

GENERAL SERVICE

DISTRICT #9

GUIDELINES

Update: March 2012

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TOPIC I -- Name and Location

The name of this organization shall be District 9 - South Florida Conference of Alcoholics Anonymous.

The geographical area is known as and includes all of the County of Broward in the State of Florida.

This organization is of perpetual duration.

District 9 is part of the General Service Structure established by The Conference Plan, sometimes known as the Third Legacy Plan, and confirmed by the Second International Convention of 1955 in St. Louis, Missouri.

TOPIC II -- Purpose and Authority

The purpose of District 9 is to engage in General Service activities within the Conference structure guided by the Twelve Traditions of AA, the AA 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.

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 the Area Conference through the District Committee Member (DCM). District 9 is a service body only; never a government for AA.

District 9 is an un-incorporated body.

AA is a Fellowship of men and women 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 membership; we are self-supporting through our own contributions. AA 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.)

District 9 is autonomous within its boundaries having no authority over any other District in the South Florida Area; nor is District 9 subservient to any other District in the Area.

TOPIC III -- Composition

District 9 membership shall be composed of General Service Representatives (GSR's) and their Alternates selected by AA groups which are registered with the General Service Office and which are located within Broward County.

District 9 is divided into Sections. Each Section is made up of eight or more groups and is designated a DCM geographic unit. The boundaries of a Section are flexible and the number of Sections may be changed due to growth and local needs.

District 9 is also composed of District Committee Members (DCMs) and Alternates (ACMs) who are elected by the District membership. The South Florida Conference assigns one DCM and ACM for each eight AA groups within the District.

The elected officers of District 9 shall consist of Chairperson, Treasurer, Recording Secretary, and Registrar.

District membership elects standing committee chairpersons, special committee chairpersons and three of the four service activity representatives. Standing committees are Archives, Grapevine, Public Information and Cooperation With the Professional Community (PI/CPC), Website, Support Your Services, Special Needs, Finance and Carry The Message Day. Special Committees are General Service Gratitude Dinner, Quarterly Bid (if appropriate) and Quarterly Committee (if appropriate). Elected Service Activities are Intergroup Liaison, Institutions Liaison, and Room & Ride Coordinator.

The GSR and ACM/DCM Workshop Coordinators and Current Practices Chairperson are appointed by the District 9 Chairperson.

TOPIC IV -- Finances

District 9 is self-supporting through the voluntary contributions of its participating groups and by individual A.A. members.

No assets are accumulated. Any contributions in excess of operating expenses plus a prudent reserve shall be forwarded to our Area Committee and/or the General Service Office. The General Service Office is to receive 80% and the South Florida Area 20% of the self support money, generally on a quarterly basis.

Any monies needed by the Committee Chairpersons over the budgeted amount should go before the body.

A prudent reserve in the amount of the estimated operating expenses of 3 months shall be maintained.

Normal expenses are: meeting location expenses, literature, postage, office supplies, committee needs, GSR Workshop and Website expenses.

For attendance at South Florida Quarterlies, District 9 will reimburse a flat rate of \$200.00 (all inclusive) for one night's lodging unless that person is reimbursed for such attendance from another source. Eligible to receive compensation are district officers, DCMs, ACMs, Archives, Grapevine, PI/CPC, Literature, Special Needs, and Website Committee chairpersons. District 9 will pay for two rooms at Area Quarterlies for one night for GSR'S that are not funded by there Home Groups. One room for men, and one room for women.

DCMs, ACMs and GSRs must attend their respective Saturday meetings including the Sunday morning business meeting in order to be reimbursed by District 9.

Committee chairpersons will submit a written request to the District (Treasurer) for their budgeted funds at the beginning of the year and submit a written report, receipts, and any left over funds at the end of the year.

TOPIC V -- Meetings

The suggested agenda for regular business meetings is in Appendix A. Regular meetings of District 9 are usually held on the third Sunday of each month preceded by a DCM meeting and a GSR Workshop.

The date of the next regular meeting shall be included as part of the minutes of the meeting.

Established parliamentary procedures shall be used in all matters not specified by these Guidelines.

TOPIC VI -- District 9's Relationship to the South Florida Area

The South Florida Conference will act for AA in the perpetuation and guidance of its world services and it will also be the vehicle by which the AA movement can express its view upon all matters vital to AA policy and all hazardous deviations from AA Tradition.

The DCMs or Alternates are encouraged to attend South Florida Area Quarterly business meetings to represent their groups and to obtain subject material to coordinate service activities within the District.

