Conference Assembly
 - Post-Conference Assembly
 - Fall Assembly
 - Area Workshops
 - District Workshops

CPC coordinator may use funds from CPC budget to defray costs of attending Area Workshops and Assemblies

- D. Any Coordinator who has three or more unexcused absences from District Meetings will be asked to step down from that position. A Coordinator may be excused by calling another DCM or Alternate DCM. Any Coordinator who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. Any person removed from office shall be notified by the DCM or Alternate DCM as soon as possible following the vote.

15.0 BRIDGING THE GAP COORDINATOR

15.1 Duties and responsibilities

- A. Establish, develop and maintain an updated Bridging the Gap Volunteer Database.
- B. Provide Area 69 Treatment, Correction, or Communication chairperson with Volunteer Database information and update the database periodically on the Area's website.
- C. Becomes familiar with and utilizes all service material available pertaining to the Bridging the Gap program.
- D. Coordinates with District Treatment and Corrections Chairpersons methods for receiving bridge requests from New Members.
- E. Facilitates requested bridges between New Members and Bridging the Gap Volunteers.
- F. Provides hospital and institutional facilities located within the District information explaining what Bridging the Gap is and how it works.

15.2 Bridging the Gap Coordinator District Three Guidelines:

- A. Has a voice and a vote at all monthly District meetings.
- B. Attends all monthly District meetings prepared to give a verbal status report.

- C. Attends the following Area Workshops and Assemblies:
- Pre-Conference Assembly
 - Post-Conference Assembly
 - Fall Assembly
 - Area Workshops
- District Workshops
Treatment coordinator may use funds from Treatment budget to defray costs of attending Area Workshops and Assemblies
- D. Any Coordinator who has three or more unexcused absences from District meetings will be asked to step down from that position. A Coordinator may be excused by calling a DCM or Alternate DCM. Any Coordinator who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. Any person removed from office shall be notified by the DCM or Alternate DCM as soon as possible following the vote.

16.0 GRAPEVINE/La Vina COORDINATOR

16.1 Duties and responsibilities:

- A. Provides information to all groups in the District about the International Monthly Journal of Alcoholics Anonymous known as *The Grapevine*
- B. Encourages groups in the District to elect a *Grapevine* representative.
- C. Sets up a *Grapevine/La Vina* display at all District functions.
- D. Works with other District Coordinators to gather back issues of the *Grapevine* and to distribute them to various facilities and institutions.
- E. Create a Standing Committee to assist in fulfilling the responsibilities described in these guidelines.

16.2 Grapevine/La Vina Coordinator District Three Guidelines:

- A. Has a voice and a vote at all monthly District meetings.
- B. Attends all monthly District meetings prepared to give a verbal status report.
- C. Attends the following Area Workshops and Assemblies:
 - Area Committee Meetings
 - Pre-Conference Assembly
 - Post-Conference Assembly
 - Fall Assembly
 - Fall Workshop/ AA Birthday

Grapevine/La Vina coordinator may use funds from Grapevine/La Vina budget to defray costs of attending Area Workshops and Assemblies

- D. Any Coordinator who has three or more unexcused absences from District Meetings will be asked to step down from that position. A Coordinator may be excused by calling another DCM or Alternate DCM. Any Coordinator who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. Any person removed from office shall be notified by the DCM or Alternate DCM as soon as possible following the vote.

17.0 DISTRICT ARCHIVIST

17.1 Duties and Responsibilities:

- A. Gathers, stores, and preserves all historical data that is of significance to District Three and Area 69
- B. Sets up archives display at all District Conferences and Workshops.
- C. Generates interest in members and groups to contribute articles to the archives that will preserve the history of AA in District Three.
- D. Create a Standing Committee to assist in fulfilling the responsibilities described in these guidelines.

17.2 Archivist District Three Guidelines:

- A. Has a voice and a vote at all monthly District meetings.
- E. Attends all monthly District meetings prepared to give a verbal status report.
- F. Attends the following Area Workshops and Assemblies:
 - Pre-Conference Assembly
 - Post-Conference Assembly
 - Fall Assembly
 - District Workshops
- G. Any Archivist who has three or more unexcused absences from District Meetings will be asked to step down from that position. An Archivist may be excused by calling another DCM or Alternate DCM. Any Archivist who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. Any person removed from office shall be notified by the DCM or Alternate DCM as soon as possible following the vote.

