

East Hawaii

District #7

Structures and Guidelines

Preamble

The primary purpose of East Hawaii District #7 is service. Service, as defined in the A.A. Service Manual, is "...anything whatever that helps us to reach a fellow sufferer – ranging all the way from the twelfth step itself...To A.A.'s General Service Office for national and international action." East Hawaii District #7 is a service body that adheres to the principles of the 12 Traditions and 12 Concepts of A.A.

Foreword

There are no ruling bodies, but only trusted servants, in Alcoholics Anonymous. It should therefore be recognized that the information set forth in the Structure and Guidelines for the district simply consolidates in one place suggested procedures and guidelines ratified by the District body at the time of this edition. These guidelines are, to the best of knowledge, completely compatible with the 12 Steps, 12 Traditions, and 12 Concepts, and the Service Manual of Alcoholics Anonymous. The District may choose to amend these Structures and Guidelines as needed with due process using Article X.

Article I – District Description

District #7 is part of the Hawaii Area #17 in the Pacific Region of the General Service Conference Structure. District #7 East Hawaii covers the geographical area of Honoka'a to Kea'au.

Article II – District Meetings

The district usually meets on the 2nd Tuesday of each month at Wailoa State Park, Pavilion #1, at 5:30 pm. The meeting will end at 6:30 pm, or until business is completed.

Article III – District Membership

The following are full voting members of District #7:

1. All current General Service Representatives (G.S.R.s) in District #7.
2. All current Alternate G.S.R.s are eligible to vote in the absence of their current GSR. One vote per home group.

3. District Officers
 - A. DCM
 - B. Alternate DCM
 - C. Treasurer
 - D. Secretary(Alternate Treasurer/Secretary can vote if officer not present)

4. Standing Committee Chairpersons
 - A. Literature
 - B. C.P.C.
 - C. Corrections
 - D. Grapevine
 - E. Hospitals
 - F. Treatment Facilities/Bridging the gap
 - G. Public Information
 - H. Archives(Eligible Standing Committee member can vote if Chair is not present)

5. Intergroup Chair (Eligible Intergroup representative can vote if chair is not present)

Exclusions

1. Although you may hold multiple positions you are only entitled to one vote.
2. Absentee ballots and proxy votes are invalid.
3. All A.A. members may attend.
4. Visitors and invited guests do not have a vote.
5. Only eligible voters can make nominations and second nominations.
6. Only eligible voters can make motions and second the motions.

Article IV – District Officers Duties & Responsibilities

Any officer who is absent from two (2) consecutive District meetings without notifying the D.C.M. is considered to have vacated their position. A new officer is suggested to be elected immediately by 3rd Legacy Procedure by the District.

D.C.M

1. Read and adhere to the D.C.M. duties as outlined in the A.A. Service Manual.
2. Publish and present the agenda for district meetings. Email to all G.S.R.s, Officers, and Committee Chairs at least 15 days prior to meeting. Furnish at least 15 hard copies for distribution at meeting.
3. Bring pertinent info regarding previous Area Assemblies and Committee Meetings.

Alternate D.C.M

1. Performs duties of D.C.M. in his or her absence.
2. Serves as Secretary if current Secretary or Alternate Secretary is not present.
3. Creates, distributes, and maintains accurate records of district officers, district groups, and G.S.R.s, including name, address, phone number, and e-mail.
4. Distributes and collects the attendance sheets at district meetings
5. Informs the new G.S.R.s and groups of their name and group number at G.S.O.
6. Assists groups in registering with G.S.O.

District Recording Secretary

1. Read and adhere to the Recording Secretary duties as outlined in the A.A. Service Manual.
2. Records the minutes of the district meetings.
3. Publishes and emails the minutes of the previous meeting to the district members within 15 days.
4. Presents the minutes for approval at the next business meeting.
5. Maintains copies of all district minutes, agenda, and correspondence of the current panel.

District Treasurer

1. Read and adhere to the Treasurer duties as outlined in the A.A. Service Manual.
2. Accept A.A. contributions from A.A. groups and other approved sources and maintain a record of all monies received.
3. Makes disbursements, by check, for such purposes as determined by the approved district budget and maintains records of all disbursements.

4. Makes reimbursements, by check, for items not included in the budget, with receipt, and the prior approval of the body.
5. Deposit all contributions in the District bank account. The signature card is signed by the Treasurer and two other district officers. (All checks require two (2) signatures.
6. Provide written report of all district receipts, disbursements and balance of each budgeted item to date at monthly meetings. *If you're not able to attend, email spreadsheet to D.C.M. for inclusion to monthly meeting.*
7. Makes available bank statements and pertinent information along with the financial reports.
8. Maintains custody of the key to the district Post Office box, along with other Treasurer's supplies.
9. Advises the district on all financial matters.
10. Maintains a prudent reserve of \$1000.

Article V – District Standing Committees

All Standing Committee Chairs are elected by the 3rd Legacy Procedure when the new panel is elected. Any Committee chair who is absent from two (2) consecutive District meetings without notifying the D.C.M. is considered to have vacated their position. A new Committee chair is suggested to be elected immediately by 3rd Legacy Procedure by the District.

- A. The scope of each Standing Committee follows that of its Area committee as appropriate for East Hawaii.
- B. Standing Committee Chairs are expected to regularly attend District meetings.
- C. Each Standing Committee will meet at the call of its chairperson.

Article VI – Ad Hoc Committee

Purpose: A group of people chosen for gathering factual information and reporting on some matter of a specific or special purpose, only at the request of the district by vote, which then may result in possible action.

Ad Hoc Committee Chairperson: The Chairperson is chosen by the voting District body. The Chairperson then asks for volunteers to join the committee.

