

District 1 & 3 Guidelines

Approved September 14, 2023 by District 1 & 3 Committee

*Adapted from District One Guidelines of 2001 (Revised & Approved 2003, 2017
& 2018 by District 1 Committee)*

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Preface

The District 1&3 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 1&3 Guidelines.

To GSRs: As a General Service Representative, you are referred to in our literature as "perhaps the most important person in AA." The Conference-approved pamphlet "The General Service Representative" as well as the General Service Manual detail some of your responsibilities and will help you to best represent District 1&3 to your group and your group to District 1&3.

DISTRICT 1&3 Guidelines

Mid-Southern California Area

Article I. District Purpose

- A. Keep the lines of communication open between the General Service Office (G.S.O.) and District 1&3 Groups through full registration and representation of all active Groups.
- B. Develop knowledgeable and experienced General Service Representatives (G.S.R.s) through the study, practice, and the 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 a District Committee Member Chair (D.C.M.C.) and District Committee Members (D.C.M.) to represent District 1&3 at Area Service Committee Meetings and to participate with G.S.R.s at Area Assemblies, and other Mid-Southern California Area functions.
- D. Strengthen District 1&3 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 1&3 in the spirit of the Seventh Tradition by encouraging all Groups in District 1&3 to establish and participate in a regular contribution plan.

Article II. District Description

- A. As District 1 and District 3 are contiguous, the border of District 1&3 is a continuous line enclosing all of District 1 and all of District 3.
- B. Sub-districts

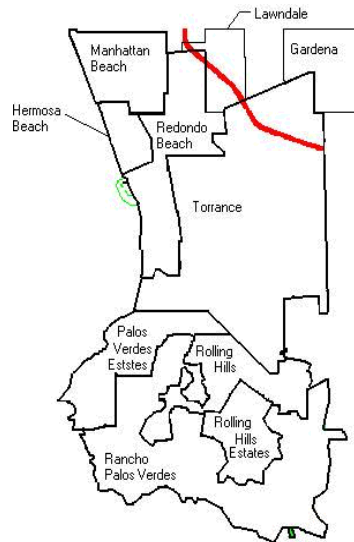
There are ten geographical and two gender-based sub-districts in District 1&3. Sub-districts include any adjacent unincorporated or government land as defined in the “Atlas of Mid-Southern California Area09.” The Sub-districts are:

Carson/Rancho Dominguez
Harbor City/Lomita
Hermosa Beach/ Manhattan Beach
Lawndale/Gardena
Men’s Stag
Palos Verdes Peninsula
Redondo Beach
San Pedro/San Pedro Alano Club/Wilmington
South Bay Alano Club (Hermosa Beach)
Torrance
Torrance/Lomita Club
Women’s Stag

C District 1 Borders

District 1 is part of the Mid-Southern California Area (Area 9) in the Pacific Region of the General Service Conference Structure. It is located in Los Angeles County, California. District 1 includes the cities of Hermosa Beach, Manhattan Beach, Redondo Beach, Palos Verdes, Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates, Torrance and those portions of Gardena and Lawndale, bordered on the North by Rosecrans Ave., on the east by Vermont Ave. and on the South by 182nd Street. The borders of District 1 are specified in the “Atlas of Mid-Southern California Area” and are shown below.

Boundaries: From the eastern city limits of Rancho Palos Verdes at the ocean, north along the Pacific Ocean to the north city limits of Manhattan Beach. East along Rosecrans Avenue to Vermont Avenue. South along Vermont Avenue to 182nd Street, west along 182nd Street to Western Avenue, south along Western Avenue to the northern city limits of Lomita. Around the northern, western, and southern city limits of Lomita to the northeastern city limits of Rancho Palos Verdes. South along the city limits of Rancho Palos Verdes to the coast.



District 3 Borders

District 3 is part of the Mid-Southern California Area (Area 9) in the Pacific Region of the General Service Conference Structure. It is located in Los Angeles County, California. District 3 includes the cities of Carson, Dominguez, Harbor City, Lomita, San Pedro, and Wilmington. The borders of District 3 are specified in the “Atlas of Mid-Southern California Area 09”.

Boundaries: From the ocean at the southeast Rancho Palos Verdes city limits, north along the eastern Rancho Palos Verdes city limits and around the south, west and north city limits of Lomita. North on Western Ave. to 182nd St. East on 182nd St to Vermont Ave. North on Vermont Ave. to Alondra Blvd. East on Alondra Blvd. to the Compton city limits. East along the Compton city limits to the Long Beach city limits. South along the western Long Beach city limits to the ocean. West along the ocean back to the Rancho Palos Verdes city limits.

Article III. District Membership

A. Voting members of District 1&3

1. District Officers

D.C.M.C.	Secretary	Registrar
Alternate D.C.M.C.	Treasurer	

2. G.S.R.s, D.C.M.s, and Alternate D.C.M.s

All G.S.R.s who are currently registered as representing a District 1&3 Group

All D.C.M.s who are currently registered as representing a District 1&3 Sub-district

3. Standing Committee Chairs

Cooperation with the Professional Community (CPC)

Grapevine

Literature

Public Information (P.I.)

Accessibilities

Newcomer Orientation

Website

Finance

Technology

Treatment

4. District Meeting Service Commitments

Clean up

Hospitals & Institution Committee Liaison (H & I)

Central Offices/Intergroups Liaison

Setup

5. Past District D.C.M.C.s and past D.C.M.s

6. Alternate GSRs and DCMs

All members serving in alternate Trusted Servant positions have the same voting privileges as their principals only when their principals are absent.

B. Need for Alternate Trusted Servants

To build a greater experience level in the District, the following incumbent Trusted Servants are requested to recruit members as their alternates.

Secretary	Treasurer	Registrar
DCMs	Standing Committee Chairs	

This policy recognizes the great advantage of having a member gain valuable experience while in the alternate position and perhaps become 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 meeting and request that the District Committee confirm them as alternates.

