

CALIFORNIA NORTHERN INTERIOR AREA 07

GUIDELINES FOR DISTRICT 33

**GUIDELINES FOR DISTRICT 33—A COMPILATION OF PAST
EXPERIENCES**

First Edition
March 2024

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INTRODUCTION:

The purpose of this “Guidelines” document is exactly that, to provide suggestions, never rules, to help the District’s trusted servants and committees function effectively. New trusted servants and new committee members will benefit from the experience, strength and hope of their predecessors. Departing from the Guidelines is entirely appropriate if the departure is within the spirit of the Traditions, especially Traditions 2 and 4. The guidelines will change over time and so it is anticipated that trusted servants and committee members will suggest modifications as appropriate.

We must always remember: our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that I am responsible.

“Alcoholics Anonymous”, Fourth Edition, June 4, 2004

DISTRICT 33

THE DISTRICT:

A District is the communication link between the Groups and the General Service Conference. It is a geographic unit made up of several groups. District 33 of the California Northern Interior Area 07 (CNIA) covers Tuolumne County. The number of groups varies from time to time but is approximately 25, of which typically about 2/3 have General Service Representatives (GSRs). The others have a contact person. District 33 uses the telephone hotline from the Delta Intergroup in Stockton, prints and distributes meeting directories (twice or more) a year (spring and fall), maintains a Group Secretary's Manual and holds several related functions. Inter-groups, H&I and other service committees are welcome to send representatives to the district meetings and any A.A. member can attend.

MEETINGS AND AGENDA:

Regular District 33 meetings are hybrid (Zoom ID: 850 8183 0939, password 1234) held monthly from 7:00 - 8:00 pm on the second Monday of each month at Willow Springs Clubhouse, in Soulsbyville, CA, unless circumstances make necessary a change in time and place. In the past, the meeting location and time have been changed to accommodate Unity Day, Assemblies, and District Cluster Meetings. District Cluster Meetings may be held at one location among neighboring districts to hear the Delegate's report on the annual General Service Conference. See Appendix A for a sample meeting agenda.

DUTIES OF DISTRICT 33 TRUSTED SERVANTS:

All District 33 GSRs, committee chairs, and trusted servants are expected to participate in monthly District 33 meetings and to cast votes as appropriate. GSRs are expected to participate in Area assemblies.

DISTRICT COMMITTEE MEMBER (DCM):

See the "*AA Service Manual*" for suggested duties of the DCM. Duties not mentioned there include the following:

- Prepares meeting agenda.
- Reviews minutes for accuracy.
- Updates all group information and shares with appropriate people/organizations.
- Appoints the following committee chairs; Guidelines, Hotline, Archivist and PI/CPC.
- Makes all arrangements for the District monthly meeting, i.e. coffee, supplies, etc.
- Attends monthly CNIA Committee meetings and assemblies and delivers a report covering District 33 activities.
- Unless there is a District *Grapevine* Chair, notifies the *Grapevine* when the district or an individual group has a new *Grapevine* Representative. Provides the representative's name, address, group name and group ID number to:
Grapevine, 475 Riverside Drive, 11th Floor, New York, NY 10115 or
grapevine@cnia.org.

ALTERNATE DISTRICT COMMITTEE MEMBER:

See Service Manual.

- Serves on the Hotline Committee as an ex officio member.
- Handles special assignments and serves on committees as appropriate.

TREASURER:

See Service Manual regarding Area Treasurer and the Treasurer's Procedure Document. The Treasurer should have experience as a Group Service Representative. The Treasurer serves on the Finance Committee but does not facilitate the Committee. The Treasurer should have the ability to utilize modern bookkeeping accounting software (Excel spreadsheet), helpful for recordkeeping purposes.

- Receives and deposits all donations received from groups and any other income from AA sources into the District checking account or savings account.
- Prepares and sends donation receipts to contributing groups.
- Promptly pays District 33 bills.
- Prepares the monthly financial statement, balances the bank statements and makes financial records available, if necessary, for the groups at the monthly district meeting and the District 33 Trusted Servants.
- Provide Hotline Chair with copies of monthly telephone bills, if necessary.
- Keeps bank and District 33 P.O. Box authorized signature cards up-to-date.
- Provides a receipt for any cash donations, keeping a copy for the Treasurer's files.

ALTERNATE TREASURER:

- The DCM or other elected committee member will be placed on a signature card at the bank as the backup to the Treasurer if unavailable.

