

**ALCOHOLICS  
ANONYMOUS  
NEVADA AREA 42  
DISTRICT 1  
GUIDELINES**

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## **Description**

District One is a part of Nevada Area 42. Geographically it is located throughout the towns of Boulder City, Henderson and Searchlight, NV. In addition, groups in Bullhead City and Laughlin can choose to be part of District One.

In the remainder of this document District One will be referred to as ‘The District’.

## **Purpose**

The Fellowship of Alcoholics Anonymous has been given Three Legacies which are Recovery, Unity, and Service. These Guidelines cover how the Legacy of Service is implemented and perpetuated within the District. The purpose of these guidelines is to provide a clear and concise reference for those people who are involved in Service at the District level.

The ‘AA Service Manual’ outlines, in a general way, the duties and responsibilities of those serving within the District. These guidelines are not intended to replace or supersede the information set forth in the ‘AA Service Manual’, but are to be used in conjunction with and as a supplement to the ‘AA Service Manual’. The following guidelines are designed to describe the responsibilities and duties of those serving in the District and to cover other policies and procedures specific the District.

### **1.0 DISTRICT MEETING**

The purpose of the District meeting is to provide a forum for the exchange of ideas and information between the groups within the District boundaries, the Area, and GSO. The District meeting is held at various locations and times throughout the year.

District Meetings are held on the third Sunday of the month, at 10:15 at Lost & Found in Boulder City.

Four times a year the District meetings are held after the Southern Area General Service Committee (SAGSC) meetings, The SAGSC meetings are held on the second Sunday of the month (except in May which is the third Sunday) at 1:15 at Central Office in Las Vegas. There is a GSR training at 12:30. The SAGSC meetings occur in January, May, July and November at Central Office.

Twice yearly, in March and September, the District meetings are held at the Area 42 Assembly in Tonopah on Saturday at lunchtime. Lunch will be provided by District One if funds are available.

Attendance at District meetings includes all District Officers, sub-committee representatives, and General Service Representatives. Any interested member of AA is welcome to attend. They have no vote but if recognized by the DCM or by group conscience may have a voice.

## 2.0 DISTRICT COMMITTEE

### 2.1 District Committee shall consist of the following:

- A. District Committee Member (DCM)
- B. Alternate District Committee Member (ADCM)
- C. District Treasurer
- D. Alternate District Treasurer
- E. District Secretary
- F. Alternate District Secretary
- G. General Service Representative (GSR)
- H. Alternate General Service Representative (Alt. GSR)

The above positions all have a voice and a vote at the District meetings with the exception of the Alternate GSR, which only has a vote if filling in for the group's GSR. They have a voice only if filling in for the GSR, the DCM has recognized them or the District group conscience voted to give them a voice.

### 2.2 District Sub-Committees Representatives

- A. Treatment and Corrections Representative (H&I)
- B. Public Information / Cooperation with the Professional Community Representative (PI/CPC)
- C. Grapevine Representative
- D. Intergroup Representative
- E. Accessibility/Special Needs Representative

#### Other Alternates

The above positions have a voice at district meetings as their primary duty is to report sub-committee activity to the district. They do not have a vote, although they are generally GSRs and have a vote due to that position.

### 2.2 Committees specific to the District

- F. Workshop Chair
- G. Picnic Chair
- H. District Archivist \*This position is unique as its duties include both attendance at the Southern Area Archives sub-committee meetings and is responsible for maintaining the District's records as well.

The above positions have a voice at district meetings as their primary duty is to report their committee activity to the district. They do not have a vote, although they are generally GSRs and have a vote due to that position.

### **3.0 DISTRICT COMMITTEE MEMBER (DCM)**

**3.1** The DCM is the vital link between the group's GSR and the Area service structure including the Area Delegate to the General Service Conference. The qualifications for a DCM are:

- A. A background in AA service work and has usually served as a GSR.
- B. Enough sobriety (suggested four years) to be eligible for election to an Area office.
- C. Has the time, energy, and willingness to serve the District.
- D. Is available to serve a two year term.