TOPIC VII -- District Officers

To serve as a District officer requires past or present experience as a DCM, ACM or GSR. The election procedure is described in Appendix C.

Duties and Responsibilities

1. The duties of the **Chairperson** include:
 - a. Preside at all meetings and perform such acts and duties as are customary to this office.
 - b. Be familiar with and conduct all meetings using established parliamentary procedures so as to ensure the proper and efficient order of business.
 - c. Appoint temporary Special Committees as necessary and act as Ex-officio member without vote except to break a tie.
 - d. Prepare brief, factual, written District reports for presentation at the Area Quarterly.
 - e. Coordinate a proper and adequate geographic assignment of groups within a DCM section. Ensure that a DCM and ACM are allocated for each eight groups whenever possible as per the South Florida Area Conference.
 - f. Attend the District Chairpersons' Meeting at each Area Quarterly.
 - g. Be signer to District 9 checking account.
 - h. Newly elected Chairperson appoints a GSR Workshop Coordinator for term of one year who is presented to the body in December.
 - i. Newly elected Chairperson appoints ACM/DCM Workshop Coordinator for term of one year who is presented to the body in December.
 - j. Newly elected Chairperson appoints the Current Practices Chairperson for a term of two years who is presented to the body in December.
 - k. Serve on the Finance Committee ex Officio.
2. The duties of the **Treasurer** include:
 - a. Receive all funds and deposit them in a separate designated checking account.
 - b. Maintain a District 9 business checking account with two signatures required on each check to dispense District 9 funds. Be signer to this account jointly with District Chairperson, Recording Secretary and Registrar.
 - c. Pay all authorized District 9 expenses.
 - d. Prepare a monthly cumulative written report of all receipts and expenses for presentation at the District meeting. (The Treasurer's report should also show, as a separate line item, the prudent reserve.)
 - e. Keep all receipts, vouchers, and checking records for a minimum of 3 years.
 - f. Be responsible to advise the Chairperson of the financial status of the District.
 - g. Attend the District Treasurers' Meeting at each Area Quarterly.
 - h. Serve on the Finance Committee ex officio.
 - i. Serve as Treasurer for the Annual Gratitude Dinner.
 - j. Perform any other duties that may relate to the functions of the office.

3. The duties of the **Recording Secretary** include:
 - a. Prepare minutes of each meeting.
 - b. Mail and/or email copies of the minutes of each meeting as soon as practical to the District members.
 - c. Mail and/or email a copy of District 9 Monthly Business Meeting Minutes to Broward Intergroup Office.
 - d. Maintain records of attendance of DCMs, ACMs, Officers, and Committee Chairpersons.
 - e. Attend the District Secretaries' Meeting at each Area Quarterly.
 - f. Be signer to District 9 checking account.
 - g. Perform any other duties that may relate to the functions of the office.

4. The duties of the **Registrar** include:
 - a. Prepare and maintain an up-to-date mailing list and other pertinent information of Groups within the District and their GSRs, the DCMs, Alternate DCMs, Officers, and Committee Chairpersons.
 - b. Co-ordinate with both the Area Registrar and the General Service Office to confirm that this information is up-to-date.
 - c. Provide a set of labels to the Recording Secretary for mailing of the minutes.
 - d. Attend the District Secretaries' Meeting at each Area Quarterly.
 - e. Be signer to District 9 checking account.
 - f. Each January prepare copies of updated District Guidelines.
 - g. Perform any other duties that may relate to the functions of the office.

Any Officer with three un-excused consecutive absences will be requested to resign his or her office.

Topic VIII -- District Committee Members (DCM) and Alternates (ACM)

Duties and Responsibilities: Considerable service, usually 2 years completed as a GSR, and time and energy to fulfill a 2 year commitment is the combination of experience a member should bring to this position. The election procedure is explained in Appendix C.

