

**DISTRICT 12 GUIDELINES  
FOR  
STRUCTURE AND PROCEDURE  
Mid-Southern California Area 09**

**\*\*\* DISTRICT 12 \*\*\***

**BOUNDARIES:**

From the Pacific Ocean at southern city limits of Corona del Mar, north along Corona del Mar/Newport Beach city limits to Irvine city limits. East and north around Irvine city to Tustin city limits at Jamboree Road. Northeast along Santiago Canyon Road to a point just past Irvine Lake and then northeast along an imaginary line to the Riverside/Orange County line. South along the Orange County line to the Pacific Ocean. North along the ocean to Corona del Mar.

**INCLUDES CITIES OF:**

Aliso Viejo, Capistrano Beach, Coto de Caza, Dana Point, Ladera Ranch, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Lake Forest, Mission Viejo, Modjeska Canyon, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Silverado Canyon, South Laguna, and Trabuco Canyon.



**Central Office:** Orange County, 1526 Brookhollow Drive, Ste. 75, Santa Ana, CA 92705 (714) 556-4555

**Satellite Office:** South Orange County, 30011 Ivy Glenn Drive, Ste. 104, Laguna Niguel, CA 92677 (949) 582-2697

**Correspondence & Contributions:** P.O. Box 573, Dana Point, CA 92629

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## DISTRICT 12 GUIDELINES FOR STRUCTURE AND PROCEDURE

### Preface

The District 12 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 12 Guidelines.

### Article 1. District Purpose

- A. Keep the lines of communication open between the General Service Office (GSO) and District 12 groups through the full registration and representation of all active groups.
- B. Develop knowledgeable and experienced General Service Representatives (GSRs) through the study, practice and 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 (DCMC) and District Committee Members (DCMs) to represent District 12 at Area Service Committee Meetings, Area Assemblies, and other Mid-Southern California Area events.
- D. Strengthen District 12 groups through service work to ensure that the opportunity to recover from alcoholism through the practice of the Twelve Steps and Twelve Traditions will be available for future alcoholics.
- E. Support the A.A. service structure including the GSO, the Mid-Southern California Area (MSCA), and District 12 in the spirit of the Seventh Tradition by encouraging all groups to establish and participate in a regular contribution plan.

### Article 2. District Description

- A. District 12 is a part of the MSCA 09 (Area 09) in the Pacific Region of the General Service Conference structure. It is located in Orange County, California. District 12 includes the cities of Aliso Viejo, Capistrano Beach, Coto de Caza, Dana Point, Ladera Ranch, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Lake Forest, Mission Viejo, Modjeska Canyon, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Silverado Canyon, South Laguna, Trabuco Canyon, and adjacent unincorporated and government land in Orange County. The borders of District 12 are specified in the "Atlas of the Mid-Southern California Area."
- B. District 12 is subdivided into three sub-districts:
  1. **Sub-District A:** Coto de Caza, Ladera Ranch, Laguna Hills, Laguna Woods, Lake Forest, Mission Viejo, Modjeska Canyon, Rancho Santa Margarita, Silverado Canyon, and Trabuco Canyon.
  2. **Sub-District B:** Aliso Viejo, Laguna Beach, and South Laguna.
  3. **Sub-Districts C & D:** Capistrano Beach, Dana Point, Laguna Niguel, San Clemente and San Juan Capistrano.

### Article 3. District Membership

- A. **Voting Members of District 12**
  1. District Officers of the Executive Committee: DCMC, Alternate DCMC, Treasurer, Secretary and Registrar
  2. Registered GSRs currently representing a District 12 Group
  3. Alternate GSRs, when their GSRs are absent
  4. DCMs (two per sub district, typically one female and one male)

5. Standing Committee Chairs: Accessibilities, Archives, Concepts Workshop, Cooperation with the Elder Community (CEC), Cooperation with the Professional Community (CPC), Grapevine/La Vina, GSR School, Literature, Public Information (PI), Technology Committee, Traditions Workshop, Treatment Committee, Web Servant, as well as alternates and co-chairs
6. Coordinate Committee Chairs: District 12 Guidelines Audit, Memorial Day, Pacific Regional Events, Speaker Coordinator, Sponsorship Workshop, and Traditions Day
7. Liaisons: All Orange County Young People in AA (AOCYPAA), Hospitals & Institutions (H & I) and Intergroup.
8. District coffee maker
9. Past District DCMCs and DCMs

### B. Definition

Definition of District Officers - Standing committee chairs are designated as "District Officers" to allow them to serve in the MSCA structure.

