

## DISTRICT 22 STRUCTURES AND GUIDELINES

### **1) INTRODUCTION**

District 22 is one of approximately 30 Districts in The North Florida Conference Area 14 Assembly of Alcoholics Anonymous. District 22 covers all of Flagler County, Florida.

*Carrying The Message through service to the members and fellowship of Alcoholics Anonymous and to the general public are the primary purposes of the District 22 structure. In all our proceedings we shall observe the spirit of AA's Twelve Traditions, Twelve Concepts and the Six Warranties, mindful of the ideals expressed in the AA Service Manual. The Rights of Appeal, Participation, and Minority Opinion as expressed in the 12 Concepts and the AA Service Manual shall always be observed. District 22 expressly adopts and incorporates the 12 Concepts and the AA Service Manual, which shall govern the conduct of all District 22 activities, except as expressly amended herein. Reference to the AA Service Manual shall mean the most current edition, including any amendments from prior editions.*

### **2) PURPOSE OF THESE GUIDELINES**

The purpose of the guidelines is to provide a reference for the basic operation of the District as well as job descriptions for the GSR, District Officer Positions, and the District Service Committee Chairperson positions. The purpose of these Guidelines is to describe the policies and procedures, which apply to the District 22 Committee and the conduct of its affairs. It constitutes a supplement to and not a replacement of the AA Service Manual and is intended to govern the policies and procedures to be followed in administering the affairs of the District. These Guidelines are more than mere suggestions and reflect the collective experience of the District Committee and were adopted by the District Committee. The policies and procedures contained herein should only be modified, waived or dispensed with upon a two-thirds majority as described in Paragraph 8, "Procedure To Amend the Guidelines".

### **3) THE DISTRICT 22 COMMITTEE**

A. Committee Members – The Members of the District Committee are as follows:

1. General Service Representatives (GSRs)
2. Officers:
  - a. District Committee Member (DCM)
  - b. Alternate District Committee Member (Alt DCM)
  - c. Treasurer
  - d. Secretary
3. Service Committee Chairperson Positions:
  - a. Corrections Chairperson Positions
  - b. Public Information Chair
  - c. Cooperation with Professional Community Chairperson
  - D. Grapevine Chairperson
  - e. Archives Chairperson

B. Meetings – Meetings are held on the last Monday of each month beginning promptly at 6:30 pm and lasting for approximately one and one half hours. The location of the meeting is currently in the Flagler Hospital, at the intersection of I95 and Rte. 100. A proposed change to this meeting location should be submitted as spelled out in Paragraph 8, “Procedure to Amend the Guidelines”.

C. Format for the Meeting Agenda

1. Open the meeting with the Serenity Prayer.
2. Attendance Sheet is passed by the Secretary to document attendance and to validate number of eligible voters.
3. District Secretary Report with discussion and/or approval of previous minutes.
4. District Treasurer Report with discussion and/or approval of the report.
5. DCM Remarks.
6. District Committee Reports:
  - a. Archivist
  - b. Corrections Chairperson Positions
  - c. Cooperation with the Professional Community Chair Person
  - d. Grapevine Chairperson
  - e. Public Information Chair
7. Discussion of Old Business
8. Discussion of New Business
9. Announcement of next District 22 Committee Meeting Date
10. Motion to Adjourn
11. Close the meeting with The Lord’s Prayer

D. Meeting Procedure

1. Procedure should follow, as closely as possible, the Agenda as defined above.
2. New Business – If possible, the DCM should be notified prior to the start of the meeting of one’s intentions to introduce new business including motions to be presented by Group GSRs on behalf of their group.
3. The GSR’s, Officers, and Committee Chairs are all eligible to express their opinion on any matter before the Committee.
4. Any member wishing to speak should wait to do so until acknowledged by the DCM and should not speak out of turn. A member should not speak for a second time until all others who wish to speak have spoken.
5. All motions, items of business and comments should be addressed to the DCM.
6. Professionalism and good manners are required for continued attendance.