C. Definition of District Officers

District 1&3 Officers and Standing Committee Chairs are “District Officers” for the purpose of voting at Mid-Southern California Area meetings.

D. 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. This action may be precluded by the incumbent Trusted Servant or the D.C.M.C. arranging for an alternate to assume the duties of the position on a temporary basis with the approval of the District Committee.

Article IV. District Executive Committee

A. Purpose

The purpose of the District 1&3 Executive Committee is to provide the leadership necessary to keep the District active in A.A. matters.

B. Executive Committee Chair

The District 1&3 D.C.M.C. chairs the Executive Committee.

C. Voting membership

D.C.M.C.	Treasurer	Standing Committee Chairs
Alternate D.C.M.C.	Registrar	Secretary

D. Meetings

1. The Executive Committee meets once each month prior to the District Committee meeting and at other times when necessary.
2. The Executive Committee will guide the District to actively participate in A.A. matters and set the agenda for the next District Committee meeting.
3. The District Secretary records the minutes of the Executive Committee meeting and distributes them at or prior to the following District Committee meeting.
4. Visitors are welcome to attend the Executive Committee meeting and participate in the discussions.
5. The DCMC will announce the monthly Executive Committee meeting giving date, time and place.

Article V. District Funding

- A. District 1&3 accepts no money or things of value from nonalcoholic persons or organizations. District 1&3 sells no merchandise or raises any funds which are not entirely voluntary contributions of its members.
- B. District 1&3 is entirely self-supporting through contributions from District 1&3 groups.
- C. When discounts or subsidies are offered to District 1&3, 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 or 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 VI. District Elections

A. Positions and Eligibility

1. D.C.M.C. and Alternate D.C.M.C.
 - a. A background in A.A. service work, which is related to the D.C.M. 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. The D.C.M.C. or the Alternate D.C.M.C. must be able to chair the monthly District Committee Meeting in person.

2. D.C.M.s and Alternate D.C.M.s
 - a. A background in A.A. service work, which is related to the G.S.R. 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.
3. Secretary
 - a. Minimum suggested sobriety of two years
 - b. The time, energy, and willingness to serve the District well.
 - c. Able to attend District Committee meetings in person.
4. Treasurer
 - a. Minimum suggested sobriety of two years
 - b. The time, energy, and willingness to serve the District well.
 - c. The Treasurer must be available to conduct business at the bank holding the District bank accounts, and to access and manage the District postal boxes.
5. Registrar
 - a. Minimum suggested sobriety of two years
 - b. The time, energy, and willingness to serve the District well.
 - c. Able to attend District Committee meetings in person.
6. Standing Committee Chair
 - a. Minimum suggested sobriety of two years
 - b. The time, energy, and willingness to serve the District well.
7. District Meeting Commitments
 - a. Minimum suggested sobriety of two years
 - b. The time, energy, and willingness to serve the District well.
8. The current D.C.M.C. and D.C.M.C. Alt and all the past D.C.M.C.s and D.C.M.C. Alts are ineligible for election to the District Officer position in which they have served a full term in the past. They are encouraged to participate in other District and/or Area positions.

B. Election Procedure

1. Election of all District Officers, D.C.M.s, Alternate D.C.M.s and Standing Committee Chairs is held in November of odd-numbered years, except for the Finance Committee Chair, who is elected in even-numbered years.
2. The principle of Rotation applies to all District 1&3 positions.
3. Members of the District may be reelected to the same office in accordance with, “The A.A. Service Manual” except the current serving and past DCMC & alternate DCMC.
4. The term of office for District 1&3 Trusted Servants is two years commencing on January first of the even-numbered year following the election.
5. The D.C.M.C. is elected by Third Legacy procedure.
6. Other District Officers, D.C.M.s, Alternate D.C.M.s and Standing Committee Chairs are elected by majority vote.
7. Voting may be written ballot or a show of hands or, in the case of voting members attending virtually, by electronic means.
8. It is preferred that more than one person stand for each office. Nominees are accepted as per the District 1&3 protocol in Article VI, A.
9. The D.C.M.C. may invite qualified Trusted Servants (by virtue of their General Service and Third Legacy experience, e.g. past or current Area Delegates, outside District Officers, etc.)

to facilitate and/or direct the biennial District elections. The D.C.M.C. will perform, or cause to be performed, the following:

- a. Form and Chair a District Election Committee, whose members may include the Alternate D.C.M.C., the Secretary and the Registrar.
- b. Ensure the results of the District Election are distributed to District 1 & 3 and the MSCA, and that any required reports are promptly sent.

C. Vacated and Newly Created Positions

1. Vacated District Officer and Standing Committee Chair positions will be filled automatically by the alternate. If there is no alternate, the D.C.M.C. may appoint a member to the position subject to confirmation by vote at the next District Committee meeting. The Secretary will notify members by placing the confirmation notice on the agenda.
2. Newly created District Officer and Standing Committee positions will be filled by an election, or the D.C.M.C. may appoint a member to the position subject to confirmation by vote at the next District Committee meeting.

Article VII. Duties of District Officers

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

1. Maintain an effective service structure throughout the District, by visiting groups, assisting G.S.R.s in their study of service books, pamphlets, newsletters, and the A.A. Service Manual, and attending all meetings of the District 1 & 3 Committee and the District 1 & 3 Executive Committee.
2. Attend Area Service Committee and Area Assembly meetings, the Servathon, the Pre-Conference Workshop, the Foro de M.S.C.A., the Pacific Regional Alcoholics Anonymous Service Assembly (PRAASA), and the G.S.O. sponsored Regional Forum. Travel for events outside of the District may be funded or partially funded, depending on availability of District funds. The D.C.M.C. need not attend an event when sufficient District funds are not available.
3. Prepare and distribute the agenda for monthly District Committee meetings, and District Executive Committee meetings. Chair the monthly District Committee meetings and District Executive Committee meetings.
4. Assist the next D.C.M.C. in ensuring an orderly transfer of responsibilities, including transferring any materials relevant to the position. To protect the Districts' history, old records are to be kept or given to the MSCA Archives. B.

