

Guidelines, District 15

Mid-Southern California Area (Area 9)

RATIFIED by the District 15 Committee: November 2, 2000, Revised September 7, 2000, Revised September 1, 2005

Table of Contents

	<u>Page</u>
<i>Preface</i>	2
I. District Purpose	2
II. District Description	2
A. District	2
B. Subdistricts	2
C. District 15 Borders.....	2
III. District Membership	2
A. Voting Members of District 15	2
B. Need for Alternate Trusted Servants.....	3
C. Definition of District Officers.....	3
D. Exclusions.....	3
IV. District Steering Committee	3
A. Purpose	3
B. Steering Committee Chair.....	3
C. Voting Membership	3
D. Meetings	3
V. District Funding	3
VI. District Elections	3
A. Positions and Eligibility.....	3
B. Elections Procedure	4
C. Vacated and Newly Created Positions	4
VII Duties of District Officers	4
A. District Committee Member Chair (D.C.M.C.)	4
B. Alternate District Committee Chair (Alternate D.C.M.C.)	5
C. Secretary	5
D. Treasurer.....	6
E. Registrar	6
F. Archivist	7
VIII Duties of District Committee Member (D.C.M.) And Alternate District Committee Member (Alternate D.C.M.)	7
A. District Committee Member (D.C.M.).....	7
B. Alternate District Committee Member (Alternate D.C.M.)	7
IX. Duties of Standing Committee Chairs	7
A. Archives Committee Chair	7
B. Convention Liaison Committee Chair	8
C. Cooperation with the Professional Community (C.P.C.) Committee Chair.....	8
D. Grapevine Committee Chair	8
E. G.S.R. School Committee Chair.....	8
F. Hospital and Institution (H.&I.) Liaison Committee Chair.....	8
G. Intergroup Liaison Committee Chair	8
H. Literature Committee Chair	8
I. Public Information (P.I.) Committee Chair.....	9
J. Special Needs Committee Chair	9
K. CEC Chair	9
X. Ratification, Amendment and Suspension	9
A. Ratification	9
B. Annual Review	9
C. Amendment	10
D. Suspension.....	10
XI. District 15 Committee Meeting	10
A. District 15 Committee Meeting Day.....	10
B. Typical District 15 Committee Meeting Format.....	10
C. Suggested Programs.....	10

Preface

The District 15 Guidelines are based on A. General Service knowledge and experience shared in, “The A.A. Service Manual,” and the “Mid-Southern California Area, Guidelines for Structure and Procedure.” Additionally, other AA Conference-Approved literature has been used to develop these District 15 Guidelines. These District 15 Guidelines were originally adapted from the District 5 Guidelines, Ratified by the District 5 Committee, May 13, 2000. (Revision A: April 13, 2000)

Article I. District Purpose

- A. Keep the lines of communication open between the General Service Office (G.S.O.) And District 15 Groups through full registration and representation of all active Groups.
- B. Develop knowledgeable and experienced General Service Representatives (G.S.R.s) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, Six Warranties, and other principles of service as contained in “The A.A. Service Manual.”
- C. Elect a District Committee Member Chair (D.C.M.C.) And District Committee Members (D.C.M.s) to represent District 15 at Area Service Committee meetings and to participate with G.S.R.s at Area Assemblies, and Mid-Southern California Area 9 functions.
- D. Strengthen District 15 Groups through service work to ensure that the opportunity to recover from alcoholism through the practice of the Twelve Steps and the Twelve Traditions will be available for future alcoholics.
- E. Support the A.A. service structure including the General Service Office, Mid-Southern Area 9, and District 15 in the spirit of the Seventh Tradition by encouraging all Groups in District 15 to establish and participate in a regular contribution plan.

Article II. District Description

- A. District: District 15 is a part of Mid-Southern California Area 9 in the Pacific Region on the General Service Conference Structure. It is located in Orange County, California. District 15 includes the cities of Brea, Placentia, Yorba Linda, Anaheim Hills, a small part of Anaheim where it extends north of the 91 freeway and east of the 57 freeway. The borders of District 15 are specified in the “Atlas of Mid-Southern California Area” and include adjacent unincorporated or government land. The District 15 Borders are shown in Article II. C below.
- B. Subdistricts: There are four Subdistricts in District 15: Anaheim Hills, Brea, Placentia, and Yorba Linda
- C. District 15 Borders: The Borders of District 15 are described below. Source: “Atlas of Mid-Southern California Area” dated 1990.

