

# **Southern Area 42**

## **District 7**

### **Guidelines**

**(Adopted July 2014)**

**(Revised November 2014)**

**(Revised Nov. 18 2016)**

# Table of Contents

<b>I. Purpose .....</b>	<b>2</b>
<b>II. Scope .....</b>	<b>2</b>
<b>III. Meetings .....</b>	<b>3</b>
<b>IV. Voting Members and Procedures .....</b>	<b>3</b>
<b>V. District &amp; Officers .....</b>	<b>3-4</b>
<b>A. DCM &amp; Alternate .....</b>	<b>4</b>
<b>B. Treasurer &amp; Alternate .....</b>	<b>4</b>
<b>C. Secretary &amp; Alternate .....</b>	<b>4-5</b>
<b>VI. Funding .....</b>	<b>5</b>
<b>VII. District 7 Finance Committee.....</b>	<b>6</b>
<b>VIII. Guidelines and Duties of Webmaster .....</b>	<b>6-8</b>
<b>IX. Amending the Guidelines .....</b>	<b>8</b>

## **I. PURPOSE**

- A. To facilitate General Service work in Southern Area 42, District 7 by:
  - 1. Providing information from the Area Committee, GSO, SAGSC, and AA as a whole to all District 7 groups through their General Service Representatives.
  - 2. Provide a forum for Groups to share their experience, strength, and hope on service **structure** with each other.
  - 3. Provide any other assistance needed by those in General Service in Southern Area 42, District 7.

## **II. SCOPE**

- A. These Guidelines are a supplement to the A. A. Service Manual, the Area 42 and Southern Area General Service Committee Guidelines.

## **III. MEETINGS**

- A. Meetings shall be held
  - 1. On the third Friday of each month, at 6:30pm at the Serenity Club, 3990 Schiff Dr., Las Vegas, NV 89103 (or any other designated venue as may become necessary).

## **IV. VOTING MEMBERS AND PROCEDURES**

- A. Voting Procedures shall be in accordance with the A. A. Service Manual, the Area 42 and Southern Area General Service Committee Guidelines.
- B. The following shall be full voting members of District 7:
  - 1. District 7 Officers
    - a. DCM and Alternate DCM
    - b. Treasurer and Alternate Treasurer
    - c. Secretary and Alternate Secretary
  - 2. All District 7 GSR's or their alternates, and all District 7 committee representatives such as Intergroup, H&I, Grapevine, etc. No individual will be allowed more than one vote (i.e., if you serve as a GSR and are also a Committee member, you can only vote once. If both GSR and Alt GSR are in attendance, only one of them may vote).

## V. DISTRICT 7 COMMITTEE OFFICERS

### A. DCM:

The district committee member (D.C.M.) is an essential link between the Group GSRs and the Area Delegate to the General Service Conference. The DCM will conduct District meetings and appoint committee chairs as may be required. The DCM will carry the group conscience of the District as a member of the area committee. (For specific qualifications and duties, please refer to page S32 of the A.A. Service Manual).

**ALTERNATE DCM:** shall assume all duties of the DCM if the DCM is unable to attend any District meeting and will assist in any way required by the DCM. The ALTERNATE DCM will also assume the duties of District Registrar.

### B. TREASURER:

The Treasurer shall be responsible for all funds of the District, and will present a written, detailed report of the District's finances at each monthly meeting. *Please see VI Funding below for detailed duties.*

**ALTERNATE TREASURER:** shall assume all duties of the Treasurer in the Treasurer's absence.

### C. SECRETARY:

The Secretary shall take minutes of all District 7 meetings and provide copies of same at each District meeting. Minutes will also be posted to the District 7 website and will also be emailed to the District 7 members, prior to the monthly meeting. In the event of an Emergency meeting, the minutes of those meetings will (at the discretion of the DCM) be posted and emailed if necessary.

**ALTERNATE SECRETARY:** shall assume all duties of the Secretary in the Secretary's absence.

## VI. FUNDING

A. The District 7 Treasurer shall maintain the treasury in an account requiring the signatures of the Treasurer, and the Alternate Treasurer or DCM for all withdrawals. A copy of the bank statement shall be provided monthly by the treasurer to the DCM. The Treasurer, Alternate Treasurer and DCM shall prepare an Annual Budget to be presented at the first District business meeting of the new calendar year.