B. Alternate District Committee Member Chair (Alternate D.C.M.C.)

1. Attend all meetings of the District 1 & 3 Committee and the District 1& 3 Executive Committee, and substitute as the Chair for the D.C.M.C. when necessary.
2. 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.
3. Chair, and submit reports on, District special project committees.
4. Assist the next Alternate D.C.M.C. to ensure an orderly transfer of responsibilities including transferring any materials relevant to the position. To protect our District's history, old records to be kept or given to Area Archives.

C. Secretary

1. Maintain District records.
2. Attend all meetings of the District 1&3 Committee ~~and~~, the District Executive Committee, Area Service Committee, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
3. Take the minutes of the District Committee meeting and the District Executive Committee meeting. Distribute the unapproved minutes to the District members prior to the next District Committee Meeting. Present the minutes for approval at the next District Committee Meeting.
4. When approved by the District Committee and corrections have been made, make note of corrections in next months' minutes. Also send a copy of each months' corrected minutes to the District 1 & 3 Website committee for posting on the District website.
5. Maintain custody of District secretarial supplies, and copies of all District minutes and correspondence.
6. Maintain current contact lists of the District members. Make contact list of District officers available at monthly District Committee meetings.
7. Assist the next Secretary to ensure an orderly transfer of responsibilities including transferring any materials relevant to the position. To protect our District's history, old records to be kept or given to Area Archives.

D. Treasurer

1. Maintain the District funds securely and keep accurate, permanent records.
2. Attend and participate in all meetings of the District 1&3 Committee, and the District 1&3 Executive Committee, all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
3. Participate in the District budget process.
4. Validate Group names and registration numbers with the Registrar to keep the District Group records accurate.
5. Record contributions to the District using the Group's name and registration number on the District Treasurer and meeting forms and acknowledge contributions by receipts to groups.
6. Provide the D.C.M.C. and Alternate with a copy of the Treasurer's Report, which contains a list of donating Groups.
7. Pass the "purple bag" for the suggested \$3.00 snack fund contribution. Record the amount collected for treasurer's records.
8. Maintain checkbook records and balance the District bank account. Maintain online payment and transfer service accounts and records (for example, PayPal, Zelle, etc.).
9. Ensure that District expenses, including the District Post Office Box(es) are paid on time.
10. Ensure that there are two signatories on the District bank accounts, one of whom must be the Treasurer. It is recommended that the D.C.M.C. be the other signatory.
11. Maintain custody of the Treasurer's records, District self-addressed envelopes, other Treasurer's supplies, and the keys to the District Post Office Boxes.
12. Check P.O. boxes every 15 days and distribute mail to District recipients.

13. Assist the next Treasurer to ensure an orderly transfer of responsibilities including transferring any materials relevant to the position. To protect our District's history, old records are to be kept or given to the Area Archives.

E. Registrar

1. Maintain accurate records of District Groups and G.S.R.s, including name, address, telephone number and email address of all Group officers and G.S.R. s.
2. Attend and participate in all meetings of the District 1&3 Committee, ~~and~~ the District 1&3 Executive Committee, all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop and the Foro de M.S.C.A.
3. Work closely with D.C.M.s, the Newcomer Orientation Chair, the Secretary, the Treasurer, G.S.R.s, the D.C.M.C., the MSCA Registrar, and the G.S.O. Records department to keep District Group records current.
4. Inform new G.S.R.s of their Group name and number as it is currently registered with G.S.O.
5. Distribute updated mailing lists to the D.C.M.C. and the Secretary as soon as feasible after each District 1&3 Committee meeting.
6. Maintain the District 1&3 list of registered groups.
7. Assist the next Registrar to ensure an orderly transfer of responsibilities including transferring any materials relevant to the position. To protect our District's history, old records are to be kept or given to Area Archives.

Article VIII. Duties of D.C.M. and Alternate D.C.M.

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

1. Maintain an effective service structure in the Sub-district, as outlined in Article II, Section B.
2. Encourage and assist G.S.R.s to develop leadership, knowledge, experience and love of General Service work.
3. Attend and participate in all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, the Foro de M.S.C.A. and the District 1&3 Committee and the District 1&3 Executive Committee.
4. Work toward full representation of all the Groups in the Sub-District at District and Area functions.
5. Ensure that G.S.R.s within the Sub-District are on the distribution list to be notified of the date and time of the next District Committee meeting and the next M.S.C.A. meeting.
6. Assist the District Registrar in obtaining current Group information to update the District 1&3 Roster, and the Area Roster, with the help of GSRs and District officers.
7. Conduct DCM/GSR Sub-District meetings as requested, to discuss pending Area business and Group problems, and give a report to the District on the Sub-District meeting.
8. Visit Groups in the Sub-District, at the request of their GSR or another District member.
9. Assist Sub-District G.S.R.s by encouraging their study of the Traditions, Concepts," The A.A. Group" pamphlet, "The A.A. Service Manual," "Box 4-5-9," and other General Service material.

10. Visit Groups in the Sub-District that do not have GSRs, explain the importance of Group representation in A.A. through the GSR, and encourage them to elect their own GSR.
11. Assist the next DCM to ensure an orderly transfer of responsibilities including transferring any materials relevant to the position. To protect our District's history, old records to be kept or given to Area Archives.

B. Alternate District Committee Member (Alternate D.C.M.)

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 1&3 Committee and the District1 Executive Committee.
4. Attend all District 1&3 and Area 09 service functions.
5. Participate as a voting member of the District Executive Committee, the District 1&3 Committee, the Area Assembly, and the Area Service Committee in the absence of the D.C.M.
6. Assist the next Alternate D.C.M. to ensure an orderly transfer of responsibilities including transferring any materials relevant to the position. To protect our District's history, old records to be kept or given to Area Archives.