District 15 Borders		
From	Boundary	To
From the junction of the 55 (Costa Mesa) freeway and the 91 (Riverside) freeway...	Northwest along the 91 (Riverside) freeway to...	The southwest corner of the city limits of Placentia..
	West and north along the city limits of Placentia...	City of Brea.
	Around the south and west sides of Brea, north...	The Orange/Los Angeles County line.
	East along the Orange County line	The San Bernardino County line.
	Southeast along the Orange County line	The 91 (Riverside) freeway.
	West along the 91 (Riverside) freeway...	Anaheim City limits.
	South and east along Anaheim City limits...	The 55 (Costa Mesa) freeway.
	North along the 55 (Costa Mesa) freeway...	The junction of the 55 (Costa Mesa) freeway and the 91 (Riverside) freeway.

Article III. District Membership

- A. Voting Members of District 15.
 1. District Officers: DCMC, Secretary, Registrar, Alternate DCMC, Treasurer, Archivist
 2. G.S.R.s, D.C.M.s, and Alternate D.C.M.s.
 - All G.S.R.s who are currently registered as representing a District 15 Group.
 - All D.C.M.s who are currently registered as representing a District 15 Subdistrict.
 - All Alternate D.C.M.s who are currently registered as representing a District 15 Subdistrict.
 3. Standing Committee Chairs: Archives, G.S.R. School, P.I, Convention Liaison, H&I Liaison, Special Needs, Intergroup Liaison, Grapevine, Literature, CPC, CEC

4. Past District D.C.M.C.s.
5. Alternates.

All members serving in alternate Trusted Servant positions have the same voting privileges as their principals only when their principals are absent. (This provision does not apply to the Alternate D.C.M.C.)

B. Need for Alternate Trusted Servants.

In an effort to build a greater experience level in the District, the following incumbent Trusted Servants are requested to recruit members to serve as Alternates: Secretary, Treasurer, Registrar, Archivist, DCMs, Standing Committee Chairs. This policy recognizes the great advantage of having a member gain valuable experience while serving in an alternate position and perhaps become interested enough to stand for that office at the next election. When alternates volunteer for the position, the principal shall introduce them at the next District Committee meeting and request that the District Committee confirm them as alternates.

C. Definition of District Officers.

District 15 Officers are the members filling the duties of the District Officers described in Article III.A.1. above, and the Standing Committee Chairs described in Article III.A.3. above. District 15 Officers are designated "D.C.M.s" for the purpose of allowing them to serve on the Area Service Committee.

D. Exclusions.

1. Each voting member shall have a single vote even though the member may be serving in more than one capacity.
2. District Trusted Servants who have missed three consecutive District Committee meetings are considered inactive. They are automatically removed from the service position. They are ineligible to act as a District Trusted Servant unless reinstated by a vote of the District Committee. This action may be precluded by the incumbent or the D.C.M.C. arranging for an alternate to assume the duties of the position on a temporary basis with the approval of the District Committee.

Article IV. District Steering Committee

A. Purpose.

1. The purpose of the District 15 Steering Committee is to provide the leadership necessary to keep the District active in A.A. matters.

B. Steering Committee Chair.

1. The District 15 D.C.M.C. chairs the Steering Committee meetings.

C. Voting Membership: D.C.M.C, Treasurer, Registrar, Standing Committee Chairs, Alternate D.C.M.C., Archivist, D.C.M.s, Secretary.

Alternate D.C.M's may vote in place of an absent principal.

D. Meetings.

1. The Steering Committee meets once each month prior to the regularly scheduled District 15 Committee meeting, and at other times when deemed necessary.
2. The Steering Committee will guide the District to actively participate in A.A. matters and set the agenda for the next District 15 Committee meeting.
3. The District Secretary records the minutes of the Steering Committee meeting and distributes them at the following District 15 Committee Meeting.
4. Visitors are welcome and encouraged to attend the Steering Committee meeting and participate in the discussions.

Article V. District Funding

A. District 15 accepts no money or things of value from nonalcoholic persons or organizations. District 15 sells no merchandise or raises any funds which are not entirely voluntary contributions of its members.

B District 15 is entirely self-supporting through contributions from District 15 Groups.

C. When discounts or subsidies are offered to District 15, the following "Conference Approved" 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 offered because we are Alcoholics Anonymous, it must be declined.

