

District 30
Southern California Area

Guidelines
And
Policies

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Preface

The G.S.R. Preamble

We are the General Service Representatives. We are the link in the chain from our Groups to the General Service Office, New York. We are the contact from the World of A.A. to our Group.

Let us remember, however, that we are alcoholics and trusted servants. We cannot and must not lead ourselves to believe that we now have some great and governing power that makes us better or worse than any other alcoholic. Let us always remember that we must think first of our Group and of A.A. as a whole.

The purpose of these guidelines is to supplement, not replace, the A.A. Service Manual

District 30 Guidelines and Policies

Southern California Area

Article I. District Purpose

- A. Keep the lines of communication open between the General Service Office (GSO) and District 30 Groups through full registration and representation of all active Groups.
- B. Develop knowledgeable and experienced General Service Representatives (GSRs) through the study, practice, and application of the Twelve Traditions, the Twelve Concepts, and other principles of service as contained in "The A.A. Service Manual".
- C. Elect a District Committee Member (DCM) to represent District 30 at Area Service Committee meetings and to participate with GSRs at Area Assemblies and other Southern California Area functions.
- D. Strengthen District 30 Groups through service work to ensure that the opportunity to recover from alcoholism through the practice of the Twelve Steps and the Twelve Traditions will be available for future alcoholics.
- E. Support the A.A. service structure, including the General Service Office, the Southern California Area, and District 30, in the spirit of the Seventh Tradition by encouraging all Groups in District 30 to establish and participate in a regular contribution plan.

Article II. District Location

A. DISTRICT 30 BORDERS

- **NORTH** – The Northern City boundaries of San Dimas, La Verne, Claremont, Mt. Baldy, San Antonio Heights, Alta Loma, and Rancho Cucamonga.
- **SOUTH** – The Southern City boundaries of Pomona, Montclair, and Ontario.
- **EAST** – Archibald Avenue from the Alta Loma Northern city boundary to the Ontario Southern city boundary with an extension East on Arrow Route in Rancho Cucamonga to include the Valley Alano Club.
- **WEST** – The Western boundaries of San Dimas and Pomona.

B. DISTRICT 30 CITIES AND TOWNS

1. District 30 contains the Cities and towns of Mt. Baldy Village, Alta Loma, Rancho Cucamonga, Upland, San Antonio Heights, Ontario, Montclair, Claremont, San Dimas, La Verne, and Pomona.

Article III. District Membership

A. VOTING MEMBERS OF DISTRICT 30

1. District Officers: DCM, Alternate DCM, Registrar, Secretary, and Treasurer

2. General Service Representatives (GSRs) - All GSRs who are currently registered as representing a District 30 Group.
3. Standing Committee Chairpersons and Liaisons: CPC/TFC, Grapevine, PI, H&I Liaison, 12 Step Service Board, and Central Office Liaison.
4. Past DCMs
5. Alternates - All members serving in alternate Trusted Servant positions have the same voting privileges as their principals only when their principals are absent. (This provision does not apply to the Alternate DCM).

B. EXCLUSIONS

1. Each qualified voter shall have a single vote even though the member may be serving in more than one capacity.
2. Absence by Officers and Committee Chairpersons from three (3) consecutive District Meetings will be considered as a resignation from their position and a new person will be elected. This action may be precluded by the DCM or incumbent arranging for an alternate to assume the duties of the position on a temporary basis with the approval of the District Committee.
3. If a GSR misses three (3) consecutive meetings that he or she is responsible to attend as defined in the A.A. Service Manual, notification will be given to their Group by a visit from the DCM or other District Officer to let the Group know that their GSR is not fulfilling his or her commitment and the Group's vote has been lost at the missed District and Area meetings.

Article IV. How the Committee Works

A. DISTRICT 30 MEETING SCHEDULE

1. District Committee meetings are held at 7:00 PM on the third Wednesday of each month during the year. The DCM may call special meetings of the District Officers when considered necessary to do so. Meetings are held at The First United Methodist Church at 262 N. Euclid Blvd, Upland 91786, unless a different location or time is selected by a vote of the District Committee.

B. MEETING PROVISIONS

1. District 30 Committee meetings shall provide at least 30 minutes dedicated to GSR sharing.

Article V. District Funding and Treasury

A. DISTRICT FUNDING

1. District 30 accepts no money or things of value from nonalcoholic persons or organizations. District 30 sells no merchandise or raises any funds which are not entirely voluntary contributions of its members.
2. District 30 is entirely self-supporting through its own and Groups' contributions.

