

STRUCTURES AND GUIDELINES DISTRICT 14

1. PREFACE

These guidelines are not intended to replace the A.A. Service Manual*. Each District is autonomous and these guidelines are to assist in clarifying matters which pertain specifically to District 14.

*References to the A.A. Service Manual (edition 2009-10), identified by (S pg#), and are included to make these guidelines a concise service reference for members of District 14. *In these guidelines, the following definitions apply:*

District 14 is the geographic region designated by the North Florida Area Conference. It is also referred to as the District.

2. AMENDING THE DISTRICT GUIDELINES

Any proposed amendment to these guidelines shall be submitted in writing to the District Chairperson, with a copy for the District Secretary. The DCM shall include the proposed amendment on the District Meeting* agenda. A two-thirds vote in favor by the GSRs or their Alternates present shall constitute adoption of the amendment.

*The District Meeting is a meeting, with proper notice, of the District Officers, District Service Coordinators, and GSRs of registered A.A. groups, within the District, that desire to participate. The District Meeting is the democratic voice of the membership expressing itself. It usually takes place monthly.

3. DISTRICT MEETINGS (non-election)

3A. Composition

The District 14 meeting shall be composed of the elected General Service Representatives of all Registered Groups within the District 14 boundaries wishing to participate, District 14 Service Coordinators, and District 14 Officers. All members shall be sober members of Alcoholics Anonymous. If any District Officer or District Committee Coordinator misses 3 consecutive District meetings they may be replaced.

3B. Format

The District 14 meeting shall convene on a monthly basis, in a fixed location. (S34) Reports from the Committee Service Coordinators listed in Section 4 shall take place. Minutes of this meeting shall be taken by the Secretary. The business session of District 14 will also take place. All business of District 14 will be conducted at this time with only members of the District or individuals approved by the DCM participating. This meeting shall follow Roberts Rules of Order (as modified by 1991 General Service Conference).

Other meetings, sessions, or committee meetings may be scheduled from time to time as decided by the DCM.

District 14 meetings shall be scheduled for a minimum of a year and preferably for a two-year period beyond the current year. Consideration shall be given to any regional A.A. functions to avoid conflict when setting the dates.

At the District Meeting, 3 months prior to an election meeting, it will be announced that elections will be held. The voting body should have a choice of at least two candidates for each office, whenever possible.

3C. Agenda

The DCM sets the agenda.

The following is the suggested order of business:

- Opening with Serenity Prayer
- Introductions
- Approval of Minutes
- Treasurer's Report
- DCM's Report or announcements
- Alt. DCM's Report or announcements
- Reports from Committee Service Coordinators
- Special Reports (Assorted Events)
- Old business
- New business
- Closing

The agenda of the District meeting shall include specific items of business scheduled to be submitted for discussion and voting. Other items of business brought before the members shall be added to the agenda if appropriate. Business not on the agenda can be brought before the District from the floor. The monthly District meeting should last as close to an hour as possible, but remember, an informed group conscience on any items to be voted on is of utmost importance, and discussion should not be avoided due to time constraints.

3D. Voting Procedure

Only GSR's or their Alternates will be allowed to vote at monthly District 14 meetings. Votes will follow 2/3 majority.

4. DISTRICT MEETINGS (election)

4A. Composition

The District 14 meeting shall be composed of the following: Elected General Service Representatives of all Groups within the District 14 boundaries wishing to participate, District 14 Service Coordinators, District 14 Officers, and anyone wishing to stand for an office or position. All sober members of Alcoholics Anonymous are welcome.

4B. Format

District 14 elections shall convene in the District Meeting in October of every even year to elect the officers listed in Section 5. The terms of office shall be concurrent and of a two years duration. It is suggested that elections be held so that DCMs and GSRs serve their terms concurrent with the Area Delegate. The elected officers and Service Coordinators shall begin their term in January, following October elections.