Article VI. District Elections

A. Positions and Eligibility.

1. D.C.M.C. and Alternate D.C.M.C.

- a. A background in A.A. service work which is related to the D.C.M. position.
- b. Minimum suggested sobriety of four years.
- c. The time, energy and willingness to serve the District well.
- d. Availability to attend all Area Service Committee meetings, Area Assemblies, and other Area events and functions.

2. D.C.M.s and Alternate D.C.M.s.

- a. A background in A.A. service work which is related to the G.S.R. position.
- b. Minimum suggested sobriety of two years.
- c. The time, energy, and willingness to serve the District well.
- d. Availability to attend all Area Service Committee Meetings, Area Assemblies, and other Area events.

3. Secretary.

- a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well.
 4. Treasurer.
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well.
 5. Registrar.
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well.
 6. Archivist.
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well.
 7. Standing Committee Chairs.
 - a. Minimum suggested sobriety of two years.
 - b. The time, energy and willingness to serve the District well.
 8. The current D.C.M.C., all past D.C.M.C.s, Standing Committee Chairs and other District 15 Officers (except District Archivist, as explained in Article VI. B.2 below) are ineligible for election to a District 15 Officer position in which they have served in the past. They may serve as an alternate for a position in which they have served only with the approval of the District Committee. They are eligible and encouraged to participate in other District 15 positions. Past D.C.M.C.'s remain voting members of the District 15 Committee.
- B. Election Procedure.
1. Elections of all District Officer, D.C.M.'s, Alternate D.C.M.'s and Standing Committee Chairs are held in November of odd-numbered years.
 2. The spirit of Rotation applies to all District 15 positions except the Archivist, which is a non-rotating position. The "A.A. Guidelines, Archives" states, "From shared experience we know that it takes a considerable amount of time to become familiar with a collection of historical information. Therefore, it is recommended that the archivist not rotate frequently."¹ Accordingly, the District 15 Archivist may stand for reelection at the completion of each term of office.
 3. The Term of office of District 15 Trusted Servants (except the Archivist) is two years commencing on January first of the even numbered years following the election.
 4. The D.C.M.C. is elected by Third Legacy Procedure.
 5. Other District Officers, D.C.M.s, Alternate D.C.M.s and Standing Committee Chairs are elected by majority vote.
 6. Voting may be written ballot or a show of hands.
 7. It is preferred that more than one person be nominated for each office and that nominations be accepted from the District 15 Elections Eligibility List. The Registrar shall prepare the list and distribute it at the two District 15 Committee meetings prior to the District 15 Election meeting.
- C. Vacated and Newly Created Positions.
1. Vacated District Officer and Standing Committee Chair positions will be filled Automatically by the alternate. If there is no alternate, the D.C.M.C. may appoint a member to the position subject to confirmation by vote at the next District 15 Committee meeting. The Secretary will notify members by placing the confirmation notice on the agenda.
 2. Newly created District Officer and Standing Committee positions will be filled by an election, or the D.C.M.C. may appoint a member to the position subject to confirmation by vote and the next District 15 Committee meeting.

Article VII. Duties of District Officers

- A. District Committee Member Chair (D.C.M.C.)
1. Maintain an effective service structure throughout the District.
 2. Visit Groups in the District that do not have G.S.R.s, explain the importance of Group representation in A.A. through a G.S.R., and encourage them to elect their own G.S.R.
 3. Visit Groups that request information on General Service, the A.A. service structure, application of the Traditions or any other question the Group desires information on.
 4. Service sponsor District G.S.R.s by continuing their study of "The Twelve Traditions," "The Twelve Concepts," "The A.A. Group" pamphlet, "The A.A. Service Manual," "Box 4-5-9" and other General Service material.
 5. Maintain custody of a duplicate copy of the key to the District Post Office Box.
 6. Attend all meetings on the District 15 Committee, and the District 15 Steering Committee.
 7. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, The Pre-Conference Workshop, The

¹Reprinted from the A.A. Guidelines, Archives" Page 1, Col. 2, Para.4, line 3. With permission of A.A. World Services, Inc.

