

**The  
Guidelines & Policies  
of  
The 22<sup>nd</sup> District of Area 93 of  
Alcoholics Anonymous  
June 2012  
Revised November 2021**

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# **22<sup>nd</sup> DISTRICT GUIDELINES & POLICIES**

## **LOCATION**

As recorded, in 1951, with the Southern California Area Assembly and then with the Central California Assembly, District 22 is comprised of the entire County of San Luis Obispo.

## **PURPOSE**

The purpose of these guidelines is to provide guidance and assistance to those people who are serving District 22 (AKA the District). The *AA Service Manual* outlines, in a general way, the duties and responsibilities of those servants within the District. These guidelines are not intended to replace or supersede those duties and responsibilities that are set forth in the *AA Service Manual*. They are to be used in conjunction with, and as a supplement, to the manual.

## **GENERAL PROVISIONS**

The fellowship of Alcoholics Anonymous (A.A.) has been given three legacies, which are Recovery, Unity and Service. These guidelines cover, in a general way, how the legacy of service is implemented and perpetuated within the District. Every member of A.A. should be familiar with the legacy of service. The basis for and information concerning service can be found in several documents published by A.A. World Service, Inc. Primary among those documents are: *The A.A. Service Manual*, *The 12 Concepts for World Service*, and *A.A. Comes of Age*.

The guidelines cover the various operations and functions within the District. The duties, responsibilities, and purpose of specific offices and entities are covered under separate headings. These are not all-inclusive, and certain situations may make it necessary to make minor deviations. Changes should be held to a minimum. Any changes are to be presented and approved by two consecutive

District Committee Meetings before becoming effective. Changes are not to be retroactive.

## **I. THE DISTRICT COMMITTEE**

The District Committee consists of: District Committee Member (DCM), Alternate District Committee Member (ADCM), Secretary, Treasurer, Registrar, Chairpersons of the Standing Committees, Liaisons, and General Service Representatives (GSR's) registered with the 22<sup>nd</sup> District.

### **A. GENERAL SERVICE REPRESENTATIVES (GSR) AND RESPONSIBILITIES**

#### **1. Description**

General Service Representatives (GSR's) are elected by the members of their groups. Usually GSR's have a minimum of 2 years continuous sobriety. They have the job of linking the groups with A.A. as a whole. They represent the voice of the group conscience, reporting to the District Committee Member and area conference delegate. In turn, it may then be passed on to the annual General Service Conference in New York. We realize that whatever "authority" there is in A.A. resides in the group conscience. General qualifications, duties, and election procedures of the GSR are listed in the A.A. Service Manual.

#### **2. Responsibilities**

- a) Attend District meetings, Area Assemblies and Area Workshops
- b) Assist the group in ordering literature. A good supply of literature should be maintained. Literature is one of the most effective ways to carry the message.
- c) Inform Alternate GSR of all activities/actions transpiring within the District.
- d) Serve as central point of contact for all activities concerning the group.
- e) Request copies of meeting directory from the Central Office Intergroup.

- f) Inform the Central Office Intergroup of any changes with their group, i.e.-location, meeting time, etc.

## **B. ALTERNATE GENERAL SERVICE REPRESENTATIVE (AGSR)**

### 1. Description

Same as that of the GSR. Every group should have an Alternate GSR. Serving might be looked upon as a learning period to becoming a future GSR. The primary responsibility of the group lies with the GSR, but the Alternate should be equally aware.

### 2. Responsibilities

- a) Assist GSR in their duties and responsibilities.
- b) Attend District meetings with GSR.
- c) Perform GSR duties, if GSR not available.

## **C. DISTRICT COMMITTEE MEMBER (DCM)**

The DCM is an essential link between the GSR's and the area's Delegate to the General Service Conference. As leader of the District Committee, made up of all the GSR's in the District, the DCM is informed of the District's group conscience.

### 1. Description

The DCM is an A.A. member who usually has served as a GSR and whom the other GSR's wish to make responsible for their District activities. The following are recommended: (1) A background in A.A. service work that goes with the GSR job (2) 4-5 years of sobriety (3) The time and energy to serve the District well.

