

District 17 Guidelines

Mid-Southern California Area

Preface

The District 17 Guidelines are based on A.A. General Service knowledge and experience shared in the “A.A. Service Manual” and the “Mid-Southern California Area Bylaws, Guidelines for Structure and Procedure.” Additionally, other A.A. Conference-approved literature has been used to develop these District 17 Guidelines.

Article I. District Purpose

- A.** Keep the lines of communication open between the General Service Office (G.S.O.) and District 17 Groups through maximum registration and representation of all active Groups.
- B.** Develop knowledgeable and experienced General Service Representatives (GSR's) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, the Six Warranties and other principles of service as contained in the “A.A. Service Manual.”
- C.** Elect officers to represent District 17 at Area Service Committee meetings and to participate with GSR's at Area Assemblies and other Mid-Southern California Area functions.
- D.** Strengthen District 17 Groups through service work to ensure that the opportunity to recover from alcoholism through the practice of the Twelve Steps and the Twelve Traditions will be available for future alcoholics.
- E.** Support the A.A. Service structure including the General Service Office, the Mid-Southern California Area and District 17 in the spirit of the Seventh tradition by; encouraging all Groups in District 17 to establish and participate in a regular contribution plan.
- F.** Further support the A.A. Service structure by encouraging individual participation in regional forums and assemblies (e.g. Forums and P.R.A.A.S.A.)

Article II. District Description

- A. District:** District 17 is part of the Mid-Southern California Area (Area 9) in the Pacific Region of the General Service Conference Structure. See map Figure 1
- B. Sub-Districts:**
 - A. Canyon Lake, Lake Elsinore, Murrieta, Perris, and Wildomar
 - B. Sun City, Menifee, and Quail Valley
 - C. Serenity Circle Hall and Temecula Alano Club
 - D. Remainder of Temecula and the French Valley

Article III. District Membership

A. Voting members of District 17

- 1. District Officers: District Committee Member Chair (DCMC), Alternate DCMC, Secretary, Treasurer, Registrar
- 2. GSR's, DCM's, and Alternate DCM's
 - a. All GSR's who are currently registered as representing a District 17 Group
 - b. All DCM's who are currently registered as representing a District 17 Sub-District
 - c. All Alternate DCM's who are currently registered as representing a District 17 Sub-District
- 3. Standing Committee Chairs: Archives, Computer Bulletin Board/Internet, Cooperation with the Professional Community (CPC), General Service Representative School, Grapevine,

- Hospital and Institution Liaison, Intergroup Liaison, Public Information (PI), Special Needs
4. Alternates: All members serving in Alternate Trusted Servant positions have the same voting privileges as their principals only when their principals are absent. (This provision does not apply to the Alternate DCMC)

B. Need for Alternate Trusted Servants

1. In an effort to build a greater experience level in the District, the following incumbent Trusted Servants are encouraged to recruit members to serve as their alternate.
 - a. GSR's
 - b. DCM's
 - c. Standing Committee Chairs
2. This policy recognizes the great advantage of having a member gain valuable experience while in the alternate position and perhaps becomes interested enough to stand for that office at the next election. When alternates volunteer for the position, the principal shall introduce them at the next District Committee meetings.

C. Exclusions

1. Each qualified voter shall have a single vote even though the member may be serving in more than one capacity.
2. District Trusted Servants who have missed three consecutive District Committee meetings are considered inactive. They are automatically removed from the service position. They are ineligible to act as a District Trusted Servant unless reinstated by a vote of the District Committee. The incumbent or the DCMC arranging for an alternate to assume the duties of the position on a temporary basis with the approval of the District Committee may preclude this action.

Article IV. District Funding

- A. District 17 accepts no money or things of value from nonalcoholic persons or organizations. District 17 sells no merchandise or raises any funds that are not entirely voluntary contributions of its members.
- B. District 17 is entirely self-supporting through contributions from District 17 Groups and 7th Traditions collection at District 17 Committee meetings.
- C. District 17 does accept funding from MSCA 9
- D. When discounts or subsidies are offered to District 17, the following policy applies. "Whenever a discount or subsidy is that which would be offered to any other organization of similar size requiring a purchased service of product of similar character and magnitude...it may be accepted. Whenever a discount or subsidy is partly or in total offered because we are Alcoholics Anonymous, it must be declined."