- Foro de M.S.C.A., the Pacific Regional Alcoholics Anonymous Service Assembly (P.R.A.A.S.A.), and the Pacific Regional Forum. Events requiring lengthy travel may be attended if District 15 funds permit.
8. Participate as a member of the District 15 Committee, the Area Service Committee, and the Area Assembly.
 9. Chair the monthly District 15 Committee meeting and the District 15 Steering Committee meeting.
 10. Maintain active communications between the District and the Mid-Southern California Area Delegate, the Area Service Committee, and the General Service Office in New York.
 11. Encourage and assist D.C.M.s and Standing Committee Chairs to develop leadership, knowledge, experience and love of General Service work.
 12. Submit verified and updated "List of Eligible Voters" in District 15 to the Area Chair at the Area Service Committee meeting preceding the Election Assembly.
 13. Maintain responsibility for the following District Election tasks.
 - a. Conduct the biannual District Election and any other District Elections.
 - b. Form and Chair the District Election Committee for the District Election and other District elections as needed.
 - c. Include the Alternate D.C.M.C., Secretary and the District Registrar as members of the District Election Committee.
 - d. Chair the election proceedings at the District 15 Election meeting.
 - e. Ensure that the results of the District Elections are distributed to District 15 and the Mid-Southern California Area, and that any required reports are promptly sent.
 14. Service Sponsor replacement to ensure an orderly transfer of responsibilities.
- B. Alternate District Committee Member Chair (Alternate D.C.M.C.).
1. Assist the D.C.M.C. to maintain an effective service structure throughout the District.
 2. Substitute for the D.C.M.C. when necessary.
 3. Attend all meetings of the District 15 Committee and the District 15 Steering Committee.
 4. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
 5. Participate as a member of the District Steering Committee, the Area Service Committee (A.S.C.), and the Area Assembly.
 6. Participate as a member of the District Election Committee.
 7. Chair District special project committees.
 8. Submit reports on District 15 special service projects and committees.
 9. Call all District Officers, Subdistrict D.C.M.s, and Standing Committee Chairs each month and advise them of the date and time of the forthcoming District 15 Steering Committee meeting, the District 15 Committee meeting, and the next Mid-Southern California meeting or event.
 10. Purchase coffee and supplies for the District 15 Committee Meeting.
 11. Service Sponsor replacement to ensure an orderly transfer of responsibilities.
- C. Secretary.
1. Maintain District 15 records.
 2. Attend all meetings of the District 15 Committee and the District 15 Steering Committee.
 3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
 4. Participate as a member of the District 15 Committee, the District 15 Steering Committee, the Area Service Committee (A.S.C.), and the Area Assembly.
 5. Participate as a member of the District Election Committee.
 6. Print and Distribute monthly District Committee meeting agenda. Distribute at the District 15 Committee meeting and send copies to the Mid-Southern California Area Delegate and the New York General Service Office (U.S. Southwest Regional Correspondence Coordinator).
 7. Take the minutes of the District 15 Committee meeting and the District 15 Steering Committee meeting. Present the minutes for approval at the next District 15 Committee meeting.
 8. When approved by the District 15 Committee and corrections made, distribute the minutes at the next District 15 Committee meeting, and to the Area Delegate, the Mid-Southern California Area Chair, and the New York General Service Office (U.S. Southwest Regional Correspondence Coordinator).
 9. Prepare the District 15 meeting for the monthly meeting.
 10. Maintain custody of the District 15 secretarial supplies.
 11. Maintain in good condition, copies of all District minutes, agendas, and correspondence.
 12. Maintain and place Subdistrict name cards on the tables at District 15 Committee meetings.
 13. Place the Big Book, The "Twelve Steps and Twelve Traditions," "The A.A. Service Manual" and reading cards at the head table.
 14. Ensure the Coffee is ready.
 15. If necessary, check that the meeting room lights and heating/air conditioning is in operation for District 15 Committee

meetings.

16. Ensure District 15 property is properly secured or removed from meeting room at the conclusion of each meeting.
17. Ensure the meeting room is left clean and orderly.
18. Process District 15 correspondence as required.
19. Receive current mailing and telephone lists of District 15 Committee members from the District Registrar.
20. Serve as Service Sponsor of replacement to ensure an orderly transfer of responsibilities.