4C. Eligibility to Stand as District Officers and/or Service Coordinator positions.

The following persons are eligible to stand for election as District officers:

DCM: All current and past GSRs. It is strongly suggested they have a minimum of 5 years continuous sobriety.

ALT DCM: All current and past GSRs. It is strongly suggested they have a minimum of 4 years continuous sobriety.

TREASURER: All current and past GSRs, Service Coordinators, or members having this position related experience. It is strongly suggested they have a minimum of 3 years continuous sobriety.

SECRETARY: All current and past GSRs, Service Coordinators, or members having this position related experience. It is strongly suggested they have a minimum of 2 years continuous sobriety.

SEVICE COORDINATOR: Any member who can fulfill the qualifications and duties for the committee he/she wish to serve as outlined in section 6. It is strongly suggested he/she have a minimum of 2 years continuous sobriety.

Others may be nominated by a GSR if such nominations are accepted by a two-thirds majority vote.

It is also strongly suggested that the spirit of rotation prevail.

All candidates should have a thorough understanding and appreciation of the A.A. Steps, Traditions, and Concepts and be prepared to place principles before personalities at all times.

4D. Voting privileges at election meetings

Only GSRs or their Alts are eligible to vote at the biennial October election meeting. A person may cast only one vote.

4E. Voting Procedure at election meetings

All voting will follow the Third Legacy procedure set out in the A.A. Service Manual (S21-22). Names of persons standing for office announced. **Voting will be by written ballot.**

One non-voting A.A. member will pass out one ballot to each voting member. Each voting member will write the name of his/her selection on the ballot. The votes will then be brought to the front of the room and tallied aloud. The first candidate to receive two-thirds of the total vote cast is elected. On the second and subsequent ballots, the candidate list will be shortened per the Third Legacy Procedure. Up to five ballots may be required to determine the winner, if any. If no one receives two-thirds of the votes cast by the fifth ballot, the winner will be decided by lot (drawn from a hat by a non-voting member of A.A.).

The order of election of officers and Service Coordinators is at the DCMs discretion, but it is suggested that the officers and Service Coordinators be elected in the following order:

- DCM
- Alt. DCM
- Treasurer
- Secretary
- Archives
- Accessibilities
- Cooperation with the Professional Community and Public Information
- Corrections Facilities
- Grapevine
- Literature
- Treatment Facilities
- Web Site

5. QUALIFICATION AND DUTIES OF DISTRICT OFFICERS

District Committee Member: (S31-32)

The DCM is the link between the GSR and the Area Delegate.

Qualifications: Five consecutive years of sobriety is strongly suggested. The DCM must be current or past GSR. If the person chosen is a current GSR, a new GSR should be chosen to take his/her position. He/she should have the time and energy to serve the District well.

Duties: The DCM receives reports from groups through their GSR's and personal contact with the groups in the District. The DCM holds regular District meetings, attends Area Assemblies, obtains up-to-date group information, and keeps GSR's informed about Conference activities. The DCM keeps in touch with the Alternate DCM and the Delegate, and assists the Delegate cover the area. The DCM serves on Area Administrative Committees as appropriate. The outgoing DCM is to pass their notebook on to the incoming DCM.

Alternate District Committee Member: (S33)

Qualifications: It is strongly suggested that the Alternate DCM have four consecutive years of sobriety. An Alternate DCM should have served as current or past GSR. He/she should have the time and energy to serve the District well.

Duties: The Alternate DCM assists and participates in District responsibilities and should be prepared to serve as DCM if the DCM is unable to fulfill his/her responsibilities. He/she makes sure that the GSRs are acquainted with the A.A. Service Manual, the Twelve Concepts for World Service, the GSR pamphlet, and Box 459.

