

**District 8
Mid-Southern California Area 09
GUIDELINES**

I. District Description

- A. District 8 is part of the Mid-Southern California Area 09 in the Pacific Region of the General Service Conference structure and includes the following cities:

**Norco, Corona, Mira Loma, Rubidoux, Riverside, Mentone, Redlands, Moreno Valley, Yucaipa,
Calimesa, Big Bear, Bloomington, Blue Jay,
Colton, Crestline, Fontana, Grand Terrace, Highland, Lake
Arrowhead, Loma Linda, Rialto, Running Springs, San Bernardino**

- B. There are six Sub-Districts in District 8

*** Corona/Norco * Riverside * Moreno Valley * Redlands/Yucaipa
* San Bernardino Valley Cities* San Bernardino Mountains Area**

II. District Purpose

- A. Keep the lines of communication open between the General Service Office (GSO) and District 8 groups through full registration and representation of all active Groups.
- B. Support the GSO in the spirit of the Seventh Tradition by encouraging all Groups in District 8 to establish and participate in a regular contribution plan.
- C. Develop knowledgeable and experienced General Service Representatives (GSR's) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, the Six Warranties and other principles or service contained in "*The A.A. Service Manual*"
- D. Elect a District Committee Member Chairperson (DCMC) and District Committee Members (DCMs) to represent District 8 at Area Service Committee Meetings and to participate with GSR's at Area Assemblies, and other Mid-Southern California Area 09 functions.
- E. Strengthen District 8 Groups through service work to ensure that the opportunity to recover from alcoholism for future alcoholics.

III. District Membership

- A. Voting members of District 8
1. All GSR's who are currently registered as a representing a District 8 Group (Refer to the Pamphlets "The GSR" and "The GSR Handbook")
 2. All registered Alternate GSR's are eligible to vote in the absence of their principal

3. All DCMs who are currently registered as representing a District 8 Sub-District
4. All registered Alternate DCMs are eligible to vote in the absence of their principal
5. District Officers
DCMC / Alternate DCMC / Secretary / Treasurer / Registrar
6. Area Standing Committee Members
Accessibilities
Archives
Convention Liaison
Co-Operation with the Elder Community
Co-Operation with the Professional Community
Corrections
Grapevine
GSR School
H & I School
Intergroup Liaison
Literature
Public Information
Technology Committee

B. Voting Guidelines

Each Qualified voter shall have a single vote even though the member may be serving in more than one capacity

C. Removal from Office

District Officers who have missed three (3) consecutive District meetings are subject to review by the District

IV. District Steering Committee

A. Voting Membership

DCMC – Chairs the Steering Committee
Secretary – takes the minutes and distributes at the next District Meeting
Treasurer
Registrar
DCMs
Alternate DCMs
Area Standing Committee Members

B. Purpose of the Steering Meeting

The Steering Committee meets as needed (suggested quarterly) in order to guide the District to actively participate in A.A. matters and set the agendas for the District meetings

C. All GSRs are welcome to attend and participate in the Steering Committee Meeting

V. District Election

A. Positions and Eligibility

1. DCMC and Alternate DCMC

- a. A background in A.A. service work which is related to the DCM position
- b. Minimum suggested sobriety of four years
- c. The time, energy, and willingness to serve the District well
- d. Availability to attend all Area Service Committee meeting, Area Assemblies, and other Area events

2. DCMs and Alternate DCM's

- a. A background in A.A. service work which is related to the GSR position
- b. Minimum suggested sobriety of two years
- c. The time, energy, and willingness to serve the District well
- d. Availability to attend all Area Service Committee meeting, Area Assemblies, and other Area events

3. Secretary, Treasurer, Registrar & Area Standing Committee Members

- a. Minimum suggested sobriety of two years
- b. The time, energy, and willingness to serve the District well
- c. The current DCMC and all past DCMC's are ineligible for election to a District Officer position in which they have served in the past. They are encouraged to participate in other District positions

B. Election Procedures

1. Elections for DCMC and Alternate DCMC are held in October of odd-numbered years
2. Elections for other District Officers and Area Standing Committee members are held in November of odd-numbered years unless time permits in October which time all elections will be held in October
3. The term of office is for two years commencing on January first of the year following the election
4. The DCMC and the Alternate DCMC are elected by the Third Legacy procedure
5. Other Officers and Area Standing Committee members are elected by majority vote
6. Voting may be by written ballot or a show of hands
7. Vacated District Officer and Area Standing Committee members' positions will be filled automatically by the alternate. If there is no Alternate, the Secretary will notify all persons on the roster that an election will be held

