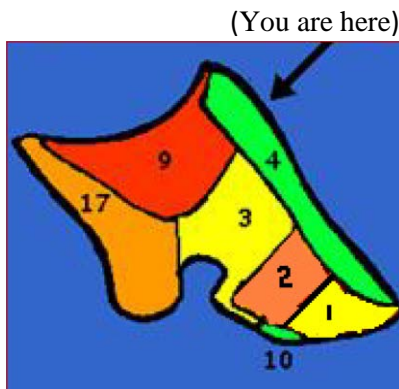


Windward District #4 Guidelines



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Article 1 – **Name:** Windward Oahu District #4, Hawaii Area 17.

Article 2 – **Purpose:** Our purpose is to provide service to the groups of Windward Oahu, from Makapu'u Point to Kahuku Point, thereby fostering communication, cohesiveness and inclusion by using AA's three legacies: Unity, Recovery and Service.

Article 3 – **District Service Positions:**

3.1 – District Committee Member (DCM)

3.1A- DCM Qualifications

- The District Committee Member has usually served as a GSR and is elected by the other GSRs to take responsibility for district activities. If the person chosen is a current GSR, a new GSR should be elected to fill his/her position.
- A DCM should have enough sobriety (generally four or five years) to be eligible for election as a delegate.
- Has a working knowledge of AA's 12 Traditions and is familiar with the 12 Concepts.
- He/she needs to have the time and energy to serve the district well.
- He/she also needs to have their Home Group in District #4.

3.1B- DCM Duties

- Regularly attends all district meetings, area assemblies and committee meetings.
- Receives reports from the groups through GSRs and through frequent personal contact with groups in the district.
- Holds regular meetings of all GSRs in the district.
- Helps the conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Assists the delegate in obtaining group information in time to meet the deadline for AA directories.
- Keeps GSRs informed about conference activities; this includes setting up opportunities for the delegate's conference report, occasionally

giving the conference report if the delegate cannot be present, and inviting the delegate to regular district meetings.

- Makes sure that the GSRs are acquainted with the AA Service Manual, the 12 Concepts of World Service, the GSO Bulletin Box 459, workbooks and guidelines from GSO, and any other service material.
- Helps the GSR make interesting reports to groups, and encourages them to bring new AA members to service events.
- Keeps groups informed about the conference-approved books and pamphlets.
- Organizes workshops and/or sharing sessions on service activities.
- Regularly keeps in touch with the alternate DCM and the delegate; sends district minutes to the delegate and the alternate, and exchanges them with other districts.
- Brings Traditions problems to the attention of the delegate.
- Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.

3.1C- DCM Term

- DCM term is 2 years beginning January 1 of odd numbered years.

3.1D- DCM Voting Status

- DCM can make motions, participate in discussions and vote on district and area matters.

3.2 – Alternate District Committee Member (ADCM)

3.2A- ADCM Qualifications

- The Alt. District Committee Member has usually served as a GSR and is elected by the other GSRs to take responsibility for district activities. If the person chosen is a current GSR, a new GSR should be elected to fill his/her position.
- ADCM should have enough sobriety (generally four or five years) to be eligible for election as a delegate.
- Has a working knowledge of AA's 12 Traditions and is familiar with the 12 Concepts.
- He/she needs to have the time and energy to serve the district well.
- Must have their Home Group in District #4.

3.2B- ADCM Duties

- Alt DCM should be ready to help DCM and take over the job if necessary and also:
- Regularly attends all district meetings and area assemblies.
- Receives reports from the groups through GSRs and through frequent personal contact with groups in the district.
- Holds regular meetings of all GSRs in the district in absence of DCM.
- Helps the conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Assists the delegate in obtaining group information in time to meet the deadline for AA directories.
- Keeps GSRs informed about conference activities; this includes setting up opportunities for the delegate's conference report, occasionally making the conference report if the delegate cannot be present, and inviting the delegate to regular district meetings.
- Makes sure that GSRs are acquainted with the AA Service Manual, the 12 Concepts of World Service, the GSO Bulletin Box 459, workbooks and guidelines from GSO, and any other service material.
- Helps the GSR make interesting reports to groups, and encourages them to bring new AA members to service events.
- Keeps groups informed about the conference-approved books and pamphlets.
- Organizes workshops and/or sharing sessions on service activities with DCM.
- Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.
- He/she needs to have the time and energy to serve the district well.
- He/she needs to be willing to fill in for DCM and perform the DCM's duties if the DCM is unable to.

