

General Service District 7, Inc. South Florida Area 15

Service Guidelines



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§1. NAME AND LOCATION

§1.1 The name of this organization shall be General Service District 7, Inc. [referred to hereinafter either as *District 7* or as *the District*]. The geographical area of service within the state of Florida which includes all of Lee County, the southern portion of Glades County and the northern portion of Hendry County. This organization is of perpetual duration.

§1.2 District 7 is a service body of the South Florida Area 15 Conference of Alcoholics Anonymous [referred hereinafter either as *South Florida Area 15* or as *Area 15*], and part of the General Service Structure established by The Conference Plan, sometimes known as the Third Legacy Plan. The first Service Conference met in 1951 and has met annually ever since.

§2. PURPOSE AND AUTHORITY

§2.1 The purpose of District 7 is to engage in General Service activities within the Conference structure guided by the Twelve Traditions of Alcoholics Anonymous (A.A.), the A.A. Service Manual and the Twelve Concepts for World Service. Service activities are anything that helps to reach a fellow alcoholic, ensures our own recovery and safeguards the integrity of our Fellowship.

§2.2 There is no authority except that expressed by the group conscience and communicated to the General Service Representative (GSR) whom the group has elected. The GSRs in turn, communicate to South Florida Area 15 by voting at the business meeting during the Quarterly Assemblies or through the District 7 service structure. District 7 is a service body only, and not a governance agency for A.A.

§2.3 Alcoholics Anonymous is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety. (Copyright by the AA Grapevine, Inc. Reprinted with permission).

§2.4 District 7 is autonomous within its boundaries having no authority over any other District in South Florida Area 15, nor is District 7 subservient to any other District in the Area.

§3. COMPOSITION

§3.1 District 7 membership shall be composed of General Service Representatives (GSRs) and their Alternates as selected by the AA groups which are registered with Area 15, the A.A. General Service Office and which are located within the geographical boundaries of District 7 as described above. District 7 is divided into several Sub-Districts. A Sub-District is comprised of eight or more groups and is designated as a geographic unit represented by a District Committee Member (DCM). The boundaries of Sub-Districts are flexible and the number of Sub-Districts may be changed due to growth and local needs.

§3.2 Each Sub-District within District 7 is facilitated by a District Committee Member (DCM) and an Alternate District Committee Member (ACM) who are elected by the Sub-District membership.

§3.3 The elected officers of District 7 shall consist of Chairperson, Alternate Chairperson, Treasurer, Secretary, and Registrar.

§3.4 The elected officers of District 7 shall serve as the directors of the corporation.

§3.5 District 7 shall have the following standing committees: Accessibilities, Archives, Corrections, Current Practices, Finance, Grapevine, Hospitality, Literature, Outreach, Public Information & Cooperation with the Professional Community [PI/CPC], Treatment, and Website.

§3.6 District 7 shall have a special committee for conducting the annual Carry the Message Day Workshop.

§3.7 As needed, a Quarterly Host Ad-hoc Committee shall be formed.

§3.8 In addition, District 7 shall have an Intergroup Liaison to facilitate communications with the Lee County Area Intergroup.

§3.9 These service guidelines shall provide both a structure and a set of procedures for conducting the business of District 7's service work.

§4. DISTRICT 7 VOTING MEMBERS

§4.01 All members of A.A., especially group GSRs, are encouraged to attend each District 7 meeting. District Voting Members are those described below. All other members of A.A. in attendance will be Non-Voting participants. Voting members are entitled to one and only one vote per person regardless of the number of ways in which they may qualify as a Voting District Member.

§4.02 A quorum for a District 7 meeting shall be the number of Voting District Members present at the time a vote is taken.

§4.1 District 7 Officers.

As described above in paragraph 3, the District 7 officers are the Chairperson, Alternate Chairperson, Secretary, Treasurer and Registrar. All District officers are considered a Voting member at any District meeting attended unless designated specifically as an ex-officio member.

§4.2 District 7 Committee Members [DCM].

§4.21 A District Committee Member [DCM] of a Sub-District within District 7 is considered a Voting member at each District meeting that they attend.

§4.22 If a DCM is not in attendance, the Sub-District's Alternate District Committee Member [ACM] is considered a Voting member.

§4.3 General Service Representative [GSR].

§4.31 A General Service Representative [GSR] elected to represent an A.A. group registered in District 7 is considered a Voting member at each District meeting that they attend.

§4.32 If a group's GSR is not in attendance, the group's elected Alternate GSR [AGSR] is a Voting member.

§4.4 Chairpersons of District 7 Committees.

§4.41 Chairpersons for the District 7 Standing Committees are considered a Voting member at each District meeting that they attend.