8. Past Delegate(s) may be invited to assist with District elections

VI. Duties of District Officers & Committee Chairs (Refer to Service Manual for detailed description)

A. District Committee Member Chairperson (DCMC)

1. Maintain an effective service structure throughout the District
2. Visit Groups in the District that do not have a GSR. Explain the importance of Group representation in A.A. through a GSR and educate about the advantages and importance of electing a GSR for the meeting
3. Service sponsor District GSRs by continuing their study of the Tradition, Concepts, "The A.A. Group" pamphlet, "The A.A. Service Manual", "Box 4-5-9", and other General Service material
4. Prepare timely notices of Area meetings and special District meetings for addressing and mailing as required. Coordinate correspondence with District Secretary
 - a. Chair all District 8 Committee and Steering Committee Meeting
 - b. Attended all Area Service Committee Meetings, Area Assemblies, The Servathon, The Pre-Conference Workshop, the Foro de MSCA, the Pacific Regional Alcoholics Anonymous Service Assembly (PRAASA), and Regional Forums.
 - c. Participate as a member of the District Steering Committee, the Area Service Committee, and the Assembly
 - d. Print and distribute the monthly District Committee Meeting Agenda. This duty may be coordinated and shared with the District Secretary
 - e. Maintain active communication between the District and the Mid-Southern California Area Delegate, the Area Service Committee, and the General Service Office in New York
 - f. Encourage and assist DCMs to develop leadership, knowledge, experience, and love of General Service work
 - g. Replace service sponsors to ensure an orderly transfer of responsibilities

B. Alternate District Committee Member Chairperson (Alternate DCMC)

1. Assist the DCMC to maintain an effective service structure in the District
2. Substitute for the DCMC when necessary
3. Attend all District 8 Committee and Steering Committee meetings
4. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop and the Foro de MSCA
5. Maintain District Archives
6. Services sponsor replacement to ensure an orderly transfer of responsibilities.

C. Secretary

1. Maintains District records and performs secretarial services
2. Attend all District meetings and Steering Committee Meetings, Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop and the Foro de MSCA 09

3. Print and distribute the monthly District Committee Meeting Agenda. This duty may be coordinated and shared with the DCMC
4. Take minutes of the District Meeting and Steering Committee Meeting
 - a. Submit the minutes to the DCMC for approval before final printing
 - b. Distribute the minutes at the next District Meeting
 - c. When approved by the District Meeting send the minutes to the Webmaster to post on the MSCA 09 District 8 web pages
5. Maintain copies of all District minutes, agendas, and correspondence in good condition for the District Archives
6. Receive current mailing and telephone lists of the District members from the Registrar. This job can be coordinated/shared with the District DCM's
7. Prepare timely notices of Area meetings and special District meetings for address and mailing as required while coordinating same with DCMC
8. Replace service sponsors to ensure an orderly transfer of responsibilities

D. Treasurer *While financial management is the primary focus of the Treasurer, the entire District 8 Steering Committee and District 8 members share the responsibility of financial oversight and accountability. All financial decisions require a 2/3 majority vote by the District 8 Steering Committee and District 8 members. We are all but Trusted Servants.*

1. Attend District 8 Meetings and Steering Committee Meetings, and attendance is encouraged at the Area Service Committee Meetings (ASC), Area Assemblies, the Servathon, the Pre-Conference Workshop and the FORO de MSCA
2. Record contributions to the District using the Group's name, registration number, meeting time, day and place on the District Treasurer form
3. Validate Group names and registration numbers with the Registrar to keep the District Group records accurate
4. Acknowledge contributions by receipt to the donors with thank you letter and self-addressed stamped envelope
5. Provide the Secretary with a list of contributing groups for inclusion in the monthly District Committee minutes
6. Maintain custody of the Treasurer records, District self-addressed stamped envelopes, post office box key, and other Treasurer supplies
7. Distribute mail to appropriate District members
8. The Treasurer, along with the DCMC shall remain signatories on bank accounts, including debit card
9. All regularly incurred and budget approved monthly expenses such as rent, literature, zoom, internet related expenses, refreshments, committee expenses and service organization contributions shall be paid on time and documented in the treasurer's monthly District 8 Financial Report to the District at the monthly business meeting
10. The treasurer performs regular monitoring and comparing the actual revenues and expenses incurred against the District 8 budget, and presents the monthly Itemized Budget Report, the current checking account statement and PayPal statement to the District at the monthly business meeting
11. All requests for budgeted reimbursements must be accompanied by receipts and these are held by the Treasurer