D. Treasurer.

1. Maintain District 15 funds securely.
2. Attend all meetings of the District 15 Committee and the District 15 Steering Committee.
3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District 15 Committee, District 15 Steering Committee, the Area Service Committee (A.S.C.), and the Area Assembly.
5. Keep accurate and permanent records of District 15 funds.
6. Validate Group names and registration numbers with the registrar to keep District 15 Group records accurate.
7. Record contributions to District 15 by Groups using the Group's name, registration number and amount donated.
8. Maintain the Treasurer's record in good condition.
9. Send receipts of contributions to contributing Groups.
10. Provide the Secretary with a copy of the Treasurer's Report which contains a list of contributing Groups for inclusion in the monthly District 15 Committee Minutes.
11. Pass the basket for Seventh Tradition contributions as needed for special purposes. Record the amount contributed for the meeting minutes.
12. Make a copy of the Treasurer's record and meeting record of the previous month's meeting available at District 15 Committee meetings for D.C.M.C. approval.
13. Maintain checkbook records and balance the District's bank account.
14. Ensure that District 15 expenses are paid on time.
15. Ensure that the D.C.M.C.'s name is placed on District 15's bank account.
16. Maintain custody of the Treasurer's records, District self-addressed envelopes, other Treasurer's supplies, and the key to the District's Post Office Box.
 17. Place a supply of District 15 self-addressed donation envelopes on the table at each District 15 Committee meeting for the G.S.R.s to take to their Groups.
18. Distribute any Post Office Box mail to the proper District members.
19. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

E. Registrar.

1. Maintain accurate records of District 15 Groups and G.S.R.s including name, address, telephone number and e-mail address.
2. Attend all meetings of the District 15 Committee and the District 15 Steering Committee.
3. Attend all Area Service Committee meetings (A.S.C.s), Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District 15 Committee, the District 15 Steering Committee, the Area Service Committee, and the Area Assembly.
5. Participate as a member of the District 15 Election Committee.
6. Work closely with D.C.M.s, G.S.R.s, Treasurer, and Standing Committee Chairs to keep Group records current and accurate.
7. Inform the D.C.M.C., Area Registrar, the G.S.O Records Department and/or the Conference Secretary of changes in Group or District information as necessary.
8. Inform new G.S.R.s of their Group name and number as it is currently registered with G.S.O.
9. Distribute and collect attendance sheets at District 15 Committee meetings.
10. Distribute updated mailing lists to the D.C.M.C., Alternate D.C.M.C. and the Secretary as soon as feasible after each District 15 meeting.
11. Determine eligibility of members for election to District 15 offices.
12. Prepare and distribute the District 15 Election Eligibility list at the two District 15 Committee meetings prior to the Election meeting.
13. Review and verify the M.S.C.A. Secretary's "List of Eligible Voters" and submit to the D.C.M.C. for delivery to the Area Chair.
14. Maintain and publish the District 15 Roster.
15. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

F. Archivist.

1. Develop, maintain and promote a District 15 Archives program and collect and maintain an historical collection of A.A. materials.

2. Maintain custody of the District 15 historical records, memorabilia, tapes and videos, and any items donated by Groups or individuals.
3. Maintain District 15 Archives properly and in good condition.
4. Research or facilitate the research of archive materials at the request of the D.C.M.C. and District 15 members.
5. Prepare and maintain on a continuing basis the District 15 Archives Inventory.
6. Maintain close coordination and liaison with Area Archivist and Archives Committee Chair and help to make all archives personnel mutually supportive in archives matters.
7. Develop and conduct actions to make members more aware of the District 15 Archives program in order to stimulate participation in expanding the District 15 Archives Collection.
8. Serve as Service Sponsor to replacement to ensure an orderly transfer of responsibilities.

Article VIII, Duties of District Committee Member (D.C.M.) And Alternate District Committee Member (Alternate D.C.M.)

- A. District Committee Member (D.C.M.).
 1. Maintain an effective service structure in the Subdistrict
 2. Attend all meeting of the District 15 Committee and the District 15 Steering Committee.
 3. Attend all Area Service Committee meetings (A.S.C.s), Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
 4. Participate as a member of the District 15 Committee, the District 15 Steering Committee, the Area Service Committee, and the Area Assembly.
 5. Work toward full G.S.R. representation of all the Groups in the Subdistrict at all District 15 Committee meetings, and Area Assemblies.
 6. Call G.S.R.s prior to the monthly District 15 Committee meeting and encourage them to attend. Advise them of the date and time of the next District 15 Committee meeting and the next Area Assembly.
 7. Assist the District Registrar in obtaining current Group information to update the District 15 Roster, the Area Roster, and the "Western Directory."
 8. Conduct D.C.M./G.S.R. subdistrict meetings during the monthly District 15 Committee meetings and other times as deemed appropriate. Discuss pending Area business and Group problems. Report findings and/or results and/or conclusions to the District 15 Committee.
 9. Visit Groups in the Subdistrict that are experiencing problems, at the request of the G.S.R.
 10. Encourage and assist G.S.R.s to develop leadership, knowledge, experience and love of A.A. General Service work.
 11. Service Sponsor Subdistrict G.S.R.s by continuing their study of the Twelve Traditions, the Twelve Concepts, "The A.A. Group" Pamphlet, "The A.A. Service Manual," "Box 4-5-9," and other General Service materials.
 12. Visit Groups in the Subdistrict that do not have G.S.R.s. Explain the importance of Group participation in A.A. through a G.S.R. and encourage them to elect their own G.S.R.
 13. Service Sponsor replacement to ensure an orderly transfer of responsibilities.
- B. Alternate District Committee Member (Alternate D.C.M.)
 1. Assist the D.C.M. to maintain an effective service structure in the subdistrict.
 2. Substitute for the D.C.M. when necessary.
 3. Attend all District 15 Committee meetings and District 15 Steering Committee meetings.
 4. Attend all Area Service Committee meetings (A.S.C.s), Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
 5. Participate as a member of District 15 Steering Committee and District 15 Committee meeting in the absence of the DCM
 6. Participate as a member of the Area Assembly.
 7. Participate as a member of the Area Service Committee in the absence of the D.C.M.
 8. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

