

District One Guidelines

Adopted 2001; Revised & Approved 2003, 2017 & 2018 by District 1 Committee

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Revisions on 09/14/2017:

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Article VII., A-7, D-16

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Article XI., B-1, C-2c

Article XII., A, C

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Article III., A-2

Article IX., F-1, 3, 4, 5

Article XII, C

Preface

The District 1 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 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 to your group and your group to District 1.

DISTRICT 1 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 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 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 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 in the spirit of the Seventh Tradition by encouraging all Groups in District 1 to establish and participate in a regular contribution plan.

Article II. District Description

- A. 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 in Article II.C below.
- B. Sub-districts

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

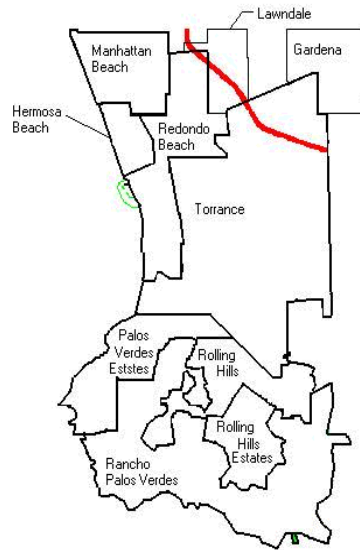
- Hermosa Beach/ Manhattan Beach
- Lawndale/Gardena
- Palos Verdes Peninsula
- Redondo Beach
- South Bay Alano Club (Hermosa Beach)
- Torrance
- Torrance/Lomita Club

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A. District 1 Borders

The borders of District 1 are described below. Source: Mid-Southern California Area Atlas.

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.



Article III. District Membership

A. Voting members of District 1

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

3. Standing Committee Chairs

Cooperation with the Professional Community (CPC)
Grapevine
Literature
Public Information (P.I.)
Accessibilities
Newcomer Orientation
Website
Finance

4. District Meeting Service Commitments

Clean up
Cyber/Internet
Hospitals & Institution Committee Liaison (H & I)
Intergroup Liaison (Central Office)
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

In an effort 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
D.C.M.s	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 Officers and Standing Committee Chairs are “District Officers” for the purpose of voting at Mid-Southern California Area meetings.

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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 Executive Committee is to provide the leadership necessary to keep the District active in A.A. matters.

B. Executive Committee Chair

The District 1 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 accepts no money or things of value from nonalcoholic persons or organizations. District 1 sells no merchandise or raises any funds which are not entirely voluntary contributions of its members.

B. District 1 is entirely self-supporting through contributions from District 1 groups.

C. When discounts or subsidies are offered to District 1, 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

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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
4. Treasurer
 - a. Minimum suggested sobriety of two years
 - b. The time, energy and willingness to serve the District well
5. Registrar
 - a. Minimum suggested sobriety of two years
 - b. The time, energy and willingness to serve the District well
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 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, with the exception of the Finance Committee Chair, who is elected in even-numbered years.
2. The principle of Rotation applies to all District 1 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 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.
8. It is preferred that more than one person stand for each office. Nominees are accepted as per the District 1 protocol in Article VI, A.

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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.
2. Visit Groups in the District that do not have G.S.R.s, explain the importance of Group representation in A.A. through a G.S.R., and encourage them to elect their own G.S.R.
3. Visit Groups that request information or have questions on General Service, the A.A. service structure, application of the Traditions, and so forth.
4. Assist District G.S.R.s by continuing their study of “The Twelve Traditions,” “The Twelve Concepts,” “The A.A. Group” pamphlet, “The A.A. Service Manual,” “Box 4-5-9” and other General Service material.
5. Maintain custody of keys to the District Meeting room.
6. Attend all meetings of the District 1 Committee and the District 1 Executive Committee.
7. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, the Foro de M.S.C.A., the Pacific Regional Alcoholics Anonymous Service Assembly (P.R.A.A.S.A.), and the Regional Forum. Travel for events outside of the District may be funded or partially funded, depending upon availability of District funds. DCMC need not attend an event when District funds are not available.
8. Participate as a member of the District Executive Committee, the Area Service Committee and the Area Assembly.
9. Prepare monthly agenda for G.S.R., D.C.M. and Executive meetings with input of District Committee members, Area officers and other A.A. members.
10. Print and distribute monthly District Committee meeting agenda. Distribute at the District 1 Committee meeting and send copies to the M.S.C.A. Delegate and the G.S.O. (U.S. Pacific Regional Correspondence Coordinator).
11. Chair the monthly District 1 Committee meeting and the District 1 Executive Committee meeting.
12. Maintain active communications between the District and: the Mid-Southern California Area Delegate; the Area Service Committee; and the General Service Office in New York.
13. Encourage and assist G.S.R.'s, D.C.M.s and Standing Committee Chairs to develop leadership, knowledge, experience and love of General Service work.
14. Submit verified and updated “List of Eligible Voters” in District 1 to the Area Chair at the last Area Service Committee meeting preceding the Election Assembly.

