

Hawaii Area #17

## **District #5**

# **Structures & Guidelines**

## Article I District Purpose

- A. Keep the lines of communication open between the General Service Office (GSO), Hawaii Area #17, Maui Intergroup, and District #5 groups through full registration and encouraging all active groups to have a General Service Representative.
- B. Develop knowledgeable and experienced General Service Representatives (GSRs) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, the Six Warranties, and the other principles of service as contained in "The A.A. Service Manual."
- C. Elect a District Committee Member to represent District #5 at Area Committee meetings and to participate with GSRs at Area Assemblies and other Hawaii Area #17 functions.
- D. Strengthen District #5 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 #5, in the spirit of the Seventh Tradition, by encouraging all groups in District #5 to establish and participate in a regular contribution plan.

## Article II District Description

- A. District #5 is part of the Hawaii 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 Structures and Guidelines, Hawaii Area Assembly of the General Service Conference of Alcoholics Anonymous, July 2001 as stated in the following.

## District #5 – No Ka Oi

The Central Maui district includes Kahului, Puunene, Wailuku, Waihee, and Kahakuloa. Upcountry Maui-Kula, Makawao, Pukalani, and Haiku. East Maui-Keanae, Hana, and Kipahulu

### Article III District Meetings

The district usually meets once per month at a predetermined time and place.

### Article IV Membership

- A. The following are full voting members of District #5
  - 1. All General Service Representatives (GSRs) who are currently registered as representing a District #5 group
  - 2. All registered Alternate GSRs are eligible to vote in the absence of their registered GSR
  - 3. District Officers:
    - a. DCM
    - b. Alternate DCM
    - c. Secretary
    - d. Treasurer
  - 4. Committee Chairpersons
    - a. Archives
    - b. C.P.C.
    - c. Corrections
    - d. Grapevine
    - e. Hospitals
    - f. Treatment Facilities
    - g. Public Information
  - 5. Intergroup Chair

### Exclusions

- 1. Although you may hold multiple positions you are only entitled to one vote.
- 2. Visitors and invited guests do not have a vote.
- 3. Only eligible voters can make nominations and second the nominations.

4. Only eligible voters can make motions and second the motions.

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

- A. The District Committee Member's job is primarily that of two way communication. The DCM:
  1. Regularly attends district meetings, area committee meetings, and area assemblies
  2. Receives reports from groups through GSRs and through frequent personal contacts with groups in the district
  3. Holds regular meetings of all GSRs in the district
  4. Helps the delegate cover the area which would be impossible for the delegate to do on a group by group basis
  5. Assists the delegate in obtaining the group information in time to meet the deadline for AA directories
  6. Keeps GSRs informed about General Service Conference activities; this includes setting up opportunities for the delegate, conference report, occasionally making the conference report if the delegate cannot be present, and inviting the delegate to regular district meetings
  7. Makes sure that the GSRs are acquainted with the AA service Manual, the Twelve Concepts for World Service, The GSO bulletin, Box 459, workbooks and guidelines from GSO and any other service material
  8. Helps GSRs make interesting reports to groups and encourages them to bring new AA members to service events
  9. Keeps groups informed about conference-approved books and pamphlets
  10. Coordinates the organization of workshops and/or sharing sessions on service activities
  11. Regularly keeps in touch with the alternate DCM and the delegate
  12. Brings tradition problems to the attention of the delegate

13. Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.

#### B. Alternate DCM

The alternate is a backup for the DCM. If the DCM resigns or is unable to serve for any reason, the alternate steps in. Usually, the alternate is elected at the same time as the DCM by the same procedure. The alternate DCM should be encouraged to assist, participate, and share in the DCMs responsibilities at District and area meetings. The alternate DCM:

1. Serves as a member on the finance committee
2. Creates, distributes, and maintains accurate records of district officers, district groups, and GSRs, including name, address, phone number, and e-mail
3. Distributes and collects the attendance sheets at district meetings
4. Informs the new GSRs and groups of their name and group number registered at GSO
5. Assists groups in registering with GSO.
6. Responsible for reminder phone calls to district members of meetings and assemblies
7. Assists the DCM at meetings by registering voting members to determine a quorum and if motions are passed or defeated
8. Acts as the Intergroup Liaison