Treasurer (S46)

Qualifications: The Treasurer should be a responsible person. Three consecutive years of sobriety is strongly suggested. He/she should be organized enough to keep good records. Some accounting or bookkeeping is useful. Otherwise the person elected may need help in setting up a system. Persuasiveness, firmness, and diplomacy will help the Treasurer do the job

Duties: The Treasurer keeps financial records for the District and gives an up-to-date Treasurer report monthly at the District meeting. The treasurer records contributions from A.A. groups and other sources, and keeps a record of all monies received and all disbursements made. The Treasurer maintains the District bank account for deposits and disbursements and a savings account for the Prudent Reserve. The District will have a signature card signed by the DCM, Treasurer, and Secretary. All checks will require the signature of one of the above. The Treasurer pays District bills and is responsible for encouraging contribution support for the District, Area, and GSO. The Treasurer will be responsible for preparing and proposing a one year budget, to be presented to the District at the first meeting of the year for approval. He/she monitors expenditures by committees to ensure spending is within budget limits. The Treasurer should pass Treasurer reports to Archives Service Coordinator.

Secretary (S45)

Qualifications: The secretary should have a reasonable period of sobriety. It is strongly suggested he/she have two consecutive years of sobriety. An effective secretary needs to

have some sense of order and to be able to capture the essentials of what is happening at a meeting. Some service in group or Intergroup is useful. The secretary should be able to organize a filing system for minutes and be prepared to research and find past procedures and other information when asked. The secretary needs to be sure he/she has ample time available

Duties: The secretary is responsible for preparing the Agenda and the secretary records the minutes. He/she makes sure they are received by the GSRs, Committee Coordinators, and Officers, as well as our local POST newsletter editor in a timely manner. The secretary keeps up-to-date phone numbers, e-mail address, and mailing lists of all GSRs, Committee Coordinators, and Officers. The secretary should be available to act as liaison between officers, GSRs, and Committee Chairs. The Secretary should pass all minutes on to the Archives Service Coordinator.

6. QUALIFICATIONS AND DUTIES OF COMMITTEE SERVICE COORDINATORS

6A. Qualifications

Committee Service Coordinators (S46) are responsible for organizing the activities and facilitating the sharing of experiences among those district members interested in serving on that committee. Therefore, interest in District, willingness to learn, and an enthusiasm to carry the message, are more important qualifications than knowledge of the particular area. It is suggested that Committee Service Coordinators have at least two years of sobriety. It is suggested that Committee Service Coordinators attend Area Assemblies.

6B. Duties

District 14 includes the following Service Coordinators (pg S46)

Accessibilities: The Accessibilities Service Coordinator deals with how to carry the message to those who have problems which limit their ability to attend regular A.A. meetings. This Service Coordinator also enlightens A.A. members and groups to their special needs.

Archives: The Archives Service Coordinator assimilates and retains District and A.A. history. This Service Coordinator also educates A.A. groups and members about the value of A.A. history. This Service Coordinator also works with the Annual Founders Day Committee on their event.

Cooperation with the Professional Community and Public Information: In District 14, this Service Coordinator deals with how to carry the message to the still suffering alcoholic in two different areas. In District 14 CPC and PI are combined. The first area, CPC, is carrying the message through third party professionals such as probation officers, clergy, doctors, etc. The second area, PI, is carrying the message through the media, schools, or other local groups. The CPC/PI Service Coordinator also educates A.A. members and

groups about CPC/PI. This Service Coordinator is also in charge of making sure the literature racks are maintained wherever they are placed by CPC/PI.

Corrections Facilities: The Corrections Service Coordinator makes sure District 14 carries the message into as many Corrections facilities, within District 14 boundaries, as we are able. The Corrections Committee deals with how to carry the A.A. message into jails and prisons. This Service Coordinator also educates the A.A. groups and members about carrying the message into Corrections facilities. The Corrections Service Coordinator maintains a current calendar of all meetings taken in by Correction Committee members to all facilities.

Grapevine: The Grapevine Service Coordinator educates the membership about our unique meeting in print and other Grapevine literature. This Service Coordinator also encourages our membership to subscribe to the Grapevine.