3.2C- ADCM Term

- ADCM term is 2 years beginning in January of odd numbered years.

3.2D- ADCM Voting Status

- Alt DCM can make motions, and vote on district matters.

3.3 – Secretary

3.3A- Secretary Qualifications

- Has at least 1 year sobriety.
- Able to keep records.
- Has a working knowledge of AA's 12 Traditions and is familiar with the 12 Concepts.
- Has time for the position.
- Has their Home Group in District #4.

3.3B- Secretary Duties

- Makes agenda and sends it out to the body via email (or snail mail by request) 3-5 days prior to district meetings.
- Takes minutes of district meeting.
- Keeps District #4 roster and updates as needed.
- Sends out minutes via email and snail mail by request 10-14 days following the last district meeting.
- Attends district meetings.
- Helps keep communication flowing within the district.
- Runs district meetings in the absence of the DCM and Alternate DCM.
- Keeps all past minutes and makes them available as needed, and passes them on to next secretary.

3.3C- Secretary Term

- 2 years from January on odd numbered years.

3.3D- Secretary Voting Status

- May make motions, discuss and vote on district matters.

3.4 – Treasurer

3.4A- Treasurer Qualifications

- Minimum 4 years continuous sobriety suggested.
- Has served at least as a GSR.
- Able to keep organized financial accounts and records.

- Has the time it takes to do the job well.
- Has a working knowledge of AA's 12 Traditions and is familiar with the 12 Concepts.
- Has their Home Group in District #4.

3.4B- Treasurer Duties

- Maintain and manage the District #4 funds, including bank account and checkbook.
- Report the status of financial state of the District #4 funds to the District panel at monthly meetings.
- Regularly check the District #4 PO Box for mail, including funds from groups and other sources.
- Pay out funds as directed by the District #4 panel.
- Maintain financial records for District #4 for at least 2 years and pass these records on to the next district treasurer.
- Advise the District #4 panel regarding known upcoming expenses and the financial considerations to meet them.

3.4C- Treasurer Term

- 2 years from January on odd numbered years

3.4D- Treasurer Voting Status

- May make motions, discuss and vote on district matters.

3.5 – Standing Committee Chairs

3.5A- Standing Committee Chairs Qualifications

- Suggested term 2 years.
- Has served at least as a GSR.
- Has the time it takes to do the job well.

3.5B- Standing Committee Chairs Duties

- Work closely with the Area 17 Committee Chairs to fulfill their committee jobs within our district.

- Reports committee items back to the district and takes district items to the Area Standing Committee Chair.

3.5C- Standing Committee Chair Term

- 2 years starting January 1 on odd numbered years.

3.5D- Standing Committee Chair Voting Status

- Standing committee chairs can make motions, discuss and vote at District #4. If they also hold another position they can only vote once as per the concepts of A.A.

Article 4- Financial Practices

4.1- In general funds collected by District 4 shall be used to maintain and operate the district panel regarding meeting location, logistics and supplies. Additionally the district will provide for DCM attendance and travel to approved functions, such as assemblies, committee meetings and PRAASA; will provide educational opportunities for District AA groups and members, and will support group GSRs whenever possible.

4.2- The district will maintain a checkbook for the purpose of collecting, safeguarding and distributing district funds, and paying district expenses. The District Treasurer and DCM will have access to the checking account. Only one signature will be required for funds transfers.

4.3- A Prudent Reserve will be maintained by the District. Funds may also be set aside for other anticipated expenses based on typical annual cost patterns. The district panel will review the anticipated expenses at the beginning of each year and determine an operating budget; that is the amount of funds to be set aside in addition to the Prudent Reserve.