1. DCM and ACM vacancies are created by:
 - a. Expiration of a term of office.
 - b. Resignation.
 - c. Replacement due to three consecutive un-excused absences from DCM/ACM and/or the District General Service meeting.
 - d. Increase in number of registered groups in District 9.
2. The DCM is an essential link between group's GSR and the Area's Delegate to the General Service Conference. As leader of the Section, the DCM is exposed to the group conscience of that Section. As a member of the Area Committee, he or she is able to pass on this thinking to the Area Delegate and the Area Committee. How capably this is done is the measure of the DCM's effectiveness.
3. An able, experienced ACM makes a good DCM after completing a two year term, provided he or she has the time and urge to work closely with groups within the District.
4. No one may serve as a DCM/Alternate DCM and a GSR/Alternate GSR simultaneously.
5. The relationship of the DCM to the Group:
 - a. Attends regular District meetings.
 - b. Maintains current roster of GSRs in his or her Section.
 - c. Holds regular meetings with all GSRs in the Section.
 - d. Encourages each group in the Section to have a GSR and participate in District 9 activities.
 - e. Discusses group and District affairs with the GSRs.
 - f. Keeps informed of group affairs and contributions.
 - g. Is available to assist and guide GSRs in District and Area matters.
6. The relationship of the DCM to the Area:
 - a. Attends and participates in the Area Quarterly business meetings.
 - b. Through attendance at District 9's meetings, is able to bring to the Area information which may benefit other Districts.
 - c. Has a good grasp of the group conscience of the District.
7. The relationship of the DCM to General Service.
 - a. Makes sure the Section's GSRs are familiar with "The A.A. Service Manual Combined With Twelve Concepts for World Service."
 - b. Encourages GSRs to attend workshops, sharing sessions, etc.
8. ACM's are encouraged to assist, participate, and share in the DCM's responsibilities and attend District and Area meetings.

TOPIC IX -- Committees

Committees are the life's blood to service work within the district. In general the Chairperson and members of the Committee have complete initiative within their area of responsibilities, developing ideas and methods to best accomplish their objectives. Committee Chairpersons have the opportunity to report their Committee activities, accomplishments, and problem areas at the regular district meeting. Qualifications, term(s) of service and procedures for elected committee positions on both Standing and Special committees are described in Appendix J.

1. **Standing Committees** Current permanent Standing Committees are:

- a. Archives
- b. Grapevine
- c. Public Information and Cooperation with the Professional Community (PI/CPC)
- d. Support Your Services
- e. Special Needs
- f. Carry The Message Day
- g. Literature Committee
- h. Web Site
- i. Current Practices - This Committee Chair is appointed by the District Chairperson for two years and announced in December.
- j. Finance

2. **Special Committees** Special Committees are established each January and carry out their responsibilities under the same provisions of working and reporting as granted to standing committees.

Current Special Committees are:

- a. General Service Gratitude Dinner
- b. Assembly Bid Coordinator (if appropriate)
- c. Quarterly (if appropriate).

TOPIC X -- Service Activities

1. **Service Activity Positions:** Service activities are positions in which individual A.A. members fulfill the duties of the named activity and report to the body.

2. **Current Service Activity positions are:**

- a. GSR Workshop Coordinator: The GSR Workshop Coordinator is appointed by the newly elected District Chairperson each year for a one year term and is presented to the body in December.

The purpose of the General Service Workshop is to assist the GSR, Alternate GSR, and any interested AA member to a better understanding of General Service, through the use of Conference-Approved materials, and shared experience.

- b. ACM/DCM Workshop Coordinator: The ACM/DCM Workshop Coordinator is appointed by the newly elected District Chairperson each year for a one year term and is presented to the body in December.
- c. Intergroup Liaison.
- d. Institutions Liaison.
- e. Room and Ride Coordinator.

Intergroup Liaison, Institution Liaison and Room and Ride Coordinators are elected according to Appendix C.

TOPIC XI -- Making Amendments to These Guidelines

Requests for additions, changes, and deletions to these Guidelines shall be presented verbally and in writing at a regularly-scheduled meeting for vote at the following regular meeting. The Recording Secretary shall include the proposed changes to the Guidelines in the minutes of the meeting at which the request was made.

Changes to this document may be made only with the approval of two-thirds of the District 9 members present for the vote. Changes to each specific Topic and/or Item shall be voted upon separately.

Addenda to the Guidelines will be issued as they are passed by the District. New Guidelines with all additions, changes, and deletions will be printed annually.

APPENDIX A - Suggested Meeting Agenda

1. Chairperson:
 - a. Open meeting - Moment of silence/Serenity Prayer
 - b. AA Preamble
 - c. District Structure; (see Appendix B)
 - d. Monthly Tradition
 - e. Monthly Concept (short form)
 - f. Chair Report
2. Recording Secretary:

Roll Call DCMs/ACMs

 - a. Minutes of Previous Meeting
 - 1) Call for corrections
 - 2) Motion to Accept
3. Registrar:

Introduce new GSRs and Alternate GSRs
4. Reports:
 - a. Treasurer
 - b. Service Activities:
 - 1) GSR Workshop Coordinator
 - 2) Intergroup Liaison
 - 3) Institution Liaison
 - 4) Room & Ride Coordinator
 - 5) ACM/DCM Coordinator
 - c. Standing Committees:
 - 1) Archives
 - 2) Carry the Message Day
 - 3) PI/CPC
 - 4) Grapevine
 - 5) Literature
 - 6) Special Needs
 - 7) Support Your Services
 - 8) Web Site
 - 9) Finance
 - 10) Current Practices
 - d. Special Committees:
 - 1) Gratitude Dinner
 - 2) Quarterly Bid (if appropriate)
 - 3) Quarterly (if appropriate)
5. Intentionally left blank
6. Group Problems
7. Unfinished Business
8. New Business:
 - a. Special DCM/ACM vacancy election if needed
 - b. Other new business
9. Announcements:
 - a. Date of Next Meeting
 - b. Other from body
10. Close with the Responsibility Declaration and the Lord's Prayer

APPENDIX B: District Structure

District 9 is one of 18 Districts which make up the South Florida Area of the General Service Conference.

District 9 is the geographical area known as and includes all of Broward County. It is composed of GSRs of all AA groups in our District desiring to participate. The General Service Representatives elect Area Committee Members and then join them in electing a Delegate from our Area to the annual General Service Conference.

The Conference structure is the method through which all AA groups in our District can provide the most effective communication within the Area and between the groups and the General Service Board on matters affecting AA as a whole. These matters include policy on:

1. AA Conference-approved Literature
2. AA Public Information
3. AA's Relation with Professionals in the Alcoholism Field
4. AA Institution activity
5. AA Finances
6. The AA Grapevine
7. The election of Trustees to the General Service Board.

Thus, the link between the AA groups and their General Service Board and Office is established and maintained, and the General Service Conference becomes, as nearly as possible, the voice of Alcoholics Anonymous.

The life of each individual and of each group is built around our Twelve Steps and Twelve Traditions. We very well know that the penalty of extensive disobedience to these principles is possible death for the individual and dissolution of the group. An even greater force for AA's unity is the compelling love that we have for our fellow members and for the principles upon which our lives today are founded.

APPENDIX C -- DISTRICT 9 ELECTIONS

PROCEDURE: Third Legacy as found in the A.A. Service Manual. Each person standing will be given the opportunity to state their qualifications.

WHO VOTES: GSRs, DCMs, ACMs, District Officers and Committee Chairs are entitled to vote. Alternate GSR votes in the absence of the regular GSR.

WHEN: District Officers, Standing Committee Chairpersons and Service Activities representatives are elected at the October business meeting. Special Committee Chairpersons are elected at the January business meeting as appropriate. Mid-term vacancies will be filled at time of occurrence

PRECEDENCE: Election of District Officers and Standing Committee Chairpersons is in the order of this Appendix beginning with the District Chairperson.

SERVICE TERMS: Except for Archives [see below], all elected terms are 1 year with eligibility to stand for 1 additional year in the same office; District servants begin their terms at the January business meeting. It is suggested that all District Officers have 5 years sobriety and all District Committee Chairs have 2 years sobriety.

DISTRICT OFFICERS (October)

A 'considerable' period, minimum of 5 years of sobriety plus completed a full 2 year term as GSR in District 9 affairs is desirable.

DISTRICT 9 CHAIRPERSON: Past or present DCM or ACM rotating into DCM the upcoming January. Ideally, the Chairperson has held other District offices first.

TREASURER; RECORDING SECRETARY; REGISTRAR:

Past or present DCM, ACM, or GSR

STANDING COMMITTEE CHAIRPERSONS (October)

A.A. members who are past or present DCMs, ACMs, GSRs or Alternate GSRs in District 9 and have service experience described for the positions may stand as eligible.

ARCHIVES: Two (2) year term with a provision for second consecutive 2 year term. Usually the Archives Chairperson has served on the Archives Committee for at least 1 year, has at least 5 years of sobriety and is past or present DCM, ACM, or GSR.

GRAPEVINE: It is recommended that they have served previously on the committee and be a past or present DCM, ACM or GSR.

PI/CPC: Committee chairperson should have at least five years of sobriety and is a past or present DCM, ACM, or GSR.

LITERATURE: The election of the chairperson will follow the third legacy procedure. Suggested minimum sobriety is five years. Qualifications: Present or past DCM, ACM or GSR.

SUPPORT YOUR SERVICES: Two years continuous sobriety suggested and has been in the District as a GSR.

SPECIAL NEEDS: Two years continuous sobriety suggested and has been in the District as a GSR.