PRUDENT RESERVE:

The treasurer maintains a minimum balance in the checking account which is the Prudent Reserve; an amount determined by the District to be necessary to cover costs of operation. A working balance in the checking account should be maintained as well. Funds in excess of the prudent reserve and working balance will be disbursed as determined by the GSR group conscience.

REIMBURSING EXPENSES:

The Treasurer advances or reimburses fully documented expenses incurred by the District's Trusted Servants in the performance of their service positions. The Treasurer's expenses are reimbursed by a check signed by a District 33 checking account signatory other than the Treasurer. See Appendix G for Expense Reimbursement Form.

CNIA ASSEMBLY:

The CNIA Treasurer may pay an advance directly to the facility chosen as the Assembly location. Our Assembly Chair appoints Registration Committee with

the responsibility to receive registrations. The committee may use a database system to account for each registrant's fee paid and checks may be sent on a weekly basis to the CNIA Treasurer. It is not necessary for District 33 Treasurer to handle CNIA registration funds or make any entries to the CNIA Income Categories. Coffee donations received during the assembly are turned over to the CNIA Treasurer each evening, again requiring no entry into the Districts accounting system. If District 33 spends its money, the Treasurer will work with the Assembly Chair in requesting reimbursement from the CNIA Treasurer. The snack bar is the responsibility of the District and is to be budgeted for.

RECORDING SECRETARY:

See Service Manual

- Records written reports from all Trusted Servants for use in drafting minutes.
- Prepares minutes for review by the committee at the next monthly meeting.
- Secretary will provide a copy of minutes to take back to group of representation.

GENERAL SERVICE REPRESENTATIVE (GSR):

See Service Manual and Pamphlet "The GSR".

GROUP CONTRIBUTION GUIDANCE:

See AA Service Manual

COMMITTEES

FINANCE:

The committee will include the treasurer, who may not be the chair of the committee, and 2 or 3 GSR's to be appointed by the DCM. The chair will be chosen from the hat by the DCM, to be approved by the GSR's. It is suggested that the Finance Committee meeting begin budget meetings in October with the final Budget presented at the District Meeting in December. The committee serves for two years, coinciding with the District Officers. The Budget (Spending Plan) for District 33 is budgeted on a calendar year, January – December.

- The committee will study finances of the District in an effort to assist the treasurer in developing the annual budget and to stress the 7th Tradition of the self-support in the District.
- Any proposal of unbudgeted or unanticipated financial impact more than \$200 must be presented to the committee for consideration. The committee will pass on its recommendations to the District as soon as possible.
- Budget needs to be completed by November for January meeting.

HOTLINE

DUTIES OF THE HOTLINE CHAIR:

- Acts as the primary liaison between District 33 and Delta Intergroup in Stockton, making sure they have a current schedule.

- Monitors Hotline expenses to be sure they remain within budget and to be submitted to the Treasurer, using the District expense form with supporting documents – suggested quarterly donations.
- Prepares a Hotline report to present at the monthly District 33 meeting.

PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY (PI/CPC):

See “*Public Information Workbook*”

The PI/CPC Committee consists of the Chair and members recruited by the Chair.

- Coordinate with the CNIA Alternate Delegate to schedule PI/CPC workshop in District 33 annually.
- Attend District 33 meetings to report on activities.
- Receive 150 meeting directories from District 33 twice each year and arrange for committee members to make them available to the public in their towns, libraries, hospitals, lodging, police departments, post offices, (by permission of the postmasters), etc.
- Participate in the upkeep of the shared Delta Intergroup/District 33 PI/CPC display and use this display whenever necessary. (This display is kept with Delta).
- Participate in determining the yearly PI/CPC budget with the District 33 Finance Committee.

DISTRICT GRAPEVINE REPRESENTATIVE:

See “A Guide to AA Grapevine”.

DISTRICT BRIDGING THE GAP (BTG) CHAIR:

- Area 07 Bridging the Gap contacts if necessary.

DISTRICT ARCHIVIST:

Mission Statement:

The mission of District 33 Archives, Alcoholics Anonymous (AA) is to document permanently the work of District 33 Archives, to make the history of the organization accessible to AA members and other researchers, ensuring anonymity for AA members, is maintained, and to provide a context for understanding District 33, AA’s progression, principles and traditions.

