

# West Hawaii District 8 Structure & Guidelines\*

## Preamble:

The primary purpose of West Hawaii District #8 is service. Service as defined in the A.A. Service Manual is "anything whatever that helps us to reach a fellow sufferer-ranging all the way from the Twelfth Step itself, to Hawaii Area 17 assemblies for Area action."

## Forward:

There are no ruling bodies, but only trusted servants, in Alcoholics Anonymous. It should therefore be recognized that the information set forth in the structure and guidelines for the West Hawaii District #8 consolidate in one place the suggested procedures and guidelines ratified by the district at the time of this edition. These guidelines are to the best of our knowledge, completely compatible with the 12 Steps, 12 Traditions and 12 Concepts and the service manual of Alcoholics Anonymous. The district may choose to amend these Structure and Guidelines as needed with due process using Robert's rules of debate as a general guide.

## District Meeting

- 1.1 The following are voting members of the District.
  - a. All General Service Representatives
  - b. All standing committee chairs
  - c. All District Officers i.e.: DCM/Treasurer/Secretary/Alt DCM
  - d. Intergroup Chair (Another Intergroup representative may vote if Chair is not present.)
- 1.2 Alternates: Alternate GSRs vote only if the current GSR is not present.
- 1.3 All members of AA may attend.
- 1.4 The District will meet monthly at a time and date to be determined. The meeting will end when all business has been concluded.

## District Officers

- 2.1 District officers are DCM, Treasurer, Secretary, and Alt DCM.
- 2.2 Inactive officers - Any officer who is absent from two (2) consecutive district meetings without notifying the DCM may be considered to have vacated their position.
- 2.3 If a position is vacated, a third legacy election may take place immediately to fill the vacancy.
- 2.4 DCM duties
  - a. Read and adhere to the DCM duties as outlined in the AA service manual.
  - b. Publish and present the agenda for district meetings. Email to all GSR's. Ensure adequate copies are available.
  - c. Encourage filling the vacant district committee chairs.
  - d. Provide a written report on District activities for all Area 17 Assemblies and Committee Meetings.
  - e. Bring pertinent information covered at Area Assemblies and Committee Meetings to the monthly meeting.
- 2.5 Alternate DCM duties
  - a. Perform duties of DCM in their absence.
  - b. Serve as Secretary if current secretary is absent.
- 2.6 Treasurer Duties
  - a. Read and adhere to the treasurer's responsibilities as outlined in the A.A. service manual Chapter 7: Finances in the Structure and Guidelines.
  - b. Up-date bank signature cards.

- c. Accept A.A. contributions from A.A. groups and other approved sources and maintain a record of all monies received.
- d. Deposit all contributions in the district bank account.
- e. Disburse, by check, funds for purposes determined by current approved District budget and maintain a record of all transactions. All checks written for over \$500 require DCM approval.
- f. Provide written report of all district receipts, disbursements and balance of each budgeted item to date at monthly meetings. If unable to attend, email spreadsheet to DCM for inclusion in monthly meeting.
- g. Maintain priority of spending and ensure budget is presented in a way that shows actual expenses along with budgeted expenses.
- h. Maintain a prudent reserve of \$1200.

## 2.7 Secretary Duties

- a. Read and adhere to the secretary's duties as outlined in the A.A. service manual.
- b. Record the minutes of monthly meetings.
- c. Distribute the minutes no later than fifteen (15) days after each meeting to district voting members.

## **Standing Committees**

### 3.1 District Standing committees

- a. District 8 has the following Standing Committees: Archives, Cooperation with the Elder Community (CEC), Cooperation with the Professional Community (CPC), Corrections, Grapevine, Mynah Bird, Public Information, Treatment & Website Liaison.
- b. Standing committee chairs are appointed by the DCM and confirmed by the District.
- c. The scope of each Standing Committee follows that of its Area committee as appropriate for West Hawaii.

## **Guidelines for Discussion**

### 4.1 District Guidelines for Discussion will be as follows.

- a. District will "loosely" follow Roberts Rules of Order, which when practiced, allows the discussion to proceed in an informal, yet business-like manner.
- b. Once a topic or motion is placed into discussion all conversation should be focused on that topic or motion.
- c. Each participant may speak for two minutes only. There should be ample time given to all members to enter discussion.
- d. We discuss only one motion at a time.

### 4.2 Determining a Quorum – A quorum will be over half of voting members present.

### 4.3 Types of voting results

- a. Votes are determined by a show of hands.
- b. Simple majority is achieved when more than 50% of voters agree.
- c. Minority vote will always get a chance to speak on their behalf after all votes.
- d. To reconsider the motion, one voting member of the majority must be willing to change their vote after hearing Minority opinion. If no member who voted in the majority changes their vote, the vote will stand.
- e. If there is obvious division the DCM will table the motion and request further discussion at the group level.

\*Adopted June 15, 2018 at District meeting, Kailua Kona, HI