§4.42 If a Standing Committee Chairperson is not in attendance, the Committee's Alternate Chairperson is considered a Voting member.

§5. DISTRICT 7 RESPONSIBILITIES.

§5.1 SCOPE: The District shall maintain budgeted support for all District officers, DCMs [or their ACMs], all standing Committee Chairs [namely: Accessibilities, Archives, Corrections, Current Practices, Finance, Grapevine, Hospitality, Literature, Outreach, PI/CPC, Treatment, & Website], and Intergroup Liaison to their respective South Florida Area Committees in accordance with the South Florida Area 15 Current Practices and *The A.A. Service Manual* in order to carry the collective group-conscience of the A.A. Members within the District.

§5.2 MEETINGS: The District shall meet monthly at a time and location established by the District to be reasonable to the District membership.

§5.2.1 Regular business meetings of District 7 are currently held at the YANA clubhouse (1185 Lake McGregor Dr, Fort Myers, FL 33919). Meetings are typically held on the last Sunday of each month from 2pm to 4pm, with the following exceptions to avoid conflicts with holidays.

- The May meeting is held the weekend prior to Memorial Day.
- There is not a meeting scheduled in November.
- The December meeting will be held during the first full weekend of December.
- In addition, care shall be taken to ensure that there is no conflict with other holidays that are not specified above.

§5.2.2 GSR Workshop/Sharing sessions typically take place at 1 pm, immediately prior to the regular District 7 business meeting. These workshops are facilitated by the Alternate Chairperson or a designated replacement.

§5.2.3 District 7 Inventory meeting[s] will be conducted in even-numbered years. They shall be coordinated by the Alternate Chairperson. The Alternate Chairperson may facilitate the meetings or enlist the aid of another experienced individual.

§5.2.4 Parliamentary procedure shall be utilized during meetings in all matters not specified by this document, following Roberts Rules of Order as a guideline.

§5.2.5 Special meetings may be called by the District 7 Chairperson or otherwise by written request from not less than five (5) members with notice of time, place, and purpose of the special meeting received by the District 7 Chairperson not less than seven (7) days prior to the requested meeting.

§5.3 COMMITTEES: The District may, per the conscience of the District, create, combine, or dissolve Committees to assist in their mission, as necessary; and allocate funds needed to perform their duties. The scope and responsibilities of a Committee are to be found in the most current version of the *District 7 Service Guidelines*, supplemented by the District 7 Legacy of Service document. In the case of Ad Hoc committees, not defined by this document, the scope and responsibility shall be defined when the committee is established via an approved motion.

§6. DISTRICT OFFICERS.

§6.1 District Officer Responsibilities.

Below is a portion of the overall duties and responsibilities for each position. A more comprehensive list of these duties and responsibilities for each position can be found in the District 7 Legacy of Service Document, which is available at the District 7 website.

§6.1.1 District Chairperson.

- a.) Determine the collective-conscience of the District and its affiliated Groups, and carry this collective-conscience to Area 15 Assemblies, meetings, & workshops and to any other A.A. function attended.
- b.) Conduct each District meeting in accordance with this District 7 Service Guidelines, with more details found in Appendix 1, and provide a monthly report of actions undertaken to the District Members at these meetings.
- c.) Be familiar with established parliamentary procedures and conduct all meetings to ensure a proper and efficient order-of-business.
- d.) Provide agendas for District meetings. [Note: Agenda items must be submitted to the Chairperson at least two weeks prior to any regular District meeting in order to be included in the next month's agenda. Any voting member may submit an agenda item.]
- e.) Appoint temporary special committees, as necessary, and act as an *ex-officio* member without vote privilege, except in order to break any deadlocked discussion.
- f.) Prepare and present the District 7 report at each Area 15 Quarterly Assembly.
- g.) Maintain a manageable number of groups within the loose boundaries of the geographic Sub-Districts, with the assistance of the Registrar, to support the elected DCMs in service to their groups.
- h.) When necessary, conduct a DCM caucus prior to the Area 15 Quarterly Assembly.
- i.) Appoint the District Finance Committee Chair in January of the opposite year of the District regular elections, namely, on the odd-year following.
- j.) Rotate into the position of Chair for the District Current Practices committee at the end of a full-term as District Chair.
- k.) Perform any other duties as prescribed in the *South Florida Area 15 Current Practice Manual* and *The A.A. Service Manual*.

§6.1.2 Alternate Chairperson.

