

# DISTRICT 10 GUIDELINES

## Preamble

**Service to the fellowship of Alcoholics Anonymous (A.A.) shall be the primary purpose of the District Service Structure. In all its proceedings, we shall observe the spirit of A.A.'s Twelve Traditions and Twelve Concepts mindful of the ideas expressed in the *A.A. Service Manual*. The Rights of Appeal, Participation, and Decision as expressed in the *A.A. Service Manual\** shall always be observed.**

**Service Structure Guidelines Revised and Effective January 3, 2013**

\*References to the A.A. Service Manual shall mean the most current edition, including any changes from prior editions.

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## INTRODUCTION

These District 10 Guidelines (Guidelines) describe the procedures that apply to the District 10 Committee. They constitute a supplement to, not a replacement of, the *A.A. Service Manual* and are the guidelines and procedures to be followed. These recommended Guidelines reflect the experience of the District Committee as a whole. The Guidelines contained herein may only be amended upon a two-thirds majority vote of the District Committee present; as described below.

### 1. DISTRICT COMMITTEE

#### 1.1 Membership of the District Committee

A. The District Committee is composed of the following:

- District Committee Member Coordinator (DCMC)
- Alternate DCMC
- District Committee Members (DCMs)
- Alternate DCMs
- District Standing Chairs and the Bridging The Gap (BTG) Coordinator
- District Treasurer
- District Secretary
- All General service Representatives (GSRs) representing groups holding meetings in District 10 (District)

B. Each member of the District Committee has a voice and a vote at the District Committee meetings. Interested A.A.'s are always invited to attend District Meetings, but they only have a vote through their GSR.

\*Sections 1-2 through 1-10 describe the qualifications and duties of each member of the District Committee.

## **1.2 District Committee Member Coordinator (DCMC)**

A. The following qualifications for the DCMC are suggested:

- A background as a DCM / Alternate DCM for a full two-year term.
- A minimum of three years of service in the District immediately prior to the term.
- A minimum of four years of continuous sobriety.
- The time and energy to properly serve the District.

### **Duties:**

- A. Coordinates District activities while maintaining continuity of experience. As a member of the Area 69 Committee, he or she is able to pass on the District's collective group conscience to the Area 69 Committee and has a voice and vote in all Area 69 and /or District activities. At any Area 69 voting function, when the DCMC is not present, the Alternate DCMC fulfills the DCMC's rights, duties and responsibilities.
- B. Holds monthly planning meetings (known as the DCM Planning Meeting) with the Alternate DCMC, DCMs, Alternate DCMs, District Treasurer, District Secretary, and District Standing Chairs.
- C. Coordinates the agenda for the monthly District Meeting (also known as the GSR Meeting).
- D. Chairs all DCM, GSR, and any other District Meetings in an orderly fashion. The DCMC must understand the District 10 Guidelines and apply them to any applicable situation.
- E. Contributes articles to the Area 69 and District newsletters.
- F. Gives written District reports at Area 69 functions.

- G. Is responsible for all District property, and assigns the use and custody of that property as needed.
- H. Is entitled to expense defrayment by the District on the same basis as that provided for DCMs.
- I. Is required to attend all DCM Planning and GSR Meeting Workshops, Committee Meetings, and BTG Workshops.
- J. A DCMC who is filling a vacancy for a prior term of office remains eligible to stand for his or her own full two-year term as DCMC.

**1.3                    Alternate District Committee Member Coordinator (Alternate DCMC)**

- A. The following qualifications for the DCMC are suggested:
  - A minimum of two years of service in the District immediately prior to the term.
  - A minimum of four years of continuous sobriety.
  - The time and energy to properly serve the District.

**Duties:**

- A. The Alternate DCMC shall be elected from one of the currently serving elected DCMs. This election shall take place at the first GSR Meeting of the new term of office.
- B. The Alternate DCMC will serve in the place of the DCMC, as needed, and will fill the DCMC position in the event of a vacancy prior to the next regularly scheduled election. An Alternate DCMC who is filling a vacancy in a prior term of office remains eligible to stand for his or her own full two-year term as DCMC.