CARRY THE MESSAGE DAY: Two years continuous sobriety suggested and has been in the District as a GSR.

WEBSITE: Two years continuous sobriety suggested and has been in the District as a GSR.

FINANCE: Two years continuous sobriety suggested and has been in the District as a GSR.

SERVICE ACTIVITIES POSITIONS (October)

Intergroup Liaison
Institution Liaison
Room and Ride Coordinator

GSR Workshop Coordinator, the ACM/DCM Coordinator and the Current Practices Chairperson are appointed by incoming District 9 Chair and reported to body in December [Ref: Topic VII, Chairperson, p. 4]

SPECIAL COMMITTEE CHAIRPERSONS (January)

General Service Gratitude Dinner Chairperson: Chairperson is to be a present or past trusted servant of General Service as a DCM, ACM or GSR. They will have had considerable past experience in working on District 9 Gratitude Dinners and also at least 5 years of sobriety.

Quarterly Chairperson: (If appropriate)

Assembly Bid Coordinator: (if appropriate)

This Coordinator position will be appointed by the district Chairperson and approved by the body in January of even numbered years.

Qualifications are:

- 1) Experience working on at least 2 Quarterlies
- 2) Experience dealing with the Hotels and hotel contracts.
- 3) Attended at least 2 Area Quarterly Coordinator meetings in the last year.
- 4) 5 years sobriety

DISTRICT COMMITTEE MEMBER (DCM) AND ALTERNATE COMMITTEE MEMBER (ACM) ELECTIONS

DCMs and ACMs are elected by the GSRs and current Committee members. GSRs who have completed their two year term of office are entitled to stand for the position of ACM for a two year term. ACMs who have completed their two-year term of office are entitled to rotate automatically to position of DCM for a two year term.

New DCMs and ACMs are elected in for a two-year term of office which begins at the next regular District meeting.

The election of DCMs and ACMs shall be by a show of hands, acted upon separately. A majority of votes (one-half plus one) will determine the elected. If more members wish to stand than there are vacancies, the number of votes received in descending order determines who will serve.

Special elections to fill a vacancy will be held at the time of occurrence of the vacancy by the procedure given above. A DCM or ACM elected during the last quarter of the year may stand for a full term at the beginning of the new year. In the spirit of rotation, DCMs and ACMs shall not stand for immediate re-election to the same office.

APPENDIX D -- Archives Committee Guidelines

1. Committee Member:
 - a. Archives Chairperson is elected by the body as described in **Appendix C.**
 - b. Archives Alternate Chairperson is selected by the Archives Committee, will serve for one year and may be selected for a 2nd year.
 - c. Selection of Archives Chairperson:
 - 1) Usually the Archives Chairperson has served on the Archives committee for at least one year, has at least five years of sobriety and is past or present GSR, DCM, or ACM.
 - 2) The Term is two years with a provision that an Archives Chairperson may stand for a second 2-year term and that no person serve for more than 2 consecutive 2-year terms.
 - d. Selection of Archives Alternate Chairperson:
 - 1) Alternate to be selected by the Archives Committee.
 - 2) Will serve for one year, may be selected for 2nd term.
2. Meetings:
 - a. The Archives Committee will normally meet monthly, but no less than quarterly.
 - b. The Archives chairperson is responsible for chairing Archives Committee meetings.
3. Archives Committee Responsibilities:
 - a. Categorize materials.
 - b. Acquire Grapevines for current calendar year.
 - c. Responsible for monthly report at district meeting and quarterly meeting report to the Area.
 - d. Oversees video tapes, DVDs, television and VCR/DVD players to bring to groups upon request and is responsible for upkeep.
 - e. Responsible for portable display.
 - f. Responsible for Family Tree and to bring to monthly district meeting.
 - g. Responsible to interview and record old timers.
 - h. Maintain a current list of old timers with phone numbers.
 - i. Responsible to prepare and review agreement for storage area and for keys.
 - j. Responsible for upkeep of tape-lending library and to bring to monthly District meetings.
 - k. Old Timers and Early Timers' meetings.
4. Budget:
 - a. Annual Committee Fund allocation as determined by approval of the body and monthly rent for storage of the Archives Depository at a location to be determined by the Committee and approved by the body.
 - b. Donations are up to the Committee to use where needed.
 - c. All excess or losses incurred by Archives sponsored events are absorbed by General Service District 9.
 - d. All purchases be approved by District 9 vote.

