

# **Southern Area 42**

## **District 7**

### **Guidelines**

(Adopted July 2014)

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## **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 A.A. as a whole to all District 7 groups through their General Service Representatives.
- 2.** Provide a forum for District 7 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 monthly.

- 1.** The current monthly meeting location, day, time and other details can be found at the District 7 website: <https://lasvegasdistrict7.org>

## **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 Webmaster, Intergroup, H&I, Grapevine, etc.

**C.** No individual will be allowed more than one vote

- 1.** If you serve as a GSR and are also a Committee member, you can only vote once.
- 2.** If both GSR and Alt GSR are in attendance, only one of them may vote.

## **V. DISTRICT 7 COMMITTEE OFFICERS**

**A. DCM & ALTERNATE**

**1. DCM**

- a)** The district committee member (DCM) is an essential link between the Group GSRs and the Area Delegate to the General Service Conference.

- b) The DCM will conduct District meetings and disburse copies of the minutes to District members by email prior to the monthly meeting, and by hard copies at the District meetings.
- c) The DCM will appoint committee chairs as may be required.
- d) The DCM will carry the group conscience of the District as a member of the area committee.

*\*Please see VI Funding below for additional detailed duties.*

*\*For specific qualifications and duties, please refer to the A.A. Service Manual.*

**2. ALTERNATE DCM**

- a) The 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.

**B. TREASURER & ALTERNATE**

**1. TREASURER**

- a) 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 additional detailed duties.*

**2. ALTERNATE TREASURER**

- a) The Alternate Treasurer shall assume all duties of the Treasurer in the Treasurer's absence.
- b) The Alternate Treasurer shall also prepare a final accounting of the annual District picnic.
- c) The Alternate Treasurer shall also attend the annual District picnic committee meetings.

**C. SECRETARY & ALTERNATE**

**1. SECRETARY**

- a) The Secretary shall take minutes with attendee roll of all District 7 meetings.
- b) Secretary will provide minutes to the DCM for review and disbursement.

**2. ALTERNATE SECRETARY**

- a) The 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 either the signatures of the Treasurer, the Alternate Treasurer or DCM for all withdrawals.

1. A copy of the bank statement shall be provided monthly by the treasurer to the monthly business meeting.
  2. The Treasurer, Alternate Treasurer and DCM shall prepare an Annual Budget to be presented at the last District business meeting of the calendar year, and successive meetings until approved.
  3. Mid-year budget review and adjustments may be considered.
- 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 Alternate 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 last District business meeting of the 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.
      - (1) Any exceptions to be approved by the DCM and 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.**
1. DCM or GSR funding for assemblies must be approved in advance by the Treasurer with an expense proposal.
  2. All receipts and final itemized expense report provided at the next business meeting following the event.

3. If funds were advanced, any excess funds must be returned to the District Treasurer.
4. Any reimbursements to DCM's/GSR's (up to the approved amount) will be made promptly by the Treasurer, following the event.

**E. 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.

**VII. DISTRICT 7 WEBSITE GUIDELINES (Adopted Nov. 18 2016, Revised March 24, 2024)**

**A. DISCLAIMER**

1. This website is provided solely as a public information tool for District 7 and to display information about Alcoholics Anonymous in District 7.
2. 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 A.A. World Services, Inc., but it is not to be assumed that their use implies consensual approval by the General Service Conference.
3. Alcoholics Anonymous, A.A, and the Big Book of Alcoholics Anonymous are registered trademarks of Alcoholics Anonymous World Services, Inc. The Grapevine and A.A. Grapevine are registered trademarks of A.A. Grapevine, Inc.

**B. STATEMENT OF PURPOSE**

1. The purpose of this website is to provide General Service activities information about Alcoholics Anonymous and about A.A. in Area 42, District 7.
2. To create another way to access and inform all A.A. 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.
  - a) We will, however, be vigilant to protect the spirit of A.A. Tradition and shall not affiliate or link our site to any non-A.A. entity.
  - b) 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.
3. The website is a District 7 vehicle and in line with the April, 1997 General Service Public Information Conference action where A.A. now utilizes Electronic Media as another method of carrying the A.A. message.
4. This website is not endorsed nor approved by Alcoholics Anonymous World Services, Inc. or any given Internet provider; it is an A.A. service provided solely by the District 7 General Service Committee.
5. In order to maintain personal anonymity when using the website, website users are asked to direct all comments, inquiries, and remarks to the email address listed and they will be contacted via email or postal mail according to the need.
6. 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.
7. Every effort will be made to adhere to the 11th and 12th Traditions.