Article IX. Duties and Service Objectives of Standing Committee Chairs

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

1. Attend all Area C.P.C. meetings and report to the District on C.P.C. activities.
2. Attend all meetings of the District 1&3 Committee and the District Executive Committee.

The Cooperation with the Professional Community (CPC) Committee provides information about A.A. to those who have contact with alcoholics through their professions. This group includes physicians and other healthcare professionals, educators, members of the clergy, lawyers, law-enforcement personnel, and social workers. Such information includes what A.A. is and is not, as well as what it does and does not do. Participation in the MSCA CPC Committee monthly meetings is beneficial to the performance of the duties of the CPC Committee Chair.

B. Grapevine Committee Chair

1. Attend all Area Grapevine Committee meetings and report to the District on Grapevine activities.
2. Attend all meetings of the District 1&3 Committee and the District Executive Committee.

The Grapevine Committee informs groups and individuals of the benefits of using the A.A. Grapevine (and La Viña) magazines. The committee encourages groups and individuals to subscribe to our "meeting in print," urges A.A. members to contribute articles for publication, and provides a structure for the group Grapevine Representatives (GVRs). Participation in the MSCA Grapevine Committee monthly meetings is beneficial to the performance of the Grapevine Committee Chair.

C. Literature Committee Chair

1. Attend all Literature Committee meetings and report to the District on A.A. literature activities.
2. Attend all meetings of the District 1&3 Committee and the District 1&3 Executive Committee.

The Literature Committee informs the District of the status of new and revised A.A. literature and of proposals for the printing of new literature. The committee provides current information to literature chairs at the group level. Participation in the MSCA Literature Committee monthly meetings is beneficial to the performance of the duties of the Literature Committee Chair.

D. Public Information (P.I.) Committee Chair

1. Attend all Area Public Information Committee meetings and report to the District on P.I. activities.
2. Attend all meetings of the District 1 Committee and the District 1&3 Executive Committee.

The Public Information (PI) Committee carries the message of Alcoholics Anonymous through use of the media to the public and to the fellowship. Participation in the MSCA P.I. Committee monthly meetings is beneficial to the performance of the duties of the P.I. Committee Chair.

E. Newcomer Orientation Service Chair

1. Conduct a brief orientation for the new G.S.R.s one half hour prior to the District Committee meeting and encourage them to attend the Area G.S.R. School.
2. Attend and participate in all meetings and gatherings of District 1&3 and of MSCA.
3. Participate as a member of the MSCA G.S.R. School Committee.
4. Familiarize new G.S.R.s with the "District Guidelines," "The A.A. Service Manual," pamphlets, other service training material, and where to find them on the District website.
5. Maintain custody of G.S.R. School material.
6. Distribute literature, as available, to new G.S.R.s.
7. Provide contribution envelopes and information on online contributions to District 1&3, the Mid-Southern California Area and G.S.O. to new G.S.R.s.
8. Strongly encourage new GSRs to get a service sponsor at the District Meeting.
9. Provide new G.S.R. contact information to the District Registrar.
10. Assist the next Newcomer Orientation Chair to ensure an orderly transfer of responsibilities including transferring any materials relevant to the position. To protect our District's history, old records to be kept or given to Area Archives.

F. Accessibilities Committee Chair

1. Attend all Area Accessibilities Committee meetings and report to the District on activities.
2. Attend all meetings of the District 1&3 Committee and the District 1&3 Executive Committee.
3. Accessibilities Committees often explore, develop, and offer resources to make the A.A. message and participation in our program available to everyone who reaches out for it. We refer primarily to persons who have visual and auditory challenges, those who use mobility assistance devices, those who are housebound or chronically ill, those who are living with the effects of brain damage or stroke, and other, less visible challenges, be they cultural ethnic, spiritual, or emotional.

G. Treatment Committee

1. Attend all Area Treatment Committee meetings and report to the District on activities.
2. Attend all meetings of the District 1&3 Committee and the District 1&3 Executive Committee.
3. The Treatment Committee makes presentations to administrators and alcoholic participants in treatment facilities to familiarize them with what A.A. has to offer them upon discharge. The Treatment Committee includes the District Bridging The Gap responsibility and attends the MSCA Treatment Committee Bridging The Gap meetings.

H. Finance Committee Chair (See Appendix I “Finance Committee Guidelines”)

I. Technology Committee Chair (See Appendix II, “Technology Committee Guidelines”)

J. Website Committee Chair (See Appendix III "Website Committee Guidelines")

Article X. Duties of District Meeting Service Commitments

A. Clean Up Service Commitment

1. At the conclusion of the District meeting ensure that all chairs, tables and other furniture is returned to its proper place.
2. Ensure the facility is in a clean condition, no District 1&3 materials are left behind and all doors are securely locked.
3. Attend all meetings and gatherings of District 1&3.

B. Hospital and Institution (H&I) Liaison Commitment

1. Attend all H&I Committee meetings held by the M.S.C.A. H&I Committee Chair and report to the District on all H&I activities.
2. Attend H&I meetings within District 1&3 boundaries and report on H&I matters to the District.
3. Attend all meetings and gatherings of District 1&3.
4. Maintain activity in H&I projects in the District 1&3 service area.
5. Coordinate any General Service and H&I activities that are required.

C. Central Office Liaison Commitment

1. Attend the Intergroup (Central Office) meetings and report to District 1&3 on Intergroup matters.
2. Maintain activity in District 1&3 Intergroup projects.
3. Coordinate any General Service and Intergroup activities that are required.
4. Attend all meetings and gatherings of District 1&3.

