

DISTRICT 12 GUIDELINES
FOR
STRUCTURE AND PROCEDURE
Mid-Southern California Area 9

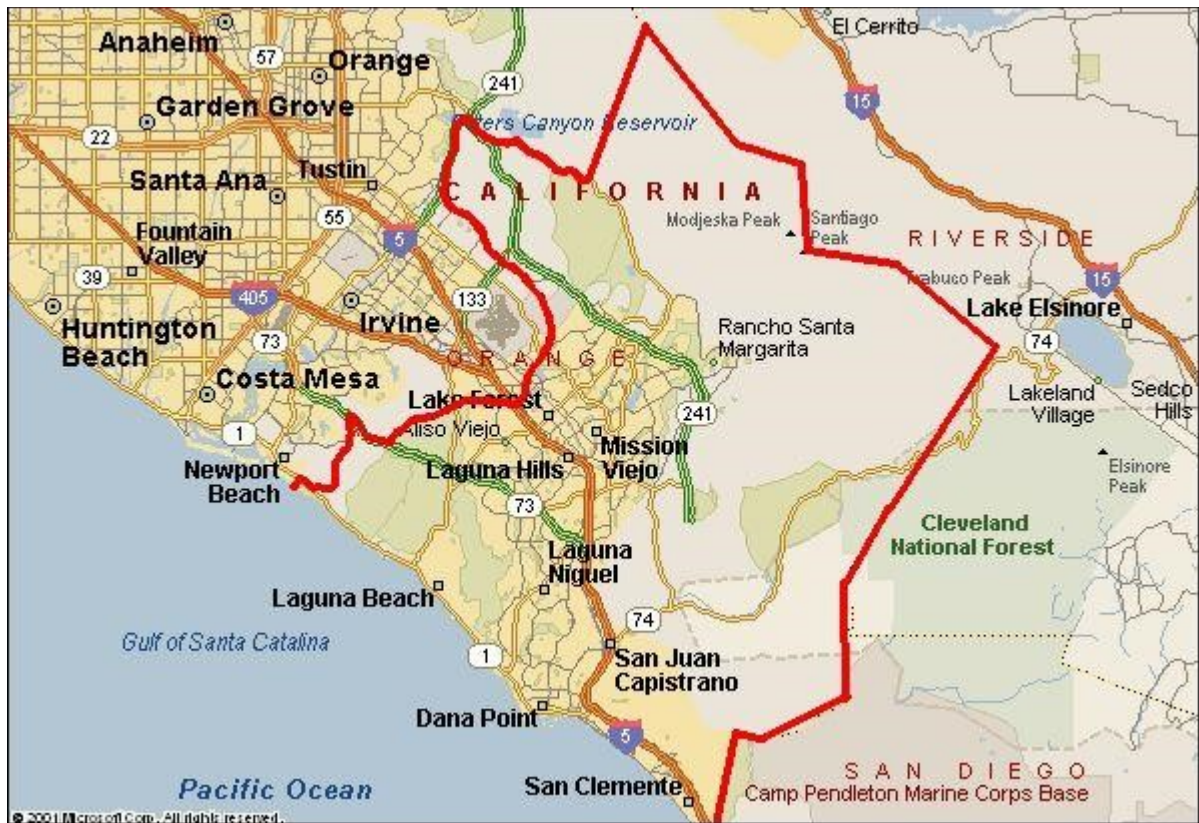
***** DISTRICT 12*****

BOUNDARIES:

From 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:

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



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

Satellite Office: South Orange County 30011 Ivy Glenn Dr. #117 Laguna Niguel, CA 92677 (949) 582-2697

Correspondence & Donations: P.O. Box 6054, Laguna Niguel, CA 92607

Table of Contents

Preface		Page 4
Article 1	District Purpose	Page 4
Article 2	District Description	Page 4
Article 3	District Membership	Page 5
Article 4	District Steering Committee	Page 5
Article 5	District Funding	Page 6
Article 6	District Elections	Page 6-7
Article 7	Duties of District Officers	Page 8-9
Article 8	Duties of DCMs and Alternate DCMs	Page 10
Article 9	Duties of Standing Committee Chairs	Page 11-12
Article 10	Duties of Coordinate Committee Chairs	Page 13
Article 11	Ratification, Amendment, Suspension	Page 14
Article 12	District 12 Committee Meeting Format	Page 15-16