Article IX. Duties of Standing Committee Chairs

- A. Archives Committee Chair.
 1. Attend all Area Archives Committee meetings and report to the District 15 Committee on Archives activities.
 2. Coordinate and be mutually supportive with the District 15 Archivist.
 3. Attend all meetings of the District 15 Committee, the District 15 Steering Committee, Area Service Committee (A.S.C.s), and the Area Assembly.
 4. Coordinate with the Area Archivist and the Area Archives Committee Chair specifically in matters concerning District 15 Archives activities and generally in archives matters.
 5. Prepare and maintain the District 15 Archives List.
 6. Promote interest, activity and concern for the A.A. Archives program.
 7. Service sponsor replacement to ensure an orderly transfer of responsibilities.
- B. Convention Liaison Committee Chair.
 1. Attend all Area Convention Liaison meetings and make a report to the District 15 Committee about Convention activities in our area.
 2. Attend all meetings of the District 15 Committee and the District 15 Steering Committee.

3. Maintain activity in conventions within the District 15 territory.
 4. Become knowledgeable about all current and future conventions.
 5. Promote attendance at A.A. Conventions.
 6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.
- C. Cooperation with the Professional Community (C.P.C.) Committee Chair.
1. Attend all Area C.P.C. meetings and report to the District on C.P.C. activities.
 2. Attend all District 15 Committee meetings and District 15 Steering Committee meetings.
 3. Form and maintain a District 15 C.P.C. Committee made up of G.S.R.s and other interested members.
 4. Establish projects for the District 15 C.P.C. Committee to work on.
 5. Intercede on behalf of Group experiencing problems with the court card program or treatment center members.
 6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.
- D. Grapevine Committee Chair.
1. Attend all Area Grapevine Committee meetings and report to the District 15 Committee on Grapevine activities.
 2. Attend all District 15 Committee meetings and District 15 Steering Committee meetings.
 3. Form and maintain a District 15 Grapevine Committee made up of G.S.R.s and Group Grapevine Representatives (GSRs) and other interested members.
 4. At District 15 Committee meetings make a report of Grapevine activities and encourage G.S.R.s to mention the "A.A. Grapevine" magazine in their G.S.R. reports on a regular basis.
 5. Distribute "A.A. Grapevine" subscription forms at each District 15 Committee meeting.
 6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.
- E. G.S.R. School Committee Chair.
1. Conduct a brief orientation for new G.S.R.s one half hour prior to the start of the monthly District 15 Committee meeting and encourage them to attend the G.S.R. School prior to the Area meeting.
 2. Attend all meetings of the District 15 Committee and District 15 Steering Committee.
 3. Participate as a member of the Area G.S.R. School Committee.
 4. Provide new G.S.R.s with a copy of "District 15 Guidelines," "The A.A. Service Manual," pamphlets and other General Service training materials.
 5. Maintain custody of District 15's G.S.R. School materials.
 6. Distribute literature to new G.S.R.s as available.
 7. Provide donation envelopes, to new G.S.R.s, for District 15, Mid-Southern California Area, and General Service Office (G.S.O.).
 8. Service Sponsor replacement to ensure an orderly transfer of responsibilities.
- F. Hospital and Institution (H.&I.) Liaison Committee Chair.
1. Attend all Mid-Southern California H.&I. Committee meetings and report to the District 15 Committee on H.&I. activities.
 2. Attend H.&I. meetings held within District 15 boundaries and report on those activities to the District 15 Committee.
 3. Attend all meetings of the District 15 Committee and the District 15 Steering Committee.
 4. Maintain activity in H.&I. projects occurring within District 15 boundaries.
 5. Coordinate any General Service and H.&I. activities that are required.
 6. Service Sponsor replacement to ensure an orderly transfer of responsibility.
- G. Intergroup Liaison Committee Chair.
1. Attend all Orange County and North Orange County Intergroup Association meetings and report to the District 15 Committee on Intergroup Matters.
 2. Maintain activity in Intergroup projects occurring within District 15 boundaries.
 3. Coordinate any General Service and Intergroup activities that are required.
 4. Attend all meetings of the District 15 Committee and the District 15 Steering Committee.
 5. Service Sponsor replacement to ensure an orderly transfer of responsibilities.
- H. Literature Committee Chair.
1. Attend all Area Literature Committee meetings and report of the District 15 committee on A.A. Literature activities.
 2. Attend all meetings of the District 15 Committee and the District 15 Steering Committee.
 3. Encourage A.A. members to purchase and read A.A. Conference-approved literature.
 4. Inform District 15 members, through displays and other suitable methods, of all available Conference-Approved literature, audiovisual materials, tapes, and any other special items that may be available.
 5. Set up a display rack at the District 15 Committee meetings and stock it with a varied selection of A.A. Conference-approved, Mid-Southern California Area Assembly approved, and other District 15 approved A.A. service oriented materials.
 6. Consider suggestions regarding proposed additions to and changes in Conference-approved literature and audiovisual material. Coordinate any recommended changes with the District 15 Steering Committee; The Area Literature Committee; Area Service Committee; Area Assembly; and General Service Office, as required.
 7. Service Sponsor replacement to ensure an orderly transfer of responsibilities.
- I. Public Information (P.I.) Committee Chair.