B. DISTRICT TREASURY

1. District 30 will maintain a prudent reserve of \$750.00
2. Priority of expenditures.
 - a. Funding for DCM activities such as attending PRASSA and the Pacific Regional Forum.
 - b. Funding for Committee Projects.
 - c. Funding for District Committee Meeting.
 - d. Funding for Postage, copies, and general supplies.
 - e. Funding for the Alt. DCM to attend PRASSA

Article VI. District Positions and Eligibility

A. DCM AND ALTERNATE DCM

1. A background in A.A. service work which is related to the GSR position.
2. Minimum suggested sobriety of two years.
3. The time, energy and willingness to serve the District well.
4. Availability to attend all Area Service Committee meetings, Area Assemblies, and other Area events.

B. SECRETARY

1. Minimum suggested sobriety of two years.
2. The time, energy and willingness to serve the District well.

C. TREASURER

1. Minimum suggested sobriety of two years.
2. The time, energy and willingness to serve the District well.

D. REGISTRAR

1. Minimum suggested sobriety of two years.
2. The time, energy and willingness to serve the District well.

E. STANDING COMMITTEE CHAIRPERSONS

1. Appointed by the DCM.
2. Minimum suggested sobriety of two years.
3. The time, energy and willingness to serve the District well.

F. LIAISONS – H&I, CENTRAL OFFICE, AND 12 STEP SERVICE BOARD

1. District 30 Liaisons are usually provided by the organization they represent.
2. If a Liaison is not provided by the organization, one may be appointed from the District 30 membership by the DCM.
3. Appointed Liaisons should be involved in the represented organization.

Article VII. Duties of District Officers

A. COMMON DUTIES. ALL DISTRICT 30 OFFICERS SHALL PERFORM THE FOLLOWING COMMON DUTIES.

1. Attend and participate in all meetings of the District 30 Committee and the 3rd Legacy Meeting.
2. Attend and participate in all Area Service Committee meetings, Area Assemblies, and the Pre-conference Workshop.

B. DISTRICT COMMITTEE MEMBER (DCM)

1. Maintain an effective service structure in the District.
2. Attend PRAASA, the Pacific Regional Forum, and the Four Area DCM sharing session.
3. Work toward full representation of all the Groups in the District at all District Committee meetings, Area Assemblies, Pre-conference workshop, and the 3rd Legacy meeting.
4. Call GSRs prior to the monthly District 30 Committee meeting and encourage them to attend. Advise them of the date and time of the next District Committee meeting and the next Southern California Area Assembly.
5. Assist the District Registrar in obtaining current Group information to update the District records, the Area roster and the "Western Directory".
6. Encourage and assist GSRs to develop leadership, knowledge, experience and love of General Service work.

7. Service sponsor District GSRs by continuing their study of the Traditions, Concepts, "The A.A. Group" pamphlet, "The A.A. Service Manual", "Box 4-5-9", and other General Service material.
8. Visit all Groups in the District that do not have GSRs, explain the importance of Group representation in A.A. through a GSR, and encourage them to elect their own GSR.
9. Act as service sponsor for replacement to ensure an orderly transfer of responsibilities.

C. ALTERNATE DISTRICT COMMITTEE MEMBER (ALTERNATE DCM)

1. Assist the DCM to maintain an effective service structure in the District.
2. Substitute for the DCM when necessary.
3. Participate as a member of the Area Service Committee in the absence of the DCM.
4. Act as service sponsor for the replacement to ensure an orderly transfer of responsibilities.

D. SECRETARY

1. Maintain District records and perform secretarial service.
2. Take the minutes of the District Committee meeting. Present the minutes for approval at the next District Committee meeting.
3. Print and distribute (mail or email) the monthly District Committee meeting agenda and minutes from the previous meeting to the District Committee members and the Area Delegate.
4. Maintain copies of all District minutes, agenda, and correspondence in good condition.
5. Ensure that the results of the District Election are distributed to District 30 and the Southern California Area; and that any reports required are promptly sent.
6. Process correspondence as required.
7. Send reminder notes to District members and advise them of the date and time of the forthcoming District Committee meeting and SCAA meetings.
8. Receive current mailing, email, and telephone lists of the District members from the Registrar.
9. Maintain and publish the District 30 roster.