**3.2** General responsibilities of a DCM:

- A. Is familiar with information contained in the 'AA Service Manual' and other AA literature pertaining to the position.
- B. Serves as chairperson of the District Meeting.
- C. Regularly reports to the GSR's all information received from SAGSC, Area 42 and GSO.
- D. Assists and encourages new GSR's to become familiar with their duties and responsibilities.
- E. Frequently visits groups within the District. Encourages groups that are not represented to elect a GSR and to become active in the District service structure.
- F. Is a voting member of the Area Committee.
- G. Informs the Alternate DCM of all activities in the District, SAGSC and Area 42. May delegate some duties and responsibilities to the Alternate DCM.
- H. The DCM serves a two-year term.
- I. Is one of the cosigners on all District bank accounts.
- J. Is responsible to remind GSR's and Representatives of upcoming District meetings.
- K. At an Area voting function, the Alternate may carry the vote of the DCM if they are not able to attend. If both the DCM and Alternate are unable to attend, the District Secretary or Treasurer may carry the vote.

**3.3 It is suggested that the DCM attend the following:**

- A. District Meetings
- B. SAGSC Business Meetings
- C. Pre-Conference Assembly (Spring Assembly)
- D. Fall Assembly
- E. Area Workshops
- F. District Workshops

- G. PRAASA (Funds permitting)
- H. Regional Forum (Funds permitting)

### **3.4 DCM Failure to Fulfill Duties:**

As mentioned in section 3.0 the DCM is a critical link in AA communications. If a DCM is unable to fulfill their responsibilities the District suffers and could cause the District to go dark.

- A. If the DCM has three unexcused absences from District meetings they will be asked to step down from the position.
- B. The DCM may be excused by informing the Alternate DCM or any District Officer that they will miss the meeting.
- C. The DCM who fails to fulfill the duties and responsibilities of the position may be removed from office by a 2/3 majority of votes cast by a written ballot at the regularly scheduled district business meeting.
- D. The person removed from office shall be notified by the District Secretary or Treasurer as soon as possible following the vote.

## **4.0 ALTERNATE DISTRICT COMMITTEE MEMBER (ADCM)**

**4.1** The Alternate DCM should assist, participate, and share in the responsibilities of the DCM, as well as fill in at District meetings that the DCM is unable to attend.

**4.2** The qualifications for an ADCM are the same as for a DCM. The ADCM may be a currently serving GSR.

**4.3** It is suggested that the ADCM accompany the DCM to as many Area meetings as possible in the local area in order to gain the experience needed to step in for the DCM when the need arises. ADCM expenses to the spring and fall Area Assemblies will be funded through the budget. If the ADCM is replacing the DCM at PRAASA, expenses will be paid, funds permitting.

**4.4** If a vacancy occurs during the DCM's term of office, the position will be filled by the currently serving ADCM.

**4.5** The ADCM who has three or more unexcused absences from District meetings will be asked to step down from that position. An ADCM may be excused by calling a DCM, or other District Officer. The ADCM who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by a written ballot at the regularly scheduled district business meeting. The person removed from office shall be notified by the District Secretary or Treasurer as soon as possible following the vote.

## 5.0 GENERAL SERVICE REPRESENTATIVE (GSR)

5.1 The GSR is the essential link between his or her Home Group and A.A as a whole. Through the GSR, the group conscience becomes a part of the “collective conscience of our whole fellowship”, as expressed through the General Service Conference.

5.2 The qualifications for a GSR:

- A. Suggested minimum of two years of sobriety.
- B. Active membership in a Home Group.
- C. Should hold no other group offices.
- D. Prior AA service experience is helpful.
- E. Has the time, energy, and willingness to serve the District.

