

DISTRICT 22 AA INTERGROUP - STRUCTURES AND GUIDELINES
ADOPTED Sept 7th, 2015

1) INTRODUCTION

District 22 is one of the Districts in The North Florida Conference Area 14 Assembly of Alcoholics Anonymous. District 22 covers all of Flagler County, Florida (approximately 40 autonomous AA groups). District 22 consists of (i) the "District Committee" which serves as the formal link between the individual AA Groups, the Area Conference, and the outside public and (ii) the "Intergroup Committee" which exists to perform service functions as determined from time to time by the member groups and the District Committee.

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.

2) PURPOSE OF THESE GUIDELINES

The purpose of the guidelines is to describe the Policies and Procedures for the operation of the District 22 Intergroup Committee as well as job descriptions for the Group Representative, Officers, and the various Service Committee Chairpersons. It constitutes a supplement to, not a replacement of, the AA Service Manual. These Guidelines reflect the collective experience of the District and have been adopted by the Group representatives to the Intergroup Committee. The policies and procedures contained herein should only be modified, waived or dispensed with by a two-thirds majority as described in Paragraph 8, "Procedure to Amend the Guidelines".

3) THE DISTRICT 22 INTERGROUP COMMITTEE

- A. The Members of the District 22 Intergroup Committee are as follows:
 - a. Group Representatives
 - b. Officers:
 - i. Chairperson
 - ii. Treasurer
 - iii. Secretary
 - c. Service Committee Chairperson Positions:
 - i. Literature
 - ii. Where and When
 - iii. Website
 - iv. AA Hotline
 - v. Promises
 - vi. Special Events
 - vii. Other Committees as determined by the Intergroup Committee
- B. Meetings are held on the first Monday of each month beginning promptly at 6:30 pm and lasting approximately 1 to 1½ hours. The location of the meeting is currently in the Flagler Hospital on Rte. 100. A proposed change to this location should be submitted as spelled out in Paragraph 8, "Procedure to Amend the Guidelines".
- C. Normal Agenda for the Meeting
 - a. Open the meeting with the Serenity Prayer.
 - b. Attendance Sheet is passed by the Secretary to document attendance and to validate number of eligible voters.
 - c. District Secretary Report with discussion and/or approval of previous minutes.
 - d. District Treasurer Report with discussion and/or approval of the report.
 - e. Chairperson Remarks.
 - f. Committee Reports:
 - g. Discussion of Old Business
 - h. Discussion of New Business
 - i. Announcement of next Committee Meeting Date
 - j. Motion to Adjourn
 - k. Close the meeting with The Lord's Prayer
- D. Meeting Procedure
 - a. Procedure should follow, as closely as possible, the Agenda as defined above.
 - b. If possible, the Chairperson 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 Representatives on behalf of their group.
 - c. The Representatives, Officers, and Committee Chairs are all eligible to express their opinion on any matter before the Committee.
 - d. Any member wishing to speak should wait to do so until acknowledged by the Chairperson 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.
 - e. All motions, items of business and comments should be addressed to the Chairperson.

- f. Professionalism and good manners are required for continued attendance.
- E. Voting and Eligibility to Vote
- a. Each Group is entitled to one vote to be cast by the Group Representative or Alternate Representative. An Officer or Committee Chairperson may vote for a Group provided he/she is the only Group member present.
 - b. 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:
 - c. If the Group Representative is present, he/she is eligible to vote; other Group members are not eligible. If the Group Representative is absent, the Alternate Group Representative, if present, is eligible to vote; other Group members are not eligible. If the Group Representative and Alternate Group Representative 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.
 - e. 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).
 - f. 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
- a. Elections to fill all Committee Officer positions are held at the February business meeting in even numbered years for a two-year term which begins the following March.
 - b. 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 Chairperson.
 - c. 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.
 - d. 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 Chairperson to pass that opportunity to serve on to another volunteer.
 - e. At the end of their respective terms Officers and Chairpersons are expected to find and nominate a replacement.
 - f. 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.
- G. Attendance
- a. Fulfilling the responsibilities of each position is vital to the effectiveness of District 22 business. If any Officer, Service Committee Chairperson or Group Representative cannot attend a District Meeting, they should send an alternate if at all possible. In any case, they should advise the Secretary of their inability to attend and provide their report to the Secretary in advance of the meeting so that the information can be provided to the attendees.
 - b. 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 Chairperson. The Chairperson shall contact that individual to determine if they can fulfill the responsibilities of the position. The Chairperson 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 Chairperson 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.
- H. Creation of Special Committees or New Permanent Committees
- a. The Chairperson 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.
 - b. The Chairperson at his discretion may create additional permanent Committees and Chairs. Job descriptions Consistent with these Guidelines shall be prepared by the Chairperson 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.
- I. District Inventory
- a. A District Inventory to determine shortcomings of the Intergroup Committee may be held if approved by a majority of the Members of the Committee. All Members are eligible to participate. The inventory should be facilitated by someone from outside the Committee, such as a District Officer, or representative from an adjacent Intergroup. The current Chairperson shall be responsible for organizing the Inventory meeting and shall attend to the follow up necessary to implement any findings.
- J. Financial Matters
- a. Financial Priorities and Guidelines
 - i. District 22 Intergroup is self-supporting primarily from contributions by supporting Groups. Secondary sources of income may include individual contributions, sale of AA material and other sources provided they are consistent with the Traditions.

