

## DESCRIPTION: DISTRICT 18

District 18 is a division of Mid-Southern California Area 09, containing the A.A. Groups of Irvine and Costa Mesa. As the number of Groups within the District increases beyond manageability, District 18 will continue to create "local" Sub-Districts within the District, each with a District Committee Member (D.C.M.).

## I. PURPOSE: The Principal Purpose of District 18

- A. Strengthen our Groups through service work. Ensure that the opportunity to recover from alcoholism through the practice of the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts will be available for the alcoholic yet to come
- B. Keep the lines of communication open between A.A. World Services and the individual Groups through full registration and representation of all active Groups within the District's geographical boundaries
- C. Maintain A.A. World Services in the spirit of the Seventh Tradition by encouraging all Groups within the District to establish and participate in a regular contribution plan
- D. Develop knowledgeable and experienced General Service Representatives (G.S.R.s) through the study, practice and continuous application of the Twelve Steps, the Twelve Traditions, the Twelve Concepts
- E. Elect from these trusted servants, District Officers to form District 18 of the MSCA 09 Area Service Committee and participate in its functions

## II. MEMBERSHIP

- A. Full Voting Members of District 18
  1. ~~All~~ G.S.R.s who are currently registered as representing a Group within District 18
  2. Registered Alternate G.S.R.s are eligible to vote in the absence of their registered G.S.R.
  3. The Alternate District Committee Member Chair (Alt. D.C.M.C.)
  4. All currently serving D.C.M.s and Alternate D.C.M.s
  5. District 18 Officers including:
    - a. Secretary
    - b. Treasurer/Alternate Treasurer
    - c. Registrar
  7. Currently serving District Committee Chairpersons including:
    - a. Archives
    - b. CEC ~ Cooperation with the Elderly Community
    - c. CPC ~ Cooperation with the Professional Community
    - d. Corrections

- e. DCM School ~ District Committee Member School
- f. GSR School ~ General Service Representative School
- g. Grapevine/La Viña
- h. Literature
- i. PI ~ Public Information
- j. Treatment/Accessibilities

- 8. Currently serving Coordinate Committee Liaisons including:
  - a. Intergroup/Central Office Committees
  - b. Young People in A.A. Committees

B. Exclusions:

- 1. Each qualified voter shall have a single vote even though the member may be serving in more than one capacity or position
- 2. D.C.M.C. and Alternate D.C.M.C., D.C.M.s and Alternate D.C.M.s, all Officers of the District and Committee Chairpersons who have missed three consecutive District meetings will be considered inactive. Inactive members shall be replaced by their alternate or, if there is no alternate, by election
- 3. The D.C.M.C. is not a regular voting member. In the case of a tie, the D.C.M.C. will vote

III. LEADERSHIP

- A. In all District 18 proceedings, the District Officers shall receive their authority from the informed group conscience of all the District Members. The Officers shall serve the District in the spirit of the Twelve Steps, the Twelve Traditions, the Twelve Concepts ever observing the Rights of Decision, Participation and Appeal.
- B. The District Officers include:
  - 1. D.C.M.C.
  - 2. Alternate D.C.M.C.
  - 3. Secretary
  - 4. Treasurer/Alternate Treasurer
  - 5. Registrar
- C. Other District leaders include:
  - 1. D.C.M.s and Alternate D.C.M.s
  - 2. All Committee Chairpersons

IV. SOURCE OF FUNDS

- A. Tradition Seven states that A.A. Groups ought to be fully self-supporting; however, this does not apply to the various branches of A.A. Service, including Intergroups, General Service, Areas and Districts. These service branches are not self-supporting and are dependent upon A.A. Groups or individual members for their support

B. District 18 is entirely dependent upon receiving the support of the A.A. Groups within the District, and A.A. members of which it is comprised. This is implemented from a contribution plan as is suggested in the A.A. pamphlet "*Self-Support – Where Money and Spirituality Mix*" [http://www.aa.org/assets/en\\_US/f-3\\_selfsupport.pdf](http://www.aa.org/assets/en_US/f-3_selfsupport.pdf)

C. District 18 observes the Seventh Tradition at all the regular business meetings

D. District 18 accepts no monies, goods or services from non-AA persons or organizations, sells no merchandise, and raises no funds; which are not entirely voluntary contributions of its groups or members

E. The District receives these contributions at the District Post Office Box 3084, Costa Mesa, CA, 92626, or is delivered to the District Treasurer at any District meeting.