E. TREASURER

1. Maintain the District funds securely, keeping accurate permanent records of District funds disbursement.

2. Validate contributing Group names and registration numbers with the Registrar.
3. Maintain a record of donations to the District using the Group's name and registration number.
4. Acknowledge donations to the District promptly by receipts to the donors.
5. Make a copy of the Treasurer's report available at District Committee meetings for DCM approval.
6. Provide the Secretary with a copy of the approved Treasurer's report.
7. Pass baskets for the Seventh Tradition donations and record the amount donated.
8. Ensure that District expenses, including the District Post Office Box, are paid on time.
9. Maintain and update the District 30 bank account signature cards and ensure that the DCM, Alternate DCM, and the Treasurer are signatories on the District 30 bank account.
10. Maintain custody of the Treasurer's records, District self-addressed envelopes, other Treasurer's supplies, and the key to the District Post Office Box.
11. Place a supply of District self-addressed envelopes on the table at each District Committee meeting for GSRs to take to their Groups.

F. REGISTRAR

1. Maintain accurate records of District Groups and GSRs including name, address, telephone number, and email address of all Group officers and GSRs.
2. Participate as a member of the District Committee and Area Assembly.
3. Work closely with the DCM, Secretary, Treasurer and GSRs to keep District Group records current.
4. Inform the DCM and Area Registrar of changes in Group or Officer Information as necessary.
5. Inform new GSRs of their Group name and registration number as it is currently registered with GSO.
6. Distribute and collect attendance sheets at the District Committee meetings.
7. Provide information for the District 30 Roster and Reminder Mailers to the Secretary as soon as feasible after each District Committee meeting.
8. Review and verify the SCAA Registrar's "List of Eligible Voters" and submit to the DCM for Delivery to the Area Chair.

Article VIII. District Election

A. ELECTION PROCEDURE

1. Elections of all District Officers, DCMs, Alternate DCMs and Standing Committee Chairs are held in October of even-numbered years prior to the SCAA election.
2. The principal of Rotation applies to all District 30 positions.
3. Members of the District may be reelected to the same office in accordance with, "The A.A. Service Manual" which states: "Can a committee member be reelected? This question arises occasionally. Of course, the answer is yes – at a regular election where there is every opportunity for presenting all available candidates."
4. The principal of Rotation applies to all District 30 positions except the Archive Chairperson, which is a non-rotating position. The "A.A. Guidelines, Archives" states, "From shared experience we know that it takes a considerable amount of time to become familiar with a collection of historical information. Therefore, it is recommended that the archivist not rotate frequently." Accordingly, the District Archivist may stand for reelection at the completion of each term of office. The term of office for District 30 Trusted Servants is two years commencing on January first of the odd-numbered year following the election.
5. District Officers are elected by a modified Third Legacy Procedure:

District 30 Modified Third Legacy Procedure	
Ballot	Action
1	If a 2/3 vote is received, the candidate is elected.
2	<ul style="list-style-type: none"> • If there is no First Ballot winner, the two candidates with the greatest number of votes remain. • A simple majority of the votes cast shall elect.
The Hat	In the event of a tie, the choice shall be made by the Hat.

6. Persons standing or nominated for a District Officer position will give their sobriety date and service experience prior to the vote.
7. Non-committee Members that have attended six (6) of the last twelve (12) District Committee meetings will be eligible to stand for a District Officer Position.
8. It is preferred that more than one person be nominated for each office.

Article IX. Duties of Standing Committee Chairs and Liaisons

A. COMMON DUTIES: ALL COMMITTEE CHAIRS AND LIAISONS SHALL PERFORM THE FOLLOWING COMMON DUTIES.

1. Attend all meetings of the District 30 Committee and Southern California Area Assemblies.
2. Act as service sponsor for replacement to ensure an orderly transfer of responsibilities.

B. COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) COMMITTEE CHAIR.

1. Attend all Area CPC meetings and report to the District on CPC activities.
2. Form and maintain a District 30 CPC Committee made up of GSRs and other interested members.
3. Establish projects for the District 30 CPC Committee to work on.

C. GRAPEVINE COMMITTEE CHAIR

1. Attend all Area Grapevine Committee meetings and report to the District on Grapevine activities.
2. Form and maintain a District 30 Grapevine Committee made up of Group Grapevine Representatives (GVRs) and other interested members.
3. At District meetings, remind GSRs to mention the Grapevine magazine in their GSR reports on a regular basis.
4. Distribute "Grapevine" and "La Viña" subscription forms and information on Grapevine products at each District Committee meeting.