18.0 DISTRICT ELECTIONS

18.1 Election Procedure:

- A. Regular District elections will be held every even-numbered year at the September District meeting. All those elected will begin service on January 1 of the odd-numbered year following the elections.
- B. All District elections will be conducted by the DCMC or by one of the DCM's in absence of the DCMC.

- C. All currently serving GSR's DCM's ADCM's, DCMC, District Coordinators, District Secretaries, and District Treasurer are eligible to vote.
- D. Those present who are eligible to vote will be given the option of having a raise of hand or a "Third Legacy" secret ballot vote.
- E. A two-thirds (2/3) majority is required to be elected. If a two-thirds majority has not been reached by the end of three votes, the hat method will be used.
- F. If a person is serving as a GSR and as an Alternate DCM, his/her GSR vote may be passed to the Alternate GSR, and he/she will cast only the vote of their Alternate DCM position.
- G. Any person standing for a District position will be asked to state his/her qualifications prior to taking a vote. A qualified person who is unable to attend the election meeting may submit a written statement listing his/her qualifications and his/her desire to serve. This written statement should be given to a DCM prior to the election meeting.
- H. For any election in the District there must be a quorum present. A quorum shall consist of 51% of all eligible voters. In the event that a quorum is not present at any meeting elections are to be held, the election shall be postponed until the next regularly scheduled District meeting.
- I. These election procedures apply to the following District positions: DCMC, DCM, ADCM, Secretaries, Treasurer, and Coordinators.

18.2 Terms of Office:

- A. Each person elected to a District position shall serve for a two-year term beginning January 1st of the odd-numbered year following the election.
- B. All newly elected persons are encouraged to attend District meetings and, if it applies to their position, agenda planning meetings prior to taking office in order to gain experience.
- C. In the spirit of rotation, it is suggested that no person service for more than one two-year term in any District position other than District Archivist, which is a non-rotating position. If there are no other willing candidates at the election time, voting members of the District may use their discretion and do what is in the best interest of District Three.
- D. Any person elected to fill a vacancy in a District position that occurs between regular elections will serve to the conclusion of that two-year term. That person would then be eligible to be elected to a subsequent two-year term of his/her own.

18.3 Filling Vacant Positions:

- A. Should a vacancy occur in any District position, an election will be held at the next regular District meeting following the announcement of any qualified candidate's decision to stand for the position.

- B. If no qualified person becomes available for an open position, the DCM(s) May appoint someone to act in that capacity until the position can be filled.
- C. If a vacancy occurs during a DCM's term of office, the position will be filled by one of the currently serving ADCM's with first consideration being given to the Alternate who has served the longest.

18.4 Electing a GSR:

- A. GSR's serve for a two-year term and are elected by their groups in August during even-numbered years.
- B. Guidelines from GSO suggest that a group hold a Special-Election meeting during which the role of the GSR is explained. Groups may want to use a filmstrip from GSO made for that purpose.
- C. The new GSR will take office January 1 of the odd-numbered year following the election.
- D. If a vacancy occurs during a GSR's term of office, GSO guidelines suggest that the Alternate become the GSR and a new Alternate be elected.

19.0 DISTRICT BUDGET COMMITTEE

19.1 At the September District meeting, a District Budget Committee will be formed to write a proposed District budget for the coming year.

19.2 The Budget Committee will consist of a minimum of three volunteer GSR's, two DCM's, DCMC, District Treasure, and Recording Secretary.

19.3 The Treasurer (or the longest serving DCM if the Treasurer is not available) will serve as Coordinator of the Budget Committee.

19.4 Duties and Responsibilities of the District Budget Committee are as follows:

- A. Collect from each Standing Committee Member a written summary of their projected expenses for the coming year.
- B. Determine as accurately as possible, based upon past and present experience, the projected income of the District for the coming year.
- C. Estimate the costs to fund District workshops for the coming year.
- D. Estimate the amount required to reimburse all DCM's and DCMC's travel and lodging to required Area functions using the current Area Guidelines for reimbursements to Area Committee Officers.
- E. Determine an amount to be designated as a District General Operating Expense Account.
- F. Determine an amount to be placed in a Prudent Reserve sufficient to cover necessary District Expenses in the event that there is an unexpected shortfall in District income.

- G. Using all of the aforementioned information, write a proposed budget to be presented to the District Committee at the October District meeting.
- H. A final budget – including revisions, if any, shall be adopted at the November District meeting by a simple majority vote.