Purpose: (The District Archivist duties may include, but are not limited to the following):

The District 33 Archivist should have an interest in local AA history and an interest in collecting and preserving current information that may be of historical significance to future generations. The District Archivist duties may include, but are not limited to the following:

- Receive, classify and index all relevant material, such as administrative files and records, budgets, correspondence, and literary works and artifacts considered to have historical importance to District 33 and Alcoholics Anonymous; Hold and preserve such material; year-end reports for District financial records, policy, procedures, and guidelines as published by the District, Committees and service structures within District 33.
- The following list outlines in detail suggested collections by the Archives that can be subject to Archive Committee approval.
 - Group and Individual Histories for the District.
 - Artifacts gifted to the District by groups and/or individuals that are approved by the Archive Committee.
 - Create documents to safeguard ownership and/or gift deed of donated artifacts.
 - Unity Day, Present Historical records.
- Monthly attendance at District meeting and Archive Committee meetings.
 - Submit Archive Reports to District as needed.
- Maintain the District Collection Scope (what is and isn't stored in the Archives), revising its policies as needed.

ALTERNATE ARCHIVIST: *(If available)*

Reason for Creation of Alternate Archivist: The Alternate Archivist position is basically a format to learn how to become the Archivist.

Purpose of Position: The Alternate Archivist Position will support the Archivist in their assigned duties.

Recommended Qualifications for Archivist and Alternate Archivist:

1. Two-year commitment
2. Two Years sobriety or Group Conscience for less. Must have at least six months sobriety.
3. Some experience and appreciation of Archival work.
4. The position can serve on up to 3 panels consecutively.
5. It is the expectation this position will rotate to Archivist Chair upon the Archivist's final panel.

REGISTRAR:

The Registrar's Duties are as follows:

- To maintain and assist the District's current GSR's and Elected Officers in registering with the Area and GSO. Provide appropriate form(s).
- To maintain the District's Contact List for the current Panel and make the list available to District members.
- Assist District members with anything Registration related.
- Assist groups registering with GSO.

DIRECTORIES:

Meeting schedules are published twice or more per year in spring and fall. GSR's report any new or discontinued meetings or any changes to existing meetings, (times, locations, etc.). Before the new schedules are printed.

Each group representative will estimate the number of meeting schedules that will be needed and report to the chair.

WEBMASTER:

Maintain website – updating as necessary. The website sub-committee consists of at least three or more or other odd number members. The members ought to include the DCM or Alternate DCM. A Webmaster maintains the website. The Webmaster is an appointed chair. The committee's responsibilities would include ensuring the website follows AA's 12 Traditions, developing and proposing guidelines and budget, approving website content including announcements and links to other AA websites as well as determining the website host and domain name.

Authority for changes to the meeting schedules on the website should be delegated to the Webmaster. In this way the web page would display very current meeting information. The District still needs to produce a hard copy meeting directory as is done now.

The "FAQ (Frequently Asked Questions) About A.A. Web Sites" is available at www.aa.org.

DISTRICT 33 WEBSITE CONTENTS:

It is suggested that the District 33 website contain information from AA literature, namely the "*Preamble*", "*What AA does*" and "*What AA does not do*". It also provides:

- Meeting schedules for AA meetings in District 33 --Tuolumne County.
- Spanish Speaking meeting schedules for meetings within 50-60 miles of the District.
- Announcements of AA happenings and new meetings in District 33.
- Group Service Information.
- Committee meeting and Assembly locations and dates.
- Links to other AA websites.
- Provides visitors means to email comments to the Trusted Servants via the Webmaster. Any email messages originating from the website are to be directed to the Webmaster who would then forward the message to the appropriate District 33 Trusted Servant. Past experience has shown that a person receiving email directly from the site is likely to see a significant increase in SPAM to their personal email address.
- The website is **NOT** to contain commercial advertising or full names of any person, whether AA member or not.

4TH MONDAY COORDINATOR

The purpose of the 4th Monday Coordinator is to facilitate a monthly educational workshop that has been discussed and calendared at the regular monthly business meeting for the District. A priority for new GSR's is a workshop at the beginning of the Panel to learn what is anticipated for their two-year commitment and how to navigate the expected attendance what they need to do before the four Assemblies (Winter, Pre-Conference, Post Conference, Election). The Coordinator will also endeavor to provide information and website inks for new GSR's. This may also include inviting Area representatives to discuss such items as the Agenda Topics in review or organizing a meeting where the Delegate or Alternate Delegate discusses the outcomes of the Conference in New York.

