

**DISTRICT #6**  
**STRUCTURE AND GUIDELINES**

**KAUAI, HAWAII**  
**October 24, 2006**

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## **Background**

**The District 6 Structure and Guidelines are based on AA General Service knowledge and experience shared in "The AA Service Manual," combined with "The Twelve Concepts for World Service" by Bill W. and the "Structures and Guidelines, Hawaii Area Assembly of the General Service Conference of Alcoholics Anonymous."**

**Additionally, other AA Conference approved literature has been used to develop these Hawaii Area #17, District #6 Structure and Guidelines.**

**The Structure and Guidelines are created to define roles, to give structure to our trusted servants on their duties and responsibilities and to guide this body into action, which would benefit those groups we serve.**

## **Article I District**

District #6 is part of the Hawaii Area (Area 17) in the Pacific Region of the General Service Conference Structure. The Hawaii Area is divided into Districts as indicated in Appendix B of the Structure and Guidelines, Hawaii Area Assembly of the General Service Conference of Alcoholics Anonymous, July 2001.

## **Article II District Purpose**

- ❖ Keep the lines of communication open between the General Service Office (GSO), Hawaii Area #17, Kauai Intergroup and District 6 Groups through full registration and representation of all active Groups.
- ❖ Develop knowledgeable and experienced General Service Representatives (GSRs) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, and other principles of service as contained in the "AA Service Manual".
- ❖ Elect a District Committee Member to represent District #6 at Area Committee meetings and to participate with GSRs at Area Assemblies and other Hawaii Area #17 functions.
- ❖ Strengthen District #6 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.
- ❖ Support the AA service structure including the General Service Office, the Hawaii Area #17 and District #6 in the spirit of the Seventh Tradition by encouraging all Groups in District #6 to establish and participate in a regular contribution plan.

## **Article III District Membership**

- ❖ The following shall be full voting members of the District:
  1. The District Committee Member (DCM)
  2. Alternate DCM
  3. Secretary
  4. Treasurer
  5. General Service Representatives (GSRs)
  6. Standing Committee Chairs: Archives, CPC, Grapevine/Mynah Bird, Hospitals, Public Information, Corrections, Treatment, and any other committees the District might have.
  7. AlternatesAll members serving in an alternate Trusted Servant position have the same voting privileges as their principals, only when their principals are absent. (This provision does not apply to the Alternate DCM who is already a full voting member.)
- ❖ Exclusions
  1. Each qualified voter shall have a single vote even though the member may be serving in more than one capacity.

2. **District Officers, Standing Committee Chairs who have missed two business meetings without a written report sent to a designated District member 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.**

#### **Article IV District Officers**

- ❖ **District Committee Member (DCM)**
- ❖ **Alternate District Committee Member**
- ❖ **Recording Secretary**
- ❖ **Treasurer**

#### **Article V Duties and Responsibilities of the District Officers**

- ❖ **District Committee Member**
  1. **Perform the duties specified in the "AA Service Manual", page S29.**
  2. **Attend Groups' Business Meetings, when possible.**
  3. **Present candidates for all Standing Committee Chairs for approval by the committee as a whole.**
- ❖ **Alternate DCM**
  1. **Perform the duties as specified in the "AA Service Manual," on page S30.**
  2. **Attend Groups' Business Meetings, when possible.**
  3. **Maintain accurate records of District Officers, District Groups, and GSRs, including name, address, telephone number, email address. (Act as registrar)**
  4. **Create and distribute District #6 roster at District meetings.**
  5. **Inform the new GSRs and Groups of their name and group number registered at the General Service Office (GSO).**
  6. **Assist DCM at meetings by registering voting members, to determine a quorum and if motions are passed or defeated.**
  7. **Attend Kauai Intergroup meetings as a liaison from the District**
  8. **Performs such other duties, as may from time to time, be deemed necessary by the members of the District.**
- ❖ **District Recording Secretary**
  1. **Record the minutes of the District meetings.**
  2. **Publish and mail to all District members the minutes of the previous meeting within one week following the respective meeting.**
  3. **Present minutes for approval at the next business meeting.**
  4. **Mail District minutes to Delegate, Alternate Delegate and Area Archives Chair in the Hawaii Area.**
  5. **Have custody of all District records.**
  6. **Send out notices to District members of meetings and assemblies.**
  7. **Keep an updated mailing list (snail mail and/or email) to utilize in District mailings.**

8. **Maintain copies of all District minutes, agenda, and correspondence in good condition.**
9. **Create and maintain a phone tree.**

