

DISTRICT FIFTEEN

North Florida Area 14 Structures and Guidelines

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PREAMBLE

Carrying The Message through service to the members and fellowship of Alcoholics Anonymous and to the general public are the primary purposes of the District Fifteen Service structure. In all our proceedings we shall observe the spirit of AA's Twelve Traditions, Twelve Concepts and the Six Warranties, mindful of the ideals expressed in the AA Service Manual. The Rights of Appeal, Participation, and Minority Opinion as expressed in the 12 Concepts and the AA Service Manual shall always be observed. District 15 expressly adopts and incorporates the 12 Concepts and the AA Service Manual, which shall govern the conduct of all District 15 activities, except as expressly amended herein. Reference to the AA Service Manual shall mean the most current edition, including any amendments from prior editions.

The purpose of these Guidelines is to describe the policies and procedures, which apply to the District Fifteen Committee and the conduct of its affairs. It constitutes a supplement to and not a replacement of the AA Service Manual and is intended to govern the policies and procedures to be followed in administering the affairs of the District. These Guidelines are more than mere suggestions and reflect the collective experience of the District Committee and were adopted by the District Committee. The policies and procedures contained herein should only be waived or dispensed with upon a two-thirds majority vote of the District Committee present.

1 DISTRICT COMMITTEE

1-1 Membership of the District Committee

- A. The District Committee is comprised of the District Committee Member (DCM), Alternate District Committee Member (Alt. DCM), District Standing Committee Chairpersons (see 1-6), District Treasurer, District Secretary and all Group General Service Representatives (GSRs) representing registered groups located in the boundaries of District Fifteen.
- B. All members of the District Committee have a voice and a vote at the District Committee meetings. Special Guests and members of Alcoholics Anonymous are invited to attend District Meetings, but only have a vote through their GSR.

1-2 District Committee Member (DCM)

The definition, qualifications and duties of a DCM are set forth in the AA Service Manual

- A. The DCM coordinates District activities while maintaining continuity of experience. As a member of the North Florida Area Committee, he or she is able to pass on the District's collective group conscience to the North Florida Area Committee, and has a voice and vote in all Area and District activities. At any North Florida Area voting function when the DCM is not present, the Alternate DCM shall be vested with and exercise the DCM's vote until the DCM is present and is able to cast her or his own vote.
- B. Minimum eligibility requirements for the DCM include: (1) at least 4 years of continuous sobriety (2) be familiar with the District, (3) presently or previously served a term as a member of the District Committee in this District, (4) a working knowledge and experience in the 12 Traditions, 12 Steps, 12 Concepts, the AA Service Manual, and the District 15 Guidelines.
- C. The specific duties and responsibilities of the DCM include, but are not limited to, the following:
 - 1. Represents and carries the vote of the District at Area Assemblies.
 - 2. Coordinates the agenda for District Meetings (known as the Monthly District Meeting).
 - 3. Chairs all District Committee meetings in an orderly fashion. The DCM must understand the AA Service Manual, 12 Concepts, Robert's Rules of Order, and District Guidelines and apply them to all applicable situations.
 - 4. The DCM should visit each Group located in the District at least once every 180 days and when requested by a Group.
 - 5. Is responsible for all District property and can assign the use and custody of that property as needed for the good of the District.
 - 6. The DCM is entitled to expense defrayment by the District when engaged on the business and activities of the District and an amount not to exceed \$200.00 for attendance at each North Florida Area quarterly Assembly.
 - 7. The DCM is expected to attend all District 15 functions, workshops, meetings, and activities and all North Florida Area 14 Quarterly Assemblies.

1-3 Alternate District Committee Member (Alternate DCM)

- A. The definition, eligibility, qualifications and duties of an Alternate DCM are the same as for the DCM.
- B. The Alternate DCM shall assist, participate and share in the DCM responsibilities, will serve in the place of the DCM as needed, and will fill the DCM position in the event of a vacancy prior to the next regularly scheduled election. An Alternate DCM who is filling a DCM vacancy, remains eligible to stand for his or her own full two-year term as DCM. The Alternate DCM is expected to attend all District 15 functions, workshops, meetings, and activities and all North Florida Area 14 Quarterly Assemblies.
- C. The Alternate DCM should visit each of the Groups in the District at least once every 180 days and when requested by a group
- D. The Alternate DCM is entitled to expense defrayment by the District when engaged on the business and activities of the District and in an amount not to exceed \$100.00 for attendance at each North Florida Area quarterly Assembly.