Article V. District Elections

A. Positions and Eligibility

1. DCMC and Alternate DCMC
 - a. A background in A.A. service work, which is related to the DCM position.
 - b. Minimum suggested sobriety of four years.
 - c. The time, energy and willingness to serve the District well.
 - d. Availability to attend all Area Service Committee meetings, Area Assemblies and other area events.
 - e. Able and willing to assume duties as described in Article VI, Section A and B when applicable.
2. DCM's and Alternate DCM's
 - a. A background in A.A. Service work, which is related to the GSR position.

- b. Minimum suggested sobriety of two years.
- c. The time, energy and willingness to service the District well.
- d. Availability to attend all Area Service committee meetings, Area Assemblies, and other Area events.
- e. Able and willing to assume duties as described in Article VI, Section's A & B
- 3. Secretary
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well
 - c. Able and willing to assume duties as described in Article VI, Section's A & B
- 4. Treasurer
 - a. Minimum suggested sobriety to two years.
 - b. The time, energy and willingness to serve the District well.
 - c. Able and willing to assume duties as described in Article IV, Section's A & B
- 5. Registrar
 - a. Minimum suggested sobriety of two years
 - b. The time, energy and willingness to serve the District well.
 - c. Able and willing to assume duties as described in Article VI, Section's A & B.
- 6. The current DCMC and all past DCMC's are ineligible for election to District Officer position in which they have served in the past. They are encouraged to participate in other District positions.

B. Election Procedure

- 1. November of odd-numbered years.
- 2. The Principle of Rotation applies to all District 17 Officer positions.
- 3. The term of office for District 17 Trusted Servants is two years commencing on January 1st of the even-numbered year following the election.
- 4. The DCMC and Alt. DCMC and other District Officers, DCM's, Alt.DCM's are elected by Third Legacy procedure.
- 5. Voting may be by written ballot or a show of hands.
- 6. It is preferred that more than one person is nominated for each office.

C. Vacated and Newly Created Positions

- 1. Vacated District Officer positions will be filled automatically by the alternate. If there is no alternate, the DCMC may appoint a member to the position subject to confirmation by vote at the next District Committee meeting.
- 2. Newly created District Officer positions will be filled by an election, or the DCMC may appoint a member to the position subject to confirmation by vote at the next District Committee meeting.

Article VI. Duties of District Officers

A. District Committee Member Chair (DCMC)

- 1. Prepare agenda of District meetings.
- 2. Maintain roster of officers, DCMs and Committee Chairs
- 3. Set up District meeting
- 4. Maintain an effective service structure throughout the District.
- 5. Visit Groups that request information on General Service the A.A. Service Structure, application of the Traditions or any other question the Group desires information on.
- 6. Service sponsor District GSR's by continuing their study of the "The Twelve Traditions," "The Twelve Concepts," "The A.A. Group" pamphlets, "The A.A. Service Manual," "Box 4-5-9" and other General Service material.
- 7. Attend all meetings of the District 17 Committee
- 8. Attend and participate in all Area Service Committee meetings. Area Assemblies, the

Servathon, the Pre-Conference Workshop, the Foro de M.S.C.A., the Pacific Regional Alcoholics Anonymous Service Assembly (PRAASA), and the Regional Forum. Events requiring lengthy travel may be attended if District funds permit. (See addendum below.)

9. Chair the monthly District 17 committee meeting.
10. Maintain active communications between the District and the Mid-Southern California Area Delegate, the Area Service Committee.
11. Encourage and assist DCM's and Standing Committee Chairs to develop leadership knowledge, experience and love of General Service work.
12. Maintain responsibility for the following District election tasks.
13. Coordinate the bi-annual District election and conduct any other District elections.
14. Ensure that the results of the District election are communicated to District 17 and the Mid-Southern California Area; and that any reports required are promptly sent
15. Service sponsor replacement to ensure an orderly transfer of responsibilities.

B. Alternate District Committee Member Chair (Alt. DCMC)

1. Assist the DCMC to maintain an effective service structure throughout the District.
2. Substitute for the DCMC when necessary.
3. Attend all meetings of the District 17 Committee.
4. Attend and participate in all Area Service Committee meetings, Area Assemblies, the Servathon, The Pre-Conference Workshop, and the Foro de M.S.C.A.
5. Coordinate District or Area events as needed.
6. Chair District and report on special project committees as needed
7. Service sponsor replacement to ensure an orderly transfer of responsibilities.