12. The Treasurer shall begin announcements for the annual budget requests at the OCTOBER business meeting to GSR's, all Committee Chairs and the Steering Committee
13. The District's annual budget process starts in NOVEMBER. The Treasurer prepares a draft of the next annual budget to present to the steering committee, and presents the final draft to the District 8 membership for approval in DECEMBER
14. Treasurer prepares annual Tax Form 990N by May 15th each year and sends form to the IRS
15. The Treasurer and/or any Steering Committee Member may call on the District members to initiate an audit if deemed necessary

Prudent Reserve

1. The District maintains a Prudent Reserve equivalent to 6 months of expenses, currently \$6000.00. In September of each year the Treasurer shall call on the DCMC & membership to discuss a plan to use any excess funds accumulated above the prudent reserve, including the unspent district approved budget amounts from the current year. Per our District 8 guidelines, 7th tradition, and service manual recommendations, funds will be used to "ensure that the opportunity to recover from alcoholism for future alcoholics" is available." The next year's budget needs should be considered in determining how much of the excess funds to spend, taking into account expected contributions and estimated expenses for the year. ***
2. As required by the IRS, in the event of the disbandment and/or dissolution of District 8 for any reason, the Prudent Reserve as well as any remaining monies in District 8 bank account shall be divided equally among GSO, Area 9, and Central Office, all of which must be non-profit charitable incorporated organizations. It is advisable to be certain all checks issued have cleared first. Prepare and submit the final IRS forms.

Service Events & District Funding for Hardship Situations

1. *It is not a given that District 8 will automatically expend the memberships 7th Tradition Funds in this manner*
2. District 8 expense criteria will also apply regardless of proposed budgeted expenses so that all expenses are both approved by the membership and transparent
3. The total of these expenses shall not exceed the budgeted amount
4. ASC, FORO, SERVATHON, etc.: Steering Committee Members at the District are eligible to apply for mileage reimbursement at the District's current mileage reimbursement rate
5. ASC, FORO, SERVATHON, etc.: GSR's who have asked their home group for expense help to attend these service events and are unable to receive any funds are eligible to apply for mileage reimbursement at the District's current mileage reimbursement rate
6. REGIONAL FORUM & PRAASA: The DCMC will receive 100% reimbursement of reasonable Registration, Room, Food and Travel expenses if requested
7. REGIONAL FORUM & PRAASA: Steering Committee Members and GSR's who have asked their home group for expense help to attend these service events and are unable to receive the funds, may apply for reimbursement for these events
8. Event reimbursement is calculated by the estimated individual cost of the event, the number of attendees requesting reimbursement, and the total budgeted amount for the event
9. The Treasurer may give interested attendees a rough estimate of reimbursement based upon the number of interested parties but the final outcome is determined by the total requests and receipts received by the Treasurer
10. Hardship requests will be subject to District 8 budget considerations and voted upon by the

District 8 Steering Committee members by a 2/3 majority for approval

Mileage Reimbursements

1. Eligible requests for mileage reimbursement are paid at the current rate of 30 cents per mile

Spirit of Rotation

1. When the Treasurer has finished with their term, they shall pass all documents, accountings and all treasury records to the new Treasurer
2. The incoming and outgoing Treasurers will sign for the materials given and the materials received. If needed the District DCMC may assist with accounting transparency. The Treasurer may stay on and assist or guide the new treasurer with the new service requirements

District Spending Approval – Expenses \$500 and Over:

1. All District 8 Expenses, **excluding** direct overhead costs which are approved by the District via the budget, exceeding \$500.00 shall be brought back to the membership by GSR's for their group conscience before a vote is taken at the next District 8 meeting

E. Registrar

1. Maintains accurate records of District Groups, GSR's and publish District 8 Roster
2. Attend all District meetings and Steering Committee Meetings, Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop and the Foro de MSCA
3. Work closely with DCM's, the GSR Schools Chairperson, Secretary, Treasurer and GSR's to keep District Group records current
4. Inform the DCMC, Area Register, the GSO Records Department and/or the Conference Secretary of changes in Group or officer information as necessary
5. Inform new GSR's of their Group name and number
6. Distribute and collect attendance sheets at District Committee meetings.
7. Distribute updated mailing lists to the DCMC and the Secretary as soon as feasible after each District Committee meeting
8. Determine eligibility of members for election to District office, prepare and distribute the District Eligibility Roster at the two District Committee meetings prior to the District election.
9. Service sponsor replacement to ensure an orderly transfer of responsibilities