1-4 District Secretary

It is suggested that the District Secretary have a minimum of two (2) years of sobriety. The duties include:

- A. Taking Roll Call and the minutes at the monthly District meeting(s).
- B. Reading the minutes at the monthly District meeting. Maintaining a record of all draft and approved minutes of all meetings. A draft of the proposed Minutes shall be emailed to all District Committee Members at least seven (7) days prior to the next meeting. Approved Minutes from previous meeting shall be sent to Area Delegate and NFAC Chair.
- C. Recording group changes and new group information received from the GSRs. The secretary shall send a copy of changes to the Area Registrar and GSO.
- D. Maintains a current list and contact information for all groups in the District
- E. Maintains a current copy of the District Fifteen Guidelines including any amendments.
- F. Attends all monthly District meetings, and should attend all District workshops and other events.

1-5 District Treasurer

It is suggested that the District Treasurer have a minimum of two (2) years of sobriety. The duties include:

- A. Maintain the District P.O. Box and checks it on a monthly basis.
- B. Collect and disburse all District Fifteen funds in accordance with Article IV hereof.
- C. Prepare a monthly written financial report to the District in form and content approved by District 15 and distribute and verbally report District Fifteen financial statements at the District meeting.
- D. Give a verbal and written District budget review of the previous six (6) months at the January and July District meetings.
- E. Create a proposed budget for the upcoming year (January-December) and present it at the August District meeting.
- F. Attends all monthly District meetings, and should attend all District workshops and other events.

1-6 District Standing Committee Chairpersons

The purpose of each District Standing Committee is to provide an effective means of carrying the Alcoholics Anonymous message to the fellowship, media, organizations and professionals interested in Alcoholics Anonymous, and to agencies and institutions dealing with the treatment of alcoholism within the District.

A. Qualifications for the District Standing Committee Chairpersons:

1. The willingness to serve the District.
2. A background in AA service.
3. A suggested minimum of two years of continuous sobriety.
4. The ability to organize and work well with others.

B. Standing Committee Chairpersons' duties and responsibilities:

1. Serves a two-year term, excluding the District Fifteen Archivist and Special Events Chair.
2. Each Chairperson should utilize the GSO Guidelines/Workbooks specific to their committee.
3. Adheres to the District Guidelines.
4. Knowledge of the AA Traditions.
5. Prepare and submit an annual budget request, in writing, to the Treasurer immediately upon taking office.
6. Is responsible and accountable for funds allocated to the Committee in the budget. Proposed expenditures above budgeted amounts must be requested and approved in advance by the District. The request will be reviewed at the next District meeting.
7. Attends all District meetings.
8. Gives a verbal Committee report at the District meeting.
9. The Standing Committee Chairperson is encouraged to attend the four quarterly North Florida Area 14 Assemblies (January, April, July, October), and all District Workshops.
10. Any Standing Committee Chairperson who has two (2) consecutive unexcused absences from the District meetings may be replaced by the District Committee.
11. Creation of Committees to assist with duties is encouraged.
12. Communicate with and obtain the assistance of the appropriate NFAC Service Coordinator.

C. Specific duties for the Public Information (PI) Chairperson

1. Provides information to all local newspaper and periodicals.
2. Makes public service announcements available to local radio and television stations.
3. Provides contact with public and private schools, colleges and universities in District Fifteen, making speakers, films, literature and other information available.
4. Set up and maintains literature racks in all areas not covered by Treatment, Corrections, or CPC Committees.
5. Recognizes and informs the District about special needs.

