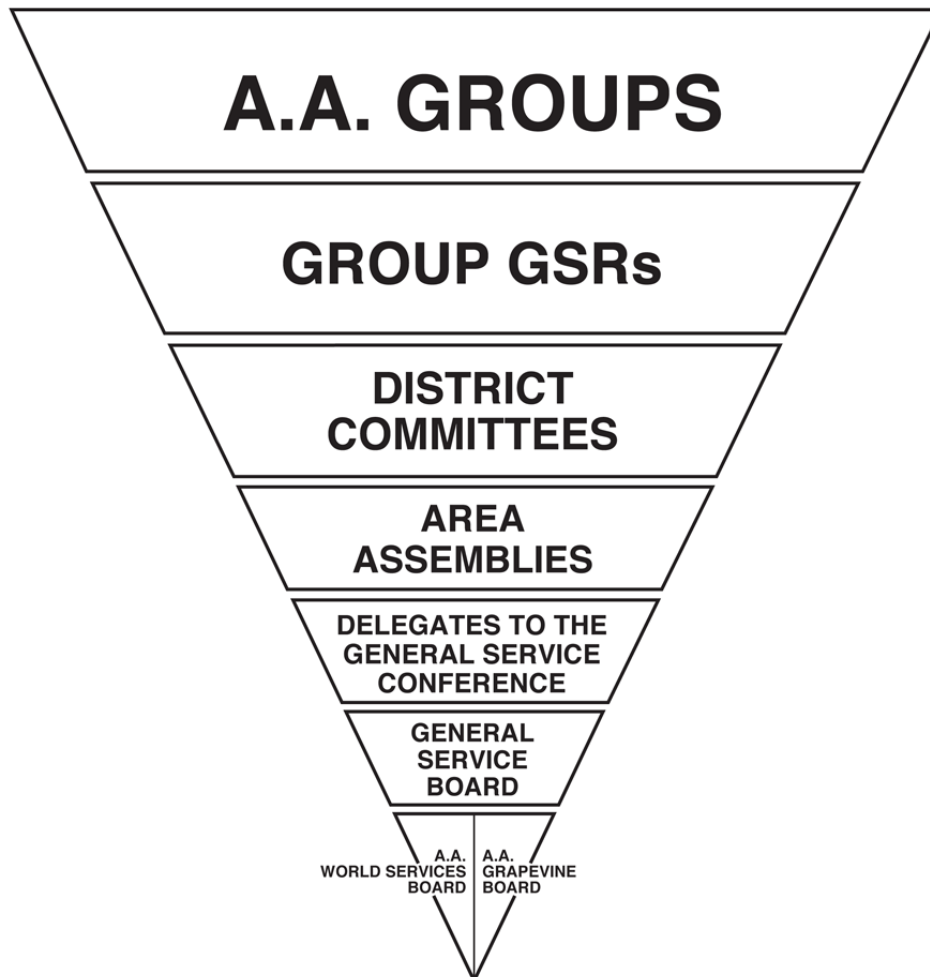


ALCOHOLICS ANONYMOUS NEVADA AREA 42 DISTRICT 1 GUIDELINES

Updated December 22, 2024

STRUCTURE OF THE CONFERENCE (U.S. and Canada)



DISTRICT ONE GUIDELINES

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DISTRICT ONE GUIDELINES

District Description

District One is a part of Nevada Area 42. Geographically it is in the towns of Boulder City, Henderson, Searchlight and parts of Las Vegas.

Purpose

The purpose of these guidelines is to provide a clear and concise reference for those involved in service at the district level. These guidelines are designed to describe the responsibilities and duties of those serving in the district and to cover other policies and procedures specific to District One. They are not intended to replace or supersede the information in the 'AA Service Manual' but are to be used in conjunction with and as a supplement to it.

1.0 DISTRICT MEETING

1.1 The purpose of the district meeting is to provide a forum for the exchange of ideas and information between the groups within the district. The district meeting is held at various locations and times throughout the year.

1.2 Six times a year, district meetings are held on the third Sunday of February, April, June, August, October and December. Location may vary.

1.3 Four times a year, district meetings are held in conjunction with 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). The SAGSC meetings occur in January, May, July and November.

1.4 Twice yearly, in the spring and fall, district meetings are held at the Area 42 Assembly in Tonopah on Saturday.

1.5 Attendance at district meetings include all District Officers, Sub-Committee Representatives, and General Service Representatives (GSRs). 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. District Technology Chair
- H. Alternate Technology Chair
- I. General Service Representative (GSR)
- J. Alternate General Service Representative (Alt. GSR)

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2.2 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.