### C. Voting Exclusions

Each qualified voter shall have a single vote, even though the member may be serving in more than one capacity

### D. Inactive Service Workers

District Officers who miss two consecutive District 12 Business Meetings are considered inactive and automatically removed from their service positions. They are not eligible to serve as a District trusted servant unless they are reinstated by a vote of the District Committee. This action may be precluded by the incumbent or the DCMC arranging for an alternate to assume the duties of the position on a temporary basis with the approval of the District.

## **Article 4. District Executive Committee**

- A. Purpose: The purpose of the District 12 Executive Committee is to provide the leadership necessary to keep the District active in A.A. matters.
- B. Chair: The DCMC chairs the Executive Committee Meeting
- C. Members: DCMC, Alternate DCMC, Secretary, Treasurer and Registrar
- D. Executive Committee Meeting:
  1. The Executive Committee meets monthly, 1-2 weeks prior to the District 12 Business Meeting, as arranged by the DCMC, or held virtually when necessary.
  2. The Executive Committee will guide the District to participate in A.A. matters and sets the agenda for the District 12 Business Meeting.
  3. The District Secretary records the minutes of the Executive Committee Meeting and makes them available in the District 12 Dropbox.
- E. Steering Committee Meeting:
  1. The Steering Committee Meeting is held monthly, immediately before the District 12 Service Meeting, in the same room.
  2. The purpose of the Steering Committee is to remain available to address any concerns or ideas brought forth by members of the District Committee.

3. Visitors and GSRs are welcome to attend the Steering Committee Meeting to participate in discussions. All voting members of the District are entitled to vote at the Steering Committee Meeting.

#### **Article 5. District Funding**

- A. District 12 accepts no money or things of value from non-alcoholics or organizations. District 12 sells no merchandise nor raises any funds which are not the entire voluntary contributions of its members.
- B. District 12 is entirely self-supporting through contributions from District 12 groups.
- C. When discounts or subsidies are offered to District 12, 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 because we are Alcoholics Anonymous, it must be declined."
- D. District 12 shall always operate on an approved budget. The budget is prepared annually by the District Treasurer during the District 12 Executive Committee Meeting. The budget is approved at the earliest possible District 12 Business Meeting by the substantial unanimity of the voting members. Any revisions to the budget are also made after the scrutiny of the latest budget reports, adequate discussion of the issue and a vote of substantial unanimity. Each month the District meeting shall be provided an update on the progress of the budget. District 12 shall maintain its funds in a non-interest bearing checking account in order to maintain a nonprofit organization status.
- E. District 12 shall maintain at least three months operating funds in a checking account as a prudent reserve. District 12 shall also not accumulate funds for no stated A.A. purpose, and as such should endeavor to increase its Twelve Step service work expenditures, in the most efficient manner possible, anytime the prudent reserve exceeds nine months operating funds.

#### **Article 6. District Elections**

##### **A. Positions and Eligibility**

##### **1. District Committee Member Chair (DCMC) and Alternate DCMC**

- a) A background in A.A. service work that is related to the DCM(C) position.
- b) Suggested sobriety of four (4) years.
- c) The time, energy and willingness to serve the District well.
- d) Availability to attend all Area meetings, District 12 Business Meetings and related events.

##### **2. District Committee Member (DCM)**

- a) A background in A.A. service work that is related to the GSR position.
- b) Suggested sobriety of two (2) years.
- c) The time, energy and willingness to serve the District Well.
- d) Availability to attend all Area meetings, District 12 Business Meetings and related events.

##### **3. Secretary**

- a) A background in A.A. service work that is related to the GSR position.
- b) The time, energy and willingness to serve the District well.
- c) Suggested sobriety of two (2) years.