- D. Specific Duties for the Cooperation with the Professional Community (CPC) Chairperson:
1. Provides contact and information about AA to those who have contact with alcoholics through their professions. This group may include, but is not exclusive to: teachers, physicians, nurses, clergy, lawyers, social workers, union leaders, and industrial managers.
 2. Conducts informal surveys of the need for information among professional groups.
 3. Informs and motivates committee members concerning CPC guidelines, possible CPC projects and supports those willing to do the work.
 4. Distributes literature geared to the needs of professionals in the community. Provides literature to local professional conferences where appropriate.
 5. Organizes and presents workshops to professionals in District Fifteen.
 6. Works closely with Public Information (unless CPC/PI is a combined committee), Correction and Treatment Facilities Chairpersons at the District and Area level, developing the most effective delivery of service and information to the professional community.
- E. Specific Duties for the Treatment Facilities Chairperson
1. Works in cooperation with local treatment facilities and shares thinking and experience on AA in treatment facilities.
 2. Seeks to understand, respect and adhere to all treatment facility regulations.
 3. Makes information about AA's function and purpose available to treatment facilities.
 4. Assists in the formation of new meetings in treatment facilities as required.
 5. When allowed to do so, takes regular AA meetings into treatment facilities within District 15.
 6. Encourages group participation.
 7. Set up and maintains Liaison Program between the treatment facilities and the AA community.
 8. Arranges purchase and distribution of literature for treatment facilities' groups and meetings. Some groups may collect back issues of the *Grapevine* for distribution.
 9. Carry the message of AA via Box 459 and other pertinent and ongoing programs affecting those who are in treatment.
- F. Specific Duties for the Correction Facilities Chairperson.
1. Attain and maintain all communications with the authorities, i.e. Warden, Commanders, Judges, Captains, Lieutenants and Counselors.
 2. Keep the GSRs and DCMs informed of all problems and activities at the District meetings and via direct communications with the District.
 3. Distribute AA literature and other appropriate material to the various correctional facilities in District Fifteen. To be funded, whenever possible from the proceeds from the "Pink Cansö.
 4. Provide updated Corrections guidelines from GSO to Correction Committee volunteers and a copy to District Fifteen.

G. Specific Duties for the *Grapevine* Coordinator

1. Provides information to all groups in the district about the International Monthly Journal of Alcoholics Anonymous known as the *Grapevine*.
2. Promotes *Grapevine* subscriptions in District 15.
3. Encourages groups in District 15 to elect a *Grapevine* Representative.
4. Set up a *Grapevine* display at District 15 functions, whenever possible.
5. Works with other District 15 Chairpersons to gather back issues of the *Grapevine* and distribute them to the various facilities and institutions.

H. Specific duties of the Special Needs/Accessibilities Standing Chair.

1. Work with Intergroup to assist individuals with Special Needs.
2. Assist groups with requests for special needs.
3. Maintain contact information of local ASL interpreters.
4. Research ASL costs for workshops and events-ASL=American Sign Language; TRS=Telecommunicated Relay Service.

I. Specific duties of the Archives Standing Chair.

1. The District 15 Archivist may serve for an unlimited succession of terms, but shall be subject to review and approval every two years coinciding with the North Florida Area Fall Election Assembly.
2. The Archives Standing Chairperson serves as a committee member for the North Florida Area Archivist, as described in the North Florida Area 14 Guidelines, assisting the coordination of materials for availability at various District 15 sponsored functions, as needed.
3. To be available for the consultation with the Area Archivist on any/all matters pertaining to storage and display of the North Florida Area Archives.
4. To assess periodically the safety and condition of the Archives.
5. To consider what types of current material, such as bulletins, minutes, fliers, correspondence etc. should be accumulated.
6. Archivist will maintain a digital archive of district and group information adhering to 12 Traditions.

J. Specific duties of the Social Events Standing Chair

1. Schedule District Events
 - a. Mid-year fundraiser/Fish Fry
 - b. November Gratitude function
2. Book locations; drop-off deposit, payment, and security deposit checks.
3. Secure guest speaker, if applicable.
4. Create budget for each event.
5. Delegate event duties, i.e. registration, drinks, 50/50 raffle.
6. Maintain supply inventory.
7. Shop for event food and supplies.

K. Specific duties of the Intergroup Liaison Standing Chair

1. Attend all Brevard Intergroup monthly Rep meetings.
2. Report back to District on monthly Intergroup business.
3. Work with Intergroup and District Events chair to post District events and workshops in the Intergroup Unifier, calendar, and website.
4. Pick-up Unifiers and flyers monthly at Rep meetings.
5. Pick-up Intergroup event tickets.

1-7 General Service Representative (GSR)

Definition of a GSR can be found in the current AA Service Manual.

