

District 8
Mid-Southern California Area 09
GUIDELINES

I. District Description

- A. District 8 is part of the Mid-Southern California Area 09 in the Pacific Region of the General Service Conference structure and includes the following cities:

**Norco, Corona, Mira Loma, Rubidoux, Riverside, Mentone, Redlands,
Moreno Valley, Yucaipa, Calimesa**

- B. There are Four Sub-Districts in District 8

Corona/Norco * Riverside * Moreno Valley * Redlands/Yucaipa

II. District Purpose

- A. Keep the lines of communication open between the General
B. Service Office (GSO) and District 8 groups through full registration
C. and representation of all active Groups.
- B. Support the GSO in the spirit of the Seventh Tradition by encouraging all Groups in District 8 to establish and participate in a regular contribution plan.
- C. Develop knowledgeable and experienced General Service Representatives (GSR's) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, the Six Warranties and other principles or service contained in "*The A.A. Service Manual*"
- D. Elect a District Committee Member Chairperson (DCMC) and District Committee Members (DCMs) to represent District 8 at Area Service Committee Meetings and to participate with GSR's at Area Assemblies, and other Mid-Southern California Area 09 functions.

- E. Strengthen District 8 Groups through service work to ensure that the opportunity to recover from alcoholism for future alcoholics.

III. District Membership

A. Voting members of District 8

1. All GSR's who are currently registered as a representing a District 8 Group (Refer to the Pamphlets "The GSR" and "The GSR Handbook")
2. All registered Alternate GSR's are eligible to vote in the absence of their principal
3. All DCMs who are currently registered as representing a District 8 Sub-District
4. All registered Alternate DCMs are eligible to vote in the absence of their principal
5. District Officers
DCMC / Alternate DCMC / Secretary / Treasurer / Registrar
6. Area Standing Committee Members
Accessibilities
Archives
Co-Operation with the Elderly Community
Convention Liaison
Corrections
Co-Operations with the Professional Community
Grapevine
GSR School
H & I School
Intergroup Liaison
Public Information

B. Voting Guidelines

Each Qualified voter shall have a single vote even though the member may be serving in more than one capacity

C. Removal from Office

District Officers who have missed three (3) consecutive District meetings are subject to review by the District

III. District Steering Committee

A. Voting Membership

DCMC – Chairs the Steering Committee

Secretary – takes the minutes and distributes at the next District Meeting

Treasurer

Registrar

DCMs

Alternate DCMs

Area Standing Committee Members

B. Purpose of the Steering Meeting

The Steering Committee meets as needed (suggested quarterly) in order to guide the District to actively participate in A.A. matters and set the agendas for the District meetings

C. All GSRs are welcome to attend and participate in the Steering Committee Meeting

VI. District Election

A. Positions and Eligibility

1. DCMC and Alternate DCMC
 - a. A background in A.A. service work which is related to the DCM 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 meeting, Area Assemblies and other Area events

2. DCMs and Alternate DCM's
 - a. A background in A.A. service work which is related to the GSR 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 meeting, Area Assemblies and other Area events

3. Secretary, Treasurer, Registrar & Area Standing Committee Members
 - a. Minimum suggested sobriety of two years
 - b. The time, energy and willingness to serve the District well

 - c. The current DCMC and all past DCMC's are ineligible for election to a District Officer position in which they have served in the past. They are encouraged to participate in other District positions

B. Election Procedures

1. Elections for DCMC and Alternate DCMC are held in October of odd-numbered years
2. Elections for other District Officers and Area Standing Committee members are held in November of odd-numbered years unless time permits in October which time all elections will be held in October
3. The term of office is for two years commencing on January first of the year following the election
4. The DCMC and the Alternate DCMC are elected by the Third Legacy procedure
5. Other Officers and Area Standing Committee members are elected by majority vote