##### **4. Treasurer**

- a) A background in A.A. service work that is related to the GSR position.

- b) The time, energy and willingness to serve the District well.
- c) Suggested sobriety of two (2) years.

**5. Registrar**

- a) A background in A.A. service work that is related to the GSR position.
- b) The time, energy and willingness to serve the District well.
- c) Suggested sobriety of two (2) years.

**6. Standing Committee Chairs**

- a) A background in A.A. service work that is related to the GSR position.
- b) The time, energy and willingness to serve the District well.
- c) Suggested sobriety of two (2) years.

**7. Coordinate Committee Chairs**

- a) A background in A.A. service work that is related to the GSR position.
- b) The time, energy and willingness to serve the District well.
- c) Suggested sobriety of two (2) years.

**8. Service Committee Liaisons**

- a) A background in A.A. service work that is related to the GSR position.
- b) Current participation in the service structure of H & I, Intergroup or AOCYPAA.
- c) The time, energy and willingness to serve the District well.
- d) Suggested sobriety of two (2) years.

**B. Election Procedures**

1. Elections of all District 12 Executive Committee Officers are held in October of odd numbered years.
2. Elections of DCMs, Standing Committee Chairs, Coordinate Committee Chairs and Service Committee Liaisons are held in January of even numbered years.
3. The principle of rotation applies to all District 12 service positions. However, members of the District may be reelected to the same position in accordance with the "AA Service Manual" which states: "Can a committee member be reelected? This question arises occasionally. Of course, the answer is yes - at a regular election where there is every opportunity of presenting all available Candidates."
4. The term of office for all District 12 service positions is two years, commencing in the first District meeting of the even numbered years following the elections.
5. The District Officers shall be elected by Third Legacy Procedure. Volunteers from Area 09 will facilitate.
6. The DCMs, Standing Committee Chairs, Coordinate Committee Chairs, Service Committee Liaisons, and other positions are elected by majority vote.
7. Voting may be by written ballot, online poll, or by a show of hands.
8. Vacated District Officer position, Standing Committee Chair, and Coordinate Committee Chair positions will be filled by the alternate. If there is no alternate, the DCMC notifies the voting members of the District of the vacancy by placing an election notice in the agenda.
9. Newly created District Officer positions will be filled by election as soon after the need is apparent, and the position vacancy is noticed in the agenda.
10. It is preferred that more than one person be nominated for each office.

**Article 7. Duties of District Officers**

**A. District Committee Member Chair (DCMC)**

1. Attend all District 12 Business Meetings, Executive Committee Meetings, Steering Committee Meetings, and other District 12 events.
2. Chair the monthly District 12 Business Meeting, Executive Committee Meeting, and Steering Committee Meeting.
3. Maintain an effective service structure throughout District 12.
4. Create and distribute District 12 Business Meeting Agenda via email to the Executive Committee prior to the District 12 Business Meeting. Bring printed copies of the Agenda to all in-person meetings.
5. Attend all Area Service Committee Meetings and Assemblies, the Serv-a-thon, Pre-Conference Workshop, the Foro de MSCA, PRAASA, and the Regional Forum. Events requiring travel are a reimbursable expense.
6. Visit groups that request information on General Service, the A.A. service structure, application of the Traditions, or any other question that the group may have.
7. Service sponsor District GSRs by continuing their study of "The Twelve Traditions", "The Twelve Concepts", "The A.A. Group pamphlet", "The A.A. Service Manual", "Box 459" and other General Service material.
8. Maintain effective communication between District 12, Area 09 and the GSO.
9. Encourage and assist DCMs, GSRs and Standing Committee Chairs to develop leadership, knowledge, experience and love of General Service work.
10. Arrange for Area 09 facilitators to conduct bi-annual Elections of District 12 Executive Committee Officers.
11. Conduct all bi-annual District 12 Elections of DCMs, Standing Committee Chairs, Coordinate Committee Chairs and Service Committee Liaisons.
12. Ensure that all election results and reports to MSCA are completed on time.
13. Coordinate District 12 sponsored events for Area 09 as indicated.
14. Arrange for Area 09 Delegate sharing session from annual General Service Conference for District 12 members.
15. Maintain custody of District 12 Business Meeting materials, signage and supplies.
16. Service sponsor replacement to maintain an orderly transfer of responsibilities.