APPENDIX E -- District 9 Gratitude Dinner

Statement of Purpose

The purpose of the Gratitude Dinner is to bring AA members together so that they may show their gratitude by sending the financial proceeds of the dinner to General Services in New York to help carry the message of Alcoholics Anonymous worldwide.

Additionally, the committee undertakes both to encourage involvement in service at the district level and to demonstrate our gratitude to a Higher Power and to Alcoholics Anonymous for our sobriety.

Composition and Procedure

The General Service District 9 Gratitude Dinner Committee shall be comprised of all AA members who wish to participate. The Chairperson of the Committee is elected by District 9 General Service in January (See Appendix J). The Chairperson then selects three trusted servants of General Service to serve as a Co-Chairperson, Secretary and Program Chair.

The District 9 Treasurer serves as Treasurer of the Gratitude Dinner.

The Dinner has its own checking account with two signatures of Chair, Co-Chair or Treasurer on checks to dispense funds. The balance received is sent to GSO New York and a small amount retained as "start-up" for coming year.

Committee Meetings

The Chairperson will call an initial meeting, get a volunteer Secretary and take names and phone numbers of volunteers to work or to serve as a dinner subcommittee chair for one of the various subcommittees. The Chairperson will call additional meetings of the dinner committee to coordinate activities.

APPENDIX F – PI/CPC Committee Guidelines

The following Guidelines are written in order to better have the PI/CPC Committee of District 9, South Florida Area 15, General Service of Alcoholics Anonymous conduct their business in a more uniform manner from year to year:

1. Chairperson shall be elected from the general body of the District in the usual fashion at the regular election meeting; and it is recommended that they had served previously on the Committee. Their term shall be for one (1) year with eligibility to stand for a second year.
2. They are encouraged to attend the Quarterly Area PI/CPC meetings and workshops and report back to the general assembly at the district's monthly meeting.
3. They will have the opportunity to report at the monthly District meeting the activities and accomplishments and problems in the District.
4. They will hold monthly meetings where possible.
5. The Chairperson will cooperate with the local Intergroup Public Information committee in the areas of participation and report those activities back at the District monthly meetings and also the Quarterly Area meetings.
6. Maintain and report Budgeted funds of the Committee to the District on a regular basis as needed, but at least once a year.

APPENDIX G -- Support Your Services Committee Guidelines

In order to help the future members of this committee better conduct their business, we have herein stated some guidelines which we feel will be pertinent to better fulfill the aims of the Support Your Services Committee of District Nine, South Florida Area 15:

1. **Activities:** The committee recommends at least 4 (four) functions per year; one to be a picnic held as close to June 10 each year to be known as "The Annual Founder's Day Picnic." All events should include an AA meeting. The Committee used the events listed below in the past but future committees are not bound to this list, and may have more or fewer activities:
 - a. Dances (2 per year)
 - b. Picnic (Founders Day)
 - c. Spaghetti Dinner
2. **Officers:** The chairperson of this committee is elected from the general body of District 9 in October [see Appendix C]. The person rotating out (after 2 consecutive terms) may stand again after 1 full term out of office. It is also recommended that the committee have a Co-chair to assist and possibly prepare for this office. The sub-committee chairpersons are to be chosen, by standing (volunteering) for each individual event at the first planning meeting of each function.
3. **Membership on the Committee:** The main committee should consist, as much as possible, of members of General Services District 9, but any member of Alcoholics Anonymous may serve if they so desire
4. **Committee meetings:** Our first planning meeting for each event is generally held approximately 8 weeks prior to the function, and thereafter as often as the committee feels is necessary. Experience has shown, that it would be beneficial to plan as many activities as possible at the beginning of the year. This would facilitate such things as the need for a particular hall, disc jockey, picnic shelter, etc. on the date required.
5. **Finances:** This committee is charged with holding seed money in the amount of \$300.00 in prudent reserve for its functions, thereby alleviating the need for a motion and vote for said money at the General Service meeting preceding each function. This seed money is to be included in the financial report after each activity as an income and an expense item. Said money to be returned to the District 9 Treasurer in January of each year. There should be a motion made and a vote taken, for new seed money, at this time.