### 2. Responsibilities

The AA Service Manual recommends that these duties be spelled out in detail. The sequence in which these are listed does not necessarily indicate the order of importance.

- a) The DCM should be knowledgeable of the *A.A. Service Manual Combined with Twelve Concepts for World Service, A.A. Comes of Age*, the Twelve Traditions, Area structure, and other A.A. service literature. The DCM may be called upon to discuss or explain any of these.
- b) The DCM visits the groups within the District periodically.
- c) Encourages groups to select a GSR and to become active in the service structure.
- d) Provides assistance to the new GSR's and helps them get familiar with their duties and responsibilities.
- e) Serves as Chairman of the District Committee Meetings.
- f) Regularly reports to the GSR's all the current available information concerning Alcoholics Anonymous. This should include, but is not limited to information received from the Area Assembly, GSO and Box 459.
- g) The DCM is a Member of the Area Committee.
- h) The DCM attends the Area Assembly and the Area Committee Meetings and carries the group conscience of the District to these assemblies and meetings.
- i) The DCM serves as a communication link between the GSR's and the Delegate to the General Service Conference. This is a two-way communication with the information flowing in both directions.
- j) The DCM encourages GSR's to attend Area Assemblies.
- k) The DCM is eligible to be elected to an office of the Area Committee, such as Delegate, Alternate Delegate, Secretary, Treasurer, or Chairperson. DCM's are encouraged to make themselves available for this service.

- l) The DCM may be called upon to serve on special committees of the Area Assembly.
- m) The District may wish to host an Area Assembly. The DCM makes the necessary arrangements to do so.
- n) The DCM should make an effort to attend various service functions such as workshops, conventions, conferences and Pacific Region Alcoholics Anonymous Service Assemblies (PRAASA).
- o) The DCM should make an effort to keep the Alternate DCM informed of all activities. Many duties and responsibilities may be shared by the ADCM.

### 3. ELECTIONS

- a) Elections for the DCM are held in November of every even numbered year, and the elected DCM will assume office on January 1 of the following odd numbered year for a 2 year term.
- b) All persons nominated for the DCM shall present their qualifications and ability to serve the district well before any votes are cast.
- c) The DCM should be elected by a two-thirds (2/3) majority vote of those eligible to vote and are present.
- d) If more than one candidate is being voted on, the election shall be conducted by the 3<sup>rd</sup> Legacy Procedure as outlined in the *A.A. Service Manual*.

## **D. ALTERNATE DISTRICT COMMITTEE MEMBER (ADCM)**

- 1. Description
  - (a) Same as that of the DCM
- 2. Responsibilities

- (a) In conjunction with the DCM, performs the same duties as the DCM and be fully capable of assuming the position of DCM if the DCM is unable to serve.
3. Election
- (a) The same procedure as used for the DCM.
  - (b) If the DCM is unable to serve the ADCM will assume the position of DCM, and the District Committee will elect a new ADCM.
  - (c) An ADCM who completes the term of the DCM shall be eligible to run for election as DCM for their own term.

## **E. REGISTRAR**

1. Description
- (a) The term of office is for two (2) years to run concurrent with that of the DCM.
  - (b) The District Registrar is an A.A. member who should have the same qualifications as a GSR.
  - (c) It is strongly suggested the Registrar resign as GSR, as it is not practical for one to be of service in both positions.
2. Responsibilities
- (a) The Registrar gathers and compiles the necessary group information for updating listings to the Western States Directory. This information is given to the Area Registrar as requested.
  - (b) The Registrar maintains a list of all Groups, GSR's and Alternate GSR's to be available to the District and Area Assembly. All changes shall be given to the Area Registrar.
  - (c) Assist the DCM and ADCM in whatever areas they request help.



## F. SECRETARY

### 1. Description

- (a) The term of office is two (2) years to run concurrent with that of the DCM.
- (b) The District Secretary is an A.A. member who is suggested to have the same qualifications as a GSR.
- (c) It is strongly suggested that the Secretary resign as GSR, as it is not practical for one to be of service in both positions.
- (d) It is suggested that the Secretary possess computer operating skills.