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15. Maintain responsibility for the following District Election Tasks:

- a. Conduct the bi-annual District Election and any other District elections.
- b. Form and Chair District Election Committee for District Election and other District elections as required.
- c. Include Alternate D.C.M.C., Secretary and District Registrar as members of the District Election Committee.
- d. Chair the election proceedings on the day of the election.
- e. Ensure that the results of the District Election are distributed to District 1 and the Mid-Southern California Area; and that any reports are promptly sent.
- f. Assist replacement 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 Chair (Alternate D.C.M.C.)

1. Assist the D.C.M.C. to maintain an effective service structure throughout the District.
2. Substitute for the D.C.M.C. when necessary.
3. Attend all meetings of the District 1 Committee and the District 1 Executive Committee.
4. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
5. Participate as a member of the District Executive Committee, the Area Service Committee and the Assembly.
6. Participate as a member of the District Election Committee.
7. Chair District special project committees.
8. Submit reports on District special service project committees.
9. Advise all District Officers, Sub-district D.C.M.s, and Standing Committee Chairs each month and advise them of the date and time of the forthcoming District Executive meeting, the District Committee meeting, and the next M.S.C.S. meeting.
10. Assist replacement 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 and perform secretarial services.
2. Attend all meetings of the District 1 Committee and the District Executive Committee.
3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District Executive Committee and Assembly.
5. Participate as a member of the Election Committee.
6. Take the minutes of the District Committee meeting and the District Executive Committee meeting. Present the minutes for approval at the next District Committee Meeting.

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7. When approved by the District Committee and corrections have been made, make note of corrections in next month's minutes. Also send a copy of each month's corrected minutes to the Area.
8. Maintain custody of District secretarial supplies.
9. Maintain copies of all District minutes and correspondence in good condition.
10. Process correspondence as required.
11. Assist Registrar in keeping current mailing and telephone lists of the District members. Keep phone list up to date and provide District with copies monthly.
12. Assist replacement 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 all meetings of the District 1 Committee and the District 1 Executive Committee.
3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-conference Workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District Executive Committee and Area Assembly. Participate in District budget process.
5. Validate Group names and registration numbers with the Registrar to keep the District Group records accurate.
6. 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.
7. Maintain the Treasurer's records in good condition.
8. Provide the D.C.M.C. and Alternate with a copy of the Treasurer's Report, which contains a list of donating Groups for inclusion in the monthly District Committee minutes.
9. Pass the "purple bag" for the suggested \$3.00 snack fund contribution. Record the amount collected for treasurer's records.
10. Make a copy of the Treasurer's record and meeting record of the previous month's meeting available at District Committee meetings for D.C.M.C. approval.
11. Maintain checkbook records and balance the District bank account.
12. Ensure that District expenses, including the District Post Office Box are paid on time.
13. Ensure that the D.C.M.C., Alternate D.C.M.C. and the Treasurer are co-signatories on the District bank account.
14. Maintain custody of the Treasurer's records, District self addressed envelopes, other Treasurer's supplies, and the key to the District Post Office Box.
15. Place a supply of District self addressed contribution envelopes on the table at each District Committee meeting for the G.S.R.s to take to their Groups.

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16. Check P.O. box every 15 days and distribute mail to proper District members.

17. Assist replacement 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.

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 all meetings of the District 1 Committee and the District 1 Executive Committee.
3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-conference workshop and the Foro de M.S.C.A.
4. Participate as a member of the District Executive Committee and the Area Assembly.
5. Participate as a member of the District Election Committee.
6. Work closely with D.C.M.s, the Newcomer Orientation Chair, Secretary, Treasurer, and G. S.R.s to keep District Group records current.
7. Inform the D.C.M.C., Area Registrar, the G.S.O. Records Department as necessary.
8. Inform new G.S.R.s of their Group name and number as it is currently registered with G.S.O.
9. Distribute and collect attendance sheets at District 1 Committee meetings.
10. Distribute updated mailing lists to the D.C.M.C. and the Secretary as soon as feasible after each District 1 Committee meeting.
11. Determine eligibility of members for election to District office.
12. Prepare and distribute the District Election Eligibility List at the two District 1 Committee meetings prior to the District Election.
13. Review and verify the M.S.C.A. Secretary's "List of Eligible Voters" and submit to the D.C.M.C. for delivery to the Area Chair.
14. Maintain and publish the District 1 Roster.
15. Assist replacement 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 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 all meetings of the District 1 Committee and the District 1 Executive Committee.