E. Voting and Eligibility to Vote

1. Each Group is entitled to one vote.
2. A Group’s one vote may be cast by the GSR, Alternate, GSR, District Officer, or Committee Chairperson provided he/she is the only Group member present.
3. In the event there are two or more members of a Group present at the Committee Meeting, eligibility to vote for the Group shall be determined as follows:

- a. If the Group GSR is present, the GSR is eligible to vote; other Group members are not eligible.
- b. If the GSR is absent, the Group Alternate GSR, if present, is eligible to vote; other Group members are not eligible.
- c. If the Group GSR and Alternate GSR are not present, a Group member who is a District Officer is eligible to vote; other Group members are not eligible.
- d. If a Chairperson is the only representative of a Group present, he/she is eligible to vote.
  3. All motions shall be decided by the Group Conscience of those eligible to vote, except those requiring a two-thirds majority by Robert's Rules. (see [www.jimslaughter.com](http://www.jimslaughter.com)).
  4. The "Right of the Minority" to present the Minority Opinion for discussion shall always be respected. This means that after a vote those who dissent will be given an opportunity to express their reasons for dissenting. Having expressed their dissent, the Committee Member may, at his or her option, call for another vote.

#### F. Elections

1. Elections to fill all District Committee Officer positions are held at the November business meeting in even numbered years for a two-year term which begins the following January. For reference the current two year term started January 1, 2012.
2. Officers shall be elected by a 2/3 majority. In the event a 2/3 majority cannot be met, the third legacy procedure (as defined in the Chapter 1 of the Service Manual), shall be employed at the discretion of the DCM.
3. In the event that an Officer cannot complete their full two year term of office, an Interim Officer shall be nominated and elected to complete the term. Following the completion of that term, the Interim Officer may stand for the nomination to the next full term for that position if desired.
4. All Service Committee Chairpersons positions are voluntary positions nominated by a Committee Member and elected by the Committee. These positions are filled as vacancies arise, or, in the spirit of rotation, a Service Committee Chairperson may be asked by the DCM to pass that opportunity to serve on to another volunteer.
5. At the end of their respective terms Officers and Chairpersons are expected to find and nominate a replacement.
6. Spirit of Rotation: At the end of a full term of two years Officers shall not stand for re-election; Chairpersons may remain in their position for up to three months after their term has expired. With the exception of the Archivist, all Committee Chair and Officer positions may be left vacant until filled.

#### F. Attendance

1. Fulfilling the responsibilities of each position is vital to the effectiveness of District 22 business. If any District Officer, Service Committee Chairperson or GSR cannot attend a District Meeting, they should send an alternate if at all possible. In any case, they should advise the DCM of their inability to attend and provide their report to the DCM in advance of the meeting so that the information can be provided to the attendees.
2. In the event that any District Officer or Service Committee Chairperson has three or more absences in the calendar year, such fact shall be brought to the attention of the DCM, or the Alternate DCM if it is the DCM in question. The DCM or Alternate shall contact

that individual to determine if they can fulfill the responsibilities of the position. The DCM or Alternate DCM shall present their findings at the next District Meeting. In the event it is decided that the individual can no longer fulfill their responsibilities, the members of the District Committee may vote to replace the individual. If the position in question is an Officer position, an election will be held to fill the position. If the position in question is a Service Committee Chairperson position, the DCM or a Committee Member will nominate a volunteer to fill the position. In the event that no nominations or volunteers come forth, the nomination will be tabled until the following meeting(s) until filled.

#### G. Creation of Special Committees or New Permanent Committees

1. The DCM may create Special Ad-Hoc Committees. These special committees will be provided with the objectives to be achieved and the time frame in which these objectives need to be met. Any expenses incurred by the special committee must be approved in advance by the Committee Group Conscience.

4. The DCM at his discretion may create additional permanent Committees and Chairs. Job descriptions consistent with these Guidelines shall be prepared by the DCM and submitted to the District Committee for approval. Nominations to fill the position will be made by a Committee Member and election will be in accordance with these Guidelines.

#### H. District Inventory

1. A District Inventory to determine shortcomings of the District may be held if approved by a majority of the Members of the District Committee. All Members are eligible to participate. The inventory should be facilitated by someone from outside District 22, such as a past Area 14 Delegate, past DCM from another District, or an Area 14 Officer. The current DCM shall be responsible for organizing the District Inventory meeting and shall attend to the follow up necessary to implement any findings.

##### I. Financial Matters

###### 1. Financial Priorities and Guidelines

a. District 22 is self-supporting. Income comes primarily from contributions by District 22 Groups. Secondary sources of income may include the 7<sup>th</sup> Tradition Basket at Workshops, individual contributions, and other sources provided they are consistent with the Traditions.

b. In the event that there is insufficient income to support all of the programs of the District, the District Committee shall fund its programs and activities in accordance with the following priorities. These priorities are based on the primary purpose of A.A. to carry the message to the still suffering alcoholic; and to support A.A. Unity through participation in the North Florida Area Assembly.