5.3 Recommended general responsibilities of a GSR:

- A. Represents the group at District meetings and is responsible to carry all the information back to the group they represent.
- B. Serves a two-year term.
- C. Represents the group at Area Assemblies and Workshops.
- D. Supplies the DCM with up-to-date group information.
- E. Receives and shares with the group all information from GSO including Box 459.
- F. Becomes acquainted with materials available from GSO.
- G. Is familiar with the Traditions and history of AA through the books *The Twelve Steps and Twelve Traditions*, *AA Comes of Age*, and the pamphlets *The AA Group* and *AA Tradition-How It Developed*.
- H. Is familiar with the Concepts as found in the ‘AA Service Manual’, ‘12 Concepts of World Service’ and the ‘12 Concepts Illustrated’.
- I. Works with the group Treasurer to remind the group of Tradition Seven and the importance of supporting AA at all levels of service.
- J. Assists the group in seeking solutions to a variety of problems, especially those related to the Twelve Traditions.
- K. Additional information can be found in the AA Service Manual, the AA group pamphlet, and the GSR pamphlet.

5.4 GSR District 1 Guidelines:

- A. GSRs and/or Alternate GSRs should attend the following:
  - District meetings
  - Pre-Conference Assembly (Spring Assembly)
  - Fall Assembly

- District Workshops
- SAGSC Business Meetings
- Area Workshops

B. GSR's are encouraged to support the DCM and to call upon their DCM for help and advice when faced with situations affecting the Traditions or AA as a whole.

## **6.0 ALTERNATE GSR (Alt. GSR)**

**6.1** It is suggested that groups elect an Alternate GSR.

**6.2** Alternates should assist, participate and share in the responsibilities of the GSR as well as fill in at home group, district, SAGSC and Area 42 meetings the GSR is unable to attend.

**6.3** The Alternate GSR votes for the GSR when the GSR is unable to attend the district, SAGSC or Area 42 meetings.

**6.4** In the event that the GSR is unable to complete the term of office, it is suggested that the position be filled by the Alternate GSR and that a new Alternate be elected.

**6.5** Has the time, energy and willingness to server the District.

## **7.0 DISTRICT TREASURER (DT)**

**7.1** The qualifications for District Treasurer are:

- A. Suggested minimum of two years sobriety.
- B. A responsible person with good record-keeping ability.
- C. A background in service at the Group or District level.
- D. Has the time, energy and willingness to serve the district.

**7.2** The Treasurer's duties and responsibilities:

- A. Maintains a clear and accurate financial record of all District income and disbursements.
- B. Attends District meetings.
- C. Prepares a written monthly financial report of income and disbursements and provides copies to be distributed at District meetings.
- D. Submits a financial report at the end of the year.
- E. Collects and disburses all District funds.
- F. Establishes a checking and/or savings account and keeps record of all transactions.

- G. Keeps a file of the past 2 years of treasurer's reports and makes them available upon request.
- H. May carry the District DCM vote to Area functions when both the DCM and the ADCM are unable to attend.
- I. If the Treasurer has three or more unexcused absences from District meetings, they will be asked to step down from that position. The Treasurer may be excused by calling the DCM or ADCM. If the Treasurer fails to fulfill the duties and responsibilities of that position, they may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. Any person removed from office shall be notified by the DCM or ADCM as soon as possible following the vote.

## **8.0 ALTERNATE DISTRICT TREASURER (ADT)**

**8.1** The ADT should assist, participate, and share in the responsibilities of the DT, as well as fill in at District meetings that the DT is unable to attend.

**8.2** The qualifications for an ADT are the same as for a DT. The ADT may be a currently serving GSR.

**8.3** If a vacancy occurs during the DT's term of office, the position will be filled by the currently serving ADT.

**8.4** The ADT who has three or more unexcused absences from District meetings will be asked to step down from that position. An ADT may be excused by calling a DCM, or other District Officer. The ADT who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by a written ballot at the regularly scheduled district business meeting.

The person removed from office shall be notified by the DCM, Secretary or Treasurer as soon as possible following the vote.

## **9.0 DISTRICT SECRETARY**

### **9.1 Qualifications:**

- A. Suggested minimum of two (2) years of sobriety with a background in AA service.
- B. Is responsible and has the ability to keep clear and accurate records.
- C. Has the time, energy, and willingness to serve the District.