C. Secretary

1. Take the minutes of District Committee meeting. Present the minutes for approval at the next District Committee meeting.
2. Update MSCA 9 website
3. Attend all meetings of the District 17 Committee
4. Attend all Area Service Committee, Area Assemblies, Servathon, and Pre-Conference Workshop
5. Participate as a member of the Assembly.
6. Distribute the minutes to District Committee meeting, Area Archives and Pacific Regional Trustee.
7. Purchase secretarial supplies with District funds and maintain custody of such supplies.
8. Maintain copies of all District minutes, agendas, and correspondence in good condition.
9. Process correspondence as required.
10. Service sponsor replacement to ensure an orderly transfer of responsibilities.

D. Treasurer

1. Attend all meetings of the District 17 Committee.
2. Participate as a member of the Area Assembly.
3. Keep accurate and permanent records of District funds.
4. If funds exceed \$5000, file Form 1023 within 90 days.
5. File Form 990N online, annually, in the month of May
6. Record contributions to the District using the Group's name and registration number on the monthly contribution form (list of contributing groups).
7. Create monthly cash flow spreadsheet.
8. Maintain checkbook records and balance the District bank account.
9. Provide District meeting members a copy of the cash flow and a list of contributing groups monthly.
10. Pass baskets for 7th Tradition contributions at District meetings. Inform Secretary of amount.
11. Coordinate with the landlord as the District 17 responsible party and pay any rent due.
12. Create annual budget.

13. Ensure that District expenses, including the District Post Office Box are paid on time.
14. Ensure that the DCMC's and Treasurer's names are placed on the District bank account.
15. Purchase with District funds and maintain custody of the Treasurer's records, and other treasurer's supplies and the key to the district P.O. Box.
16. Distribute any Post Office Box mail to the proper District members.
17. Service sponsor replacement to ensure an orderly transfer of responsibilities.

E. Registrar

1. Maintain accurate records of District Groups, GSR's and Alt. GSR's to include name, address and phone of each.
2. Attend all meetings of the District 17 Committee.
3. Attend Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop and the For de M.S.C.A.
4. Participate as a member of the Area Assembly.
5. Work closely with DCM's, the GSR School Chair, Secretary, Treasurer and GSR's to keep District Group records current.
6. Inform the DCMC, Area Registrar, the G.S.O. Records Department and/or the Conference Secretary of changes in Group GSR information as necessary.
7. Inform new GSR's of their Group name and number as it is currently registered with G.S.O.
8. Service sponsor replacement to ensure an orderly transfer of responsibilities.

Article VII. Duties of District Committee Member (D.C.M.) and Alternate District Committee Member (Alt. D.C.M.)

A. District Committee (D.C.M.)

1. Encourage and assist GSR's to develop leadership, knowledge, experience and love of General Service work.
2. Maintain an effective service structure in the Sub district.
3. Attend Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District Steering Committee, the Area Service Committee and Area Assembly.
5. Work toward full representation of all the Groups in the Sub-district, all District Committee meetings, Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
6. Assist the District Registrar in obtaining current Group information to update the District 17 Roster, and the area roster and the "Western Directory".
7. Conduct D.C.M./G.S.R. Sub district meetings during the monthly District Committee meeting and discuss pending Area business and Group problems, then give a report to the District on the Sub-District meeting.
8. Visit Groups in the Sub-District that are experiencing problems, at the request of their G.S.R.
9. Service sponsor Sub-District G.S.R.'s
10. Visit Groups in the Sub-District that do not have G.S.R.'s, explain the importance of Group representation in A.A. through a G.S.R., and encourage them to elect their won G.S.R.
11. Service sponsor replacement to ensure an orderly transfer of responsibilities.

B. Alternate District Committee Member (alt. D.C.M.) when applicable

1. Assist the D.C.M. to maintain an effective service structure in the Sub-District.
2. Substitute for the D.C.M. when necessary.
3. Attend all meetings of the District 17. Attend Area Committee meetings, Area Assemblies, the Servathon, The Pre-Conference Workshop and the Foro de M.S.C.A.
4. Participate as a voting member of the District 17 Committee in the absence of the D.C.M.
5. Participate as a voting member of the Area Assembly.

6. Participate as a voting member of the Area Service Committee in the absence of the D.C.M.
7. Service sponsor replacement to ensure an orderly transfer of responsibilities.

Article VIII. Duties of the Standing Committee Chairs

A. Archives Committee Chair

Purpose: Members of Archives committee promote interest, activity and concern for the AA Archives program.