D. Setup Commitment

1. Ensure coffee and supplies are available and ready for the District Committee meeting.
2. Prepare the District meeting place for the monthly meeting.
3. Prepare for District events and special events.
4. Check that the lighting and heating/air conditioning are in operating condition.
5. Ensure District property is removed from the meeting room and stored at a safe location.
6. Assist the next Setup trusted servant to ensure an orderly transfer of responsibilities including transferring any materials relevant to the position.

Article XI. Ratification, Amendment and Suspension

A. Ratification

1. These guidelines shall become effective immediately upon acceptance by a two-thirds of the District, present in person or virtually, and voting.

B. Annual Review

1. A District 1&3 Guidelines Review ad hoc Committee Chair shall be appointed each February to conduct a review and study of the District 1&3 Guidelines and make recommendations for any changes deemed necessary. A written report shall be made to the D.C.M.C.
2. The ad hoc Committee Chair is responsible for a complete and thorough review of the District 1&3 Guidelines. The ad hoc Committee Chair's term of service is from the date appointed as Chair, to the date that the Guidelines have been revised, distributed at the District 1&3 Committee meeting, and approved by the Body. During this period the ad hoc Committee Chair is a voting member of the District 1&3 Committee.
3. Editorial changes such as spelling, grammar, and other revisions that have no significant impact on the Guidelines may be implemented by the ad hoc Committee with the concurrence of the District 1&3 Executive Committee.
4. Other recommended changes that may possibly affect District 1&3 policies and procedures must be reviewed by District 1&3.
5. Upon completion of the Guidelines Review the Guidelines Review ad hoc Committee Chair shall complete the following sequence of actions.
 - a. Deliver the completed review/study report to the D.C.M.C. and the Executive Committee at a District 1&3 Executive meeting.
 - b. Explain the editorial changes and request concurrence of the Executive Committee in order to incorporate the editorial changes.
 - c. Explain each recommended change to the Executive Committee.
 - d. Present each recommended change to the District 1&3 Committee at the meeting following the Executive Committee discussed above.
 - e. Upon acceptance by two thirds of the District, present in person or virtually and voting, incorporate recommended changes into the District 1&3 Guidelines.
 - f. Publish and distribute the revised District 1&3 Guidelines with revision date on front.

C. Amendment

1. Guidelines changes proposed by the District Guidelines Review ad hoc Committee shall follow the procedure in Article XI B above.
2. Guidelines changes proposed between District Guidelines reviews.
 - a. All proposed amendments must be in writing and submitted to the District Secretary who will give them to the District Executive Committee.
 - b. The proposed amendment shall be presented to a District Committee meeting no later than two months after receipt by the Secretary.
 - c. The Executive Committee shall provide opportunity for G.S.R.s and other District members to become fully informed on the proposed amendment prior to voting on the Amendment.
 - d. Upon acceptance by two-thirds of the District, present and voting, the proposed amendment becomes a part of the District 1&3 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 XII. District 1&3 GSR Committee Meeting Schedule and Format

A. Purpose of District 1&3 GSR Meeting (herein referred to as the "District 1&3 Committee Meeting")

1. Refer to Article I of these Guidelines.

B. District 1&3 Committee Meeting Schedule

1. The District 1&3 Committee meeting is held on the second Thursday of every month including those Thursdays that fall on holidays. The meeting time is 7:30 p.m. New G.S.R. Orientation is at 7 p.m.

C. Typical District 1&3 Meeting Format

Call to order—7:30 pm
Opening Prayer or Serenity Prayer
Declaration of Unity
GSR Preamble
Reading of Twelve Concepts (Short Form)
Tradition and Concept of the Month
(Request volunteer for next month's Tradition and Concept of the Month Report)
Introductions
 New G.S.R.s
 G.S.R.s, District Officers, D.C.M.s,
 Visitors
 Guests
Recognition of AA Birthdays
Approval of Minutes
Treasurer's Report
Executive Officer Reports
DCMC Report

Old Business
Special Event Reports, as necessary
Area Reports
Guest speaker – if applicable.

Roundtables -- if applicable.

Standing Committee Reports

C.P.C.
Grapevine
Literature
Public Information (P.I.)
Accessibilities
Treatment
Technology
Finance
Website

DCM Reports

District Meeting Service Commitment Reports

Clean up *(Request for volunteers to help clean up)*
H.&I. Liaison
Intergroup Liaison
Newcomer Orientation
Setup

Announcements

Discussions, Q and A- (approximately 15 minutes)

New Business

2-minute Secretary recap
Closing Prayer or Responsibility Pledge
Adjournment—9:00 pm

Article XIII. District Committee Meeting Rules of Order

Generally, District 1&3 follows Robert’s Rules of Order and proceeds as informally as possible consistent with the rights of all concerned. Over the years MSCA has adopted some exceptions to Robert’s Rules which help it to proceed more closely in accord with the Twelve Concepts and Twelve Traditions, and District 1&3 seeks to mirror this as closely as functionally possible.

A. General Rules of Debate:

1. The DCMC conducts an orderly meeting following the agenda.
2. People who wish to speak must raise their hands and be acknowledged by the Chair. Participants in a virtual room (if present) must raise their virtual hands.
3. No one may speak for a second time on a topic until all who wish to speak have spoken for the first time.
4. Voting is usually by voice-vote or show-of-hands. Virtual participants (if present) may use the reactions provided by the virtual room provider. The DCMC has the discretion to choose the method of voting as described in Robert’s Rules of Order.

B. Votes:

1. To be eligible to vote on any matter brought before the meeting, the member must be present at the time of roll call, either in person or virtually.

2. A simple majority (50% + 1) of the eligible votes cast is required for adoption of all matters except for those motions described in section "3" below.
3. The following motions shall require approval by two thirds (2/3) or substantial unanimity of the eligible votes cast for their adoption:
 1. Motion to table
 2. Motion to revise or amend the Guidelines and Policies
 3. Motion to approve the District 1&3 budget.