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4. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
5. Participate as a member of the District 1 Committee, the Area Service Committee, and Area Assembly.
6. Work toward full representation of all the Groups in the Sub-District at District and Area functions.
7. Contact or notify G.S.R.s within the Sub-District prior to the monthly District 1 Committee meeting and encourage them to attend. Advise them of the date and time of the next District Committee meeting and the next M.S.C.A. meeting.
8. Assist the District Registrar in obtaining current Group information to update the District 1 Roster, the Area Roster, and the Western Directory with help of GSR.s and District officers.
9. Conduct D.C.M./G.S.R. Sub-District meetings as they see fit, to discuss pending Area business and Group problems, then give a report to the District on the Sub-District meeting.
10. Visit Groups in the Sub-District that are experiencing problems, at the request of their G.S.R. or another District member.
11. 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.
12. 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.
13. Assist replacement 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 Committee and the District1 Executive Committee.
4. Attend all District 1 and Area 09 service functions.
5. Participate as a voting member of the District Executive Committee and the District 1 Committee in the absence of the D.C.M.
6. Participate as a voting member of the Area Assembly.
7. Participate as a voting member of the Area Service Committee in the absence of the D.C.M.
8. Assist replacement 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 of Standing Committee Chair

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 Committee and the District Executive Committee.
3. Form, chair, and maintain a District 1 C.P.C. Committee.
4. Establish programs for the District 1 C.P.C. Committee to work on.
5. Intercede on the behalf of Groups experiencing problems with the court card program or treatment center members.
6. Assist replacement 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. 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 Committee and the District Executive Committee.
3. Form, chair, and maintain a District 1 Grapevine Committee made up of Group Grapevine Representatives (GSRs) and other interested members.
4. At District meetings, remind G.S.R.s to mention the “AA Grapevine” magazine and the aagrapevine.org website in their G.S.R. reports on a regular basis.
5. Distribute “AA Grapevine” and “La Viña” subscription forms at each District Committee meeting and event.
6. Assist replacement 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. 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 Committee and the District 1 Executive Committee.
3. Encourage A.A. members to purchase and read A.A. Conference-approved literature.
4. Inform District members, through displays and other suitable methods, of all available Conference-approved literature, audiovisual material and other special items.
5. Set up a display rack at the District Committee meeting and stock it with a varied selection of service oriented A.A. Conference-approved literature.
6. Consider suggestions originating within the District or Groups regarding proposed additions to and changes in Conference-approved literature and audiovisual material if a need arises. Coordinate dissemination of suggestions for any recommended changes with the District 1 Executive Committee; the District 1 Committee; the Area Literature Committee; Area Service Committee; Area Assembly as required; and General Service Office.

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7. Maintain Braille and ASL Lending library for any who which to use it within District 1.
8. Assist replacement 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. 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 District1 Committee and the District 1 Executive Committee.
3. Form, chair, and maintain the District 1 Public Information Committee, which is made up of G.S.R.s and other interested members.
4. Develop District-approved and funded P.I. programs, e.g., those found in the "Public Information Workbook." Report on their status at District meetings.
5. Provide the D.C.M.C. a monthly written report on the status of all Public Information projects that District 1 is involved in.
6. Assist replacement 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.

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 all meetings and gatherings of District 1 and of Area 09.
3. Participate as a member of the Area 09 G.S.R. School Committee.
4. Provide new G.S.R.s with a copy of the "District Guidelines," "The A.A. Service Manual," pamphlets and other service training material.
5. Maintain custody of G.S.R. School material.
6. Distribute literature, as available, to new G.S.R.s.
7. Provide contribution envelopes from District 1, 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. Assist replacement 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 Committee and the District 1 Executive Committee.

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3. Form, chair, and maintain the District 1 Accessibilities Committee, which is made up of G.S.R.s and other interested members.
4. Develop and maintain a procedure to evaluate meeting places for helping Accessibilities members and to determine accessibility to sites.
5. Make District 1 aware of the importance of the Accessibilities Program.
6. Assist replacement 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.