1. Attend all Area Public Information Committee meetings and report to the District 15 Committee on P.I. activities.
2. Attend all meetings of the District 15 Committee and the District 15 Steering Committee.
3. Maintain the District 15 Public Information (P.I.) Committee which is made up of G.S.R.s and other interested members.
4. Develop District 15-approved projects, e.g. those found in the “Public Information Workbook.” Report on progress to the District 15 Committee.
5. Provide the D.C.M.C. a monthly written report of on the status of all Public information projects that District 15 is involved with.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

J. Special Needs Committee Chair.

1. Attend all Area Special Needs Committee meetings and report to the District 15 Committee on Special Needs activities.
2. Attend all meetings of the District 15 Committee and the District 15 Steering Committee.
3. Maintain the District 15 Special Needs Committee which is made up of G.S.R.s and other interested members.
4. Develop and maintain a procedure to evaluate meeting places for helping special needs members and to determine accessibility to meeting sites.
5. Instill in District 15 Committee members, the importance of District 15 Groups accommodating alcoholics with special needs, and the importance of the A.A. Special Needs program.
6. Service Sponsor replacement to ensure the orderly transfer of responsibilities

K. Coordination with the Elder Community (CEC) Committee Chair.

1. Attend all Area CEC Committee meetings and report to the District 15 Committee on CEC activities.
2. Attend all meetings of the District 15 Committee and the District 15 Steering Committee.
3. Maintain the District 15 CEC Committee which is made up of G.S.R.s and other interested members.
4. Develop and maintain a procedure to evaluate meeting places for helping CEC members and to determine accessibility to meeting sites.
5. Instill in District 15 Committee members, the importance of the A.A. CEC program.
6. Service Sponsor replacement to ensure the orderly transfer of responsibilities

Article X. Ratification, Amendment, and Suspension

A. Ratification.

1. These guidelines shall become effective immediately upon acceptance by two-thirds of the District 15 members present and voting at a regularly scheduled District 15 Committee meeting.