C. Motions:

The DCMC handles motions from the members as follows:

1. The DCMC has the discretion to entertain the motion, refer it to an appropriate committee for study, or defer it to the following District 1&3 Monthly Meeting.
2. The DCMC asks for a second for the motion. All motions must be seconded for further action.
3. Following the seconding of a motion, a discussion is held where members of District 1&3, when recognized by the DCMC, may address the motion, propose amendments, move to table it, or call the question.
4. No other principal motion can be introduced or considered while another motion or amended motion is before the body.
5. Motions to Amend:
 1. May be made from the floor with a second.
 2. Require agreement by the originator of the motion.
 3. Debate commences on the amendment until the question is called and the amendment is voted on.
 4. If passed, debate resumes on the amended motion until the question is called.
 5. If defeated, debate resumes on the original motion until the question is called.
6. Tabling Motions:
 1. Postpones discussion until a later date.
 2. Requires a motion and a second.
 3. Is not debatable.
 4. Needs only a simple majority to pass.
7. Calling the Question:
 1. Brings debate to a halt while members decide whether to proceed directly to a vote (the question) or go on with the debate.
 2. Must be made in order as recognized by the chair.
 3. Speaking on a topic may not be followed by calling the question at the same speaking turn.
 4. Requires a second.
 5. Is not debatable.
 6. Requires a two-thirds vote.

D. Motions to Reconsider:

1. After voting on motions, the non-prevailing side will always be given an opportunity to speak to their position;
2. Must be made by a member who voted with the prevailing side but may be seconded by anyone.
3. Only a simple majority is required to reconsider motions.
4. If the majority votes to reconsider, full debate on the original motion is resumed.
5. This re-voting procedure occurs only once.

Appendix I: District 1 & 3 Finance Committee Guidelines (September 10, 2015 revised)

Responsibilities: The Finance Committee will produce a budget and review, recommend, and clarify the finances of District 1 & 3.

Membership: The Finance Committee will include a Chairperson, a minimum of three District 1 & 3 members, including an Executive Board member (other than the DCMC) and the Treasurer.

Term: The Finance Chairperson will be elected in January of every odd year by a simple majority of District 1 & 3's voting members to serve a two-year term. Upon election, the Chairperson will then form the Finance Committee for that term.

Meetings: The Finance Committee will meet quarterly. The Chairperson may convene Finance Committee meetings whenever it is found necessary.

Actions:

Budget Process:

- i. The Finance Committee, in the process of writing a budget, will consider District 1 & 3's past financial history, the requests and recommendations of District 1 & 3 officers and committee chairpersons and the available District 1 & 3 funds.
- ii. The proposed budget will be presented to the District 1 & 3 membership in September of each year. District 1 & 3 members will have thirty days to discuss the proposed budget with their groups. The proposed budget will be discussed, amended, and considered for approval by a two-third majority of District 1 & 3's voting members in October of each year.

Financial Practices:

- i. **Prudent Reserve:** The Finance Committee will ensure the integrity of District 1 & 3's prudent reserve by considering current fiscal circumstances and foreseeable financial needs.
- ii.
 1. The Finance Committee will take steps to incrementally increase the prudent reserve while allowing committee chairpersons and other elected individuals to access their budgeted funds as needed for their District 1 & 3 related activities. The goal is to reach a prudent reserve equal to 50% of the previous year's budgeted expenses (not to exceed 2500.00)
 2. The prudent reserve will be kept in a savings account separate from the operating funds.
 3. Any change in the prudent reserve will require approval by a simple majority of District 1 & 3's voting members.
 4. The prudent reserve funds may only be used in emergencies for the regular and necessary expenses of carrying out the work of District 1 & 3.

- iii. **PRAASA:** The Finance Committee will budget funds for the DCMC and DCMC Alternate to attend PRAASA.
- iv.
 - 1. The budgeted expenses will include registration, airfare or gas, lodging, ground transportation, Saturday banquet available to all attendees, and a per diem allowance.
 - 2. The funding for PRAASA is contingent upon the current fiscal circumstances and the foreseeable financial needs of District 1 & 3 for any given year.
- iii. **Reimbursements and Expenditures:** The Finance Committee will ensure the appropriate spending of District 1 & 3's funds.
 - 1. The Treasurer will request receipts from any officer or committee chairperson seeking reimbursement for budgeted committee related expenses.
 - 2. Requests for advance payment, or to approve non-budgeted or over-budgeted expenses of any type must be submitted to the Finance Committee. Requests for less than or equal to 15% of the original amount can be approved by the Finance Committee. Requests for amounts greater than 15% will require approval by a simple majority of District 1 & 3's voting members.
- iv. **Audits and Reviews:** The Finance Committee will ensure an accurate accounting of District 1 & 3's funds.
 - 1. A review of District 1 & 3's Treasurer's Reports and District 1 & 3's bank and online accounts statements will be conducted prior to the Finance Committee's quarterly meeting.
 - 2. The Chairperson, if needed, will report to District 1 & 3's membership on the findings of these quarterly reviews.
 - 3. The Chairperson will coordinate the orderly transfer of District 1 & 3's financial materials when a new Treasurer is elected.
 - 4. Should the Treasurer's position be vacated, the Chairperson will promptly take possession of District 1 & 3's financial materials and serve as the Treasurer until a new Treasurer is elected.
- c. **Financial Guidance:**
 - i. The Finance Committee will, from time to time, provide recommendations to the Treasurer and to the Executive Committee.
 - ii. The Finance Committee's guidance will be focused on promoting best practices in the areas of record keeping, banking & banking access/security including online payment services, financial software and promoting contributions to District 1 & 3.
 - iii. The Finance Committee will assist District 1 & 3 officers and committee chairpersons in the preparation of their budgets and advise the District 1 & 3 membership as to how any proposed motion may affect District 1 & 3's finances.