UNITY DAY:

The purpose is to provide a self-supporting day-of-goodwill and service, to encourage unity of AA members with other groups in District 33, and AA as a whole.

- **GROUP PARTICIPATION.** It is desirable to have AA members volunteer to carry out specific committee functions. Committees may include but are not limited to: Program, Registration, Publicity, Lunch, Dinner, Setup/Cleanup, Free Drawing, Speakers, Kids activities, Decorations, Pie Social, Coffee and Service Tables. A chairperson for Unity Day Committee can use the 4th Monday Workshops for planning.
- **COOPERATION.** Provide an atmosphere of cooperation with AI-Anon to include their participation.
- **COMMITTEE MEETINGS.** Coordination of meetings for committee chairs are held as needed. Each committee may meet when and where necessary.
- **BUDGET.** This event may charge for a meal at the discretion of the Unity Day Committee. District 33 will provide a budget, showing allocations to the various committees, based on historical experience. While the total budget is not to be exceeded, the Unity Day Committee may reallocate funds as needed. To offset the cost of the meal, five-dollar (\$10) tickets will be sold prior to and during the meal.

ASSEMBLY COMMITTEE:

District 33 has had the good fortune to host several CNIA Assemblies. Typically, the Assembly Chair is appointed by the DCM at least one year in advance of the Assembly. Facility reservation is often required one year or more in advance to assure availability.

This committee has had the following subcommittees.

- Chair - coordinates Assembly with CNIA Alternate Chair, facility management, dinner host and District 33. Has regular meetings with the district 33 Subcommittee Chairs and gives progress reports to the GSRs at District 33 meetings.
- Finance - District 33 Treasurer or an event treasurer can be appointed.
- Registration - Provide pre-registration and on-site registration. It is recommended

that digital online registration be made available.

- Flyers and computer support - provides flyers, forms, attendee name badges and signs. Provides registration database support to Registration Committee.
- Greeters and Information - Greet attendees, direct them to parking, hotel facilities and restaurants, etc.
- Decorations - Table decorations for meeting room.
- Back-to-Basics Housing - Recruits homes of local AAs where attendees may stay at no cost.
- Hospitality - Staffs snack bar and coffee in meeting rooms.
- Housekeeping - Sets up tables, chairs and signs. Assists CNIA in setting up public address system, speakers, microphones and taping equipment.
- Ice Cream Social - Provide for Ice Cream Social - usually at multiple day assemblies only and arranged with CNIA Alternate Chair.
- Dinner Host – Coordinate meal or caterers for the event. Provide pricing information to the flyers and registration committees in a timely manner.

More information can be found in the CNIA DCM Handbook.

BACK-TO-BASICS HOUSING:

The two and three-day assemblies need to have housing facilities available, either at or near the facility. A "BACK-TO-BASICS HOUSING" program was started where AA members of the host district had attending AA members stay at their homes for no charge; this program is strongly encouraged to help reduce costs for attendees. This service was common in early AA and therefore referred to as back-to-basics. When recruiting homes, one should determine if smoking is allowed, availability of handicap access and whether there are pets (some people may be allergic to certain animals).

ELECTION PROCEDURES:

See *Service Manual* regarding 3rd Legacy Procedure

District 33 trusted servants (GSRs, committee chairs and officers) serve on a panel for 2 years beginning on January 1 of even-numbered years. The GSR and Alternate GSR are elected at the group level, preferably in October; if not, then no later than the November District 33 election meeting. The groups determine the method used for electing these trusted servants.

District 33 committee chairs and officers are elected or appointed at the District 33 election held at the November District 33 meeting of odd-numbered years, preceding the California Northern Interior Area (CNIA) Election Assembly which is normally held the third Saturday of November in odd-numbered years. The elected District 33 trusted servants are:

1. District Committee Member
2. Alternate District Committee Member

3. Recording Secretary
4. Treasurer
5. Appointed chair to include Hotline, Webmaster, Archivist, PI/CPC, Grapevine, 4th Monday Workshop Coordinator, BTG, and Alternate Archivist (if available)

GUIDELINES

Guidelines Committee – This is a two-year term committee that corresponds to the Panel represented. The chair will be chosen from the hat by the DCM, to be approved by the GSR's at the January meeting of the new Panel.. The Committee consists of a Chair and one District member to oversee any modifications and/or updates to the Guidelines, to be completed by December at end of each Panel.