APPENDIX H -- Special Needs Guidelines

1. **Purpose:** The Special Needs Committee will help carry the A.A. message to alcoholics for whom it is difficult to attend meetings regularly. Examples of persons that will be served by this committee may include those with chronic illness or with physical limitations in sight, hearing or mobility, the homebound or persons with limited reading skills.
2. **Committee Membership:** The majority of members would be A.A.s in District 9 General Service, yet any A.A. member with a desire to serve can join this committee. There will be a Chairperson, Co-chairperson and Secretary-Treasurer to conduct business under the general body of District 9 Guidelines and the provisions of this Appendix.
3. **Officers**
 - a. The Chairperson would have two years continuous sobriety as suggested and be a past or present DCM, ACM or GSR. They will stand in District's general elections in November for a one year term, with eligibility to stand for second year. Duties are to:
 - 1) Schedule and conduct regular and special meetings to fulfill committee's purpose.
 - 2) Submit written and oral reports of committee work at District's business meeting,
 - 3) Submit annual budget and report use of committee funds through the 31st of December.
 - 4) Elect committee Co-chairperson and Secretary-Treasurer from committee members.
 - 5) Do customary duties for committees and as District Chairperson might request.
 - b. Co-chairperson is elected from committee membership to perform duties of Chairperson in his/her absence and assist in activities as determined within committee.
 - c. Secretary-Treasurer is elected from committee membership to perform duties customary for such combined position. Secretary-Treasurer will keep such records as Chairperson and committee would decide necessary for Chairperson to fulfill committee responsibilities. Accounting of committee money does require a record of expenses with accompanying receipts regular reports of the balance in treasury, and an end of term report.

APPENDIX I -- Carry the Message Day Guidelines

1. **Purpose:** The purpose of Carry the Message Day is to learn more about the Legacy of Service. It demonstrates what activities and services are available within General Service and Intergroup of Broward County. These committees work together to provide support services to all members of Alcoholics Anonymous and to the alcoholic who still suffers.
2. **Committee Membership:** There will be three (3) Chairpersons, one (1) from General Service, one (1) from Intergroup and one (1) from Institutions. All Service Committee Chairs are a welcomed and important part of the success of this event. All who wish to volunteer will form the sub-committees. It is suggested that the General Service Chairperson choose a General Service Co-chair to assist and possibly prepare for this office.
3. **General Service Chairperson's Responsibilities:**
 - a. Schedule and conduct planning meetings.
 - b. Make reports at monthly district meetings.
 - c. Keep in communication with Intergroup and Institutions co-chairs & sub-committee co-chairs.
 - d. Follow and update the Carry the Message Day Workbook.

APPENDIX J – Literature Committee

1. **Purpose:** The purpose of the District Literature Committee is to encourage the use of and review existing literature, suggest updates and/or revisions, and respond with input as requested by the General Service Conference or our Area Delegate or designee.
2. **Responsibilities:**
 - a. Review AA Literature and audio-visual material as directed by the General Service Conference through our Area 15 Delegate and recommend a response that would be ratified by our District.
 - b. Review and report on AA Literature as designated by District 9 Geneneral Service.
 - c. Create a display of AA Literature that would be available at District 9 functions and requests by groups in District 9.
3. **Meetings:** Suggested monthly, but minimally quarterly.
4. **Committee Membership:** The literature committee is open to all interested AA members.
5. **Budget:** \$200.00 per year.
6. **Literature Committee Chairperson:** The election of the chairperson will follow the third legacy procedures. Suggested minimum sobriety is five years. Qualifications: Present or past DCM, ACM or GSR.

APPENDIX K -- DISTRICT 9 WEB SITE

SCOPE:

- 1) Content shall include and be limited to:
 - a) The following AA literature:
 - i) 12 Steps, 12 Traditions, 12 Concepts;
 - ii) A.A. Preamble
 - iii) "I Am Responsible" and "Declaration of Unity"
 - b) Information on District 9 Meetings and Area Quarterlies, including the upcoming Quarterly Host district's flyer;
 - c) Hyperlinks to any AA World Services websites, such as the
 - i) General Service Office's, located at www.aa.org
 - ii) The Grapevine, located at www.aagrapevine.org
 - d) A disclaimer to be found upon existing the web site to the above listed links;
 - e) Anonymous e-mail addresses of all District 9 Officers (e.g. chairperson@district 9aa.org, etc);
 - f) A "Chairpersons's Corner" to be used by the District Chairperson for communication with the district.
 - g) Individual pages for any District 9 Standing Committees;
 - h) Information on Area 15 and District 9 events, workshops, and activities.
 - i) Flyers for any event posted on the District Calendar, such as the Old-Timer's meeting.
 - j) A link to the Broward County Institutions Committee website
 - k) Information and flyers for the State and International AA Conventions
 - l) A link to the Akron Intergroup Archives website
 - m) A link to an information page wherein local professionals can request further information via an anonymous email