###### c. Program Funding Priorities

- 1) DCM/Alternate DCM attendance at the Area Assembly
- 2) Paying rent to be self-supporting
- 3) All Group GSR attendance at the Area Assembly Business Meeting
- 4) District 22 Quarterly Workshops
- 5) The Corrections Committee outreach programs
- 6) Providing Beginner's literature packets
- 7) New GSR attendance at one GSR Orientation Workshop at the Area Assembly

8) Committee Chairperson attendance each year at one committee related workshop at the Area Assembly

9) Public Information programs

10) Cooperation with the Professional Community programs

11) Archiving the history of AA in Flagler County

12) GSR attendance at other workshops of the Area Assembly

13) Chairperson attendance at additional committee related workshops of the Area Assembly

d. In determining funding allocations the Committee will consider the above priorities and partially or fully fund higher priority programs before funding lower priority programs.

e. Funding priorities may be changed in accordance with Paragraph 8, "Procedure to Amend the Guidelines".

## 2. Budget

a. District 22 shall operate within the guidelines of an annual calendar year budget.

b. The budget will consist of estimated income from each category; expense plans for each District Committee; expense plans for each Officer; and other expense categories/programs as determined by the DCM.

c. The Treasurer shall report on a monthly basis income by Group and other categories, expenses by Service Committee, expenses for other categories and programs, the working balance, and the prudent reserve. The report shall include monthly expenditures, year to date expenditures, the annual budget, and the difference between year to date and annual budget amounts. In January of each year the Treasurer who served in the prior year shall report the totals (see above) for the prior calendar year.

d. In November of each year the Officers and Chairpersons will submit an annual budget request to the Treasurer. The request will detail the budget requirements and rationale for the coming year including: a description of planned programs, the benefits, the amount required for each program, and the month(s) expenditures are planned. A sample budget request form is attached for reference and may be changed by the Treasurer.

e. In January of each year the Treasurer will consolidate the budget requests for the coming year; consult with the DCM; and prepare a final budget recommendation to the Committee at the January District Meeting. GSR's will consult with their groups prior to the February meeting.

f. In February of each year the budget will be presented to the Committee for adjustment, if any, and for approval by the Group Conscience of the Committee.

g. Prudent Reserve: The Treasurer shall maintain a prudent reserve. The amount shall be determined by the Committee at the February meeting each year. The Committee shall consider how much needs to be reserved in order to insure the District can achieve its primary purpose on an ongoing basis.

h. Excess funds: Excess funds are defined as total funds (prudent reserve plus working balance) that exceed the prior twelve months total operating expenses. From time to time and always in January of each year the Treasurer shall determine the amount of excess funds in the District accounts. Excess funds shall be distributed to the GSO or North Florida Area. The allocation between the two shall be recommended by the DCM and approved by the Committee.

## 3. Reimbursement of Expenses

a. The DCM and Alternate DCM shall be reimbursed expenses incurred for attending the quarterly Area Assembly. Shared hotel rooms shall be reimbursed

(separate if different genders) for Assemblies that are conducted more than 75 miles from Palm Coast (Intersection of Palm Coast Parkway and I-95).

b. GSR's and Alternate GSR's attending in the place of a GSR shall be reimbursed mileage from Palm Coast (see above) at the rate of \$.30 per mile. This rate is based on the now current gasoline cost of \$3.60 per gallon and may be changed from time to time as the Committee determines. To limit expenses carpooling is encouraged and will be arranged by the DCM or his/her appointee.

c. Any other Area Assembly costs for reimbursement to the DCM, the Alternate DCM, or Chairpersons shall be approved in advance by the Committee. Individuals may request such approval in writing with an estimate of expenses.

c. Administrative costs reimbursed to the Officers and Service Committee Chairpersons include printing, photo copying, postage and the cost of AA literature needed to perform the duties of the position. These costs should be estimated in the respective annual budget requests.

d. Special expense reimbursement requests should be presented to the Members of the District Committee for approval prior to incurring the expense.

e. As a general rule, the Treasurer will reimburse authorized expenses at the end of each monthly meeting. Expenses should be, if possible, documented with receipts.