2.3 District Sub-Committees Liaisons

- A. Hospitals and Institutions (H&I)
- B. Public Information / Cooperation with the Professional Community (PI/CPC)
- C. Grapevine
- D. Intergroup
- E. Accessibilities
- F. Archives
- G. Hotline

2.4 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, unless they are GSRs and have a vote due to that position.

2.5 Committees specific to the district

- A. Workshop Chair
- B. Picnic Chair

2.6 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, unless they are GSRs and have a vote due to that position.

3.0 DISTRICT COMMITTEE MEMBER (DCM)

3.1 The DCM is the link between groups' GSRs and the General Service structure. DCM qualifications are:

- A. A background in AA service work and has served as a GSR.
- B. Suggested minimum of four (4) years of sobriety.
- C. Has the time, energy, and willingness to serve the district.

3.2 General responsibilities of a DCM:

- A. The DCM serves a two-year term.
- B. Is the chairperson of the district business meeting.
- C. Regularly reports to the district all information received from SAGSC, Area 42 and GSO.
- D. Assists and encourages new GSRs to become familiar with their duties and responsibilities.
- E. Encourages groups to elect GSRs and become active in the district service structure.
- F. Is a voting member of the Area 42 Committee.
- G. Is a cosigner on all district bank accounts.
- H. Is responsible to remind the district of upcoming business meetings.
- I. Is familiar with information contained in the 'AA Service Manual' and other AA literature pertaining to the position.

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3.3 The DCM is encouraged to attend the following:

- A. District business meetings
- B. SAGSC business meetings
- C. Pre-Conference Assemblies (Spring Area Assemblies)
- D. Fall Area Assemblies
- E. Area Workshops
- F. District Workshops
- G. PRAASAs
- H. Regional Forum

3.4 DCM Failure to Fulfill Duties:

- A. The DCM is a critical link in AA communications. If a DCM is unable to fulfill their responsibilities the district suffers.
- B. If the DCM has three uncommunicated absences from district business meetings they may be removed from office by a 2/3 majority of votes at the next district business meeting.
- C. The person removed from office shall be notified by a district officer as soon as possible following the vote.

4.0 ALTERNATE DISTRICT COMMITTEE MEMBER (ADCM)

4.1 The ADCM should assist, participate, and share in the responsibilities of the DCM, as well as fill in at district business 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 (funds permitting) that the ADCM accompany the DCM to Area meetings and PRAASAs to gain experience needed to step in for the DCM when the need arises.

4.4 If the DCM position becomes vacant, it will be filled by the currently serving ADCM.

4.5 ADCM Failure to Fulfill Duties:

- A. If the ADCM has three uncommunicated absences from district business meetings they may be removed from office by a 2/3 majority of votes at the next district business meeting.
- B. The person removed from office shall be notified by a district officer as soon as possible following the vote.

5.0 GENERAL SERVICE REPRESENTATIVE (GSR)

5.1 The GSR is the essential link between the Home Group and A.A as a whole. The qualifications for a GSR:

- A. Suggested minimum of two years of sobriety.
- B. Active member of a Home Group.
- C. Prior AA service experience is helpful.

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D. Has the time, energy, and willingness to serve the district.

5.2 General responsibilities of a GSR:

- A. Represents the group at district business meetings and is responsible to carry the information back to their home group.
- B. Serves a two-year term.
- C. Represents the group at Area Assemblies.
- D. Provides up-to-date group information.
- E. Receives and shares with the group all information from GSO.
- F. Becomes acquainted with materials available from GSO; the AA Service Manual, the AA group pamphlet, and the GSR pamphlet.
- G. Is familiar with the Concepts as found in the 'AA Service Manual', '12 Concepts of World Service' and the '12 Concepts Illustrated'.
- H. Reminds the group of Tradition Seven and the importance of supporting AA at all levels of service.
- I. Is the guardian of the Twelve Traditions at the group level.

5.3 GSRs should attend the following:

- A. District business meetings.
- B. Pre-Conference Assemblies (Spring Area Assemblies).
- C. Fall Area Assemblies.
- D. District Workshops.
- E. SAGSC business meetings.

6.0 ALTERNATE GSR (Alt. GSR)

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

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

6.3 Has the time, energy and willingness to serve the district.

7.0 DISTRICT TREASURER

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 an 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.

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- D. Submits a financial report at the July and December meetings.
- E. Collects from the Post Office and deposits contributions at least twice monthly and provides receipts to groups who have provided an email address.
- F. Disburses all district funds for expenses.
- G. Annually develop and present a budget for the following year by the December Business Meeting each year (See financial guidelines for anticipated expenses).
- H. Maintains the checking and savings accounts and keeps record of all transactions.
- I. Keeps a file of the past 2 years of treasurer's reports and makes them available upon request.
- J. May carry the district DCM vote to Area functions when both the DCM and the ADCM are unable to attend.