- a.) Assist the Chairperson in the duties of that office, or duties as assigned by the Chairperson.
- b.) Assume the Chairperson's duties if the Chairperson is unable to serve or attend a District 7 meeting or an Area 15 Quarterly Assembly.
- c.) Participate, whenever and where possible, to provide assistance to any District 7 Officer, as might be required.
- d.) Be responsible for chairing the Carry-the-Message service workshop committee once each year, except in any year District 7 acts as the hosting district for an Area assembly.

- e.) Facilitate the GSR-sharing meetings typically held immediately prior to each District business meeting.

§6.1.3 Secretary.

- a.) Generate and maintain a record of minutes from District meetings.
- b.) Distribute minutes to the District mailing list by whatever method of communication the District determines to be most effective.
- c.) Maintain records of meeting attendance of all officers, members, and visitors.
- d.) Maintain an archive of district documents by whatever method of mass storage the District determines to be most effective. Ensure that the following District documents or updates thereto (among others) are retained and available:
 - 1. Meeting agendas;
 - 2. Meeting minutes;
 - 3. Group lists;
 - 4. District financial records; and
 - 5. Information regarding district events (e.g., flyers).
- e.) Keep the Area 15 Archivist abreast of current district events and documents, generally, by emailing him/her, under separate cover, attachments relative to the immediately preceding item.

§6.1.4 Treasurer.

- a.) In collaboration with the Finance Committee, as a seated member, generate an annual budget prior to the October District 7 meeting, that will be presented for approval to the District each year.
- b.) Maintain a bank account, with a signature card signed by at least one other District Officer, for the depositing of receipts and disbursement of expenses.
- c.) Receive contributions from the A.A. Groups and members, as described in GSO Guidelines pertaining to contributions.
- d.) Make disbursements according to budgetary constraints approved by the District and §5. of this document.
- e.) Maintain records of all monies received, all expenses disbursed, applicable receipts, check-request forms, invoices, and any other appropriate financial documents.
- f.) Provide a report of records and funds at each District meeting, to include as a separate line item, the prudent reserve.
- g.) Maintain a report of actual expenditures and disbursements compared with allocated funds for each line item of the District budget. Provide this report to the District members, monthly & annually or any time requested by a District Officer.
- h.) Maintain custody of any District-provided equipment used in the duties of this office. Compile guidelines for utilization and procedure to the subsequent Treasurer.
- i.) Maintain an inventory of any and all assets of the District.

§6.1.5 Registrar.

- a.) Maintain an up-to-date database of the District 7 registered groups and meetings.
- b.) Maintain the up-to-date mailing list for all District trusted-servants and interested members.
- c.) Contact the Area 15 Mailing List Coordinator whenever there are any changes as far as the district's trusted servants' contact information or service position(s) within the district or within their respective groups, or a change occurs relative to a district group, including, but not limited to:
 - 1. New group or new trusted servant;
 - 2. Change in trusted servant or group's address or location;
 - 3. Change in trusted servant's phone number or email address; and
 - 4. Change in position from AGSR to GSR, from GSR to DCM or District officer, etc.
- d.) Distribute the District 7 meeting minutes and any other District 7 or Area 15 correspondence to District trusted servants by whatever method of communication the District determines to be most effective.
- e.) Assist the District 7 Chairperson in assigning or re-assigning groups to Sub-Districts whenever required.
- f.) Maintain custody of any District-provided equipment used in the duties of this office. Compile guidelines and instructions for the use and upkeep of this equipment for the subsequent Registrar.

§6.2 District Committee Member Responsibilities.

§6.2.1 District Committee Member [DCM].

- a.) Determine the collective-conscience of their respective Sub-District and its affiliated Groups, and carries the collective-conscience to Area 15 Assemblies, workshops, & meetings and to any A.A. function attended.
- b.) Attend all Area 15 Quarterly assemblies, especially the Sunday morning business meeting, prepared to vote on current issues and motions.
- c.) Assist groups within their Sub-District regarding Traditions and Concepts of A.A.
- d.) Talk frequently with GSRs and other Group contacts, assist with all group forms, and facilitate regular GSR question-and-answer sessions.
- e.) Encourage groups to have a GSR, or other contact person, and the importance of representation of the group at District 7 meetings and Area 15 Assemblies.
- f.) Facilitate direct communications between Groups and the District 7 Registrar.
- g.) Perform other duties as prescribed in the *South Florida Area 15 Current Practices* and *The A.A. Service Manual*.

§6.2.2 Alternate DCM [ACM].

- a.) Assist the DCM in the duties of that office.
- b.) Assume DCM duties if the DCM is unable to serve.

§6.3 Election of Officers.

§6.3.1 Officer Eligibility.