B. The District 7 Treasurer shall:

1. Disburse funds to meet the expenses of the District meetings.

2. Disburse funds to vendors for Service Events, including the annual District 7 picnic and any other expenses as required
  3. Reimburse travel expenses for two annual assemblies and the annual PRAASA to the DCM.
  4. The Treasurer shall prepare an annual accounting of all expenses and submit same to the DCM so that a comparison report for the year may be made (Budget vs actual Expenses).
  5. The Treasurer shall prepare a final accounting of the annual District picnic, detailing all expenses as well as income from ticket sales, T-shirt sales, 50/50 raffle no later than 30 days from the date of the picnic.
  6. The Treasurer, (in conjunction with the Alternate Treasurer and DCM) shall prepare an Annual Budget to be presented at the first District business meeting of the new calendar year.
- C. GSRs shall, as much as possible, obtain funding from their respective Groups (Tradition Seven).
1. The District 7 Treasurer may assist GSRs with expenses to Area 42 Assembly meetings as requested and funds permitting. These shall be coordinated with the appropriate DCM.
    - a. However, each group has a responsibility to support the service expenses of their elected GSR as much as possible in accordance with Tradition Seven and the principle of self-support.
    - b. This assistance is intended to supplement the difference between actual expenses and group support and is limited to a maximum of \$200.00 per GSR (*funds permitting*) for each full Area Assembly.
    - c. Because only GSRs of registered groups are voting members of the Area Assembly, a GSR must represent a registered group to qualify for funding assistance.
    - d. GSR funding shall only be considered for those GSRs who regularly attend District 7 business meetings as well as SAGSC meetings and the annual Roundtables.
    - e. Advance funding for assemblies must be approved by the DCM and all receipts for expenses provided at the next business meeting. Any excess funds provided must be returned to the District Treasurer.
- D. The level of funding shall be set prior to the date of the service functions each year. Normally, this will be in the form of an annual budget.

**Non-Budget Funding:** All requests for funding or expenses not detailed in the annual budget must be approved by the DCM and voted upon by the District 7 members.

## **VIII. District 7 WEBSITE GUIDELINES (Adopted Nov. 18 2016)**

### Disclaimer

This Website is provided solely as a public information tool for District 7 and to display information about Alcoholics Anonymous in District 7.

Links to other websites neither imply endorsement of, nor affiliation with, those entities. Some of the items at the site may have been published by AA World Services, Inc., but it is not to be assumed that their use implies consensual approval by the General Service Conference.

Alcoholics Anonymous, AA, and the Big Book of Alcoholics Anonymous are registered trademarks of Alcoholics Anonymous World Services, Inc. The Grapevine and AA Grapevine are registered trademarks of AA Grapevine, Inc.

### Statement of Purpose

The purpose of this website is to provide General Service activities information about Alcoholics Anonymous and about A.A. in Area 42, District 7.

To create another way to access and inform all AA Members in District 7 of events and to keep mailing costs from expanding as the Area expands in population and to better communicate with remote areas of District 7.

We will, however, be vigilant to protect the spirit of AA Tradition and shall not affiliate or link our site to any non-AA entity. Furthermore, as this site is provided solely for public information, it is merely a general service vehicle; we simply publish publicly available contact information concerning Alcoholics Anonymous in the geographic area of District 7, on the World Wide Web.

The web site is a District 7 vehicle and in line with the April, 1997 General Service Public Information Conference action where AA now utilizes Electronic Media as another method of carrying the AA message. This web site is not endorsed nor approved by Alcoholics Anonymous World Services, Inc. or any given Internet provider; it is an AA service provided solely by the District 7 General Service Committee.

In order to maintain personal anonymity when using the web site, web site users are asked to direct all comments, inquiries, and remarks to the e-mail address listed and they will be contacted via e-mail or postal mail according to the need. In keeping with our 11th and 12th Traditions, respecting anonymity at the public level, the site will not contain pictures, full names, residential addresses or identifiable email addresses or phone numbers of members of Alcoholics Anonymous. Every effort will be made to adhere to the 11<sup>th</sup> and 12<sup>th</sup> Traditions.