- C. Is required to attend all DCM, and GSR meetings, and Area 69 Assemblies, Workshops, Committee Meetings, and BTG Workshops when the DCMC is unable to attend.

## **1.4 District Committee Member (DCM)**

The definition of a DCM can be found in the current *A.A. Service Manual* (Chapter Three: The District and the D.C.M.).

- A. The following qualifications for a DCM are suggested:
- A minimum of three years continuous sobriety
  - Completion of one full two-year term as a GSR or Alternate DCM.

### **Duties:**

- A. Each DCM will be assigned several groups in their given section. If the number of groups in the District grows to the point that the DCMs are assigned too many groups, then an additional DCM will be added.
- B. The DCM should visit each assigned group at least once every 90 days. DCMs will also visit their assigned groups, as required, if requested by the GSR. GCMs should be aware of the schedule and be available to attend group business meetings to convey the support of the District Committee.
- C. DCMs will rotate the responsibility for coordinating a minimum of two District Workshops per year. One workshop will be held the first half of the year, and the other will be held in the second half.
- D. For any Area 69 voting function where a DCM or their assigned Alternate District Committee Member (Alternate DCM) is not present to vote, then any other District Alternate DCM designated by the DCMC can exercise the voting right of the absent DCM for that particular meeting.

- E. DCMs are to attend all DCM Planning Meetings, GSR Meetings, District Workshops, and Area 69 Assemblies and Workshops. Each DCM or Alternate DCM is to attend all voting conferences.

## **1.5 Alternate District Committee Member ( Alternate DCM)**

- A. The following qualifications for an Alternate DCM are suggested:
- A minimum of two years of continuous sobriety.
  - Service within the past two years
  - A minimum of one year as a GSR in the District.

### **Duties:**

- A. An Alternate DCM assists, participates, and shares in the DCM responsibilities, serving in place of the DCM when the DCM is unavailable.
- B. An Alternate DCM attends all DCM and monthly GSR Meeting.
- C. An Alternate DCM is encouraged to attend all Area 69 functions.
- D. An Alternate DCM attends all DCM Planning Meetings, GSR Meetings, District workshops, and Area 69 assemblies and workshops whenever the corresponding assigned DCM cannot attend.

## **1.6 District Secretary**

The suggested qualification for a District Secretary is a minimum of two years of continuous sobriety.

### **Duties**

- A. Takes and reads the minutes at the monthly GSR Meeting and maintains a record of all draft and approved minutes of all meetings.
- B. Takes the minutes at the monthly DCM Planning Meeting.



- C. Records updates, group changes and new group information received from the GSRs and DCMs. Sends a copy of changes to the Area 69 Registrar and to Central Office, and acts as a liaison between the District and Central Office.
- D. Reports to the District Committee and DCMC, Alternate DCMC, DCM, Alternate DCM, District Standing Chairs, Secretary, or Treasure who has excessive unexcused absences from meetings designated in their Corresponding Duties section of these Guidelines.
- E. Maintains a current copy of the District 10 Guidelines, including any amendments thereto, and of the Area 69 Guidelines. In addition, maintains a list of suggested changes for the District 10 Guidelines and submits these to the next guidelines committee.
- F. Attends all DCM Planning Meetings and all GSR Meetings.

## **1.7 District Treasurer**

The suggested qualification for a District Treasurer is a minimum of two years of continuous sobriety.

### **Duties**

- A. Maintains the District P.O. Box, and checks it on a regular basis.
- B. Collects and reimburses all District funds in accordance with Article 4 hereof.
- C. Prepares a monthly written report for presentation and approval at the monthly GSR Meeting.
- D. Attends and chairs the annual District Budget Meeting, as outlined in 4-5.
- E. Attends all DCM Planning Meetings and GSR Meetings.

## **1.8 District Standing Chairs**

The purpose of a District Standing Chair is to provide an effective means of carrying the A.A. message to the media, to organizations and professionals interested in A.A., and to agencies and institutions dealing with the treatment of alcoholism.