### 2. Responsibilities

- (a) Keep accurate records of all the proceedings at District Committee Meetings as well as any special meeting that may be called.
- (b) Provide minutes of the previous District Committee Meeting for all regular District Committee Meetings.
- (c) At the direction of the DCM, be responsible for handling official communications of the District.
- (d) Take roll call (sign-in sheet) at each district meeting.
- (e) Maintain a roster of all district officers, GSR's and coordinators.
- (f) Assist the DCM and ADCM in whatever areas the request help.

### 3. Appointment/Election

- (a) In November of even numbered years, the newly elected DCM shall appoint a person to be District Secretary.
- (b) Upon appointment, the candidate shall present their qualifications and ability to serve the District well.

- (c) The District Committee shall then confirm either yea or nay by a simple majority vote of those members present and eligible to vote at District Committee Meetings.

## **G. TREASURER**

### **1. Description**

- (a) The term of office is two (2) years to run concurrent with that of the DCM.
- (b) The District Treasurer is an A.A. person who is suggested to have the same qualifications as a GSR.
- (c) It is strongly suggested that the Treasurer resign as GSR, as it is not practical for one to be of service in both positions.
- (d) It is suggested that a Treasurer possess experience in accounting, especially in the area of bookkeeping.

### **2. Responsibilities**

- (a) Keep accurate records of all the accounts of the District.
- (b) Receive and deposit in the appropriate account all monies received by the District.
- (c) Check the District post office box at regular intervals.
- (d) Pay all bills approved by the District Committee in a timely manner.
- (e) Prepare and make general financial reports to each District Committee Meeting.
- (f) Prepare and make a detailed financial report at the end of each calendar year to include the tentative budget for the upcoming year.
- (g) Excess monies can be dispersed at the discretion of the committee.

### **3. Election/Appointment**

- (a) In November of even numbered years, the newly elected DCM shall appoint a person to be District treasurer.
- (b) Upon appointment, the candidate shall present their qualifications and ability to serve the District well.
- (c) The District Committee shall then confirm either ye or nay by a simple majority vote of those members present and eligible to vote at District Committee Meetings.

## **H. STANDING COMMITTEES/LIASONS**

### **1. STANDING COMMITTEE CHAIRPERSONS**

- (a) Description
  - i. Qualifications the same as for a GSR. Each committee chairperson may or may not be a current GSR.
  - ii. Have a good knowledge of the committee they are serving on.
- (b) Responsibilities
  - i. Perform all duties as outlined in the workbooks or manuals as prepared by the General Service Office.
  - ii. Assist the DCM & ADCM in whatever areas they request help.
  - iii. Work together with other committee chairpersons, especially when the service work overlaps.
- (c) Appointment/Election
  - i. In November of even numbered years, the newly elected DCM shall appoint the Chairpersons for each Standing Committee.

- ii. Upon appointment, the candidate shall present their qualifications and ability to serve the District well.
- iii. The District Committee shall then confirm either ye or nay by a simple majority vote of those members present and eligible to vote at District Committee Meetings.

## **2. STANDING COMMITTEES**

Committees may be added or deleted by a two-thirds (2/3) vote of the District Committee members present at a regular or a special meeting of the District Committee.

Shall include but not be limited to:

- a) Archives
- b) Public Information
- c) Grapevine
- d) Cooperation with the Professional Community
- e) Multimedia

## **3. LIAISONS**

Should include but are not limited to:

- a) Central Office
- b) Hospitals and Institutions
- c) District 6 (Spanish speaking)
- d) District 22 Convention
- e) SLOYPAA (San Luis Obispo Young People of Alcoholics Anonymous)

## II. DISTRICT COMMITTEE MEETINGS

### A. Location

1. Location shall be determined by the District Committee and should remain in the same location each month.
2. Meeting space shall be financed by the Treasury of the 22<sup>nd</sup> District and should be at a reasonable rate to be determined by the District Committee Members.