4. Spending Authority: Officers and Chairpersons shall be authorized to spend up to \$100 of their budgeted expenses without prior approval and shall be reimbursed. Expenditures in excess of \$100 or not included in the annual budget shall be approved in advance by the Committee based on a written request which details the expenses to be incurred.

#### **4) DISTRICT OFFICERS**

##### **A. District Committee Member – The DCM**

1. Qualifications: It is suggested the DCM should have a minimum of 4 – 5 years of continuous sobriety and, if possible, should have previous service experience such as a former District Committee Officer, GSR or Service Committee Chairperson. She or he should be willing to develop a working knowledge of the Steps, Traditions, Concepts, the AA Service Manual, and the Structures and Guidelines of District 22 and Area 14. The DCM should have the time and energy to effectively serve District 22.

2. Responsibilities: The responsibilities of the DCM include the following duties as well as the duties listed in the AA Service Manual:

a. Upon election register online with the North Florida Area Assembly.

b. Regularly attend the monthly District Meeting.

c. Coordinate scheduling of the meeting room. Set-up and break-down the meeting room and ensure that the District is in good standing with the landlord.

d. Keep the Members apprised of the upcoming dates of the monthly District Committee Meeting.

e. Prepare a Meeting agenda based on the previous month's minutes and include submission of new business proposals. The agenda is to be distributed, by the method described below, prior to the monthly meeting.

f. Distribution of the Meeting agenda and other information is to be done with critical attention paid to protecting privacy of each Member. These distributions are

- to be done using the “blind carbon copy” (bcc) format so as to protect the sensitive nature of Members email addresses as well as anonymity. When this method is used properly, individual email addresses are not visible to those on the distribution list.
- g. Chair the monthly District Meeting in accordance with the Traditions and Concepts and implement Robert’s Rules as applied to AA when necessary.
  - h. Recruit Committee Chairpersons as open positions arise and facilitate the election of District 22 Officers. In the spirit of rotation, monitors the terms of committee chairpersons, and suggests rotation as deemed necessary.
  - i. Coordinate activities of the various Committees and coordinate announcement of these activities with the Secretary.
  - j. Form Ad-Hoc committees to review special concerns as needed.
  - k. Coordinate and assist GSRs and Chairpersons in on line registration and Group Change Forms at the North Florida Assembly website ([www.aanorthflorida.org](http://www.aanorthflorida.org))
  - l. Regularly attend the quarterly North Florida Area Assembly, keeping the Officers of Area 14 informed regarding District 22 matters and vice versa. The DCM is a trusted servant of the District in accordance with the “Right of Decision” as set forth in Concept 3 of the Concepts for World Service. The DCM may not always be able to determine the consensuses of District 22 during voting at the Area Assembly. When these situations arise, the DCM must vote in accordance with her or his best judgment and conscience at the time of voting.
  - m. Facilitate open, two-way communication between the District, the Flagler County Intergroup, the North Florida Area Conference, AA World Service, and the individual Groups in District 22.
  - n. Actively encourage all Groups in the District to elect GSRs and to participate in the District Committee.
  - o. Continually brief the Alternate DCM who may be required to fill the position should the DCM not be able to finish his/her term.
  - p. Keep a file of important papers and information to turn over to her/his successor such as: past agendas, minutes, treasurer’s reports, a confidential list of Group numbers with current GSR contact information and a copy of the current District 22 “Structures and Guidelines”.
  - q. At the end of a full term, recruit a replacement for nomination to the Committee.
  - r. The DCM shall be eligible to share his opinion or experience on any matter before the Committee.
  - s. In the September before November elections, inform all Groups in Flagler County of the upcoming elections and positions available.

### 3. Voting

- a. The DCM is eligible to vote in accordance with Paragraph 3 E “Voting and Eligibility to Vote”.

### B. Alternate DCM

- 1. **Qualifications:** It is suggested the Alternate DCM should have a minimum of 4 – 5 years of continuous sobriety and should, if possible, have previous service experience such as a former District Committee Officer, GSR or Service Committee Chairperson. She or he should be willing to develop a working knowledge of the Steps, Traditions, Concepts, the AA

Service Manual, the Guidelines of Area 14 and the Guidelines of the General Service Office. The Alternate DCM should have the time and energy to effectively serve District 22.