B. Annual Review.

1. A District 15 Guidelines Review ad hoc Committee shall be appointed each February to conduct a review and study of the District 15 Guidelines and make recommendations for any changes deemed necessary. A written report shall be made to the D.C.M.C.
2. The ad hoc Committee Chair is responsible for a complete and thorough review of the District 15 Guidelines. The ad hoc Committee Chair’s term of service is from the date of appointment as Chair, to the date the revised Guidelines are distributed to District 15 Committee members. During this period, the ad hoc Committee Chair is a voting member of the District 15 Committee.
3. Editorial changes such as spelling, grammar and other revisions that have no significant impact on the Guidelines may be implemented by the ad hoc Committee with the concurrence of the District 15 Steering Committee.
4. Other recommended changes that may possibly affect District 15 policies and procedures must be reviewed by the District 15 Committee. Each “Proposed Change” shall be prepared on a separate page and presented to the District 15 Committee at a regularly scheduled District 15 Committee meeting.
5. Upon completion of the Guidelines Review, the Guidelines Review ad hoc Committee Chair shall complete the following sequence of actions.
 - a. Deliver the completed Review/Study report to the D.C.M.C. and the Steering Committee at a District 15 Steering Committee meeting.
 - b. Explain the Editorial Changes and request the concurrence of the Steering Committee in order to incorporate the Editorial Changes.
 - c. Explain each “Proposed Change” to the Steering Committee.
 - d. Present each “Proposed Change” to the District 15 Committee at the following District 15 Committee meeting.
 - e. Upon acceptance by two-thirds of the District 15 Committee members present and voting, incorporate recommended changes into the District 15 Guidelines.
 - f. Publish and distribute the revised District 15 Guidelines.

C. Amendment.

1. Guidelines changes proposed by the District 15 Guidelines Review ad hoc Committee shall follow the procedure in Article XB above.
2. Guidelines changes proposed between annual District 15 Guidelines Review.
 - a. All proposed amendments must be in writing and submitted to the District Secretary who will give them to the

- District 15 Steering Committee.
 - b. The proposed amendment shall be presented at a District 15 Committee meeting no later than two months following receipt by the District Secretary.
 - c. Prior to presentation to the District 15 Committee meeting, the Steering Committee shall provide opportunity for G.S.R.s and other District 15 Committee Members to become fully informed on the proposed amendment.
 - d. Upon acceptance by two-thirds of the District 15 Committee members, present and voting, the proposed amendment becomes a part of the District 15 Guidelines.
- D. Suspension.
1. Upon agreement by three-fourths of the District 15 Committee members, present and voting, these Guidelines, or any part thereof, may be suspended temporarily.

Article XI. District 15 Committee Meetings

A. District 15 Committee Meeting Day.

1. The District 15 Committee meeting is held on the first Thursday of every month including Thursdays which are on holidays. Meeting time is 7:00 p.m.

B. Typical District 15 Committee Meeting Format.

1. Call to Order: Serenity Prayer, GSR Preamble, 12 Traditions (complete short form), 12 Concepts (complete short form).
2. Introductions: New GSRs, GSR.s, DCM.'s District Officers, Standing Committee Chairs, Visitors, Guests, DCMC.
3. Tradition and Concept of the Month: This is to include a reading of the Long Form of the Tradition of the month followed by a discussion of that Tradition, and then a reading of the Long Form of the Concept the month followed by a discussion of that Concept.
4. Celebration of A.A. Birthdays: Any birthdays that have occurred since the last meeting are to be recognized and celebrated.
5. Questions, concerns, challenges: Discuss any questions or problems reported by members and/or attendees.
6. Officers Reports: Alternate D.C.M.C., Treasurer, Registrar, Secretary, Archivist
7. Announcements
8. Program
9. DCMC Report: To include a reading and explanation of any item(s) to be brought up at the Area Service Committee meeting or Area Assembly.
10. Old Business
11. New Business
12. Committee Reports: Archives, G.S.R. School, Public Information (P.I.), Convention Liaison, H.&I. Liaison, Special Needs, Intergroup Liaison, Grapevine, Literature, C.P.C., CEC
13. Subdistrict meetings, workshops and reports (as time permits).
14. Sample G.S.R. Report.
15. Reminders: Next Area meeting date and location.
16. Request for volunteers for help cleaning up meeting room.
17. Closing: Prayer of choice of Responsibility Statement.

C. Suggested Programs.

1. Area Officer presentations.
 2. Delegate's annual General Service Conference Report.
 3. Quarterly G.S.O. Board meeting reports.
 4. General Service Conference Agenda Items and Advisory Actions.
 5. Area committee chair presentations: Archives, Grapevine, Newsletter, Conventions Liaison, G.S.R. School, Public Relations (P.I.), C.P.C., H.&I., Registration, Finance, Literature, Special Needs, CEC
 6. Study session on Traditions, Concepts, and Conference agenda or A.A.Concern
 7. Guest presentations (Trustees, Past Delegates, Officers from other districts, or Areas, Delegates from other AA Areas)
1. Films or Video features.