- A. The following qualifications for a District Standing Chair are suggested:
- A minimum of two years of continuous sobriety.
  - A background in A.A. service, a strong willingness to serve, and the ability to organize and work well with others in A.A. service.

## **Duties**

- A. Coordinates all activities associated with the Chair's domain, utilizing the experience of the Area 69 Standing Chair counterpart, and attends all related Area 69 Assembly roundtable discussions.
- B. Serves for a two-year term. (Note: The two-year term limit does not apply to the District Archivist. See section 1-8 B.1)
- C. Utilize the GSO guidelines and/ or workbooks specific to their Standing Chair position.
- D. Adheres to the District 10 Guidelines.
- E. Has a functional knowledge of the A.A. Traditions.
- F. Prepares and submits an annual budget request, in writing, to the District Budget Committee by the August GSR Meeting.
- G. Takes responsibility and accountability for the approved budget. Expenditures anticipated to be above the budget must be requested at the DCM Planning Meeting for approval.
- H. Attends all DCM Planning Meetings, GSR Meetings and District workshops, all Area 69 assemblies and workshops, and BTG workshops whenever possible.
- I. Provides a verbal committee report at the monthly GSR Meeting, and a written or electronic copy to the Literature Chair for inclusion into the monthly newsletter.

## I. Archive Standing Chair

### Duties

- A. May serve for an unlimited succession of terms, subject to review and approval every two years at the District Fall Election Meeting.
- B. Serves as a committee member of the Area 69 Archivist, as described in the Area 69 Guidelines, assisting in the coordination of materials for availability at various District sponsored functions, as needed.
- C. Is available for consultation with the Area 69 Archivist.
- D. Annually assesses and reports the safety and condition of the District Archives. Provides a written report to the DCMC, submitted in October GSR meeting.
- E. Considers what types of current material, such as bulletins, minutes, fliers, and correspondence, should be accumulated.
- F. Is available to attend the Pre-Conference, Post-Conference, and Fall Assembly to meet with the Area 69 Archivist.
- G. Is available to assist with display, set-up, and security of the District Archives at the functions list in time F.
- H. Attends all DCM Planning Meetings, GSR Meetings, District workshops, and Area 69 Assemblies and workshops.

## II. Cooperation with the Professional Community (CPC)

### Duties

- A. Provides information about A.A. and contact information to those who have contact with alcoholics through their professions. This group may include teachers, physicians, nurses, clergy, lawyers, social workers, union leaders, and industrial managers.

- B. Conducts informal surveys of the need for information among professional groups.
- C. Informs members of the District Committee concerning CPC Guidelines, motivates possible CPC projects, and supports those willing to do the work.
- D. Distributes literature geared to the needs of professionals in the community. Provides literature to local professional conferences where appropriate.
- E. Organizes and presents workshops to professionals in the District.
- F. Works closely with the Public Information, Correction Facilities, and Treatment Standing Chairs at the District and Area 69 level to develop the most effective delivery of service and information to the professional community.
- G. Assists the Area 69 CPC Chair with the annual “University of Utah School on Alcoholism and Other Drug Dependencies. “
- H. Attends all DCM Planning Meetings, GSR Meetings, District workshops, and Area 69 assemblies and workshops.

### III. **Correction Facilities Standing Chair**

#### **Duties**

- A. Obtains and maintains all communication with the correction authorities; Warden, Commanders, Judges, Captains, Lieutenants, and Counselors.
- B. Keeps the GSRs and DCMs informed of activities at the DCM and GSR Meetings.
- C. Distributes appropriate A.A. literature and other material to the various correctional facilities in the District.
- D. Ensures the continuance of the “Bridge The Gap” program, and administers any programs of involvement to A.A. members who are incarcerated.
- E. Provides updated Correction Guidelines from GSO to Correction Standing Committee volunteers with a copy to the District.

- F. Attends all District Committee Planning Meetings, GSR Meetings, District workshops, and Area 69 Assemblies and workshops.