### **9.2 District Secretary Duties and Responsibilities:**

- A. Provides and distributes the agenda for District meetings in advance of the meeting in an email to all appropriate District participants.
- B. Records the District contact lists and maintains current GSR's information and forwards it to the DCM.

- C. Keeps a record of attendance at the District meetings.
- D. Maintains an up-to-date copy of the District Guidelines.
- E. Has a voice and a vote at all District meetings.
- F. Takes the minutes at each District meeting. Types minutes and makes copies available at the next District meeting as well as posting all minutes and other relevant District documentation to the District website.
- G. May carry the District's DCM vote to Area functions when the DCM, Treasurer, ADCM are unable to attend.
- H. If the Secretary has three or more unexcused absences from District meetings, they will be asked to step down from that position. The Secretary may be excused by calling the DCM or ADCM. If the Secretary fails to fulfill the duties and responsibilities of that position, they may be removed from office by a 2/3 majority of votes cast by written ballot at a District meeting. Any person removed from office shall be notified by the DCM or ADCM as soon as possible following the vote.

## **10.0 ALTERNATE DISTRICT SECRETARY (ADS)**

**10.1** The ADS should assist, participate, and share in the responsibilities of the DS, as well as fill in at District meetings that the DS is unable to attend.

**10.2** The qualifications for an ADS are the same as for a DS. The ADS may be a currently serving GSR.

**10.3** If a vacancy occurs during the DS's term of office, the position will be filled by the currently serving ADS.

**10.4** The ADS who has three or more unexcused absences from District meetings will be asked to step down from that position. An ADS may be excused by calling the DCM, or other District Officer. The ADS who fails to fulfill the duties and responsibilities of that position may be removed from office by a 2/3 majority of votes cast by a written ballot at the regularly scheduled district business meeting.

## **11.0 PUBLIC INFORMATION REPRESENTATIVE (PI/CPC)**

**11.1** Duties and responsibilities:

- A. Attends Southern Area PI/CPC business meetings at the central office, brings information back to the district meetings and takes back any District questions or concerns.
- B. Encourages others in the district to become involved with public information service work.
- C. Has a voice at all District meetings, but unless they are a District committee member or GSR they do not have a vote at the District level.
- D. Has the time, energy and willingness to serve the district.

## **12.0 HOSPITALS & INSTITUTIONS REPRESENTATIVE (H&I)**

### **12.1 Duties and Responsibilities:**

- A. Attends Southern Area H&I business meetings at Central Office, brings information back to the district meetings and takes back any District questions or concerns.
- B. Encourages others in the district to become involved with Hospitals & Institutions work.
- C. Has a voice at all District meetings, but unless they are a District committee member or GSR they do not have a vote at the District level.
- D. Has the time, energy and willingness to serve the district.

## **13.0 GRAPEVINE REPRESENTATIVE**

### **13.1 Duties and responsibilities:**

- A. Attends Southern Area Grapevine business meetings at the Central Office, brings information back to the district meetings and takes back any District questions or concerns.
- B. Encourages others in the district to become involved with Grapevine service work.
- C. Has a voice at all District meetings, but unless they are a District committee member or GSR they do not have a vote at the District level.
- D. Has the time, energy and willingness to serve the district.

## **14.0 DISTRICT ARCHIVIST**

### **14.1 Duties and Responsibilities:**

- A. Gathers, stores, and preserves all printed historical data that pertains to the District.
- B. Generates interest in members and groups to contribute articles to the archives that will preserve the history of AA in the District.
- C. Attends Southern Area Archives Meetings and brings information back to the district meetings.
- D. Encourages others in the district to become involved with archives service work.
- E. Has a voice at all District meetings, but unless they are a District committee member or GSR they do not have a vote at the District level.
- F. Has the time, energy and willingness to serve the district.
- G. Is aware of and has a subscription to the GSO Archives Newsletter *Markings*.