F. District Committee Member (DCM) and Alternate (ALT. DCM)

1. Maintain an effective service structure in the Sub-district working toward representation
2. Attend all District meetings and Steering Committee Meetings, Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop and the Foro de MSCA
3. Assist the District Registrar in obtaining current Group Information to update the District Roster, the Area Roster, and the Western Directory.
4. Visit Groups in the Sub-district that are experiencing problems, when requested by the GSR

5. Visit Groups in the Sub district that do not have GSR's, explain the importance of Group representation in A.A. through a GSR, and encourage them to elect their own GSR
6. Service sponsor Sub-district GSR's by continuing their study of the Traditions, Concepts, "The A.A. Group" pamphlet, "The A.A. Service Manual"
7. Service sponsor replacement to ensure an orderly transfer of responsibilities

G. Committee Chairs

1. Accessibilities Committee Chair

- a. Attend all District 8 Business Meetings and special events.
- b. Attend Area 09 Service Assemblies and report back to District 8 on Accessibilities activities.
- c. Form and maintain a committee of interested GSRs to help with Accessibility projects.
- d. Develop and maintain a procedure of assessing meeting places' accessibility.

2. Archives Committee Chair

- a. Attend all District 8 Business Meetings and special events.
- b. Attend all Area 09 Service Assemblies and report back to District 8 on Archives activities.
- c. Coordinate activities with the Area Archives Chair.
- d. Service sponsor replacement to ensure an orderly transfer of responsibilities

3. Convention Liaison

4. Cooperation with the Elder Community (CEC) Committee Chair

- a. Attend all District 8 Business Meetings and special events.
- b. Attend all Area 09 Service Assemblies and report back to District 8 on CEC activities.
- c. Establish projects for the CEC committee to work on.
- d. Service sponsor replacement to ensure an orderly transfer of responsibilities.

5. Cooperation with the Professional Community (CPC) Committee Chair

- a. Attend all District 8 Business Meetings and special events
- b. Attend all Area 09 Service Assemblies and report back to District 8 on CPC activities.
- c. Establish projects for the CPC committee to work on.
- d. Coordinate with all groups having problems with the court card program.
- e. Service sponsor replacement to ensure an orderly transfer of responsibilities.

6. Corrections Committee Chair

- a. Attend all District 8 Business Meetings and special events
- b. Attend all Area 09 Service Assemblies and report back to District 8 on CPC activities.
- c. Corrections committees, when allowed to do so, take A.A. meetings into facilities within their area. They encourage "outside" group participation in this kind of Twelfth Step work. point of contact for any questions and concerns about Twelve Step work at a corrections facility.
- d. Follow the A.A. Guidelines for Corrections Committees and the information in the Corrections Workbook.
- e. Service sponsor replacement to ensure an orderly transfer of responsibilities.

7. Grapevine Committee Chair

- a. Attend all District 8 Business Meetings and special events and display Grapevine material.
- b. Attend all Area 09 Service Assemblies and report back to District 8 on Grapevine activities.
- c. Coordinate activities in District 8 with Group GSRs.
- d. Promote the Grapevine
- e. Distribute subscription forms for both publications to all interested parties.
- f. Service sponsor replacement to ensure an orderly transfer of responsibilities.

8. GSR School Chair

- a. Attend all District 8 Business Meetings and special events.
- b. Attend Area 09 Service Assemblies.
- c. Conduct a brief orientation for new GSRs thirty minutes prior to the District 8 Business Meeting, encouraging them to attend the Area Meetings as new members of the service structure.
- d. Introduce new GSRs during the District 8 Business Meeting and assist them in obtaining a service sponsor.
- e. Provide new GSRs with a copy of the District 8 Guidelines, "The AA Service Manual", pamphlets, and other General Service training materials.
- f. Maintain custody of the GSR School materials.
- g. Assist the new GSRs in downloading the GSR Toolkit App to their phones.
- h. Service sponsor replacement to ensure an orderly transfer of responsibilities

9. Hospitals and Institutions (H & I) Liaison

- a. Attend monthly Inland Empire H & I Meeting and report back at District 8 Business Meetings.
- b. Attend all District 8 Business Meetings and special events.
- c. Attend all Area 09 Service Assemblies and report back to District 8 on H & I matters.
- d. Service sponsor replacement to ensure an orderly transfer of responsibilities

10. Intergroup Liaison

- a. Attend all Inland Empire Intergroup meetings and report back to District 8 on all Intergroup activities.
- b. Attend all District 8 Business Meetings and special events.
- c. Obtain Intergroup newsletter, the Lifeline, and bring to the District 8 Business Meeting.