D. PUBLIC INFORMATION (PI) COMMITTEE CHAIR

1. Attend all Area Public Information Committee meetings and report to the District on PI activities.
2. Form and maintain a District Public Information Committee made up of GSRs and other interested members.
3. Develop District approved and funded PI projects, e.g. those found in the "Public Information Workbook." Report on their status at District meetings.
4. Provide the DCM a monthly written report on the status of all Public Information projects that District 30 is involved with.

E. ARCHIVES COMMITTEE CHAIR

1. Duties for the Archive Chair are being developed and will be added when completed and approved by the District Committee.

F. H&I LIAISON

1. Attend monthly Inter-Valley H&I Intergroup Meeting.
2. Attend the quarterly Southern California H&I Intergroup Meeting.
3. Attend the yearly H&I Conference.
4. Provide a written report to the DCM at the District 30 Committee Meeting on any issues that the District should be aware of or involved in.

5. Participate on H&I Panels.

G. CENTRAL OFFICE LIAISON

1. Attend the Glendora Central Office Intergroup Meeting.
2. Provide a written report to the DCM at the District 30 Committee Meeting on any Central Office issues that affect the District.

H. 12 STEP SERVICE BOARD LIAISON

1. Attend 12 Step Service Board Meetings.
2. Liaison should fill at least one time slot answering calls.
3. Provide a written report to the DCM at the District 30 Committee Meeting on any issues that affect the District and any openings that need to be filled on the Board.

Article X. Ratification, Amendment and Suspension

A. RATIFICATION

1. These guidelines shall become effective immediately upon acceptance by two-thirds of the District, present and voting.

B. AMENDMENT

1. These guidelines may be amended as follows.
 - a. All proposed amendments must be in writing and submitted to the DCM who will give them to the District Committee.
 - b. The proposed amendment shall be presented to a District Committee meeting no later than two months after receipt by the DCM.
 - c. Prior to presentation to the District Committee meeting, the Steering Committee shall provide opportunity for GSRs and other District members to become fully informed on the proposed amendment.
 - d. Upon acceptance by two-thirds of the District, present and voting, the proposed amendment becomes a part of the District 30 guidelines.

C. WAIVERS

1. Upon agreement by three-fourths of the District, present and voting, these guidelines, or any part thereof, may be suspended temporarily for necessity.

Appendix A – District 30 Committee Meeting Suggested Agenda

Meeting Agenda <Date>

1. **Third Step Prayer:** God, I offer myself to Thee – to build with me and do with me as Thou wilt. Relieve me of the bondage of self, that I may better do Thy will. Take away my difficulties, that victory over them may bear witness to those I would help of Thy Power, Thy Love, and Thy way of Life. May I do Thy will always! Amen.
2. Concept <number of meeting month> long form.
3. “I am responsible. When anyone, anywhere reaches out for help I want the hand of AA always to be there. And for that I am responsible.”
4. **GSR Preamble:** “We are the General Service Representatives. We are the chain from our groups to the General Services Office, New York. We are the contact from the world of AA to our group. Let us remember, that we are alcoholics, and but trusted Servants, we cannot and must not lead ourselves to believe that we have some great and governing power that makes us better or worse than any other alcoholic. Let us remember that we must think of our group, and of AA, and for myself.”
5. Approval/Modifications of the last Meeting Minutes.
6. Introduction of new GSRs and alternates, using first and last names, group, and sobriety date.
7. Introduction of all present, using first and last names, group, and sobriety date.
8. DCM Report:
9. Committee & Liaison Reports: CPC/TFC, PI, Registration, Grapevine, H&I,
12 Step Service Board, Central Office Liaison
10. New GSR Committee Sign-up during the 10-minute break.
11. GSR Reports, Feedback, and Questions
12. Treasurers Report
13. Old Business
14. New Business

For the good and welfare of AA: Our next District 30 meeting will be held Wednesday, <date>, at “The First United Methodist Church 262 N. Euclid Blvd. Upland, CA 91784 at 7:00 PM.

Revisions:

April 19, 2006 – Page 3, Article IV, Item A and page 11 Appendix A

Revised to reflect the change of address for “The Meeting Place”

December 16, 2015 – Page 3, Article IV, Item A and page 11 Appendix A

Revised to reflect the change of address.

Page 4, Article V, Item B-2 Added item “e” to include funding for the Alt. DCM to attend PRASSA.