#### C. District Recording Secretary

1. Records the minutes of the district meetings
2. Publishes and emails the minutes of the previous meeting to the district members within 14 days
3. Presents the minutes for approval at the next business meeting
4. Sends district minutes to the delegate and alternate, and exchanges them with other districts
5. Maintains copies of all district minutes, agenda, and correspondence of the current panel

D. District Treasurer

1. Keeps the financial records for the district
2. Receives contributions and maintains records 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. Maintains checking account for depositing all receipts and disbursements. The signature card is signed by the Treasurer and two other district officers. (All checks require two (2) signatures)
6. Provides current and accurate written financial reports of the receipts and disbursements of monies, and the balance in each budget category for approval at all district meetings
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. Makes available a supply of self addressed contributing envelopes for the groups
10. Advises the district on financial matters
11. Maintains a prudent reserve of 3 months operating expenses
12. Serves as the chair of the finance committee

Article VI District Standing Committees

The DCM appoints the standing committee chairs

The District body must confirm all standing committee chairs.

A. Common Duties:

1. Regularly attends all District #5 meetings
2. Each Standing Committee will meet at the call of its

## Chairperson

### B. Specific Duties

1. Archives: The Archives Committee will serve as a permanent repository of various aspects of local A.A. history.
2. Corrections: The Corrections Committee will coordinate the activities pertaining to carrying the A.A. message to alcoholics in Maui's Correctional Facilities.
3. 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.
4. Grapevine: The Grapevine Committee will inform groups and individuals of the many benefits that can be derived through a Grapevine subscription.
5. Hospitals: The Hospitals Committee coordinates the service work of A.A. groups and individuals who carry the message to alcoholics in hospitals and medical clinics.
6. Public Information: The Public Information Committee is responsible for creating an understanding of, and preventing misunderstanding of, the AA program by speaking at community groups, as well as in all forms of public media.
7. Treatment Facilities: The Treatment Facilities Committee coordinates the service work of individual A.A. members and groups who carry the message 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 traditions), to help alcoholics in treatment.

### Article VII Ad Hoc Committee

#### Purpose

A group of people chosen for consideration, investigation, 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 being taken.

#### Appointing Process

The Chairperson is appointed by the DCM. The appointed 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 VIII Finance Committee

The Finance Committee shall consist of the Treasurer, Alt. DCM, and two members 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 be presented to the district in November and voted on
3. Review the budget at midyear and recommend to the district any changes that may seem necessary

### Article IX 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, rent and coffee
  - b. Maintain P.O. box for correspondence to District #5
  - c. Fund DCMs travel expenses to Area Assemblies and committee meetings
- Second:** Items from the budget that have been accepted by the district, in the following order of priority:
- a. Office supplies for district officers
  - b. Standing Committees
  - c. PRAASA Travel
  - d. Other (including, but not limited to workshops,



fellowship gatherings, etc)

**Third:** Any special need that the district body has approved

### Article X Elections

The district holds its election of Officers toward the end of even numbered years. (See Article IV 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.

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

### Article XI Ratifications, Amendments and Suspensions

#### 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 must be in writing and submitted to the DCM.
2. The proposed amendment shall be presented to the district members, 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 5 guidelines.

### C. Suspension

Upon agreement by three-fourths of the district, who are present and voting, these guidelines, or any part thereof, may be suspended temporarily for necessity.

## Article XII Guidelines for Discussion

District 5 "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:

1. A quorum is required for a vote. District 5's quorum is 50% +1 of all registered (present at the start of the meeting) 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 #5 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 #5 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 minority 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 date, either later on, during the meeting or for 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
  - b. Must be made during the minority discussion
  - 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 non-significant ways 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 or 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.
    - 5. If substantial unanimity is not achieved, the

agenda remains as written.

Amendments to Structures and Guidelines:

- Article IV Membership, Section A, Subsection 3.  
Motion to amend having the DCM be a voting member  
of District. Motion passed on 12/12/06.  
Added "a. DCM"

Amendments to Structures and Guidelines:

- Page 2. Article IV Membership, Section A, Subsection 4.  
Motion to add: h. CEC Committee  
i. Remote Community Committee  
Motion passed on 1/13/09
  
- Page 6. Article VI. District Standing Committees, Section B.  
Motion to add:  
8. CEC – The Cooperation with the Elder Community Committee coordinates the service work of individual A.A. members and groups who carry the message to our elder alcoholics.  
  
9. Remote Community - The Remote Community Committee coordinates the service work of individual A.A. members and groups who carry the message to our remote communities.