11. Literature Committee Chair

- a. Attend all District 8 Business Meetings and special events. Set-up literature display prior to meeting.
- b. Attend the Area 09 Service Assemblies and report back to District 8 on Literature Committee activities.
- c. Encourage all A.A members to purchase and read conference approved literature.
- d. Inform District Committees of all conference approved literature, audiovisual materials, and other service items.
- e. Coordinate activities with District 8 groups and their Literature persons.

- f. Consider suggestions regarding proposed additions and changes to conference approved literature.
- g. Service sponsor replacement to ensure an orderly transfer of responsibilities

12. Public Information Committee Chair

- a. Attend all District 8 Business Meetings and special events.
- b. Attend Area 09 Service Assemblies and report back to District 8 on Public Information activities.
- c. Encourage GSRs to perform PI service work.
- d. Develop District approved, and funded PI projects as found in the "Public Information Handbook" and report back on status of projects at the District 8 Business Meeting.
- e. Service sponsor replacement to ensure an orderly transfer of responsibilities

13. Technology Committee Chair

- a. Attend all District 8 Business Meetings and special events.
- b. Attend Area 09 Service Assemblies and report back to District 8 on Technology Committee activities.
- c. Schedule all online meetings as directed by the DCMC.
- d. Facilitate all aspects of technology during the online District 8 Business Meetings and special events as applicable.
- e. Maintain an account with an online meeting platform for use as necessary.
- f. Service sponsor replacement to ensure an orderly transfer of responsibilities
- g. Form and maintain a committee of interested GSRs to help with Web activities.
- h. Maintain web page with current District 8 information, activities, and updates.
- i. Develop links to msca09aa.org and [website after its developed] for access by GSRs and the District Committee.

VII. Ratification, Amendment, Suspension

- A. Ratification – These guidelines shall become effective immediately upon acceptance by two-thirds of the District present and voting
- B. Amendment – These guidelines may be amended as follows:
 - 1. All proposed amendments must be in writing and submitted to the District Secretary who will give them to the District Steering Committee
 - 2. The proposed amendment shall be presented to the District Committee Meeting no later than two months after receipt by the Secretary
 - 3. Prior to presentation to the District Committee Meeting, the Steering Committee shall provide opportunity for GSR's to become fully informed
 - 4. Upon acceptance by two-thirds of the District, present and voting the proposed amendment becomes a part of the District 8 Guidelines
- C. Suspension – Upon agreement by three-fourths of the District, present and voting these guidelines, or any part thereof, may be suspended temporarily for necessity

VIII. District 8 Meetings

- A. District Committee Meeting is held on the Third Wednesday of every month at 7:00pm – 8:30pm and will be a Hybrid meeting (in person and video conference)

- B. Suggested Format as follows:
 - 1. Serenity Prayer
 - 2. Reading of the GSR Preamble
 - 3. Introduction new General Service Representatives (GSR's), Visitors and guests
 - 4. Birthdays
 - 5. Traditions Report
 - 6. Concepts Report
 - 7. Ask for volunteers for next meeting's Tradition and Concept reports
 - 8. Literature Spotlight
 - 9. Officer Reports:
 - a. DCMC
 - b. Alternate DCMC
 - c. Secretary
 - d. Treasurer
 - e. Registrar
 - 10. DCM Sub-District Reports:
 - a. A-
 - b. B-
 - c. C-
 - d. D-
 - e. E-
 - f. F-
 - 11. Old Business
 - 12. New Business
 - 13. Committee-Liaison Reports:
 - 1) Accessibilities
 - 2) Archives
 - 3) Convention Liaison
 - 4) Cooperation with the Elder Community
 - 5) Cooperation with the Professional Community
 - 6) Corrections
 - 7) Grapevine
 - 8) GSR School
 - 9) H & I Liaison
 - 10) Intergroup Liaison
 - 11) Literature
 - 12) Public Information
 - 13) Technology
 - 14. Area ASC meeting or Assembly reminder, date, time, and location
 - 15. Request for volunteer with clean-up
 - 16. Closing– Responsibility Statement

C. Suggested Programs

1. Area Officer presentations
2. Delegate annual General Service Conference report
3. Area Committee Presentations:
4. Study sessions on Traditions, Concepts, and Conference agenda
5. Films and video
6. Traditions and Concepts Meeting (Format available in District Archives)

Rev. 12/21

Rev. 4/23

Rev. 10/23