- a.) In the spirit of rotation, District officers are limited to one term of office for 2 years, except as otherwise outlined in this section. If any current Officer is a replacement for another Officer that left prior to the end of a full term, he/she may stand for the same position at the next District election without contravening the spirit of rotation if they have served for less than eighteen months.
- b.) It is recommended that the Chairperson relinquish a DCM or GSR position held prior to the beginning of their elected term.
- c.) It is recommended that the Chairperson and the Alternate Chairperson have enough continuous sobriety to be elected as an A.A. Conference Delegate (ordinarily 5 years), have prior service as both a GSR and DCM and have previously attended at least two Area 15 Assemblies.
- d.) It is recommended that the Secretary, Treasurer and Registrar have a minimum of three years of continuous sobriety to hold office.
- e.) It is strongly recommended that the spirit-of-rotation be considered and respected for all District Officer positions.

§6.3.2 Election Schedule & Voting Eligibility.

- a.) Nomination and election of District 7 officers shall take place every two years at the District's meeting in October of even numbered years.
- b.) Acceptance of any nomination is contingent upon the nominee verbally indicating their availability and commitment to serve in that position, if elected. All nominees must be in attendance at the District 7 meeting during the nomination and election.
- c.) As previously indicated in §4.01 above, Voting District 7 Members are entitled to one-and-only-one-vote per person.

§6.3.3 Election Procedures.

The election is facilitated by the outgoing Chairperson, Alternate Chairperson, or their proxy. In the absence of a valid facilitator, the election may be facilitated by a person determined by the conscience of those District members in attendance.

- a.) The Secretary (or acting Secretary) calls the roll to determine eligible Voting District 7 Members. The number of eligible voters and the calculation of 2/3 of that number will be recorded.
- b.) The order of the officer elections shall be: (1.) Chairperson; (2.) Alternate Chairperson; (3.) Treasurer; (4.) Secretary; and (5.) Registrar.
- c.) All eligible voting members will be asked to stand so that the District 7 members can consider them. All standing members who are neither available nor committed for that office will be asked to be seated. Those remaining standing will be given the opportunity to relate their qualifications and willingness to serve. After all eligible and willing members have been vetted, nominations from the floor from any district member, will then be accepted for approval.

- d.) If no nominees for an Officer position come forward, nominations and voting for that Officer position is postponed until the next District 7 meeting.
- e.) If the number of nominees for a position exceeds one person, voting is done via secret ballot in accordance with the Third Legacy procedures as described in the *A.A. Service Manual*. Any votes for individuals not officially nominated are ignored [and do not count towards the number of votes received].
- f.) A Non-Voting member, who has been appointed by general consensus of the District members present, will be requested to count the votes. If there are no Non-Voting members present, the votes must be counted by a District 7 Officer and the count must be verified by at least one DCM. A nominee for the office being voted upon may not count votes or verify vote counts.
- g.) This process is repeated for each remaining District Officer position.

§6.4 Term of Office.

- a.) If elected during the normal term elections, an Officer shall serve in their official capacity for two years, beginning January 1 following the District 7 election.
- b.) If an Officer is a mid-term replacement, their term begins immediately following the meeting in which they are elected and continues for the remainder of the original term.

§6.5 Officer Replacement.

- a.) An officer is expected to complete their term as so committed. However, it is reasonable and understandable that situations occur which make completion of their term difficult or impossible. Therefore, an officer may step down from their service commitment to the District without explanation at any time during their term.
- b.) An Officer may be removed from office by a two-thirds majority of Voting District Members by confidential ballot at any District meeting. Such a vote may be called from a seconded-motion by any Voting District member.
- c.) If an Officer abandons or declares their intention to abandon their position, or is removed from their position prior to the end of their normal term, nomination for their replacement is conducted immediately (if this occurs during a District meeting) or at the next District meeting, at the latest. If the vacant office is that of the Chair, the Alternate Chair (being the Chair *pro tem*) then assumes the Chair position immediately and the office of Alternate Chair becomes vacant. The election for the replacement Officer is done at the following District meeting following the process defined in §6.3.3 above. Until a replacement Officer is determined, the new Chair has the authority to unilaterally appoint an *ad hoc* replacement to perform the functions of the vacant position.

§7. COMMITTEES.

§7.1 Standing Committees.

- a.) The following standing committees shall be maintained within District 7. The District may establish or abolish any of these committees to meet the needs of the district by means of a 2/3 majority vote at any district meeting.
- b.) All committee chairs will review their respective position descriptions in the District's Legacy of Service document and provide needed updates to the January District meeting.
- c.) All standing committee chairs, except for the Hospitality Committee, are expected to have a representative present at the Area 15 Quarterly workshop for their respective committee.