### B. Times of Meetings

1. Regular District Committee Meetings shall be held each month.
2. Regular meetings should be (1) one to (1 ½) one and one-half hours in length.
3. Standing Committee meetings may be held at any time, provided all Groups, Committee Chairpersons, and Board Members are notified in advance. Special District Meetings may be called any time with a 5 day advance notice.

### C. Meeting Format

1. The DCM shall develop a format that works well for them.
2. It is suggested that:
  - (a) Each Standing Committee Chairperson will provide updates to the Committee on its activities.
  - (b) The liaisons will update the Committee on any areas that pertain to the welfare of A.A. as a whole.
  - (c) The GSR's be given time to share any problems or solutions their groups may have.
  - (d) There be time for new business

- (e) There be time for old business
- (f) The DCM makes a report of any news concerning A.A. or the district.

### **III. FINANCIAL**

#### **A. Acquisition of Funds**

1. Any gifts, donations or bequests must meet the guidelines of the General Service Office of Alcoholics Anonymous or they will not be accepted.
2. From time to time, the District may hold fundraisers when approved by a two thirds vote of the District Committee.
3. It is suggested that the Treasurer maintain in prudent reserve, one year of operating expenses.

#### **B. Reimbursement of Expenses**

1. GSR's, ADCM (unless serving in the capacity of DCM), Secretary, Treasurer, Registrar, and Standing Committee Chairpersons are eligible for mileage reimbursement for travel to Area Assemblies if their groups cannot reimburse them. The flat rate is the same as Area 93 which is 60% of the Federal rate for non-profits, per mile round trip will be reimbursed. Committee members are encouraged to carpool.
2. All other expenses for any Committee Member will be considered on an individual basis.

### **IV. SPECIAL PROJECTS**

- A. The 22<sup>nd</sup> District Archives Committee shall acquire and contribute archives to the Area 93 Archives Depository.
- B. The 22<sup>nd</sup> District shall maintain a multimedia library of GSO approved material. From time to time, it may be necessary to replace or add to the library with the approval of the District Committee. The Chairperson of the multimedia committee should have custody and control of the library.
- C. The District Committee has approved a Service Workshop to be held at least once a year. The District Committee shall determine the theme and financial specifics of the Workshop. The Workshop Committee is co-chaired by the Central Office Liaison and the ADCM.
- D. The District Committee has approved a Traditions Celebration to be held each year in November. The Committee for the Traditions Celebration is to be chaired by the ADCM.
- E. The 22<sup>nd</sup> District Convention, while a separate entity of Alcoholics Anonymous, receives the full support of the District Committee in their effort to carry the message of A.A. Standing Committees are encouraged to become involved with the Convention.
- F. The DCM, or any member of the Board of Directors, may call a special meeting of the District Committee as long as each Group, Board Member, or Standing Committee Chairperson is notified 5 days in advance. The DCM (or ADCM, in the DCM's absence) shall preside.

## **V. VOTING AT ALL DISTRICT COMMITTEE MEETINGS**

- A. Eligibility
  - 1. All GSR's, provided their group is registered with the District Registry
  - 2. The ADCM
  - 3. The Registrar

4. The Secretary
5. The Treasurer
6. Standing Committee Chairpersons
7. Liaisons

NOTE: The DCM votes only in the case of a tie. Committee members who may be officers or chairpersons, as well as, GSR's may only vote once. One member one vote. Alternate GSR's may vote only if the Group's GSR is absent.

B. Necessary Quorum

1. A quorum of ten (10) percent of the registered groups GSR's must be present at any meeting to conduct any district business.

## **VI. 22<sup>ND</sup> DISTRICT BOARD OF DIRECTORS**

A. Members

1. The DCM
2. The ADCM
3. The District Secretary
4. The District Treasurer
5. The District Registrar
6. The Standing Committee Chairpersons

B. Purpose

1. Keep and maintain the Bylaws of the 22<sup>nd</sup> District of Alcoholics Anonymous, a non-profit corporation.



2. Maintain effective two-way communication between the Groups of the 22<sup>nd</sup> District of Alcoholics Anonymous and the Delegate of the Central California Area 93 Assembly.