- ii. 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.
- b. Program Funding Priorities
 - i. Operation of the helpline, PO Box and website
 - ii. Printing of Where & When and Promises
 - iii. Rent and meeting expenses
 - iv. Outreach subsidies for social events
 - v. Expenses to attend workshops
 - vi. In determining funding allocations the Committee will consider the above priorities and partially or fully fund higher priority programs before funding lower priority programs.
 - vii. Funding priorities may be changed in accordance with Paragraph 8, "Procedure to Amend the Guidelines".
 - c. Budget
 - i. District 22 intergroup shall operate within the guidelines of an annual calendar year budget.
 - ii. 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 Committee.
 - iii. The Treasurer shall report on a monthly basis income by Group and other categories, expenses by programs, the working balance, and the prudent reserve. In January of each year the Treasurer who served in the prior year shall report the totals (see above) for the prior calendar year.
 - iv. 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.
 - v. In January of each year the Treasurer will consolidate the budget requests for the coming year; consult with the Chairperson; 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.
 - vi. 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.
 - vii. 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.
 - viii. 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 Chairperson and approved by the Committee.
 - d. Reimbursement of Expenses...
 - i. If approved in advance by the Intergroup Committee, an officer or Service Committee Chairperson may be reimbursed reasonable expenses incurred for attending the quarterly Area Assembly or similar events relevant to the work of the committee. 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).
 - ii. 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.
 - iii. 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.
 - e. 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) INTERGROUP OFFICERS

A. Intergroup Chairperson

1. Qualifications: It is suggested the Chairperson 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. The Chairperson should have the time and energy to effectively serve District 22.
2. Responsibilities: The responsibilities of the Chairperson include the following duties as well as the duties listed in the AA Service Manual:
 - a. Regularly attend the monthly District Intergroup Meeting.
 - b. 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.
 - c. Keep the Members apprised of the upcoming dates of the monthly District Committee Meeting.
 - d. 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.

- e. 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.
- f. Chair the monthly District Intergroup Meeting in accordance with the Traditions and Concepts and implement Robert’s Rules as applied to AA when necessary.
- g. Recruit Committee Chairpersons as open positions arise and facilitate the election of District 22 Intergroup Officers. In the spirit of rotation, monitors the terms of committee chairpersons, and suggests rotation as deemed necessary.
- h. Coordinate activities of the various Committees and coordinate announcement of these activities with the Secretary.
- i. Form Ad-Hoc committees to review special concerns as needed.
- j. Actively encourage all Groups in the District to elect Intergroup Representatives and to participate in the District Committee.
- k. 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 Chairperson shall be eligible to share his opinion or experience on any matter before the Committee.
- s. In the November before January elections, inform all Groups in Flagler County of the upcoming elections and positions available.

3. Voting

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

C. Intergroup 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 Intergroup Treasurer include:
 - a. Collect and safely deposit all group contributions.
 - b. Regularly attend the monthly District Intergroup Meeting.
 - c. Operates within the financial guidelines in paragraph 3 JI “Financial Matters”.
 - d. Open a non-interest bearing checking account in the name of “Flagler Intergroup -District 22 ” 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 Chairperson.
 - 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 Committee Members at each monthly Meeting. Each month provides a printed report and a copy of the most recent bank statement to the Chairperson.
 - 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. Intergroup 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 Intergroup Secretary include:
 - b. Regularly attend the monthly District Intergroup Meeting.
 - c. Make arrangements with the Chairperson if attendance at the meeting will be missed.
 - d. Document attendance at the Monthly Meeting and determine the number of eligible voters at each meeting (see paragraph 3 E “Voting”).
 - e. Record the Minutes of the 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 Chairperson 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.

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

k. Maintain, update, and keep confidential a list of District Home Groups (with Group numbers), Representatives and Alternate Representatives of record.