**B. Alternate District Committee Member Chair (Alt DCMC)**

1. Attend all District 12 Business Meetings, Executive Committee Meetings, Steering Committee Meetings, and other District 12 functions.
2. Assist the DCMC in maintaining an effective service structure throughout District 12.
3. Substitute for the DCMC when necessary.
4. Service sponsor Sub-District DCMs.
5. Attend the Area Service Committee Meetings, Area 09 Assemblies, the Serv-a-thon, the Pre-Conference Workshop, and the Foro de MSCA.
6. Assist DCMC with elections and counting of GSR votes for all bi-annual District 12 Elections.
7. Function as the "Agent" of District 12 for service of process for 501 (c)(3) status.
8. Chair District 12 special project meetings and submit reports to DCMC.
9. Publicize MSCA Area 09 meetings and locations for the District 12 GSRs.



10. Maintain insurance policy for District 12 Business Meeting and Events.
11. Service sponsor replacement to ensure an orderly transfer of responsibilities.

### C. Secretary

1. Attend all District 12 Business Meetings, Executive Committee Meetings, and Steering Committee Meetings.
2. Maintain an up-to-date phone list of all GSRs and District 12 Officers.
3. Record minutes at all District 12 Business Meetings and forward approved minutes to the Web Servant for timely posting to the District 12 web page.
4. Maintain records of the District 12 Business Meetings, Executive Committee Meetings, and Steering Committee Meetings.
5. Electronically distribute the minutes of the monthly District 12 Business Meetings, no later than one week after the meeting, for review by the membership.
6. During District 12 Business Meeting Report, seek a motion for approval of the prior month's meeting minutes.
7. Send monthly reminders for the District 12 Business Meetings on the Monday of the meeting week, as well as notices or updates to the membership as needed, or requested by the DCMC.
8. Recommend attendance at ASCs and MSCA assemblies.
9. Service sponsor replacement to ensure an orderly transfer of responsibilities.

### D. Treasurer

1. Attend all District 12 Business Meetings, Executive Committee Meetings, and Steering Committee Meetings.
2. Develop and present the District 12 annual budget to the Executive Committee for review and approval in November, and to the District Committee for final approval.
3. Maintain District 12 checking account making regular deposits, ensuring District 12 expenses are paid in full and on time. Maintain District 12 financial records and balance the District 12 bank account.
4. Maintain District 12 P.O. Box and make regular trips in order to pick up group contributions in a timely and consistent manner.
5. Manage collection and deposit of online contributions.
6. Provide a receipt for all contributions received and a replacement envelope to the group sending the contribution.
7. Place a supply of District 12 self-addressed contribution envelopes on the table at each District 12 Business Meeting for the GSRs to take to their groups.
8. Keep accurate records of all transactions. Prepare and distribute for the District Committee a monthly profit and loss report, quarterly profit and loss report, quarter ending budget reports, a year-end profit and loss and a final year-end budget report, as well as a recap of income and expenses for each District 12 sponsored activity.
9. Maintain EIN (Employer Identification Number) status, submit forms 990N and statement of Information form Si100 annually to the IRS to maintain the district's tax-exempt status – 501 (c)(3).
10. Pass the Seventh Tradition Basket for contributions at District 12 Business Meetings.
11. Reimburse members for expenses incurred as soon as possible and/or at District 12 Business Meetings.
12. Ensure that there are two current signatures on file with Union Bank for checking account.
13. Service sponsor replacement to maintain an orderly transfer of responsibilities.

### **E. Registrar**

1. Attend all District 12 Business Meetings, Executive Committee Meetings, and Steering Committee Meetings.
2. Maintain accurate records of all active groups and GSRs.
3. Provide list of meetings without GSR representation for follow-up by DCMs.
4. Maintain effective communication with the Area Registrar by phone, email, or preferably by attendance at all ASCs and Assemblies.
5. Register all new GSRs at the District 12 Business Meeting, informing them of their group name and number as it is currently registered with GSO.
6. Update Area 09 Registrar of new GSRs and meeting changes monthly.
7. Distribute and collect attendance sheets at all District 12 Business Meetings.
8. Maintain records of attendance at District 12 Business Meetings. Use virtual sign-in sheets when necessary.
9. Service sponsor replacement to ensure an orderly transfer of responsibilities.

