

HAWAII AREA 17

**LEEWARD
DISTRICT 3**

**STRUCTURE AND
GUIDELINES**

2012

Preamble

The Leeward District is a service body that serves the meetings and groups outlined by its boundaries in the Hawaii Area Structure and Guidelines.

Our primary purpose is to keep in frequent touch with the groups; to learn the problems and to find ways to contribute to their growth and well being; to encourage participation; to teach, learn and practice The Twelve Traditions and the Twelve Concepts for World Service; and to share our experience, strength and hope on the importance of General Service work.

A Declaration of Unity

This we owe to A.A.'s future; to place our common welfare first; to keep our Fellowship united. For on A.A. unity depend our lives, and the lives of those to come.

I Am Responsible...

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.

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Preface

The District #3 Structure and Guidelines are based on A.A. General Service knowledge and experience as shared in "The A.A. Service Manual combined with Twelve Concepts for World Service by Bill W." and the "Structure and Guidelines, Hawaii Area Assembly of the General Service Conference of Alcoholics Anonymous."

Additionally, other A.A. Conference approved literature has been used to develop these Hawaii Area #17, District #3 Structure and Guidelines.

Foreword

The Structure and Guidelines are created to define roles, to give structure to our trusted servants as to their duties and responsibilities and to guide this body into action, which would

benefit those groups we serve.

These structure and guidelines will also serve as a reminder to this body of our stated purpose, the opportunity and importance of carrying the voice of the group conscience, to rely on the Traditions and Concepts in thought and action, and to practice the A.A. principles especially in these affairs.

Article I District

A. District # 3 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 – Districts Boundaries of the Structure and Guidelines for the Hawaii Area Assembly of the General Service Conference of Alcoholics Anonymous, 2011-12, as stated in the following:

District #3~ Leeward

The Leeward District is the area from Middle Street on the East and Kunia Road and West Loch of Pearl Harbor on the West. The North boundary is the Koolau Mountain Range and Ka Uka Blvd to include Village Park. The South boundary is the Pacific Ocean.

Article II District Purpose

- A. Keep the lines of communication open between the General Service Office (G.S.O.), Hawaii Area #17, Oahu Intergroup and District #3 Groups through full registration and representation of all active Groups.
- B. Develop knowledgeable and experienced General Service Representatives (G.S.R.s) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, the Six Warranties, and other principles of service as contained in the "The A.A. Service Manual."
- C. Elect a District Committee Member to represent District #3 at Area Committee meetings and to participate with G.S.R.s at Area Assemblies and other Hawaii Area # 17 functions.
- D. Strengthen District #3 Groups 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.
- E. Support the A.A. service structure including the General Service Office, the Hawaii Area #17 and District #3 in the spirit of the Seventh Tradition by encouraging all Groups in the District #3 to establish and participate in a regular contribution plan.

Article III District Membership

A. The following shall be full voting members of the District:

District Committee Member

Alternate District Committee Member

Recording Secretary

Registrar

Treasurer

General Service Representatives

Standing Committee Chairs - Archives, Cooperation with the Elder Community (CEC),

Cooperation with the Professional Community (CPC), Corrections, Grapevine,

Hospitals, Mynah Bird, Public Information, Treatment Facilities, Website, District

Newsletter and Intergroup

Alternates

All 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 D.C.M. who is already a full voting member.)

B. 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 and Standing Committee Chairs who have missed two consecutive business meetings will be considered inactive. The District members will vote to remove the Trusted Servant from their position or allow them to remain active. If the vote to remove is passed, elections will follow at the next district meeting.

Article IV District Officers

- A. District Committee Member (D.C.M.)
- B. Alternate District Committee Member
- C. Recording Secretary
- D. Registrar
- E. Treasurer

Article V Duties and Responsibilities of the District Officers

A. District Committee Member

1. Perform the duties specified in the A.A. Service Manual (2010-11) on page S32.
2. By invitation only, attend groups business meetings.