#### IV. Grapevine Standing Chair

##### Duties

- A. Provides information to all groups in the District about the *Grapevine*, the International Monthly Journal of A. A.
- B. Promotes *Grapevine* Subscriptions in the District.
- C. Encourages groups in the District to elect a *Grapevine* Representative.
- D. Sets up a *Grapevine* display at the District functions.
- E. Works with other District Chairs to gather back issues of the *Grapevine* for the purpose of distributing them to the various facilities and institutions.
- F. Attends all DCM Planning Meetings, GSR Meetings, District workshops, and Area 69 assemblies and workshops.

#### V. Literature Standing Chair

##### Duties

- A. Experience with e-mail client programs (e.g., MS Outlook, Outlook Express, or Thunderbird) and office productivity programs suites (e.g., MS Office or OpenOffice.org).
- B. Experience with desktop publishing programs (e.g., MS Publisher).

- C. Publishes and distributes a monthly District 10 newsletter that includes the following sections:
- Minutes from the preceding month's District Meeting
  - DCMC report
  - Standing Chair reports
  - Financial statement
  - Other articles submitted by A. A. members as related to A.A.
- D. Maintains and distributes at monthly GSR Meetings the "new GSR" packet, which includes the following items:
- General Service Manual
  - GSR Pamphlet
  - District Guidelines
  - GSR Survival Guide
- E. Attends all DCM Planning Meetings, GSR Meetings, District workshops, and Area 69 assemblies and workshops.

## VI. **Public Information Standing Chair (PI)**

### **Duties**

- A. Sets up and maintains literature in those areas not specifically covered by other committees.
- B. Provides information to all local newspapers and periodicals.
- C. Makes public service announcements available to local radio and television stations.
- D. Provides contact with public and private schools, colleges, and universities in the District, providing arrangements for speakers, films, literature, and other information available to them.

- E. Assists Area 69 PI Chair with the annual “University of Utah School on Alcoholism and Other Drug Dependencies. “
- F. Recognizes and informs the District about special needs.
- G. Attends all DCM Planning Meetings, GSR Meetings, District workshops, and Area 69 assemblies and workshops.

## VII. **Treatment Standing Chair**

### **Duties**

- A. Works in cooperation with local treatment facilities, and shares thinking and experience on A.A. in treatment facilities.
- B. Seeks to understand, respect, and adhere to all treatment facility regulations.
- C. Makes information about A.A.’s function and purpose available.
- D. Assists in the formation of new meetings in treatment facilities as required.
- E. When allowed to do so, takes regular A.A. meetings into treatment facilities within the District.
- F. Encourages group participation.
- G. Sets up and maintains a liaison program between treatment facilities and the A.A. community.
- H. Arranges the purchase and distribution of literature for treatment facilities groups and meetings. Some groups may collect back issues of the Grapevine for redistribution.
- I. Carries the message of A.A. via Box 459 and other pertinent and ongoing programs affecting those who are in treatment.
- J. Ensures the continuance of the “Bridge the Gap” Program, and administers any programs of involvement to A.A. members who are incarcerated.

K. Coordinates the Temporary Contact Program ---that part of Bridging the Gap designed to help the alcoholic in an alcoholism treatment program making the transition between a treatment program and A.A.

L. Attends all DCM Planning Meetings, GSR Meetings, District workshops, and Area 69 Assemblies and workshops.

## **1.9 District Bridging the Gap Coordinator (BTG)**

The suggested qualification for a District BTG Coordinator is a minimum of two years of continuous sobriety.

### **Duties**

- A. Creates and maintains a secure database of temporary contacts.
- B. Maintains a post office box for correspondence.
- C. Presents BTG to A.A. members, and encourages A.A members to participate in a BTG program.
- D. Instructs A.A. members that carry meetings into correctional facilities on how to present the BTG program to inmates and / or prospective members.
- E. When new members request to be “bridged” into the Fellowship of A.A., facilitate those requests.
- F. Always strive to invent methods to better carry the message.