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 "AA Service Manual."
- C. Elect a District Committee Chair (DCMC) and District Committee Members (DCMs) to represent District 12 at Area Service Committee Meetings, Area Assemblies and other Mid-Southern California Area functions.
- 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, Lake Forest, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Mission Viejo, Modjeska Canyon, Rancho Santa Margarita, San Clemente, San Juan Capistrano, 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 four sub-districts:
 1. **Sub-district A:** Lake Forest, Laguna Hills, Laguna Woods, Mission Viejo, Modjeska Canyon, Rancho Santa Margarita, Silverado Canyon, Coto de Caza, and Ladera Ranch.
 2. **Sub-district B:** Aliso Viejo, Laguna Beach, and South Laguna.
 3. **Sub-district C:** Laguna Niguel and San Juan Capistrano
 4. **Sub-district D:** Capistrano Beach, Dana Point and San Clemente

Article 3. District Membership

A. Voting Members of District 12

1. District Officers: DCMC, Alternate DCMC, Treasurer, Secretary, Registrar
2. Registered GSRs currently representing a District 12 Group
3. DCMs (two per sub district, one female and one male)
4. Standing Committee Chairs: Accessibilities, Archives, CEC, CPC, Grapevine/La Vina, GSR School, Hospitals & Institutions (H&I), Intergroup, Literature, Public Information, Traditions Workshop Chair, Concepts Workshop Chair, Treatment Committee, Website Chair as well as alternate chairs.
5. Coordinate Committee Chairs: Memorial Day/4th of July Picnic Chair, Traditions Day Chair, Sponsorship Workshop Chair, Speaker Chair, Regional Events Coordinator.
6. Alternate GSRs, when their GSRs are absent
7. District coffee maker
8. 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 Assembly.

C. Voting exclusions

- a. Each qualified voter shall have a single vote even though the member maybe serving in more than one capacity.
- b. District Officers who missed three consecutive district 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 committee.

Article 4. District Steering Committee

- A. Purpose: The purpose of the District 12 Steering Committee is to provide the leadership necessary to keep the District active in A.A matters.
- B. Chair: The DCMC chairs the Steering Committee meeting.
- C. Meetings:
 - 1) The Steering Committee meets monthly on the Thursday night before the Business Meeting in the same room of the regularly scheduled District committee meeting, or as arranged by the DCMC.
 - 2) The Steering Committee will guide the District to participate in A.A matters and sets the agenda for the District Committee meeting.
 - 3) The District Secretary records the minutes of the Steering Committee meeting and distributes the minutes at the next District Committee meeting.
- 4) Visitors and GSRs are welcome to attend the Steering Committee to participate in discussions.

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 operate on an approved budget at all times. The budget is prepared annually by the District Treasurer during the District Steering Committee meeting. The budget is approved at the earliest possible District 12 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 checking account as a prudent reserve. District 12 shall also not accumulate funds for any 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 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 meetings and related functions.
 - 2. District Committee Member (DCM):
 - a) A background in A.A service work that is related to the GSR position.
 - b) Suggested continuous 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 meetings and related functions.

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.
- B. Election Procedures:**
1. Elections of all District Officers, DCMs, Standing Committee Chairs and Coordinate Committee Chairs are held in October of odd numbered years.
 2. 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."
 3. 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.
 4. The DCMC is elected by Third Legacy Procedure.
 5. Other District Officers, DCMs, Standing Committee Chairs, and Coordinate Committee Chairs are elected by majority vote.
 6. Voting may be by ballot or by a show of hands.
 7. 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.
 8. Newly created District Office positions will be filled by election as soon after the need is apparent and the position vacancy is noticed in the agenda.
 9. 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. Maintain an effective service structure throughout District 12.
2. Chair the monthly District 12 Business Meeting and Steering Committee Meetings.
3. Print and distribute the District Meeting Agenda.
4. 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.
5. 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.
6. Attend all Area Service meetings and assemblies, the Serv-a-thon, Pre-Conference Workshop, the Foro de MSCA, PRAASA, and the Regional Forum. Events requiring lengthy travel may be a reimbursable expense, District 12 funds permitting.
7. Maintain effective communication between the District, Area 9 and the GSO.
8. Encourage and assist DCMs, GSRs and Standing Committee Chairs to develop leadership, knowledge, experience and love of General Service Work.
9. Conduct all bi-annual District 12 Elections.
10. Ensure that all election results and reports to MSCA are completed on time.
11. Coordinate District 12 sponsored events for Area 9 as indicated.
12. Arrange for Area 9 Delegate sharing session from annual General Service Conference for District 12 members.
13. Maintain custody of District Meeting materials, signage and supplies.
14. Service sponsor replacement to maintain an orderly transfer of responsibilities.