§7.1.1 Accessibilities – Offers a forum to District 7 groups to share experiences in carrying the AA message to those with special needs requests through coordination with the Lee County Area Intergroup. The committee maintains a special needs display and presents the display to help provide situational descriptions at District 7 service workshops.

§7.1.2 Archives – Maintains, and expands, an archival history of actions and artifacts of District 7 as recorded in the minutes. Upon request, the committee presents an appropriate display of artifacts at A.A. service workshops, meetings, and assemblies. Passes all relevant information along to the Area 15 Archivist.

§7.1.3 Corrections – Encourages AA members to assume responsibility for carrying the message to alcoholics currently incarcerated. Acts as a single point of contact for volunteers interested in taking meetings into jails within Lee, Glades, and Hendry counties. Presents a display and provides information at District 7 service workshops.

§7.1.4 Current Practices – Chaired by immediate past District 7 Chairperson along with 2 DCMs, either current or past. Maintains and updates this District 7 Service Manual and the Book of Motions along with the District 7 Secretary. The committee chair also serves on the Finance Committee.

§7.1.5 Finance – The committee Chairperson is appointed by the District 7 Chair on the even-year rotation and the committee is composed of the current District 7 Treasurer, the immediate past District 7 Chair, and two District 7 members appointed by the Finance Chair and approved by the District 7 body. Oversees District 7 finances by reviewing current expenditures of budgeted items, reviews unbudgeted requests for funds, receives requests for funds on proposed budget, and prepares an annual budget for District 7 approval at the December meeting. The committee meets at least quarterly just prior to the Area 15 assembly, at the site of the District 7 monthly meeting, and one hour prior. Other special meetings may be convened as necessary. The committee reports all actions and recommendations to the District, and provides information at District 7 service workshops.

§7.1.6 Grapevine – Offers a forum for District 7 groups to share their experience in carrying the message utilizing the Grapevine magazine, LaViña magazine, and other recovery resources published by A.A. Grapevine. Presents displays and provides information for service workshops including story-writing seminars for submission to publish member stories.

- §7.1.7 Hospitality** – Responsible for posting greeters, making coffee, providing finger foods, and clean-up commitments during District 7 meetings. Collects basket donations during meetings and distributes welcome packets for new GSRs.
- §7.1.8 Literature** – Offers a forum for District 7 groups to share and review questions about A.A. conference-approved literature. Maintains a literature display for District 7 workshops and provides information to members at meetings, workshops, and assemblies.
- §7.1.9 Outreach** – Organize a committee of volunteers to visit groups in the District that do not currently have representation by a GSR at the District level. Pass information about the functions and the need for ongoing District participation to groups, and at service workshops.
- §7.1.10 Public Information/ Cooperation with the Professional Community [PI/CPC]** – Responsible for creating increased awareness and less confusion of the A.A. program among the general public utilizing public media [including radio, TV, and libraries] along with professional groups [including court officials, medical practitioners, and law enforcement]. Offers a forum to District 7 groups to share experience in carrying the A.A. message by maintaining a display and providing information at service workshops.
- §7.1.11 Treatment** – Acting as the District 7 specific point-of-contact, this committee coordinates interactions between the list of meetings at treatment facilities in the District and the individual A.A. volunteers and groups who desire to carry the AA message of recovery to alcoholics within those treatment facilities. Sets up means for bridging-the-gap for newcomers prior to leaving a treatment center, in preparation for arriving at A.A. meetings. Maintains a treatment display for presenting information at service workshops.
- §7.1.12 Website** – Regularly updates and backs up the District 7 Website which is located at the link [<https://district7area15aa.org/website/>]. Tracks usage on Google analytics and reports on all utilization activities and statistics, as well as the password for secure District 7 documents. Uses only first names and last name initial for all members cited online. Maintains the website in accordance with the 12 Traditions, the 12 Concepts, District 7 Current Practices, and this document. Maintains a display for use at District 7 Service Workshops.

§7.2 Special Activities and Committees.

- a.) The following special activities and committees shall be maintained within District 7.
- b.) Committee chairs will review their respective position descriptions in the District’s Legacy of Service document and provide needed updates to the January District meeting.

§7.2.1 Intergroup Liaison – Facilitates an exchange of information between the Lee County Area Intergroup board and District 7, by attending monthly meetings for both bodies. Additionally, this service position is jointly approved by both bodies.

§7.2.2 Carry the Message Day Workshop – This event shall be conducted annually to promote the activities of the district and facilitate communications to all district members in a non-business environment. If District 7 serves as the host district for a quarterly assembly, this event may be deferred within that calendar year.