GLOSSARY

CNIA - California Northern Interior Area of Alcoholics Anonymous, also known as Area 07 of the General Service Conference. CNIA includes most of the Sacramento and San Joaquin Valleys as well as the Western foothills of the Sierra. For maps and additional information on CNIA see CNIA GSR Handbook and the AA Service Manual.

DCM - District Committee Member

GSR - General Service Representative

GSO - General Service Office

H&I - Hospital and Institution Committee

PI/CPC - Public Information/Cooperation with the Professional Community.

APPENDICES

A. SAMPLE MEETING AGENDA

AGENDA

CNIA District 33 Business Meeting
Area 07 – Panel 74
Willow Springs Fellowship
Willow Springs Drive, Soulsbyville, CA
Monday, _____ 7:00 pm

Open with the Serenity Prayer

Read the GSR Preamble

Read the 12 Traditions

Introduction of New GSR's or Visitors here for the first time.

AA Celebrations and Announcements

Consideration of Minutes – Date _____ – Quorum 2/3 vote – 8 votes

Trusted Servant and Committee Reports (Subject to Change):

<u>GSR Reports:</u>	<u>Committees:</u>
<i>Duck Squad:</i>	Recording Secretary:
<i>HOW (Groveland):</i>	Treasurer:
<i>Men's Step Study (Sat):</i>	Literature:
<i>Motherlode:</i>	Hotline:
<i>Sacred Fire:</i>	Archives:
<i>Sonora Young People's Meeting</i>	H&I:
<i>Twain Harte Turning Point:</i>	PI/CPC:
<i>Willow Springs:</i>	Web Chair:
<i>Women in Recovery:</i>	Grapevine:
	4 th Monday Workshop:
	Registrar:
	Unity Day Chair:
	DCM:
	Alt DCM:
<i>Note: Ask if there is a GSR present that hasn't reported</i>	

Old Business:

New Business: (Check with members)

Responsibility Declaration - 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.

Next Meeting: _____, 2024, 7pm, Willow Springs Fellowship

B. ANNUAL BUDGET (SPENDING PLAN) PROCESS THE FISCAL YEAR

The District 33 Fiscal (budget) year begins January 1 and ends December 31.

In October the finance committee will bring budget to the GSR's. Will ask Committee Chairs to submit a budget proposal to the finance committee.

C. THE SPENDING PLAN TIMELINE (To be Discussed at the Regular District 33 monthly business meeting or the 4th Monday Workshop)

September

The Finance Committee presents the proposed budget, under New Business, to the GSR's at the regular District 33 monthly business meeting providing a hard copy of the proposed budget and rationale for each GSR. The GSR's then discuss the proposed budget with their groups.

October

The GSR's and Finance Committee discuss the proposed budget, under old business, at the 4th Monday Workshop or the regular District 33 monthly business meeting. If the proposed budget is acceptable without change, it may be approved. If the GSR's believe significant changes are needed that require them to review the changes with their groups, the budget approval may be moved to the November meeting.

November

The budget ought to be approved at this meeting but could again be delayed to the regular District 33 December monthly business meeting.

December

This is the last regular District 33 monthly business meeting at which the budget ought to be approved. If not approved by this meeting, a special meeting will be needed or the District will have to operate without a budget or with the previous year's budget. Certain regular monthly payments, such as phone bills must be paid whether or not there is a budget.

D. TRUSTED SERVANTS EXPENSE -- DISTRICT 33

Supporting Bills, invoices and receipts must be attached for reimbursement

Service From:	Service To:
Name:	Position:
Address:	Phone No.:
City, Zip:	

Please write brief purpose of expenditures. Use back of sheet if needed:

Copying/Printing	\$
Postage	\$
Supplies	\$
Registration Fees	\$
Meals	\$
Hotel/Accommodations	\$
Miscellaneous	\$
Mileage (@65.5 cents per mile)	\$
TOTAL EXPENSES	\$

Date	From	To	Round Trip Miles

Cash Advance Issued:

Ck#	Date	Payee/Purpose	Amount
			\$
			\$

Additional Information:

Signed: _____ Date: _____

Give to: Treasurer, District 33. Thank you.

Date Received: _____ Date Paid: _____ Check# _____

Created February 2024

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