Literature: The Literature Service Coordinator informs all A.A. groups and members, through displays or other suitable methods, of all available Conference Approved Literature. This Service Coordinator also cooperates when needed in maintaining literature racks.

Treatment Facilities: The Treatment Service Coordinator deals with how we carry the message to clients of treatment centers and other recovery institutions. Maintaining literature racks when placed in treatment centers is also a duty for this Coordinator. He/She works in cooperation with the CPC/PI and Literature Coordinators in making sure literature racks are filled and maintained. The Treatment Coordinator also enlightens and encourages A.A. members and groups to carry the A.A. message to those in Treatment centers. The Treatment Service Coordinator also maintains a current calendar of all meetings taken in by Treatment Committee members to all facilities.

Web Site Committee: The Web Site Service Coordinator/ Web Master needs to have a working knowledge of the A. A. Traditions and Concepts. He/she is responsible for coordinating information within the committee and between the committee and the District. He/she insures the web site meets the recommendations of the District and shall attend the monthly District meetings. He/she will maintain the web site and only add or remove data when approved by the District, keep the site updated, and implement the technical aspects of the web site.

7. CONTRIBUTIONS AND DISTRICT FUNDS

7A. Contributions

It is suggested that all Groups contribute monthly or quarterly to the District as suggested in the A.A. Service Manual, to provide necessary funds to enable District to fulfill its responsibilities. These funds are not dues or fees, but are voluntary contributions.

7B. District Funds

Necessary funds must be available for District to perform the duties described in these guidelines. These funds are not to be used to pay for food and beverages served at the monthly District meetings or Committee meetings.

7C. Requests for Funds

Requests for funds from District for workshops and other events shall be made two District Meetings in advance of the workshop or event. Requests for funds shall include a preliminary itemized budget that clearly describes how such funds will be spent.

8. DISTRICT FUNDING FOR AREA ASSEMBLIES

The DCM (or Alternate DCM in cases when DCM is unable to attend) will receive expenses for attending Area Assemblies. These expenses will cover a room for two nights, and gas mileage reimbursement consistent with Area 14.

To defray expenses for attending the quarterly assemblies, the District will reimburse, all Service Committee Coordinators with a mileage reimbursement at a rate set from time to time, consistent with Area 14 guidelines, only if funding is not provided by their group. District 14 will fund 2 rooms, 1 for male and 1 for female, to be available for GSRs whose groups are unable to fund them. A maximum of 4 persons per room is allowed. This will be coordinated by the Alt DCM.

9. DISTRICT BUDGET and PRUDENT RESERVE

9A. For purposes of budgeting and financial accounting, the District will use a fiscal year starting on the first of April and ending on the last day of March the following year.

9B. The District shall adopt a budget for the forthcoming fiscal year according to the following schedule:

(i) All Committee Service Coordinators should present a proposed budget for their committee at the February District Committee meeting and the DCM should present a proposed budget for the District's administrative functions at the same time. These individual proposed budgets should be considered, along with the Treasurer's proposed budget (see Treasurer's Duties in Section 5) by the District as a whole.

(ii) The District should adopt a budget no later than the regular District meeting in March; however, under extraordinary circumstances, adoption of a budget may be deferred to a special meeting later in the month. Any such special meeting shall be scheduled during the regular District meeting in March and shall not occur later than the last day of March.

9C. Upon adoption of a budget, the District shall also establish the amount of its Prudent Reserve, which shall amount to 75% to 100% of the adopted budget.

9D. At the April District meeting, the Treasurer shall report the total funds available to the District at the end of the previous fiscal year. This report shall include any contributions or other funds received and deducting any expenses incurred prior to April 1, even if those expenses have not yet been deposited or paid. The amount by which these funds exceed the adopted Prudent Reserve should be distributed as decided by the District, upon suggestions by the Treasurer, no later than the end of April.