20.0 DISTRICT FINANCIAL GUIDELINES

- 20.1 All District expenditures require a receipt to be given to the District Treasurer in a timely manner following each purchase.**
- 19.2 No District funds may be used for any of the following:**
 - A. Non-AA Conference-approved literature.
 - B. Any District activity not involving District Three.
 - C. Reimbursements of any travel expenses to events outside of Area 69.
 - D. Any budget item expenditure that exceeds the amount specified (in the budget) without prior approval of the District Committee at a regularly scheduled District meeting.
- 20.3 The District Treasurer, DCM's, and DCMC are authorized to sign checks drawn on the District account. Two authorized signatures are required on all checks.**
- 20.4 All funds contributed by its groups to District Three in a calendar year which are in excess of that year's expenses shall be carried over to the following year. Such funds shall be applied first to maintain the Prudent Reserve at the required level with the balance going to the District operating account.**
- 20.5 A mid-year budget review will be a regular agenda item at the July District meeting following the Treasurer's report.**
- 20.6 Funds from the District Treasury may be available to any member of the District Committee upon presentation of a legitimate need. Amounts not to exceed \$50.00 per use may be approved by any two of the following: DCM's, DCMC, District Treasurer. These uses shall be reported to the District Committee at its next monthly meeting.**
- 20.7 The District shall establish and maintain a Prudent Reserve equal to approximately one fourth of each year's estimated budget (three months operating expenses) to be used for the regular and necessary expenses of providing service at the District level in the event of an unexpected shortfall of income. Approval to withdraw funds shall require a 2/3 majority of votes cast at a District meeting.**

21.0 GUIDELINE REVIEWS AND AMENDMENTS

21.1 Procedures to amend District Three Guidelines:

- A. All proposed amendments to District Three Guidelines should be submitted in writing to a DCM or DCMC. Amendments submitted at least 2 weeks prior to the next District meeting shall be included on the agenda of that meeting.
- B. All proposed amendments to these guidelines will be discussed at the District meeting and the information taken back to the groups prior to a vote.
- C. A two-thirds majority of votes cast with a quorum (51% of eligible voters) present will be required to approve any amendment.
- D. All proposed amendments to District Three Guidelines shall be referred to the District Three Guidelines Committee for research regarding final working, financial impact, and other Guidelines sections which may be affected. The Guidelines Committee shall report to the District prior to a vote on any proposed amendment.

21.2 All changes will go into effect immediately, unless special circumstances warrant a vote to do otherwise

21.3 The District Corresponding Secretary shall type and make copies of all Approved amendments and shall make updated copies of the guidelines available as soon as it is feasible to do so.

21.4 An up-to-date copy of the District Guidelines will be made available to the Following:

- A. District Three GSR's, DCM's, ADCMS's, DCMC, Secretaries, Treasurer, and Coordinators.
- B. Newly elected District Three GSR's, DCM's, DCMC, Secretaries, Treasurer, and Coordinators.
- C. District Three Central Office
- D. Area Secretary
- E. Area Archivist

21.5 Guidelines Committee

- A. In the January District meeting a District Guidelines Committee shall be Formed.
- B. The District Guidelines Committee shall consist of not less than three (3) volunteer GSR's, one (1) DCM, one (1) ADCM, one (1) Standing Committee Chairperson, the DCMC, the District Treasurer and the District Recording Secretary.
- C. The currently serving DCMC shall be the Chair of the District Guidelines Committee.

21.6 Duties and Responsibilities:

- A. The District Guidelines Committee shall review the District Three Guidelines once a term in odd years for any needed changes.
- B. The District Guidelines Committee shall review all District Committee Minutes for meetings held since the last annual review to ensure that changes voted upon by the District Committee have been added to the District Three Guidelines.
- C. The district Guidelines Committee shall make a recommendation to District Three, in the form of a motion, when it is determined that any change is needed in the District Three Guidelines, including financial impact if any.
- D. When motions are referred to the District Guidelines Committee the committee will report back to the District at the next District Meeting.

22.0 HOSTING AREA EVENTS

- A. Bidding for or accepting the responsibility for hosting any Area service shall require the prior approval of the District Committee by a simple majority of votes cast at a regular District meeting.
- B. When hosting an Area event, the District shall utilize the Area Guidelines for Host Committees.