### **Article 8. Duties of DCMs and Alternate DCMs**

#### **A. District Committee Member:**

1. Attend all District 12 Business Meetings, Steering Committee Meetings and special events.
2. Maintain an effective service structure in the sub-district.
3. Attend all ASCs, Area Assemblies, the Serv-a-thon, the Pre-Conference workshop and the Foro de MSCA.
4. Visit the groups in the sub-district without an active GSR, talk to them about the importance of group representation, and encourage them to elect a GSR.
5. Assist the District Registrar in obtaining current group information to update the District 12 roster, the Area roster and the Western Directory.
6. Upon request, visit groups in the sub-districts that are experiencing problems and answer any questions they may have.
7. Encourage and assist GSRs to develop leadership, knowledge and love of General Service work.
8. Conduct DCM/GSR sub-district meetings during the monthly District 12 Business Meeting to discuss pending District business and group problems. Give recap at District 12 Business Meeting.
9. Service sponsor GSRs in sub-districts and encourage them to study the "A.A. Service Manual," the "Twelve Traditions," the "Twelve Concepts," "The A.A. Group" pamphlet and other General Service material.
10. The female DCM is responsible for visiting the women's groups in the sub-district.
11. The male DCM is responsible for visiting the men's groups in the sub-district.
12. Service sponsor replacement to ensure an orderly transfer of responsibilities.

### **Article 9. Duties of Standing Committee Chairs**

#### **A. Accessibilities Committee Chair**

1. Attend all District 12 Business Meetings and special events.
2. Attend Area 09 Service Assemblies and report back to District 12 on Accessibilities activities.
3. Form and maintain a committee of interested GSRs to help with Accessibility projects.
4. Develop and maintain a procedure of assessing meeting places' accessibility.

5. Make meetings in District 12 aware of Accessibilities Committee's resources.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

### **B. Archives Committee Chair**

1. Attend all District 12 Business Meetings and special events.
2. Attend all Area 09 Service Assemblies and report back to District 12 on Archives activities.
3. Interview old timers in District 12.
4. Coordinate activities with the Area Archives Chair.
5. Service sponsor replacement to ensure an orderly transfer of responsibilities.

### **C. Concepts Workshop Chair**

1. Attend all District 12 Business Meetings and special events.
2. Chair the Concepts Workshop prior to the monthly District 12 Business Meetings.
3. Prepare all material and handouts for the workshop.
4. Encourage GSRs to attend the Traditions and Concepts Workshops.
5. Present workshop recap at the District 12 Business Meeting.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

### **D. Cooperation with the Elder Community (CEC) Chair**

1. Attend all District 12 Business Meetings and special events.
2. Attend all Area 09 Service Assemblies and report back to District 12 on CEC activities.
3. Establish projects for the CEC committee to work on.
4. Service sponsor replacement to ensure an orderly transfer of responsibilities.

### **E. Cooperation with the Professional Community (CPC) Chair**

1. Attend all District 12 Business Meetings and special events.
2. Attend all Area 09 Service Assemblies and report back to District 12 on CPC activities.
3. Establish projects for the CPC committee to work on.
4. Coordinate with all groups having problems with the court card program.
5. Service sponsor replacement to ensure an orderly transfer of responsibilities.