1. Attend all meetings of the District 17 Committee.
2. Attend & participate in all Area Archives meetings and activities and report to the District on Archives activities.
3. Committee Services: can include, but not limited to: presentations, workshops, exhibits, enlisting AA volunteers and continue to research the history of District 17.
4. Purchase supplies as needed staying within the annual District A budget, submitting an expense report to the District Treasurer for compensation.
5. Service sponsor replacement to ensure an orderly transfer of responsibilities.

B. Computer Bulletin Board/Internet

1. Keep Local Intergroup and Area Websites up to date.
2. Service sponsor replacement to ensure an orderly transfer of responsibilities.

C. Cooperation with the Elder Community (C.E.C.) Committee Chair

Purpose: Members of CEC committee inform the elder community about A.A. – what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between AA's & the elderly.

1. Attend all meetings of the District 17 Committee.
2. Attend and participate as a member in all Area C.E.C. meetings and activities, and report to the District on C.E.C. activities.
3. Committee Services: can include, but not limited to: presentations, service sponsor non-alcoholic professionals, workshops, newsletters, exhibits, enlisting AA volunteers.
4. Purchase supplies as needed staying within the annual District CEC budget, submitting an expense report to the District Treasurer for compensation.
5. Service sponsor replacement to ensure an orderly transfer of responsibilities.

D. Cooperation with the Professional Community (C.P.C.) Committee Chair

Purpose: Members of CPC committee inform professionals and future professionals about A.A. – what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between AA's & professionals, and to find simple, effective ways of cooperating without affiliating.

1. Attend all meetings of the District 17 Committee.
2. Attend and participate as a member in all Area C.P.C. meetings and activities, and report to the District on C.P.C. activities.
3. Committee Services: can include, but not limited to: presentations, working w/ students attending professional schools, service sponsor non-alcoholic professionals, workshops, newsletters, exhibits, enlisting AA volunteers.
4. Purchase supplies as needed staying within the annual District CPC budget, submitting an expense report to the District Treasurer for compensation.
5. Service sponsor replacement to ensure an orderly transfer of responsibilities.

E. Corrections

Purpose: Members of Corrections Committee coordinate the work of individual A.A. Members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger A.A. community through pre-release contacts.

1. Attend all meetings of the District 17 Committee.
2. Attend and participate as a member in all Area Corrections meetings and activities, and report to the District on Corrections activities.
3. Committee Services: can include, but not limited to: presentations, service sponsor non-alcoholic professionals, workshops, newsletters, exhibits, enlisting AA volunteers.
4. Purchase supplies as needed staying within the annual District Corrections budget, submitting an expense report to the District Treasurer for compensation.
5. Service sponsor replacement to ensure an orderly transfer of responsibilities.

F. Grapevine Committee Chair

Purpose: Members of Grapevine committee promote interest, activity and concern for the Grapevine & La Vina magazines.

1. Attend all meetings of the District 17 Committee.
2. Attend & participate in all Area Grapevine committee meetings and activities and report to the District on Grapevine/LaVina activities.
3. Committee Services: can include, but not limited to: presentations, workshops (story writing), exhibits, enlisting AA volunteers. Promotion and distribution of GV subscription forms.
4. Service sponsor replacement to ensure an orderly transfer of responsibilities.

G. G.S.R. School Chair

Purpose: Conduct a brief orientation for new GSR's one half hour prior to the District Committee meeting providing them with new General Service training material, and encourage them to attend the Area GSR School.

1. Attend all meetings of the District 17 Committee.
2. Attend and participate as a member in all Area GSR School committee and report to the District on pertinent activities.
3. Committee Services: presentations, workshops, exhibits, enlisting AA volunteers and distribution of service material
4. Purchase supplies as needed staying within the annual District GSR School budget, submitting an expense report to the District Treasurer for compensation.
5. Service sponsor replacement to ensure an orderly transfer of responsibilities.

H. Hospital and Institutions (H&I) Liaison Committee Chair

1. Attend H&I meetings within District 17 boundaries, and report on H&I matters to District 17.
2. Attend all meetings of District 17.
3. Coordinate any General Service and H&I activities that are required.
4. Service sponsor replacement to ensure an orderly transfer of responsibilities.