2. Responsibilities: The responsibilities of the Alternate DCM include:

- a. Upon election register online with the North Florida Area Assembly.
- b. Regularly attend the monthly District 22 Meeting and the Area Assembly.
- c. Have a working knowledge of the duties of the DCM.
- d. Assist the DCM in performing her/his duties as requested.
- e. Assume all responsibilities and voting privileges in the DCM's absence.
- f. Upon completion of a full term shall recruit a replacement for nomination to the Committee.

3. Voting:

- a. The Alternate DCM is eligible to vote in accordance with Paragraph 3 E "Voting and Eligibility to Vote".

### C. The District Treasurer

1. Qualifications: It is suggested the Treasurer should have a minimum of 2 years of continuous sobriety and be willing to develop a working knowledge of the Steps, Traditions and Concepts. It is preferred that the Treasurer be familiar with basic bookkeeping practices, e-mail, and computerized data entry and reporting.

2. Responsibilities: The responsibilities of the District Treasurer include:

- a. Upon election register online with the North Florida Area Assembly.
- b. Regularly attend the monthly District Committee Meeting.
- c. Operates within the financial guidelines in paragraph 3 I "Financial Matters".
- d. Open a non-interest bearing checking account in the name of "District 22 of North Florida Area 14" using the tax ID number for the District. Attention is paid to the checking account name so as not to break the anonymity of those who maintain the account and those who receive expense reimbursements.
- e. Maintain two signature cards on file in the name of the Treasurer and the current DCM.
- f. Balances the checkbook and reviews bank statements for errors.
- g. Maintain a record of all income and its source.
- h. Maintain a record of all expenses with receipts.
- i. Present an annual expense and income statement to the Committee Members at the January meeting.
- j. Assist the Committee in forming a budget plan for the upcoming year.
- k. Brings checkbook, as well as, current records of income and expenses to the monthly District Meeting. Reimburses authorized expenses at the end of each meeting.
- l. Provides a Monthly Treasurer's Report to the Secretary for distribution by email to the Committee Members one week prior to each District Meeting. Each month provides a printed report and a copy of the most recent bank statement to the DCM.
- m. Keep a file of important papers and information to turn over to her/his successor. Receipts should be retained for a minimum of one year. Check records bank statements should be kept for three years. Digitized copies of financial statements/reports should be retained permanently on appropriate digital media.



The Treasurers files may be purged in January of each year.

n. Upon completion of a full term shall recruit a replacement for nomination to the Committee.

o. Maintains the District PO Box. Collects and distributes mail from the PO Box.

3. Voting:

a. The Treasurer is eligible to vote in accordance with Paragraph 3 E “Voting and Eligibility to Vote”.

D. The District Secretary

1. Qualifications: It is suggested the Secretary should have a minimum of 2 years of continuous sobriety and be willing to develop a working knowledge of the Steps, Traditions and Concepts. It is preferred that the Secretary have access to word processing and email.

2. Responsibilities: The responsibilities of the District Secretary include:

a. Upon election register online with the North Florida Area Assembly.

b. Regularly attend the monthly District Committee Meeting.

c. Make arrangements with the DCM if attendance at the meeting will be missed.

d. Document attendance at the District Meeting and determine the number of eligible voters at each meeting (see paragraph 3 E “Voting”).

e. Record the Minutes of the District Meeting. These minutes should include topics discussed, names of parties making motions and seconds (first name, last initial), and the details of information provided by Officers, Committee Chairs and GSR’s. Particular attention should be paid to the wording of all motions and the results of all votes. Anonymity of Members is of the utmost importance.

f. Submits draft Minutes to the DCM for approval prior to distribution.

g. Maintain, update, and keep confidential, a database of email addresses of all Committee Members.

h. Distribute the Minutes using the “blind carbon copy” (bcc) format so as to protect the sensitive nature of Members email addresses as well as anonymity (see section “e” under DCM responsibilities). Minutes should be distributed approximately one week prior to the upcoming District Meeting.

i. Distribute the Treasurer’s Report for the previous month approximately one week prior to the upcoming District Meeting. It is preferable to distribute the Minutes and the Treasurers Report together as one email.

j. Distribute to the Members, with prior approval from the DCM, Officers reports and other specific information as requested.

k. Maintain, update, and keep confidential a list of District Home Groups (with Group numbers), GSR’s and Alternate GSR’s of record. This list of GSR’s and Alternate GSR’s of record is used to determine eligible voters.

l. Keep an archive of important papers and information to turn over to his/her successor. This archive should include past minutes, attendance records, event flyers, Treasurers reports, and all records entered into the minutes by the Members. These records may be kept in digital form.