### **F. Grapevine/La Vina Committee Chair**

1. Attend all District 12 Business Meetings and special events and display Grapevine material.
2. Attend all Area 09 Service Assemblies and report back to District 12 on Grapevine/La Vina activities.
3. Coordinate activities in District 12 with Group GSRs.
4. Promote the Grapevine and La Vina.
5. Distribute subscription forms for both publications to all interested parties.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**G. GSR School Chair / Co-Chair**

1. Attend all District 12 Business Meetings and special events.
2. Attend Area 09 Service Assemblies.
3. Conduct a brief orientation for new GSRs thirty minutes prior to the District 12 Business Meeting, encouraging them to attend the Area Meetings as new members of the service structure.
4. Introduce new GSRs during the District 12 Business Meeting and assist them in obtaining a service sponsor.
5. Provide new GSRs with a copy of the District 12 Guidelines, "The AA Service Manual", pamphlets, and other General Service training materials.
6. Maintain custody of the GSR School materials.
7. Assist the new GSRs in downloading the GSR Toolkit App to their phones.
8. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**H. Literature Committee Chair**

1. Attend all District 12 Business Meetings and special events. Set-up literature display prior to meeting.
2. Attend the Area 09 Service Assemblies and report back to District 12 on Literature Committee activities.
3. Encourage all A.A members to purchase and read conference approved literature.
4. Inform District Committee of all conference approved literature, audiovisual materials and other service items.
5. Coordinate activities with District 12 groups and their Literature persons.
6. Consider suggestions regarding proposed additions and changes to conference approved literature.
7. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**I. Public Information Chair (PI)**

1. Attend all District 12 Business Meetings and special events.
2. Attend Area 09 Service Assemblies and report back to District 12 on Public Information activities.
3. Encourage GSRs to perform PI service work.
4. Develop District approved and funded PI projects as found in the "Public Information Handbook" and report back on status of projects at the District 12 Business Meeting.
5. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**J. Technology Committee Chair**

1. Attend all District 12 Business Meetings and special events.
2. Attend Area 09 Service Assemblies and report back to District 12 on Technology Committee activities.
3. Schedule all online meetings as directed by the DCMC.
4. Facilitate all aspects of technology during the online District 12 Business Meetings and special events as applicable.
5. Maintain an account with an online meeting platform for use as necessary.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**K. Traditions Workshop Chair**

1. Attend all District 12 Business Meetings and special events.
2. Chair the Traditions Workshop prior to the monthly District 12 Business Meetings.
3. Prepare all material and handouts for the workshop.
4. Encourage GSRs to attend the Traditions and Concepts Workshops.
5. Present Workshop recap at the District 12 Business Meeting.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**L. Treatment Committee Chair / Co-Chair**

1. Attend all District 12 Business Meetings and special events.
2. Attend Area 09 Service Assemblies and report back to District 12 on Treatment Committee activities.
3. Form and maintain a committee of interested GSRs to help with Treatment projects.
4. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**M. Website Committee Chair (Web Servant)**

1. Attend all District 12 Business Meetings and special events.
2. Attend Area 09 Service Assemblies and report back to District 12 on Web activities.
3. Form and maintain a committee of interested GSRs to help with Web activities.
4. Maintain web page with current District 12 information, activities and updates. Develop links to [msca09aa.org](http://msca09aa.org) and [mscadistrict12.org](http://mscadistrict12.org) for access by GSRs and the District Committee.
5. Develop awareness among the District Committee of the presence and address of the District 12 website.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**Article 10. Duties of Coordinate Committee Chairs, Service Committee Liaisons and other Service Positions**

**A. All Orange County Young People in AA (AOCYPAA) Liaison:**

1. Attend all AOCYPAA Meetings and report back to District 12.
2. Attend all District 12 Business Meetings and special events.
3. Attend all Area 09 Service Assemblies and report back to District 12 on AOCYPAA matters.
4. Encourage attendance at all AOCYPAA events.
5. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**B. District 12 Guidelines Audit Committee Chair**

1. Attend all District 12 Business Meetings and special events.
2. Form a committee of interested District Committee members to participate in an audit when necessary or requested.
3. Provide the completed audit materials to the Executive Committee and to the District Committee for approval.
4. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**C. District Coffeemaker**

1. Attend all District 12 Business Meetings and special events.
2. Arrive early for meetings and events and have coffee and snacks ready for the meeting.
3. Maintain the District 12 coffee supply inventory.
4. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**D. Hospitals and Institutions (H & I) Liaison:**

1. Attend monthly South County H & I Meeting and report back at District 12 Business Meetings.
2. Attend all District 12 Business Meetings and special events.
3. Attend all Area 09 Service Assemblies and report back to District 12 on H & I matters.
4. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**E. Intergroup Liaison**