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

1. Assist the DCMC in maintaining effective service structure throughout the District.
2. Substitute for the DCMC when necessary.
3. Attend all District meetings and Steering Committee meetings and other District functions.
4. Service sponsor Sub-District male and female District Committee Members.
5. Attend the Area Service Committee, Mid-Southern California Area 09 Assembly, 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 special project meetings and submit reports to DCMC.
9. Publicize MSCA Area 9 meetings and locations for the District 12 GSRs.
10. Maintain insurance policy for District 12 Meeting and Events.
11. Service sponsor replacement to ensure an orderly transfer of responsibilities.

Secretary

1. Attend all District meetings and Steering Committee meetings.
2. Maintain an up-to-date phone list of all GSRs and District Officers.
3. Record minutes at all District meetings, forward to Web Master for timely posting to district web page.
4. Maintain records of the District and Steering Committee meetings.
5. Electronically distribute the minutes of the monthly District 12 meetings for review of the membership
6. During District 12 Business Meeting Report seek a motion for approval of the prior month's meeting minutes.
7. Sends monthly reminders for business meetings as well as notices or updates to the membership as needed.
8. Recommend frequent attendance at ASCs and MSCA assemblies.
9. Service sponsor replacement to ensure an orderly transfer of responsibilities.

C. Treasurer

1. Develop and present the District 12 annual budget to the steering committee for review and approval, and to the district committee for final approval.
2. Maintain District 12 checking account making regular deposits, ensuring District 12 expenses are paid in full and on time. Maintain District financial records and balance the District 12 bank account.
3. Maintain District P.O. Box and make regular trips in order to pick up group contributions in a timely and consistent manner.
4. Provide a receipt for all contributions received and a replacement envelope to the group sending the contribution.
5. Place a supply of District 12 self-addressed donation envelopes on the table at each District Committee meeting for the GSRs to take to their Groups.
6. 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 sponsored activity.
7. 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).
8. Pass the Seventh Tradition Basket for donations at District functions as indicated.
9. Attend all Steering Committee meetings and District meetings.
10. Reimburse members for expenses incurred as soon as possible and/or at District 12 Meetings.
11. Ensure that there are two current signatures on file with Union Bank for checking account.
12. Service sponsor replacement to maintain an orderly transfer of responsibilities.

D. Registrar

1. Attend all District 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 or preferentially by attendance at all ASCs and assemblies.
5. Register all new GSRs at the district meeting, informing them of their group name and number as it is currently registered with GSO.
6. Update Area 9 Registrar of new GSRs and meeting changes monthly.
7. Distribute and collect attendance sheets at all District 12 meetings.
8. Maintain records of attendance at District 12 meetings.
9. Service sponsor replacement to ensure an orderly transfer of responsibilities.

Article 8. Duties of DCMs

A. District Committee Member

1. Maintain an effective service structure in the sub-district.
2. Attend all District meetings, Steering Committee meetings & special District 12 functions.
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 Committee Meeting to discuss pending district business and group problems. Give recap at District 12 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. Archives Committee Chair

- 1) Attend all Area Archives Committee meetings and report back to the District on Archive activities.
- 2) Attend all District meetings and Mid Southern California Area assemblies.
- 3) Interview old timers in the District 12.
- 4) Coordinate activities with the Area Archives Chair.
- 5) Service sponsor replacement.