3. Voting:

- a. The Secretary is eligible to vote in accordance with Paragraph 3 E “Voting and Eligibility to Vote”.

## 5) DISTRICT SERVICE COMMITTEE CHAIRPERSONS

### A. Committee Chairperson General Responsibilities

1. Upon election register online with the North Florida Area Assembly.
2. Attend the monthly District meeting and report on the activities of their committee.
3. In November of each year present a written budget request to the Treasurer for inclusion in the coming year budget.
4. As necessary, and budgeted, attend at District expense North Florida Area Assembly workshops on topics relevant to their committee.
5. Each Chairperson shall serve for a period of two years.
6. Upon completion of a two year term, in the spirit of rotation, each chair person shall recruit a qualified replacement volunteer and present him/her to the DCM for selection.
7. Voting: The Chairperson’s eligibility to vote is determined by paragraph 3 E “Voting”.

### B. Archives Committee Chairperson

*“It is highly important that the factual material be placed in our files in such a way that there can be no substantial distortion...we want to keep enlarging on this idea for the sake of the full length of the full history to come...”* -Bill W., 1957

1. Qualifications: It is suggested the archivist Committee Chairperson have a minimum of three years of continuous sobriety and have a working knowledge of the Twelve Steps and Twelve Traditions. The Archivist must be willing to serve for an extended period of time in this permanent position; and must have the capability to arrange safe storage and protect the archival material in his/her custody.

#### 2. Responsibilities:

- a. The District 15 Archivist may serve for an unlimited succession of terms, but shall be subject to review and approval every two years coinciding with the North Florida Area Fall Election Assembly.

- b. The Archives Standing Chairperson serves as a committee member for the North Florida Area Archivist, as described in the North Florida Area 14 Guidelines, assisting the coordination of materials for availability at various District 22 sponsored functions, as needed.

- c. To be available for the consultation with the Area Archivist on any/all matters pertaining to storage and display of the North Florida Area Archives.

- d. To assess periodically the safety and condition of the Archives.

- e. To consider what types of current material, such as bulletins, minutes, fliers, correspondence etc. should be accumulated.

### C. Corrections Committee Chairpersons – Male and Female

1. Qualifications: It is suggested the Corrections Committee Chairpersons have one year of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions; and must pass required screening by local Corrections Officials.

2. Responsibilities:

- a. Initiate and coordinate taking AA meetings to the various jails, prisons and detention centers in the District.
- b. Recruit volunteers for participation as needed.
- c. Coordinate volunteer clearance for admission into the facilities.
- d. Maintain lists of those volunteers who have achieved necessary clearance or are in the process of obtaining clearance for entry to the facilities.
- e. Maintain a sufficient supply of conference approved AA literature as needed by the inmates, including the Grapevine magazine.
- f. Keep a file of important papers and information to turn over to her/his successor.

#### D. Cooperation with the Professional Community Chairperson (CPC)

1. Qualifications: It is suggested the CPC Committee Chairperson have two years of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions.

2. Responsibilities:

- a. The CPC Chairperson should have a working knowledge of conference approved AA literature available for distribution to local professionals.
- b. Initiate and coordinate distribution of AA literature, PSA's and other information that is found to be helpful to community professionals.
- d. Recruit volunteers for participation as needed.
- f. Keep a file of important papers and information to turn over to his/her successor.

#### E. Grapevine Committee Chairperson

1. Qualifications: It is suggested the Grapevine Committee Chairperson have one year of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions.

2. Responsibilities:

- a. Become familiar with the website [www.aagrapevine.org](http://www.aagrapevine.org).
- b. Promote Grapevine use by members and groups.
- c. Promote special events for promotion as desired.
- d. Coordinate used Grapevine distribution.
- f. Keep a file of important papers and information to turn over to his/her successor.

#### F. Public Information Committee (PI)

1. Qualifications: It is suggested the CPC Committee Chairperson have two years of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions.

2. Responsibilities:

- a. The PI Chairperson should have a working knowledge of conference approved AA literature available for distribution to local professionals.
- b. Organize participation in local health fairs and venues where information about alcoholism and recovery are warranted.