❖ **District Treasurer**

1. **Keeps written financial records for the District.**
2. **Receives contributions from AA Groups and other sources and maintains records of monies received.**
3. **Makes disbursements by check for such purposes as determined by the approved District budget and maintains records of all disbursements.**
4. **Maintains checking account for depositing all receipts and disbursements. Signature card signed by Treasurer and DCM.**
5. **Provides accurate and updated written financial reports at District meetings of the District's receipts and disbursements of monies and the balance in each budget category for approval.**
6. **Makes available bank statements and pertinent information as requested.**
7. **Considers sending out thank you notices of receipt of contributions on behalf of District #6.**
8. **Maintains custody of one of the keys to the District #6 post office box along with other treasurer's supplies.**
9. **Makes list of mailing addresses for District, Intergroup, Area and GSO to pass to Group Treasurers.**
10. **Advises District in financial matters concerning the budget.**
11. **Maintains a prudent reserve of three (3) months' expenses.**

**Article VI General Service Representative (GSR)**

- ❖ **Perform the duties specified in the "AA Service Manual", S24-S25.**
- ❖ **Perform other such duties, as may from time to time, be deemed necessary by the members of the District.**

**Article VII Standing Committee Members**

- ❖ **Archives**
- ❖ **Corrections**
- ❖ **Cooperation with the Professional Community (CPC)**
- ❖ **Grapevine/Mynah Bird**
- ❖ **Hospitals**
- ❖ **Public Information**
- ❖ **Treatment Settings/Accessibility**
- ❖ **Website (added Oct 2012)**

**Article VIII Duties and Responsibilities of Standing Committee Members**

- ❖ **Common Duties**

1. Regularly attend District #6 meetings.
2. Provide written reports to District recording secretary at monthly meetings.
3. Send alternate to District #6 meetings if unable to attend.
4. Perform the duties specified in pages 8-9 of the Structure and Guidelines, Hawaii Area Assembly of the General Service Conference of Alcoholics Anonymous pertaining to each trusted servant's committee.

#### **Article IX Priority of Spending**

Pre-approved and do not require vote for spending:

- ❖ **District Meetings:** Pay all expenses for District meetings. Rent and coffee, etc., for example.
- ❖ **DCM Travel:** To fund DCM's participation at Area Assemblies and Area Committee Meetings.
- ❖ **Treasurer's Expense:** Paper, envelopes, stamps, etc., and a PO box, if we have one.
- ❖ **Secretary Supplies:** Pay all expenses incurred from copy costs of minutes, reports, rosters, stamps, paper, etc.

#### **Article X Other Finances**

Requires a vote at District before money is spent:

- ❖ **GSR Travel:** To fund Groups with elected GSRs to participate in Area Assemblies.
- ❖ **Committees:** To fund Standing Committee members in 12-Step work.
- ❖ **Workshops:** Provide fellowship with service-oriented agendas.
- ❖ **PRAASA:** Send DCM to PRAASA if funds are available.

#### **Article XI Elections**

- ❖ **Elections for district officer positions are held every 2 years, on "odd" years as specified in the "AA Service Manual," page S97.**
- ❖ **"A Typical Assembly Election" procedure will be used as outlined in the "AA Service Manual", page S34, which includes "Third Legacy Procedure" found on page S20-S21.**

#### **Article XII Ratification, Amendment and Suspension**

- ❖ **Ratification**
  1. These guidelines shall become effective immediately upon acceptance by two-thirds of the District, present and voting.
- ❖ **Amendment**

1. These guidelines may be amended as follows:
  - a. All proposed amendments must be in writing and submitted to the DCM.
  - b. The proposed amendment shall be presented to the District members which will provide opportunity for all concerned to become fully informed on the proposed amendment.
  - c. Upon acceptance by two-thirds of the District, present and voting, the proposed amendment becomes a part of the District #6 Guidelines.
- ❖ Suspension
  1. Upon agreement by three-fourths of the District, present and voting, these guidelines, or any part thereof, may be suspended temporarily for necessity.

### **Article XIII District Meeting**

- ❖ District Meeting Schedule
  1. The District #6 meeting is held once a month on date decided by the group.
- Typical Meeting Agenda**
- ❖ Secretary's report
- ❖ Treasurer's report
- ❖ Alt. DCM report
- ❖ DCM report
- ❖ GSR reports
- ❖ Standing Committee Members Report
- ❖ District Business
  1. Old business
  2. New business
- ❖ GSR and District concerns
- ❖ Announcements
- ❖ CLOSING/Responsibility Pledge