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 SUB-COMMITTEES

A. Sub-Committee Chairperson General Responsibilities

1. Attend the monthly Intergroup meeting and report on the activities of their sub-committee. Recruit additional committee members as required.
2. In November of each year present a written budget request to the Treasurer for inclusion in the coming year budget.
3. As necessary, if budgeted and approved by Intergroup, attend at District expense North Florida Area Assembly workshops on topics relevant to their committee.
4. Each Chairperson shall serve for a period of two years.
5. 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 Committee for selection.
6. Voting: The Chairperson's eligibility to vote is determined by paragraph 3 E "Voting".

B. Literature Sub-Committee Responsibilities:

Coordinate requirements with Groups for AA Books, pamphlets, medallions, starter packets, posters and other approved literature in order to obtain best pricing and postage. Obtain reimbursement at cost from groups for all materials purchased and provide a monthly accounting to the Treasurer of any surplus or deficit for reimbursement.

C. "Where and When" Sub-Committee Responsibilities:

Obtain updated lists of Group meetings, print and publish bi-monthly a "where and when" data sheet using group provided paper and printer. Ensure that adequate paper and toner is obtained timely and present expenses to Treasurer for payment or reimbursement. Provide copy of schedules to Webmaster.

D. Promises Sub-Committee Responsibilities:

Publish bi-monthly a "promises" newsletter for all of Flagler County. Coordinate with Group Representatives and Officers to obtain suggested articles, anniversary dates and other material for publication. Layout the newsletter and coordinate with printer. Present expenses to Treasurer for payment or reimbursement. Provide copy of schedules to Webmaster.

E. Website Sub-Committee Responsibilities:

Maintain and develop the www.aafagler.org website. Coordinate with other Committee Chairs as required. Submit expenses to Treasurer for reimbursement.

F. AA Hotline Sub-Committee Responsibilities:

Negotiate and maintain service to the AA telephone hotline. Recruit volunteers to answer calls and refer to others as appropriate. Submit expenses to Treasurer for payment or reimbursement.

G. Special Event Sub-Committee Responsibilities:

See Section 7 below.

6) GROUP REPRESENTATIVES

A. The Group Representative is the link between their Home Group and the District Intergroup Committee. The Representative reports their Group concerns and presents motions to the Committee from his/her Group. The Representative informs their Group members regarding information obtained at the District Intergroup Meeting. The Representative will not be able to consult with their Group on all issues. The Representative 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 Representative 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 Representative roles and responsibilities.

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

2. Responsibilities:

- a. Upon appointment by his Group, registers with the Intergroup Secretary.
- b. Regularly attends the monthly Intergroup Committee Meeting or sends an Alternate Representative.
- c. Brings Group concerns to the Intergroup Committee for discussion and present motions from his/her Group for consideration by the Committee.
- d. Casts one vote at the District Intergroup Meeting to represent his/her group conscience.
- e. Keeps the Group informed as to Activities planned in the District.
- g. Provides Group members with a summary of important information obtained at the Intergroup Meeting.
- h. Develops a working knowledge of the Twelve Traditions, the AA Service Manual and the AA website - 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 and the District Intergroup.

7) DISTRICT 22 MEMBER EVENTS

The Intergroup General Committee is responsible to organize occasional Special Social events in order to encourage fellowship and social interaction amongst members in an alcohol free setting. These events may include, for example, a New Year Party, Dinner Dance, Founders Day Picnic, Sports or Leisure outings, Gratitude dinners, etc. For each proposed event the Intergroup Committee will establish whether the event shall be organized by a Sub-Committee of Intergroup, delegated to one or more member Groups for organization, or subcontracted to an autonomous Special Events Committee to provide said event (with due regard to AA traditions). Unless agreed by a 2/3 vote of the Committee it is expected that each event shall be self funding.

Prior to committing expenses towards any such event, the Event organizer shall present a budget for the event to the Treasurer, for review and approval by the Intergroup Committee. If the event includes a solicitation of contributions other than a fair ticket price to cover expenses then it shall be clearly stated whether any such proceeds will be used to subsidise the event or shall be paid to District 22 Intergroup Treasurer for general expenses.

8) PROCEDURE TO AMEND THE GUIDELINES

Any proposed amendment to these guidelines shall be submitted in writing to the Intergroup Committee Chairperson with a copy to the Secretary. The proposed amendment, in its entirety, will be included in the distributed minutes of the District Meeting so the Group Representatives can discuss any proposed amendment with their Groups. The Chairperson 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 or amendment, this Document shall be distributed to all Groups in Flagler County by Group Representatives. The Secretary shall ensure distribution to all Groups who do not attend the District 22 meetings, and this document shall also be posted on the Website.

B. Each new Group Representative shall be given a copy of this document.

10) RECORD OF ADOPTION OR LAST AMENDMENT

Initial adoption: Sept 7th, 2015