7.3 District Treasurer Failure to Fulfill Duties:

- A. If the Treasurer has three uncommunicated absences from district business meetings they may be removed from office by a 2/3 majority of votes at the next district business meeting.
- B. The person removed from office shall be notified by a district officer as soon as possible following the vote.

8.0 ALTERNATE DISTRICT TREASURER

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

8.2 The qualifications for the Alternate District Treasurer are the same as for the District Treasurer. The Alternate District Treasurer may be a currently serving GSR.

8.3 If a vacancy occurs during the District Treasurer's term of office, the position will be filled by the currently serving Alternate District Treasurer.

8.4 Alternate District Treasurer Failure to Fulfill Duties:

- A. If the Alternate District Treasurer has three uncommunicated absences from district business meetings they may be removed from office by a 2/3 majority of votes at the next district business meeting.
- B. The person removed from office shall be notified by a district officer 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.

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9.2 District Secretary Duties and Responsibilities:

- A. Provides and distributes the agenda and all pertinent documents for district meetings in advance of the meeting.
- B. Records the district contact lists and maintains current GSR's information and forwards it to the DCM.
- C. Maintains an up-to-date copy of the District Guidelines.
- D. Has a voice and a vote at all district meetings.
- E. Takes the minutes at each district meeting. Types minutes and makes copies available within a week of that meeting.
- F. May carry the district's DCM vote to Area functions when the DCM, Treasurer, ADCM are unable to attend.

9.3 District Secretary Failure to Fulfill Duties:

- A. If the District Secretary has three uncommunicated absences from district business meetings they may be removed from office by a 2/3 majority of votes at the next district business meeting.
- B. The person removed from office shall be notified by a district officer as soon as possible following the vote.

10.0 ALTERNATE DISTRICT SECRETARY

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

10.2 The qualifications for an Alternate District Secretary are the same as for a District Secretary. The Alternate District Secretary may be a currently serving GSR.

10.3 If a vacancy occurs during the District Secretary's term of office, the position will be filled by the currently serving Alternate District Secretary.

10.4 Alternate District Secretary Failure to Fulfill Duties:

- A. If the Alternate District Secretary has three uncommunicated absences from district business meetings they may be removed from office by a 2/3 majority of votes at the next district business meeting.
- B. The person removed from office shall be notified by a district officer as soon as possible following the vote.

11.0 DISTRICT TECHNOLOGY CHAIR

11.1 The District Technology Chair is important for keeping the district website and technology up-to-date.

- A. Background in AA service work and served as a GSR.
- B. Comfortable with technology and have a computer with Microsoft Office or similar program
- C. Has a voice and a vote at district meetings.

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- D. Has the time, energy, and willingness to serve the district.
- E. Is available to serve a two-year term.

11.2 Duties and responsibilities of the District Technology Chair:

- A. Maintain the district website to include uploading meeting agendas and minutes. Add events and flyers to the calendar.
- B. Maintain the district email distribution list
- C. Update website pages as necessary.
- D. Assist the secretary in formatting documents like minutes and agendas.
- E. Maintains and operates the equipment needed for online access to district meetings.
- F. Keeps a list of all logins needed for website, email and online meeting accounts.

11.3 District Technology Chair Failure to Fulfill Duties:

- A. If the District Technology Chair has three uncommunicated absences from district business meetings they may be removed from office by a 2/3 majority of votes at the next district business meeting.
- B. The person removed from office shall be notified by a district officer as soon as possible following the vote.

12.0 ALTERNATE DISTRICT TECHNOLOGY CHAIR

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

12.2 The qualifications for an Alternate Technology Chair are the same as for a District Technology Chair.

12.3 Alternate District Technology Chair Failure to Fulfill Duties:

- A. If the Alternate District Technology Chair has three uncommunicated absences from district business meetings they may be removed from office by a 2/3 majority of votes at the next district business meeting.
- B. The person removed from office shall be notified by a district officer as soon as possible following the vote.

13.0 PUBLIC INFORMATION / COOPERATION WITH THE PROFESSIONAL COMMUNITY LIAISON (PI/CPC)

13.1 Duties and responsibilities:

- A. Attends PI/CPC business meetings, 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 PI/CPC 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.

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14.0 HOSPITALS & INSTITUTIONS LIAISON (H&I)

14.1 Duties and Responsibilities:

- A. Attends H&I business meetings, 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 H&I 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.

15.0 GRAPEVINE LIAISON

15.1 Duties and responsibilities:

- A. Attends Grapevine business meetings, 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.