## V. ELECTIONS WITHIN THE DISTRICT

### A. Offices and Eligibility to Office

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

- a. A background in A.A. service work which goes with the D.C.M. job
- b. Enough sobriety (4-5 years suggested) to be eligible for election as an Area Officer or Delegate
- c. The time and energy to serve the District well
- d. Availability to attend all District Officers meetings, Area Service Committee meetings, and Area Assemblies

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

- a. A background in A.A. service work that goes with the G.S.R. job
- b. Enough sobriety (2-4 years suggested) to be eligible for election as an Area Officer or Delegate at the end of the two-year term as D.C.M.
- c. The time and energy to serve the District well
- d. Availability to attend all Area Service Committee Meetings and Area Assemblies

#### 3. Secretary, Treasurer and Registrar

- a. A minimum of two years (suggested) sobriety
- b. The time and energy to serve the District well
- c. Data entry, typing and record keeping skills as each of the positions requires
- d. Availability to attend District Officers meetings, Area Service Committee meetings, and Area Assemblies

#### 1. G.S.R. School Chairperson

- a. A background and familiarity with A.A. General Service work that goes with long term sobriety
- b. Working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts, and of the General Service structure
- c. The enthusiasm, desire and ability to pass this experience onto the incoming G.S.R.s

d. Available one half-hour prior to all District meetings for orientation and training

1. Past D.C.M.C.'s are eligible for District Office, keeping in mind the spirit of rotating leadership

B. Election Procedure:

1. Elections are held in November of odd-numbered years after the Area elections for all regular two-year positions commencing on January 1<sup>st</sup> of an even-numbered year
2. Election of the D.C.M.C. and the Alternate D.C.M.C. is by Third Legacy procedure
3. Nomination of D.C.M.s, other District Officers, and Committee Chairpersons may be by any method that the District deems expedient and fair. Written ballots are preferred in all elections
4. Vacated positions will be filled automatically by the Alternate. If no Alternate is available, an election will be held at the following District meeting. The District Secretary will notify all District members on the current roster of the vacancy and of the pending election
5. Newly created positions will be filled by election or by appointment by the D.C.M.C., subject to confirmation by assembled District members
6. It is preferred that more than one person be nominated for each vacant office and that the nominations be accepted from the roster of all persons eligible, willing and able to serve

VI. DUTIES OF THE D.C.M.C., D.C.M. AND THEIR ALTERNATES

A. D.C.M.C.

1. Is responsible for maintaining an effective service structure throughout the District
2. Holds and chairs the monthly District 18 General Service meetings and the District Officers meetings
3. Facilitates communication between the District and the Delegate, Area 09 Service Committee, and the General Service Office in New York if necessary.
4. Attends all Area 09 Service Committee meetings (A.S.C.s), Area 09 Assemblies, the Servathon and the Pre-Conference Workshop. Attendance at the Pacific Regional Alcoholics Anonymous Service Assembly (P.R.A.A.S.A.) and any other regional forums are desirable, depending on available funds.
5. Encourages and assists D.C.M.s to develop in leadership, knowledge, experience and the love of General Service work
6. Acts as a service sponsor to his/her replacement to ensure an orderly transfer of responsibilities
7. Participates as a voting member at the District 18 Officers meetings, the A.S.C. and the Area 09 Assemblies. Remains eligible for Delegate and Area service positions