B. Cooperation with the Professional Community (CPC) Chair

1. Attend all Area 9 Service Assemblies (ASC) and report back to District 12 on CPC activities.
2. Attend all District 12 meetings, special functions and assemblies.
3. Establish projects for the CPC committee to work on.
4. Coordinate with all groups having problems with the court card program.
5. Coordinate with the Public Information (PI) Chair for the "Professional's View of A.A" program.
6. Service sponsor replacement to ensure an orderly transfer of responsibilities.

C. Cooperation with the Elder Community (CEC) Chair

1. Attend all Area 9 Service Assemblies (ASC) and report back to District 12 on CEC activities.
2. Attend all District 12 meetings, special functions and assemblies.
3. Establish projects for the CEC committee to work on.
4. Service sponsor replacement to ensure an orderly transfer of responsibilities.

D. Grapevine/La Vina Committee Chair

- 1) Attend all Area 9 Service Committee (ASC) Assemblies and report back to District 12 on Grapevine/La Vina activities.
- 2) Attend all District 12 meetings and special events and display Grapevine material.
- 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.

E. Hospitals and Institutions (H&I) Chair and Co- Chair

- 1) Attend all Area 9 Service Committee (ASC) assemblies and report back to District 12 on H&I matters.
- 2) Attend Orange County Intergroup meeting and report back to District 12 on H&I matters.
- 3) Attend all District 12 meetings and special functions.
- 4) Co-Chair to attend monthly South County H&I meeting and report back at District 12 meetings.
- 5) Service sponsor replacement to ensure an orderly transfer of responsibilities.

F. **Traditions/Concepts Workshop Chair and Co-Chair**

- 1) Attend all District 12 meetings and special events.
- 2) Chair the Traditions/Concepts Workshop prior to the monthly District 12 meetings.
- 3) Prepare all material and handouts for the workshop.
- 4) Encourage GSRs to attend the Traditions or Concepts Workshops.
- 5) Select two (2) volunteers to present recap at the District committee meeting.
- 6) Service sponsor replacement to ensure an orderly transfer of responsibilities.

G. **Intergroup Committee Chair**

- 1) Attend all Orange County Intergroup meetings and report back to District 12 on all intergroup activities.
- 2) Obtain intergroup newsletter, the Lifeline, and prepare copies for distribution at District meetings.
- 3) Attend all District 12 meetings and special events.
- 4) Service sponsor replacement to ensure an orderly transfer of responsibilities.

H. **Literature Committee**

- 1) Attend the Area Service Committee (ASC) assemblies and report back to District 12 on literature activities.
- 2) Attend all District 12 meetings and special events. Set-up literature display prior to meeting.
- 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. **District Coffeemaker**

- 1) Attend all District 12 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.

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

- 1) Attend Area Service Committee (ASC) assemblies and report back to the District on Public Information activities.
- 2) Attend all District meetings and special events.
- 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 meeting.
- 5) Coordinate activities with the District CPC Chair when working together on the "Professional's View of Alcoholics Anonymous" seminar.
- 6) Service sponsor replacement to ensure an orderly transfer of responsibilities.

K. **Accessibilities Committee Chair**

- 1) Attend Area Service Committee (ASC) assemblies and report back to the District on Accessibilities activities.
- 2) Attend all District meetings and special events.
- 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 Special Needs Committee's inventory of aids.
- 6) Service sponsor replacement to ensure an orderly transfer of responsibilities.

L. **Web Site Committee Chair**

- 1) Attend Area Service Committee (ASC) assemblies and report back to District 12 on Web activities.
- 2) Attend all District 12 Meetings and special events.
- 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 and mscadistrict12aa.org for accessibility by other GSRs and District 12 committee members.
- 5) Develop awareness among District 12 committee members of the presence and address of District 12 web site.
- 6) Service sponsor replacement to ensure an orderly transfer of responsibilities.

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

1. Attend Area Service Committee (ASC) assemblies and report back to the District on Treatment / Facility Committee activities.
2. Attend all District meetings and special events.
3. Form and maintain a committee of interested GSRs to help with accessibility projects.

Article 10. Coordinate Committee Chairs

A. **Speaker Committee Chair**

- a. Attend all District 12 meetings and special events.
- b. Form a committee of interested GSRs to develop guidelines for selection of qualified speakers for District 12 events in order to uphold our Traditions.
- c. Submit for approval speaker list at District 12 steering committee meeting.
- d. Service sponsor replacement to ensure an orderly transfer of responsibilities.