§7.2.3 Quarterly Assembly Host District Committee – When District 7 chooses to submit a bid to serve as the Quarterly Assembly Host District, this ad-hoc committee will be

formed to prepare the bid and to support all required activities of this service commitment. Upon initial formation, the committee will have a chairperson, alternate chairperson, secretary, treasurer and hotel liaison. If a bid is successful, the committee will then fill other necessary sub-committee positions. This responsibility fulfills the purpose of Carry the Message Day and that event may be deferred within the same calendar year.

§7.3 Committee Chair Elections

- a.) Election of all Standing Committee Chairpersons (excepting the Finance Committee) are filled by one of two methods which would depend on the size of the committee:
 - If the committee contains only one person, the position of chairperson would be filled by anyone seeking the position after standing at the district's general election and receiving approval of the membership. If more than one person stands for the chairperson's position a vote would be taken in accordance with the Third Legacy Procedure.
 - If the size of the committee is larger than one, the current committee would elect a new chairperson and that person would stand at the general election for approval by the district body. If no one is elected at the committee level or the committee wishes not to elect a new chairperson, those wishing to stand for the position would do so at the general election and be elected by the body.
- b.) The Finance Committee Chairperson is appointed by the District Chairperson. The term for the Finance Committee Chairperson shall begin on January 1st of even numbered years which is a one year offset from all of the other terms of office.

§7.4 Committee Chair Replacement.

- a.) A Committee Chair may step down from his/her service commitment without explanation at any time during their term.
- b.) If a Committee Chairperson does not attend 3 consecutive meetings of the Committee or 3 consecutive District business meetings, they may be removed and replaced.

§7.5 Committee Chair Responsibilities.

The full list of responsibilities for each committee chairperson is maintained in the Legacy of Service document. Responsibilities of committee chairs may include the:

- a.) Solicit and encourage Committee membership, as appropriate, to facilitate an informed group conscience that is representative of the District within the area of concern of the Committee.
- b.) Maintain a contact list of the members of the Committee.
- c.) Become familiar with the guidelines and service manuals of the District, Area 15 and A.A., especially as they relate to the area of concern of the Committee.
- d.) Provide a verbal and/or written report at all monthly District Meetings regarding committee activities. If the chair is unable to attend, a report should be presented by a proxy or a written report should be provided to the District Secretary prior to the District 7 Meeting.

- e.) Obtain approval from the District Treasurer before making large expenditures, even when they are within the committee's budget.
- f.) Account to the District Treasurer for money spent with a receipt or invoice.
- g.) Maintain a pass-along file of procedures and protocols to assist replacement Chair.
- h.) Annually update the responsibilities of the Committee Chairperson in the Legacy of Service document.
- i.) A more detailed list of responsibilities for each Committee Chairperson can be found in the District 7 Legacy of Service document.

§7.6 Ad hoc Committees.

If an ad hoc committee is deemed necessary to meet the needs of the District for a specific requirement or purpose, the District may establish or abolish a committee using the same criteria for other committees as described here within §7.

§8. FINANCES.

§8.01 General: These guidelines shall be followed by the District 7 Treasurer in the disbursement of funds. All members of the District shall submit supporting documentation to include appropriate receipts, expense vouchers, mileage charts and/or check-request form, to secure reimbursement from the District 7 Treasurer. Unless covered specifically within the guidelines of this section, disbursement of District funds requires a simple-majority vote of District 7 Members, via an approved motion.

§8.02 Support: District 7 is self-supporting through the voluntary contributions of its members and groups.

§8.03 Prudent Reserve: A prudent reserve in the amount of the estimated operating expenses of three (3) to six (6) months shall be maintained.

§8.04 Usual Expenses: These may include meeting-location rent, storage rental, post office box, literature, postage, printing, committee expenses, office supplies, and stipends for attending Area 15 Quarterly Assemblies by District 7 Officers, DCMs or their representative ACM, & standing committee Chairpersons, or their representative Alternate chairperson, for the following committees: Accessibilities, Archives, Corrections, Current Practices, Finance, Grapevine, Hospitality, Literature, Outreach, PI/CPC, Treatment, and Website and the Intergroup Liaison.

§8.1 Funding.

District Officers, Standing Committees, and DCMs are supported by the District 7 budget. Funds budgeted for District Trusted Servants and Committees are to be used to support the responsibilities assigned to that District Member or Committee. No money will be expended over the approved budget amount unless previously approved by the District in a simple-majority vote. Documentation requirements for financial support are provided in §8.4 below.

§8.2 Reimbursement For Quarterly Lodging Outside District 7.

§8.2.1 Eligibility: District 7 Officers, DCMs, or their representative ACMs, and all Standing Committee Chairs (except for the Hospitality Committee), or their representative alternates, shall be provided a stipend for the purpose of attending Area 15 Quarterly Assemblies, not held within the geographic area of District 7.