1. Attend all Orange County Intergroup meetings and report back to District 12 on all Intergroup activities.
2. Attend all District 12 Business Meetings and special events.
3. Obtain Intergroup newsletter, the Lifeline, and bring to the District 12 Business Meeting.
4. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**F. Memorial Day Picnic Committee Chair**

1. Coordinate District 12 Memorial Day Picnic Event.
2. Coordinate with District 12 Treasurer for event budget.
3. Form a committee of interested GSRs to plan the events pertaining to acquiring venue, publicity, facility set-up, BBQ, food and beverages, potluck contributions, entertainment, decorating and clean-up.
4. Coordinate with the Speaker Coordinator Chair for speaker selection.
5. Sign up volunteers for the various duties assigned by Memorial Day Picnic Committee Chair.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**G. Pacific Regional Events Chair**

1. Attend all District 12 Business Meetings and special events.
2. Prior to District 12 Business Meeting, research upcoming events.
3. Provide information to the District for A.A. events locally, regionally and nationally.
4. Present additional information as needed, related to cost, airfare, hotel and transportation.
5. Attend or encourage attendance at regional events.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**H. Speaker Coordinator Chair**

1. Attend all District 12 Business Meetings and special events.
2. Form a committee of interested GSRs to develop guidelines for selection of qualified speakers for District 12 events in order to uphold our Traditions.
3. Submit for approval speaker list at District 12 Executive Committee Meeting.

4. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**I. Sponsorship Workshop Committee Chair**

1. Coordinate the Sponsorship Workshop in the Spring of odd numbered years.
2. Coordinate with District 12 Treasurer for budget.
3. Form a committee of interested GSRs to plan the event pertaining to date, venue, publicity, facility set-up, food and beverages, decorating, schedule, format and content.
4. Coordinate with the Speaker Coordinator Chair for speaker selection.
5. Sign up volunteers for the various duties of the Sponsorship Workshop.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**J. Traditions Day Chair**

1. Coordinate District 12 Traditions Day Event in November.
2. Coordinate with District 12 Treasurer for budget.
3. Form a committee of interested GSRs to plan the events pertaining to date, venue, publicity, facility set-up, decorating, play director and actors for Traditions Day Play.
4. Coordinate with the Speaker Coordinator Chair for speaker selection.
5. Sign up volunteers for the various duties of Traditions Day.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

**Article 11. Ratification, Amendment, and Suspension**

- A. **Ratification:** These guidelines become effective immediately upon acceptance by two-thirds vote of the regular District 12 Business Meeting.
- B. **Amendment:** These guidelines may be amended as follows:
  1. All proposed amendments must be submitted in writing to the DCMC, who will then present the amendment to the Executive Committee for approval.
  2. Once approved by the Executive Committee, the proposed amendment will be presented at the District 12 Business Meeting, no later than two months after receipt by the DCMC.
  3. After presentation and discussion (if any) of proposed amendment at the District 12 Business Meeting, the DCMC will call for a two-thirds vote of the members present.
  4. Upon acceptance by a two-thirds vote of the District Committee, the proposed amendment will become a part of the District 12 Guidelines.
- C. **Suspension:** Upon agreement by three fourths (3/4) vote of the District Committee, these Guidelines, or any part thereof, may be temporarily suspended for necessity.

**Article 12. District 12 Business Meeting and Format**

**A. District 12 Business Meeting Day**

1. The District 12 Business Meeting is held on the first Thursday of each month, excluding those Thursdays which are holidays. The meeting time is 7:30 pm. Meeting days which fall on a holiday will be rescheduled to the second Thursday of the month.
2. The Steering Committee Meeting, Tradition of the Month and Concept of the Month convene before the District 12 Business Meeting as arranged.
3. Virtual meetings will be held as necessary.