B. **Traditions Day Chair**

- a. Coordinate District 12 Traditions Day Event in November.
- b. Coordinate with District 12 Treasurer for budget.
- c. 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.
- d. Coordinate with the Speaker Committee Chair for speaker selection.
- e. Sign up volunteers for the various duties of Traditions Day.
- f. Service sponsor replacement to ensure an orderly transfer of responsibilities.

C. Memorial Day Picnic Committee Chair

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

D. Sponsorship Workshop Committee Chair

- a. Coordinate the Sponsorship Workshop in the Spring of odd numbered years.
- b. Coordinate with District 12 Treasurer for budget for both events.
- c. 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 for the Sponsorship Workshop.
- d. Coordinate with the Speaker Committee Chair for speaker selection.
- e. Sign up volunteers for the various duties of the Sponsorship Workshop.
- f. Service sponsor replacement to ensure an orderly transfer of responsibilities.

E. Pacific Regional Events Coordinator Chair

- a. Attend all District 12 meetings and special events.
- b. Prior to District Meeting research upcoming events.
- c. Provide information to the District for A.A. events locally, regionally and nationally.
- d. Present additional information as needed related to cost, airfare, hotel and transportation.
- e. Attend or encourage attendance at regional events.

Article 11. Ratification, Amendment, and Suspension

- A. Ratification - These guidelines become effective immediately upon acceptance by two-thirds vote of the regular District 12 committee 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 Steering Committee for approval.
 - 2) Once approved by the Steering Committee, the proposed amendment will be presented at the regular District committee meeting, no later than two months after receipt by the DCMC.
 - 3) After presentation and discussion (if any) of proposed amendment at the District Committee meeting, the DCMC will call for a two-thirds vote of the members present.
 - 4) Upon acceptance by a two-thirds vote of the regular District Committee members, the proposed amendment will become a part of the District 12 Guidelines.

- C. Suspension- Upon agreement by three fourths vote of the regular District meeting, these Guidelines, or any part thereof, may be temporarily suspended for necessity.

Article 12. District 12 Committee Meeting

A. **District 12 Committee Meeting Day**

1) The regular meeting of District 12 is on the first Thursday of each month, excluding those Thursdays which are holidays. The meeting time is 7:30 pm. Meetings days which fall on Holiday will be rescheduled to the second Thursday of the month.

2) Steering Committee Meeting, Tradition of the Month and Concept of the Month convene before the District 12 Business meeting as arranged.

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

- Call to Order
- Serenity Prayer
- GSR Preamble
- Introductions
- New GSRs – (GSR School, Registration, Orientation – Service Sponsors)
- Tradition Workshop - Recap (1 minute from volunteer at workshop)
- Concept Workshop - Recap (1 minute from volunteer at workshop)
- Approval of Minutes
- **Reports:**
 - A. DCMC
 - B. Alternate DCMC
 - C. Secretary
 - D. Treasurer
 - E. Registrar
- Presentations - Area Officers, Area Committee (if applicable)

- New Business
- Old Business

- **Sub-District Breakout Sessions / Report:**
 - Sub-District A
 - Sub-District B
 - Sub-District C
 - Sub-District D

- **Standing Committee Reports:**
 - Accessibilities Committee Chair
 - AOCYPAA – Liaison
 - Archives Chair
 - Cooperation with the Elder Community (CEC) Chair
 - Cooperation with the Professional Community (CPC) Chair
 - District 12 Webmaster
 - Grapevine / La Vina Chair
 - GSR School Chair (s)
 - Hospitals and Institutions Committee - H&I - (North County/South County) Chair
 - Intergroup Chair
 - Literature Chair
 - Public Information Chair
 - Regional Events Chair
 - Sponsorship Workshop Chair
 - Speaker Chair
 - Traditions Day Chair
 - Treatment Committee Chair

- Announcements
- GSR Recap
- Celebration of Birthdays for previous month
- Volunteers for cleanup.
- Closing prayer - Responsibility Pledge ..."I am responsible when anyone, anywhere, reaches out for help, I want the hand of AA always to be there. For that I am responsible."
- Next Area Meeting: Date and location.

Guidelines Committee 2016: David W. & Catherine E.

05/2017

CE