6. Voting may be by written ballot or a show of hands
7. Vacated District Officer and Area Standing Committee members' positions will be filled automatically by the alternate. If there is no Alternate, the Secretary will notify all persons on the roster that an election will be held
8. Past Delegate(s) may be invited to assist with District elections

VI. Duties of District Officers

(Refer to Service Manual for detailed description)

- A. **District Committee Member Chairperson (DCMC)**
 1. Maintain an effective service structure throughout the District
 2. Visit Groups in the District that do not have a GSR.
Explain the importance of Group representation in A.A. through a GSR and educate about the advantages and importance of electing a GSR for the meeting
 3. Service sponsor District GSRs by continuing their study of the Tradition, Concepts, "The A.A. Group" pamphlet, "The A.A. Service Manual", "Box 4-5-9", and other General Service material
 4. Prepare timely notices of Area meetings and special District meetings for addressing and mailing as required. Coordinate correspondence with District Secretary
 - d. Chair all District 8 Committee and Steering Committee Meeting
 - e. Attended all Area Service Committee Meetings, Area Assemblies, The Servathon, The Pre-Conference Workshop, the Foro de MSCA, the Pacific Regional Alcoholics Anonymous Service Assembly (PRAASA), and Regional Forums.
 - f. Participate as a member of the District Steering Committee, the Area Service Committee and the Assembly
 - g. Print and distribute the monthly District Committee Meeting Agenda. This duty may be coordinated and shared with the District Secretary
 - h. Maintain active communication between the District and the Mid-Southern California Area Delegate, the Area Service Committee, and the General Service Office in New York

- i. Encourage and assist DCMs to develop leadership, knowledge, experience and love of General Service work
- j. Replace service sponsors to ensure an orderly transfer of responsibilities

B. Alternate District Committee Member Chairperson (Alternate DCMC)

1. Assist the DCMC to maintain an effective service structure in the District
2. Substitute for the DCMC when necessary
3. Attend all District 8 Committee and Steering Committee meetings
4. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop and the Foro de MSCA
5. Maintain District Archives
6. Services sponsor replacement to ensure an orderly transfer of responsibilities.

C. Secretary

1. Maintains District records and performs secretarial services
2. Attend all District meetings and Steering Committee Meetings, Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop and the Foro de MSCA
3. Print and distribute the monthly District Committee Meeting Agenda. This duty may be coordinated and shared with the DCMC
4. Take minutes of the District Meeting and Steering Committee Meeting
 - a. Submit the minutes to the DCMC for approval before final printing
 - b. Distribute the minutes at the next District Meeting
 - c. When approved by the District Meeting send the minutes to the Webmaster to post on the MSCA09 District 8 web pages
5. Maintain copies of all District minutes, agendas, and correspondence in good condition for the District Archives

6. Receive current mailing and telephone lists of the District members from the Registrar. This job can be coordinated/shared with the District Secretary
7. Prepare timely notices of Area meetings and special District meetings for address and mailing as required while coordinating same with DCMC
8. Replace service sponsors to ensure an orderly transfer of responsibilities

D. Treasurer

1. Maintains the District funds securely and keep accurate and permanent records
2. Attend all District meetings and Steering Committee Meetings, Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop and the Foro de MSCA
3. Validate Group names and registration numbers with the Registrar to keep the District Group records accurate
4. Record donations to the District using the Group's name, registration number, meeting time, day and place on the District Treasurer and meeting record forms
5. Acknowledge donations by receipt to the donors with thank you letter and self-addressed stamped envelope
6. Provide the Secretary with a list of donating Groups for inclusion in the monthly District Committee minutes
7. Ensure that District expenses, including the District Post Office Box, are paid on time
8. Maintain custody of the Treasurer's records, District self-addressed envelopes, other Treasurer's supplies, the key to the District Post Office distribute mail to proper district members
9. Service sponsor replacement to ensure an orderly transfer of responsibilities