B. Alternate D.C.M.

1. Perform the duties as specified in the A.A. Service Manual (2012-11) on page S33.
2. By invitation only, attend group business meetings.
3. Serve as a member on the Finance Committee.
4. Send out notices to the District members of meetings and Assemblies.
5. Assist D.C.M. at meetings by registering voting members, to determine a quorum and if motions are passed or defeated.
6. Perform such other duties, as may from time to time, be deemed necessary by the members of the District.

C. 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 ten (10) days following the respective meeting.
3. Present the minutes for approval at the next business meeting.
4. Mail District minutes to Delegate, Alternate Delegate and D..CM.s in the Hawaii Area.
5. Have custody of all District records.
6. Maintain copies of all District minutes, agendas, and correspondence in good condition.
7. Distribute and collect attendance sheets at district meetings.

D. Registrar

1. Maintain accurate records of District Officers, District Groups, and G.S.R.s including

- name, address, e-mail and telephone number.
- 2. Create and distribute District #3 roster at District meetings.
- 3. Inform new G.S.R.s and groups of their name and group number registered at G.S.O.
- 4. Assist Groups in registering with G.S.O.
- 5. Keep an updated mailing list to utilize in district mailings.

E. District Treasurer

- 1. Keep financial records for the District.
- 2. Receive contributions from A.A. groups and other sources and maintains records of monies received.
- 3. Make disbursements by check for such purposes as determined by the approved District budget and maintain records of all disbursements.
- 4. Maintain checking account for depositing all receipts and disbursements. Signature card signed by the Treasurer and one other District Officer, usually the D.C.M.
- 5. Provide accurate and updated written financial reports at District meetings of the Districts receipts and disbursements of monies and the balance in each budget category for approval.
- 6. Make available bank statements and pertinent information along with financial reports.
- 7. Acknowledge contributions to the District promptly by sending out Thank You notices of receipt on behalf of the Leeward District.
- 8. Maintain custody of the key to the Leeward District A.A. Treasury P.O. Box along with other treasurer's supplies. Ownership of the P.O. Box should be changed to the current Treasurer's name when renewing the P.O. Box fees.
- 9. Make available a supply of District self-addressed contribution envelopes for the Groups.
- 10. Encourage contribution support for District.
- 11. Advise District in financial matters concerning the budget.
- 12. Maintain a prudent reserve of \$300.00.
- 13. Serve as the Chair for the Finance Committee.

Article VI General Service Representative (GSR)

- 1. Perform the duties specified in the A.A. Service Manual (2010-11) on page S26-27.
- 2. Perform other such duties, as may from time to time, be deemed necessary by the members of the District.

Article VII Standing Committee Members

- 1. Archives
- 2. Cooperation with the Elder community (CEC)
- 3. Cooperation with the Professional Community (CPC)
- 4. Corrections
- 5. Grapevine
- 6. Hospitals
- 7. Mynah Bird
- 8. Public Information (PI)
- 9. Treatment Facilities
- 10. Website
- 11. District Newsletter
- 12. Intergroup

Article VIII Duties and Responsibilities of Standing Committee Members

A. Common Duties

1. Regularly attend District #3 meetings.
2. Each Standing Committee member will meet at the call of its Area Chairperson.
3. Maintain contact with the Area Committee Chairperson, providing a link for communication between the Area and District.
4. Perform the duties specified on page 4 of the Structure and Guidelines, Hawaii Area Assembly of the General Service Conference of Alcoholics Anonymous (2011-12) pertaining to each trusted servants committee, included herein as Appendix A. The two Standing Committees not referenced in the Area Structure and Guidelines are:
District Newsletter: Publishes newsletters on an as-needed basis that focus on A.A. topics, including actions decided by the District, and
Intergroup: Participates in business meetings of the Oahu Central Intergroup as a voting member representing the District (as per the By-Laws of Oahu A.A. Intergroup of Hawaii, Inc.) Keeps the District Informed about what Intergroup is doing.

Article IX Finance Committee

1. Treasurer
2. Alternate D.C.M
3. Two other members of the District.

Article X Duties and Responsibilities of the Finance Committee

1. Review past budgets and contributions, consulting with District Officers and Standing Committee members.
2. Prepare an annual District #3 budget.
3. Present annual proposed budget to District in November.
4. Monitor the budget throughout the year and makes recommendations, as necessary, for any adjustments.
5. The Fiscal Year shall be January 1st to December 31st.