B. Alternate D.C.M.C.

1. Acts as D.C.M.C. in the absence of Chair at District meetings
  2. Is responsible for assisting and/or substituting for the D.C.M.C., whenever necessary
  3. Is responsible for scheduling and setting up District Officers meetings
  4. Participates as a voting member at the District Officers meetings, the A.S.C. and the Area 09 Assemblies. Remains eligible for Delegate, District and Area service positions
  5. Facilitate review of guidelines every 2 years (odd numbered years). Review to be presented by District Officers for district acceptance
- C. D.C.M. and Alternate D.C.M.
1. Attends all District 18 General Service monthly meetings
  2. Attends all Area 09 Service Committee meetings (A.S.C.), Area 09 Assemblies and the Servathon
  3. Assists the District Registrar in obtaining current Group information to update the District Roster and the District and/or Area Registrar's list for inclusion in the Western Directory
  4. Visits those Groups of the sub-District which are not registered and carries the message of responsibilities of General Service work, helping the Groups to become registered and to develop a G.S.R. to represent their group
  5. Acts as a service sponsor to the sub-District's G.S.R.'s by continuing to study, practice and share experience of the Steps, Traditions, Concepts, A.A. pamphlets, The Service Manual, Box 459 publication, and any other service material
  6. Facilitates D.C.M./G.S.R. sub-District Roundtable/workshops during monthly District meetings when appropriate, discussing any pending Area 09 motions and helping the G.S.R.s solve their Group problems in the spirit of the Steps, Traditions and Concepts and reports to the assembled District on the Roundtable/workshop sharing
  7. Participates as a voting member at Area Service Meetings (added)

## VII. DUTIES OF THE DISTRICT OFFICERS

- A. Secretary
1. Assists the D.C.M.C. in maintaining an orderly functioning District
  2. Prepares, prints and distributes the monthly District Meetings Agenda, as directed by the D.C.M.C.
  3. Records the official Minutes of the District meetings. Prints and distributes the Minutes at the following District meeting. These Minutes are copied to the D.C.M.C. at least one week prior to the next District meeting for review.
  4. Processes District correspondence as necessary
  5. Maintains a current of the District Members as updated by the District Registrar
  6. Maintains custody of the Districts secretarial supplies
  7. Maintains in good condition copies of all District Minutes, Agendas and correspondence for the District archives. Presents these items to the Area Webmaster at least every 12 months, or more frequently.

8. Acts as a service sponsor to his/her replacement to ensure an orderly transfer of responsibilities
9. Participates as a voting member at the District Officers meetings and at the Area Service meetings

B. Treasurer

1. Keeps an accurate and permanent record of the District funds
  - a. Disburses funds from the District treasury, keeping accurate records and receipts of all such transactions
  - b. Any expenses not clearly stated as a normal function of a District Officer or member requires advance approval by a vote of the assembled membership
  - c. Transportation expenses to Area 09 or Pacific Region functions will be reimbursed at a rate of \$0.40 (forty cents) per mile, provided a diligent effort is made to make transportation open to any other District 18 members attending the event by offering to "carpool" and coordinate with District members to limit the number of vehicles utilized. Only one reimbursement will be made per event, unless the number of District members attending requires additional vehicles
  - d. District may reimburse D.C.M.C., or approved substitute, for travel and lodging expenses associated with attendance at P.R.A.A.S.A. and other approved Area 09 Conferences (such as the Pacific Regional Forum). This reimbursement amount will be subject to approval by a vote of District members prior to the event. All travel reimbursement will require expense receipts, not to exceed the amount of actual expense. The DCMC will also be required to provide a report back to the District.
1. Validates Group names and numbers with the Registrar to keep the District group records accurate and up-to-date
1. Records contributions to the District using the Group Name, G.S.O. number, meeting time and place, and preserves these records in good condition for the District archives
1. Acknowledges contributions by receipt to the contributors on a Quarterly basis.
1. Passes the basket at District meetings and records the proceeds and announces the amount collected at the next District meeting or shares the amount with the Secretary for inclusion in the monthly minutes.
1. Has custody of the Treasury records, return envelopes, key to the Post Office box, and other Treasury supplies
1. Checks the P.O. Box regularly and distributes any mail to the proper D.C.M.s and Officers
1. Acts as a service sponsor to his/her replacement to ensure an orderly transfer of responsibilities
- ~~4.~~ Participates as a voting member at the District Officers meetings and of the Area Service Meetings
1. Prepare and distribute an Annual Budget at the November District meeting for the following calendar year. This budget shall reflect projected monthly income and expenses and be voted upon by the District at the

December meeting. The treasurer will include in this Budget a maximum total suggested dollar amount for reimbursing District 18 members to attend Regional Conferences (such as PRAASA). Any District members who are reimbursed for expenses to a Regional Conference will be required to submit a report to the District within 3 months of returning from that event.