- A. GSRs represent their groups at the monthly District meetings and at other District and North Florida Area 14 functions at which GSRs have a vote.
- B. Each GSR will vote their informed group conscience, however, every GSR carries the Right of Decision and may, as circumstance dictate, vote or change their previous vote without full consultation with their group, as provided in Concept 3.
- C. GSRs and Alternate GSRs are encouraged to attend all District 15 and North Florida Area 14 functions.

1-8 Webmaster

The Webmaster will maintain the District 15 (district15aa.org) website by:

- A. Keeping current the URL and site with hosting company.
- B. Updating District information and events in a timely manner.
- C. Checking for incoming District 15 e-mail messages and responding when appropriate.
- D. Communicating e-mail information and any relevant information to District 15 committee members via a monthly report.

2 DISTRICT MEETINGS

2-1 All members of the District Committee shall meet together on the first Tuesday of every month for the District Meeting. Special District meetings may be called as necessary by the DCM. All members of the District Committee have a voice and a vote at the District and GSR meetings.

2-2 The Alternate DCM is required to attend all DCM meetings, all District Meetings, District Workshops and any other meetings, when the DCM cannot attend. Although not required to attend Area assemblies, workshops and Area Committee meetings, they are expected to do so.

2-3 The District Secretary, District Treasurer and District Standing Committee Chairpersons are required to attend all DCM meetings, District meetings and District Workshops. Although not required to attend Area assemblies, workshops and Area Committee meetings, they are encouraged to do so.

2-4 Each GSR should attend the monthly District meeting, District Workshops, North Florida Area Conference Assemblies. Although not required to attend Area workshops they are encouraged to do so.

2-5 Any DCM, Alternate DCM, District Standing Committee Chairperson, Secretary or Treasurer who has two (2) consecutive unexcused absences from required District meetings is subject to being replaced. The District Secretary shall report to the District Committee during the monthly District meeting any DCM, Alternate DCM, District Standing Committee Chairperson, District Secretary or District Treasurer who has more than two absences from required meetings. The District Committee will then vote as to whether they should be replaced.

3 DISTRICT ELECTIONS; VOTING PROCEDURES

3-1 District elections will be held at the December District meeting during even numbered years.

3-2 Procedure for Electing Persons for Committee Service Positions

- A. All District elections will be conducted by the current DCM, or if not available, a past DCM.

- B. The voting for all service positions shall be in accordance with the Third Legacy Procedure as set forth in the AA Service Manual, which generally provides that a 2/3 majority of ballots cast is required to win the election. (See the AA Service Manual for a description of the Third Legacy Procedure).
 - C. Those eligible to cast a ballot will be given the option of having a raise of hand vote or a written ballot.
 - D. All GSRø, Alternate DCM, DCM, District Standing Committee Chairpersons, District Secretary and the District Treasurer are eligible to vote. A person has only one vote, regardless of the number of service positions held. An Alternate DCM should vote as an Alternate DCM and have their GSR vote, if any, carried by their Alternate GSR.
- 3-3 Qualifying. Any person standing for any District Fifteen position will be required to qualify themselves verbally at the District meeting in which the election takes place. If a qualified person is unable to attend, that person may submit a written statement of qualification and willingness to serve. This statement is to be given to a District Committee Member prior to the District meeting at which the election is scheduled to occur and be presented at the Meeting at which the election is to be conducted.
- 3-4 A person shall not be allowed to hold a District Fifteen service position if they currently serve in another District. The DCM should not hold any other District Fifteen service position.
- 3-5 In conformance with AAø Spirit of Rotation, no one may succeed their prior term in office, unless they were filling the balance of someone elseø term, and cannot re-serve in a position they have previously held without an intervening break of at least one year, unless waived by a District vote.
- 3-6 Electing a DCM
- A. The suggested qualifications for a DCM are: a willingness to serve, a background is service as an Alternate DCM, GSR or District Service position for a full two (2) year term, a minimum of one year service in the District immediately prior to the term, four (4) years of continuous sobriety, and the time and energy to properly serve the District.
 - B. The DCM serves a two (2) year term and cannot succeed his or her own full term.
 - C. The DCM shall be elected by all those who have a vote at the District meeting, as per the election procedure above.
- 3-7 Electing an Alternate DCM
- A. See suggested Qualifications for DCM.
 - B. The Alternate DCM will be elected at the same meeting the DCM is elected and in accordance with the same procedure.
 - C. In the event that the DCM is unable to carry his/her duties, the Alternate DCM will assume these duties until the DCM is able to resume his/her duties, or until the next District 15 elections.
 - D. An Alternate DCM will continue to hold his/her position as elected.
- 3-8 Electing District Standing Committee Chairpersons, District Treasurer and District Secretary
- A. A minimum of two years of continuous sobriety is suggested.
 - B. If one of these service positions [is to become vacant], the position will be filled at the first available District meeting.