**15.0 INTERGROUP REPRESENTATIVE****15.1 Duties and responsibilities:**

- A. Attends Central Office Intergroup business meetings at the central office, brings information back to the district meetings and takes back any District questions or concerns.
- B. Encourages others in the district to become involved with intergroup service work.
- C. Has a voice at all District meetings, but unless they are a District committee member or GSR they do not have a vote at the District level.
- D. Has the time, energy and willingness to serve the district.

**16.0 WORKSHOP CHAIR****16.1 Duties and responsibilities:**

- A. Coordinates a district group conscience on the number of workshops in a year and the topics.
- B. Organizes workshop(s) date(s), time(s), location(s), and speakers or other workshop activities.
- C. Attempts to avoid schedule conflicts with other District, SAGSC or Area 42 events.
- D. Workshops can be shared with other districts or SAGSC sub-committees.
- E. Funding is handled by the district treasurer.
- F. Promotes District workshops
- G. Has a voice at all District meetings, but unless they are a District committee member or GSR they do not have a vote at the District level.  
Has the time, energy and willingness to serve the district.

**17.0 PICNIC CHAIR****17.1 Duties and responsibilities:**

- A. Organizes the Fall District Fellowship picnic which has been traditionally held at Broadbent Park the second weekend in October.
- B. Purchases food and supplies
- C. Arranges for MC and other activities as approved by the District.
- D. Promotes the picnic as an opportunity for service

- E. Confirms deposit and park reservation is made a year in advance.
- F. Arranges for meeting speaker, volunteers and other tasks as required.
- G. Has a voice at all District meetings, but unless they are a District committee member or GSR they do not have a vote at the District level.
- H. Has the time, energy and willingness to serve the district.

## **18.0 DISTRICT ELECTIONS**

**18.1** It is important to fill all positions. In the spirit of rotation, it is suggested that no District officer serve more than one full term except when an officer or representative only served a partial term.

### **18.2 Election Procedure:**

- A. Regular District elections will be held every even-numbered year at the December District meeting. All those elected will begin service on January 1 of the odd-numbered year following the elections.
- B. All District elections will be conducted by the DCM or one of the Officers in the DCM's absence or other designated by the DCM or District member.
- C. All currently serving GSR's, DCM, ADCM, Committee Representatives, District Secretary, and District Treasurer are eligible to vote. Each person has one vote only.
- D. Those present who are eligible to vote will cast their ballot by a raise of hand or a voice vote.
- E. A simple majority vote is required to be elected.
- F. Any person standing for a District position will be asked to state his/her qualifications prior to taking a vote. A qualified person who is unable to attend the election meeting may submit a written statement listing his/her qualifications and his/her desire to serve. This written statement should be given to a DCM prior to the election meeting.
- G. These election procedures apply to the following District positions: DCM, ADCM, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer and Committee Representatives.

### **18.3 Terms of Office:**

- A. Each person elected to a District position shall serve a two-year term beginning January 1st of the odd-numbered year following the election.
- B. In the spirit of rotation, it is suggested that no person serve for more than one two-year term in any District position. If there are no other willing candidates at the election time, voting members of the District may use their discretion and do what is in the best interest of the District.
- C. Any person elected to fill a vacancy in a District position that occurs between regular elections will serve to the conclusion of that two-year

term. That person would then be eligible to be elected to a subsequent two-year term of his/her own.

#### **18.4 Filling Vacant Positions:**

- A. Should a vacancy occur in any District position, an election will be held at the next regular District meeting following the announcement of any qualified candidate's decision to stand for the position.
- B. If no qualified person becomes available for an open position, the DCM may appoint someone to act in that capacity, who is willing to serve, until the position can be filled.
- C. If a vacancy occurs during a DCM's term of office, the position will be filled by the ADCM.

#### **18.5 Electing a GSR:**

- A. GSRs serve for a two-year term and are elected by their groups.