Article 5- Elections

5.1- Elections are held at the District meeting preceding the Area Elections Assembly on even numbered years. Terms to begin January of odd numbered years.

5.2- In the spirit of rotation as per Tradition Two, officers and committee members rotate every two years.

5.3- Elections are conducted by Third Legacy.

5.4-Only GSRs or alternates in absence of GSR and officers may vote in elections.

Article 6- Procedures for District meetings

- Held on the fourth last Thursday of the month at 6:30PM.
- Meetings are to be kept to 1 hour 15 minutes.
- Agenda is created by secretary.
- Agenda items should be submitted to secretary not less than one week in advance.
- The district will follow agenda at district meeting
- Agenda to be emailed (or sent by snail mail by request) 3-5 days before district meeting.
- Secretary takes minutes at district meetings.
- Minutes to be emailed, (or sent by snail mail by request), to district body, GSR's and area web master within 10-14 days after meeting.
- Debate on motions carried out following Roberts Rules of Order.

Article 7- Activities (workshops, events, delegate report back)

- District #4 holds a Christmas Alkathon to begin on the 24th of December at 3pm for set up. Meetings to begin at 6pm and run 24 hours.
- District #4 holds a New Year's Alkathon as well, to begin on December 31 with the times the same as the Christmas Alkathon.
- Alkathon site to be decided by the district each year.
- District is to hold an Annual Inventory each December.
- Workshops should be held yearly with topic and time decided by the district.
- Caravans to meetings in the district are held once a month.
- The district is to invite our Area delegate each year for a report back from the General Service Conference.

- It is suggested the district invite our Area treasurer to give an overview of budget for each year.
- Any other activities for district will be developed through a group conscience.

Article 8- Amendments (procedure for changing of guidelines)

- A change of the guidelines requires a 2/3 majority by the district and also requires a quorum to be in attendance.(A quorum is 3/5 of the average attendance of the last years district meetings)

Article 9- Assemblies (How to hold, how to attend)

- District activities primarily consist of hosting Area 17 Assemblies, Area 17 Committee Meetings, District #4 inventories and workshops.

9.1 Area Assemblies and Committee Meetings

- Area 17 holds 3-4 Assemblies each year with attendance averaging 100-130 people:
 - January – Orientation in odd years, and Inventory in even numbered years;
 - April – Inform the Delegate;
 - August – Budget;
 - November – Election in even years and optional Service Assembly in odd numbered years.
- Area 17 Committee meetings are usually held four times per year with 30-50 attending.
- Hosting an assembly is delegated to Districts ~~by the Area~~ by drawing from a hat.
- District will secure a facility for assemblies and committee meetings that will seat the maximum number of attendees expected. The site must have:
 - an area to facilitate meals;
 - restrooms;
 - available parking;
 - an approved designated smoking area.
- District will provide 5 meals for Assemblies:
 - Saturday breakfast, lunch and dinner;
 - Sunday breakfast and lunch.
- District will provide 2 meals for committee meetings, (breakfast and lunch).

- District will create and supply Area with a flier for the function with the following information:
 - name of the meeting;
 - date and time;
 - location (including address, directions and map);
 - names and numbers of contacts for General Information, Transportation and Home Stay Chairs;
 - spaces for home stay and transportation requests;
 - spaces for flight information entry;
 - spaces for food restrictions.
- District will present flier to Area Alternate Chair for review in time to hand out at the previous Assembly or Committee meeting.
- District will collect a registration fee to be used to cover function expenses. District will try to keep registration fee to \$25.

9.2 District Inventory

- District will gather all GSRs and District officers annually for a District inventory.
- Purpose of the inventory is to evaluate strengths and weaknesses, and identify ways District 4 can more effectively carry out our mission to support the groups in the Windward District to carry the message of Alcoholics Anonymous.

9.3 Workshops

- District will endeavor annually to host an Alcoholics Anonymous workshop.
- Workshop topics will be on topics relevant to Alcoholics Anonymous in general, and the Windward District in particular.
- District will solicit topics for workshops from the groups in the Windward District. Topics will be selected by means of group conscience.