I. Intergroup Liaison Committee Chair

1. Attend all District 17 Intergroup Association meetings, and report to District 17 on Intergroup matters.
2. Coordinate any General Service and Intergroup activities that are required.
3. Attend all meetings of District 17
4. Service sponsor replacement to ensure an orderly transfer of responsibilities.

J. Literature Committee Chair

Purpose: Members of Literature committee promote interest, activity and concern for AA Literature.

1. Attend all meetings of the District 17 Committee.
2. Compose District specific literature.
3. Attend & participate in all Area Literature committee meetings and activities and report to the District on Literature committee activities.
4. Committee Services: can include, but not limited to: presentations, workshops, exhibits, enlisting AA volunteers.
5. Service sponsor replacement to ensure an orderly transfer of responsibilities.

K. Public Information (PI) Committee Chair

Purpose: Members of PI committee inform the community about A.A. – what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between AA's & the public.

1. Attend all meetings of the District 17 Committee.
2. Attend and participate as a member in all Area P.I. meetings and activities, and report to the District on P.I. activities.
3. Committee Services: can include, but not limited to: presentations, working w/ students attending professional schools, service sponsor non-alcoholic professionals, workshops, newsletters, exhibits, enlisting AA volunteers.
4. Purchase supplies as needed staying within the annual District PI budget, submitting an expense report to the District Treasurer for compensation.
5. Service sponsor replacement to ensure an orderly transfer of responsibilities.

L. Special Needs Committee Chair

Purpose: Members of Special Needs Committee inform the AA community of the need for all to have accessibility to AA meetings.

1. Attend Area Special Needs Committee meetings, and report to the District on activities.
2. Attend all meetings of the District 17 Committee.
3. Evaluate meeting places for helping special needs members, and determine accessibility of sites.
4. Make District 17 aware of the importance of the Special Needs Program.
5. Service sponsor replacement to ensure an orderly transfer of responsibilities.

M. Treatment

Purpose: Members of Treatment Committee coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities and outpatient settings, and to set up means of “bridging the gap” from the facility to an A.A. group in the individual’s community.

1. Attend and participate as a member in all Area Treatment meetings and activities, and report to the District on Treatment activities.
2. Committee Services: can include, but not limited to: presentations, service sponsor non-alcoholic professionals, workshops, newsletters, exhibits, enlisting AA volunteers.
3. Purchase supplies as needed staying within the annual District Treatment budget, submitting an expense report to the District Treasurer for compensation.
4. Service sponsor replacement to ensure an orderly transfer of responsibilities.

Article IX. Ratification, Amendment, Suspension

A. Ratification—these guidelines shall become effective immediately upon acceptance by two-thirds of the District, present and voting.

B. Annual Review

1. A District Guidelines Review ad hoc Committee Chair shall be appointed by DCMC each odd-numbered year in February to review and study, as necessary, the District 17 Guidelines and make recommendations for any changes deemed necessary. A written report shall be made to the District Committee reflecting any possible suggested changes.
2. The ad hoc Committee Chair is responsible for a complete and thorough review of the District 17 Guidelines. The ad hoc Committee Chair’s term of service is from the date of appointment as Chair, to the date that the Guidelines have been revised and distributed at the District 17 Committee meeting.
3. The ad hoc Committee Chair may implement editorial changes such as spelling, grammar and other revisions that have no significant impact on the Guidelines with the concurrence of the District 17 Committee.
4. The District 17 Committee must review other recommended changes that may possibly affect

District 17 policies and procedures. Each “recommended change” shall be prepared on a separate page, for the convenience of District members to use as each one is presented at the District Committee meeting.

5. Upon completion of the Guidelines review, ad hoc Committee Chair shall complete the following sequence of actions:
 - a. Deliver the completed review/study report to the DCMC at a District 17 meeting.
 - b. Explain the editorial changes, and request concurrence of the Committee in order to incorporate the changes.
 - c. Explain each recommended change to the Committee.
 - d. Upon acceptance by two-thirds of the District, present and voting, incorporate recommended changes into the District 17 Guidelines.
 - e. Arrange to publish the District 17 Guidelines.

C. Amendment

1. Guideline changes proposed by the District Guidelines Review ad hoc Committee Chair should follow the procedure in Article X, and B above.
2. All proposed amendments must be in writing and submitted to the District Secretary, who will give them to the DCMC.
3. The Secretary shall present the proposed amendment to the District Committee meeting no later than two months after receipt.
4. Prior to presentation at the District Committee meeting, the DCMC shall provide opportunity for GSRs and other District members to become fully informed on the proposed amendment by announcing the receipt of the proposed change(s) and making them available in writing at the next District Committee meeting.
5. Upon acceptance by two-thirds of the District, present and voting, the proposed amendment becomes a part of the District 17 Guidelines.