G. Finance Committee Chair (also refer to Addendum A "Finance Committee Guidelines")

1. Elected in January of every odd year.
2. Chair Finance Committee Meetings.
3. Maintain a Finance Committee consisting of a minimum of three District members, an Executive Board Member (other than the DCMC), and the Treasurer.
4. Meet on a quarterly basis with the Finance Committee.
5. Attend all meetings of the District 1 Committee and the District 1 Executive Committee.
6. Produce with the Committee an annual budget, to be completed by September for the following year, budgeting annually for appropriate PRAASA attendance.
7. Present proposed budget at Executive Committee meeting for input. Disseminate at the District 1 Committee Meeting, requesting dissemination to the groups via the GSRs.
8. After review by the groups, and incorporating any changes or amendments requested, seek approval by the Group of the budget.
9. Review, recommend changes to policies regarding, and clarify the finances of District 1 as needed.
10. Approve or disapprove over-budgeted and non-budgeted expense requests as needed, and as per Finance Committee Guidelines.
11. Incrementally transfer funds to prudent reserve, kept in a separate savings account at the same banking institution.
12. Conduct District 1 financial audits with Committee members, as needed or requested.
13. Provide recommendations to Treasurer and Executive Board regarding best practices in financial matters.
14. Assist replacement 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.

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H. Website Committee Chair (also refer to Addendum B "Website Committee Guidelines")

1. Maintain a Committee of at the minimum the Chair, DCMC or Alt DCMC, and Webservant.
2. Schedule monthly Committee meetings and create and distribute agendas for meetings.
3. Chair Website Committee Meetings and/or teleconferences.
4. Attend District 1 Committee Meetings and report on Committee's activities.
5. Keep Website Committee aware of information from District 1 Committee Meetings.
6. Create and maintain a budget for Committee.
7. Work with other special service committee chairs and District 1 officers to obtain and distribute service material; maintain communication among the Website Committee and other committees and officers.
8. Disseminate information about the website and obtain feedback from District 1 members.
9. Ensure that Website Committee performs its responsibilities according to Committee guidelines and AA tradition.
10. Assist replacement 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 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 materials are left behind and all doors are securely locked.
3. Attend all meetings and gatherings of District 1 and of Area 09.
4. Assist replacement to ensure an orderly transfer of responsibilities including transferring any materials relevant to the position.

B. Cyber/Internet Service Commitment

1. Monitor applicable A.A. websites and advise the District of new developments.
2. Monitor and advise the District of online meetings.
3. Advise District of unofficial websites that might be of interest to our A.A. community.
4. Attend all meetings and gatherings of District 1 and of Area 09.
5. Assist replacement 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.

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C. 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 boundaries and report on H&I matters to District
3. Attend all meetings and gatherings of District 1 and of Area 09.
4. Maintain activity in H&I projects in the District 1 territory.
5. Coordinate any General Service and H&I activities that are required.
6. Assist replacement 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. Central Office Liaison Commitment

1. Attend the All South Bay Central Office meetings and report to District 1 on Intergroup matters.
2. Maintain activity in District 1 Intergroup projects.
3. Coordinate any General Service and Intergroup activities that are required.
4. Attend all meetings and gatherings of District 1 and of Area 09.
5. Assist replacement 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.

E. Set up Commitment

1. Ensure that there is coffee and supplies for the District Committee meeting.
2. Prepare the District meeting place for the monthly meeting.
3. Prepare for District events and special events.
4. Ensure that the coffee is ready.
5. Check that the lighting and heating/air conditioning are in operating condition.
6. Ensure District property is removed from the meeting room and stored at a safe location.
7. Assist replacement 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 and voting.

B. Annual Review

1. A District 1 Guidelines Review ad hoc Committee Chair shall be appointed each February to conduct a review and study of the District 1 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 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 Committee meeting, and approved by the Body. During this period the ad hoc Committee Chair is a voting member of the District 1 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 Executive Committee.
4. Other recommended changes that may possibly affect District 1 policies and procedures must be reviewed by District 1.
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 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 Committee at the meeting following the Executive Committee discussed above.
 - e. Upon acceptance by two thirds of the District, present and voting, incorporate recommended changes into the District 1 Guidelines.
 - f. Publish and distribute the revised District 1 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 annual 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.

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- 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 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 GSR Committee Meeting Schedule and Format

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

1. Refer to Article I of these Guidelines.

B. District 1 Committee Meeting Schedule

1. The District 1 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 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
Finance
Website

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DCM Reports

District Meeting Service Commitment Reports

Clean up *(Request for volunteers to help clean up)*

Cyber/Internet

H.&I. Liaison

Intergroup Liaison

Newcomer Orientation

Set up

Announcements

Discussions, Q and A- (approximately 15 minutes)

New Business

2 minute Secretary recap

Closing Prayer or Responsibility Pledge

Adjournment—9:00 pm