Responsibilities: The Chairperson will forward a final written report of their results to the body at a district meeting.

Article VII – Finance Committee

Finance Committee shall consist of the Treasurer, Alt. D.C.M., and two member of the district. The committee’s responsibilities are:

1. Review actual donations and actual expenses from past years.
2. Establish a budget for the upcoming year to present to the district in November and voted on.
3. Review the budget at mid-year and recommend to the district any changes that may seem necessary.

Article VIII – Priority of Spending

First:

Pre-approved items that do not require a vote for spending, in the following order of priority:

- a. District Meetings-Pay all expenses for district meetings including rent and coffee.
- b. Maintain Post Office box for correspondence to District #7.
- c. Fund DCMs travel expenses to Area Assemblies and committee meetings.
- d. Office supplies, misc. expenses, and/or printing (up to \$50) for district officers.

Second:

Items from the budget that need to be accepted by the district, in the following order of priority:

- a. Standing committees expenses
- b. PRAASA Travel (1st year : DCM, 2nd year : Alt. DCM)
- c. Other (including, but not limited to workshops, fellowship gatherings, ECT.)

Third:

- a. Annual contribution to Area 17 and G.S.O, including any other special need that is approved by the District body.

- b. GSR travel subsidy to Area assembly as approved by the District body.

Article IX - Elections

The district holds its election of Officers toward the end of even numbered years. (See Article III Membership, for the listing)

Officers are elected by the Third Legacy procedure, outlined in the most current AA service manual; which is read at the beginning of each district election. Anyone standing for a position can't have a vote in another District.

The service term is two (2) years beginning on January 1st of the odd-numbered year.

Article X – Ratifications and Amendments

A. Ratification

These guidelines shall become effective immediately upon acceptance by two thirds of the district who are present and voting.

B. Amendment

These guidelines may be amended as follows:

1. All proposed amendments to the Structures and Guidelines must be in writing and submitted to the DCM.
2. The proposed amendment shall be presented to the district members by the D.C.M., which will provide an opportunity for all concerned to become fully informed on the proposed amendment.
3. Upon acceptance by two thirds of the district, who are present and voting, the proposed amendment becomes a part of the District #7 Structures & Guidelines.

C. Suspension

Upon agreement by $\frac{3}{4}$ of the District, who are present and voting, these guidelines, or any part thereof, may be suspended temporarily for necessity.

Article XI – Guidelines for Discussion

District #7 “loosely” follows Robert’s Rules of Order, which when practiced, allows the discussion to proceed in an informal, yet business-like manner.

General guidelines for discussion:

1. Once a topic or motion is placed into discussion, each participant may address the body and discuss only the topic or motion.
2. Each participant may speak for two (2) minutes.
3. After everyone has spoken once, and if time allows, participants are given a second opportunity to speak on the topic or motion.
4. We discuss only one motion at a time.

Determining a Quorum:

A quorum is required for a vote. District #7 quorum is 50% +1 of all present registered District voting members.

Types of Voting Results:

Votes are determined by a show of hands, except during elections when the district voting members cast ballots.

1. Simple majority: Achieved whenever 51% (and not 50% +1) of the voters are in agreement.
2. Substantial unanimity: At least 2/3 of the district voters agreeing to one side of a motion. The total number of votes cast must meet or exceed the quorum number requirement. *All matters of policy require a substantial unanimity vote.*
3. On all motions requiring a substantial unanimity result, District #7 always gives the minority the opportunity to speak to the majority.
 - a. A member of the majority always has the opportunity to make a motion to reconsider during the minority discussion.
4. Minority: District #7 recognizes the minority in two distinct ways:
 - a. When a simple majority result is needed, the minority is the side with the least amount of votes.
 - b. When a substantial unanimity result is needed, the minority is the side that didn’t get the required two-thirds vote necessary to pass a motion. Therefore, when seeking substantial unanimity, the majority could have the majority of the votes, but less than the required two-thirds.

Procedures for frequently made motions:

1. Call the question: (requires a second to the motion, and discussion ceases immediately)

A motion to call the question:

- a. Stops the discussion of a motion already in progress to proceed directly to a vote.
 - b. Requires a substantial unanimity result.
 - c. If substantial unanimity is achieved, the District moves immediately to vote on the motion at hand.
 - d. If substantial unanimity is not achieved, discussion continues.
2. Table: (Requires a second to the motion, and discussion ceases immediately)

A motion to table a discussion:

- a. Stops the discussion of a motion already in progress until a future date.
- b. Requires a simple majority result to proceed.
- c. If the motion is accepted, then the motion in progress is set aside to a future meeting.
- d. If the motion is defeated, then the discussion of the motion in progress continues.

3. Reconsider: (Requires a second to the motion, and discussion ceases immediately)

A motion to reconsider:

- a. Must be made by someone who first voted with the majority and wants to change his or her vote.
- c. Requires a simple majority result.
- d. If the motion is accepted, then the District will re-vote on the issue.
- e. If the motion is defeated, the results from the first voting procedure will be the district's action.

4. Departing from the agenda:

- a. The DCM has the discretion to rearrange the agenda in order to best facilitate the business.
- b. Example of significant agenda items: (Requires a second to the motion, with discussion to follow) could be, but not limited to, items to be voted on.
- c. Examples of non-significant agenda items could be, but not limited to, non-voting items.
- d. When a rearrangement is necessary:
 1. A voting member, including the DCM, must state this intent in the form of a motion.

2. The motion requires a second.
 3. A substantial unanimity result must be achieved.
 4. If substantial unanimity is achieved then rearranging the agenda is allowed.
- If substantial unanimity is not achieved, the agenda remains as written.