3-9 Voting Procedure on other matters.

With respect to any vote on any matter, including, but not limited to, election of persons for District service positions, adoptions of budgets, amendments to these Guidelines consideration of motions, or any other issue subject to a vote, a person who holds more than one service position in District 15, is allowed only one vote on the issue. If a person holds a District 15 service position and at the same time holds an additional District 15 service position as an alternate, such person must elect which service position he or she will represent in the pending vote, and shall not be allowed to cast a vote under the other service position. Unless otherwise provided, all votes (except elections for person for District service positions which shall require a 2/3rd majority vote) shall be approved by a simple majority of those in attendance at the meeting at which the matter is voted upon.

4 FINANCE

4-1 District Fifteen will hold \$1357.10 as a prudent reserve. Funds over the set prudent reserve are to be used for current and expected expenditures, and should be used to help defray expenses of the District Officers as defined in the section below. A travel allowance will be paid to District Officers attending North Florida Area Assemblies, and District 15 Workshops (and/or other relevant Workshops as approved by committee). District travel allowances include an amount equal to:

- A. Registration to North Florida Area Assemblies and Workshops, not including banquets, meals, coffee, etc.
- B. Postage, stationary, photocopying etc., and reasonable telephone expenses.
- C. Lodging at a rate of \$100 per night for DCM and Alt. DCM hotel expenses (Two nights for both the DCM and Alt. DCM to attend the Assemblies.)
- D. Website hosting for the district15aa.org website at \$50.00 per year.
- E. North Florida Area Assembly Scholarship at \$400.00 per year.

4-2 The District Treasurer and DCM are authorized to sign checks.

4-3 No District funds will be released to purchase non AA Conference approved literature.

4-4 It will be the responsibility of the District Treasurer to present a proposed District Fifteen budget during the District meeting in August.

4-5 The District Fifteen Budget for the following year will be approved at the September District meeting by a majority vote of the District Committee.

4-6 Amendments to the approved Budget will require the consent and affirmative vote of a majority of the District Committee.

4-7 The District Fifteen budget will be reviewed and amended, if necessary, at the following District meeting during the Treasurer's report by a majority of the District Committee.

4-8 At the discretion of the District, funds in excess of the prudent reserve and current budget expenses will be disbursed in equal parts to General Service Office, North Florida Area 14 and the Brevard County Intergruop at the end of each calendar year.

4-9 No district funds will be released for any event or activity not hosted, or co-hosted by District Fifteen.

4-10 Upon a District split, all funds in the District Fifteen account will be divided evenly with the newly created District.

5 **CHANGES AND/OR AMENDMENTS**

- 5-1 Changes or amendments to the District Fifteen Guidelines are void and of no effect without the approval of the District Committee.
- 5-2 At least once each year, these Guidelines shall be formally reviewed at the District Meeting in August.
- 5-3 Amendments to these Guidelines may be proposed at any regularly scheduled District Meeting, and if the proposed Amendment is properly seconded, will be placed on the agenda for the next District Meeting. Any proposed amendment must be limited to a specific Article, sub-article, paragraph or clause and shall be in writing. The proposed Amendment shall be distributed to all GSRø in the District for consideration by their respective groups prior to the next District Meeting. To be approved, a proposed Amendment must receive an affirmative vote of the majority in attendance at the District Meeting. Any Amendment approved by the District Committee will go into effect immediately unless a different effective date is specifically provided in the Amendment.
- 5-4 All members of the District Committee, as well as the Area Delegate, Area Secretary and Area Archivist will be given a copy of the current Guidelines following the January GSR meeting.

6 **ATTACHMENTS**

- 6-1 District 15 Boundary Map

*****END OF GUIDELINES*****

Attachment 6-1