- c. Recruit volunteers for participation as needed.
- d. Keep a file of important papers and documents to turn over to his/her successor.

## **6) GENERAL SERVICE REPRESENTATIVES**

A. The General Service Representative is link between the Home Group and the District Committee. The GSR reports their Group concerns to the District and presents motions to the Committee from his/her Group. The GSR informs their Group members regarding information obtained at the District Committee Meeting. The GSR will not be able to consult with their Group on all issues. The GSR is a trusted servant of the Group in accordance with the “Right of Decision” as set forth in Concept 3 of the Concepts for World Service. The GSR must vote in accordance with her or his best judgment and conscience at the time of voting. For more information, please refer to the current AA Service Manual for GSR roles and responsibilities.

1. Qualifications: The length of sobriety is suggested to be a minimum of two years, but is qualifications are determined by each individual Group’s Group Conscience.

2. Responsibilities:

- a. Upon appointment by his Group, registers with the North Florida Area Assembly.
- b. Regularly attends the monthly District Committee Meeting or sends the Alternate GSR.
- c. Attends the quarterly Area Assembly Business meeting on Sunday of the meeting. If unable to attend, insures the Alternate GSR for the Group will attend.
- d. Is encouraged to attend various workshops at the quarterly Area Assembly. At a minimum it is suggested that each new GSR attend the GSR orientation at the Area Assembly.
- e. Brings Group concerns to the District for discussion and present motions from his/her Group for consideration by the Committee.
- f. Keeps the Group informed as to Activities planned in the District.
- g. Provides Group members with a summary of important information obtained at the District Meeting and the Area Assembly.
- h. Develops a working knowledge of the Twelve Traditions, the AA Service Manual and the AA website - [www.aa.org](http://www.aa.org).
- i. Participates with Committees and Workshops as available.
- j. Helps the Group members reach a well-informed Group Conscience decision consistent with the A.A. Traditions on matters affecting the group, the District, Intergroup, the Area and AA as a whole.
- k. New GSRs shall register with North Florida Area 14. The DCM will assist in this.

3. Voting:

- a. The GSR has one vote at the District Committee Meeting and The Area Assembly. Alternate GSR’s of record have one vote in the absence of the GSR.

## **7) DISTRICT 22 QUARTERLY WORKSHOPS**

Once each quarter a District 22 Group is asked to sponsor and conduct a workshop for all AA members in the District. Members from surrounding Districts and the North Florida Area are also invited. The policies and procedures for these workshops are documented separately from these Guidelines.

**8) PROCEDURE TO AMEND THE GUIDELINES**

Any proposed amendment to these guidelines shall be submitted in writing to the District Committee Member (the DCM) with a copy to the District Secretary. The proposed amendment, in its entirety, will be included in the distributed minutes of the District Meeting so the GSRs can discuss any proposed amendment with their Groups. The DCM shall include the proposed amendment, in its entirety, in the next District Meeting agenda. A two-thirds vote by eligible voters (See paragraph 3 E "Voting") present is required for approval of any amendments to these guidelines. Upon amendment, the Secretary shall retain a copy of the current and all earlier versions.

**9) DISTRIBUTION**

- A. Upon adoption this Document shall be distributed to all Groups in Flagler County by Group GSRs. The DCM shall appoint an ad hoc committee to distribute this document to all Groups who do not attend the District 22 meetings.
- B. Upon amendment and in a similar manner the amended document will be distributed to each Group in Flagler County.
- C. Each new GSR shall be given a copy of this document.
- D. The annual budget shall be distributed in a similar manner to each Group in the District in March of each year, after the annual budget is approved.

**10) RECORD OF ADDOPTION OR LAST AMMENDMENT**

Initial adoption: March, 2014

Amendment:

**District 22 Budget/Expense Request**

Submitted by: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

Committee or Program Name: \_\_\_\_\_

**For each program describe the program and its benefits. Detail the estimated expense. Estimate the months in which the expenses may be incurred. Use additional sheets for additional programs**

**Program 1**

Description and benefits.

Details of expense estimates.

Total expenses estimated for the calendar year.

Allocate expenses by month:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
\$ Amt.	___	___	___	___	___	___	___	___	___	___	___	___

Program 2

Description and benefits.

Details of expense estimates.

Total expenses estimated for the calendar year.

Allocate expenses by month:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
\$ Amt.	___	___	___	___	___	___	___	___	___	___	___	___