## **1.10 General Service Representative (GSR)**

The definition of the GSR can be found in the current A.A. Service Manual (Chapter Two: The Group and the G.S.R.).

- A. GSRs represent their groups at GSR Meetings and at District and Area 69 assemblies at which GSRs have a vote. \*Ref. appendix – page 29 of these Guidelines.



- B. Each GSR will vote their informed group conscience. However, every GSR carries the Right of Decision and may, as circumstances dictate, vote or change their previous vote without full consultation with their group, as provided in Concept III.

## **2. DISTRICT COMMITTEE MEETINGS**

- A. All members of the District Committee meet together on the first Monday of every month for the GSR Meeting unless the first Monday is a holiday in which event the monthly meeting will be held on the following Monday. Special GSR Meetings may be called as necessary. All members of the District Committee have a voice and a vote at the GSR Meetings.
- B. The DCM Planning Meeting is held on the Thursday immediately preceding the monthly GSR Meeting. The DCM Planning Meeting is attended by the DCMC, DCM, District Secretary, District Treasurer, and District Standing Chairs, all of whom have a voice and a vote at the DCM Planning Meeting.
- C. The Alternate DCM is to attend all District business meetings and Area 69 Assemblies, Workshops, Committee Meetings, and BTG Workshops whenever the corresponding assigned DCM is not able to attend.
- D. The District Secretary, District Treasurer, and District Standing Chairs should attend all DCM Planning Meetings, GSR Meetings, and District Workshops.
- E. Each GSR should attend the monthly GSR Meeting, District workshops, Area 69 Pre-Conference Assembly, Post-Conference Assembly, and Fall Assembly.
- F. A DCMC, Alternate DCMC, DCM, Alternate DCM, District Standing Chairs, District Secretary, or District Treasurer shall not miss more than two consecutive or three total required meetings per term. If more than two consecutive or three total required meetings per term are missed, then the governing body shall have the option of voting that person out of office.

### 3. DISTRICT ELECTIONS AND VOTING PROCEDURES

#### 3.1 District Elections

- A. District elections will be held at the September GSR Meeting of even numbered years to coincide with Area Elections.
- B. All GSR's and other members of the District Committee serve for a two year term beginning on January 1<sup>st</sup> of the odd numbered year following their election.

#### 3.2 Procedure for Electing Persons for Service Positions

- A. All District elections will be conducted by the DCMC.
- B. A two-thirds majority is required to win the election. If a two-thirds majority has not been reached at the end of five votes, the hat method may be used. (See the A. A. *Service Manual* Chapter One: Introduction to General Service, **The Third Legacy Procedure** for a description of the procedure.)
- C. The GSRs will be given the option of having a raise of hands or a written ballot vote.
- D. All GSRs, Alternate GSRs, DCMs, Alternate DCMs, DCMC, Alternate DCMC, District Standing Chairs, District Secretary, and District Treasure are eligible to vote. A person has only one vote. [For example, if person (A) is an Alternate DCM and is also a GSR, then they would have two options: (1) if their group provides an Alternate GSR to the voting assembly, then that person (A) should vote as an Alternate DCM and have the group's conscience vote by the Alternate GSR vote. (2) On the other hand, if the group does not provide an Alternate GSR, then that person (A) should vote their group's conscience, i.e., as his or her groups GSR and not as an Alternate DCM.

### 3. Qualifying

- A. Any person willing to serve in any District position will be required to stand and qualify them selves verbally at the GSR Meeting in which the elections take place. If a qualified person is unable to attend, that person may submit a written statement of qualification and willingness to service. This statement is to be given to a DCM prior to the GSR Meeting which the elections take place and presented by that DCM at the GSR Meeting at which the elections will be conducted.

### 3.4 **Restrictions**

- A. A person shall not be allowed to hold a District service position if they currently serve in another District or on the Area 69 Committee. A person shall not hold more than one District service position with the following exceptions: the Alternate DCM, who may also be a GSR, the Alternate DCMC, who may also be a DCM, and a Standing Chair, who may also be a GSR. In each of these circumstances, the one individual is entitled to one vote only, even though he or she may hold more than one position. [Also see Section 3-2 (D).]