Composition:

- 1) A District Standing Committee responsible for the creation and maintenance of the Website;
- 2) This committee shall be chaired by a web servant, to be voted on by the DCMs/ ADCMs/ GSRs;
- 3) The committee shall also consist of four additional voting members;
- 4) The District Chairman shall be a member, ex officio;

Procedure :

- 1) In the spirit of cooperation, the webservant would be responsible for preparing a report to be presented to the PI/CPC committee which shall include:
 - a) updates to the website;
 - b) website activity;
 - c) summary of requests and correspondence;
- 2) Any major change or addition of the website's content must be approved by the District 9 body;
- 3) The webservant shall also present a report to the District body during the District Business Meeting
- 4) The website shall be maintained in accordance with the 12 Tradition, the 12 Concepts, District 9 and Area 15's Current Practises.

APPENDIX L -- FINANCE COMMITTEE

COMPOSITION:

The Finance Committee is composed of a Chairperson (two years continuous sobriety is suggested) and two other persons elected by the body plus the current District Treasurer and District Chairperson (ex-officio). The Chairperson and all members will be a past or present DCM, ACM or GSR.

The Finance Chairperson is elected by the body first and the two other committee members are elected by the body by descending number of votes. They have attended the Area 15 Finance Committee Meeting and have a full understanding of finances for this body.

PURPOSE:

To provide to the body, in an alternative format to the treasurer's report, a view of the district's budget with YTD (Year To Date) expenditures.

To provide basic information to the body for greater understanding of motions requesting funds beyond budgeted amounts so that an informed group conscience can be made.

STATEMENT OF SCOPE:

To perform quarterly reviews of current budget and YTD expenditures thus ensuring budgets are not exceeded and that budgeted amounts will be used.

To accept requests from Standing and Special committees for monies requested over budgeted amount. When such a request occurs, only two questions (From Concept XI, AA Service Manual) are to be put to the request.

1. Is this necessary and desirable now?
2. Can we afford it, all considered?

RESPONSIBILITY:

The Finance Committee will meet at a minimum once per quarter during the same months that Area 15 service quarterlies are held; January, April, July, and October. A special meeting may be called to address issues that are timely and urgent. It is suggested that the Finance Chairperson attend the Area 15 Finance meeting (unfunded) to enhance their understanding of the relationship of finance within Alcoholics Anonymous.

The proposed budget for District 9 for an ensuing calendar year will be presented to the body by the Finance Committee no later than November of the preceding year so that such budget can be reviewed prior to voting in December of such preceding year.

PROCEDURE:

Chairperson will coordinate quarterly meetings to maintain the scope of the committee. The committee will, at each meeting, review YTD expenditures, provided by District Treasurer. Committees under or over budgeted amount for the year will be informed by way of report given at the next business meeting. Any committee requesting funds beyond budgeted amounts will submit in writing no later than the District 9 business meeting preceding the month the Finance Committee is due to meet. Answers to the above questions on all such requests will also be included as part of the report to the body and as such the committee may recommend such motions out of committee for monetary requests.

All motions for money requested will go before the body for vote whether recommended or not. In October YTD expenses, projected changes in expenses and requests from committees for budget increases (such requests are due to committee at September business meeting) for the upcoming year will be used with input from treasurer to create a proposed budget for the upcoming year. If the Finance Committee Chair fails to coordinate the quarterly meeting, the district Chairperson will ensure coordination the following quarter to ensure responsibility to the body is fulfilled.

APPENDIX M -- CURRENT PRACTICES

COMPOSITION:

This Committee is Chaired by one member appointed by the District Chairperson and announced in December. Other members will be on a volunteer basis.

SCOPE:

Create a Book of Motions and Book of Current Practices from Archived District #9 minutes. Update the Book of Motions and the Book of Current Practices quarterly once original books are completed. Updates the Legacy of Service and Guidelines at the end of even numbered years.

PROCEDURE:

Holds quarterly meetings to fulfill it's responsibilities.

E-mails District Webmaster an updated copy of the Book of Current Practices quarterly. E-mails the District Webmaster an updated copy of the Legacy of Service and Guidelines at the end of even numbered years.

Provides newly elected District an updated copy of the Current Practices Binder at the beginning of odd numbered years. The Binder includes the Book of Motions, the Book of Current Practices, the Legacy of Service, a Forms section and a Historical Documents section.

Presents a report of Committee activities orally at the District business meeting and in written form for inclusion in the District minutes.

Provides the District Finance Committee with an annual request for funds at budget time.