**B. District 12 Business Meeting Format: *(Subject to change per current DCMC discretion)***

1. Call to Order
2. Serenity Prayer
3. GSR Preamble: We are the General Service Representatives. We are the link in the chain of communication for our groups with the General Service Conference and the world of A.A. We realize the ultimate authority is a loving God as he may express Himself in our Group Conscience. As trusted servants, our job is to bring information to our groups in order that they can reach an informed group conscience. In passing along this group conscience, we are helping to maintain the unity and strength so vital to our Fellowship. Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our group and A.A. as a whole.
4. New GSRs – Service Sponsors
5. Introduction of visitors
6. Tradition Workshop – One minute Recap
7. Concept Workshop – One minute Recap
8. Approval of Minutes
9. District Officer Reports:
  - DCMC
  - Alternate DCMC
  - Secretary
  - Treasurer
  - Registrar
10. Old Business
11. New Business
12. Presentations: *(Guest Speakers or video presentations)*
  - Area Officers, Area Committee Chairs, Past Delegates, Trustees, GSO Staff, etc.
  - GSO spotlight, AA History, Tales of a GSR, Trivia Quiz, mock group exercises, current service topics and challenges, etc.
13. Sub-District Breakout Sessions and Report:
  - Sub-District A
  - Sub-District B
  - Sub-Districts C & D
14. Standing Committee Reports:
  - Accessibilities Committee Chair



## District 12 Guidelines

- AOCYPAA Liaison
  - Archives Chair
  - Cooperation with the Elder Community (CEC) Chair
  - Cooperation with the Professional Community (CPC) Chair
  - District 12 Web Servant
  - Grapevine / La Vina Chair
  - GSR School Chair(s)
  - H & I Liaison
  - Intergroup Liaison
  - Literature Chair
  - Public Information Chair
  - Regional Events Coordinator Chair
  - Speaker Coordinator Chair
  - Sponsorship Workshop Chair
  - Traditions Day Chair
  - Treatment Committee Chair
15. Announcements
  16. GSR Recap
  17. Celebration of Birthdays for previous month
  18. Volunteers for cleanup
  19. Adjourn
  20. Responsibility Pledge - "I am responsible when anyone, anywhere, reaches out for help. I want the hand of AA always to be there. And for that, I am responsible."
  21. Next Area Meeting: Date and location

***Guidelines Audit & Update Committee 2021: Kim F, Lauren O, Lenore G, Lynn M, Mary F, Romy S, Tommy D***

*10/2021*

**APPENDIX A**

**MSCA Area 09 / District 12 Agenda – \*\* Date \*\***

**Call to Order, DCMC / Serenity Prayer / GSR Preamble**

We are the General Service Representatives. We are the link in the chain of communication for our groups with the General Service Conference and the world of A.A. We realize the ultimate authority is a loving God as he may express Himself in our Group Conscience. As trusted servants, our job is to bring information to our groups in order that they can reach an informed group conscience. In passing along this group conscience, we are helping to maintain the unity and strength so vital to our Fellowship. Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our group and A.A. as a whole.

**Introductions and Reports**

New GSRs: (Service Sponsors)	
Visitors:	
Tradition Recap:	
Concept Recap:	
Approval of Minutes: Secretary	
DCMC Report:	
Alt. DCMC Report:	
Treasurer Report:	
Secretary Report:	
Registrar Report:	

**Old Business**

Budget approval ( <i>example</i> )	
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**New Business**

PRAASA Reports ( <i>example</i> )	
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**Presentation**

The Homeless Alcoholic – How can we help? ( <i>example</i> )	
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**Sub-District Breakout Session Committee Reports**

Literature ( <i>example</i> )	
CPC ( <i>example</i> )	

**GSR Recap (Choose volunteer before the meeting)**

Name of GSR and Mtg ( <i>example</i> )	
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**Previous Month’s Birthdays**

**CHECK OUT OUR WEBSITE!** [www.msca09aa.org](http://www.msca09aa.org)

**NEW AND IMPROVED AREA 09 WEBSITE** for information and links: [www.msca09aa.org](http://www.msca09aa.org)

**O.C. Central Office (Intergroup) website** for information and directory: [www.oc-aa.org](http://www.oc-aa.org)

**G.S.O. (General Service Office in NY) website** for information and links: [www.aa.org](http://www.aa.org)

**Next Area Meeting: \*\* Date and Details \*\***

**Recite Responsibility Declaration:** I am responsible. When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.