1. Alternate Treasurer: work closely with the Treasurer to maintain consistency and accuracy with regards to district funds. The Alternate Treasurer will be a voting member of District 18 and Area 09 in the absence of the District Treasurer.

#### C. Registrar

1. Keeps accurate records of the District Groups and G.S.R.s, by working closely with the D.C.M.s, the G.S.R. Chair, Secretary, Treasurer, and G.S.R.s to keep all Group records current
2. Informs the D.C.M.C. and the Area 09 Registrar, of changes to Groups, D.C.M. and/or Officer information as necessary
3. Registers new G.S.R.s and obtains Group information. Informs the G.S.R. of her/ his Group name and number as it is currently registered in the Western Directory, and assists with registration if not listed
4. Distributes and collects sign-in sheets at the District meetings to maintain accurate attendance records
5. Maintain current Contact list of all active District members and makes this information available on the District shared drive. Distributes to D.C.M.C. and Secretary Quarterly.
6. Is responsible for the preparation and distribution to all District members of the District Eligibility Roster prior to the District election, as required
7. Acts as service sponsor to his/her replacement to ensure an orderly transfer of responsibilities
8. Participates as a voting member at the District Officers meetings,, and of the Area Service Meetings

### VIII. DUTIES OF DISTRICT COMMITTEE CHAIRS AND COORDINATE COMMITTEE LIAISONS

- A. Archives Committee Chairperson
  1. Attends all Area Archive Committee meetings and reports to the District on activities
  2. Has custody of and is responsible for maintaining, in good order and condition, the historical records, memorabilia, tapes and videos, of District 18 and any items given from its Groups or individual members
  3. Researches or facilitates the research of archive materials
  4. Work closely with the OC Intergroup Board regarding any local Archive activities/ events.
- B. Cooperation with the Professional Community (C.P.C.) Committee Chairperson
  1. Attends all Area 09 C.P.C. Committee meetings and reports to the District on activities
  2. Forms a District C.P.C. Committee of interested District members
- C. G.S.R. School Chairperson

1. Conducts a brief orientation for incoming G.S.R.s, one half hour prior to the monthly District meeting
  2. Distributes the District Intro to General Service hand-out and any literature approved by the District, to all new incoming G.S.R.s
  3. In the absence of the Registrar, the Chair is responsible to obtain accurate, legible and complete District 18 registration forms and forwards completed forms to the Registrar
  4. Informs new GSRs and the District how to access/ obtain Area Workbooks (<http://msca09aa.org/forms.php>) supply of Booklets in accordance with the District finances.
  5. Guards the integrity of the District General Service Booklets and ensures that the District Officers approve of any additions or deletions to its contents, other than updating existing context.
  6. Has custody of G.S.R. Orientation materials and supplies
  7. Acts as a service sponsor to his/her replacement to ensure an orderly transfer of responsibilities
- D. Grapevine/La Viña Committee Chairperson
1. Attends all Area 09 Grapevine Committee meetings and reports to the District on activities
  2. Forms a District Grapevine Committee made up of interested District members
  3. Makes presentations to Groups about the Grapevine, upon request
  4. Maintains current Grapevine/La Vina subscription(s) for District 18
- E. Literature Committee Chairperson
1. Attends all Area 09 Literature Committee meetings and reports to the District on activities
  2. Encourages A.A. members to purchase and read A.A. Conference-approved Service literature
  3. Informs District members, through displays and other suitable methods, of all available Conference-approved literature
  4. Sets up a display rack at the monthly District meetings and keeps it stocked with a variety of service pamphlets and other conference approved literature
  5. Considers suggestions regarding proposed additions and changes in A.A. Conference-approved literature and audiovisual material. Coordinates any recommendations with the Area 09 Literature Committee, Area Service Committee, Area Assembly, and General Service Office
  6. Acts as service sponsor to his/her replacement to ensure an orderly transfer of responsibilities
- F. Public Information (P.I.) Committee Chairperson
1. Attends all Area 09 P.I. Committee meetings and reports to the District on activities
  2. Forms a District P.I. Committee made up of interested District members
  3. Develops and facilitates District approved and funded P.I. projects, and reports on their status to assembled District members at monthly meetings
  4. Works closely with the Intergroup P.I. Chairperson on combined events, such as the PI booth at the OC Fair or public speaking opportunities.
- G. Treatment/Accessibilities Committee Chairperson