Appendix II: District 1 & 3 Technology Committee Guidelines

October 13, 2022 revised

Overview:

This document will highlight the general scope of functions and duties for the MSCA Districts 1 & 3 Technology Chairperson & Committee. The Technology Committee will abide by the spirit of rotation and align with concepts & traditions in Alcoholics Anonymous.

The Technology Committee will provide encouragement, information, direction, and support to District 1 & 3 in the use of new and existing technologies, to better carry the message of A.A. In all its actions, the Technology Committee will be guided by A.A.'s primary purpose and A.A. principles. Understanding modern technology can be helpful but is not a requirement to serve as the Technology Committee Chair. A more important qualification is a thorough understanding of the principles of Alcoholics Anonymous as outlined in our Steps, Traditions, and Concepts and being able to apply them in a practical manner towards technology.

Area 09, District 1 & 3 Technology Committee Chair Qualifications:

The Technology Committee Chair will:

1. Be selected using procedures established in the District guidelines.
2. Have the time to serve and the ability to travel within Area 09, Districts 1 & 3.
3. Have at least two years of continuous sobriety.
4. Have computer skills to navigate and support the Area's electronic communication infrastructure.
5. Have reliable internet access.
6. Possess good communication skills.

Technology Chair Duties:

The Technology Committee Chair will participate in MSCA Assemblies and all District 1 & 3 meetings. Prior to the yearly General Service Conference, the Technology Committee Chair will facilitate discussions regarding Conference Agenda items relating to technology as used by A.A. and/or Internet use policy.

1. Establishes a minimum three-person unpaid, rotating Technology Committee.
 - a. Three members who rotate every two years, in accordance with District guidelines.
Article VI District Elections, paragraph B.3
 - b. The Technology Committee Chair will designate one of the Technology Committee members as the Technology Committee hybrid meeting host.
2. Participates in and chairs Technology Committee meetings. Meetings can be ad-hoc or on a scheduled cadence that works well for all Technology Committee members.
3. Works closely with the MSCA Technology Chair & Committee, keeping them abreast of the status of all technical aspects concerning District 1& 3 technology needs.
4. Is recommended to serve on the MSCA Technology Committee.
5. Provides assistance and education to District 1 & 3 service members on the use of technologies utilized by the Districts, as needed.
6. Provides management and maintenance of District 1 & 3 owned technology devices.
Maintains an inventory of owned devices.
 - a. Computers.
 - b. Peripherals. (printers, projectors, translation equipment, etc.)

- c. Maintain a list of all software licenses for all computers owned by District 1&3.
- d. Assist in setup of equipment as requested.
- e. As equipment ages out, recover and dispose of equipment.
- f. Pass purchased/licensed software to current hardware.
- g. Erase software and data from devices before passing on for disposal.
- h. Make recommendations for the replacement of District 1 & 3 equipment.

Technology can include a variety of topics and some of these may shift in and out of the purview of the committee as needed by the District. There is no expectation that the Technology Committee Chair serves in a professional capacity, but rather helps to guide the decisions of how and what technology should be utilized to best meet the needs of the Office. No decision should be made without the consultation of those impacted. Any decision that requires a budget will need to be approved by the District following the appropriate guidelines for modifying or adding an item to the operating budget.

District 1 & 3 Technology Committee

The Technology Committee will provide encouragement, information, direction, and support to District 1 & 3 in the use of new and existing technologies, to better carry the message. In all its actions, the Technology Committee is to be guided by A.A.'s primary purpose and A.A. principles.

Qualifications of Technology Committee

1. Have the time to serve Districts 1 & 3.
2. Have Basic computer skills.
3. Have at least two years of continuous sobriety.
4. Have reliable Internet access. Technology Committee Service Positions as established by Technology Committee Guidelines

1. Technology Committee Co-Chair.

Technology Committee Co-Chair Duties: The Co-Chair may be called upon to perform specific duties to assist the Technology Committee Chair. The Technology Committee Co-Chair provides continuity to the Technology Committee by providing knowledge and experience shared by the Technology Committee Chair. If in any given rotation the Technology Committee Chair is unable to continue their duties, the following would take place in order to replace the Technology Committee Chair: Co-Chair, Technology Committee members, and/or other members can provide a resume to the District 1 & 3 Chair to be affirmed by the District 1 & 3 elected officers.

2. Hybrid Zoom Host.

Hosts the monthly District 1 & 3 hybrid meeting, with the DCMC. With the District Secretary, ensures that the virtual meeting link is disseminated to the District members. Provides a link and password for each virtual meeting. Maintains access to the District 1 & 3 virtual meeting account.

3. Technical Assistant(s) to help maintain hardware/software support.

Appendix III: District 1 & 3 Website Committee Guidelines (June 10, 2021 revised)

Statement of Purpose

Our mission in creating an Area 09 District 1 & 3 website is to foster and support communications for our fellowship and our A.A. community at large.

The purpose of the MSCA District 1 & 3 General Service Committee website is to carry the message of Alcoholics Anonymous by providing a resource on the internet where information can be obtained about Alcoholics Anonymous, and, in relation to District 1 & 3, our District committees and officers as well as those groups it represents.

In keeping with the Seventh Tradition, A.A. pays its own way and this applies to cyberspace. To avoid confusion and guard against perception of affiliation, endorsement or promotion, website hosts should be carefully chosen to avoid any host or host site that requires the inclusion of mandatory advertising space and links to commercial sites.

Although the District 1 & 3 website is an inward facing site, for the benefit of our members, any website is a public medium. Respecting anonymity at the public level, the site will not include individuals identifying themselves as A.A. members, accompanied by full names, full face photos, home addresses, and/or personal telephone numbers, unless requested by those members prior to publication on the website.

As discussed in the A.A. Service Manual, all quotes from copyrighted literature will be credited to AAWS, Inc. or the Grapevine, Inc. as appropriate.