### 3.5 **Rotation**

- A. Conforming with A.A.'s Spirit of Rotation, no one may succeed their prior term in office, unless they are filling the balance of someone else's term, in addition, no one may serve again in a position they have previously held without an intervening break of at least one year.

### 3.6 **Electing a DCMC**

- A. The DCMC serves a two-year term and cannot succeed his or her own full term.
- B. The DCMC shall be elected by those who have a vote at the GSR Meeting, as per the election procedure in Section 3-2.

### **3.7 Appointing and /or Electing an Alternate DCMC**

- A. The Alternate DCMC will appointed and /or nominate during the January GSR Meeting following the District elections. The Alternate DCMC is approved and/or elected by those who have a vote at the GSR Meeting, as per the election procedure in Section 3-2.
- B. In the event that the DCMC is unable to fulfill their duties, the Alternate DCMC will assume these duties until the DCMC is able or until the next District elections.
- C. An Alternate DCMC will continue to hold his /her position as elected (i.e., DCM).

### **3.8 Electing a DCM**

- A. The first opportunity to fill a vacant DCM position will be offered to the existing Alternate DCMs in the order of their seniority and confirmed by a two-thirds majority vote at the next GSR Meeting after offering to serve and qualifying themselves.
- B. If the DCM position is not filled by an Alternate DCM, the DCM position will be filled by a qualified individual by election, as provided in Section 3-2.
- C. Any person elected to a vacated DCM position will fill the remainder of that DCMs two-year term. They will then be eligible to run for a full two-year term of the own.
- D. In order that all experienced DCMs will not rotate out at the same time, four DCM's will be elected in odd-numbered years, and four DCMs will be elected in even-numbered years.
- E. DCMs serve for a two-year term.

### **3.9 Electing an Alternate DCM**

- A. A GSR can serve as an Alternate DCM without giving up his or her GSR position.
- B. An Alternate DCM serves a two-year term in conjunction with their assigned DCM.

### **3.10 Electing a Standing Chair, District Treasurer, and District Secretary**

- A. A Standing Chair, District Treasurer, and District Secretary shall be elected by those who have a vote at the GSR Meeting, as per the election procedure in the 3-2.
- B. If vacated, this position will be filled at the next regularly scheduled GSR Meeting, as per the election procedure in Section 3-2.

### **3.11 Voting Procedure on Other Matters**

- A. With respect to any vote on any matter a person who holds more than one service position in the District is allowed only one vote on the issue. Unless otherwise provided, all other votes shall be approved by a simple majority of those in attendance at the meeting at which the matter is voted upon, (including but not limited to the election of persons for service positions, adoption of budgets, consideration of motions, or any other issue subject to a vote).

## **4. FINANCE**

### **4.1 Prudent Reserve**

- A. The District will hold \$4,000.00 in a prudent reserve. Monies in excess of \$4,000.00 are to be used for current and expected expenditures and should be used to help defray travel expenses of the District DCMC, DCM's. The purpose of defrayments is to assist in covering a portion of expenses while serving in a District position. Actual expenses must be incurred by the individual requesting defrayment. A travel allowance will be paid to District DCMC, DCM's\_attending Area 69 Assemblies, Workshops, and Committee Meetings. District travel all allowances are defined in bullets below:
  - Cost of registration to Area 69 Assemblies and Workshops, not including banquets, meals, coffee, etc.

- Travel at .20 cents per mile to Area 69 Assemblies and Workshops, and Area 69 Committee Meetings, based on Utah mileage chart in the District Guidelines.
- Lodging at a rate of \$50.00 per night hotel expenses outside a 30 mile radius and a round trip of at least 60 miles from Salt Lake City: two nights for Area 69 Assemblies and one night for Area 69 Workshops and Committee Meetings.
- The maximum defrayment for any one individual to attend PRAASA or the Regional Forum shall be \$300.00. The expense defrayment for attending PRAASA shall be available for on DCM (or Alternate DCM) and one Standing Chair from the District. The expense defrayment for attending the Regional Forum shall be available to one DCM (or Alternate DCM) and one Standing Chair from the District.
- All District funding of operating expenses including funds either forwarded or reimbursed shall require a full and timely accounting of expenses and receipts.