### **19.0 DISTRICT FINANCIAL GUIDELINES**

#### **19.1 District One Finance Committee**

- A. Membership - Recommended to be 5 people for voting purposes (to avoid ties)
- B. District Committee Member (DCM)
- C. Alternate District Committee Member (ADCM)
- D. District Treasurer
- E. Alternate District Treasurer
- F. Past District Treasurer, General Service Representative (GSR) or other district officer (volunteer)
- G. Duration – Committee is established with incoming panel Two (2) years
- H. Cadence and Purposes - Complete an annual review of district treasury accounts to be presented at the District Meeting by December each year (see Section 6.0)
- I. Ad hoc basis to recommend yearly distributions to GSO and/or Central Office after the District Picnic if the Treasury has more than enough to cover working capital and after annual review of district treasury
- J. See special expenditures procedure on voting process (Section 19.2 C)
- K. Annually develop and present a budget for the following year by October 31 each year (Section 19.2 D for anticipated expenses)

#### **19.2 District Checking and Savings Accounts Responsibilities**

## A. Checks can be signed by any one of the following:

- I. District Treasurer
- II. Alternate District Treasurer
- III. District Committee Member (DCM)

- a. Incoming District Officers elected at the beginning of a panel will be added to the District's bank account by January 31 of the incoming year
- b. Incoming District Offices listed in Section 2.1 elected during a panel will be added to the District's bank accounts within 45 days of assuming the position
- c. Outgoing panel District Officers will need to be removed from the District's bank account by January 31 of the year following their two (2) year tenure
- d. Anyone using District funds will notify the District Treasurer in a timely manner and produce receipts for all items/services purchased, receipts will be held by the district treasurer until reconciled to the appropriate bank statement.

## B. Prudent Reserve

- a. The Prudent Reserve is to insure that, after all district obligations are paid, enough funds are held to conduct District business
- b. The Prudent Reserve should be equal to 1/3 of the previous year's expenses, to ensure the district will be able to meet its financial obligations
- c. In case of emergency, a  $\frac{3}{4}$  majority vote of District voting members present is necessary to draw upon the prudent reserve

## C. Special Expenditures

- a. Special expenditures shall be presented via the standard motion process to the voting District body at a district meeting
- b. A simple majority is required to pass any special expenditure motions

## D. Budget – to include the below but not limited to the below

- a. District Committee Member (DCM) expenses (Area Assemblies, PRAASA and Forums)
- b. Alternate District Committee Member (ADCM) Expenses (Area Assemblies)
- c. General Service Representative (GSR) Support fund (Area Assemblies)
- d. District meeting expenses
  - i. Lost & Found room for district meetings
  - ii. District lunch at Area Assemblies
- e. Annual picnic
- f. District PO Box

- g. District website
  - h. Website domain name
  - i. Workshop funding
  - j. Prudent reserve
- E. Accounts Review by finance committee
- a. Finance Committee will review District checking and savings accounts once a year
    - i. Verify monthly bank statements reconcile with checkbook and monthly reports
    - ii. Report back at the next District meeting upon completion

## **20.0 GUIDELINE REVIEWS AND AMENDMENTS**

### **20.1 Procedures to amend the District Guidelines:**

- A. All proposed amendments to the District Guidelines should be submitted in writing to the DCM. Amendments submitted at least 2 weeks prior to the next District meeting shall be included on the agenda of that meeting.
- B. All proposed amendments to these guidelines will be discussed at the District meeting and the information taken back to the groups prior to a vote.
- C. A simple majority of votes cast by the District will be required to approve any amendment.

**20.2** All changes will go into effect immediately, unless special circumstances warrant a vote to do otherwise.

**20.3** The District Secretary shall type and make copies of all Approved amendments and shall make updated copies of the guidelines available as soon as it is feasible to do so. Updated Guidelines should also be posted on the District website.

**20.4** An up-to-date copy of the District Guidelines will be made available to the Following:

- A. District GSR's, DCM, ADCM, Secretary, Treasurer, and Committee Representatives.
- B. File a copy with the Area 42 Archivist