1. Attends all Area 09 Treatment and/ or Special Needs Committee meetings and reports to the District on activities
  2. Forms a District Treatment/ Accessibility Committee made up of interested District members
- H. Committee on Corrections
1. Attends all Area Corrections Committee meetings and reports to the District on activities
  2. Regularly attends OC or South OC Hospitals and Institutions Committee meetings and acts as a liaison between General Service and these H and I Committees.
- I. Central Office/Intergroup Coordinate Committee Liaison - Attends all Orange
1. County Intergroup meetings and acts as a liaison between General Service and Intergroup
- J. Cooperation with the Elderly Community (CEC)
1. Attends all Area 09 CEC Committee meetings and reports to the District on activities
  2. Forms a District CEC Committee made up of interested District members
- K. District Committee Member (DCM) School
1. Attends all Area 09 DCM School meetings and acts as liaison to the District
  2. Assists District DCMs in resolving unrepresented group issues
- L. General Service Representative (GSR) School
1. Attends all Area 09 GSR School meetings and acts as liaison to the District

## IX. MONTHLY DISTRICT MEETINGS

- A. District 18 meets on the second Tuesday of every month at 7:00 PM at the currently used facility, which must be located within the geographic area of the District
- B. Suggested format of a District 18 meeting
1. Call to order, Serenity Prayer, GSR Preamble
  2. Introduction of new G.S.R.s, visitors and self-introductions around the room
  3. Report on Tradition of the month, Report on Concept of the month, Volunteer for Sample GSR Report;
  4. Call for volunteers for the next meetings Tradition and Concepts report and Snacks
  5. Area 09 Discussion/ Reports
  6. Basket passed for 7<sup>th</sup> Tradition
  7. Sign-in Announcement
  8. Old Business
  9. New Business
  10. Officer/ DCM Reports
  11. Committee Reports

12. Sample GSR Report (now sent in email after mtg) Announcements
13. Birthdays
14. Upcoming Events, Closing

C. Programs may include

1. Videos
2. Area 09 Committee member's presentations, including the Delegate's Annual General Service Conference Report
3. Committee presentations (G.S.R. Schools, Archives, Grapevine, P.I., C.P.C., etc.)
4. Skits, games or plays depicting some aspect of General Service work or concern
5. Study sessions on Traditions, Concepts, Conference agenda topics

D. Robert's Rules of Order is generally used as the governing procedure at all District meetings

X. DISTRICT OFFICERS MEETINGS

A. District Officers meetings shall be held once/month or as deemed necessary by current District officers; meetings shall be facilitated by the D.C.M.C.

B. The purpose of these meetings is to discuss the monthly agendas, to propose and set programs, and to discuss and make proposals on District 18 concerns and opportunities

C. Meetings shall be organized by the Alternate DCMC and facilitated by the DCMC

XI. SUB-DISTRICT CREATION

A. New sub-districts can be created as deemed necessary by the District, and approved by two-thirds majority vote

B. Sub-District Review

1. The review will be done by the D.C.M.C., the D.C.M.s and the District Officers in November of the even numbered years
2. The Registrar will prepare the Sub-Districting Report

XII. AMENDMENTS: This document may be amended as follows. Amendments must be dated (see top right of this document):

A. All proposed amendments must be written and submitted to the District Officers or designated committee for review and recommendations

B. Not later than three months from its submission, the proposed amendment must be submitted to the District with recommendations

C. Prior to action by the District, the Officers or committee shall provide sufficient opportunity for the District members to become fully informed on the issue

D. Upon acceptance by two-thirds of the District members present voting thereon, the proposed amendment becomes part of this document