E. Registrar

1. Maintains accurate records of District Groups, GSR's and publish District 8 Roster

2. Attend all District meetings and Steering Committee Meetings, Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop and the Foro de MSCA
3. Work closely with DCM's, the GSR Schools Chairperson, Secretary, Treasurer and GSR's to keep District Group records current
4. Inform the DCMC, Area Register, the GSO Records Department and/or the Conference Secretary of changes in Group or officer information as necessary
5. Inform new GSR's of their Group name and number as it is currently registered in the Western Directory
6. Distribute and collect attendance sheets at District Committee meetings.
7. Distribute updated mailing lists to the DCMC and the Secretary as soon as feasible after each District Committee meeting
8. Determine eligibility of members for election to District office, prepare and distribute the District Eligibility Roster at the two District Committee meetings prior to the District election.
9. Service sponsor replacement to ensure an orderly transfer of responsibilities

F. District Committee Member (DCM) and Alternate (ALT. DCM)

1. Maintain an effective service structure in the Sub-district working toward representation
2. Attend all District meetings and Steering Committee Meetings, Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop and the Foro de MSCA
3. Assist the District Registrar in obtaining current Group Information to update the District Roster, the Area Roster and the Western Directory
4. Visit Groups in the Sub-district that are experiencing problems, when requested by the GSR
5. Visit Groups in the Sub district that do not have GSR's, explain The importance of Group representation in A.A. through a GSR, and encourage them to elect their own GSR
6. Service sponsor Sub-district GSR's by continuing their study of the

Traditions, Concepts, "The A.A. Group" pamphlet, "The A.A. Service Manual"

7. Service sponsor replacement to ensure an orderly transfer of responsibilities

VII. Ratification, Amendment, Suspension

- A. Ratification – These guidelines shall become effective immediately upon acceptance by two-thirds of the District present and voting
- B. Amendment – These guidelines may be amended as follows:
 1. All proposed amendments must be in writing and submitted to the District Secretary who will give them to the District Steering Committee
 2. The proposed amendment shall be presented to the District Committee Meeting no later than two months after receipt by the Secretary
 3. Prior to presentation to the District Committee Meeting, the Steering Committee shall provide opportunity for GSR's to become fully informed
 4. Upon acceptance by two-thirds of the District, present and voting the proposed amendment becomes a part of the District 8 Guidelines
- C. Suspension – Upon agreement by three-fourths of the District, present and voting these guidelines, or any part thereof, may be suspended temporarily for necessity

VIII. District 8 Meetings

- A. District Committee Meeting is held on the Third Wednesday of every month at 7:00pm – 8:30pm
- B. Suggested Format as follows:
 1. Serenity Prayer

2. Reading of the GSR Preamble
3. Introduction new General Service Representatives (GSR's), Visitors and guests
4. Birthdays
5. Traditions Report
6. Concepts Report
7. Ask for volunteers for net meeting's Tradition and Concept reports
8. Officer Reports:
 - a. DCMC
 - b. Alternate DCMC
 - c. Secretary
 - d. Treasurer
 - e. Registrar
9. DCM Sub-District Reports:
 - a. A-
 - b. B-
 - c. C-
 - d. D-
10. Old Business
11. New Business
12. Committee Reports:
 - a. Accessibilities
 - b. Archives
 - c. Convention Liaison
 - d. Cooperation with the Elder Community
 - e. Cooperation with the Professional Community
 - f. Corrections
 - g. Grapevine
 - h. GSR School
 - i. H & I
 - j. Intergroup Liaison
 - k. Literature
 - l. Public Information
13. Area ASC meeting or Assembly reminder, date, time and location
14. Request for volunteer with clean-up
15. Closing Prayer – Responsibility Prayer, We Serenity Prayer

C. Suggested Programs

1. Area Officer presentations
2. Delegate annual General Service Conference report
3. Area Committee Presentations:
4. Study sessions on Traditions, Concepts, and Conference agenda
5. Films and video
6. Traditions and Concepts Meeting (Format available in District Archives)