§8.2.2 Stipend: The stipend paid shall provide reimbursement for one-night lodging expenses [to include taxes, fees, and parking] at either the assembly host hotel or at another hotel in the geographic vicinity.

§8.2.3 Overflow: If a member is not able to stay at the host hotel, reimbursement at another hotel shall not exceed more than 10% above the amount set by the Area 15 Hosting contract.

§8.2.4 Non-Overnight Attendance: If member chooses not to stay overnight, he/she may be reimbursed for verified mileage, not to exceed the amount that would be paid for one nights lodging expenses at the host hotel. The mileage rate is paid at the current IRS mileage rate per mile for business purposes, and mileage totals shall be documented by the member for reimbursement.

§8.3 Reimbursement For Quarterly Lodging Within District 7.

§8.3.1 Eligibility: If the Area Quarterly Assembly is held within the confines of District 7 geographic area, the one-night stipend for lodging will be paid only to any of the District 7 Officers, DCMs [or ACMs], and all Standing Committee Chairs [or alternates] who need to stay overnight at the host hotel in order to fulfill their responsibilities serving on the Ad Hoc District 7 Quarterly Host Committee.

§8.3.2 Host Committee Chair: The Chairperson of the District 7 Quarterly Host Committee shall receive a stipend covering two (2) nights lodging.

§8.3.3 Host Committee Members: Any additional members of the District 7 Quarterly Host Committee who are not eligible by §8.3.1 may be allowed to receive a stipend if it is determined necessary by the District 7 Quarterly Host Committee. The Chairperson of the committee will present these needs to the Finance Committee for approval.

§8.3.4 Compensatory Rooms: All efforts should be made to provide lodging for District 7 Host Committee members by using compensatory room assignments from the host hotel. Note: Reservations for such rooms are the responsibility of the individual, not the District.

§8.4 Expense Documentation.

§8.4.1 Overview: No disbursement of funds shall be made without proper documentation (i.e., copies of paid bills, canceled checks, mileage charts, or cash receipts).

§8.4.2 Check-Request Form: All disbursements of funds, with the exception of vendors paid directly by the Treasurer, shall be submitted with sufficient detail provided on a check-request form, which are available for printing at the District 7 website:
<https://district7area15aa.org/website/>

§8.4.3 Unavailable or Lost Receipts: Receipts should be requested whenever possible for all expenses. However, certain expense receipts may not be available or may have been lost or inadvertently destroyed. In such cases, the reimbursement for that expense is contingent upon approval by simple-majority vote of the District.

§9 DISTRICT GROUPS

§9.1 Request to Add a Group to the District

To add a Group to the District roster, the new Group should file a written request to be added by providing either a New Group Form or a Group Information Change Form (if not a new Group) to their Sub-District DCM and/or the Registrar. These forms can be provided by the District Secretary, or any District officer. The forms contain information needed, such as: GSR or other Contact information; meeting information (e.g., type, venue, etc.); and meeting start date.

§9.2 Removal of Group Affiliation from District

If a Group decides to be removed from District affiliation, their informed group conscience needs to be provided to the District by their GSR or Contact person, acting on behalf of their Group. No explanation for the decision is required.

§10. AMENDMENT PROCEDURES

A proposal to amend any portion of this document, the District 7 Service Guidelines, must be submitted in writing to the District 7 Chairperson at least two weeks prior to the next upcoming District 7 business meeting. The District 7 Chairperson shall include the proposed amendment on the agenda for that District meeting. Subsequent adoption of any modifications to this document requires a minimum two-thirds vote of the District Voting Members.

APPROVAL

This District 7 Service Guidelines document was approved
via Motion 11-24 on 27 October 2024

APPENDIX 1. DISTRICT 7 MEETING PROCEDURES AND GUIDELINES

Agenda

The District 7 Chairperson is responsible to provide an agenda for each District meeting, typically at least one week prior. The agenda should facilitate an expedient and organized business meeting. Suggested elements of a meeting agenda may include the following subjects:

- 1.) Opening Readings; Introductions
- 2.) District Officers' reports
- 3.) Committee and Special Assignment reports
- 4.) Old business
- 5.) New business
- 6.) Good & Welfare; Anniversaries; Closing readings

Motions and Voting Procedures

Motions may be used to allow the District to impartially consider issues and the opinions of those representatives present at District 7 business meetings. The process for this consideration and the voting procedures follows a modified version of *Robert's Rules of Order*. The process for motions includes the following steps:

- Motion
- Seconding of the motion, unless motion came out of committee

Upon a motion being seconded, the actions listed below may follow, but are not required:

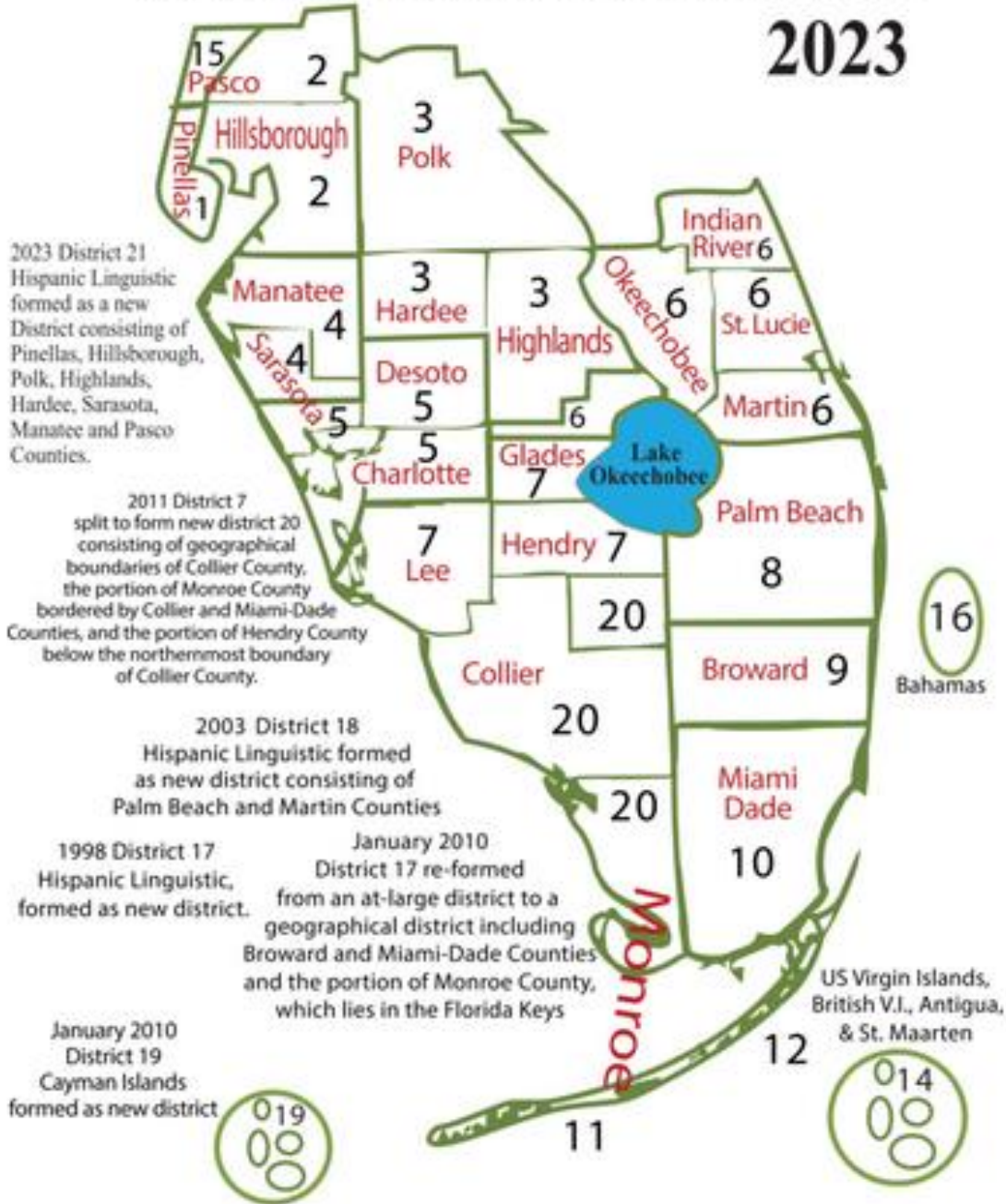
- Discussion on the motion
- Amendment of the motion
- Motion to table
- Motion to withdraw
- Calling the question on the motion
- Vote on any of the above (except for discussion on the motion) or on approval of the motion itself

A simple majority carries precedence on any vote.

Subsequent to a vote, the Chairperson may, at her/his discretion, call for minority opinion. In such cases, if a Voting District Member having voted in the minority wishes to speak, discussion of the motion resumes, but only those that voted in the minority opinion may speak. This minority opinion discussion continues until either no more minority opinion discussion is requested, or a person that voted with the majority calls a motion to reconsider. Upon such a motion -- and subsequent second -- a simple majority in favor of reconsideration will begin the motion consideration process anew.

Area 15 South Florida District Divisions

2023



District 7 Map of Sub-Districts