## C. SITE CONTENT

1. Any and all links provided on the District 7 website must direct to bona fide A.A. general service entities.
2. 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.
3. The website shall cooperate with A.A. general service entities by providing references only, including a non-affiliation disclaimer.

### 4. UP COMING EVENTS

- a) The website shall provide a single tab on the main banner entitled “Upcoming Events”.
  - (1) This is the only site page where non-general-service-related events shall be posted.
  - (2) These events must only be A.A. group-hosted events, A.A. Conventions, A.A. Conferences, and A.A. Roundups within District 7 and surrounding Area 42 districts.
  - (3) These events should be *put on by A.A.s, for A.A.s and about A.A., as stated in the A.A. Guidelines on “Conferences, Conventions and Roundups” provided at AA.org*
- b) The following disclaimer will be prominently posted within the “Upcoming Events” page:

*As per pg 6 of A.A. Guidelines on “Conferences, Conventions and Roundups”, that states “How do you know whether or not an event is an ‘A.A.’ event?”: The criteria generally in place for an event to be considered “an A.A. event” is that it be put on by A.A.s, for A.A.s and about A.A. It’s up to the group conscience of each A.A. group what criteria they consider when deciding on what announcements will be made. Some group consciences ask that all announcements be limited to subjects only as they relate to the A.A. group’s business. Some groups decide that announcements regarding “events” be made before or after the A.A. meeting; and some group consciences have determined that announcing A.A. “social events” is within the definition of an A.A. group’s primary purpose. [3M - 10/19 (GP)]*
- c) In keeping with these guidelines, Webmaster will have discretion to decide what flyers and information constitute events within District 7 and surrounding Area 42 districts.
  - (1) To this aim, the Webmaster will ensure every effort to maintain A.A. Traditions, anonymity and all other references within these guidelines.

## D. DOMAIN NAME REGISTRATION

1. The website will be registered to “District 7” with a domain name of lasvegasdistrct7.org.
2. Webmaster of District 7 is the primary administrative and billing contact and a second delegated representative from District 7 shall be the secondary contact.
3. The Webmaster shall be the administrative contact for the website’s domain name.

4. The Webmaster or delegated representative shall be the billing contact for the website's domain name.

#### **E. WEBMASTER ROLES AND RESPONSIBILITIES**

1. The District 7 Webmaster is the website facilitator.
2. If anyone outside of the Webmaster wishes to place new content on or remove from the website, they must present it to the District Committee.
3. Webmaster may make updates to the standing content listed as necessary.
4. Webmaster shall have responsibility on all matters pertaining to the website.
5. 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.
6. Assist in creating periodic status reports.
7. Post the approved monthly minutes to the District 7 website.
8. Monitor and maintain the [lasvegasdistrict7@gmail.com](mailto:lasvegasdistrict7@gmail.com) email account
  - a) Respond to email inquiries as needed
9. Establish and present to the District 7 committee a proposed annual website budget.
10. Establish a contact person for any linguistic translation and publication.
11. 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 A.A. Tradition.

#### **VIII. AMENDING THE GUIDELINES**

- A. Any proposed amendment to these guidelines shall be presented at two consecutive meetings of this body.
  1. A two-thirds vote of members present at the second meeting shall constitute adoption of the amendment.
  2. The effective date must be included in the amendment at adoption.
- B. The DCM shall distribute the amendment at the next meeting following adoption.
- C. These guidelines were unanimously\* adopted on July 18, 2014.
- D. The section "District 7 Website Guidelines" was unanimously adopted on Nov. 18, 2016.
- E. These guidelines were unanimously\* amended on March 24, 2024.

\*minimum of 2/3 majority