#### 4.2 **Check Authorization**

- A. The District Treasurer, the DCMC, and the District Secretary are authorized to sign checks.
- B. Two authorized signatures are required to release the disbursement of District funds.

#### 4.3 **PRAASA and Regional Forum Representatives Selection**

- A. PRAASA and Regional Forum representatives will be selected during the October or November monthly GSR Meeting by a simple majority vote. To be eligible you must not have previously attended any PRAASA or Regional forum. Priority will be given by seniority of service.

#### 4.4 **District Funds Restrictions**

- A. No District funds will be released to purchase any literature that is not A.A. Conference approved.

#### 4.5 **District Budget Committee**

- A. In the August GSR Meeting a District Budget Committee will be formed to write a Proposed District Budget. The Budget Committee will consist of the District Treasurer, five DCMs and five GSRs. The Budget Committee will have an odd number of members to avoid a tied vote.

#### 4.6 **Responsibilities of the District Budget Committee**

- A. District Budget Committee will be responsible for:
- Collecting the District Standing Chairs Committee Budgets for the following year.
  - Proposing a budget for the District Workshops for the following year.
  - Presenting a proposed District Budget during the GSR Meeting in October.
  - Determining and recording the amount of excess funds, after considering first quarter expenditures for disbursement.
- B. The District Budget for the following year will be approved at the November GSR Meeting by a majority vote of the District Committee.
- C. Amendments to the approved Budget will require the consent and affirmation vote by a simple majority of the District Committee.
- D. The District Budget will be reviewed and amended, if necessary at the following July GSR Meeting during the Treasurer's report by a simple majority of the District Committee.

- E. At the end of each calendar year, funds in excess of the prudent reserve and current budget expenses will be disbursed in equal parts to the General Service Office, Area 69, and Salt Lake Central Office. (as mentioned in 4-6 A. bullet #4)
- F. No District funds will be released for any event or activity not hosted by the District.
- G. Upon a District split, all funds in the District account will be divided with the newly created District on an equitable basis.

## **5. DISTRICT GUIDELINES**

### **5.1 District Guidelines Review Committee**

- A. A District Guidelines Review Committee will be organized during the June GSR Meeting of even years. The Committee shall consist of at least three DCMs and four GSRs. The purpose of the Committee is to review and recommend District 10 Guideline changes. The Committee shall meet as necessary to complete their review and suggest changes.

### **5.2 Approving the District 10 Guidelines**

- A. Any suggested revisions to the District Guidelines will be voted on during the November GSR Meeting and approved by a two-thirds majority of the voting members attending. Any revisions passed will go into effect immediately unless a different date is specifically provided.

### **5.3 District Guidelines Distribution**

- A. All members of the District Committee as well as the Area 69 Delegate, Area 69 Secretary, and Area 69 Archivist will be given a copy of the current District Guidelines following the January GSR Meeting.



## APPENDIXES

### A. Meetings for District 10 DCMs and GSRs.

EVENT	TIMES	DCM VOTE	GSR VOTE	NO VOTE	BUSINESS DISCUSSED
Home Group Business Meeting	As called by the GSR		<input type="checkbox"/>		Group Business Group Conscience
GSR Meeting	1 per month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group / District GSR / DCM Required
DCM Meeting	1 per month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	District DCM required
Area Committee Meeting	3 per year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area / DCM required
Special Committee Meeting	As needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area / DCM required
Area Service Workshops	2 per year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recommended for everyone is service
Fall Assembly	1 per year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area Business DCM / GSR required
Post-Conference Assembly	1 per year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area Business DCM / GSR required
Pre-Conference Assembly	1 per year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Service Conference Business Vote on Advisory Actions DCM / GSR required
District 10 Workshops		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recommended for everyone is service