16.0 DISTRICT ARCHIVIST

16.1 Duties and Responsibilities:

- A. Gathers, stores, and preserves all printed historical data that pertains to the district.
- B. Attends SAGSC Archives Meetings and brings information back to the district meetings.
- C. Encourages others in the district to become involved with archives service work.
- D. 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.
- E. Has the time, energy and willingness to serve the district.
- F. Is aware of and has a subscription to the GSO Archives Newsletter *Markings*.
- G. Encourages groups to document their histories.

17.0 ACCESSIBILITIES LIAISON

17.1 Duties and Responsibilities:

- A. Attends Accessibilities business meetings, 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 Accessibilities 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.

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18.0 INTERGROUP LIAISON

18.1 Duties and responsibilities:

- A. Attends Central Office Intergroup business meetings, 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.

19.0 WORKSHOP CHAIR

19.1 Duties and responsibilities:

- A. Organizes workshops' dates, times, locations, and speakers or other workshop activities including coordinating with other districts or SAGSC committees.
- B. 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.
- C. Has the time, energy and willingness to serve the district.

20.0 PICNIC CHAIR

20.1 Duties and responsibilities:

- A. Organizes and manages the Fall District Fellowship picnic.
 - i. Purchases food and supplies.
 - ii. Confirms deposit and park reservation.
 - iii. Arranges for meeting speaker.
 - iv. Coordinates volunteers.
 - v. Arranges for entertainment with a sound system.
- B. Provides regular updates at district meetings.
- 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.

21.0 HOTLINE CHAIR

21.1 Duties and responsibilities:

- A. Organizes and recruits volunteers to man the hotline phone for the District's commitment.
- B. Coordinates with Las Vegas Central Office Hotline Committee.
- 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.

22.0 DISTRICT ELECTIONS

22.1 Election Procedures:

- A. Regular district elections will be held every even-numbered year at the December district meeting. All those elected will begin service on January 1st.

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- B. All district elections will be conducted by the DCM or someone designated by the DCM.
- C. All currently serving GSRs, 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 hands.
- E. A simple majority vote is required to be elected.
- F. Any person standing for a district position will be asked to state their qualifications prior to taking a vote. A person who is unable to attend the election meeting should advise the DCM prior to the election of their desire to serve and qualifications.
- G. These election procedures apply to the following district positions: DCM, ADCM, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer and Committee Representatives.

22.2 Terms of Office:

- A. Each person elected to a district position shall serve a two-year term beginning January 1st.
- B. In the spirit of rotation, it is suggested that no person serve for more than one two-year term in any district position.
- C. If there are no willing candidates at election time, voting members of the district may use their discretion and extend a term or elect a former position holder.
- D. 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.

22.3 Filling Vacant Positions:

- A. Should a district vacancy occur, an election will be held at the next regular district meeting following the above election procedures.
- 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 DCM vacancy occurs, the position will be filled by the ADCM.

23.0 DISTRICT FINANCIAL GUIDELINES

23.1 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)
- B. Incoming District Officers elected at the beginning of a panel will be added to the District's bank account by January 31.
- C. Outgoing panel District Officers will need to be removed from the District's bank account by January 31.

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- D. Anyone requesting reimbursement 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.

23.2 Prudent Reserve

- A. The purpose of the Prudent Reserve is to ensure that enough funds are held to conduct future district business in an emergency.
- B. The Prudent Reserve should be equal to 1/3 of the previous year's expenses.
- C. In case of emergency, a $\frac{3}{4}$ majority vote of district voting members present is necessary to draw upon the prudent reserve.

23.3 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.

23.4 Budget Items – to include, but not limited to the below:

- A. District Committee Member (DCM) expenses (Area Assemblies, PRAASA and Forums)
- B. Alternate District Committee Member (ADCM) Expenses to PRAASA and Area Assemblies, funds permitting. If they are a GSR, funding should come from the group first.
- C. District Treasurer Expenses to Area Assemblies, funds permitting. If they are a GSR, funding should come from the group first.
- D. District Secretary Expenses to Area Assemblies, funds permitting. If they are a GSR, funding should come from the group first.
- E. District Technology Chair Expenses to Area Assemblies. If they are a GSR, funding should come from the group first.
- F. General Service Representative (GSR) Support fund (Area Assemblies)
- G. District meeting expenses:
 - a. Room for district meetings
 - b. District lunch at Area Assemblies
- H. Annual picnic
- I. District PO Box
- J. District website
- K. Website domain name
- L. Workshop funding
- M. Prudent reserve

24.0 GUIDELINE REVIEWS AND AMENDMENTS

24.1 Procedures to amend the District Guidelines:

- A. All proposed amendments to the District Guidelines should be submitted in writing to the DCM. Amendments submitted prior to the next district meeting shall be included on the agenda of that meeting.

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- 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. At the next business meeting, a simple majority will pass the amendment.

24.2 All changes will go into effect immediately.