Article XI Priority of Spending

Pre-approved and does not require vote for spending

1. District Meeting - Pay all expenses for District Meetings.
2. D.C.M. Travel - Fund the D.C.M.'s participation at Area Assemblies and Area Committee Meetings.
3. Treasurer's Expenses - Maintain P.O. Box for correspondence with District #3.
4. Office Supplies - Pay all expenses incurred from copy costs of minutes, reports, rosters, agendas, and other literature distributions.

Article XII Other Finances

Requires a vote at District before money may be spent.

1. G.S.R. Travel - Fund Group with elected G.S.R.s to participate in Area Assemblies.
2. Committees - Fund Standing Committee members in their work.
3. Workshops - Provide fellowship with service-oriented agendas.
4. Picnic - Provide fellowship, food and fun in the spirit of unity.
5. PRAASA- Fund the D.C.M.'s participation at PRAASA. (D.C.M. to pay out-of-pocket and be reimbursed based upon availability of funds after covering top-priority spending.).

G.S.R. Reports

A.A. Birthdays

Twelve Traditions Checklist, Current Month's Tradition
Twelve Concepts Checklist, Current Month's Concept

District Business

Old Business

New Business

G.S.R. and District concerns

Events

Announcements

Adjourn with the A.A. Responsibility Statement

Appendix A Standing Committees

(The following is a reprint of Hawaii Area 17 Structure And Guidelines (2011-12), p. 4)

- 3.3 Standing Committee Chairs shall attend all Area Assemblies and Committee Meetings.
any Standing Committee Chair who is unable to attend an area meeting should notify the area chair. The absence will be recorded in the minutes of the meeting.
- 3.4 Inactive Standing Committee Chairs: Any Standing Committee Chair who is absent from two (2) consecutive area meetings without notifying the area chair is considered to have vacated their position.
- 3.5 If a position is vacated, an appointment from the chair will take place immediately, and the new appointee will be recommended to the assembly for confirmation.
- 3.6 Standing committees will meet at the call of its chairs, who will notify their members of the meeting times and locations.
- 3.7 The Standing Committees are:
(*These standing committees could benefit by obtaining handbooks published and distributed by G.S.O. for their particular committee.)

Archives*: Serves as a permanent repository of every aspect of Hawaii A.A. history

Convention Steering: Oversees all matters concerning the Hawaii Annual State Convention. (See Appendix C for complete and detailed information about this committee.)

Cooperation With The Elder Community (CEC): Oversees and coordinates all activities with regard to carrying our message of recovery to the older alcoholic.

Cooperation With The Professional Community* (CPC): Shares information about the A.A. program with professionals who have contact with alcoholics, furthering mutual understanding and cooperation.

Corrections: Coordinates the service work to carry the message of Alcoholics Anonymous to the alcoholic who is confined in a correctional facility.

Finance: Prepares and presents a proposed budget to the area assembly for approval and makes adjustments throughout the year, as necessary.

Grapevine: Informs Hawaii's A.A. Fellowship of the many benefits that can be derived

through a Grapevine subscription.

Hospitals*: Coordinates the service work of A.A. groups and individuals who carry the message to alcoholics in hospitals and medical clinics.

Mynah Bird: Publishes newsletters that focus on A.A. topics, including actions decided by the area. Special editions may be published as needed.

Public Information* (PI): Responsible for creating an understanding and preventing misunderstanding of the A.A. program through the public media, electronic media, P.I. Meetings, and speaking in community groups.

Treatment Facilities*: Coordinates the service work of individual A.A. members to alcoholics in treatment facilities, sets up means of bridging the gap from treatment to A.A., and works to clarify what A.A. can and cannot do, within the 12 Traditions, to help alcoholics in treatment.

Website: Serves as webmaster and administrator of the Hawaii Area 17 Website (and any ancillary services, such as email) insuring that information following current guidelines is available in a timely fashion and technical services and training are provided as needed.