

**CNIA AREA 07
DISTRICT 43
GUIDELINES**

Adopted 10-4-2003

Amended 02-01-2004

Amended 01-02-2005

Amended 12-01-2013

The General Service Structure is to be of service to the fellowship of Alcoholics Anonymous. This body shall always observe the spirit of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts for World Service. In the absence of indication in these or of direct Assembly Action, the latest edition of the AA Service Manual shall be used as reference.

Article I **PURPOSE**

To facilitate interest in General Service work by encouraging involvement in service at all levels as follows:

- Provide information to GSR's from CNIA, the Area Committee, and GSO.
- Provide a forum for group or district concerns.
- Conduct periodic service workshops, to better inform our membership.
- Participation in other functions as deemed appropriate by this body.

Article II **MEETINGS**

2.01 Meetings will be held on the first Sunday of each month.

Article III **MEMBERSHIP AND PROCEDURES**

3.1 The following will be voting members of District 43.

A DCM

a. Can exercise option in the event of a tie.

B. Alt-DCM

C. Secretary

D. Treasurer

E. Representative GSRs' or their Alternate as outlined in the Area 07 map delineating District 43.~~and District 45~~

- 3.2 The following will be non-voting members of District 43
 - A. Liaisons' as deemed necessary by the District
 - B. Grapevine Representative
 - C. Website Management
- 3.3 Each voting member will have one vote
- 3.4 Only voting members will be allowed to present motions to this body.

- 3.5 All business will be decided by a simple majority of the voting members present unless otherwise specified in these guidelines.

Article IV **OFFICERS**

- 4.1 Eligibility for election
 - A. DCM-A member who has shown leadership qualities and served actively in General Service at the District level (Refer to the Service Manual)
 - B. Alternate DCM - A member who is willing to serve the District and work actively with the DCM in General Service.
 - C. Treasurer - Minimum two years sobriety and the integrity necessary for the position. Past experience as a treasurer would be helpful.
 - D. Secretary - One year service experience. The position requires, time, a commitment to attend all District meetings, and that the duties be carried out in an accurate and timely manner. Clerical experience would be helpful.
- 4.2 The duties of the District officers will be as follows:
 - A. DCM
 - a. Act as the administrative officer of the District.
 - b. Prepare District meeting agenda.
 - c. Conduct all District meetings.
 - d. Appoint ad hoc committees or liaisons as directed by the District.
 - e. Attend all CNIA meetings, the Pre-Conference meetings, and the Area Assembly.
 - f. Attend the annual PRAASA and the Pacific Regional Forum. (funds permitting)
 - g. Work with the Delegate and Registration Chair as appropriate.
 - h. Other duties as defined in the Service Manual and as needed by the District.
 - i. Maintain open lines of communication with other districts in the Area.
 - j. Assist the treasurer in preparation of the annual budget.

B. Alternate DCM

- a. Assist the DCM.
- b. Serve as acting DCM in the DCM's absence.
- c. Actively encourage participation by the groups in District affairs.
- d. Act as the Intergroup Liaison and Intergroup PI/CPC Liaison.
- e. Maintain an up-to-date version of the District Guidelines.

C. Treasurer

- a. Act as a grateful guardian of District funds with an eye to preventing foolish or extravagant outlays of District Moneys.
- b. Maintain a permanent record of all District Moneys received and disbursed using prudent accounting principles.
- c. Maintain a bank account with a signature card with signatures by the Treasurer, DCM, and the Alt. DCM. All checks will be required to have two of these three signatures.
- d. Provide the previous month's written financial report and both the checking and savings accounts statements at each D43 meeting.
- e. Prior to the December District meeting all accounts and records will be submitted for a review by District officers.
- f. Prepare the annual budget to be presented at the January District meeting.
- g. Encourage group financial participation at the District level.
- h. Maintain a checking account with a maximum balance of \$200.00, which may only be used for meeting expenses of this body, and a reserve of \$100.00 maximum, to be used for monthly operating expenses.
- i. Maintain a savings account with a prudent reserve of \$200.00 when possible. Group donations are to be added when prudent, to allow for funding of officers to Area 07 Assemblies, CNIA, PRAASA, (funds permitting) and support of local A.A. functions (funds permitting).
- j. Facilitate transfer of signature on account to successors.

D. Secretary

- a. Provide written minutes of each District meeting to all GSRs by the first of each month.
- b. Maintain a current mailing list, phone numbers and email addresses of District members, groups, fellowships and GSRs.
- c. Update Area archive as directed by the District

E. Liaison

- a. Attend monthly meetings.
- b. Report the highlights at District meetings.
- c. Communicate District concerns to their committees or meetings.

F. Grapevine Chairperson

- a. Serve as Grapevine Representative for the District and work in cooperation with the CNIA Grapevine Chairperson.

G. Website Content Manager

- a. Keep District 43 updated on website at monthly meetings
- b. Observe A.A. ® Guidelines from G.S.O.
- c. Manage domain and host accounts
- d. Import and creation of documents and multimedia material
- e. Preserve website operating at peak efficiency with current information

- 4.3 Nominations for officers will be accepted at the October and November meetings prior to the election.
- 4.4 Elections for District Officers will be held in November of the odd - numbered years with only the current voting members eligible to vote. Elected Officers will take office effective in January.
- 4.5 Any District Officer, who misses two consecutive district meetings without prior notice to the DCM or another attending officer, may be replaced.

Article V **FUNDING**

(Funds permitting)

- 5.1 DCM and Alt. DCM:
 - A. Expenses to attend the Pre-Conference Assembly and the Area Assembly.
 - B. Only actual gas expense will be reimbursed for the CNIA meeting.
- 5.2 Expense for the DCM only to PRAASA and the Pacific Regional Forum.
- 5.3 Expenses for Treasurer and Secretary:
 - A. District expense will be reimbursed to make it possible for them to best serve District 43 ~~and District 45~~.
- 5.4 Whenever prudent, assist GSRs with expenses to Pre-Conference and Area Assemblies, but never eliminate or discourage the responsibility of individual groups to support their GSR in accordance with Tradition Seven.
 - A. All requests for funding and the amount available to assist GSRs will be determined at the February and August District meetings.
 - B. In order for a group to receive funding, it is expected that the group will have been represented at three of the six District 43 meetings prior to the funding being disbursed.
 - C. Deviation from these GSR funding guidelines will be resolved by the group conscience.

Article VI **AMENDING THE GUIDELINES**

6.1 Any proposed amendment to these guidelines will be submitted, in writing, and presented at two consecutive District meetings. Two-thirds approval vote by members present at the second presentation will constitute adoption of the amendment.

Amendments:

Feb. 1, 2004: Strike "and District 45" from Article 5.3

Jan. 2, 2005: Add "and Intergroup PI/CPC Liaison" to Article 4.2.B.d

Dec. 1, 2013 Added Website Position to Article 3.2C.
Position description 4.2G a, b, c, d and e.