Website Committee Organization

The website will be maintained by the Mid-Southern California Area (MSCA) 09 District 1 & 3 Website Committee. All content on the site is pre-approved by the Website Committee group conscience, in keeping with our Second Tradition and Concept Two. The Website Committee will be composed of District 1 & 3 A.A. members with the appropriate skills and the desire to become involved in General Service.

Committee Positions:

Chairperson:

Schedules Website Committee meetings and creates and distributes agendas for the meetings. Chairs Website Committee meetings and/or teleconferences. Attends monthly District 1 & 3 Service Committee meetings and reports on Website Committee's activities to District 1 & 3. Maintains Website Committee awareness of information from District 1 & 3 Service Committee meetings. Creates and maintains a budget for the Website Committee. Works with other service committee chairs and District 1 & 3 officers to obtain and distribute service material and maintain communication between the Website Committee and other service committees and area officers. Disseminates information about the website and obtains feedback from District 1 & 3 A.A. members. Ensures that the Website Committee performs its responsibilities according to Website Committee guidelines and A.A.s' traditions.

DCMC/Alternate DCMC

Informs the Website committee of District 1 & 3, MSCA 09, regional and national events and activities relevant to the website. District 1 & 3 changes should be promptly communicated to the Web Servant.

Website Reviewers:

Reviews content. Reviews each section of the website, checking for broken links. Assists the Web Servant in checking browser and device compatibility and readability.

Web Servant:

AKA Website Administrator. Primary system administrator for the website, including the host account and domain name registration. Controls password access to site editing tools. Responsible for site design updates, unloading and/or deleting site content (as listed below), system backup, and software updates as needed. Maintains, with assistance from the DCMC, the District 1 & 3 MSCA or other email addresses and passwords for District 1 & 3 officers and service committee chairs. Substitutes for the Chairperson when required.

Website Content

Section I General

Documents posted on the Mid-Southern California Area 09 (MSCA 09) District 1 & 3 Website will not include any individual identifying information—such as full names, phone numbers, personal email addresses or home mailing addresses of A.A. members. The webservant, prior to posting, will remove all information identifying individual A.A. members, except as provided in the Statement of Purpose, above. Posted information must protect personal anonymity of individuals in accordance with A.A. traditions. Special email “aliases” may be posted to contact District 1 & 3 officers anonymously.

Materials submitted for inclusion on the MSCA 09 District 1 & 3 General Service website shall be reviewed by the Website Committee. Each submission shall be considered on an individual basis, relative to its own context. If any material is found questionable, (for example, not conforming to A.A. principles) and declined by the Website Committee, the submitter shall be contacted with an explanation for the denial and offered feedback for revision. If possible, all attempts will be made to resolve such an issue at this level. If that is not possible, a submitter that has been declined and cannot find resolution has the right of appeal to the District 1 & 3 Executive Committee.

All material submitted to the Web Servant should be in a suitable editable electronic format. Material shall be reviewed for adherence to A.A. principles, with particular emphasis on A.A.’s Traditions Six, Ten, and Eleven. If the material is not in conformance to A.A. principles, it shall not be posted.

In accordance with Alcoholics Anonymous General Service Office service material “A.A. Guidelines (Internet)” revised 11/2018, the District 1 & 3 website and submissions to the website, “can quote a phrase, sentence or brief paragraph excerpted from A.A. literature—such as the Big Book (Alcoholics Anonymous), Twelve Steps and Twelve Traditions, The A.A. Service Manual, and Conference-approved pamphlets—without a prior, written request. When this occurs, the proper credit line shall be included to ensure that A.A. literature copyrights are protected. After a brief quotation from a book or pamphlet, the following credit line should appear:

‘Reprinted from (name of publication, page number), with permission of A.A. World Services, Inc.’...The following words should appear beneath the Preamble, or any article reprinted from the Grapevine: ‘From the (date) Grapevine. Reprinted with permission of A.A. Grapevine, Inc.’”

Section II Suggested Content

A. Homepage

Introduces the visitor to Alcoholics Anonymous in our District 1 & 3 by displaying contact information for resources such as Hospitals and Institutions and provides email links for the DCMC and Administrator.

B. Links

The District 1 & 3 homepage may provide several offsite links to official A.A. websites and local Inter Groups including, but not limited to:

A.A. General Service Office
A.A. Grapevine
Mid-Southern California Area 09
Los Angeles Central Office
South Bay Central Office
Harbor Area Central Office
Southern California H & I
South Bay H & I
PRAASA (Pacific Region Alcoholics Anonymous Service Assembly)

C. Events

Contains the names, dates, locations, and brief descriptions of upcoming fellowship events, and may contain event flyers or links to event websites as appropriate. All General Service, Area, Inter Group, and Hospitals & Institutions Committee events are pre-approved and may be posted when the event information is available. If groups/individuals desire to post an event to this page, they should contact the Website Chair or another District 1 & 3 Officer well in advance of the event. A Website Committee member will approve or disapprove of the posting.

D. District 1 & 3 News and Events

- 1) An article on District 1 & 3 happenings from the DCMC
- 2) Anonymity-protected minutes and agendas
- 3) District 1 & 3 special events and/or workshops.

E. Other Content

The site may publish additional content, including, but not limited to:

About Us
Map of District 1 & 3
Archives
Committee Chair Reports
Young People's Page
Group Outreach
Regional/National/International A.A. Fellowship Events/Calendars Page

All content on the site shall be approved by a District 1 & 3 Website Committee member before posting. Approved District 1 & 3 Committee and subordinate committee meeting minutes are deemed to be suitable for posting on the website without further approval.

Section III Prohibited Content

A. Direct Communication

The website will not permit interactive communication such as chat rooms, blog posts, message boards, forums, online meetings, or any other form of direct communication.

B. Non-A.A. Content

In keeping with Tradition Six, there will be no non-A.A.-related content or links to non- A.A.-related sites. No commercial links or commercial/professional services are available through this site.

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