D. Suspension

1. Upon agreement by three-fourths of the District, present and voting, these Guidelines, or any part thereof, may be suspended temporarily for necessity.

Article X. District 17 Committee Meeting

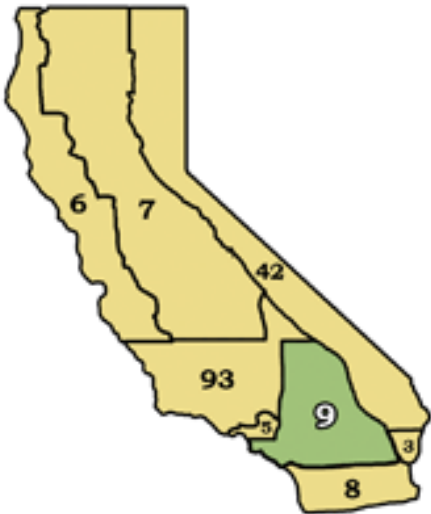
- A. District 17 Committee meeting day: The District 17 Committee meeting is held on the second Tuesday of every month, including those Tuesdays which are on holidays. The meeting time is 6:30pm.
- B. Typical District 17 meeting format: Meeting begins at 6:30pm, and ends not later than 8:15pm.
- C. Coffee Maker maintains custody of keys to the District meeting room.

District 17 Guidelines

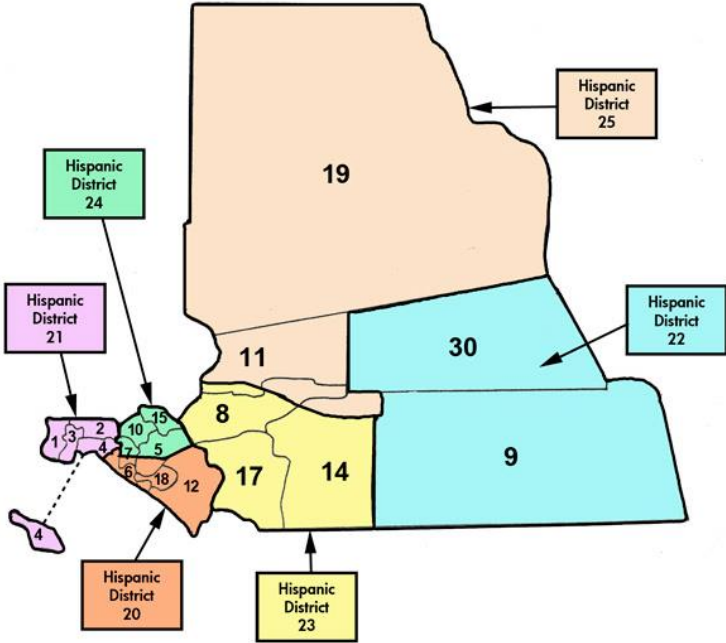
Figure 1

California Areas

Mid-Southern California Area 9



42 includes part of Nevada
 3 includes part of Arizona



District 17



Updated November 2011! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !

Addendum to District 17 Guidelines

PRAASA Funding In Order of Eligibility:

1. DCMC: Fully funded, then the available balance to be evenly distributed between the attending District Officers, then Committee Chairs & Liaisons, then GSR's
2. District officers: Alt. DCMC; DCM's; Treasurer; Registrar; & Secretary, (Written request for funding to be submitted to treasurer no later than the second Tuesday of January).
3. Committee Chairs & Liaisons (Written request for funding to be submitted to treasurer no later than the second Tuesday of February).
4. GSR's (Written request for funding to be submitted to treasurer no later than the second Tuesday of February).

Deadlines for Submission in Writing:

- A. District Officers – second Tuesday of January.
- B. Committee Chairs & Liaisons & GSR's – second Tuesday of February.

Suggested Expense Statement (may include):

1. PRAASA registration fee
2. Travel expense: Airfare; airport shuttle; mileage, tolls, parking
3. Lodging
4. Meals; AA/Al-anon Banquet

MISCELLANEOUS:

- A. If a GSR is also a committee chair 50% of funding comes from district and the other 50% may come from the GSR's home group.