### Site Content

The following types of information only are allowed for display on the District 7 Website: Links to websites sponsored by bona fide A.A. service entities will be provided as a service to the website visitor. It shall be made clear District 7 does not endorse these websites and our linking to these sites does not constitute their endorsement by the District 7 Website.

Permissible links to A.A. websites and additional websites could include the following:

\* AAWS ([www.aa.org](http://www.aa.org)), commonly referred to as the G.S.O. website.

\*AAWS Website Frequently Asked Questions (FAQ's)

([http://www.aa.org/default/en\\_services\\_aa.cfm?pageid=31](http://www.aa.org/default/en_services_aa.cfm?pageid=31))

\*The AA Grapevine ([www.aagrapevine.org](http://www.aagrapevine.org)).

- \*Information pertaining to District 7 and Central Offices, Intergroups and other Districts within Area 42.
- \*Webmaster, North, South & Area Officers and Service Committee Chairs
- \*GSR Survival Guide also en Espanol.
- \*Assembly Agendas on the Area 42 Assembly Information Page
- \*District [DCM] Links
- \*Guidelines for the District 7 Website Committee
- \*Guidelines for District 7, Area 42, SAGSC
- \*Service Opportunity Contact

The Internet website shall cooperate with AA entities by providing references only, including a non-affiliation disclaimer.

#### Up Coming Events

Due to the difficulty in determining the content and/or sponsorship of roundups and conventions and in order to avoid the appearance of endorsement or affiliation with any outside entities or activities, the District 7 web site "Up Coming Events" will list only events directly related to the District 7 or other Area 42 General Service Events. The only items listed on this calendar will be dates, locations and information regarding general service events.

#### Domain Name Registration - Identifies Site ownership and contact information.

The Web Site will be registered to "District 7" with a domain name of [lasvegasdistrict7.org](http://lasvegasdistrict7.org), [lasvegasdistrict7.net](http://lasvegasdistrict7.net), [lasvegasdistrict7.com](http://lasvegasdistrict7.com).

Webmaster of District 7 is the primary administrative and billing contact and a second District 7 delegated representative from District 7 shall be the secondary contact. (Treasurer, District 7 PO Box 32135 Las Vegas, NV 89173)

The Webmaster shall be the Administrative Contact for the Website's domain name. Note: The webmaster person referred to above is a generic name and not the personal name of the person holding the position. This will Preserve anonymity and allow for continuity throughout the rotation.

The Webmaster or delegated representative shall be the Billing Contact for the Website's domain name.

The Technical Contact shall be the Internet Service Provider (ISP) who Maintains the primary domain name server for the Area Website.

#### Administration and Maintenance - Lists roles and responsibilities for the site.

The District 7 Webmaster is the Website Facilitator

#### Processes and Procedures - New content and content removal

If anyone outside of the above listed people wishes to place new content on or remove from the website, they must present it to the District Committee.

The Webmaster may make updates to the standing content listed as necessary.

Webmaster shall have responsibility on all matters pertaining to the website.

Webmaster is responsible for editing/making sure that all identifying personal information is deleted from published meeting minutes, event flyers and other content prior to publishing.

Should any questions arise regarding published content, site maintenance or any other unforeseen issues regarding the Website or Webmaster duties, a three person committee consisting of the Webmaster, DCM and Secretary shall resolve issues according to AA Tradition.

Additional responsibilities of the Webmaster to the District are:

Assist in creating periodic status reports.

Establish and present to the Committee a proposed annual website budget.

Establish a contact person for any linguistic translation and publication.

## **IX. AMENDING THE GUIDELINES**

- A. Any proposed amendment to these guidelines shall be presented at two consecutive meetings of this body.
  - a. A two-thirds vote of members present at the second meeting shall constitute adoption of the amendment.
  - b. The effective date must be included in the amendment at adoption.
- B. The Secretary shall distribute the amendment at the next meeting following adoption.
- C. These Guidelines were unanimously\* adopted on July 18, 2014.
- D. The section VIII District 7 Website Guidelines was unanimously adopted on Nov. 18, 2016.

\*minimum of 2/3 majority



